



AGENDA
CITY OF CEDAR FALLS, IOWA
CITY COUNCIL MEETING
TUESDAY, JANUARY 02, 2024
7:00 PM AT CITY HALL, 220 CLAY STREET

Call to Order by the Mayor

Roll Call

Pledge of Allegiance

Approval of Minutes

1. Regular meeting of December 18, 2023.

Agenda Revisions

Special Presentations

Public Forum. (Speakers will have one opportunity to speak for up to 5 minutes on topics relevant to City business.)

Staff Updates

Consent Calendar: (The following items will be acted upon by voice vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

2. Receive and file the report of the Mayor relative to the appointment of Mayor Pro Tem for 2024.
3. Receive and file the report of the Mayor relative to the appointment of Standing Committees for 2024.
4. Receive and file Disclosures of Potential Conflicts of Interest for elected officials.
5. Receive and file the City Council Goal Setting Report of November 27 & 30 and December 7, 11 & 20, 2023.
6. Approve the following recommendations of the Mayor relative to the appointment of members to Boards and Commissions:
 - a) Peggy Larson, Housing Commission, term ending 12/31/2025.
 - b) Gary Winterhof, Housing Commission, term ending 12/31/2025.
7. Receive and file Departmental Monthly Reports of November 2023.
8. Approve the following applications for retail alcohol licenses:
 - a) Pheasant Ridge Golf Course, 3205 West 12th Street, Special Class C retail alcohol & outdoor service - renewal.
 - b) Wild Hare American Bar and Grill, 2512 Whitetail Drive, Class C retail alcohol & outdoor service - renewal.

Resolution Calendar: (The following items will be acted upon by roll call vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

9. Resolution Calendar with items considered separately.

- [10.](#) Resolution approving and adopting the FY2025 City Council Goals, Work Program and Financial Plan.
- [11.](#) Resolution levying a final assessment for costs incurred by the City to mow the property located at 925 West 22nd Street.
- [12.](#) Resolution approving and adopting a job classification for the position of Policy & Administration Specialist in the Administration Division.
- [13.](#) Resolution approving and adopting a Recreation Fee Schedule to become effective January 2, 2024.
- [14.](#) Resolution approving and accepting a Warranty Deed, in conjunction with 523 West 1st Street.
- [15.](#) Resolution approving a grant agreement with the Black Hawk County Gaming Association relative to the Community Natatorium Project.
- [16.](#) Resolution approving the Statement of Completion and Final Acceptance of Work of Lodge Construction, Inc. for the Union Road Recreation Trail Project.
- [17.](#) Resolution receiving and filing, and setting January 16, 2024 as the date of public hearing on, the proposed plans, specifications, form of contract & estimate of cost for the 2024 CDBG Sanitary Sewer Rehabilitation Project.
- [18.](#) Resolution setting January 16, 2024 as the date of public hearing on the proposed FY2024-FY2029 Capital Improvements Program (CIP).

Allow Bills and Claims

- [19.](#) Allow Bills and Claims for January 2, 2024.

Council Updates and Announcements

Council Referrals

Executive Session

20. Executive Session to discuss Legal Matters per Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Adjournment

**CITY HALL
CEDAR FALLS, IOWA, DECEMBER 18, 2023
REGULAR MEETING, CITY COUNCIL
MAYOR ROBERT M. GREEN PRESIDING**

The City Council of the City of Cedar Falls, Iowa, met in Regular Session, pursuant to law, the rules of said Council and prior notice given each member thereof, at 7:00 P.M. on the above date. Members present: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Absent: None. Mayor Green led the Pledge of Allegiance.

- 54568 - It was moved by Kruse and seconded by Harding that the minutes of the Regular Meeting of December 4, 2023 be approved as presented and ordered of record. Motion carried unanimously.
- 54569 - The Mayor then asked if there were any agenda revisions. City Clerk Kerr noted that item #36 on the Resolution Calendar was being removed from the agenda.
- 54570 - Elana Aldrich, Cedar Falls, expressed appreciation for the immediate attention to the safety concerns at the intersection of 1st Street and Union Road. She asked for continued attention to the intersection and a long-term solution that addresses safety concerns.

Public Works Director Schrage provided photos and an update of changes made at the intersection, and an update of the DOT safety analysis study.

Jim Sheerer, Cedar Falls, echoed the comments of Ms. Aldrich and expressed concerns with the safety of the intersection. He requested that this issue be kept on the front burner and that the concerned citizens be kept informed of updates. Mayor Green and Councilmember Sires commented.

Alex, Cedar Falls, requested the City of Cedar Falls show solidarity with the Palestinians and that City Council pass a resolution demanding an immediate and permanent ceasefire in Gaza. Mayor Green commented.

Noah Hackbart, UNI Student Liaison, expressed his excitement with the Panthers on Parade project.

- 54571 - Mayor Green announced that in accordance with the public notice of December 5, 2023, this was the time and place for a public hearing on proposed amendments to the City's FY2024 Budget. It was then moved by Ganfield and seconded by Harding that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.
- 54572 - The Mayor then asked if there were any written communications filed to the proposed amendments. Upon being advised that there were no written communications on file, the Mayor then called for oral comments. Controller/City Treasurer Roeding provided an update on the amendments. There being no one else present wishing to speak about the proposed amendments, the Mayor

declared the hearing closed and passed to the next order of business.

54573 - It was moved by Harding and seconded by deBuhr that Resolution #23,416, approving and adopting amendments to the City's FY2024 Budget, be adopted. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion Carried. The Mayor then declared Resolution #23,416 duly passed and adopted.

54574- It was moved by Kruse and seconded by Ganfield that Ordinance #3046, amending Chapter 9, Fire Prevention and Protection, of the Code of Ordinances relative to installation of post indicator valves, be passed upon its third and final consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Ordinance #3046 duly passed and adopted.

54575 - It was moved by Harding and seconded by Kruse that the following items on the Consent Calendar be received, filed, and approved:

Receive and file the City Council Standing Committee minutes of December 4, 2023 relative to the following items:

- a) Youth Commission Update.
- b) Human Rights Commission Annual Report.
- c) Grow Cedar Valley Update.

Approve the following recommendations of the Mayor relative to the appointment of members to Boards and Commissions:

- a) Rick Mott, Board of Electrical Appeals, term ending 12/31/2027.
- b) Jerry Bjerke, Board of Electrical Appeals, term ending 12/31/2027.
- c) Julie Gardner, Board of Mechanical Appeals, term ending 12/31/2027.
- d) Nate Gruber, Board of Plumbing Appeals, term ending 12/31/2027.
- e) Andrew Tink, Board of Plumbing Appeals, term ending 12/31/2027.

Receive and file the following resignations of members from Boards and Commissions:

- a) Robert Wright, Human Rights Commission.

Receive and file Reformatted and Renumbered Administrative Policies.

Receive and file the Abstract of Votes for the November 7, 2023 Municipal Election.

Approve the following applications for retail alcohol licenses:

- a) Huhot Mongolian Grill, 6301 University Avenue, Special Class C retail alcohol - renewal.
- b) Rancho Chico, 618 Brandilynn Boulevard, Class C retail alcohol - renewal.
- c) Sharky's Fun House, 2223 College Street, Class C retail alcohol & outdoor

service - renewal.

Motion carried unanimously.

- 54576 - Following comments by Councilmembers Schultz and Ganfield, and response by City Attorney Rogers, it was moved by Kruse and seconded by Harding to pull items #16 - #33 on the resolution calendar and suspend the rules and vote on these items together. Motion carried unanimously.

It was then moved by Kruse and seconded by Harding that the following resolutions be introduced and adopted:

Resolution #23,417, approving and adopting CFD 1007: Admin Policy - Standard Municipal Index Management.

Resolution #23,418, approving and adopting CFD 1020: Admin Policy - Formatting of City Policies.

Resolution #23,419, designating authorized signatories for financial accounts and vehicles of the City.

Resolution #23,420, approving and authorizing an Agreement with Brycer, LLC, relative to compliance administration, including acceptance of electronic compliance filings and collecting filing fees.

Resolution #23,421, approving and adopting an amendment to the FY24 Fee Schedule relative to establishing fees for the filing of reports with the City's third-party administrator relative to Fire Code compliance.

Resolution #23,422, approving the final plat of Ashworth North Subdivision.

Resolution #23,423, approving the repair of one pump at 17th Street Lift Station and the purchase of two pumps at Cedar Heights Lift Station.

Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Sires, Ganfield, Dunn. Nay: None. Motion carried. The Mayor then declared Resolutions #23,417 and #23,423 duly passed and adopted.

- 54577 - It was then moved by Kruse and seconded by Harding that the following resolutions be introduced and adopted:

Resolution #23,424, approving and authorizing execution of a Professional Services Agreement with Alex Miller relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,425, approving and authorizing execution of a Professional Services Agreement with Amanda Stout relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,426, approving and authorizing execution of a Professional Services Agreement with Amber Wegner relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,427, approving and authorizing execution of a Professional Services Agreement with Amelia Gotera relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,428, approving and authorizing execution of a Professional Services Agreement with Bret Miller relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,429, approving and authorizing execution of a Professional Services Agreement with Caitlyn Bardle relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,430, approving and authorizing execution of a Professional Services Agreement with Casey Slack relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,431, approving and authorizing execution of a Professional Services Agreement with Chad McKinzie relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,432, approving and authorizing execution of a Professional Services Agreement with Jaylin Vander Wiel relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,433, approving and authorizing execution of a Professional Services Agreement with Leah Runyan relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,434, approving and authorizing execution of a Professional Services Agreement with Karin Desnoyers relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,435, approving and authorizing execution of a Professional Services Agreement with Mary Ingamells relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,436, approving and authorizing execution of a Professional Services Agreement with Rachel Heine relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,437, approving and authorizing execution of a Professional Services Agreement with Rachael "Rose" Smith relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,438, approving and authorizing execution of a Professional Services Agreement with Salina Gavin relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,439, approving and authorizing execution of a Professional Services Agreement with Sara Fitzgerald relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,440, approving and authorizing execution of a Professional Services Agreement with Stephanie Fever relative to fiberglass TC mascots for the Panthers on Parade Project.

Resolution #23,441, approving and authorizing execution of a Professional Services Agreement with Susan Rolinger relative to fiberglass TC mascots for the Panthers on Parade Project.

Tourism & Cultural Programs Manager Pickar provided an overview of the project. Following a question by Councilmember deBuhr, and response by Pickar, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Sires, Ganfield, Dunn. Nay: None. Motion carried. The Mayor then declared Resolutions #23,424 and #23,441 duly passed and adopted.

- 54578 - It was moved by Dunn and seconded by Harding that Resolution #23,442, setting January 2, 2024 as the date of public hearing on the proposed amendment to the Land Use Map by changing the designation from Low Density Residential Use, Greenways and Floodplain Use, and Neighborhood Commercial & Mixed Use to Low Density Residential Use and adjust the Greenways and Floodplain Use of property located North of Aldrich Elementary School and South of West Greenhill Road, be adopted. Following comments by Councilmember deBuhr, it was moved by deBuhr and seconded by Harding to amend the motion to strike January 2, 2024 and change it to January 16, 2024. Following a question by Councilmember Dunn and response by Community Development Director Sheetz, the motion to amend carried unanimously. The Mayor then put the question on the original motion as amended and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion Carried. The Mayor then declared Resolution #23,442 duly passed and adopted.
- 54579 - It was moved by Harding and seconded by Kruse that Resolution #23,443, setting January 2, 2024 as the date of public hearing on the proposed rezoning from R-1, Residential District & MU, Mixed Use Residential to RP, Planned Residence District of property located North of Aldrich Elementary School and South of West Greenhill Road, be adopted. It was then moved by Kruse and seconded by Harding to amend the motion to change the date from January 2, 2024 to January 16, 2024. Motion carried unanimously. Following due consideration by the Council, the Mayor put the question on the original motion as amended and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion Carried. The Mayor then declared Resolution #23,443 duly passed and adopted.
- 54580 - It was moved by Kruse and seconded by Harding that the bills and claims of December 18, 2023 be allowed as presented, and that the Controller/City

Treasurer be authorized to issue City checks in the proper amounts and on the proper funds in payment of the same. Upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried.

- 54581 - Councilmember Sires expressed appreciation to the Operations & Maintenance Division for their quick action at the 1st Street and Union Road intersection and requested an update on 27th Street. Director Schrage responded. Sires stated he was honored to serve the citizens of Cedar Falls.

Councilmember Harding stated he was honored to serve and thanked citizens, staff and Council.

Councilmember deBuhr stated she was honored to serve the last 20 years and thanked staff.

Mayor Green expressed gratitude to staff and citizens and his hopes for the future of Cedar Falls.

- 54582 - It was moved by Harding and seconded by Ganfield that the meeting be adjourned at 7:35 P.M. Motion carried unanimously.

Kim Kerr, CMC, City Clerk



MAYOR DANNY LAUDICK

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600

MEMORANDUM
Office of the Mayor

FROM: Mayor Daniel Laudick

TO: City Council

DATE: December 21, 2023

SUBJECT: **Designation of Council Member Latta as Mayor Pro Tem for CY 2024**

REF: (a) Iowa Code 372.14: *The mayor – the mayor pro tem*
(b) Code of Ordinances, City of Cedar Falls §2-187, 9(b)(9)

1. In accordance with references (a) and (b), I hereby designate Council Member Chris Latta as mayor pro tem for CY2024.
2. As mayor pro tem, Council Member Latta shall be the vice president of the council as specified in reference (a) and shall perform the duties of the mayor in cases of my absence or incapacity, with exceptions noted in reference (b).

Xc: City Administrator
City Clerk

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MAYOR DANNY LAUDICK

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600

MEMORANDUM
Office of the Mayor

FROM: Mayor Daniel Laudick
TO: City Council
DATE: December 21, 2023

SUBJECT: Annual Appointment of Standing Committees for CY 2024

REF: (a) Code of Ordinances, City of Cedar Falls, Iowa §2-68
(b) CFD 1121.22b: Council Meeting Procedures, Rule 6.4 & 6.5

1. In accordance with reference (a) and (b), I hereby appoint the following standing committees of the Cedar Falls City Council for Calendar Year 2024:
 1. **Committee of the Whole:** Chris Latta, Aaron Hawbaker, Kelly Dunn, Dustin Ganfield, Daryl Kruse, Gil Schultz, Hannah Crisman.
 2. **Finance & Business Operations Committee:** Kelly Dunn, Chris Latta, Dustin Ganfield, Aaron Hawbaker, Daryl Kruse, Gil Schultz, Hannah Crisman.
 3. **Public Safety Committee:** Dustin Ganfield, Chris Latta, Kelly Dunn, Aaron Hawbaker, Daryl Kruse, Gil Schultz, Hannah Crisman.
 4. **Public Works:** Gil Schultz, Chris Latta, Kelly Dunn, Dustin Ganfield, Aaron Hawbaker, Daryl Kruse, Hannah Crisman.
 5. **Community Development Committee:** Hannah Crisman, Chris Latta, Kelly Dunn, Dustin Ganfield, Daryl Kruse, Gil Schultz, Aaron Hawbaker.
 6. **Administration Committee:** Daryl Kruse, Chris Latta, Kelly Dunn, Dustin Ganfield, Aaron Hawbaker, Gil Schultz, Hannah Crisman.
2. The first person named on each committee shall be the chair of that committee.

Xc: City Administrator

City Clerk

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DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

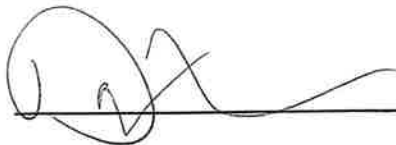
Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City’s Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City’s Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

(If none, please so state)

None



Elected Official signature

Danny Laudick

12/05/23

Date

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City's Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City's Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

None

(If none, please so state)

None



Elected Official signature

04 Dec 2023

Date

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST


Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City's Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City's Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

MercyOne Colleague

(If none, please so state)



12/15/23

Elected Official signature

Date

Chris Latta

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City's Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City's Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

None known

(If none, please so state)

Daryl Knause

[Signature]
Elected Official signature

12-18-23

Date

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City’s Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City’s Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

(If none, please so state)

None



Elected Official signature

Aaron Hawbaker

11/29/2023

Date

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City's Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City's Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

None personally.
My wife works at the CF Rec.

(If none, please so state)

Dustin Gantfield

[Signature]
Elected Official signature

12-18-2023
Date

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City's Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City's Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

I serve as chair of Cedar River Festival Group.
I work for VGM
My spouse is a contractor (works for Brecke Mechanical)

(If none, please so state)

Kelly Dunn

Kelly

Elected Official signature

12/04/2023

Date

Revised 7/1/14, 7/18/16, 5/3/18

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City’s Policy on Conflicts of Interest (Personnel Policy: 2407.20) and the City’s Policy on Outside Employment (Personnel Policy: 2110.15), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

None

(If none, please so state)

Hannah Crisman



Elected Official signature

12/20/23

Date

Revised 7/1/14, 7/18/16, 5/3/18

City of Cedar Falls | Goal Setting Work Sessions | Report

Session 1 | November 27, 2023

Overview

The City of Cedar Falls scheduled goal setting work sessions for Nov 27 & 30, Dec 7, 11 & 20, 2023, to identify and prioritize the City's goals and priorities for FY 2025.

Visioning

During the work session, the mayor-elect and city council members were asked to respond to the question: *In five years, as a result of your leadership, what will Cedar Falls be recognized for?* Their responses are listed below.

In five years, as a result of your leadership, what will Cedar Falls be recognized for?

- Collaborative and Innovative
- Relational and Representative
- Best Places – to live, to retire, for recreation, etc.
- Quality of Life
- Hospitality, Honor All, Humor
- Vibrant College neighborhood
- Foster Community Spirit
- Best Cities to work with
- North Cedar and River project
- Downtown – historical and parking
- Positive relationship with University of Northern Iowa
- College town of choice for students
- Innovative zoning changes
- Support economic development and growth
- Revitalize University Avenue and College Hill
- Strong shares vision – genuine and resident driven
- Reputation as quaint town with neighborhoods with restaurants and retail (including North Cedar)
- Innovative, smart growth
- Mix of housing options
- Family oriented – safe neighborhoods

2023 Accomplishments

Participants reviewed the list of 2024 goal accomplishments compiled by city staff and were asked to identify what they considered to be their top three accomplishments. Their responses are noted with red stars below.

Short Term Financial Plan:

- *** Maintained AAA bond rating
- A 5-year CIP was adopted by Council
- * A FY24 Budget was adopted by Council
- Seek minimum private donations match of 25% for recreation & quality of life projects – Seerley Park, Orchard Hill Park Pickleball Expansion

Goal #1: Foster Organizational Excellence

- ** City Administrator and Human Resources Manager worked with each department to determine their top goals as a result of the workforce climate assessment survey and reviewed the progress of those goals
- * Reviewed and updated the Police Policy Manual, Fire Policy Manual, and City's Emergency Operations Plan
- Maximized the use of Police Reservists to staff large events/celebrations

Goal #2: Deliver Responsible Local Government

- Implemented a standardized municipal index for all major city plans, policies, and documents
- Website was updated and designed to be more mobile friendly, and the new mobile app was also launched. QR codes are used on council agendas and various public communication
- ** Diversity, Equity, & Inclusion (DEI) Specialist was hired and has created relationships with several community organizations
- Implement the Nutrient Reduction Strategy as submitted to the Iowa DNR to update the existing Wastewater Treatment Facility – Contract with Strand
- Continue to implement the Island Park Revitalization Plan – Disc Golf, Petanque Courts, etc.
- Continued to work with the Emergency Management Commission with the goal of having emergency dispatch costs funded through a County EMA levy
- * Committee presentation on Community-Wide Strategic Plan on progress in achieving goals

Goal #3: Ensure Government Efficiency and Effectiveness

- A new City Clerk was appointed upon the retirement of previous City Clerk
- A new Water Reclamation Manager was appointed
- ** A new Police Chief was appointed
- ** A new Fire Chief was appointed
- A new Community Services Supervisor was hired, to support CDBG, HOME and the Housing Choice Voucher Program
- Initiated a police canine program in the police division
- * Put a new EMA/Rescue SUV in service in the Fire Division to reduce mileage and wear/tear on large, expensive fire apparatuses while improving response times
- * Increased the number of hours that fire personnel have supplemented police shifts and police personnel have supplemented fire shifts to reduce overtime and harness the benefits of a public safety model
- * A vendor was selected for a new ERP (Financial & Payroll) system
- A legislative session was held with local legislators
- Proactive code enforcement occurred in zones/neighborhoods, including adherence to Landlord Accountability

Goal #4: Promote Economic Development

- Evaluate one-way streets and traffic flow – Royal Drive & Seerley Blvd
- * Street Improvement Objectives
 - Main Street Reconstruction – Under Construction
 - Ridgeway & Hwy 58 – Under Construction
 - North Cedar Heights Area – Under Construction
- ** Establish Agreements with Developers to complete street connections
 - Aldrich Connection Agreement – Ashworth, Ironwood, Arbors
- * Slope Repairs – West Ridgeway Ave, repair of failing slope in North Cedar Heights Area
- *** City acquired 76 acres of farmland located adjacent to the West Viking Road Industrial Park to create future industrial lots
- Provided property tax abatement for projects meeting adopted job creation and tax growth criteria, including redevelopment projects on College Hill, Downtown, and Northern Cedar Falls
- Continued economic development partnerships
- ** Coordinated with UNI to increase recognition of the Iowa High School Football Playoffs to retain this event in Cedar Falls
- Zoning code amendments to provide new opportunities for repurposing obsolete institutional buildings, signs for civic uses, parking for institutional uses, use of vinyl siding
- Major Thoroughfare Plan under staff review and will come forward to Council in 2024
- Committee presentation on the progress in achieving goals of 2012 Comprehensive Plan
- Habitat project on Sands Ave completed, assisted with federal HOME funds. Exploring project on Clay St
- *** Worked with CFEDC on priorities from Housing Needs Assessment.

Goal #5: Enhance Community Quality of Life

- Implement the Bike Network Plan – Updated Map in 2023
- Coordinated a comprehensive public education campaign to limit fireworks use to the day(s) allowed by ordinance
- Conducted bi-annual open houses at the Public Safety Center to connect with the community in fire and crime prevention efforts
- Hearst Master Plan initiated in March 2023, open house October 2023
- Great American Rail Trail: Tourism staff serves on stakeholder committee, hosted the project manager from Rails-to-Trails Conservancy for a visit to Cedar Falls in May, supported connections in George Wyth Park and Benton County, promoting trail use and into downtown with QR codes on trail signs, Visitor Guide, expos/events, & hosting editor of Minnesota Trails Magazine in May 2023
- 28E Agreement with the School District for shared Community Natatorium for facility sharing and minimizing duplication of services
- Improvements to Orchard Hill Park underway for new shelter, 8 additional pickleball courts, paved parking (and additional amount), & landscaping.
- ***Cedar River Recreational Project underway (construction oversight & grant administration occurring)
- * Bike Network Plan implementation:
 - 27th Street Trail between Hudson and Union is underway and will be completed by the end of the year.
 - Lake Street Trail is paved and will be finalized by the end of the year.
 - Union Road Trail between 1st and 27th Streets is paved and will be finalized by the end of the year.
 - 18th Street Sharrows between Hudson and Campus Streets were added this year.
 - Main Street Bike Lanes:
 - Between 6th and 11th Streets will be done by the end of the year.
 - Between 18th and Seerley will be done by the end of the year.
 - Cedar Heights Trails south of Greenhill Road is paved but won't be finalized until sometime next year.

Preparation for FY 2025 Goal Setting

Participants reviewed the FY 2024 goal document and were asked to 1) identify their top three priority items under each goal, and 2) identify up to three new items they would like to include in the FY 2025 goal document. Their responses were distributed to council members and used as a reference during the goal setting process.

Session 2 | November 30, 2023

Short Term Financial Plan

During the November 30 work session, the Mayor-Elect, City Council members and staff reviewed financial policies and the following items from the Short-Term Financial Plan section of the FY2024 goal document.

- 1) Council members agreed to continue to use the following financial policies to develop the CIP:
 - Issue only replacement debt
 - Maintain a debt strategy that protects at least 25-30%\$ of capacity
- 2) Council would like further discussion on the amount the city is designating to support UNI dome renovations.
- 3) Council members agreed to support the following items in FY 2025 with additions noted in **underline and bold:**

CFD 1101: Council Goals, Work Program, and Financial Plan for FY2024

SHORT TERM FINANCIAL PLAN:

A. FY2025 Budget Policies.

- 1). Limit tax increases to no more than the rate of inflation on residential properties for controllable costs. **NOTE: Council will revisit when new data is received from the county in early 2025.**
- 2). City staff members are directed to certify the maximum amount of legally incurred TIF debt annually by December 1st for all completed City and CFU construction work within the TIF Districts to better position the City and CFU financially. Continue to transfer TIF release funds **from expired TIFs** to economic development fund to cash-flow economic development projects.
- 3). Use State aid (including backfill if provided) only to fund one-time capital expenditures or non-reoccurring expenses, rather than for operating expenses.
- 4).
- 5).

- 6).
- 7). Escrow Fund Policies.
- a. The City will escrow funds annually to pay accrued liabilities.
 - b. The City will address annually these commitments by budgeting and depositing in a restricted account funds to pay these liabilities when they occur.
 - c. The City will **continue to fully fund** ~~not un-fund~~ liabilities in escrow accounts; these include severance, payroll, liability insurance, vehicle replacement, data processing, workmen's compensation, long-term disability, and all pensions.
- 8). Continue to assess user fees for specific City services at rates approved by Council.
- 9).
- 10). The Cedar Falls Health Trust Fund shall only budget expenditure of interest income generated by the fund minus an interest income contribution into the fund's principal equal to the rate of inflation in health care. Principal should only be used in negotiating a development agreement for a new hospital or a health care provider.
- 11). Interest income generated from the 411 Pension reserve fund shall be used to pay the required City contribution to annual 411 expenses. No portion of the principal shall be used for operating purposes.
- 12). Road Use taxes shall only be deposited in the Street Construction fund with their use limited to street operations and maintenance purposes.
- 13).
- 14). Maintain capital and maintenance reserve accounts generated from user fees set aside to pay for future capital repairs or facility replacement of benefit to the users contributing (examples include the Recreation Center, Aquatic Center, Hearst Center, Beach House, Big Woods Campground, and golf courses).
- 15). The CFU transfer made to the City in lieu of property taxes shall be deposited in the General Fund to off-set the cost of supplying City services. Transfer funds shall also be set aside in a capital account to finance various one-time capital projects.
- 16). Maintain liability, work compensation and health insurance reserves as required by law or policy to support the City's self-insurance programs. **NOTE: Council will look in to this in future work sessions.**

- 17).
- 18). TIF-qualified SSMID funds collected from Downtown and College Hill SSMID District will be allocated to Community Main Street and College Hill Partnership rather than for City TIF debt payments.
- 19). Coordinate and centralize all requests for grants, including the Black Hawk County Gaming Association.
- 20). **Deposit funds in excess of annual operations expenses (including TIF funds) in a capital reserve account for projects, economic development, public land acquisition, redevelopment, health insurance fund support, or other one-time allocations approved by the City Council.**

B. FY2025 Budget Contingency Policies.

C. FY2025 Cash Reserves Policy.

- 1). 1. The City will maintain an unreserved balance at year-end at a level determined by Council to meet cash flow requirements, emergency needs, and bond rating criteria.

Fund Type	Percent Minimum	Absolute Minimum
General Fund	15-25% ¹	Not specified
Refuse Fund	20-30%	\$500,000
Sewer Fund	65-75%	\$1,500,000
Street Fund	20-30%	\$1,000,000
Storm Water Fund	10-20%	\$200,000
Emergency Reserve Fund	N/A	\$1,500,000 - \$2,000,000

D. FY2025 Revenues Policy.

- 1).

2).

3). Revenue Source Policies.

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

i. Sales Tax. The City collects an additional 1% in local option sales tax. The revenues and expenditures under this program are recorded in a separate fund.

j. Hotel/Motel Tax. The City currently has a 7% hotel/motel tax with 50% of the income generated by the imposition of the tax being devoted to the Visitors and Tourism Division. The other 50% is devoted to programs related to parks, lakes, trails, and recreational/cultural facilities.

- k.
- l.
- m.
- n.

E. FY2025 Expenditures Policies.

1).

2).

3).

4). Local Option Sales Tax: 100% of LOST proceeds will be spent on street repair in accordance with the stipulations set by the voters and City Council resolution².

F. FY2024 Long Term Debt Policies.

G. FY2024 Capital Improvements Program Policies.

1).

2).

- 3).
- 4).
- 5).
- 6).
- 7).
- 8).
- 9).
- 10).
- 11).
- 12).
- 13).
- 14).
- 15).
- 16).
- 17). The city will seek minimum private donation match of 25% of/for new recreation & quality of life projects. Funds shall be escrowed or an agreement with the City Council needs to be executed prior to the project bid letting.

Session 3 | December 7, 2023

During the December 7 work session, the Mayor-Elect, City Council members and staff reviewed the following items from the Goals and Objectives section of the FY2024 goal document. Council members agreed to support the following items in FY 2025 with additions noted in **underline and bold**:

GOALS AND OBJECTIVES:

1. **GOAL #1: Foster Organizational Excellence.** Select, train, motivate and retain highly qualified employees who represent the city in a professional manner.
 - A. Supporting Policies.
 - 1). Ensure that employee wages and benefits are competitive with other municipalities in the state of Iowa and private enterprise in the metro area.
 - 2). Maintain clear lines and methods of communication between elected officials and staff.
 - 3). Treat employees with respect and expect that they, in turn, will treat citizens with respect.
 - 4). Encourage and management and supervisory employees to be creative and innovative in the delivery of city services.
 - 5). Promote continuous quality improvement in all city government operations.
 - 6). Conduct employee survey **annually beginning in 2025.**
 - B. Long-Term and Ongoing Objectives.
 - 1). Continue to monitor the ability to attract and retain quality staff.
 - 2).
 - 3).
 - 4).
 - C. FY2025 Detailed Objectives.
 - 1). Review results and consider policy changes from the workforce climate assessment / employee satisfaction survey to improve human resources management and employee relations.
 - 2).

- 3). Explore restructuring, merging, or eliminating vacant positions.
 - 4).
 - 5).
 - 6). Continue to fund the City's employee educational assistance program (CFD 2254).
 - 7). **Continue to fund the City's employee assistance program.**
 - 8).
 - 9). **Encourage employees to participate in the employee DEI committee.**
 - ~~10). Update the staffing plan to address employment attrition, retirements and the use of PT, PSOs, POCs, Police Reservists, volunteers or other cross-training programs to respond to long-term staffing needs.~~
 - 11). **Continue to use a Develop a review standard review tool to annually evaluate the performance of the City Administrator.**
2. **GOAL #2: Deliver Responsible Local Government.** Provide a representative system which identifies and anticipates concerns, problems, and opportunities which are effectively addressed with thoughtful and decisive governmental actions for the benefit of citizens.
- A. Supporting Council Policies.
- 1). Provide broad direction to the City Administrator, who in turn formulates management decisions to provide efficient service offerings and operations.
 - 2). As a policy-making body, interpret community needs and values and convey them to City staff through consistent legislative and policy actions.
 - 3). Continue to provide a forum for active public engagement related to City actions through open public meetings, hearings, committees, commissions, task forces and broadcast media.
 - 4). Continually explore and evaluate improved methods of communication with citizens to inform them of City activities and accomplishments.
- B. Long-Term and Ongoing Objectives.
- 1).
 - 2).

- 3). Consider holding when timely, joint meetings with the Waterloo City Council, Black Hawk County Supervisors, Cedar Falls Community School District and the University of Northern Iowa on matters of mutual interest.
 - 4).
 - 5). Expand on existing collaborations with the City of Waterloo, CFU, UNI, Black Hawk County, and other governmental bodies to provide high-quality public services at lower cost; examples include art & culture services, airport operations, public safety services, transit systems, economic development coordination, emergency response, sewer infrastructure, and shared facilities / equipment.
 - 6).
 - 7). Continue to support the development of a five-year Community-Wide Strategic Plan (CFD 4005) to help coordinate the long-term efforts of the City's many stakeholders, including a new plan for 2025-2030.
 - 8). Continue using the city's quarterly Currents newsletter, websites, cable television, social media and other technologies to provide relevant information about City services, activities, and schedules to residents.
 - 9). Continue expanding the Communication Specialist role **and centralize efforts with other departments** to facilitate increased communications with the public about all aspects of city government.
 - 10).
 - 11).
 - 12).
- C. FY2025 Detailed Objectives.

1). City of Waterloo Objectives.

- a.
- b.

2). University of Northern Iowa Objectives.

- a. Continue to collaborate with UNI to address public safety, parking, College Hill neighborhood, equitable payment for City services, sharing of facilities and elimination of duplicated governmental services.
- b.

- c.
 - d. Engage with Iowa Workforce Development, UNI, **Cedar Falls Economic Development Corporation, Grow Cedar Valley, and other relevant entities** to explore opportunities to retain recent UNI graduates in Cedar Falls.
 - e.
- 3). Cedar Falls Community School District (CFCSD) Objectives.
- a.
 - b. Support improvements to parking and pedestrian traffic near public schools in accordance with the Safe Routes to Schools Study (CFD 4106.11); examples of such design are Orchard Hill Elementary, Southdale Elementary, and Lincoln Elementary.
 - c. **Continue to** coordinate with CFCSD ~~on the completion of the new Cedar Falls High School~~; identify local, county and state facilities, programs and property which can minimize duplication of services.
 - d.
 - e. ~~Build collaboration between CFCSD and the City to highlight and celebrate the many cultures in the community and how they add value to our city.~~
 - f.
 - g.
- 4). Cedar Falls Utilities (CFU) Objectives.
- a.
 - b. Support CFU in the implementation of water service programs, as CFU is the sole governmental entity authorized by code to provide these services. Reimbursement would be subject to CFU maintaining a fair and updated annual transfer that equitably compensates the City for return on investment from City ownership, property taxes, franchise fees and use of city right-of-way (ROW).
 - c. Implement public water special assessment programs (if requested by CFU) to install a public water system in un-serviced areas, if requested and financially supported by a majority of benefited property owners. Examples include parts of northern Cedar Falls, Viking Place, Horseshoe Drive and some rural properties.
 - d. Use ~~federal Community Development Block Grant (CDBG) funding (if eligible) to pay for water service line connection for all residents who are income-eligible~~

and property taxes to pay for fire hydrant installation; CFU will pay for all water line over-sizing and property owners will pay all other expenses, less any other funding sources.

e.

5). Community Resiliency Objectives.

a.

b.

c.

d.

e. Continue to support the conversion of select gravel alleys to permeable alleys (when funds permit) to reduce gravel erosion and pollution from storm runoff.

6). Racial Equity and Human Rights Objectives.

a.

b. Continue to actively partner with the Black Hawk County Health Department, Cedar Falls Community School District, UNI, and Grow Cedar Valley to develop coordinated and supporting equity plans and initiatives.

c.

d.

e. Work with Human Rights Commission about forming a Diversity, Equity, & Inclusion (DEI) subcommittee or determine best approach to establishing a Cedar Falls Equity Committee.

f.

7). General Governance Objectives.

a. Continue support for 'Mayor's Updates' to inform the City Council, Cedar Falls residents and stakeholders of the status of Council priorities, City projects, upcoming activities and key information.

b.

c.

- d.
 - e. Hold city council committee or work sessions on council meeting Mondays to discuss complex or potentially contentious matters.
3. **GOAL #3: Ensure Government Efficiency and Effectiveness.** Equitably deliver services in a cost effective, efficient, professional, and timely manner.
- A. Supporting Council Policies.
- 1).
 - 2). Ensure that community health, safety, and welfare are protected through provision of essential cost-effective, efficient, professional, and timely public services.
 - 3).
 - 4).
 - 5).
 - 6). Adopt a Capital Improvements Program annually which coordinates major capital expenditures and is responsive to property tax levies and the City's debt restrictions.
 - 7).
 - ~~8). Deposit funds in excess of annual operations expenses (including released TIF funds) in a capital reserve account for projects, economic development, public land acquisition, redevelopment, health insurance fund support, or other one-time allocations approved by the City Council.~~
 - 9). Evaluate each newly proposed service to determine the cost, relative importance and value of each service, and to identify unnecessary duplication within City-sponsored programs.
 - 10). Identify and implement cost-effective methods to save energy within City operations.
- B. Long-Term and Ongoing Objectives.
- 1). Continue to monitor the City's capacity to provide adequate maintenance of its growing infrastructure. Maintain a long-term maintenance plan, including a contingency plan to respond to any long-term reductions in maintenance funds.
 - 2).
 - 3). Continue to dedicate TIF release dollars generated by expired TIF areas to future economic development projects.

- 4).
- 5). Continue the annual street repair program using RUT and LOST revenues.
- 6). Ensure that essential services (public safety, parks, sewers, roads, refuse collection) are offered, while constantly exploring ways to increase efficiency in delivery.
- 7). Encourage civic involvement and volunteerism by citizens to reduce costs, including recycling, picking up leaves, moving cars to assist with efficient snowplowing, cleaning sidewalks, Friends of the Library, Friends of the Hearst Center, and Police Reservists.
- 8). Maintain the appropriate number of alternative staff in police and fire while improving services and reducing overtime costs by annually recruiting, if necessary new Police Reservists, volunteers, PSOs and POC staff.
- 9). Periodically conduct an evaluation of the costs and benefits of participation in the County Consolidated Communications Center and CJIS. Determine the fair share of costs that should be assigned to Cedar Falls while exploring a "county funded" system.
- 10).
- 11).
- 12).

C. FY2024 Detailed Objectives.

- 1).
 - a.
 - b.
 - c.
 - d.
 - e.
- 2). Public Safety Objectives.
 - a.
 - b. Continue to evaluate the City's Public Safety model, ensuring cost effective and efficient law enforcement, firefighting, and rescue operations.
 - c.

- d.
- e.
- f.
- g. Pursue the establishment of a new public safety station along W. 1st Street / Highway 57.
- h.
- i.
- j.
- k. **Investigate options for additional staffing or contracting out for crisis intervention services**

3). Code Enforcement Objectives.

- a.
- b. Continue to identify and implement methods designed to better coordinate inspections while enforcing land use, property maintenance codes, rental housing, and zoning and nuisance ordinance violations citywide with cooperative and coordinated actions by the City's departments.
- c. Continue the full-time Code Enforcement Officer position to enforce property maintenance, snow removal, zoning, housing, building, and nuisances.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

- m.
- 4).
 - a.
 - b.
 - c.
 - d.
 - e. Continue to review refuse fees, when timely, to ensure that sufficient revenues exist to cover all collection costs.
 - f. Continue to plan for future relocation of transfer station outside of the floodplain
- 5). Stormwater and Wastewater Objectives.
 - a.
 - b.
 - c.
- 6). General Legislative Objectives.
 - a.
 - (1)
 - (2)
 - b.
 - c. Continue to meet with legislators to increase rapport, gain insight into current legislative directions, and to apprise them of the City's revenue generation challenges, as well as the negative impact of legislation (including unfunded mandates, tax exempt and rollbacks).
 - d.

Session 4 | December 11, 2023

During the December 11 work session, the Mayor-Elect, City Council members and staff reviewed the following items from the Goals and Objectives section of the FY2024 goal document. Council members agreed to support the following items in FY 2025 with additions noted in **underline and bold**:

GOAL #4: Promote Economic Development. Create an environment conducive to economic development for the long-term financial prosperity and growth of the community.

- A. Supporting Council Policies.
 - 1). Function as a catalyst to encourage business development/expansion in Cedar Falls.
 - a.
- B. Long-Term and Ongoing Objectives
 - 1). Develop initiatives, when financially feasible, to support the economic development goals contained in the city's Comprehensive Plan (CFD 4101.12).
 - 2). Implement a long-term plan for the development of future TIF districts. This plan should include ways to acquire land and provide adequate infrastructure utilizing cooperative efforts with other groups and agencies.
 - 3).
 - 4). Prepare on a project-by-project basis an in-depth analysis of the long-term economic benefits vs. public investment/risk for each private/public cooperative economic development venture; the analysis must conclude that the long-term financial benefit derived by Cedar Falls taxpayers clearly out-weighs the risk of public financial assets.
- C. FY2025 Detailed Objectives.
 - 1). General Economic Development Objectives.
 - a. Offer economic development incentives on par with other Iowa cities to remain competitive in the site selection process.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
 - h.
 - i.
 - j.
 - k. Pursue expanded benefits and incentives to recently separated military members willing to relocate to Cedar Falls, as part of the state's Home Base Iowa initiative.
 - l. Explore the establishment of an incentive policy for residential districts.

2). Regional Economic Development Organization Objectives.

- a.
- b.
- c. Continue to support the efforts of the Cedar Falls Economic Development Corporation in advancing Cedar Falls' economic interests.

3). Regional Tourism Objectives.

- a. Continue to maintain a dedicated Cedar Falls Visitors & Tourism Bureau.
- b. Continue to coordinate marketing and programming efforts between UNI, **and with tourism-related organizations throughout the Cedar Valley. Cedar Falls and Waterloo Visitors and Tourism Bureaus for all Metro tourist events.**
- c. **Showcase Cedar Falls as premier destination for meetings, conferences, sports and business travel in Iowa.**
- d. **Continuously evaluate and grow the budget for a sponsorship program (modeled after competing communities) for offering financial incentives to prospective event organizers.**
- e. **Maintain and enhance Cedar Falls as a preferred destination for leisure travelers.**
- f. **Encourage the development of new attractions and assets that would enhance Cedar Falls as a tourism destination.**
- g. **Advocate for the construction of a new multi-purpose indoor turf facility to meet the increasing demands youth and amateur athletic events and competitions.**
- h. **Facilitate consistent communications with members of the hospitality industry, providing local, statewide and national training opportunities, information and updates.**

Session 5 | December 20, 2023

4.) Comprehensive Planning, Engineering and Building Objectives.

a.

b.

(1)

(2)

(3)

(4)

(5) **Development of neighborhood traffic program guide**

(i) Traffic calming devices and design approaches to address neighborhood traffic concerns, when practical.

(6)

(7)

5.) Zoning Ordinance Economic Development Objectives.

a. Support the development of a comprehensive new Zoning Ordinance to update the Zoning Ordinance first adopted in 1970. Consider new zoning and traffic control regulations to control density and parking problems by reducing the number of multiple family and duplex conversions.

1. **Continue to work on College Hill zoning ordinance.**

2. **Initiate work to develop neighborhood plan exploring the redevelopment of the old High School and the Sartori Hospital sites (and subsequent zoning changes if identified.)**

3. **Develop a University Avenue neighborhood plan (and subsequent zoning changes if identified.)**B.

c.

d.

- e.
- f.
- g.

6.) Affordable Housing Development Objectives.

a. Continue to seek ways in to provide affordable housing options to residents by:

- (1) Maximizing Section 8 funds available to provide as many vouchers as possible, given HUD guidance.
- (2) Incentivizing improvements in Section 8 housing (with tools such as Community Development Block Grant rental rehabilitation program).
- (3) Revising zoning codes to encourage a variety of housing types in every neighborhood, e.g., allow for Habitat for Humanity builds.
- (4) Encouraging the Housing Commission to evaluate initiatives to balance investments in market rate and low-income housing (e.g., tax abatements, forgivable loans, gap payments on rent or mortgage, housing trust fund).

- b. Review City construction standards to identify possible changes which can promote the construction of affordable housing.
- c. Identify existing older homes which can provide a market to meet affordable housing demand.
- d.
- e.
- f. Consider the results of the Housing Needs Assessment, focusing on how to provide housing variety to promote housing options for all.
- g.
- h.
- i.
- j.
- k.

7.) Commercial and Office Economic Development Objectives.

- a.
- b.
- c.

8.) College Hill Economic Development Objectives.

Carry out the recommendations of the College Hill Parking Study (CFD 1602.19)

- a. Continue to enact the College Hill Urban Revitalization Plan (CFD 1852.12).

9.) Northern Cedar Falls Economic Development Objectives.

- a. Continue to support the development of commercial uses in the northeast corner of Lone Tree Road/Center Street and at the Lone Tree Road interchange.

d. Continue to promote the development of commercial growth along Center Street through streetscaping and beautification efforts in the ROW.

10.) Downtown Area Economic Development Objectives.

- 1.
- 2. Explore all options to building a downtown parking structure, in conjunction with a feasibility study and continual re-evaluation of paid parking options.

11.) Industrial Economic Development Objectives.

- a.
- b.
- c.

12.) Flood Control, Storm Water, Sanitary Sewer and Water Improvement Objectives.

- a.
- b. Extend sanitary sewer to areas that are unserved and remain on septic systems (i.e. South Main Street).

13) Street Improvement Objectives.

a.

- 1.
2. Greenhill Road/Highway 58 – Use TIF funding as City match to Iowa Department of Transportation’s project in FY2027.
3. West 23rd Street Improvements – Use LOST, Assessment, and GO bonds to complete this project in FY2024.
- 4.
5. **West Viking Road Reconstruction – Use TIF and LOST to complete this project for construction in 2024-2025.**
6. Prairie Parkway & Viking Road Intersection Improvements – Use TIF, LOST, and RUT for construction in FY2024-2025.
7. Northern Cedar Heights Area – Use LOST and SCF to complete this project

b. Complete the street connections per agreements with developers to complete the connection of the following streets:

8. Arbors Drive -- Aldrich Elementary to Greenhill Road
9. Ashworth Drive – Prairie Winds to Hudson Road
10. Ashworth Drive – Connection to Arbor Drive
11. Ironwood Drive – Connection to Greenhill Road

b. ~~West 27th Street Improvements – Use LOST, RUT, and GO bonds to complete this project in FY2022-2024.~~

- c. Continue to develop the plans for the reconstruction of Union Road from 27th Street to University Avenue - Use LOST and RUT funds to complete this project. Timing of project dependent on receipt of grant funding sources.

14. Miscellaneous Infrastructure Repairs.

a.

GOAL #5: Enhance Community Quality of Life. Preserve the community's physical, human, and aesthetic assets by assuring that Quality of Life services are available for leisure, educational, cultural and personal enrichment of residents.

A. Supporting Council Policies.

1. Actively support the development of cultural, educational, recreational, and natural features, which make Cedar Falls distinctive.
2. Endorse planned community growth, which protects the unique, natural, and historic features of Cedar Falls.
3. Continue evaluating and implementing pedestrian safety measures.

B. Long-Term and Ongoing Objectives.

1. Continue to review and evaluate the ways in which the City can enhance racial and cultural diversity and inclusion in Cedar Falls.
2. Update the Park Master Plan (CFD 8601.06) to account for city growth, changing needs and desires of the public, and updating of equipment and facilities.

C. FY2025 Detailed Objectives.

1. Continue planning for Hearst Center expansion/relocation.
- 2.
3. Implement, when financially feasible, an enhanced riverfront as a visitor attraction consistent with the Northern Cedar Falls Development Master Plan (CFD 4102).
4. Coordinate with the Cedar Falls Community School District to purchase land for future parks in developing areas, as appropriate.
5. Assist in the solicitation of grants and development of the Cedar River including dam safety improvements, riverbank improvements, and recreational features.
- 6.
7. Improve the Big Woods Campground (cabins, **campground expansion**, playground, and landscaping) as funding becomes available and as floodplain development ordinances allow.
8. Develop an annual street right-of-way beautification, wayfinding signage, bike network signage, and city entrance signage & monument program using hotel/motel taxes.
9. Consider recommendations from City staff when alternative roadway designs are

appropriate based on safety, roadway efficiency and financially feasible; typically, these opportunities arise when a street is scheduled for resurfacing or reconstruction allowing the City to address issues involving landscaping, pedestrian movements, transit, bike and vehicular traffic.

10. Protect areas identified in the Cedar Falls Environmentally Sensitive Lands Survey (CFD 4551.07) as city finances allow.
- 11.
- 12.
13. Continue collaboration with CFCSD on the development of plans for a new indoor community pool, co-located with the new Cedar Falls High School.
- 14.
- 15.
16. Implement facility improvements to Seerley Park.
- 17.
18. Implement the Bike Network Plan as funding and construction allows.
19. Consider potential for new quality of life projects
 - a. Eco Loop
 - b. Campground/RV Park in Northern Cedar Falls
 - c. Trail Connection (behind CFU, contingent upon railroad grant)
 - d. Pickleball Courts
 - e. Birdsall Park Renovations
 - f. Historic Reconnaissance Survey of Overman Park Neighborhood
20. Consider funding for quality-of-life projects with other entities
 - a. Historical Society
 - b. UNI Dome Renovations
 - c. **Cedar Valley Placemaking Project (bridge lighting)**

Work Sessions

The following items were recommended for council work sessions in 2024:

- Hiring practices and staffing, including wages and benefits, volunteer tie off, drug screening,
- DEI Update
- Public Transit
- Refuse rates
- HF718 on libraries and other entities
- Residential Incentives (green space, infill development, home ownership for LMI or 1st time owners)
- Resiliency plan
- TIF Economic Development Plans for other areas of the city
- College Hill
- Housing Needs Assessment – Joint meeting with Housing Commission

Mayor Commitment/Responsibilities

- Strategic Planning
- Improvements to City Council/Mayor/Staff communication
 - Quarterly Review of Goals
- Strengthening external partnerships
- Staffing
- Economic development partners
- Fireworks Display



MAYOR DANIEL LAUDICK

CITY OF CEDAR FALLS, IOWA

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FROM: Mayor Daniel Laudick

TO: City Council

DATE: December 21, 2023

SUBJECT: Reappointment of Housing Commissioners

REF: (a) Code of Ordinances, City of Cedar Falls §11-1: Housing Commission
(b) CFD 1201.22: Process for Appointment to City Boards and Commissions

1. In accordance with the candidacy and qualification requirements of reference (a), and process set forth in reference (b) I hereby nominate the following individuals for reappointment to the Housing Commission for two-year terms:
 - a. Ms. Peggy Larson – term ends 12/31/2025
 - b. Mr. Gary Winterhof – term ends 12/31/2025

2. These two candidates have carried out their commissioner roles ably and have met minimum attendance requirements. My thanks go to these two citizens for their willingness to serve the public through this important role.

Xc: City Administrator
Director of Community Development
Planning and Community Services Manager
Housing Commission Chair

###



OFFICE OF CITY ADMINISTRATOR

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Item 7.

TO: Mayor Daniel Laudick and City Council Members
FROM: Ron Gaines, City Administrator
DATE: December 21, 2023
SUBJECT: Departmental Monthly Reports Submission – November 2023

Please contact Administrator Gaines with any questions about the accomplishments of city staff contained in this monthly report.

Encl: (1) City of Cedar Falls Departmental Monthly Reports.

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CITY OF CEDAR FALLS

DEPARTMENTAL MONTHLY REPORTS



November 2023

NOVEMBER 2023 MONTHLY REPORTS

Table of Contents

Finance & Business Operations

Financial Services Division.....1

Human Resources Division.....2

Information Systems Division.....4

Legal Services Division.....6

Public Records Division.....7

Cedar Falls Library & Community Center.....8

Community Development

Inspection Services Division.....9

Planning & Community Services Division.....11

Recreation & Community Programs.....17

Visitors & Tourism and Cultural Programs.....19

Municipal Operations & Programs

Engineering Division.....22

Public Works & Parks Division.....25

Water Reclamation Division.....26

Public Safety Services

Police/Fire Operations.....28

**Finance & Business Operations
Financial Services
November 2023**

Treasury

The Finance Division is responsible for maintaining accounting and cashflow as it relates to the city treasury, monitoring securities held by the City Clerk and investing idle cash to provide safe investments while maximizing interest earnings. Currently, the City has \$92,743,370 invested in CD's and \$300,000 in a liquid money market.

<u>Investments</u>	<u>Transactions</u>	<u>Amount</u>
CD's Matured	2	\$8,000,000.00
CD's Purchased	2	\$8,000,000.00
PFMM Withdrawal	0	0.00
CD/Investment Interest		\$389,116.63

FY24 Capital Improvements Plan

All departments submitted their FY2024-2029 Capital Improvement Plan (CIP) requests. The CIP will be presented to the Committee of the Whole and the public hearing set in January with formal approval occurring in January as well.

FY25 Budget

The FY25 budget process was started in November. All departments will submit their budget requests in early December. The budgets will be compiled in December and January and revenue projections will also be completed at that time.

TIF & Urban Renewal Reporting

Certifications for the five active TIF districts were filed with Black Hawk County prior to the December 1st deadline. The annual Urban Renewal Report was also filed with the Iowa Department of Management before the December 1st deadline.

Miscellaneous Financial Activities

For November, 41 payroll checks and 712 direct deposits were processed. Accounts receivables were processed and 20 invoices were mailed out to customers. 1,660 transactions for accounts payable were processed and approved by the City Council for payment and 487 checks were mailed out to vendors.

FINANCE & BUSINESS OPERATIONS

**HUMAN RESOURCES
November 2023**

SUMMARY OF PROJECTS, TRAINING & STAFF ACTIVITIES

- Risk Management Committee meeting held November 15
- Review of 3 contracts/agreements for required insurance
- Review and follow-up of 2 public event permits
- Recruitment/Employment tasks related to:
 - FT positions: Administrative Supervisor, City Clerk, Civil CAD/GIS Technician, Engineering Technician II, Equipment Mechanic, Information Systems Technician II, Library Assistant (Circulation), Maintenance Worker (WRF), Principal Engineer, Public Safety Officer, Public Safety Supervisor-Captain, Public Safety Supervisor-Lieutenant, Wastewater Treatment Plant Operator I, and Water Reclamation Supervisor
 - PT positions: Community Service Officer, Laborer (Parks), Library Assistant (Circulation), Maintenance Worker (Refuse), Office Assistant-Recreation Center, Police Reserve (external and internal, POC/paid on call)
 - Seasonal/Special Purpose/Misc. positions for Community Development and Public Works departments: Aquatics, Recreation Front Desk and Programming, Seasonal Laborers, and contracted Custodians
 - Discussion continued with staff and legal regarding PERM/Green Card processing and an H-1B visa renewal.
 - Job classification updates and preparations were finalized for December 4 City Council approval for Principal Engineer, Construction Project Manager, and Policy & Administration Specialist.
- DEI specialist held demos with Cedar Rapids-based interpretive service, Hands Up Communications, with staff from various departments.
- DEI specialist attended educational webinars on the following topics: background screening compliance; hybrid work; and self-care.
- Along with the ADA team, the DEI specialist performed an ADA assessment of City Hall.
- Two videos were added to new hire onboarding and the video training acknowledgement form was updated and emailed to all onboarding staff with video links.
- A Human Resources Specialist attended the Cedar Falls Community School District Career Connections Event with other City staff to meet with Holmes and Peet Junior High School students about the City of Cedar Falls and its career opportunities.
- Human Resources staff continued to mentor a Human Resources student working for a nearby municipality.

BENEFITS & COMPENSATION

- Staff, in coordination with our benefits consultant, continued gathering information related to a potential PBM and/or Administrator change for the City's prescription drug plan for the 2024 plan year. A non-disclosure and business associate agreement with RxBenefits, Inc. were approved by City Council to further discuss a potential agreement.
- Cafeteria benefits plan renewal was initiated with iSolved Benefit Services.
- Cafeteria benefits plan enrollment materials were received back from employees. Staff will enter employee elections into the payroll system and upload to iSolved Benefit Services.

- COBRA administration renewal related to cafeteria plan was initiated with WEX Health, Inc.
- Cafeteria participation information was assembled by City staff and forwarded to iSolved Benefit Services for non-discrimination testing of the City's flexible spending and HRA plans. Both plans passed testing.
- Employee intranet was updated for new summary plan descriptions received from Wellmark related to the City's health insurance plan. Hard copies were ordered and expected to be received in December.

CIVIL SERVICE COMMISSION

- Preparations for and follow-up to the November 13 and 29 meetings were completed.
- Certified lists for Equipment Mechanic, Public Safety Officer, and Wastewater Treatment Plant Operator I were approved.
- Testing processes and documents were approved for Public Safety Supervisor-Captain and Public Safety Supervisor-Lieutenant.
- Proposed Civil Service job classifications were presented for review.
- An update to Appendix B from the Cedar Falls Local Rules & Regulations and the examination status for two new Civil Service positions were approved.
- Removal of a candidate from the Engineering Technician I certified list was completed.

HUMAN RIGHTS COMMISSION

- Preparations for and follow up to the Nov. 13 regular commission meeting were completed.
- Preparations for and assistance with holding the Human Rights Commission's Inaugural Fall Summit were completed. The Inaugural Fall Summit was held on November 17th at Central Rivers Area Education Agency.
- Preparations for and follow up to the Nov. 29 executive committee meeting were completed.
- Completed HRC Fiscal Year 2023 annual report for submission to Dec. 4 Standing Committee meeting.

**Finance and Business Operations
Information Systems Division
Monthly Report November 2023**

Summary of projects, training and staff activities

- Continued work on a new Laserfiche Public Portal to allow our Standard Municipal Index of City Documents viewable from our website.
- Our staff worked with Public Safety creating an RFP for body worn and car camera replacements and worked on the presentation to council.
- We held a planning meeting to gather requirements for cameras and fiber work on 27th street. We anticipate installation before the school year starts.
- Staff continues to assist in testing and project work for the County Wide dispatch software.
- Network Administrator and Manager continued a 12-week training course on Cyber Security Leadership.
- We set up Multifactor Authentication for web-based software via the new Microsoft Tenant.
- Finished our telecom expense audit with Spyglass; they found a savings of \$749 for the City.

Software Purchase/Installation/Upgrade Activities

- 42 software installations for 11 different departments
- Installed 12 new software for 3 department

Equipment Purchase/Installation/Upgrade Activities/Repairs

- 11 new pieces of equipment purchased for 5 different department and inventory.
- 4 new equipment installations for 2 different departments.

Problem Resolution Activities & Assistance Activities

- 67 problem resolution or assistant activities took place for 11 different departments

Graphic Design Activities

- **Hearst Center:** seasonal brochure, vinyl, event postcard, event posters
- **Tourism:** travel guide ad, annual report, banners, holiday card,
- **Other:** website updates, social media maintenance/graphics/series, business cards, Cable TV graphics, promotional/communications graphics, laminating, *Currents* articles, recycle signs, acquisition material changes, HRC event materials, finance logo, Public Safety flier

Channel 15 Programming Activities

- Cable TV Summary of projects
 - This month we produced 6 public meetings, 1 High School Sporting Event, 3 UNI Sporting events and 2 new City News shows.
 - Continued testing CFU TV app for Firestick TV apps and Androids.

- Continued weekly encoding & programming of church services for Public Access of 8 different churches.
- Drone Flights
 - Cedar River Recreational Project
 - Cedar Falls High School New Campus
 - West 27th Street Construction
 - South Main & Greenhill Roundabout
 - Main Street Reconstruction Project (two flights)
 - Holiday Hoopla Kickoff, River Place Plaza
 - Unity Point, Viking Road

Geographical Information Systems (GIS) Activities

- GIS Summary of projects
 - Continued converting existing projects to new desktop platform
 - Continued converting web applications to new platform
 - Began adding users to single sign on
 - Met with parking vendor to discuss data schema for parking ramp study
 - Met with engineering and legal to acquire property for sewer easement
 - Met with planning on proposed federal functional class roads
 - Updated future land use for proposed development
 - Assisted legal on property transfer error for Prairie Lakes Park
 - Converted nightly scripts to the updated python runtime
 - Met with various departments to prepare exhibits for goal setting
 - Upgraded GIS application software
 - Upgraded and patched GIS server software and applications
- Completed 16 web and database projects for 10 departments
- Attended regional GIS training
- Completed 6 different data requests for 4 entities
- Provided 22 maps for different 6 departments.
- Created 16 new addresses

**FINANCE & BUSINESS OPERATIONS
LEGAL SERVICES
November 2023**

REPORT FROM SWISHER & COHRT – SAM ANDERSON AND AUSTIN MCMAHON:

Traffic Court:

City Cases Filed: 119 (this number includes both City and State tickets)

Cases Set: 5 (Traffic) 0 (Code Enforcement)

Trials Held: 1 (Traffic) 0 (Code Enforcement)

REPORT FROM KEVIN ROGERS, CITY ATTORNEY

- Review, revise, drafting or advice on 7 agreements
- Update Acquisition manual
- Advise Administration committee; Draft dangerous animal appeal decision
- Advise on Greenhill 9th settlement documents; drafting
- Research and Drafting of Motion to Dismiss and Brief

**FINANCE & BUSINESS OPERATIONS
PUBLIC RECORDS
NOVEMBER 2023**

Public Records Activity

Staff prepared agendas, minutes, and electronic packets for two Regular City Council meetings and one Standing Council Committee meeting, two Planning & Zoning Commission meetings, and two Technical Review meetings. Meeting follow-up communications, minutes and legal documents were drafted, processed, recorded, and filed.

Responded to one (1) request for public records.

Licenses / Permits Processed & Issued

43	Pet licenses
2	Annual Paw Park permits
0	Poultry licenses
1	Public Event permits
0	Sidewalk Café permits
0	Table & Chairs permits
0	Mobile Merchant permits
0	Tree Trimmer Licenses
0	Dumpster Permits
8	Cemetery Interment Rights
9	Liquor licenses and beer/wine permits
1	Tobacco/Nicotine permit

The unemployment rates for the month of October 2023 were 2.9% for the Waterloo-Cedar Falls Metropolitan Area, 3.2% in Iowa, and 3.6% in the U.S.

Management/Supervisory staff attended a Hands Up Communication Demo and Iowa League of Cities budget workshop.

Parking Activity

Enforcement

855 Parking citations issued.
\$ 8,487.00 Citations paid.

Collection Efforts

\$ 1,540.00 Collections from delinquent parking accounts.
\$ 700.00 Vehicle immobilizations (13 vehicles).

Permits

\$ 2,818.00 Parking permits issued (62).

Meter Collections

\$ 1,197.42 Paid parking.

**FINANCE & BUSINESS OPERATIONS
LIBRARY & COMMUNITY CENTER
NOVEMBER 2023**

Library Activity

Usage Statistics	September 2023	October 2023	October 2022
Customer Count	13,193	13,883	12,345
Circulation	32,064	33,886	33,225
Event Attendance	940	1,775	1,901

Special events in November included the following:

- Presentation by author Linda McCann
- Native American Heritage Month: Milk's Camp, a Chief's Vision, a talk by Sonja Lee Bock.
- Teen NaNoWriMo events (National Novel Writing Month)
- Reading Pals with Cedar Valley Pet Pals for children

Community Center Activity

Programs at the Community Center included line dancing, cards, billiards, senior fitness classes, live music, and ceramics. Council Goal Setting sessions were held in the Community Center beginning in late November.

City of Cedar Falls
 Community Development
 Inspection Services Division
 Monthly Report for:

Nov-23

Total for Month \$6,464,328.00
 Total for Fiscal Year \$46,720,329.00
 Total Same Month - LAST YEAR \$16,082,827.00
 Total for Fiscal Year - LAST YEAR \$37,967,098.00

Construction Type	Monthly Summary						Yearly Summary					
	Issued	Dwelling Units	Valuations	Fees	Working W/O Permit Fees	Re-inspection Fees	Issued	Dwelling Units	Valuations	Fees	Working W/O Permit Fees	Re-inspection Fees
Single Family New Construction	5	0	\$4,098,259.00	\$21,969.80	\$0.00	\$0.00	36	0	\$14,219,943.00	\$91,049.20	\$0.00	\$0.00
Multi-Family New Construction												
Res Additions and Alterations	82	0	\$1,134,339.00	\$18,773.00	\$0.00	\$0.00	458	0	\$6,688,222.00	\$107,099.00	\$0.00	\$0.00
Res Garages	5	0	\$200,560.00	\$2,424.80	\$0.00	\$0.00	24	0	\$481,849.00	\$7,496.80	\$0.00	\$0.00
Commercial/Industrial New Construction							9	0	\$17,866,000.00	\$85,972.90	\$0.00	\$0.00
Commercial/Industrial Additions and Alterations	8	0	\$643,340.00	\$5,522.00	\$0.00	\$0.00	56	0	\$6,750,027.00	\$47,065.60	\$0.00	\$0.00
Commercial/Industrial Garages												
Churches							1	0	\$2,000.00	\$25.00	\$0.00	\$0.00
Institutional, Schools, Public, and Utility	3	0	\$387,830.00	\$2,242.60	\$0.00	\$0.00	7	0	\$677,288.00	\$3,888.40	\$0.00	\$0.00
Agricultural/Vacant							1	0	\$35,000.00	\$503.00	\$0.00	\$0.00
Plan Review	4	0	\$0.00	\$4,151.40	\$0.00	\$0.00	41	0	\$0.00	\$83,075.40	\$0.00	\$0.00
Total	107	0	\$6,464,328.00	\$55,083.60	\$0.00	\$0.00	633	0	\$46,720,329.00	\$426,175.30	\$0.00	\$0.00

City of Cedar Falls
 Community Development
 Inspection Services Division
 Monthly Report for:

Nov-23

Construction Type	Monthly Summary			Yearly Summary				
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees
Electrical	54	0	\$0.00	\$7,667.30	291	0	\$0.00	\$29,247.80
Mechanical	95	0	\$0.00	\$8,818.00	450	0	\$0.00	\$39,475.00
Plumbing	73	0	\$0.00	\$5,664.50	382	0	\$0.00	\$30,372.00
Refrigeration					1	0	\$0.00	\$175.00
Total	222			\$22,149.80	1124			\$99,269.80

Contractor Registrations	Monthly Summary			Yearly Summary				
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees
Electrical					4	0	\$0.00	\$600.00
Mechanical					1	0	\$0.00	\$150.00
Plumbing	3	0	\$0.00	\$450.00	3	0	\$0.00	\$450.00
Refrigeration								
Total	3			\$450.00	8			\$1,200.00

Building Totals	107	0	\$6,464,328.00	\$55,083.60	633	0	\$46,720,329.00	\$426,175.30
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Grand Total	332	0	\$6,464,328.00	\$77,683.40	1765	0	\$46,720,329.00	\$526,645.10
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**PLANNING & COMMUNITY SERVICES DIVISION
MONTHLY REPORT
November 2023**

MONTHLY MEETINGS:

Planning & Zoning Commission – Meetings were held on November 8 and November 21.

November 8, 2023 Meeting			
Applicant	Project	Recommendation	Action Taken
B.N.K.D., Inc., Owner, CGA Engineering, Engineer	Preliminary Plat for Autumn Ridge 12th Addition – 1.06 acre of property located east of Golden Lane (PP23-005)	Approval	Recommended approval to City Council
B.N.K.D., Inc., Owner, CGA Engineering, Engineer	Final Plat for Autumn Ridge 12th Addition – 1.06 acre of property located east of Golden Lane (FP23-003)	Approval	Recommended approval to City Council
Panther Builders LLC, Applicant	Land Use Map Amendment (LUMA) for 54.79 acre of property located North of Aldrich Elementary School and South of W. Greenhill Road. LUMA from “Low Density Residential”, “Greenways & Floodplain Use” and “Neighborhood Commercial & Mixed Use” to “Low Density Residential Use and (a reduced) Greenways/Floodplain” (LU23-002)	Discuss and set public hearing	Public hearing set for November 21
Panther Builders LLC, Applicant	Rezoning from R-1 & MU to RP for 54.79 acre of property located North of Aldrich Elementary School and South of W. Greenhill Road (RZ23-003)	Discuss and set public hearing	Public hearing set for November 21
November 21, 2023 Meeting			
Panther Builders LLC, Applicant	Land Use Map Amendment (LUMA) for 54.79 acre of property located North of Aldrich Elementary School and South of W. Greenhill Road. LUMA from “Low Density Residential”, “Greenways & Floodplain	Approval	Recommended approval to City Council

	Use” and “Neighborhood Commercial & Mixed Use” to “Low Density Residential Use and (a reduced) Greenways/Floodplain” (LU23-002)		
Panther Builders LLC, Applicant	Rezoning from R-1 & MU to RP for 54.79 acre of property located North of Aldrich Elementary School and South of W. Greenhill Road (RZ23-003)	Approval	Recommended approval to City Council
Mark Iehl, CL Ventures, LLC - Owner	College Hill Neighborhood Overlay District site plan for modification of a parking area – 2704 College Street (DR23-005)	Approval	Recommended approval to City Council

Group Rental Committee – Meetings were held on November 8 and November 21.

Address	Units	Owner	Requested Occupancy	Approved for	GRC	BRHA
501 W 2 nd	3	Brent Dahlstrom	2 per unit (6 total)	1, 2, and 1 (4 total)	11/8/2023	NA
1510 Madison	1	Alyx Sandbothe	3	3	11/8/2023	NA
708 W 18 th	1	Kel-Mar LLC	4	4	11/8/2023	NA
1903 Olive	1	Kel-Mar LLC	3	2	11/8/2023	NA
2103 Walnut	1	Kel-Mar LLC	4	Request more information	11/8/2023	NA
3504 Panther	1	Kel-Mar LLC	4	4	11/8/2023	NA
504 W Seerley	1	Casa deVine, LLC	4	Request more information	11/21/2023	NA
1003 Bluff	2	Greg Schneider	3 and 2 (5 total)	Request more information	11/21/2023	NA
1409 Washington	2	Full Throttle Investments, LLC	3 and 2 (5 total)	Request more information	11/21/2023	NA
2009 Merner	1	Kelly Property Investments	4	4	11/21/2023	NA
2315 Olive	3	Henry Yoder	3 per unit (9 total)	2 per unit (6 total)	11/21/2023	NA

Board of Rental Housing Appeals – There was no scheduled meeting.

Board of Adjustment – There was no scheduled meeting.

Other Commissions, Board Meetings & Staff Liaison Responsibilities:

	Date	Notes/Actions
Bicycle and Pedestrian Commission	11/7/23	The commission discussed safety concerns at: 1 st & Eagle Ridge, and 12 th & Clay. Matt Tolan gave an update of the measures that have been taken since concern about 12 th & Clay was raised in Council, including flashing yellow light, sign in the middle of the road, etc. The commission would like to review designs when 12 th Street is in planning stages for repaving. The commission also discussed eBikes and the difficulty of policing any regulations regarding them. They agreed on the need for education regarding trail etiquette and safety considerations. What that education effort should look like is still TBD but the commission will continue to discuss this issue.
College Hill Partnership	11/16/23	College Hill Partnership reviewed the options to place their Panther statue for the Parade of Panthers. President Crisman has let the group know she will be resigning since she was just elected to serve on City Council and is anticipated they will elect a new president in the next meeting.
Historic Preservation Commission	11/14/23	Mr. Pearson shared his recent project, an interactive tour to highlight African American history on the UNI campus and asked the commission's thoughts on how they can help him preserve the Seerley House. The Commission said they believed it is worthy of preservation, but he would need to work with UNI because it is on the campus. The Commission discussed and approved the prepared CLG grant application with minor changes for pre-application review by SHPO. The Commission will be present at the City Council meeting on 4th December to get approval to submit the CLG application for a Reconnaissance level survey of the Overman Park Neighborhood. The Commission also decided that for the next educational event, they would like to focus on the North Cedar Neighborhood area after discussing their research findings and learning about the neighborhood from the North Cedar Neighborhood Association members at the meeting.

Housing Commission	11/20/23	The Housing Commission provided a recommendation to the City Council on the priorities from the Housing Needs Assessment.
Community Main Street Design Committee	N/A	No meeting was held in the month of November.
North Cedar Neighborhood Association (NCNA)	11/13/23	<p>NCNA invited Brian Heath, Brett Morris, and Mike Henderickson to talk about the future of Big Wood Park. Mr. Heath explained that they are looking into adding more camping sites at Big Woods. The preliminary plan was reviewed by the Parks and Recreation Commission, but that plan is not the final design for the project. The City Council still needs to add the project to the Council Goals and the budget for the project will need to be part of the final CIP.</p> <p>Mr. Heath shared that the Heath Family has promised \$50,000 for the improvements. If City Council approves funding for the project in the CIP, then they will create a scaled drawing verifying that each site and access road will be able to have a large camper on it.</p> <p>Mr. Morris shared that they will be starting to thin and remove invasive species and poison ivy and poison oak in the park. This will help the existing vegetation grow healthier.</p> <p>The community shared that they had concerns about the thinning, removing screening, and environmental effects of the new sites.</p> <p>Jim Newcomb announced that he is stepping down from the North Cedar Natural Resource Project lead.</p>
Parking Tech Committee	N/A	No meeting was held in the month of November.

LAND USE INQUIRIES AND PERMITTING

- 267 general inquiries, including walk-ins, and staff responses with information/assistance.
- 62 land use permits were issued.

OTHER PROJECTS FOR NOVEMBER INCLUDED:

- The Federal Rail Administration is expected to publish another notice of funding opportunity this Fall for the Railroad Crossing Elimination Grant which the City applied for in Fall 2022. Preparations are underway to update our application, include additional partners, and resubmit by the anticipated deadline.
- Ongoing effort to address enforcement of rental paving ordinance.
- Working on the Major Thoroughfare Plan and related street standards and associated subdivision code street connectivity standards.
- Various enforcement actions related to zoning and rental code violations.
- The second phase of the North Cedar Floodplain Buyout has started with the approval of the appraisal contract.

ECONOMIC DEVELOPMENT:

- Continued coordination with consultant on design work for the expansion of the West Viking Road Industrial Park.
- Met with an existing Cedar Falls business regarding expansion plans in the Cedar Falls Industrial Park.
- Attended monthly Cedar Falls Economic Development Corporation board of directors meeting.
- Provided industrial park site information for an out of state company looking to potentially locate in Iowa.
- Attended ribbon cutting for a new business that located within the Cedar Falls Industrial/Technology Park.
- Had a discussion with IEDA officials regarding state incentives for an out of state prospect.
- Prepared a development agreement for a proposed project in the West Viking Road Industrial Park.
- City Council approved a tax abatement ordinance for KL Iowa 01, LLC, which recently finished construction on a new industrial building in the industrial park.

CDBG

- CAPER was approved by City Council on their November 6th meeting.
- Work with Waterloo on HOME allocations and additional funding through ARP.
- Continue to work on the next 5-year Consolidated Plan, partnering with Waterloo as a consortium, as required by HUD. Representatives from Mosaic came to Cedar Falls/Waterloo on the last week of November for public engagement. They held three public meetings, three focus groups and engaged citizens in different pop ups around the communities.

HOUSING CHOICE VOUCHER PROGRAM

Waiting List	728	Rent Subsidies (HAP payments)	\$92,779
New Applications Taken	27	Utility Payments	\$ 1,502
Units under Contract	174	Admin Fees	\$ 14,945
Initial Vouchers Issued	6	Pulled from Waitlist	0
Current Open Vouchers	20	Top of List Letters currently out	0
New Admissions	2	Lease Up Goal	220

Ongoing

- All active files have been scanned. Continuing to scan in terminated files.

- Added new landlords
- Continuing to issue new vouchers/pulling from waitlist
- Working with HUD on transferring 80 clients from a project-based Section 8 Building located on Boulder Drive that is currently administered by a State agency.

ADD A DOLLAR REPORT

There were 2 applications received for utility assistance in November for a total of \$392.84 paid out. There was a balance of \$59,126.72 left as of November 30, 2023.

RECREATION & COMMUNITY PROGRAMS Monthly Report for November

Administrative:

- Worked with IT Division and Finance to update our credit card system.
- We are in the works of replacing an Office Assistant.
- We had a new front desk worker start.
- Sold over \$2,000 in products from our new concession area in the first month of operation.

Rec & Fitness Center	October	November
Rec Center Daily Admission	\$5,200.62	\$5,995.06
Rec Memberships Sold	\$31,447.34	\$34,995.21
Daily Member Check In	9,765	10,748
Beach House Reservations	6	0
Shelter Reservations	15	0
Pickleball Court Reservations	5	0
Dance	48	0
Concessions Sold	0	391

Aquatics:

- Two swim meets and one holiday closed the pools for three days in November.
- Programming is set for online/in-person registration for Spring and Summer swimming lessons, Stretching Aqua Trim and Lifeguarding course.

Participation	2023 Indoor	2022 Indoor
Swim Passes Sold	3	4
Open Recreational Swimming/Lap Swimming	329	453
Aquatic Program Usage (swim clubs, lessons, lifeguarding, training)	1,708	1346

Recreation Programs:

- Public Works did some infield resurfacing on our ballfields.
- Fall Programs continued in November.
- Started registration for Winter Leagues.

Program	Enrolled/ est. team members	Meetings /Games	2023 Contacts	2022 Contacts
Adult Basketball	8	18	288	240
Adult Pickleball League	2	47	188	N/A
Racquetball League	16	4	64	96
Indoor Park		8	221	174
Basketball Co-Ed (Kin)	76	3	228	128
Basketball 1st Girls	40	3	120	64
Basketball 3rd & 4th Boys	70	3	210	195
Volleyball Adult Mix Mon	8	32	512	416
Volleyball Adult Mix Wen	8	12	192	192
Volleyball Adult Women's	8	24	384	288

Fitness/Wellness:

- The Rec partnered with the Northeast Iowa Foodbank again this year to host a food drive.
- We had great enrollment in our Turkey Burner fitness classes on Thanksgiving Day.
- We held a specialty cycling class for the Cedar Falls Dance Team.
- Wellness sent out a survey to see what type of activities employees wanted to get involved in.

Fitness/ Wellness	2023 Participation	2022 Participation
Fitness Classes Offered	321	248
Fitness Class Attendance	2,660	2,401
Personal Training Sessions	84	66
Massages:	67	54
Child Care	38	55
Rec Facility Rentals	19	19



**CEDAR FALLS
TOURISM & VISITORS BUREAU
November 2023**

MEETINGS/CONVENTIONS/SPORTS/GROUPS

- Cedar Falls hosted the IHSAA Football Playoffs (grant funded), Cedar Valley Wrestling Fall Classic (grant funded) and more for an estimated economic impact of over \$4,344,931 for November events that had CF Tourism staff engagement.
- Secured three events for 2024.
- Generated one new lead and submitted three proposals for potential future events.
- Worked with UNI, Community Main Street, Public Works on signage for IHSAA Football.
- Promoted IHSAA Football / Playoff Parkway and economic impact on KWWL.
- Promoted Big Soil Health Event with KWWL interview.
- Provided tourism volunteers to assist with IHSAA program sales.

LEISURE

- Met with all Panthers on Parade sponsors to connect them with artists.
- A new digital ad campaign is underway promoting Holiday activities in Cedar Falls.
- Secured a \$10,000 Iowa Tourism grant to assist with spring advertising.
- Finalized the 2024 Cedar Falls Visitor Guide.

COLLABORATION

- Volunteers provided visitor information at UNI Visit Days.
- Attended Iowa Travel Industry Partners committee meetings.
- Attended CV Trails Partnership meetings.
- Attended two Rails to Trails webinars – mapping and advocacy topics.
- Attended Iowa DOT Signing Committee meeting.
- Assisted with partner updates on Travellowa.com.
- Worked on FY23 annual report.
- Published Hospitality Highlights newsletter x4. Will be revamping all newsletters in 2024.

	November 2023	November 2022
Visitor Center Traffic	367	451
Website Traffic + CV365.com	10,754	8,043
Facebook	10,939	9,779
Instagram	2,717	2,416
LinkedIn	789	481
Visitor Guide Distribution	492	526
Ad Campaign Impressions	n/a	175,481
Volunteer Hours	160	136

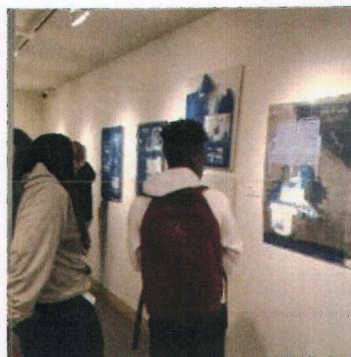
CEDAR FALLS CULTURAL PROGRAMS

Monthly Report | November 2023

Cory Hurless (she/her), Cultural Programs Supervisor



the hearst
WHERE ART HAPPENS



Iowa Chamber Music Collective Concert, Exhibition of Indo Fulcher: *Obsession Collection: How Far We've Come*; Memoir Writing Workshop

HEARST HIGHLIGHTS

- Small Gallery installation and opening reception of Indo Fulcher's *Obsession Collection: How Far We've Come* took place in November with a reception attendance of 57.
- Big Gallery installation of our Hearst New Acquisitions show took place in November, show runs through January 28, 2024.
- Final Thursday series finale for the season took place on November 30 with author Monica Leo and a demonstration of her puppetry to an audience of 33.
- Iowa Chamber Music Collective concert took place on November 14 to a full Mae Latta **148 in attendance**, the audience gave a 3 minute standing ovation to the performers!
- The Hearst hosted a free memoir writing workshop featuring author Beth Hoffman in November to a full classroom of attendees.
- Midday Melodies concert took place November 10 with UNI Bass students.
- Messy Mornings, Teen Art Club, Intro to Watercolor, and Wheel classes continued in November.
- Hearst Winter Brochure dropped at the end of November, with new class registrations available.
- New Public Art Sculpture, entitled "The Beginning" from UNI artist Rachel Heine was installed and debut took place November 11 – located on the Miller Pad in front of the Pump Haus.

Hearst By The Numbers

	September	October	November
OVERALL ATTENDANCE			
# of Days Open to Public	26	26	22
Door Counter + any virtual events	1021	1426	975
Sculpture Garden (est.)	300	250	200
Average visits per day	50.81	64.46	53.41
FREE SERVICES - ATTENDANCE DETAIL			
Exhibition (walk-in)	247	278	162
Special Events (lectures, concerts, film, performance, free workshops)	208	263	124
Regular Monthly Public Programs (Final Thursday, Mid-day Melodies,)	151	39	56
Community Meetings (ACB, Friends, etc.)	12	12	30
Thursday Painters + Majong (add both together)	119	115	107
Tours	0	0	18
Total Free Services Attendance	737	707	497
OUTREACH & VOLUNTEER SVC.			
Volunteers (total number)	4	5	4
Volunteer Hours	1	11	7.75
Offsite Outreach Attendance	359	42	16
Offsite Outreach Number of Events	2	4	2
PAID SERVICES - ATTENDANCE DETAIL			
Family Workshops	0	0	0
Youth Classes	13	349	11
Adult Classes	88	164	66
Messy Mornings	49	77	65
Camps	0	38	0
Birthday Parties	0	0	0
Rentals	65	43	44
Ceramics Lab	24	18	37
Total Paid Services Attendance	239	689	223
MEMBERSHIPS			
Total Friends Memberships	278	280	283
New/Renewed this month	5	6	9
Total Revenue from New Memberships	\$235	\$425	\$650
DIGITAL TRAFFIC			
E-News Subscriptions	1,085	1,094	1,094
Newsletter click throughs	70	48	48
Facebook Followers	3,439	3,456	3,468
Instagram Followers	1,178	1,193	1,200
Web views	892	1,063	843
PRESS, # OF OCCURENCES			
Newspaper article	1	1	1
Radio interviews	1	2	3
Press Releases	0	0	0
Social Media Paid ads	1	3	2

ENGINEERING DIVISION

Type	Project No.	Project	Description	Status	Budget	Contractor/ Developer
Alley/Storm Water	RC-000-3298	2023 Alley Reconstruction	Reconstruction	Final Out Remains	\$256,640.00	Veith
Bridge	BR-106-3215	Olive Street Box Culvert	Box Culvert	Active	\$1,160,000	PCI
Flood	FL-033-3088	Cedar River Safety & Recreation	Recreation	Active	\$6,300,000	PCI
Sanitary	SA-002-3182	Oak Park Sanitary Sewer	Sanitary Sewer	Active	\$800,000	PCI
Sidewalk	RT-000-3217	2021 CDBG INFILLS	Sidewalks & Trails	Final Out Remains	\$181,492	OEL
Sidewalk	SW-000-3301	2023 Sidewalk Assessment	Sidewalks & Trails	Final Out Remains	TBD	Boulder
Sidewalk	SW-000-3217	Union Road Trail	Sidewalks & Trails	Final Out Remains	\$510,299	Lodge
Sidewalk	SW-000-3293	2022 Sidewalk Assessment	Sidewalks & Trails	Final Out	\$49,143.69	Iowa Flatworks
Storm Water	ST-115-3147	University Ave Biocell	Storm Water	Punch List Remains	\$108,647	Benton's Sand and Gravel
Streets	RC-000-3272	2021 Street Construction	Street Repair	Completed	\$4,030,000.00	PCI
Streets	RC-000-3230	2022 Street Construction	Street Repair	Completed	\$3,266,000.00	PCI
Streets	SC-000-3311	2023 Seal Coat	Resurfacing	Final Out	\$200,000	Blacktop Services
Streets	RC-000-3299	2023 Street Construction	Reconstruction	Active	\$2,664,000.00	PCI
Streets	CP-197-3244	Ashworth Drive Extension	New Construction	Active	1,249,087.31	Dave Schmitt
Streets	RC-092-3271	Cedar Heights Area Reconstruction Phase 1A	Reconstruction	Active	\$3,400,000	Dave Schmitt
Streets	RC-000-3171	Cedar Heights Drive Recon.	Street Repair	Punch List Remains	\$6,000,000	PCI
Streets	RC-000-3242	Downtown Street-Scape & Reconstruction Phase II	Reconstruction	Punch List Remains	\$2,450,000	Owen
Streets	RC-173-3228	Greenhill Rd & S Main Intersection Improvements	Reconstruction	Punch List Remains	\$3,400,000	PCI
Streets	RC-000-3283	Main Street Reconstruction	Reconstruction	Active	\$29,900,000.00	PCI
Streets	RC-000-1963	W. 1st Street Reconstruction	Reconstruction	Final Out Remains	\$6,500,000	PCI
Streets	RC-362-3212	W. Viking Road Recon	Reconstruction	ROW & Final Design	TBD	TBD
Streets	RC-000-3240	27th Street Improvements	Reconstruction	Active	TBD	PCI
Streets	MC-000-3206	Center Street Street Scape	Recon	Punch List Remains	TBD	Owen
Subdivision	SU-364-3189	W. Viking Industrial Park	New Construction	Punch List Remains	\$8,700,000	PCI

ENGINEERING DIVISION

<i>Project No.</i>	<i>Project Title</i>	<i>Description</i>	<i>Status</i>	<i>Budget</i>	<i>Contractor/ Developer</i>
SU-000-3212	Arbors Fifth Addition	New Subdivision	Construction Plan Review	-----	Skogman/CGA
SU-000-3219	Hidden Pines	New Subdivision	Construction Plan Review	-----	LGC/Fehr Graham
SU-442-3165	Autumn Ridge 10th Addition	New Subdivision	Construction Underway	-----	BNKD Inc./CGA
SU-385-3258	West Fork Crossings	New Subdivision	Construction Underway	-----	ISG
SU-217-3193	Western Homes 10th Addition	New Subdivision	Construction Underway	-----	Claassen/Western Homes
SU-330-3151	Arbors Fourth Addition	New Subdivision	Maintenance Bond	-----	Skogman/CGA
SU-445-3021	Greenhill Village Estates	New Subdivision	Maintenance Bond	-----	Nelson Construction & Development
SU-379-3207	Pheasant Hollow 7th Addition	New Subdivision	Maintenance Bond	-----	CGA
SU-168-3187	Prairie Winds 5th Addition	New Subdivision	Maintenance Bond	-----	Brian Wingert CGA
SU-413-3199	Terraces at West Glen, New Aldea West Campus, 1st Addition	New Subdivision	Maintenance Bond	-----	New Aldea/Fehr Graham
SU-413-3199	Terraces at West Glen, New Aldea West Campus, 2nd Addition	New Subdivision	Maintenance Bond	-----	New Aldea/Fehr Graham
SU-217-3193	Western Homes 9th Addition	New Subdivision	Maintenance Bond	-----	Claassen/Western Homes
SU-454-3257	Wild Horse 5th Addition	New Subdivision	Maintenance Bond	-----	CGA
SU-454-3257	Wild Horse 6th Addition	New Subdivision	Maintenance Bond	-----	CGA
SU-440-3239	Autumn Ridge 9th Addition	New Subdivision	Preliminary Plat	-----	CGA
SU-184-3160	Greenhill Village Townhomes II	New Subdivision	Preliminary Plat	-----	Panther Farms/CGA
TBD	Panther West	New Subdivision	Preliminary Plat	-----	Panther Farms / Brewer Engineering

ENGINEERING DIVISION

<i>Project</i>	<i>Description</i>	<i>SWPPP Status</i>	<i>Detention Calcs Status</i>	<i>Developer/ Engineer</i>	<i>Project Status</i>
ATS Addition	712 LeClair St	Approved	Approved	Owner/Fehr Graham	Active
Bethany Bible Church	Rownd Street	Approved	Approved	Owner/VJ	Active
Casey's General Store	1612 W 1st St	Approved	Approved	Casey's/CDA	Active
CF Storage LLC	2811 Technology Parkway	Approved	Approved	Owner/Synder	Active
Clay Street Cottages	Clay/9th St	Approved	-----	Wingert	Active
Community United Child Care	Nordic Drive	Approved	Approved	Owner	Active
Creekside Condos	Cedar Heights/Valley High	Approved	Approved	Larson/Fehr Graham	Active
D&D Midwest Investments	5630 Westminster Drive	Approved	Approved	Owner/JV	Active
High School	W 27th Street	Approved	Approved	City of Cedar Falls/AECOM	Active
Levi Architecture	3228 Cedar Heights Dr	Approved	-----	Owner	Active
Midway Drive Storage Units	3717 Midway Drive	Approved	-----	Owner/VJ	Active
Oak Park Assisted Living II	Greenhill Circle	Approved	-----	Owner	Active
Pinnacle Prairie Senior Living	Prairie Parkway	Approved	Approved	Nelson/Axiom	Active
Simple Mining	2715 Technology Parkway	Approved	Approved	Owner/Brewer Civil	Active
Stickfort Electric Addition	201 E 22nd Street	Approved	-----	Owner	Active
Triplex on Lot 4 (Hanna Park)	Valley High Drive	Approved	Approved	Larson/CGA	Active
B&D Distribution Warehouse	West Viking Industrial Park	Approved	-----	Owner/Snyder	Pending
Popeyes	Brandilynn Boulevard	Approved	-----	Owner	Pending
Retail on Brandilynn	703 Brandilynn Boulveard	Approved	-----	Owner	Pending
918 Viking Road	918 Viking Road	Approved	-----	Dahlstrom	Complete
Cove at Spruce Hills	Spruce Hills Dr	Approved	-----	Owner/Snyder	Complete
McWing Storage Units	3015/3035 Capital Way	Approved	Approved	Owner	Complete
Veridian Credit Union	Brandilynn Boulevard	Approved	-----	Owner	Complete

Department of Public Works

Operations and Maintenance Division

Monthly Report for November 2023

Streets Section:

- Fall leaf sweeping took place during the month utilizing two sweeping units.
- Repaired erosion issue on Union Rd near the Fieldstone Addition
- Permanent repairs of three (3) utility repair cuts were performed.
- Additional snow and ice control training took place for newer staff.
- Staff responded to a snow event that occurred on November 26th.

Traffic Operations:

- 157 traffic control signs and labels were repaired or replaced
- 29 signal repairs were conducted throughout the month
- Repaired large monument light on University Ave & Main roundabout
- Installed battery back up on 58 & Waterloo Rd signal
- Responded to three (3) outdoor emergency siren failures

Fleet Maintenance:

- 986 transactions were recorded through the City's fuel dispensing sites
- Used 13,033 gallons of fuel (5,582 ethanol, 7,451 diesel)
- 141 work orders were processed through the fleet section for the month
- Procured new equipment for snow and ice control

Public Buildings:

- Completed various repairs and maintenance throughout public buildings.
- Upgraded Visitors & Tourism lobby lights to energy efficient LED lights
- Worked on multiple issues with HVAC units throughout public buildings

Parks:

- Tree trimming and hazard tree removal took place throughout the month
- Stump grinding on City ROW was performed
- Completed winterization of parks and irrigation systems
- Performed routine park inspection and maintenance, including trail repairs and sweeping.

Cemetery:

- Performed eleven (11) interments; Four (4) at Greenwood Cemetery, five (5) at Fairview Cemetery and two (2) at Hillside
- Spaces sold; Five (5) at Greenwood Cemetery, nine (9) at Fairview Cemetery and two (2) at Hillside cemetery

Refuse:

- 686 tons of residential solid waste was collected. 512 three-yard container dumps were recorded. Crews responded to 88 residential bulk item collections
- Crews collected 141 tons of yard waste from curbside collection, 4,674 carts were serviced
- The Transfer Station hauled 72 loads of solid waste to the Black Hawk County Landfill totaling 1,097 tons.
- A total of 92 tons of household recyclable material was collected for the month.
- 63.5 tons of e-waste, scrap metal, tires and appliances were diverted from the waste stream and recycled.

DEPARTMENT OF PUBLIC WORKS
WATER RECLAMATION / SEWER DIVISION
MONTHLY REPORT - NOVEMBER 2023

PLANT OPERATIONS

Water Reclamation Facility performance was very good for the month. All permit effluent requirements were met, and flows continue to be extremely low, with a 3.25 million gallons per day (MGD) average, below last year's average flow of 3.92 MGD and the five-year average flow of 5.77 MGD. These low flows are due to below average rainfall, leading to low inflow and infiltration.

PROJECTS

The UV Disinfection system was shut down on November 29th. This system is required be operational from March 15th through November 15th. This downtime will allow WRF staff to perform maintenance and repair work in preparation for the next spring's startup.

Start-up of the new cutting equipment was completed at the Cedar Heights Lift Station. This project started in the Fall of 2022 when the previous equipment failed. The new cutter was ordered last winter, was installed in September and new electrical was installed. This new equipment protects pumps from clogging. For most of the past year, WRF staff have been cleaning a manual bar screen while we waited for this automated equipment to be manufactured and installed.

Annual whole effluent toxicity testing was conducted on November 27th. This annual test required by the Department of Natural Resources involves a series of biological tests designed to detect trace levels of toxic chemicals and check their impact on representative species of aquatic organisms. Results are yet to be received.

BIOSOLIDS

We were able to haul 68,000 gallons of liquid biosolids to local farm fields and another 240,000 gallons were dried through our dewatering system, and put into storage.

WRF staff completed the process of applying these dewatered Biosolids to the Sartori Farm Fields. This is a labor-intensive process, transporting a years' worth of materials to the field for application. This task takes 3-5 staff members 2-3 weeks to complete.

1.2 tons of inorganic material were hauled to the landfill for disposal.

SANITARY SEWER SYSTEM CALLS & SERVICES

We received 346 sewer locate requests from the Iowa One Call system, 61 of which required field locating by WRF staff.

We received six residential sewer problem calls. Five were issues with private plumbing, while one was a plugged sewer main. The plug was relieved, the DNR notified and the area was cleaned up as required.

There was one after hour emergency calls for lift station issues which was quickly resolved.

We cleaned a total of 9,917 feet (1.9 miles) of sanitary sewer lines, more than last year's 0.22 miles, and above the five-year average of 1.0 miles. This brings our total for the year to 44.9 miles.

WRF staff also televised 1.5 miles of sanitary sewer lines. This is more than last year's 0.1 miles and above the five-year average of 0.13 miles. This brings the total for the year to 11.1 miles.

INDUSTRIAL PRETREATMENT

Pretreatment inspections were conducted at The University of Northern Iowa Power Plant and Viking Pump. Both facilities were found to be in compliance.

The Tri-ennial survey is still underway.

STAFF AND TRAINING

Joe Tegtmeier was promoted to WWTP Operator 1, filling a vacancy left due to a recent retirement. This promotion leaves a vacancy at Maintenance Worker which we will begin the process to fill.

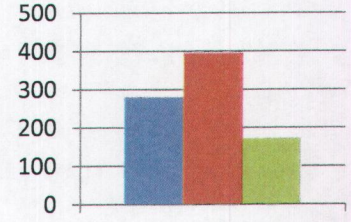
Maintenance Worker Jay Dietz passed the Operator I test, earning his Wastewater Operator I Certification from the State of Iowa.

Seasonal Laborer, Jon Taiber completed his six-month tenure with the WRF. He may return in the Spring of 2024.

**DEPARTMENT OF PUBLIC SAFETY
MONTHLY REPORT
NOVEMBER 2023**

CEDAR FALLS POLICE

<u>Police Statistics</u>	First Shift	Second Shift	Third Shift	Total
Calls for Service	283	396	175	854
Traffic Stops	69	190	228	487
Arrests	13	13	26	52
Accidents	37	65	6	108

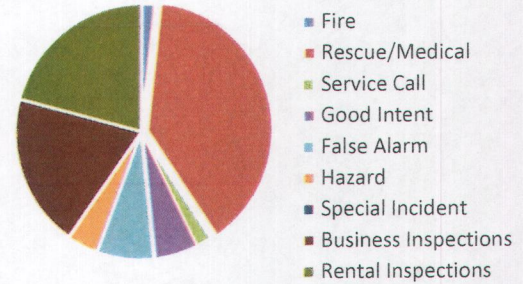


CEDAR FALLS FIRE

Fire Calls For Service Statistics

Fire	5
Rescue/Medical	116
Service Call	6
Good Intent	17
False Alarm/Call	22
Special Incident	0
Hazardous Condition/Spec	12
Business Occupancy Inspections	58
Rental/Residential Inspections	62

Fire Calls For Service



POLICE CALLS FOR SERVICE

Type of Incident (Monthly)	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23
Group A Serious Crimes	106	93	133	117	120	129	99	117	88	93	85	
Group B Other Crimes	60	82	89	84	70	69	84	74	82	55	52	
Traffic Accidents	117	91	76	74	93	91	75	93	100	106	116	
Other Calls	1470	1486	1874	1753	1341	1350	1552	1455	1634	1546	1210	
CFS Totals	1753	1752	2172	2028	1624	1639	1810	1739	1904	1800	1463	

Type of Incident (per year)	2015	2016	2017	2018	2019	2020	2021	2022	2023
Group A Serious Crimes	1468	1469	1702	1467	1437	1407	1681	1548	
Group B Other Crimes	674	579	613	683	661	565	745	741	
Traffic Accidents	734	790	720	774	613	228	1030	1231	
Other Calls	13,828	12,573	13,244	13,936	14,819	14,590	15,856	16,631	
CFS Totals	16,704	15,411	16,279	16,860	17,530	16,790	19,312	19,917	

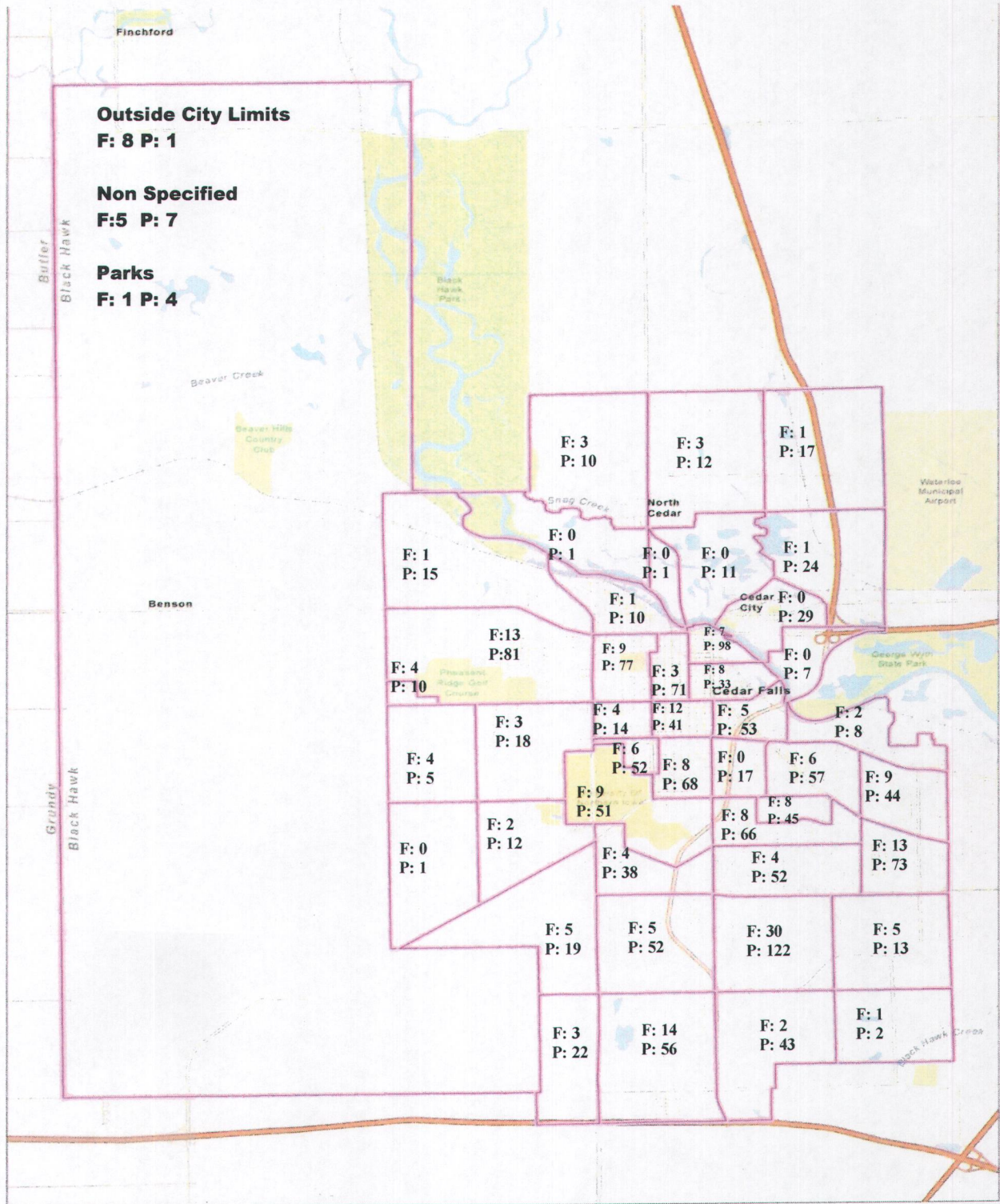
FIRE RESCUE CALLS FOR SERVICE

Type of Incident (Monthly)	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23
Medical & Rescue	119	110	124	120	133	108	143	153	126	128	116	
Cancelled, False Alarms, Good Intent	36	28	40	40	55	44	59	45	47	46	39	
Fire, Heat, Hazard, Weather Related & Other	23	17	22	17	36	32	24	24	36	35	23	
Totals	178	155	186	177	224	184	226	222	209	209	178	

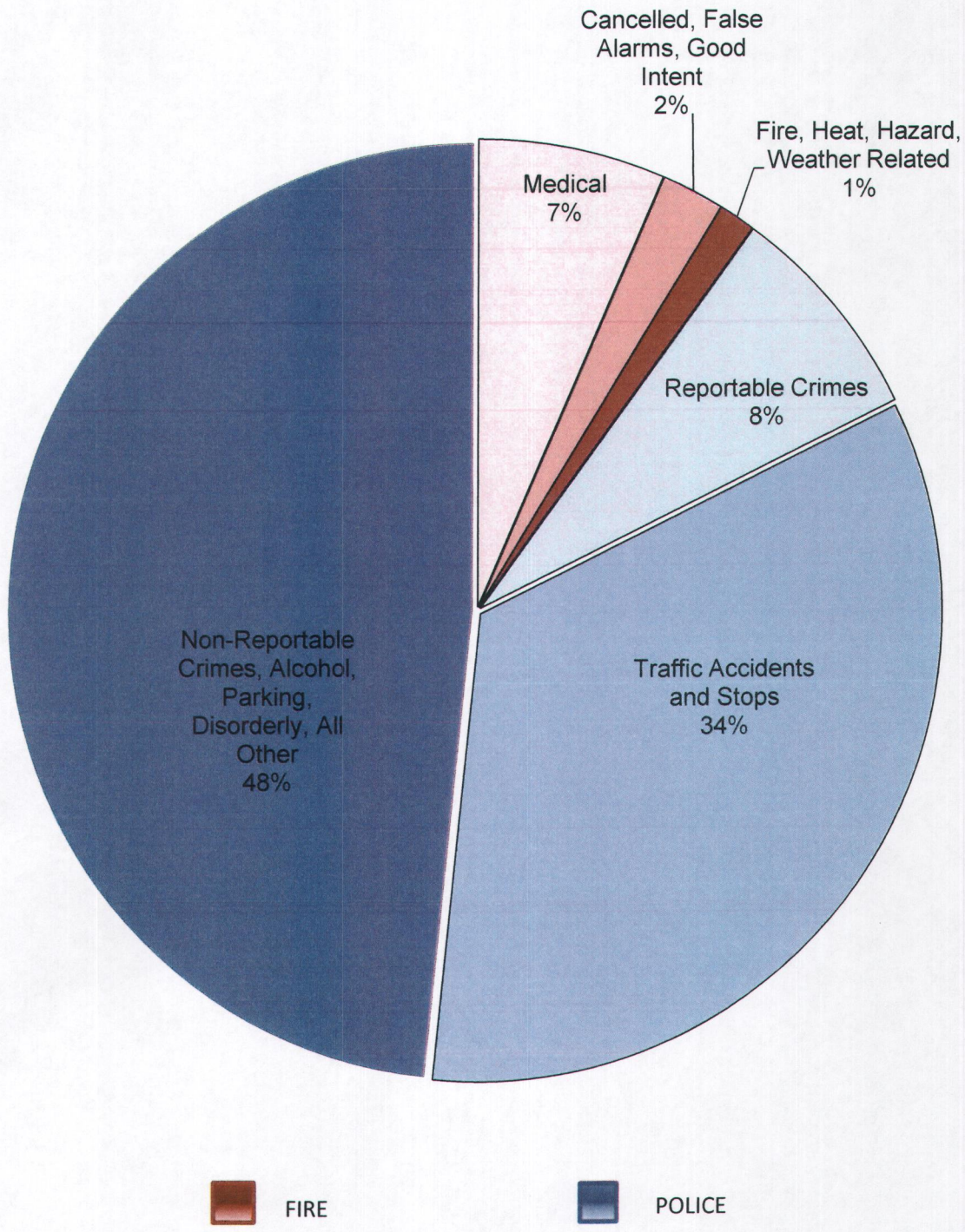
Type of Incident (per year)	2015	2016	2017	2018	2019	2020	2021	2022	2023
Non-Medical CFS	840	911	900	772	841	783	758	917	
Rescue / EMS Related	1367	1570	1437	1022	1272	1328	1541	1509	
Totals	2207	2481	2337	1794	2113	2111	2299	2426	

POLICE STATISTICS:	NOV 2023	Total 2023
Group A Crimes		
Murder/NonNeg Manslaughter	0	0
Kidnapping/Abduction	0	2
Forcible Rape/Sodomy/Fondling	0	32
Robbery	0	1
Assault	9	219
Arson	2	3
Extortion/Blackmail	0	6
Burglary/B&E	3	111
Theft	30	463
Motor Vehicle Theft	2	29
Counterfeit/Forgery	0	24
Fraud	9	276
Embezzlement	0	0
Stolen Property	1	7
Vandalism	18	135
Drug Offenses	16	125
Incest	0	1
Porno/Obscene Material	0	4
Op/Pro/Asst. Gambling	0	3
Weapon Law Violation	3	9
Group B Crimes		
Disorderly Conduct	4	40
Driving Under Influence	14	236
Drunkenness	3	113
Non-Violent Family Offense	0	4
Liquor Law Violation	0	4
Runaway	0	12
Trespassing	1	24
All Other Offenses	30	373
Group A Total:	85	1308
Group B Total:	52	806
Total Reported Crimes:	137	2114
Traffic Accidents		
Fatality	0	1
Personal Injury	15	137
Hit and Run	28	198
Property Damage	73	724
Total reported Accidents	116	1060
Calls for Service	1463	19687
Total Arrests	64	863

Cedar Falls Public Safety Grid Map



Cedar Falls Public Safety Experience Survey (NOVEMBER 2023)





DEPARTMENT OF PUBLIC SAFETY SERVICES

POLICE OPERATIONS
CITY OF CEDAR FALLS
4600 SOUTH MAIN STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Laudick and City Councilmembers
From: Craig Berte, Public Safety Services Director
Mark Howard, Police Chief
Date: December 21, 2023
Re: Retail Alcohol License Applications

Police Operations has received applications for retail alcohol licenses. We find no records that would prohibit these licenses and recommend approval.

Name of Applicants:

- a) Pheasant Ridge Golf Course, 3205 West 12th Street, Special Class C retail alcohol & outdoor service - renewal.
- b) Wild Hare American Bar and Grill, 2512 Whitetail Drive, Class C retail alcohol & outdoor service - renewal.

CFD 1101: Council Goals, Work Program, and Financial Plan for FY202~~53~~⁵⁴

Adopted ~~January 2, 2024~~^{January 3, 2023} by the Cedar Falls City Council

MISSION OF THE CITY OF CEDAR FALLS:

Continuously improve the safety and desirability of Cedar Falls through efficient delivery of public services, with open communication between Citizens, Council, Mayor, and City Staff.

SHORT TERM FINANCIAL PLAN:

A. FY202~~53~~⁵⁴ Budget Policies.

- 1). Limit tax increases to no more than the rate of inflation on residential properties for controllable costs.
- 2). City staff members are directed to certify the maximum amount of legally incurred TIF debt annually by December 1st for all completed City and CFU construction work within the TIF Districts to better position the City and CFU financially. Continue to transfer TIF release funds from expired TIFs to economic development fund to cash-flow economic development projects.
- 3). Use State aid (including backfill if provided) only to fund one-time capital expenditures or non-reoccurring expenses, rather than for operating expenses.
- 4). Requests for aid from any group will only be considered once annually during the annual budget process. Mid-year requests will be deferred to the next fiscal year unless they are emergency in nature. Financial aid will only be provided if there is not financial hardship on City offered essential services and the services proposed are not duplicated.
- 5). Applications for City funding support from UNI will only be accepted from the Vice President of Administration and Finance once annually. This process ensures that all UNI projects or programs seeking City financial aid have been approved by UNI management and prioritized.
- 6). All outside agencies seeking City financial support shall submit formal applications for review by a committee of staff members with recommendations forwarded to the Mayor and City Council; considerations for approval shall include timely reporting, performance, public benefit, funding options and service priority.
- 7). Escrow Fund Policies.
 - a. The City will escrow funds annually to pay accrued liabilities.
 - b. The City will address annually these commitments by budgeting and depositing in a restricted account funds to pay these liabilities when they occur.
 - c. The City will continue to fully fund~~not un-fund~~ liabilities in escrow accounts; these include severance, payroll, liability insurance, vehicle replacement, data processing,

workmen's compensation, long-term disability, and all pensions.

- 8). Continue to assess user fees for specific City services at rates approved by Council.
- 9). Explore the use of State authorized tax levies for statutory services, if the General Fund experiences financial limitations.
- 10).The Cedar Falls Health Trust Fund shall only budget expenditure of interest income generated by the fund minus an interest income contribution into the fund's principal equal to the rate of inflation in health care. Principal should only be used in negotiating a development agreement for a new hospital or a health care provider.
- 11).Interest income generated from the 411 Pension reserve fund shall be used to pay the required City contribution to annual 411 expenses. No portion of the principal shall be used for operating purposes.
- 12).Road Use taxes shall only be deposited in the Street Construction fund with their use limited to street operations and maintenance purposes.
- 13).Consider adding General Fund financial support for annual maintenance expenses to better landscape public roadways.
- 14).Maintain capital and maintenance reserve accounts generated from user fees set aside to pay for future capital repairs or facility replacement of benefit to the users contributing (examples include the Recreation Center, Aquatic Center, Hearst Center, Beach House, Big Woods Campground, and golf courses).
- 15).The CFU transfer made to the City in lieu of property taxes shall be deposited in the General Fund to off-set the cost of supplying City services. Transfer funds shall also be set aside in a capital account to finance various one-time capital projects.
- 16).Maintain liability, work compensation and health insurance reserves as required by law or policy to support the City's self-insurance programs.
- 17).Evaluate annually the ability of the Library Board to utilize Community Foundation Trust accounts to support select programs, operations and capital needs.
- 18).TIF-qualified SSMID funds collected from Downtown and College Hill SSMID District will be allocated to Community Main Street and College Hill Partnership rather than for City TIF debt payments.
- 19).Coordinate and centralize all requests for grants, including the Black Hawk County Gaming Association.
- 20).Deposit funds in excess of annual operations expenses (including released TIF funds) in a capital reserve account for projects, economic development, public land acquisition, redevelopment, health insurance fund support, or other one-time allocations approved by the City Council.

B. **FY20254** Budget Contingency Policies.

- 1). Prioritize all city services if budget reductions are required; this will allow for the most cost-effective use of Federal Aid to pay eligible ‘essential’ service operating expenses as, if the operating expenses are not reoccurring or if more efficient staffing can be achieved.
- 2). Reduce City financial aid to outside agencies if funding shortfalls risk damaging the provision of essential services; annually notify agencies if funding reductions are anticipated for the next fiscal year.

C. **FY20254** Cash Reserves Policy.

- 1). 1.The City will maintain an unreserved balance at year-end at a level determined by Council to meet cash flow requirements, emergency needs, and bond rating criteria.

Fund Type	Percent Minimum	Absolute Minimum
General Fund	15-25% ¹	Not specified
Refuse Fund	20-30%	\$500,000
Sewer Fund	65-75%	\$1,500,000
Street Fund	20-30%	\$1,000,000
Storm Water Fund	10-20%	\$200,000
Emergency Reserve Fund	N/A	\$1,500,000 - \$2,000,000

D. **FY20254** Revenues Policy.

- 1). Description. The revenue projection process starts with estimates submitted by the departments for their specific areas. Finance reviews those estimates and makes informed judgments on all revenues City-wide. Prior year’s actual and current year-to-date amounts are used to project both the current year and next year's revenues. Information received from the State, County, and Iowa League of Cities is utilized to project revenue trends and anticipated amounts.
- 2). Approval. Finance will use conservative interest rate projections, current balances and interest accrual information, projects interest earnings. The Mayor and City Administrator will review revenues, expenditures and ending fund balances to determine if any revenue adjustments need to be made.

¹ The City Council established Resolution 9054 that the General Fund balance be maintained between 15 and 25% and preferably at the 20-25% level, allowing for the seasonal cash flows. Work towards closer to 25%.

3). Revenue Source Policies.

- a. Property Taxes. The budget of the City of Cedar Falls shall be drawn so that the general tax levy does not exceed limits established by State law.
- b. Debt Service Levy. Taxes shall be levied each year under the Debt Service Levy in the amount equal to the general obligation principal and interest due in that same year, minus the portion paid by the enterprise funds and CFU.
- c. Tort Liability Levy. The City may levy for the expected costs of property and liability insurance policies and estimated claims losses held by the City.
- d. Employee Benefits Levy. The City's share of contributions to police and fire pension and retirement systems, at rates determined by the State of Iowa, for currently employed sworn officers. The City's share of contributions for employee benefits budgeted under the General Fund only if the general tax levy is at the \$8.10 maximum. Employee benefits levy tax revenues will be receipted into the Trust and Agency Fund and then transferred into the General Fund.
- e. Emergency Management Levy. Levy for all dispatch, 911 and emergency operation costs assigned to the City of Cedar Falls.
- f. Transit Levy. Transit levy taxes shall not exceed the 95-cent limit established by State law. Transit levy tax revenues will be receipted into the General Fund.
- g. Band Levy. Taxes levied under the Band Levy shall not exceed the 13.5-cent limit established by State law. Tax revenues from the band levy will be receipted into the General Fund.
- h. Library Levy. Taxes levied under the library levy shall not exceed the 27-cent limit established by state law. Library levy tax revenues shall support the library. Approximately 50% of the levy will be used for new materials and services and approximately 50% will be used to lower general fund support to the library.
- i. Sales Tax. The City collects an additional 1% in local option sales tax. The revenues and expenditures under this program are recorded in a separate fund.
- j. Hotel/Motel Tax. The City currently has a 7% hotel/motel tax with 50% of the income generated by the imposition of the tax being devoted to the Visitors and Tourism Division. The other 50% is devoted to programs related to parks, lakes, trails, and recreational/cultural facilities.
- k. Fees and Charges. The City will establish fees and charges, in accordance with revenue bond requirements or for covering all or part of the related costs of providing the services. Fees and charges shall be reviewed at least biennially.
- l. Investments. The City will invest 100% of idle funds and will obtain the best possible return on all cash investments within the limits of the State law.

- m. Intergovernmental Revenue. Revenues from local, State and Federal governments will be used according to the restrictions or intent placed on each.
- n. Additional Revenue Sources. The City will continue searching for additional revenues to maintain a balanced budget.

E. FY2025⁴ Expenditures Policies.

- 1). Current Service Level: Funding will be prioritized to maintain current service levels.
- 2). Cost Effective Programs: Technology and capital investment programs will be leveraged to reduce operating expenses whenever cost-effective.
- 3). Infrastructures and Equipment: The City will maintain the scheduled level of maintenance and replacement for City infrastructure and equipment.
- 4). Local Option Sales Tax: 100% of LOST proceeds will be spent on street repair in accordance with the stipulations set by the voters and City Council resolution².
- 5). Reductions: The City will attempt to avoid service reductions when balancing the budget. First consideration will be given to alternatives which avoid employee layoffs, resist cuts in service, and establish user fees. Parameters for downsizing shall ensure that (1) no essential service be eliminated; (2) service with high public visibility and exposure remain intact, and (3) reductions will first be made in internal functions.

F. FY2025⁴ Long Term Debt Policies.

- 1). Purpose of Debt: Debt will be used to fund the design, inspection and construction of capital improvement projects, rather than for annual operating expenses.
- 2). Debt Limit: The total GO debt will not exceed 5% of total assessed real property value.
- 3). Debt Issuance: New debt issuance shall not exceed a replacement debt level. Existing debt should be refinanced to secure the lowest possible interest costs, whenever possible.
- 4). Self-Financing: Self-financing or cash (where allowed) will be used to fund one-time projects if excess cash reserves exist.

G. FY2025⁴ Capital Improvements Program Policies.

- 1). Description. The Capital Improvements Program (CIP) is a planning document and does not authorize or fund projects. The projects listed in the CIP are summarized in the capital

² City Council Resolution 15,596 provides that, "Zero percent (0%) of said local sales and services tax is to be used for property tax relief. One hundred percent (100%) of the revenue generated in the City of Cedar Falls, Iowa during each fiscal year from said local sales and services tax is to be allocated for reconstruction, repair or replacement of existing streets, curbs, structures, storm sewers and sanitary sewers as they relate to streets within the corporate limits of the City of Cedar Falls, Iowa and not as replacement funds for the present funding levels, as authorized by the City Council of the City of Cedar Falls, Iowa.

projects program.

- 2). Approvals. The CIP is prepared by the Finance & Business Operations Department for review by the Department Directors, City Administrator, Mayor, and Planning and Zoning Commission; the CIP is then submitted to the City Council for approval.
- 3). The City will make all capital improvements in accordance with the adopted CIP. The City will develop and annually update a multi-year plan for capital improvements.
- 4). The City will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be calculated and included in capital budget projections.
- 5). The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- 6). The City will use intergovernmental assistance to finance only those capital improvements consistent with the CIP and City priorities and where operating and maintenance costs have been included in operating budget forecasts.
- 7). The City will maintain all assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- 8). The City will project its equipment replacement and maintenance needs for the next several years and will update this projection each year in order to implement a maintenance and replacement schedule.
- 9). The City will not finance equipment or projects with a projected life span less than a bond's maturity through the sale of GO bonds.
- 10). The City will not finance ongoing operating expenses with GO or revenue bonds.
- 11). The CIP will incorporate the least costly financing method for all new projects.
- 12). The City will maintain a long-term financial plan to address inadequacies in "City managed" infrastructure in unserved areas of the City and progressively add them to the CIP when cost effective (if consistent with long-range growth plans).
- 13). The CIP will incorporate a debt management strategy emphasizing the protection of at least 25-30% of the City's debt capacity.
- 14). The City will develop a plan addressing competing projects, priorities and timing to meet this objective jointly by soliciting input from the Planning & Zoning Commission to ensure that projects are timely, unduplicated and supportive of long-range plans.
- 15). The issuance of new debt shall not exceed a replacement debt level, which typically ranges from \$3.0 - \$4.0 million dollars every other year; CFU uses the City's bank qualified

financing capacity in off bond sale years.

- a. In FY2~~4~~3, the City will budget for a \$3.0 - \$4 million dollar GO bond sale.
- b. The City will use emergency reserve funds for projects identified in the CIP, with a balance of \$1.5-2 million for emergencies.

16).The City will incorporate when timely, properly planned, safely engineered and financially feasible and design appropriate street and growth concepts in the planning and design of all capital projects.

17).The city will seek minimum private donation match of 25% of/for new recreation & quality of life projects. Funds shall be escrowed or an agreement with the City Council needs to be executed prior to the project bid letting.

GOALS AND OBJECTIVES:

1. **GOAL #1: Foster Organizational Excellence.** Select, train, motivate and retain highly qualified employees who represent the city in a professional manner.

A. Supporting Policies.

- 1). Ensure that employee wages and benefits are competitive with other municipalities in the state of Iowa and private enterprise in the metro area.
- 2). Maintain clear lines and methods of communication between elected officials and staff.
- 3). Treat employees with respect and expect that they, in turn, will treat citizens with respect.
- 4). Encourage and management and supervisory employees to be creative and innovative in the delivery of city services.
- 5). Promote continuous quality improvement in all city government operations.
- 6). Conduct employee survey annually beginning in 2025, every two years.

B. Long-Term and Ongoing Objectives.

- 1). Continue to monitor the ability to attract and retain quality staff.
- 2). Continue to support the Performance Based Pay (Merit Pay) Policy (CFD 2154) to reward superior staff performance and encourage the retention of high performers.
- 3). Expand cross-training programs to improve service without increasing staffing.
- 4). Seek methods to reduce employee health insurance costs by altering benefits, seeking greater financial contribution from employees and modify methods of employee health service delivery.

C. FY202~~5~~4 Detailed Objectives.

- 1). Review results and consider policy changes from the workforce climate assessment / employee satisfaction survey to improve human resources management and employee relations.
- 2). Continue to evaluate whether to fill an opening or proposed newly created position.
- 3). Explore restructuring, merging, or eliminating vacant positions.
- 4). Maintain multi-year staffing and succession plans.
- 5). Implement and maintain updates to the Comprehensive Pay Plan (CFD 2502.18).
- 6). Continue to fund the City's employee educational assistance program (CFD 2254).
- ~~6).~~7). Continue to fund the City's employee assistance program (CFD 2252).
- 8). Encourage employees to use the City's wellness program (CFD 2257) and continue to offer incentives for participation.
- ~~7).~~9). Encourage employees to participate in the employee DEI committee.
- ~~8).~~ Update the staffing plan to address employment attrition, retirements and the use of PT, PSOs, POCs, Police Reservists, volunteers or other cross-training programs to respond to long-term staffing needs.
- ~~9).~~10). Develop a review. Continue to use a standard review tool to annually evaluate the performance of the City Administrator.

2. **GOAL #2: Deliver Responsible Local Government.** Provide a representative system which identifies and anticipates concerns, problems, and opportunities which are effectively addressed with thoughtful and decisive governmental actions for the benefit of citizens.

A. Supporting Council Policies.

- 1). Provide broad direction to the City Administrator, who in turn formulates management decisions to provide efficient service offerings and operations.
- 2). As a policy-making body, interpret community needs and values and convey them to City staff through consistent legislative and policy actions.
- 3). Continue to provide a forum for active public engagement related to City actions through open public meetings, hearings, committees, commissions, task forces and broadcast media.
- 4). Continually explore and evaluate improved methods of communication with citizens to inform them of City activities and accomplishments.

B. Long-Term and Ongoing Objectives.

- 1). Continue to hold annual meetings with CFU to discuss the impacts and strategies to deal with the on-going transfer of Utility funds in lieu of property taxes, franchise taxes, use of right-of-way, TIF reimbursement, and support of entrepreneurship.
- 2). Hold joint meetings with policy-making City boards such as the Library Board and the Planning & Zoning Commission.
- 3). Consider holding when timely, joint meetings with the Waterloo City Council, Black Hawk County Supervisors, Cedar Falls Community School District and the University of Northern Iowa on matters of mutual interest.
- 4). Encourage the professional development of City Council members, city commissioners and board members through staff-facilitated work sessions, training sessions, the Iowa League of Cities annual conference, the Municipal Leadership Academy, and innovative project presentations from other cities.
- 5). Expand on existing collaborations with the City of Waterloo, CFU, UNI, Black Hawk County, and other governmental bodies to provide high-quality public services at lower cost; examples include art & culture services, airport operations, public safety services, transit systems, economic development coordination, emergency response, sewer infrastructure, and shared facilities / equipment.
- 6). Continue working with the Metropolitan Transit Authority and exploring other transportation options which meet the needs of Cedar Falls' public transit-dependent residents at an affordable cost to the city.
- 7). Continue to support the development of a five-year Community-Wide Strategic Plan (CFD 4005) to help coordinate the long-term efforts of the City's many stakeholders, including a new plan for 2025-2030.
- 8). Continue using the city's quarterly Currents newsletter, websites, cable television, social media and other technologies to provide relevant information about City services, activities, and schedules to residents.
- 9). Continue expanding the Communication Specialist role and centralize efforts with other departments to facilitate increased communications with the public about all aspects of city government.
- 10). Maintain an online index of major city plans, policies, and documents for reference.
- 11). Continue to expand the City's online services to take advantage of the prevalence of smartphones & other mobile devices in our community, while also ensuring that the less digitally advantaged can fully access city services.
- 12). Continue to implement the Nutrient Reduction Strategy as submitted to the IDNR to update the existing Wastewater Treatment Facility.

C. FY2025⁴ Detailed Objectives.

- 1). City of Waterloo Objectives.
 - a. Maintain mutual aid agreements with Waterloo for faster emergency response times and lower callback expenses for both cities.
 - b. Support coordination with Waterloo directly and through the Iowa Northland Regional Council of Governments (INRCOG) on common legislative goals.

- 2). University of Northern Iowa Objectives.
 - a. Continue to collaborate with UNI to address public safety, parking, College Hill neighborhood, equitable payment for City services, sharing of facilities and elimination of duplicated governmental services.
 - b. Continue to explore the viability of shared service contracts with UNI for policing, fire protection, dispatch, street maintenance, utilities, and recreational facility development and usage.
 - c. Continue to coordinate the development of new City open field recreational uses with UNI to minimize the purchase of additional land; this approach will allow City funds to be used for site development.
 - d. Engage with Iowa Workforce Development and UNI, Cedar Falls Economic Development Corporation, Grow Cedar Valley, and other relevant entities to explore opportunities to retain recent UNI graduates in Cedar Falls.
 - e. Continue to provide paid internships to UNI students as a means to promote civic engagement.

- 3). Cedar Falls Community School District (CFCSD) Objectives.
 - a. Assist CFCSD with infrastructure improvements that create parking areas, joint City/Schools playgrounds, and building expansion areas.
 - b. Support improvements to parking and pedestrian traffic near public schools in accordance with the Safe Routes to Schools Study (CFD 4106.11); examples of such design are Orchard Hill Elementary, Southdale Elementary, and Lincoln Elementary.
 - c. Continue to cCoordinate with CFCSD to on the completion of the new Cedar Falls High School; identify local, county and state facilities, programs and property which can minimize duplication of services.
 - d. ~~Continue to engage directly with High School student groups to introduce students to civic engagement (e.g. CAPS program).~~
 - e. ~~Build collaboration between CFCSD and the City to highlight and celebrate the many cultures in the community and how they add value to our city.~~
 - f. e. Create pathways and collaborative equity discussions between businesses and UNI.

~~g.f.~~ Participate in a community-wide equity committee.

4). Cedar Falls Utilities (CFU) Objectives.

- a. Annually consider repaying eligible CFU expenses (if excess TIF revenues exist) for CFU projects completed in City TIF districts.
- b. Support CFU in the implementation of water service programs, as CFU is the sole governmental entity authorized by code to provide these services. Reimbursement would be subject to CFU maintaining a fair and updated annual transfer that equitably compensates the City for return on investment from City ownership, property taxes, franchise fees and use of city right-of-way (ROW).
- c. Implement public water special assessment programs (if requested by CFU) to install a public water system in un-serviced areas, if requested and financially supported by a majority of benefited property owners. Examples include parts of northern Cedar Falls, Viking Place, Horseshoe Drive and some rural properties.
- d. Use ~~federal Community Development Block Grant (CDBG) funding (if eligible) to pay for water service line connection for all residents who are income-eligible and~~ property taxes to pay for fire hydrant installation; CFU will pay for all water line over-sizing and property owners will pay all other expenses, less any other funding sources.
- e. Continue to explore sustainability and resiliency initiatives jointly with CFU.

5). Community Resiliency Objectives.

- a. Continue to implement the Island Park Revitalization Plan.
- b. Continue to evaluate cost effective measures to reduce damages resulting from Cedar River flooding.
- c. Continue to support conversion of city buildings to LED lighting, when cost-effective, to reduce the City's electricity demand.
- d. Continue to support the conversion of unused City property to native tallgrass prairie (when practical) to reduce storm water runoff, minimize lawn maintenance requirements, and provide habitat for wildlife and pollinators.
- e. Continue to support the conversion of select gravel alleys to permeable alleys (when funds permit) to reduce gravel erosion and pollution from storm runoff.

6). Racial Equity and Human Rights Objectives.

- a. Invest in organizational capacity and infrastructure through hiring under Human Resources personnel to achieve human rights and equity goals.
- b. Continue to actively partner with the Black Hawk County Health Department, Cedar Falls Community School District, UNI, and Grow Cedar Valley to develop coordinated and supporting equity plans and initiatives.

- c. Build collaboration with the Cedar Falls Community School District to highlight and celebrate different cultures in the community and their value to the city.
- d. Create pathways and collaborative equity discussions between businesses and UNI.
- e. Work with Human Rights Commission about forming a Diversity, Equity, & Inclusion (DEI) subcommittee or determine best approach to establishing a Cedar Falls Equity Committee.
- f. Work towards actively building capacity to create public engagement opportunities that are welcoming and inclusive.

7). General Governance Objectives.

- a. Continue support for 'Mayor's Updates' to inform the City Council, Cedar Falls residents and stakeholders of the status of Council priorities, City projects, upcoming activities and key information.
- b. Continue to specify in council agenda memos and presentations how a project or topic fits into the City Council's stated goals and priorities.
- c. Maintain a directory of governmental units, neighborhood groups, and other stakeholders the City Council would periodically like to meet with to discuss common interests.
- d. Maintain an online calendar of civic events of relevance to city elected officials, published with as much advance notice as possible to facilitate attendance.
- e. Hold city council committee or work sessions on council meeting Mondays to discuss complex or potentially contentious matters.

3. **GOAL #3: Ensure Government Efficiency and Effectiveness.** Equitably deliver services in a cost effective, efficient, professional, and timely manner.

A. Supporting Council Policies.

- 1). Carry out the Short-Term Financial Plan.
- 2). Ensure that community health, safety, and welfare are protected through provision of essential cost-effective, efficient, professional, and timely public services.
- 3). Adopt a balanced budget reflecting the community's economic climate and needs.
- 4). Continue to monitor the impacts of the State of Iowa's roll back of commercial/industrial taxable values without long-term guaranteed backfill funding.
- 5). Maintain a budget philosophy of self-sufficiency in all major funds.

- 6). Adopt a Capital Improvements Program annually which coordinates major capital expenditures and is responsive to property tax levies and the City's debt restrictions.
- 7). Maintain a stable property tax rate relative to the consumer price index.
- ~~8). Deposit funds in excess of annual operations expenses (including released TIF funds) in a capital reserve account for projects, economic development, public land acquisition, redevelopment, health insurance fund support, or other one-time allocations approved by the City Council.~~
- ~~9).8). Evaluate each newly proposed service to determine the cost, relative importance and value of each service, and to identify unnecessary duplication within City-sponsored programs.~~
- ~~10).9). Identify and implement cost-effective methods to save energy within City operations.~~

B. Long-Term and Ongoing Objectives.

- 1). Continue to monitor the City's capacity to provide adequate maintenance of its growing infrastructure. Maintain a long-term maintenance plan, including a contingency plan to respond to any long-term reductions in maintenance funds.
- 2). Continue to dedicate future accumulating cash generated by mid-year budget reductions for one-time future expenses such as capital projects.
- 3). Continue to dedicate TIF release dollars generated by expired TIF areas to future economic development projects.
- 4). Continue to explore appropriate opportunities for privatization of city services.
- 5). Continue the annual street repair program using RUT and LOST revenues.
- 6). Ensure that essential services (public safety, parks, sewers, roads, refuse collection) are offered, while constantly exploring ways to increase efficiency in delivery.
- 7). Encourage civic involvement and volunteerism by citizens to reduce costs, including recycling, picking up leaves, moving cars to assist with efficient snowplowing, cleaning sidewalks, Friends of the Library, Friends of the Hearst Center, and Police Reservists.
- 8). Maintain the appropriate number of alternative staff in police and fire while improving services and reducing overtime costs by annually recruiting, if necessary new Police Reservists, volunteers, PSOs and POC staff.
- 9). Periodically conduct an evaluation of the costs and benefits of participation in the County Consolidated Communications Center and CJIS. Determine the fair share of costs that should be assigned to Cedar Falls while exploring a "county funded" system.
- 10). Maintain the Police Community Service Officer (CSO) program to help supervisory personnel with office duties, allowing supervisors to work closer with the public and provide

direction in the field supervision of down-line employees.

- 11). Maintain staffing levels in all departments that reduce overtime by matching staffing levels to specific service demands as opposed to predetermined rigid standards.
- 12). Return City property to the tax base (when possible) to support revenue generation and economic development.

C. FY2025⁴ Detailed Objectives.

1). General Cost Savings Objectives.

- a. Evaluate cost-effective alternatives to keep City departments staffed and functional.
- b. Continue the review of open positions as they occur.
- c. Continue the practice of succession planning to identify talented internal candidates when a vacancy is expected to occur.
- d. Continue to promote cross-training programs and alternative employment practices for most effective use of city staff.
- e. Continue to explore the sharing of services with other jurisdictions.

2). Public Safety Objectives.

- a. Continue to support and provide feedback on the Multi-Jurisdictional Hazard Mitigation Plan for Black Hawk County (CFD 5901.20) and intergovernmental emergency response plans.
- b. Continue to evaluate the City's Public Safety model, ensuring cost effective and efficient law enforcement, firefighting, and rescue operations.
- c. Continue to review staffing levels to ensure the most efficient use of Public Safety funds and personnel.
- d. Continue using supervisor performance measurement tools to hold first line supervisors accountable for daily staffing decisions.
- e. Use the Performance Based (Merit Based) Pay Policy (CFD 2154) to reward supervisors who successfully respond to workload demands with decisions that adequately protect the safety of employees and the public while minimizing overtime and callback expenses.
- f. Exercise management rights to schedule full staffing to avoid overtime expenses on days where known special public events will tax personnel resources.
- g. Pursue the establishment of a new public safety station along W. 1st Street / Highway 57.

- h. Expand the reach of the City's marketing and promotional campaigns regarding policing and racial equity efforts, beyond traditional media sources.
 - i. Continue to assign Minimum Rental Housing, Section 8 Rental and Commercial Inspection duties to Fire shift personnel whenever possible.
 - j. Continue annual smoke detector inspections in businesses and residences, recognizing that smoke detectors identify fire hazards as early as possible.
 - j.k. Investigate options for additional on-staffing or contracting out for crisis intervention services.
- 3). Code Enforcement Objectives.
- a. Continue to be proactive in code enforcement activities.
 - b. Continue to identify and implement methods designed to better coordinate inspections while enforcing land use, property maintenance codes, rental housing, and zoning and nuisance ordinance violations citywide with cooperative and coordinated actions by the City's departments.
 - c. Continue the full-time Code Enforcement Officer position to enforce property maintenance, snow removal, zoning, housing, building, and nuisances.
 - d. Enforce 48-hour parking laws in response to snow events, citizen complaints, habitual violations, and when public safety is compromised.
 - e. Prioritize code enforcement on issues related to health & safety, property maintenance and over-crowding or over-occupancy.
 - f. Continue rental inspections on a 3-year cycle.
 - g. Expand building maintenance code inspections and enforcement city-wide, including in the College Hill area.
 - h. Continue to coordinate and consolidate federally subsidized rental and minimum rental housing inspection duties.
 - i. Continue to annually evaluate efficacy of the Landlord Accountability Ordinance.
 - j. Implement traffic and parking controls based on public input meetings, test cases, sound engineering / best practices, and specific structural or safety limitations (street width, density, traffic flow and safety).
 - k. Enforce laws prohibiting illegal parking on private property (front yards and non-conforming lots).
 - l. Enforce over-occupancy regulations.
 - m. Enforce parking restrictions on all streets less than 31' in width, based on the need for

public safety vehicle accessibility.

4). Yard Waste, Refuse and Transfer Station Objectives.

- a. Determine if yard waste collection programs should be altered or expanded based on the efficiency of material collection, customer satisfaction and general cost efficiency.
- b. Evaluate City-operated leaf vacuum collection rates to determine if they are set at levels that encourage property owners with small volumes of leaves to compost, mulch or utilize 'City' container disposal methods; ensure that the rate offers a cost-effective option for property owners who must dispose of large volumes of leaves.
- c. Evaluate how the expansion of the hours of operation for the yard waste drop off site has impacted revenues and expenditures.
- d. Continue the City's public relations program to encourage the environmentally safe disposal of yard waste.
- e. Continue to review refuse fees, when timely, to ensure that sufficient revenues exist to cover all collection costs.
- f. Continue to plan for future relocation of transfer station outside of the floodplain

5). Stormwater and Wastewater Objectives.

- a. Review sewer rental fees to ensure that sufficient revenue exists in the next several years to pay for EPA mandated treatment plant improvements and other sewer projects.
- b. Continue timely review of stormwater fees to determine sufficiency of fees to pay for projected storm water costs outlined in the Capital Improvements Program.
- c. Actively enforce Municipal Separate Storm Sewer(MS4) Permit requirements

6). General Legislative Objectives.

- a. Continue using lobbyists to influence municipally-related legislative action.
 - (1) Continue to contract with a professional lobbyist to represent City interests to the State legislature.
 - (2) Continue membership in the Iowa League of Cities to lobby for all Iowa cities.
- b. Develop and annually update policies to communicate the City's goals and desires to the federal and state legislators.
- c. Continue to meet with legislators to increase rapport, gain insight into current legislative directions, and to apprise them of the City's revenue generation challenges, as well as the negative impact of legislation (including unfunded mandates, tax exempt and

rollbacks).

- d. Continue pre- and post-legislative session meetings with area representatives to discuss topics of mutual interest.

4. **GOAL #4: Promote Economic Development.** Create an environment conducive to economic development for the long-term financial prosperity and growth of the community.

A. Supporting Council Policies.

- 1). Function as a catalyst to encourage business development/expansion in Cedar Falls.
 - a. Continue to support public and private economic development efforts in Cedar Falls and the metropolitan area.

B. Long-Term and Ongoing Objectives

- 1). Develop initiatives, when financially feasible, to support the economic development goals contained in the city's Comprehensive Plan (CFD 4101.12).
- 2). Implement a long-term plan for the development of future TIF districts. This plan should include ways to acquire land and provide adequate infrastructure utilizing cooperative efforts with other groups and agencies.
- 3). Continue the systematic and strategic buyout of flood-prone properties to retain viable areas based on quality of infrastructure, elevation and contiguity.
- 4). Prepare on a project-by-project basis an in-depth analysis of the long-term economic benefits vs. public investment/risk for each private/public cooperative economic development venture; the analysis must conclude that the long-term financial benefit derived by Cedar Falls taxpayers clearly out-weighs the risk of public financial assets.

C. FY2025⁴ Detailed Objectives.

1). General Economic Development Objectives.

- a. Offer economic development incentives on par with other Iowa cities to remain competitive in the site selection process.
- b. Continue to support and develop the city's economic development website.
- c. Continue to use TIF funds to acquire land for development into marketable industrial lots.
- d. Continue to use TIF funds to provide cash incentives to developers and business owners when consistent with City economic development policies.
- e. Explore the establishment of a University Avenue Corridor TIF district.
- f. Review downtown incentives (following adoption of new zoning) to consider the increase in assessed value and to incentivize enhanced architectural design or public benefits.

- g. Continue to provide property tax abatement (based on current schedules) for projects meeting adopted job creation and tax base growth criteria.
 - h. Continue to allocate TIF funds for redevelopment projects on College Hill, in Downtown, and in northern Cedar Falls.
 - i. Continue funding expansion of economic development marketing efforts.
 - j. Continue to explore options for city support of expanded day-care options in Cedar Falls.
 - k. Pursue expanded benefits and incentives to recently separated military members willing to relocate to Cedar Falls, as part of the state's Home Base Iowa initiative.
 - l. Explore the establishment of an incentive policy for residential districts.
- 2). Regional Economic Development Organization Objectives.
- a. Continue regional economic development partnership with Grow Cedar Valley.
 - b. Monitor economic development cash subsidies (to CMS, CHP, GCV, and CFEDC) to determine value to Cedar Falls citizens and businesses.
 - c. Continue to support the efforts of the Cedar Falls Economic Development Corporation in advancing Cedar Falls' economic interests.
- 3). Regional Tourism Objectives.
- a. Continue to maintain a dedicated Cedar Falls Visitors & Tourism Bureau.
 - b. Continue to coordinate marketing and programming efforts ~~between with UNI, and with tourism-related organizations throughout the Cedar Valley-Cedar Falls and Waterloo Visitors and Tourism Bureaus for all Metro tourist events.~~
 - c. Showcase Cedar Falls as premier destination for meetings, conferences, sports and business travel in Iowa.
 - d. Continuously evaluate and grow the budget for a sponsorship program (modeled after competing communities) for offering financial incentives to prospective event organizers.
 - e. Maintain and enhance Cedar Falls as a preferred destination for leisure travelers.
 - f. Encourage the development of new attractions and assets that would enhance Cedar Falls as a tourism destination.
 - g. Advocate for the construction of a new multi-purpose indoor turf facility to meet the increasing demands youth and amateur athletic events and competitions.
 - h. Facilitate consistent communications with members of the hospitality industry, providing local, statewide and national training opportunities, information and updates.

- 4). Comprehensive Planning, Engineering and Building Objectives.
 - a. Develop a grading ordinance for all new and existing developments.
 - b. Continue to implement the Comprehensive Plan (CFD 4101.12) with emphasis on:
 - (1) Design standards which protect urban watersheds by encouraging developers to utilize natural methods of storm water control rather than traditional underground storm water collection and disposal systems.
 - (2) Clear standards for growth, streets, street connectivity and walkability.
 - (3) Low-maintenance landscaping in the city right-of-way, when cost-effective.
 - (4) Trails and on-road accommodation of bicyclists, when possible.
 - (5) Development of neighborhood traffic program guide
 - (i) Traffic calming devices and design approaches to address neighborhood traffic concerns, when practical.
 - ~~(5)~~
 - (6) Revise the Major Thoroughfare Plan.
 - (7) Evaluate one-way streets and traffic flow
- 5). Zoning Ordinance Economic Development Objectives.
 - a. Support the development of a comprehensive new Zoning Ordinance to update the Zoning Ordinance first adopted in 1970. Consider new zoning and traffic control regulations to control density and parking problems by reducing the number of multiple family and duplex conversions.
 - (1) Continue work on College Hill zoning ordinance.
 - (2) Initiate work to develop neighborhood a plan exploring the redevelopment of the old High School and the Sartori Hospital sites (and subsequent zoning changes, if identified)
 - ~~(4)~~(3) Develop a University Avenue neighborhood plan (and subsequent zoning changes, if identified)
 - b. Consider changes to zoning regulations to limit the conversion of single-family properties to rental uses, to protect neighborhood stability and character.
 - c. Consider changes to zoning regulations, policies and land use plans to restrict development of non-profit uses on prime commercial sites along arterial streets.
 - d. Consider developing a Zoning Ordinance (and Subdivision Ordinance) to accommodate features that encourage mixed uses, variable building setbacks, walkability, sustainability and complete street concepts.

- e. Support the pre-zoning of select properties for residential development and shorten the development timeline by identifying neighborhood concerns and responding with developmental limitations.
 - f. Annex lands into the city (if requested by property owners) to support community growth and development consistent with the Comprehensive Plan (CFD 4101.12).
- 6). Affordable Housing Development Objectives.
- a. Continue to seek ways in to provide affordable housing options to residents by:
 - (1) Maximizing Section 8 funds available to provide as many vouchers as possible, given HUD guidance.
 - (2) Incentivizing improvements in Section 8 housing (with tools such as Community Development Block Grant rental rehabilitation program).
 - (3) Revising zoning codes to encourage a variety of housing types in every neighborhood, e.g., allow for Habitat for Humanity builds.
 - (4) Encouraging the Housing Commission to evaluate initiatives to balance investments in market rate and low-income housing (e.g., tax abatements, forgivable loans, gap payments on rent or mortgage, housing trust fund).
 - b. Review City construction standards to identify possible changes which can promote the construction of affordable housing.
 - c. Identify existing older homes which can provide a market to meet affordable housing demand.
 - d. Target potential developers with Requests for Proposals for affordable housing development, if federal or state grants can be secured.
 - e. Partner with Habitat for Humanity to build/rehabilitate homes on city-owned lots.
 - f. Consider the results of the Housing Needs Assessment, focusing on how to provide housing variety to promote housing options for all.
 - g. Create educational messaging and outreach for landlords and citizens to emphasize the importance of healthy housing for all, along with destigmatizing affordable housing options such as Section 8 and Habitat for Humanity builds.
 - h. Create a resource database of all federal, state and local programs that can be used to foster more homeownership among low- and moderate- income families and individuals.
 - i. Create an ongoing educational program for low- and moderate-income families to access available homeownership assistance programs.
 - j. Implement diversity, inclusion and affordability considerations and evaluation in all new

housing development plans.

- k. Continue the forgivable loan program for conversion of rental properties to owner-occupied, expanded service area, and more qualifying expenses.

7). Commercial and Office Economic Development Objectives.

- a. Support the private development of commercial (retail & wholesale), professional office and industrial expansions to improve the City's residential to commercial/industrial land use mix from an 80/20 assessed value split to a 50/50 assessed value split.
- b. Implement diagonal on-street parking where feasible and where parking deficiencies can be solved with this approach.
- c. Continue development of the city-owned properties along the relocated Highway 20 corridor and establish a new urban renewal area if appropriate.

8). College Hill Economic Development Objectives.

- ~~a. Carry out the recommendations of the College Hill Parking Study (CFD 1602.19)~~
- ~~b.a. Continue to enact the College Hill Urban Revitalization Plan (CFD 1852.12).~~

9). Northern Cedar Falls Economic Development Objectives.

- a. Continue to support the development of commercial uses in the northeast corner of Lone Tree Road/Center Street and at the Lone Tree Road interchange.
- ~~b. Continue to promote the development of commercial growth along Center Street through streetscaping and beautification efforts in the ROW.~~

10). Downtown Area Economic Development Objectives.

- a. Consider adopting an Urban Revitalization District in the Downtown area, following the adoption of new zoning ordinance.
- b. Explore all options to building a downtown parking structure, in conjunction with a feasibility study and continual re-evaluation of paid parking options.

11). Industrial Economic Development Objectives.

- a. Create a new urban renewal area by acquiring additional land in areas that are attractive to the private sector for industrial development yet can be efficiently developed at a low public cost.
- b. Reserve TIF increment capacity to pay off debt incurred by the City/IDOT cooperative construction of US 58 interchanges.
- c. Continue to repay Industrial Park TIF debt owed to the City debt service, economic development and capital project funds.

12).Flood Control, Storm Water, Sanitary Sewer and Water Improvement Objectives.

- a. Inflow and Infiltration Reduction Program: Carry out separation of sanitary sewer and stormwater sewer lines from the footing drains when reconstructing streets.
- b. Extend sanitary sewer to areas that are unserved and remain on septic systems (i.e. South Main Street).

13).Street Improvement Objectives.

- a. Develop cooperative agreements with State Agencies to improve the following streets using Road Use Tax (RUT), Local Option Sales Tax (LOST), and General Obligation (GO) bonds, if necessary:
 - (1) Main Street Reconstruction – Use LOST, RUT, Stormwater, ARPA, and GO bonds to complete this project for construction 2023-2025.
 - (2) Greenhill Road/Highway 58 – Use ~~TIF~~LOST funding as City match to Iowa Department of Transportation’s project in FY2027.
 - (3) West 23rd Street Improvements – Use LOST, Assessment, and GO bonds to complete this project in FY2024.
 - ~~(4)~~ Ridgeway & 58 – Use TIF funding as City match to Iowa Department of Transportation’s project in FY2024-FY2025.
 - ~~(4)~~~~(5)~~West Viking Road Reconstruction – Use TIF and LOST to complete this project for construction in 2024-2025
 - ~~(5)~~~~(6)~~ Prairie Parkway & Viking Road Intersection Improvements – Use TIF, LOST, and RUT for construction in ~~FY~~2024-2025.
 - ~~(6)~~~~(7)~~Northern Cedar Heights Area – Use LOST and SCF to complete this project
- b. ~~Explore and establish~~Complete the street connections per agreements with developers to complete the connection of the following streets:
 - (1) Arbors Drive -- Aldrich Elementary to Greenhill Road
 - (2) Ashworth Drive – Prairie Winds to Hudson Road
 - (3) Ashworth Drive – Connection to Arbor Drive
 - (4) Ironwood Drive – Connection to Greenhill Road
 - ~~(5) West 27th Street Improvements – Use LOST, RUT, and GO bonds to complete this project in FY2022-2024.~~
- c. Continue to develop the plans for the reconstruction of Union Road from 27th Street to University Avenue - Use LOST and RUT funds to complete this project. Timing of project dependent on receipt of grant funding sources.

14).Miscellaneous Infrastructure Repairs.

- a. Slope Repairs. Continue to develop plans to address significant slope failure issues. Use storm water funds to complete these projects.

5. **GOAL #5: Enhance Community Quality of Life.** Preserve the community’s physical, human, and aesthetic assets by assuring that Quality of Life services are available for leisure, educational, cultural and personal enrichment of residents.

A. Supporting Council Policies.

- 1). Actively support the development of cultural, educational, recreational, and natural features, which make Cedar Falls distinctive.
- 2). Endorse planned community growth, which protects the unique, natural, and historic features of Cedar Falls.
- 3). Continue evaluating and implementing pedestrian safety measures.

B. Long-Term and Ongoing Objectives.

- 1). Continue to review and evaluate the ways in which the City can enhance racial and cultural diversity and inclusion in Cedar Falls.
- 2). Update the Park Master Plan (CFD 8601.06) to account for city growth, changing needs and desires of the public, and updating of equipment and facilities.

C. FY2025 Detailed Objectives.

- 1). Continue planning for Hearst Center expansion/relocation.
- 2). Continue to use the Recreation & Fitness Center, Operations & Facilities Needs Assessment (CFD 8101.18) to determine the viability of expansion.
- 3). Implement, when financially feasible, an enhanced riverfront as a visitor attraction consistent with the Northern Cedar Falls Park and Maintenance Development Master Plan (CFD 86024102).
- 4). Coordinate with the Cedar Falls Community School District to purchase land for future parks in developing areas, as appropriate.
- 5). Assist in the solicitation of grants and development of the Cedar River including dam safety improvements, riverbank improvements, and recreational features.
- 6). Continue to implement portions of the Park Master Plan (CFD 8601.06) for the Big Woods Lake, Gateway Park and Cedar City sites.
- 7). Improve the Big Woods Campground (cabins, campground expansion, playground, and

landscaping) as funding becomes available and as floodplain development ordinances allow.

- 8). Develop an annual street right-of-way beautification, wayfinding signage, bike network signage, and city entrance signage & monument program using hotel/motel taxes.
- 9). Consider recommendations from City staff when alternative roadway designs are appropriate based on safety, roadway efficiency and financially feasible; typically, these opportunities arise when a street is scheduled for resurfacing or reconstruction allowing the City to address issues involving landscaping, pedestrian movements, transit, bike and vehicular traffic.
- 10). Protect areas identified in the Cedar Falls Environmentally Sensitive Lands Survey (CFD 4551.07) as city finances allow.
- 11). Identify trails most appropriate for winter snow removal and inform the public via an annually published Trail and Bus Bench Snow Removal Map (CFD 4403).
- 12). Develop a Great American Rail Trail Connection Plan to identify possible improvements, wayfinding, and other amenities along the Cedar Falls portion of this cross-country route
- 13). Continue collaboration with CFCSD on the development of plans for a new indoor community pool, co-located with the new Cedar Falls High School.
- 14). Encourage private development for an official Independence Day fireworks display.
- 15). Continue working with private property owners to remove trees impacted by emerald ash borer infestation.
- 16). Implement facility improvements to Seerley Park.
- 17). Design and develop facility improvements to various City Parks.
- 18). Continue pursuit of sister city partnerships and engagement, including in-person visits as part of major Iowa delegations.
- 19). Implement the Bike Network Plan as funding and construction allows.
- 20). Consider potential for new quality of life projects
 - a. Eco Loop
 - b. Campground/RV Park in Northern Cedar Falls
 - c. Trail Connection (behind CFU, contingent upon railroad grant)
 - d. Pickleball Courts
 - e. Birdsall Park Renovations

f. Historic Reconnaissance Survey of Overman Park Neighborhood

21). Consider funding for quality-of-life projects with other entities

a. Historical Society

b. UNI Dome Renovations

c. Additional ask for High School Pool

~~d. Cedar Valley Placemaking Project (bridge lighting)~~

CFD 1101: Council Goals, Work Program, and Financial Plan for FY2025

Adopted January 2, 2024, by the Cedar Falls City Council

MISSION OF THE CITY OF CEDAR FALLS:

Continuously improve the safety and desirability of Cedar Falls through efficient delivery of public services, with open communication between Citizens, Council, Mayor, and City Staff.

SHORT TERM FINANCIAL PLAN:

A. FY2025 Budget Policies.

- 1). Limit tax increases to no more than the rate of inflation on residential properties for controllable costs.
- 2). City staff members are directed to certify the maximum amount of legally incurred TIF debt annually by December 1st for all completed City and CFU construction work within the TIF Districts to better position the City and CFU financially. Continue to transfer TIF release funds from expired TIFs to economic development fund to cash-flow economic development projects.
- 3). Use State aid (including backfill if provided) only to fund one-time capital expenditures or non-reoccurring expenses, rather than for operating expenses.
- 4). Requests for aid from any group will only be considered once annually during the annual budget process. Mid-year requests will be deferred to the next fiscal year unless they are emergency in nature. Financial aid will only be provided if there is not financial hardship on City offered essential services and the services proposed are not duplicated.
- 5). Applications for City funding support from UNI will only be accepted from the Vice President of Administration and Finance once annually. This process ensures that all UNI projects or programs seeking City financial aid have been approved by UNI management and prioritized.
- 6). All outside agencies seeking City financial support shall submit formal applications for review by a committee of staff members with recommendations forwarded to the Mayor and City Council; considerations for approval shall include timely reporting, performance, public benefit, funding options and service priority.
- 7). Escrow Fund Policies.
 - a. The City will escrow funds annually to pay accrued liabilities.
 - b. The City will address annually these commitments by budgeting and depositing in a restricted account funds to pay these liabilities when they occur.
 - c. The City will continue to fully fund liabilities in escrow accounts; these include severance, payroll, liability insurance, vehicle replacement, data processing,

workmen's compensation, long-term disability, and all pensions.

- 8). Continue to assess user fees for specific City services at rates approved by Council.
- 9). Explore the use of State authorized tax levies for statutory services, if the General Fund experiences financial limitations.
- 10).The Cedar Falls Health Trust Fund shall only budget expenditure of interest income generated by the fund minus an interest income contribution into the fund's principal equal to the rate of inflation in health care. Principal should only be used in negotiating a development agreement for a new hospital or a health care provider.
- 11).Interest income generated from the 411 Pension reserve fund shall be used to pay the required City contribution to annual 411 expenses. No portion of the principal shall be used for operating purposes.
- 12).Road Use taxes shall only be deposited in the Street Construction fund with their use limited to street operations and maintenance purposes.
- 13).Consider adding General Fund financial support for annual maintenance expenses to better landscape public roadways.
- 14).Maintain capital and maintenance reserve accounts generated from user fees set aside to pay for future capital repairs or facility replacement of benefit to the users contributing (examples include the Recreation Center, Aquatic Center, Hearst Center, Beach House, Big Woods Campground, and golf courses).
- 15).The CFU transfer made to the City in lieu of property taxes shall be deposited in the General Fund to off-set the cost of supplying City services. Transfer funds shall also be set aside in a capital account to finance various one-time capital projects.
- 16).Maintain liability, work compensation and health insurance reserves as required by law or policy to support the City's self-insurance programs.
- 17).Evaluate annually the ability of the Library Board to utilize Community Foundation Trust accounts to support select programs, operations and capital needs.
- 18).TIF-qualified SSMID funds collected from Downtown and College Hill SSMID District will be allocated to Community Main Street and College Hill Partnership rather than for City TIF debt payments.
- 19).Coordinate and centralize all requests for grants, including the Black Hawk County Gaming Association.
- 20).Deposit funds in excess of annual operations expenses (including released TIF funds) in a capital reserve account for projects, economic development, public land acquisition, redevelopment, health insurance fund support, or other one-time allocations approved by the City Council.

B. Y2025 Budget Contingency Policies.

- 1). Prioritize all city services if budget reductions are required; this will allow for the most cost-effective use of Federal Aid to pay eligible ‘essential’ service operating expenses as, if the operating expenses are not reoccurring or if more efficient staffing can be achieved.
- 2). Reduce City financial aid to outside agencies if funding shortfalls risk damaging the provision of essential services; annually notify agencies if funding reductions are anticipated for the next fiscal year.

C. FY2025 Cash Reserves Policy.

- 1). 1.The City will maintain an unreserved balance at year-end at a level determined by Council to meet cash flow requirements, emergency needs, and bond rating criteria.

Fund Type	Percent Minimum	Absolute Minimum
General Fund	15-25% ¹	Not specified
Refuse Fund	20-30%	\$500,000
Sewer Fund	65-75%	\$1,500,000
Street Fund	20-30%	\$1,000,000
Storm Water Fund	10-20%	\$200,000
Emergency Reserve Fund	N/A	\$1,500,000 - \$2,000,000

D. FY2025 Revenues Policy.

- 1). Description. The revenue projection process starts with estimates submitted by the departments for their specific areas. Finance reviews those estimates and makes informed judgments on all revenues City-wide. Prior year’s actual and current year-to-date amounts are used to project both the current year and next year’s revenues. Information received from the State, County, and Iowa League of Cities is utilized to project revenue trends and anticipated amounts.
- 2). Approval. Finance will use conservative interest rate projections, current balances and interest accrual information, projects interest earnings. The Mayor and City Administrator will review revenues, expenditures and ending fund balances to determine if any revenue adjustments need to be made.
- 3). Revenue Source Policies.

- a. Property Taxes. The budget of the City of Cedar Falls shall be drawn so that the general

¹ The City Council established Resolution 9054 that the General Fund balance be maintained between 15 and 25% and preferably at the 20-25% level, allowing for the seasonal cash flows. Work towards closer to 25%.

tax levy does not exceed limits established by State law.

- b. Debt Service Levy. Taxes shall be levied each year under the Debt Service Levy in the amount equal to the general obligation principal and interest due in that same year, minus the portion paid by the enterprise funds and CFU.
- c. Tort Liability Levy. The City may levy for the expected costs of property and liability insurance policies and estimated claims losses held by the City.
- d. Employee Benefits Levy. The City's share of contributions to police and fire pension and retirement systems, at rates determined by the State of Iowa, for currently employed sworn officers. The City's share of contributions for employee benefits budgeted under the General Fund only if the general tax levy is at the \$8.10 maximum. Employee benefits levy tax revenues will be receipted into the Trust and Agency Fund and then transferred into the General Fund.
- e. Emergency Management Levy. Levy for all dispatch, 911 and emergency operation costs assigned to the City of Cedar Falls.
- f. Transit Levy. Transit levy taxes shall not exceed the 95-cent limit established by State law. Transit levy tax revenues will be receipted into the General Fund.
- g. Band Levy. Taxes levied under the Band Levy shall not exceed the 13.5-cent limit established by State law. Tax revenues from the band levy will be receipted into the General Fund.
- h. Library Levy. Taxes levied under the library levy shall not exceed the 27-cent limit established by state law. Library levy tax revenues shall support the library. Approximately 50% of the levy will be used for new materials and services and approximately 50% will be used to lower general fund support to the library.
- i. Sales Tax. The City collects an additional 1% in local option sales tax. The revenues and expenditures under this program are recorded in a separate fund.
- j. Hotel/Motel Tax. The City currently has a 7% hotel/motel tax with 50% of the income generated by the imposition of the tax being devoted to the Visitors and Tourism Division. The other 50% is devoted to programs related to parks, lakes, trails, and recreational/cultural facilities.
- k. Fees and Charges. The City will establish fees and charges, in accordance with revenue bond requirements or for covering all or part of the related costs of providing the services. Fees and charges shall be reviewed at least biennially.
- l. Investments. The City will invest 100% of idle funds and will obtain the best possible return on all cash investments within the limits of the State law.
- m. Intergovernmental Revenue. Revenues from local, State and Federal governments will be used according to the restrictions or intent placed on each.

n. Additional Revenue Sources. The City will continue searching for additional revenues to maintain a balanced budget.

E. FY2025 Expenditures Policies.

- 1). Current Service Level: Funding will be prioritized to maintain current service levels.
- 2). Cost Effective Programs: Technology and capital investment programs will be leveraged to reduce operating expenses whenever cost-effective.
- 3). Infrastructures and Equipment: The City will maintain the scheduled level of maintenance and replacement for City infrastructure and equipment.
- 4). Local Option Sales Tax: 100% of LOST proceeds will be spent on street repair in accordance with the stipulations set by the voters and City Council resolution².
- 5). Reductions: The City will attempt to avoid service reductions when balancing the budget. First consideration will be given to alternatives which avoid employee layoffs, resist cuts in service, and establish user fees. Parameters for downsizing shall ensure that (1) no essential service be eliminated; (2) service with high public visibility and exposure remain intact, and (3) reductions will first be made in internal functions.

F. FY2025 Long Term Debt Policies.

- 1). Purpose of Debt: Debt will be used to fund the design, inspection and construction of capital improvement projects, rather than for annual operating expenses.
- 2). Debt Limit: The total GO debt will not exceed 5% of total assessed real property value.
- 3). Debt Issuance: New debt issuance shall not exceed a replacement debt level. Existing debt should be refinanced to secure the lowest possible interest costs, whenever possible.
- 4). Self-Financing: Self-financing or cash (where allowed) will be used to fund one-time projects if excess cash reserves exist.

G. FY2025 Capital Improvements Program Policies.

- 1). Description. The Capital Improvements Program (CIP) is a planning document and does not authorize or fund projects. The projects listed in the CIP are summarized in the capital projects program.
- 2). Approvals. The CIP is prepared by the Finance & Business Operations Department for review by the Department Directors, City Administrator, Mayor, and Planning and Zoning

² City Council Resolution 15,596 provides that, "Zero percent (0%) of said local sales and services tax is to be used for property tax relief. One hundred percent (100%) of the revenue generated in the City of Cedar Falls, Iowa during each fiscal year from said local sales and services tax is to be allocated for reconstruction, repair or replacement of existing streets, curbs, structures, storm sewers and sanitary sewers as they relate to streets within the corporate limits of the City of Cedar Falls, Iowa and not as replacement funds for the present funding levels, as authorized by the City Council of the City of Cedar Falls, Iowa.

Commission; the CIP is then submitted to the City Council for approval.

- 3). The City will make all capital improvements in accordance with the adopted CIP. The City will develop and annually update a multi-year plan for capital improvements.
- 4). The City will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be calculated and included in capital budget projections.
- 5). The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- 6). The City will use intergovernmental assistance to finance only those capital improvements consistent with the CIP and City priorities and where operating and maintenance costs have been included in operating budget forecasts.
- 7). The City will maintain all assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- 8). The City will project its equipment replacement and maintenance needs for the next several years and will update this projection each year in order to implement a maintenance and replacement schedule.
- 9). The City will not finance equipment or projects with a projected life span less than a bond's maturity through the sale of GO bonds.
- 10). The City will not finance ongoing operating expenses with GO or revenue bonds.
- 11). The CIP will incorporate the least costly financing method for all new projects.
- 12). The City will maintain a long-term financial plan to address inadequacies in "City managed" infrastructure in unserved areas of the City and progressively add them to the CIP when cost effective (if consistent with long-range growth plans).
- 13). The CIP will incorporate a debt management strategy emphasizing the protection of at least 25-30% of the City's debt capacity.
- 14). The City will develop a plan addressing competing projects, priorities and timing to meet this objective jointly by soliciting input from the Planning & Zoning Commission to ensure that projects are timely, unduplicated and supportive of long-range plans.
- 15). The issuance of new debt shall not exceed a replacement debt level, which typically ranges from \$3.0 - \$4.0 million dollars every other year; CFU uses the City's bank qualified financing capacity in off bond sale years.
 - a. In FY24, the City will budget for a \$3.0 - \$4 million dollar GO bond sale.

b. The City will use emergency reserve funds for projects identified in the CIP, with a balance of \$1.5-2 million for emergencies.

16).The City will incorporate when timely, properly planned, safely engineered and financially feasible and design appropriate street and growth concepts in the planning and design of all capital projects.

17).The city will seek minimum private donation match of 25% of/for new recreation & quality of life projects. Funds shall be escrowed or an agreement with the City Council needs to be executed prior to the project bid letting.

GOALS AND OBJECTIVES:

1. **GOAL #1: Foster Organizational Excellence.** Select, train, motivate and retain highly qualified employees who represent the city in a professional manner.

A. Supporting Policies.

- 1). Ensure that employee wages and benefits are competitive with other municipalities in the state of Iowa and private enterprise in the metro area.
- 2). Maintain clear lines and methods of communication between elected officials and staff.
- 3). Treat employees with respect and expect that they, in turn, will treat citizens with respect.
- 4). Encourage management and supervisory employees to be creative and innovative in the delivery of city services.
- 5). Promote continuous quality improvement in all city government operations.
- 6). Conduct employee survey annually beginning in 2025.

B. Long-Term and Ongoing Objectives.

- 1). Continue to monitor the ability to attract and retain quality staff.
- 2). Continue to support the Performance Based Pay (Merit Pay) Policy (CFD 2154) to reward superior staff performance and encourage the retention of high performers.
- 3). Expand cross-training programs to improve service without increasing staffing.
- 4). Seek methods to reduce employee health insurance costs by altering benefits, seeking greater financial contribution from employees and modify methods of employee health service delivery.

C. FY2025 Detailed Objectives.

- 1). Review results and consider policy changes from the workforce climate assessment / employee satisfaction survey to improve human resources management and employee relations.

- 2). Continue to evaluate whether to fill an opening or proposed newly created position.
- 3). Explore restructuring, merging, or eliminating vacant positions.
- 4). Maintain multi-year staffing and succession plans.
- 5). Implement and maintain updates to the Comprehensive Pay Plan (CFD 2502.18).
- 6). Continue to fund the City's employee educational assistance program (CFD 2254).
- 7). Continue to fund the City's employee assistance program (CFD 2252).
- 8). Encourage employees to use the City's wellness program (CFD 2257) and continue to offer incentives for participation.
- 9). Encourage employees to participate in the employee DEI committee.
- 10). Continue to use a standard review tool to annually evaluate the performance of the City Administrator.

2. **GOAL #2: Deliver Responsible Local Government.** Provide a representative system which identifies and anticipates concerns, problems, and opportunities which are effectively addressed with thoughtful and decisive governmental actions for the benefit of citizens.

A. Supporting Council Policies.

- 1). Provide broad direction to the City Administrator, who in turn formulates management decisions to provide efficient service offerings and operations.
- 2). As a policy-making body, interpret community needs and values and convey them to City staff through consistent legislative and policy actions.
- 3). Continue to provide a forum for active public engagement related to City actions through open public meetings, hearings, committees, commissions, task forces and broadcast media.
- 4). Continually explore and evaluate improved methods of communication with citizens to inform them of City activities and accomplishments.

B. Long-Term and Ongoing Objectives.

- 1). Continue to hold annual meetings with CFU to discuss the impacts and strategies to deal with the on-going transfer of Utility funds in lieu of property taxes, franchise taxes, use of right-of-way, TIF reimbursement, and support of entrepreneurship.
- 2). Hold joint meetings with policy-making City boards such as the Library Board and the Planning & Zoning Commission.

- 3). Consider holding when timely, joint meetings with the Waterloo City Council, Black Hawk County Supervisors, Cedar Falls Community School District and the University of Northern Iowa on matters of mutual interest.
 - 4). Encourage the professional development of City Council members, city commissioners and board members through staff-facilitated work sessions, training sessions, the Iowa League of Cities annual conference, the Municipal Leadership Academy, and innovative project presentations from other cities.
 - 5). Expand on existing collaborations with the City of Waterloo, CFU, UNI, Black Hawk County, and other governmental bodies to provide high-quality public services at lower cost; examples include art & culture services, airport operations, public safety services, transit systems, economic development coordination, emergency response, sewer infrastructure, and shared facilities / equipment.
 - 6). Continue working with the Metropolitan Transit Authority and exploring other transportation options which meet the needs of Cedar Falls' public transit-dependent residents at an affordable cost to the city.
 - 7). Continue to support the development of a five-year Community-Wide Strategic Plan (CFD 4005) to help coordinate the long-term efforts of the City's many stakeholders, including a new plan for 2025-2030.
 - 8). Continue using the city's quarterly Currents newsletter, websites, cable television, social media and other technologies to provide relevant information about City services, activities, and schedules to residents.
 - 9). Continue expanding the Communication Specialist role and centralize efforts with other departments to facilitate increased communications with the public about all aspects of city government.
 - 10). Maintain an online index of major city plans, policies, and documents for reference.
 - 11). Continue to expand the City's online services to take advantage of the prevalence of smartphones & other mobile devices in our community, while also ensuring that the less digitally advantaged can fully access city services.
 - 12). Continue to implement the Nutrient Reduction Strategy as submitted to the IDNR to update the existing Wastewater Treatment Facility.
- C. FY2025 Detailed Objectives.
- 1). City of Waterloo Objectives.
 - a. Maintain mutual aid agreements with Waterloo for faster emergency response times and lower callback expenses for both cities.
 - b. Support coordination with Waterloo directly and through the Iowa Northland Regional Council of Governments (INRCOG) on common legislative goals.

2). University of Northern Iowa Objectives.

- a. Continue to collaborate with UNI to address public safety, parking, College Hill neighborhood, equitable payment for City services, sharing of facilities and elimination of duplicated governmental services.
- b. Continue to explore the viability of shared service contracts with UNI for policing, fire protection, dispatch, street maintenance, utilities, and recreational facility development and usage.
- c. Continue to coordinate the development of new City open field recreational uses with UNI to minimize the purchase of additional land; this approach will allow City funds to be used for site development.
- d. Engage with Iowa Workforce Development and UNI, Cedar Falls Economic Development Corporation, Grow Cedar Valley, and other relevant entities to explore opportunities to retain recent UNI graduates in Cedar Falls.
- e. Continue to provide paid internships to UNI students as a means to promote civic engagement.

3). Cedar Falls Community School District (CFCSD) Objectives.

- a. Assist CFCSD with infrastructure improvements that create parking areas, joint City/Schools playgrounds, and building expansion areas.
- b. Support improvements to parking and pedestrian traffic near public schools in accordance with the Safe Routes to Schools Study (CFD 4106.11); examples of such design are Orchard Hill Elementary, Southdale Elementary, and Lincoln Elementary.
- c. Continue to coordinate with CFCSD to identify local, county and state facilities, programs and property which can minimize duplication of services.
- d. Continue to engage directly with High School student groups to introduce students to civic engagement (e.g. CAPS program).
- e. Create pathways and collaborative equity discussions between businesses and UNI.
- f. Participate in a community-wide equity committee.

4). Cedar Falls Utilities (CFU) Objectives.

- a. Annually consider repaying eligible CFU expenses (if excess TIF revenues exist) for CFU projects completed in City TIF districts.
- b. Support CFU in the implementation of water service programs, as CFU is the sole governmental entity authorized by code to provide these services. Reimbursement would be subject to CFU maintaining a fair and updated annual transfer that equitably compensates the City for return on investment from City ownership, property taxes,

franchise fees and use of city right-of-way (ROW).

- c. Implement public water special assessment programs (if requested by CFU) to install a public water system in un-serviced areas, if requested and financially supported by a majority of benefited property owners. Examples include parts of northern Cedar Falls, Viking Place, Horseshoe Drive and some rural properties.
 - d. Use property taxes to pay for fire hydrant installation; CFU will pay for all water line over-sizing and property owners will pay all other expenses, less any other funding sources.
 - e. Continue to explore sustainability and resiliency initiatives jointly with CFU.
- 5). Community Resiliency Objectives.
- a. Continue to implement the Island Park Revitalization Plan.
 - b. Continue to evaluate cost effective measures to reduce damages resulting from Cedar River flooding.
 - c. Continue to support conversion of city buildings to LED lighting, when cost-effective, to reduce the City's electricity demand.
 - d. Continue to support the conversion of unused City property to native tallgrass prairie (when practical) to reduce storm water runoff, minimize lawn maintenance requirements, and provide habitat for wildlife and pollinators.
 - e. Continue to support the conversion of select gravel alleys to permeable alleys (when funds permit) to reduce gravel erosion and pollution from storm runoff.
- 6). Racial Equity and Human Rights Objectives.
- a. Invest in organizational capacity and infrastructure through hiring Human Resources personnel to achieve human rights and equity goals.
 - b. Continue to actively partner with the Black Hawk County Health Department, Cedar Falls Community School District, UNI, and Grow Cedar Valley to develop coordinated and supporting equity plans and initiatives.
 - c. Build collaboration with the Cedar Falls Community School District to highlight and celebrate different cultures in the community and their value to the city.
 - d. Create pathways and collaborative equity discussions between businesses and UNI.
 - e. Work with Human Rights Commission about forming a Diversity, Equity, & Inclusion (DEI) subcommittee or determine best approach to establishing a Cedar Falls Equity Committee.
 - f. Work towards actively building capacity to create public engagement opportunities that are welcoming and inclusive.

7). General Governance Objectives.

- a. Continue support for 'Mayor's Updates' to inform the City Council, Cedar Falls residents and stakeholders of the status of Council priorities, City projects, upcoming activities and key information.
- b. Continue to specify in council agenda memos and presentations how a project or topic fits into the City Council's stated goals and priorities.
- c. Maintain a directory of governmental units, neighborhood groups, and other stakeholders the City Council would periodically like to meet with to discuss common interests.
- d. Maintain an online calendar of civic events of relevance to city elected officials, published with as much advance notice as possible to facilitate attendance.
- e. Hold city council committee or work sessions on council meeting Mondays to discuss complex or potentially contentious matters.

3. **GOAL #3: Ensure Government Efficiency and Effectiveness.** Equitably deliver services in a cost effective, efficient, professional, and timely manner.

A. Supporting Council Policies.

- 1). Carry out the Short-Term Financial Plan.
- 2). Ensure that community health, safety, and welfare are protected through provision of essential cost-effective, efficient, professional, and timely public services.
- 3). Adopt a balanced budget reflecting the community's economic climate and needs.
- 4). Continue to monitor the impacts of the State of Iowa's roll back of commercial/industrial taxable values without long-term guaranteed backfill funding.
- 5). Maintain a budget philosophy of self-sufficiency in all major funds.
- 6). Adopt a Capital Improvements Program annually which coordinates major capital expenditures and is responsive to property tax levies and the City's debt restrictions.
- 7). Maintain a stable property tax rate relative to the consumer price index.
- 8). Evaluate each newly proposed service to determine the cost, relative importance and value of each service, and to identify unnecessary duplication within City-sponsored programs.
- 9). Identify and implement cost-effective methods to save energy within City operations.

B. Long-Term and Ongoing Objectives.

- 1). Continue to monitor the City's capacity to provide adequate maintenance of its growing infrastructure. Maintain a long-term maintenance plan, including a contingency plan to respond to any long-term reductions in maintenance funds.
- 2). Continue to dedicate future accumulating cash generated by mid-year budget reductions for one-time future expenses such as capital projects.
- 3). Continue to dedicate TIF release dollars generated by expired TIF areas to future economic development projects.
- 4). Continue to explore appropriate opportunities for privatization of city services.
- 5). Continue the annual street repair program using RUT and LOST revenues.
- 6). Ensure that essential services (public safety, parks, sewers, roads, refuse collection) are offered, while constantly exploring ways to increase efficiency in delivery.
- 7). Encourage civic involvement and volunteerism by citizens to reduce costs, including recycling, picking up leaves, moving cars to assist with efficient snowplowing, cleaning sidewalks, Friends of the Library, Friends of the Hearst Center, and Police Reservists.
- 8). Maintain the appropriate number of alternative staff in police and fire while improving services and reducing overtime costs by annually recruiting, if necessary, new Police Reservists, volunteers, PSOs and POC staff.
- 9). Periodically conduct an evaluation of the costs and benefits of participation in the County Consolidated Communications Center and CJIS. Determine the fair share of costs that should be assigned to Cedar Falls while exploring a "county funded" system.
- 10). Maintain the Police Community Service Officer (CSO) program to help supervisory personnel with office duties, allowing supervisors to work closer with the public and provide direction in the field supervision of down-line employees.
- 11). Maintain staffing levels in all departments that reduce overtime by matching staffing levels to specific service demands as opposed to predetermined rigid standards.
- 12). Return City property to the tax base (when possible) to support revenue generation and economic development.

C. FY2025 Detailed Objectives.

- 1). General Cost Savings Objectives.
 - a. Evaluate cost-effective alternatives to keep City departments staffed and functional.
 - b. Continue the review of open positions as they occur.
 - c. Continue the practice of succession planning to identify talented internal candidates when a vacancy is expected to occur.

- d. Continue to promote cross-training programs and alternative employment practices for most effective use of city staff.
 - e. Continue to explore the sharing of services with other jurisdictions.
- 2). Public Safety Objectives.
- a. Continue to support and provide feedback on the Multi-Jurisdictional Hazard Mitigation Plan for Black Hawk County (CFD 5901.20) and intergovernmental emergency response plans.
 - b. Continue to evaluate the City's Public Safety model, ensuring cost effective and efficient law enforcement, firefighting, and rescue operations.
 - c. Continue to review staffing levels to ensure the most efficient use of Public Safety funds and personnel.
 - d. Continue using supervisor performance measurement tools to hold first line supervisors accountable for daily staffing decisions.
 - e. Use the Performance Based (Merit Based) Pay Policy (CFD 2154) to reward supervisors who successfully respond to workload demands with decisions that adequately protect the safety of employees and the public while minimizing overtime and callback expenses.
 - f. Exercise management rights to schedule full staffing to avoid overtime expenses on days where known special public events will tax personnel resources.
 - g. Pursue the establishment of a new public safety station along W. 1st Street / Highway 57.
 - h. Expand the reach of the City's marketing and promotional campaigns regarding policing and racial equity efforts, beyond traditional media sources.
 - i. Continue to assign Minimum Rental Housing, Section 8 Rental and Commercial Inspection duties to Fire shift personnel whenever possible.
 - j. Continue annual smoke detector inspections in businesses and residences, recognizing that smoke detectors identify fire hazards as early as possible.
 - k. Investigate options for additional staffing or contracting out for crisis intervention services.
- 3). Code Enforcement Objectives.
- a. Continue to be proactive in code enforcement activities.
 - b. Continue to identify and implement methods designed to better coordinate inspections while enforcing land use, property maintenance codes, rental housing, and zoning and nuisance ordinance violations citywide with cooperative and coordinated actions by the

City's departments.

- c. Continue the full-time Code Enforcement Officer position to enforce property maintenance, snow removal, zoning, housing, building, and nuisances.
 - d. Enforce 48-hour parking laws in response to snow events, citizen complaints, habitual violations, and when public safety is compromised.
 - e. Prioritize code enforcement on issues related to health & safety, property maintenance and over-crowding or over-occupancy.
 - f. Continue rental inspections on a 3-year cycle.
 - g. Expand building maintenance code inspections and enforcement city-wide, including in the College Hill area.
 - h. Continue to coordinate and consolidate federally subsidized rental and minimum rental housing inspection duties.
 - i. Continue to annually evaluate efficacy of the Landlord Accountability Ordinance.
 - j. Implement traffic and parking controls based on public input meetings, test cases, sound engineering / best practices, and specific structural or safety limitations (street width, density, traffic flow and safety).
 - k. Enforce laws prohibiting illegal parking on private property (front yards and non-conforming lots).
 - l. Enforce over-occupancy regulations.
 - m. Enforce parking restrictions on all streets less than 31' in width, based on the need for public safety vehicle accessibility.
- 4). Yard Waste, Refuse and Transfer Station Objectives.
- a. Determine if yard waste collection programs should be altered or expanded based on the efficiency of material collection, customer satisfaction and general cost efficiency.
 - b. Evaluate City-operated leaf vacuum collection rates to determine if they are set at levels that encourage property owners with small volumes of leaves to compost, mulch or utilize 'City' container disposal methods; ensure that the rate offers a cost-effective option for property owners who must dispose of large volumes of leaves.
 - c. Evaluate how the expansion of the hours of operation for the yard waste drop off site has impacted revenues and expenditures.
 - d. Continue the City's public relations program to encourage the environmentally safe disposal of yard waste.

- e. Continue to review refuse fees, when timely, to ensure that sufficient revenues exist to cover all collection costs.
- f. Continue to plan for future relocation of transfer station outside of the floodplain.

5). Stormwater and Wastewater Objectives.

- a. Review sewer rental fees to ensure that sufficient revenue exists in the next several years to pay for EPA mandated treatment plant improvements and other sewer projects.
- b. Continue timely review of stormwater fees to determine sufficiency of fees to pay for projected storm water costs outlined in the Capital Improvements Program.
- c. Actively enforce Municipal Separate Storm Sewer (MS4) Permit requirements

6). General Legislative Objectives.

- a. Continue using lobbyists to influence municipally-related legislative action.
 - (1) Continue to contract with a professional lobbyist to represent City interests to the State legislature.
 - (2) Continue membership in the Iowa League of Cities to lobby for all Iowa cities.
- b. Develop and annually update policies to communicate the City's goals and desires to the federal and state legislators.
- c. Continue to meet with legislators to increase rapport, gain insight into current legislative directions, and to apprise them of the City's revenue generation challenges, as well as the negative impact of legislation (including unfunded mandates, tax exempt and rollbacks).
- d. Continue pre- and post-legislative session meetings with area representatives to discuss topics of mutual interest.

4. **GOAL #4: Promote Economic Development.** Create an environment conducive to economic development for the long-term financial prosperity and growth of the community.

A. Supporting Council Policies.

- 1). Function as a catalyst to encourage business development/expansion in Cedar Falls.
 - a. Continue to support public and private economic development efforts in Cedar Falls and the metropolitan area.

B. Long-Term and Ongoing Objectives

- 1). Develop initiatives, when financially feasible, to support the economic development goals contained in the city's Comprehensive Plan (CFD 4101.12).
- 2). Implement a long-term plan for the development of future TIF districts. This plan should include ways to acquire land and provide adequate infrastructure utilizing cooperative efforts with other groups and agencies.
- 3). Continue the systematic and strategic buyout of flood-prone properties to retain viable areas based on quality of infrastructure, elevation and contiguousness.
- 4). Prepare on a project-by-project basis an in-depth analysis of the long-term economic benefits vs. public investment/risk for each private/public cooperative economic development venture; the analysis must conclude that the long-term financial benefit derived by Cedar Falls taxpayers clearly out-weighs the risk of public financial assets.

C. FY2025 Detailed Objectives.

- 1). General Economic Development Objectives.
 - a. Offer economic development incentives on par with other Iowa cities to remain competitive in the site selection process.
 - b. Continue to support and develop the city's economic development website.
 - c. Continue to use TIF funds to acquire land for development into marketable industrial lots.
 - d. Continue to use TIF funds to provide cash incentives to developers and business owners when consistent with City economic development policies.
 - e. Explore the establishment of a University Avenue Corridor TIF district.
 - f. Review downtown incentives (following adoption of new zoning) to consider the increase in assessed value and to incentivize enhanced architectural design or public benefits.
 - g. Continue to provide property tax abatement (based on current schedules) for projects meeting adopted job creation and tax base growth criteria.
 - h. Continue to allocate TIF funds for redevelopment projects on College Hill, in Downtown, and in northern Cedar Falls.
 - i. Continue funding expansion of economic development marketing efforts.
 - j. Continue to explore options for city support of expanded day-care options in Cedar Falls.
 - k. Pursue expanded benefits and incentives to recently separated military members willing to relocate to Cedar Falls, as part of the state's Home Base Iowa initiative.
 - l. Explore the establishment of an incentive policy for residential districts.
- 2). Regional Economic Development Organization Objectives.
 - a. Continue regional economic development partnership with Grow Cedar Valley.

- b. Monitor economic development cash subsidies (to CMS, CHP, GCV, and CFEDC) to determine value to Cedar Falls citizens and businesses.
 - c. Continue to support the efforts of the Cedar Falls Economic Development Corporation in advancing Cedar Falls' economic interests.
- 3). Regional Tourism Objectives.
- a. Continue to maintain a dedicated Cedar Falls Visitors & Tourism Bureau.
 - b. Continue to coordinate marketing and programming efforts with UNI and with tourism-related organizations throughout the Cedar Valley.
 - c. Showcase Cedar Falls as premier destination for meetings, conferences, sports and business travel in Iowa.
 - d. Continuously evaluate and grow the budget for a sponsorship program (modeled after competing communities) for offering financial incentives to prospective event organizers.
 - e. Maintain and enhance Cedar Falls as a preferred destination for leisure travelers.
 - f. Encourage the development of new attractions and assets that would enhance Cedar Falls as a tourism destination.
 - g. Advocate for the construction of a new multi-purpose indoor turf facility to meet the increasing demands of youth and amateur athletic events and competitions.
 - h. Facilitate consistent communications with members of the hospitality industry, providing local, statewide and national training opportunities, information and updates.
- 4). Comprehensive Planning, Engineering and Building Objectives.
- a. Develop a grading ordinance for all new and existing developments.
 - b. Continue to implement the Comprehensive Plan (CFD 4101.12) with emphasis on:
 - (1) Design standards which protect urban watersheds by encouraging developers to utilize natural methods of storm water control rather than traditional underground storm water collection and disposal systems.
 - (2) Clear standards for growth, streets, street connectivity and walkability.
 - (3) Low-maintenance landscaping in the city right-of-way, when cost-effective.
 - (4) Trails and on-road accommodation of bicyclists, when possible.
 - (5) Development of neighborhood traffic program guide
 - (i) Traffic calming devices and design approaches to address neighborhood traffic concerns, when practical.

- (6) Revise the Major Thoroughfare Plan.
 - (7) Evaluate one-way streets and traffic flow.
- 5). Zoning Ordinance Economic Development Objectives.
- a. Support the development of a comprehensive new Zoning Ordinance to update the Zoning Ordinance first adopted in 1970. Consider new zoning and traffic control regulations to control density and parking problems by reducing the number of multiple family and duplex conversions.
 - (1) Continue work on College Hill zoning ordinance.
 - (2) Initiate work to develop neighborhood a plan exploring the redevelopment of the old High School and the Sartori Hospital sites (and subsequent zoning changes, if identified)
 - (3) Develop a University Avenue neighborhood plan (and subsequent zoning changes, if identified)
 - b. Consider changes to zoning regulations to limit the conversion of single-family properties to rental uses, to protect neighborhood stability and character.
 - c. Consider changes to zoning regulations, policies and land use plans to restrict development of non-profit uses on prime commercial sites along arterial streets.
 - d. Consider developing a Zoning Ordinance (and Subdivision Ordinance) to accommodate features that encourage mixed uses, variable building setbacks, walkability, sustainability and complete street concepts.
 - e. Support the pre-zoning of select properties for residential development and shorten the development timeline by identifying neighborhood concerns and responding with developmental limitations.
 - f. Annex lands into the city (if requested by property owners) to support community growth and development consistent with the Comprehensive Plan (CFD 4101.12).
- 6). Affordable Housing Development Objectives.
- a. Continue to seek ways in to provide affordable housing options to residents by:
 - (1) Maximizing Section 8 funds available to provide as many vouchers as possible, given HUD guidance.
 - (2) Incentivizing improvements in Section 8 housing (with tools such as Community Development Block Grant rental rehabilitation program).
 - (3) Revising zoning codes to encourage a variety of housing types in every neighborhood, e.g., allow for Habitat for Humanity builds.

- (4) Encouraging the Housing Commission to evaluate initiatives to balance investments in market rate and low-income housing (e.g., tax abatements, forgivable loans, gap payments on rent or mortgage, housing trust fund).
 - b. Review City construction standards to identify possible changes which can promote the construction of affordable housing.
 - c. Identify existing older homes which can provide a market to meet affordable housing demand.
 - d. Target potential developers with Requests for Proposals for affordable housing development, if federal or state grants can be secured.
 - e. Partner with Habitat for Humanity to build/rehabilitate homes on city-owned lots.
 - f. Consider the results of the Housing Needs Assessment, focusing on how to provide housing variety to promote housing options for all.
 - g. Create educational messaging and outreach for landlords and citizens to emphasize the importance of healthy housing for all, along with destigmatizing affordable housing options such as Section 8 and Habitat for Humanity builds.
 - h. Create a resource database of all federal, state and local programs that can be used to foster more homeownership among low- and moderate- income families and individuals.
 - i. Create an ongoing educational program for low- and moderate-income families to access available homeownership assistance programs.
 - j. Implement diversity, inclusion and affordability considerations and evaluation in all new housing development plans.
 - k. Continue the forgivable loan program for conversion of rental properties to owner-occupied, expanded service area, and more qualifying expenses.
- 7). Commercial and Office Economic Development Objectives.
 - a. Support the private development of commercial (retail & wholesale), professional office and industrial expansions to improve the City's residential to commercial/industrial land use mix from an 80/20 assessed value split to a 50/50 assessed value split.
 - b. Implement diagonal on-street parking where feasible and where parking deficiencies can be solved with this approach.
 - c. Continue development of the city-owned properties along the relocated Highway 20 corridor and establish a new urban renewal area if appropriate.
- 8). College Hill Economic Development Objectives.

- a. Continue to enact the College Hill Urban Revitalization Plan (CFD 1852.12).
- 9). Northern Cedar Falls Economic Development Objectives.
- a. Continue to support the development of commercial uses in the northeast corner of Lone Tree Road/Center Street and at the Lone Tree Road interchange.
- 10). Downtown Area Economic Development Objectives.
- a. Consider adopting an Urban Revitalization District in the Downtown area, following the adoption of new zoning ordinance.
 - b. Explore all options to building a downtown parking structure, in conjunction with a feasibility study and continual re-evaluation of paid parking options.
- 11). Industrial Economic Development Objectives.
- a. Create a new urban renewal area by acquiring additional land in areas that are attractive to the private sector for industrial development yet can be efficiently developed at a low public cost.
 - b. Reserve TIF increment capacity to pay off debt incurred by the City/IDOT cooperative construction of US 58 interchanges.
 - c. Continue to repay Industrial Park TIF debt owed to the City debt service, economic development and capital project funds.
- 12). Flood Control, Storm Water, Sanitary Sewer and Water Improvement Objectives.
- a. Inflow and Infiltration Reduction Program: Carry out separation of sanitary sewer and stormwater sewer lines from the footing drains when reconstructing streets.
 - b. Extend sanitary sewer to areas that are unserved and remain on septic systems (i.e. South Main Street).
- 13). Street Improvement Objectives.
- a. Develop cooperative agreements with State Agencies to improve the following streets using Road Use Tax (RUT), Local Option Sales Tax (LOST), and General Obligation (GO) bonds, if necessary:
 - (1) Main Street Reconstruction – Use LOST, RUT, Stormwater, ARPA, and GO bonds to complete this project for construction 2023-2025.
 - (2) Greenhill Road/Highway 58 – Use LOST funding as City match to Iowa Department of Transportation’s project in FY2027.
 - (3) West 23rd Street Improvements – Use LOST, Assessment, and GO bonds to complete this project in FY2024.

- (4) Ridgeway & 58 – Use TIF funding as City match to Iowa Department of Transportation’s project in FY2024-FY2025.
 - (5) West Viking Road Reconstruction – Use TIF and LOST to complete this project for construction in 2024-2025
 - (6) Prairie Parkway & Viking Road Intersection Improvements – Use TIF, LOST, and RUT for construction in 2024-2025.
 - (7) Northern Cedar Heights Area – Use LOST and SCF to complete this project.
- b. Complete the street connections per agreements with developers of the following streets:
 - (1) Arbors Drive -- Aldrich Elementary to Greenhill Road
 - (2) Ashworth Drive – Prairie Winds to Hudson Road
 - (3) Ashworth Drive – Connection to Arbor Drive
 - (4) Ironwood Drive – Connection to Greenhill Road
 - c. Continue to develop the plans for the reconstruction of Union Road from 27th Street to University Avenue - Use LOST and RUT funds to complete this project. Timing of project dependent on receipt of grant funding sources.
- 14).Miscellaneous Infrastructure Repairs.
- a. Slope Repairs. Continue to develop plans to address significant slope failure issues. Use storm water funds to complete these projects.
5. **GOAL #5: Enhance Community Quality of Life.** Preserve the community’s physical, human, and aesthetic assets by assuring that Quality of Life services are available for leisure, educational, cultural and personal enrichment of residents.
- A. Supporting Council Policies.
 - 1). Actively support the development of cultural, educational, recreational, and natural features, which make Cedar Falls distinctive.
 - 2). Endorse planned community growth, which protects the unique, natural, and historic features of Cedar Falls.
 - 3). Continue evaluating and implementing pedestrian safety measures.
 - B. Long-Term and Ongoing Objectives.
 - 1). Continue to review and evaluate the ways in which the City can enhance racial and cultural diversity and inclusion in Cedar Falls.

- 2). Update the Park Master Plan (CFD 8601.06) to account for city growth, changing needs and desires of the public, and updating of equipment and facilities.

C. FY2025 Detailed Objectives.

- 1). Continue planning for Hearst Center expansion/relocation.
- 2). Continue to use the Recreation & Fitness Center, Operations & Facilities Needs Assessment (CFD 8101.18) to determine the viability of expansion.
- 3). Implement, when financially feasible, an enhanced riverfront as a visitor attraction consistent with the Northern Cedar Falls Park and Maintenance Plan (CFD 8602).
- 4). Coordinate with the Cedar Falls Community School District to purchase land for future parks in developing areas, as appropriate.
- 5). Assist in the solicitation of grants and development of the Cedar River including dam safety improvements, riverbank improvements, and recreational features.
- 6). Continue to implement portions of the Park Master Plan (CFD 8601.06) for the Big Woods Lake, Gateway Park and Cedar City sites.
- 7). Improve the Big Woods Campground (cabins, campground expansion, playground, and landscaping) as funding becomes available and as floodplain development ordinances allow.
- 8). Develop an annual street right-of-way beautification, wayfinding signage, bike network signage, and city entrance signage & monument program using hotel/motel taxes.
- 9). Consider recommendations from City staff when alternative roadway designs are appropriate based on safety, roadway efficiency and financially feasible; typically, these opportunities arise when a street is scheduled for resurfacing or reconstruction allowing the City to address issues involving landscaping, pedestrian movements, transit, bike and vehicular traffic.
- 10). Protect areas identified in the Cedar Falls Environmentally Sensitive Lands Survey (CFD 4551.07) as city finances allow.
- 11). Identify trails most appropriate for winter snow removal and inform the public via an annually published Trail and Bus Bench Snow Removal Map (CFD 4403).
- 12). Develop a Great American Rail Trail Connection Plan to identify possible improvements, wayfinding, and other amenities along the Cedar Falls portion of this cross-country route.
- 13). Continue collaboration with CFCSD on the development of plans for a new indoor community pool, co-located with the new Cedar Falls High School.
- 14). Encourage private development for an official Independence Day fireworks display.
- 15). Continue working with private property owners to remove trees impacted by emerald ash

borer infestation.

- 16). Implement facility improvements to Seerley Park.
- 17). Design and develop facility improvements to various City Parks.
- 18). Continue pursuit of sister city partnerships and engagement, including in-person visits as part of major Iowa delegations.
- 19). Implement the Bike Network Plan as funding and construction allows.
- 20). Consider potential for new quality of life projects.
 - a. Eco Loop
 - b. Campground/RV Park in Northern Cedar Falls
 - c. Trail Connection (behind CFU, contingent upon railroad grant)
 - d. Pickleball Courts
 - e. Birdsall Park Renovations
 - f. Historic Reconnaissance Survey of Overman Park Neighborhood
- 21). Consider funding for quality-of-life projects with other entities.
 - a. Historical Society
 - b. UNI Dome Renovations
 - c. Additional ask for High School Pool



DEPARTMENT OF FINANCE & BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

INTEROFFICE MEMORANDUM
Financial Services Division

TO: Kim Kerr, City Clerk
FROM: Andrea Ludwig, Financial Clerk
DATE: November 27, 2023
SUBJECT: Property Assessments

Attached is paperwork regarding one (1) property that had their lawn mowed and weeds removed by the City of Cedar Falls. We have been unsuccessful in collecting this invoice through our normal accounts receivable process. Could you please start the process of assessing these fees against the owner's property taxes?

CV Commercial LLC
PO Box 128
Cedar Falls, IA 50613

187.26 September 2023
2.81 2023 (fees)
\$190.07 Total owed

Property address: 925 W. 22nd St., CF
Parcel #8914-14-428-014

If you have any questions, please feel free to contact me at 5104.

CITY OF CEDAR FALLS, IOWA
COUNTY OF BLACK HAWK
STATE OF IOWA

**NOTICE OF PROPOSED FINAL
ASSESSMENT PROCEEDINGS**

v.

CV COMMERCIAL LLC

TO THE ABOVE-NAMED PERSON(S):	CV Commercial LLC
PROPERTY DESCRIPTION:	925 W 22 nd Street, Cedar Falls, Iowa Black Hawk County Parcel #8914-14-428-014
LEGAL DESCRIPTION OF PROPERTY:	AUDITOR RAINBOWS PLAT NO 3 CF W 81 FT LOT 45, Cedar Falls, Black Hawk County, Iowa.

YOU ARE HEREBY NOTIFIED that there is a proposed resolution to place a lien on the property named above in order to collect the costs incurred by the City of Cedar Falls to mow the property located at 925 W 22nd Street, pursuant to City of Cedar Falls Ordinance Section 17-246. This matter is currently set on the Cedar Falls City Council agenda for **January 2nd, 2024**.

Please find enclosed the proposed City Council resolution to place a lien on the above-described property. You may satisfy your obligation to pay these costs incurred by the City of Cedar Falls on or before the date set forth above by making payment to the City Clerk's office in person Monday through Friday between 8:00 a.m. and 5:00 p.m., at 220 Clay Street, Cedar Falls, Iowa, 50613, or through the mail.

YOU ARE FURTHER NOTIFIED that unless you pay for these costs before the time of the City Council meeting, the Cedar Falls City Council will seek the resolution to place a lien on the property described above, to be collected, along with interest thereon, in the same manner as property taxes, as provided by law.

Very truly yours,

CITY OF CEDAR FALLS, IOWA

By 

Kim Kerr, CMC, City Clerk
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613

Enclosures.

Exhibit "A"

Prepared by: Kim Kerr, City Clerk, 220 Clay Street, Cedar Falls, IA 50613 (319) 273-8600

RESOLUTION NO. _____

RESOLUTION LEVYING A FINAL ASSESSMENT FOR COSTS INCURRED BY THE CITY OF CEDAR FALLS, IOWA TO MOW THE PROPERTY LOCATED AT 925 W. 22nd Street, CEDAR FALLS, IOWA, PARCEL ID 8914-14-428-014

WHEREAS, it was determined that the property located at 925 W. 22nd Street, being legally described as AUDITOR RAINBOWS PLAT NO 3 CF W 81 FT LOT 45, Cedar Falls, Black Hawk County, Iowa, Parcel ID 8914-14-428-014, was in violation of City of Cedar Falls Ordinance Section 17-246 for failure to mow the property, and

WHEREAS, after notice(s) to abate the nuisance, the owner of record did not abate the nuisance, and after afforded a substantial period of time in which to do so, the City of Cedar Falls did cause the property located at 925 W. 22nd Street (Parcel ID 8914-14-428-014) to be mowed, and by doing so, incurred expenses for said services, and

WHEREAS, after invoices and notices for the services performed to mow the property were sent to the property owner of record, the owner of record has failed to pay these costs to the City of Cedar Falls.

NOW THEREFORE, be it resolved by the City Council of the City of Cedar Falls, Iowa, that the unpaid costs incurred by the City of Cedar Falls, Iowa to abate the nuisance on the above-described property, in the amount of **\$242.07**, be assessed as a lien against the following described real estate, as provided by law, together with an administrative expense of \$5.00, pursuant to Cedar Falls Code Section 15-5, said real estate being legally described as follows:

AUDITOR RAINBOWS PLAT NO 3 CF W 81 FT LOT 45, Cedar Falls, Black Hawk County, Iowa, Parcel ID 8914-14-428-014

BE IT FURTHER RESOLVED that the City Clerk of the City of Cedar Falls, Iowa, is hereby authorized and directed to place said assessment of record with the proper officials of Black Hawk County, Iowa, in order to make the assessment a lien against the above-described real estate, to be collected in the same manner as property taxes, as provided by law.

PASSED AND ADOPTED this 2nd day of January 2024.

Daniel Laudick, Mayor

ATTEST:

Kim Kerr, CMC, City Clerk

CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IA 50613

(319) 273-8600

DATE: 10/31/23

TO: CV COMMERCIAL LLC
5016 SAMANTHA CIRCLE
ATTN: BRENT DAHLSTROM
CEDAR FALLS, IA 50613

CUSTOMER NO: 4449/4449

TYPE: MS - MISCELLANEOUS

CHARGE	DATE	DESCRIPTION	REF-NUMBER	DUE DATE	TOTAL AMOUNT
	8/31/23	BEGINNING BALANCE			124.32
	9/25/23	PAYMENT			124.32-
CEMOW	9/28/23	MOWED LAWN ON: 9/25/23 PER ORDINANCE 17-246&247	40502	10/30/23	187.26
		LOCATION: 925 W. 22ND STREET; PARCEL#8914-14-428-014			
		PROFESSIONAL LAWN CARE INV.#19384			\$142.50
		CODE ENFORCEMENT/ADMIN.FEES			\$44.76
GFFIN	10/31/23	FINANCE CHARGE-GEN FUND		11/30/23	2.81

1.5 % LATE FEE WILL BE ASSESSED ON PAYMENTS OVER
30 DAYS

CURRENT	30 DAYS	60 DAYS	90 DAYS
2.81	187.26		

DUE DATE: 11/30/23

PAYMENT DUE: 190.07
TOTAL DUE: \$190.07

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 10/31/23 DUE DATE: 11/30/23
CUSTOMER NO: 4449/4449

NAME: CV COMMERCIAL LLC
TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS IA 50613
(319) 273-8600

TOTAL DUE: \$190.07



DEPARTMENT OF FINANCE AND BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126
www.cedarfalls.com

November 2, 2023

CV Commercial LLC Attn: Brent Dahlstrom
5016 Samantha Circle
Cedar Falls, IA 50613

Dear CV Commercial LLC Attn: Brent Dahlstrom,

Enclosed you will find your latest statement. There is an outstanding charge for Code enforcement-mowing at 925 W. 22nd Street on 9/25/23 for \$187.26, as well as late fees of \$2.81 for a total amount due of \$190.07. **If no payment is received by November 17, 2023 we will put a lien on your property.**

If you have any questions, please feel free to call me at 319-268-5104. We thank you for your immediate attention to this matter.

Remit to: City of Cedar Falls
Accounts Receivable
220 Clay Street
Cedar Falls, IA 50613

Sincerely,

City of Cedar Falls

Andrea Ludwig
Financial Clerk

Enclosure

INVOICE

Item 11.

CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IA 50613

(319) 273-8600

TO: CV COMMERCIAL LLC
5016 SAMANTHA CIRCLE
ATTN: BRENT DAHLSTROM
CEDAR FALLS, IA 50613

INVOICE NO: 40502
DATE: 9/28/23

CUSTOMER NO: 4449/4449

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	MOWED LAWN ON: 9/25/23 PER ORDINANCE 17-246&247 LOCATION: 925 W. 22ND STREET; PARCEL#8914-14-428-014 PROFESSIONAL LAWN CARE INV.#19384 CODE ENFORCEMENT/ADMIN.FEES	187.26	187.26
			\$142.50
			\$44.76

1.5 % LATE FEE WILL BE ASSESSED ON PAYMENTS OVER
30 DAYS

TOTAL DUE: \$187.26

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 9/28/23 DUE DATE: 10/30/23
CUSTOMER NO: 4449/4449

NAME: CV COMMERCIAL LLC
TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS IA 50613

INVOICE NO: 40502
TERMS: NET 30 DAYS

AMOUNT:

\$187 137



DEPARTMENT OF COMMUNITY DEVELOPMENT

CODE ENFORCEMENT
CITY OF CEDAR FALLS, IOWA
220 Clay Street
Cedar Falls, IA 50613
Phone(319) 273-8606
Fax (319) 273-8610
www.cedarfalls.com

**LEGAL NOTICE OF NUISANCE TO BE ABATED:
GRASS AND WEEDS**

EFFECTIVE DATE OF THIS NOTICE: 9/15/2023 Case # 23-0628-GRSS
PROPERTY RESIDENT: CV Commercial LLC
PROPERTY ADDRESS: 925 W 22nd St (Vacant Lot)

Property Owner Name: CV Commercial LLC
Property Owner Address: 5016 Samantha Cir
Cedar Falls, IA 50613

A complaint has been brought to the attention of this office and an inspection of the property found that grass and/or weeds have been allowed to become a nuisance. The property is legally described as follows:

AUDITOR RAINBOWS PLAT NO 3 CF W 81 FT LOT 45

Please refer to Ordinance Section 17-246 for orientation purposes and compliance requirements. Your cooperation in complying with this ordinance is appreciated. The City will inspect the property in seven (7) days from the date of this mailing notice, on 9/22/2023, to confirm compliance with the Ordinance requirements.

The following deficiencies have been observed: The grass and weeds on this property have been measured and is exceeding the City's 8-inch maximum height allowance. If the property is not brought into compliance after seven days, the City will mow the property to bring it into compliance.

Sec. 17-246. - Noxious weeds prohibited; exceptions.

(a) It shall be unlawful for the owner or person in possession or control of any land within the city to maintain, cause or permit a nuisance as defined in this section to exist upon such land. For purposes of this section, the term "nuisance" means noxious weeds, which shall include the following:

- (1) Those defined in Iowa Code § 317.1A;
- (2) Grass and weeds exceeding eight inches in height;
- (3) Volunteer trees, bushes or other vegetation that have not been intentionally planted or which have spread through natural means into unsuitable or unsightly areas, such as in cracks or crevices along building foundations, driveways, retaining walls, sidewalks, or other similar improvements.

Sec. 15-2(18) Nuisance Defined

Dense growth of all weeds, vines, brush or other vegetation, including dead bushes, and dead woody plants, or other overgrown or unkempt bushes or other growth, in the city so as to constitute a health, safety or fire hazard.

(Code 2017, § 18-2; Ord. No. 2625, § 1, 5-29-2007; Ord. No. 2882, §§ 1—4, 9-19-2016; Ord. No. 2942, § 1, 6-3-2019)

Code Section	Nature of the Violation	Comply By
IACF 17-246(a) Noxious Weeds	It shall be unlawful for the owner or person in possession or control of any land within the city to maintain, cause or permit a nuisance as defined in this section to exist upon such land. For purposes of this section, a nuisance is defined as noxious weeds, which shall include the following: (1) Quack grass (<i>Agropyron repens</i>); (2) Perennial sow thistle (<i>Sonchus arvensis</i>); (3) European morning glory and field bindweed (<i>Convolvulus arvensis</i>); (4) Horse nettle (<i>Solanum carolinense</i>); (5) Leafy spurge (<i>Euphorbia esula</i>); (6) Perennial peppergrass (<i>Lepidium draba</i>); (7) Russian knapweed (<i>Centaurea repens</i>); (8) Buckthorn (<i>Rhamnus</i> , not to include <i>Rhamnus frangula</i>), and all other species of thistles belonging in genera of <i>Cirsium</i> and <i>Carduus</i> ; (9) Butterprint (<i>Abutilon theophrasti</i>), annual; (10) Cocklebur (<i>Xanthium commune</i>), annual; (11) Wild mustard (<i>Brassica arvensis</i>), annual; (12) Wild carrot (<i>Daucus carota</i>), biennial; (13) Buckhorn (<i>Plantago lanceolata</i>), perennial; (14) Sheep sorrel (<i>Rumex acetosella</i>), perennial; (15) Sour dock (<i>Rumex crispus</i>), perennial; (16) Smooth dock (<i>Rumex altissimus</i>), perennial; (17) Poison hemlock (<i>Conium maculatum</i>); (18) Wild sunflower (wild strain of <i>Helianthus annus</i> L.), annual; (19) Puncture vine (<i>Trimbulus terrestris</i>), annual; (20) Teasel (<i>Dipsacus</i>), biennial; (21) Grass exceeding 8 inches in height; and (22) Wild vines or wild bushes.	9/22/2023

Further, please be notified that the actual cost and expense of cutting or otherwise destroying the vegetation (manpower, equipment, fuel, etc.), together with the costs of supervision and administration up to the time the property is brought into compliance, shall be recovered by an assessment against the tract of land on which the vegetation is growing. The City shall send an invoice for the total expenses incurred by regular mail to the property owner who failed to abide by the notice to abate, and if the amount shown on the invoice has not been paid within 30 days of the invoice date, the City Clerk shall certify the total amount of the invoice plus any administrative costs to the County Treasurer and such costs shall then be collected with, and in the same manner as, general property taxes.

If you should have any questions concerning this matter, please contact Code Enforcement at (319) 268-5186. If you have already taken care of this problem, the City of Cedar Falls appreciates your cooperation.

CITY OF CEDAR FALLS CODE ENFORCEMENT



James Noss
Code Enforcement Officer















Black Hawk County, IA

Summary

Parcel ID 891414428014
Alternate ID
Property Address N/A
Sec/Twp/Rng N/A
Brief Tax Description AUDITOR RAINBOWS PLAT NO 3 CF W 81 FT LOT 45
(Note: Not to be used on legal documents)
Deed Book/Page 2013-026297 (6/18/2013)
Contract Book/Page
Adjusted CSR Pts 0
Class C - Commercial
(Note: This is for assessment purposes only. Not to be used for zoning.)
District 914039 - CEDAR FALLS CITY COLLEGE HILL SSMID/CEDAR FALLS SCH
TIF District 914031 - CEDAR FALLS COLLEGE HILL (TIF SSMID)
School District CEDAR FALLS COMMUNITY SCHOOLS



Neighborhood

Neighborhood PDF 14 COLLEGE CF-S

Owner information

Deed CV COMMERCIAL LLC PO Box 128 CEDAR FALLS IA 50613	Mail To CV COMMERCIAL LLC PO Box 128 CEDAR FALLS IA 50613
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Address Change Form

[Link to the Address Change Form](#)

Sales

Date	Seller	Buyer	Recording	Sale Condition - NUTC	Type	Multi Parcel	Amount
12/28/2012	T AND T RENTALS L C	CV COMMERCIAL LLC	2013-00013784	NORMAL	Contract		\$495,000.00
5/15/2002	LORENSON INVESTMENT CORP	T AND T RENTALS L C	2002-31094	NORMAL ARMS-LENGTH TRANSACTION - PRIOR 09	Deed		\$200,000.00
7/1/1982			563-714	CORPORATE MERGER OR REORGANIZATION - PRIOR 09	Deed		\$94,000.00

Show Deed/Contract

[Show Deed/Contract](#)

Land

Lot Area 0.27 Acres ;11,664 SF
(Note: Land sizes used for assessment purposes only. This is not a survey of the property)

Permits

Permit #	Date	Description	Amount
CFD 03088	12/31/2017	Demo/Rmvl	0

Valuation

	2023	2022	2021	2020	2019
Classification	Commercial	Commercial	Commercial	Commercial	Commercial
+ Assessed Land Value	\$166,210	\$93,260	\$93,260	\$93,260	\$93,260
+ Assessed Improvement Value	\$0	\$0	\$0	\$0	\$0
+ Assessed Dwelling Value	\$0	\$0	\$0	\$0	\$0
= Gross Assessed Value	\$166,210	\$93,260	\$93,260	\$93,260	\$93,260
- Exempt Value	\$0	\$0	\$0	\$0	\$0
= Net Assessed Value	\$166,210	\$93,260	\$93,260	\$93,260	\$93,260

Taxation

	2022 Pay 2023-2024	2021 Pay 2022-2023	2020 Pay 2021-2022	2019 Pay 2020-2021
+ Taxable Land Value	\$53,384	\$83,934	\$83,934	\$83,934
+ Taxable Improvement Value	\$0	\$0	\$0	\$0
+ Taxable Dwelling Value	\$0	\$0	\$0	\$0
= Gross Taxable Value	\$53,384	\$83,934	\$83,934	\$83,934
- Military Exemption	\$0	\$0	\$0	\$0
= Net Taxable Value	\$53,384	\$83,934	\$83,934	\$83,934
x Levy Rate (per \$1000 of value)	36.53001	37.26574	35.75849	35.89098
= Gross Taxes Due	\$1,950.12	\$3,127.86	\$3,001.35	\$3,012.47
- Ag Land Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	(\$1,246.62)	(\$1,120.19)	(\$1,169.03)
= Net Taxes Due	\$1,950.12	\$1,881.24	\$1,881.16	\$1,843.44

Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2022	March 2024	\$975	No		562605
	September 2023	\$975	No		
2021	March 2023	\$0	No		438858
	September 2022	\$42	Yes	12/21/2022	
2021	March 2023	\$941	Yes	5/24/2023	438858
	September 2022	\$941	Yes	12/21/2022	
2021	March 2023	\$4	Yes	5/24/2023	438858
	September 2022	\$0	No		
2021	March 2023	\$28	Yes	5/24/2023	438858
	September 2022	\$0	No		
2020	March 2022	\$0	No		351585
	September 2021	\$28	Yes	11/19/2021	
2020	March 2022	\$4	Yes	6/2/2022	351585
	September 2021	\$0	No		
2020	March 2022	\$941	Yes	6/2/2022	351585
	September 2021	\$941	Yes	11/19/2021	
2020	March 2022	\$42	Yes	6/2/2022	351585
	September 2021	\$0	No		
2019	March 2021	\$0	No		201019
	September 2020	\$4	Yes	6/21/2021	
2019	March 2021	\$922	Yes	6/21/2021	201019
	September 2020	\$922	Yes	2/1/2021	
2019	March 2021	\$41	Yes	6/21/2021	201019
	September 2020	\$0	No		
2019	March 2021	\$0	No		201019
	September 2020	\$55	Yes	2/1/2021	
2018	March 2020	\$937	Yes	8/5/2020	069031
	September 2019	\$937	Yes	12/10/2019	
2018	March 2020	\$0	No		069031
	September 2019	\$42	Yes	12/10/2019	
2018	March 2020	\$14	Yes	8/5/2020	069031
	September 2019	\$0	No		
2017	March 2019	\$3,365	Yes	4/2/2019	069031
	September 2018	\$3,365	Yes	8/15/2018	
2016	March 2018	\$5,423	Yes	4/4/2018	069031
	September 2017	\$5,423	Yes	10/13/2017	
2016	March 2018	\$0	No		069031
	September 2017	\$81	Yes	10/13/2017	

Pay Property Taxes

[Click here to pay property taxes for this parcel.](#)

Photos



Map



Polling Location

View Polling Location

Recent Sales In Area

Sale date range:

From: 11/27/2020 To: 11/27/2023

Sales by Neighborhood

Sales by Subdivision

1500 Feet Sales by Distance

Homestead Tax Credit and Exemption

Apply Online for the Homestead Tax Credit and Exemption

No data available for the following modules: Agricultural Land/CSR, Residential Dwellings, Commercial Buildings, Agricultural Buildings, Yard Extras, Exemptions, Tax Sale Certificate, Special Assessments, Sketches, Board of Review Petition.

The maps and data available for access at this website are provided "as is" without warranty or any representation of accuracy, timeliness, or completeness.
User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 11/24/2023, 9:56:34 PM

Contact Us





DEPARTMENT OF FINANCE & BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

MEMORANDUM

TO: Mayor Laudick and City Council Members
FROM: Brenda Balvanz, Human Resources Specialist
DATE: December 20, 2023
SUBJECT: New Job Classification – Policy & Administration Specialist

Attached for your review is a Policy & Administration Specialist job classification, a new non-exempt level Administration Division position reviewed by Carlson Dettmann, the City's job classification and pay plan consultant.

This position will oversee and support a broad range of programs, projects, and activities involving city government administration. The position will provide executive level support to the City Administrator's office and independently perform a variety of complex, highly responsible, professional duties involving the administration and analysis of municipal programs, projects, and policies. Duties will evolve and may include handling special projects as assigned.

Staff recommends approval of the attached at the January 2, 2024, City Council meeting. If you have questions regarding the attached, please contact me at 319-268-5112 or Jennifer Rodenbeck at 319-268-5108.

Attachment



JOB CLASSIFICATION

Job Title	Policy & Administration Specialist	Job Code	012
Department	Administration	Pay Band	9
FLSA Status	Non-Exempt	Union Status	Non-Union
Prepared	10/16/23	Adopted	1/02/24

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

POSITION DEFINITION

Under the general direction of the City Administrator, oversee and support a broad range of programs, projects, and other activities involving city government administration. This position provides executive level support to the City Administrator’s office and independently performs a variety of complex, highly responsible, professional work involving the administration and analysis of municipal programs, projects, and policies. Duties are constantly evolving and changing and may include handling special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Administrator.
 This position has no direct supervisory responsibilities.

EXAMPLES OF RESPONSIBILITIES AND DUTIES

Important responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct research for special projects; monitor and report on department initiatives and strategic planning process.
- Assist City departments in special projects included in the City’s five-year Capital Improvements Program (CIP).
- Assist with media relations, publication and communication efforts utilizing a variety of multimedia formats.
- Research potential grant opportunities and complete applications as needed. Complete required grant reporting as required.



JOB CLASSIFICATION

- Research trends within municipal management/operations nationwide and track pertinent State and Federal legislation that may impact city operations.
- Collect information for use in policy development by the City Administrator, City Attorney, and the Mayor.
- Prepare and coordinate correspondence, reports, memoranda, media communications, and directives for the City Administrator.
- Work with senior management to maintain accurate, timely schedules of major projects for City Council and public consumption.
- Collaborate with Human Resources on employee engagement, satisfaction and/or climate surveys and initiatives to improve overall culture. Also assist in Human Resources in expanded recruitment efforts and diversity, equity, and inclusion (DEI) related programs and initiatives.
- Assist Economic Development Coordinator with special projects.
- Assist administration in conducting various citizen surveys and public outreach programs.
- May act as liaison to city boards and commissions or other community organizations.
- Establish and maintain effective working relationships with Commissioners, City Council, City Mayor, City Administrator, City Department Directors, Managers and Supervisors, City employees, business and community groups, and representatives of the media and public.

OTHER DUTIES AND RESPONSIBILITIES

- Attend and make presentations at City Council, board and commission meetings as required; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of social justice.
- Participate in the work of subordinate level staff as necessary; process various paperwork and data; input information into the computer, access files, and maintain records.
- Assist with the operating budgets for the offices of City Administrator and Mayor and assist in monitoring budgeted expenditures.
- Assist the Human Resources division with general HR/DEI duties as needed.
- Perform other duties as assigned.



JOB CLASSIFICATION

MINIMUM SKILLS AND QUALIFICATIONS

REQUIRED KNOWLEDGE

- Understanding of municipal governments, city regulations/codes and ordinances.
- Principles and practices of public administration, policy development, and operational functions within a municipality.
- Modern office procedures, methods, and computer equipment.
- Principles of project management.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Municipal record keeping policies and procedures.

ABILITY TO PERFORM

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Handle confidential information in a sensitive manner.
- Work independently on projects and research assignments.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Ability to listen, identify, and understand information and ideas of another person.
- Establish and maintain effective working relationships with those contacted in the course of work.



JOB CLASSIFICATION

EXPERIENCE AND TRAINING GUIDELINES

MINIMUM EXPERIENCE

Experience in public policy, business administration, or municipal operations is preferred. Internships in these areas may count as experience.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's degree from an accredited college or university in public administration, political science, business administration, or a related field.

LICENSES/CERTIFICATIONS REQUIRED

Possession of an appropriate, valid driver's license.

WORKING CONDITIONS AND ENVIRONMENT

ENVIRONMENTAL CONDITIONS

Office environment utilizing standard office equipment, such as computers, phones, and photocopiers; sensitive deadlines and irregular work hours.

PHYSICAL CONDITIONS

Functions of this position require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; general manual dexterity required for typing for prolonged periods of time.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Recreation Division

TO: Mayor Laudick & City Council
FROM: Mike Soppe, Recreation & Community Programs Manager
DATE: December 27, 2023
SUBJECT: Recreation Fee Proposal

Attached are the Recreation Team's proposed fees. If adopted, any fee changes would go into effect for any program or service January 2, 2024.

On the attached sheets is a history of fees. Any item proposed to change from the FY24 adopted fee schedule, is highlighted in yellow for easy identification.

Several minimal fee increases are proposed to keep up with operational costs. Several new fees are proposed for newer activities. Activities that have not been offered for years are proposed for removal. A summary of the proposed changes is as follows:

- Added a Pickleball league at \$60 (new)
- Removed Chew & View (haven't offered this activity for multiple years)
- Removed Parents night out (haven't offered this activity for multiple years)
- Removed Birthday Party/ Theme Package (haven't offered this activity for multiple years)
- Removed Hot Shot Basketball (haven't offered this activity for multiple years)
- Removed Hockey (haven't offered this activity for multiple years)
- Cleaned up options in Camp Cedar Falls, no longer offer daily, weekly, or extra childcare.
- An increase of \$2 for Youth Indoor Pool Fee Daily Admission
- An increase of \$2 for Adult Indoor Pool Fee Daily Admission
- Remove Child Care Provider Pool Pass (would be same price as regular pass so no longer needed)
- Remove Family Pass for Indoor Pool Season (wanting to stay consistent with our Outdoor Pool Pass)
- Remove Aqua Trim (haven't offered this activity for multiple years)
- An increase of \$2 for Lap Swim Daily Admission
- An increase of \$15 for our Lifeguard Certification Class
- An increase of \$14 for the recertification of our Lifeguard Class
- Changed the age for youth and student admission at the Rec to stay consistent with The Falls (Youth is 17 and under, Adult is (18 and over))

- Added a Pickleball Court Reservation fee of \$4 per half hour (new)

Thank you in advance for considering this proposal. Please let me know if you have any questions or need additional information.

SCHEDULE OF FEES	RATE		ADDITIONAL INFORMATION
CHAPTER 17, CEDAR FALLS PARKS AND RECREATION			
RECREATION DIVISION PROGRAM FEES			
ADULT PROGRAMS			
Basketball Leagues	\$370.00	Each Team 10 games (plus tax)	
Basketball Call Your Own League	\$120.00	Each Team 10 games (plus tax)	
Volleyball League	\$140.00	Each team 14 games (plus tax)	
Spring Volleyball	\$80.00	Each team 6 games (plus tax)	
Softball Leagues - 12 games			
Registration	\$355.00	Each team (plus tax)	
Player Fees	\$70.00	Each team (plus tax)	
Mixed League Softball - Fall or Summer	Plus \$25.00	(plus tax)	
Softball Call Your Own League 12 games	\$175.00	(plus tax)	
Player Fees	\$50.00	(plus tax)	
Ball Field Rental (field as is)	\$6.00	Per hour (plus tax)	
Week Day Evening	\$20.00	(plus tax)	
Multiple Rentals (Max. 75 per season)	\$500 Max	(plus tax)	
Fall Softball League - 10 games	\$255.00	(plus tax)	
Player Fees	\$60.00	Each team (plus tax)	
Fall Softball League (Call your own) - 10 games	\$160.00	(plus tax)	
Player Fees	\$40.00	Each team (plus tax)	
Softball Field Rental			
One Field - One Day (with lights or on weekend)	\$50.00	(plus tax)	
Complex (weekend 1 & 2 day)	\$130.00	(plus tax)	Plus any additional staff cost over the initial field preparation
Pfeiffer (weekend 1 & 2 day)	\$130.00	(plus tax)	Plus any additional staff cost over the initial field preparation
Pickleball League	\$60.00	(plus tax)	New fee for new pickleball league
Kickball League	\$75.00	(plus tax)	
Player Fees	\$10.00	(plus tax)	
Flag Football League - 4 on 4	\$100.00	Each team	
Player Fee	\$15.00	Each player	
Dodgeball	\$80.00	(plus tax)	
Tournaments	Cost	Plus \$20.00	
Beach House (all day)	N/A		
Weekend (Friday-Sunday, Holidays)	N/A		
Full Facility	\$275.00		
Weekday (Monday-Thursday)			
Full Facility	\$175.00		
Deposit	\$500.00		
Shelter Rental - All Day	\$25.00		
Up to 6 hours	N/A		
Over 6 hours	N/A		
Gateway Shelter (10am-10:30pm)			
Monday - Thursday	\$70.00		
Friday-Sunday & Holidays	\$110.00		
Deposit	\$75.00		
Orchard Hill Pickleball Court			
Single Court Per Hour	\$10.00	(plus tax)	
Whole Complex Per Hour	\$80.00	(plus tax)	
Racquetball League - 11 games			
Singles	\$35.00	(plus tax)	
Racquetball Lessons - 6 lessons	\$33.00		
Table Tennis League	\$16.00	(plus tax)	
Bags League	\$45.00	(plus tax)	
EXERCISE CLASSES			
Specialty Classes	Instructor + \$10.00		
Exercise Tryouts	N/A		
Fitness Pass w/o Rec Membership			
4 months unlimited	N/A		
1 month unlimited	N/A		
Fitness Pass w/ Rec Membership			
4 months unlimited	N/A		
1 month unlimited	N/A		
Circuit Weight Training w/o Fitness Pass/Rec Membership			
2 x Per Week - Per Month	\$32.00		
Circuit Weight Training w/ Fitness Pass/Rec Membership			
2 x Per Week - Per Month	\$16.00		
Cardio Cycling - Per Month w/o Fitness Pass/Rec Membership			

SCHEDULE OF FEES	RATE	ADDITIONAL INFORMATION
3 x Per Week - Per Month	\$44.00	
Cardio Cycling - Per Month w/ Fitness Pass/Rec Membership		
3 x Per Week - Per Month	\$22.00	
Rec Xfit - Monthly w/Fitness Pass/Rec Membership		
3 x Per Week	\$29.00	
Rec Xfit - Monthly w/o Fitness Pass/Rec Membership		
3 x Per Week	\$58.00	
Special Fitness Classes (without FP or RCM)	\$60.00	
2 x Per Week Per Month		
Special Fitness Classes (with FP or RCM)	\$30.00	
2 x Per Week Per Month		
Teen Weight Lifting Training (2) 2-hour classes	\$28.00	
*RCM - Rec Center Membership		
*FP - Fitness Pass		
YOUTH PROGRAMS		
Boys Baseball T-ball		
Registration	\$40.00	
Sponsor	\$250.00	
Boys Baseball 1		
Registration	\$45.00	
Sponsor	\$250.00	
Boys Baseball 2-3		
Registration	\$50.00	
Sponsor	\$500.00	
Boys Baseball 4-5		
Registration	\$50.00	
Sponsor	\$600.00	
Girls Softball T-ball		
Registration	\$40.00	
Sponsor	\$250.00	
Girls Softball Kind. & 1		
Registration	\$45.00	
Sponsor	\$250.00	
Girls Softball 2-3		
Registration	\$45.00	
Sponsor	\$500.00	
Girls Softball 4-6		
Registration	\$50.00	
Sponsor	\$500.00	
Kindergarten Basketball		
Registration	\$39.00	
Sponsor	\$200.00	
Boys Basketball 5-6		
Registration	\$44.00	
Sponsor	\$500.00	
Boys Basketball 3-4		
Registration	\$39.00	
Sponsor	\$300.00	
Boys Basketball 1-2		
Registration	\$39.00	
Sponsor	\$300.00	
Girls Basketball 5-6 (format change)		
Registration	\$39.00	
Sponsor	\$250.00	
Girls Basketball 3-4		
Registration	\$39.00	
Sponsor	\$300.00	
Girls Basketball 1-2		
Registration	\$39.00	
Sponsor	\$300.00	
Summer Track		
Registration	\$50.00	
Sponsor	\$300.00	
Volleyball 3-6 (format change) (8 weeks)		
Registration	\$46.00	
Sponsor	\$400.00	
Flag Football K-2 (8 weeks)		
Registration	\$51.00	
Sponsor	\$200.00	
Flag Football 3-4		
Registration	\$51.00	
Sponsor	\$300.00	

Item 13.

SCHEDULE OF FEES	RATE		ADDITIONAL INFORMATION
Flag Football 5-6			
Registration	\$51.00		
Sponsor	\$500.00		
Baseball Club - Wrecking Crew	\$60.00		
Softball Club - Wrecking Crew	\$60.00		
Baseball Shortstops	\$35.00		
Softball Shortstops	\$35.00		
Soccer K, 1 & 2			
Registration	\$39.00		
Sponsor	\$350.00		
Golf Lessons	N/A		
Tennis Lessons	N/A		
Tot Lot			
One Week	\$32.00		
Six Weeks	\$150.00		
One Day	\$9.00		
Open Gym in schools	No Charge		
Special Events	Cost	Plus \$5.00	
Tournaments	Cost	Plus 0-10%	
Indoor Park, 1-5 years	\$28.00		
Full Session (18- 22 times)	\$40.00		
Mini Session	\$18.00		
Daily	\$3.00		
Chew & View - 2 hours	\$6.00		REMOVE LINE
Parents Night Out - 2 hours	\$8.00		REMOVE LINE
Birthday Party	\$125.00		REMOVE LINE
Birthday Party - Theme Package	\$155.00		REMOVE LINE
Add Pizza	\$30.00		REMOVE LINE
3 on 3 Basketball Tourney	\$30.00	Per Team	
Soccer Tournament	\$20.00		
Hot Shot Basketball	\$5.00		REMOVE LINE
Free Throw Contest	\$5.00		
Karate	\$32.00		
New Sports & Active Programs	Charge	Comparable	
Sack Lunch Days	\$28.00		
Tumbling - 5 sessions	\$32.00		
Hockey - Inline			REMOVE LINE
Registration	N/A		REMOVE LINE
Sponsor	N/A		REMOVE LINE
Camp Cedar Falls			
One Week	\$150.00		
Full Summer 8 weeks (1 week free)	\$1,050.00		
Full Summer 9 weeks (1 week free)	\$1,200.00		
Whole Summer (weeks x \$120)			REMOVE LINE
Pre and Post Care			REMOVE LINE
Daily	\$5.00		REMOVE LINE
Weekly	\$20.00		REMOVE LINE
Note: Sponsorship determined by cost of t-shirts adjusted up to the nearest \$50.00 increment.			
SWIM POOL FEES			
Daily Admission - Indoor			
Infant (under 2)	\$3.00		
Youth (3-17)	\$7.00		Previously \$5
Adult (18 & Up)	\$7.00		Previously \$5
Daily Admission - The Falls			
Infant (under 2)	\$3.00		
Youth (3-17)	\$12.00	(sales tax included)	
Adult (18 & Up)	\$10.00	(sales tax included)	
Summer			
Memorial Day-1st Day of School			
Family Season Pass			
Resident**	N/A		
Non-Resident**	N/A		
Child Care Provider Pool Pass - Mon-Fri	\$40.00	(plus tax)	Remove
Adult Season Pass			
Resident	\$40.00	(plus tax)	
Non-Resident	\$60.00	(plus tax)	
Youth Season Pass			
Resident	\$50.00	(plus tax)	
Non-Resident	\$60.00	(plus tax)	
Lap Swim - Indoor			
Resident	\$40.00	(plus tax)	
Non-Resident	\$60.00	(plus tax)	
Winter Indoor			
1st Day of School-Memorial Day			

SCHEDULE OF FEES	RATE		ADDITIONAL INFORMATION
Family Season Pass			
Resident	\$135.00	(plus tax)	Remove this option
Non-Resident	\$145.00	(plus tax)	Remove this option
Adult Season Pass			
Resident	\$100.00	(plus tax)	
Non-Resident	\$105.00	(plus tax)	
Youth Season Pass - 17 & Under			
Resident	\$80.00	(plus tax)	
Non-Resident	\$85.00	(plus tax)	
*RCM - Rec Center Membership			
Swim Lesson - Youth	\$36.00		
Swim Lesson - Adult	\$38.00		
WSI	N/A		
Aqua Trim	\$36.00		
Deep Water Aqua Trim	\$36.00		
Aqua Trim Tryout	\$5.00		Remove this line
Stretching Aqua Trim	\$36.00		
Lap Swim - Daily Indoor	\$7.00	Or Pass	Preiviously \$5 and changed to match increase
Life Guarding	\$150.00		Previously \$135
Lifeguard Recertification	\$100.00		Previously \$86
Scuba Diving	Cost	Plus \$10.00	
Pool Rental ID, 1-75 people	\$75/hr.	(plus tax)	
Pool Rental ID, 76 or more people	\$90/hr.	(plus tax)	
Pool Rental OD			
Zero Depth - 2 hours	\$240.00	(plus tax)	
Zero Depth / Lazy River / 2 Waterslides -- 2 hours	\$465.00	(plus tax)	
Lap Pool / Lazy River / 2 Waterslides - 2 hours	\$565.00	(plus tax)	
Lap Pool - 2 hours	\$365.00	(plus tax)	
Entire Facility - 2 hours			
No Concessions	\$665.00		
Concessions Sold	\$45.00/hr.		
Cost - Programs that are listed, as cost will be charged on the basis of direct program costs excluding administration and office costs.			
New programs will be charged a comparable fee to other similar activities			
Sponsor fee may change in some cases depending on the registration, program changes or sponsor charge.			
RECREATION CENTER			
Admission			
Daily Resident			
17 & Under =	\$5.00	(sales tax included)	getting consistent with age at The Falls
Student (18 - 23)	\$5.00	(sales tax included)	changed last year, just updating fee schedule
Adult 25 & Over	\$10.00	(sales tax included)	
Senior Citizen	\$5.00	(sales tax included)	
Veteran	\$5.00	(sales tax included)	
Holiday Special Event Admission	\$3.00	(sales tax included)	Per person - Any age
Resident Yearly Memberships**			
Individual			
17 & Under	\$115.00	(plus tax)	Previously 12th grade and under, match the Falls
Student (18 - 23)	\$155.00	(plus tax)	changed last year, just updating fee schedule
Adult	\$175.00	(plus tax)	
Senior Citizen	\$155.00	(plus tax)	
Veteran	\$155.00	(plus tax)	
Family	\$260.00	(plus tax)	
Non-Resident Yearly Memberships**			
Individual			
17 & Under	\$210.00	(plus tax)	getting consistent with age at The Falls
Adult	\$355.00	(plus tax)	
Senior Citizen	\$290.00	(plus tax)	
Veteran	\$290.00	(plus tax)	
Family	\$465.00	(plus tax)	
Monthly Membership - Resident			
17 & Under	\$20.00	(plus tax)	getting consistent with age at The Falls
University Student (19-23)	\$25.00	(plus tax)	
Adult 18 & Over	\$30.00	(plus tax)	getting consistent with age at The Falls
Family	\$45.00	(plus tax)	
Senior Citizen	\$25.00	(plus tax)	
Veteran	\$20.00	(plus tax)	
Monthly Membership - Non-Resident			
17 & Under	\$35.00	(plus tax)	getting consistent with age at The Falls
Adult 18 & Over	\$55.00	(plus tax)	getting consistent with age at The Falls

SCHEDULE OF FEES	RATE		ADDITIONAL INFORMATION
Family	\$70.00	(plus tax)	
Senior Citizen	\$40.00	(plus tax)	
Veteran	\$40.00	(plus tax)	
Replace I.D. Card	\$9.00	(plus tax)	
Corporate Rate			
Individual	\$235.00	(plus tax)	
Family	\$310.00	(plus tax)	
Racquetball			
Drop-in, per hour	\$0.00	Each	
Reservation, per hour	\$2.00	Each	
10 Punch Card	\$17.00	to \$20.00 Value	
Child Care			
2-hour stay	\$3.00		
20-Punch Card	\$40.00		
Rentals			
Resident Non-profit Organizations			
Entire facility w/ adequate approved adult supervision 1:20 ratio			
Per Hour	\$125.00	(plus tax)	
Each additional hour	N/A		
Maximum cost (12 hr. max.)	N/A		
Meeting Room	\$10.00	Per hour + staff cost (plus tax)	
Multi-Purpose Room	\$25.00	Per hour (plus tax)	
Gym Rental			
Fit Gym	\$40.00	Per hour + staff cost (plus tax)	
Main Gym			
Half	\$40.00	Per hour + staff cost (plus tax)	
All	\$75.00	Per hour + staff cost (plus tax)	
Activity Room	\$25.00	Per hour + staff cost (plus tax)	
Orchard Hill Pickleball Courts	\$4.00	Per 1/2 hour (plus tax)	Orchard Hill Pickleball Court Reservation Fee
Locker Rental per Month	\$5.00		
Locker Rental per Year	\$50.00		
*s.c. - Staff Cost (if needed)	\$25.00		
** Memberships include free towel usage and all drop-in fitness classes, as pandemic conditions allow.			
CITY EMPLOYEE WELLNESS RATES			
Recreation Center Membership			
Individual	\$30.00	(plus tax)	
Family	\$40.00	(plus tax)	
Summer Swim Pass			
Individual Youth	\$30.00	(plus tax)	
Individual Adult	\$30.00	(plus tax)	
Lap Swim/Water Walking Pass	\$30.00	(plus tax)	
Winter Swim Pass, purchased after August 14			
Individual	\$40.00	(plus tax)	
Family	\$60.00	(plus tax)	
A full list of drop in fitness classes now included under the membership can be found on the web at www.cedarfalls.com/fitness			


DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-273-8600
 Fax: 319-273-8610
www.cedarfalls.com

INTEROFFICE MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor Daniel Laudick and City Council
FROM: Thom Weintraut, Planner III
DATE: January 2, 2024
SUBJECT: Property Acquisition: Mikayla Leah Hageman

On November 6, 2023, City Council approved the execution of the Offer to Buy Real Estate and Acceptance for 8,712 sq. ft. (0.20 ac.) of land at 523 W 1st Street from Mikayla Leah Hageman. The purchase price was \$97,000. City Legal staff completed the closing of the property on Friday, December 8, 2023.

Now that the closing has been completed, City Council will need to accept the Warranty Deed that will be recorded at the Black Hawk County Recorder's Office. Staff recommends that the City Council adopt the following:

1. Resolution Approving and Accepting a Warranty Deed for the purchase of 8,712 sq. ft. (0.20 ac.) of real estate located at 523 W 1st Street, owned by Mikayla Leah Hageman.

If you have any questions regarding this project, please feel free to contact me.

xc: Stephanie Houk Sheetz, AICP, Director of Community Development
 Karen Howard, Planning & Community Services Manager
 Kevin Rogers, City Attorney

Prepared by: Thomas Weintraut, Planner III, 220 Clay Street, Cedar Falls, Iowa (319) 268-5184

RESOLUTION NO. _____

RESOLUTION APPROVING AND ACCEPTING A WARRANTY DEED FOR THE PURCHASE OF 8,712 SQUARE FEET, MORE OR LESS, OF REAL ESTATE LOCATED AT 523 W 1ST STREET OWNED BY MIKAYLA LEAH HAGEMAN

WHEREAS, The City Council of the City of Cedar Falls, Iowa, previously approved execution of an Offer to Buy Real Estate and Acceptance between the City of Cedar Falls, Iowa, and Mikayla Leah Hageman for the purchase of 8,712 square feet, more or less, of real estate located at 523 W 1st Street owned by Mikayla Leah Hageman; and

WHEREAS, pursuant to said Offer to Buy Real Estate and Acceptance, the real estate transaction recently closed, and Mikayla Leah Hageman has tendered a Warranty Deed in fulfillment of said Offer to Buy Real Estate and Acceptance, a copy of which Warranty Deed accompanies this Resolution, to the City of Cedar Falls, Iowa; and

WHEREAS, the City Council of the City of Cedar Falls, Iowa, deems it in the best interests of the City of Cedar Falls, Iowa, to approve and accept said Warranty Deed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that said Warranty Deed conveying 8,712 square feet, more or less, of real estate located at 523 W 1st Street by Mikayla Leah Hageman, to the City of Cedar Falls, Iowa, is hereby approved and accepted, and the City Clerk is hereby authorized and directed to cause said Warranty Deed to be recorded with the Black Hawk County Recorder.

PASSED AND APPROVED this _____ day of January 2024.

Daniel Laudick, Mayor

ATTEST:

Kim Kerr, CMC, City Clerk

CERTIFICATE

STATE OF IOWA)
) SS:
COUNTY OF BLACK HAWK:)

I, Kim Kerr, CMC, City Clerk of the City of Cedar Falls, Iowa, hereby certify that the above and foregoing is a true and correct typewritten copy of Resolution No. _____ duly and legally adopted by the City Council of said City on the _____ day of _____, 2023.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the official seal of the City of Cedar Falls, Iowa this _____ day of _____, 2023.

Kim Kerr, CMC
City Clerk of Cedar Falls, Iowa



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-273-8600
 Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM
Administration Division

TO: Mayor Laudick and City Council
FROM: Stephanie Houk Sheetz, Director of Community Development
DATE: December 21, 2023
SUBJECT: Grant Agreement: Black Hawk County Gaming Association
 Community Natatorium Grant

The City and School District have jointly operated and maintained the two junior high pools for over 40 years. They are outdated and experiencing increased maintenance needs. A new community pool has been a collaborative planning effort for several years. Recently, there have been a variety of actions related to the new pool. In September 2023, the Council approved submitting two grants for the new high school pool (Gaming and the State of Iowa's Community Attraction & Tourism grants). In June 2023, Council passed Resolution 23,234 adopting a new 28E Agreement for Swimming Pool Use, Operation and Maintenance. This resolution included City funding of \$4,000,000 in FY24 and \$4,000,000 FY25. The community natatorium is being built in two phases:

- Phase 1 - building shell and associated site improvements of the sidewalks and parking lot (a contract has been signed, permit obtained, and work is underway)
- Phase 2 is the pool and infrastructure to open and operate a functional pool (next phase, pending grants are obtained anticipate bidding in early 2024)

The total project cost is estimated to be \$21,200,000.

A grant request for \$900,000 was submitted to the Black Hawk County Gaming Association in October 2023. Gaming recently awarded \$500,000 to the project. Attached is the proposed funding agreement.

A grant request to the State of Iowa's Community Attraction & Tourism (CAT) Grant program is pending. We anticipate hearing the outcome by March. After we are notified, we will then be able to determine the scope of Phase 2 to fit within the funding secured. The School District will bid and oversee completion of the pool project.

Two goals in the adopted Council Goals, Work Program and Financial Plan for FY24 are achieved with this project:

- 2.C.3)c. Coordinate with CFCSO on the completion of the new Cedar Falls High School; identify local, county and state facilities, programs and property which can minimize duplication of services and 120 Item

15. 5.C.13) Continue collaboration CFCSO on the development of plans for a new indoor community pool, co-located with the new Cedar Falls High School.

The Department of Community Development recommends that the City Council approve:

- 1) The grant agreement with the Black Hawk County Gaming Association for the community natatorium project, and
- 2) Authorize the Director of Community Development to electronically sign and submit the grant agreement.

Follow Up

C. ★ PUBLIC PROFILE


Community Natatorium

Process: FY24 - Fall

- Contact Info
- Request
- \$ Award Details
- Documents 3


Applicant:
 Ms. Stephanie Houk Sheetz
 stephanie.sheetz@cedarfalls.com
 319-268-5151
 220 Clay St.
 Cedar Falls, IA 50613 Black Hawk


Organization:
 City of Cedar Falls
 42-6004332
 319-273-8600
 220 Clay St.
 Cedar Falls, IA 50613 Black Hawk

Contact Email History 

If your organization information does not appear correct, please contact the funder. Thank you.

-  LOI
-  Application
-  Follow Up
-  FOLLOWUP PACKET
-  QUESTION LIST
- 

 Due by 12/22/2023 12:00 AM CST.

 Fields with an asterisk (*) are required.

▼ Question Group

Project Name*

Community Natatorium

Amount Awarded

\$ 500,000.00

Total Project Budget

\$	5,700,000.00
----	--------------

Upon acceptance of this grant the grantee agrees to the following:**GENERAL PROVISIONS***

Funds granted by the Black Hawk County Gaming Association shall be used by the grantee within 12 months of the official public announcement, unless otherwise specified or agreed to at the time of the grant award, or by subsequent action of the Black Hawk County Gaming Association. Projects must be started and completed on time and completed as presented. Failure to do so may be cause for the Board to suspend future payments and demand refund of payments rendered. A request for an extension must be submitted to the Black Hawk County Gaming Association in writing prior to the expiration date specifying valid reasons.

I agree to the above

USE OF FUNDS*

This award is to be used exclusively for the purposes specified in the grant, which may represent all, or any of the projects(s) specified in the grant application. It is further agreed that should the grant project be altered subsequent to the award, including but not limited to content, description, total project cost or percentage the award amount represents of the total cost, the grantee shall promptly notify the Black Hawk County Gaming Association. The Board may change the award amount depending upon the circumstances presented.

I agree to the above

GRANTEE ACKNOWLEDGEMENT*

The Grantee will acknowledge the contribution of Black Hawk County Gaming Association to the program or project wherever and whenever appropriate. This will include, but not be limited to news releases, social media posts, construction signage, plaques for project sites, decals, brochure or programs, etc. (For example: This program project made possible by funds contributed by the Black Hawk County Gaming Association). Please submit copies of these acknowledgements to the Black Hawk County Gaming Association—for more information please refer to the BHCGA *Publicity Guide*.

I agree to the above

TAX STATUS*

The grantee shall be a public entity or 501c3 tax exempt entity at the time of the award.

I agree to the above

PAYMENT OF GRANT AWARD*

Grants made in the amount of \$500,000 or less will be disbursed in two payments:

- 1) 75% is paid a) within 30 business days following receipt of the Grant Agreement or b) the actual start date of the Project, whichever occurs later.
- 2) The remaining 25% will be paid within 30 business days following receipt of the Grant Accountability Report.

To receive the second payment, documentation of the expenditure of the funds, acceptable to Black Hawk County Gaming Association must be submitted. If the grant is for capital or other purchased services, invoices, or signed accepted bids/contracts, acceptable to Black Hawk County Gaming Association must be submitted to obtain payment. If the grant covers consultant and or/contracted services, submit a statement, acceptable to Black Hawk County Gaming Association, verifying that the services were provided and itemizing the expense incurred. The billing must be signed by an authorized agent of the organization and contain the grant number listed above.

If unused funds remain outstanding, the Grantee will identify such in the Accountability Report and the BHCGA will withhold the unused portion from the remaining balance of the grant. Otherwise, unused funds are to be returned to the BHCGA upon submission of the Final Grant Report.

I agree to the above

GRANT REPORTING*

Grantee shall maintain its books and records in a manner that provides the BHCGA with sufficient detail to further review the Grantee's expenditures relating to the Grant, even if the project is conducted over multiple fiscal years. The grantee shall make such records available for review by the BHCGA upon reasonable notice during the grant period and two years from the date of the Final Grant Report.

Upon completion of the project, the organization must submit a grant report through Foundant. On the report, the organization is required to include a list of expenditures and proof of payment before the final installment is released.

I agree to the above.

ACCEPTANCE OF TERMS AND CONDITIONS*

This grant is conditional upon Grantee's acceptance of the terms and conditions set forth above. By selecting the *"I accept grant terms and conditions"* below, Grantee agrees to accept and comply with the stated terms and conditions of the grant.

- I accept Grant Terms and Conditions
 I decline Grant Terms and Conditions

NAME AND TITLE OF INDIVIDUAL ENTERING AGREEMENT*

By typing in your name and title, you confirm you are authorized to make legal contracts for the Grantee and that you enter into this agreement by electronic means.

Item 15.

GRANTEE SIGNATURE DATE*

i Due by 12/22/2023 12:00 AM CST.

SAVE FOLLOW UP

SUBMIT FOLLOW UP


DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor Daniel Laudick and City Council

FROM: Brett Armstrong, EI, Civil Engineer II


DATE: January 2, 2024

SUBJECT: Union Road Recreational Trail Project
 Project No. RT-000-3217
 Iowa DOT Project No. TAP-U-1185(654)—8I-07
 Statement of Completion and Final Acceptance of Work

Attached is the Statement of Completion and Final Acceptance of Work Agreement for the Union Road Recreational Trail Project. This project is completed and ready for final acceptance of work. The attached Certificate of Statement of Completion and Final Acceptance of Work Agreement form must be approved by the City Council and signed by the Mayor. I am recommending proceeding with this approval.

The Union Road Recreational Trail Project included placement of a new PCC trail along the East side of Union Road from W. 12th Street to W. 27th Street.

The Union Road Recreational Trail Project has been completed in reasonable compliance with the project plans and specifications. I recommend that the city Council approve and accept this project.


 Brett Armstrong, EI 12/19/2023

Date

xc: David Wicke, P.E.,
 Chase Schrage, P.E., Public Works Director



STATEMENT OF COMPLETION AND FINAL ACCEPTANCE OF WORK

Contractor Lodge Construction Letting Date 12/15/2020
Work Type P.C.C. Recreational Trail Contract ID 07-1185-654
Accounting ID(s) 37265

Project Number(s) TAP-U-1185(654)--8I-07

Additional Comments

Type of Contract

- Specified Start Date 06/28/2021
- Approximate Start Date _____
- Late Start Date 06/28/2021
- Completion Date Contract 45 working days

Site No.(s)	00			
Working Days Specified:	45			
Working Days Charged:	91			
Closure Days Specified:	NA			
Closure Days Charged:	NA			

Actual Start Date 6/28/2021
Field Completion Date 6/16/2022

Recommended for Acceptance	Iowa DOT Contract Acceptance
Signature <u>[Signature]</u> Project Engineer	Signature _____ District Construction Engineer
Date <u>07/14/2023</u>	Date _____

Approved and Work Accepted on Behalf of the City of Cedar Falls

_____ County this _____ Day of _____, _____ Year

Signature _____
Mayor

For Central Office Use Only

Recorded Finance Recorded Construction & Materials

NOTE: On county administered projects, the County Engineer is required to sign "Recommended for Acceptance" and "Approved and Work Accepted on Behalf of the Board of Supervisors".

Project Engineer – Send original to District

District – Forward original to Office of Construction & Materials and copy to Project Engineer.



DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM Engineering Division

TO: Honorable Mayor Daniel Laudick and City Council

FROM: Matthew Tolan, EI, Civil Engineer II

DATE: January 2nd, 2024

SUBJECT: 2024 CDBG Sanitary Sewer Rehabilitation Project
 City Project Number: SA-000-3325
 Request for PS&E Approval

Submitted within for City Council approval are the Specifications and Estimate of Costs and Quantities for the 2024 CDBG Sanitary Sewer Rehabilitation Project.

We recommend setting Tuesday, January 16, 2024 at 7:00 p.m. as the date and time for the public hearing on this project, and Friday, January 19, 2024 at 10:00 a.m. as the date and time for receiving and opening bids. We also request that the Notice to Bidders be published by Thursday, January 4, 2024. The Specifications will be ready for distribution to contractors on Wednesday, January 3, 2024, allowing for two (2) weeks of review before contract letting.

This project consists of installing a cured in place liner within existing 8-inch diameter sewer lines in selected areas of the City. The total project involves approximately 2,873 linear feet and 66 sewer service taps.

The total estimated cost for the construction of this project is \$141,109.00. The project will be funded by Community Development Block Grant (CDBG) and Sewer Rental Funds (SRF).

The Engineering Division of the Public Works Department recommends approving the Specifications and Estimate of Costs and Quantities for the 2024 CDBG Sanitary Sewer Rehabilitation Project.

xc: David Wicke, P.E., City Engineer
 Chase Schrage, Director of Public Works

**PROJECT SPECIFICATIONS
FOR
2024 CDBG SANITARY SEWER
REHABILITATION PROJECT
PROJECT No. SA-000-3325**

Cedar Falls, Iowa


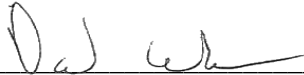
ENGINEER'S CERTIFICATION	
	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed professional engineer under the laws of the State of Iowa.</p> <p> Date: <u>12/21/2023</u></p> <p>Iowa License No. 25684 My license renewal date is December 31st, 2024.</p> <p>Pages or sheets covered by this seal: <u>All</u></p>

TABLE OF CONTENTS

	<u>Page Number</u>
TITLE SHEET	1
TABLE OF CONTENTS	2 - 3
NOTICE OF PUBLIC HEARING	4
NOTICE TO BIDDERS	5 - 7
 DIVISION 1 – Instruction to Bidders	
01 Definition & Terms	8
02 Qualification of the Bidder	8 - 9
03 Contents of the Proposal Forms	9
04 Taxes	9
05 Submission of the Proposal, Identity of Bidder & Bid Security	9 -10
Form of Proposal	11 -12
Bid Bond	13
Bidder Status Form	14 - 15
Non-Collusion Affidavit of Prime Bidder	16
Form of Contract	17 - 18
Performance Bond	19 - 22
 DIVISION 2 – Special Provisions	
01 Award of Contract	23
02 Availability of Site	23
03 Subletting or Assignment of Contract	23
04 Contract Time	24
05 Weekly record of Working Days	24
06 Liquidated Damages	24
07 Progress Payments	24
08 Pollution Prevention Plan	24-25
09 Method of Measurement	26
10 Basis of Payment	26

DIVISION 3 – Standard Specifications

The City of Cedar Falls has adopted the 2023 edition of the Iowa “Statewide Urban Design and Specifications” (SUDAS) as the City’s Standard Specification.

This “Standard Specification” is amended by the City of Cedar Falls’ 2023 Supplemental Specifications to the 2023 edition of the Iowa “Statewide Urban Design and Specifications” (SUDAS).

Links to both documents can be found on the City’s website at:
www.cedarfalls.com/designstandards

DIVISION 4 – Supplemental Plans and Specifications

SUPPLEMENTAL SPECIFICATIONS - BID ITEMS 27 - 29

2024 Sanitary Sewer Rehabilitation Plan

List of Locations 30

DIVISION 5 – CDBG Funded 31 - 97

- A. Wage Determination (8 pages)
- B. CDBG Management Guide (58 Pages)
 - a. Section 3 Addendum
 - b. Civil Rights and Fair Housing Addendums
 - c. Labor Standards Addendum
 - d. Required Contract Language and Provisions
- C. Project Sign Board (1 Page)

**NOTICE OF PUBLIC HEARING ON PLANS, SPECIFICATIONS,
FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE
2024 CDBG SANITARY SEWER REHABILITATION PROJECT
IN THE CITY OF CEDAR FALLS, IOWA**

TO ALL TAXPAYERS OF THE CITY OF CEDAR FALLS, IOWA, AND OTHER PERSONS INTERESTED:

Public notice is hereby given that the City Council of the City of Cedar Falls, Iowa, will conduct a Public Hearing on Plans, Specifications, Form of Contract, and Estimate of Cost for the construction of the 2024 CDBG Sanitary Sewer Rehabilitation Project in said City at 7:00 p.m. on the 16th day of January 2024, said meeting to be held in the Council Chambers in the City Hall in said City.

Said Plans, Specifications, and Form of Contract are now on file in the office of the City Clerk in the City Hall in Cedar Falls, Iowa, and may be inspected by any persons interested.

Any person interested may appear at said meeting of the City Council for the purpose of making objections to said Plans, Specifications or Contract or the cost of making said improvement.

This notice given by order of the City Council of the City of Cedar Falls, Iowa.

City of Cedar Falls, Iowa

By: _____
Kim Kerr, CMC
City Clerk

NOTICE TO BIDDERS 2024 CDBG SANITARY SEWER REHABILITATION PROJECT IN THE CITY OF CEDAR FALLS, IOWA

Time and Place for Filing Electronic Proposals: Electronic proposals will be received for 2024 CDBG Sanitary Sewer Rehabilitation Project online on QuestCDN until 10:00 a.m. on the 19th day of January 2024.

Time and Place Electronic Proposals will be Opened and Considered: Electronic proposals will be opened and read online at 10:00 a.m. on the 19th day of January 2024 for consideration by the City of Cedar Falls City Council at its meeting at 7:00 p.m. on the 5th day of February 2024 or at such later time and place as may be fixed. The City of Cedar Falls reserves the right to reject any and all proposals including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids.

Time for Commencement and Completion of Work: The work under the proposed contract shall commence within ten (10) calendar weeks after the date set forth in the written Notice to Proceed and shall be performed regularly and diligently throughout the duration of the project. The project must be completed by March 27th, 2024.

Bid Security: Each Form of Proposal shall be accompanied by a proposal guaranty in QuestCDN as defined in Division 1 Section 05.

Contract Documents: The contract documents are available at www.cedarfalls.com/QuestCDN and www.questCDN.com. This contract is QuestCDN project number 8891383. A contractor may view the contract documents at no cost prior to deciding to become a Planholder. To be considered a Planholder for bids, a contractor must register with QuestCDN.com. Registering as a planholder is recommended for all prime contractors and subcontractors as Planholders will receive automatic notice of addenda and other contract document updates via QuestCDN. Contact QuestCDN Customer Support at (952)233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information and vBid online bid submittal questions. Bids will only be received and accepted via the online electronic bid service through QuestCDN.com. To access the electronic bid form, download the project documents and click on the online bid button at the top of the bid advertisement page. Prospective bidders must be on the Planholder list through QuestCDN for bids to be accepted.

Downloading electronic contract documents is strongly encouraged, but hard copies of the project documents may be obtained from the City of Cedar Falls, 220 Clay Street, Cedar Falls, IA 50613 at no cost. Those desiring to obtain hard copies must make an appointment to pick up the documents by calling 319-268-5161 and ask for Melissa Malone. No drop-ins will be allowed.

Below is a link to the televised sanitary sewer line videos and reports.

https://cityofcedarfalls.sharepoint.com/:f:/s/CedarFallsEngineering-PublicAccess/ErM7EEq4ljhKjX_g3GU7mzsBrG-QifzN0St7P34ik1-fw?e=yldfAX

If any prospective bidder is in doubt as the true meaning of any parts of the contract documents, the bidder may request an interpretation from the Water Reclamation Manager or Engineer, in writing, through email. Questions received less than five (5) days prior to the date for opening bids may not be answered.

Contact individual(s) are as follows:

Tyler Griffin

tyler.griffin@cedarfalls.com

(319) 273-8633
Water Reclamation Manager

City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613

Preference for Iowa Products and Labor: The Contractor shall give preference to Iowa domestic labor in the construction or building of such public improvement or works in accordance with Section 73 of the Code of Iowa.

Sales Tax: Contractors and approved subcontractors will be provided a Sales Tax Exemption Certification to purchase building materials, supplies or equipment to be used in the performance of this project. Products utilized in the construction of this project will be exempt from tax as provided by Iowa Code Sections 423.2 and 423.45.

CDBG Funded: This project is being funded in part by Community Development Block Grant (CDBG) dollars originating from the United States Department of Housing and Urban Development (HUD). Therefore, this project is subject to federal labor standard requirements, including Davis Bacon-Act (federal prevailing wage requirements for laborers and mechanics on site) and HUD Section 3 Hiring (low-income persons employment) provisions. Bidders should submit completed and signed "Intent to Comply with Section 3 Requirements" form as part of their bid documentation. The Intent to Comply form as well as details on other federal requirements, including prevailing wage rates, are included in the Specifications.

Section 3 Language for Procurement Documents:

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in

violation of the regulations in 24 CFR part 135.

- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

51% owned by Section 3 residents*

Whose permanent, full-time staff is comprised of at least 30% Section 3 residents*

Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

*A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

Project Description: This work shall consist of furnishing and installing a cured in place liner within existing 8-inch diameter sewer lines in selected areas of the city and in accordance with the contract documents. Total project involves approximately 2,873 linear feet and 66 service taps. A complete list of sewers to be rehabilitated and TV inspection reports for most lines are available. Contractors may wish to perform their own evaluation prior to the bid.

Published upon order of the City Council of Cedar Falls, Iowa.

CITY OF CEDAR FALLS, IOWA

BY: _____
Kim Kerr, CMC
City Clerk

DIVISION I – Instruction to Bidders

The work comprising the 2024 CDBG Sanitary Sewer Rehabilitation Project shall be constructed in accordance with the 2023 edition of the Iowa “SUDAS” and as further modified by the City of Cedar Falls’ 2023 Supplemental Specifications and the special provisions included in the contract documents. The terms used in the contract revision of the documents are defined in said Standard Specifications.

Before submitting your bid, please review the requirements of “Division One, General Provisions and Covenants”, in particular the sections regarding proposal requirements, bonding, contract execution, and insurance requirements. Please be certain that all documents have been completed properly; as failure to complete and sign all documents and to comply with the requirements listed below can cause your bid not to be read.

01 Definition & Terms

Add the following to Standard Specification Section 1010 – 1.03:

Code of Iowa: The latest edition of the Code of Iowa

Engineer: The City Engineer of Cedar Falls, Iowa or an authorized representative.

Project Manager: The Water Reclamation Manager of Cedar Falls, Iowa or an authorized representative.

Owner: The City of Cedar Falls, Iowa acting through its City Council.

Project: 2024 CDBG Sanitary Sewer Rehabilitation Project; Project No. SA-000-3325

02 Qualification of the Bidder

Add the following to Standard Specification Section 1020 – 1.01:

To demonstrate bidder’s qualifications to perform the work, within five days of the Owners request, bidder shall submit written evidence such as may be called for below:

The address and description of the bidder’s place of business; The number of years engaged in the contracting business under the present firm name, and the name of the state where incorporated; A list of the property and equipment available to the bidder to evaluate if the bidder can complete the work in accordance with the bidding documents; A financial statement of the bidder showing that the bidder has the financial resources to meet all obligations incidental to the work; The bidder’s performance record giving the description, location, and telephone number of similar projects constructed in a satisfactory manner by the bidder; A list of projects presently under contract, the approximate contract amount and the percent of completion of each; A list of contracts which resulted in lawsuits; A list of contracts defaulted; A statement of the bidder indicating whether or not the bidder has ever filed bankruptcy while performing work of a like nature or magnitude; A list of

officers of the firm who, while in the employ of the firm or the employ of previous firms, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy; The technical experience of personnel guaranteed to be employed in responsible charge of the work stating whether the personnel have or have not performed satisfactorily on other contracts of like nature and magnitude or comparable difficulty at similar rate of progress; Such additional information as will assist the Owner in determining whether the bidder is adequately prepared to fulfill the contract. Owner's decision as to qualifications of the bidder will be final.

The Owner hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

03 Contents of the Proposal Forms

Add the following to Standard Specification Section 1020 – 1.02:

Plans, specifications, and proposal forms may be obtained electronically online with QuestCDN, project number 8891383 Plans, specifications, and proposal forms have been approved by the City Council and are now on file for public examination in the office of the City Clerk.

Downloading electronic contract documents is strongly encouraged, but hard copies of the project documents may be obtained from the City of Cedar Falls, 220 Clay Street, Cedar Falls, IA 50613 at no cost. Those desiring to obtain hard copies must make an appointment to pick up the documents by calling 319-268-5161 and ask for Melissa Malone. No drop-ins will be allowed.

Below is a link to the televised sanitary sewer line videos and reports.

https://cityofcedarfalls.sharepoint.com/:f:/s/CedarFallsEngineering-PublicAccess/ErM7EEq4ljhKjX_g3GU7mzsBrG-QifzN0St7P34ik1-fw?e=yldfAX

04 Taxes

Add the following to Standard Specification Section 1020 – 1.08:

Contractors and approved subcontractors will be provided a Sales Tax Exemption Certification to purchase building materials, supplies or equipment in the performance of this project. Products utilized in the construction of this project will be exempt from tax as provided by Code of Iowa Sections 423.2 and 423.45.

05 Submission of the Proposal, Identity of Bidder & Bid Security

Add the following to Standard Specification Section 1020 – 1.12:

The bid security must be in the minimum amount of 10% of the total bid amount including all add alternates (do not deduct the amount of deduct alternates). Bid security shall be in the form of a cashier's check, a certified check, or a bank money order drawn on a FDIC insured bank in Iowa

or drawn on a FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond executed by a corporation authorized to contract as a surety in Iowa or satisfactory to the Jurisdiction. The bid bond must be submitted on the enclosed Bid Bond form, as no other bid bond forms are acceptable. All signatures on the bid bond must be original signatures in ink; facsimile (fax) of any signature on the bid bond is not acceptable. Bid security other than said bid bond shall be made payable to City Clerk of the City of Cedar Falls”.

“Miscellaneous Bank checks”, as well as “Money Orders” and “Traveler’s Checks” issued by persons, firms or corporations licensed under Code of Iowa Chapter 533B are not acceptable bid security.

The bid shall be submitted on the Form of Proposal included herewith or on a computer printed proposal. All entries on this proposal shall be filled in ink, typed or computer printed. The bidder shall not alter the quantity, unit price, or the extension that has been provided for items that have been predetermined by the contracting authority.

If the proposal is computer generated, the bidder shall submit a form titled as “Form of Proposal,” followed by: the project name, project number, the City of Cedar Falls, Iowa and the bidder's name. The form shall then include the item numbers, item descriptions, and units and their quantities. The bidder shall specify a unit price in figures of dollars and cents for all pay items, the extensions for the respective unit prices and quantities in figures in a column provided for the purpose, and the total amount of the proposal obtained by adding the amounts of the several items. The form shall then conclude with the bidder's name, that of its representative and the representative's signature.

The computer-generated proposal then is to be attached to the Form of Proposal included herewith, which has the following entries completed: bid security sum and form, the name of the bidder and its official address, and the bidder's representative's name, signature, and title. Also the total bid shall be completed with the entry of "see attached."

The Proposal shall be submitted on QuestCDN project number 8891383 separate from the Bid Security, Bidder Status Form, and the Non-Collusion Affidavit.

**FORM OF PROPOSAL
2024 CDBG SANITARY SEWER REHABILITATION PROJECT
CITY OF CEDAR FALLS, IOWA
PROJECT NO. SA-000-3325**

To the Mayor and City Council
City of Cedar Falls, Iowa

The undersigned hereby certifies that _____ have personally and carefully examined the specifications, general conditions, and form of contract annexed hereto. Having made such examination, the undersigned hereby proposes to construct the improvements for the 2024 CDBG SANITARY SEWER REHABILITATION PROJECT in accordance with the plans and specifications on file in the office of the City Clerk, the published Notice to Bidders and the Form of Contract, herewith, complying with all the laws of the State of Iowa, and the Rules, Regulations and Ordinances of the City of Cedar Falls, and to the satisfaction of the City Council of the City of Cedar Falls, Iowa, including the guaranteeing of this Project for a period of two (2) years from the date of final acceptance thereof at the following prices, to-wit:

Item No.	Item Code	Description	Item Quantity and Units	Unit Price		Amount	
				Dollars	Cents	Dollars	Cents
1	4050-108-A-0	Pipe Lining, 8 Inch	2,873 LF				
2	4050-108-B-0	Building Sanitary Sewer Service Reconnection	66 Each				
3	4050-108-B-0	Grouting Service Laterals	66 Each				
4	11020-108-A-0	Mobilization	1 LS				
Total Bid							

Bidders may not independently bid on selective items of work. In this project, all items constitute one indivisible work that will be let to one bidder. Bids shall be submitted for all of the items. The successful bidder will be determined by evaluating the Total Bid shown above. Failure to submit a bid on any item shall be just cause for disqualification of the entire proposal. Unit bids must be filled

in ink, typed or computer generated, or the bid will be rejected. The Owner reserves the right to delete any part or all of any item.

The Owner reserves the right to reject any and all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The Owner further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. The Owner may also reject the bid of any bidder if the Owner believes that it would not be in the best interest of the project to make an award to that bidder. The Owner also reserves the right to waive all informalities not involving price time or changes in the work.

If written notice of approval of award is mailed, telegraphed or delivered to the undersigned within thirty (30) calendar days after the opening thereof, or any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) calendar days after the Contract is presented to him for signature, and start work within ten (10) calendar days after "Notice to Proceed" is issued.

Bid Security in the sum of _____ in the form of _____, is submitted herewith in accordance with the Instructions to Bidders.

The bidder is prepared to submit a financial and experience statement upon request.

The bidder has received the following Addendum or Addenda:

Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____

The bidder has filled in all blanks on this Proposal.

Note: The Penalty for making false statements in offers is prescribed in 18 U.S.A., Section 1001.
Name of bidder

By _____

Official Address _____

Title _____

BID BOND
PROJECT NO. SA-000-3325

KNOW ALL MEN BY THESE PRESENTS, that we, _____
_____, as Principal, and _____
as Surety are held and firmly bound unto the City of Cedar Falls, Iowa, as Obligee, hereinafter called "OBLIGEE," In the
penal sum of _____ Dollars (\$_____) lawful money of the United
States, for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors, administrators,
and successors, jointly and severally, firmly by these presents. Whereas the Principal has submitted the accompanying
bid dated the _____ day of _____, 20____, for
_____.

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the form specified and shall furnish a bond for the faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

By virtue of statutory authority, the full amount of this bid bond shall be forfeited to the Obligee in liquidation of damages sustained in the event that the Principal fails to execute the contract and provide the bond as provided in the specifications or by law.

The Surety, for value received, hereby stipulates, and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such Bid or execute such contract; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations, have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers this _____ day of _____, A.D., 20_____.

Principal (Seal)

By _____ (Title)

Witness

Surety (Seal)

By _____
Attorney-in-fact

Witness

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: ____/____/____ to ____/____/____ Address: _____
City, State, Zip: _____

Dates: ____/____/____ to ____/____/____ Address: _____
City, State, Zip: _____

Dates: ____/____/____ to ____/____/____ Address: _____
You may attach additional sheet(s) if needed. City, State, Zip: _____

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

This form has been approved by the Iowa Labor Commissioner.

309-6001 02-14

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

FORM OF CONTRACT

This Contract entered into in quadruplicate at Cedar Falls, Iowa, this ____ day of _____, 2024, by and between the City of Cedar Falls, Iowa, hereinafter called the Owner, and _____ of _____, hereinafter called the Contractor.

WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, materials, and equipment and construct the public improvement consisting of: 2024 CDBG SANITARY SEWER REHABILITATION PROJECT; PROJECT NO. SA-000-3325 all in the City of Cedar Falls, Iowa, ordered to be constructed by the City Council of the City of Cedar Falls, Iowa, by Resolution duly passed on the 18th day of December, 2023 and shown and described in the Plans and Specifications therefore now on file with the City Clerk of said City.

Said improvement shall be constructed strictly in accordance with said Plans and Specifications.

The following parts of the Plans and Specifications for said 2024 CDBG SANITARY SEWER REHABILITATION PROJECT attached hereto shall be made a part of this contract as fully as though set out herein verbatim:

- a. Resolution of Necessity
- b. Resolution ordering construction of the improvement
- c. Plans
- d. Notice of Public Hearing on Plans and Specifications
- e. Notice to Bidders
- f. Instructions to Bidders
- g. Supplemental Conditions
- h. General Conditions
- i. Project Specifications
- j. Form of Proposal
- k. Performance Bond
- l. Maintenance Bond
- m. Form of Contract

- n. Non-collusion Affidavit of Prime Bidder
- o. Bidder Status Form

On completion of the said improvement, the Owner agrees to pay to the Contractor the prices set out in the Form of Proposal of the Contractor, said payment to be made in the manner stated in the published Notice to Bidders.

In Witness whereof, this Contract has been executed in quadruplicate on the date first herein written.

Contractor

CITY OF CEDAR FALLS, IOWA

By _____
Daniel Laudick, Mayor City of Cedar Falls

Attest: _____
Kim Kerr, CMC
City Clerk

Performance, Payment and Maintenance Bond

SURETY BOND NO. _____

KNOW ALL BY THESE PRESENTS:

That we, _____, as Principal (hereinafter the “Contractor” or “Principal” and _____ as Surety are held and firmly bound unto CITY OF CEDAR FALLS, IOWA, as Obligee (hereinafter referred to as “the Owner”), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of _____ (\$ _____), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the _____ day of _____, 2024, hereinafter the “Contract”) wherein said Contractor undertakes and agrees to construct the following described improvements:

2024 CDBG SANITARY SEWER REHABILITATION PROJECT PROJECT No. SA-000-3325

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor’s default or failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. **MAINTENANCE:** The Contractor and the Surety on this Bond hereby agree, at their own expense:
 - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of 2 year (s) from the date of acceptance of the work

under the Contract, by reason of defects in workmanship or materials used in construction of said work;

- B. To keep all work in continuous good repair; and
- C. To pay the Owner's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Owner all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way but shall include the actual and reasonable costs and expenses incurred by the Owner including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorney's fees (including overhead expenses of the Owner's staff attorneys), and all costs and expenses of litigation as they are incurred by the Owner. It is intended the Contractor and Surety will defend and indemnify the Owner on all claims made against the Owner on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Owner will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond,

the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in the Iowa District Court for Black Hawk County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. SA-000-3325

Witness our hands, in triplicate, this _____ day of _____, 2024.

Surety Countersigned By:

PRINCIPAL:

Signature of Agent

Contractor

Printed Name of Agent

By: _____
Signature

Title

Company Name

SURETY:

Company Address

Surety Company

City, State, Zip Code

By: _____
Signature Attorney-in-Fact Officer

Company Telephone Number

Printed Name of Attorney-in-Fact Officer

Company Name

FORM APPROVED BY:

Company Address

Attorney for Owner

City, State, Zip Code

Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

DIVISION 2 – Special Provisions

Special Provisions are intended to amend or supplement the General Provisions and Covenants of the “SUDAS” Standard Specifications. All sections that are not amended or supplemented remain in full force and effect.

01 Award of Contract

Add the following to Standard Specification Section 1030 – 1.03:

The lowest responsive bidder will be required to furnish a performance, payment, and maintenance bond in the sum equal to one hundred (100%) percent of the total bid. The maintenance bond shall guarantee the maintenance of the improvements for a period of two (2) years from and after its completion and acceptance by the City of Cedar Falls.

02 Availability of Site

Add the following to Standard Specification Section 1050 – 1.04:

During construction of this project, the Contractor will be required to coordinate all work operations with the Department of Community development, City project contractors, and / or others involved with, but not limited to, the following events:

- 1) Public Works garbage collection operations
- 2) Public Works snow clearing operations
- 2) Cedar Falls Util. Co. electrical, communications, gas & water main projects

03 Subletting or Assignment of Contract

Add the following to Standard Specification Section 1080 – 1.01:

The Contractor's own organization shall perform work amounting to not less than fifty (50%) percent of the total contract cost unless otherwise specified. An item designated as a specialty item may be performed by subcontract, and the cost of any such specialty item as performed by subcontract may be deducted from the total cost before computing the amount of work required by the Contractor's organization.

04 Contract Time

Add the following to Standard Specification Section 1080 – 1.02:

The work under the proposed contract shall commence within ten (10) calendar weeks after the date set forth in the written Notice to Proceed and shall be performed regularly and diligently throughout the duration of the project. There is no specified number of allotted working days for this contract; however, much of this work is in conjunction with street reconstruction or resurfacing. To minimize conflicts, and avoid encountering a situation that may require a possible spot repair under a newly laid street, Contractor should plan to finish by March 27th, 2024

05 Weekly Record of Working Days

Add the following to Standard Specification Section 1080 – 1.06:

Work shall not begin before 7:00 a.m. and shall stop at sunset.

06 Liquidated Damages

Add the following to Standard Specification Section 1080 – 1.12:

Liquidated damages in the amount of \$1,000 dollars per working day will be assessed for each working day that the work remains uncompleted after the expiration of the contract time.

07 Progress Payments

Add the following to Standard Specification Section 1090 – 1.01:

Pay estimates will be submitted to the City Council for approval on the first (1st) and third (3rd) Mondays of each month.

Payment for the work may be made in three parts, if requested by the Contractor. The Contractor may request from the Owner a progress payment when the job is 33% complete and another when the job is 66% complete. Final payment will be made upon satisfactory completion of this contract. Payment will be in accordance with the prices set forth in the proposal for the quantity of work performed. This shall include any additional expenses preapproved by the Owner.

Before final payment is made, the Contractor shall furnish vouchers showing that all subcontractors and all persons furnishing labor and materials have been fully paid for such materials and labor and that the City may retain ten (10) percent of the project cost from the last payment for a period of ninety (90) calendar days following such completion and approval, unless satisfied that material and laborers have been paid for in full.

08 Pollution Prevention Plan

1. Project Description

This work shall consist furnishing and installing a cured in place liner within existing 8 inch

diameter sewer lines in selected areas of the city and in accordance with the contract documents. Total project involves approximately 2,873 feet of lining and 66 service taps. This project encompasses multiple locations within the city.

2. Erosion and Sediment Controls

All contractors and subcontractors operating on the site shall take efforts to prevent contamination of storm water runoff, groundwater, and soils by hazardous material and / or pollutants caused by their operations or encountered in their work. All waste materials and supplies must be removed from the site(s). If construction equipment maintenance or repair is performed on any site, provisions must be made to capture and remove any lubricants or other fluids.

The Contractor shall notify the Owner immediately upon finding a hazardous material contamination either existing at the site or caused by construction activities.

The Contractor and every Subcontractor shall be responsible to the Owner to:

1. Execute Contractor's part of the pollution prevention plan as described.
2. Conduct all work activities to not damage an existing erosion control measure or stabilizing vegetation. If damages occur, the Contractor shall make repairs with no additional cost to the Owner.
3. Coordinate with the Owner for installation of additional erosion control measures that may be needed during construction.

3. Certification Statement

N.P.D.E.S. CERTIFICATION

The contractor certifies under penalty of law that they understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site as part of this certification. Further, by signing and entering into contract for this work, the contractor understands that they are becoming a co-permittee, along with the owner(s) and other contractors and subcontractors, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Storm Water Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As co-permittee, the contractor understands that they and their company are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the Storm Pollution Prevention Plan developed under this NPDES permit and the terms of this NPDES permit.

09 METHOD OF MEASUREMENT

The Engineer will measure the items of work that have been acceptably constructed as specified in the contract documents for the 2024 CDBG SANITARY SEWER REHABILITATION PROJECT in accordance with the 2023 edition of the Iowa "Statewide Urban Design and Specifications" (SUDAS) for public improvements and as further modified by the City of Cedar Falls' 2023 Supplemental Specifications, except as amended or supplemented as follows:

Item No. 3 – Grouting Service Laterals

The number of grouting service laterals will be measured on a per each location basis.

10 BASIS OF PAYMENT

Payment for the items listed in the Method of Measurement will be determined by multiplying the item quantity (as determined in the Method of Measurement) by the unit price as bid on the proposal form in accordance with the 2023 edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS) as amended by the City of Cedar Falls' 2023 Supplemental Specifications to the 2023 edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS), except as amended or supplemented as follows:

Item No. 3 – Grouting Service Laterals

The Contractor will be paid the contract unit price per each measured.

DIVISION 4 - SUPPLEMENTAL PLANS AND SPECIFICATIONS

All work shall be constructed as specified in the Contract documents for the 2024 CDBG SANITARY SEWER REHABILITATION PROJECT in accordance with the 2023 Edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS) as amended by the City of Cedar Falls' 2023 Supplemental Specifications to the 2023 edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS), except as amended or supplemented as follows:

Item No. 1 – Pipe Lining, 8 Inch

Traffic control as per I.D.O.T. Specification Section 2528.12 shall be incidental to bid items. Any preparatory work, including cleaning, televising and protruding tap removal, along with any necessary bypassing of sewage shall be incidental the bid items. The cleanup of the work site is incidental to the bid items including maintenance of surfaces such as paving, seeding, sodding and graveling, as needed, if damaged.

Follow SUDAS 4050, 2.03 for Cured-In-Place Pipe (CIPP) Main Lining specifications. Follow guidance from ASTM F1216 with regards to gravity pipe conditions.

Water-tight end seals are required. Sealing is incidental to lining. The Contractor is responsible for using one or more of the following methods to achieve a watertight seal at both ends of the liner:

1. Install gasketed stainless steel bands (LMK or pre-approved equal) inside each end of the host pipe prior to lining. This method shall be the only acceptable method for pipes 18" or larger in diameter, or those subject to hydrostatic pressure (ground water table) at any time of the year.
2. Apply a hydrophilic sealing material (Hydrotite or pre-approved equal) 360 degrees inside the circumference of the host pipe at each end.
3. Chemical pressure grout between the exterior of the pipe and annulus of the liner after lining at the manhole.

The Contractor shall provide liner "coupon" specimens for testing to the Owner after installation. The Owner will pay all expenses for the testing of these specimens. The cost of retests made necessary by the failure of the samples of specimens to meet the specified requirements shall be paid for by the Contractor. Any liner installed failing this test shall be replaced at the Contractor's expense.

The Contractor shall furnish a general purpose felt/unsaturated polyester resin and catalyst system that meets ASTM Test Procedures D-638 and D-790 and the finished formed physical strengths specified herein. The Formed liner shall conform to the minimum structural standards as listed below:

Physical Characteristics	Test Procedure	Pipe Material Felt/Resin
Tensile Strength	ASTM D-638	3000 psi
Tensile Modulus	ASTM D-638	300000 psi

If, due to broken or offset pipe at the manhole wall, the pipe liner fails to make a tight seal, the Contractor shall apply a seal at that point. The seal shall be of a resin mixture compatible with the liner pipe material.

After insertion is completed, the Contractor shall supply suitable heat source equipment. The equipment shall be capable of delivering the appropriate heat source through the lining section to uniformly raise the temperature to effect forming of the cured-in-place liner. This temperature shall be determined by the system employed.

Any steam for processing shall utilize monitoring methods and forming period as recommended by the liner manufacturer. If water is utilized, the water temperature in the line during the forming period shall be as recommended by the liner manufacturer.

If the liner fails to form, the Contractor shall remove the failed liner and replace it with a new liner. This work shall be performed without additional cost to Owner.

Any defects which will affect in the foreseeable future or warranty period, the integrity or strength of the liner pipe shall be repaired at the Contractor's expense. Allowance shall be given for excess pipe (rib) when the cross-sectional area has been reduced due to offset joints, partial collapse, out of round sections, etc.

Item No. 2 – Building Sanitary Sewer Service Reconnection

Traffic control as per I.D.O.T. Specification Section 2528.12 shall be incidental to bid items. The cleanup of the work site is incidental to the bid items including maintenance of surfaces such as paving, seeding, sodding and graveling, as needed, if damaged.

After the pipe liner has been formed in place, the Contractor shall reconnect the existing active service connections as designated by the Owner. This shall be done without excavation, and in the case of non-man entry pipes, from the interior of the pipeline by means of a television camera and a cutting device that re-establishes the service connections to not less than 90 percent capacity. The CCTV inspection of the formed liner shall show a "dimple effect", which is an indication that there is a tight fit of the liner against the host pipe. If this is not the case, the liner must be reprocessed until there is a good definition of a "dimple" at the service connection, before reconnecting the service connection.

Item No. 3 – Grouting of Service Lines

Chemical grouting equipment shall consist of a closed-circuit television system, necessary chemical sealant containers, pumps, regulators, valves, hoses, etc., and lateral connection sealing packers for the various sizes of sewer pipes.

Grout packer shall be cylindrical and have a diameter less than the pipe size and have cables attached at each end to pull it through the line. The same equipment shall be used for both testing and sealing sewer lateral connections. The packer shall contain a lateral sealing inversion tube. This tube should be designed to accommodate two sizes of laterals, 4" and 6" diameters. The inversion tubes are one length to facilitate sealing of approximately 2' of the lateral.

Sewer main shall be televised before service line is grouted; testing of grouted service will also be televised.

The chemical grout shall be a type which has a documented record of satisfactory performance in sewer usage. All grouting materials shall be delivered to the job site in the original, labeled, and unopened containers. Grouts shall be Acrylic base gel chemical sealing material – Avanti AV-100 or equal.

Laterals shall be air tested by isolating the area to be tested with the packer and applying positive pressure into the isolated "void" area. The test procedure will consist of applying air pressure into each isolated void area. The packer ends will be inflated to isolate the lateral and insert and inflatable inversion tube. The lateral shall be tested with a gauge pressure of one-half (1/2) psi. per foot of depth of sewer or a minimum of four (4) psi., whichever is larger. The void pressure will be observed during this test for a minimum of 10 seconds. If the void pressure drop is greater than 1 psi in 10 seconds, the lateral is considered to have failed the air test. If no pressure can be built up, the connection will also have failed the test. Any connection failing the test shall be sealed and retested utilizing the same method and procedures until it does pass the test. The cost of retesting lateral connections shall be considered incidental and included in the cost of sealing sanitary sewer lateral connection.

2024 CDBG Sanitary Sewer Rehabilitation List

ID	Street	Length	Taps	Description	Line Size (Inches)	Main ID
1	Calumett	303	10	800 Blk, MH 64 (7'1"), to MH 65 (8'4")	8	313
2	Calumett	349	8	900 Blk, MH 65 (8'4") to MH 63 (8'6")	8	305
3	Colorado	116	3	200 Blk, MH 554 (5'9") to MH 555 (5'11")	8	262
4	Colorado	283	5	300 Blk, MH 555 (5'11") to MH 1266 (8'0")	8	1899
5	Colorado	282	3	300 Blk, MH 1266 (8'0") to MH 1267 (8'4")	8	1898
6	Lilac	363	10	700 Blk, MH 1642 (7'0") to MH 68 (6'4")	8	307
7	Lilac	353	10	800 Blk, MH 67 (7'6") to MH 68 (6'8")	8	314
8	Lilac	308	9	1000 Blk, MH 62 (7'8") to MH (7'6")	8	303
9	Pridemore	202	0	3300 Blk, MH 3089 (8'7") to MH 3090 (8'9")	8	1866
10	Tremont	314	8	2500 Blk, MH 2855 () to MH 2856 ()	8	1393
Totals		2873	66			

"General Decision Number: IA20230081 02/24/2023

State: Iowa

Construction Types: Heavy and Highway

Counties: Adair, Adams, Allamakee, Appanoose, Audubon, Benton, Black Hawk, Boone, Bremer, Buchanan, Buena Vista, Butler, Calhoun, Carroll, Cass, Cedar, Cerro Gordo, Cherokee, Chickasaw, Clarke, Clay, Clayton, Clinton, Crawford, Dallas, Davis, Decatur, Delaware, Des Moines, Dickinson, Dubuque, Emmet, Fayette, Floyd, Franklin, Fremont, Greene, Grundy, Guthrie, Hamilton, Hancock, Hardin, Harrison, Henry, Howard, Humboldt, Ida, Iowa, Jackson, Jasper, Jefferson, Johnson, Jones, Keokuk, Kossuth, Lee, Linn, Louisa, Lucas, Lyon, Madison, Mahaska, Marion, Marshall, Mills, Mitchell, Monona, Monroe, Montgomery, Muscatine, O'Brien, Osceola, Page, Palo Alto, Plymouth, Pocahontas, Polk, Pottawattamie, Poweshiek, Ringgold, Sac, Shelby, Sioux, Story, Tama, Taylor, Union, Van Buren, Wapello, Warren, Washington, Wayne, Webster, Winnebago, Winneshiek, Woodbury, Worth and Wright Counties in Iowa.

HIGHWAY CONSTRUCTION PROJECTS and HEAVY CONSTRUCTION PROJECTS

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60).

<p>If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:</p>	<ul style="list-style-type: none"> ◆ Executive Order 14026 generally applies to the contract. ◆ The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
<p>If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:</p>	<ul style="list-style-type: none"> ◆ Executive Order 13658 generally applies to the contract. ◆ The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours performing on that contract in 2023.

The applicable Executive Order minimum wage rate will be

adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number 0 Publication Date 02/24/2023

SUIA2023-001 02/01/2023

	Rates	Fringes
BRICKLAYER (BRICKLAYER/STONE MASON)		
ZONE 1.....	\$ 34.00	17.62
ZONE 2.....	\$ 34.00	17.62
ZONE 3.....	\$ 34.00	17.62
ZONE 4.....	\$ 32.75	16.09
ZONE 5.....	\$ 29.65	16.09
Carpenter & Piledrivermen		
ZONE 1.....	\$ 31.27	15.83
ZONE 2.....	\$ 29.80	15.98
ZONE 3.....	\$ 29.68	15.98
ZONE 4.....	\$ 29.20	13.30
ZONE 5**.....	\$ 28.15	11.70
CONCRETE FINISHER		
ZONE 1.....	\$ 29.55	13.10
ZONE 2.....	\$ 29.55	13.10
ZONE 3.....	\$ 29.55	13.10
ZONE 4.....	\$ 27.70	9.20
ZONE 5.....	\$ 26.65	9.20
ELECTRICIAN (STREET AND HIGHWAY LIGHTING AND TRAFFIC SIGNALS)		
ZONE 1, 2, AND 3.....	\$ 36.40	14.80
ZONE 4.....	\$ 35.10	13.80
ZONE 5.....	\$ 33.45	13.05
IRONWORKER (SETTING OF STRUCTURAL STEEL)		
ZONE 1.....	\$ 32.25	14.85
ZONE 2.....	\$ 30.16	15.30
ZONE 3.....	\$ 30.16	15.45
ZONE 4.....	\$ 28.00	14.50
ZONE 5**.....	\$ 26.15	13.70
LABORER		
ZONE 1, 2 AND 3		
GROUP A.....	\$ 24.82	12.01
GROUP AA.....	\$ 27.20	12.01
GROUP B.....	\$ 22.97	12.01
GROUP C.....	\$ 19.89	12.01
ZONE 4		

GROUP A.....	\$ 23.12	11.32
GROUP AA.....	\$ 25.12	11.32
GROUP B.....	\$ 21.55	11.32
GROUP C.....	\$ 18.92	11.32
ZONE 5		
GROUP A.....	\$ 23.52	9.87
GROUP AA.....	\$ 25.52	9.87
GROUP B.....	\$ 20.78	9.87
GROUP C.....	\$ 19.93	9.87

POWER EQUIPMENT OPERATOR

ZONE 1		
GROUP A.....	\$ 35.50	16.50
GROUP B.....	\$ 33.95	16.50
GROUP C.....	\$ 31.45	16.50
GROUP D.....	\$ 31.45	16.50
ZONE 2		
GROUP A.....	\$ 35.30	16.50
GROUP B.....	\$ 33.70	16.50
GROUP C.....	\$ 31.15	16.50
GROUP D.....	\$ 31.15	16.50
ZONE 3		
GROUP A.....	\$ 32.50	28.20
GROUP B.....	\$ 30.70	28.20
GROUP C.....	\$ 29.70	28.20
GROUP D.....	\$ 29.70	28.20
ZONE 4		
GROUP A.....	\$ 32.85	16.95
GROUP B.....	\$ 31.71	16.95
GROUP C.....	\$ 29.63	16.95
GROUP D.....	\$ 29.63	16.95
ZONE 5		
GROUP A.....	\$ 30.87	13.25
GROUP B.....	\$ 29.83	13.25
GROUP C.....	\$ 28.10	13.25
GROUP D.....	\$ 27.10	13.25

TRUCK DRIVER (AND PAVEMENT MARKING DRIVER/SWITCHPERSON)

ZONE 1.....	\$ 26.26	12.59
ZONE 2		
.....	\$ 26.26	12.59
ZONE 3.....	\$ 26.26	12.59
ZONE 4.....	\$ 26.26	9.04
ZONE 5		
.....	\$ 24.50	9.04

ZONE DEFINITIONS

- ZONE 1 The Counties of Polk, Warren, and Dallas for all Crafts, and Linn County Carpenters only.
- ZONE 2 The Counties of Dubuque for all Crafts and Linn County for all Crafts except Carpenters.
- ZONE 3 The Cities of Burlington (including West Burlington), Clinton, Fort Madison, Keokuk, and Middleton (including the Iowa Army Ammunition Plant) and Muscatine (and abutting municipalities of any such cities).
- ZONE 4 Story, Black Hawk, Cedar, Jasper, Jones, Jackson, Louisa, Madison, and Marion Counties; Clinton County (except the City of Clinton), Johnson County, Muscatine County (except the City of Muscatine), the City of Council Bluffs, Lee County and Des Moines County.
- ZONE 5 All areas of the state not listed above.

LABORER CLASSIFICATIONS - ALL ZONES

GROUP AA - Skilled pipelayer (sewer, water, and conduits) and tunnel laborers; asbestos abatement worker

GROUP A - Carpenter tender on bridges and box culverts; CCTV* sewer inspection operator; curb machine (without a seat); deck hand; diamond & core drills; drill operator on air tracs, wagon drills, and similar drills; form setter/stringman on paving work; gunnite nozzleman; joint sealer kettleman; laser operator; mason tender (brick/stone), powderman tender; powderman/blaster; sign erector; saw operator; {(Zones 4 and 5) Skilled pipelayer (sewer, water, and conduits); tunnel laborer; asbestos abatement worker}. *new labor classification (CCTV: closed circuit television)

GROUP B - Air, gas, electric tool operator; barco hammer; carpenter tender; caulker; chain sawman; compressor (under 400 cfm); concrete finisher tender; concrete processing materials and monitors; cutting torch on demolition; drill tender; dumpmen; electric drills; fence erectors; form line expansion joint assembler; form tamper; general laborer; grade checker; handling and placing metal mesh, dowel bars, reinforcing bars and chairs; hot asphalt laborer; installing temporary traffic control devices; jackhammerman; mechanical grouter; painter (all except stripers); paving breaker; planting trees, shrubs and flowers; power broom (not self-propelled); power buggyman; rakers; rodman (tying reinforcing steel); sandblaster; seeding and mulching; sewer utility topman/bottom man; spaders; stressor or stretcherman on pre or post tensioned concrete; stringman on re/surfacing/no grade control; swinging stage, tagline, or block and tackle; tampers; timberman; tool room men and checkers; tree climber; tree groundman; underpinning and shoring caissons over twelve feet deep; vibrators; walk behind trencher; walk behind paint stripers; walk behind vibrating compactor; water pumps (under three inch); work from bosun chair.

GROUP C - Scale weigh person; traffic control/flagger, surveillance or monitor; water carrier.

POWER EQUIPMENT OPERATOR CLASSIFICATIONS - ALL ZONES

GROUP A - All terrain (off road) forklift; asphalt breakdown roller (vibratory); asphalt laydown machine; asphalt plant; asphalt screed; bulldozer (finish); central mix plant; concrete pump; crane; crawler tractor pulling scraper; directional drill (60,000 (lbs) pullback and above); dragline and power shovel; dredge engineer; excavator (over ♦ cu. yd.); front end loader (4 cy and over); horizontal boring machine; master mechanic; milling machine (over 350 hp); motor grader (finish); push cat; rubber tired backhoe (over ♦ cu. yd.); scraper (12 cu. yd. and over or finish); Self-propelled rotary mixer/road reclaimer; sidebroom tractor; slipform portland concrete paver; tow or push boat; trenching machine (Cleveland 80 or similar)

GROUP B - Articulated off road hauler, asphalt heater/planer; asphalt material transfer vehicle; asphalt roller; belt loader or similar loader; bulldozer (rough); churn or rotary drill; concrete curb machine; crawler tractor

pulling ripper, disk or roller; deck hand/oiler; directional drill (less than 60,000 (lbs) pullback); distributor; excavator (1/2 cu. yd. and under); form riding concrete paver; front end loader (2 to less than 4 cu. yd.); group equipment greaser; mechanic; milling machine (350 hp. and less); paving breaker; portland concrete dry batch plant; rubber tired backhoe (1/2 cu. yd. and under); scraper (under 12 cu. yd.); screening, washing and crushing plant (mobile, portable or stationary); shoulder machine; skid loader (1 cu. yd. and over); subgrader or trimmer; trenching machine; water wagon on compaction.

GROUP C - Boom & winch truck; concrete spreader/belt placer; deep wells for dewatering; farm type tractor (over 75 hp.) pulling disc or roller; forklift; front end loader (under 2 cu. yd.); motor grader (rough); pile hammer power unit; pump (greater than three inch diameter); pumps on well points; safety boat; self-propelled roller (other than asphalt); self-propelled sand blaster or shot blaster, water blaster or striping grinder/remover; skid loader (under 1 cu. yd.); truck mounted post driver.

GROUP D - Boiler; compressor; cure and texture machine; dow box; farm type or utility tractor (under 75 hp.) pulling disk, roller or other attachments; group greaser tender; light plants; mechanic tender; mechanical broom; mechanical heaters; oiler; pumps (under three inch diameter); tree chipping machine; truck crane driver/oiler.

** CARPENTERS AND PILEDRIVERMEN, or IRONWORKERS (ZONE 5)
Setting of structural steel; any welding incidental to bridge or culvert construction; setting concrete beams.

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses

(29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union

average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board

U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISIO"

In the Appendix to Chapter 8

The Appendix to Chapter 8 contains the following:

- Section 3 Regulations (2 CFR part 75)..... 2
- Steps for Section 3 Compliance..... 9
- Section 3 Language for Procurement Documents and Contracts..... 11
- Intent to Comply with Section 3 Requirements..... 13
- Sample Section 3 Employment Notice 15
- Section 3 Business Certification Form..... 16
- Section 3 Worker Self Certification Form..... 17
- Link to Section 3 Compliance Form..... 18
- IEDA Section 3 Qualitative Efforts Checklist..... 18
- Sample Efforts to Award to Section 3 Businesses..... 21
- Sample Efforts to Hire/Train Section 3 Workers..... 21
- Section 3 Resources..... 23

3051 [42 U.S.C. 14043e et seq.]; E.O. 13279, 67 FR 77141, 3 CFR, 2002 Comp., p. 250; and E.O. 13559, 75 FR 71319, 3 CFR 2010 Comp., p. 271.

§ 5.105 [Amended]

- 2. Amend § 5.105(a) by removing “: section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135.”

PART 14—IMPLEMENTATION OF THE EQUAL ACCESS TO JUSTICE ACT IN ADMINISTRATIVE PROCEEDINGS

- 3. The authority for part 14 continues to read as follows:

Authority: 5 U.S.C. 504(e)(1); 42 U.S.C. 3535(d).

§ 14.115 [Amended]

- 4. Amend § 14.115 by removing and reserving paragraph (a)(5).
- 5. Add part 75 to read as follows:

PART 75—ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS

Subpart A—General Provisions

Ser.

75.1 Purpose.

75.3 Applicability.

75.5 Definitions.

75.7 Requirements applicable to HUD NOFAs for Section 3 covered programs.

Subpart B—Additional Provisions for Public Housing Financial Assistance

75.9 Requirements.

75.11 Targeted Section 3 worker for public housing financial assistance.

75.13 Section 3 safe harbor.

75.15 Reporting.

75.17 Contract provisions.

Subpart C—Additional Provisions for Housing and Community Development Financial Assistance

75.19 Requirements.

75.21 Targeted Section 3 worker for housing and community development financial assistance.

75.23 Section 3 safe harbor.

75.25 Reporting.

75.27 Contract provisions.

Subpart D—Provisions for Multiple Funding Sources, Recordkeeping and Compliance

75.29 Multiple funding sources.

75.31 Recordkeeping.

75.33 Compliance.

Authority: 12 U.S.C. 1701u; 42 U.S.C. 3535(d).

Subpart A—General Provisions

§ 75.1 Purpose.

This part establishes the requirements to be followed to ensure the objectives of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C.

1701u) (Section 3) are met. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.

§ 75.3 Applicability.

(a) *General applicability.* Section 3 applies to public housing financial assistance and Section 3 projects, as follows:

(1) *Public housing financial assistance.* Public housing financial assistance means:

(i) Development assistance provided pursuant to section 5 of the United States Housing Act of 1937 (the 1937 Act);

(ii) Operations and management assistance provided pursuant to section 9(e) of the 1937 Act;

(iii) Development, modernization, and management assistance provided pursuant to section 9(d) of the 1937 Act; and

(iv) The entirety of a mixed-finance development project as described in 24 CFR 905.604, regardless of whether the project is fully or partially assisted with public housing financial assistance as defined in paragraphs (a)(1)(i) through (iii) of this section.

(2) *Section 3 projects.* (i) Section 3 projects means housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. The threshold is \$100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs, as authorized by Sections 501 or 502 of the Housing and Urban Development Act of 1970 (12 U.S.C. 1701z-1 or 1701z-2), the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.); and the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.). The project is the site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.

(ii) The Secretary must update the thresholds provided in paragraph (a)(2)(i) of this section not less than once every 5 years based on a national construction cost inflation factor through **Federal Register** notice not subject to public comment. When the Secretary finds it is warranted to ensure

compliance with Section 3, the Secretary may adjust, regardless of the national construction cost factor, such thresholds through **Federal Register** notice, subject to public comment.

(iii) The requirements in this part apply to an entire Section 3 project, regardless of whether the project is fully or partially assisted under HUD programs that provide housing and community development financial assistance.

(b) *Contracts for materials.* Section 3 requirements do not apply to material supply contracts.

(c) *Indian and Tribal preferences.* Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of this part.

(d) *Other HUD assistance and other Federal assistance.* Recipients that are not subject to Section 3 are encouraged to consider ways to support the purpose of Section 3.

§ 75.5 Definitions.

The terms *HUD*, *Public housing*, and *Public Housing Agency (PHA)* are defined in 24 CFR part 5. The following definitions also apply to this part:

1937 Act means the United States Housing Act of 1937, 42 U.S.C. 1437 et seq.

Contractor means any entity entering into a contract with:

(1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or

(2) A subrecipient for work in connection with a Section 3 project.

Labor hours means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

Low-income person means a person as defined in Section 3(b)(2) of the 1937 Act.

Material supply contracts means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

Professional services means non-construction services that require an

advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Public housing financial assistance means assistance as defined in § 75.3(a)(1).

Public housing project is defined in 24 CFR 905.108.

Recipient means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

Section 3 means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 business concern means:

(1) A business concern meeting at least one of the following criteria, documented within the last six-month period:

(i) It is at least 51 percent owned and controlled by low- or very low-income persons;

(ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or

(iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

(2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

(3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

Section 3 project means a project defined in § 75.3(a)(2).

Section 3 worker means:

(1) Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

(i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.

(ii) The worker is employed by a Section 3 business concern.

(iii) The worker is a YouthBuild participant.

(2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

(3) Nothing in this part shall be construed to require the employment of

someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

Section 8-assisted housing refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

Service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

Small PHA means a public housing authority that manages or operates fewer than 250 public housing units.

Subcontractor means any entity that has a contract with a contractor to undertake a portion of the contractor's obligation to perform work in connection with the expenditure of public housing financial assistance or for a Section 3 project.

Subrecipient has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

Targeted Section 3 worker has the meanings provided in §§ 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

Very low-income person means the definition for this term set forth in section 3(b)(2) of the 1937 Act.

YouthBuild programs refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

§ 75.7 Requirements applicable to HUD NOFAs for Section 3 covered programs.

All notices of funding availability (NOFAs) issued by HUD that announce the availability of funding covered by § 75.3 will include notice that this part is applicable to the funding and may include, as appropriate for the specific NOFA, points or bonus points for the quality of Section 3 plans.

Subpart B—Additional Provisions for Public Housing Financial Assistance

§ 75.9 Requirements.

(a) **Employment and training.** (1) Consistent with existing Federal, state, and local laws and regulations, PHAs or other recipients receiving public housing financial assistance, and their contractors and subcontractors, must make their best efforts to provide employment and training opportunities generated by the public housing

financial assistance to Section 3 workers.

(2) PHAs or other recipients, and their contractors and subcontractors, must make their best efforts described in paragraph (a)(1) of this section in the following order of priority:

(i) To residents of the public housing projects for which the public housing financial assistance is expended;

(ii) To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;

(iii) To participants in YouthBuild programs; and

(iv) To low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

(b) **Contracting.** (1) Consistent with existing Federal, state, and local laws and regulations, PHAs and other recipients of public housing financial assistance, and their contractors and subcontractors, must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.

(2) PHAs and other recipients, and their contractors and subcontractors, must make their best efforts described in paragraph (b)(1) of this section in the following order of priority:

(i) To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which the assistance is provided;

(ii) To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance;

(iii) To YouthBuild programs; and

(iv) To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

§ 75.11 Targeted Section 3 worker for public housing financial assistance.

(a) **Targeted Section 3 worker.** A Targeted Section 3 worker for public housing financial assistance means a Section 3 worker who is:

(1) A worker employed by a Section 3 business concern; or

(2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

(i) A resident of public housing or Section 8-assisted housing;

- (ii) A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
 - (iii) A YouthBuild participant.
- (b) (Reserved)

§ 75.13 Section 3 safe harbor.

(a) *General.* PHAs and other recipients will be considered to have complied with requirements in this part, in the absence of evidence to the contrary, if they:

- (1) Certify that they have followed the prioritization of effort in § 75.9; and
- (2) Meet or exceed the applicable Section 3 benchmarks as described in paragraph (b) of this section.

(b) *Establishing benchmarks.* (1) HUD will establish Section 3 benchmarks for Section 3 workers or Targeted Section 3 workers or both through a document published in the *Federal Register*. HUD may establish a single nationwide benchmark for Section 3 workers and a single nationwide benchmark for Targeted Section 3 workers, or may establish multiple benchmarks based on geography, the type of public housing financial assistance, or other variables. HUD will update the benchmarks through a document published in the *Federal Register*, subject to public comment, not less frequently than once every 3 years. Such notice shall include aggregate data on labor hours and the proportion of PHAs and other recipients meeting benchmarks, as well as other metrics reported pursuant to § 75.15 as deemed appropriate by HUD, for the 3 most recent reporting years.

(2) In establishing the Section 3 benchmarks, HUD may consider the industry averages for labor hours worked by specific categories of workers or in different localities or regions; averages for labor hours worked by Section 3 workers and Targeted Section 3 workers as reported by recipients pursuant to this section; and any other factors HUD deems important. In establishing the Section 3 benchmarks, HUD will exclude professional services from the total number of labor hours as such hours are excluded from the total number of labor hours to be reported per § 75.15(a)(4).

(3) Section 3 benchmarks will consist of the following two ratios:

- (i) The number of labor hours worked by Section 3 workers divided by the total number of labor hours worked by all workers funded by public housing financial assistance in the PHA's or other recipient's fiscal year.
- (ii) The number of labor hours worked by Targeted Section 3 workers, as defined in § 75.11(a), divided by the total number of labor hours worked by

all workers funded by public housing financial assistance in the PHA's or other recipient's fiscal year.

§ 75.15 Reporting.

(a) *Reporting of labor hours.* (1) For public housing financial assistance, PHAs and other recipients must report in a manner prescribed by HUD:

- (i) The total number of labor hours worked;
 - (ii) The total number of labor hours worked by Section 3 workers; and
 - (iii) The total number of labor hours worked by Targeted Section 3 workers.
- (2) Section 3 workers' and Targeted Section 3 workers' labor hours may be counted for five years from when their status as a Section 3 worker or Targeted Section 3 worker is established pursuant to § 75.31.
- (3) The labor hours reported under paragraph (a)(1) of this section must include the total number of labor hours worked with public housing financial assistance in the fiscal year of the PHA or other recipient, including labor hours worked by any contractors and subcontractors that the PHA or other recipient is required, or elects pursuant to paragraph (a)(4) of this section, to report.

(4) PHAs and other recipients reporting under this section, as well as contractors and subcontractors who report to PHAs and recipients, may report labor hours by Section 3 workers, under paragraph (a)(1)(ii) of this section, and labor hours by Targeted Section 3 workers, under paragraph (a)(1)(iii) of this section, from professional services without including labor hours from professional services in the total number of labor hours worked under paragraph (a)(1)(i) of this section. If a contract covers both professional services and other work and the PHA, other recipient, contractor, or subcontractor chooses not to report labor hours from professional services, the labor hours under the contract that are not from professional services must still be reported.

(5) PHAs and other recipients may report on the labor hours of the PHA, the recipient, a contractor, or a subcontractor based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting.

(b) *Additional reporting if Section 3 benchmarks are not met.* If the PHA's or other recipient's reporting under paragraph (a) of this section indicates

that the PHA or other recipient has not met the Section 3 benchmarks described in § 75.13, the PHA or other recipient must report in a form prescribed by HUD on the qualitative nature of its Section 3 compliance activities and those of its contractors and subcontractors. Such qualitative efforts may, for example, include but are not limited to the following:

- (1) Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
 - (2) Provided training or apprenticeship opportunities.
 - (3) Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
 - (4) Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
 - (5) Held one or more job fairs.
 - (6) Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
 - (7) Provided assistance to apply for/attend community college, a four-year educational institution, or vocational/technical training.
 - (8) Assisted Section 3 workers to obtain financial literacy training and/or coaching.
 - (9) Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
 - (10) Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
 - (11) Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
 - (12) Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
 - (13) Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
 - (14) Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- (c) *Reporting frequency.* Unless otherwise provided, PHAs or other recipients must report annually to HUD under paragraph (a) of this section, and, where required, under paragraph (b) of this section, in a manner consistent with reporting requirements for the applicable HUD program.
- (d) *Reporting by Small PHAs.* Small PHAs may elect not to report under

paragraph (a) of this section. Small PHAs that make such election are required to report on their qualitative efforts, as described in paragraph (b) of this section, in a manner consistent with reporting requirements for the applicable HUD program.

§ 75.17 Contract provisions.

(a) PHAs or other recipients must include language in any agreement or contract to apply Section 3 to contractors.

(b) PHAs or other recipients must require contractors to include language in any contract or agreement to apply Section 3 to subcontractors.

(c) PHAs or other recipients must require all contractors and subcontractors to meet the requirements of § 75.9, regardless of whether Section 3 language is included in contracts.

Subpart C—Additional Provisions for Housing and Community Development Financial Assistance

§ 75.19 Requirements.

(a) *Employment and training.* (1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for opportunities and training described in paragraph (a)(1) of this section should be given to:

(i) Section 3 workers residing within the service area or the neighborhood of the project, and

(ii) Participants in YouthBuild programs.

(b) *Contracting.* (1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:

(i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and

(ii) YouthBuild programs.

§ 75.21 Targeted Section 3 worker for housing and community development financial assistance.

(a) *Targeted Section 3 worker.* A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker who is:

(1) A worker employed by a Section 3 business concern; or

(2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

(i) Living within the service area or the neighborhood of the project, as defined in § 75.5; or

(ii) A YouthBuild participant.

(b) [Reserved]

§ 75.23 Section 3 safe harbor.

(a) *General.* Recipients will be considered to have complied with requirements in this part, in the absence of evidence to the contrary if they:

(1) Certify that they have followed the prioritization of effort in § 75.19; and

(2) Meet or exceed the applicable Section 3 benchmark as described in paragraph (b) of this section.

(b) *Establishing benchmarks.* (1) HUD will establish Section 3 benchmarks for Section 3 workers or Targeted Section 3 workers or both through a document published in the Federal Register. HUD may establish a single nationwide benchmark for Section 3 workers and a single nationwide benchmark for Targeted Section 3 workers, or may establish multiple benchmarks based on geography, the nature of the Section 3 project, or other variables. HUD will update the benchmarks through a document published in the Federal Register, subject to public comment, not less frequently than once every 3 years. Such notice shall include aggregate data on labor hours and the proportion of recipients meeting benchmarks, as well as other metrics reported pursuant to § 75.25 as deemed appropriate by HUD, for the 3 most recent reporting years.

(2) In establishing the Section 3 benchmarks, HUD may consider the industry averages for labor hours worked by specific categories of workers or in different localities or regions; averages for labor hours worked by Section 3 workers and Targeted Section 3 workers as reported by recipients pursuant to this section; and any other factors HUD deems important. In establishing the Section 3 benchmarks, HUD will exclude professional services from the total number of labor hours as such hours are excluded from the total number of labor hours to be reported per § 75.25(a)(4).

(3) Section 3 benchmarks will consist of the following two ratios:

(i) The number of labor hours worked by Section 3 workers divided by the total number of labor hours worked by all workers on a Section 3 project in the recipient's program year.

(ii) The number of labor hours worked by Targeted Section 3 workers as defined in § 75.21(a), divided by the total number of labor hours worked by all workers on a Section 3 project in the recipient's program year.

§ 75.25 Reporting.

(a) *Reporting of labor hours.* (1) For Section 3 projects, recipients must report in a manner prescribed by HUD:

(i) The total number of labor hours worked;

(ii) The total number of labor hours worked by Section 3 workers; and

(iii) The total number of labor hours worked by Targeted Section 3 workers.

(2) Section 3 workers' and Targeted Section 3 workers' labor hours may be counted for five years from when their status as a Section 3 worker or Targeted Section 3 worker is established pursuant to § 75.31.

(3) The labor hours reported under paragraph (a)(1) of this section must include the total number of labor hours worked on a Section 3 project, including labor hours worked by any subrecipients, contractors and subcontractors that the recipient is required, or elects pursuant to paragraph (a)(4) of this section, to report.

(4) Recipients reporting under this section, as well as subrecipients, contractors and subcontractors who report to recipients, may report labor hours by Section 3 workers, under paragraph (a)(1)(ii) of this section, and labor hours by Targeted Section 3 workers, under paragraph (a)(1)(iii) of this section, from professional services without including labor hours from professional services in the total number of labor hours worked under paragraph (a)(1)(i) of this section. If a contract covers both professional services and other work and the recipient or contractor or subcontractor chooses not to report labor hours from professional services, the labor hours under the contract that are not from professional services must still be reported.

(5) Recipients may report their own labor hours or that of a subrecipient, contractor, or subcontractor based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is

otherwise subject to requirements specifying time and attendance reporting.

(b) *Additional reporting if Section 3 benchmarks are not met.* If the recipient's reporting under paragraph (a) of this section indicates that the recipient has not met the Section 3 benchmarks described in § 75.23, the recipient must report in a form prescribed by HUD on the qualitative nature of its activities and those its contractors and subcontractors pursued. Such qualitative efforts may, for example, include but are not limited to the following:

- (1) Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
 - (2) Provided training or apprenticeship opportunities.
 - (3) Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
 - (4) Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
 - (5) Held one or more job fairs.
 - (6) Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
 - (7) Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
 - (8) Assisted Section 3 workers to obtain financial literacy training and/or coaching.
 - (9) Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
 - (10) Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
 - (11) Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
 - (12) Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
 - (13) Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
 - (14) Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- (c) *Reporting frequency.* Unless otherwise provided, recipients must report annually to HUD under paragraph (a) of this section, and, where

required, under paragraph (b) of this section, on all projects completed within the reporting year in a manner consistent with reporting requirements for the applicable HUD program.

§ 75.27 Contract provisions.

(a) Recipients must include language applying Section 3 requirements in any subrecipient agreement or contract for a Section 3 project.

(b) Recipients of Section 3 funding must require subrecipients, contractors, and subcontractors to meet the requirements of § 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

Subpart D—Provisions for Multiple Funding Sources, Recordkeeping, and Compliance

§ 75.29 Multiple funding sources.

(a) If a housing rehabilitation, housing construction or other public construction project is subject to Section 3 pursuant to § 75.3(a)(1) and (2), the recipient must follow subpart B of this part for the public housing financial assistance and may follow either subpart B or C of this part for the housing and community development financial assistance. For such a project, the following applies:

(1) For housing and community development financial assistance, a Targeted Section 3 worker is any worker who meets the definition of a Targeted Section 3 worker in either subpart B or C of this part; and

(2) The recipients of both sources of funding shall report on the housing rehabilitation, housing construction, or other public construction project as a whole and shall identify the multiple associated recipients. PHAs and other recipients must report the following information:

(i) The total number of labor hours worked on the project;

(ii) The total number of labor hours worked by Section 3 workers on the project; and

(iii) The total number of labor hours worked by Targeted Section 3 workers on the project.

(b) If a housing rehabilitation, housing construction, or other public construction project is subject to Section 3 because the project is assisted with funding from multiple sources of housing and community development assistance that exceed the thresholds in § 75.3(a)(2), the recipient or recipients must follow subpart C of this part, and must report to the applicable HUD program office, as prescribed by HUD,

§ 75.31 Recordkeeping.

(a) HUD shall have access to all records, reports, and other documents or items of the recipient that are maintained to demonstrate compliance with the requirements of this part, or that are maintained in accordance with the regulations governing the specific HUD program by which the Section 3 project is governed, or the public housing financial assistance is provided or otherwise made available to the recipient, subrecipient, contractor, or subcontractor.

(b) Recipients must maintain documentation, or ensure that a subrecipient, contractor, or subcontractor that employs the worker maintains documentation, to ensure that workers meet the definition of a Section 3 worker or Targeted Section 3 worker, at the time of hire or the first reporting period, as follows:

(1) For a worker to qualify as a Section 3 worker, one of the following must be maintained:

(i) A worker's self-certification that their income is below the income limit from the prior calendar year;

(ii) A worker's self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing;

(iii) Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;

(iv) An employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis; or

(v) An employer's certification that the worker is employed by a Section 3 business concern.

(2) For a worker to qualify as a Targeted Section 3 worker, one of the following must be maintained:

(i) For a worker to qualify as a Targeted Section 3 worker under subpart B of this part:

- (A) A worker's self-certification of participation in public housing or Section 8-assisted housing programs;
- (B) Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;

(C) An employer's certification that the worker is employed by a Section 3 business concern; or

(D) A worker's certification that the worker is a YouthBuild participant.

(ii) For a worker to qualify as a Targeted Section 3 worker under subpart C of this part:

(A) An employer's confirmation that a worker's residence is within one mile of the work site or, if fewer than 5,000 people live within one mile of a work site, within a circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census;

(B) An employer's certification that the worker is employed by a Section 3 business concern; or

(C) A worker's self-certification that the worker is a YouthBuild participant.

(c) The documentation described in paragraph (b) of this section must be maintained for the time period required for record retentions in accordance with applicable program regulations or, in the absence of applicable program regulations, in accordance with 2 CFR part 200.

(d) A PHA or recipient may report on Section 3 workers and Targeted Section 3 workers for five years from when their certification as a Section 3 worker or Targeted Section 3 worker is established.

§ 75.33 Compliance.

(a) *Records of compliance.* Each recipient shall maintain adequate records demonstrating compliance with this part, consistent with other recordkeeping requirements in 2 CFR part 200.

(b) *Complaints.* Complaints alleging failure of compliance with this part may be reported to the HUD program office responsible for the public housing financial assistance or the Section 3 project, or to the local HUD field office.

(c) *Monitoring.* HUD will monitor compliance with the requirements of this part. The applicable HUD program office will determine appropriate methods by which to oversee Section 3 compliance. HUD may impose appropriate remedies and sanctions in accordance with the laws and regulations for the program under which the violation was found.

PART 91—CONSOLIDATED SUBMISSIONS FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS

■ 6. The authority citation for part 91 continues to read as follows:

Authority: 42 U.S.C. 3535(d), 3601–3619, 5301–5315, 11331–11340, 12701–12711, 12741–12756, and 12901–12912.

§ 91.215 [Amended]

■ 7. Amend § 91.215(j) by removing "24 CFR part 135" and adding, in its place "24 CFR part 75".

§ 91.225 [Amended]

■ 8. Amend § 91.225(a)(7) by removing "24 CFR part 135" and adding, in its place "24 CFR part 75".

§ 91.325 [Amended]

■ 9. Amend § 91.325(a)(7) by removing "24 CFR part 135" and adding, in its place "24 CFR part 75".

§ 91.425 [Amended]

■ 10. Amend § 91.425(a)(1)(vii) by removing "24 CFR part 135" and adding, in its place "24 CFR part 75".

PART 92—HOME INVESTMENT PARTNERSHIPS PROGRAM

■ 11. The authority citation for part 92 continues to read as follows:

Authority: 42 U.S.C. 3535(d), 12 U.S.C. 1701x and 4560.

■ 12. Amend § 92.508 as follows:

- a. Remove paragraph (a)(7)(i)(B);
- b. Redesignate paragraph (a)(7)(i)(C) as (a)(7)(i)(B); and
- c. Add paragraph (a)(7)(xi).
The addition reads as follows:

§ 92.508 Recordkeeping.

- (a) * * *
- (7) * * *

(xi) Documentation of actions undertaken to meet the requirements of 24 CFR part 75 which implements section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701u).

PART 93—HOUSING TRUST FUND

■ 13. The authority citation for part 93 continues to read as follows:

Authority: 42 U.S.C. 3535(d), 12 U.S.C. 4560.

■ 14. Amend § 93.407 as follows:

- a. Redesignate paragraphs (a)(5)(ii) through (ix) as paragraphs (a)(5)(iii) through (x);
- b. Remove paragraph (a)(5)(i)(B);
- c. Redesignate paragraph (a)(5)(i)(A) as paragraph (a)(5)(ii);
- d. In newly redesignated paragraph (a)(5)(iv), remove "24 part 35" and add in its place "24 CFR part 35"; and
- e. Add paragraph (a)(5)(xi).
The addition reads as follows:

§ 93.407 Recordkeeping.

- (a) * * *
- (5) * * *

(xi) Documentation of actions undertaken to meet the requirements of 24 CFR part 75, which implements section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

CHAPTER I—OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT [AMENDED]

■ 15. Under the authority of 42 U.S.C. 3535(d), in chapter I, remove designated subchapter headings A and B.

PART 135 —[REMOVED]

■ 16. Remove part 135.

PART 266—HOUSING FINANCE AGENCY RISK-SHARING PROGRAM FOR INSURED AFFORDABLE MULTIFAMILY PROJECT LOANS

■ 17. The authority citation for part 266 continues to read as follows:

Authority: 12 U.S.C. 1707; 42 U.S.C. 3535(d).

§ 266.220 [Amended]

■ 18. Amend § 266.220(c) by removing "": section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as implemented by 24 CFR part 135".

PART 570—COMMUNITY DEVELOPMENT BLOCK GRANTS

■ 19. The authority citation for part 570 continues to read as follows:

Authority: 12 U.S.C. 1701x, 1701 x–1; 42 U.S.C. 3535(d) and 5301–5320.

§ 570.487 [Amended]

■ 20. Amend § 570.487(d) by removing "24 CFR part 135" and adding in its place "24 CFR part 75".

§ 570.607 [Amended]

■ 21. Amend § 570.607(b) by removing "24 CFR part 135" and adding in its place "24 CFR part 75".

PART 574—HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

■ 22. The authority citation for part 574 continues to read as follows:

Authority: 12 U.S.C. 1701x, 1701 x–1; 42 U.S.C. 3535(d) and 5301–5320.

§ 574.600 [Amended]

■ 23. Amend § 574.600 by adding "and part 75" after the phrase "24 CFR part 5".

PART 576—EMERGENCY SOLUTIONS GRANTS PROGRAM

■ 24. The authority citation for part 576 continues to read as follows:

Authority: 12 U.S.C. 1701x, 1701 x–1; 42 U.S.C. 11371 et seq., 42 U.S.C. 3535(d).

§ 576.407 [Amended]

- 25. Amend § 576.407(a) by removing "24 CFR part 135" and adding in its place "24 CFR part 75".

PART 578—CONTINUUM OF CARE PROGRAM

- 26. The authority citation for part 578 continues to read as follows:

Authority: 12 U.S.C. 1701x, 1701 x-1; 42 U.S.C. 11301 *et seq.*, 42 U.S.C. 3535(d).

§ 578.99 [Amended]

- 27. Amend § 578.99 by removing "federal" in the section heading and adding in its place "Federal" and removing "24 CFR part 135" in paragraph (i) and adding in its place "24 CFR part 75".

PART 905—THE PUBLIC HOUSING CAPITAL FUND PROGRAM

- 28. The authority citation for part 905 continues to read as follows:

Authority: 42 U.S.C. 1437g, 42 U.S.C. 1437z-2, 42 U.S.C. 1437z-7, and 3535(d).

§ 905.308 [Amended]

- 29. Amend § 905.308(b)(10) by removing "24 CFR part 135" and adding in its place "24 CFR part 75".

PART 964—TENANT PARTICIPATION AND TENANT OPPORTUNITIES IN PUBLIC HOUSING

- 30. The authority citation for part 964 continues to read as follows:

Authority: 42 U.S.C. 1437d, 1437g, 1437e, 3535(d).

- 31. Revise § 964.320 to read as follows:

§ 964.320 HUD Policy on training, employment, contracting and subcontracting of public housing residents.

In accordance with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 75, PHAs, their contractors and subcontractors shall make best efforts, consistent with existing Federal, State, and local laws and regulations, to give low and very low-income persons the training and employment opportunities generated by Section 3 covered assistance (as this term is defined in 24 CFR 75.3) and to give Section 3 business concerns the contracting opportunities generated by Section 3 covered assistance.

PART 983—PROJECT-BASED VOUCHER (PBV) PROGRAM

- 32. The authority citation for part 983 continues to read as follows:

Authority: 42 U.S.C. 1437f and 3535(d).

§ 983.4 [Amended]

- 33. Amend § 983.4 by removing the definition of "Section 3—Training, employment and contracting opportunities in development".

§ 983.154 [Amended]

- 34. Amend § 983.154 by removing (c) introductory text and paragraph (c)(1) and redesignating paragraph (c)(2) as paragraph (c).

PART 1000—NATIVE AMERICAN HOUSING ACTIVITIES

- 35. The authority citation for part 1000 continues to read as follows:

Authority: 25 U.S.C. 4101 *et seq.*; 42 U.S.C. 3535(d).

- 36. Revise § 1000.42 to read as follows:

§ 1000.42 Are the requirements of Section 3 of the Housing and Urban Development Act of 1968 applicable?

No. Recipients shall comply with Indian preference requirements of Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)), or employment and contract preference laws adopted by the recipient's tribe in accordance with Section 101(k) of NAHASDA.

Benjamin S. Carson, Sr.,
Secretary.

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BILLING CODE 4210-67-P

STEPS FOR SECTION 3 COMPLIANCE

1. Include Section 3 language in all advertisements for RFQ/RFP and bid documents applicable to this rule.
2. Check HUD registry for Section 3 Business Concerns located in the county in which the project is taking place: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/What>. Check IowaDOT Disadvantaged Business Registry (<https://secure.iowadot.gov/DBE/Directory/Results>) for potential bidders within the service area and share CDBG bid opportunities with those businesses. Keep documentation of any correspondence with Section 3 Business Concerns.
3. Submit employment opportunities to IowaWORKS agencies and HUD's Opportunity Portal. Check Opportunity Portal for Section 3 Workers when filling open employment opportunities.
4. Include the "Intent to Comply with Section 3 Requirements" form with all procurement documents. "Intent to Comply with Section 3 Requirements" form must be signed by bidders and returned with bid documents.
5. If a Section 3 Business Concerns submits a bid for an opportunity associated with the CDBG project, the recipient (city/county) must give priority to the greatest extent feasible. Refer to the CDBG Management Guide/Section 3 overview for the order of priority that Section 3 businesses should be given.
6. Describe Section 3 requirements at pre-bid and pre-award meetings. Document through notes, meeting minutes, etc. that this discussion took place.
7. Include Section 3 language with ALL contracts and subcontracts associated with the applicable CDBG contract.
8. At the time the recipient and contractor enter an agreement, identify if any employment/training opportunities will result from the CDBG funded project.
 - a. Post signs advertising employment, training, or subcontracting opportunities that will be available as a result of the Section 3 projects and activities in conspicuous places at the work site where potential applicants can review them.
 - b. Send notice of the opportunities to the Iowa Chapter of the National Association of Housing and Redevelopment Officials (NAHRO) and post opportunity(ies) to Section 3 Business Registry, IowaWORKS, and HUD's Opportunity Portal, as described in the Management Guide/Section 3 overview.
 - i. Use the Sample Section 3 Employment Notice provided in the Management Guide/section 3 overview as a template.
 - ii. In addition to sharing with NAHRO, review additional strategies for reaching Section 3 workers and determine what additional efforts can be taken to reach Section 3 workers. Consult the CDBG Management Guide for example efforts.
 - iii. Inform contractors/subcontractors of hiring and training preferences to be given to Section 3 workers and order of priority as described in the Management Guide
 - iv. Provide "Section 3 Compliance Form," "Section 3 Business Certification," and "Section 3 Worker Certification" and to contractor/subcontractors to document

Section 3 Businesses and Workers.

- v. Use submitted Section 3 Worker Certification forms to identify which workers are Section 3 workers and Targeted Section 3 workers. The hours worked by Section 3 workers and Targeted Section 3 workers must be reported to IEDA.
9. Collect Section 3 data on a per project basis from every contractor and subcontractor using the "Section 3 Compliance Form" spreadsheet found on the CDBG Management Guide website.
10. Use data collected on the Compliance Form to report Section 3 efforts and accomplishments to IEDA in IDIS, DRGR, and at closeout through lowagrants.gov.
11. Keep documentation of all Worker, Employer and Business Certifications, qualitative efforts, as well as outreach efforts to Section 3 Businesses and Section 3 Workers, on file for project monitoring.

SECTION 3 LANGUAGE FOR PROCUREMENT DOCUMENTS AND CONTRACTS

(This language is to be included in all procurement documents/solicitations and all covered contracts)

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.
- E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.
- F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.
- G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.
- H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
- J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.
- K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Section 3 Business Concerns are encouraged to respond to this proposal. A Section 3 Business Concern is one that satisfies one of the following requirements:

1. It is at least 51 percent owned and controlled by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers*; or
3. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

* A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD;
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS

(To be provided with procurement documents and returned with all submitted bids)

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 75] is HUD's legislative directive for ensuring that economic opportunities resulting from HUD financial assistance, including employment, job training, and contracting are, to the greatest extent feasible, directed to low- and very low-income persons. The regulations seek to ensure that public housing residents and low and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created.

A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD;
2. The worker is employed by a Section 3 Business Concern; or
3. The worker is a YouthBuild participant.

A Targeted Section 3 Worker is defined as a Section 3 worker who fits one of the following categories:

1. a worker employed by a Section 3 business concern; or
2. a worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. Living within one mile of the project, or if fewer than 5,000 people live within one mile of the project, within a circle centered on the project that is sufficient to encompass a population of 5,000 people; or
 - b. a YouthBuild participant

A Section 3 Business Concern is defined as a business in which:

1. At least 51% owned by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
3. At least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

Note: If your business meets the definition of a Section 3 business, you are encouraged to register as a Section 3 Business through HUD's Business

Registry here: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 Business Concern will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 Business Concerns.

Please complete the following:

1. If awarded a contract for this CDBG funded project, do you anticipate being able to determine employees' hourly wages and addresses?

Yes No

If yes, please estimate the number of hours to be completed on the project by all workers: _____

2. Is your business a Section 3 Business? Yes No

3. Is the bidder willing to consider hiring Section 3 Workers for future employment opportunities that are a direct result of this CDBG funded project?

Yes No

4. Is the bidder willing to consider subcontracting with Section 3 Businesses for this project?

Yes No

5. Is the bidder willing to provide information on hours worked by Section 3 Workers and Targeted Section 3 Workers on this project?

Yes No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 75). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to (insert City/County) on Section 3 efforts and accomplishments.

Name of Contractor/Subcontractor Address

Print Name Title

Signature Date

Sample Section 3 Employment Notice

(Instructions: Send notice to the Iowa Chapter of NAHRO for distribution to public housing authorities and to IowaWORKS Organizations, and post in a conspicuous place on the job site)

Locality's name _____ is preparing to carry out the Name of Project _____ through the use of Community Development Block Grant Funds. In the implementation of this project the following job types are available:

(Insert List of Job Classifications to be used during project)

All job openings will be posted at (local government office or list other posting locations). To the greatest extent feasible, employment and training positions will be made available to qualified persons who permanently reside in (Insert the County's or local municipality name as Section 3 area).

Persons qualified for the jobs listed should register at the following location:

(Insert location where applicant should apply and any application instructions)

For questions on this employment opportunity, please contact:

(Insert contact & contact information)

Section 3 Business Certification

- To be completed by the business claiming Section 3 business status.

All contracts and subcontracts awarded on Section 3 covered projects must be reported in aggregate on the Section 3 Summary Report. For all businesses reported as being Section 3 Businesses, documentation of their status must be retained in the project files. IEDA considers this form adequate documentation of Section 3 status. Projects that receive \$200,000 or more in HUD funds are "Section 3 projects". Contractors are required to report on all contracts they make both with Section 3 Businesses and with businesses that are not Section 3 Businesses. This form is a tool to determine and document the Section 3 Business status. Documentation of the status of Section 3 Businesses should be retained in the project files.

Business being certified:

Company: _____

Address: _____

Project information:

Project Name: _____

Project Address: _____

Section 3 determination

1. Is your business owned (51% or more) by individuals whose individual incomes are NO GREATER THAN 80% of Area Median Income (AMI)* OR owned by individuals that are current public housing residents or current residents of Section 8-assisted housing?

**Please reference <https://www.iowaeda.com/cdbg/management-guide/> (under recipient income requirements and census information) to determine if employee is less than 80% of the current area median income.*

Yes No

2. Within the last three months, have 75% of all labor hours performed been performed by individuals whose individual incomes are no greater than 80% of Area Median Income (AMI)?

Yes No

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____ Date: _____

SECTION 3 WORKER CERTIFICATION

A Section 3 Worker seeking preference in training and employment must certify eligibility (as defined in Section 75.5) by residency and household income. Please certify below and submit documentation, if available and applicable, to the recipient contractor or subcontractor.

NOTE FOR GRANT ADMINISTRATORS: Prior to a worker completing this form, worker will need to know if their employer is a Section 3 business AND if they live within the defined project service area.

I, (Name) _____ I am a legal resident of (Community Name)

My permanent address is:

Please review and check all of the following that applied during the past 5 years:

___ My individual annual income was below this amount: \$ _____ (*Insert 80% county figure for household of 1*)

- I am employed by a Section 3 Business.
- I am/ was a Youth Build participant.
- I live within 1 mile of the project site for this federally funded project OR I have been informed I livewithin an allowed project service area.
- None of the above apply to me

I affirm that the information contained in this report, including the above statements, are true, complete, and correct to the best of my knowledge and belief. Any false statements made knowingly and willfully may subject the signer to penalties under Section 1010 of Title 18 of the United States Code.

Worker's signature

Date

LINK TO SECTION 3 COMPLIANCE FORM

The Section 3 Compliance Form is a spreadsheet to be used as a tool to track Section 3 and Targeted Section 3 Worker Hours on CDBG funded projects.

This spreadsheet should be maintained through the duration of the project. Recipients will be asked to provide IEDA with Section 3 and Targeted Section 3 Worker hours for each project, as well as other non-qualitative activities conducted to comply with Section 3 requirements. Recipients will provide this spreadsheet to IEDA as documentation of compliance with Section 3 reporting requirements.

This report can be downloaded from the IEDA website:

<https://www.iowaeda.com/cdbg/management-guide/>

IEDA Section 3 Qualitative Efforts Checklist

Please review the following checklist of qualitative efforts that can be undertaken to comply with Section 3 if the labor hour benchmarks for Section 3 Workers (25% of a total project's hours) AND Targeted Section 3 Workers (5% of a total project's hours) are not anticipated to be met by the time of project closeout.

Check any applicable actions that were undertaken and **ATTACH** verifying documentation that these efforts were undertaken. See the following CPD Notice for more information:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-09cpdn.pdf>.

- Outreach efforts to generate Section 3 job applicants
- Direct, on-the-job training programs for Section 3 Workers (including apprenticeships)
- Provided and/or connected residents with assistance in seeking employment, including drafting resumes, preparing for an interview, and connecting residents to job-placement services
- Provided and/or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, and/or transportation
- Assisted residents to apply for and/or attend community college or a four-year higher education institution
- Assisted residents to apply for and/or attend a vocational/technical training program
- Assisted residents with obtaining financial literacy training and/or financial coaching
- Assisted residents with finding childcare
- Provided or connected residents with supportive services that can provide direct services or referrals
- Held a job fair
- Indirect training of Section 3 Workers, including arranging, contracting, and/or paying for off-site training
- Technical training of Section 3 Workers, including arranging, contracting, and/or paying for off-site training
- Outreach efforts to identify and secure bids from Section 3 Business Concerns

IEDA Section 3 Qualitative Efforts Checklist

- Providing technical assistance to Section 3 Business Concerns to help them understand the contracting process and help to bid on projects
- Dividing contracts up into smaller jobs to facilitate participation from Section 3 Businesses
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Businesses
- Other (please describe below)

SAMPLE EFFORTS TO AWARD TO SECTION 3 BUSINESS CONCERNS

1. Advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas or other prominent areas of the housing development or developments owned and managed by the Housing Authority.
2. Utilizing the HUD Opportunity Portal and Section 3 Business Registry, and IowaDOT Disadvantaged Business Registry, to identify Section 3 Businesses in the project's service area and providing written notice of the contracting opportunity or sending invitations to bid directly to those businesses.
3. Following up with Section 3 Business Concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.
4. Providing technical assistance to help Section 3 Business Concerns understand and bid on contracts.
5. Advising Section 3 business concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
6. Where appropriate, breaking out contract work items into economically feasible units to facilitate participation by section 3 Business Concerns.
7. Contacting agencies administering HUD YouthBuild programs and notifying these agencies of the contracting opportunities.
8. Encouraging financial institutions, in carrying out their responsibilities under the Community Reinvestment Act, to provide no or low interest loans for providing working capital and other financial business needs.

SAMPLE EFFORTS TO HIRE/TRAIN SECTION 3 WORKERS

1. Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
2. Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to public housing units and common areas of all developments within the project's service area. Consult the CDBG Management Guide to determine the project's service area.
3. Working with HCV program to inform voucher holders in the service area of opportunities for training and employment.
4. Utilizing HUD Opportunity Portal and Section 3 Business Registry to post employment opportunities, or to find Section 3 Business Concerns and/or Workers in the project's service area
5. Referring Section 3 Workers to IowaWORKS or other providers that offer resume building, interview preparation, job search and placement, financial literacy or other job readiness services.
6. Referring Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
7. Conducting job interviews at the housing development or developments where Section 3 workers reside, or at a location within the neighborhood or service area of the Section 3 project.
8. Contacting agencies administering HUD Youthbuild programs, and requesting their assistance in recruiting HUD Youthbuild program participants for any training and employment opportunities.
9. Holding one or more job fairs.
10. Providing assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.

SECTION 3 RESOURCES

Section 3 overview/ resources from HUD:	https://www.hudexchange.info/programs/section-3/
Section 3 Frequently asked questions (FAQs):	https://www.hudexchange.info/section-3/faqs/
March 2021 FAQs:	https://www.hud.gov/sites/documents/11SECFAQS.PDF
Section 3 Opportunity portal:	https://hudapps.hud.gov/OpportunityPortal/
Section 3 Business registry:	https://portalapps.hud.gov/Sec3BusReg/BRegistry/What
DOL YouthBuild directory:	https://youthbuild.org/our-programs/

Civil Rights and Fair Housing



CIVIL RIGHTS-FAIR HOUSING-EQUAL OPPORTUNITY APPLICABLE LAWS AND REGULATIONS

Civil Rights – Fair Housing – Equal Opportunity Laws & Regulations That Apply When Using Federal CDBG funds

THE CIVIL RIGHTS ACT – Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance.

THE FAIR HOUSING ACT—Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin. This law also mandates that you administer your program in a manner that affirmatively furthers fair housing. It was amended in 1988 to affirmatively further fair housing. **In order for you to affirmatively further fair housing, you can use the official equal housing opportunity logo on any advertising and brochures that you produce about your program, use it on your city/company letterhead, or sponsor fair housing training for landlords, real estate agents and lenders. A copy of the Equal Housing Opportunity Logo can be found in your Management Guide.**

SECTION 109, HOUSING & COMMUNITY DEVELOPMENT ACT OF 1974 provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under Title I of the Housing and Community Development Act of 1974.

EXECUTIVE ORDERS 11625, 12432, 12138 AND OMB CIRCULAR 2 CFR part 200 provide that, you as a grantee, shall take affirmative steps to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. Paragraph 9(b) requires that the grantee take similar appropriate affirmative action in support of women's business enterprises. **In order to comply with this, you may solicit minority and women businesses by notifying the MBE/WBE clearinghouses List that is in your Management Guide. A List of Minority Business Enterprises/Women-Owned Business Enterprises is also available from the Iowa Economic Development Authority.**

SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968, AS AMENDED is HUD's legislative directive for providing preference to public housing residents and low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training and contracting opportunities resulting from HUD-funded projects. The regulations seek to ensure that public housing residents and low- and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created. **Please refer to Chapter 8 & Appendix 8 of this Guide for instructions on compliance with Section 3.**

SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED provides that no otherwise qualified handicapped individual in the United States, shall solely by reason of his/her handicap be excluded from the participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance. **In order to comply with section 504, it requires housing units of new construction be accessible to persons with disabilities. A minimum of 5 percent of the total dwelling units in a multi-family housing project shall be made accessible for persons with mobility impairments. An additional 2 percent of units in such a project shall be accessible for persons with hearing or vision impairments. Work closely with your architect.**

AGE DISCRIMINATION ACT OF 1975, AS AMENDED provides that no persons in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination

under any program or activity receiving Federal financial assistance. It is not a violation of the Act for a HOME PJ or its housing partner(s) to operate elderly-only housing since the HOME statute permits such housing.

AMERICANS WITH DISABILITIES ACT (ADA). Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities in all programs, activities, and services of a public entity. The prohibitions against discrimination under Title II of the ADA are essentially the same as those in Section 504, except they apply to all programs, activities, and services of a public entity, not just those funded with Federal financial assistance.

EXECUTIVE ORDER 11063, as amended by Executive Order 12259 provides that no person in the United States because of race, color, sex, creed or national origin, shall be denied equal opportunity in housing and related facilities owned or operated by the Federal Government or provided with Federal financial assistance. **If you are a city or county receiving CDBG funds, the city or county must provide equal opportunity to all employees, applicants, and beneficiaries in a manner that doesn't discriminate.**

An Equal Opportunity Policy must be posted
-in a conspicuous place—such as the city hall lobby,
-distributed to all employees, contractors, and
-to the persons of all advisory and policy making groups

A Sample “Equal Opportunity Policy” form can be found in the Management Guide Appendix.

EXECUTIVE ORDER 11246 provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in any phase of **employment** during the performance of Federal or federally-assisted construction contracts in excess of \$10,000.

PROHIBITION OF THE USE OF EXCESSIVE FORCE – If the recipient is a local government, it shall **adopt and enforce a policy** to prohibit the use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and enforce state and local laws against physically barring entrance to or exit from a facility subject to nonviolent civil rights demonstrations. **There is a sample “Excessive Force Policy” in your Management Guide.**

IOWA CIVIL RIGHTS ACT OF 1965 This Act mirrors the Federal Civil Rights Act.

IOWA CODE SECTION 19B.7 This prohibits discriminatory and unfair practices within any program receiving or benefiting from state financial assistance in whole or in part.

Iowa Code chapter 216 Effective July 1, 2007, the Iowa Civil Rights Act was expanded to add sexual orientation and gender identity to the list of protected classes.

HUD Equal Housing Opportunity Slogan and Logo



**EQUAL HOUSING
OPPORTUNITY**



**EQUAL HOUSING
OPPORTUNITY**



**EQUAL HOUSING
OPPORTUNITY**



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AFFIRMATIVE FAIR HOUSING POLICY – SAMPLE PUBLIC NOTICE

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability or familial status.

(Recipient Name, City and State) advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

(Recipient Name) shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

(Recipient Name) has designated the following (person or office) as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

NAME: _____

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____

HOURS: _____

Insert: Equal Housing Opportunity Symbol (sample included on previous page)

CLEARINGHOUSES FOR SOLICITATION OF MINORITY-OWNED AND FEMALE-OWNED BUSINESSES

Small Business Administration District Office
 210 Walnut Street, Room 749
 Federal Building
 Des Moines, IA 50309
 Contact Person: Jayne Armstrong
 515/284-4913
<http://www.sba.gov/offices/district/ia/des-moines>

Siouxland Construction Alliance
 3900 Stadium Drive
 Sioux City, IA 51106
 712/255-9730
<http://www.siouxlandconstructionalliance.com>

Illinois MBDA Business Center
 31 S Grove Ave
 Elgin, IL 60120
 630/526-1063
<https://www.mbda.gov/business-center-illinois-mbda-business-center>

National Association of Women in Construction (NAWIC)
 327 S. Adams Street
 Fort Worth, TX 76104
 Toll Free: 800-552-3506
 Fax: 817-877-0324
 Web: www.nawic.org

Iowa Chapters

#80 - Greater Des Moines
<https://www.nawicdesmoines.org>

#160 - Cedar Rapids/Iowa City
<https://www.nawicric160.org/contact>

CONSTRUCTION UPDATE PLAN ROOMS

For more information, visit <http://www.mbsonline.com>

Master Builders of Iowa/Construction Update

Plan Room

221 Park Street
 PO Box 695
 Des Moines, IA 50306
 Phone: 515-288-8904 or 1-800-362-2578
 Fax: 515-288-8718

Construction Update Plan Room, Fort Dodge

24 N. 9th Street, Suite A
 Fort Dodge, IA 50501-4251
 Phone: 515-955-5500
 Fax: 515-955-3245

North Iowa Builders Exchange

9 N. Federal
 Mason City, IA 50401-3228
 Phone: 641-423-5334
 Fax: 641-423-5725
<https://buildingnorthiowa.com>

Master Builders of Iowa - Omaha Builders Exchange Office

4255 S. 94th St.
 Omaha, NE 68127-1223
 Phone: (402) 593-6908
 Fax: (402) 593-6912

MANDATORY AND OPTIONAL ACTIONS TO AFFIRMATIVELY FURTHER FAIR HOUSING

Fair Housing Strategies for communities participating in the CDBG program

In order to ensure that grantees are fulfilling their requirement to affirmatively further fair housing, all units of local government applying for and receiving Community Development Block Grant (CDBG) funds from the State must document how they are meeting their fair housing obligations. A unit of local government can participate in the State's CDBG Program by agreeing to implement at least two mandatory actions and at least one elective activity appropriate to the conditions and needs in its area. The selected elective activities are of the local government's choice chosen from the list below. All grantees receiving CDBG funds through the State must complete the two mandatory strategies and at least one elective strategy regardless of whether they are using CDBG funds for housing activities. The implementation of the mandatory strategies must be carried out each year for which the jurisdiction has received HUD funds through IEDA. This may be achieved through the posting of the information in a conspicuous public place and/or publication in a local newspaper of general circulation.

Mandatory activities to promote Fair Housing:

Communities/counties receiving CDBG funds must complete the following and implement them during the CDBG contract period:

1. Advertise, publicize and pass an affirmative fair housing policy that will certify that the local government adheres to the requirements of the federal Fair Housing Act and the Iowa Civil Rights Act of 1965 (adoption and use of the Equal Housing Opportunity logo and the Equal Housing Opportunity statement), and
2. Identify and publish the name and contact information of a Discrimination Complaint Officer within the agency or jurisdiction for any housing-related bias or discrimination complaint, and
3. Refer housing discrimination complaints and assist in filing complaints with the Iowa Civil Rights Commission, the U.S. Department of Housing & Urban Development, or a local civil rights commission.

Elective activities to promote Fair Housing:

Communities/counties receiving CDBG funds must also complete one of the following activities and implement it during the contract period:

1. Advertise the availability of housing and related assistance to population groups that are least likely to apply through various forms of media (i.e. radio stations, posters, flyers, newspapers, Facebook, city web page) in English and other languages spoken by eligible families within the project service area
2. Include a flyer about fair housing in a local utility or tax bill and send it to every household in the municipality
3. Have the Responsible Entity staff attend a fair housing training or conference.
4. Organize a local letter writing campaign to local legislators and/or local government about the need to fund and support fair housing programs
5. Sponsor trainings for realtors, bankers, landlords, homebuyers, tenants, public housing authority and other city/town employees to educate them on their fair housing rights and

responsibilities. This activity MUST be done in collaboration with the Iowa Civil Rights Commission or a local civil rights commission.

6. Provide training/educational programs about fair housing for financial, real estate, and property-management professionals at local firms, including their obligations to comply with the federal Fair Housing Act and the Iowa Civil Rights Act of 1965 (this can be done by partnering with a bank, board of realtors association, or other local group and helping to sponsor a program taught by a qualified entity such as ICRC)
7. Conduct meetings with advocacy groups for members of the protected classes (i.e. persons with disabilities, immigrants, refugees, etc.) on the availability of affordable and accessible housing and determine housing needs to plan future projects
8. Establish and/or fund fair housing organizations in areas where there are no such organizations
9. Conduct fair housing testing to ensure that local housing providers and/or lenders do not discriminate (fair housing testing must be conducted by a HUD-certified fair housing agency)
10. Assist Housing Choice Voucher program participants to help locate and secure housing outside of racially concentrated areas of poverty (RCAPs) or near-RCAPs
11. Conduct outreach to housing providers and housing developers to discuss affordable and accessible housing needs in RCAPs and near-RCAPs
12. Evaluate the local zoning ordinance against the fair housing benchmarks identified in this AI, using the Zoning Risk Assessment Tool. Evaluate the need for amendments to the zoning ordinance and make them.
13. Organize a tester recruitment event in collaboration with the Iowa Civil Rights Commission to help document instances of housing discrimination

Labor Standards



CDBG PROJECT SIGN SPECIFICATIONS

Specifications for CDBG project signs are available on the IEDA website:

Temporary CDBG project sign specifications:

https://www.iowaeda.com/UserDocs/cdbg_projectsign.pdf

Temporary construction sign for jointly funded projects:

https://www.iowaeda.com/UserDocs/cdbg_usda-rd_projectsign.pdf

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REPORT OF ADDITIONAL CLASSIFICATION AND RATE**

HUD FORM LR2000
OMB Approval Number 2501-0011
(Exp. 8/31/2022)

1. FROM (name and address of requesting agency) Labor Standards Compliance Officer Iowa Economic Development Authority 200 East Grand Avenue Des Moines, IA 50309	2. PROJECT NAME AND NUMBER
4. BRIEF DESCRIPTION OF PROJECT 	3. LOCATION OF PROJECT (City, County and State) 5. CHARACTER OF CONSTRUCTION <input type="checkbox"/> Building <input type="checkbox"/> Residential <input type="checkbox"/> Heavy <input type="checkbox"/> Other (specify) <input type="checkbox"/> Highway

6. WAGE DECISION NO. (include modification number, if any) <input type="checkbox"/> COPY ATTACHED	7. WAGE DECISION EFFECTIVE DATE
---	--

8. WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)

9. PRIME CONTRACTOR (name, address)	10. SUBCONTRACTOR/EMPLOYER, IF APPLICABLE (name, address)
--	--

- Check All That Apply:**
- The work to be performed by the additional classification(s) is not performed by a classification in the applicable wage decision.
 - The proposed classification is utilized in the area by the construction industry.
 - The proposed wage rate(s), including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage decision.
 - The interested parties, including the employees or their authorized representatives, agree on the classification(s) and wage rate(s).
 - Supporting documentation attached, including applicable wage decision.

- Check One:**
- Approved, meets all criteria. DOL confirmation requested.
 - One or more classifications fail to meet all criteria as explained in agency referral. DOL decision requested.

Dan Narber		FOR HUD USE ONLY
Agency Representative <i>(Typed name and signature)</i>	<i>Date</i>	LR2000: Log in:
	515-348-6214 <i>Phone Number</i>	Log out:

Report of Additional Classification and Wage Rate

**U.S. Department of Housing and Urban Development
Office of Labor Relations**

OMB Approval No. 2501-001
(Exp. 8/31/2022)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered non-sensitive and does not require special protection. This information is required to obtain benefits. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Employers engaged on HUD-assisted construction projects subject to Davis-Bacon wage requirements must pay no less than the wages determined to be prevailing by the Secretary of Labor to all laborers and mechanics engaged on the construction work. On occasion, the applicable Davis-Bacon wage decision does not contain all of the work classifications and wage rates needed to complete the construction work. This information collection facilitates the addition of needed work classifications and wage rates for the construction work involved. This form is used by HUD and local agencies administering HUD programs to report employer request(s) for additional classification and wage rates so that an appropriate wage rate can be approved by the Department of Labor for the construction work. This information collection is required by Department of Labor regulations at 29 CFR 5.5. While no assurances of confidentiality are pledged to respondents, HUD generally discloses these data only in response to a Freedom of Information request.

Instructions

General:

Contractors/Employers: Do not need to complete this form. Submit a written, signed request to the responsible contracting agency naming the work classifications and the wage rates, including any fringe benefits, that are proposed.

Local Agency Staff: Complete items 2 through 10. Submit one copy of this form to the responsible HUD Labor Relations Office with a copy of the applicable Davis-Bacon wage decision and the written request from the employer naming the work classifications and wage rates that are proposed. (The employer's request must be made in writing and must be signed.)

1. For HUD or State CDBG Office use. Enter the name and address of HUD Office (or State CDBG office) submitting the report and to which the DOL reply should be sent.
2. Enter the name and number of the project or contract involved.
3. Enter the location of the project involved: city, county and state.
4. Describe the construction involved, e.g., new construction or rehabilitation, number and type of buildings, number of stories, number of units (as applicable). For example, new construction: 3 – 4-story buildings; 120 units.
5. Enter the character of construction as defined by DOL for Davis-Bacon prevailing wage rate purposes.
6. Enter the number of the Davis-Bacon wage decision applicable to the construction work. Include the number of wage decision modifications (if any) applicable to the work.
7. Enter the effective date of the wage decision for the project. (See DOL regulations at 29 CFR 1.6.)
8. Enter the work classifications and corresponding hourly basic wage rates and fringe benefit rates (if any) requested.
9. Self-explanatory.
10. If the requesting employer is not the prime contractor, enter the name and address of the subcontractor/employer making the request.

Remainder of Form: HUD Labor Relations/State CDBG use.

HUD Labor Relations/State CDBG Staff: Evaluate the employer's request against the criteria for approval (see DOL Regulations, 29 CFR Part 5, and related contract labor standards provisions). The criteria are reflected in "checklist" form to ensure that each factor is considered and to ensure that supporting documentation, including a copy of the applicable wage decision, is attached. Check the box next to each criterion that is met; do not check the box next to any criterion that is not met.

If the request meets all criteria, check the appropriate box, enter the name and telephone number of the HUD/State CDBG agency representative, and sign and date the form. Submit one copy of the completed form to the DOL with a copy of the applicable Davis-Bacon wage decision and the written request from the employer involved.

If the request fails to pass all criteria, check the appropriate box, enter agency contact information, and sign and date the form. Submit one copy of the completed form to the DOL with a copy of the applicable Davis-Bacon wage decision, the written request from the employer involved, and a cover letter explaining how the employer's request failed to meet one or more of the criteria.

Submission of Report

Completed forms shall be sent to: Branch of Construction Wage Determinations
U.S. Department of Labor
200 Constitution Avenue, NW
Room S-3014
Washington, DC 20210

Previous editions are obsolete.

Contractor Clearance Form

Instructions: The information below is required by the City of Cedar Falls' Community Development Block Grant (CDBG) Entitlement program, under which the sanitary sewer lining project is funded. Please fill out the following information and mail/fax/email the completed form to Brian Schoon at the INRCOG office using the contact information provided below. Thank you!

Brian Schoon
Iowa Northland Regional Council of Governments
229 East Park Avenue | Waterloo, IA 50703
Phone: (319) 235-0311 | Fax: (319) 235-2891
Email: bschoon@inrcog.org

Business Name: _____

Address: _____

Contractor/Officer/Owner Name: _____

Iowa Contractor Registration Number: _____

Contractor Tax ID: _____

Is this contractor a Minority Business Enterprise (MBE)? Yes or No *(please circle one)*

Is this contractor a Women Business Enterprise (WBE)? Yes or No *(please circle one)*

Is the owner of this business of Hispanic origin? Yes or No *(please circle one)*

Is the owner of this business a Targeted Small Business? Yes or No *(please circle one)*

Is this business a Section 3 business? (see below) Yes or No *(please circle one)*

- **Section 3 Business:** A business that meets one of these criteria: 1) 51% of the business is owned by section 3 residents; 2) 30% of current full-time staff are section 3 residents; or 3) business commits to provide 25% of total dollar amount of subcontracts to section 3 businesses (for prime contractors only)?
- **Section 3 Resident:** A person who meets one of these criteria: 1) are public housing residents; or 2) are low and very-low income persons who live in the metropolitan area or non-metropolitan area where a HUD-assisted project for housing or community development is located.

Number of Employees Employed by the Business: _____

Number of New Employees Hired to Work on this Project: _____

Signature Title

Date



U.S. Wage and Hour Division
Rev. Dec. 2008

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)

U.S. Department of Labor
Wage and Hour Division

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS OMB No.: 1235-0008 Expires: 04/30/2021

PAYROLL NO. PROJECT AND LOCATION PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK
			HOURS WORKED EACH DAY										FICA	WITH-HOLDING TAX	OTHER	TOTAL DEDUCTIONS	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.9(e). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to " furnish a weekly statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. §§ 5.5, (a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal Agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid no less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that the employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4 (c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
REMARKS	

NAME AND TITLE SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Date _____

(Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of persons employed by _____ on the _____
(Contractor or Subcontractor)

(Building or Work); that during the period commencing on the _____ day of _____, and ending the _____ day of _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been made or will be made either directly or indirectly on behalf of said _____ from the full _____
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers and mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work performed.
(3) That any apprentices employed in the above period are duly registered in a bona fide Apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
 in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

**U.S. Department of Labor
Wage and Hour Division
Instructions for Completing Payroll Form, WH-347**

General: Form WH-347 has been made available for the convenience of contractors and subcontractors required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Under the Davis-Bacon and related Acts, the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits. Detailed instructions concerning the preparation of the payroll follow:

Contractor or Subcontractor: Fill in your firm's name and check appropriate box.

Address: Fill in your firm's address.

Payroll No.: Beginning with the number "1", list the payroll number for the submission.

For Week Ending: List the workweek ending date.

Project and Location: Self-explanatory.

Project or Contract No.: Self-explanatory.

Column 1 - Name and Individual Identifying Number of Worker: Enter each worker's full name and an individual identifying number (e.g., last four digits of worker's social security number) on each weekly payroll submitted.

Column 2 - No. of Withholding Exemptions: This column is merely inserted for the employer's convenience and is not a requirement of Regulations, Part 3 and 5.

Column 3 - Work Classifications: List classification descriptive of work actually performed by each laborer or mechanic. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. An individual may be shown as having worked in more than one classification provided an accurate breakdown or hours worked in each classification is maintained and shown on the submitted payroll by use of separate entries.

Column 4 - Hours worked: List the day and date and straight time and overtime hours worked in the applicable boxes. On all contracts subject to the Contract Work Hours Standard Act, enter hours worked in excess of 40 hours a week as "overtime".

Column 5 - Total: Self-explanatory

Column 6 - Rate of Pay (Including Fringe Benefits): In the "straight time" box for each worker, list the actual hourly rate paid for straight time worked, plus cash paid in lieu of fringe benefits paid. When recording the straight time hourly rate, any cash paid in lieu of fringe benefits may be shown separately from the basic rate. For example, "\$12.25/.40" would reflect a \$12.25 base hourly rate plus \$0.40 for fringe benefits. This is of assistance in correctly computing overtime. See "Fringe Benefits" below. When overtime is worked, show the overtime hourly rate paid plus any cash in lieu of fringe benefits paid in the "overtime" box for each worker; otherwise, you may skip this box. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962 if the prime contract exceeds \$100,000. In addition to paying no less than the predetermined rate for the classification which an individual works, the contractor must pay amounts predetermined as fringe benefits in the wage decision made part of the contract to approved fringe benefit plans, funds or programs or shall pay as cash in lieu of fringe benefits. See "FRINGE BENEFITS" below.

Column 7 - Gross Amount Earned: Enter gross amount earned on this project. If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter in column 7 first the amount earned on the Federal or Federally assisted project and then the gross amount earned during the week on all projects, thus "\$163.00/\$420.00" would reflect the earnings of a worker who earned \$163.00 on a Federally assisted construction project during a week in which \$420.00 was earned on all work.

Column 8 - Deductions: Five columns are provided for showing deductions made. If more than five deductions are involved, use the first four columns and show the balance deductions under "Other" column; show actual total under "Total Deductions" column; and in the attachment to the payroll describe the deduction(s) contained in the "Other" column. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 C.F.R., Part 3. If an individual worked on other jobs in addition to this project, show actual deductions from his/her weekly gross wage, and indicate that deductions are based on his gross wages.

Column 9 - Net Wages Paid for Week: Self-explanatory.

Totals - Space has been left at the bottom of the columns so that totals may be shown if the contractor so desires.

Statement Required by Regulations, Parts 3 and 5: While the "statement of compliance" need not be notarized, the statement (on page 2 of the payroll form) is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

Items 1 and 2: Space has been provided between items (1) and (2) of the statement for describing any deductions made. If all deductions made are adequately described in the "Deductions" column above, state "See Deductions column in this payroll." See "FRINGE BENEFITS" below for instructions concerning filling out paragraph 4 of the statement.

Item 4 FRINGE BENEFITS - Contractors who pay all required fringe benefits: If paying all fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor, show the basic cash hourly rate and overtime rate paid to each worker on the face of the payroll and check paragraph 4(a) of the statement on page 2 of the WH-347 payroll form to indicate the payment. Note any exceptions in section 4(c).

Contractors who pay no fringe benefits: If not paying all fringe benefits to approved plans, funds, or programs in amounts of at least those that were determined in the applicable wage decision of the Secretary of Labor, pay any remaining fringe benefit amount to each laborer and mechanic and insert in the "straight time" of the "Rate of Pay" column of the payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the application wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringe benefits, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on basic or regular rate, plus the required cash in lieu of fringe benefits at the straight time rate. In addition, check paragraph 4(b) of the statement on page 2 the payroll form to indicate the payment of fringe benefits in cash directly to the workers. Note any exceptions in section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the covered worker as cash in lieu of fringe benefits. Enter any exceptions to section 4(a) or 4(b) in section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid each worker as cash in lieu of fringe benefits and the hourly amount paid to plans, funds, or programs as fringe benefits. The contractor must pay an amount not less than the predetermined rate plus cash in lieu of fringe benefits as shown in section 4(c) to each such individual for all hours worked (unless otherwise provided by applicable wage determination) on the Federal or Federally assisted project. Enter the rate paid and amount of cash paid in lieu of fringe benefits per hour in column 6 on the payroll. See paragraph on "Contractors who pay no fringe benefits" for computation of overtime rate.

Public Burden Statement: We estimate that it will take an average of 55 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Record of Employee Interview

U.S. Department of Housing and Urban Development
Office of Labor Relations

OMB Approval No. 2501-0009
(exp. 01/31/2021)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. **Sensitive Information.** The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. **The information collected herein is voluntary, and any information provided shall be kept confidential.**

1a. Project Name			2a. Employee Name		
1b. Project Number			2b. Employee Phone Number (including area code)		
1c. Contractor or Subcontractor (Employer)			2c. Employee Home Address & Zip Code		
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>		
3a. How long on this job?	3b. Last date on this job before today?	3c. No. of hours last day on this job?	4a. Hourly rate of pay?	4b. Fringe Benefits?	
				Vacation Yes <input type="checkbox"/> No <input type="checkbox"/>	4c. Pay stub? Yes <input type="checkbox"/> No <input type="checkbox"/>
				Medical Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Pension Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Your job classification(s) (list all) --- continue on a separate sheet if necessary					
6. Your duties					
7. Tools or equipment used					
8. Are you an apprentice or trainee?		Y <input type="checkbox"/> N <input type="checkbox"/>	10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week?		Y <input type="checkbox"/> N <input type="checkbox"/>
9. Are you paid for all hours worked?		Y <input type="checkbox"/> N <input type="checkbox"/>	11. Have you ever been threatened or coerced into giving up any part of your pay?		Y <input type="checkbox"/> N <input type="checkbox"/>
12a. Employee Signature			12b. Date		
13. Duties observed by the interviewer (Please be specific.)					
14. Remarks					
15a. Interviewer name (please print)		15b. Signature of Interviewer		15c. Date of interview	

Payroll Examination

16. Remarks

17a. Signature of Payroll Examiner	17b. Date
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Record of Employee Interview	U.S. Department of Housing and Urban Development Office of Labor Relations	OMB Approval No. 2501-0009 (exp. 12/31/2013)
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Instructions:General:

This form is to be used by HUD and local agency staff for recording information gathered during on-site interviews with laborers and mechanics employed on projects subject to Federal prevailing wage requirements. Typically, the staff that will conduct on-site interviews and use this form are HUD staff and fee construction inspectors, HUD Labor Relations staff, and local agency labor standards contract monitors.

Information recorded on the form HUD-11 is evaluated for general compliance and compared to certified payroll reports submitted by the respective employer. The comparison tests the veracity of the payroll reports and may be critical to the successful conclusion of enforcement actions in the event of labor standards violations. The thoroughness and accuracy of the information gathered during interviews is crucial.

Note that the interview itself and the information collected on the form HUD-11 are considered confidential. Interviews should be conducted individually and privately. All laborers and mechanics employed on the job site must be made available for interview at the interviewer's request. The employee's participation, however, is voluntary. Interviews shall be conducted in a manner and place that are conducive to the purposes of the interview and that cause the least inconvenience to the employer(s) and the employee(s).

Completing the form HUD-11

Items 1a - 1c: Self-explanatory

Items 2a – 2d: Enter the employee's full name, a telephone number where the employee can be reached, and the employee's home address. Many construction workers use a temporary address in the locality of the project and have a more permanent address elsewhere from which mail may be forwarded to them. Obtain a more permanent address, if available. Ask the employee for a form of identification (e.g., driver's license) to verify their name.

Items 3a – 4c: Enter the employee's responses. Ask the employee whether they have a pay stub with them; if so, determine whether the pay stub is consistent with the information provided by the employee.

Items 5 – 7: Be certain that the employee's responses are specific. For example, job classification (#5) must identify the trade involved (e.g., Carpenter, Electrician, Plumber) – responses such as "journeyman" or "mechanic" are not helpful for our purposes.

Items 8 – 12b: Self-explanatory

Items 13 – 15c: These items represent some of the most important information that can be gathered while conducting on-site interviews. Please be specific about the duties you observed the employee performing. It may be easiest to make these observations before initiating the interview. Please record any comments or remarks that may be helpful. For example, if the employee interviewed was working with a crew, how many workers were in the crew? Was the employee evasive?

The level of specificity that is warranted is directly related to the extent to which interview(s) or other observations indicate that there may be violations present. If interviews indicate that there may be underpayments involving a particular trade(s), the interviewer is encouraged to interview as many workers in that trade(s) that are available.

Items 16 – 17b: The information on the form HUD-11 may be reviewed for general compliance, initially. For example, are the job classification and wage rate stated by the employee compatible with the classifications and wage rates on the applicable wage decision? Are the duties observed by the interviewer consistent with the job classification?

Once the corresponding certified payroll reports are received, the information on the HUD-11 shall be compared to the payroll reports. Any discrepancies noted between the HUD-11 information and that on the payroll report shall be noted in Item 16, Remarks. If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.

Form HUD-11 (08/2004)

Historial de Entrevista del Empleado

Departamento de Vivienda y Desarrollo Urbano de EE.UU.
Oficina de Relaciones Laborales

Aprobación de OMB No. 2501-0009
(exp. 01/31/2021)

Se estima que la tarea de recolección de esta información pública es de aproximadamente 15 minutos por respuesta, incluso el tiempo para examinar instrucciones, buscar fuentes de datos existentes, recopilar y mantener datos necesarios, y completar y examinar la recopilación de la información. Esta agencia no puede recopilar esta información y no se requiere que usted llene este formulario, a menos que éste exhiba un número de control válido de la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). La información que se recopila tiene la finalidad de garantizar la conformidad a las normas laborales Federales mediante entrevistas con obreros de construcción. La información recopilada asistirá a HUD a conducir el monitoreo de conformidad; la información se usará para examinar la veracidad de los informes de nómina certificados presentados por el patrón. **Información confidencial.** La información recopilada en este formulario es considerada confidencial y está protegida por la Ley de Privacidad. La Ley de Privacidad requiere que estos archivos se mantengan con salvaguardas administrativas, técnicas, y físicos apropiados para garantizar su seguridad y confidencialidad. Además, estos archivos deberán ser protegidos contra cualquier amenaza anticipada o riesgos a su seguridad o integridad, que podría causar daño sustancial, vergüenza, inconveniencias, o injusticias a cualquier individuo de quien se mantiene la información. **La información recopilada aquí es voluntaria y cualquier información proporcionada será mantenida como confidencial.**

1a. Nombre del proyecto			2a. Nombre del empleado		
1b. Número del proyecto			2b. Número de teléfono del empleado (incluso prefijo local)		
1c. Contratista o subcontratista (Patrón)			2c. Dirección residencial del empleado y código postal		
			2d. ¿Verificación de identificación? Sí <input type="checkbox"/> No <input type="checkbox"/>		
3a. ¿Cuánto tiempo en este trabajo?	3b. ¿Último día en este trabajo antes de hoy?	3c. ¿No. de horas en su último día en este trabajo?	4a. ¿Salario por hora?	4b. ¿Beneficios complementarios?	
				Vacaciones Sí <input type="checkbox"/> No <input type="checkbox"/>	4c. ¿Talonario de paga? Sí <input type="checkbox"/> No <input type="checkbox"/>
				Médicos Sí <input type="checkbox"/> No <input type="checkbox"/>	
				Pensión Sí <input type="checkbox"/> No <input type="checkbox"/>	
5. Clasificación(es) de su trabajo(s) (enumere todas) — continúe en una página separada si es necesario					
6. Sus deberes					
7. Herramientas o equipo usado					
8. ¿Es aprendiz?		S <input type="checkbox"/> N <input type="checkbox"/>	10. ¿Le pagan al menos tiempo y medio por todas las horas trabajadas superior a 40 horas semanales?		S <input type="checkbox"/> N <input type="checkbox"/>
9. ¿Le pagan todas las horas trabajadas?		S <input type="checkbox"/> N <input type="checkbox"/>	11. ¿Alguna vez ha sido amenazado o coaccionado a entregar parte de su paga?		S <input type="checkbox"/> N <input type="checkbox"/>
12a. Firma del empleado			12b. Fecha		
13. Deberes observados por el entrevistador (Por favor sea específico.)					
14. Comentarios					
15a. Nombre del entrevistador (use letra de imprenta)		15b. Firma del entrevistador		15c. Fecha de la entrevista	

Examinación de Nómina

16. Comentarios	
17a. Firma del examinador de nómina	17b. Fecha

InstruccionesGeneralidades:

Este formulario será utilizado por personal de HUD y agencias locales a fin de anotar toda información recopilada durante las entrevistas en sitio con obreros y mecánicos empleados en proyectos sujetos a requisitos de pago de salario vigente federal. Por lo general, el personal que efectúe entrevistas en sitio y use este formulario será personal de HUD e inspectores de construcción con comisión, personal de la Oficina de Relaciones Laborales de HUD, e inspectores de contratos de la agencia de normas laborales local.

La información recopilada en este formulario HUD-11 es evaluada para su conformidad general y comparada con informes de nóminas certificados presentados por el empleador correspondiente. La comparación examina la veracidad de los informes de nómina y puede ser crítica para la exitosa conclusión de gestiones de cumplimiento en caso de existir violaciones a las normas laborales. La meticulosidad y exactitud de la información recopilada durante las entrevistas es trascendental.

Tenga en cuenta que tanto la entrevista misma y la información recopilada en el formulario HUD-11 se consideran ser de carácter confidencial. Las entrevistas se deberán efectuar en forma individual y en privado. Todos los trabajadores y mecánicos empleados en el sitio de trabajo deben ser puestos a disposición para las entrevista a petición del entrevistador. Sin embargo, la participación del empleado es voluntaria. Las entrevistas serán conducidas en una manera y lugar que sean conducentes a los objetivos de la entrevista y ocasionen el menor inconveniente al patrón(nes) y empleado(s).

Instrucciones para rellenar el formulario HUD-11

Líneas 1a - 1c: Auto aclaratorio

Líneas 2a – 2d: Anote el nombre completo del empleado, un número telefónico donde se le pueda contactar, y su dirección residencial. Muchos trabajadores de construcción usan una dirección temporal en la localidad del proyecto y tienen una dirección más permanente en algún otro lugar a donde se les puede enviar correspondencia. Si puede, obtenga una dirección más permanente. Pida al empleado algún tipo de identificación (por ej., licencia de conducir) para verificar su nombre.

Líneas 3a – 4c: Anote las respuestas del empleado. Pregunte a los empleados si tienen un talonario de paga con ellos; si no, determine si el talonario de paga concuerda con la información provista por el empleado.

Líneas 5 – 7: Asegúrese de que las respuestas del empleado sean específicas. Por ejemplo, la clasificación de trabajo (#5) debe identificar el tipo de oficio que desempeña (por ej., carpintero, electricista, plomero) – respuestas tales como “jornalero” o “mecánico” no ayudan para nuestros propósitos.

Líneas 8 – 12b: Auto explicatorio

Líneas 13 – 15c: Estos asuntos representan alguna de la información más importante que se puede recopilar durante una entrevista en sitio. Por favor sea específico en cuanto a los deberes que según su observación desempeñó el empleado. Quizás sea más fácil hacer estas observaciones antes de iniciar la entrevista. Por favor anote cualquier comentario que pueda ser de importancia. Por ejemplo, si el empleado entrevistado estaba trabajando con un equipo, ¿cuántos trabajadores tenía el equipo? ¿Se mostraba el empleado evasivo?

El nivel de precisión garantizado está directamente relacionado al grado que la(s) entrevista(s) u otras observaciones pueden indicar que existen posibles violaciones. Si las entrevistas indican que puede haber paga de salario insuficiente relacionado a algún particular oficio (s), se recomienda al entrevistador conducir entrevistas con tantos trabajadores en ese oficio(s) estén disponibles.

Líneas 16 – 17b: Inicialmente, la información en el formulario HUD-11 puede ser examinada para conformidad general. Por ejemplo, ¿está la clasificación de trabajo y el salario declarado por el empleado compatible con las clasificaciones y tasas de salario en la decisión de salario aplicable? ¿Concuerdan los deberes observados por el entrevistador con la clasificación de trabajo?

Una vez se reciben los informes de nómina certificados correspondientes, se hará una comparación de la información anotada en el formulario HUD-11 con los informes de nómina. Cualquier discrepancia entre la información del formulario HUD-11 y la del informe de nómina será anotada en la línea 16, Comentarios. Si se hacen observaciones de discrepancias se deberán tomar pasos de seguimiento para resolver las discrepancias.

Toda publicación previa queda obsoleta

forma HUD-11 (08/201

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Labor Relations
FEDERAL LABOR STANDARDS QUESTIONNAIRE

HUD FORM 4730
 OMB Approval Number 2501-0018
 (Exp. 01/31/2024)

We are conducting a review of federal labor standards compliance on the project named below. We are asking for certain information regarding your employment on this project. Sending this questionnaire to you does not imply that your employer has violated any law.

Please respond to all of the questions listed below. Your responses will be considered confidential and will not be released to anyone without your permission. Your answers should refer only to the time during which you worked on this project. Please return the completed form as soon as possible, using the envelope provided, which needs no postage.

If you have any questions, please call:

Employer		Project name, number and location	
1. Your Name		2. Your Job title	
3. When did you work on this project? From: _____ To: _____		4. Where did you work (job site, shop, etc)?	
5. What duties did you perform on this project?			
6. What tools did you use (if any) to perform your duties on the project?			
7. How were you paid? (hourly wage, salary, piece work, etc.)		8. If your wage was based on piece work, how was your pay determined (i.e., \$ per board, per unit, etc.)?	
9. What was your hourly wage on this project? \$	10a. Did you receive fringe benefits? Yes <input type="checkbox"/> No <input type="checkbox"/>	10b. If yes, which fringe benefits did you receive? Vacation <input type="checkbox"/> Medical <input type="checkbox"/> Pension <input type="checkbox"/> Other <input type="checkbox"/> Specify:	
11. On average, how many hours did you work each week?	12. Did you ever work over 40 hours in a single week? Yes <input type="checkbox"/> No <input type="checkbox"/>	13. If you worked over 40 hours per week, did you receive overtime pay (at least 1½ times your regular rate of pay)? Yes <input type="checkbox"/> No <input type="checkbox"/>	14. If you did <u>not</u> receive overtime pay for overtime hours worked, identify the number of weeks in which overtime was worked and/or total overtime hours
15. Attach copies of check stubs or a record of your hours and pay received <input type="checkbox"/> CHECK IF ATTACHED	16. Attach any other comments or statements on separate sheet <input type="checkbox"/> CHECK IF ATTACHED		

HUD-4730 (06/2004) PREVIOUS EDITION IS OBSOLETE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT Office of Labor Relations FEDERAL LABOR STANDARDS QUESTIONNAIRE	HUD FORM 4730 <small>OMB Approval Number 2501-0018 (Exp. 01/31/2024)</small>
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17. Identify other employees (name, address, phone) who worked with you and who could confirm the type of work you performed
18. Identify employees (name, address, phone) you supervised

I affirm that the information provided herein is accurate to the best of my knowledge.

Employee Name (Please print clearly)	Home Phone Number (including area code)
Current address (Include apartment number, if any) (Street/City/State/Zip Code)	Alternate Phone Number(s) (including area code)
Permanent/Alternate Address (if current address is temporary)	Email address
Signature	Date

Disclosure Authorization

I authorize the HUD representative to disclose my name and the information I have submitted to the extent necessary to enforce my rights under the Acts administered by the U.S. Department of Housing and Urban Development.

Signature:	Date:
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Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered sensitive and will not be released without your approval. Provision of this is voluntary. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

HUD and local agencies administering HUD-assisted programs must enforce Federal wage and reporting requirements on covered HUD-assisted construction and maintenance work. Enforcement activities include contacting laborers and mechanics and requesting information about their employment on covered projects.

HUD-4730 (06/2004) PREVIOUS EDITION IS OBSOLETE

DEPARTAMENTO DE VIVIENDA Y DESARROLLO URBANO DE LOS EE.UU.**Oficina de Relaciones Laborales****CUESTIONARIO DE ESTÁNDARES FEDERALES DE TRABAJO****FORMULARIO****HUD 4730SP**

Número de Aprobación

OMB 2501-0018

Exp. 02/29/2020

Estamos llevando a cabo una revisión del cumplimiento con los estándares federales de trabajo en el proyecto mencionado a continuación. Estamos solicitando cierta información concerniente a su empleo en este proyecto. El envío de este cuestionario no implica que su empleador haya violado alguna ley.

Por favor responda a todas las preguntas mencionadas abajo. Sus respuestas se considerarán confidenciales y no se revelarán a nadie sin su permiso. Sus respuestas se deben referir únicamente al tiempo durante el cuál usted trabajó en este proyecto. Por favor devuelva el formulario debidamente llenado lo más pronto posible, usando el sobre proporcionado con franqueo pagado.

Si tiene preguntas, por favor llame:

Empleador		Nombre del proyecto, número y ubicación	
1. Su nombre		2. El título de su trabajo	
3. ¿Cuándo trabajó en este proyecto? Desde: Hasta:		4. ¿Dónde trabajó usted (lugar del trabajo, taller, etc.)?	
5. ¿Qué tareas desempeñó en este proyecto?			
6. ¿Qué herramientas usó (si usó alguna) para desempeñar sus tareas en el proyecto?			
7. ¿Cómo se le pagó? (salario por hora, sueldo, trabajo a destajo, etc.)		8. Si su salario era en base a trabajo a destajo, ¿cómo se determinó su pago (esto es, por tabla, por unidad, etc.)?	
9. ¿Cuál era su salario por hora en este proyecto? \$	10a. Recibió usted beneficios adicionales? Sí <input type="checkbox"/> No <input type="checkbox"/>	10b. Si la respuesta es sí, ¿Cuáles beneficios adicionales recibió? Vacaciones <input type="checkbox"/> Seguro médico <input type="checkbox"/> Jubilación <input type="checkbox"/> Otra <input type="checkbox"/> Especifique	
11. En promedio, ¿cuántas horas trabajó usted cada semana?	12. ¿Trabajó usted más de 40 horas en una sola semana? Sí <input type="checkbox"/> No <input type="checkbox"/>	13. Si usted trabajó más de 40 horas por semana, ¿recibió pago por horas extra (por lo menos 1½ veces su tarifa de pago regular)? Sí <input type="checkbox"/> No <input type="checkbox"/>	14. Si usted <u>no</u> recibió pago de sobre tiempo por las horas extra de trabajo, identifique el número de semanas que trabajó horas extra y/o las horas extra
15. Adjunte copias de los talones de cheques o planillas de sus horas y del pago recibido <input type="checkbox"/> MARQUE SI ESTÁN INCLUIDOS		16. Incluya cualquier otro comentario o declaración en una hoja separada <input type="checkbox"/> MARQUE SI ESTÁN INCLUIDOS	

HUD-4730 SPANISH (06/2004) PREVIOUS EDITION IS OBSOLETE

DEPARTAMENTO DE VIVIENDA Y DESARROLLO URBANO DE LOS EE.UU. Oficina de Relaciones Laborales CUESTIONARIO DE ESTÁNDARES FEDERALES DE TRABAJO	FORMULARIO HUD 4730SP <small>Número de Aprobación OMB 2501-0018 Exp. 02/29/2020</small>
17. Identifique a otros empleados (nombre, dirección, teléfono) que trabajaron con usted y que podrían confirmar el trabajo que usted desempeñó	
18. Identifique a los empleados (nombre, dirección, teléfono) que usted supervisó	

Afirmo que la información proporcionada aquí es exacta a mi mejor conocimiento.

Nombre del empleado (Por favor escriba claramente en letra de molde)	Número de teléfono de su domicilio (incluya el código de área)
Dirección actual (Incluya el número de apartamento, si se aplica (Calle/Ciudad/Estado/Código Postal)	Número(s) de teléfono alternativos(s) (incluya el código de área)
Dirección permanente/alternativa (si la dirección actual es temporal)	Dirección de correo electrónico
Firma	Fecha

Autorización de Revelación

Autorizo al representante de HUD revelar mi nombre y la información que he presentado, en la medida necesaria para hacer valer mis derechos bajo las Leyes administradas por el Departamento de Vivienda y Desarrollo Urbano de los EE.UU.

Firma:	Fecha:
---------------	---------------

La responsabilidad de informar al público para esta recopilación de información se estima a un promedio de 30 minutos por respuesta, incluyendo el tiempo para revisar las instrucciones, buscar las fuentes de datos existentes, recopilar y mantener los datos necesarios, así como completar y revisar la información recopilada. La información se considera confidencial y no se revelará sin su aprobación. El proporcionarla es voluntario. Esta agencia no puede recopilar información y usted no está obligado a llenar este formulario, a menos que se muestre un número de control actual válido de la Oficina de Administración y Presupuesto (OMB).

HUD y las agencias locales que administran los programas asistidos por HUD deben hacer cumplir los requisitos federales de información y salario en los trabajos de construcción y mantenimiento cubiertos, asistidos por HUD. Las actividades de cumplimiento incluyen contratar obreros y mecánicos y solicitar información sobre sus empleos en proyectos cubiertos.

HUD-4730 SPANISH (06/2004) PREVIOUS EDITION IS OBSOLETE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT Office of Labor Relations ON-LINE EMPLOYEE QUESTIONNAIRE	HUD FORM 4730E <small>OMB Approval No. 2501-0018 (Exp. 02/29/2020)</small>
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Many construction projects assisted by the Department of Housing and Urban Development (HUD) are covered by federal labor standards. These standards include the payment of prevailing wage rates as determined by the Secretary of Labor, otherwise known as Davis-Bacon wage rates. In addition, many projects are covered by overtime rules that require the payment of one and one-half times the regular rate of pay for hours worked over 40 in a workweek. Construction workers who are paid less than prevailing wages for the work they perform or who do not receive time and one-half for overtime hours worked may be entitled to wage restitution (back wages). Also, maintenance workers employed at many public and Indian housing projects are covered by prevailing wage rates determined by HUD. Maintenance workers that do not receive prevailing wages or, in some cases, overtime pay, may also be entitled to wage restitution. If you think that you may not have been paid correctly for construction or maintenance work that you performed on a HUD-assisted project, you can complete this questionnaire and submit it to HUD electronically by clicking on the "Submit" button at the end of the form. Or you can print your completed form and mail it to HUD at the following address:

U.S. Department of HUD
 Office of Labor Relations
 451 7th Street, SW, Room 2102
 Washington, DC 20410

We will review the information you provide and will let you know if you have been underpaid and, if so, we will work to ensure that you receive any additional wages that you may have earned. Please note that if we believe you have been underpaid, we will probably need to contact you for more information.

Please respond to all of the questions listed below. Your responses will be considered confidential and will not be released to anyone without your permission. Your answers should refer only to the time during which you worked on the HUD-assisted project.

If you have any questions, please contact a HUD Labor Relations Specialist. A list of contact names, addresses, telephone numbers, email addresses and the geographic areas they cover can be found at: www.hud.gov/offices/olr

Employer	Project name, number and location
1. Your Name	2. Your Job title
3. When did you work on this project? From: To:	4. Where did you work (job site, shop, etc.)?
5. What duties did you perform on this project?	
6. What tools (if any) did you use to perform your duties on the project?	
7. How was your wage determined? (hourly wage, salary, piece work, etc.)	8. If your wage was based on piece work, describe how pay was determined (i.e., \$ per board, per unit, etc.)?

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Labor Relations
ON-LINE EMPLOYEE QUESTIONNAIRE

HUD FORM 4730E
OMB Approval No. 2501-0018
(Exp. 02/29/2020)

9a. What was your hourly wage rate on the project? \$		10a. Did you receive fringe benefits? Yes <input type="checkbox"/> No <input type="checkbox"/>		10b. If yes, which fringe benefits? Vacation <input type="checkbox"/> Medical <input type="checkbox"/> Pension <input type="checkbox"/> Specify: Other <input type="checkbox"/>	
9b. If you know, what was the required prevailing wage for this project? \$					
11. On average, how many hours did you work each week?	12. Did you ever work over 40 hours in a single week? Yes <input type="checkbox"/> No <input type="checkbox"/>	13. If you worked over 40 hours per week, did you receive overtime pay (1½ times your regular rate of pay)? Yes <input type="checkbox"/> No <input type="checkbox"/>	14. If you did <u>not</u> receive overtime pay for overtime hours worked, identify the number of weeks in which overtime was worked and/or total overtime hours		
15. Identify other employees (name, address, phone) who worked with you and who could confirm the type of work you performed					
16. Identify employees (name, address, phone) you supervised					
How may we contact you?					
Current address (Include apartment number, if any) (Street/City/State/Zip Code)				Home Phone Number (including area code)	
Permanent/Alternate Address (if current address is temporary)				Alternate Phone Number(s) (including area code)	
Email address				Cell Phone	
				Date	

Disclosure Authorization

I authorize the HUD representative to disclose my name and the information I have submitted to the extent necessary to enforce my rights under the Acts administered by the U.S. Department of Housing and Urban Development.

Yes No

SUBMIT

PRINT

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered sensitive and will not be released without your approval. Provision of this information is voluntary. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

HUD and local agencies administering HUD-assisted programs must enforce Federal wage and reporting requirements on covered HUD-assisted construction and maintenance work. Enforcement activities include contacting laborers and mechanics and requesting information about their employment on covered projects.

HUD-4730E (6/2004) PREVIOUS EDITION IS OBSOLETE

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Labor Relations
FEDERAL LABOR STANDARDS COMPLAINT INTAKE FORM**

**HUD
FORM
4731**
OMB Approval No.
2501-0018
(Exp. 01/31/2024)

<i>Name of complainant</i>	<i>Social Security Number</i>
<i>Current address of complainant (Street/City/State/Zip Code)</i>	<i>Permanent address, if different from current address</i>
<i>Telephone (including area code) (Home/Cell/Other)</i>	<i>E-Mail address</i>
<i>Project name, location and contract/project number</i>	<i>Prime contractor company name</i>
<i>Employer (company) name</i>	<i>Employer: name of owner/responsible party</i>
<i>Employer address</i>	<i>Employer: contact information (Telephone/Cell/Other)</i>

- Check one:** Current employee
 Former employee
 Other (specify)

Period employed on the project

From:

To:

Occupation/job title:

Duties performed (be specific)

Tools used and/or equipment operated

Wage Rate: \$ per Hour Day Week Piece Other (specify):

Hours usually worked on the project:

<u>Sunday</u>	Monday	Tuesday	Wednesday	Thurs a y	Friday	Satur day

Usual start and stop times

Start work time:

End work time:

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Labor Relations
FEDERAL LABOR STANDARDS COMPLAINT INTAKE FORM**

**HUD
FORM
4731**
OMB Approval No.
2501-0018
(Exp. 01/31/2024)

Name of complainant	Social Security Number
---------------------	------------------------

	Yes	No		Yes	No
Were meal breaks taken? If yes, how long were the breaks?	<input type="checkbox"/>	<input type="checkbox"/>	Did the employer keep time records?	<input type="checkbox"/>	<input type="checkbox"/>
Paid Overtime (time and ½) after 40 hours?	<input type="checkbox"/>	<input type="checkbox"/>	Did the complainant keep time records?	<input type="checkbox"/>	<input type="checkbox"/>
Paid for all hours worked?	<input type="checkbox"/>	<input type="checkbox"/>	Does complainant have other personal records (pay stubs, log books, etc.) he/she can provide?	<input type="checkbox"/>	<input type="checkbox"/>
Was/is the complainant an Apprentice?	<input type="checkbox"/>	<input type="checkbox"/>	Were fringe benefits paid?	<input type="checkbox"/>	<input type="checkbox"/>

If fringe benefits were paid, check all that apply:

- Cash in lieu of fringe benefits
 Life insurance
 Pension
 Health insurance
 Dental insurance
 Holiday/Sick/Vacation

Identify other fringe benefits paid

Names of others affected by the alleged violation(s)

Names of others who can verify/attest to the complainant's allegations

- Continuation sheets attached
 Complainant's personal interview attached

Complaint taken by:

Name (print clearly)	Phone number (including area code) and E-mail address
Title	Agency, office
Signature	Date

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered sensitive and will not be released without your approval. Provision of this information is voluntary. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number. HUD and local agencies administering HUD-assisted programs must enforce Federal wage and reporting requirements on covered HUD-assisted construction and maintenance work. Enforcement activities include collecting information from laborers and mechanics and other interested parties regarding information about their employment on covered projects.

LINKS TO JOB SITE POSTERS AND FEDERAL LABOR STANDARDS PROVISIONS

Actual job site posters and Federal Labor Standards provisions will be sent to you along with the wage determination, payroll forms, and other labor materials. These links are provided for your reference.

Job site posters are to be posted prominently at the job site where they can be seen by employees and applicants for employment.

WHD 1321 -- Employee Rights Poster - English

<https://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>

WHD 1321 -- Employee Rights Poster – Spanish

<https://www.dol.gov/whd/regs/compliance/posters/davispan.pdf>

OSHA -- Job Safety and Health – It's The Law – English

<https://www.osha.gov/Publications/osha3165.pdf>

OSHA -- Job Safety and Health – It's The Law – Spanish

<https://www.osha.gov/Publications/osha3167.pdf>

OFCCP Equal Employment Opportunity Is The Law - English

https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf

OFCCP Equal Employment Opportunity Is The Law - Spanish

https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster_spanish.pdf

HUD Form 928.1 -- Equal Housing Opportunity - English

<https://www.hud.gov/sites/documents/928.1.PDF>

HUD Form 928.1A -- Equal Housing Opportunity - Spanish

<https://www.hud.gov/sites/documents/SPANISH.PDF>

Please note that Federal Labor Standards provisions, in their entirety, must be included with all bid documents and contracts.

HUD-4010 - Federal Labor Standards Provisions

www.hud.gov/sites/dfiles/OCHCO/documents/4010.pdf

Required Contract Provisions



REQUIRED CONTRACT LANGUAGE AND PROVISIONS

All project contracts shall contain at a minimum the following provisions, as appropriate.

ALL CONTRACTS

1. Access and Maintenance of Records

The contractor must maintain records, including supporting documentation, for three years from closeout of the grant to the state of Iowa.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the Iowa Economic Development Authority, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

2. Civil Rights

The Contractor must comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.
- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.
- Federal Executive Order 11063, as amended by Executive Order 12259
Equal Opportunity Housing
- Iowa Civil Rights Act of 1965.
This Act mirrors the Federal Civil Rights Act.
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).
Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)
Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).
Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)
Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

The purpose of section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

3. Termination Clause

All contracts utilizing CDBG funds must contain a termination clause that specifies the following:

- Under what conditions the clause may be imposed.
- The form the termination notice must take (e.g., certified letter).
- The time frame required between the notice of termination and its effective date.
- The method used to compute the final payment(s) to the contractor.

4. Certification regarding government-wide restriction on lobbying.

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

5. Lead-Safe Housing Regulations (As applicable)

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

6. Recycled Materials

The contractor agrees to comply with all the requirements of Code of Iowa chapter 8A.315-317 and Iowa Administrative Code chapter 11-117.6(5) — Recycled Product and Content which states:

When appropriate, specifications shall include requirements for the use of recovered materials and products.

The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product.

7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting

The Contractor must provide information as necessary and as requested by the Iowa Economic Development Authority for the purpose of fulfilling all reporting requirements related to the CDBG program.

ALL CONTRACTS IN EXCESS OF \$10,000

Federal Executive Orders 11246 and 11375:

Provides that no one be discriminated in employment.

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ALL CONTRACTS IN EXCESS OF \$100,000**Clean Air and Water Acts:**

- Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).
- Section 508 of the Clean Water Act (33 U.S.C. 1368).
- Executive Order 11738. *Providing administration of the Clean Air and Water Acts*

Clean Air and Water Acts - required clauses:

This clause is required in all third party contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended. It should also be mentioned in the bid document.

During the performance of this contract, the CONTRACTOR agrees as follows:

- (1) The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.
- (2) The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- (3) The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.
- (4) The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

ALL CONSTRUCTION CONTRACTS IN EXCESS OF \$2,000**Federal Labor Standards**

In addition to the preceding provisions, all construction contracts in excess of \$2,000 must include the Federal Labor Standards Provisions (verbatim) found in Appendix 2 under Required Contract Provisions. (Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

Federal Labor Standards Provisions (verbatim) found in Appendix 2, including:

- Davis-Bacon and Related Acts
- Contract Work Hours and Safety Standard Act
- Copeland Anti-kickback Act

Project Sign Board



Project Construction Sign

White Background

Project Title

Sponsor/Developer

Official(s) or Sponsor Address

Architect or Engineer

(second line)

Contractor

(second line)

CDBG
Community Development Block Grant

Project Financed by:

Community Development Block Grant

2024 CDBG Sanitary Sewer Rehabilitation Project
CITY PROJECT NO. SA-000-3325
Engineers Estimate
12/21/2023

ITEM NO.	ITEM CODE	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
1	4050-108-A-0	Pipe Lining, 8 Inch	L.F.	\$33.00	2873.0	\$94,809.00
2	4050-108-B-0	Building Sanitary Sewer Service Reconnection	EACH	\$100.00	66.0	\$6,600.00
3	4050-108-B-0	Grouting Service Laterals	EACH	\$450.00	66.0	\$29,700.00
4	11020-108-A-0	Mobilization	L.S.	\$10,000.00	1.0	\$10,000.00
TOTAL PROJECT ESTIMATE						<u>\$141,109.00</u>



DEPARTMENT OF FINANCE & BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

INTEROFFICE MEMORANDUM

TO: Mayor Laudick and City Council Members
FROM: Jennifer Rodenbeck, Director of Finance & Business Operations
DATE: December 18, 2023
SUBJECT: FY2024-2029 Capital Improvements Program (CIP)

Attached is the required notice for the proposed FY2024-2029 Capital Improvements Program (CIP) hearing. The CIP will be presented at committee on January 2nd.

The Code of Iowa requires that the City have a public hearing and I would request that the hearing be set for January 16, 2024.

If you have any questions about the CIP or the process, please feel free to contact me.

**NOTICE OF PUBLIC HEARING FOR THE
FY2024-2029 CAPITAL IMPROVEMENTS PROGRAM (CIP)**

Notice is hereby given that the Cedar Falls City Council of the City of Cedar Falls, Iowa will conduct a public hearing on the proposed FY2024-2029 Capital Improvements Program (CIP) at 7:00 p.m. on the 16th day of January 2024, said meeting to be held in the Council Chamber in City Hall, 220 Clay Street, Cedar Falls, Iowa.

Copies of the foregoing described document are on file in the office of the City Clerk in the City Hall in Cedar Falls, Iowa and may be inspected by any persons interested. Written comments to said proposed Capital Improvements Program may be filed with the City Clerk of the City of Cedar Falls, Iowa on or before the date of hearing, and all objections will be heard at the time of said hearing.

This notice is given by order of the City Council of the City of Cedar Falls, Iowa.

By: Kim Kerr, City Clerk

DAILY INVOICES FOR 01/02/24 COUNCIL MEETING

Item 19.

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 1
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---	DEBITS	CREDITS	CURRENT BALANCE
NBR	NBR	PER.	CD DATE NUMBER DESCRIPTION			POST DT
FUND 101 GENERAL FUND						
101-1158	441.71	01	OFFICE SUPPLIES / OFFICE SUPPLIES			
1018	06/24 AP	12/04/23	0399479 GREEN, ROB	42.78		12/15/23
			RMB:FRAMES			
			ACCOUNT TOTAL	42.78	.00	42.78
101-1168	441.83	05	TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD)			
992	06/24 AP	12/06/23	0399444 GANFIELD, DUSTIN	246.28		12/13/23
			RMB:MILEAGE-ILC CONF. CEDAR RAPIDS			
			ACCOUNT TOTAL	246.28	.00	246.28
101-1199	441.89	14	MISCELLANEOUS SERVICES / REFUNDS			
1035	06/24 AP	12/14/23	0399485 COMPLETE COMFORT HEATING & CO	105.00		12/19/23
			REFUND-MECHANICAL PERMIT #23-5115;INCORRECT PERMIT			
			ACCOUNT TOTAL	105.00	.00	105.00
101-2205	432.88	17	OUTSIDE AGENCIES / CEDAR FALLS BAND			
992	06/24 AP	12/11/23	0399439 CEDAR FALLS MUNICIPAL BAND	695.42		12/13/23
			PROPERTY TAX PAYMENT			
			ACCOUNT TOTAL	695.42	.00	695.42
101-2253	423.85	01	UTILITIES / UTILITIES			
1018	06/24 AP	12/10/23	0399477 CEDAR FALLS UTILITIES	4,056.56		12/15/23
			UTILITIES THRU 12/10/23			
			ACCOUNT TOTAL	4,056.56	.00	4,056.56
101-2253	423.85	05	UTILITIES / THE FALLS POOL UTILITIES			
1018	06/24 AP	12/10/23	0399477 CEDAR FALLS UTILITIES	880.93		12/15/23
			UTILITIES THRU 12/10/23			
			ACCOUNT TOTAL	880.93	.00	880.93
101-2280	423.85	01	UTILITIES / UTILITIES			
1018	06/24 AP	12/10/23	0399477 CEDAR FALLS UTILITIES	812.76		12/15/23
			UTILITIES THRU 12/10/23			
			ACCOUNT TOTAL	812.76	.00	812.76
101-2280	423.89	14	MISCELLANEOUS SERVICES / REFUNDS			

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 2
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----				DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION			BALANCE
									POST DT
FUND 101 GENERAL FUND									
101-2280-423.89-14						MISCELLANEOUS SERVICES / REFUNDS	continued		
1043		06/24	AP	12/18/23	0399493	ANNE CHARLSON	250.00		12/21/23
						REFUND-SECURITY DEPOSIT			
992		06/24	AP	12/11/23	0399449	SARA DALE	250.00		12/13/23
						REFUND-SECURITY DEPOSIT			
						ACCOUNT TOTAL	500.00	.00	500.00
101-4511-414.85-01						UTILITIES / UTILITIES			
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	3,059.89		12/15/23
						UTILITIES THRU 12/10/23			
						ACCOUNT TOTAL	3,059.89	.00	3,059.89
101-5521-415.72-01						OPERATING SUPPLIES / OPERATING SUPPLIES			
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	201.68		12/15/23
						UTILITIES THRU 12/10/23			
						ACCOUNT TOTAL	201.68	.00	201.68
101-5521-415.72-33						OPERATING SUPPLIES / POLICE AUXILIARY PROGRAM			
1018		06/24	AP	09/19/23	0399481	HINES, CORY	129.95		12/15/23
						RMB:UNIFORM ALLOWANCE			AMAZON.COM
						ACCOUNT TOTAL	129.95	.00	129.95
101-5521-415.85-01						UTILITIES / UTILITIES			
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	1,961.11		12/15/23
						UTILITIES THRU 12/10/23			
						ACCOUNT TOTAL	1,961.11	.00	1,961.11
101-5521-415.86-05						REPAIR & MAINTENANCE / EQUIPMENT REPAIRS			
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	107.59		12/15/23
						UTILITIES THRU 12/10/23			
						ACCOUNT TOTAL	107.59	.00	107.59
101-5521-415.89-40						MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE			
1018		06/24	AP	12/08/23	0399480	HEUER, BROOKE	33.71		12/15/23
						RMB:UNIFORM ALLOWANCE			UNDER ARMOUR
1018		06/24	AP	12/07/23	0399482	O'NEILL, DENNIS	160.50		12/15/23
						RMB:UNIFORM ALLOWANCE			KOHL'S
1018		06/24	AP	12/06/23	0399478	FERGUSON, CLINTON	141.63		12/15/23

PREPARED 12/21/2023, 12:42:00
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 3
ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----		DESCRIPTION	DEBITS	CREDITS	CURRENT	
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE	POST DT
FUND 101 GENERAL FUND									
101-5521-415.89-40 MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE						continued			
					RMB:UNIFORM ALLOWANCE				
1018		06/24	AP	12/06/23	0399482	O'NEILL, DENNIS	21.39		12/15/23
						RMB:UNIFORM ALLOWANCE			
1018		06/24	AP	12/06/23	0399483	ZIKUDA, HANNA	111.63		12/15/23
						RMB:UNIFORM ALLOWANCE			
992		06/24	AP	11/21/23	0399446	JANIKOWSKI, KYLE	111.63		12/13/23
						RMB:UNIFORM ALLOWANCE			
992		06/24	AP	11/04/23	0399446	JANIKOWSKI, KYLE	149.21		12/13/23
						RMB:UNIFORM ALLOWANCE			
						TACTICALGEAR.COM			
					ACCOUNT TOTAL		729.70	.00	729.70
101-6613-433.85-01 UTILITIES / UTILITIES									
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	206.19		12/15/23
						UTILITIES THRU 12/10/23			
					ACCOUNT TOTAL		206.19	.00	206.19
101-6616-446.85-01 UTILITIES / UTILITIES									
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	6,216.02		12/15/23
						UTILITIES THRU 12/10/23			
					ACCOUNT TOTAL		6,216.02	.00	6,216.02
101-6623-423.85-01 UTILITIES / UTILITIES									
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	849.56		12/15/23
						UTILITIES THRU 12/10/23			
					ACCOUNT TOTAL		849.56	.00	849.56
101-6625-432.81-44 PROFESSIONAL SERVICES / USGS RIVER GAUGE									
992		06/24	AP	12/01/23	0399440	CENTURYLINK	63.66		12/13/23
						CEDAR RIVER GAUGE-NOV'23			
					ACCOUNT TOTAL		63.66	.00	63.66
101-6625-432.83-06 TRANSPORTATION&EDUCATION / EDUCATION									
1043		06/24	AP	12/20/23	0399497	IOWA DEPT-TRANSPORTATION	120.00		12/21/23
						HMA LEVEL 1 RECERT.-FOULK			
1043		06/24	AP	12/20/23	0399497	IOWA DEPT-TRANSPORTATION	120.00		12/21/23
						SOILS TECH. RECERT.-FOULK			
					ACCOUNT TOTAL		240.00	.00	240.00

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 4
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----		DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 101 GENERAL FUND								
101-6633-423.85-01 UTILITIES / UTILITIES								
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	1,785.28	12/15/23
						UTILITIES THRU 12/10/23		
						ACCOUNT TOTAL	1,785.28	1,785.28
						FUND TOTAL	22,890.36	22,890.36
FUND 203 TAX INCREMENT FINANCING								
203-0000-487.50-05 TRANSFERS OUT / TRANSFERS - TIF								
992		06/24	AP	12/11/23	0399438	CAPITAL PROJECTS FUND	36,518.67	12/13/23
						PROPERTY TAX PAYMENT		
992		06/24	AP	12/11/23	0399438	CAPITAL PROJECTS FUND	746.29	12/13/23
						PROPERTY TAX PAYMENT		
992		06/24	AP	12/11/23	0399438	CAPITAL PROJECTS FUND	15,031.88	12/13/23
						PROPERTY TAX PAYMENT		
992		06/24	AP	12/11/23	0399438	CAPITAL PROJECTS FUND	26.85	12/13/23
						PROPERTY TAX PAYMENT		
992		06/24	AP	12/11/23	0399441	DEBT SERVICE	5,079.32	12/13/23
						PROPERTY TAX PAYMENT		
						ACCOUNT TOTAL	57,403.01	57,403.01
						FUND TOTAL	57,403.01	57,403.01
FUND 206 STREET CONSTRUCTION FUND								
206-6637-436.85-01 UTILITIES / UTILITIES								
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	2,823.20	12/15/23
						UTILITIES THRU 12/10/23		
						ACCOUNT TOTAL	2,823.20	2,823.20
206-6647-436.85-01 UTILITIES / UTILITIES								
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	2,367.06	12/15/23
						UTILITIES THRU 12/10/23		
						ACCOUNT TOTAL	2,367.06	2,367.06
						FUND TOTAL	5,190.26	5,190.26

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 5
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---	TRANSACTION	---				
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
									POST DT
FUND 215 HOSPITAL FUND									
FUND 216 POLICE BLOCK GRANT FUND									
FUND 217 SECTION 8 HOUSING FUND									
	217-2214-432.89-61	MISCELLANEOUS SERVICES / HOUS.ASSIST PMTS-OCCUPIED							
992	06/24 AP	12/01/23		0039915	KAI, BRENT		284.00		12/13/23
					HAP HAMILTON T 122023	RE-ISSUE CK#39881			
					ACCOUNT TOTAL		284.00	.00	284.00
					FUND TOTAL		284.00	.00	284.00
FUND 223 COMMUNITY BLOCK GRANT									
FUND 224 TRUST & AGENCY									
FUND 242 STREET REPAIR FUND									
	242-1240-431.92-25	STRUCTURE IMPROV & BLDGS / CEDAR HEIGHTS AREA RECON							
1043	06/24 AP	12/19/23		0399498	MATTHEW & EMILY VASQUEZ		200.00		12/21/23
					3271-PCL#101-TREE REMOVAL	N.CEDAR HEIGHTS RECON PH1			
	PROJECT#:			023271					
1043	06/24 AP	12/14/23		0399492	ANDREW ANDERSON		80.00		12/21/23
					3271-PARCEL#107-DAMAGES	N.CEDAR HEIGHTS RECON PH1			
	PROJECT#:			023271					
1043	06/24 AP	12/14/23		0399500	MICHAEL O'CONNELL & KATHARINE		1,705.00		12/21/23
					3271-PARCEL#111-DAMAGES	N.CEDAR HEIGHTS RECON PH1			
	PROJECT#:			023271					
1043	06/24 AP	12/12/23		0399499	MATTHEW & EMILY VASQUEZ AND N		1,730.00		12/21/23
					3271-PARCEL#101-DAMAGES	N.CEDAR HEIGHTS RECON PH1			
	PROJECT#:			023271					
1043	06/24 AP	12/12/23		0399496	CHARLES W. HALL		380.00		12/21/23
					3271-PARCEL#109-DAMAGES	N.CEDAR HEIGHTS RECON PH1			
	PROJECT#:			023271					
					ACCOUNT TOTAL		4,095.00	.00	4,095.00
					FUND TOTAL		4,095.00	.00	4,095.00
FUND 254 CABLE TV FUND									
	254-1088-431.89-18	MISCELLANEOUS SERVICES / COMMUNITY PROGRAMMING							
1035	06/24 AP	12/16/23		0399486	DEWITT, JASON		150.00		12/19/23
					BRAD & KATE CHRISTMAS	CAMERA OPERATOR			
1035	06/24 AP	12/16/23		0399491	SURMA, JOSEPH EDWARD		150.00		12/19/23
					BRAD & KATE CHRISTMAS	CAMERA OPERATOR			
1035	06/24 AP	12/15/23		0399489	SIMPSON, MARK		125.00		12/19/23
					CF GIRLS BB-CR XAVIER	ANNOUNCER			
	PROJECT#:			759					
1035	06/24 AP	12/15/23		0399488	LONGNECKER, JEREMIAH		100.00		12/19/23
					CF GIRLS BB-CR XAVIER	ANNOUNCER			
	PROJECT#:			759					

PREPARED 12/21/2023, 12:42:00
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 6
ACCOUNTING PERIOD 06/2024

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	TRANSACTION NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 254 CABLE TV FUND										
254-1088-431.89-18 MISCELLANEOUS SERVICES / COMMUNITY PROGRAMMING						continued				
1035		06/24	AP	12/15/23	0399491	SURMA, JOSEPH EDWARD CAMERA OPERATOR	100.00		12/19/23	
						PROJECT#: 759				
1035		06/24	AP	12/15/23	0399490	STOW, CHRISTIAN CAMERA OPERATOR	100.00		12/19/23	
						PROJECT#: 759				
1035		06/24	AP	12/15/23	0399487	KRESS, AGNES M CAMERA OPERATOR	100.00		12/19/23	
						PROJECT#: 759				
1035		06/24	AP	12/15/23	0399486	DEWITT, JASON CAMERA OPERATOR	100.00		12/19/23	
						PROJECT#: 759				
1035		06/24	AP	12/15/23	0399484	BENSON, ERIC CAMERA OPERATOR	200.00		12/19/23	
						PROJECT#: 759				
992		06/24	AP	12/12/23	0399443	ENGEL, JEFF ANNOUNCER	100.00		12/13/23	
						PROJECT#: 759				
992		06/24	AP	12/12/23	0399437	BOBELDYK, MICHAEL JOHN ANNOUNCER	100.00		12/13/23	
						PROJECT#: 759				
992		06/24	AP	12/12/23	0399442	DEWITT, JASON CAMERA OPERATOR	120.00		12/13/23	
						PROJECT#: 759				
992		06/24	AP	12/12/23	0399452	SURMA, JOSEPH EDWARD CAMERA OPERATOR	120.00		12/13/23	
						PROJECT#: 759				
992		06/24	AP	12/12/23	0399453	WALTERS, CLAYTON CAMERA OPERATOR	120.00		12/13/23	
						PROJECT#: 759				
992		06/24	AP	12/12/23	0399451	STOW, CHRISTIAN CAMERA OPERATOR	120.00		12/13/23	
						PROJECT#: 759				
992		06/24	AP	12/10/23	0399442	DEWITT, JASON CAMERA OPERATOR	150.00		12/13/23	
						PROJECT#: 756				
992		06/24	AP	12/10/23	0399452	SURMA, JOSEPH EDWARD CAMERA OPERATOR	150.00		12/13/23	
						PROJECT#: 756				
992		06/24	AP	12/10/23	0399453	WALTERS, CLAYTON CAMERA OPERATOR	150.00		12/13/23	
						PROJECT#: 756				
992		06/24	AP	12/10/23	0399451	STOW, CHRISTIAN CAMERA OPERATOR	150.00		12/13/23	
						PROJECT#: 756				
992		06/24	AP	12/09/23	0399436	BENSON, ERIC CAMERA OPERATOR	200.00		12/13/23	
						PROJECT#: 756				
992		06/24	AP	12/08/23	0399451	STOW, CHRISTIAN CAMERA OPERATOR	100.00		12/13/23	
						PROJECT#: 759				

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 7
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---		DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 254 CABLE TV FUND								
254-1088-431.89-18 MISCELLANEOUS SERVICES / COMMUNITY PROGRAMMING					continued			
992		06/24	AP	12/08/23	0399442	DEWITT, JASON	100.00	12/13/23
						CAMERA OPERATOR		
PROJECT#:		759						
992		06/24	AP	12/08/23	0399452	SURMA, JOSEPH EDWARD	100.00	12/13/23
						CAMERA OPERATOR		
PROJECT#:		759						
992		06/24	AP	12/08/23	0399447	KRESS, AGNES M	100.00	12/13/23
						CAMERA OPERATOR		
PROJECT#:		759						
992		06/24	AP	12/08/23	0399450	SIMPSON, MARK	125.00	12/13/23
						ANNOUNCER		
PROJECT#:		759						
992		06/24	AP	12/08/23	0399448	LONGNECKER, JEREMIAH	100.00	12/13/23
						ANNOUNCER		
PROJECT#:		759						
						ACCOUNT TOTAL	3,230.00	
						FUND TOTAL	3,230.00	
FUND 258 PARKING FUND								
258-5531-435.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE								
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	15.75	12/15/23
						UTILITIES THRU 12/10/23		
						ACCOUNT TOTAL	15.75	
						FUND TOTAL	15.75	
FUND 261 TOURISM & VISITORS								
261-2291-423.85-01 UTILITIES / UTILITIES								
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	761.18	12/15/23
						UTILITIES THRU 12/10/23		
						ACCOUNT TOTAL	761.18	
						FUND TOTAL	761.18	

PREPARED 12/21/2023, 12:42:00
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 8
ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---		DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 262 SENIOR SERVICES & COMM CT								
262-1092-423.85-01 UTILITIES / UTILITIES								
1018		06/24	AP	12/10/23	0399477	120.05		12/15/23
UTILITIES THRU 12/10/23								
ACCOUNT TOTAL						120.05	.00	120.05
FUND TOTAL						120.05	.00	120.05
FUND 291 POLICE FORFEITURE FUND								
FUND 292 POLICE RETIREMENT FUND								
FUND 293 FIRE RETIREMENT FUND								
FUND 294 LIBRARY RESERVE								
FUND 295 SOFTBALL PLAYER CAPITAL								
FUND 296 GOLF CAPITAL								
FUND 297 REC FACILITIES CAPITAL								
FUND 298 HEARST CAPITAL								
FUND 311 DEBT SERVICE FUND								
FUND 402 WASHINGTON PARK FUND								
FUND 404 FEMA								
FUND 405 FLOOD RESERVE FUND								
FUND 407 VISION IOWA PROJECT								
FUND 408 STREET IMPROVEMENT FUND								
FUND 410 CORONAVIRUS LOCAL RELIEF								
FUND 430 2004 TIF BOND								
FUND 431 2014 BOND								
FUND 432 2003 BOND								
FUND 433 2001 TIF								
FUND 434 2024 BOND								
FUND 435 1999 TIF								
FUND 436 2012 BOND								
FUND 437 2018 BOND								
FUND 438 2020 BOND FUND								
FUND 439 2022 BOND FUND								
FUND 443 CAPITAL PROJECTS								
443-1220-431.94-33 CAPITAL PROJECTS / PROPERTY ACQUISITION								
1018		06/24	AP	12/10/23	0399477	200.20		12/15/23
UTILITIES THRU 12/10/23								
ACCOUNT TOTAL						200.20	.00	200.20
FUND TOTAL						200.20	.00	200.20

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 9
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---	TRANSACTION	---	DESCRIPTION	DEBITS	CREDITS	CURRENT	POST	DT
NBR	NBR	PER.	CD	DATE	NUMBER				BALANCE		
FUND 472 PARKADE RENOVATION											
FUND 473 SIDEWALK ASSESSMENT											
FUND 483 ECONOMIC DEVELOPMENT											
FUND 484 ECONOMIC DEVELOPMENT LAND											
FUND 541 2018 STORM WATER BONDS											
FUND 544 2008 SEWER BONDS											
FUND 545 2018 SEWER BONDS											
FUND 546 SEWER IMPROVEMENT FUND											
FUND 547 SEWER RESERVE FUND											
FUND 548 1997 SEWER BOND FUND											
FUND 549 1992 SEWER BOND FUND											
FUND 550 2000 SEWER BOND FUND											
FUND 551 REFUSE FUND											
551-6685-436.85-01 UTILITIES / UTILITIES											
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	3,414.65				12/15/23
						UTILITIES THRU 12/10/23					
						ACCOUNT TOTAL	3,414.65	.00	3,414.65		
551-6685-436.86-34 REPAIR & MAINTENANCE / BILLING & COLLECTING											
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	6,603.33				12/15/23
						UTILITIES THRU 12/10/23					
						ACCOUNT TOTAL	6,603.33	.00	6,603.33		
551-6685-436.87-02 RENTALS / MATERIAL DISPOSAL/HANDLIN											
1043		06/24	AP	10/18/23	0399494	BLACK HAWK CO SOLID WASTE MGM	1,358.72				12/21/23
						HAZARDOUS WASTE DISPOSAL ENV.FAIR-REISSUE CK144607					
						ACCOUNT TOTAL	1,358.72	.00	1,358.72		
						FUND TOTAL	11,376.70	.00	11,376.70		
FUND 552 SEWER RENTAL FUND											
552-6665-436.85-01 UTILITIES / UTILITIES											
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	11,073.63				12/15/23
						UTILITIES THRU 12/10/23					
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	13,972.29				12/15/23
						UTILITIES THRU 12/10/23					
						ACCOUNT TOTAL	25,045.92	.00	25,045.92		
552-6665-436.86-34 REPAIR & MAINTENANCE / BILLING & COLLECTING											
1018		06/24	AP	12/10/23	0399477	CEDAR FALLS UTILITIES	6,603.33				12/15/23
						UTILITIES THRU 12/10/23					
						ACCOUNT TOTAL	6,603.33	.00	6,603.33		

PREPARED 12/21/2023, 12:42:00
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 10
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---				DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION			BALANCE
									POST DT
FUND 552 SEWER RENTAL FUND									
552-6665-436.92-18						STRUCTURE IMPROV & BLDGS / I/I REDUCTION PROJECT			
1018		06/24 AP		12/13/23	0399476	AUSTIN CEAGLSKE	3,716.39		12/15/23
		RMB:REMOVAL				CROSS CONNECT SAN.SEWER-2529 GRAND BLVD			
		PROJECT#:		023291					
						ACCOUNT TOTAL	3,716.39	.00	3,716.39
						FUND TOTAL	35,365.64	.00	35,365.64
FUND 553 2004 SEWER BOND									
FUND 555 STORM WATER UTILITY									
555-6630-432.85-01						UTILITIES / UTILITIES			
1018		06/24 AP		12/10/23	0399477	CEDAR FALLS UTILITIES	47.17		12/15/23
						UTILITIES THRU 12/10/23			
						ACCOUNT TOTAL	47.17	.00	47.17
555-6630-432.86-34 REPAIR & MAINTENANCE / BILLING & COLLECTING									
1018		06/24 AP		12/10/23	0399477	CEDAR FALLS UTILITIES	6,603.33		12/15/23
						UTILITIES THRU 12/10/23			
						ACCOUNT TOTAL	6,603.33	.00	6,603.33
						FUND TOTAL	6,650.50	.00	6,650.50
FUND 570 SEWER ASSESSMENT									
FUND 606 DATA PROCESSING FUND									
606-1078-441.81-43						PROFESSIONAL SERVICES / LIBRARY COMPUTER SERVICES			
1043		06/24 AP		12/10/23	0399495	CEDAR FALLS UTILITIES	10.00		12/21/23
						LIBRARY DOMAIN NAME STATIC IP ADDRESS			
						ACCOUNT TOTAL	10.00	.00	10.00
606-1078-441.82-10 COMMUNICATION / TELEPHONE HOLDING ACCOUNT									
992		06/24 AP		12/01/23	0399440	CENTURYLINK	64.66		12/13/23
						CITY PHONE SERV.-DEC'23			
						ACCOUNT TOTAL	64.66	.00	64.66
606-1078-441.82-30 COMMUNICATION / FIBER OPTICS									
1043		06/24 AP		12/10/23	0399495	CEDAR FALLS UTILITIES	3,320.00		12/21/23
						FIBERPOINT:11/11-12/10/23			
						ACCOUNT TOTAL	3,320.00	.00	3,320.00

PREPARED 12/21/2023, 12:42:00
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 11
ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---				DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION			BALANCE
									POST DT
FUND 606						DATA PROCESSING FUND			
						FUND TOTAL	3,394.66	.00	3,394.66
FUND 680						HEALTH INSURANCE FUND			
FUND 681						HEALTH SEVERANCE			
FUND 682						HEALTH INSURANCE - FIRE			
FUND 685						VEHICLE MAINTENANCE FUND			
FUND 686						PAYROLL FUND			
FUND 687						WORKERS COMPENSATION FUND			
FUND 688						LTD INSURANCE FUND			
FUND 689						LIABILITY INSURANCE FUND			
FUND 724						TRUST & AGENCY			
724-0000-487.50-01						TRANSFERS OUT / TRANSFERS TO GENERAL FUND			
992				06/24	AP 12/11/23 0399445	GENERAL FUND	37,582.55		12/13/23
						PROPERTY TAX PAYMENT			
						ACCOUNT TOTAL	37,582.55	.00	37,582.55
						FUND TOTAL	37,582.55	.00	37,582.55
FUND 727						GREENWOOD CEMETERY P-CARE			
FUND 728						FAIRVIEW CEMETERY P-CARE			
FUND 729						HILLSIDE CEMETERY P-CARE			
FUND 790						FLOOD LEVY			
						GRAND TOTAL	188,559.86	.00	188,559.86

COUNCIL INVOICES FOR 01/02/24 MEETING

Item 19.

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 1
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----	DEBITS	CREDITS	CURRENT BALANCE
NBR	NBR	PER.	CD DATE NUMBER			POST DT
FUND 101 GENERAL FUND						
101-1008-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES						
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	1.93	12/21/23
				BIC PENS		
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	15.18	12/21/23
				COPY PAPER		
1011		07/24 AP	12/13/23 0000000	STOREY KENWORTHY	75.00	12/21/23
				#9 WINDOW ENVELOPES		
				ACCOUNT TOTAL	92.11	92.11
101-1026-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES						
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	.57	12/21/23
				BIC PENS		
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	3.80	12/21/23
				COPY PAPER		
1011		07/24 AP	12/13/23 0000000	STOREY KENWORTHY	5.00	12/21/23
				#9 WINDOW ENVELOPES		
				ACCOUNT TOTAL	9.37	9.37
101-1028-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES						
1011		07/24 AP	12/18/23 0000000	DES MOINES STAMP MFG. CO.	77.00	12/21/23
				DATER STAMP 2 COLOR		
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	1.93	12/21/23
				BIC PENS		
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	19.00	12/21/23
				COPY PAPER		
1011		07/24 AP	12/13/23 0000000	STOREY KENWORTHY	125.00	12/21/23
				#9 WINDOW ENVELOPES		
1011		07/24 AP	12/11/23 0000000	STOREY KENWORTHY	73.00	12/21/23
				S42 LASER PERF PAPER		
				BLANK CP-20		
				ACCOUNT TOTAL	295.93	295.93
101-1038-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES						
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	.72	12/21/23
				BIC PENS		
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	11.40	12/21/23
				COPY PAPER		
1011		07/24 AP	12/13/23 0000000	STOREY KENWORTHY	75.00	12/21/23
				#9 WINDOW ENVELOPES		
				ACCOUNT TOTAL	87.12	87.12
101-1038-441.81-09 PROFESSIONAL SERVICES / HUMAN RIGHTS COMMISSION						
1011		07/24 AP	12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	1.52	12/21/23

PREPARED 12/26/2023, 11:21:26
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	TRANSACTION NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT	
FUND 101 GENERAL FUND											
101-1038	441.81-09	PROFESSIONAL SERVICES / HUMAN RIGHTS COMMISSION				continued					
		COPY PAPER									
1011		07/24 AP		12/13/23	0000000	STOREY KENWORTHY	5.00			12/21/23	
		#9 WINDOW ENVELOPES									
1011		07/24 AP		12/13/23	0000000	SOCIAL ACTION, INC.	400.00			12/21/23	
		MLK BANQUET TICKETS (8)									
		ACCOUNT TOTAL						406.52	.00		406.52
101-1038-441.81-53 PROFESSIONAL SERVICES / JOB NOTICES											
1011		07/24 AP		11/23/23	0000000	CEDAR VALLEY SAVER, INC.	72.00			12/21/23	
		JOB AD:SEASONAL LABORER 11/23/23 DISPLAY AD									
1011		07/24 AP		11/23/23	0000000	CEDAR VALLEY SAVER, INC.	3.00			12/21/23	
		JOB AD:SEASONAL LABORER 11/23/23 WEB AD									
1011		07/24 AP		11/23/23	0000000	CEDAR VALLEY SAVER, INC.	72.00			12/21/23	
		JOB AD:PT LIBRARY ASST 11/23/23 DISPLAY AD									
1011		07/24 AP		11/23/23	0000000	CEDAR VALLEY SAVER, INC.	3.00			12/21/23	
		JOB AD:PT LIBRARY ASST 11/23/23 WEB AD									
1011		07/24 AP		11/23/23	0000000	CEDAR VALLEY SAVER, INC.	72.00			12/21/23	
		JOB AD:PT LABORER 11/23/23 DISPLAY AD									
1011		07/24 AP		11/23/23	0000000	CEDAR VALLEY SAVER, INC.	3.00			12/21/23	
		JOB AD:PT LABORER 11/23/23 WEB AD									
1011		07/24 AP		11/09/23	0000000	CEDAR VALLEY SAVER, INC.	72.00			12/21/23	
		JOB AD:SEASONAL LABORER 11/09/23 DISPLAY AD									
1011		07/24 AP		11/09/23	0000000	CEDAR VALLEY SAVER, INC.	3.00			12/21/23	
		JOB AD:SEASONAL LABORER 11/09/23 WEB AD									
		ACCOUNT TOTAL						300.00	.00		300.00
101-1038-441.81-99 PROFESSIONAL SERVICES / CIVIL SERVICE COMMISSION											
1011		07/24 AP		12/13/23	0000000	CARLSON DETTMANN CONSULTING L	300.00			12/21/23	
		FLSA REVIEW:CONST.PROJECT MGR & POLICY/ADMIN SPECLT									
1011		07/24 AP		12/13/23	0000000	CARLSON DETTMANN CONSULTING L	550.00			12/21/23	
		CLASSIFICATION REVIEW CONST.PROJ.MGR/POL&ADMIN									
		ACCOUNT TOTAL						850.00	.00		850.00
101-1048-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES											
1011		07/24 AP		12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	.36			12/21/23	
		BIC PENS									
1011		07/24 AP		12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	2.28			12/21/23	
		COPY PAPER									
1011		07/24 AP		12/13/23	0000000	STOREY KENWORTHY	5.00			12/21/23	
		#9 WINDOW ENVELOPES									
		ACCOUNT TOTAL						7.64	.00		7.64

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 3
 ACCOUNTING PERIOD 06/2024

GROUP NBR	PO NBR	ACCTG PER.	----	TRANSACTION	----	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 101 GENERAL FUND										
101-1048-441.81-29				PROFESSIONAL SERVICES		/ LEGAL CONSULTANTS				
1050		07/24 AP	01/01/24	0000000		AHLERS AND COONEY, P.C.	3,900.00			12/26/23
				LEGAL SERVICES-JAN'24						
1050		07/24 AP	01/01/24	0000000		SWISHER & COHRT, P.L.C.	2,600.00			12/26/23
				LEGAL SERVICES-JAN'24						
				ACCOUNT TOTAL			6,500.00	.00	6,500.00	
101-1048-441.81-30 PROFESSIONAL SERVICES / LEGAL-CODE ENFORCEMENT										
1050		07/24 AP	01/01/24	0000000		SWISHER & COHRT, P.L.C.	1,000.00			12/26/23
				LEGAL SERVICES-JAN'24						
				ACCOUNT TOTAL			1,000.00	.00	1,000.00	
101-1118-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
1011		07/24 AP	12/14/23	0000000		OFFICE EXPRESS OFFICE PRODUCT	.36			12/21/23
				BIC PENS						
1011		07/24 AP	12/14/23	0000000		OFFICE EXPRESS OFFICE PRODUCT	.76			12/21/23
				COPY PAPER						
1011		07/24 AP	12/13/23	0000000		STOREY KENWORTHY	5.00			12/21/23
				#9 WINDOW ENVELOPES						
				ACCOUNT TOTAL			6.12	.00	6.12	
101-1118-441.81-31 PROFESSIONAL SERVICES / BUS. RETENTION & CONSULT										
1011		07/24 AP	12/19/23	0000000		CEDAR FALLS ECONOMIC DEVELOPM	16,000.00			12/21/23
				FY24 INCENTIVE PAYMENT		1ST 1/2-DEC'23-JUN'24				
1011		07/24 AP	12/18/23	0000000		GROW CEDAR VALLEY	11,000.00			12/21/23
				FY24 INCENTIVE PAYMENT		1ST 1/2-JUN'23-NOV'23				
				ACCOUNT TOTAL			27,000.00	.00	27,000.00	
101-1118-441.83-06 TRANSPORTATION&EDUCATION / EDUCATION										
1011		07/24 AP	12/14/23	0000000		PROFESSIONAL DEVELOPMENT ACAD	1,895.00			12/21/23
				REG:LEADERSHP TRNG-HUISMA		ONLINE				
				ACCOUNT TOTAL			1,895.00	.00	1,895.00	
101-1158-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
1011		07/24 AP	12/14/23	0000000		OFFICE EXPRESS OFFICE PRODUCT	.36			12/21/23
				BIC PENS						
1011		07/24 AP	12/14/23	0000000		OFFICE EXPRESS OFFICE PRODUCT	.76			12/21/23
				COPY PAPER						
1011		07/24 AP	12/13/23	0000000		STOREY KENWORTHY	5.00			12/21/23
				#9 WINDOW ENVELOPES						

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 4
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----				CURRENT	
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE	
									POST DT	
FUND 101 GENERAL FUND										
101-1158-441.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES				
							continued			
						ACCOUNT TOTAL	6.12	.00	6.12	
101-1199-421.31-10						HUMAN DEVELOPMENT GRANTS / GRANTS - CULTURAL SERVICE				
1009		07/24	AP	12/15/23	0000000	RAUCHENECKER, QUINN	150.00			12/21/23
						POETRY OUT LOUD STIPEND				
						ACCOUNT TOTAL	150.00	.00	150.00	
101-1199-421.31-45						HUMAN DEVELOPMENT GRANTS / REC TRAIL GRANTS				
1027		07/24	AP	12/14/23	0000000	KAY PARK REC CORP.	1,162.80			12/21/23
						MEMORIAL BENCH				
						ACCOUNT TOTAL	1,162.80	.00	1,162.80	
101-1199-441.88-20						OUTSIDE AGENCIES / LOBBYIST				
1050		07/24	AP	01/01/24	0000000	COPE MURPHY+CO LLP	4,500.00			12/26/23
						LOBBY FEE-JANUARY 2024				
						ACCOUNT TOTAL	4,500.00	.00	4,500.00	
101-1199-441.89-11						MISCELLANEOUS SERVICES / LEAGUE DUES				
1011		07/24	AP	12/19/23	0000000	BLACK HAWK CO.AUDITOR	20,000.00			12/21/23
						11/7/23 ELECTION EXPENSE				
						ACCOUNT TOTAL	20,000.00	.00	20,000.00	
101-2205-432.72-19						OPERATING SUPPLIES / PRINTING				
1011		07/24	AP	12/13/23	0000000	STOREY KENWORTHY	5.00			12/21/23
						#9 WINDOW ENVELOPES				
						ACCOUNT TOTAL	5.00	.00	5.00	
101-2235-412.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES				
1011		07/24	AP	12/13/23	0000000	STOREY KENWORTHY	25.00			12/21/23
						#9 WINDOW ENVELOPES				
						ACCOUNT TOTAL	25.00	.00	25.00	
101-2235-412.71-07						OFFICE SUPPLIES / CODE ENFORCEMENT SUPPLIES				
1001		07/24	AP	11/16/23	0000000	STOREY KENWORTHY	249.00			12/21/23
						SNOW REMOVAL ORD PADS				

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 5
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----					
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT	BALANCE
										POST DT
FUND 101 GENERAL FUND										
101-2235-412.71-07 OFFICE SUPPLIES / CODE ENFORCEMENT SUPPLIES						continued				
ACCOUNT TOTAL							249.00	.00	249.00	
101-2245-442.72-19 OPERATING SUPPLIES / PRINTING										
1011		07/24	AP	12/13/23	0000000	STOREY KENWORTHY	50.00			12/21/23
#9 WINDOW ENVELOPES										
ACCOUNT TOTAL							50.00	.00	50.00	
101-2253-423.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
1023		07/24	AP	12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	75.98			12/21/23
COPY PAPER										
ACCOUNT TOTAL							75.98	.00	75.98	
101-2253-423.72-31 OPERATING SUPPLIES / YOUTH SPORTS EQUIPMENT										
1023		07/24	AP	11/30/23	0000000	BMC AGGREGATES L.C.	837.06			12/21/23
LIONS & WASHINGTON						BALLFIELDS				
1023		07/24	AP	11/17/23	0000000	UNI-DOME	2,013.19			12/21/23
FLAG FOOTBALL RENTAL						10/08/23				
ACCOUNT TOTAL							2,850.25	.00	2,850.25	
101-2253-423.72-43 OPERATING SUPPLIES / REC CONCESSIONS										
1023		07/24	AP	12/01/23	0000000	FAT CUP COFFEE COMPANY	84.90			12/21/23
CONCESSIONS COFFEE										
ACCOUNT TOTAL							84.90	.00	84.90	
101-2253-423.86-30 REPAIR & MAINTENANCE / MAINTENANCE & UPKEEP										
1023		07/24	AP	12/08/23	0000000	ARAMARK	31.75			12/21/23
REC CENTER MATS										
ACCOUNT TOTAL							31.75	.00	31.75	
101-2280-423.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
1009		07/24	AP	12/07/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	53.75			12/21/23
POWER STRIP, HIGHLIGHTERS						PENS, INK, SCREEN WIPES				
ACCOUNT TOTAL							53.75	.00	53.75	
101-2280-423.72-11 OPERATING SUPPLIES / DUES, BOOKS, MAGAZINES										

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 6
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----					CURRENT	
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	POST	DT	BALANCE
FUND 101 GENERAL FUND											
101-2280-423.72-11						OPERATING SUPPLIES / DUES, BOOKS, MAGAZINES	continued				
1009		07/24 AP		11/21/23	0000000	COURIER COMMUNICATIONS	174.99				12/21/23
						THE COURIER ANNUAL RENEW					
						52 WEEK SUBSCRIPTION					
						ACCOUNT TOTAL	174.99	.00			174.99
101-2280-423.72-70 OPERATING SUPPLIES / CLASSROOM SUPPLIES											
1009		07/24 AP		12/07/23	0000000	ART CRAFT STUDIO, INC.	27.23				12/21/23
						UNDERGLAZE, WIRE CUTTERS					
						ACCOUNT TOTAL	27.23	.00			27.23
101-2280-423.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES											
1009		07/24 AP		12/08/23	0000000	ARAMARK	13.74				12/21/23
						MAT SERVICE					
						ACCOUNT TOTAL	13.74	.00			13.74
101-2280-423.81-60 PROFESSIONAL SERVICES / EXHIBITION FEES											
1009		07/24 AP		12/18/23	0000000	US ART COMPANY INC	2,108.93				12/21/23
						ONE WAY SHIPPING FROM NY					
						FOR EVERYDAY ART EXHIBIT					
						ACCOUNT TOTAL	2,108.93	.00			2,108.93
101-2280-423.81-61 PROFESSIONAL SERVICES / PROMOTIONS											
1009		07/24 AP		11/30/23	0000000	KCVM-93.5 THE MIX	217.50				12/21/23
						THE MIX HOLIDAY AD 2023					
						ACCOUNT TOTAL	217.50	.00			217.50
101-4511-414.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES											
1011		07/24 AP		12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	6.08				12/21/23
						COPY PAPER					
1011		07/24 AP		12/13/23	0000000	STOREY KENWORTHY	10.00				12/21/23
						#9 WINDOW ENVELOPES					
						ACCOUNT TOTAL	16.08	.00			16.08
101-4511-414.72-19 OPERATING SUPPLIES / PRINTING											
1033		07/24 AP		12/15/23	0000000	STOREY KENWORTHY	1,580.00				12/21/23
						PRINTING;FIRE INSPECTIONS					
						BROCHURES & CHECKLISTS					
						ACCOUNT TOTAL	1,580.00	.00			1,580.00

PREPARED 12/26/2023, 11:21:26
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 7
ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	-----TRANSACTION-----			DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE	

FUND 101 GENERAL FUND									
101-4511-414.72-20						OPERATING SUPPLIES / OFFICERS EQUIPMENT			
1033		07/24 AP		12/19/23	0000000	EMBLEM ENTERPRISES, INC.	265.59		12/21/23
						FIRE PATCHES; 30 GOLD/30 SILVER			
						ACCOUNT TOTAL	265.59	.00	265.59
101-4511-414.72-99						OPERATING SUPPLIES / POSTAGE			
1033		07/24 AP		11/22/23	0000000	FEDERAL EXPRESS	16.82		12/21/23
						SHIPPING TO PK SAFETY MCNAMARA			
						ACCOUNT TOTAL	16.82	.00	16.82
101-4511-414.81-71						PROFESSIONAL SERVICES / CONSOLIDATED DISPATCH			
1032		07/24 AP		12/18/23	0000000	BLACK HAWK CO.AUDITOR	82,590.74		12/21/23
						FY24 Q3 CONSOLIDATED COMM			
						ACCOUNT TOTAL	82,590.74	.00	82,590.74
101-4511-414.89-40						MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE			
1033		07/24 AP		12/17/23	0000000	GALLS, LLC	144.99		12/21/23
						3 PANTS-MARTINEZ 5.11 ABR PRO PANT			
						ACCOUNT TOTAL	144.99	.00	144.99
101-5521-415.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES			
1011		07/24 AP		12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	3.80		12/21/23
						COPY PAPER			
1011		07/24 AP		12/13/23	0000000	STOREY KENWORTHY	10.00		12/21/23
						#9 WINDOW ENVELOPES			
1032		07/24 AP		12/06/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	320.51		12/21/23
						OFFC SUPPLIES,PAPER/BINDR PENS/NOTEBOOKS/CLIPS/TAPE			
						ACCOUNT TOTAL	334.31	.00	334.31
101-5521-415.71-07						OFFICE SUPPLIES / CODE ENFORCEMENT SUPPLIES			
1011		07/24 AP		12/06/23	0000000	LASER TECH	1,492.65		12/21/23
						TRUESPEED S LIDAR			
						ACCOUNT TOTAL	1,492.65	.00	1,492.65
101-5521-415.72-01						OPERATING SUPPLIES / OPERATING SUPPLIES			
1032		07/24 AP		12/11/23	0000000	MARTIN BROS.DISTRIBUTING	173.79		12/21/23
						FORKS AND SPOONS			
						ACCOUNT TOTAL	173.79	.00	173.79

PREPARED 12/26/2023, 11:21:26
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

GROUP	PO	ACCTG	----	TRANSACTION	----				CURRENT	
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE	
									POST DT	
FUND 101 GENERAL FUND										
101-5521-415.72-20						OPERATING SUPPLIES / OFFICERS EQUIPMENT				
1032		07/24	AP	12/07/23	0000000	DICKEY'S PRINTING	36.00			12/21/23
						4 NAME PATCHES				
						LECHTENBERG				
						ACCOUNT TOTAL	36.00	.00	36.00	
101-5521-415.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES										
1032		07/24	AP	12/09/23	0000000	CENTER FOR BEHAVIORAL HEALTH,	250.00			12/21/23
						MMPI EVAL; ADAM ARIES				
						PSO NEW HIRE 12/18/2023				
1032		07/24	AP	12/07/23	0000000	CROSS PRECISION MEASUREMENT	215.00			12/21/23
						TEST & CALIBRATE SCALE				
						CRIME LAB				
1032		07/24	AP	11/30/23	0000000	VIQ SOLUTIONS, INC	41.79			12/21/23
						INVEST.TRANSCRIPTION SVC				
						#23-100233				
						ACCOUNT TOTAL	506.79	.00	506.79	
101-5521-415.81-71 PROFESSIONAL SERVICES / CONSOLIDATED DISPATCH										
1032		07/24	AP	12/18/23	0000000	BLACK HAWK CO.AUDITOR	165,206.26			12/21/23
						FY24 Q3 CONSOLIDATED COMM				
						ACCOUNT TOTAL	165,206.26	.00	165,206.26	
101-5521-415.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS										
1032		07/24	AP	12/02/23	0000000	IOWA POLICE CHIEFS ASSOCIATIO	125.00			12/21/23
						2024 MEMBER DUES-BERTE				
						1/1/2024 - 12/31/2024				
						ACCOUNT TOTAL	125.00	.00	125.00	
101-5521-415.83-06 TRANSPORTATION&EDUCATION / EDUCATION										
1032		07/24	AP	10/13/23	0000000	NORTHWESTERN UNIVERSITY	4,200.00			12/21/23
						REG.FEE-SPRING'24-YATES				
						ONLINE 3/11/24-8/18/24				
1032		07/24	AP	10/03/23	0000000	NORTHWESTERN UNIVERSITY	4,200.00			12/21/23
						REG.FEE-SPRING'24-HEUER				
						ONLINE 3/11/24-8/18/24				
1032		07/24	AP	09/29/23	0000000	IOWA LAW ENFORCEMENT ACADEMY	150.00			12/21/23
						CERT.FEE-HERNANDEZ				
						9/20/2024				
						ACCOUNT TOTAL	8,550.00	.00	8,550.00	
101-5521-415.86-05 REPAIR & MAINTENANCE / EQUIPMENT REPAIRS										
1032		07/24	AP	12/13/23	0000000	KOLOR TEK IOWA LLC	300.00			12/21/23
						BUMPER REPAIR #17				
						ACCOUNT TOTAL	300.00	.00	300.00	

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 9
 ACCOUNTING PERIOD 06/2024

GROUP NBR	PO NBR	ACCTG PER.	CD	-----TRANSACTION----- DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 101 GENERAL FUND										
101-5521-415.89-99 MISCELLANEOUS SERVICES / CANINE UNIT										
1032		07/24	AP	09/13/23	0000000	ENTENMANN-ROVIN CO. K9 BADGES	317.50			12/21/23
ACCOUNT TOTAL							317.50	.00	317.50	
101-5521-425.81-20 PROFESSIONAL SERVICES / HUMANE SOCIETY										
1032		07/24	AP	12/02/23	0000000	CEDAR BEND HUMANE SOCIETY NOV'23 ANIMAL SURRENDER	5,239.50			12/21/23
ACCOUNT TOTAL							5,239.50	.00	5,239.50	
101-6613-433.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
1019		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT CORRECTION TAPE, PENS, AND TAPE	2.93			12/21/23
ACCOUNT TOTAL							2.93	.00	2.93	
101-6616-446.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
1027		07/24	AP	12/14/23	0000000	O'DONNELL ACE HARDWARE HOOK, ROD AND SHOVELS	96.36			12/21/23
PROJECT#:					062501					
1027		07/24	AP	12/13/23	0000000	OFFICE EXPRESS OFFICE PRODUCT NITRILE GLOVES	199.96			12/21/23
PROJECT#:					062506					
1019		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT CORRECTION TAPE, PENS, AND TAPE	2.34			12/21/23
1027		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT TISSUE, SOAP, LINERS AND TOWELS	176.19			12/21/23
PROJECT#:					062506					
1027		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT TISSUE, SOAP, LINERS AND TOWELS	475.55			12/21/23
PROJECT#:					062507					
1027		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT TOWELS	173.64			12/21/23
PROJECT#:					062503					
993		07/24	AP	12/08/23	0000000	JOHNSTONE SUPPLY OF WATERLOO FLASHLIGHT AND HEADLAMP	79.97			12/21/23
PROJECT#:					062506					
993		07/24	AP	12/08/23	0000000	O'DONNELL ACE HARDWARE CAULK	17.38			12/21/23
PROJECT#:					062503					
993		07/24	AP	12/05/23	0000000	CHRISTIE DOOR COMPANY OVERHEAD DOOR REMOTE	45.00			12/21/23
PROJECT#:					062506					
993		07/24	AP	12/05/23	0000000	JOHNSTONE SUPPLY OF WATERLOO HVAC FILTERS	70.56			12/21/23

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 10
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	-----TRANSACTION-----			DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE	

FUND 101 GENERAL FUND									
101-6616-446.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES continued									
	PROJECT#:	062503							
993		07/24 AP	12/05/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	344.10		12/21/23	
					TISSUE, TOWELS AND LINERS				
	PROJECT#:	062501							
993		07/24 AP	11/28/23	0000000	MENARDS-CEDAR FALLS	15.97		12/21/23	
					MOVING DOLLY				
	PROJECT#:	062506							
993		07/24 AP	11/28/23	0000000	MENARDS-CEDAR FALLS	44.99		12/21/23	
					DESK HEATER				
	PROJECT#:	062503							
993		07/24 AP	08/21/23	0000000	CITY LAUNDERING CO.	17.00		12/21/23	
					FIRST AID SUPPLIES				
					ACCOUNT TOTAL	1,759.01	.00	1,759.01	
101-6616-446.73-06 OTHER SUPPLIES / BUILDING REPAIR									
993		07/24 AP	12/08/23	0000000	O'DONNELL ACE HARDWARE	12.17		12/21/23	
					SCREWS				
	PROJECT#:	062506							
1027		07/24 AP	12/07/23	0000000	MENARDS-CEDAR FALLS	20.97		12/21/23	
					LUBRICANT				
	PROJECT#:	062506							
1027		07/24 AP	12/07/23	0000000	MENARDS-CEDAR FALLS	32.21		12/21/23	
					CAULK, SCREWS, WASHERS				
					AND NUTS				
	PROJECT#:	062503							
1027		07/24 AP	12/05/23	0000000	MENARDS-CEDAR FALLS	13.98		12/21/23	
					LUBRICANT				
	PROJECT#:	062506							
993		07/24 AP	12/01/23	0000000	ECHO GROUP, INC.	45.30		12/21/23	
					LIGHTING REPAIR				
	PROJECT#:	062509							
					ACCOUNT TOTAL	124.63	.00	124.63	
101-6616-446.86-02 REPAIR & MAINTENANCE / BUILDINGS & GROUNDS									
993		07/24 AP	12/11/23	0000000	ENGINEERED CONTROLS, INC.	4,535.00		12/21/23	
					BUILDING CONTROLS SYSTEM				
					PANNED SERV.JAN-DEC'24				
	PROJECT#:	062506							
993		07/24 AP	12/08/23	0000000	ARAMARK	56.85		12/21/23	
					MAT SERVICE				
	PROJECT#:	062501							
993		07/24 AP	12/08/23	0000000	ARAMARK	125.65		12/21/23	
					MAT SERVICE AND TOWELS				
	PROJECT#:	062506							
993		07/24 AP	11/29/23	0000000	IA.DIV.LABOR-BOILER/ELEVATOR	75.00		12/21/23	
					ELEVATOR PERMIT-PSS				
	PROJECT#:	062511							

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 11
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION----			DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION			BALANCE
									POST DT
FUND 101 GENERAL FUND									
101-6616-446.86-02						REPAIR & MAINTENANCE / BUILDINGS & GROUNDS	continued		
993		07/24 AP		11/28/23	0000000	CHRISTIE DOOR COMPANY	218.75		12/21/23
						OVERHEAD DOOR REPAIR			
PROJECT#:		062506							
993		07/24 AP		10/13/23	0000000	ARAMARK	31.35		12/21/23
						MAT SERVICE			
PROJECT#:		062501							
993		07/24 AP		09/25/23	0000000	WOODMAN CONTROLS COMPANY	355.59		12/21/23
						HVAC CONTROLLER REPAIR			
						ACCOUNT TOTAL	5,398.19	.00	5,398.19
101-6625-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES									
1011		07/24 AP		12/13/23	0000000	STOREY KENWORTHY	25.00		12/21/23
						#9 WINDOW ENVELOPES			
						ACCOUNT TOTAL	25.00	.00	25.00
101-6625-432.72-16 OPERATING SUPPLIES / TOOLS									
1010		07/24 AP		11/28/23	0000000	MENARDS-CEDAR FALLS	29.98		12/21/23
						INFRARED TEMPERATURE GUNS			
						ACCOUNT TOTAL	29.98	.00	29.98
101-6633-423.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES									
1019		07/24 AP		12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	8.76		12/21/23
						CORRECTION TAPE, PENS, AND TAPE			
						ACCOUNT TOTAL	8.76	.00	8.76
101-6633-423.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES									
1027		07/24 AP		12/15/23	0000000	O'DONNELL ACE HARDWARE	8.69		12/21/23
						LYSOL			
1019		07/24 AP		12/14/23	0000000	DIAMOND VOGEL PAINT - #52	21.10		12/21/23
						ORCHARD SHOP			
1019		07/24 AP		12/12/23	0000000	O'DONNELL ACE HARDWARE	31.68		12/21/23
						PARKS NO PARKING SIGNS			
1019		07/24 AP		12/08/23	0000000	BUILDERS SELECT LLC	335.02		12/21/23
						ORCHARD HILL SHED			
1019		07/24 AP		12/07/23	0000000	BUILDERS SELECT LLC	129.99		12/21/23
						ORCHARD HILL SHED			
1019		07/24 AP		12/07/23	0000000	BUILDERS SELECT LLC	197.99		12/21/23
						ORCHARD HILL SHED			
1019		07/24 AP		12/07/23	0000000	BUILDERS SELECT LLC	3.99		12/21/23
						ORCHARD HILL SHED			
1019		07/24 AP		12/07/23	0000000	BUILDERS SELECT LLC	19.90		12/21/23

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 12
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----				CURRENT	
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE	
									POST DT	
FUND 101 GENERAL FUND										
101-6633-423.72-01	OPERATING SUPPLIES / OPERATING SUPPLIES					continued				
						ORCHARD HILL SHED				
1019		07/24 AP		12/06/23	0000000	BUILDERS SELECT LLC	1,038.71		12/21/23	
						ORCHARD HILL SHED				
1019		07/24 AP		11/30/23	0000000	CULLIGAN WATER CONDITIONING	8.74		12/21/23	
						WATER AT 606 UNION				
993		07/24 AP		08/21/23	0000000	CITY LAUNDERING CO.	23.39		12/21/23	
						FIRST AID SUPPLIES				
						ACCOUNT TOTAL	1,819.20	.00	1,819.20	
						FUND TOTAL	346,300.47	.00	346,300.47	
FUND 203 TAX INCREMENT FINANCING										
FUND 206 STREET CONSTRUCTION FUND										
206-6637-436.71-01	OFFICE SUPPLIES / OFFICE SUPPLIES									
1019		07/24 AP		12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	5.85		12/21/23	
						CORRECTION TAPE, PENS, AND TAPE				
						ACCOUNT TOTAL	5.85	.00	5.85	
206-6637-436.72-57	OPERATING SUPPLIES / ICE CONTROL									
1027		07/24 AP		12/11/23	0000000	COMPASS MINERALS AMERICA	20,280.90		12/21/23	
						ROAD SALT				
1027		07/24 AP		12/07/23	0000000	COMPASS MINERALS AMERICA	17,649.55		12/21/23	
						ROAD SALT				
1019		07/24 AP		12/06/23	0000000	MENARDS-CEDAR FALLS	24.00		12/21/23	
						TRUCKS BRINE CALIBRATION				
993		07/24 AP		12/05/23	0000000	COMPASS MINERALS AMERICA	27,901.07		12/21/23	
						ROAD SALT				
						ACCOUNT TOTAL	65,855.52	.00	65,855.52	
206-6637-436.72-60	OPERATING SUPPLIES / SAFETY SUPPLIES									
993		07/24 AP		08/21/23	0000000	CITY LAUNDERING CO.	16.02		12/21/23	
						FIRST AID SUPPLIES				
						ACCOUNT TOTAL	16.02	.00	16.02	
206-6637-436.73-06	OTHER SUPPLIES / BUILDING REPAIR									
1019		07/24 AP		12/08/23	0000000	MENARDS-CEDAR FALLS	51.92		12/21/23	
						TRUCK BARN APPROACH REPAIR				
1019		07/24 AP		12/05/23	0000000	MENARDS-CEDAR FALLS	4.69		12/21/23	
						LOCKER ROOM BENCH				
1027		07/24 AP		12/04/23	0000000	BENTON'S READY MIX CONCRETE,	626.25		12/21/23	

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

GROUP	PO	ACCTG	-----TRANSACTION-----			DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE	

POST DT -----									
FUND 206 STREET CONSTRUCTION FUND									
206-6637-436.73-06 OTHER SUPPLIES / BUILDING REPAIR continued									
CONCRETE									
ACCOUNT TOTAL							682.86	.00	682.86
206-6637-436.92-93 STRUCTURE IMPROV & BLDGS / WEST 27TH ST IMPROVEMENTS									
1010		07/24	AP	12/14/23	0000000	PETERSON CONTRACTORS	209,054.45		12/21/23
PROJECT#: 3240-W 27TH STREET RECON 023240									
ACCOUNT TOTAL							209,054.45	.00	209,054.45
206-6647-436.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES									
1019		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT CORRECTION TAPE, PENS, AND TAPE	2.93		12/21/23
ACCOUNT TOTAL							2.93	.00	2.93
206-6647-436.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES									
1027		07/24	AP	12/05/23	0000000	MENARDS-CEDAR FALLS POWER STRIP	29.96		12/21/23
993		07/24	AP	12/01/23	0000000	MENARDS-CEDAR FALLS GLOVES, SCREWDRIVER SET HEX KEY SETS	94.12		12/21/23
ACCOUNT TOTAL							124.08	.00	124.08
206-6647-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES									
993		07/24	AP	08/21/23	0000000	CITY LAUNDERING CO. FIRST AID SUPPLIES	17.00		12/21/23
ACCOUNT TOTAL							17.00	.00	17.00
206-6647-436.86-72 REPAIR & MAINTENANCE / CONTRACT STREET PAINTING									
1019		07/24	AP	12/09/23	0000000	LASER LINE STRIPING 1ST AND UNION PAINTING STOP BARS	640.00		12/21/23
ACCOUNT TOTAL							640.00	.00	640.00
FUND TOTAL							276,398.71	.00	276,398.71

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 14
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----				CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
									POST DT
FUND 215 HOSPITAL FUND									
FUND 216 POLICE BLOCK GRANT FUND									
FUND 217 SECTION 8 HOUSING FUND									
217-2214-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES									
1011		07/24	AP	12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	2.28		12/21/23
ACCOUNT TOTAL							2.28	.00	2.28
217-2214-432.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES									
1011		07/24	AP	12/13/23	0000000	STOREY KENWORTHY #9 WINDOW ENVELOPES	30.00		12/21/23
ACCOUNT TOTAL							30.00	.00	30.00
FUND TOTAL							32.28	.00	32.28
FUND 223 COMMUNITY BLOCK GRANT									
223-2224-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES									
1011		07/24	AP	12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	1.52		12/21/23
ACCOUNT TOTAL							1.52	.00	1.52
223-2224-432.72-19 OPERATING SUPPLIES / PRINTING									
1011		07/24	AP	12/13/23	0000000	STOREY KENWORTHY #9 WINDOW ENVELOPES	10.00		12/21/23
ACCOUNT TOTAL							10.00	.00	10.00
223-2224-432.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES									
1001		07/24	AP	11/30/23	0000000	IOWA NORTHLAND REGIONAL CO. O FFY23 PLAN & REPORTS NOVEMBER EXPENSES	164.15		12/21/23
ACCOUNT TOTAL							164.15	.00	164.15
223-2224-432.89-59 MISCELLANEOUS SERVICES / NBRHD INFRASTRCT IMPRVMT									
1001		07/24	AP	11/30/23	0000000	IOWA NORTHLAND REGIONAL CO. O FFY23 SANITARY SEWER NOVEMBER EXPENSES	145.33		12/21/23
PROJECT#:		023325							
ACCOUNT TOTAL							145.33	.00	145.33
223-2234-432.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES									

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 15
 ACCOUNTING PERIOD 06/2024

GROUP NBR	PO NBR	ACCTG PER.	CD	---TRANSACTION--- DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE POST DT
FUND 223 COMMUNITY BLOCK GRANT									
223-2234-432.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES						continued			
1001		07/24 AP		11/30/23	0000000	IOWA NORTHLAND REGIONAL CO. O	142.88		12/21/23
		FFY23				SINGLE FAMILY REHAB			
						NOVEMBER EXPENSES			
1001		07/24 AP		11/30/23	0000000	IOWA NORTHLAND REGIONAL CO. O	218.01		12/21/23
		FFY22				RENTAL REHAB			
						NOVEMBER EXPENSES			
						ACCOUNT TOTAL	360.89	.00	360.89
						FUND TOTAL	681.89	.00	681.89
FUND 224 TRUST & AGENCY									
FUND 242 STREET REPAIR FUND									
242-1240-431.92-25 STRUCTURE IMPROV & BLDGS / CEDAR HEIGHTS AREA RECON									
1010		07/24 AP		12/15/23	0000000	SCHMITT CONSTRUCTION CO.INC.,	19,831.63		12/21/23
						3271-N CEDAR HEIGHTS PH1			
		PROJECT#:			023271				
						ACCOUNT TOTAL	19,831.63	.00	19,831.63
242-1240-431.92-44 STRUCTURE IMPROV & BLDGS / STREET RECONSTRUCTION									
1010		07/24 AP		12/18/23	0000000	PETERSON CONTRACTORS	9,680.50		12/21/23
						3299-2023 STREET RECON			
		PROJECT#:			023299				
						ACCOUNT TOTAL	9,680.50	.00	9,680.50
242-1240-431.98-45 CAPITAL PROJECTS / MAIN STREET RECONSTRUCT									
1010		07/24 AP		12/15/23	0000000	PETERSON CONTRACTORS	364,680.45		12/21/23
						3283-MAIN ST RECONSTRUCT			
		PROJECT#:			023283				
						ACCOUNT TOTAL	364,680.45	.00	364,680.45
						FUND TOTAL	394,192.58	.00	394,192.58
FUND 254 CABLE TV FUND									
254-1088-431.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES									
1011		07/24 AP		12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	.57		12/21/23
						BIC PENS			
1011		07/24 AP		12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	3.04		12/21/23
						COPY PAPER			
1011		07/24 AP		12/13/23	0000000	STOREY KENWORTHY	5.00		12/21/23
						#9 WINDOW ENVELOPES			
						ACCOUNT TOTAL	8.61	.00	8.61

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 16
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----		DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 254 CABLE TV FUND								
					FUND TOTAL	8.61	.00	8.61
FUND 258 PARKING FUND								
258-5531-435.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES								
1011		07/24	AP	12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	.36	12/21/23
						BIC PENS		
1011		07/24	AP	12/14/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	2.28	12/21/23
						COPY PAPER		
1011		07/24	AP	12/13/23	0000000	STOREY KENWORTHY	25.00	12/21/23
						#9 WINDOW ENVELOPES		
					ACCOUNT TOTAL	27.64	.00	27.64
					FUND TOTAL	27.64	.00	27.64
FUND 261 TOURISM & VISITORS								
261-2291-423.73-52 OTHER SUPPLIES / BROCHURES & PUBLICATIONS								
1026		07/24	AP	12/15/23	0000000	EASTON, SCOTT	1,500.00	12/21/23
						2024 CF VISITOR GUIDE		
						DESIGN FEE-2ND INSTALLMNT		
					ACCOUNT TOTAL	1,500.00	.00	1,500.00
261-2291-423.73-53 OTHER SUPPLIES / WEBSITE/CRM								
1026		07/24	AP	12/07/23	0000000	SPINUTECH WEB DESIGN, INC.	125.00	12/21/23
						ANALYTICS NOT LOADING		
					ACCOUNT TOTAL	125.00	.00	125.00
261-2291-423.85-23 UTILITIES / BUILDING MAINTENANCE								
1026		07/24	AP	12/08/23	0000000	ARAMARK	7.80	12/21/23
						MAT SERVICE		
					ACCOUNT TOTAL	7.80	.00	7.80
261-2291-423.88-47 OUTSIDE AGENCIES / ECONOMIC DEVEL GRANTS								
1011		07/24	AP	12/19/23	0000000	CEDAR FALLS ECONOMIC DEVELOPM	15,000.00	12/21/23
						FY24 1ST 1/2 BASE PAYMENT		
						JUL'23-DEC'23		
1011		07/24	AP	12/18/23	0000000	GROW CEDAR VALLEY	15,000.00	12/21/23
						FY24 1ST 1/2 BASE PAYMENT		
						JUL'23-DEC'23		
					ACCOUNT TOTAL	30,000.00	.00	30,000.00
					FUND TOTAL	31,632.80	.00	31,632.80

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 17
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----				CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
									POST DT
FUND 262 SENIOR SERVICES & COMM CT									
262-1092-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE									
934		07/24	AP	12/08/23	0000000	ARAMARK	7.80		12/21/23
						COMM. CENTER MAT SERVICE			
934		07/24	AP	11/17/23	0000000	WILSON RESTAURANT SUPPLY, INC	247.48		12/21/23
						ICE MACHINE CLEANING			
934		07/24	AP	11/10/23	0000000	ARAMARK	7.80		12/21/23
						COMM. CENTER MAT SERVICE			
934		07/24	AP	11/10/23	0000000	CITY LAUNDERING CO.	15.39		12/21/23
						FIRST AID SUPPLY SERVICE- COMMUNITY CENTER			
934		07/24	AP	07/25/23	0000000	CITY LAUNDERING CO.	23.32		12/21/23
						FIRST AID SUPPLY SERVICE- COMMUNITY CENTER			
						ACCOUNT TOTAL	301.79	.00	301.79
262-1092-423.89-08 MISCELLANEOUS SERVICES / BUS TRIPS/PROGRAMMING									
934		07/24	AP	12/12/23	0000000	COMMUNITY MAIN STREET	20.00		12/21/23
						GIFT CERTIFICATES (2X\$10)			
934		07/24	AP	12/12/23	0000000	MASMAR, MANDY SUE	140.00		12/21/23
						SENIOR LINE DANCING FOR NOVEMBER '23			
934		07/24	AP	11/29/23	0000000	HEARST CENTER FOR THE ARTS	60.00		12/21/23
						PAINT ALONG 11/22/23			
934		07/24	AP	11/17/23	0000000	MASMAR, MANDY SUE	180.00		12/21/23
						SENIOR LINE DANCING FOR OCTOBER '23			
						ACCOUNT TOTAL	400.00	.00	400.00
						FUND TOTAL	701.79	.00	701.79
FUND 291 POLICE FORFEITURE FUND									
FUND 292 POLICE RETIREMENT FUND									
FUND 293 FIRE RETIREMENT FUND									
FUND 294 LIBRARY RESERVE									
FUND 295 SOFTBALL PLAYER CAPITAL									
FUND 296 GOLF CAPITAL									
296-6623-423.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS									
1001		07/24	AP	11/30/23	0000000	PETERS CONSTRUCTION CORP.	4,810.00		12/21/23
						3319-PHEASANT PRO SHOP REMAINDER OF REPAIR			
						PROJECT#: 023319			
						ACCOUNT TOTAL	4,810.00	.00	4,810.00
						FUND TOTAL	4,810.00	.00	4,810.00

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 18
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----		DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
NBR	NBR	PER.	CD	DATE	NUMBER			POST DT
FUND 297 REC FACILITIES CAPITAL								
297-2253-423		92-01			STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS			
1023		07/24 AP		09/28/23	0000000	5,994.00		12/21/23
					PUSH PEDAL PULL-CDR			
					ADJUST. BENCHES/WT. RACKS			
					WEIGHTROOM CIP			
					ACCOUNT TOTAL	5,994.00	.00	5,994.00
					FUND TOTAL	5,994.00	.00	5,994.00
FUND 298 HEARST CAPITAL								
FUND 311 DEBT SERVICE FUND								
FUND 402 WASHINGTON PARK FUND								
FUND 404 FEMA								
404-1220-431		92-37			STRUCTURE IMPROV & BLDGS / BUYOUT DEMOLITIONS			
1001		07/24 AP		11/28/23	0000000	500.00		12/21/23
					RALLY APPRAISAL, LLC			
					3198-FLOOD BUYOUTS			
					APPRAISAL-1218 COTTAGEROW			
					PROJECT#: 023198			
					ACCOUNT TOTAL	500.00	.00	500.00
					FUND TOTAL	500.00	.00	500.00
FUND 405 FLOOD RESERVE FUND								
405-1220-431		98-43			CAPITAL PROJECTS / CEDAR RIVER REC IMPROVE			
1010		07/24 AP		12/13/23	0000000	309,575.27		12/21/23
					PETERSON CONTRACTORS			
					3290-CEDAR RIVER REC			
					PROJECT#: 023290			
1001		07/24 AP		11/30/23	0000000	633.73		12/21/23
					IOWA NORTHLAND REGIONAL CO. O			
					3290-CEDAR RIVER REC			
					NOVEMBER EXPENSES			
					PROJECT#: 023290			
					ACCOUNT TOTAL	310,209.00	.00	310,209.00
					FUND TOTAL	310,209.00	.00	310,209.00
FUND 407 VISION IOWA PROJECT								
FUND 408 STREET IMPROVEMENT FUND								
FUND 410 CORONAVIRUS LOCAL RELIEF								
FUND 430 2004 TIF BOND								
430-1220-431		97-70			TIF BOND PROJECTS / VIKING ROAD			
1010		07/24 AP		12/15/23	0000000	17,401.24		12/21/23
					SNYDER & ASSOCIATES, INC.			
					3212-WEST VIKING RD RECON			
					SERVICES 11/1-11/30/23			
					PROJECT#: 023212			
					ACCOUNT TOTAL	17,401.24	.00	17,401.24

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 19
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---				DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION			BALANCE
									POST DT
FUND 430 2004 TIF BOND									
430-1220-431.97-82						TIF BOND PROJECTS /			
1010		07/24	AP	12/18/23	0000000	STREETScape MAINTENANCE	10,173.31		12/21/23
						OWEN CONTRACTING INC.			
						3242-DWNTWN STREETSCP II			
						PROJECT#:			023242
						ACCOUNT TOTAL	10,173.31	.00	10,173.31
						FUND TOTAL	27,574.55	.00	27,574.55
FUND 431 2014 BOND									
FUND 432 2003 BOND									
FUND 433 2001 TIF									
FUND 434 2024 BOND									
434-1220-431.98-13						CAPITAL PROJECTS /			
1010		07/24	AP	12/11/23	0000000	WEST 23RD STREET	46,443.00		12/21/23
						SHIVE-HATTERY			
						3330-W 23RD STREET RECON			
						SERVICES THROUGH 12/08/23			
						PROJECT#:			023330
						ACCOUNT TOTAL	46,443.00	.00	46,443.00
						FUND TOTAL	46,443.00	.00	46,443.00
FUND 435 1999 TIF									
FUND 436 2012 BOND									
FUND 437 2018 BOND									
FUND 438 2020 BOND FUND									
438-1220-431.95-27						BOND FUND PROJECTS /			
1010		07/24	AP	11/20/23	0000000	UNION ROAD TRAIL	15,845.29		12/21/23
						LODGE CONSTRUCTION, INC			
						3217-UNION ROAD TRAIL			
						RETAINAGE			
						PROJECT#:			023217
						ACCOUNT TOTAL	15,845.29	.00	15,845.29
						FUND TOTAL	15,845.29	.00	15,845.29
FUND 439 2022 BOND FUND									
439-1220-431.98-96						CAPITAL PROJECTS /			
1011		07/24	AP	12/15/23	0000000	FINANCIAL SYSTEM	4,440.00		12/21/23
						BERRY DUNN MCNEIL & PARKER, L			
						NEW FINANCE SYS-PM SERV.			
						NOVEMBER 2023			
						PROJECT#:			012022
						ACCOUNT TOTAL	4,440.00	.00	4,440.00

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 20
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	-----TRANSACTION-----		DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 439 2022 BOND FUND								
FUND TOTAL						4,440.00	.00	4,440.00
FUND 443 CAPITAL PROJECTS								
443-1220-431.98-81 CAPITAL PROJECTS / PICKLE BALL COURTS								
1023		07/24	AP	10/30/23	0000000	12,167.85		12/21/23
PROJECT#:								
1023						9,460.00		12/21/23
PROJECT#:								
1023		07/24	AP	10/24/23	0000000		236.90	12/21/23
PROJECT#:								
1023		07/24	AP	10/17/23	0000000	166.00		12/21/23
PROJECT#:								
1023		07/24	AP	10/16/23	0000000	513.01		12/21/23
PROJECT#:								
1023		07/24	AP	10/16/23	0000000	3,127.10		12/21/23
PROJECT#:								
1023		07/24	AP	10/09/23	0000000	5,089.68		12/21/23
PROJECT#:								
ACCOUNT TOTAL						30,523.64	236.90	30,286.74
443-1220-431.98-88 CAPITAL PROJECTS / ASHWORTH DR TO HUDSON RD								
1010		07/24	AP	12/13/23	0000000	14,545.45		12/21/23
PROJECT#:								
ACCOUNT TOTAL						14,545.45	.00	14,545.45
FUND TOTAL						45,069.09	236.90	44,832.19
FUND 472 PARKADE RENOVATION								
FUND 473 SIDEWALK ASSESSMENT								
1010		07/24	AP	11/29/23	0000000	13,711.94		12/21/23
PROJECT#:								
ACCOUNT TOTAL						13,711.94	.00	13,711.94

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 21
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----	TRANSACTION	----	DESCRIPTION	DEBITS	CREDITS	CURRENT	POST	DT	
NBR	NBR	PER.	CD	DATE	NUMBER				BALANCE			
										-----	-----	
FUND 473 SIDEWALK ASSESSMENT												
FUND TOTAL							13,711.94	.00		13,711.94		
FUND 483 ECONOMIC DEVELOPMENT												
FUND 484 ECONOMIC DEVELOPMENT LAND												
FUND 541 2018 STORM WATER BONDS												
FUND 544 2008 SEWER BONDS												
FUND 545 2018 SEWER BONDS												
FUND 546 SEWER IMPROVEMENT FUND												
FUND 547 SEWER RESERVE FUND												
FUND 548 1997 SEWER BOND FUND												
FUND 549 1992 SEWER BOND FUND												
FUND 550 2000 SEWER BOND FUND												
FUND 551 REFUSE FUND												
551-6675-436.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES												
1019		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	8.78				12/21/23	
						CORRECTION TAPE, PENS,AND TAPE						
ACCOUNT TOTAL							8.78	.00		8.78		
551-6685-436.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES												
1019		07/24	AP	12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	15.80				12/21/23	
						CORRECTION TAPE, PENS,AND TAPE						
ACCOUNT TOTAL							15.80	.00		15.80		
551-6685-436.72-16 OPERATING SUPPLIES / TOOLS												
1019		07/24	AP	12/04/23	0000000	MENARDS-CEDAR FALLS	40.71				12/21/23	
						PARTS TO REPAIR DEF BARRE L AT TRANSFER						
ACCOUNT TOTAL							40.71	.00		40.71		
551-6685-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES												
1011		07/24	AP	07/15/22	0000000	CITY LAUNDERING CO.		101.87			12/21/23	
						CREDIT:DOUBLE PAYMENT INV. S5004395						
ACCOUNT TOTAL							.00	101.87		101.87-		
551-6685-436.73-01 OTHER SUPPLIES / REPAIR & MAINT. SUPPLIES												
993		07/24	AP	12/11/23	0000000	O'DONNELL ACE HARDWARE	15.33				12/21/23	
						REPAIR FOR ROLL OFF						
ACCOUNT TOTAL							15.33	.00		15.33		
551-6685-436.86-36 REPAIR & MAINTENANCE / TRANSFER STATION MAINT.												

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 22
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	---TRANSACTION---			DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE	

POST DT -----									
FUND 551 REFUSE FUND									
551-6685-436.86-36						REPAIR & MAINTENANCE / TRANSFER STATION MAINT.	continued		
993		07/24 AP		12/07/23	0000000	ECHO GROUP, INC.	313.59	12/21/23	
						LIGHT REPAIR-TRANSFER STN			
						ACCOUNT TOTAL	313.59	.00 313.59	
551-6685-436.87-02 RENTALS / MATERIAL DISPOSAL/HANDLIN									
993		07/24 AP		12/07/23	0000000	MIDWEST ELECTRONIC RECOVERY	571.10	12/21/23	
						ELECTRONIC RECYCLING			
						ACCOUNT TOTAL	571.10	.00 571.10	
FUND TOTAL									
							965.31	101.87 863.44	
FUND 552 SEWER RENTAL FUND									
552-6665-436.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES			
1019		07/24 AP		12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	4.68	12/21/23	
						CORRECTION TAPE, PENS,AND			
						TAPE			
						ACCOUNT TOTAL	4.68	.00 4.68	
552-6665-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES									
1025		07/24 AP		12/05/23	0000000	CAMPBELL SUPPLY WATERLOO	75.15	12/21/23	
						HEARING PROTECTION			
						ACCOUNT TOTAL	75.15	.00 75.15	
552-6665-436.72-99 OPERATING SUPPLIES / POSTAGE									
1025		07/24 AP		12/09/23	0000000	UNITED PARCEL SERVICE	20.74	12/21/23	
						SHIPPING FOR LABS			
						ACCOUNT TOTAL	20.74	.00 20.74	
552-6665-436.74-06 SEWER SUPPLIES / BLDG & GR - LIFT STATIONS									
1025		07/24 AP		12/06/23	0000000	O'DONNELL ACE HARDWARE	57.68	12/21/23	
						AIR FILTERS			
						ACCOUNT TOTAL	57.68	.00 57.68	
552-6665-436.74-13 SEWER SUPPLIES / PW REPAIR EQUIP & SUPPLY									
993		07/24 AP		12/11/23	0000000	UTILITY EQUIPMENT COMPANY	291.00	12/21/23	
						RISER FOR 2200 TECH			
1027		07/24 AP		12/06/23	0000000	BENTON'S READY MIX CONCRETE,	243.75	12/21/23	

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 23
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----			DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
NBR	NBR	PER.	CD	DATE	NUMBER			POST DT	
FUND 552 SEWER RENTAL FUND									
552-6665-436.74-13 SEWER SUPPLIES / PW REPAIR EQUIP & SUPPLY						continued			
1027				07/24 AP 12/04/23	0000000	BENTON'S READY MIX CONCRETE, BOX OUT CONCRETE	346.00	12/21/23	
						ACCOUNT TOTAL	880.75	880.75	
552-6665-436.74-27 SEWER SUPPLIES / IOWA ONE CALL									
1025				07/24 AP 11/29/23	0000000	FASTENAL COMPANY ONE CALL PAINT	42.44	12/21/23	
						ACCOUNT TOTAL	42.44	42.44	
552-6665-436.86-12 REPAIR & MAINTENANCE / TOWELS									
1025				07/24 AP 12/08/23	0000000	ARAMARK MOPS AND TOWELS	34.46	12/21/23	
						ACCOUNT TOTAL	34.46	34.46	
552-6665-436.86-29 REPAIR & MAINTENANCE / LAB & TESTING									
1025				07/24 AP 12/08/23	0000000	TESTAMERICA LABORATORIES, INC TOXICITY TESTING ANNUAL	910.00	12/21/23	
						ACCOUNT TOTAL	910.00	910.00	
552-6665-436.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS									
1025				07/24 AP 12/06/23	0000000	MICROBAC LABORATORIES, INC WW CHARACTERIZATION	1,791.75	12/21/23	
						PROJECT#: 023322			
						ACCOUNT TOTAL	1,791.75	1,791.75	
552-6665-436.96-82 SEWER BOND PROJECTS / OAK PARK SEWER REPLACE									
1037				07/24 AP 12/19/23	0000000	PETERSON CONTRACTORS 3182-OAK PARK SEWER	72,295.00	12/21/23	
						PROJECT#: 023182			
						ACCOUNT TOTAL	72,295.00	72,295.00	
						FUND TOTAL	76,112.65	76,112.65	

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 24
 ACCOUNTING PERIOD 06/2024

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	---TRANSACTION--- NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 553 2004 SEWER BOND										
FUND 555 STORM WATER UTILITY										
555-6630-432.73-34 OTHER SUPPLIES / STORM SEWERS										
	993			07/24	AP 10/20/23 0000000	UTILITY EQUIPMENT COMPANY STORM SEWER PIPE	475.20			12/21/23
ACCOUNT TOTAL							475.20	.00	475.20	
555-6630-432.83-06 TRANSPORTATION&EDUCATION / EDUCATION										
	1010			07/24	AP 12/08/23 0000000	ISWEP ISALT TRAINING SPONSOR	200.00			12/21/23
ACCOUNT TOTAL							200.00	.00	200.00	
555-6630-432.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS										
	1037			07/24	AP 12/19/23 0000000	PETERSON CONTRACTORS	7,879.06			12/21/23
						3215-OLIVE ST BOX CULVERT PROJECT#: 023215				
	1010			07/24	AP 12/13/23 0000000	STRAND ASSOCIATES, INC.	3,272.80			12/21/23
						3306-2023 STORMWATER PLAN 11/01-11/30/23 PROJECT#: 023306				
	1010			07/24	AP 11/30/23 0000000	IOWA NORTHLAND REGIONAL CO. O NOVEMBER EXPENSES	325.07			12/21/23
						3306-2023 STORMWATER PLAN PROJECT#: 023306				
ACCOUNT TOTAL							11,476.93	.00	11,476.93	
FUND TOTAL							12,152.13	.00	12,152.13	
FUND 570 SEWER ASSESSMENT										
FUND 606 DATA PROCESSING FUND										
606-1078-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
	1011			07/24	AP 12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	3.34			12/21/23
						TAPE DISPENSER				
	1011			07/24	AP 12/14/23 0000000	OFFICE EXPRESS OFFICE PRODUCT	2.28			12/21/23
						COPY PAPER				
	1011			07/24	AP 12/13/23 0000000	STOREY KENWORTHY	5.00			12/21/23
						#9 WINDOW ENVELOPES				
ACCOUNT TOTAL							10.62	.00	10.62	
606-1078-441.86-10 REPAIR & MAINTENANCE / SOFTWARE SUPPORT AGREEMTS										
	1011			07/24	AP 12/20/23 0000000	BLUEBEAM INC	200.01			12/21/23
						PRORATED NEW LICENSES 12/19/23-02/14/24				
	1011			07/24	AP 12/18/23 0000000	HEARTLAND BUSINESS SYSTEMS LL	6,718.36			12/21/23
						0365 MONTH SUBSC-DECEMBER				

PREPARED 12/26/2023, 11:21:26
PROGRAM GM360L
CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 25
ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----		DESCRIPTION	DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 606 DATA PROCESSING FUND								
606-1078-441.86-10 REPAIR & MAINTENANCE / SOFTWARE SUPPORT AGREEMTS						continued		
ACCOUNT TOTAL						6,918.37	.00	6,918.37
606-1078-441.93-01 EQUIPMENT / EQUIPMENT								
1011		07/24 AP		12/12/23	0000000	FRSECURE LLC	6,000.00	12/21/23
		2023 PEN TEST				EXTERNAL		
						FINAL 50% PAYMENTS		
ACCOUNT TOTAL						6,000.00	.00	6,000.00
FUND TOTAL						12,928.99	.00	12,928.99
FUND 680 HEALTH INSURANCE FUND								
FUND 681 HEALTH SEVERANCE								
FUND 682 HEALTH INSURANCE - FIRE								
FUND 685 VEHICLE MAINTENANCE FUND								
685-6698-446.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES								
1019		07/24 AP		12/12/23	0000000	OFFICE EXPRESS OFFICE PRODUCT	6.44	12/21/23
						CORRECTION TAPE, PENS,AND		
						TAPE		
ACCOUNT TOTAL						6.44	.00	6.44
685-6698-446.72-05 OPERATING SUPPLIES / GAS & OIL								
1019		07/24 AP		12/13/23	0000000	NORTHLAND PRODUCTS CO.	2,250.80	12/21/23
						BULK FLUIDS		
1019		07/24 AP		12/04/23	0000000	AIRGAS USA, LLC	171.03	12/21/23
						CUTTING AND WELDING GAS		
1019		07/24 AP		11/30/23	0000000	AIRGAS USA, LLC	97.58	12/21/23
						WELDING AND CUTTING GAS		
ACCOUNT TOTAL						2,519.41	.00	2,519.41
685-6698-446.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES								
993		07/24 AP		08/21/23	0000000	CITY LAUNDERING CO.	23.39	12/21/23
						FIRST AID SUPPLIES		
ACCOUNT TOTAL						23.39	.00	23.39
685-6698-446.73-04 OTHER SUPPLIES / VEHICLE SUPPLIES								
1019		07/24 AP		12/06/23	0000000	LAWSON PRODUCTS, INC.	1,355.93	12/21/23
						MISC SHOP SUPPLIES		
ACCOUNT TOTAL						1,355.93	.00	1,355.93

PREPARED 12/26/2023, 11:21:26
 PROGRAM GM360L
 CITY OF CEDAR FALLS

ACCOUNT ACTIVITY LISTING

PAGE 26
 ACCOUNTING PERIOD 06/2024

GROUP	PO	ACCTG	----TRANSACTION----				DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION			BALANCE
									POST DT
FUND 685 VEHICLE MAINTENANCE FUND									
685-6698-446.87-08						RENTALS / WORK BY OUTSIDE AGENCY			
1019		07/24	AP	12/05/23	0000000	EVANSDALE TRUCK & TRAILER, LL	986.02		12/21/23
						REPLACED FROM LEAF SPRING			
ACCOUNT TOTAL							986.02	.00	986.02
685-6698-446.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS									
1019		07/24	AP	12/06/23	0000000	BLACK HAWK RENTAL	80.25		12/21/23
						BULK STORAGE BUGGY			
PROJECT#:					062386				
1027		07/24	AP	12/06/23	0000000	BENTON'S READY MIX CONCRETE,	722.00		12/21/23
						CONCRETE-BULK STORAGE			
PROJECT#:					062386				
993		07/24	AP	11/30/23	0000000	WHITE CAP, LP	519.92		12/21/23
						FORM-STORAGE FOUNDATION			
PROJECT#:					062386				
993		07/24	AP	11/29/23	0000000	WHITE CAP, LP	450.00		12/21/23
						FILLER/PANEL HANDSETS			
PROJECT#:					062386				
993		07/24	AP	11/28/23	0000000	WHITE CAP, LP	89.46		12/21/23
						FLAT/BASE TIES-STORAGE			
PROJECT#:					062386				
ACCOUNT TOTAL							1,861.63	.00	1,861.63
FUND TOTAL							6,752.82	.00	6,752.82
FUND 686 PAYROLL FUND									
FUND 687 WORKERS COMPENSATION FUND									
FUND 688 LTD INSURANCE FUND									
FUND 689 LIABILITY INSURANCE FUND									
FUND 724 TRUST & AGENCY									
FUND 727 GREENWOOD CEMETERY P-CARE									
FUND 728 FAIRVIEW CEMETERY P-CARE									
FUND 729 HILLSIDE CEMETERY P-CARE									
FUND 790 FLOOD LEVY									
GRAND TOTAL							1,633,485.54	338.77	1,633,146.77