



**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
NOVEMBER 8, 2016  
6:30 PM**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. PRESENTATIONS:**
  - a. Audit Presentation for FY 16 Annual Audit Report-Denman & Company
  - b. Annual Library Report for FY 16 - John Lerdal
- 4. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**
- 5. CONSENT ITEMS**
  - a. Council Minutes - dated 10-25-16
  - b. Claims Listing - dated 11-08-16
  - c. **Resolution #110816-01** – Approve Annual TIF report
  - d. **Resolution #110816-02** – Approve Annual Urban Renewal Report
  - e. **Resolution #110816-03** – Approve Annual Financial Report
  - f. **Resolution #110816-04** – Approval of Lien Schedule
  - g. Fire Dept Monthly Report - dated October 2016
  - h. Public Works Dept Monthly Report - dated October 2016
  - i. **Resolution #110816-05** – Approval of Amended Cooperative Services Agreement with Polk County
  - j. Park and Rec Meeting Minutes – dated 10-13-16
  - k. Approve Liquor License Renewal – Dollar General Store, 4840 Maple Drive
- 6. BUSINESS ITEMS**
  - a. **Resolution #110816-06**- Resolution authorizing the issuance and awarding the sale of \$8 million General Obligation Street Improvement Bonds
  - b. **Resolution #110816-07** – Approval of retaining Springsted for position classification and compensation study
  - c. **Resolution #110816-08** – Approval of Payment Application No. 3 - Youngstown Trail and Project Acceptance
  - d. **Resolution #110816-09** – Approval of Site Plan for Golf Cars of Iowa
  - e. **Resolution #110816-10** – Approval of Site Plan for Southeast Polk Community School District Communication Tower
  - f. **Resolution #110816-11** – Approval of Site Plan Renewal for Smith Automotive
  - g. First reading of Ordinance **#810** – Amending Chapter 171 Site Plans
  - h. **Resolution #110816-12** – Approval of a Letter of Intent with Sand Development for the Construction of Senior Housing
  - i. **Resolution #110816-13** – Approval of Preliminary Plat and Final Plat for Kingkade Plat 1
  - j. First reading of Ordinance **#811** - An ordinance repealing Ordinance #439 and Ordinance #786
- 7. CLOSING COMMENT**
- 8. CLOSED SESSION:** Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss with legal counsel matters that are presently in litigation.
- 9. ADJOURNMENT**



Honorable Mayor and  
Members of the City Council  
Pleasant Hill, Iowa

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Pleasant Hill, Iowa for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 19, 2015. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2016. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements relate to disclosures of compensated absences and net pension liabilities.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of post employment benefits in Note 13 to the financial statements relating to the estimated liability for retiree benefits and the disclosure of net pension liabilities in Note 6 to the financial statements relating to the estimated liability for future pension obligations.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 16, 2016.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Matters*

We were engaged to report on the supplementary information schedules 1 through 5, which accompany the financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Restriction on Use**

This information is intended solely for the use of the City of Pleasant Hill Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Denman & Company, LLP*  
**DENMAN & COMPANY, LLP**

West Des Moines, Iowa  
October 16, 2016

**City of Pleasant Hill**

**INDEPENDENT AUDITOR'S REPORTS  
BASIC FINANCIAL STATEMENTS  
SUPPLEMENTARY AND OTHER INFORMATION  
SCHEDULE OF FINDINGS**

**June 30, 2016**

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**City of Pleasant Hill  
OFFICIALS**

**(Before January 2016)**

<u>Name</u>	<u>Title</u>	<u>Term expires</u>
Sara Kurovski	Mayor	December 2017
Leonard Murray	Mayor pro tem, Council Member	December 2015
Jeff Mullen	Council Member	December 2017
Dean Cooper	Council Member	December 2017
Mark A. Konrad	Council Member	December 2015
Barb Malone	Council Member	December 2015
Donald Sandor	City Manager	Indefinite
Dena Spooner	City Clerk/Finance Director	Indefinite
Brad Skinner	Attorney	Indefinite

**(After January 2016)**

<u>Name</u>	<u>Title</u>	<u>Term expires</u>
Sara Kurovski	Mayor	December 2017
Mark A. Konrad	Mayor pro tem, Council Member	December 2019
Jeff Mullen	Council Member	December 2017
Dean Cooper	Council Member	December 2017
Barb Malone	Council Member	December 2019
Curt Gause	Council Member	December 2019
Donald Sandor	City Manager	Indefinite
Dena Spooner	City Clerk/Finance Director	Indefinite
Brad Skinner	Attorney	Indefinite



## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and  
Members of the City Council  
City of Pleasant Hill  
Pleasant Hill, Iowa

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of the City of Pleasant Hill, Iowa (the City), as of and for the year ended June 30, 2016, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

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

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

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Pleasant Hill, Iowa as of June 30, 2016, and the respective changes in cash basis financial position for the year then ended in accordance with the basis of accounting described in Note 1.

## **Basis of Accounting**

As described in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

## **Other Matters**

### *Supplementary and Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Pleasant Hill's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the four years ended June 30, 2015 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The financial statements for the five years ended June 30, 2011 (which are not presented herein) were audited by other auditors whose report dated October 31, 2011 stated that they expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in Schedules 1 through 5 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The other information, Management's Discussion and Analysis, the budgetary comparison information, the schedule of the City's proportionate share of net pension liability, and the schedule of City contributions on pages 6 through 11 and 34 through 41 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2016 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

  
DENMAN & COMPANY, LLP

West Des Moines, Iowa  
October 16, 2016

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Pleasant Hill (City) provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2016. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

### **2016 FINANCIAL HIGHLIGHTS**

- The City's governmental activities' receipts increased 2.3% or approximately \$270,000 from fiscal year 2015. Property tax increased approximately \$400,000 and other general receipts decreased approximately \$130,000.
- City program disbursements increased 8.9% or approximately \$977,000 from fiscal year 2015. Increase was due primarily to increases in community and economic development and capital projects which increased by approximately \$410,000 and \$330,000, respectively.
- The City's total cash basis net position at June 30, 2016 increased approximately 12.5% or approximately \$1,720,000 from June 30, 2015. Of this amount, the City's governmental funds cash basis net position increased approximately \$1,600,000 (18%), the assets of the enterprise funds decreased approximately \$180,000 (4%), and the net position of the internal service fund increased by approximately \$300,000.

### **USING THIS ANNUAL REPORT**

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

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

The Government-wide Financial Statement consists of a Statement of Activities and Net Position - Cash Basis. This statement provides information about the activities of the City as a whole and presents an overall view of the City's finances.

The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide financial statement by providing information about the most significant funds.

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

Other information further explains and supports the financial statements with a comparison of the City's budget for the year and the City's proportionate share of the net pension liability and related contributions.

Supplementary Information provides detail information about the nonmajor governmental funds, nonmajor proprietary funds, the City's indebtedness and receipts by source and disbursements by function.

### **BASIS OF ACCOUNTING**

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States of America. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the cash basis of accounting.

## REPORTING THE CITY'S FINANCIAL ACTIVITIES

### *Government-wide Financial Statement*

One of the most important questions asked about the City's finances is, "How do the City's finances compare at the end of this fiscal year to the last fiscal year?". The Statement of Activities and Net Position - Cash Basis reports information which helps answer this question.

The Statement of Activities and Net Position - Cash Basis presents the City's net position. Over time, increases or decreases in the City's net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities and Net Position - Cash Basis is divided into two kinds of activities:

- Governmental Activities include public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service and capital projects. Property and other taxes finance most of these activities.
- Business Type Activities include the waterworks, the sanitary sewer, storm water and solid waste system. These activities are financed primarily by user charges.

### *Fund Financial Statements*

The City has two kinds of funds:

1. Governmental funds account for most of the City's basic services. They focus on how money flows into and out of the funds and the balances at year-end that are available for spending. Governmental funds include: 1) the General Fund, 2) the Special Revenue Funds such as Road Use Tax and Urban Renewal Tax Increment, 3) the Debt Service Fund, 4) the Capital Projects Fund and 5) the Permanent Fund. The governmental fund financial statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

The required financial statement for governmental funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

2. Proprietary funds account for the City's Enterprise Funds and for the Internal Service Fund. Enterprise Funds are used to report business type activities. The City maintains four Enterprise Funds to provide separate information for the Water, Sewer, Solid Waste, and Storm Water Funds. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the City's various functions.

The required financial statement for propriety funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

Reconciliations between the government-wide statement and the fund financial statements follow the fund financial statements.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

### Governmental Activities

Net position may serve over time as a useful indicator of financial position. The City's cash balance for governmental activities increased from a year ago from approximately \$9.0 million to \$10.9 million. The analysis that follows focuses on the changes in cash basis net position of governmental activities.

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#### Changes in Cash Basis Net Position of Governmental Activities (Expressed in Thousands)

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	<u>Year ended June 30</u>	
	<u>2016</u>	<u>2015</u>
Receipts:		
Program receipts:		
Charges for service	\$ 672	\$ 627
Operating grants, contributions and restricted interest	1,383	1,166
Capital grants, contributions and restricted interest	107	113
General Receipts:		
Property tax	4,526	3,605
Tax increment financing	3,827	4,300
Hotel motel tax	175	177
Other tax	1,214	1,659
Unrestricted interest on investments	23	20
Bond proceeds	2,114	21
Other general receipts	<u>199</u>	<u>439</u>
Total receipts	<u>14,240</u>	<u>12,127</u>
Disbursements:		
Public safety	2,991	2,817
Public works	1,281	1,162
Health and social services	10	7
Culture and recreation	1,027	1,345
Community and economic development	1,321	917
General government	1,065	1,053
Debt service	659	624
Capital projects	<u>3,990</u>	<u>3,658</u>
Total disbursements	<u>12,344</u>	<u>11,583</u>
Change in cash basis net position before transfers	1,896	544
Transfers, net	<u>—</u>	<u>(1,500)</u>
Change in cash basis net position	1,896	(956)
Cash basis net position beginning of year	<u>8,999</u>	<u>9,955</u>
Cash basis net position end of year	<u>\$ 10,895</u>	<u>\$ 8,999</u>

The City's total receipts for governmental activities increased by \$2,113,000 (17%). The total cost of all programs and services increased by approximately \$760,000 (7%) primarily due to increases in community and economic development and capital projects. Receipts increased due to the issuance of debt and collection of bond proceeds during the year ended June 30, 2016.

Based on increases in the total assessed valuation, property tax receipts are budgeted to increase by \$250,000 next year.

The cost of all governmental activities this year was approximately \$12.3 million compared to \$11.6 million in the prior year. However, as shown in the Statement of Activities and Net Position - Cash Basis on pages 13-14, the amount that our taxpayers ultimately financed for these activities through City taxes was \$10.2 million because some of the cost was paid by those who directly benefit from the programs (approximately \$672,000) or by other governments and organizations that subsidized certain programs with grants and contributions (approximately \$1,490,000). Overall, the City's governmental programs receipts, including intergovernmental aid and fees for services, increased in 2016 from approximately \$1,907,000 to approximately \$2,162,000. The city paid for the remaining "public benefit" portion of governmental activities with approximately \$9.74 million of tax receipts (some of which could only be used for certain programs), with cash reserves and other receipts, such as bond proceeds, interest and general receipts.

### Business Type Activities

#### Changes in Cash Basis Net Position of Business Type Activities (Expressed in Thousands)

	Year ended June 30	
	2016	2015
Receipts:		
Program receipts:		
Charges for service:		
Sewer	\$ 1,246	\$ 1,290
Other	605	424
General Receipts:		
Unrestricted interest on investments	5	4
Other	73	75
Total receipts	<u>1,929</u>	<u>1,793</u>
Disbursements:		
Sewer	1,293	1,063
Water	346	318
Other	467	426
Total disbursements	<u>2,106</u>	<u>1,807</u>
Change in cash basis net position before transfers	(177)	(14)
Transfers, net	<u>—</u>	<u>1,500</u>
Change in cash basis net position	(177)	1,486
Cash basis net position beginning of year	<u>4,791</u>	<u>3,305</u>
Cash basis net position end of year	<u>\$ 4,614</u>	<u>\$ 4,791</u>

Total business type activities receipts for the fiscal year were approximately \$1.93 million compared to \$1.79 million last year. This increase was due primarily to the creation of a new storm water utility during the current year. The cash balance decreased by approximately \$177,000 from the prior year. Total disbursements for the fiscal year increased by approximately 17 percent to a total of \$2.11 million due to increases in payments to the wastewater reclamation authority and hiring of additional staff in the sewer department.

## **INDIVIDUAL MAJOR GOVERNMENTAL FUND ANALYSIS**

As the City of Pleasant Hill completed the year, its governmental funds reported a combined fund balance of approximately \$10,500,000, an increase of approximately \$1,600,000 from prior year's total of approximately \$8,900,000. The following are the major reasons for the changes in cash balances from the prior year for the City's major funds.

### **Governmental Funds**

- The General Fund is the main operating fund of the City. At the end of the current fiscal year, the cash balance of the General Fund was approximately \$3,300,000, an increase of \$580,000 from the prior year. This increase was mainly due to repayment of interfund loans.
- The Special Revenue, Urban Renewal Tax Increment Fund was established to account for major urban renewal projects within the City's TIF districts. At the end of the fiscal year, the cash balance was \$137,000, a decrease of \$1,300,000 from the prior year. The decrease was the result of repayments on interfund loans. Any TIF debt will be paid off with incremental property taxes generated from the increased taxable valuation in the district.
- The Special Revenue, Road Use Tax Fund was established for the collection of the state's road use tax and the subsequent disbursements for road construction and maintenance. At the end of the fiscal year, the cash balance was \$775,000, an increase of \$160,000. The increase was the result of increased tax collections.
- The Debt Service Fund cash balance increased by \$20,000 to \$3,500. The increase was the result of interfund loans.
- The Capital Projects Fund was established to account for all resources used in the acquisition and construction of capital facilities with the exception of those that are financed through Enterprise Funds. At the end of the fiscal year, the cash balance was \$6,150,000, an increase of \$2,100,000 from the prior year. This increase was due to collection of bond proceeds.

### **Individual Major Proprietary Fund Analysis**

- The cash balance of the Sewer Fund increased by \$10,000 to \$1,990,000 due primarily to repayment on an interfund loan.
- The cash balance of the Water Fund decreased by \$290,000 to \$2,400,000 due primarily to financing water system improvements with cash reserves rather than bond issuance.

## **BUDGETARY HIGHLIGHTS**

In accordance with the Code of Iowa, the City Council annually adopts a budget following required public notice and hearings for all funds. Although the budget document presents functional disbursements by fund, the legal level of control is at the aggregated function level, not at the fund or fund type level. The budget may be amended during the year utilizing similar statutorily prescribed procedures. Over the course of the year, the City amended its operating budget twice. The amendments were approved to provide for additional expenditures in certain City departments. The City had sufficient cash balances to absorb these additional costs.

The City's receipts were approximately \$245,000 less than budgeted. This was primarily due to amounts budgeted for intergovernmental collections.

With the budget amendments, total disbursements were approximately \$3,150,000 less than the amended budget. This was primarily due to capital projects disbursements being far less than the amended budget. Actual disbursements for the capital project fund were \$1,700,000 less than the amended budget.

**DEBT ADMINISTRATION**

At June 30, 2016, the City had \$3,957,000 in bonds and other long-term debt compared to \$2,410,000 last year as shown below.

	Outstanding Debt at Year-End (Expressed in Thousands)	
	June 30	
	2016	2015
General obligation bonds	\$ 3,890	\$ 2,320
28E agreement	<u>67</u>	<u>90</u>
	<u>\$ 3,957</u>	<u>\$ 2,410</u>

Increase in debt obligations is due to the issuance of \$2,120,000 in general obligation bonds during the fiscal year.

The City carries a general obligation bond rating of Aa3 assigned by a national rating agency to the City’s debt. The Constitution of the State of Iowa limits the amount of general obligation debt that cities can issue to 5 percent of the assessed valuation of all taxable property within the City’s corporate limits. The City’s outstanding general obligation debt of \$3,957,000 plus its tax increment financing rebate agreements of \$95,000 are below the City’s \$58.15 million legal debt limit. The outstanding general obligation debt is 7.0% of the legal debt limit.

More detailed information about the City’s long-term liabilities is presented in Notes 3 and 5 to the financial statements.

**ECONOMIC FACTORS AND NEXT YEAR’S BUDGET AND RATES**

The City’s elected and appointed officials and citizens considered many factors when setting the 2017 fiscal year budget, tax rates and fees that will be charged for various City activities. One of those factors is the economy. The City’s population growth since the 2010 census is estimated at 19 percent. Unemployment in the metro area as of June, 2016 stands at 3.7 percent. This compares with the state unemployment rate of 4.0 percent.

The U.S. Consumer Price Index (CPI) is a measure of the changes in retail prices of a fixed market grouping of consumer goods and services. The CPI-U for June, 2016 was 241.038. For the 12 month period that ended in June, 2016 the CPI-U increased 1.0 percent.

These indicators were taken into account when adopting the budget for 2017. Budgeted disbursements are expected to increase by approximately \$14.3 million and budgeted receipts are expected to increase approximately \$13.7 million. Increases are related primarily to budgeted capital project expenditures and corresponding debt proceeds.

If these estimates are realized, the City’s budgeted cash balance is expected to decrease by approximately \$600,000 by the close of fiscal year 2017.

**CONTACTING THE CITY’S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the City’s finances and to show the City’s accountability for the money it receives. If you have any questions about this report or need additional financial information contact Donald Sandor, City Manager, 515-262-9368

## **BASIC FINANCIAL STATEMENTS**

**City of Pleasant Hill**  
**STATEMENT OF ACTIVITIES AND NET POSITION - CASH BASIS**  
**As of and for the year ended June 30, 2016**

	<u>Disbursements</u>	<u>Program receipts</u>		
		<u>Charges for service</u>	<u>Operating grants, contributions, and restricted interest</u>	<u>Capital grants, contributions, and restricted interest</u>
<b>FUNCTIONS/PROGRAMS</b>				
Governmental activities				
Public safety	\$ 2,991,243	\$ 238,116	\$ 233,304	\$ -
Public works	1,281,090	56,083	1,085,644	-
Health and social services	10,423	-	-	-
Culture and recreation	1,026,690	-	63,719	-
Community and economic development	1,321,359	244,113	-	-
General government	1,065,090	134,094	-	-
Debt service	658,907	-	-	-
Capital projects	<u>3,989,106</u>	<u>-</u>	<u>-</u>	<u>107,275</u>
Total governmental activities	<u>12,343,908</u>	<u>672,406</u>	<u>1,382,667</u>	<u>107,275</u>
Business type activities				
Sewer	1,292,433	1,245,709	-	-
Water	346,089	-	-	-
Other	<u>467,280</u>	<u>605,537</u>	<u>-</u>	<u>-</u>
Total business type activities	<u>2,105,802</u>	<u>1,851,246</u>	<u>-</u>	<u>-</u>
 Total	 <u>\$14,449,710</u>	 <u>\$2,523,652</u>	 <u>\$1,382,667</u>	 <u>\$ 107,275</u>

**GENERAL RECEIPTS**

Property and other city tax levied for	
General purposes	
Debt service	
Tax increment financing	
Hotel motel tax	
Other tax	
Commercial/industrial tax replacement	
Unrestricted investment earnings	
Bond proceeds	
Miscellaneous	
Total general receipts	
Change in cash basis net position	

**CASH BASIS NET POSITION**, beginning of year

**CASH BASIS NET POSITION**, end of year

**CASH BASIS NET POSITION**

Restricted	
Nonexpendable	
Cemetery perpetual care	
Expendable	
Streets	
Urban renewal purposes	
Capital projects	
Debt service	
Other purposes	
Unrestricted	

Total cash basis net position

See Notes to Financial Statements.

**Net (disbursements) receipts and  
changes in cash basis net position**

<u>Governmental activities</u>	<u>Business type activities</u>	<u>Total</u>
\$ (2,519,823)	\$ —	\$ (2,519,823)
(139,363)	—	(139,363)
(10,423)	—	(10,423)
(962,971)	—	(962,971)
(1,077,246)	—	(1,077,246)
(930,996)	—	(930,996)
(658,907)	—	(658,907)
<u>(3,881,831)</u>	<u>—</u>	<u>(3,881,831)</u>
<u>(10,181,560)</u>	<u>—</u>	<u>(10,181,560)</u>
—	(46,724)	(46,724)
—	(346,089)	(346,089)
—	<u>138,257</u>	<u>138,257</u>
—	<u>(254,556)</u>	<u>(254,556)</u>
<u>\$(10,181,560)</u>	<u>\$ (254,556)</u>	<u>\$(10,436,116)</u>
\$ 3,846,634	\$ —	\$ 3,846,634
539,964	—	539,964
3,827,119	—	3,827,119
175,278	—	175,278
1,214,274	—	1,214,274
139,660	—	139,660
22,504	4,608	27,112
2,113,530	—	2,113,530
<u>199,416</u>	<u>72,779</u>	<u>272,195</u>
<u>12,078,379</u>	<u>77,387</u>	<u>12,155,766</u>
1,896,819	(177,169)	1,719,650
<u>8,998,680</u>	<u>4,791,489</u>	<u>13,790,169</u>
<u>\$10,895,499</u>	<u>\$4,614,320</u>	<u>\$15,509,819</u>
\$ 70,588	\$ —	\$ 70,588
774,518	—	774,518
136,709	—	136,709
6,154,469	—	6,154,469
3,482	—	3,482
122,155	23,802	145,957
<u>3,633,578</u>	<u>4,590,518</u>	<u>8,224,096</u>
<u>\$10,895,499</u>	<u>\$4,614,320</u>	<u>\$15,509,819</u>

**City of Pleasant Hill**  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND**  
**CHANGES IN CASH BALANCES**  
**GOVERNMENTAL FUNDS**  
**As of and for the year ended June 30, 2016**

	<u>General</u>	<u>Special revenue</u>	
		<u>Urban Renewal Tax Increment</u>	<u>Road Use Tax</u>
<b>RECEIPTS</b>			
Property tax	\$3,067,012	\$ -	\$ -
Tax increment financing	-	3,827,119	-
Other City tax	1,145,629	-	-
Licenses and permits	319,180	-	-
Use of money and property	61,484	3,969	-
Intergovernmental	397,362	-	1,085,644
Charges for service	294,199	-	-
Miscellaneous	109,019	-	410
Total receipts	<u>5,393,885</u>	<u>3,831,088</u>	<u>1,086,054</u>
<b>DISBURSEMENTS</b>			
Operating			
Public safety	2,788,029	-	-
Public works	206,731	-	925,504
Health and social services	10,423	-	-
Culture and recreation	974,014	-	-
Community and economic development	612,129	709,230	-
General government	1,065,090	-	-
Debt service	-	-	-
Capital projects	-	-	-
Total disbursements	<u>5,656,416</u>	<u>709,230</u>	<u>925,504</u>
Excess (deficiency) of receipts over (under) disbursements	<u>(262,531)</u>	<u>3,121,858</u>	<u>160,550</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Bond proceeds	-	-	-
Operating transfers in	2,964,468	4,400,000	-
Operating transfers out	(2,122,186)	(8,800,000)	-
Total other financing sources (uses)	<u>842,282</u>	<u>(4,400,000)</u>	<u>-</u>
Net change in cash balances	579,751	(1,278,142)	160,550
<b>CASH BALANCES, beginning of year</b>	<u>2,717,188</u>	<u>1,414,851</u>	<u>613,968</u>
<b>CASH BALANCES, end of year</b>	<u>\$3,296,939</u>	<u>\$ 136,709</u>	<u>\$ 774,518</u>
<b>CASH BASIS FUND BALANCES</b>			
Nonspendable - cemetery perpetual care	\$ -	\$ -	\$ -
Restricted for			
Urban renewal purposes	-	136,709	-
Debt service	-	-	-
Streets	-	-	774,518
Other purposes	-	-	-
Unassigned	<u>3,296,939</u>	<u>-</u>	<u>-</u>
Total cash basis fund balances	<u>\$3,296,939</u>	<u>\$ 136,709</u>	<u>\$ 774,518</u>

See Notes to Financial Statements.

<u>Debt Service</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
\$ 539,964	\$ -	\$ 779,622	\$ 4,386,598
-	-	-	3,827,119
85,476	-	158,447	1,389,552
-	-	-	319,180
403	14,405	669	80,930
13,779	107,275	25,542	1,629,602
-	-	-	294,199
-	-	17,427	126,856
<u>639,622</u>	<u>121,680</u>	<u>981,707</u>	<u>12,054,036</u>
-	-	2,078	2,790,107
-	-	-	1,132,235
-	-	-	10,423
-	-	-	974,014
-	-	-	1,321,359
-	-	-	1,065,090
658,907	-	-	658,907
-	3,989,106	-	3,989,106
<u>658,907</u>	<u>3,989,106</u>	<u>2,078</u>	<u>11,941,241</u>
<u>(19,285)</u>	<u>(3,867,426)</u>	<u>979,629</u>	<u>112,795</u>
-	2,113,530	-	2,113,530
39,350	4,400,000	-	11,803,818
-	(539,350)	(964,468)	(12,426,004)
<u>39,350</u>	<u>5,974,180</u>	<u>(964,468)</u>	<u>1,491,344</u>
20,065	2,106,754	15,161	1,604,139
<u>(16,583)</u>	<u>4,047,715</u>	<u>177,582</u>	<u>8,954,721</u>
<u>\$ 3,482</u>	<u>\$ 6,154,469</u>	<u>\$ 192,743</u>	<u>\$ 10,558,860</u>
\$ -	\$ -	\$ 70,588	\$ 70,588
-	-	-	136,709
3,482	-	-	3,482
-	-	-	774,518
-	6,154,469	122,155	6,276,624
-	-	-	3,296,939
<u>\$ 3,482</u>	<u>\$ 6,154,469</u>	<u>\$ 192,743</u>	<u>\$ 10,558,860</u>

City of Pleasant Hill  
**RECONCILIATION OF THE STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCES  
 TO THE STATEMENT OF ACTIVITIES AND NET POSITION – CASH BASIS  
 GOVERNMENTAL FUNDS**  
 As of and for the year ended June 30, 2016

<b>Total governmental funds cash balances (pages 15-16)</b>	<b>\$10,558,860</b>
 <i>Amounts reported for governmental activities in the Statement of Activities and Net Position - Cash Basis are different because:</i>	
The Internal Service Fund is used by management to charge the costs of funding equipment replacement to individual funds. The cash balance of the Internal Service Fund is included in governmental activities in the Statement of Activities and Net Position - Cash Basis.	<u>336,639</u>
<b>Cash basis net position of governmental activities (pages 13-14)</b>	<b><u>\$10,895,499</u></b>
<b>Net change in cash balances (pages 15-16)</b>	<b>\$ 1,604,139</b>
 <i>Amounts reported for governmental activities in the Statement of Activities and Net Position - Cash Basis are different because:</i>	
The Internal Service Fund is used by management to charge the costs of equipment replacement to individual funds. The change in cash balance of the Internal Service Fund is reported with governmental activities in the Statement of Activities and Net Position - Cash Basis.	<u>292,680</u>
<b>Change in cash basis net position of governmental activities (pages 13-14)</b>	<b><u>\$ 1,896,819</u></b>

City of Pleasant Hill  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCES  
 PROPRIETARY FUNDS**  
 As of and for the year ended June 30, 2016

	<u>Enterprise Funds</u>			<u>Internal Service Fund Equipment Replacement</u>	
	<u>Sewer</u>	<u>Water</u>	<u>Nonmajor Enterprise Funds</u>		<u>Total</u>
<b>OPERATING RECEIPTS</b>					
Charges for service	\$1,245,709	\$ —	\$ 605,537	\$1,851,246	\$ —
<b>OPERATING DISBURSEMENTS</b>					
Governmental Activities					
Public safety	—	—	—	—	201,136
Public works	—	—	—	—	148,855
Culture and recreation	—	—	—	—	52,676
Business type activities	<u>1,146,484</u>	<u>—</u>	<u>467,280</u>	<u>1,613,764</u>	<u>—</u>
Total operating disbursements	<u>1,146,484</u>	<u>—</u>	<u>467,280</u>	<u>1,613,764</u>	<u>402,667</u>
Excess (deficiency) of operating receipts over (under) operating disbursements	<u>99,225</u>	<u>—</u>	<u>138,257</u>	<u>237,482</u>	<u>(402,667)</u>
<b>NONOPERATING RECEIPTS (DISBURSEMENTS)</b>					
Intergovernmental	—	55,686	—	55,686	16,000
Interest on investments	1,243	3,166	199	4,608	601
Miscellaneous	12,525	—	4,568	17,093	56,560
Debt service	(145,949)	—	—	(145,949)	—
Capital projects	<u>—</u>	<u>(346,089)</u>	<u>—</u>	<u>(346,089)</u>	<u>—</u>
Net nonoperating	<u>(132,181)</u>	<u>(287,237)</u>	<u>4,767</u>	<u>(414,651)</u>	<u>73,161</u>
Excess (deficiency) of receipts over (under) disbursements	(32,956)	(287,237)	143,024	(177,169)	(329,506)
<b>TRANSFERS IN</b>	1,442,500	1,000,000	—	2,442,500	622,186
<b>TRANSFERS OUT</b>	<u>(1,400,000)</u>	<u>(1,000,000)</u>	<u>(42,500)</u>	<u>(2,442,500)</u>	<u>—</u>
Net change in cash balances	9,544	(287,237)	100,524	(177,169)	292,680
<b>CASH BALANCES, beginning of year</b>	<u>1,980,071</u>	<u>2,700,943</u>	<u>110,475</u>	<u>4,791,489</u>	<u>43,959</u>
<b>CASH BALANCES, end of year</b>	<u>\$1,989,615</u>	<u>\$2,413,706</u>	<u>\$ 210,999</u>	<u>\$4,614,320</u>	<u>\$ 336,639</u>
<b>CASH BASIS FUND BALANCES</b>					
Restricted for meter deposits	\$ —	\$ 23,802	\$ —	\$ 23,802	\$ —
Unrestricted	<u>1,989,615</u>	<u>2,389,904</u>	<u>210,999</u>	<u>4,590,518</u>	<u>336,639</u>
Total cash basis fund balances	<u>\$1,989,615</u>	<u>\$2,413,706</u>	<u>\$ 210,999</u>	<u>\$4,614,320</u>	<u>\$ 336,639</u>

See Notes to Financial Statements.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Pleasant Hill (the City) is a political subdivision of the State of Iowa located in Polk County. It was incorporated in 1956 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens including public safety, public works, health and social services, culture and recreation, community and economic development and general government services. The City also provides sewer, water, storm water, and solid waste utilities for its citizens.

**Reporting Entity**

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

**Joint Venture**

The City participates in the Des Moines Metropolitan Wastewater Reclamation Authority (WRA). The WRA, a joint venture, was developed as the result of an agreement between the City of Des Moines and surrounding municipalities. (See Note 4)

**Jointly Governed Organizations**

The City also participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of the following boards and commissions:

- Polk County Emergency Management Commission
- Polk County Joint E911 Service Board
- Des Moines Area Metropolitan Planning Organization
- Des Moines Regional Transit Authority
- Metro Waste Authority
- Metro Advisory Council
- Central Iowa Regional Drinking Water Commission

**Basis of Presentation**

**Government-wide Financial Statement**

The Statement of Activities and Net Position—Cash Basis reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities, which are supported by tax and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for service.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Basis of Presentation (continued)**

**Government-wide Financial Statement (continued)**

The Statement of Activities and Net Position—Cash Basis presents the City's nonfiduciary net position. Net position is reported in the following categories/components:

*Nonexpendable restricted net position* is subject to externally imposed stipulations which require the cash balance to be maintained permanently by the City, including the City's Permanent Fund.

*Expendable restricted net position* results when constraints placed on the use of cash balances are either externally imposed or imposed by law through constitutional provisions or enabling legislation. Enabling legislation did not result in any restricted net position.

*Unrestricted net position* consists of cash balances not meeting the definition of the preceding categories. Unrestricted net position often has constraints on cash balances imposed by management, which can be removed or modified.

The Statement of Activities and Net Position—Cash Basis demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

**Fund Financial Statements**

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds. All remaining enterprise funds are aggregated and reported as nonmajor enterprise funds.

The City reports the following major governmental funds:

**General Fund**

The General Fund is the general operating fund of the City. All general tax receipts from general and emergency levies and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs not paid from other funds.

**Special Revenue**

The Urban Renewal Tax Increment Fund is used to account for tax increment financing collections and the repayment of tax increment financing indebtedness.

The Road Use Tax Fund is used to account for the road use tax allocation from the State of Iowa to be used for road construction and maintenance.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Basis of Presentation (continued)**

**Fund Financial Statements (continued)**

**Debt Service Fund**

The Debt Service Fund is utilized to account for property tax and other receipts to be used for the payment of interest and principal on the City's general long-term debt.

**Capital Projects Fund**

The Capital Projects Fund is utilized to account for all resources used in the acquisition and construction of capital facilities with the exception of those that are financed through enterprise funds.

The City reports the following major proprietary funds:

**Sewer Fund**

The Enterprise, Sewer Fund accounts for the operation and maintenance of the City's waste water treatment and sanitary sewer system.

**Water Fund**

The Enterprise, Water Fund accounts for the operation of the City's water services.

The City also reports the following additional proprietary fund:

An Internal Service Fund is utilized to account for the financing of goods or services purchased by one department of the City and provided to other departments or agencies on a cost reimbursement basis. This is composed of the equipment replacement fund. This proprietary fund is reported with governmental activities in the government wide Statement of Activities and Net Position – Cash Basis.

**Measurement Focus and Basis of Accounting**

The City of Pleasant Hill maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States of America.

Under the terms of grant agreements, the City may fund certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net position available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Measurement Focus and Basis of Accounting (continued)**

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications-committed, assigned and then unassigned fund balances.

Proprietary funds distinguish operating receipts and disbursements from nonoperating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as nonoperating receipts and disbursements.

**Governmental Cash Basis Fund Balances**

In the governmental fund financial statements, cash basis fund balances are classified as follows:

**Nonspendable**

Amounts which cannot be spent because they are legally or contractually required to be maintained intact.

**Restricted**

Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors, or state or federal laws or are imposed by law through constitutional provisions or enabling legislation.

**Unassigned**

All amounts not included in the preceding classifications.

**Budgets and Budgetary Accounting**

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2016 disbursements did not exceed the amounts budgeted in any function.

**NOTE 2 CASH AND INVESTMENTS**

The City's deposits in banks at June 30, 2016, were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

At June 30, 2016, the City had investments in certificates of deposit valued at \$1,261,274.

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 2 CASH AND INVESTMENTS (continued)**

**Interest rate risk**

The City's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the City.

**NOTE 3 GENERAL OBLIGATION BONDS AND OTHER LONG-TERM DEBT**

A summary of changes in general obligation bonds for the year ended June 30, 2016 is as follows:

	<u>Balance June 30, 2015</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2016</u>
Governmental activities				
General obligation bonds	\$1,960,000	\$2,120,000	\$ 495,000	\$3,585,000
Business type activities				
General obligation bonds	<u>360,000</u>	—	<u>55,000</u>	<u>305,000</u>
	<u>\$2,320,000</u>	<u>\$2,120,000</u>	<u>\$ 550,000</u>	<u>\$3,890,000</u>

Annual debt service requirements to maturity for general obligation bonds are as follows:

<u>Year ending June 30</u>	<u>General Obligation Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 645,000	\$ 77,070	\$ 722,070
2018	640,000	64,540	704,540
2019	655,000	55,240	710,240
2020	305,000	44,590	349,590
2021	310,000	38,390	348,390
2022-2026	<u>1,335,000</u>	<u>98,400</u>	<u>1,433,400</u>
	<u>\$3,890,000</u>	<u>\$ 378,230</u>	<u>\$4,268,230</u>

The Code of Iowa requires principal and interest on general obligation bonds to be paid from the Debt Service Fund.

Total bond debt repayments were \$550,000 and interest expense paid was \$84,281 for the year ended June 30, 2016. Interest rates on debt range from 1.00% to 4.10%.

The City entered into a 28E agreement with Polk County for the cost of culvert replacement under Evans Boulevard. The agreement calls for the City to make 10 annual payments to the county. Total cost to the City is \$223,762. Payments made by the City on the agreement during the year ended June 30, 2016 was \$22,376. Balance owed on the agreement at June 30, 2016 were \$67,129.

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 3 GENERAL OBLIGATION BONDS AND OTHER LONG-TERM DEBT (continued)**

As of June 30, 2016, the future minimum payments on the agreement are as follows:

**Year ending  
June 30**

2017	\$ 22,376
2018	22,376
2019	<u>22,377</u>
Total	<u>\$ 67,129</u>

**NOTE 4 JOINT VENTURE AND COMMITMENTS**

The City is a participating community in the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) joint venture. This joint venture provides primary and secondary treatment of sewer flows for the participating communities. The Amended and Restated Agreement for the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) was effective on July 1, 2004. This agreement amended and restated the previous Integrated Community Area (I.C.A.) Agreement to provide continued operation, improvements and expansion. The WRA Agreement establishes the WRA as a separate legal entity with its own Board, creates an independent governance structure, establishes an independent bonding authority for the WRA and provides a framework for additional communities to participate.

Annually, the WRA establishes an allocation to all participating communities based on operations, maintenance, debt service and reserve requirements. Allocations are based on wastewater reclamation facility flows and are adjusted prospectively for differences in budgeted flows and actual flows.

The City retains an ongoing financial responsibility to the WRA since it is obligated in some manner for the debts of the joint venture through the annual allocation. Although the debt of the WRA is to be paid solely and only from WRA revenues, the participating communities in the joint venture cannot withdraw from the joint venture while any of the bonds issued during the time the communities were a participating community are still outstanding.

In May of 2013, the WRA issued Sewer Revenue Bonds Series 2013B for the purpose of refunding Series 2004B. The WRA Agreement requires the debt service of these bonds to be allocated to the participating communities based on the WRA flows of the core communities and expansion communities of each calendar year. As of June 30, 2016, the Series 2013B bonds had a balance of \$52,405,000 and the City of Pleasant Hill's estimated future allocation based on the WRA flows is currently \$417,551.

In May of 2015, the WRA issued Sewer Revenue Bonds Series 2015E for the purpose of refunding Series 2006A. The WRA Agreement requires the debt service of these bonds to be allocated to the participating communities based on the WRA flows of the core communities and expansion communities of each calendar year. As of June 30, 2016, the Series 2015E bonds had a balance of \$31,865,000 and the City of Pleasant Hill's estimated future allocation based on the WRA flows is currently \$303,698.

The WRA Agreement requires the debt service on all State Revolving Loan issues after July 1, 2004 to be allocated to the participating communities based on the WRA flows of the core communities and expansion communities of each calendar year. As of June 30, 2016, the outstanding balance of State Revolving Loan issues after July 1, 2004 totaled \$264,697,879 and the City of Pleasant Hill's estimated future allocation is currently \$2,548,713.

The State Revolving Loans assumed by the WRA in 2004 are to be paid by the participating communities based on the existing allocations under the prior I.C.A. agreement. As of June 30, 2016, the balance of State Revolving Loans assumed in 2004 totaled \$1,199,987 of which \$18,663 of future principal debt service is a commitment of the City of Pleasant Hill.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 4 JOINT VENTURE AND COMMITMENTS (continued)**

The WRA agreement does not provide for the determination of an equity interest for the participating communities. Withdrawing from the joint venture is a forfeit of all reversionary interest and no compensation will be paid. The City retains a reversionary interest percentage in the net position of the WRA redeemable only in the event the WRA is dissolved. Since there is no specific and measurable equity interest in the WRA agreement, no investment in the joint venture has been reported by the City. During the year ended June 30, 2016, the City paid the WRA \$400,082 for operations, maintenance, equipment replacements and debt service payments.

The WRA issues separate financial statements that may be obtained at 3000 Vandalia Road, Des Moines, Iowa 50317-1346.

**NOTE 5 DEVELOPMENT AGREEMENTS**

The City has entered into various tax increment financing development rebate agreements. These agreements call for the City to make economic development tax rebate payments each year out of increment taxes received by the City. These arrangements are payable through the fiscal year ending June 30, 2022. Payments totaling \$127,485 were made during the year ended June 30, 2016 under these agreements.

The outstanding balance of these development rebate agreements was approximately \$95,000 at June 30, 2016. The obligations are considered a general obligation of the City for purposes of determining the City's debt limit.

The City has entered into a utility extension agreement with Polk County and a developer. Under the agreement \$1,009,600 plus interest (beginning in 2012) at 4% per annum is to be paid to the county. The agreement calls for the repayment to be made by the developer and from sewer connection fees the City collects. In addition, the City advanced \$300,000 for sewer connection fees, to the developer, which the developer will pay to Polk County towards the obligation. The balance outstanding at June 30, 2016 is \$244,000.

In October 2015 the City authorized a \$575,000 loan to a developer for the purpose of constructing a low to moderate income senior apartment complex. The loan does not bear interest and is secured by a subordinate mortgage on the property. The loan is payable in full on November 1, 2034.

**NOTE 6 PENSION PLAN**

**Plan Description**

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

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

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 PENSION PLAN (continued)**

**Pension Benefits**

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

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

Protection occupation members may retire at normal retirement age which is generally at age 55. The formula used to calculate a protection occupation member's monthly IPERS benefit includes:

- 60% of average salary after completion of 22 years of service, plus an additional 1.5% of average salary for years of service greater than 22 but not more than 30 years of service.
- The member's highest three-year average salary.

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

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

**Disability and Death Benefits**

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

**Contributions**

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

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 PENSION PLAN (continued)**

**Contributions (continued)**

In fiscal year 2016, pursuant to the required rate, Regular members contributed 5.95 percent of covered payroll and the City contributed 8.93 percent of covered payroll for a total rate of 14.88 percent. Protection occupation members contributed 6.56 percent of covered payroll and the City contributed 9.84 percent of covered payroll, for a total rate of 16.40 percent.

The City's total contributions to IPERS for the year ended June 30, 2016 were \$313,176.

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

At June 30, 2016, the City's liability for its proportionate share of the net pension liability totaled \$952,263. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to the pension plan relative to the contributions of all IPERS participating employers. The following table summarizes the change in the City's proportionate share:

	June 30		Change
	2015	2014	
City's proportionate share	0.019275%	0.013841%	0.005434%

For the year ended June 30, 2016 the City's pension expense, deferred outflows and deferred inflows totaled \$170,784, \$429,447 and \$234,804, respectively.

There were no non-employer contributing entities to IPERS.

**Actuarial Assumptions**

The total pension liability in the June 30, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, as follows:

Rate of inflation (effective June 30, 2014)	3.00 percent per annum
Rates of salary increase (effective June 30, 2010)	4.00 to 17.00 percent average, including inflation. Rates vary by membership group.
Long-term investment rate of return (effective June 30, 1996)	7.50 percent compounded annually, net of investment expense, including inflation
Wage growth (effective June 30, 1990)	4.00 percent per annum, based on 3.00 percent inflation and 1.00 percent real wage inflation

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of actuarial experience studies with dates corresponding to those listed above.

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

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 PENSION PLAN (continued)**

**Actuarial Assumptions (continued)**

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

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Core Plus Fixed Income	28%	2.04%
Domestic Equity	24	6.29
International Equity	16	6.75
Private Equity/debt	11	11.32
Real Estate	8	3.48
Credit Opportunities	5	3.63
U.S. TIPS	5	1.91
Other Real Assets	2	6.24
Cash	<u>1</u>	(0.71)
Total	<u>100%</u>	

**Discount Rate**

The discount rate used to measure the total pension liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the City will be made at contractually required rates, actuarially determined. Based on those assumptions, the IPERS' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on IPERS' investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.5 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5 percent) or 1-percentage-point higher (8.5 percent) than the current rate.

	<u>1% Decrease (6.5%)</u>	<u>Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
City's proportionate share of the net pension liability (asset)	\$ <u>2,570,267</u>	\$ <u>952,263</u>	\$ <u>(412,299)</u>

**IPERS' Fiduciary Net Position**

Detailed information about the IPERS' fiduciary net position is available in the separately issued IPERS' financial report which is available on IPERS' website at [www.ipers.org](http://www.ipers.org).

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 COMPENSATED ABSENCES**

City employees accumulate a limited amount of earned but unused vacation and compensatory time for subsequent use or for payment upon termination, retirement, or death. Employees who have accrued 30 days of sick leave may elect, only once during the month of July, to sell back, at fifty percent value, any days in excess of 30 days payable during the month of December. The retirement fund consists of previously accrued sick hours which were allocated for use by the employee upon retirement under a former City policy. These accumulations are not recognized as disbursements by the City until used or paid. The City's approximate liability for earned compensated absences payable to employees at June 30, 2016, primarily relating to the General Fund, is as follows:

<u>Type of benefit</u>	<u>Amount</u>
Vacation	\$ 184,331
Sick leave	104,450
Compensatory time	41,428
Retirement fund	<u>55,807</u>
Total	<u>\$ 386,016</u>

This liability has been computed based on rates of pay in effect at June 30, 2016.

**NOTE 8 RISK MANAGEMENT**

The City is a member in the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 746 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials' liability, police professional liability, property, inland marine, and boiler/machinery. There have been no reductions in insurance coverage from prior years.

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses due and payable in the current year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level determined by the Board not to exceed 300 percent of basis rate.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses, reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

The City's property and casualty contributions to the risk pool are recorded as disbursements from its operating funds at the time of payment to the risk pool. The City's contributions to the Pool for the year ended June 30, 2016 were \$98,975.

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$350,000 per claim. Claims exceeding \$350,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 8 RISK MANAGEMENT (continued)**

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the member's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred.

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the withdrawing member.

The City also carries commercial insurance purchased from other insurers for coverage associated with worker's compensation insurance. The City assumes liability for any deductibles, and claims in excess of coverage limitations. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**NOTE 9 INDUSTRIAL DEVELOPMENT REVENUE BONDS**

The City has issued a total of \$15,957,040 of industrial development revenue bonds under the provisions of Chapter 419 of the Code of Iowa, of which approximately \$13,000,000 is outstanding at June 30, 2016. The bonds and related interest are payable solely from the rents payable by tenants of the properties constructed, and the bond principal and interest do not constitute liabilities of the City.

**NOTE 10 CONSTRUCTION CONTRACTS**

The City has entered into various construction contracts totaling approximately \$4,100,000. The unpaid contract balances as of June 30, 2016 totaled approximately \$1,100,000 which will be paid from cash reserves and other sources as work progresses.

**NOTE 11 CONTINGENCIES**

The City is involved in lawsuits arising in the ordinary course of activities, including claims regarding property condemnation proceedings and suits contesting the legality of certain taxes. While these cases may have future financial effect, management, based on advice of counsel, believes that their ultimate outcome will not be material to the financial statements.

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 12 INTERFUND TRANSFERS**

The detail of interfund transfers for the year ended June 30, 2016 is as follows:

<u>Transfer to</u>	<u>Transfer from</u>	<u>Amount</u>
General fund	Special Revenue	
	Urban renewal tax increment fund	\$ 2,000,000
	Nonmajor governmental	
	Employee benefits fund	964,193
	Permanent	
	Cemetery perpetual care fund	<u>275</u>
		<u>2,964,468</u>
Capital projects fund	Special Revenue	
	Urban renewal tax increment fund	<u>4,400,000</u>
Special Revenue		
Urban renewal tax increment fund	General fund	2,000,000
	Enterprise	
	Water fund	1,000,000
	Sewer fund	<u>1,400,000</u>
		<u>4,400,000</u>
Debt Service	Capital projects fund	<u>39,350</u>
Internal Service		
Equipment replacement fund	General fund	122,186
	Capital projects fund	<u>500,000</u>
		<u>622,186</u>
Enterprise		
Water fund	Urban renewal tax increment fund	<u>1,000,000</u>
Sewer fund	Urban renewal tax increment fund	1,400,000
	Storm water fund	<u>42,500</u>
		<u>1,442,500</u>
Total		<u>\$14,868,504</u>

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources and for interfund loans for capital improvement projects.

**City of Pleasant Hill  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 13 OTHER POST-EMPLOYMENT BENEFITS**

Upon retirement, full-time employees who are at least 63 years of age and have worked for the City for a minimum of 15 years are offered the following post-employment benefits:

Health insurance - The City will continue to pay the employer’s share of major medical health insurance for the employee and their spouse, until the employee reaches the age of 65 or becomes eligible for Medicare.

Life insurance - The option of converting the employee’s City-paid policy from term insurance to whole life insurance at the individual’s expense with the City’s life insurance carrier.

Long-term disability - The option of converting the employee’s City-paid group policy to a personal policy at the individual’s expense with the City’s long-term disability insurance carrier.

Health insurance bank – Under a previous City policy, employees were allowed to set aside accrued leave for the purpose of paying health insurance premiums upon retirement. The balance of the health insurance bank was valued at \$55,807 at June 30, 2016.

At June 30, 2016 there were 48 active and 2 retired members of the Plan.

Retirees under age 65 pay the same premium for the medical/prescription drug benefit as active employees.

Funding Policy - The contribution requirements of plan members are established and may be amended by the City. The City currently finances the retiree benefit plan on a pay-as-you-go basis. The most recent active member monthly premiums for the City and plan members are approximately \$1,250 per month. The same monthly premiums apply to retirees. For the year ended June 30, 2016, the City contributed approximately \$27,000 to the plan.

The City has entered into agreements with the City Manager, Police Chief and Fire Chief which formally identifies the financial obligation of the City to them in the event of an involuntary employment termination. The severance agreements provide for termination benefits of up to nine months of wages and medical insurance benefits. The terms of the severance agreement vary by position and length of service. The compensation rate is based upon the compensation paid to the applicable employees at the time of termination.

**NOTE 14 DUE FROM AND DUE TO OTHER FUNDS**

The detail of interfund receivables and payables at June 30, 2016 is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Urban Renewal Tax Increment	\$ <u>230,933</u>

These balances result from interfund loans to finance projects. Repayments will be made from future revenues.

In November, 2015 City Council authorized a \$3,850,000 loan to the Urban Renewal Tax Increment Fund from the General, Water, and Sewer Funds. The City anticipates drawing down on these funds during fiscal year 2017. Repayments will be made from future tax increment revenues.

**City of Pleasant Hill**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 15 SALE OF EXCESS WATER CAPACITY**

The City entered into an agreement on September 24, 2013 to sell 700,000 gallons of purchased water capacity to the City of Bondurant for \$1,257,000 up front and \$500,000 payable over 10 years at 2 percent interest. The total future payments receivable under the agreement is as follows:

**Year ending June 30**

2017	\$ 55,654
2018	55,704
2019	55,634
2020	55,646
2021	55,638
2022-2024	<u>166,964</u>
Total	<u>\$ 445,240</u>

## OTHER INFORMATION

**City of Pleasant Hill**  
**BUDGETARY COMPARISON SCHEDULE**  
**OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN BALANCES -**  
**BUDGET AND ACTUAL (CASH BASIS) - ALL GOVERNMENTAL FUNDS**  
**AND PROPRIETARY FUNDS**

Other Information  
Year ended June 30, 2016

	<u>Governmental funds actual</u>	<u>Proprietary funds actual</u>	<u>Adjustments to budget basis</u>	<u>Total</u>
<b>RECEIPTS</b>				
Property tax	\$ 4,386,598	\$ -	\$ -	\$ 4,386,598
Tax increment financing collections	3,827,119	-	-	3,827,119
Other City tax	1,389,552	-	-	1,389,552
Licenses and permits	319,180	-	-	319,180
Use of money and property	80,930	5,209	(601)	85,538
Intergovernmental	1,629,602	71,686	(16,000)	1,685,288
Charges for service	294,199	1,851,246	-	2,145,445
Miscellaneous	<u>126,856</u>	<u>73,653</u>	<u>(56,560)</u>	<u>143,949</u>
Total receipts	<u>12,054,036</u>	<u>2,001,794</u>	<u>(73,161)</u>	<u>13,982,669</u>
<b>DISBURSEMENTS</b>				
Public safety	2,790,107	201,136	(201,136)	2,790,107
Public works	1,132,235	148,855	280,523	1,561,613
Health and social services	10,423	-	-	10,423
Culture and recreation	974,014	52,676	(52,676)	974,014
Community and economic development	1,321,359	-	-	1,321,359
General government	1,065,090	-	-	1,065,090
Debt service	658,907	-	-	658,907
Capital projects	3,989,106	-	-	3,989,106
Business type activities	-	<u>2,105,802</u>	<u>(429,378)</u>	<u>1,676,424</u>
Total disbursements	<u>11,941,241</u>	<u>2,508,469</u>	<u>(402,667)</u>	<u>14,047,043</u>
Excess (deficiency) of receipts over (under) disbursements	<u>112,795</u>	<u>(506,675)</u>	<u>329,506</u>	<u>(64,374)</u>
<b>OTHER FINANCING SOURCES, net</b>	<u>1,491,344</u>	<u>622,186</u>	<u>(622,186)</u>	<u>1,491,344</u>
Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses	1,604,139	115,511	(292,680)	1,426,970
<b>BALANCES, beginning of year</b>	<u>8,954,721</u>	<u>4,835,448</u>	<u>(550,421)</u>	<u>13,239,748</u>
<b>BALANCES, end of year</b>	<u>\$10,558,860</u>	<u>\$4,950,959</u>	<u>\$ (843,101)</u>	<u>\$14,666,718</u>

See accompanying independent auditor's report.

<b>Budgeted amounts</b>		<b>Final to actual variance- positive (negative)</b>
<b>Original</b>	<b>Final</b>	
\$ 4,384,263	\$ 4,384,263	\$ 2,335
3,910,757	3,910,757	(83,638)
1,488,243	1,488,243	(98,691)
133,700	153,700	165,480
62,406	62,406	23,132
1,187,718	1,880,989	(195,701)
2,198,400	2,198,400	(52,955)
<u>82,400</u>	<u>149,200</u>	<u>(5,251)</u>
<u>13,447,887</u>	<u>14,227,958</u>	<u>(245,289)</u>
2,996,914	3,094,867	304,760
1,500,175	1,789,412	227,799
10,500	10,500	77
1,026,917	1,072,413	98,399
928,501	1,659,570	338,211
1,105,524	1,151,855	86,765
618,836	658,907	-
4,078,400	5,718,912	1,729,806
<u>1,502,300</u>	<u>2,043,369</u>	<u>366,945</u>
<u>13,768,067</u>	<u>17,199,805</u>	<u>3,152,762</u>
<u>(320,180)</u>	<u>(2,971,847)</u>	<u>2,907,473</u>
<u>-</u>	<u>2,169,216</u>	<u>(677,872)</u>
(320,180)	(802,631)	2,229,601
<u>10,591,398</u>	<u>10,591,398</u>	<u>2,648,350</u>
<u>\$10,271,218</u>	<u>\$ 9,788,767</u>	<u>\$4,877,951</u>

**City of Pleasant Hill**  
**NOTE TO OTHER INFORMATION - BUDGETARY REPORTING**  
**June 30, 2016**

The budgetary comparison is presented in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds except the Internal Service Fund. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Permanent Fund and Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, two budget amendments increased budgeted disbursements by \$3,431,738. These budget amendments are reflected in the final budgeted amounts.

**City of Pleasant Hill, Iowa**  
**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**Iowa Public Employees' Retirement System**  
**For the Last Two Years\***  
**(In Thousands)**  
**Other Information**

	<b>June 30</b>	
	<b>2016</b>	<b>2015</b>
City's proportion of the net pension liability	0.019275%	0.013841%
City's proportionate share of the net pension liability	\$952	\$548
City's covered employee payroll	\$3,243	\$3,178
City's proportionate share of the net pension liability as a percentage of its covered employee payroll	29.36%	17.24%
IPERS' net position as a percentage of the total pension liability	85.19%	87.61%

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

\* In accordance with GASB Statement No. 68, the amounts presented for each fiscal year were determined as of June 30 of the preceding fiscal year.

See accompanying independent auditor's report.

**City of Pleasant Hill, Iowa**  
**SCHEDULE OF CITY CONTRIBUTIONS**  
**Iowa Public Employees' Retirement System**  
**(In Thousands)**  
**Other Information**

	<b>Year ended June 30</b>			
	<b><u>2016</u></b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
Statutorily required contribution	\$ 313	\$ 300	\$ 268	\$ 246
Contributions in relation to the statutorily required contribution	<u>313</u>	<u>300</u>	<u>268</u>	<u>246</u>
Contribution deficiency (excess)	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
City's covered employee payroll	\$3,243	\$3,178	\$3,092	\$2,848
Contributions as a percentage of total payroll	9.7%	9.4%	8.7%	8.6%

See accompanying independent auditor's report.

**Year ended June 30**

<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
\$ 227	\$ 188	\$ 174	\$ 147	\$ 134	\$ 129
<u>227</u>	<u>188</u>	<u>174</u>	<u>147</u>	<u>134</u>	<u>129</u>
<u>\$ —</u>					
\$2,876	\$2,380	\$2,322	\$2,155	\$2,004	\$1,885
7.9%	7.9%	7.5%	6.8%	6.7%	6.8%

See accompanying independent auditor's report.

**City of Pleasant Hill, Iowa**  
**NOTE TO OTHER INFORMATION – PENSION LIABILITY**  
**Year ended June 30, 2016**

**CHANGES OF BENEFIT TERMS**

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

In 2008, legislative action transferred four groups – emergency medical service providers, county jailers, county attorney investigators, and National Guard installation security officers – from Regular membership to the protection occupation group for future service only.

**CHANGES OF ASSUMPTIONS**

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

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

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

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

The 2007 valuation adjusted the application of the entry age normal cost method to better match projected contributions to the projected salary stream in the future years. It also included in the calculation of the UAL amortization payments the one-year lag between the valuation date and the effective date of the annual actuarial contribution rate.

**SUPPLEMENTARY INFORMATION**

**City of Pleasant Hill**  
**SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCES**  
**Nonmajor Governmental Funds**  
**As of and for the year ended June 30, 2016**

	<b>Special revenue</b>			
	<b>Employee Benefit Tax</b>	<b>Drug Enforcement Agency</b>	<b>Avenue of Flags</b>	<b>Park &amp; Recreation Complex</b>
<b>RECEIPTS</b>				
Property tax	\$ 779,622	\$ -	\$ -	\$ -
Other City tax	158,447	-	-	-
Use of money and property	68	70	4	181
Intergovernmental	25,542	-	-	-
Miscellaneous	-	14,944	-	-
Total receipts	<u>963,679</u>	<u>15,014</u>	<u>4</u>	<u>181</u>
<b>DISBURSEMENTS</b>				
Operating				
Public safety	-	2,078	-	-
Total disbursements	<u>-</u>	<u>2,078</u>	<u>-</u>	<u>-</u>
Excess of receipts over disbursements	<u>963,679</u>	<u>12,936</u>	<u>4</u>	<u>181</u>
<b>OTHER FINANCING (USES)</b>				
Operating transfers out	(964,193)	-	-	-
Total other financing (uses)	<u>(964,193)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in cash balances	(514)	12,936	4	181
<b>CASH BALANCES</b> , beginning of year	<u>4,072</u>	<u>39,673</u>	<u>2,279</u>	<u>27,984</u>
<b>CASH BALANCES</b> , end of year	<u>\$ 3,558</u>	<u>\$ 52,609</u>	<u>\$ 2,283</u>	<u>\$ 28,165</u>
<b>CASH BASIS FUND BALANCES</b>				
Nonspendable - cemetery perpetual care	\$ -	\$ -	\$ -	\$ -
Restricted for other purposes	<u>3,558</u>	<u>52,609</u>	<u>2,283</u>	<u>28,165</u>
Total cash basis fund balances	<u>\$ 3,558</u>	<u>\$ 52,609</u>	<u>\$ 2,283</u>	<u>\$ 28,165</u>

<u>Special revenue</u>		<u>Permanent Cemetery Perpetual Care</u>	
<u>Library</u>	<u>Memorial</u>		<u>Total</u>
\$ -	\$ -	\$ -	\$ 779,622
-	-	-	158,447
69	2	275	669
-	-	-	25,542
-	-	2,483	17,427
<u>69</u>	<u>2</u>	<u>2,758</u>	<u>981,707</u>
-	-	-	2,078
-	-	-	2,078
<u>69</u>	<u>2</u>	<u>2,758</u>	<u>979,629</u>
-	-	(275)	(964,468)
-	-	(275)	(964,468)
69	2	2,483	15,161
<u>34,190</u>	<u>1,279</u>	<u>68,105</u>	<u>177,582</u>
\$ <u>34,259</u>	\$ <u>1,281</u>	\$ <u>70,588</u>	\$ <u>192,743</u>
\$ -	\$ -	\$ 70,588	\$ 70,588
<u>34,259</u>	<u>1,281</u>	-	<u>122,155</u>
\$ <u>34,259</u>	\$ <u>1,281</u>	\$ <u>70,588</u>	\$ <u>192,743</u>

**City of Pleasant Hill**  
**SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND**  
**CHANGES IN CASH BALANCES**  
**Nonmajor Proprietary Funds**  
**As of and for the year ended June 30, 2016**

	<u>Solid Waste</u>	<u>Storm Water</u>	<u>Total</u>
<b>OPERATING RECEIPTS</b>			
Charges for services	\$ <u>414,516</u>	\$ <u>191,021</u>	\$ <u>605,537</u>
<b>OPERATING DISBURSEMENTS</b>			
Business type activities	<u>429,378</u>	<u>37,902</u>	<u>467,280</u>
Total operating disbursements	<u>429,378</u>	<u>37,902</u>	<u>467,280</u>
Excess (deficiency) of operating receipts over (under) operating disbursements	<u>(14,862)</u>	<u>153,119</u>	<u>138,257</u>
<b>NONOPERATING RECEIPTS</b>			
Interest on investments	141	58	199
Miscellaneous	<u>—</u>	<u>4,568</u>	<u>4,568</u>
Net nonoperating receipts	<u>141</u>	<u>4,626</u>	<u>4,767</u>
Excess (deficiency) of receipts over (under) disbursements	<u>(14,721)</u>	<u>157,745</u>	<u>143,024</u>
<b>TRANSFERS OUT</b>			
Net change in cash balances	<u>—</u> <u>(14,721)</u>	<u>(42,500)</u> <u>115,245</u>	<u>(42,500)</u> <u>100,524</u>
<b>CASH BALANCES</b> , beginning of year	<u>110,475</u>	<u>—</u>	<u>110,475</u>
<b>CASH BALANCES</b> , end of year	<u>\$ 95,754</u>	<u>\$ 115,245</u>	<u>\$ 210,999</u>
<b>CASH BASIS FUND BALANCES</b>			
Unrestricted	<u>\$ 95,754</u>	<u>\$ 115,245</u>	<u>\$ 210,999</u>

**City of Pleasant Hill  
SCHEDULE OF INDEBTEDNESS  
For the year ended June 30, 2016**

<u>Obligation</u>	<u>Date of issue</u>	<u>Interest rates</u>	<u>Amount originally issued</u>
General Obligation Bonds			
Corporate Purpose and Refunding, Series 2009	April 13, 2009	3.30%	\$2,865,000
Sewer Improvement, Series 2009B	December 15, 2009	3.20 to 4.10%	620,000
Corporate Purpose, Series 2012	July 17, 2012	1.00 to 1.40%	2,000,000
Corporate Purpose, Series 2015	July 8, 2015	1.50 to 2.50%	2,120,000
28E Agreement Polk County	November 25, 2008	0.0%	\$ 223,762

See accompanying independent auditor's report.

Schedule 3

<u>Balance beginning of year</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance end of year</u>	<u>Interest paid</u>
\$ 445,000	\$ —	\$ 255,000	\$ 190,000	\$ 14,175
360,000	—	55,000	305,000	12,935
1,515,000	—	240,000	1,275,000	17,850
<u>—</u>	<u>2,120,000</u>	<u>—</u>	<u>2,120,000</u>	<u>39,321</u>
<u>\$2,320,000</u>	<u>\$2,120,000</u>	<u>\$ 550,000</u>	<u>\$3,890,000</u>	<u>\$ 84,281</u>
<u>\$ 89,505</u>	<u>\$ —</u>	<u>\$ 22,376</u>	<u>\$ 67,129</u>	<u>\$ —</u>

**City of Pleasant Hill  
BOND MATURITIES  
June 30, 2016**

<b>General Obligation Bonds</b>					
<b>Year ending June 30</b>	<b>Sewer Improvement Bonds Series 2009B</b>		<b>Corporate Purpose and Refunding Bonds Series 2009</b>		
	<b>Issued December 15, 2009</b>		<b>Issued April 13, 2009</b>		
	<b>Interest Rates</b>	<b>Amount</b>	<b>Interest Rates</b>	<b>Amount</b>	
2017	3.20%	\$ 55,000	3.30%	\$ 190,000	
2018	3.40%	60,000		-	
2019	3.70%	60,000		-	
2020	4.00%	65,000		-	
2021	4.10%	65,000		-	
Totals		<u>\$ 305,000</u>		<u>\$ 190,000</u>	

<b>Year ending June 30</b>	<b>Corporate Purpose Issued July 17, 2012</b>		<b>Corporate Purpose Series 2015 Issued July 8, 2015</b>		<b>Total</b>
	<b>Interest Rates</b>	<b>Amount</b>	<b>Interest Rates</b>	<b>Amount</b>	
	2017	1.00%	\$ 300,000	1.50%	
2018	1.20%	480,000	1.50%	100,000	640,000
2019	1.40%	495,000	1.50%	100,000	655,000
2020		-	1.50%	240,000	305,000
2021		-	2.00%	245,000	310,000
2022		-	2.00%	250,000	250,000
2023		-	2.00%	260,000	260,000
2024		-	2.50%	265,000	265,000
2025		-	2.50%	275,000	275,000
2026		-	2.50%	285,000	285,000
Totals		<u>\$1,275,000</u>		<u>\$2,120,000</u>	<u>\$3,890,000</u>

See accompanying independent auditor's report.

**City of Pleasant Hill**  
**SCHEDULE OF RECEIPTS BY SOURCE AND DISBURSEMENTS BY FUNCTION -**  
**ALL GOVERNMENTAL FUNDS**  
**For the last ten years**

	<b>Year ended June 30</b>			
	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>RECEIPTS</b>				
Property and other City tax	\$ 5,776,150	\$ 5,441,744	\$ 5,293,621	\$ 4,826,850
Tax increment financing collections	3,827,119	4,299,527	4,410,520	4,581,527
Licenses and permits	319,180	180,312	117,608	93,131
Use of money and property	80,930	75,353	88,690	103,701
Intergovernmental	1,629,602	1,278,771	1,173,062	1,245,467
Charges for services	294,199	391,375	374,398	332,239
Special assessments	-	-	-	-
Miscellaneous	126,856	116,466	165,238	142,813
Total receipts	<u>\$12,054,036</u>	<u>\$11,783,548</u>	<u>\$11,623,137</u>	<u>\$11,325,728</u>
<b>DISBURSEMENTS</b>				
Operating				
Public safety	\$ 2,790,107	\$ 2,720,339	\$ 2,502,611	\$ 2,312,097
Public works	1,132,235	1,105,337	936,782	818,383
Health and social services	10,423	6,849	3,449	-
Culture and recreation	974,014	922,443	916,644	885,493
Community and economic development	1,321,359	907,038	810,365	816,212
General government	1,065,090	1,020,329	1,073,006	914,961
Debt service	658,907	624,142	4,860,416	8,894,747
Capital projects	3,989,106	3,658,029	2,977,953	9,142,974
Total disbursements	<u>\$11,941,241</u>	<u>\$10,964,506</u>	<u>\$14,081,226</u>	<u>\$23,784,867</u>

See accompanying independent auditor's report.

Schedule 5

Year ended June 30					
<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
\$ 4,673,562	\$ 4,261,584	\$ 3,850,081	\$ 3,806,311	\$ 3,313,909	\$ 3,207,163
4,513,164	4,758,779	5,248,999	4,275,494	3,630,261	2,959,637
120,838	65,175	143,578	194,591	168,778	265,340
109,420	100,538	68,402	96,504	188,217	154,136
1,198,255	1,359,347	1,062,857	1,099,505	1,312,547	1,127,217
362,370	293,963	219,557	234,296	322,878	322,187
—	—	545	32,661	9,691	3,811
<u>148,183</u>	<u>153,401</u>	<u>151,021</u>	<u>180,891</u>	<u>550,704</u>	<u>1,196,675</u>
<u>\$11,125,792</u>	<u>\$10,992,787</u>	<u>\$10,745,040</u>	<u>\$ 9,920,253</u>	<u>\$ 9,496,985</u>	<u>\$ 9,236,166</u>
\$ 2,301,054	\$ 1,970,745	\$ 1,905,802	\$ 1,717,222	\$ 1,745,604	\$ 1,419,971
938,896	835,004	803,504	960,336	761,155	827,456
3,056	25	—	5,682	—	6,461
864,297	796,184	755,784	699,371	557,622	585,022
825,945	691,156	862,193	890,370	781,384	698,486
961,909	919,745	959,653	836,204	1,017,406	576,011
2,885,161	2,875,520	3,392,696	3,746,851	2,172,134	1,568,262
<u>1,394,099</u>	<u>2,210,587</u>	<u>1,960,915</u>	<u>2,754,843</u>	<u>4,463,079</u>	<u>2,701,869</u>
<u>\$10,174,417</u>	<u>\$10,298,966</u>	<u>\$10,640,547</u>	<u>\$11,610,879</u>	<u>\$11,498,384</u>	<u>\$ 8,383,538</u>

See accompanying independent auditor's report.



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

Honorable Mayor and  
Members of the City Council  
City of Pleasant Hill  
Pleasant Hill, Iowa

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Pleasant Hill, Iowa (the City) as of and for the year ended June 30, 2016, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated October 16, 2016. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of the control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

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

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2016 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

### **Purpose of this Report**

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

  
DENMAN & COMPANY, LLP

West Des Moines, Iowa  
October 16, 2016

**City of Pleasant Hill  
SCHEDULE OF FINDINGS  
Year ended June 30, 2016**

**Part I – Findings Related to Financial Statements**

**INSTANCES OF NONCOMPLIANCE**

No matters were reported.

**INTERNAL CONTROL DEFICIENCY**

No matters were reported.

**City of Pleasant Hill**  
**SCHEDULE OF FINDINGS (continued)**  
**Year ended June 30, 2016**

**Part II—Other Findings Related to Required Statutory Reporting**

**II-A-16 CERTIFIED BUDGET**

Disbursements during the year ended June 30, 2016 did not exceed budgeted amounts, as amended.

**II-B-16 QUESTIONABLE DISBURSEMENTS**

No disbursements that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.

**II-C-16 TRAVEL EXPENSE**

No disbursements of City money for travel expenses of spouses of City officials or employees were noted.

**II-D-16 BUSINESS TRANSACTIONS**

We noted no transactions between the City and City officials or employees in excess of \$1,500.

**II-E-16 BOND COVERAGE**

Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure that the coverage is adequate for current operations.

**II-F-16 COUNCIL MINUTES**

We noted no transactions requiring Council approval which had not been approved in the Council minutes.

**II-G-16 DEPOSITS AND INVESTMENTS**

No instances of noncompliance with the deposits and investment provisions of Chapters 12B and 12C of the Code of Iowa and the City's investment policy were noted.

**II-H-16 ANNUAL URBAN RENEWAL REPORT**

The annual urban renewal report was properly approved and certified to the Iowa Department of Management on or before December 1 and no exceptions were noted.

**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
OCTOBER 25, 2016  
6:30 PM**

**1. CALL TO ORDER/ROLL CALL**

Mayor Kurovski called the Pleasant Hill City Council meeting to order on October 25, 2016 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Curt Gause, Dean Cooper, Barb Malone, Mark Konrad and Mayor Sara Kurovski. ABSENT: none.

**2. APPROVAL OF AGENDA**

Malone/Cooper moved to approve the agenda. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

**3. PUBLIC HEARING:** Consideration of a Lease agreement with TowerCo.

Mayor Kurovski opened the Public Hearing for Consideration of a Lease agreement with TowerCo. at 6:31 p.m. City Manager Don Sandor explained this is a lease agreement for tower placement of a 190 ft. wireless communications monopole tower in Sunrise Park. The proposed tower will provide a location for the communication antennas that are currently on the water tower to be relocated due to safety concerns and maintenance issues. The lease provides for the leasing of 2,100 square feet for the construction and ongoing operations of the proposed tower. The monthly rent for the land is set at \$1,750.00, with a term of five years and four renewals of five years each. The rent rate will be adjusted with each renewal. Tower Co representative Steve Ward answered questions from the Council Members. Hearing no comments from the public, the Mayor closed the public hearing at 6:39p.m.

a. **Resolution #102516-01** – Approval of lease agreement with TowerCo.

Malone/Gause moved to approve **Resolution #102516-01** – Approval of lease agreement with TowerCo. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

**4. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**

There were none.

**5. CONSENT ITEMS**

Mullen/Gause moved to approve the **CONSENT ITEMS**: Council Minutes - dated 10-11-16, Claims Listing - dated 10-25-16, Revenue Report - dated 09-30-16, Expenditure Report - dated 09-30-16, Treasurers Report - dated 09-30-16, Library Board Minutes – dated 09-22-16, **Resolution #102516-02** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund, **Resolution #102516-03** – Transfer of Funds – Employee Benefits Fund to General Fund, **Resolution #102516-04** – Approval of Lien Schedule, **Resolution #102516-05** – Transfer of Funds – from Water, Sewer, and General Funds to TIF, **Resolution #102516-06** – Transfer of Funds – TIF to TIF CIP, **Resolution #102516-07** – Resolution setting date for sale of General Obligation Street Improvement Bonds. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

**6. BUSINESS ITEMS**

a. **Resolution #102516-08** – Approval of ICAAP Grant Application

Konrad/Mullen moved to approve **Resolution #102516-08** – Approval of ICAAP Grant Application. Assistant City Manager Ben Champ explained this resolution will authorize the submission of a grant application with IDOT for funding for updating the traffic signal system to an adaptive traffic signal control system, which responds to the volume of traffic. Systems are installed in West Des Moines and Clive already to help facilitate traffic flow and reduce gas emissions. The grant application is for 80% of the projected cost estimate of \$721,000. The City will also request that IDOT fund 10% of the remaining 20%. If that is also obtained the City share would be 10% of the total cost of the project, which would have to be budgeted in the FY 18 budget. This project would cover all thirteen signals in Pleasant Hill,

the ten along University Ave. and the signals at Hickory and Maple, 56<sup>th</sup> and NE 12<sup>th</sup>, and Meacham Drive and 80<sup>th</sup>. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

- b. Third reading of **Ordinance 809** - Rezoning A-1 Agricultural to R1-90 Single Family Residential – Lots 2, 3, and 4, in Block 4, Rising Sun

Mullen/Malone moved to approve the third reading of **Ordinance 809** – Rezoning A-1 Agricultural to R1-90 Single Family Residential – Lots 2, 3, and 4, in Block 4, Rising Sun. Assistant City Manager Ben Champ explained this was the third and final reading of the ordinance and there had been no changes or comments received since the previous two readings. ROLL CALL: AYES: Mullen, Gause, Cooper, and Malone, Konrad. NAYS: None. Motion carried 5-0.

**7. CLOSING COMMENT**

Mayor Kurovski attended the EPIC launch at Prairie Meadows and invited everyone to visit their new website: EPICtomorrow.org. It is our regional development group formerly known as East Polk Regional Development. She also attended the City Halloween Party on Friday and the Chamber events on Saturday, and said all were fantastic. The Mayor also reminded Council to rsvp on the two invitations they just received for the Catch Des Moines Annual Celebration and the Iowa Business Hall of Fame.

City Manager Don Sandor said there were no plans for a work session next week at this time.

- 8. CLOSED SESSION-** Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss legal issues
  - a. City Council may return to open session and take action on items discussed during the closed session.

Malone/Konrad moved to move into Closed session: Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss legal issues. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

Council returned to open session. Mayor Kurovski announced no action was taken in closed session.

**9. ADJOURNMENT**

Malone/Mullen moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0. The meeting was adjourned at 7:25 p.m.

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Sara Kurovski, Mayor

ATTEST:

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Dena J. Spooner, City Clerk/Finance Director

A C C O U N T S   P A Y A B L E  
O P E N   I T E M   R E P O R T  
P U B L I C A T I O N

VENDOR SET: 01 CITY OF PLEASANT HILL  
REPORTING: PAID, UNPAID, PARTIAL

PAGE: 1  
BANK: ALL

=====PAYMENT DATES=====

PAID ITEMS DATES : 10/26/2016 THRU 11/08/2016  
PARTIALLY ITEMS DATES: 10/26/2016 THRU 11/08/2016  
UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
A+ COMMUNICATIONS & SECURI	SECURITY MONITORING	59.85
AFLAC INSURANCE	INSURANCE	1,008.94
ALTOONA FIRE DEPARTMENT	PARAMEDIC ASSIST	250.00
AMAZON.COM	BOOKS	232.01
AMERICAN AWARDS	ELSTON PLAQUES	45.14
AMERICAN TEST CENTER	LADDER TESTING	1,138.00
ARDICK EQUIPMENT CO., INC	ROAD SIGNS	89.75
BAUER BUILT	REPAIR TIRES-#28	255.00
BEN FREEBORN	CONTRACT CUSTODIAL	1,250.00
BOB COASH	YC DOOR PAINTING	325.00
BOUNDTREE MEDICAL	MEDICAL SUPPLIES	1,089.04
BOY SCOUT TROOP 93	HOLIDAY WREATHS	245.00
BRICK, GENTRY, BOWERS LAW	LEGAL COUNSEL	2,080.00
CALHOUN-BURNS & ASSOC INC	BRIDGE REHAB DESIGN	932.70
CAPITAL CITY EQUIPMENT CO	FILTER & LIGHT ASSEMBLY	150.13
CARPENTER UNIFORMS/PROMOT	UNIFORM/SAFETY EQUIPMENT	823.86
CARROLL DISTRIBUTING	CONCRETE SUPPLIES	1,645.10
CHARLES GABUS FORD	VEHICLE REPLACEMENT	19,314.00
CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	278.36
CITY OF ALTOONA	BUCKET TRUCK SAFETY CLASS	48.06
CITY OF WEST DES MOINES	ANNUAL LMI ADMIN FEE	27,014.00
COLLECTION SERVICES	GARNISHMENT WITHHOLDING	633.75
CONCENTRA MEDICAL	PRE-EMPLOYMENT PHYSICAL	514.50
CONSTRUCTION MATERIALS INC	CITY SIGN FOOTING REBAR FABRICA	455.10
CRYSTAL CLEAR WATER CO.	OPERATING SUPPLIES	14.00
D.R.I.V.E.	D.R.I.V.E. DEDUCTION	6.00
DES MOINES FEED & NATURE C	COMMONS AREA SEED	583.16
EFR EMPLOYEE & FAMILY RESO	PREVENTING HARRASSMENT TRNG	500.00
EVIDENT, INC.	MINOR EQUIPMENT	85.25
FORTERRA PIPE & PRECAST	MATERIALS-STORM SEWER PROJECT	5,601.20
G & K SERVICES	FLOOR MATS	228.68
G&L CLOTHING	UNIFORM/SAFETY EQUIPMENT	71.95
GALE RIVAS	PROGRAM SUPPLIES	75.00
HALLETT MATERIALS	CRUSHED CONCRETE	489.21
HEARTLAND DOOR AND FRAME,	YC DOOR LOCK REPAIR	175.00
HEATH ELLIS	TRAVEL REIMBURSEMENT	65.88
HILLYARD/DES MOINES	JANITORIAL SUPPLIES	679.93
HY-VEE - LIBRARY ACCOUNT	PROGRAM SUPPLIES	71.85
HY-VEE - POLICE ACCOUNT	VEHICLE OPERATING SUPPLIES	284.09
ICMA-RC	DEFERRED COMPENSATION	2,445.74
INTERNAL REVENUE SERVICE	FED WITHHOLDING	33,175.77
IOWA DEPT OF REVENUE & FI	STATE WITHHOLDING	5,504.00
IOWA NATIVE TREES AND SHRU	TREE	250.00
IOWA ONE CALL CORP	BURIED UTILITY LOCATE SERVICE	149.50

ACCOUNTS PAYABLE  
OPEN ITEM REPORT  
PUBLICATION

VENDOR SET: 01 CITY OF PLEASANT HILL  
REPORTING: PAID, UNPAID, PARTIAL

PAGE: 2  
BANK: ALL

=====PAYMENT DATES=====

PAID ITEMS DATES : 10/26/2016 THRU 11/08/2016  
PARTIALLY ITEMS DATES: 10/26/2016 THRU 11/08/2016  
UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
IOWA PEACE OFFICERS ASSOCI	DUES	450.00
IPERS-REGULAR	IPERS CONTRIBUTIONS	19,010.76
JOHN LERDAL	BEST TOUR MUSEUM	144.00
KELTEK INCORPORATED	EMERGENCY LIGHTS	326.74
KIRKHAM MICHAEL & ASSOCIAT	PROJECT DESIGN/ENGR	49,145.49
KOCH BROTHERS	PLOTTER REPAIR	702.32
LARRY FLECK & SON TRUCKING	DELIVERY-CRUSHED CONCRETE	2,244.84
LIBERTY READY MIX	CURB/APPROACH/STREET REPAIR	1,178.80
MADELINE STURMS	TRAVEL/CONFERENCE	351.91
MEDIACOM	INTERNET ACCESS-CITY HALL	199.95
MEDPRO WASTE DISPOSAL, LLC	BIO-HAZARD DISPOSAL	103.95
MENARDS-ALTOONA	RECEIVER LOCK RETURNED	271.68
METRO WASTE AUTHORITY	SOLID WASTE COLLECTION-SEPT/OCT 16	56,306.00
MIDAMERICAN ENERGY CO	ELECTRIC	10.00
MUNICIPAL SUPPLY	SYSTEM MAINTENANCE	24.75
NANCY BLOMQUIST	TRAINING/CONFERENCE	41.36
NEW YORK LIFE INSURANCE	LIFE INSURANCE DEDUCTION	17.28
O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	92.24
OCLC, INC.	DATABASE ACCESS	36.30
OFFICE OF AUDITOR OF STATE	FY 16 AUDIT FILING FEE	850.00
ORIENTAL TRADING CO, INC	PROGRAM SUPPLIES	374.88
P & P SMALL ENGINES	HARNES	25.99
PETTY CASH - PD	PREVENTION/PUBLIC SAFETY	184.38
PLUNKETT FARMS	EROSION CONTROL BLANKETS	1,350.00
POLK COUNTY	PLAN REVIEW	1,162.50
POLK COUNTY RECORDER	RECORD AGREEMENT/RESOLUTION	29.00
POLK COUNTY SHERIFF-CIVIL	GARNISHMENT WITHHOLDING	98.40
POLK COUNTY TREASURER	ANIMAL PICK UP	84.06
PRODUCTIVITY PLUS ACCOUNT	HYDRAULIC LINES-BACKHOE #24	591.84
QUILL	OFFICE SUPPLIES	1,179.53
RACOM CORPORATION	EDACS	2,185.50
RAY O'HERRON CO., INC.	UNIFORM/SAFETY EQUIPMENT	5,999.33
READERS DIGEST	MAGAZINE	16.98
RECORDED BOOKS	BOOKS ON CD	418.40
RED WING SHOE STORE	UNIFORM/SAFETY EQUIPMENT	244.99
RELIANCE STANDARD	DENTAL PREMIUM PAYROLL DEDUCT	2,772.45
RELIASTAR LIFE INSURANCE C	DEFERRED COMP - ING	2,967.21
S & S WORLDWIDE, INC.	PROGRAM SUPPLIES	304.23
SKINNER LAW OFFICE, P C	LEGAL COUNSEL-SEPT 2016	5,272.80
STEVE JOHNS	MILEAGE REIMBURSEMENT/TRAINING	144.07
STOPSTICK, LTD	MINOR EQUIPMENT	267.00
STROH CORPORATION	CONTRACT HVAC MAINT-SOUTH COMP	1,497.11
TASC	FLEXIBLE DEP BENE PLAN	2,402.37
TEAMSTERS LOCAL UNION #238	UNION DUES DEDUCTION	25.99

ACCOUNTS PAYABLE  
OPEN ITEM REPORT  
PUBLICATION

VENDOR SET: 01 CITY OF PLEASANT HILL  
REPORTING: PAID, UNPAID, PARTIAL

PAGE: 3  
BANK: ALL

=====PAYMENT DATES=====

PAID ITEMS DATES : 10/26/2016 THRU 11/08/2016  
PARTIALLY ITEMS DATES: 10/26/2016 THRU 11/08/2016  
UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
THE EQUITABLE	DEFERRED COMP - THE EQUITABLE	696.20
THE GRAVEDIGGER LLC	GRAVE OPEN/CLOSE	1,100.00
THE HARTFORD	DEFERRED COMP - THE HARTFORD	636.09
THE WALDINGER CORP	REPLACE SIGNAL LOOPS-UNIV/80TH	3,989.47
THE WILLIAMSON GROUP	DOANES COMMONS-FINAL PAYMENT	18,436.60
TOMPKINS INDUSTRIES INC	HYDRAULIC PLUGS-BACKHOE #24	8.52
TREASURER, CITY OF DES MOI	WRA PAYMENT	39,330.50
UNITED WAY OF CENTRAL IA	UNITED WAY CONTRIBUTION	38.00
UNIVERSITY OF LOUISVILLE	EDUCATION/TRAINING	1,195.00
UNUM LIFE INSURANCE COMPAN	LTD PAYROLL DEDUCTION TAXED	1,633.67
US CELLULAR	CELL PHONE SERVICE	1,075.27
VERIZON WIRELESS	AMBULANCE CELL PHONES	424.48
VISA CARD SERVICES	TRAINING/CONFERENCE	1,996.43
WAYNE SCHULTZ	KITCHEN FAUCET-FD	189.74
WD DOOR	DOOR MAINTENANCE	136.50
WELLMARK BLUE CROSS BLUE S	HEALTH INS PREM PAYROLL DEDUCT	18,972.94
WIMACTEL, INC.	PAYPHONE (515) 262-9927	55.00
WINDSTREAM	PHONE SERVICE-CITY COMPLEXES	1,715.79
<b>** TOTAL **</b>	-City of Pleasant Hill	<b>363,071.08</b>

FUND TOTALS

001	GENERAL	113,129.08
110	ROAD USE	11,614.35
127	LMI FUND	27,014.00
301	CAPITAL PROJECTS	2,873.50
304	TIF CAPITAL PROJECTS	72,362.80
610	SEWER	50,310.93
670	SOLID WASTE	56,306.00
699	EQUIPMENT REPLACEMENT	23,726.22
740	STORM WATER	5,734.20
<b>GRAND TOTAL</b>		<b>363,071.08</b>

**RESOLUTION #110816-01**

**A RESOLUTION APPROVING THE CERTIFICATION OF TAX INCREMENT FINANCING DEBT**

**WHEREAS**, the City Clerk/Finance Director has completed the process of compiling the debt incurred both from debt and from pay-go projects that can be certified to Polk County; and

**WHEREAS**, the TIF Certification Report must be filed with Polk County by December 1 annually; and

**WHEREAS**, the City Clerk/Finance Director will certify the amounts, as listed on the attached certification pages, to Polk County;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of Pleasant Hill, Iowa, that the attached TIF debt certification is hereby approved.

**ADOPTED** November 08, 2016

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

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

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 8,050,000

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

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

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

Notes/Additional Information:

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Dated this 8th day of November, 2016

\_\_\_\_\_  
Signature of Authorized Official 515-262-9368  
Telephone

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. <u>Street Improvement Loan Agreement FY17</u> _____ _____ _____	<u>11-08-2016</u>	<u>8,000,000</u>
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. <u>Dalrich, LLC Development Agreement</u> _____ _____ _____	<u>05-26-2015</u>	<u>50,000</u>
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1: 8,050,000**

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

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
6. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
7. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
8. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
9. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
10. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 3.

**Total For City TIF Form 1.1 Page 2: 0**

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

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
11. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
12. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
13. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
14. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
15. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 4.

**Total For City TIF Form 1.1 Page 3: 0**

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

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
16. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
17. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
18. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
19. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
20. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

**Total For City TIF Form 1.1 Page 4: 0**

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

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
21 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
22 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
23 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
24 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
25 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

**Total For City TIF Form 1.1 Page 5: 0**

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

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

City: Pleasant Hill County: Polk

Urban Renewal Area Name: Pleasant Hill Urban Renewal

Urban Renewal Area Number: 77069 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
26 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
27 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
28 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
29 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
30 _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

**Total For City TIF Form 1.1 Page 6: 0**

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





**RESOLUTION #110816-02**

**A RESOLUTION APPROVING THE ANNUAL URBAN RENEWAL REPORT**

**WHEREAS**, the City Clerk/Finance Director has completed the State of Iowa Urban Renewal report that is due annually prior to December 1; and

**WHEREAS**, the City Clerk/Finance Director will certify the amounts, as listed on the attached certification pages, to the State of Iowa;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of Pleasant Hill, Iowa, that the attached Urban Renewal Report is hereby approved.

**ADOPTED** November 08, 2016

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

**Annual Urban Renewal Report, Fiscal Year 2015 - 2016**

**Levy Authority Summary**

Local Government Name: PLEASANT HILL  
 Local Government Number: 77G722

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
PLEASANT HILL URBAN RENEWAL	77069	15

**TIF Debt Outstanding: 9,315,571**

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:</b>	<b>1,414,851</b>	<b>634,508</b>	<b>Amount of 07-01-2015 Cash Balance Restricted for LMI</b>
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TIF Revenue:	3,827,119
TIF Sp. Revenue Fund Interest:	3,969
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>3,831,088</b>

Rebate Expenditures:	127,485
Non-Rebate Expenditures:	4,981,745
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>5,109,230</b>

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:</b>	<b>136,709</b>	<b>53,256</b>	<b>Amount of 06-30-2016 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF  
 Obligations, Net of TIF Special  
 Revenue Fund Balance: 4,069,632**

**Urban Renewal Area Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL  
 UR Area Number: 77069  
 UR Area Creation Date: 06/1994

For the division of taxes levied on the taxable property in the Urban Renewal Areas of the City each year by and for the benefit of the State, City, County, school districts or other taxing districts to create a special fund to pay principal and interest on loans, advances or indebtedness, including bonds proposed to be issued by the City to finance projects in such areas.

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
PLEASANT HILL CITY/DM SCH/94 AREA 1 TIF INCR	77365	77366	1,931,871
PLEASANT HILL CITY/SE-POLK SCH/94 AREA 1 TIF INCR	77368	77369	44,955,912
PLEASANT HILL CITY/DM SCH/95 INDUSTRIAL TIF INCR	77396	77397	1,545,213
PLEASANT HILL CITY/SE-POLK SCH/95 INDUSTRIAL TIF INCR	77399	77400	14,181,163
PLEASANT HILL CITY AG/DM SCH/94 AREA 1 TIF INCR	77364	77534	0
PLEASANT HILL CITY AG/SE-POLK SCH/94 AREA 1 TIF INCR	77367	77535	0
PLEASANT HILL CITY AG/SE-POLK SCH/95 INDUSTRIAL TIF INCR	77398	77537	0
PLEASANT HILL CITY/DM SCH/00 EAST TIF INCR	77555	77556	612,597
PLEASANT HILL CITY/SE-POLK SCH/00 EAST TIF INCR	77558	77559	39,065,683
PLEASANT HILL CITY AG/DM SCH/00 EAST TIF INCR	77554	77596	0
PLEASANT HILL CITY AG/SE-POLK SCH/00 EAST TIF INCR	77557	77597	0
PLEASANT HILL CITY/DM SCH/03 AMD TIF INCR	77627	77628	2,028,364
PLEASANT HILL CITY/SE-POLK SCH/03 AMD TIF INCR	77629	77630	0
PLEASANT HILL CITY AG/DM SCH/03 AMD TIF INCR	77791	77792	0
PLEASANT HILL CITY AG/SE-POLK SCH/03 AMD TIF INCR	77793	77794	0

**Urban Renewal Area Value by Class - 1/1/2014 for FY 2016**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	647,530	206,583,450	99,130,470	5,787,500	0	-257,428	311,891,522	0	311,891,522
Taxable	289,459	115,136,244	89,217,423	5,208,750	0	-257,428	209,594,448	0	209,594,448
Homestead Credits									783

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:** **1,414,851** **634,508** **Amount of 07-01-2015 Cash Balance Restricted for LMI**

TIF Revenue: 3,827,119  
 TIF Sp. Revenue Fund Interest: 3,969  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 3,831,088**

Rebate Expenditures: 127,485

Non-Rebate Expenditures:	4,981,745
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>5,109,230</b>

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:</b>	<b>136,709</b>	<b>53,256</b>	<b>Amount of 06-30-2016 Cash Balance Restricted for LMI</b>
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## Projects For PLEASANT HILL URBAN RENEWAL

### Miscellaneous Upgrades or Repairs

Description:	Street improvements, street lighting city parks improvements
Classification:	Municipal and other publicly-owned or leased buildings
Physically Complete:	No
Payments Complete:	No

### Economic Development

Description:	Economic Development
Classification:	Commercial - retail
Physically Complete:	No
Payments Complete:	No

### Economic Development

Description:	Economic Development
Classification:	Commercial - office properties
Physically Complete:	No
Payments Complete:	No

### Low and Moderate Housing

Description:	Payment of LMI Funds to low and moderate housing project
Classification:	Low and Moderate Income Housing
Physically Complete:	No
Payments Complete:	No

### Internal Loan #1 Projects

Description:	Christie Lane, FY15 Panel Replacement, 75th Street, Dean Ave/Fairview Lane
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	Yes

### Internal Loan #2 Projects

Description:	E.Oakwood Drive, Vandalia Bridge, Doanes Park Consession Stand and Restroom, 55 Street, 60th Street, Shadyview, Trail Extension
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

### Internal Loan #3 Projects

Description:	SE 43rd Street Overlay, NE 70th Street Improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

## Debts/Obligations For PLEASANT HILL URBAN RENEWAL

### LMI Requirement

Debt/Obligation Type:	Outstanding LMI Housing Obligations
Principal:	634,508
Interest:	0
Total:	634,508
Annual Appropriation?:	No
Date Incurred:	04/15/2004
FY of Last Payment:	2018

### Internal Loan #1 - Res 112613-14

Debt/Obligation Type:	Internal Loans
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	No
Date Incurred:	11/26/2013
FY of Last Payment:	2015

### Internal Loan - Generator Res012814-03

Debt/Obligation Type:	Internal Loans
Principal:	230,933
Interest:	0
Total:	230,933
Annual Appropriation?:	No
Date Incurred:	01/28/2014
FY of Last Payment:	2018

### Internal Loan #2 - Res 111014-08

Debt/Obligation Type:	Internal Loans
Principal:	4,400,000
Interest:	0
Total:	4,400,000
Annual Appropriation?:	No
Date Incurred:	11/10/2014
FY of Last Payment:	2016

### Rebate Agreements - Stanbrough

Debt/Obligation Type:	Rebates
Principal:	110,996
Interest:	0
Total:	110,996
Annual Appropriation?:	No
Date Incurred:	05/08/2001

FY of Last Payment: 2016

### **Rebate Agreements - Pleasant Occasion Prop**

Debt/Obligation Type: Rebates  
Principal: 39,134  
Interest: 0  
Total: 39,134  
Annual Appropriation?: No  
Date Incurred: 06/23/2009  
FY of Last Payment: 2017

### **Rebate Agreements - Rogers**

Debt/Obligation Type: Rebates  
Principal: 0  
Interest: 0  
Total: 0  
Annual Appropriation?: No  
Date Incurred: 04/12/2011  
FY of Last Payment: 2015

### **Rebate Agreements - Dalrich**

Debt/Obligation Type: Rebates  
Principal: 50,000  
Interest: 0  
Total: 50,000  
Annual Appropriation?: No  
Date Incurred: 05/26/2015  
FY of Last Payment: 2022

### **Internal Loan #2 - Res 111015-06**

Debt/Obligation Type: Internal Loans  
Principal: 3,850,000  
Interest: 0  
Total: 3,850,000  
Annual Appropriation?: No  
Date Incurred: 11/10/2015  
FY of Last Payment: 2017

## Non-Rebates For PLEASANT HILL URBAN RENEWAL

TIF Expenditure Amount:	575,000
Tied To Debt:	LMI Requirement
Tied To Project:	Low and Moderate Housing

TIF Expenditure Amount:	4,400,000
Tied To Debt:	Internal Loan #2 - Res 111014-08
Tied To Project:	Internal Loan #2 Projects

TIF Expenditure Amount:	6,745
Tied To Debt:	LMI Requirement
Tied To Project:	Low and Moderate Housing

## Rebates For PLEASANT HILL URBAN RENEWAL

### Pleasant Hill Centre

TIF Expenditure Amount:	110,996
Rebate Paid To:	Stanbrough, Development
Tied To Debt:	Rebate Agreements - Stanbrough
Tied To Project:	Miscellaneous Upgrades or Repairs
Projected Final FY of Rebate:	2016

### 955 NE 56th St.

TIF Expenditure Amount:	16,489
Rebate Paid To:	Pleasant Occasion Prop., LLC
Tied To Debt:	Rebate Agreements - Pleasant Occasion Prop
Tied To Project:	Economic Development
Projected Final FY of Rebate:	2017

### 1300 Metro East Dr.

TIF Expenditure Amount:	0
Rebate Paid To:	Kenneth H. Rogers Revocable Trust
Tied To Debt:	Rebate Agreements - Rogers
Tied To Project:	Economic Development
Projected Final FY of Rebate:	2015

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/DM SCH/94 AREA 1 TIF INCR  
 TIF Taxing District Inc. Number: 77366

		UR Designation	
TIF Taxing District Base Year:	1993	Slum	No
FY TIF Revenue First Received:	1994	Blighted	No
Subject to a Statutory end date?	No	Economic Development	No

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	93,900	4,515,100	0	0	-1,852	4,607,148	0	4,607,148
Taxable	0	52,334	4,063,590	0	0	-1,852	4,114,072	0	4,114,072
Homestead Credits									1

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	895,130	3,713,870	1,931,871	1,781,999	66,557

FY 2016 TIF Revenue Received: 72,031

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/SE-POLK SCH/94 AREA 1 TIF INCR  
 TIF Taxing District Inc. Number: 77369

		UR Designation	
TIF Taxing District Base Year:	1993	Slum	No
FY TIF Revenue First Received:	1994	Blighted	No
Subject to a Statutory end date?	No	Economic Development	06/1994

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	129,566,480	15,970,410	0	0	-161,124	145,375,766	0	145,375,766
Taxable	0	72,211,955	14,373,369	0	0	-161,124	86,424,200	0	86,424,200
Homestead Credits									470

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	312,610	86,424,200	44,955,912	41,468,288	1,526,457

FY 2016 TIF Revenue Received: 1,656,908

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/DM SCH/95 INDUSTRIAL TIF INCR  
 TIF Taxing District Inc. Number: 77397

TIF Taxing District Base Year:	1995	<b>UR Designation</b>	
FY TIF Revenue First Received:	1996	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	12/1995

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	3,686,000	0	0	0	3,686,000	0	3,686,000
Taxable	0	0	3,317,400	0	0	0	3,317,400	0	3,317,400
Homestead Credits									1

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	715,450	2,970,550	1,545,213	1,425,337	53,235

FY 2016 TIF Revenue Received: 64,329

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/SE-POLK SCH/95 INDUSTRIAL TIF INCR  
 TIF Taxing District Inc. Number: 77400

TIF Taxing District Base Year:	1995	<b>UR Designation</b>	
FY TIF Revenue First Received:	1995	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	12/1995

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	876,500	30,106,300	425,800	0	-3,704	31,404,896	0	31,404,896
Taxable	0	488,505	27,095,670	383,220	0	-3,704	27,963,691	0	27,963,691
Homestead Credits									4

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	4,146,430	27,262,170	14,181,163	13,081,007	481,515

FY 2016 TIF Revenue Received: 519,959

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/DM SCH/94 AREA 1 TIF INCR  
 TIF Taxing District Inc. Number: 77534

TIF Taxing District Base Year:	1993	<b>UR Designation</b>	
FY TIF Revenue First Received:	1994	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	06/1994

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	960	0	0	0	0	0	960	0	960
Taxable	429	0	0	0	0	0	429	0	429
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	960	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/SE-POLK SCH/94 AREA 1 TIF INCR  
 TIF Taxing District Inc. Number: 77535

TIF Taxing District Base Year:	1993	<b>UR Designation</b>	
FY TIF Revenue First Received:	1994	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	12/1994

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	25,730	0	0	0	0	0	25,730	0	25,730
Taxable	11,502	0	0	0	0	0	11,502	0	11,502
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	25,730	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/SE-POLK SCH/95 INDUSTRIAL TIF INCR  
 TIF Taxing District Inc. Number: 77537  
 TIF Taxing District Base Year: 1995  
 FY TIF Revenue First Received: 1996  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	12/1995

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	77,590	0	0	0	0	0	77,590	0	77,590
Taxable	34,685	0	0	0	0	0	34,685	0	34,685
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	77,590	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/DM SCH/00 EAST TIF INCR  
 TIF Taxing District Inc. Number: 77556  
 TIF Taxing District Base Year: 2000  
 FY TIF Revenue First Received: 2000  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2022

UR Designation	
Slum	No
Blighted	No
Economic Development	12/2000

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	124,900	4,201,400	0	0	0	4,326,300	0	4,326,300
Taxable	0	69,611	3,781,260	0	0	0	3,850,871	0	3,850,871
Homestead Credits									1

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	3,148,630	1,177,670	612,597	565,073	21,105

FY 2016 TIF Revenue Received: 22,122

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/SE-POLK SCH/00 EAST TIF INCR  
 TIF Taxing District Inc. Number: 77559  
 TIF Taxing District Base Year: 2000  
 FY TIF Revenue First Received: 2000  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2022

UR Designation	
Slum	No
Blighted	No
Economic Development	01/2000

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	74,879,070	37,174,260	0	0	-88,896	111,964,434	0	111,964,434
Taxable	0	41,732,761	33,456,834	0	0	-88,896	75,100,699	0	75,100,699
Homestead Credits									304

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	13,523,500	75,100,699	39,065,683	36,035,016	1,326,457

FY 2016 TIF Revenue Received: 1,415,319

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/DM SCH/00 EAST TIF INCR  
 TIF Taxing District Inc. Number: 77596  
 TIF Taxing District Base Year: 2000  
 FY TIF Revenue First Received: 2000  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	01/2000

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	1,860	0	0	0	0	0	1,860	0	1,860
Taxable	831	0	0	0	0	0	831	0	831
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	1,860	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/SE-POLK SCH/00 EAST TIF INCR  
 TIF Taxing District Inc. Number: 77597

TIF Taxing District Base Year:	2000	<b>UR Designation</b>	
FY TIF Revenue First Received:	2000	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	01/2000

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	240,160	0	0	0	0	0	240,160	0	240,160
Taxable	107,357	0	0	0	0	0	107,357	0	107,357
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	240,160	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/DM SCH/03 AMD TIF INCR  
 TIF Taxing District Inc. Number: 77628

TIF Taxing District Base Year:	2002	<b>UR Designation</b>	
FY TIF Revenue First Received:	2003	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	03/2003

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	1,042,600	3,477,000	5,361,700	0	-1,852	9,879,448	0	9,879,448
Taxable	0	581,078	3,129,300	4,825,530	0	-1,852	8,534,056	0	8,534,056
Homestead Credits									2

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	5,981,930	3,899,370	2,028,364	1,871,006	69,881

FY 2016 TIF Revenue Received: 76,451

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY/SE-POLK SCH/03 AMD TIF INCR  
 TIF Taxing District Inc. Number: 77630

TIF Taxing District Base Year:	2002	<b>UR Designation</b>	
FY TIF Revenue First Received:	2003	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	03/2003

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

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

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	0	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/DM SCH/03 AMD TIF INCR  
 TIF Taxing District Inc. Number: 77792

TIF Taxing District Base Year:	2002	<b>UR Designation</b>	
FY TIF Revenue First Received:	2003	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	03/2003

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	205,950	0	0	0	0	0	205,950	0	205,950
Taxable	92,063	0	0	0	0	0	92,063	0	92,063
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	205,950	0	0	0	0

FY 2016 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: PLEASANT HILL (77G722)  
 Urban Renewal Area: PLEASANT HILL URBAN RENEWAL (77069)  
 TIF Taxing District Name: PLEASANT HILL CITY AG/SE-POLK SCH/03 AMD TIF INCR  
 TIF Taxing District Inc. Number: 77794

TIF Taxing District Base Year:	2002	<b>UR Designation</b>	
FY TIF Revenue First Received:	2003	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	03/2003

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	95,280	0	0	0	0	0	95,280	0	95,280
Taxable	42,592	0	0	0	0	0	42,592	0	42,592
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	46,840	42,592	0	42,592	1,249

FY 2016 TIF Revenue Received: 0

**RESOLUTION # 110816-03**

**A RESOLUTION APPROVING THE FY 2015-2016 ANNUAL FINANCIAL REPORT**

**WHEREAS**, the Pleasant Hill City Council has received a copy of the FY 2015-2016 Annual Financial report, as required by the State of Iowa; and

**WHEREAS**, said Annual Financial Report must be filed with the State of Iowa prior to December 1 each year;

**BE IT THEREFORE RESOLVED** by the City Council of Pleasant Hill, Iowa, that the FY 2015-2016 Annual Financial Report is hereby approved and the City Clerk/Finance Director is hereby authorized to submit this report to the State Auditor's Office.

Adopted November 08, 2016

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

**STATE OF IOWA**  
  
**2016**  
**FINANCIAL REPORT**  
**FISCAL YEAR ENDED**  
**JUNE 30, 2016**  
Pleasant Hill

**16207700900000**  
**CITY ADMINISTRATOR**  
**5160 MAPLE DRIVE, SUITE A**  
**PLEASANT HILL, IA 50327**

**CITY OF Pleasant Hill, IOWA**

**DUE: December 1, 2016**

*(Please correct any error in name, address, and ZIP Code)*

**WHEN COMPLETE** MaryMosiman, CPA  
**D, PLEASE RETURN TO** Office of Auditor of State  
Lucas State Office Building  
321 E. 12th Street, 2nd Floor  
Des Moines, IA 50319

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

**ALL FUNDS**

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes levied on property	4,386,598		4,386,598	4,384,263
Less: Uncollected property taxes-levy year	0		0	0
<b>Net current property taxes</b>	4,386,598		4,386,598	4,384,263
Delinquent property taxes	0		0	0
TIF revenues	3,827,119		3,827,119	3,910,757
Other city taxes	1,389,552	0	1,389,552	1,488,243
Licenses and permits	253,517	0	253,517	153,700
Use of money and property	80,930	5,209	86,139	62,406
Intergovernmental	1,629,602	71,686	1,701,288	1,880,989
Charges for fees and service	359,862	1,851,246	2,211,108	2,198,400
Special assessments	0	0	0	1,000
Miscellaneous	126,856	73,653	200,509	148,200
Other financing sources	13,917,348	3,064,686	16,982,034	17,000,699
<b>Total revenues and other sources</b>	25,971,384	5,066,480	31,037,864	31,228,657
<b>Expenditures and Other Financing Uses</b>				
Public safety	2,790,107	0	2,790,107	3,094,867
Public works	1,132,235	0	1,132,235	1,789,412
Health and social services	10,423	0	10,423	10,500
Culture and recreation	974,014	0	974,014	1,072,413
Community and economic development	1,321,359	0	1,321,359	1,659,570
General government	1,065,090	0	1,065,090	1,151,855
Debt service	658,907	0	658,907	658,907
Capital projects	3,989,106	0	3,989,106	5,718,912
<b>Total governmental activities expenditures</b>	11,941,241	0	11,941,241	15,156,436
Business type activities	0	2,508,469	2,508,469	2,043,369
<b>Total ALL expenditures</b>	11,941,241	2,508,469	14,449,710	17,199,805
Other financing uses, including transfers out	12,426,004	2,442,500	14,868,504	14,831,483
<b>Total ALL expenditures/And other financing uses</b>	24,367,245	4,950,969	29,318,214	32,031,288
<b>Excess revenues and other sources over (Under) Expenditures/And other financing uses</b>	93 1,604,139	115,511	1,719,650	-802,631

Beginning fund balance July 1, 2015	8,954,721	4,835,448	13,790,169	10,591,398
Ending fund balance June 30, 2016	10,558,860	4,950,959	15,509,819	9,788,767
<p><b>Note</b> - These balances do not include _____ held in non-budgeted internal service funds; \$ _____ held in Pension Trust Funds; _____ held in Private Purpose Trust funds and _____ held in agency funds which were not budgeted and are not available for city operations.</p>				
Indebtedness at June 30, 2016	Amount - Omit cents	Indebtedness at June 30, 2016	Amount - Omit cents	
General obligation debt	\$ 3,890,000	Other long-term debt	\$ 67,129	
Revenue debt	\$ 0	Short-term debt	\$ 0	
TIF Revenue debt	\$ 0			
		General obligation debt limit	\$ 55,100,603	
<b>CERTIFICATION</b>				
THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF				
Signature of city clerk		Date Published/Posted	Mark (x) one <input type="checkbox"/> Date Published <input type="checkbox"/> Date Posted	
Printed name of city clerk	Telephone →	Area Code	Number	Extension
Dena Spooner		515	2629368	
Signature of Mayor or other City official (Name and Title)			Date signed	
PLEASE PUBLISH THIS PAGE ONLY				

STATE OF IOWA  
2016  
FINANCIAL REPORT  
FISCAL YEAR ENDED  
JUNE 30, 2016

16207700900000  
CITY ADMINISTRATOR  
5160 MAPLE DRIVE, SUITE A  
PLEASANT HILL, IA 50327

CITY OF Pleasant Hill, IOWA

ALL FUNDS

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes levied on property	4,386,598		4,386,598	4,384,263
Less: Uncollected property taxes-levy year	0		0	0
<b>Net current property taxes</b>	<b>4,386,598</b>		<b>4,386,598</b>	<b>4,384,263</b>
Delinquent property taxes	0		0	0
TIF revenues	3,827,119		3,827,119	3,910,757
Other city taxes	1,389,552	0	1,389,552	1,488,243
Licenses and permits	253,517	0	253,517	153,700
Use of money and property	80,930	5,209	86,139	62,406
Intergovernmental	1,629,602	71,686	1,701,288	1,880,989
Charges for fees and service	359,862	1,851,246	2,211,108	2,198,400
Special assessments	0	0	0	1,000
Miscellaneous	126,856	73,653	200,509	148,200
Other financing sources	13,917,348	3,064,686	16,982,034	17,000,699
<b>Total revenues and other sources</b>	<b>25,971,384</b>	<b>5,066,480</b>	<b>31,037,864</b>	<b>31,228,657</b>
<b>Expenditures and Other Financing Uses</b>				
Public safety	2,790,107	0	2,790,107	3,094,867
Public works	1,132,235	0	1,132,235	1,789,412
Health and social services	10,423	0	10,423	10,500
Culture and recreation	974,014	0	974,014	1,072,413
Community and economic development	1,321,359	0	1,321,359	1,659,570
General government	1,065,090	0	1,065,090	1,151,855
Debt service	658,907	0	658,907	658,907
Capital projects	3,989,106	0	3,989,106	5,718,912
<b>Total governmental activities expenditures</b>	<b>11,941,241</b>	<b>0</b>	<b>11,941,241</b>	<b>15,156,436</b>
Business type activities	0	2,508,469	2,508,469	2,043,369
<b>Total ALL expenditures</b>	<b>11,941,241</b>	<b>2,508,469</b>	<b>14,449,710</b>	<b>17,199,805</b>
Other financing uses, including transfers out	12,426,004	2,442,500	14,868,504	14,831,483
<b>Total ALL expenditures/And other financing uses</b>	<b>24,367,245</b>	<b>4,950,969</b>	<b>29,318,214</b>	<b>32,031,288</b>
<b>Excess revenues and other sources over (under) Expenditures/And other financing uses</b>	<b>1,604,139</b>	<b>115,511</b>	<b>1,719,650</b>	<b>-802,631</b>
Beginning fund balance July 1, 2015	8,954,721	4,835,448	13,790,169	10,591,398
Ending fund balance June 30, 2016	10,558,860	4,950,959	15,509,819	9,788,767
<b>Note - These balances do not include</b>				
	\$0	held in non-budgeted internal service funds;	\$0	
	held in Pension Trust Funds;	\$0	held in Private Purpose Trust Funds and	\$0
	held in agency funds which were not budgeted and are not available for city operations.			
Indebtedness at June 30, 2016				
General obligation debt	\$3,890,000	Other long-term debt		\$67,123
Revenue debt	\$0	Short-term debt		\$0
TIF Revenue debt	\$0			
		General Obligation Debt Limit		\$55,100,603

Part I		REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016					CITY OF Pleasant Hill		<input type="checkbox"/> GAAP <input checked="" type="checkbox"/> NON-GAAP = CASH BASIS Indicate by entering an X in the appropriate box on this sheet ONLY				
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.	
1	<b>Section A - TAXES</b>											1	
2	<b>Taxes levied on property</b>	3,067,012	779,622		539,964			4,386,598			4,386,598	2	
3	Less: Uncollected property taxes - Levy year							0			0	3	
4	Net current property taxes	3,067,012	779,622		539,964	0		4,386,598		T01	4,386,598	4	
5	Delinquent property taxes							0		T01	0	5	
6	<b>Total property tax</b>	3,067,012	779,622		539,964	0	0	4,386,598			4,386,598	6	
7	<b>TIF revenues</b>			3,827,119				3,827,119		T01	3,827,119	7	
	<b>Other city taxes</b>												
8	Utility tax replacement excise taxes	622,450	158,447		85,476			866,373		T15	866,373	8	
9	Utility franchise tax (Chapter 364.2, Code of Iowa)	347,901						347,901		T15	347,901	9	
10	Parimutuel wager tax							0		C30	0	10	
11	Gaming wager tax							0		C30	0	11	
12	Mobile home tax							0		T19	0	12	
13	Hotel/motel tax	175,278						175,278		T19	175,278	13	
14	Other local option taxes							0		T09	0	14	
15	<b>TOTAL OTHER CITY TAXES</b>	1,145,629	158,447	0	85,476	0	0	1,389,552	0		1,389,552	15	
16	<b>Section B - LICENSES AND PERMITS</b>	253,517						253,517		T29	253,517	16	
17	<b>Section C - USE OF MONEY AND PROPERTY</b>											17	
18	Interest	2,457	669	3,969	403	14,405		21,903	5,209	U20	27,112	18	
19	Rents and royalties	59,027						59,027		U40	59,027	19	
20	Other miscellaneous use of money and property							0		U20	0	20	
21								0			0	21	
22	<b>TOTAL USE OF MONEY AND PROPERTY</b>	61,484	669	3,969	403	14,405	0	80,930	5,209		86,139	22	
23												23	
24	<b>Section D - INTERGOVERNMENTAL</b>											24	
25												25	
26	<b>Federal grants and reimbursements</b>											26	
27	Federal grants	7,197						7,197		B89	7,197	27	
28	Community development block grants							0		B50	0	28	
29	Housing and urban development							0		B50	0	29	
30	Public assistance grants							0		B79	0	30	
31	Payment in lieu of taxes							0		B30	0	31	
32								0			0	32	
33	<b>Total Federal grants and reimbursements</b>	7,197	0	0	0	0	0	7,197	0		7,197	33	
34												34	
35												35	
36												36	
37												37	
38												38	
39												39	
40												40	

Continued on next page

Part I	REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016 -- Continued					CITY OF Pleasant Hill		<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS		
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
41	<b>Section D - INTERGOVERNMENTAL - Continued</b>											41
42												42
43	<b>State shared revenues</b>											43
44	Road use taxes		1,085,644					1,085,644		C46	1,085,644	44
45												45
46												46
47												47
48	<b>Other state grants and reimbursements</b>											48
49	State grants							0		C89	0	49
50	Iowa Department of Transportation					107,275		107,275		C89	107,275	50
51	Iowa Department of Natural Resources							0		C89	0	51
52	Iowa Economic Development Authority							0		C89	0	52
53	CEBA grants							0		C89	0	53
54	Commercial & Industrial Replacement Claim	100,339	25,542		13,779			139,660		C89	139,660	54
55								0			0	55
56								0			0	56
57								0			0	57
58								0			0	58
59								0			0	59
60	<b>Total state</b>	100,339	1,111,186	0	13,779	107,275	0	1,332,579	0		1,332,579	60
61												61
62	<b>Local grants and reimbursements</b>											62
63	County contributions	28,336						28,336			28,336	63
64	Library service	12,383						12,383		D89	12,383	64
65	Township contributions	66,729						66,729		D89	66,729	65
66	Fire/EMT service							0		D89	0	66
67	SOUTHEAST POLK SCHOOL DISTRICT	159,378						159,378		D89	159,378	67
68	SALE OF EXCESS WATER CAPACITY							0	55,686		55,686	68
69	OTHER	23,000						23,000	16,000		39,000	69
70	<b>Total local grants and reimbursements</b>	289,826	0	0	0	0	0	289,826	71,686		361,512	70
71	<b>TOTAL INTERGOVERNMENTAL (Sum of lines 33, 60, and 70)</b>	397,362	1,111,186	0	13,779	107,275	0	1,629,602	71,686		1,701,288	71
72	<b>Section E - CHARGES FOR FEES AND SERVICE</b>											72
73	Water							0		A91	0	73
74	Sewer							0	1,436,730	A80	1,436,730	74
75	Electric							0		A92	0	75
76	Gas							0		A93	0	76
77	Parking							0		A60	0	77
78	Airport							0		A01	0	78
79	Landfill/garbage							0	414,516	A81	414,516	79
80	Hospital							0		A36	0	80

Part I	REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016 - Continued					CITY OF Pleasant Hill					<input type="checkbox"/> GAAP	<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f))	Proprietary	Code	GRAND TOTAL (Sum of cols. (g) and (h))	Line No.	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		(i)		
81	<b>Section E - CHARGES FOR FEES AND SERVICE - Continued</b>											81	
82	Transit							0		A94	0	82	
83	Cable TV	65,663						65,663		T15	65,663	83	
84	Internet							0		A03	0	84	
85	Telephone							0		A03	0	85	
86	Housing authority							0		A50	0	86	
87	Storm water							0		A80	0	87	
88	Other:											88	
89	Nursing home							0		A89	0	89	
90	Police service fees	33,508						33,508		A89	33,508	90	
91	Prisoner care							0		A89	0	91	
92	Fire service charges							0		A89	0	92	
93	Ambulance charges	204,303						204,303		A89	204,303	93	
94	Sidewalk street repair charges							0		A44	0	94	
95	Housing and urban renewal charges							0		A50	0	95	
96	River port and terminal fees							0		A87	0	96	
97	Public scales							0		A89	0	97	
98	Cemetery charges	27,613						27,613		A03	27,613	98	
99	Library charges	24,759						24,759		A89	24,759	99	
100	Park, recreation, and cultural charges	3,711						3,711		A61	3,711	100	
101	Animal control charges	305						305		A89	305	101	
102	Other charges - <i>Specify</i>							0			0	102	
103								0			0	103	
104	<b>TOTAL CHARGES FOR SERVICE</b>	359,862	0	0	0	0	0	359,862	1,851,246		2,211,108	104	
105												105	
106	<b>Section F - SPECIAL ASSESSMENTS</b>							0		U01	0	106	
107	<b>Section G - MISCELLANEOUS</b>											107	
108	Contributions	9,747						9,747		U99	9,747	108	
109	Deposits and sales/fuel tax refunds	6,043						6,043		U99	6,043	109	
110	Sale of property and merchandise							0		U11	0	110	
111	Fines	43,181						43,181		U30	43,181	111	
112	Internal service charges							0		NR	0	112	
113	Other miscellaneous - <i>Specify</i>							0			0	113	
114	REFUNDS & REIMBURSEMENTS	50,048	410					50,458			50,458	114	
115	OTHER		17,427					17,427	73,653		91,080	115	
116								0			0	116	
117								0			0	117	
118								0			0	118	
119								0			0	119	
120	<b>TOTAL MISCELLANEOUS</b>	109,019	17,837	0	0	0	0	126,856	73,653		200,509	120	

Part I	REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016 -- Continued					CITY OF Pleasant Hill		<input type="checkbox"/> GAAP	<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS			
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
121	<b>TOTAL ALL REVENUES (Sum of lines 6, 7, 15,16,22 71, 104, 106, and 120)</b>	5,393,885	2,067,761	3,831,088	639,622	121,680	0	12,054,036	2,001,794		14,055,830	121
122												122
123	<b>Section H - OTHER FINANCING SOURCES</b>											123
124	Proceeds of capital asset sales							0		NR	0	124
125	Proceeds of long-term debt (Excluding TIF internal borrowing )					2,113,530		2,113,530		NR	2,113,530	125
126	Proceeds of anticipatory warrants or other short-term debt							0		A89	0	126
127	Regular transfers in and interfund loans	964,468			39,350			1,003,818	664,686		1,668,504	127
128	Internal TIF loans and transfers in	2,000,000		4,400,000		4,400,000		10,800,000	2,400,000		13,200,000	128
129								0			0	129
130								0			0	130
131	<b>TOTAL OTHER FINANCING SOURCES</b>	2,964,468	0	4,400,000	39,350	6,513,530	0	13,917,348	3,064,686		16,982,034	131
132	<b>TOTAL REVENUES except for beginning balances (Sum of lines 121 and 131)</b>	8,358,353	2,067,761	8,231,088	678,972	6,635,210	0	25,971,384	5,066,480		31,037,864	132
133												133
134	<b>Beginning fund balance July 1, 2015</b>	2,717,188	791,550	1,414,851	-16,583	4,047,715		8,954,721	4,835,448		13,790,169	134
135												135
136	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES (Sum of lines 132 and 134)</b>	11,075,541	2,859,311	9,645,939	662,389	10,682,925	0	34,926,105	9,901,928		44,828,033	136
137												137
138												138
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159												159

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 CITY OF Pleasant Hill						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS			
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
1	<b>Section A — PUBLIC SAFETY</b>											1
2	Police department/Crime prevention — Current operation	2,050,288	2,078					2,052,366		E62	2,052,366	2
3	Purchase of land and equipment							0		G62	0	3
4	Construction							0		F62	0	4
5	Jail — Current operation							0		E04	0	5
6	Purchase of land and equipment							0		G04	0	6
7	Construction							0		F04	0	7
8	Emergency management — Current operation	15,638						15,638		E89	15,638	8
9	Purchase of land and equipment							0		G89	0	9
10	Flood control — Current operation							0		E59	0	10
11	Purchase of land and equipment							0		G59	0	11
12	Construction							0		F59	0	12
13	Fire department — Current operation	654,969						654,969		E24	654,969	13
14	Purchase of land and equipment							0		G24	0	14
15	Construction							0		F24	0	15
16	Ambulance — Current operation	65,315						65,315		E32	65,315	16
17	Purchase of land and equipment							0		G32	0	17
18	Building inspections — Current operation							0		E66	0	18
19	Purchase of land and equipment							0		G66	0	19
20	Construction							0		F66	0	20
21	Miscellaneous protective services — Current operation							0		E66	0	21
22	Purchase of land and equipment							0		G66	0	22
23	Construction							0		F66	0	23
24	Animal control — Current operation	1,819						1,819		E32	1,819	24
25	Purchase of land and equipment							0		G32	0	25
26	Construction							0		F32	0	26
27	Other public safety — Current operation							0		E89	0	27
28	Purchase of land and equipment							0		G89	0	28
29								0			0	29
30								0			0	30
31								0			0	31
32								0			0	32
33								0			0	33
34								0			0	34
35								0			0	35
36								0			0	36
37								0			0	37
38								0			0	38
39								0			0	39
40	<b>TOTAL PUBLIC SAFETY</b>	<b>2,788,029</b>	<b>2,078</b>					<b>2,790,107</b>			<b>2,790,107</b>	<b>40</b>

Part I	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued CITY OF Pleasant Hill							GAAP		NON-GAAP = CASH BASIS		
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
41	<b>Section B — PUBLIC WORKS</b>											41
42	Roads, bridges, sidewalks — Current operation		862,218					862,218		E44	862,218	42
43	Purchase of land and equipment							0		G44	0	43
44	Construction							0		F44	0	44
45	Parking meter and off-street — Current operation							0		E60	0	45
46	Purchase of land and equipment							0		G60	0	46
47	Construction							0		F60	0	47
48	Street lighting — Current operation	127,159						127,159		E44	127,159	48
49	Traffic control safety — Current operation	79,572						79,572		E44	79,572	49
50	Purchase of land and equipment							0		G44	0	50
51	Construction							0		F44	0	51
52	Snow removal — Current operation		63,179					63,179		E44	63,179	52
53	Purchase of land and equipment							0		G44	0	53
54	Highway engineering — Current operation							0		E44	0	54
55	Purchase of land and equipment							0		G44	0	55
56	Construction							0		F44	0	56
57	Street cleaning — Current operation							0		E81	0	57
58	Purchase of land and equipment							0		G81	0	58
59	Airport (if not an enterprise) — Current operation							0		E01	0	59
60	Purchase of land and equipment							0		G01	0	60
61	Construction							0		F01	0	61
62	Garbage (if not an enterprise) — Current operation							0		E81	0	62
63	Purchase of land and equipment							0		G81	0	63
64	Construction							0		F81	0	64
65	Other public works — Current operation		107					107		E89	107	65
66	Purchase of land and equipment							0		G89	0	66
67	Construction							0		F89	0	67
68								0			0	68
69								0			0	69
70								0			0	70
71								0			0	71
72								0			0	72
73								0			0	73
74								0			0	74
75								0			0	75
76								0			0	76
77								0			0	77
78								0			0	78
79								0			0	79
80	<b>TOTAL PUBLIC WORKS</b>	206,731	925,504		0	0	0	1,132,235			1,132,235	80

Part II		EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued CITY OF Pleasant Hill						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS		
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f))	Proprietary	Code	GRAND TOTAL (Sum of col. (g))	Line No.
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		(i)	
81	<b>Section C — HEALTH AND SOCIAL SERVICES</b>											81
82	Welfare assistance — Current operation							0		E79	0	82
83	Purchase of land and equipment							0		G79	0	83
84	City hospital — Current operation							0		E36	0	84
85	Purchase of land and equipment							0		G36	0	85
86	Construction							0		F36	0	86
87	Payments to private hospitals — Current operation							0		E36	0	87
88	Health regulation and inspections — Current operation							0		E32	0	88
89	Purchase of land and equipment							0		G32	0	89
90	Construction							0		F32	0	90
91	Water, air, and mosquito control — Current operation							0		E32	0	91
92	Purchase of land and equipment							0		G32	0	92
93	Construction							0		F32	0	93
94	Community mental health — Current operation							0		E32	0	94
95	Purchase of land and equipment							0		G32	0	95
96	Construction							0		F32	0	96
97	Other health and social services — Current operation	10,423						10,423		E79	10,423	97
98	Purchase of land and equipment							0		G79	0	98
99	Construction							0		F79	0	99
100								0			0	100
101								0			0	101
102								0			0	102
103	<b>TOTAL HEALTH AND SOCIAL SERVICES</b>	10,423	0		0	0	0	10,423			10,423	103
104												104
105												105
106												106
107												107
108												108
109												109
110												110
111												111
112												112
113												113
114												114
115												115
116												116
117												117
118												118
119												119
120												120

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continue		CITY OF Pleasant Hill					GAAP		NON-GAAP = CASH BASIS			
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
121	<b>Section D — CULTURE AND RECREATION</b>											121
122	Library services — Current operation	537,491						537,491		E52	537,491	122
123	Purchase of land and equipment							0		G52	0	123
124	Construction							0		F52	0	124
125	Museum, band, theater — Current operation							0		E61	0	125
126	Purchase of land and equipment							0		G61	0	126
127	Parks — Current operation	269,142						269,142		E61	269,142	127
128	Purchase of land and equipment							0		G61	0	128
129	Construction							0		F61	0	129
130	Recreation — Current operation	151,888						151,888		E61	151,888	130
131	Purchase of land and equipment							0		G61	0	131
132	Construction							0		F61	0	132
133	Cemetery — Current operation	15,493						15,493		E03	15,493	133
134	Purchase of land and equipment							0		G03	0	134
135	Community center, zoo, marina, and auditorium							0		E61	0	135
136	Other culture and recreation							0		E61	0	136
137	Purchase of land and equipment							0		G61	0	137
138	Construction							0		F61	0	138
139	<b>TOTAL CULTURE AND RECREATION</b>	974,014	0					974,014			974,014	139
140	<b>Section E — COMMUNITY AND ECONOMIC DEVELOPMENT</b>											140
141	Community beautification — Current operation							0		E89	0	141
142	Purchase of land and equipment							0		G89	0	142
143	Economic development — Current operation			709,230				709,230		E89	709,230	143
144	Purchase of land and equipment							0		G89	0	144
145	Housing and urban renewal — Current operation							0		E50	0	145
146	Purchase of land and equipment							0		G50	0	146
147	Construction							0		F50	0	147
148	Planning and zoning — Current operation	612,129						612,129		E29	612,129	148
149	Purchase of land and equipment							0		G29	0	149
150	Other community and economic development — Current operation							0		E89	0	150
151	Purchase of land and equipment							0		G89	0	151
152	Construction							0		F89	0	152
153	TIF Rebates							0		E89	0	153
154	<b>TOTAL COMMUNITY AND ECONOMIC DEVELOPMENT</b>	612,129	0	709,230	0	0	0	1,321,359			1,321,359	154
155												155
156												156
157												157
158												158

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continue: CITY OF Pleasant Hill		<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS								
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
159	<b>Section F — GENERAL GOVERNMENT</b>											159
160	Mayor, council and city manager — Current operation	87,944						87,944		E29	87,944	160
161	Purchase of land and equipment							0		G29	0	161
162	Clerk, Treasurer, financial administration — Current operation	365,550						365,550		E23	365,550	162
163	Purchase of land and equipment							0		G23	0	163
164	Elections — Current operation							0		E89	0	164
165	Purchase of land and equipment							0		G89	0	165
166	Legal services and city attorney — Current operation	152,051						152,051		E25	152,051	166
167	Purchase of land and equipment							0		G25	0	167
168	City hall and general buildings — Current operation	347,506						347,506		E31	347,506	168
169	Purchase of land and equipment							0		G31	0	169
170	Construction							0		F31	0	170
171	Tort liability — Current operation							0		E89	0	171
172	Other general government — Current operation	112,039						112,039		E89	112,039	172
173	Purchase of land and equipment							0		G89	0	173
174								0			0	174
175								0			0	175
176	<b>TOTAL GENERAL GOVERNMENT</b>	1,065,090	0	0	0	0	0	1,065,090			1,065,090	176
177	<b>Section G — DEBT SERVICE</b>							0			0	177
178	PRINCIPAL				550,000			550,000			550,000	178
179	INTEREST				106,657			106,657			106,657	179
180	OTHER				2,250			2,250			2,250	180
181								0			0	181
182	<b>TOTAL DEBT SERVICE</b>	0	0	0	658,907	0	0	658,907			658,907	182
183	<b>Section H — REGULAR CAPITAL PROJECTS — Specify</b>											183
184						3,989,106		3,989,106			3,989,106	184
185								0			0	185
186								0			0	186
187	<b>Subtotal Regular Capital Projects</b>	0	0			0	3,989,106	0	3,989,106		3,989,106	187
188	<b>— TIF CAPITAL PROJECTS — Specify</b>											188
189								0			0	189
190								0			0	190
191								0			0	191
192	<b>Subtotal TIF Capital Projects</b>	0	0	0	0	0	0	0			0	192
193	<b>TOTAL CAPITAL PROJECTS</b>	0	0	0	0	3,989,106	0	3,989,106			3,989,106	193
194	<b>TOTAL GOVERNMENTAL ACTIVITIES EXPENDITURE</b>	5,656,416	927,582	709,230	658,907	3,989,106	0	11,941,241			11,941,241	194
195	<b>(Sum of lines 40, 80, 103, 139, 154, 176, 182, 193)</b>											195
196												196

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued CITY OF Pleasant Hill		<input type="checkbox"/> GAAP <input checked="" type="checkbox"/> NON-GAAP = CASH BASIS										
Line No.	Item description	General	Special revenue	TIF Special revenue	Debt service	Capital projects	Permanent Fund	Total current governmental (Sum of cols. (a) through (f))	Proprietary	Code	GRAND TOTAL (Sum of col. (h))	Line No.
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		(i)	
197	<b>Section I — BUSINESS TYPE ACTIVITIES</b>											197
198	Water — Current operation									E91	0	198
199	Purchase of land and equipment									G91	0	199
200	Construction									F91	0	200
201	Sewer and sewage disposal — Current operation								1,146,484	E80	1,146,484	201
202	Purchase of land and equipment									G80	0	202
203	Construction									F80	0	203
204	Electric — Current operation									E92	0	204
205	Purchase of land and equipment									G92	0	205
206	Construction									F92	0	206
207	Gas Utility — Current operation									E93	0	207
208	Purchase of land and equipment									G93	0	208
209	Construction									F93	0	209
210	Parking — Current operation									E60	0	210
211	Purchase of land and equipment									G60	0	211
212	Construction									F60	0	212
213	Airport — Current operation									E01	0	213
214	Purchase of land and equipment									G01	0	214
215	Construction									F01	0	215
216	Landfill/Garbage — Current operation								429,378	E81	429,378	216
217	Purchase of land and equipment									G81	0	217
218	Construction									F81	0	218
219	Hospital — Current operation									E36	0	219
220	Purchase of land and equipment									G36	0	220
221	Construction									F36	0	221
222	Transit — Current operation									E94	0	222
223	Purchase of land and equipment									G94	0	223
224	Construction									F94	0	224
225	Cable TV, telephone, Internet — Current operation									E03	0	225
226	Purchase of land and equipment									G03	0	226
227	Housing authority — Current operation									E50	0	227
228	Purchase of land and equipment									G50	0	228
229	Construction									F50	0	229
230	Storm water — Current operation								37,902	E80	37,902	230
231	Purchase of land and equipment									G80	0	231
232	Construction									F80	0	232
233												233
234												234
235												235
236												236

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continues CITY OF Pleasant Hill		<input type="checkbox"/> GAAP <input checked="" type="checkbox"/> NON-GAAP = CASH BASIS										
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f))	Proprietary	Code	GRAND TOTAL (Sum of cols. (g) and (h))	Line No.
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		(i)	
237	<b>Section I — BUSINESS TYPE ACTIVITIES — Cont.</b>											237
238	Other business type — Current operation									E 89	0	238
239	Purchase of land and equipment									G 89	0	239
240	Construction									F 89	0	240
241												241
242	Enterprise Debt Service								145,949		145,949	242
243	Enterprise Capital Projects								346,089		346,089	243
244	Enterprise TIF Capital Projects										0	244
245	Internal service funds — Specify											245
246	EQUIPMENT REVOLVING FUND EXPENDITURES								402,667		402,667	246
247											0	247
248											0	248
249											0	249
250											0	250
251	<b>TOTAL BUSINESS TYPE ACTIVITIES</b>								2,508,469		2,508,469	251
252												252
253	<b>TOTAL EXPENDITURES (Sum of lines 194 and 251)</b>	5,656,416	927,582	709,230	658,907	3,989,106	0	11,941,241	2,508,469		14,449,710	253
254	<b>Section J — OTHER FINANCING USES INCLUDING TRANSFERS OUT</b>									NE		254
255	Regular transfers out	122,186	964,468			539,350		1,626,004	42,500		1,668,504	255
256	Internal TIF loans/repayments and transfers out	2,000,000		8,800,000				10,800,000	2,400,000		13,200,000	256
257								0			0	257
258	<b>TOTAL OTHER FINANCING USES</b>	2,122,186	964,468	8,800,000	0	539,350	0	12,426,004	2,442,500		14,868,504	258
259	<b>TOTAL EXPENDITURES AND OTHER FINANCING (Sum of lines 253 and 258)</b>	7,778,602	1,892,050	9,509,230	658,907	4,528,456	0	24,367,245	4,950,969		29,318,214	259
260												260
261	<b>Ending fund balance June 30, 2016:</b>											261
262	<b>Governmental:</b>											262
263	Nonspendable		70,588					70,588			70,588	263
264	Restricted		896,673	136,709	3,482	6,154,469		7,191,333			7,191,333	264
265	Committed							0			0	265
266	Assigned							0			0	266
267	Unassigned	3,296,939						3,296,939			3,296,939	267
268	<b>Total Governmental</b>	3,296,939	967,261	136,709	3,482	6,154,469	0	10,558,860			10,558,860	268
269	<b>Proprietary</b>								4,950,959		4,950,959	269
270	<b>Total ending fund balance June 30, 2016</b>	3,296,939	967,261	136,709	3,482	6,154,469	0	10,558,860	4,950,959		15,509,819	270
271	<b>TOTAL REQUIREMENTS (Sum of lines 259 and 270)</b>	11,075,541	2,859,311	9,645,939	662,389	10,682,925	0	34,926,105	9,901,928		44,828,033	271
272												272

**Cell: B36**

**Comment:** Report amounts legally required to be maintained intact such as permanent funds and amounts not in a spendable form such as inventories and prepaids.

**Cell: B37**

**Comment:**

Report balances which are restricted by law, grantors or enabling legislation. Examples include road use tax, special levies (insurance, employee benefits, debt service, etc.), local option sales tax, TIF, unspent debt proceeds.

**Cell: B38**

**Comment:** Amounts that can only be used for specific purposes established by formal action of the City Council taken prior to the end of the fiscal year (the amount may be determined in the subsequent period).

Examples: Through formal action the Council commits a portion of the General Fund for a future project, the amount would be reported as committed in the General Fund.

Likewise, if the City transferred the committed funds to the Capital Project Fund, the amount would be reported as committed in the Capital Project Fund.

**Cell: B39**

**Comment:** Amounts which are constrained by the City's intent to be used for specific purposes which are neither restricted or committed. Intent should be expressed by the City Council or an individual or committee the City Council has delegated the authority to. Assigned funds should NOT be reported if they result in a deficit in the unassigned balance.

**Cell: B40**

**Comment:** Remaining or residual classification for the General Fund.

Deficit balances in funds other than the General Fund should be reported as unassigned.

**Part III INTERGOVERNMENTAL EXPENDITURES CITY OF Pleasant Hill**

Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. *Enter amount, omit cents.*

Purpose	Amount paid to other local governments
Correction.....	M05 \$
Health.....	M32
Highways.....	M44
Transit subsidies...	M94
Libraries.....	M52
Police protection...	M62
Sewerage.....	M80
Sanitation.....	M81
All other.....	M89 \$

Purpose	Amount paid to State
Highways.....	L44 \$
All other.....	L89 \$

**Part IV SALARIES AND WAGES**

Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

Total salaries and wages paid.....	Amount - Omit cents	
	Z00 \$	
	\$	3,473,814

**Part V DEBT OUTSTANDING, ISSUED, AND RETIRED**

A. Long-term debt	Debt outstanding JULY 1, 2015 (a)	Debt during the fiscal year		Debt Outstanding JUNE 30, 2016				Interest paid this year (h)
		Issued (b)	Retired (c)	General obligation (d)	TIF revenue (e)	Revenue (f)	Other (g)	
1. Water utility	19U \$	29U \$	39U \$	49U \$	49U \$	49U \$	49U \$	191 \$
2. Sewer utility	19U 360,000	29U	39U 55,000	49U 305,000	49U	49U	49U	189 12,935
3. Electric utility	19U	29U	39U	49U	49U	49U	49U	192
4. Gas utility	19U	29U	39U	49U	49U	49U	49U	193
5. Transit-bus	19U	29U	39U	49U	49U	49U	49U	194
6. Industrial Revenue	19T	24T	34T		44T	44T		189
7. Mortgage revenue	19T	24T	34T		44T	44T		189
8. TIF revenue	19U	29U	39U	49U	49U	49U	49U	189
9. CORP PURP	19U 1,960,000	29U 2,120,000	39U 495,000	49U 3,585,000	49U	49U	49U	189 71,346
10. POLK COUNTY	19U 89,505	29U	39U 22,376	49U	49U	49U	49U 67,129	189 0
11	19U	29U	39U	49U	49U	49U	49U	189
12	19U	29U	39U	49U	49U	49U	49U	189
13	19U	29U	39U	49U	49U	49U	49U	189
14	19U	29U	39U	49U	49U	49U	49U	189
<b>Total long-term debt</b>	2,409,505	2,120,000	572,376	3,890,000	0	0	67,129	84,281

**B. Short-term debt**

Outstanding as of JULY 2015	Amount - Omit cents	
	61V \$	
Outstanding as of JUNE 30, 2016	64V \$	108

**Part VI DEBT LIMITATION FOR GENERAL OBLIGATION BONDS**

Amount - Omit cents

Assessed Valuations by Levy Authority and County, AY2014/FY2016					
Actual valuation -- January 1, 2014		\$	1,102,012,052	x .05 = \$	55,100,603
<b>Part VII CASH AND INVESTMENT ASSETS A: JUNE 30, 2016</b>					
Type of asset	Amount - Omit cents				
	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	all other funds (d)	<b>Total</b> (e)
<b>Cash and investments</b> - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	W01	W31		W61	
	\$	\$		15,509,819	15,509,819
REMARKS					V98

**RESOLUTION #110816-04**

**RESOLUTION APPROVING THE LIEN SCHEDULES FOR SEWER, GARBAGE,  
AND STORM WATER**

WHEREAS, Des Moines Water Works has submitted lien schedules for the city's sewer, garbage, and storm water services; and,

WHEREAS, the schedules represent charges on final accounts that have not been successfully collected via other means, such as water termination; and,

WHEREAS, the October schedule, that represents the amount of \$19.45 uncollected for storm water is ready to be presented to the County Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill, Iowa that staff is authorized to present the lien schedule to the County Treasurer.

ADOPTED November 08, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

# Pleasant Hill Fire Department

## October 2016 Report

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### **Fire Activity:**

Structure Fire 1  
Automatic Alarm 2  
CO Alarm 1  
Gas Line Break 0

### **EMS Activity:**

Medical Transports 42  
Refusals 1  
Fatality 0  
Public Assist 4

### **Rescue Activity:**

Technical Rescue 0  
Water Rescue 0  
Haz-Mat 1

**Total Calls 51**

**Calls / Day 1.6**

### **Comments:**

Room and contents fire  
at 850 Pleasant Hill Blvd.

Outside equipment fire  
with redbox machine at  
5970 Morning Star Ct.



# Pleasant Hill Public Works Department

5440 Vandalia Rd.

Pleasant Hill, Iowa 50327

Ph: (515) 265-1444 • Fax: (515) 265-9984

## MONTHLY COUNCIL REPORT OCTOBER 2016

### Fall Operational Statistics for October 2016

Street panels replaced	3
Storm sewer inlets rebuilt	1
Concrete Poured	14 cubic yards
Number of rain events (.25" & above)	1
Rain total*	0.91 inches
Mosquito spraying events	0
Quantity of mosquito spray used	0 gallons

\*Figure based on National Weather Service data

### Year-round Operation Statistics for October 2016

Sewer locates performed	187
Domestic animals collected and held	2
Lift station service checks	7
Street sweeping debris removal	0 tons
R.O.W & Sewer Easement Mowing	14.22 miles
Sanitary sewer backups	1

### Monthly Highlights:

- Sanitary sewer cleaning and filming, over 4,000 LF of lines
- Installing storm sewer in ditch between Bolder Ridge Ct. and NE 60<sup>th</sup> St
- Repaired drainage issue at Cameron Swing dead-end
- Remove and replace broken street panels and curb on Castlegar Ct
- Sidewalk repair at intersection of NE 56<sup>th</sup> St and Schweiker Dr
- Installed second driver feedback sign just west of intersection of Copper Creek Dr and University Ave (eastbound lane on University Ave)
- Installed new projector in the council chambers

Russ Paul  
Pleasant Hill Public Works



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 8, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** AMENDED COOPERATIVE SERVICE AGREEMENT WITH POLK COUNTY  
BACKUP INSPECTION AND PLAN REVIEW SERVICES

---

**BACKGROUND:**

At the September 13, 2016 meeting, the City Council approved an agreement with Polk County regarding backup inspection and plan review services. Legal staff for the County has now requested the document be amended to include indemnification language. That language has been included in the attached amended document. No other changes have been made and the County has been performing the services as needed. The agreement was created due to the resignation of the City's Building Official and the need to have some roles of the position be covered by other sources at this time. One of the responsibilities of the position has been construction plan review for commercial and industrial projects. These types of reviews are intermittent and not necessarily a daily task in the Department. In 2013, the City entered into an agreement with Polk County for Pleasant Hill to provide backup inspection services to the County during a staff availability shortage at that time. Polk County is now willing to assist Pleasant Hill with a similar arrangement during this period of need. Following is a resolution approving the agreement with the indemnification language amendment included.

**ALTERNATIVES:**

Not approve the amended agreement with Polk County. However, the services would need to be sourced elsewhere.

**FINANCIAL CONSIDERATIONS:**

Work performed by Polk County will be reimbursed by the City at the rate of \$75.00 per hour.

**RECOMMENDATION:**

Approve the resolution for the amended agreement with Polk County.

**RESOLUTION #110816-05**

**A RESOLUTION APPROVING THE AMENDED AGREEMENT FOR  
COOPERATIVE PUBLIC SERVICE BETWEEN POLK COUNTY, IOWA  
AND THE CITY OF PLEASANT HILL, IOWA**

**WHEREAS**, the Pleasant Hill City Council has reviewed the proposed amended Agreement for Cooperative Public Service between Polk County, Iowa and the City of Pleasant Hill, Iowa

**WHEREAS**, said Agreement for Cooperative Public Service between Polk County, Iowa and the City of Pleasant Hill, Iowa is attached to and made a part of this resolution;

**BE IT THEREFORE NOW RESOLVED** by the City Council of Pleasant Hill, Iowa, that the Pleasant Hill City Council does hereby approve the amended Agreement for Cooperative Public Service between Polk County, Iowa and the City of Pleasant Hill, Iowa, as attached.

ADOPTED November 8, 2016.

---

Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

**Agreement for Cooperative Public Serve  
Between Polk County, Iowa and the City of Pleasant Hill, Iowa**

THIS AGREEMENT is made and entered into, by and between Polk County, Iowa, hereinafter referred to as the County, and the City of Pleasant Hill, Iowa, hereinafter referred to as the City.

The purpose of this Agreement is to establish the terms and conditions between the County and the City for backup building inspection and plan review services.

The City, through their Community Development Department, shall continue to provide permitting and scheduling of all inspections for all permits issued by the City.

The County, at the request of the City, shall provide building inspections and plan reviews on behalf of the City in a backup role when the need arises.

The City will provide the County forty eight (48) hours advance notice of the need for building inspection services. The City will provide the County a list of scheduled inspections via email prior to each day inspection services is provided. In the event of emergency, The County shall inform the City whether or not the services can be provided as soon as possible so that other arrangements may be made.

The County shall conduct building inspections and plan reviews with a County building inspector and provide results of each inspection and plan review to the City upon completion the inspection or plan review.

The City will provide the County with documentation necessary to conduct the inspection.

The City may attend any building inspections with the County inspector conducted for the City.

At all times the County inspector will remain an employee of the County while performing in accordance with this agreement.

The City will reimburse the County at a rate of \$75.00 per hour for work performed. When travel is required for building inspections, the hourly rate will be applied from the time the inspector leaves the County to the inspection and upon their return to the County, except for breaks and lunch periods. The City will deliver plans and other items for review to the County.

This Agreement shall become effective upon its execution by the parties, and shall remain in effect until the 30<sup>th</sup> day of April 2017 unless renewed by Resolution and Motion prior to that date.

To the fullest extent allowed by the law of Iowa and the Iowa Constitution the City agrees to defend, indemnify, and hold harmless the County, its officers, employees and agents against any and all claims, demands, actions or causes of action, including the payment of all costs and attorney's fees, arising out of or resulting from the negligence or faults of the City, its contractors, agents, officers, employees or persons who participate in any of the activities which are the subject of this agreement. To the fullest extent allowed by the law of Iowa and the Iowa Constitution the County agrees to defend, indemnify and hold harmless the city, its officers, employees and agents against any and all claims, demands, actions or causes of action, including the payment of all costs and attorney's fees, arising out of or resulting from the negligence or faults of the County, its contractors, agents, officers, employees or persons who participate in any of the activities which are the subject of this agreement.

1. The Director of Public Works shall administer performance of this Agreement for the County. The City Manager for the City shall administer performance of this Agreement for the City.
2. Either party may terminate this Agreement by sending written notice of termination, specifying the reasons for termination, at least thirty days prior to the effective date of termination. Notice shall be sent to the governing body of the other party at its principal place of doing business by registered mail. The termination of this Agreement shall not relieve any party to this Agreement of any liability or obligations, including financial, arising during the term of this Agreement.
3. In the event of a breach by the County or the City of this agreement, said breach shall not be considered to affect any remaining terms or conditions of this Agreement. If any terms or conditions of this Agreement are held to be invalid or illegal, those remaining terms or conditions shall not be construed to be affected.
4. This is the entire Agreement between the parties and it may be amended only upon the agreement of all parties and only in writing.
5. The parties shall approve the Agreement by resolution or motion of their respective Board or Council, which shall authorize the execution of the Agreement.

**EXECUTION OF AGREEMENT**

**IN WITNESS THEREOF**, the County has caused this Agreement to be executed in two (2) separate counterparts, each of which shall be considered an original.

Executed by Polk County, Iowa

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Board of Supervisors Polk County, Iowa

Attest \_\_\_\_\_  
Auditor

\_\_\_\_\_  
Chairperson

**EXECUTION OF AGREEMENT**

**IN WITNESS THEREOF**, the City of Pleasant Hill has caused this Agreement to be executed in two (2) separate counterparts, each of which shall be considered an original.

Executed by the City of Pleasant Hill, Iowa

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

City of Pleasant Hill

Attest \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**PLEASANT HILL PARK & RECREATION COMMISSION**  
**October 13, 2016**

**1. CALL TO ORDER/ROLL CALL**

Chair Loren Lown called the regular meeting of the Pleasant Hill Park and Recreation Commission to order at 6:00 p.m. Present: Gary Denning, Anne Johns, Matthew Keller, Loren Lown, Penny Thomsen and Matthew Will. Absent: Olivia Smith.

**2. APPROVAL OF AGENDA**

DENNING/KELLER moved to approve the agenda. Ayes: Unanimous. Nays: None. Motion carried.

**3. APPROVAL OF MINUTES OF SEPTEMBER 8, 2016 REGULAR MEETING**

DENNING/KELLER moved to approve the minutes. Ayes: Unanimous. Nays: None. Motion carried.

**4. TIME TO ADDRESS THE COMMISSION (5 MINUTE LIMIT)**

Matt Carlile from Confluence was present to discuss the Community Park Plan Conceptual Design. A project team was established and met with different groups within the community to discuss requests for the area. This included meeting with school and city officials. The proposed design has been divided into five separate areas. Area 1 is the area that required working with school officials as it is the closest to Four Mile Elementary. Meetings were held with staff and students at the school during the design process. Area 2 is considered the activity area that includes an area for soccer fields, will allow for overflow parking for the school, possible splash pad, playground equipment and a facility for a concession stand. This area will include hard and soft trails as well as a prairie restoration area. Area 3 includes an outdoor classroom area, prairie restoration area with a butterfly garden; small water area; community center space and community garden area. There will be shelters along the ridge lines with parking locations. This area will include the highest elevation of the park. Area 4 will be more of a woodland space with gravel type trails with a different version of trail to the picnic shelters. This will include a trail going to the SW corner of the park that will eventually connect to the trail system going south. Area 5 is recommended to have a dog park in the NW corner. There will an introduction of a trail head in this area. The project team has met with all neighbors regarding the possibility of a dog park in that area. There are approximately thirteen phases that will be ongoing with developing the area. The next step will be to present the conceptual design to the Southeast Polk School Board on November 3 and then to the City Council. The look of lodges/community building will be determined during the phasing. Estimates of costs to be provided by Confluence will likely be ranges for budget purposes. It is planned to have the estimates for the City Council in November. Chair Lown stressed the importance of having the funds to maintain the buildings and the area. The park area is a priority in the proposed CIP budgets for the next five years and will continue into the future.

**5. NEW BUSINESS**

a. Review and Recommendation of Community Park Plan Conceptual Design - In 2014, the City of Pleasant Hill purchased 77 acres of land to be developed into a park. The City solicited the services of Confluence, a landscape architecture and planning firm, to begin the process of producing a Master Plan to develop the park. A project team which consisted of members of the community was established to review conceptual designs and make a recommendation to the Commission. Confluence will be providing the City of Pleasant Hill general phasing

strategies to develop the park to assist with budgeting. Staff has identified development of this park as a priority in the 5-year priority projects list. KELLER/DENNING moved to approve the conceptual plan. Ayes: Unanimous. Nays: None. Motion carried.

b. Review and Recommendation for 2017/2018 Comprehensive Improvement Projects -During the month of October the Commission gets a chance to review and make recommendations on what projects to prioritize over the next five (5) years for the Parks and Recreation Department. Recommendations made by the Commission are submitted to the City Manager for further review and ultimately presented to the City Council for approval. Following the Commission's recommendations, staff will provide estimated costs to the City Manager and City Council for review. DENNING/JOHNS moved to approve the five year CIP list with the following recommendations: move the master plan updates for Copper Creek Lake Park to FY 2017/2018; move up the master plan and work at the Des Moines River boat ramp.

## **6. REPORTS**

a. Baseball Field #3 Improvement Update – The concrete work is 80% complete, dependent on weather plan to be finished within two weeks. The fence installation is planned to start in about two weeks. More trees will be planted to help increase shade in the park.

b. Art on the Lake Recap – It estimated there were between 800-1,000 people attending the event. Nora Schatzberg's goal is to have about 50-75 artists next year with additional bands and food vendors. BRAVO grants are being pursued to help future art events at the lake. Commissioner Johns stated that this is a good thing to have in our city.

c. Dinner and Learn about Tree Selection – Park and Recreation Supervisor Heath Ellis conducted the first annual event in conjunction with the ELKS Beacon grant that funded the trees. Those in attendance received a free tree when they registered for the dinner and were also able to purchase additional trees. Any remaining trees will be planted in city parks with the assistance of Boy Scouts. A workshop will be held in February to discuss the pruning of trees. This will hopefully help to improve the quality of trees in the city.

## **7. FUTURE AGENDA ITEMS/COMMISSIONERS' COMMENTS**

a. Chair Lown reported that the city did not receive any funds from the trail grant this year. The Trails and Greenway Advisory Board have had a number of people discuss the extension of the trail from MLK to the trail head on Scott and the future of that trail connection.

b. Commissioner Keller asked if the six foot wide sidewalks have the potential for bicycle and pedestrian traffic. Pursuant to city ordinance, the sidewalks are not intended for bicycle use. The six foot wide sidewalks are going into all new developments within the city. The concern is the Little Four Mile Creek Road and Copper Creek Drive intersection for pedestrians/bicycles and vehicles. There have been discussions on resolving this concern and they are ongoing.

## **8. ADJOURNMENT**

THOMSEN/JOHNS moved to adjourn. Ayes: Unanimous. Nays: None. Motion carried. Meeting adjourned at 7:55 p.m.

- NEXT SCHEDULED MEETING – November 10, 2016

Cindy Konrad  
Recording Secretary



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** November 8, 2016

**TO:** Mayor and City Council

**FROM:** Donald Sandor, City Manager

**SUBJECT:** Resolution providing for the issuance of \$8 million General Obligation street improvement bond

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**BACKGROUND:**

In preparation for the FY 17 budget the City Council approved the issuance of a general obligation bond to fund street improvement projects. A public hearing was held for this issuance at the September 27, 2016 City Council meeting. The proposed resolution authorizes the issuance of the loan agreement and the levying of taxes to repay the note. The bond sale will occur earlier in the day and the bids will be presented to the City Council at the meeting, along with a final version of the resolution that will include data from the bond sale.

**ALTERNATIVES:**

Not approving the resolution would end the issuance of the bond and not provide the funding necessary for the various street improvement projects.

**FINANCIAL CONSIDERATIONS:**

The \$8 million in bond revenue will be used to fund various street improvements identified in the City's capital improvement plan. The repayment schedule is over the upcoming six fiscal years.

**RECOMMENDATION:**

Approve resolution.

SALE AND ISSUANCE OF GENERAL  
OBLIGATION STREET IMPROVEMENT  
BONDS, SERIES 2016

424826-74

Pleasant Hill, Iowa

November 8, 2016

The City Council of City of Pleasant Hill, Iowa, met on November 8, 2016, at 6:30 o'clock p.m. at the City Hall, Pleasant Hill, Iowa.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place fixed by the Council for the consideration of bids for the purchase of the City's General Obligation Street Improvement Bonds, Series 2016, it was reported that bids had been received and canvassed on behalf of the City at the time and place fixed therefor.

Whereupon, such bids were placed on file, and the substance of such bids was noted in the minutes, as follows:

Name and Address of Bidder

Final Bid  
(interest cost)

**(ATTACH BID TABULATION)**

Council Member \_\_\_\_\_ introduced the following resolution, related to the sale and issuance of the City's General Obligation Street Improvement Bonds, Series 2016, and moved its adoption, seconded by Council Member \_\_\_\_\_. After due consideration and discussion, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

••••

At the conclusion of the meeting, and upon motion and vote, the Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 110816-06**

**Resolution Awarding the Sale and Providing for the issuance of \$8,000,000 General Obligation Street Improvement Bonds, Series 2016 and the levy of taxes to pay the same**

WHEREAS, the City of Pleasant Hill (the “City”), in Polk County, State of Iowa, has heretofore proposed to enter into a General Obligation Loan Agreement (the “Loan Agreement”) and issue General Obligation Street Improvement Bonds, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the costs, to that extent, the construction of street improvements, and has published notice of such proposal and held a hearing thereon; and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of General Obligation Street Improvement Bonds, Series 2016 (the “Bonds”) to be issued in evidence of the City’s obligation under the Loan Agreement were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration of all bids, the City’s municipal advisor has determined that the bid of \_\_\_\_\_ (the “Purchaser”), is the best, such bid proposing the lowest interest cost to the City; and

WHEREAS, it is necessary to take action for the issuance of the Bonds;

NOW, THEREFORE, Be It Resolved by the City Council of City of Pleasant Hill, Iowa, as follows:

Section 1. The City shall enter into the Loan Agreement with the Purchaser in substantially the form as will be placed on file with the Council, providing for a loan to the City in the principal amount of \$\_\_\_\_\_ for the purpose set forth in the preamble hereof.

The Mayor and City Clerk are hereby authorized and directed to sign the Loan Agreement on behalf of the City, and the Loan Agreement is hereby approved.

Section 2. The bid of the Purchaser referred to in the preamble is hereby accepted, and the Bonds are hereby awarded to the Purchaser at the price specified in such bid, together with accrued interest.

Section 3. The form of agreement of sale (the “Sale Agreement”) of the Bonds to the Purchaser is hereby approved, and the Mayor and City Clerk are hereby authorized to execute the Sale Agreement for and on behalf of the City.

Section 4. The Bonds are hereby authorized to be issued in evidence of the obligation of the City under the Loan Agreement, in the total aggregate principal amount of \$8,000,000, to be dated November 28, 2016, in the denomination of \$5,000 each, or any integral multiple thereof, maturing annually on June 1 in each of the years, in the respective principal amounts and bearing interest at the respective rates as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>
2018	\$2,700,000	____%	2021	\$1,060,000	____%
2019	\$1,030,000	____%	2022	\$1,075,000	____%
2020	\$1,045,000	____%	2023	\$1,090,000	____%

Section 5. Bankers Trust Company, Des Moines, Iowa, is hereby designated as the Registrar and Paying Agent for the Bonds and may be hereinafter referred to as the “Registrar” or the “Paying Agent”. The City shall enter into an agreement (the “Registrar/Paying Agent Agreement”) with the Registrar, in substantially the form as has been placed on file with the Council; the Mayor and City Clerk are hereby authorized and directed to sign the Registrar/Paying Agent Agreement on behalf of the City; and the Registrar/Paying Agent Agreement is hereby approved.

The Bonds are not subject to redemption prior to maturity.

Accrued interest on the Bonds shall be payable semiannually on the first day of June and December in each year, commencing June 1, 2017. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months. Payment of interest on the Bonds shall be made to the registered owners appearing on the registration books of the City at the close of business on the fifteenth day of the month next preceding the interest payment date and shall be paid to the registered owners at the addresses shown on such registration books. Principal of the Bonds shall be payable in lawful money of the United States of America to the registered owners or their legal representatives upon presentation and surrender of the Bond or Bonds at the office of the Paying Agent.

The Bonds shall be executed on behalf of the City with the official manual or facsimile signature of the Mayor and attested with the official manual or facsimile signature of the City Clerk, and shall be fully registered Bonds without interest coupons. In case any officer whose signature or the facsimile of whose signature appears on the Bonds shall cease to be such officer before the delivery of the Bonds, such signature or such facsimile signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

The Bonds shall not be valid or become obligatory for any purpose until the Certificate of Authentication thereon shall have been signed by the Registrar.

The Bonds shall be fully registered as to principal and interest in the names of the owners on the registration books of the City kept by the Registrar, and after such registration, payment of the principal thereof and interest thereon shall be made only to the registered owners or their legal representatives or assigns. Each Bond shall be transferable only upon the registration books of the City upon presentation to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form thereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The record and identity of the owners of the Bonds shall be kept confidential as provided by Section 22.7 of the Code of Iowa.

Section 6. Notwithstanding anything above to the contrary, the Bonds shall be issued initially as Depository Bonds, with one fully registered Bond for each maturity date, in principal amounts equal to the amount of principal maturing on each such date, and registered in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York (“DTC”). On original issue, the Bonds shall be deposited with DTC for the purpose of maintaining a book-entry system for recording the ownership interests of its participants and the transfer of those interests among its participants (the “Participants”). In the event that DTC determines not to continue to act as securities depository for the Bonds or the City determines not to continue the book-entry system for recording ownership interests in the Bonds with DTC, the City will discontinue the book-entry system with DTC. If the City does not select another qualified securities depository to replace DTC (or a successor depository) in order to continue a book-entry system, the City will register and deliver replacement bonds in the form of fully registered certificates, in authorized denominations of \$5,000 or integral multiples of \$5,000, in accordance with instructions from Cede & Co., as nominee for DTC. In the event that the City identifies a qualified securities depository to replace DTC, the City will register and deliver replacement bonds, fully registered in the name of such depository, or its nominee, in the denominations as set forth above, as reduced from time to time prior to maturity in connection with redemptions or retirements by call or payment, and in such event, such depository will then maintain the book-entry system for recording ownership interests in the Bonds.

Ownership interest in the Bonds may be purchased by or through Participants. Such Participants and the persons for whom they acquire interests in the Bonds as nominees will not receive certificated Bonds, but each such Participant will receive a credit balance in the records of DTC in the amount of such Participant’s interest in the Bonds, which will be confirmed in accordance with DTC’s standard procedures. Each such person for which a Participant has an interest in the Bonds, as nominee, may desire to make arrangements with such Participant to have all notices of redemption or other communications of the City to DTC, which may affect such person, forwarded in writing by such Participant and to have notification made of all interest payments.

The City will have no responsibility or obligation to such Participants or the persons for whom they act as nominees with respect to payment to or providing of notice for such Participants or the persons for whom they act as nominees.

As used herein, the term “Beneficial Owner” shall hereinafter be deemed to include the person for whom the Participant acquires an interest in the Bonds.

DTC will receive payments from the City, to be remitted by DTC to the Participants for subsequent disbursement to the Beneficial Owners. The ownership interest of each Beneficial Owner in the Bonds will be recorded on the records of the Participants whose ownership interest will be recorded on a computerized book-entry system kept by DTC.

When reference is made to any action which is required or permitted to be taken by the Beneficial Owners, such reference shall only relate to those permitted to act (by statute, regulation or otherwise) on behalf of such Beneficial Owners for such purposes. When notices are given, they shall be sent by the City to DTC, and DTC shall forward (or cause to be forwarded) the notices to the Participants so that the Participants can forward the same to the Beneficial Owners.

Beneficial Owners will receive written confirmations of their purchases from the Participants acting on behalf of the Beneficial Owners detailing the terms of the Bonds acquired. Transfers of ownership interests in the Bonds will be accomplished by book entries made by DTC and the Participants who act on behalf of the Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interest in the Bonds, except as specifically provided herein. Interest and principal will be paid when due by the City to DTC, then paid by DTC to the Participants and thereafter paid by the Participants to the Beneficial Owners.

Section 7. The Bonds shall be in substantially the following form:

(Form of Bond)

UNITED STATES OF AMERICA

STATE OF IOWA

COUNTY OF POLK

CITY OF PLEASANT HILL

GENERAL OBLIGATION STREET IMPROVEMENT BOND, SERIES 2016

No. \_\_\_\_\_

\$ \_\_\_\_\_

RATE

MATURITY DATE

BOND DATE

CUSIP

\_\_\_\_\_ %

June 1, \_\_\_\_\_

November 28, 2016

The City of Pleasant Hill (the "City"), in Polk County, State of Iowa, for value received, promises to pay on the maturity date of this Bond to

Cede & Co.  
New York, NY

or registered assigns, the principal sum of

THOUSAND DOLLARS

in lawful money of the United States of America upon presentation and surrender of this Bond at the office of Bankers Trust Company, Des Moines, Iowa (hereinafter referred to as the "Registrar" or the "Paying Agent"), with interest on said sum, until paid, at the rate per annum specified above from the date of this Bond, or from the most recent interest payment date on which interest has been paid, on June 1 and December 1 of each year, commencing June 1, 2017, except as the provisions hereinafter set forth with respect to redemption prior to maturity may be or become applicable hereto. Interest on this Bond is payable to the registered owner appearing on the registration books of the City at the close of business on the fifteenth day of the month next preceding the interest payment date, and shall be paid to the registered owner at the address shown on such registration books.

This Bond shall not be valid or become obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Registrar.

This Bond is one of a series of General Obligation Street Improvement Bonds, Series 2016 (the "Bonds"), issued in the aggregate principal amount of \$8,000,000 by the City to evidence its obligation under a certain Loan Agreement, dated as of November 28, 2016 (the "Loan Agreement"), entered into by the City for the purpose of paying the cost, to that extent, of financing the construction of street improvements.

The Bonds are issued pursuant to and in strict compliance with the provisions of Section 384.24A of the Code of Iowa, 2015, and all other laws amendatory thereof and supplemental thereto, and in conformity with a resolution of the City Council authorizing and approving the Loan Agreement

and providing for the issuance and securing the payment of the Bonds (the "Resolution"), and reference is hereby made to the Resolution and the Loan Agreement for a more complete statement as to the source of payment of the Bonds and the rights of the owners of the Bonds.

The Bonds are not subject to redemption prior to maturity.

This Bond is fully negotiable but shall be fully registered as to both principal and interest in the name of the owner on the books of the City in the office of the Registrar, after which no transfer shall be valid unless made on said books and then only upon presentation of this Bond to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form hereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The City, the Registrar and the Paying Agent may deem and treat the registered owner hereof as the absolute owner for the purpose of receiving payment of or on account of principal hereof, premium, if any, and interest due hereon and for all other purposes, and the City, the Registrar and the Paying Agent shall not be affected by any notice to the contrary.

And It Is Hereby Certified and Recited that all acts, conditions and things required by the laws and Constitution of the State of Iowa, to exist, to be had, to be done or to be performed precedent to and in the issue of this Bond were and have been properly existent, had, done and performed in regular and due form and time; that provision has been made for the levy of a sufficient continuing annual tax on all the taxable property within the City for the payment of the principal of and interest on this Bond as the same will respectively become due; and that the total indebtedness of the City, including this Bond, does not exceed any constitutional or statutory limitations.

IN TESTIMONY WHEREOF, the City of Pleasant Hill, Iowa, by its City Council, has caused this Bond to be executed with the duly authorized facsimile signature of its Mayor and attested with the duly authorized facsimile signature of its City Clerk, all as of November 28, 2016.

CITY OF PLEASANT HILL, IOWA

By (DO NOT SIGN)  
Mayor

Attest:

(DO NOT SIGN)  
City Clerk

Registration Date: (Registration Date)



ASSIGNMENT

For valuable consideration, receipt of which is hereby acknowledged, the undersigned assigns this Bond to

\_\_\_\_\_  
(Please print or type name and address of Assignee)

\_\_\_\_\_  
PLEASE INSERT SOCIAL SECURITY OR OTHER  
IDENTIFYING NUMBER OF ASSIGNEE

and does hereby irrevocably appoint \_\_\_\_\_, Attorney, to transfer this Bond on the books kept for registration thereof with full power of substitution.

Dated: \_\_\_\_\_

Signature guaranteed:

\_\_\_\_\_  
\_\_\_\_\_

(Signature guarantee must be provided in accordance with the prevailing standards and procedures of the Registrar and Transfer Agent. Such standards and procedures may require signatures to be guaranteed by certain eligible guarantor institutions that participate in a recognized signature guarantee program.)

\_\_\_\_\_  
NOTICE: The signature to this Assignment must correspond with the name of the registered owner as it appears on this Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. The Bonds shall be executed as herein provided as soon after the adoption of this resolution as may be possible and thereupon shall be delivered to the Registrar for registration, authentication and delivery to or upon the direction of the Purchaser, upon receipt of the loan proceeds (the "Proceeds"), and all action heretofore taken in connection with the Loan Agreement and the sale of the Bonds is hereby ratified and confirmed in all respects.

Section 9. As required by Chapter 76 of the Code of Iowa, and for the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there is hereby ordered levied on all the taxable property in the City in each of the years while the Bonds or any of them are outstanding, a tax sufficient for that purpose, and in furtherance of this provision, but not in limitation thereof, there is hereby levied on all the taxable property in the City the following direct annual tax for collection in each of the following fiscal years:

For collection in the fiscal year beginning July 1, 2017,  
sufficient to produce the net annual sum of \$\_\_\_\_\_;

For collection in the fiscal year beginning July 1, 2018,  
sufficient to produce the net annual sum of \$\_\_\_\_\_;

For collection in the fiscal year beginning July 1, 2019,  
sufficient to produce the net annual sum of \$\_\_\_\_\_;

For collection in the fiscal year beginning July 1, 2020,  
sufficient to produce the net annual sum of \$\_\_\_\_\_;

For collection in the fiscal year beginning July 1, 2021,  
sufficient to produce the net annual sum of \$\_\_\_\_\_;

For collection in the fiscal year beginning July 1, 2022,  
sufficient to produce the net annual sum of \$\_\_\_\_\_.

Section 10. A certified copy of this resolution shall be filed with the County Auditor of Polk County, and the Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever. Any amount received by the City as accrued interest on the Bonds shall be deposited into such special account and used to pay interest due on the Bonds on the first interest payment date.

Pursuant to the provisions of Section 76.4 of the Code of Iowa, each year while the Bonds remain outstanding and unpaid, any funds of the City which may lawfully be applied for such purpose may be appropriated, budgeted and, if received, used for the payment of the principal of and interest on the Bonds as the same become due, and if so appropriated, the taxes for any given fiscal year as

provided for in Section 6 of this Resolution, shall be reduced by the amount of such alternate funds as have been appropriated for said purpose and evidenced in the City's budget.

Section 11. The interest or principal and both of them falling due in any year or years shall, if necessary, be paid promptly from current available funds of the City in advance of taxes levied and when the taxes shall have been collected, reimbursement shall be made to such current funds in the sum thus advanced.

Section 12. It is the intention of the City that interest on the Bonds be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the "Internal Revenue Code"). In furtherance thereof, the City covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with the applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the Bonds will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the City are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained.

The City hereby designates the Bonds as "Qualified Tax Exempt Obligations" as that term is used in Section 265(b)(3)(B) of the Internal Revenue Code.

Section 13. The Securities and Exchange Commission (the "SEC") has promulgated certain amendments to Rule 15c2-12 under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12) (the "Rule") that make it unlawful for an underwriter to participate in the primary offering of municipal securities in a principal amount of \$1,000,000 or more unless, before submitting a bid or entering into a purchase contract for such securities, an underwriter has reasonably determined that the issuer or an obligated person has undertaken in writing for the benefit of the holders of such securities to provide certain disclosure information to prescribed information repositories on a continuing basis so long as such securities are outstanding.

On the date of issuance and delivery of the Bonds, the City will execute and deliver a Continuing Disclosure Certificate pursuant to which the City will undertake to comply with the Rule. The City covenants and agrees that it will comply with and carry out the provisions of the Continuing Disclosure Certificate. Any and all of the officers of the City are hereby authorized and directed to take any and all actions as may be necessary to comply with the Rule and the Continuing Disclosure Certificate.

Section 14. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved November 8, 2016.

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Mayor

Attest:

---

City Clerk

STATE OF IOWA

SS:

CITY OF PLEASANT HILL

I, the undersigned, City Clerk of City of Pleasant Hill, do hereby certify that as such Clerk I have in my possession or have access to the complete records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those records and that the transcript hereto attached is a true, correct and complete copy of all the records in relation to the issuance of General Obligation Street Improvement Bonds, Series 2016 of the City evidencing the City's obligation under a Loan Agreement and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

I further certify that no appeal has been taken to the District Court from the decision of the City Council to enter into the Loan Agreement, to issue the Bonds or to levy taxes to pay the principal of and interest on the Bonds.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

STATE OF IOWA  
SS:  
COUNTY OF POLK

I, the undersigned, County Auditor of Polk County, in the State of Iowa, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, the City Clerk of the City of Pleasant Hill, Iowa, filed in my office a certified copy of a resolution of such City shown to have been adopted by the Council and approved by the Mayor thereof on November 8, 2016, entitled: "Resolution awarding the sale and providing for the issuance of \$8,000,000 General Obligation Street Improvement Bonds, Series 2016 and providing for the levy of taxes to pay the same," and that I have duly placed the copy of the resolution on file in my records.

I further certify that the taxes provided for in that resolution will in due time, manner and season be entered on the State and County tax lists of this County for collection in the fiscal year beginning July 1, 2017, and subsequent years as provided in the resolution.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

County Auditor



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 8, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** DONALD SANDOR, CITY MANAGER  
**SUBJECT:** CONTRACT FOR POSITION CLASSIFICATION AND COMPENSATION STUDY WITH SPRINGSTED

---

**BACKGROUND:**

Recent personnel changes and pending changes have raised the need for a position classification and compensation study to review the City's pay plan and job classifications. The City currently has pay scales only for those positions that are covered by one of the two union contracts. All nonunion positions have no pay range and new hires are brought in at whatever amount appears to be appropriate and can be negotiated. There is not a system to help with the attraction and retention of quality employees in the competitive metro market. The City also has no system in place to ensure there is internal equity among the different job classifications that perform different functions but may require equal skill sets, training, education and experience.

An outside consultant is needed to review and develop the position classifications, perform the market study for salaries and prepare a pay plan. Staff prepared a Request for Qualifications (RFQ) and eight responses were received. Following review of the submissions and reference checks with other Iowa communities it is recommended the City retain the services of Springsted for this study.

The work will be completed over the next four to five months. Following is a copy of the contract, the company's response to the RFQ, and a resolution that approves the contract in the amount of \$24,000.

**ALTERNATIVES:**

Not approve the contract or perform the position classification and compensation study. However, the study would be abandoned and the City would still not have market information with which to base salary and job classifications.

**FINANCIAL CONSIDERATIONS:**

This study is not a budgeted item in FY 17 budget. Staff will monitor the general fund expenses as the fiscal year proceeds to ensure this expense can be absorbed within the current budget.

**RECOMMENDATION:**

Approve the resolution approving a contract with Springsted for the position classification and compensation study.

**RESOLUTION #110816-07**

**A RESOLUTION APPROVING A CONTRACT WITH SPRINGSTED FOR A POSITION CLASSIFICATION AND COMPENSATION STUDY**

**WHEREAS**, the Pleasant Hill City Council recognizes the need to hire and retain quality staff to provide services to the community; and

**WHEREAS**, the City Council recognizes that the City's pay plan and position classifications have not been reviewed for internal equity and external comparisons;

**WHEREAS**, a the City utilized a request for qualifications process and has selected Springsted to perform the position classification and compensation study;

**THEREFORE, BE IT RESOLVED**, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached contract with Springsted for a Position Classification and Compensation Study.

ADOPTED this 8th day of November, 2016.

---

Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director

## AGREEMENT FOR HUMAN RESOURCES CONSULTING SERVICES

THIS AGREEMENT is made as of the 3rd day of November, 2016, by and between, the City of Pleasant Hill, IA ("Client") and Springsted Incorporated ("Consultant").

WHEREAS, the Client wishes to retain the services of the Consultant on the terms and conditions set forth herein, and the Consultant wishes to provide such services;

NOW, THEREFORE, the parties hereto agree as follows:

1. Services. Consultant shall provide human resources consulting services to the Client to provide a classification and compensation study. The scope of services to be provided is set forth in the October 7, 2016 proposal which is hereby made a part of this agreement.
2. Compensation. The Client shall compensate the Consultant for these services for a fee of \$24,500, which includes professional fees and project-related expenses in the manner set forth in the October 7, 2016 proposal.
3. Term and Termination. This Agreement shall commence as of the date hereof, and shall continue until terminated by either party by written notice given at least 60 days before the effective date of such termination, provided that no such termination shall affect or terminate the rights and obligations of each of the parties hereto with respect to any project, whether or not complete, for which the Consultant has provided services prior to the date that it received such notice.
4. Indemnification; Sole Remedy. The Client and the Consultant each hereby agree to indemnify and hold the other harmless from and against any and all losses, claims, damages, expenses, including without limitation, reasonable attorney's fees, costs, liabilities, demands and cause of action (collectively referred to herein as "Damages") which the other may suffer or be subjected to as a consequence of any act, error or omission of the indemnifying party in connection with the performance or nonperformance of its obligations hereunder, less any payment for damages made to the indemnified party by a third party. Notwithstanding the foregoing, no party hereto shall be liable to the other for Damages suffered by the other to the extent that those Damages are the consequence of: (a) events or conditions beyond the control of the indemnifying party, including without limitation changes in economic conditions; (b) actions of the indemnifying party which were reasonable based on facts and circumstances existing at the time and known to the indemnifying party at the time the service was provided; or (c) errors made by the indemnifying party due to its reliance on facts and materials provided to the indemnifying party by the indemnified party. Whenever the Client or the Consultant becomes aware of a claim with respect to which it may be entitled to indemnification hereunder, it shall promptly advise the other in writing of the nature of the claim. If the claim arises from a claim made against the indemnified party by a third party, the indemnifying party shall have the right, at its expense, to contest any such claim, to assume the defense thereof, to employ legal counsel in connection therewith, and to compromise or settle the same, provided that any compromise or settlement by the indemnifying party of such claim shall be deemed an admission of liability hereunder. The remedies set forth in this paragraph shall be the sole remedies available to either party against the other in connection with any Damages suffered by it.

Confidentiality; Disclosure of Information.

- 4.1 Client Information. All information, files, records, memoranda and other data of the Client which the Client provides to the Consultant or which the Consultant becomes aware of in the performance of its duties hereunder ("Client Information") shall be deemed by the parties to be the property of the Client. The Consultant may disclose the Client Information to third parties in connection with the performance by it of its duties hereunder.
- 4.2 Consultant Information. The Client acknowledges that in connection with the performance by the Consultant of its duties hereunder, the Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of the Consultant ("Consultant Information"). The Client acknowledges that all Consultant Information, except reports prepared by the Consultant for the Client, is confidential and proprietary to the Consultant, and agrees that the Client will not, directly or indirectly, disclose the same or any part thereof to any person or entity except upon the express written consent of the Consultant.

5. Miscellaneous.

- 5.1 Delegation of Duties. The Consultant shall not delegate its duties hereunder to any third party without the express written consent of the Client.
- 5.2 No Third Party Beneficiary. No third party shall have any rights or remedies under this Agreement.
- 5.3 Entire Contract; Amendment. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior written or oral negotiations, understandings or agreements with respect hereto. This Agreement may be amended in whole or in part by mutual consent of the parties, and this Agreement shall not preclude the Client and the Consultant from entering into separate agreements for other projects.
- 5.4 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 5.5 Severability. To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.
- 5.6 Notice. All notices required hereunder shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to the Client:

City of Pleasant Hill, Iowa  
5160 Maple Drive, Suite A  
Pleasant Hill, IA 50327

If to the Consultant, to:

Springsted Incorporated  
380 Jackson Street  
Suite 300  
St. Paul, MN 55101-2887

The foregoing Agreement is hereby entered into on behalf of the respective parties by signature of the following persons each of whom is duly authorized to bind the parties indicated.

FOR CLIENT

SPRINGSTED INCORPORATED

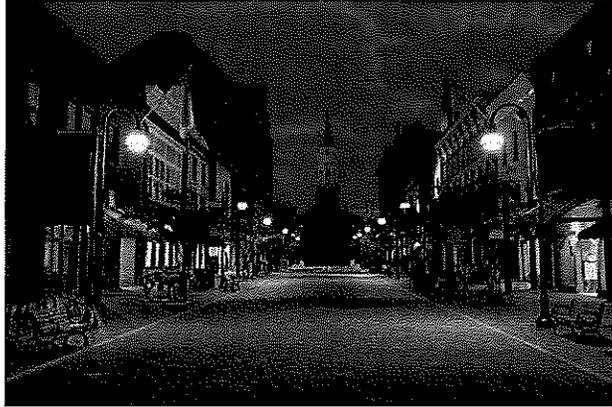
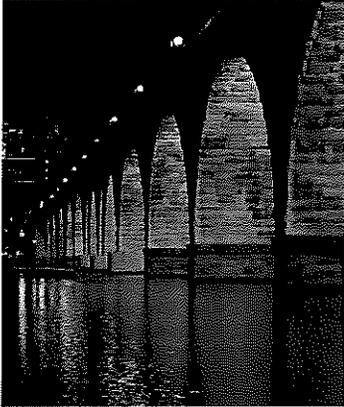
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Name  
Title

Bonnie Matson  
Principal

**ATTACHMENT A**  
**Proposal/Work Plan**



# Qualifications

**City of Pleasant Hill, Iowa**

Qualifications to Provide a Position Classification and Compensation Study

October 7, 2016

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### ***Mission Statement***

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



Springsted

Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101-2887

Tel: 651.223.3000  
Fax: 651.223.3002  
www.springsted.com

**LETTER OF TRANSMITTAL**

October 7, 2016

Mr. Donald Sandor  
City Manager  
City of Pleasant Hill  
5160 Maple Drive  
Suite A  
Pleasant Hill, Iowa 50327

**Re: Request for Qualifications to Provide a Position Classification and Compensation Study**

Dear Mr. Sandor:

Please allow me to begin by thanking you for the opportunity to submit this proposal for the City of Pleasant Hill's (i.e. the City or Pleasant Hill) review. Springsted Incorporated is one of the largest independent public sector advisory firms in the United States. For more than sixty (60) years we have partnered with entities large and small on a variety of initiatives including classification and compensation studies, community surveys, organizational improvement projects, strategic planning sessions and performance evaluation systems.

For a variety of reasons, Springsted is the ideal firm to partner with the City on its position classification and compensation study:

- **Springsted is a leader in organizational management/human resources consulting on both national and local levels.** The proposed Springsted consulting team has extensive expertise providing advisory services to organizations similar in size and complexity to the City of Pleasant Hill. We completed more than 243 projects in 2015 alone, *and are currently working with the City of Ankeny, who has been included as a reference.*
- **Springsted is one of the leading providers of compensation services to the public sector, specifically local government.** In the past five (5) years, Springsted has completed classification and compensation studies for public sector organizations in seventeen (17) states. Therefore, our consultants have an in depth understanding of current market trends and practices and will leverage this knowledge to help guide the City in this engagement. We will move beyond the traditional role of a "consultant" and instead become a *trusted partner to the City, its leadership and employees.*

- **Springsted has been very successful expanding our classification and compensation services into additional markets.** Our managed growth can be attributed to many things. First, *our ability and willingness to customize each project* to our client's individual needs and concerns have made regional barriers less significant. Second, our recommended methodology is *defensible and can be used with confidence anywhere*. And, third, the 50+ year reputation that Springsted has maintained in local government uniquely qualifies us to serve as a sounding board for Pleasant Hill and its leadership team, enabling us to provide sound guidance and actionable recommendations, both through our *national consulting presence* as well as our *time on the front lines of public sector service delivery*.

Our team would be pleased to be counted among the firms you feel could effectively provide Pleasant Hill's position classification and compensation study and would welcome the opportunity to discuss our qualifications and recommended approach in greater detail.

Respectfully submitted,



TL Cox, Vice President  
*Consultant*

sml

## 1. Full Name and Address of the Firm

Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, Minnesota 55101

Office: 651-223-3000  
Fax 651-223-3002

[tlcox@springsted.com](mailto:tlcox@springsted.com)

## 2. Description of the Firm

### History and Leadership

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Springsted is one of the largest and longest established independent public sector advisory firms in the United States. For over 60 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

Springsted is a privately held corporation and a women-owned business. Our headquarters are located in Saint Paul, Minnesota, with offices strategically located throughout the United States. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado; Los Angeles, California and Dallas, Texas. Saint Paul has been our corporate home since the firm first opened its doors in the early 1950s.

Currently, we have a staff of more than 70 professionals, including client representatives, consultants, analytical professionals and support personnel. Our size provides both subject matter expertise and contingency in the case of unforeseen circumstances.

Springsted's staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Our Human Resource focus is in the area of position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our Organizational Management focus ranges from executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

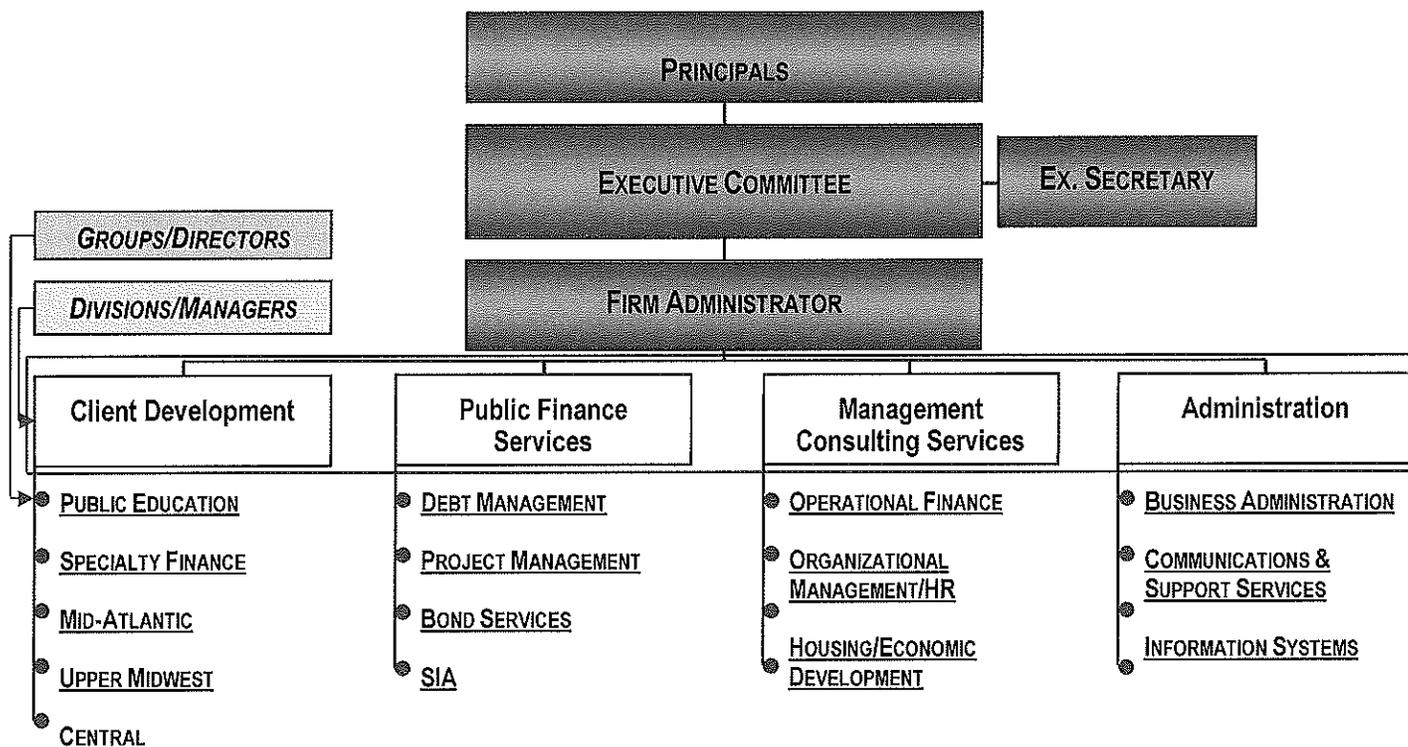
### Mission Statement

---

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



## Organizational Structure



### 3. Brief Statement of Firm's Approach

Springsted's classification and compensation methodologies are consistent with the City of Pleasant Hill's goals, as we base our studies on the following guiding principles:

- Classification and compensation studies should include employee involvement and promote transparency to ensure that, at the commencement of the project, ambassadors are created who will build confidence in the process at all levels in the organization.
- As the classification and compensation systems form the basis of all other human resources (HR) programs, it is essential that they be strategically structured to achieve the City's HR and operational goals.
- Position classification should be a defensible process. The assignment of positions into pay grades should be based on a quantifiable system of job evaluation. We therefore recommend the use of our proprietary, legally-validated system of classifying positions (detailed information on this system, SAFE® is included below).
- Compensation surveys should include relevant benchmark organizations. Who does the City compete with for talent? Are the demographic characteristics similar? Is there consistency in the services provided? What is the appropriate competitive position?

Adhering to these principles will ensure Pleasant Hill conducts a study that meets its states goals *and* best practices, is defensible, and faces the least resistance during and after implementation.

## 4. Statement of Experience

*The following three (3) references are for engagements that TL Cox, proposed project director for the City of Pleasant Hill engagement, either completed at prior firms (or which are presently underway with Springsted) who have agreed to speak about their experience working with him on projects similar to the one requested by the City. These references, as well as the additional five (5) we have included from other organizations across the country, will attest to Springsted's ability to leverage our proven classification and compensation methodologies, tailor them to fit specific needs and concerns, and provide actionable implementation plans that consider the current and future financial situation of our clients.*

### **City of Ankeny, Iowa (current project)**

*Comprehensive classification and compensation study*

**Ms. Dawn Gean**, Human Resources Director  
515-965-6408  
DGean@AnkenyIowa.gov

### **City of Austin, Texas, Police Retirement System**

*Total compensation survey*

**Mr. Jim Beck**, Vice Chair  
512-773-7537  
jimbeck@austin.rr.com

### **City of Portland, Texas**

*Comprehensive classification and compensation study*

**Mrs. Michel Sorrell**, *Former Finance Director (currently Controller with the City of Georgetown)*  
512-931-7702  
Michel.Sorrell@georgetown.org

### *Additional Springsted references.*

### **City of Harrisonburg, Virginia**

*Comprehensive classification and compensation study*

**Mr. Kurt Hodgen**, *City Manager*  
540-432-7701  
kurt.hodgen@harrisonburgva.gov

### **City of Salisbury, North Carolina**

*Comprehensive classification and compensation study and performance evaluation system*

**Mr. Zack Kyle**, Assistant City Manager  
704-638-5229  
zkyle@salisburync.gov

### **Sampson County, North Carolina**

*Comprehensive classification and compensation study*

**Mr. Ed Causey**, County Manager  
910-592-6308  
ecausey@sampsonnc.com

### **Association County Commissioners Georgia**

*Comprehensive classification and compensation study and performance evaluation system*

**Mr. Ross King**, Executive Director  
404-522-5022  
RKing@ACCG.org

### **City of Maryville, Tennessee**

*Comprehensive classification and compensation study*

**Ms. Teresa Best**, Director of Human Resources  
865-981-1307  
Tabest@maryville-tn.gov



## 5. Primary Supervisor and Professional Staff

### Primary Supervisor

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#### **T.L. Cox**

*Vice President and Consultant*

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Mr. TL Cox is a vice president and consultant with an extensive background in classification and compensation, information technology, program/project management, procurement, process re-engineering and organizational transformation. Mr. Cox previously served the roles of Chief Information Officer (CIO), Director of Consulting Services and Solutions, Program Manager and Systems Administrator/Analyst for various public and private organizations. As Director of Consulting Services and Solutions for The Waters Consulting Group, Inc., Mr. Cox completed classification and compensation studies for cities, counties, special districts, non-profit organizations and institutions of higher education. Additionally, he directed WCG's total compensation solutions, pay structure design and modification platforms and online salary and benefit surveys for various municipalities as well as national and state municipal associations.

### Professional Staff

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#### **Ann S. Antonsen**

*Vice President and Consultant*

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Ms. Ann Antonsen is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance.

#### **Julie A. Urell, SPHR**

*Assistant Vice President*

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Ms. Julie Urell is a human resources leader with over 20 years in the field, most recently in senior manager, director and consulting human resources roles for regional non-profit, as well as global organizations. In these capacities, she has direct application experience as well as tactical and strategic insight across a variety of human resources functions. Areas of interest and specialization include employment practices and benefit/retirement plan development and compliance, human resource systems optimization and deployment and classification and compensation systems. Ms. Urell holds a master of business administration degree from the University of St. Thomas and a bachelor's degree in human resources management from the University of Iowa. She serves as Board Director - Website Development for Leading Edge Human Resources Network (LEHRN), a regional HR information systems organization. She also is a certified Senior Professional, Human Resources with the Human Resource Certification Institute (HRCI) and is a Senior Certified Professional with the Society for Human Resource Management (SHRM).

**Daniel “Dan” Tesch**  
*Project Manager*

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Mr. Dan Tesch has over 25 years of experience as a Human Resources management professional in local government. He is recognized as a leader in both professional and non-profit organization and has provided internal leadership, policy development, recruitment and training. Prior to joining Springsted in the January of 2013, Mr. Tesch was the Interim Human Resources Director for the City of West St. Paul, Minnesota and held the position of Assistant City Administrator/Director of Administration/Interim City Administrator for the City of Lino Lakes, Minnesota. He has a Mini MBA from the University of St. Thomas and a Bachelor of Arts in Public Administration from St. Cloud State University.

**Sara M. Haselbauer**  
*HR Analyst*

---



Ms. Sara Haselbauer is a Human Resources Analyst with the Organizational Management and Human Resources Team. Ms. Haselbauer started as an Administrative Assistant to the Project Management team in 2007. In August 2009, Ms. Haselbauer left Springsted to attend law school before returning in November 2014 as an independent contractor. She rejoined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment. Ms. Haselbauer received a Juris Doctor from University of North Dakota School of Law and a Bachelor of Arts in Sociology from the University of St. Thomas.

Full Project Team Resumes can be found in Appendix I.

## **6. Litigation, Arbitration or Bankruptcy Proceedings**

Springsted has no pending or current litigation, arbitration of bankruptcy proceedings within the past three years.

Neither Springsted nor any of its employees have ever been subject to any regulatory actions.

## **7. Statement of Work**

### **A. Project Initiation – Data Collection**

---

The Springsted Project Director will meet with the designated City staff and appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. All current classification and compensation data will be assembled and evaluated to determine the status of existing human resource management programs and to identify apparent challenges and opportunities.

The purposes of the meeting are to:

1. Introduce the Project Director
2. Discuss the background and experience of Springsted Incorporated and the consulting team

3. Discuss, in detail, the methodology to be used in conducting the study, the role of the consultant and the employees and the amount and type of employee participation
4. Ascertain the major issues the City wants the study to address
5. Review the project schedule and determine significant milestones
6. Determine the frequency and content of status reports
7. Discuss methods of communicating the status of the study to employees
8. Discuss how information about each employee's job will be obtained
9. Review Springsted's copyrighted *Systematic Analysis and Factor Evaluation (SAFE®)* system of job evaluation

After meeting with Pleasant Hill's "project team" and other appropriate officials, a staff meeting will be held with department directors to discuss the project objectives and procedures and to explain the use of position analysis questionnaires (PAQ, provided by Springsted) and to schedule their distribution, collection, review and verification. Springsted will also distribute a specific questionnaire to each director to understand organizational arrangement, mission, goals and objectives and to determine what challenges, if any, they are experiencing with the existing classification and compensation systems.

## **B. Employee Communication Sessions**

---

Success in a classification and compensation review requires meaningful employee involvement and transparency. The initiation phase provides an opportunity for City's leadership to get "on the same page" regarding the study and these employee sessions allow everyone from mid-level management to frontline employees the opportunity to learn about the project. Immediately following the initial planning meetings, Springsted will conduct informative presentations for employees that will explain the engagement: what is included, what is not included and the approach that will be taken to achieve the desired deliverables.

Immediately following the initial planning meetings, Springsted will conduct informative presentations for employees that will explain the engagement: what is included, what is not included and the approach that will be taken to achieve the desired deliverables.

During these meetings, Springsted will distribute the position analysis questionnaire (PAQ) to employees. The purpose of the questionnaire is to collect updated information that will be used in the development of the classification system and in the salary survey. Springsted cannot stress enough how critical this questionnaire and the corresponding review and approval process are to the success of the initiative. We therefore provide an opportunity for each employee's supervisor to review and comment on the data supplied by the employee and provide specific comments concerning various job factors that affect the position.

Our compensation professionals will, of course, serve as the final safeguard of the integrity of these questionnaires and will work through the appropriate City staff to follow-up on issues that we identify. However, we believe that encouraging ownership of this process by the City's department heads is necessary to get an accurate description of each applicable job from other departments.

Springsted will also, as necessary, schedule interviews and/or focus groups to gather additional information on issues uncovered during our review of the position analysis questionnaire.



### **C. Development of Classification System**

---

Upon receipt of the completed *PAQs*, the consulting team will review and conduct a task analysis of the content of all questionnaires and make preliminary classification decisions. This will be used to develop a consistent program of job classification. The consulting team will attempt to consolidate classifications where feasible, in order to facilitate plan administration.

Springsted has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE®). It is important to note that the Systematic Analysis and Factor Evaluation system is a unique method of job evaluation. *The SAFE® system was designed to measure job factors that apply specifically to public sector organizations.*

The system rates and ranks jobs based on skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating classes to the compensation plan. The system facilitates proper and equitable cross comparisons between and among classes and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each position, or group of positions, will be evaluated and assigned to an appropriate grade based on the classification system. The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

### **D. Review of Preliminary Classifications and Class Descriptions**

---

The consulting team will prepare a preliminary list of employee classifications, develop preliminary class descriptions and submit them to the appropriate staff for review and comment. The consulting team will review the comments and make adjustments based upon the comments received.

After all suggested changes have been evaluated, final classification decisions will be made and the class descriptions finalized.

### **E. Salary Survey and Development of Pay Plan**

---

In order to determine appropriate salary levels of positions in the workforce, Springsted will conduct a salary and benefits survey to compare City positions with analogous positions in the City's competitive market. There may be different labor markets for different positions. Some positions are recruited from the local area, while others may be recruited regionally and/or nationally. Our prior experience in comparable initiatives provides us a strong understanding of the challenges each organization faces in the recruitment, retention and continuous motivation of qualified employees, though the consulting team will work closely with the staff in determining the appropriate sources for survey data.

Appropriate benchmark positions will be identified to be included in the survey. It is proposed that the benchmark positions be selected according to the following criteria:

- Encompass the full range of positions in the study
- Pertain to positions that are experiencing a high rate of turnover

- Be based on an analysis of exit interviews
- Relate to a review of requests for reclassifications
- Conform to information obtained from discussions with department directors

Based on the wage data analysis and the classification system developed, Springsted will develop an appropriate salary schedule. It will reflect the final alignment of positions as determined through the SAFE® evaluation, the market data collected, and the City's policy decisions and compensation philosophy.

#### **F. Implementation Strategy and Staff Training**

---

At the conclusion of the study, Springsted will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the City and the employees while maintaining the City's financial integrity. Springsted also will train members of the staff in the methodology used to develop, maintain and update the classification and pay plan. The training program will include the development and/or revision of class descriptions along with rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Springsted team will remain available to the staff for additional consultation after the study has been completed.

#### **G. Final Report**

---

The final report will be a document that contains the following:

- Detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, compensation plan, estimated cost and implementation plan
- Schematic list of classes and the assignment of each class to a salary grade
- List of detailed class descriptions
- The results of the salary survey
- List of employees and their recommended classifications
- Job evaluation factor analysis for each position

A manual on the use of the SAFE® job evaluation system will be provided.

#### **H. Project Schedule**

---

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Springsted is prepared to initiate the study within 10 days after receiving the official notice to proceed and will complete the study within 150 days.

## 8. Budget

### Professional Fee

Springsted Incorporated will perform all the tasks described in this proposal for a professional fee of \$24,500.

Springsted would invoice the City for work completed based on the following schedule:

Time of Invoice	Percentage Invoiced	Cumulative Percentage Invoiced
Completion of Project Initiation	25%	25%
Completion of PAQ	25%	50%
Distribution of Salary Survey	20%	70%
Completion of Draft Pay Structure(s)	20%	90%
Completion of Final Report	10%	100%

### Additional Work

Should the City of Pleasant Hill request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees.

Title	Hourly Rate
Principal & Senior Officer	\$260
Senior Professional Staff	\$215
Professional Staff	\$160
HR Analyst/Project Coordinator	\$100
Associates	\$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional reports
- Additional job audits
- Work related to a special request
- Additional on-site meetings

**APPENDIX I**  
**Project Team Resumes**

**T.L. Cox**  
*Vice President*  
*Consultant*

Mr. Cox is a Vice President and Consultant in Springsted's Management Consulting Services department specializing in classification and e-solutions. He has an extensive background in classification and compensation, information technology, program/project management, procurement, process re-engineering and organizational transformation.

Mr. Cox previously served the roles of Chief Information Officer (CIO), Director of Consulting Services and Solutions, Program Manager and Systems Administrator/Analyst for various public and private organizations including The City of Tulsa, The Waters Consulting Group, Inc. and The Chickasaw Nation Division of Commerce. As CIO for the City of Tulsa, Mr. Cox managed 142 employees and an approximately \$24M budget. While leading the Information Technology Department, he stabilized a number of enterprise projects; procured and negotiated contracts for replacement CRM and IVR solutions; and reduced the department's operating budget by approximately \$1.6M in slightly over one fiscal year.

As Director of Consulting Services and Solutions for The Waters Consulting Group, Inc., Mr. Cox completed classification and compensation studies for cities, counties, special districts, non-profit organizations, and institutions of higher education. Additionally, he directed WCG's total compensation solutions, pay structure design and modification platforms and online salary and benefit surveys for various municipalities as well as the Texas Municipal League (TML), International City/County Management Association (ICMA), Pennsylvania League of Cities and Municipalities (PLCM), League of Minnesota Cities (LMC), Louisiana Municipal Association (LMA) and American Chamber of Commerce Executives (ACCE).

***Education***

University of Texas, Arlington, Texas  
Master of Public Administration

Southeastern Oklahoma State University, Durant, Oklahoma  
Bachelor of Arts, Political Science/Communication

**Ann S. Antonsen**  
*Vice President*  
*Consultant*

Ann Antonsen is an organization and management consultant, specializing in position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She performs organizational assessments and studies, revisions and development of personnel policies and manuals and conducts organizational management training and providing general human resources assistance.

Ms. Antonsen has been with Springsted since 2005 and serves clients nationwide. With her strong background in Organizational Management and Human Resources, she is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies.

Ms. Antonsen has extensive experience in serving government organizations; she previously worked as a consultant with Labor Relations Associates, Inc., which has served the region for many years, providing management and human resources consulting services. Ms. Antonsen has provided human resources management services for large suburban communities and regional centers. She brings practical experience in handling the wide variety of issues that face public management. Additionally, she has related human resources experience in both public associations and private corporations.

***Education***

University of Minnesota, Minneapolis, Minnesota  
Bachelor of Arts in Psychology  
Continuing Legal Education Courses

***Professional***

International Public Management Association in Human Resources (IPMA)

**Julie A. Urell**  
*Assistant Vice President  
Consultant*

As Assistant Vice President and Consultant with the Management Consulting Services Group, Julie Urell provides project leadership, oversight and consultancy in a number of service areas including compliance and policy, organizational management and compensation and classification plans. Her experience creates additional opportunities to assist clients in areas such as employee relations, complex investigations, Affirmative Action/EEO compliance, benefit plan design and HR technology efficiencies. Prior to joining Springsted, Ms. Urell directed the human resources and diversity compliance function for a large regional non-profit organization and has provided compliance and policy consulting services in the global corporate sector.

Since joining Springsted in 2012, Ms. Urell has provided project and consulting services for clients in Minnesota, Kansas, Wisconsin, Illinois, North Carolina, North Dakota, Virginia and Missouri.

**Education**

University of St. Thomas, Saint Paul, Minnesota

Master of Business Administration

University of Iowa, Iowa City, Iowa

Bachelor of Business Administration - Management Sciences, Industrial Relations and Human Resources

**Affiliations**

Society for Human Resource Management

Human Resource Certification Institute

Board of Directors, Leading Edge Human Resources Network – affiliate of the International Association for Human Resource Information Management

**Professional**

Senior Professional, Human Resources - HRCI

Senior Certified Professional - SHRM

**Daniel “Dan” Tesch**  
*Project Manager*

Mr. Dan Tesch has over 25 years of experience as Human Resources management professional in local government. He is recognized as a leader in both professional and non-profit organization and has provided internal leadership, policy development, recruitment and training. Prior to joining Springsted in January of 2013, Mr. Tesch was the Interim Human Resources Director for the City of West St. Paul, Minnesota and held the position of Assistant City Administrator/Director of Administration/Interim City Administrator for the City of Lino Lakes, Minnesota.

Mr. Tesch has experience in contract negotiations/labor relations, employee recruitment, performance evaluations, employee and community surveys, council/staff communications and employee safety and training.

He has led successful recruitment and hiring efforts for all personnel including top management, department heads, clerical, technical, fire district and general maintenance. He effectively works with consultants, testing professionals and staff panels. Mr. Tesch has also led major reorganization initiatives in response to the needs for greater staff infrastructure in a rapidly growing community.

***Education***

University of St. Thomas, Minnesota  
Mini MBA

St. Cloud State University, Minnesota  
Bachelor of Arts in Public Administration

***Professional***

Minnesota City/County Managers Association (MCMA)  
International Public Management Association in Human Resources (IPMA)  
National Public Employer Labor Relations Association (NPELRA)  
Minnesota Public Employer Labor Relations Association (MPELRA)  
Minnesota Association of Telecommunication Administrators (MACTA)  
Mediation Services of Anoka County (MSAC)  
The Unknown Group (TUG) – Convener 2012  
Association of Professional Management Assistants (APMA) – Past President  
North Metro Telecommunications Commission – Past Officer and Commissioner

***Civic***

Clare Housing, Minneapolis, Minnesota – Board of Directors

**Sara M. Haselbauer**  
*HR Analyst*  
*J.D.*

Ms. Sara Haselbauer is a Human Resources Analyst with the Organizational Management and Human Resources Team. Ms. Haselbauer started as an Administrative Assistant to the Project Management team in 2007. In August 2009, Ms. Haselbauer left Springsted to attend law school before returning in November 2014 as an independent contractor.

She rejoined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment.

***Education***

University of North Dakota School of Law, Grand Forks, North Dakota

Juris Doctor

Certificate in Indian Law

University of St. Thomas, St. Paul, Minnesota

Bachelor of Arts in Sociology and Art History



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 08, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER  
**SUBJECT:** YOUNGSTOWN TRAIL, PHASE 1 PROJECT  
PAYMENT APPLICATION NO. 3 , CHANGE ORDER NO. 2 AND PROJECT ACCEPTANCE

---

**BACKGROUND:**

The City Engineer has developed the plans and specifications for the Youngstown Trail Phase 1 Project. The project has been awarded to Elder Corporation and work now complete. The contractor has submitted the attached Payment Application No. 3 and change order number 2 for work completed through November 3, 2016. Following is a communication from the City Engineer, Snyder and Associates, providing a recommendation for approval of the payment application. The attached resolution approves Payment Application No. 3, change order number 2 and project acceptance.

**ALTERNATIVES:**

Not approve the payment application. However, the work is part of an approved contract and the work has been performed.

**FINANCIAL CONSIDERATIONS:**

Project funds are available.

**RECOMMENDATION:**

Approve the attached resolution for the Youngstown Trail Phase 1 Project.

**RESOLUTION #110716-08**

**A RESOLUTION APPROVING PAYMENT APPLICATION NO. 3 AND CHANGE ORDER  
NO. 2 FOR THE YOUNGSTOWN TRAIL PHASE 1 PROJECT**

WHEREAS, the Pleasant Hill City Council has hired Elder Corporation to complete the Youngstown Trail Phase 1 Project; and

WHEREAS, Elder Corporation has submitted the attached Payment Application No. 3 in the amount of \$34,040.40; and

WHEREAS, the project is now complete and the project can be accepted.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve payment application number three and change order number 2 for the project. BE IT FURTHER RESOLVED, that the project is hereby accepted and that project retainage shall be released following thirty days if no claims have been received.

ADOPTED this 8<sup>th</sup> day of November, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director



November 2, 2016

Mr. Ben Champ  
City of Pleasant Hill  
5160 Maple Drive  
Pleasant Hill, IA 50327

RE: PARTIAL PAYMENT APPLICATION NO. 3  
CHANGE ORDER #2  
YOUNGSTOWN TRAIL, PHASE 1  
PROJECT NO. 115.0979

Dear Mr. Champ:

Final Payment Application No. 3 for the Youngtown Trail, Phase 1 project includes all work completed on the project. At this time, the contractor has completed the project in substantial conformance with the plans and specifications.

Change Order No. 2 adjusts several quantities to field-measured as-built quantities and adds a pipe culvert that was necessary to resolve a drainage issue for the trail adjustment. The final project cost is \$7,360.57 more than the original bid cost due to these items and Change Order No. 1, which included additional clearing and grubbing and additional length round pipe culvert to accommodate a realignment of the trail which was necessary to avoid a wet and unstable area.

We recommend approval of payment Change Order No. 2 in the amount of \$2,263.42 and payment of \$34,040.40 to the contractor. We also recommend acceptance of the project and release of retainage of \$9,867.98 after 30 days if no claims have been received.

Please contact me should you have any questions on this pay application. We will be in attendance at the November 8, 2016 council meeting to answer any questions regarding this partial payment.

Sincerely,

SNYDER & ASSOCIATES, INC.

Mindy S. Moore, AICP  
Project Planner

Enclosures

CC: Eric Cannon, P.E., Snyder & Associates, Inc.

**CHANGE ORDER NO. 2**

OWNER: City of Pleasant Hill, Iowa

PROJECT: Youngstown Trail, Phase 1  
PROJECT #: 115.0979

To: Elder Corporation  
Contractor  
5088 E. University Ave.  
Address  
Des Moines, IA 50327  
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**  
Additional pipe culvert.  
Adjusting contract quantities for special backfill, removal of sidewalk, special subgrade preparation, recreational trail PCC, seeding, filter socks, and rip rap to as-built quantities.

---

2. **Reason for Change:**  
Additional pipe culvert to resolve drainage issues for trail adjustment.  
Upating contract quantities to match field-measured as-built quantities.

---

3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
	PIPE CULVERT	1.00	LS	\$750.00	\$750.00
4	SPECIAL BACKFILL	24.14	TON	\$35.00	\$844.90
14	REMOVAL OF SIDEWALK	22.00	SY	\$12.00	\$264.00
15	SPECIAL SUBGRADE PREPARATION FOR RECREATIONAL TRAIL	-80.16	SY	\$3.00	-\$240.48
16	RECREATIONAL TRAIL, PCC, 6 IN	-12.00	SY	\$30.00	-\$360.00
18	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	1.00	LS	\$750.00	\$750.00
19	FILTER SOCKS, 12 IN.	92.00	LF	\$2.00	\$184.00
20	FILTER SOCKS, REMOVAL	92.00	LF	\$1.00	\$92.00
22	RIP RAP, CLASS E	-0.42	TON	\$50.00	-\$21.00
<b>TOTAL</b>					<b>\$2,263.42</b>

4. This change order will result in a net change in the contract completion time and a net change in the cost of the project as follows:

	<u>Contract Amount</u>	<u>Contract Completion Date</u>
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$195,096.15	July 31, 2016
Change due to this C.O. (+ or -)	\$2,263.42	0
Totals including this C.O.:	\$197,359.57	July 31, 2016

The change described herein is understood, and the terms of settlement are hereby agreed to:

Elder Corporation  
CONTRACTOR  
By [Signature]

DATE: 11/2/2016

Snyder & Associates, Inc.  
ENGINEER

By [Signature]

DATE: 11/3/16

City of Pleasant Hill  
OWNER

By \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICATION FOR PARTIAL PAYMENT NO. 3

PROJECT: Youngstown Trail, Phase 1  
OWNER: City of Pleasant Hill  
CONTRACTOR: Elder Corporation  
ADDRESS: 5088 E University Ave.  
DATE: October 28, 2016

S&A PROJECT NO.: 115.0979

PAYMENT PERIOD: June 1, 2016  
October 28, 2016

1. CONTRACT SUMMARY:

Original Contract Amount:	\$189,999.00	CONTRACT PERIOD:
Net Change by Change Order:	<u>\$7,360.57</u>	Original Contract Date: March 8, 2016
Contract Amount to Date:	\$197,359.57	Contract Completion Date: July 31, 2016

2. WORK SUMMARY:

Total Work Performed to Date:	\$197,359.57
Retainage: 5%	<u>\$9,867.98</u>
Total Earned Less Retainage:	\$187,491.59
Less Previous Applications for Payment:	<u><u>\$153,451.19</u></u>
AMOUNT DUE THIS APPLICATION:	<u><u>\$34,040.40</u></u>

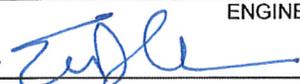
3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:  
(1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Partial Payments.  
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

Elder Corporation  
CONTRACTOR  
By  DATE: 11/2/2016

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER  
By  DATE: 11/3/16

5. OWNER'S APPROVAL

City of Pleasant Hill  
OWNER  
By \_\_\_\_\_ DATE: \_\_\_\_\_

**6. DETAILED ESTIMATE OF WORK COMPLETED:**

		CONTRACT ITEMS				COMPLETED WORK		
No.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	QUANTITY	CO #	COST
1	CLEARING AND GRUBBING	1	LS	\$ 13,000.00	\$13,000.00	1.00	1	\$13,000.00
2	TOPSOIL, ON-SITE	942	CY	\$ 10.00	\$9,420.00	942.00		\$9,420.00
3	EXCAVATION, CLASS 10	1157	CY	\$ 8.00	\$9,256.00	1,157.00		\$9,256.00
4	SPECIAL BACKFILL	50	TON	\$ 35.00	\$1,750.00	74.14	2	\$2,594.90
5	PIPE CULVERT, TRENCHED, RCP, 18 IN. DIA	63	LF	\$ 72.00	\$4,536.00	63.00	1	\$4,536.00
6	PIPE CULVERT, TRENCHED, ARCH RCP, 18 IN. DIA	28	LF	\$ 140.00	\$3,920.00	0.00	1	\$0.00
7	PIPE CULVERT, TRENCHED, RCP, 24 IN. DIA	66	LF	\$ 90.00	\$5,940.00	66.00		\$5,940.00
8	PIPE APRON, RCP, 18 IN. DIA WITH FOOTING	1	EA	\$ 2,100.00	\$2,100.00	1.00	1	\$2,100.00
9	PIPE APRON, ARCH RCP, 18 IN. DIA WITH FOOTING AND GUARD	2	EA	\$ 2,500.00	\$5,000.00	0.00	1	\$0.00
10	PIPE APRON, RCP, 24 IN. DIA WITH FOOTING	1	EA	\$ 2,500.00	\$2,500.00	1.00		\$2,500.00
11	INTAKE SW-512, 24 IN.	1	EA	\$ 1,700.00	\$1,700.00	1.00		\$1,700.00
12	MANHOLE SW-401, 60 IN.	1	EA	\$ 5,600.00	\$5,600.00	1.00		\$5,600.00
13	MANHOLE ADJUSTMENT, MINOR	2	EA	\$ 1,400.00	\$2,800.00	2.00		\$2,800.00
14	REMOVAL OF SIDEWALK	36	SY	\$ 12.00	\$432.00	58.00	2	\$696.00
15	SPECIAL SUBGRADE PREPARATION FOR RECREATIONAL TRAIL	2672	SY	\$ 3.00	\$8,016.00	2,591.84	2	\$7,775.52
16	RECREATIONAL TRAIL, PCC, 6 IN	2327	SY	\$ 30.00	\$69,810.00	2,315.00	2	\$69,450.00
17	DETECTABLE WARNING	48	SF	\$ 50.00	\$2,400.00	48.00		\$2,400.00
18	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	1.30	AC	\$ 3,200.00	\$4,160.00	1.30		\$4,160.00
19	FILTER SOCKS, 12 IN.	408	LF	\$ 2.00	\$816.00	500.00	2	\$1,000.00
20	FILTER SOCKS, REMOVAL	408	LF	\$ 1.00	\$408.00	500.00	2	\$500.00
21	TEMPORARY RECP, TYPE 2C	1,334	SY	\$ 1.00	\$1,334.00	1,334.00		\$1,334.00
22	RIP RAP, CLASS E	48	TON	\$ 50.00	\$2,400.00	47.58	2	\$2,379.00
23	SILT FENCE OR SILT FENCE DITCH CHECK	2,060	LF	\$ 2.00	\$4,120.00	2,060.00		\$4,120.00
24	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	2,060	LF	\$ 0.25	\$515.00	2,060.00		\$515.00
25	TURF REINFORCEMENT MAT, TYPE 1	3	SQ	\$ 75.00	\$225.00	3.00		\$225.00
26	MOBILIZATION	1	LS	\$ 1,741.00	\$1,741.00	1.00		\$1,741.00
27	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	4.5	STA	\$ 200.00	\$900.00	4.50		\$900.00
28	SIGNING FOR URBAN CROSSING	1	LS	\$ 1,000.00	\$1,000.00	1.00		\$1,000.00
29	LARGE CIT DIRECT. STANDARD SIGN ASSEMBLY & INSTALLATION	1	EA	\$ 6,300.00	\$6,300.00	1.00		\$6,300.00
30	SMALL CIT DIRECT. STANDARD SIGN ASSEMBLY & INSTALLATION	1	EA	\$ 5,500.00	\$5,500.00	1.00		\$5,500.00
31	SMALL CIT DIRECT. STANDARD SIGN ASSEMBLY & DELIVERY	3	EA	\$ 3,600.00	\$10,800.00	3.00		\$10,800.00
32	TRAFFIC CONTROL	1	LS	\$ 1,600.00	\$1,600.00	1.00		\$1,600.00
					ORIGINAL CONTRACT:	\$189,999.00		\$181,842.42
CHANGE ORDER SUMMARY:								
CHANGE ORDER #1								
1	CLEARING AND GRUBBING	1	LS	\$3,769.15	\$3,769.15	1	1	\$3,769.15
5	PIPE CULVERT, TRENCHED, RCP, 18 IN. DIA	84	LF	\$72.00	\$6,048.00	84	1	\$6,048.00
6	PIPE CULVERT, TRENCHED, ARCH RCP, 18 IN. DIA	-28	LF	\$140.00	-\$3,920.00		1	\$0.00
8	PIPE APRON, RCP, 18 IN. DIA WITH FOOTING	2	EA	\$2,100.00	\$4,200.00	2	1	\$4,200.00
9	PIPE APRON, ARCH RCP, 18 IN. DIA WITH FOOTING AND GUARD	-2	EA	\$2,500.00	-\$5,000.00		1	\$0.00
					TOTAL CHANGE ORDER #1:	\$5,097.15		\$14,017.15
CHANGE ORDER #2								
4	PIPE CULVERT	1.00	LS	\$750.00	\$750.00	1	2	\$750.00
14	SPECIAL BACKFILL	24.14	TON	\$35.00	\$844.90		2	\$0.00
14	REMOVAL OF SIDEWALK	22.00	SY	\$12.00	\$264.00		2	\$0.00
15	SPECIAL SUBGRADE PREPARATION FOR RECREATIONAL TRAIL	-80.16	SY	\$3.00	-\$240.48		2	\$0.00
16	RECREATIONAL TRAIL, PCC, 6 IN	-12.00	SY	\$30.00	-\$360.00		2	\$0.00
18	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	1.00	LS	\$750.00	\$750.00	1	2	\$750.00
19	FILTER SOCKS, 12 IN.	92.00	LF	\$2.00	\$184.00		2	\$0.00
20	FILTER SOCKS, REMOVAL	92.00	LF	\$1.00	\$92.00		2	\$0.00
22	RIP RAP, CLASS E	-0.42	TON	\$50.00	-\$21.00		2	\$0.00
					TOTAL CHANGE ORDER #2:	\$2,263.42		\$1,500.00
					TOTAL CONTRACT & CHANGE ORDERS	\$197,359.57		\$197,359.57



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 08, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER  
**SUBJECT:** SITE PLAN APPROVAL  
GOLF CARS OF IOWA

---

**BACKGROUND:**

Associated Engineering Company of Iowa has submitted the attached site plan documents for Golf Cars of Iowa to add a storage facility located on 5610 NE 12<sup>th</sup> Avenue. Golf Cars of Iowa has its headquarters at 5181 Maple Drive and has been a longstanding business in the community and is looking to expand their operations within the City of Pleasant Hill.

The site is zoned I-2 Light Industrial zoning district and the developer is proposing to remove the three existing buildings on the site and construct a new 4,160 SF warehouse building. The storage facility will not have any employees regularly on site so has minimal parking requirements. The site does include two parking stalls and landscaping to be installed along the frontage of the property. The building site is limited in size and the project engineer has worked with the City Engineer to creatively address the storm water requirements for commercial new construction projects. The site plan shows a new tile line and associated infrastructure which meets the requirements for storm water.

The I-2 district does have architectural standards which require the buildings to have an upgraded façade for portions visible within 250' of a public street or highway. Building elevations show that the front of the building will include a mixture of stone and brick veneer with other trim and detailing which exceeds the architectural standards for the district.

Staff and City Engineer have worked with the project engineer to address all comments on the project. Any modifications or deviations from the site plan will require an amendment and new approvals.

**ALTERNATIVES:**

Not approve the site plan. However, the proposed project would be delayed or terminated.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Approve the attached resolution approving the site plan.

**RESOLUTION #110816-09**

**A RESOLUTION APPROVING SITE PLAN FOR GOLF CARS OF IOWA**

WHEREAS, Golf Cars of Iowa has submitted the attached site plan for a new warehouse building at 5610 NE 12<sup>th</sup> Avenue; and

WHEREAS, the site plan has been reviewed by the Planning and Zoning Commission with a recommendation for approval;

NOW THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached site plan for the Golf Cars of Iowa project.

ADOPTED this 8<sup>th</sup> day of November, 2016.

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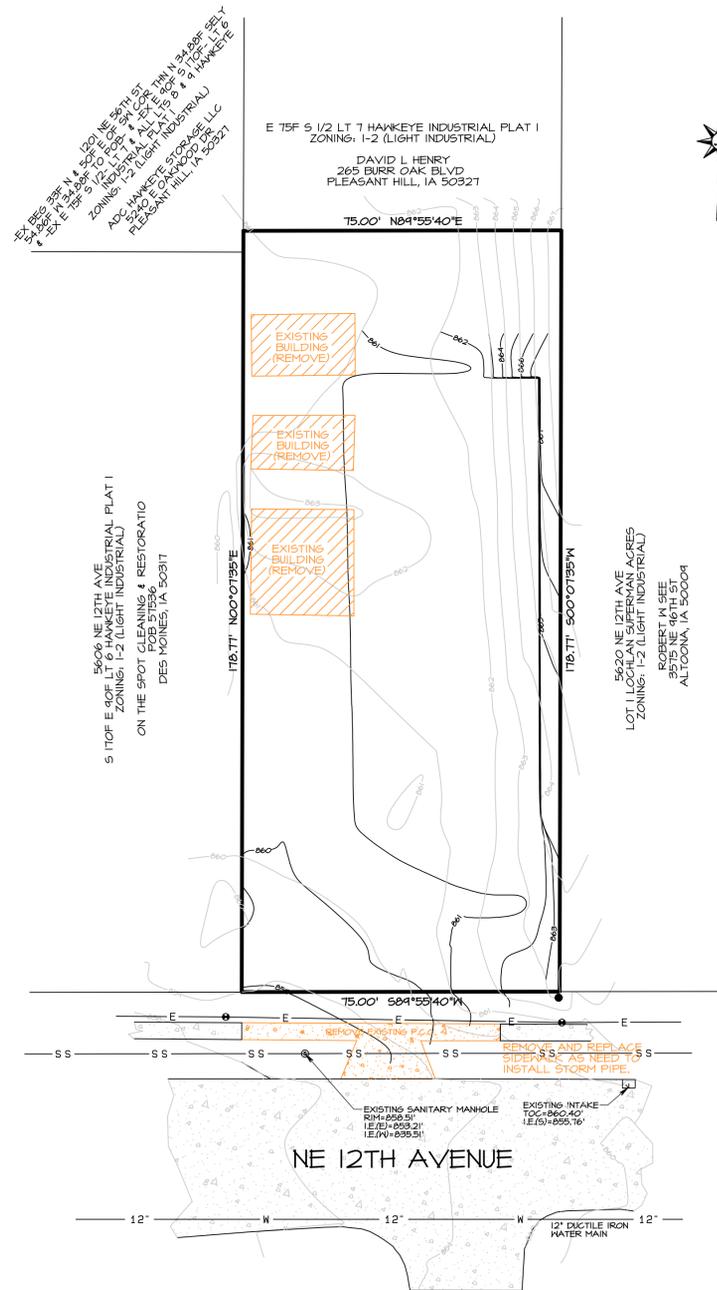
Sara Kurovski, Mayor

ATTEST:

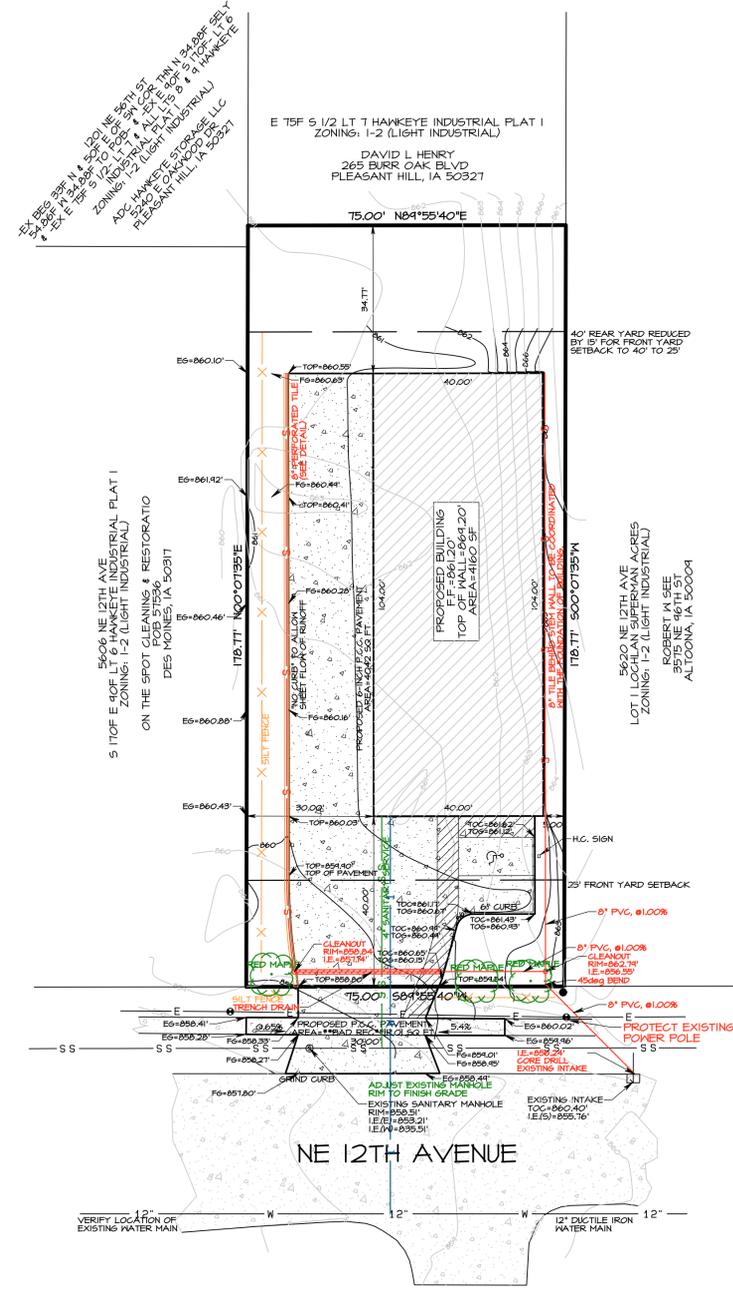
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Dena Spooner, City Clerk/Finance Director

DEMOLITION PLAN



SITE PLAN/GRADING PLAN



Developed Site

Area Impervious	8205	sf	0.19	acres	0.95
Area Pervious	5203	sf	0.12	acres	0.3
Total Area	13408	sf	0.31	acres	

Allowable Runoff From Site

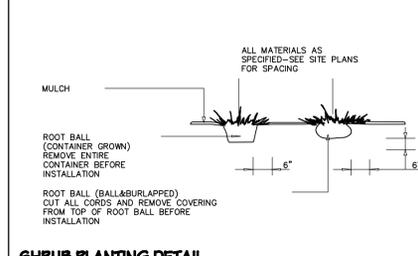
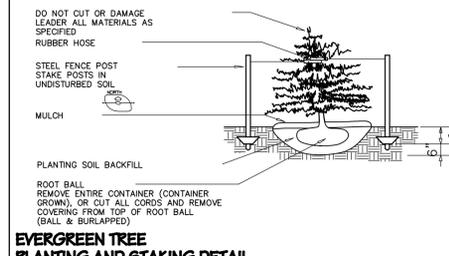
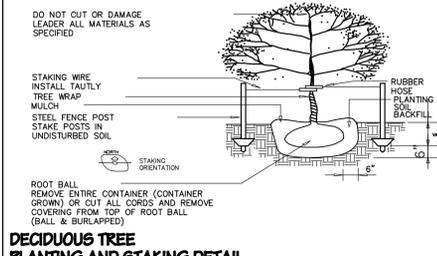
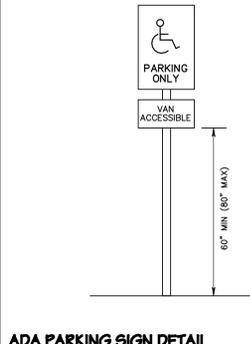
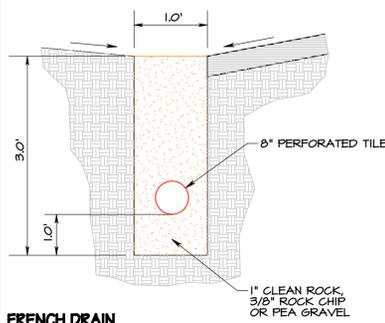
C	=	0.3			
I5	=	5.08	in/hr	tc =	10 minutes
At	=	0.31	acres		
Qa	=	C*15*At			
	=	0.47	cfs		
Cd	=	0.70			

Estimated Storage for tc

Q100	=	1.97	cfs
V100	=	1179	cf
Vdetained	=	898	cf

Estimated Storage in Fench Drain

Tile	=	8	inch
Tile Length	=	144	ft
Rock (w)	=	1	ft
Rock (d)	=	3	ft
Rock	=	432	cf
% Voids	=	40%	
Vrock	=	173	cf
Vtile	=	50	cf
Vstorage	=	223	cf



Golf Cars of Iowa

SITE PLAN

Associated Engineering Company of Iowa

DATE APPROVED  
DATE PRINTED  
Fr1 Oct 28, 2016  
AEC #: 206625

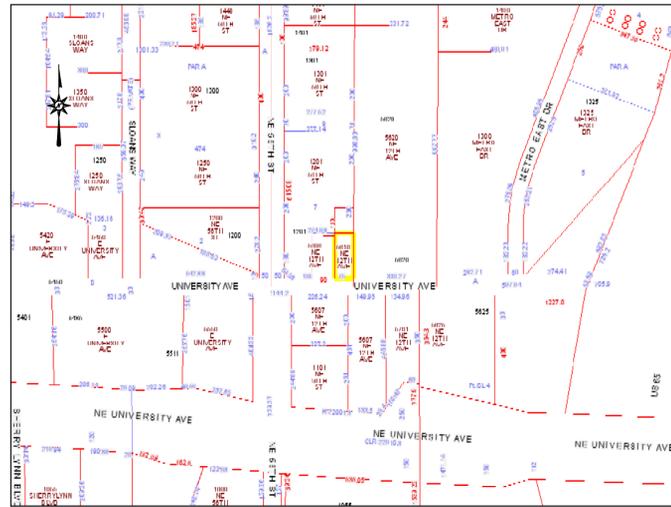
SHEET 2 OF 2

REVISIONS

Associated Engineering Company of Iowa  
2917 Martin Luther King Jr. Parkway  
Des Moines, Iowa 50310  
Phone (515) 255-3156 Fax (515) 255-3157  
http://www.aecoflowa.com

COMPUTER AIDED DESIGN & PLOTTING  
PROJECT MANAGER: Victor Paganotti

ASSESSOR'S MAP



AERIAL PHOTO



PICTOMETRY



LEGEND

- MONUMENT FOUND AS NOTED
- SET 5/8" RE-ROD W/CP 3228
- ▲ SECTION CORNER FOUND AS NOTED
- △ SECTION CORNER SET AS NOTED
- ⊙ SANITARY MANHOLE AS NOTED
- ⊙ STORM MANHOLE AS NOTED
- ⊙ TRAFFIC MANHOLE AS NOTED
- ⊙ UTILITY MANHOLE AS NOTED
- ⊙ PHONE MANHOLE AS NOTED
- ⊙ GAS VALVE AS NOTED
- ⊙ GAS METER AS NOTED
- ⊙ UTILITY POLE AS NOTED
- ⊙ WELL AS NOTED
- 1" = 100'
- PROPOSED CONTOUR
- FENCE LINE AS NOTED
- BURIED TELEVISION AS NOTED
- BURIED ELECTRIC AS NOTED
- OVER-HEAD ELECTRIC & UTILITIES
- WATER MAIN AS NOTED
- STORM SEWER AS NOTED
- SANITARY SEWER AS NOTED
- BURIED TELEPHONE
- BURIED CABLE/UTILITIES AS NOTED
- FIREHYDRANT AS NOTED
- EXISTING WATER VALVE
- PROPOSED WATER VALVE
- CURB INTAKE AS NOTED
- AREA INTAKE AS NOTED
- HANDICAPT PARKING AS NOTED
- ELECTRIC TRANSFORMER BOX AS NOTED
- UTILITY BOX AS NOTED
- PERK TEST SITE AS NOTED
- EXISTING SPOT ELEVATION
- PROPOSED SPOT ELEVATION
- MEASURED DISTANCE OR BEARING
- RECORDED DISTANCE OR BEARING

# Golf Cars of Iowa COMMERCIAL SITE PLAN

CONTACT INFORMATION

OWNER  
DAVID L HENRY  
5181 MAPLE DRIVE  
PLEASANT HILL, IOWA 50327  
phone #: (515) 249-7030

SITE ADDRESS

5610 NE 12TH AVENUE  
PLEASANT HILL, IOWA 50327

LEGAL DESCRIPTION

LOT 5 HAWKEYE INDUSTRIAL PLAT 1

CONTACT

DAVID HENRY  
PHONE: (515) 249-7030  
ENGINEER  
ASSOCIATED ENGINEERING COMPANY OF IOWA  
2917 MARTIN LUTHER KING JR. PARKWAY  
DES MOINES, IOWA 50310  
ATTN: VICTOR PIAGENTINI  
PHONE (515) 255-3156 ext. 2

AREA SUMMARY

PROPOSED BUILDING	4,160 SQ FT
PROPOSED CONCRETE	4,045 SQ FT
OPEN SPACE	5,203 SQ FT
TOTAL	13,408 SQ FT

TOTALS	
IMPERVIOUS	8,205 SQ FT (61.2%)
PERVIOUS	5,203 SQ FT (38.8%)
FLOOR AREA RATIO	31%

MINIMUM OPEN SPACE (15%)	= 2,011 SQ FT
PROVIDED OPEN SPACE (31%)	= 5,203 SQ FT

PARKING REQUIREMENTS

WARE HOUSE (1 SPACE PER 5,000 SQ FT)  
1 STALL REQUIRED  
2 STALLS PROVIDED

EMPLOYEES

MAX. ANY SHIFT = 0

BUILDING USAGE

WARE-HOUSE

BUILDING HEIGHT

HEIGHT OF BUILDING = 16 FEET

GENERAL NOTES

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
- ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET OR EXCEED MINIMUM REQUIREMENTS OF THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL REQUIRED PERMITS FOR PERFORMING THE WORK.
- THE URBAN DESIGN STANDARDS FOR PUBLIC IMPROVEMENTS SHALL APPLY TO GRADING, EROSION CONTROL AND ASSOCIATED WORK FOR THE PROJECT.
- THE OWNER/DEVELOPER IS RESPONSIBLE FOR MEETING ALL STATE OF IOWA DEPARTMENT OF NATURAL RESOURCES, APPLICABLE CITY, URBAN DESIGN STANDARDS FOR PUBLIC IMPROVEMENTS, OR ANY OTHER CODES, REGULATIONS, OR RESTRICTIONS SET FORTH BY ANY AND ALL GOVERNING AGENCIES.
- NOTIFY OWNER, ENGINEER, AND CITY AT LEAST 48 HOURS PRIOR TO BEGINNING WORK.
- ALL PROPOSED CONTOURS AND SPOT ELEVATION SHOWN ARE FINISHED GRADES AND/OR TOP OF PAVING SLAB, UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL FURNISH AND PLACE ALL NECESSARY SIGNS AND BARRICADES DURING CONSTRUCTION IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS.
- POST DEVELOPMENT RUNOFF SHALL NOT ADVERSELY AFFECT DOWNSTREAM DRAINAGE FACILITIES OR PROPERTY OWNERS.
- ANY DAMAGE DONE TO THE EXISTING FENCES, YARDS OR OTHER STRUCTURES OUTSIDE THE CONSTRUCTION LIMITS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- EXISTING & PROPOSED UTILITIES
  - THE EXACT LOCATION AND ELEVATION OF ALL UTILITIES SHALL BE DETERMINED BY THE CONTRACTOR AT THE TIME OF CONSTRUCTION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES, AND ANY DAMAGE TO SAID UTILITIES.
  - A REQUEST FOR UNDERGROUND UTILITY LOCATES MUST BE PLACED WITH IOWA ONE CALL (1-800-292-8989) 48 HOURS PRIOR TO ANY DIGGING OR EXCAVATION BY THE CODE OF LAW.
  - LENGTH OF UTILITIES SHOWN ON PLANS ARE DIMENSIONED FROM CENTERLINE OF STRUCTURE TO CENTERLINE OF STRUCTURE, UNLESS OTHERWISE NOTED.
  - ALL FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE RECONNECTED OR TIED INTO STORM SEWER SYSTEM AND NOTED ACCORDINGLY.
- NO MECHANICAL EQUIPMENT, SUCH AS AIR CONDITIONERS, TRASH DISPOSAL SYSTEMS, TRANSFORMERS, JUNCTION BOXES OR OTHER SUCH ITEMS, OVER 3 FEET IN HEIGHT ARE ALLOWED IN REQUIRED SETBACKS.
- ROOF TOP MECHANICAL EQUIPMENT WILL BE SCREENED FROM ADJACENT STREETS.
- ALL UTILITIES SHALL BE INSTALLED UNDERGROUND.
- NO FENCE WILL BE CONSTRUCTED WITHOUT PRIOR APPROVAL OF A BUILDING PERMIT.
- THE OWNER/DEVELOPER IS RESPONSIBLE FOR MEETING ALL STATE OF IOWA DEPARTMENT OF NATURAL RESOURCES, APPLICABLE CITY, URBAN DESIGN STANDARDS FOR PUBLIC IMPROVEMENTS, OR ANY OTHER CODES, REGULATIONS, OR RESTRICTIONS SET FORTH BY ANY AND ALL GOVERNING AGENCIES.
- ANY AMENDMENTS OR CHANGES TO THE PROJECT SITE THAT DO NOT MEET WHAT IS SHOWN ON THE SITE PLAN NEED TO BE APPROVED WITH THE PERMIT AND DEVELOPMENT CENTER PRIOR TO INSTALLATION/CONSTRUCTION.
- THIS SITE SHALL BE MAINTAINED IN COMPLIANCE WITH ALL CITY CODE APPLICABLE ON THE DATE OF SITE PLAN APPROVAL.
- ANY NEW ROOFTOP MECHANICAL EQUIPMENT MUST BE SCREENED FROM STREET LEVEL AND RESIDENTIAL VIEW.
- LIGHTING MUST BE LOW GLARE CUT OFF TYPE FIXTURES TO REDUCE THE GLARE OF LIGHT POLLUTION ON SURROUNDING PROPERTIES.
- ALL DISTURBED AREAS SHOULD BE RESTORED BY SEEDING OR SODDING.
- NO NEW SIGNAGE WILL BE ADDED.

ZONING (I-2)

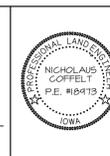
- Bulk Regulations. The following minimum requirements shall be observed in the I-2 District.
- Front Yard: 25 feet
  - Side Yard: None required, except where adjacent to any "R" District or street right-of-way line, in which case, 25 feet.
  - Rear Yard: 40 feet; provided, however, that for every foot the front yard is increased over 25 feet, the rear yard may be decreased in direct proportion thereto, but in no case shall the rear yard be less than 10 feet.
  - Maximum Height: 75 feet.
  - Lot Area Required: No minimum.
  - Lot Width Required: No minimum.

LANDSCAPING REQUIREMENTS (168.05)

- ONE TREE PER 50 FEET OF FRONTAGE
  - FRONTAGE ON 12TH STREET (75/50) = 2 TREES
- ONE TREE PER 18 PARKING SPACES. (2 SPACES/18) = 1 TREE
- LANDSCAPING
  - PROPOSED TREES = 3 TREES (RED MAPLES)

ENGINEERING CERTIFICATION

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



SIGNED: NICHOLAUS COFFELT PE # 18973  
LICENSE EXPIRES DATE: DEC 31 2017  
PAGE COVERED BY THIS SEAL

Golf Cars of Iowa - SITE PLAN  
TITLE SHEET/COVER SHEET

DATE APPROVED

1ST SUBMITAL  
AUGUST 28TH, 2013

DATE PRINTED

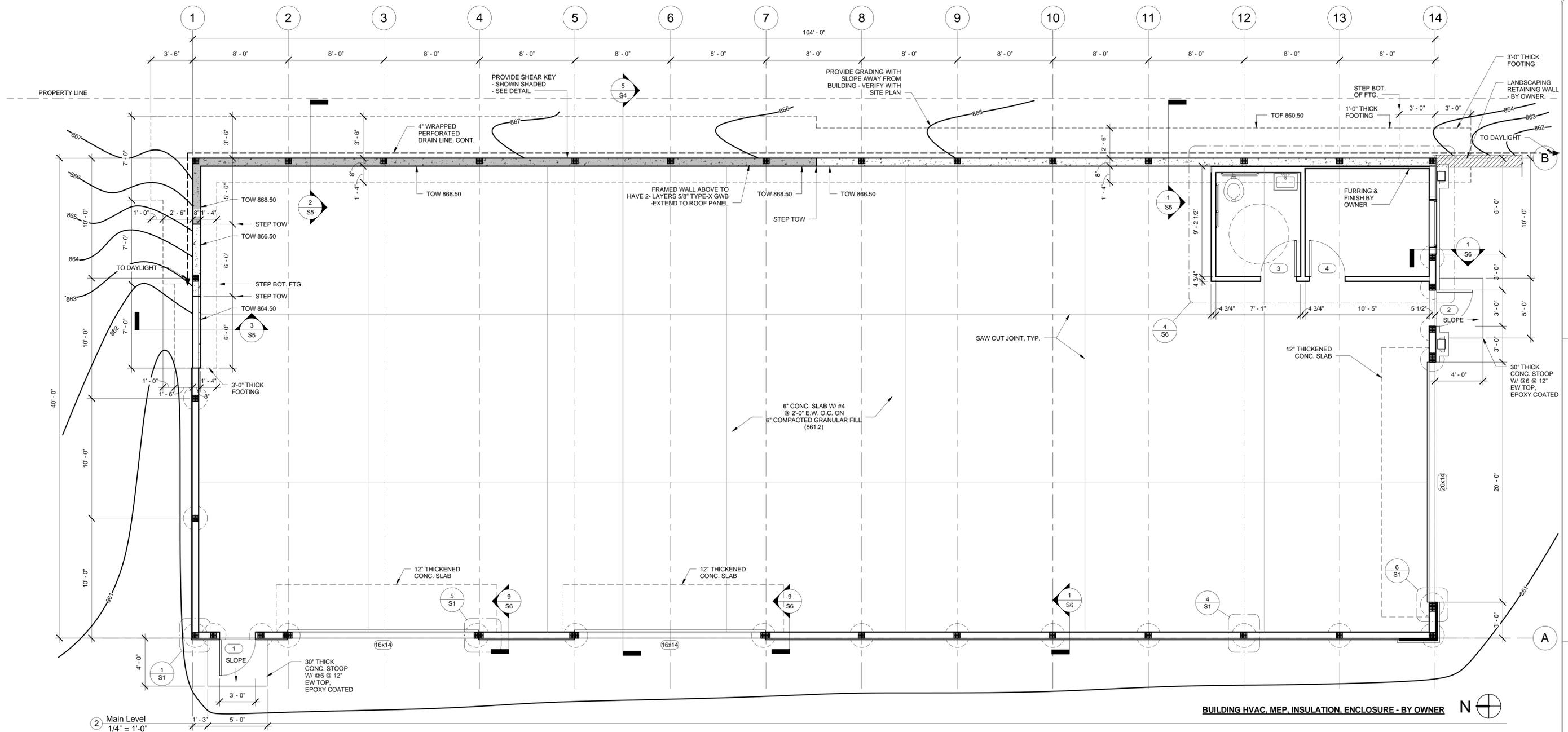
Fri Oct 28, 2016

AE# 206625

SHEET 1 OF 2

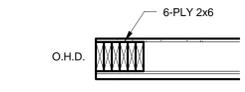
REVISIONS  
10-24-2011 "CITY COMMENT"  
ASSOCIATED ENGINEERING COMPANY OF IOWA  
2917 MARTIN LUTHER KING JR. PARKWAY  
DES MOINES, IOWA 50310  
PHONE (515) 255-3156 FAX (515) 255-3157  
http://www.aecoflowa.com  
PROJECT MANAGER: Victor Piagentini  
AEC PROJECT #: 206625

Associated Engineering Company of Iowa

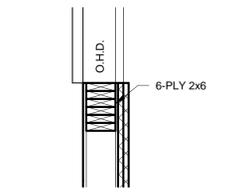


2 Main Level  
1/4" = 1'-0"

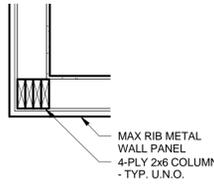
BUILDING HVAC, MEP, INSULATION, ENCLOSURE - BY OWNER



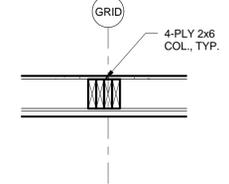
5 COL. DETAIL @ 16x14  
3/4" = 1'-0" JAMB POST - 1



6 COL. DETAIL @ 20x14  
3/4" = 1'-0" JAMB POST - 1



1 TYP. COL. DETAIL @ CORNER  
3/4" = 1'-0"



4 TYP. COL. DETAIL  
3/4" = 1'-0" (JAMB POST - 2 SIM)

### CODE REVIEW

**CODE REVIEW**  
2012 International Building Codes

**Office / Warehouse**  
5610 NE 12th Ave.  
Pleasant Hill, IA

**Occupancy:**  
Office: B  
Warehouse: S-1

**Occupancy Separation: (B / S-1)**  
No separation Required (Table 508.4)

**Construction Type:**  
Type: V-B  
Single story

**Fire Protection:**  
East wall of facility is required to have a 1 - hour fire rating due to proximity of the wall to the property line, 5'-0" (Table 602). All other exterior walls do not require a fire rating. East wall exterior wall covering shall have a "tolerable level incident radiant heat energy" of: 12.5 (Kw/M2)

**Tenant Space Area:**  
**Office: 190 s.f. (includes toilet)**  
(190/9,000 = 0.02)  
**Warehouse: 3,970 s.f.**  
(3,970/9,000 = 0.44)  
Mixed Occupancy Ratio: 0.02 + 0.44 = 0.46 < 1; therefore, OK.  
**Allowable Area: (Table 503)**  
**Office: 9,000 s.f.**  
**Warehouse: 9,000 s.f.**

**Occupant Load Factor:**  
**Office:** 190 s.f./100 s.f. per occupant = 1.9 occupants (say 2)  
**Warehouse:** 3,970 s.f./500 s.f. per occupant = 7.94 occupants (say 8)

Total Occupants: 10 occupants (5 men + 5 women)

**Toilet Requirements: (Per ICC 2902.1)**  
**OFFICE & WAREHOUSE AREA:**  
**MEN (5):**  
Water Closets: 1 per 25 for first 50; then 1 per 50 for remainder: 1 water closet required  
Lavatories: 1 per 40 for the first 80; then 1 per 80 over the first 80: 1 lavatory required

**WOMEN (5):**  
Water Closets: Same as above: 1 water closet required  
Lavatories: Same as above: 1 lavatory required

**Based on the small occupant load (10 people) we are proposing the following facilities:**  
**UNISEX TOILET (10):**  
Water Closets: 1 water closet required  
Lavatories: 1 Lavatory required

**GENERAL FACILITY:**  
Drinking Fountains: 1 per 1,000; therefore: (optional?) 1 drinking fountain  
Service Sink: 1 service sink required

The above is based on Table 2902.1 of the International Building Code and Section 419.2 of the Plumbing Code.  
The above was prepared by:  
Lon Sinclair, AIA; Iowa Registration No. 2472  
Sinclair Architects  
3737 Woodland Ave., Suite 640  
West Des Moines, IA 50266

Area Schedule		
Name	Area	Level
STORAGE BUILDING	4160 SF	SLAB ON GRADE

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.

Timothy J. Korpela, PE Date  
My license renewal date is: DECEMBER 31, 2016  
Sheets covered by this seal: STRUCTURE ONLY

Structural Component	Description	Spacing
Sidewall Posts	4-ply 2X6 nail-laminated column (upper portion of column is #1 SYP, lower portion of column is #1 SYP treated)	8'-0" o.c.
Endwall Posts	4-ply 2X6 nail-laminated column (upper portion of column is #1 SYP, lower portion of column is #1 SYP treated)	10'-0" o.c.
Foundation	24"Ø x 1'-4" conc. footing w/ 2'-2" compacted road stone fill & 8" conc. foundation/retaining wall w/ footing (see plan) U.N.O.	8'-0" o.c.
Wall Girts	2x6 #2 SYP	24" o.c.
Roof Purlins	2x4 #2 SYP, on edge	24" o.c. and 16" o.c. in unbalanced snow area
Roof Trusses	Metal plate connected wood truss, 4:12 pitch Loading: TCLL = 25 psf, TCCL = 5 psf, BCCL = 5 psf	8'-0" o.c.
Roof/Wall Sheathing	29 gage Imperial Rib metal sheathing by abcmetalroofing	n/a

1239 73rd Street, Studio C  
Windsor Heights, Iowa 50324  
P 515.271.0655  
F 515.271.0685  
Tim@KorpelaEngineering.com



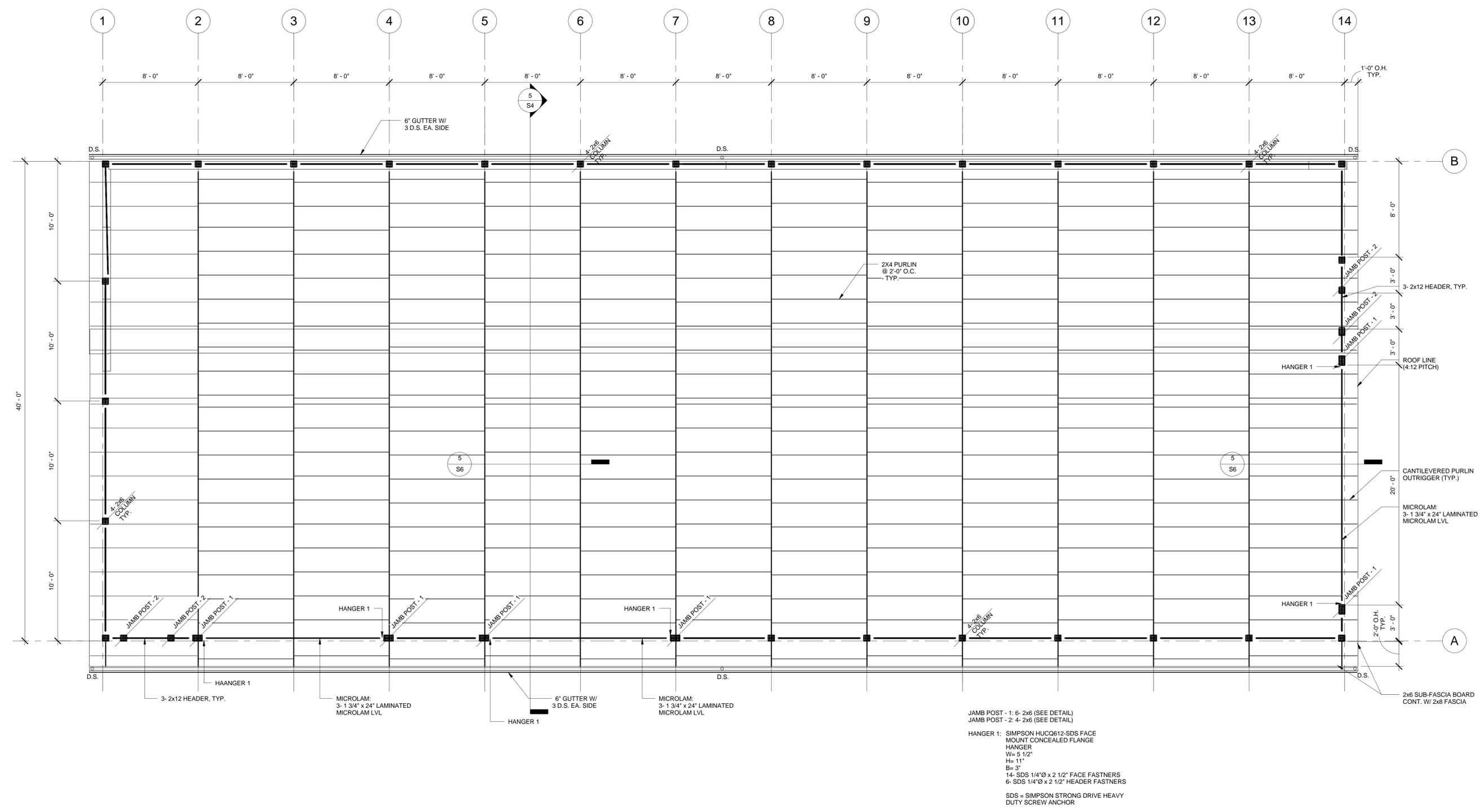
STORAGE BUILDING  
5610 NE 12th AVE.  
PLEASANT HILL, IA

HENRY BUILDERS  
PLEASANT HILL, IA

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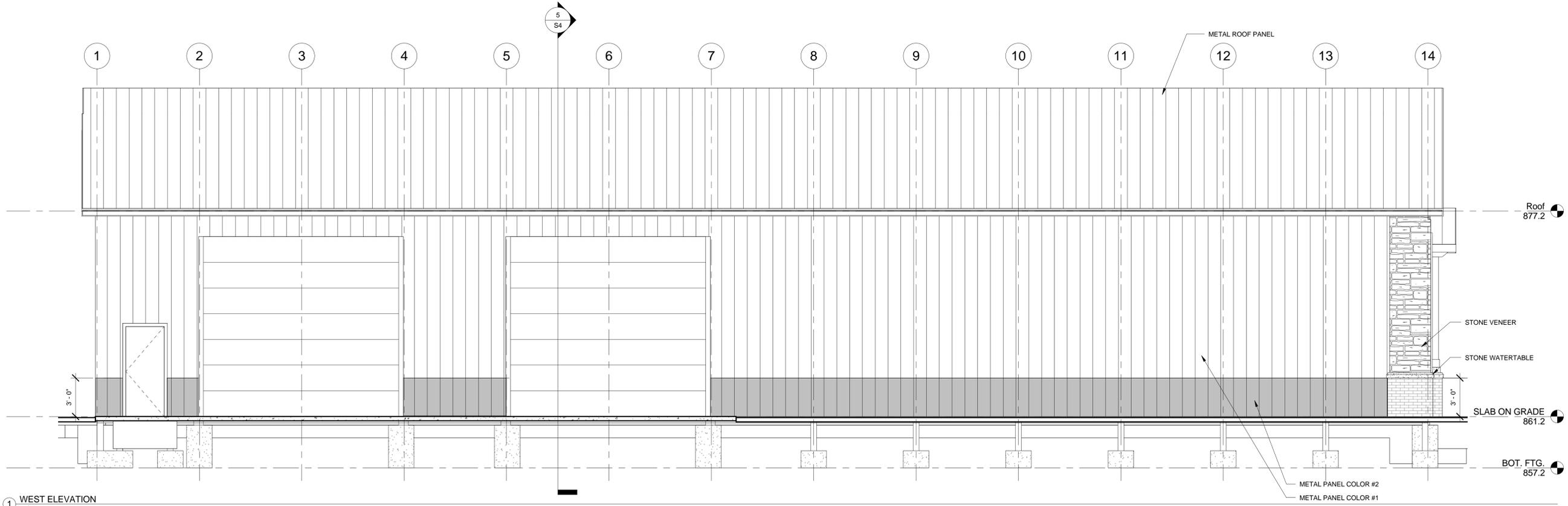
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FLOOR PLAN

S1



1 Roof  
 1/4" = 1'-0"

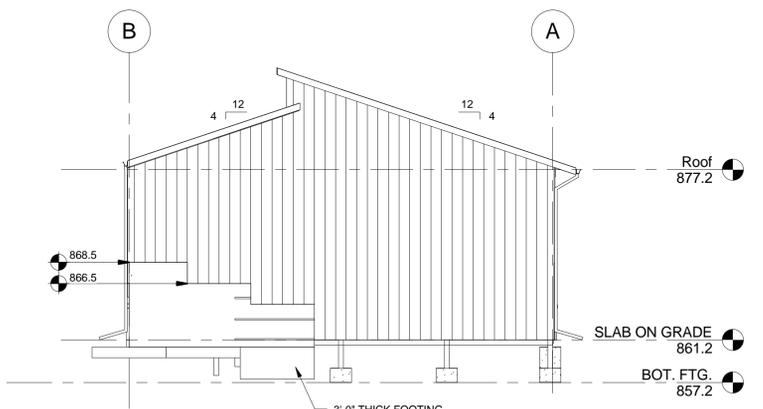
JAMB POST - 1: 6- 2x6 (SEE DETAIL)  
 JAMB POST - 2: 4- 2x6 (SEE DETAIL)  
 HANGER 1: SIMPSON HUC612-SDS FACE  
 MOUNT CONCEALED FLANGE  
 HANGER  
 W= 5 1/2"  
 H= 11"  
 B= 3"  
 14- SDS 1/4"Ø x 2 1/2" FACE FASTENERS  
 6- SDS 1/4"Ø x 2 1/2" HEADER FASTENERS  
 SDS = SIMPSON STRONG DRIVE HEAVY  
 DUTY SCREW ANCHOR



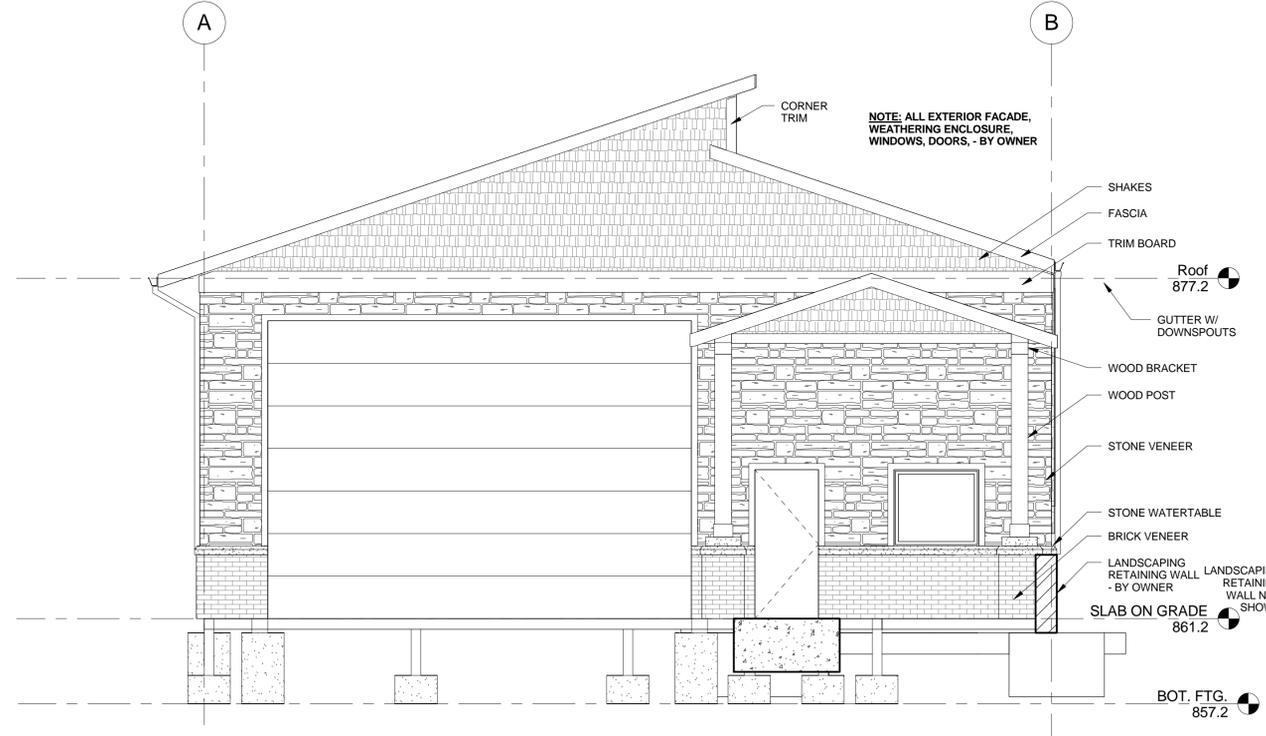
1 WEST ELEVATION  
1/4" = 1'-0"

Door Schedule					
Mark	Width	Height	Head Height	Count	Comments
1	3' - 0"	7' - 0"	7' - 0"	1	
2	3' - 0"	7' - 0"	7' - 0"	1	
3	3' - 0"	7' - 0"	7' - 0"	1	
4	3' - 0"	7' - 0"	7' - 0"	1	
16x14	16' - 0"	14' - 0"	14' - 0"	2	
20x14	20' - 0"	14' - 0"	14' - 0"	1	

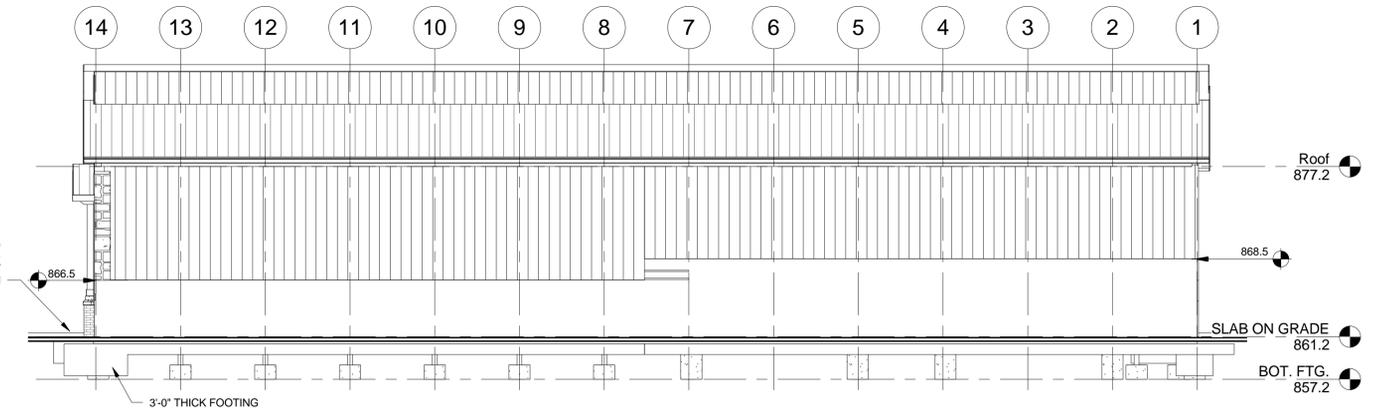
**FAÇADE SURFACE AREA CALCULATIONS:**  
**TOTAL FAÇADE SQUARE FOOTAGE = 800 SQ. FT.**  
 DOORS & WINDOWS:  
 O.H. = 280 SQ. FT.  
 MAN DOOR = 21 SQ. FT.  
 WINDOW = 14 SQ. FT.  
 TOTAL = 315 SQ. FT.  
 SURFACE AREA SQUARE FOOTAGE = 485 SQ. FT.  
 TRIM: 64 SQ. FT. (13%)  
 SHAKES: 156 SQ. FT. (32%)  
 STONE: 265 SQ. FT. (55%)



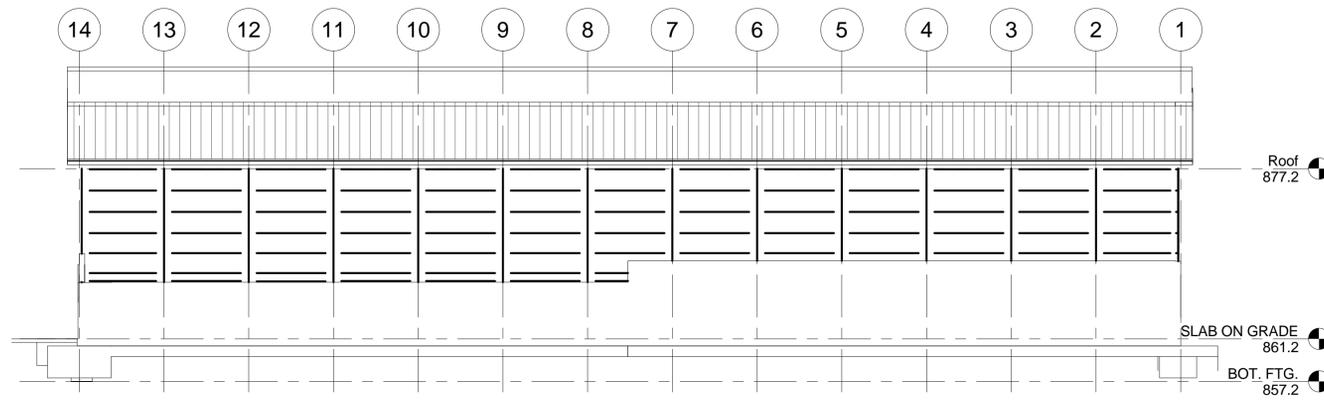
4 NORTH ELEVATION  
1/8" = 1'-0"



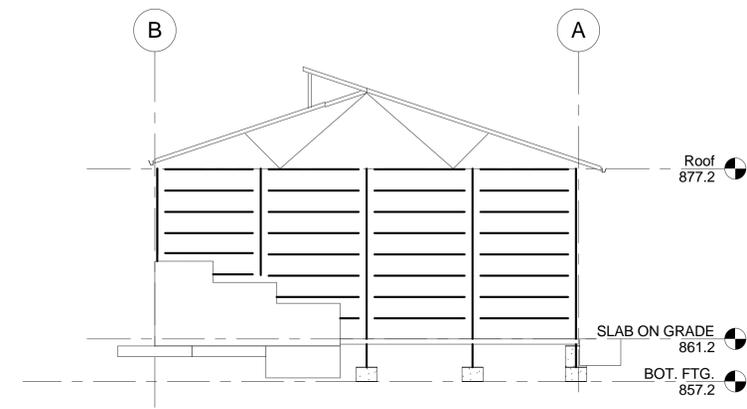
2 SOUTH ELEVATION  
1/4" = 1'-0"



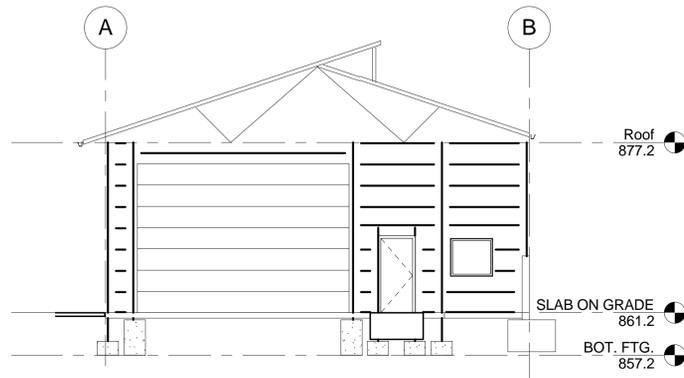
3 EAST ELEVATION  
1/8" = 1'-0"



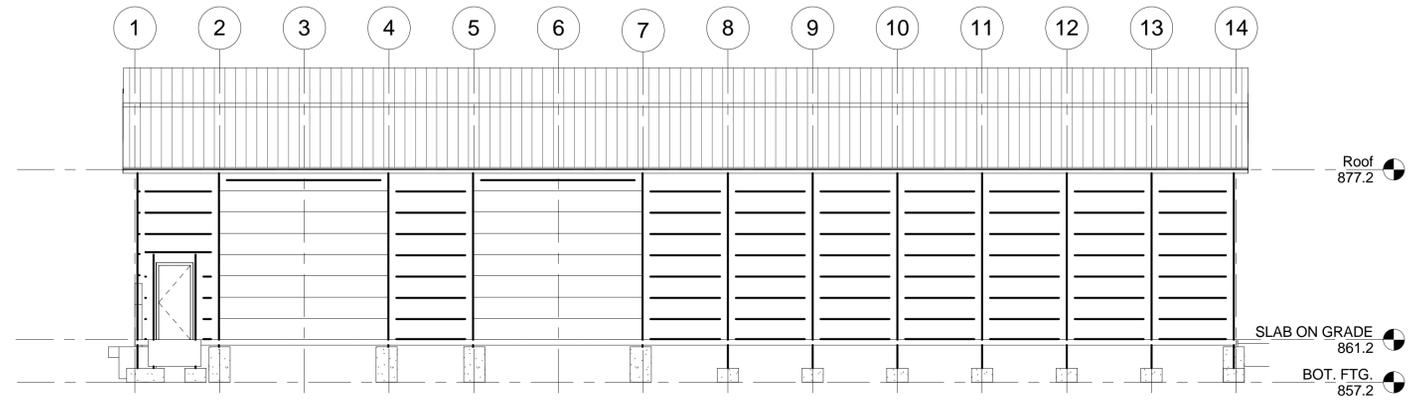
1 EAST FRAMING ELEVATION  
1/8" = 1'-0"



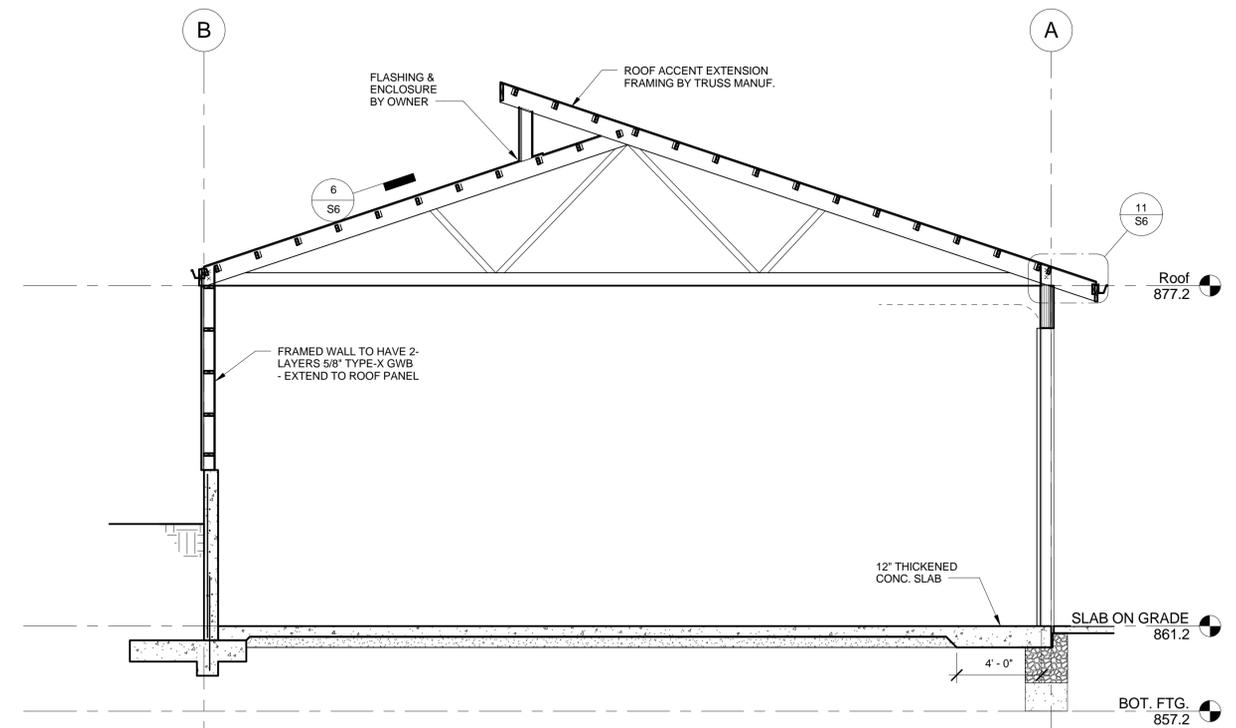
2 NORTH FRAMING ELEVATION  
1/8" = 1'-0"



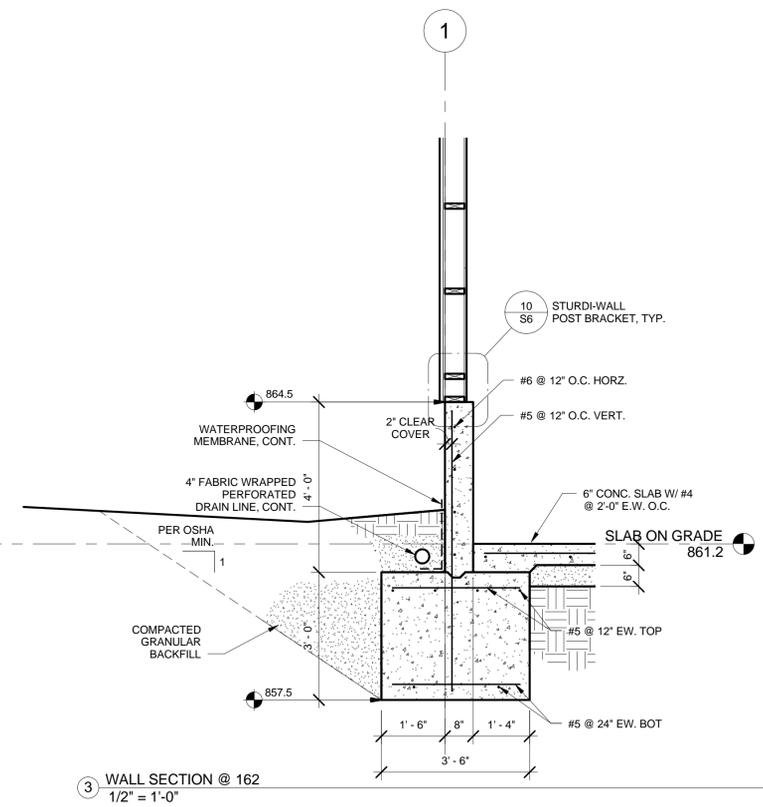
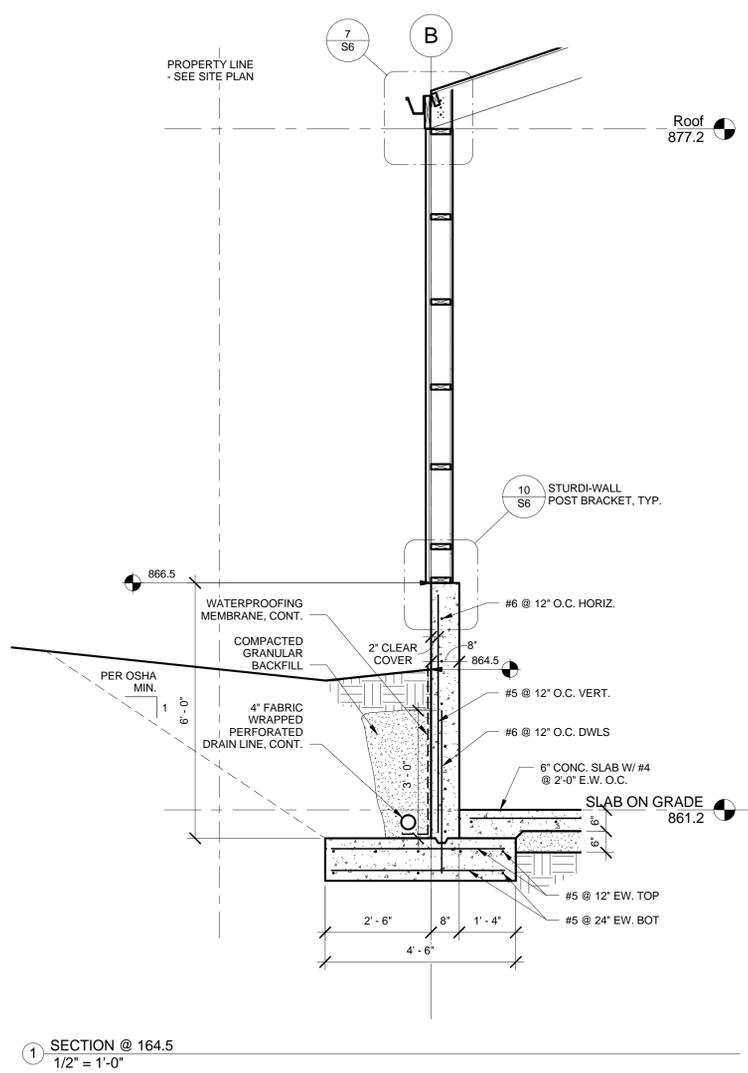
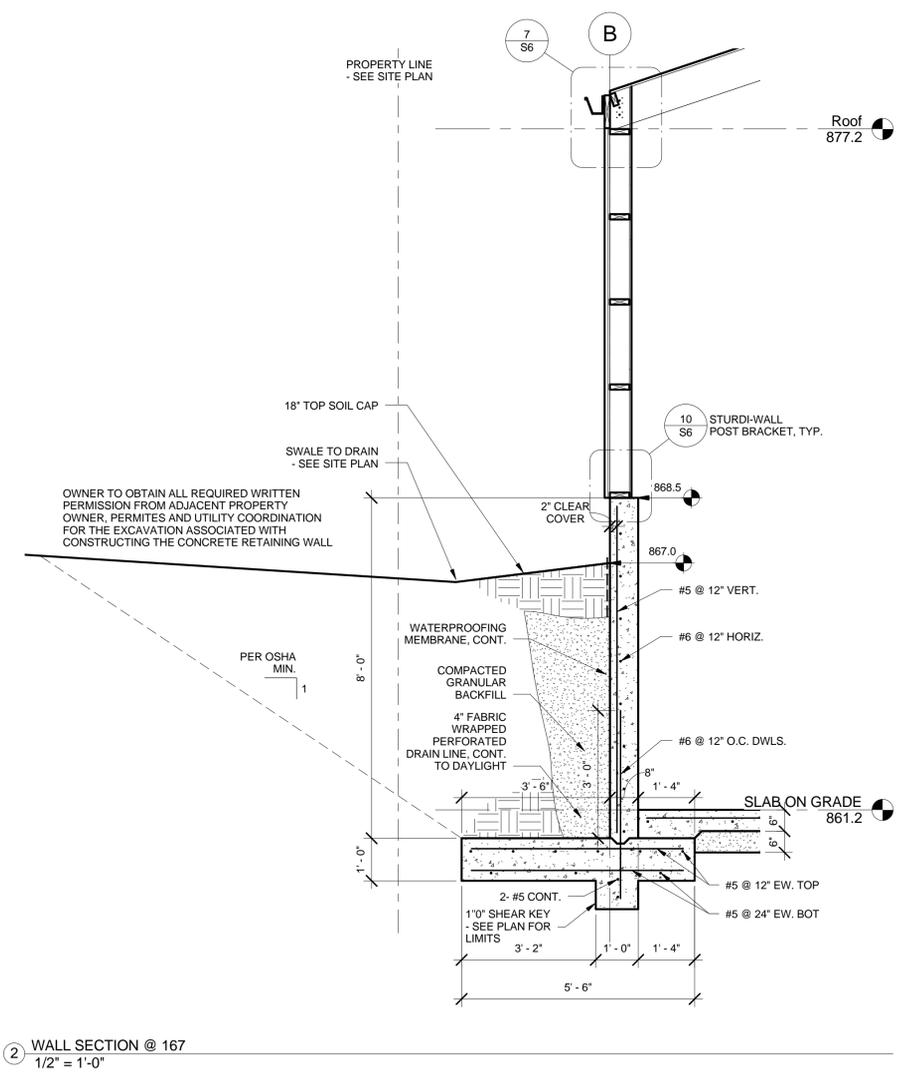
3 SOUTH FRAMING ELEVATION  
1/8" = 1'-0"



4 WEST FRAMING ELEVATION  
1/8" = 1'-0"



5 BUILDING SECTION  
1/4" = 1'-0"

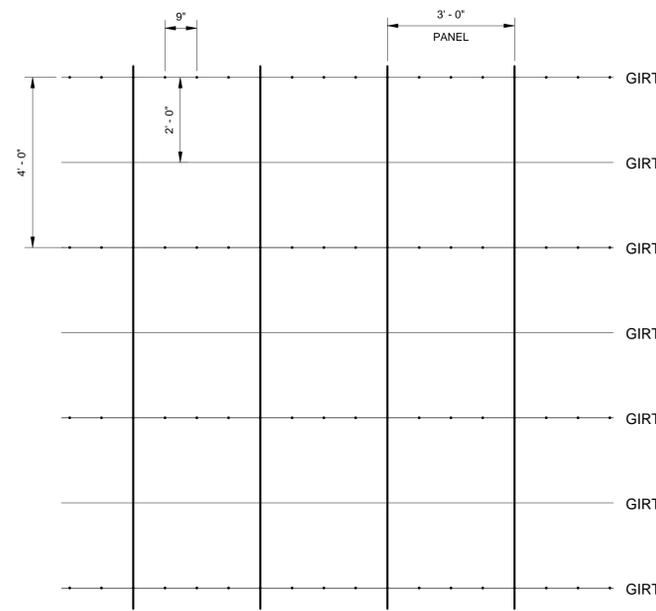


**STORAGE BUILDING**  
5610 NE 12th AVE.  
PLEASANT HILL, IA

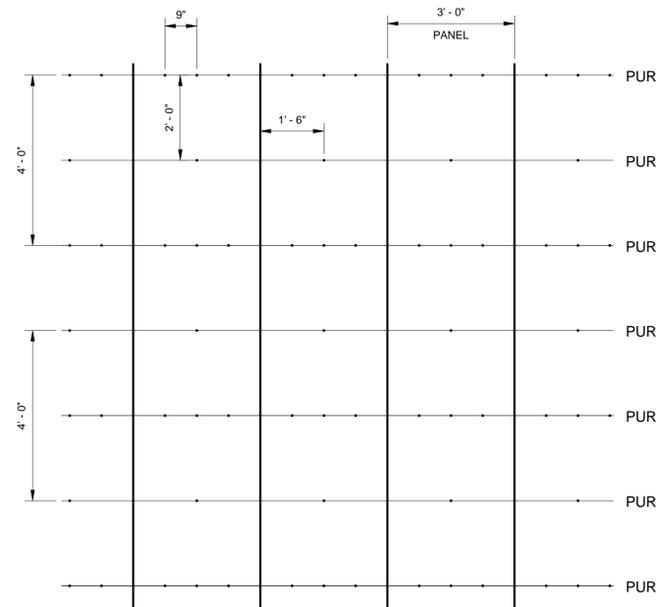
**HENRY BUILDERS**  
PLEASANT HILL, IA

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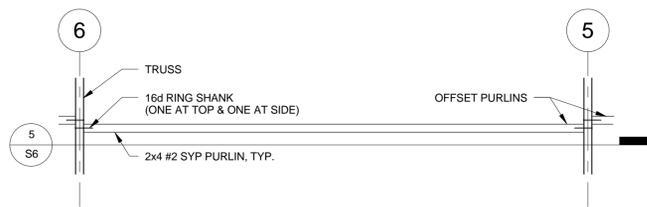
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SECTIONS



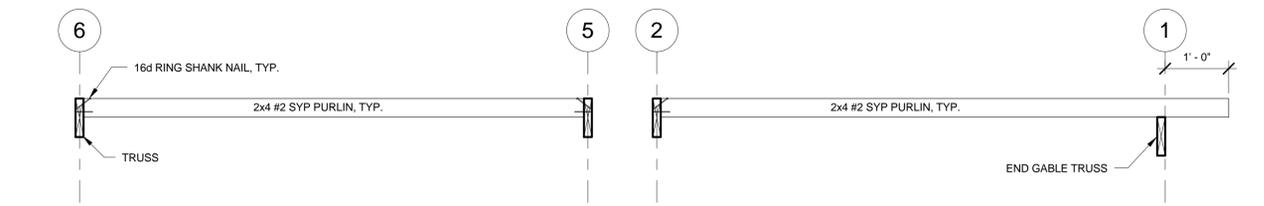
3 WALL FASTENING  
1/2" = 1'-0"



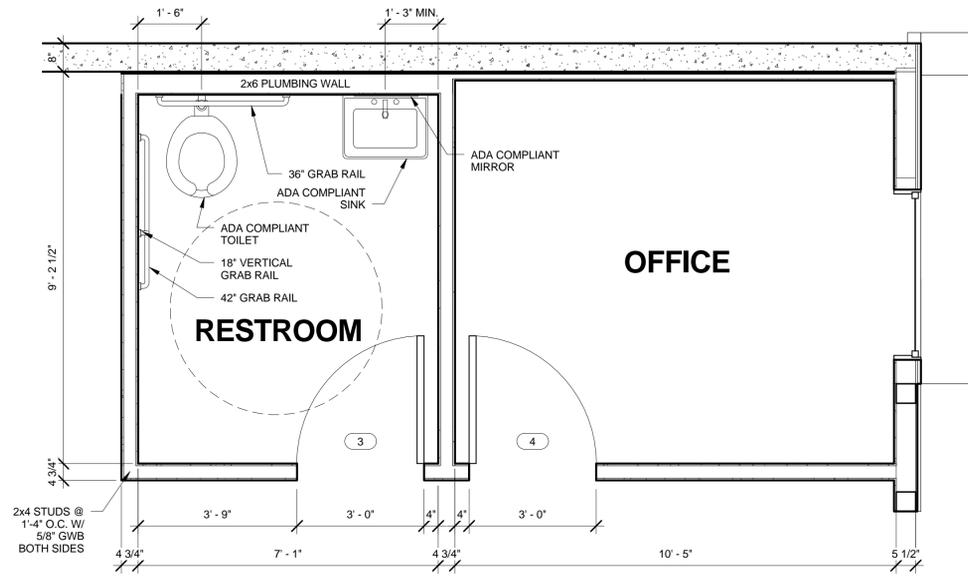
2 ROOF FASTENING  
1/2" = 1'-0"



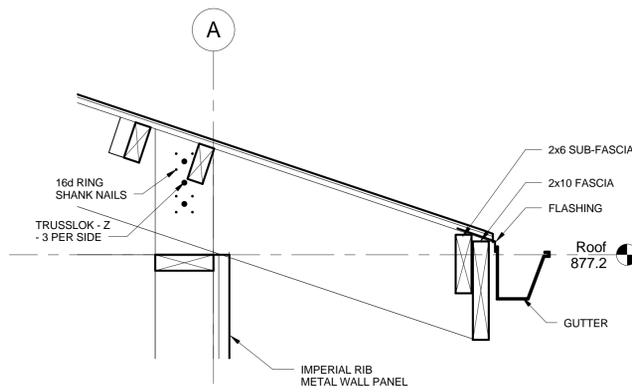
6 SECTION AT PURLIN - TOP VIEW  
3/4" = 1'-0"



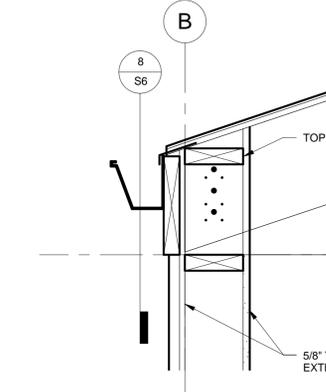
5 SECTION AT PURLIN - SIDE VIEW  
3/4" = 1'-0"



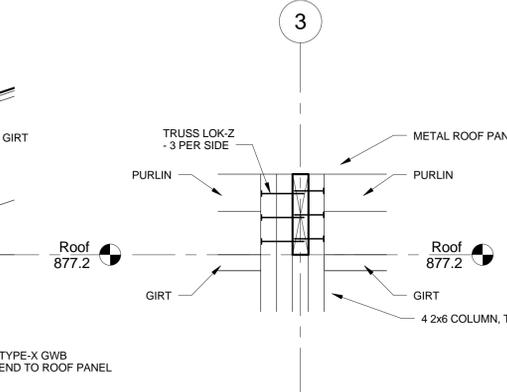
4 RESTROOM PLAN  
1/2" = 1'-0"



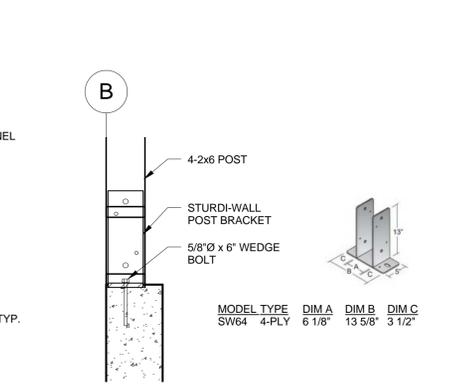
11 TYPICAL EAVE DETAIL  
1 1/2" = 1'-0"



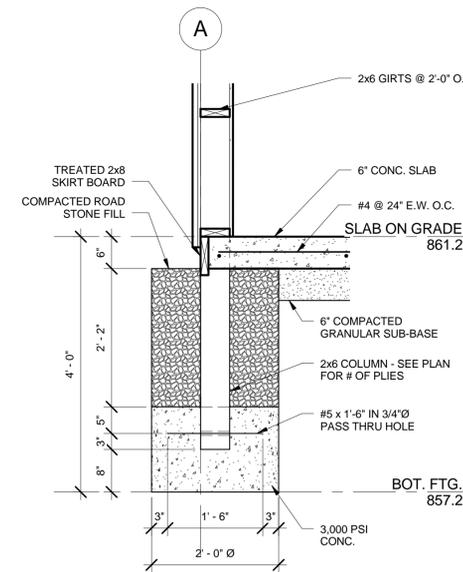
7 EAVE DETAIL  
1 1/2" = 1'-0"



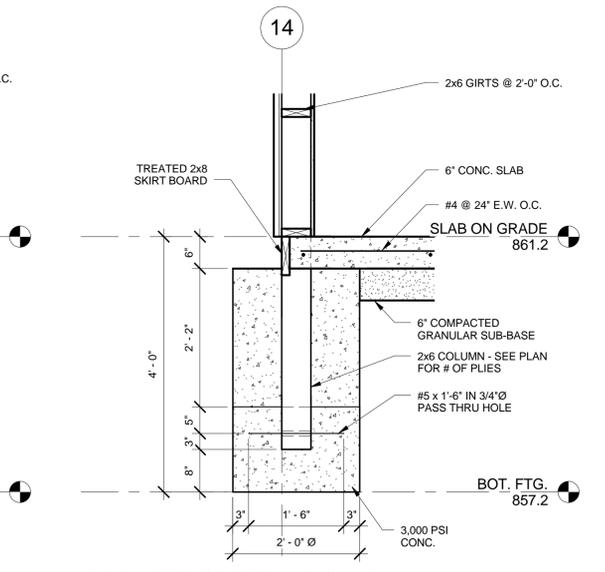
8 TRUSS/POST LAMINATION  
1 1/2" = 1'-0"



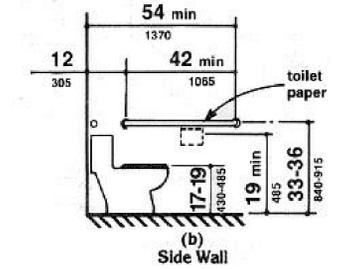
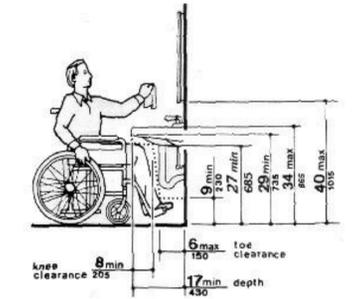
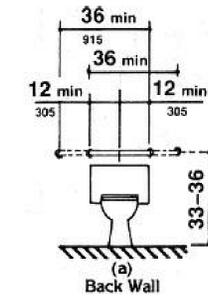
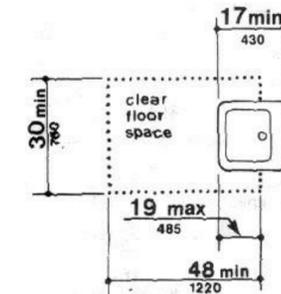
10 Detail 0  
1" = 1'-0"



1 TYPICAL POST FTG. SECTION, UNO.  
3/4" = 1'-0"



9 TYPICAL POST FTG. SECTION @ 16x14' & 20x14' DOOR JAMBS  
3/4" = 1'-0"



STORAGE BUILDING  
5610 NE 12th AVE.  
PLEASANT HILL, IA

HENRY BUILDERS  
PLEASANT HILL, IA

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THESE DOCUMENTS HAVE BEEN PREPARED SPECIFICALLY FOR THE ABOVE REFERENCED PROJECT. THEY ARE NOT SUITABLE FOR USE ON OTHER PROJECTS OR IN OTHER LOCATIONS WITHOUT THE EXPRESS WRITTEN APPROVAL AND PARTICIPATION OF KORPELA ENGINEERING. REPRODUCTION IS PROHIBITED.

REVISION DATE:  
ISSUE  
10/10/2016 1:53:48 PM  
DRAWING NAME:  
DETAILS

S6

1239 73rd Street, Studio C  
Windsor Heights, Iowa 50324  
P 515.271.0855  
F 515.271.0885  
Tim@KorpelaEngineering.com

STRUCTURAL SERVICES COMPANY  
KORPELA ENGINEERING





**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 8, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** SITE PLAN APPROVAL  
SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT COMMUNICATION TOWER

---

**BACKGROUND:**

TowerCo, a wireless telecommunications company, is working with the Southeast Polk Community School District on a tower replacement project. The District has a bus and fleet vehicle facility located at 8379 University Avenue. This operation is on the eastern edge of their Pleasant Hill campus that contains the high school, junior high school, sixth grade center, and administrative offices. TowerCo is the same company that is working with the City on the proposed tower improvements to Sunrise Park and the business is proposing a similar structure with the District. An existing communication tower is located southeast of the bus parking area and the District is looking to remove the lattice style structure and relocate the equipment to a new monopole. The new tower will have lease space for additional wireless carriers. The site plan shows the location of the new tower adjacent to the existing and within the same compound. TowerCo will improve the enclosed area with new fencing with space for ground equipment for additional carriers. No additional site improvements are included or required. Staff has reviewed the project and finds it to be in compliance with enforceable City regulations. The Planning and Zoning Commission will be reviewing the project on November 7<sup>th</sup> and is anticipated to forward a recommendation regarding the site plan at that meeting. Any modifications or deviations from the site plan would require an amendment and new approvals. Following is a resolution approving the site plan.

**ALTERNATIVES:**

Not approve the site plan. However, the proposed project would be delayed or terminated.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Approve the attached resolution approving the site plan.

**RESOLUTION #110816-10**

**A RESOLUTION APPROVING SITE PLAN FOR SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT COMMUNICATION TOWER**

WHEREAS, TowerCo, a wireless communications company has prepared the attached site plan for a monopole tower structure for the Southeast Polk Community School District; and

WHEREAS, the site plan has been reviewed by the Planning and Zoning Commission; and

WHEREAS, any modifications or deviations from the attached site plan will require an amendment and new approval;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached site plan for the project.

ADOPTED this 8<sup>th</sup> day of November, 2016.

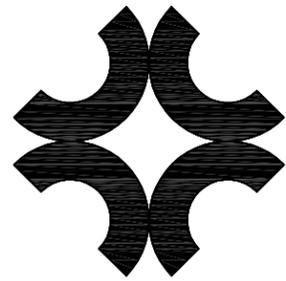
---

Sara Kurovski, Mayor

ATTEST:

---

Dena Spooner, City Clerk/Finance Director



# TowerCo

**SITE NAME:**  
**SE POLK HS**

**TOWERCO SITE ID:**  
**IA0305**

**SITE ADDRESS:**  
**8325 NE UNIVERSITY AVENUE  
PLEASANT HILL, IA 50237**

### DRAWING INDEX

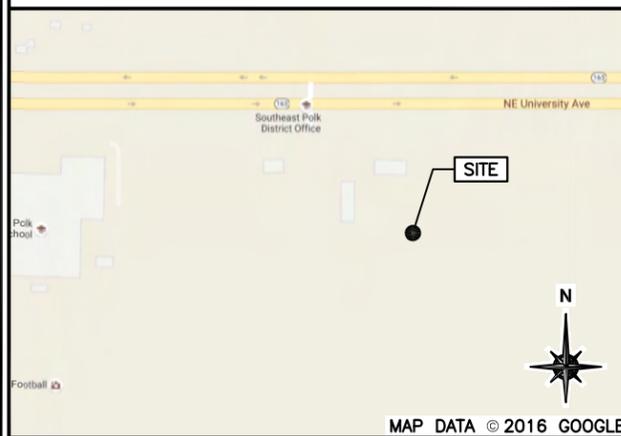
SHEET NUMBER	DESCRIPTION
T-1	TITLE SHEET
1 OF 1	EXISTING CONDITIONS SITE SURVEY
N-1	NOTES
N-2	NOTES
N-3	NOTES
N-4	NOTES
N-5	NOTES
Z-1	ZONING MAP
C-1	OVERALL PROPERTY PLAN
C-2	ENLARGED SITE PLAN
C-3	GEOMETRIC SITE PLAN
C-4	GRADING PLAN
C-5	TOWER ELEVATION
C-6	YARD DETAILS
C-7	FENCE DETAILS
E-1	OVERALL & ENLARGED UTILITY PLANS
E-2	UTILITY DETAILS
G-1	GROUNDING PLAN
G-2	GROUNDING DETAILS

### VICINITY MAP



MAP DATA © 2016 GOOGLE

### LOCAL MAP



MAP DATA © 2016 GOOGLE

### PROJECT INFORMATION

**TOWER OWNER:**

TOWERCO  
5000 VALLEYSTONE DRIVE  
CARY, NC 27519  
TEL: (919) 469-5559  
FAX: (919) 469-5530

**PROPERTY ADDRESS:**

8325 NE UNIVERSITY AVENUE  
PLEASANT HILL, IA 50237  
POLK COUNTY

**TAX I.D. NUMBER:**

221/00000-000-199

**BUILDING CODES:**

INTERNATIONAL BUILDING CODE (2012)  
NATIONAL ELECTRIC CODE (2011)

**GEOGRAPHIC COORDINATES:**

LATITUDE: 41° 35' 54.438" N (NAD 83)  
(41.598455°)

LONGITUDE: 93° 25' 58.227" W (NAD 83)  
(-93.432841°)

**GROUND ELEVATION:**

910' AMSL (NAVD88)  
(OBTAINED FROM SCIP)

**ZONING JURISDICTION:**

CITY OF PLEASANT HILL

**ZONING DESIGNATION:**

MDR - MEDIUM DENSITY RESIDENTIAL

### PROJECT SUMMARY

69'-6" X 75'-0" OVERALL FENCED COMPOUND WITHIN PROPOSED 69'-6" X 75'-0" LEASE AREA AND PROPOSED 195'-0" MONOPOLE.

### CONSULTING TEAM

**ARCHITECT/ENGINEER:**

W-T COMMUNICATION DESIGN GROUP, LLC  
2675 PRATUM AVE.  
HOFFMAN ESTATES, IL 60192  
CONTACT: DAVID VAN LIESHOUT  
DIRECT: (224) 293-6419  
TEL: (224) 293-6333  
FAX: (224) 293-6444

**SURVEYOR:**

ANDERSON-BOGERT ENGINEERS  
& SURVEYORS, INC.  
4001 RIVER RIDGE DRIVE N.E.  
CEDAR RAPIDS, IA 52402  
TEL: (319) 377-4629

**STRUCTURAL ENGINEER (TOWER):**

TOWERCO  
5000 VALLEYSTONE DRIVE  
CARY, NC 27519  
TEL: (919) 469-5559  
FAX: (919) 469-5530

**APPLICANT:**

WARD DEVELOPMENT ON  
BEHALF OF TOWERCO  
15 PARK PLACE CENTRE  
SWANSEA, IL 62226  
CONTACT: STEVE WARD  
TEL: (618) 222-2840

W-T Communication Design Group's Commitment to Quality



Please take a few moments to fill out our online survey.

### SPECIAL NOTES

ALL WORK SHALL BE INSTALLED IN CONFORMANCE WITH CURRENT MANUFACTURER INSTALLATION GUIDES.

(EX.) CONDITIONS WILL BE CHECKED AND VERIFIED IN FIELD. IF SIGNIFICANT DEVIATIONS OR DETERIORATION ARE ENCOUNTERED AT THE TIME OF CONSTRUCTION, A REPAIR PERMIT WILL BE OBTAINED AND CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY.

CONTRACTOR SHALL VERIFY ALL PLANS AND (EX.) DIMENSIONS AND CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

### UTILITY COORDINATION

**POWER COMPANY:**

MID-AMERICAN ENERGY  
TEL: T.B.D.

**TELEPHONE COMPANY:**

QWEST  
TEL: T.B.D.



Know what's below.  
Call before you dig.  
www.call811.com



**W-T COMMUNICATION DESIGN GROUP, LLC.**  
**WIRELESS INFRASTRUCTURE**

2675 Pratum Avenue  
Hoffman Estates, Illinois 60192  
PH: (224) 293-6333 FAX: (224) 293-6444  
www.wtengineering.com

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JEFFERY GUTOWSKY  
PROFESSIONAL ENGINEER  
STATE OF IOWA  
LICENSE # 17222  
EXPIRES 12/31/17 SIGNED:



# TowerCo

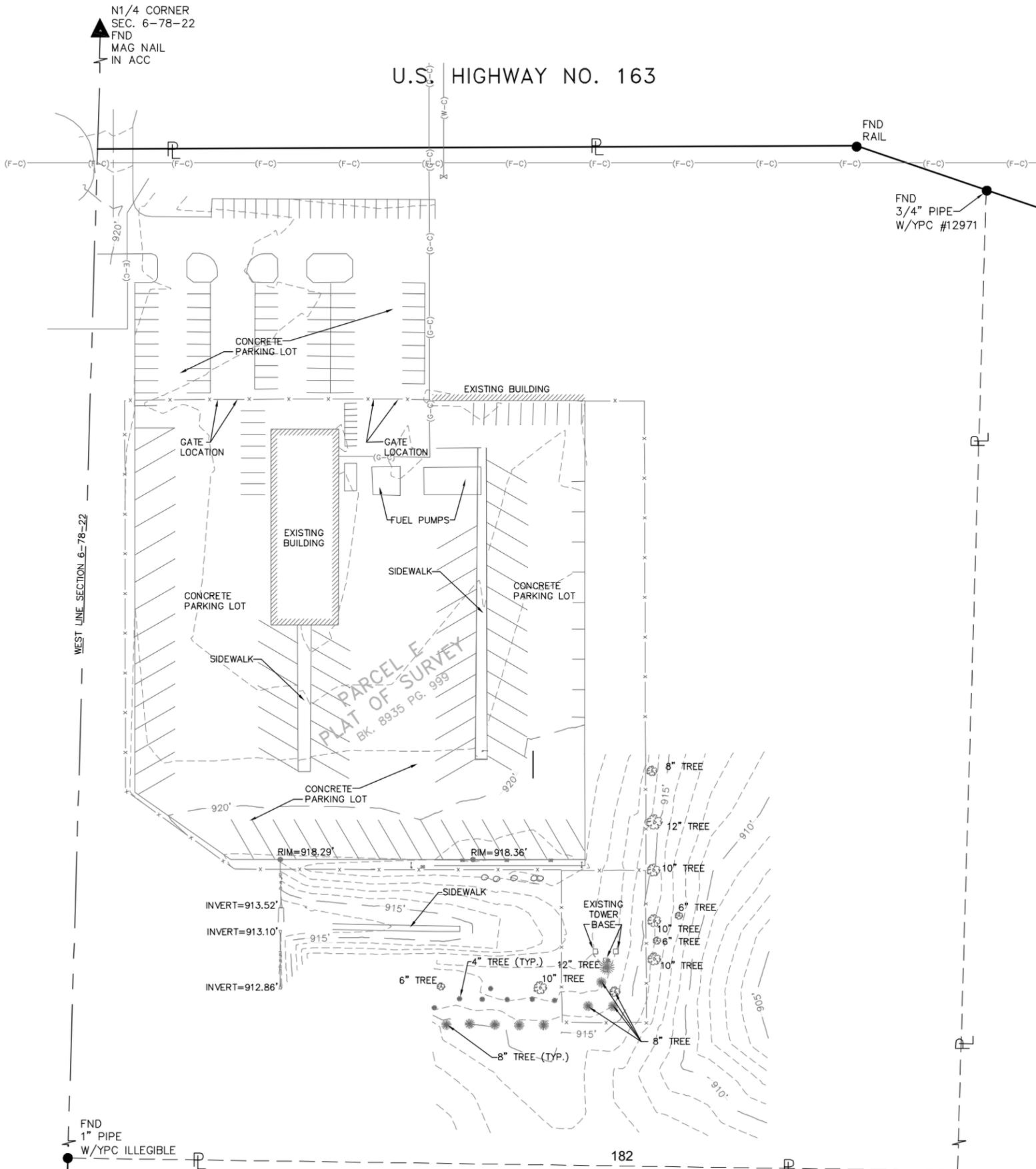
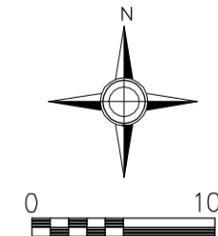
**SITE NAME: SE POLK HS**  
**TOWERCO SITE ID: IA0305**  
**8325 NE UNIVERSITY AVENUE  
PLEASANT HILL, IA 50237  
POLK COUNTY**

REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
B	08.01.16	REVISED LEASE EXHIBIT	ATK	SAC	JKR
C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

**PROJECT NUMBER**  
T1601060  
**DRAWING TITLE**  
**TITLE SHEET**  
**DRAWING NUMBER**  
T-1

# EXISTING CONDITIONS SITE SURVEY

Prepared by R. Rodney Klien, Anderson-Bogert Engineers & Surveyors, Inc. 4001 River Ridge Dr. N.E. Cedar Rapids, Iowa 52402 (319) 377-4629



## UNDERGROUND UTILITY DATA

These design drawings incorporate underground utility information based upon subsurface utility engineering practices and standard guidelines for the collection and depiction of existing subsurface utility data (CI/ASCE 38-02).

**Utility quality level A:** Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to minimize the potential for utility damage. A precise horizontal and vertical location, as well as other utility attributes, is shown on plan documents. Accuracy is typically set to 15-mm vertical and to applicable horizontal survey and mapping accuracy as defined or expected by the project owner.

**Utility quality level B:** Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Quality level B data should be reproducible by surface geophysics at any point of their depiction. This information is surveyed to applicable tolerances defined by the project and reduced onto plan documents.

**Utility quality level C:** Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to quality level D information.

**Utility quality level D:** Information derived from existing records or oral recollections.

## LEGEND

Existing	
---	ACC / PCC / Curb
---	Gravel / Drive / Sidewalk
---	Building
---	Centerline
(E-C)	Electric (Underground)*
(O-E-C)	Electric (Overhead)*
(G-C)	Gasmain*
(SS-C)	Sanitary Sewer (Size Unknown)*
(ST-C)	Storm Sewer (Size Unknown)*
(12" ST-C)	12" Storm Sewer*
(24" ST-C)	12" Storm Sewer*
(F-C)	Fiber Optic*
(W-C)	Water (Size Unknown)*
---	Fence
---	Right of Way
---	Utility Easement
---	Boundary Line
---	Adjoining Lot Line
*NOTE: Letter designation indicates quality level of Existing Utility Data	
○	Utility Pole
□	Telephone Pedestal
⊠	Utility/Control Cabinet
○	Drainage/Sanitary/Utility Manhole
⊠	Grate Intake
⊠	Flared End Section
⊠	Deciduous Tree
⊠	Coniferous Tree
●	Found 1/2" Rebar (Unless Noted)
○	Set 1/2"x30" Rebar w/Orange Cap #1B646
△	Set Section/Quarter Corner
▲	Found Section/Quarter Corner
(M)	Measured
(R)	Record
⊠	Property Line

T:\ACAD\216058\DWG\existing conditions as of 10-26-16.dwg 10-26-16 02:50:45 PM MLS287

SURVEY PERFORMED: OCTOBER, 2016  
 SITE SURVEY  
 Project Number: 216058  
 Drawn By: MLS  
 Approved By: RRK  
 Date: 10/26/16  
 Scale: 1"=100'  
 Field Book #330  
 Client: W-T COMMUNICATION DESIGN GROUP, LLC.  
 2675 PRATIUM AVENUE  
 HOFFMAN ESTATES, ILLINOIS 60192  
 Phone: (224) 293-6333  
 Anderson-Bogert  
 Sheet No. 1 of 1

## 1.0 GENERAL REQUIREMENTS:

### 1.1 INTENT

- THESE SPECIFICATIONS AND CONSTRUCTION DRAWINGS ACCOMPANYING THEM DESCRIBE THE WORK TO BE DONE AND THE MATERIALS TO BE FURNISHED FOR CONSTRUCTION.
- THE DRAWINGS AND SPECIFICATIONS ARE INTENDED TO BE FULLY EXPLANATORY AND SUPPLEMENTARY. HOWEVER, SHOULD ANYTHING BE SHOWN, INDICATED OR SPECIFIED ON ONE AND NOT THE OTHER, IT SHALL BE DONE THE SAME AS IF SHOWN, INDICATED OR SPECIFIED IN BOTH.
- THE INTENTION OF THE DOCUMENTS IS TO INCLUDE ALL LABOR AND MATERIALS REASONABLY NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK AS STIPULATED IN THE CONTRACT.
- THE PURPOSE OF THE SPECIFICATIONS IS TO INTERPRET THE INTENT OF THE DRAWINGS AND TO DESIGNATE THE METHOD OF THE PROCEDURE, TYPE AND QUALITY OF MATERIALS REQUIRED TO COMPLETE THE WORK.
- MINOR DEVIATIONS FROM THE DESIGN LAYOUT ARE ANTICIPATED AND SHALL BE CONSIDERED AS PART OF THE WORK. NO CHANGES THAT ALTER THE CHARACTER OF THE WORK WILL BE MADE OR PERMITTED BY THE OWNER WITHOUT ISSUING A CHANGE ORDER.

### 1.2 CONFLICTS

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL MEASUREMENTS AT THE SITE BEFORE ORDERING ANY MATERIALS OR DOING ANY WORK. NO EXTRA CHARGE OR COMPENSATION SHALL BE ALLOWED DUE TO DIFFERENCE BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE CONSTRUCTION DRAWINGS. ANY SUCH DISCREPANCY IN DIMENSION WHICH MAY BE FOUND SHALL BE SUBMITTED TO TOWERCO FOR CONSIDERATION BEFORE THE CONTRACTOR PROCEEDS WITH THE WORK IN THE AFFECTED AREAS.
- THE BIDDER, IF AWARDED THE CONTRACT, WILL NOT BE ALLOWED ANY EXTRA COMPENSATION BY REASON OF ANY MATTER OR THING CONCERNING WHICH SUCH BIDDER MIGHT HAVE FULLY INFORMED THEMSELVES PRIOR TO THE BIDDING.
- NO PLEA OF IGNORANCE OF CONDITIONS THAT EXIST, OR OF DIFFICULTIES OR CONDITIONS THAT MAY BE ENCOUNTERED OR OF ANY OTHER RELEVANT MATTER CONCERNING THE WORK TO BE PERFORMED IN THE EXECUTION OF THE WORK WILL BE ACCEPTED AS AN EXCUSE FOR ANY FAILURE OR OMISSION ON THE PART OF THE CONTRACTOR TO FULFILL EVERY DETAIL OF ALL THE REQUIREMENTS OF THE CONTRACT DOCUMENTS GOVERNING THE WORK.

### 1.3 CONTRACTS AND WARRANTIES

- CONTRACTOR IS RESPONSIBLE FOR APPLICATION AND PAYMENT OF CONTRACTOR LICENSES AND BONDS.

### 1.4 STORAGE

- ALL MATERIALS MUST BE STORED IN A LEVEL AND DRY FASHION AND IN A MANNER THAT DOES NOT NECESSARILY OBSTRUCT THE FLOW OF OTHER WORK. ANY STORAGE METHOD MUST MEET ALL RECOMMENDATIONS OF THE ASSOCIATED MANUFACTURER.
- THE RADIO EQUIPMENT MUST BE STORED INSIDE UNTIL THERE IS POWER ON SITE.

### 1.5 CLEAN UP

- THE CONTRACTORS SHALL AT ALL TIMES KEEP THE SITE FREE FROM ACCUMULATION OF WASTE MATERIALS OR RUBBISH CAUSED BY THEIR EMPLOYEES. DURING WORK AND AT THE COMPLETION OF THE WORK, THEY SHALL REMOVE ALL RUBBISH FROM AND ABOUT THE BUILDING AREA, INCLUDING ALL THEIR TOOLS, SCAFFOLDING AND SURPLUS MATERIALS AND SHALL LEAVE THEIR WORK CLEAN AND READY FOR USE.
- EXTERIOR: VISUALLY INSPECT EXTERIOR SURFACES AND REMOVE ALL TRACES OF SOIL, WASTE MATERIALS, SMUDGES AND OTHER FOREIGN MATTER.
  - REMOVE ALL TRACES OF SPLASHED MATERIALS FROM ADJACENT SURFACES.
  - IF NECESSARY TO ACHIEVE A UNIFORM DEGREE OF CLEANLINESS, HOSE DOWN THE EXTERIOR OF THE STRUCTURE.
- INTERIOR: VISUALLY INSPECT INTERIOR SURFACE AND REMOVE ALL TRACES OF SOIL, WASTE MATERIALS, SMUDGES AND OTHER FOREIGN MATTER FROM WALLS/FLOOR/CEILING.
  - REMOVE ALL TRACES OF SPLASHED MATERIAL FROM ADJACENT SURFACES.
  - REMOVE PAINT DROPPINGS, SPOTS, STAINS AND DIRT FROM FINISHED SURFACES.

### 1.6 CHANGE ORDER PROCEDURE

- CHANGE ORDERS MAY BE INITIATED BY THE OWNER AND/OR THE CONTRACTOR INVOLVED. THE CONTRACTOR, UPON VERBAL REQUEST FROM THE OWNER SHALL PREPARE A WRITTEN PROPOSAL DESCRIBING THE CHANGE IN WORK OR MATERIALS AND ANY CHANGES IN THE CONTRACT AMOUNT AND PRESENT TO THE OWNER WITHIN 72 HRS FOR APPROVAL. SUBMIT REQUESTS FOR SUBSTITUTIONS IN THE FORM OF AND IN ACCORDANCE WITH PROCEDURES REQUIRED FOR CHANGE ORDER PROPOSALS. ANY CHANGES IN SCOPE OF WORK OR MATERIALS WHICH ARE PERFORMED BY THE CONTRACTOR WITHOUT A WRITTEN CHANGE ORDER AS DESCRIBED AND APPROVED BY THE OWNER SHALL PLACE FULL RESPONSIBILITY OF THESE ACTIONS ON THE CONTRACTOR.

### 1.7 RELATED DOCUMENTS AND COORDINATION

- GENERAL CARPENTRY, ELECTRICAL AND ANTENNA DRAWINGS ARE INTERRELATED. IN PERFORMANCE OF THE WORK, THE CONTRACTOR MUST REFER TO ALL DRAWINGS. ALL COORDINATION TO BE THE RESPONSIBILITY OF THE CONTRACTOR.

### 1.8 SHOP DRAWINGS

- CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AS REQUIRED AND LISTED IN THESE SPECIFICATIONS TO THE OWNER FOR APPROVAL.
- ALL SHOP DRAWINGS SHALL BE REVIEWED, CHECKED AND CORRECTED BY CONTRACTOR PRIOR TO SUBMITTAL TO THE OWNER.

### 1.9 PRODUCTS AND SUBSTITUTIONS

- SUBMIT 3 COPIES OF EACH REQUEST FOR SUBSTITUTION. IN EACH REQUEST IDENTIFY THE PRODUCT OR FABRICATION OR INSTALLATION METHOD TO BE REPLACED BY THE SUBSTITUTION. INCLUDE RELATED SPECIFICATION SECTION AND DRAWING NUMBERS AND COMPLETE DOCUMENTATION SHOWING COMPLIANCE WITH THE REQUIREMENTS FOR SUBSTITUTIONS.
- SUBMIT ALL NECESSARY PRODUCT DATA AND CUT SHEETS WHICH PROPERLY INDICATE AND DESCRIBE THE ITEMS, PRODUCTS AND MATERIALS BEING INSTALLED. THE CONTRACTOR SHALL, IF DEEMED NECESSARY BY THE OWNER SUBMIT ACTUAL SAMPLES TO THE OWNER FOR APPROVAL IN LIEU OF CUT SHEETS.

### 1.10 QUALITY ASSURANCE

- ALL WORK SHALL BE IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS. THESE SHALL INCLUDE BUT NOT BE LIMITED TO THE LATEST VERSION OF APPLICABLE CODES.

### 1.11 ADMINISTRATION

- BEFORE THE COMMENCEMENT OF ANY WORK, THE CONTRACTOR WILL ASSIGN A PROJECT MANAGER WHO WILL ACT AS A SINGLE POINT OF CONTACT FOR ALL PERSONNEL INVOLVED IN THIS PROJECT. THIS PROJECT MANAGER WILL DEVELOP A MASTER SCHEDULE FOR THE PROJECT WHICH WILL BE SUBMITTED TO THE OWNER PRIOR TO THE COMMENCEMENT OF ANY WORK.
- SUBMIT A BAR TYPE PROGRESS CHART NOT MORE THAN 3 DAYS AFTER THE DATE ESTABLISHED FOR COMMENCEMENT OF THE WORK ON THE SCHEDULE, INDICATING A TIME BAR FOR EACH MAJOR CATEGORY OR UNIT OF WORK TO BE PERFORMED AT SITE, PROPERLY SEQUENCED AND COORDINATED WITH OTHER ELEMENTS OF WORK AND SHOWING COMPLETION OF THE WORK SUFFICIENTLY IN ADVANCE OF THE DATE ESTABLISHED FOR SUBSTANTIAL COMPLETION OF THE WORK.
- PRIOR TO COMMENCING CONSTRUCTION, THE OWNER SHALL SCHEDULE AN ON-SITE MEETING WITH ALL MAJOR PARTIES. THIS WOULD INCLUDE (THOUGH NOT LIMITED TO) THE OWNER, PROJECT MANAGER, CONTRACTOR, LAND OWNER REPRESENTATIVE, LOCAL TELEPHONE COMPANY, TOWER ERECTION FOREMAN (IF SUBCONTRACTED).
- CONTRACTOR SHALL BE EQUIPPED WITH SOME MEANS OF CONSTANT COMMUNICATIONS, SUCH AS A MOBILE PHONE OR A PAGER. THIS EQUIPMENT WILL NOT BE SUPPLIED BY THE OWNER, NOR WILL WIRELESS SERVICE BE ARRANGED.
- DURING CONSTRUCTION, CONTRACTOR MUST ENSURE THAT EMPLOYEES AND SUBCONTRACTORS WEAR NECESSARY PERSONAL PROTECTION EQUIPMENT AT ALL TIMES. CONTRACTOR WILL COMPLY WITH ALL SAFETY REQUIREMENTS IN THEIR AGREEMENT.
- PROVIDE WRITTEN DAILY UPDATES ON SITE PROGRESS TO THE OWNER.
- COMPLETE INVENTORY OF CONSTRUCTION MATERIALS AND EQUIPMENT IS REQUIRED PRIOR TO START OF CONSTRUCTION.
- NOTIFY THE OWNER / PROJECT MANAGER IN WRITING NO LESS THAN 48 HOURS IN ADVANCE OF CONCRETE POURS, TOWER ERECTIONS, AND EQUIPMENT CABINET PLACEMENTS.

### 1.12 INSURANCE AND BONDS

- CONTRACTOR SHALL AT THEIR OWN EXPENSE CARRY AND MAINTAIN FOR THE DURATION OF THE PROJECT ALL INSURANCE AS REQUIRED AND LISTED AND SHALL NOT COMMENCE WITH THEIR WORK UNTIL THEY HAVE PRESENTED AN ORIGINAL CERTIFICATE OF INSURANCE STATING ALL COVERAGES TO THE OWNER. REFER TO THE MASTER AGREEMENT FOR REQUIRED INSURANCE LIMITS.
- THE OWNER SHALL BE NAMED AS AN ADDITIONAL INSURED ON ALL POLICIES.
- CONTRACTOR MUST PROVIDE PROOF OF INSURANCE.

### 1.13 CODES

- CONTRACTOR SHALL BE RESPONSIBLE FOR FOLLOWING ALL LAWS, REGULATIONS AND RULES PROMULGATED BY FEDERAL, STATE, AND LOCAL AUTHORITIES WITH JURISDICTION OVER THE SITE. THIS RESPONSIBILITY IS IN EFFECT REGARDLESS OF WHETHER THE LAW, ORDINANCE, REGULATION OR RULE IS MENTIONED IN THESE SPECIFICATIONS.

### 1.14 LICENSING

- HAVE AND MAINTAIN A VALID CONTRACTORS LICENSE FOR THE LOCATION IN WHICH THE WORK IS TO BE PERFORMED. FOR JURISDICTIONS THAT LICENSE INDIVIDUAL TRADES, THE TRADESMAN OR SUBCONTRACTORS PERFORMING THOSE TRADES SHALL BE LICENSED. RESEARCH AND COMPLY WITH LICENSING LAWS, PAY LICENSE FEES, AND SELECT AND INFORM SUBCONTRACTORS REGARDING THESE LAWS.

### 1.15 OSHA

- FOLLOW ALL APPLICABLE RULES AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATIONS, AND STATE LAWS BASED IN THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT. THESE REGULATIONS INCLUDE BUT ARE NOT LIMITED TO REGULATIONS DEALING WITH TOWER CONSTRUCTION AND SAFETY, EXCAVATIONS AND TRENCHING, AND WORK IN CONFINED SPACES. ENSURE THAT EMPLOYEES AND SUBCONTRACTORS WEAR NECESSARY PERSONAL PROTECTION EQUIPMENT AT ALL TIMES DURING CONSTRUCTION.
- CONSTRUCTION CONTRACTOR MUST ADHERE TO ALL TOWERCO REQUIREMENTS.

### 1.16 PHOTOS

- PROVIDE PHOTOGRAPHIC EVIDENCE OF ALL FOUNDATION INSTALLATION, GROUNDING AND TRENCHING AFTER PLACEMENT OF UTILITIES PRIOR TO BACKFILL.

### 1.17 BUILDING PERMITS

- TOWERCO WILL SUBMIT CONSTRUCTION DOCUMENTS TO THE JURISDICTIONAL AUTHORITY FOR PLAN CHECK AND REVIEW. CONTRACTOR WILL SUBMIT LICENSING AND WORKMAN'S COMPENSATION INFORMATION TO THE JURISDICTION AS REQUIRED TO OBTAIN THE BUILDING PERMIT. CONTRACTOR SHALL COORDINATE AND SCHEDULE REQUIRED INSPECTIONS AND POST REQUIRED PERMITS AT THE JOB SITE. COMPLY WITH SPECIFIC PROJECT-RELATED REQUESTS AND SUGGESTIONS MADE BY BUILDING INSPECTOR AND INFORM CONSTRUCTION MANAGER OF ANY SUCH WORK THAT MAY BE BEYOND THE SCOPE OF THE CONTRACT OR DEVIATE FROM THE CONSTRUCTION DOCUMENTS. PROVIDE COPIES TO TOWERCO (US) INFRASTRUCTURE.

### 1.18 ZONING REGULATIONS AND CONDITIONAL USE PERMITS

- TOWERCO WILL SUBMIT FOR AND OBTAIN ALL ZONING AND CONDITIONAL USE PERMITS. SOME USE PERMITS MAY HAVE SPECIFIC REQUIREMENTS RELATED TO THE CONSTRUCTION SUCH AS NOISE REGULATIONS, HOURS OF WORK, AND ACCESS LIMITATIONS. THE CONSTRUCTION MANAGER WILL INFORM THE CONTRACTOR OF THESE REQUIREMENTS AT THE PRE-BID MEETING OR AS SHOWN IN CONSTRUCTION DOCUMENTS.

### 1.19 FAA PERMIT AND TOWER LIGHTING

- REFER TO CONSTRUCTION DOCUMENTS AND CONSTRUCTION MANAGER FOR FAA AND STATE LIGHTING REQUIREMENTS. CONTRACTOR SHALL PROVIDE TEMPORARY FAA APPROVED LIGHTING UNTIL PERMANENT LIGHTING IS OPERATIONAL. TOWERCO WILL CONFIRM FAA APPROACH OF TOWER LOCATION PRIOR TO ISSUING CONSTRUCTION NOTICE TO PROCEED.

### 1.20 SITE SECURITY

- TOWER MUST BE FENCED, TEMPORARILY OR PERMANENTLY WITHIN 24 HOURS OF ERECTION. DO NOT ALLOW THE GATE ACCESSING THE TOWER AREA TO REMAIN OPEN OR UNATTENDED AT ANY TIME FOR ANY REASON. KEEP THE GATE CLOSED AND LOCKED WHEN NOT IN USE.

### 1.21 SITE CONTROL

- THE CONTRACTOR IS COMPLETELY RESPONSIBLE FOR CONTAINMENT OF SEDIMENT AND CONTROL OF EROSION AT THE SITE. ANY DAMAGE TO ADJACENT OR DOWNSTREAM PROPERTIES WILL BE CORRECTED BY THE CONTRACTOR AT NO EXPENSE TO TOWERCO.
- THE CONTRACTOR IS TO MAINTAIN ADEQUATE DRAINAGE AT ALL TIMES. DO NOT ALLOW WATER TO STAND OR POND. ANY DAMAGE TO STRUCTURES OR WORK ON THE SITE CAUSED BY INADEQUATE MAINTENANCE OF DRAINAGE PROVISIONS WILL BE THE RESPONSIBILITY OF THE CONTRACTOR AND ANY COST ASSOCIATED WITH REPAIRS FOR SUCH DAMAGE WILL BE AT THE CONTRACTOR'S EXPENSE.
- ALL WASTE MATERIAL SHALL BE PROPERLY DISPOSED OF OFF-SITE OR AS DIRECTED BY THE CONSTRUCTION MANAGER AND IN ACCORDANCE WITH JURISDICTIONAL AUTHORITIES.



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JEFFERY GUTOWSKY  
PROFESSIONAL ENGINEER  
STATE OF IOWA  
LICENSE # 17222  
EXPIRES 12/31/17 SIGNED:



**TowerCo**

**SITE NAME: SE POLK HS**  
**TOWERCO SITE ID: IA0305**  
**8325 NE UNIVERSITY AVENUE**  
**PLEASANT HILL, IA 50237**  
**POLK COUNTY**

REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
B	08.01.16	REVISED LEASE EXHIBIT	ATK	SAC	JKR
C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

PROJECT NUMBER  
T1601060

DRAWING TITLE

**NOTES**

DRAWING NUMBER

**N-1**

## 2.0 SITE PREPARATION

### 2.1 SCOPE OF WORK INCLUDES:

1. PROTECTION OF EXISTING TREES, VEGETATION AND LANDSCAPING MATERIALS WHICH MIGHT BE DAMAGED BY CONSTRUCTION ACTIVITIES.
2. TRIMMING OF EXISTING TREES AND VEGETATION AS REQUIRED FOR PROTECTION DURING CONSTRUCTION ACTIVITIES.
3. CLEARING AND GRUBBING OF STUMPS, VEGETATION, DEBRIS, RUBBISH, DESIGNATED TREES, AND SITE IMPROVEMENTS.
4. TOPSOIL STRIPPING AND STOCKPILING.
5. TEMPORARY EROSION CONTROL, SILTATION CONTROL AND DUST CONTROL CONFORMING TO LOCAL REQUIREMENTS AS APPLICABLE.
6. TEMPORARY PROTECTION OF ADJACENT PROPERTY, STRUCTURES, BENCHMARKS AND MONUMENTS.
7. PROTECTION AND TEMPORARY RELOCATION, STORAGE AND RE-INSTALLATION OF EXISTING FENCING AND OTHER SITE IMPROVEMENTS SCHEDULED FOR REUSE.
8. REMOVAL AND LEGAL DISPOSAL OF CLEARED MATERIALS.

### 2.2 PRODUCTS AND MATERIALS (AS APPROVED BY CONSTRUCTION MANAGER OR AS NOTED IN CONSTRUCTION DOCUMENTS.)

1. MATERIALS USED FOR TREE PROTECTION, EROSION CONTROL, SILTATION CONTROL AND DUST CONTROL AS SUITABLE FOR SPECIFIC SITE CONDITIONS.

## 3.0 EARTH WORK

### 3.1 SCOPE OF WORK INCLUDES:

1. EXCAVATION, TRENCHING, FILLING, COMPACTION, AND GRADING FOR STRUCTURES, SITE IMPROVEMENTS AND UTILITIES.
2. MATERIALS FOR SUB-BASE DRAINAGE FILL, FILL, BACKFILL AND GRAVEL FOR SLABS, PAVEMENTS AND IMPROVEMENTS.
3. ROCK EXCAVATION WITHOUT BLASTING.
4. SUPPLY OF ADDITIONAL MATERIALS FROM OFFSITE AS REQUIRED.
5. REMOVAL AND LEGAL DISPOSAL OF EXCAVATED MATERIALS AS REQUIRED.

### 3.2 QUALITY ASSURANCE

1. COMPACTION:
  - A. UNDER STRUCTURES, BUILDING SLABS, PAVEMENTS AND WALKWAYS OBTAIN A 95 PERCENT COMPACTION AT A MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 OR WITHIN PLUS OR MINUS 3 PERCENT OF OPTIMUM MOISTURE, UNLESS NOTED OTHERWISE.
2. GRADING TOLERANCES OUTSIDE BUILDING CODES:
  - A. LAWNS, UNPAVED AREAS AND WALKS PLUS OR MINUS 1 INCH.
  - B. UNDER PAVEMENTS PLUS OR MINUS 1/2 INCH.
3. GRADING TOLERANCE FOR FILL UNDER ALL CONCRETE APPLICATIONS: PLUS OR MINUS 1/2 INCH MEASURED WITH 10 FOOT STRAIGHTEDGE.
4. ACCESSIBLE ROUTE GRADING MUST MEET THE MINIMUM REQUIREMENTS OF ADOPTED ACCESSIBILITY CODES.

### 3.3 PRODUCTS AND MATERIALS (AS APPROVED BY CONSTRUCTION MANAGER OR AS NOTED IN CONSTRUCTION DOCUMENTS.)

1. SUB-BASE MATERIAL GRADED MIXTURE OF NATURAL OR CRUSHED GRAVEL, CRUSHED STONE OR SLAG AND NATURAL SAND.
2. WASHED MATERIAL EVENLY GRADED MIXTURE OF CRUSHED STONE OR GRAVEL WITH 95 PERCENT PASSING A 1-1/2 INCH SIEVE.
3. GRADING MATERIAL WILL CONSIST OF: SATISFACTORY NATIVE OR IMPORTED SOIL MATERIALS FREE OF CLAY, ROCK OR GRAVEL NOT LARGER THAN 2 INCHES IN ANY DIMENSION, DEBRIS, WASTE, FROZEN MATERIALS AND OTHER UNSUITABLE MATERIALS. IMPORTED MATERIALS SHALL HAVE A CLAY CONTENT NO MORE THAN 5 PERCENT.
4. BACKFILL MATERIALS WILL CONSIST OF: SATISFACTORY NON-COHESIVE NATIVE OR IMPORTED SOIL MATERIALS FREE OF CLAY, ROCK OR GRAVEL NOT LARGER THAN 4 INCHES IN ANY DIMENSION, DEBRIS, WASTE, FROZEN MATERIALS, AND OTHER UNSUITABLE MATERIALS. IMPORTED MATERIAL SHALL HAVE A CLAY CONTENT OF NO MORE THAN 5 PERCENT.

5. GRAVEL MATERIAL EVENLY GRADED MIXTURE OF CRUSHED STONE OR GRAVEL WITH 95 PERCENT PASSING A 1-1/2 INCH SIEVE.

6. GEOTEXTILE FABRIC: AS PER CONSTRUCTION DOCUMENTS.

### 3.4 CLEARING AND GRUBBING

1. REMOVE ALL VEGETATION AND MATERIALS AS REQUIRED. REMOVE STUMPS COMPLETELY UNDER FOUNDATIONS AND ROADWAY. DISPOSE OF CLEARING AND GRUBBING OFF-SITE, OR IN AN ON-SITE LOCATION APPROVED BY CONSTRUCTION MANAGER.

### 3.5 STRIPPING

1. STRIP NOT LESS THAN 3 INCHES OF SOD AND TOPSOIL FROM AREAS THAT WILL UNDERLAY GRAVEL PAVEMENT, NEW STRUCTURES OR NEW EMBANKMENTS. STOCKPILE STRIPPING ON-SITE FOR RE-USE IN FINAL LANDSCAPING.

### 3.6 COMMON EXCAVATION

1. EXCAVATE TO DEPTH, LINES AND GRADES SHOWN ON THE PLANS OR AS OTHERWISE SPECIFIED.
2. TEMPORARILY STOCKPILE ON-SITE EXCAVATION AT AN APPROVED LOCATION WITHIN THE WORK AREA UNTIL SITE GRADING IS COMPLETE. STOCKPILE SHALL NOT EXCEED 15 FEET IN HEIGHT.
3. LEGALLY DISPOSE OF EXCESS COMMON EXCAVATION OFF-SITE.

### 3.7 EMBANKMENT

1. CONSTRUCT EMBANKMENT TO THE LINES AND GRADES SHOWN ON THE DRAWINGS.
2. CONSTRUCT EMBANKMENT FROM ON-SITE EXCAVATION MATERIALS WHEN SUITABLE. USE IMPORTED BACKFILL ONLY AFTER AVAILABLE ON-SITE EXCAVATION MATERIALS HAVE BEEN USED.
3. CONSTRUCT IN LIFTS OF NOT MORE THAN 12 INCHES IN LOOSE DEPTH. THE FULL WIDTH OF THE CROSS SECTION SHALL BE BROUGHT UP UNIFORMLY.
4. MATERIAL SHALL BE PLACED IN MAXIMUM 8"-12" LIFTS AND SHALL BE NEAR OPTIMUM MOISTURE CONTENT BEFORE ROLLING TO OBTAIN THE PRESCRIBED COMPACTION. WETTING OR DRYING OF THE MATERIAL AND MANIPULATION TO SECURE A UNIFORM MOISTURE CONTENT THROUGHOUT THE LAYER MAY BE REQUIRED. SUCH OPERATIONS SHALL BE INCLUDED IN THE APPROPRIATE BID ITEM. SHOULD THE MATERIAL BE TOO WET TO PERMIT PROPER COMPACTION, IT IS THE CONTRACTOR'S RESPONSIBILITY TO UTILIZE MATERIAL WITH AN ACCEPTABLE MOISTURE CONTENT.
5. DO NOT PLACE FROZEN MATERIAL IN THE EMBANKMENT AND DO NOT PLACE EMBANKMENT MATERIAL UPON FROZEN MATERIAL.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR THE STABILITY OF EMBANKMENTS AND THE REPLACEMENT OF ANY PORTION WHICH HAS BECOME DISPLACED DUE TO THE CONTRACTOR'S OPERATIONS.
7. START LAYERS IN THE DEEPEST PORTION OF THE FILL, AND AS PLACEMENT PROGRESSES, CONSTRUCT LAYERS APPROXIMATELY PARALLEL TO THE FINISHED GRADE LINE.
8. ROUTE EQUIPMENT, BOTH LOADED AND EMPTY, OVER THE FULL WIDTH OF EMBANKMENT TO ENSURE UNIFORMITY OF MATERIAL PLACEMENT.
9. COMPACT EMBANKMENT UNDERLYING NEW GRAVEL, PAVING, FLOOR SLABS, AND STRUCTURES TO A 95 PERCENT COMPACTION AT A MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 OR WITHIN PLUS OR MINUS 3 PERCENT OF OPTIMUM MOISTURE CONTENT UNLESS NOTED OTHERWISE. COMPACT NON-STRUCTURAL AREA EMBANKMENTS TO A MINIMUM OF 90% OF ASTM D-1557.

### 3.8 SITE GRADING

1. USING ON-SITE EXCAVATION MATERIALS SHAPE, TRIM, FINISH AND COMPACT SURFACE AREAS TO CONFORM TO THE LINES, GRADES AND CROSS SECTIONS SHOWN ON THE DRAWINGS OR AS DESIGNATED BY THE CONSTRUCTION MANAGER.
2. GRADE SURFACES TO DRAIN AND ELIMINATE ANY PONDING OR EROSION.
3. ELIMINATE WHEEL RUTS BY RE-GRADING.
4. COMPACT AREAS UNDERLYING NEW GRAVEL, PAVING, FLOOR SLABS, AND STRUCTURES TO A 95 PERCENT COMPACTION AT A MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 OR WITHIN PLUS OR MINUS 3 PERCENT OF OPTIMUM MOISTURE CONTENT, UNLESS NOTE OTHERWISE.
5. CONSTRUCT FINISHED SURFACE OF SITE GRADING AREAS WITHIN ONE INCH FROM SPECIFIED GRADE

### 3.9 SUBGRADE PREPARATION

1. SHAPE TOP OF SUBGRADE TO THE LINES AND GRADES SHOWN ON THE DRAWINGS.
2. MAINTAIN TOP OF SUBGRADE TO A FREE-DRAINING CONDITION.
3. DO NOT STOCKPILE MATERIALS ON TOP OF SUBGRADE UNLESS AUTHORIZED BY CONSTRUCTION MANAGER.

4. COMPACT THE TOP 12 INCHES OF SUBGRADE TO A 95 PERCENT COMPACTION AT A MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 OR WITHIN PLUS OR MINUS 3 PERCENT OF OPTIMUM MOISTURE CONTENT.

5. CONSTRUCT TOP OF SUBGRADE WITHIN ONE INCH OF ESTABLISHED GRADE AND CROSS-SECTION.

### 3.10 GEOTEXTILE FABRIC

1. LAY GEOTEXTILE FABRIC OVER COMPACTED SUBGRADE AS PER CONSTRUCTION DOCUMENTS IN THE COMPOUND AREA AND UNDER LENGTH OF ROAD (WHEN REQUIRED). LAP ALL JOINTS TO A MINIMUM OF 36 INCHES.

### 3.11 GRAVEL SURFACING

1. CONSTRUCT GRAVEL SURFACING AREAS USING CRUSHED AGGREGATE BASE AND FINISH COURSES AS SPECIFIED BY CONSTRUCTION MANAGER OR CONSTRUCTION DOCUMENTS.
2. SPREAD GRAVEL AND RAKE TO OBTAIN A UNIFORM SURFACE AREA.

## 4.0 TRENCHING

### 4.1 GENERAL

1. CALL LOCAL UNDERGROUND UTILITY LOCATING SERVICE BEFORE ANY EXCAVATION OR TRENCHING.
2. FOR ALL EXCAVATION/TRENCHING OR DISTURBANCE OF SOILS:
  - A. EXCAVATION PERMIT TO BE SUBMITTED BY CONTRACTOR MIN 48 HOURS IN ADVANCE. WRITTEN APPROVAL MUST BE OBTAINED BEFORE WORK IS SCHEDULED.
  - B. GROUND PENETRATING RADAR MUST BE USED ALONG WITH ANY REQUIRED THIRD PARTY PRIVATE LOCATES AND CLEARED BEFORE WORK IS SCHEDULED.

### 4.2 MATERIALS

1. FILL MATERIAL SHALL BE OBTAINED, WHEN POSSIBLE FROM MATERIALS EXCAVATED FROM TRENCHES ON-SITE. STRUCTURAL FILL, SAND OR SLURRY SHALL BE APPROVED BY THE CONSTRUCTION MANAGER AND SHALL CONFORM TO LOCAL GOVERNING JURISDICTIONS AND UTILITY COMPANY REQUIREMENTS. THE FILL MATERIAL SHALL CONTAIN NO ORGANIC MATERIAL OR ROCKS, NOR SHALL CONTAIN OBJECTIONABLE MATERIALS AND/OR MATERIALS DESIGNATED AS HAZARDOUS OR INDUSTRIAL BY THE ENVIRONMENTAL PROTECTION AGENCY (EPA). THE FILL MATERIAL SHALL CONTAIN FINES SUFFICIENT TO FILL ALL VOIDS IN THE MATERIAL. COMPACTION OF BACKFILL SOIL SHALL BE PLACED IN 12 INCH LOOSE LIFTS WHEN UTILIZING HEAVY COMPACTION EQUIPMENT OR 6 INCH LOOSE LIFTS WHEN UTILIZING HAND OPERATED TAMPERS.

### 4.3 PIPE DETECTION AND IDENTIFICATION

1. UTILIZING WARNING TAPE: ALL ELECTRIC SERVICE TRENCHES SHALL BE MARKED WITH WARNING TAPE.

### 4.4 TRENCH EXCAVATION

1. DIG TRENCH TO LINES AND GRADES SHOWN ON THE PLANS OR AS DIRECTED BY CONSTRUCTION MANAGER.
2. TRENCH LENGTH SHALL BE SUFFICIENT TO ALLOW FOR SATISFACTORY CONSTRUCTION AND INSPECTION OF THE PROJECT WITHOUT ENDANGERING OTHER CONSTRUCTION WORK OR ADJACENT FACILITIES.
3. DISPOSE OF EXCESS AND UNSUITABLE EXCAVATION MATERIAL PROPERLY, AS DIRECTED BY CONSTRUCTION MANAGER.
4. USE HAND METHODS FOR EXCAVATION THAT CANNOT BE ACCOMPLISHED WITHOUT ENDANGERING EXISTING OR NEW STRUCTURES OR OTHER FACILITIES.

### 4.5 TRENCH PROTECTION

1. PROVIDE MATERIALS, LABOR AND EQUIPMENT NECESSARY TO PROTECT TRENCHES AT ALL TIMES.
2. SHEETING AND BRACING: MEET OR EXCEED OSHA REQUIREMENTS AND TOWERCO REQUIREMENTS.

### 4.6 BACKFILLING

1. NOTIFY THE CONSTRUCTION MANAGER AT LEAST 24 HOURS IN ADVANCE OF BACKFILLING.
2. BACKFILL TRENCH WITH LIFTS UP TO 12 INCHES, LOOSE MEASURE.
3. PROTECT CONDUIT FROM LATERAL MOVEMENT, DAMAGE FROM IMPACT OR UNBALANCED LOADING TO AVOID DISPLACEMENT OF CONDUIT AND/OR STRUCTURES. DO NOT FREE FALL BACKFILL INTO TRENCH UNTIL AT LEAST 12 INCHES OF COVER IS OVER THE CONDUIT.

### 4.7 COMPACTION

1. COMPACT BACKFILL TO A 90% COMPACTION AT A MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 OR WITHIN PLUS OR MINUS 3 PERCENT OF OPTIMUM MOISTURE CONTENT.
2. IF REQUIRED COMPACTION DENSITY HAS NOT BEEN OBTAINED, REMOVE THE BACKFILL FROM THE TRENCH OR STRUCTURE, REPLACE WITH APPROVED BACKFILL AND RE-COMPACT AS SPECIFIED.
3. ANY SUBSEQUENT SETTLEMENT OF TRENCH OR STRUCTURE BACKFILL DURING MAINTENANCE PERIOD SHALL BE CONSIDERED THE RESULT OF IMPROPER COMPACTION AND SHALL BE PROMPTLY CORRECTED.



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REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
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C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**NOTES**

**DRAWING NUMBER**  
**N-2**

## 5.0 CHAIN LINK FENCES & GATES

### 5.1 GENERAL

1. PROVIDE CHAIN LINK FENCES AND GATES AS COMPLETE UNITS BY A SINGLE SUPPLY SOURCE INCLUDING NECESSARY ERECTION ACCESSORIES, FITTINGS AND FASTENERS.

### 5.2 PRODUCTS AND MATERIALS (AS APPROVED BY CONSTRUCTION MANAGER OR AS WITHIN CONSTRUCTION DOCUMENTS)

1. COMPOUND FABRIC 7'-0" HIGH AND OVER WITH 2-INCH MESH SHALL BE KNUCKLED AT ONE SELVAGE AND TWISTED AT THE OTHER.
2. STEEL FABRIC: COMPLY WITH CHAIN LINK FENCE MANUFACTURERS INSTITUTE (CLFMI) PRODUCT MANUAL. FURNISH ONE PIECE OF FABRIC WIDTHS. WIRE SIZE INCLUDES ZINC OR ALUMINUM COATING.
  - A. SIZE: 2-INCH MESH 9 GAUGE (0.148-INCH DIAMETER) WIRE.
  - B. GALVANIZED STEEL FINISH: ASTM A392, CLASS 2, WITH A MINIMUM 2.0 OZ. ZINC PER SQ. FT. OF UNCOATED WIRE SURFACE.
3. FRAMEWORK AND ACCESSORIES:
  - A. GENERAL REQUIREMENTS: EXCEPT AS INDICATED OTHERWISE CONFORM TO THE CHAIN LINK FENCE MANUFACTURERS INSTITUTE (CLFMI) PRODUCT MANUAL INDUSTRIAL STEEL GUIDE FOR FENCE RAILS, POSTS, GATES AND ACCESSORIES INCLUDING TABLE II.
  - B. STRENGTH REQUIREMENTS FOR POSTS AND RAILS CONFORMING TO ASTM F1043.
  - C. TYPE 1 PIPE HOT-DIPPED GALVANIZED STEEL PIPE CONFORMING TO ASTM F1083. PLANE ENDS, STANDARD WEIGHT (SCHEDULE 40) WITH NOT LESS THAN 18 OZ. ZINC PER SQ. FT. OF SURFACE AREA COATED.
  - D. FILLINGS: COMPLY WITH ASTM F526 MILL FINISHED ALUMINUM OR GALVANIZED IRON STEEL TO COMPLY WITH MANUFACTURER'S REQUIREMENTS.
  - E. TOP RAIL MANUFACTURERS LONGEST LENGTHS, WITH EXPANSION TYPE COUPLINGS, APPROXIMATELY 6 INCHES LONG, FOR EACH JOINT. PROVIDE MEANS FOR ATTACHING TOP RAIL SECURELY TO EACH GATE CORNER, PULL AND END POST.
4. GALVANIZED STEEL 1-1/4 INCH NPS (1.66 INCH OD) TYPE I OR II STEEL PIPE OR 1.625 INCH x 1.25 INCH ROLL-FORMED C-SECTIONS WEIGHING 1.35 LBS. PER FT.
5. SWING GATES: COMPLY WITH ASTM F900. PROVIDE HARDWARE AND ACCESSORIES FOR EACH GATE. GALVANIZED PER ASTM A153, AND IN ACCORDANCE WITH THE FOLLOWING:
  - A. HINGES: NON LIFT-OFF TYPE. OFFSET TO PERMIT 180 DEG. GATE OPENING.
  - B. LATCH: STYMILOCK MULTI-TENANT LOCKING DEVICE OR APPROVED EQUAL.
6. CONCRETE: PROVIDE CONCRETE CONSISTING OF PORTLAND CEMENT, ASTM C150, AGGREGATES ASTM C33, AND CLEAN WATER. MIX MATERIALS TO OBTAIN CONCRETE WITH A MINIMUM OF 28-DAY COMPRESSIVE STRENGTH OF 3000 PSI.

## 6.0 LANDSCAPING (IF APPLICABLE)

### 6.1 LANDSCAPE WORK

1. FURNISH, INSTALL AND MAINTAIN LANDSCAPE WORK AS SHOWN AND OR REQUIRED WITHIN THE CONSTRUCTION DOCUMENTS OR AS SPECIFIED IN THE TOWERCO CONSTRUCTION SPECIFICATIONS.

## 7.0 CONCRETE FORMWORK

### 7.1 CONCRETE FORMWORK

1. FORMS: SMOOTH AND FREE OF SURFACE IRREGULARITIES. UTILIZE FORM RELEASE AGENTS.
2. CHAMFER: EXPOSED EDGES OF ALL TOWER FOUNDATIONS SHALL RECEIVE A 3/4" BY 3/4" 45 DEGREE CHAMFER, UNLESS NOTE OTHERWISE. OTHER EXPOSED EDGES SHALL RECEIVE A TOOLED RADIUS FINISH.
3. UPON COMPLETION, REMOVE ALL FORMS, INCLUDING THOSE CONCEALED OR BURIED.
4. REFER TO STRUCTURAL DRAWINGS FOR ADDITIONAL REQUIREMENTS.

## 8.0 CONCRETE REINFORCEMENT

### 8.1 CONCRETE REINFORCEMENT

1. REFER TO STRUCTURAL DRAWINGS FOR ALL REQUIREMENTS

## 9.0 CAST IN PLACE CONCRETE

### 9.1 CAST IN PLACE CONCRETE

1. FOR STRUCTURAL CONCRETE (FOOTINGS, FOUNDATIONS, ETC.), REFER TO STRUCTURAL DRAWINGS FOR REQUIREMENTS. FOR ANY MISCELLANEOUS CONCRETE, REFER TO SPECIFICATION BOOK OR OBTAIN REQUIREMENTS FROM CONSTRUCTION MANAGER.
  - A. ALL CONCRETE SHALL COMPLY WITH ASTM C94 UNLESS NOTED OTHERWISE.
  - B. MINIMUM COMPRESSIVE STRENGTH (F'C) AT 28 DAYS: 3000 PSI FOR ALL CONCRETE UNLESS OTHERWISE SPECIFIED IN CONSTRUCTION OR STRUCTURAL DOCUMENTS.
  - C. CONCRETE TESTING: ALL FOUNDATION CONCRETE SHALL BE TESTED BY AN INDEPENDENT TESTING AGENCY APPROVED BY THE CONSTRUCTION MANAGER. ALL STRUCTURAL TOWER FOUNDATION CONCRETE MUST BE TESTED. EQUIPMENT OR BUILDING PADS ARE NOT REQUIRED TO BE TESTED, UNLESS OTHERWISE NOTED BY CONSTRUCTION MANAGER. PROVIDE A MINIMUM OF 5 CYLINDERS [(2) 7-DAY, (2) 28-DAY, (1) SPARE] FOR EACH DAYS POUR, OR FOR EVERY 50 YARDS PLACED, WHICHEVER IS GREATER. ADDITIONAL TESTS OR CYLINDERS MAY BE REQUIRED BY CONSTRUCTION MANAGER. A SLUMP, AIR, AND TEMPERATURE TEST SHALL BE PERFORMED FOR EACH SET OF CYLINDERS CAST. PREFERABLY, TESTS SHALL BE PERFORMED AT THE LOCATION OF ANCHOR BOLTS (PIERS - FOR MAT & PIERS, CAISSONS - TOP 1/3 OF CAISSON). TESTS SHALL ALSO BE REQUIRED FOR CONCRETE CONSIDERED TO BE LESS THAN DESIRABLE BY CONCRETE SPECIFICATION STANDARDS. THE TESTING AGENCY HAS THE AUTHORITY TO NOT ACCEPT CONCRETE MEETING THESE SPECIFICATIONS FOR TOWERCO. THE CONTRACTOR IS RESPONSIBLE FOR ANY CONCRETE NOT MEETING THESE STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF THE TESTING AGENCY A MINIMUM OF 24 HOURS IN ADVANCE OF EACH FOUNDATION POUR. TEST REPORTS SHALL BE FORWARDED TO TOWERCO CONSTRUCTION MANAGER WITHIN 24 HOURS OF LAB TEST.
  - D. VIBRATE ALL CONCRETE USING SUFFICIENT HIGH FREQUENCY LOW AMPLITUDE MECHANICAL IMMERSION TYPE VIBRATORS. INSERT VIBRATORS IN CONCRETE AT REGULAR INTERVALS AND OVER ENTIRE SURFACE TO SOLIDLY FILL CONCRETE AROUND AND BETWEEN REINFORCEMENT BARS AND INTO CORNERS AND IRREGULARITIES. VIBRATE THOROUGHLY THROUGH EACH LIFT TO THE PREVIOUS LIFT. DISCONTINUE VIBRATION WHEN RISING ENTRAPPED AIR BUBBLES STOP BREAKING THE LEVELING SURFACE. DO NOT OVER VIBRATE AS THIS MAY CAUSE SEGREGATION.
2. FINISHING EXPOSED CONCRETE SURFACES:
  - A. THESE PROVISIONS APPLY TO ALL EXPOSED AND ALL FORMED CONCRETE, EXTERIOR OR INTERIOR. UNLESS SPECIFICALLY DETAILED OTHERWISE, PERFORM PROCEDURES PRIOR TO APPLICATION OF ANY CURING COMPOUNDS.
  - B. ALL SURFACES: THOROUGHLY CLEAN OFF ALL STAINS, SPATTER AND LOOSE MATERIAL.
  - C. FINS, RIDGES AND HIGH SPOTS: HONE SMOOTH WITH ABRASIVE POWER GRINDERS WHILE CONCRETE IS GREEN, IMMEDIATELY AFTER FORM REMOVAL.
  - D. FORM TIE HOLES AND DEEP DEPRESSIONS: FLUSH THOROUGHLY WITH CLEAN WATER AND TAMP TO OVERFULL WITH DRYPACK. CURE 10 DAYS AND HONE FLUSH AND SMOOTH.
  - E. ROCK POCKETS, HONEYCOMB, SAND STREAKS, DEBRIS AND VOIDS: CUT OUT AT LEAST 1 INCH DEEP WITH SIDES PERPENDICULAR TO SURFACE. FLUSH THOROUGHLY WITH CLEAN WATER, COAT SURFACE WITH NEAT CEMENT PASTE AND TAMP TO OVERFULL WITH DRYPACK IN AT LEAST TWO LAYERS. CURE FOR 10 DAYS AND HONE FLUSHED AND SMOOTH.
3. CONTRACTOR SHALL VERIFY ALL SIZES AND LOCATIONS OF ALL ELECTRICAL OPENINGS AND EQUIPMENT/BUILDING PADS WITH THE ELECTRICAL DRAWINGS AND SHOP DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL OPENINGS AND SLEEVES FOR PROPER DISTRIBUTION FOR ALL UTILITIES. CONTRACTOR SHALL REFER TO DRAWINGS OF OTHER TRADES AND VENDOR DRAWINGS FOR EMBEDDED ITEMS AND RECESSES NOT SHOWN ON STRUCTURAL DRAWINGS. PRIOR TO POURING CONCRETE THE INDEPENDENT TESTING AGENCY SHALL INSPECT ALL FOUNDATION STEEL AND FOUNDATION SUBGRADE.
4. CONCRETE PIERS FOR FOUNDATIONS SHALL BE DRILLED AND POURED ON THE SAME DAY.

## 10.0 STRUCTURAL STEEL

### 10.1 STRUCTURAL STEEL - MEET OR EXCEED MANUFACTURER'S RECOMMENDATIONS.

1. UNLESS OTHERWISE NOTED, ALL DETAILING, FABRICATION AND PLACING OF REINFORCING STEEL SHALL CONFORM TO THE MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES (ACI 315).

2. ALL REINFORCING STEEL SHALL BE NEW BILLET STEEL, CONFORMING TO ASTM A615, GRADE 60, DEFORMED.
3. HEATING AND WELDING OF BARS IS PROHIBITED WITH THE EXCEPTION OF WRITTEN APPROVAL BY THE STRUCTURAL ENGINEER.
4. ALL REINFORCEMENT BARS TO BE FREE FROM LOOSE RUST AND SCALE.
5. UNLESS OTHERWISE NOTED, ALL REINFORCEMENT SHALL HAVE A MINIMUM CONCRETE COVERAGE OF 3 INCHES. THIS MAY REQUIRE SPACERS AND CHAIRS AS REQUIRED BY TESTING AGENCY OR CONSTRUCTION MANAGER.
6. SPLICES IN REINFORCEMENT STEEL ARE PROHIBITED, UNLESS APPROVED BY CONSTRUCTION MANAGER. ALL SPLICES MUST THEN MEET ALL APPLICABLE ASTM STANDARDS FOR SPLICING.

## 11.0 TOWER & ANTENNA INSTALLATION:

### 11.1 WORK INCLUDED

1. IF REQUIRED, ERECT FURNISHED TOWER.
2. GROUND TOWER TEMPORARILY DURING ERECTION. GROUNDING SHALL INCLUDE BASE(S) AND ANCHORS.
3. IF REQUIRED, INSTALL PLATFORMS/MOUNTS AS DETAILED ON DRAWINGS - CONFIRM WITH OWNER REPRESENTATIVE.
4. INSTALL ANTENNAS AS INDICATED ON DRAWINGS AND OWNER SPECIFICATIONS.
5. INSTALL GALVANIZED STEEL ANTENNA MOUNTS AS INDICATED ON DRAWINGS.
6. INSTALL FURNISHED GALVANIZED STEEL WAVEGUIDE LADDER.
7. INSTALL WAVEGUIDE BRIDGE AS INDICATED ON DRAWING.
8. SUPPLY AND INSTALL ONE INSULATED GROUND BAR AT EQUIPMENT CABINET.
9. SUPPLY AND INSTALL GROUNDING STRAP KITS WITH LONG BARREL COMPRESSION LUGS (SIM. TO ANDREW-223700TBD OR APPROVED EQUAL) ATOP TOWER BASE BEFORE ENTERING THE EQUIPMENT. GROUNDING STRAPS TO BE CONNECTED TO INSULATED GROUND BAR.
10. PERFORM SWEEP TEST OF INSTALLED COAX OR OTHER CABLING, (FIBER & CAT5) AS REQUIRED.

### 11.2 REQUIREMENTS OF REGULATOR AGENCIES

1. FURNISH U.L. LISTED EQUIPMENT WHERE SUCH LABEL IS AVAILABLE, INSTALL IN CONFORMANCE WITH U.L. STANDARDS WHERE APPLICABLE.
2. INSTALL ANTENNA, ANTENNA CABLES AND GROUNDING SYSTEM IN ACCORDANCE WITH DRAWINGS AND SPECIFICATIONS, AND STATE AND LOCAL BUILDING CODES, AND SPECIAL CODES HAVING JURISDICTION OVER SPECIFIC PORTIONS OF WORK. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:
  - A. TIA - TELECOMMUNICATIONS INDUSTRY ASSOCIATION TIA-222. STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWERS AND ANTENNA SUPPORTING STRUCTURES.
  - B. FAA - FEDERAL AVIATION ADMINISTRATION ADVISORY CIRCULAR AC 70/7460-IH, OBSTRUCTION MARKING AND LIGHTING.
  - C. FCC - FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS FORM 715, OBSTRUCTION MARKING AND LIGHTING SPECIFICATIONS FOR ANTENNA STRUCTURES AND FORM 715A, HIGH INTENSITY OBSTRUCTION LIGHTING SPECIFICATIONS FOR ANTENNA STRUCTURES.
  - D. AISC - AMERICAN INSTITUTE OF STEEL CONSTRUCTION SPECIFICATION FOR STRUCTURAL JOINTS USING ASTM A325 OR A490 BOLTS.
  - E. NEC - NATIONAL ELECTRICAL CODE
  - F. UL - UNDERWRITER'S LABORATORIES APPROVED ELECTRICAL PRODUCTS.
  - G. IN ALL CASES, PART 77 OF THE FAA RULES AND PARTS 17 AND 22 OF THE FCC RULES ARE APPLICABLE AND IN THE EVENT OF CONFLICT, SUPERSEDE ANY OTHER STANDARDS OR SPECIFICATIONS.
  - H. LIFE SAFETY CODE NFPA -101.

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EXPIRES 12/31/17 SIGNED:



15

**SITE NAME: SE POLK HS**

**TOWERCO SITE ID: IA0305**

**8325 NE UNIVERSITY AVENUE**  
**PLEASANT HILL, IA 50237**  
**POLK COUNTY**

REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
B	08.01.16	REVISED LEASE EXHIBIT	ATK	SAC	JKR
C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**NOTES**

**DRAWING NUMBER**  
**N-3**

**12.0 GENERAL ELECTRIC PROVISIONS:**

**12.1 GENERAL**

1. SUBMITTAL OF BID INDICATES CONTRACTOR IS COGNIZANT OF ALL JOB SITE CONDITIONS AND WORK TO BE PERFORMED UNDER THIS CONTRACT.
2. CONTRACTOR SHALL PERFORM ALL VERIFICATION OBSERVATIONS TEST, AND EXAMINATION WORK PRIOR TO THE ORDERING OF THE ELECTRICAL EQUIPMENT AND THE ACTUAL CONSTRUCTION. CONTRACTOR SHALL ISSUE A WRITTEN NOTICE OF ALL FINDINGS TO THE ENGINEER LISTING ALL MALFUNCTIONS, FAULTY EQUIPMENT AND DISCREPANCIES.
3. HEIGHTS AND LENGTHS SHALL BE VERIFIED WITH OWNER PRIOR TO INSTALLATION.
4. THESE PLANS ARE DIAGRAMMATIC ONLY, FOLLOW AS CLOSELY AS POSSIBLE.
5. ELECTRICAL SERVICE TO BE 120 / 208 VAC 3-PHASE 4-WIRE 100 AMP SERVICE OR 120 / 240 VAC SINGLE PHASE 3-WIRE 200 AMP SERVICE
6. EACH CONDUCTOR OF EVERY SYSTEM SHALL BE PERMANENTLY TAGGED IN EACH PANEL BOARD, PULL BOX, J-BOX, SWITCH BOX, ETC., IN COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (O.S.H.A.).
7. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, INSURANCE, EQUIPMENT, INSTALLATION, CONSTRUCTION TOOLS, TRANSPORTATION, ETC., FOR A COMPLETE AND PROPERLY OPERATIVE SYSTEM ENERGIZED THROUGHOUT AND AS INDICATED ON DRAWINGS, AS SPECIFIED HEREIN AND/OR AS OTHERWISE REQUIRED.
8. ALL MATERIALS AND EQUIPMENT SHALL BE NEW AND IN PERFECT CONDITION WHEN INSTALLED AND SHALL BE OF THE BEST GRADE AND OF THE SAME MANUFACTURER THROUGHOUT FOR EACH CLASS OR GROUP OF EQUIPMENT. MATERIALS SHALL BE "UL" LISTED WHERE SUBJECT TO SUCH APPROVAL. MATERIALS SHALL MEET WITH APPROVAL OF THE DIVISION OF INDUSTRIAL SAFETY AND ALL GOVERNING BODIES HAVING JURISDICTION. MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH APPLICABLE STANDARDS ESTABLISHED BY ANSI, NEMA AND NBFU.
9. ALL CONDUIT INSTALLED SHALL BE SURFACE MOUNTED OR DIRECT BURIAL UNLESS OTHERWISE NOTED. YELLOW GROUND TAPE IN NO INSTANCE SHALL PRESENT A TRIP HAZARD.
10. CONTRACTOR SHALL CARRY OUT THEIR WORK IN ACCORDANCE WITH ALL GOVERNING STATE, COUNTY AND LOCAL CODES AND O.S.H.A. AND TOWERCO REQUIREMENTS.
11. CONTRACTOR TO OBTAIN ALL PERMITS, PAY PERMIT FEES, AND BE RESPONSIBLE FOR SCHEDULING INSPECTIONS.
12. COMPLETE JOB SHALL BE WARRANTED FOR A PERIOD OF ONE (1) YEAR AFTER THE DATE OF JOB ACCEPTANCE BY OWNER. ANY WORK, MATERIAL OR EQUIPMENT FOUND TO BE FAULTY DURING THAT PERIOD SHALL BE CORRECTED AT ONCE, UPON WRITTEN NOTIFICATION, AT THE EXPENSE OF THE CONTRACTOR.
13. ALL CONDUIT SHALL HAVE A PULL WIRE OR ROPE.
14. PROVIDE PROJECT MANAGER WITH ONE SET OF COMPLETE ELECTRICAL "AS INSTALLED" DRAWINGS AT THE COMPLETION OF THE JOB, SHOWING ACTUAL DIMENSIONS, ROUTINGS AND CIRCUITS.
15. ALL BROCHURES, OPERATING MANUALS, CATALOGS, SHOP DRAWINGS, ETC., SHALL BE TURNED OVER TO THE OWNER AT JOB COMPLETION.
16. USE T-TAP CONNECTIONS ON ALL MULTI-CIRCUITS WITH COMMON NEUTRAL CONDUCTOR FOR LIGHTING FIXTURES.
17. ALL CONDUCTORS SHALL BE COPPER UNLESS NOTED OTHERWISE.
18. ALL CIRCUIT BREAKERS, FUSES AND ELECTRICAL EQUIPMENT SHALL HAVE AN INTERRUPTING SHORT CIRCUIT CURRENT TO WHICH THEY MAY BE SUBJECTED, AND A MINIMUM OF 10,000 A.I.C.
19. THE ENTIRE ELECTRICAL INSTALLATION SHALL BE GROUNDED AS REQUIRED BY ALL APPLICABLE CODES.
20. PATCH, REPAIR AND PAINT ANY AREA THAT HAS BEEN DAMAGED IN THE COURSE OF THE ELECTRICAL WORK.
21. PENETRATIONS IN FIRE RATED WALLS SHALL BE FIRE STOPPED IN ACCORDANCE WITH APPLICABLE LOCAL BUILDING CODES.
22. WIRE AND CABLE CONDUCTORS SHALL BE COPPER #12 AWG MINIMUM UNLESS SPECIFICALLY NOTED OTHERWISE ON DRAWINGS.
23. GROUNDING CONDUCTORS SHALL BE SOLID TINNED COPPER UNLESS OTHERWISE NOTED.
24. METER SOCKET AMPERES, VOLTAGE, NUMBER OF PHASES SHALL BE AS NOTED ON THE DRAWINGS, MANUFACTURED BY "SQUARE D COMPANY", OR APPROVED EQUAL.
25. ALL MATERIALS SHALL BE U.L. LISTED.

26. CONDUIT

- A. RIGID CONDUIT SHALL BE U.L. LABEL GALVANIZED ZINC COATED WITH ZINC INTERIOR AND SHALL BE USED WHEN INSTALLED IN OR UNDER CONCRETE SLABS IN CONTACT WITH THE EARTH, UNDER PUBLIC ROADWAYS, IN MASONRY WALLS OR EXPOSED ON BUILDING EXTERIOR. RIGID CONDUIT IN CONTACT WITH EARTH SHALL BE 1/2 LAPPED WRAPPED WITH HUNTS WRAP PROCESS NO. 3.
  - B. ELECTRICAL METALLIC TUBING SHALL HAVE U.L. LABEL, FITTING SHALL BE GLAND RING COMPRESSION TYPE. EMT SHALL BE USED ONLY FOR INTERIOR RUNS.
  - C. FLEXIBLE METALLIC CONDUIT SHALL HAVE U.L. LISTED LABEL AND MAY BE USED WHERE PERMITTED BY CODE. FITTINGS SHALL BE "JAKE" OR "SQUEEZE" TYPE, SEAL TIGHT FLEXIBLE CONDUIT. ALL CONDUIT SHALL HAVE FULL SIZE EQUIPMENT GROUND WIRE.
  - D. CONDUIT RUNS SHALL BE SURFACE MOUNTED ON CEILINGS OR WALLS UNLESS INDICATED OTHERWISE. CONDUIT SHALL RUN PARALLEL OR AT RIGHT ANGLES TO CEILING, FLOOR OR BEAMS. VERIFY EXACT ROUTING OF ALL EXPOSED CONDUIT WITH THE OWNER PRIOR TO INSTALLING. NO HORIZONTAL CONDUITS SHALL BE BELOW 7'-6" A.F.F. NO BX OR ROMEX CABLE IS PERMITTED.
  - E. PARALLEL UNDERGROUND CONDUIT SHALL BE PVC SCHEDULE 40 (UNLESS NOTED OTHERWISE) AT A MINIMUM DEPTH OF 30" BELOW GRADE - STACKED UNDERGROUND CONDUIT SHALL BE PVC SCHEDULE 40 (UNLESS NOTED OTHERWISE) AT A MINIMUM DEPTH OF 24" BELOW GRADE.
27. ALL ELECTRICAL EQUIPMENT SHALL BE LABELED WITH PERMANENT ENGRAVED PLASTIC LABELS.
  28. CONTRACTOR TO PROVIDE DAILY UPDATES TO PM UNTIL FINAL ELECTRICAL SERVICE IS EFFECTED.
  29. UPON COMPLETION OF WORK, CONDUCT CONTINUITY, SHORT CIRCUIT, AND FALL OF POTENTIAL GROUND TESTS FOR APPROVAL. SUBMIT TEST REPORTS TO PROJECT MANAGER. CLEAN PREMISES OF ALL DEBRIS RESULTING FROM WORK AND LEAVE WORK IN A COMPLETE AND UNDAMAGED CONDITION.
  30. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY FOR CONNECTION OF TEMPORARY AND PERMANENT POWER TO THE SITE. THE TEMPORARY POWER AND ALL HOOKUP COSTS TO BE PAID BY CONTRACTOR.

**13.0 GROUNDING STANDARDS:**

**13.1 DEFINITIONS**

- AGB: ANTENNA GROUND BAR
- AWG: AMERICAN WIRE GAUGE
- EMT: ELECTRICAL METAL TUBING (LIGHT GAUGE METALLIC CONDUIT)
- MGB: MASTER GROUND BAR
- PVC: POLYVINYL CHLORIDE
- RFI: RADIO FREQUENCY INTERFERENCE
- TGB: TOWER GROUND BAR
- THWN: LETTER TYPE DESIGNATION FOR CONDUCTOR INSULATION THAT IS A MOISTURE AND HEAT RESISTANT THERMOPLASTIC WITH A MAXIMUM OPERATING TEMPERATURE OF 75 DEGREES CELSIUS OR 167 DEGREES FAHRENHEIT

**13.2 BACKGROUND**

1. AREAS OF CONCERN: WHEN DESIGNING A GROUNDING SYSTEM FOR A MOBILE RADIO FACILITY THERE ARE FOUR INTERRELATED AREAS OF CONCERN. THE BASIC OBJECTIVE FOR EACH IS:
  - A. LIGHTNING PROTECTION -TO MAINTAIN ALL EQUIPMENT AT THE SAME POTENTIAL DURING A LIGHTNING IMPULSE.
  - B. RFI FOR NOISE INDUCTION CONTROL -TO ESTABLISH THE LOWEST POSSIBLE IMPEDANCE AMONG ALL EQUIPMENT.
  - C. ELECTROSTATIC CONTROL -TO REDUCE ELECTROSTATIC DISCHARGE PROBLEMS.
  - D. PERSONNEL SAFETY -TO MAINTAIN A MINIMUM VOLTAGE DIFFERENCE BETWEEN ANY TWO METALLIC OBJECTS WHICH PERSONNEL MIGHT CONTACT SIMULTANEOUSLY.

2. A/C GROUNDING:

IN THIS GROUNDING SYSTEM THE A/C SERVICE GROUND SHALL BE KEPT ISOLATED FROM THE EQUIPMENT FRAME WORK AND LIGHTNING PROTECTION GROUND SYSTEMS EXCEPT FOR ONE SPECIFIC POINT. THIS POINT IS THE MAIN GROUNDING POINT OF THE SYSTEM. THIS WOULD TYPICALLY BE CONNECTING THE A/C SERVICE GROUND AT THE COMMERCIAL POWER RISER POLE DISCONNECT/METER BASE TO THE EXTERNAL GROUND RING. ALL GROUNDING CONNECTIONS INSIDE OF CABINETS SHALL BE SCRAPPED TO BARE METAL AND COATED WITH NOALOX.

3. LIGHTNING CONSIDERATIONS:

LIGHTNING DAMAGE OCCURS FROM EITHER INDUCTION OR FROM AN ACTUAL DIRECT STRIKE TO THE STRUCTURE, USUALLY TAKEN THROUGH THE TOWER AND/OR ANTENNAS. STRIKES TO OTHER NEARBY OBJECTS INDUCE HIGH ENERGY INTO POWER OR TELEPHONE CABLES ENTERING THE STRUCTURE. THIS TYPE OF EFFECT HISTORICALLY CAUSES MOST OF THE DAMAGE TO THE STRUCTURE AND ITS CONTENTS.

**13.3 STATION GROUNDING SYSTEM**

1. MATERIALS:

#2 AWG, BARE SOLID TINNED COPPER WIRE, FOR ALL EXTERIOR CONDUCTORS AND TOWER GROUND BAR CONDUCTORS OR AS OTHERWISE SPECIFIED. GROUNDS TO THE LINES AND ANTENNAS SHALL BE #6 STANDARD GREEN INSULATED JUMPERS. THE GROUND WIRE TO THE MGB SHALL BE GREEN JACKETED STRANDED #2 TINNED WIRE BURNDY CONNECTED TO THE BUSS BAR AND CONNECTED TO THE GROUND RING ON A GROUND ROD.

#2 AWG, INSULATED STRANDED COPPER CABLE IS ACCEPTABLE FOR INTERIOR GROUND BAR CONDUCTORS ON TENANT IMPROVEMENT SITES.

5/8" X 10'-0" GROUND RODS OF SOLID COPPER, STAINLESS STEEL OR COPPER CLAD HIGH STRENGTH STEEL.

ABOVE GRADE CONNECTIONS SHALL BE BURNDY HYGROUND COMPRESSION. BELOW GRADE CONNECTIONS SHALL BE EXOTHERMIC CONNECTION OR OTHER APPROVED EXOTHERMIC WELDING SYSTEM FOR BONDING AS SPECIFIED.

XIT OR ADVANCED GROUNDING ELECTRODE (AGE): ALL CHEMICAL GROUND RODS SHALL BE UL APPROVED.

SOLID COPPER PLATES OF MINIMUM 3'-0" X 3'-0" X 1/4" SIZE AS SPECIFIED.

NOALOX OR APPROVED EQUAL CONDUCTIVE MEDIUM MATERIAL SHALL BE USED IN ALL MECHANICAL CONNECTIONS.

#2 AWG STRANDED INSULATED (GREEN) FOR ALL INTERNAL EQUIPMENT GROUNDING.

MECHANICAL FASTENERS (I.E., DOUBLE LUGS, SPLIT BOLTS PARALLEL CONNECTORS) SHALL BE BRONZE, BRASS, COPPER OR STAINLESS STEEL AND HAVE NOALOX BETWEEN CONDUCTOR AND CONNECTION.

BOLTS, NUTS AND SCREWS USED TO FASTEN MECHANICAL CONNECTORS SHALL BE STAINLESS STEEL WITH STAR TYPE STAINLESS STEEL LOCK WASHERS.

ALL LUG TUBE FASTENERS SHALL PROVIDE TWO HOLES TO ALLOW A DOUBLE BOLT CONNECTION.

2. MASTER GROUND BAR (MGB):

THE PURPOSE OF THE MASTER GROUND BAR IS TO GROUND THE RADIO EQUIPMENT AND ANY OTHER METALLIC OBJECTS AROUND THE RADIO EQUIPMENT. IF AN THE MASTER GROUND BAR IS NOT PROVIDED WITH THE RADIO EQUIPMENT, THE MASTER GROUND BAR SHALL BE AS FOLLOWS: THE THE MASTER GROUND BAR IS A COPPER BAR MEASURING 4"W X 24"L X 1/4" LOCATED AS CLOSE TO THE RADIO EQUIPMENT AS POSSIBLE. THE THE MASTER GROUND BAR SHALL HAVE A MINIMUM NUMBER OF (28) 3/8" HOLES. GROUND BAR SHALL BE SUPPORTED BY MOUNTING BRACKETS WITH INSULATOR STANDOFFS. (2) #2 TINNED SHALL BE ATTACHED WITH EXOTHERMIC CONNECTION TO THE THE MASTER GROUND BAR AND DOWN LEADS THEN TAKEN THROUGH CONDUIT TO THE GROUND RING. THIS CONDUCTOR SHALL BE KEPT SEPARATE AND ISOLATED UNTIL TERMINATING AT THE MAIN GROUNDING POINT, (I.E. EXTERIOR GROUND RING OR BUILDING GROUNDING SYSTEM).

3. ANTENNA GROUND BAR (AGB):

THE PURPOSE OF THE ANTENNA GROUND BAR IS PRIMARILY FOR LIGHTNING PROTECTION. COAXIAL CABLE IS USUALLY THE ONLY ITEM GROUNDED TO THIS BAR. HOWEVER IT IS ACCEPTABLE TO BOND EXTERIOR; CABLE TRAY, WAVE GUIDE PORTS AND CANTILEVERED WAVE GUIDE BRIDGES TO THE ANTENNA GROUND BAR. THE ANTENNA GROUND BAR IS A COPPER BAR MEASURING 4"W X 24"L X 1/4". THERE SHALL BE TWO ANTENNA GROUND BARS, ONE LOCATED AT THE TOP OF THE TOWER AT THE START OF THE VERTICAL RUN OF COAX, THE OTHER AT THE BOTTOM OF THE VERTICAL RUN OF COAX BEFORE IT MAKES ITS BEND. (IF THE TOWER IS OVER 200' THERE SHALL BE A THIRD ANTENNA GROUND BAR LOCATED AT THE MIDDLE OF THE TOWER). THE ANTENNA GROUND BAR SHALL HAVE A MINIMUM OF (28) 3/8" HOLES. GROUND BARS SHALL BE SUPPORTED BY MOUNTING BRACKETS WITH INSULATOR STANDOFFS. USE #2 AWG SOLID TINNED WIRE W/ 2-HOLE SHORT BARREL COMPRESSION LUGS 3/8" HOLES, 1" CENTER TO CENTER SPACING). THIS CONDUCTOR SHALL BE KEPT SEPARATE AND ISOLATED UNTIL TERMINATING AT THE MAIN GROUNDING POINT (I.E. EXTERIOR GROUND RING, OR BUILDING GROUNDING SYSTEM)



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 EXPIRES 12/31/17 SIGNED:



**SITE NAME: SE POLK HS**  
**TOWERCO SITE ID: IA0305**  
**8325 NE UNIVERSITY AVENUE**  
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**POLK COUNTY**

REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
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C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**NOTES**

**DRAWING NUMBER**  
**N-4**

### 13.0 GROUNDING STANDARDS (CONTINUED):

4. SURGE ARRESTOR GROUND BAR (SAGB):

THE PURPOSE OF THE SURGE ARRESTOR GROUND BAR IS FOR LIGHTING PROTECTION. THE SURGE ARRESTOR GROUND BAR IS A BENT (3" X 3" ) X 1/4" X 24" COPPER BAR. IT IS LOCATED ON THE WAVEGUIDE BRIDGE SUPPORT CLOSEST TO THE EQUIPMENT. ONE FACE OF THE BAR SHALL HAVE A MINIMUM OF (28) 3/8" DIA. HOLES. HOLES SHALL BE IN PAIRS THAT ARE 1" CENTER TO CENTER. THE OTHER FACE SHALL HAVE 3/8" DIA. HOLES AS REQUIRED TO ATTACH AND GROUND COAXIAL SURGE ARRESTORS. THE GROUND BAR SHALL BE SUPPORTED BY MOUNTING BRACKETS WITH INSULATOR STANDOFFS.

5. GROUND ROD AND GROUND RING PLACEMENT:

THE OUTSIDE GROUND RING SHALL BE PLACED AROUND THE RADIO EQUIPMENT AT A DISTANCE OF TWO (2) FEET FROM THE RADIO EQUIPMENT AT A DEPTH OF 2'-6" OR 6" BELOW THE FROST LINE, WHICHEVER IS DEEPER. RODS SHALL BE DRIVEN TO A DEPTH SUCH THAT THE TOP OF THE RODS IS AT THE LEVEL OF THE GROUND RING CONDUCTOR. THE RODS SHALL BE PLACED MINIMALLY ALONG THE RING AT THE FOLLOWING LOCATIONS:

1. BELOW THE AREA OF THE INTERNAL MASTER GROUND BAR FOR CONNECTION TO THE MGB.
2. BELOW THE UTILITY RACK FOR CONNECTION TO THE MAIN POWER DISCONNECT.
3. BELOW THE CORNERS OF THE RADIO EQUIPMENT.
4. AS REQUIRED TO ACHIEVE A RECOMMENDED SPACING OF TWENTY (20) FEET BETWEEN GROUND RODS ALONG THE RING PERIMETER.
5. AS REQUIRED ALONG THE RING PERIMETER TO ACHIEVE 5 OHMS OR LESS RESISTANCE WHEN TESTED.
6. TWO RODS LOCATED ON OPPOSITE SIDES AT EACH TOWER LEG OR MONOPOLE.
7. ONE ROD LOCATED BENEATH EACH END OF THE WAVE GUIDE BRIDGE OR CABLE TRAY.
8. ONE ROD LOCATED ADJACENT TO THE STANDBY GENERATOR, AND IF SEPARATED BY MORE THAN TEN (10) FEET, ONE LOCATED ADJACENT TO THE FUEL TANK.
9. ONE ROD LOCATED AT THE BASE OF THE TOWER FOR THE CGB.

6. TOWER GROUNDING:

ALL MONOPOLES SHALL HAVE TWO GROUND RODS (MINIMUM). ALL OTHER TOWERS SHALL HAVE TWO GROUND RODS PLACED AT THE BASE OF EACH TOWER LEG. EACH MONOPOLE OR TOWER LEG SHALL BE BONDED TO THE SYSTEM VIA TWO #2 BARE TINNED SOLID COPPER CONDUCTORS. BURNDY CONNECT THE CONDUCTORS TO ONLY STRUCTURAL BASE PLATES OR LUGS OR EARS AS MAY BE PROVIDED. NO BURNDY CONNECTIONS SHALL BE MADE TO THE VERTICAL WALLS OF THE STRUCTURE. NEVER GROUND TO HOLLOW LEG MEMBERS.

7. ANTENNA GROUNDING:

EACH ANTENNA COAXIAL CABLE SHALL TYPICALLY BE GROUNDED AT THREE POINTS USING A HARD-SHELL COAXIAL CABLE KIT FROM THE MANUFACTURER OF THE ANTENNA CABLE. A TYPICAL INSTALLATION SHALL BE AS FOLLOWS:

1. THE FIRST GROUND CONNECTION SHALL OCCUR AS CLOSE TO THE ANTENNA AS POSSIBLE, BELOW THE FIRST POINT THE COAX CABLE BEGINS TO RUN VERTICAL DOWN THE TOWER. THIS GROUND SHALL TERMINATE AT THE TOP ANTENNA GROUND BAR.
2. THE SECOND GROUND SHALL BE MADE AT THE BOTTOM OF THE VERTICAL RUN OF THE COAXIAL CABLE AS IT TURNS OUT AWAY FROM THE TOWER TOWARDS THE RADIO EQUIPMENT. THIS GROUND SHALL BE TERMINATED AT THE COLLECTOR GROUND BAR. THE COLLECTOR GROUND BAR SHALL HAVE TWO (2) LEADS OF #2 AWG BARE TINNED SOLID COPPER WIRE, AND SHALL TERMINATE AT THE TOWER GROUND RING. THESE SHALL BE ENCASED IN PVC PIPE.
3. THE THIRD GROUND SHALL BE ON THE SURGE ARRESTOR. GROUND TO BE ATTACHED TO THE CABLE ON STRAIGHT RUNS (NOT WITHIN BENDS) AND BE WEATHERPROOFED PER THE MANUFACTURER'S SPECIFICATIONS. THE SURGE ARRESTORS SHALL BE GROUNDED TO THE GROUND BAR. THE SURGE ARRESTOR GROUND BAR SHALL HAVE TWO (2) LEADS OF #2 AWG BARE TINNED SOLID COPPER WIRE, AND SHALL TERMINATE AT THE TOWER GROUND RING. THESE SHALL BE ENCASED IN PVC PIPE.

8. GENERATOR FUEL TANK GROUNDING:

THE GENERATOR FUEL TANK, IF REQUIRED, SHALL BE CONNECTED IN AT LEAST ONE PLACE TO THE MAIN EXTERIOR GROUND RING. #2 AWG BARE SOLID TINNED COPPER WIRE SHALL BE BURNDY CONNECTED TO ONE SUPPORT LEG OF THE FUEL TANK AND EXOTHERMIC CONNECTION TO THE NEAREST EXTERIOR GROUND RING/GROUND ROD.

9. EQUIPMENT ROOM GROUNDING:

THE MASTER GROUND BAR (MGB) SERVES AS THE COLLECTION POINT FOR THE RADIO EQUIPMENT AS WELL AS ALL INTERIOR NON-ELECTRICAL GROUNDED METAL MATERIALS (HVAC GRILLS, DOOR FRAMES/DOORS, TELCO BOARD, UNISTRUTS, CABLE TRAYS, ALARM JUNCTION BOX, ETC.) THESE ITEMS SHALL BE GROUNDED WITH #6 AWG STRANDED (GREEN) GROUND WIRES U.N.O. WITH INDIVIDUAL RUNS BACK TO THE MGB. (THE CABLE TRAY, DOOR/FRAME AND UNISTRUT MAY BE JUMPERED TOGETHER AND HAVE A SINGLE GROUND WIRE CONNECTION TO THE MGB.)

10. WALL PENETRATION SLEEVES:

INSTALL PER CONSTRUCTION DRAWINGS.

11. A/C COMMERCIAL POWER GROUNDING CONNECTIONS:

AT THE ON-SITE RISER POLE LOCATION OR UNDERGROUND SERVICE ENTRANCE LOCATION, THE A/C SERVICE SHALL BE MECHANICALLY BONDED TO THE A/C SERVICE ENTRANCE GROUND AS SPECIFIED BY THE NATIONAL ELECTRIC CODE, ARTICLE 250, AND/OR APPROPRIATE LOCAL CODES. A SEPARATE GROUND ROD SHALL BE PROVIDED AT THIS POINT, AND SHALL BE CONNECTED TO THE EXTERIOR GROUND RING. A SEPARATE A/C SERVICE GROUND AND NEUTRAL SHALL THEN BE ROUTED TO AND CONNECTED TO THE MAIN DISCONNECT INSIDE THE BUILDING OR AS REQUIRED BY LOCAL AUTHORITY.

12. GENERATOR RECEPTACLE GROUNDING:

THE GENERATOR RECEPTACLE (HUBBLE PLUG) SHALL BE GROUNDED TO THE EQUIPMENT GROUND RING.

13. COAX BRIDGE / CABLE TRAY GROUNDING:

BOND THE COAX BRIDGE OR CABLE TRAY TO THE ANTENNA GROUND BAR WITH #2 SOLID TINNED GROUND WIRE. THESE CONNECTIONS SHALL BE DOUBLE LUG BOLTED / SCREWED MECHANICAL CONNECTIONS WITH STAR LOCK WASHERS AND NOALOX. ALL BRIDGE SPLICES SHALL HAVE JUMPERS OF #2 SOLID WITH COMPRESSION LUGS.

14. EXOTHERMIC CONNECTION & BURNDY CONNECTION:

EXOTHERMIC WELDS AND BURNDY CONNECTIONS SHALL BOND ALL UNDERGROUND AND DAMP LOCATION CONNECTIONS, SHELTER SKID GROUNDS, TOWER OR MONOPOLE GROUNDS, FENCING CORNER AND GATE POSTS, ANTENNA GROUND BARS, (AGB), SURGE ARRESTOR GROUND BAR, (SAGB), AND THE MASTER GROUND BAR (MGB). MECHANICAL CONNECTIONS SHALL BE TYPICALLY USED TO BOND ALL INTERIOR EQUIPMENT, COAX CABLE BRIDGES AND COAXIAL CABLE GROUND KITS. ALL LUG TYPE MECHANICAL CONNECTORS TO THE MGB OR AGB SHALL BE TWO HOLE TYPE CONNECTED WITH STAINLESS STEEL BOLTS AND NUTS WITH STAINLESS STEEL LOCK WASHERS AND NOALOX ON EITHER SIDE OF THE BUSS BAR.

15. CHEMICAL GROUND RODS:

CHEMICAL GROUND RODS SHALL NOT BE INSTALLED ON GROUND RING INSTALLATIONS WITH NORMAL SOIL. CHEMICAL GROUND RODS SHALL BE INSTALLED ONLY FOR SPECIAL DESIGN APPLICATIONS THAT REQUIRE SINGLE POINT GROUNDING DUE TO SPECIFIC SITE CONDITIONS.

16. LIMITS OF BEND RADIUS:

IT IS IMPORTANT THAT THE GROUNDING CONDUCTOR CONNECTING THE INSIDE AND OUTSIDE GROUND SYSTEMS BE AS STRAIGHT AS POSSIBLE, WITH NO TURN OR BEND SHORTER THAN ONE FOOT RADIUS WITH A THREE FOOT RADIUS PREFERRED. NO RIGHT ANGLE OR SHARP BENDS SHALL BE ALLOWED.

17. BONDING PREPARATION & FINISH:

ALL SURFACES REQUIRE PREPARATION PRIOR TO BONDING OF EITHER EXOTHERMIC CONNECTION OR BURNDY FASTENERS. GALVANIZED SURFACES SHALL BE GROUND OR SANDED TO THE POINT OF EXPOSING THE STEEL SURFACE BELOW, PRIOR TO BONDING THE GROUND CONDUCTOR. FOR OTHER SURFACES INCLUDING COPPER BUSS BARS ALL PAINT, RUST TARNISH AND GREASE SHALL BE REMOVED PRIOR TO BONDING THE GROUND CONDUCTOR. EXOTHERMIC CONNECTION TYPE BONDS SHALL BE FINISHED WITH THE APPLICATION OF COLD GALVANIZATION AND WHEN APPLICABLE, FINISH PAINTED WITH AN APPROPRIATE COLOR AS REQUIRED. MECHANICAL TYPE BONDS ON BUSS BARS SHALL BE FINISHED WITH THE APPLICATION OF NOALOX OR OTHER APPROVED CONDUCTIVE MEDIUM MATERIAL BETWEEN CONNECTOR AND BUSS BAR. MECHANICAL TYPE BONDS ON ALL OTHER SURFACES SHALL BE FINISHED WITH THE APPLICATION OF COLD GALVANIZATION AND/OR THE APPROPRIATE PAINT TO MATCH AS REQUIRED.

18. TESTING:

THE OUTSIDE GROUND RING SHALL BE TESTED AFTER INSTALLATION BUT PRIOR TO BACKFILLING THE GROUND RING TRENCH. THE GROUND FIELD RESISTANCE SHALL MEASURE 5 OHMS OR LESS TO GROUND. ANY DIFFICULTY IN ACHIEVING THIS LEVEL OF RESISTANCE MUST BE BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER. THE RESISTANCE TO GROUND SHALL BE MEASURED USING THE FALL OF POTENTIAL METHOD. TESTING SHALL BE PERFORMED BY AN OWNER PROVIDED INDEPENDENT TESTING LABORATORY FROM WHICH A WRITTEN REPORT SHALL BE PRODUCED FOR REVIEW BY THE PROJECT MANAGER.

19. SPECIAL CONDITIONS:

WHEN SOIL CONDITIONS EXIST (I.E., NON-COMPACTABLE ROCK, GRAVEL, SHALE, ETC.) THAT PREVENTS THE INSTALLATION OF THE STANDARD GROUNDING SYSTEM AND PROCEDURES, THEN VERBAL PROCEDURES SHALL BE REQUESTED BY THE PM.

20. EXTERNAL GROUND RING:

THE EXTERNAL GROUND RING SHALL EXTEND TO THE MAXIMUM ALLOWABLE DEPTH IN 90% COMPACTED SOIL

21. GROUND RODS (REPLACEMENT):

WHEN GROUND RODS CANNOT BE DRIVEN INTO THE SOIL VERTICALLY TO A DEPTH DESCRIBED IN PARAGRAPH 5, AND REMAIN IN 95% COMPACTED SOIL, THEN THE FOLLOWING METHODS OF SUBSTITUTION MAY BE USED. THESE ARE SUGGESTED METHODS ONLY, AND EACH CASE SHOULD BE REVIEWED BY THE PROJECT MANAGER. THE PURPOSE IS TO ACHIEVE THE LOWEST IMPEDANCE TO GROUND, IN ANY CASE, EQUAL TO OR LESS THAN 5 OHMS.

22. ROCK WITH SOME OR NO SOIL COVER:

FOR SITES WHICH HAVE SOIL CONDITIONS WHICH CONSIST OF SOLID OR SEMI SOLID ROCK BELOW ABOUT THREE FEET OF COMPATIBLE SOIL, A COMBINATION OF METHODS MAY BE USED:

1. A COMBINATION OF SHORT GROUND RODS MAY BE USED WITH 3' SQUARE 1/4" COPPER PLATES. A MINIMUM OF TWO PLATES SHOULD BE USED AND SHOULD REPLACE GROUND RODS ON AN EQUIVALENCY OF TWO GROUND ROD LENGTHS PER COPPER PLATE. THE COPPER PLATE SHOULD BE PLACED IN A MINIMUM 3" BENTONITE BASE AND COVERED WITH 3" OF BENTONITE FILL PRIOR TO BACKFILL.

2. AN ACTIVE TYPE CHEMICAL ROD SYSTEM MAY BE USED. THIS IS AN ENGINEERING JUDGMENT AND SHOULD BE USED ONLY WHERE NECESSARY, DUE TO EXPENSE. IN ALL CASES, THE STANDARD PRACTICES OUTLINED IN THIS DOCUMENT SHOULD BE FOLLOWED TO THE EXTENT THAT IS APPLICABLE, AND SHOULD BE MODIFIED AS TO THE QUANTITY OF GROUND RODS AND CONDUCTOR SIZE ONLY AS RECOMMENDED BY THE MANUFACTURER OF THE GROUND ROD SYSTEM.

3. A SYSTEM UTILIZING CORED SHAFTS, STANDARD GROUND RODS ON A TYPICAL LAYOUT, WITH A BENTONITE (CLAY) BACKFILL. IN THIS CASE EACH GROUND ROD SHOULD BE TESTED INDIVIDUALLY, AND EACH ROD SHOULD HAVE AN ACCESS BOX PLACED FOR FUTURE TESTING.

23. HIGH RISE BUILDING:

- A. HIGH RISE BUILDINGS PRESENT A UNIQUE PROBLEM IN GROUNDING. A FACILITY INVESTIGATION SHOULD BE MADE INTO THE STRUCTURE OF THE BUILDING, AND AS TO THE POSSIBLE PRESENCE OF AN EXISTING LIGHTNING PROTECTION SYSTEM. IF ONE IS IN PLACE AND APPEARS ADEQUATE IN DESIGN, IT MAY BE NECESSARY TO CONNECT THE ANTENNA SYSTEM TO THE EXISTING SYSTEM, WITH A TEST TO THE SYSTEM AFTER INSTALLATION TO ENSURE THAT IT HAS NOT CAUSED THE SYSTEM TO EXCEED 5 OHMS.
- B. STRUCTURAL STEEL BUILDINGS: IF THE BUILDING IS BUILT OF STRUCTURAL STEEL, IT MAY BE POSSIBLE TO GROUND THE ANTENNAS TO THE BUILDING SITE. IT IS PREFERABLE TO GROUND THE ANTENNAS AND THE SITE TO A DIRECT EARTH CONNECTION, BY USE OF SEPARATE DOWN LEADS OF CONSIDERABLE SIZE (250 MCM OR LARGER) COMING FROM GROUND BUSS BARS TO COLLECT THE GROUND INPUT, AND RUN DOWN A VERTICAL SHAFT OR STAIRWELL TO A PATTERN OF NO LESS THAN FOUR GROUND RODS. WHERE PRACTICAL, THE BUILDING STEEL SHOULD BE BONDED TO THE GROUND RING WITH A SEPARATE LEAD TO THE GROUND ROD FIELD.
- C. STRUCTURAL CONCRETE BUILDINGS ARE MORE DIFFICULT TO GROUND PROPERLY. THE ANTENNAS SHOULD BE GROUNDED TO A SEPARATE BUSS BAR AND DOWN LEAD WHERE THE COAXIAL CABLES ENTER THE BUILDING. THE DOWN LEAD SHOULD BE RUN IN A SIMILAR FASHION AS IN THE STRUCTURAL STEEL EQUIPMENT ROOM. THE DOWN LEADS SHOULD BE PROTECTED IN CONDUIT AND SHOULD BE INSTALLED AS FAR APART AS IS PRACTICAL FROM EACH OTHER. THE SEPARATE DOWN LEADS SHOULD NOT CONTACT EACH OTHER UNTIL CONNECTION WITH THE FIRST GROUND ROD.



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JEFFERY GUTOWSKY  
PROFESSIONAL ENGINEER  
STATE OF IOWA  
LICENSE # 17222  
EXPIRES 12/31/17 SIGNED:



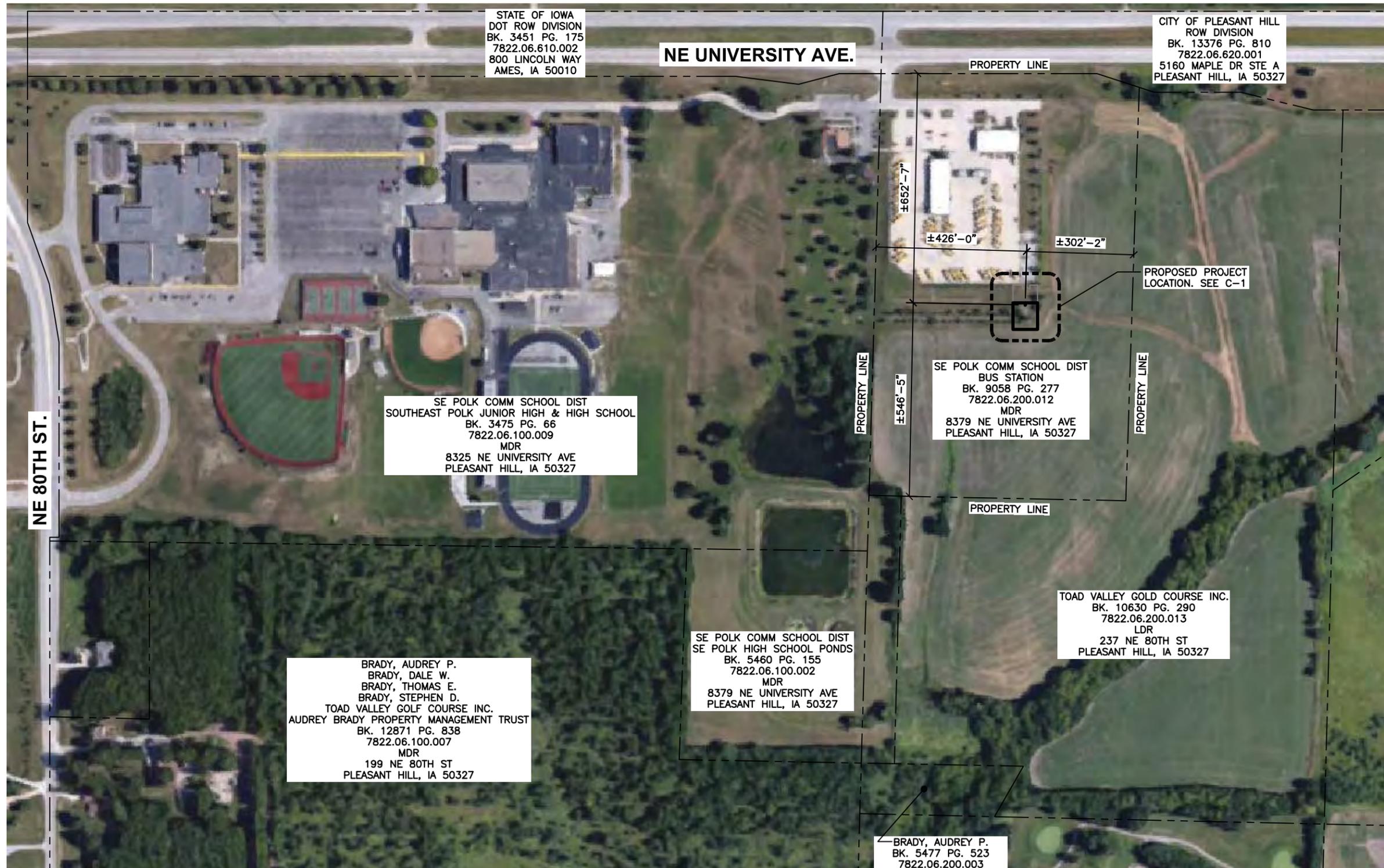
**SITE NAME: SE POLK HS**  
**TOWERCO SITE ID: IA0305**  
**8325 NE UNIVERSITY AVENUE**  
**PLEASANT HILL, IA 50237**  
**POLK COUNTY**

REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
B	08.01.16	REVISED LEASE EXHIBIT	ATK	SAC	JKR
C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**NOTES**

**DRAWING NUMBER**  
**N-5**



STATE OF IOWA  
DOT ROW DIVISION  
BK. 3451 PG. 175  
7822.06.610.002  
800 LINCOLN WAY  
AMES, IA 50010

NE UNIVERSITY AVE.

CITY OF PLEASANT HILL  
ROW DIVISION  
BK. 13376 PG. 810  
7822.06.620.001  
5160 MAPLE DR STE A  
PLEASANT HILL, IA 50327

SE POLK COMM SCHOOL DIST  
SOUTHEAST POLK JUNIOR HIGH & HIGH SCHOOL  
BK. 3475 PG. 66  
7822.06.100.009  
MDR  
8325 NE UNIVERSITY AVE  
PLEASANT HILL, IA 50327

SE POLK COMM SCHOOL DIST  
BUS STATION  
BK. 9058 PG. 277  
7822.06.200.012  
MDR  
8379 NE UNIVERSITY AVE  
PLEASANT HILL, IA 50327

PROPOSED PROJECT  
LOCATION. SEE C-1

BRADY, AUDREY P.  
BRADY, DALE W.  
BRADY, THOMAS E.  
BRADY, STEPHEN D.  
TOAD VALLEY GOLF COURSE INC.  
AUDREY BRADY PROPERTY MANAGEMENT TRUST  
BK. 12871 PG. 838  
7822.06.100.007  
MDR  
199 NE 80TH ST  
PLEASANT HILL, IA 50327

SE POLK COMM SCHOOL DIST  
SE POLK HIGH SCHOOL PONDS  
BK. 5460 PG. 155  
7822.06.100.002  
MDR  
8379 NE UNIVERSITY AVE  
PLEASANT HILL, IA 50327

TOAD VALLEY GOLD COURSE INC.  
BK. 10630 PG. 290  
7822.06.200.013  
LDR  
237 NE 80TH ST  
PLEASANT HILL, IA 50327

BRADY, AUDREY P.  
BK. 5477 PG. 523  
7822.06.200.003  
LDR  
665 NE 80TH ST  
PLEASANT HILL, IA 50327

TOWER SETBACKS FROM PROPERTY LINE		
	REQUIRED	PROVIDED
NORTH:	T.B.D.	±652'-7"
SOUTH:	T.B.D.	±546'-5"
EAST:	T.B.D.	±302'-2"
WEST:	T.B.D.	±426'-0"

ADJOINING LOT ZONING	
ZONING TYPE	NUMBER OF LOTS
MDR	3
LDR	2
N/A	2

**OVERALL PROPERTY PLAN**  
SCALE: 1" = 300'-0"  
**1**

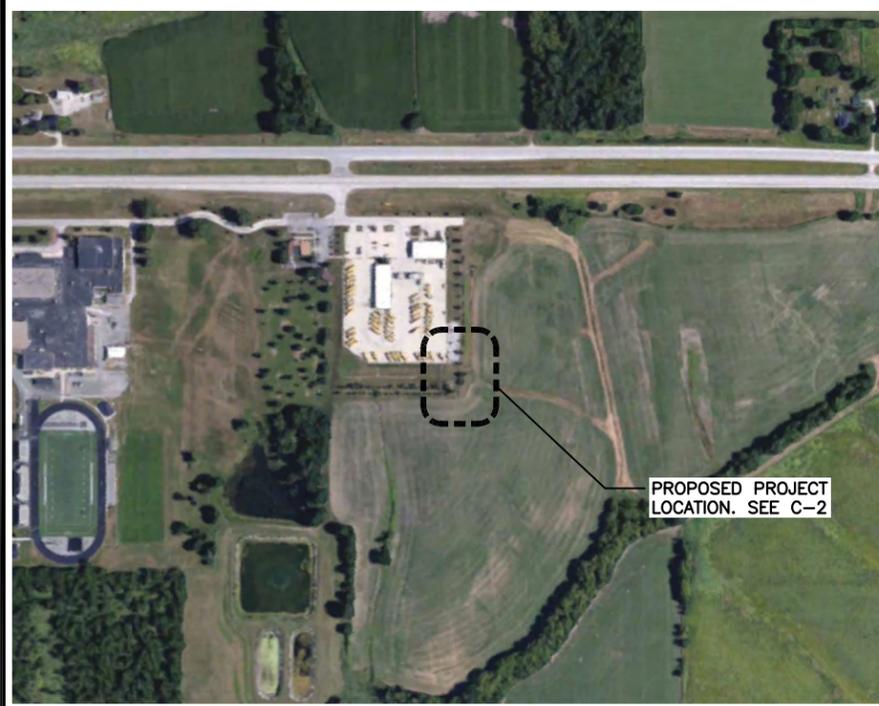
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Hoffman Estates, Illinois 60192  
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D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

<b>PROJECT NUMBER</b> T1601060
<b>DRAWING TITLE</b> <b>ZONING MAP</b>
<b>DRAWING NUMBER</b> <b>Z-1</b>



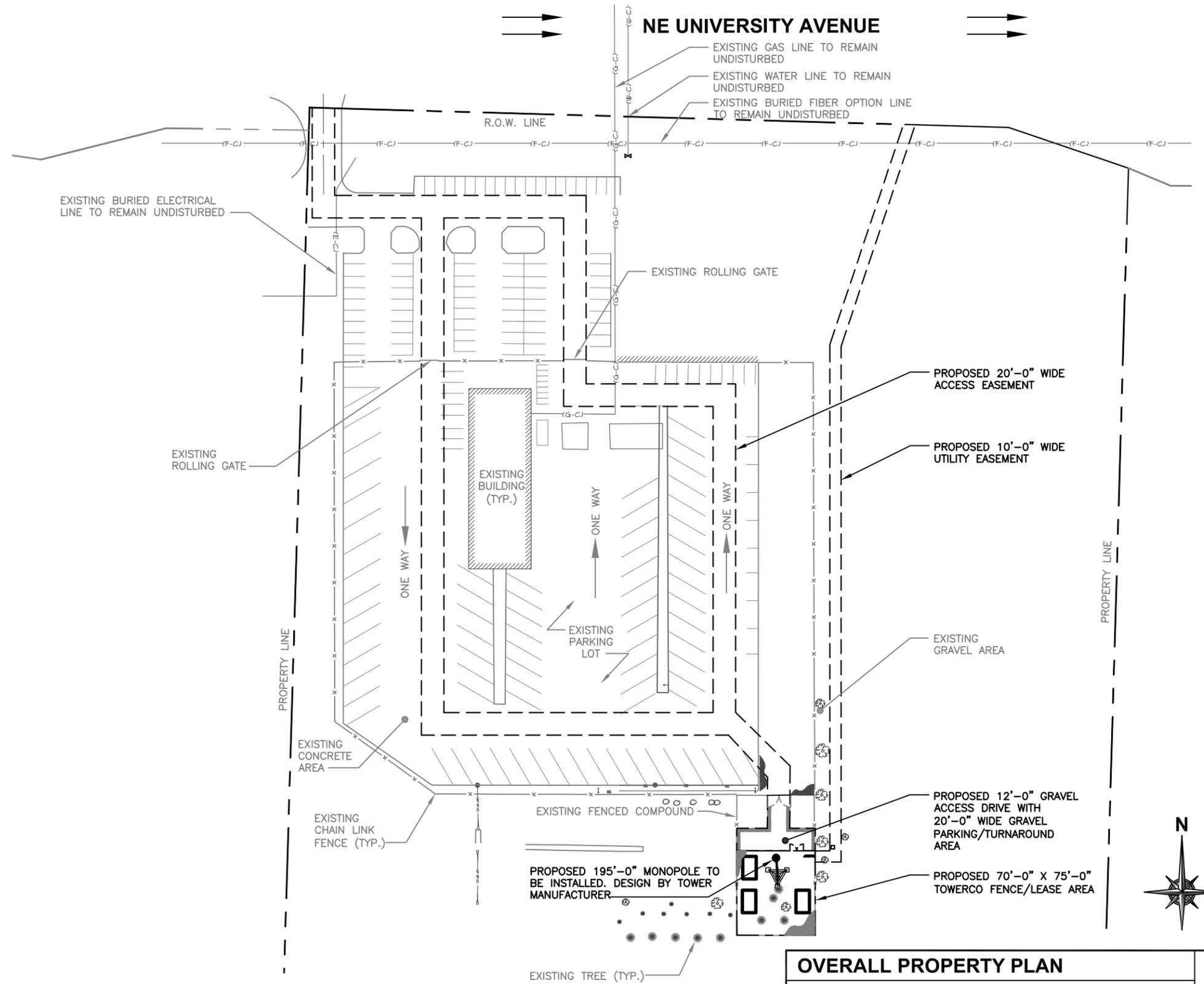
**AERIAL VIEW**

SCALE: N.T.S.



**SITE PHOTO**

SCALE: N.T.S.



**OVERALL PROPERTY PLAN**  
 SCALE: 1" = 100'-0"  
 1

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 PROFESSIONAL ENGINEER  
 STATE OF IOWA  
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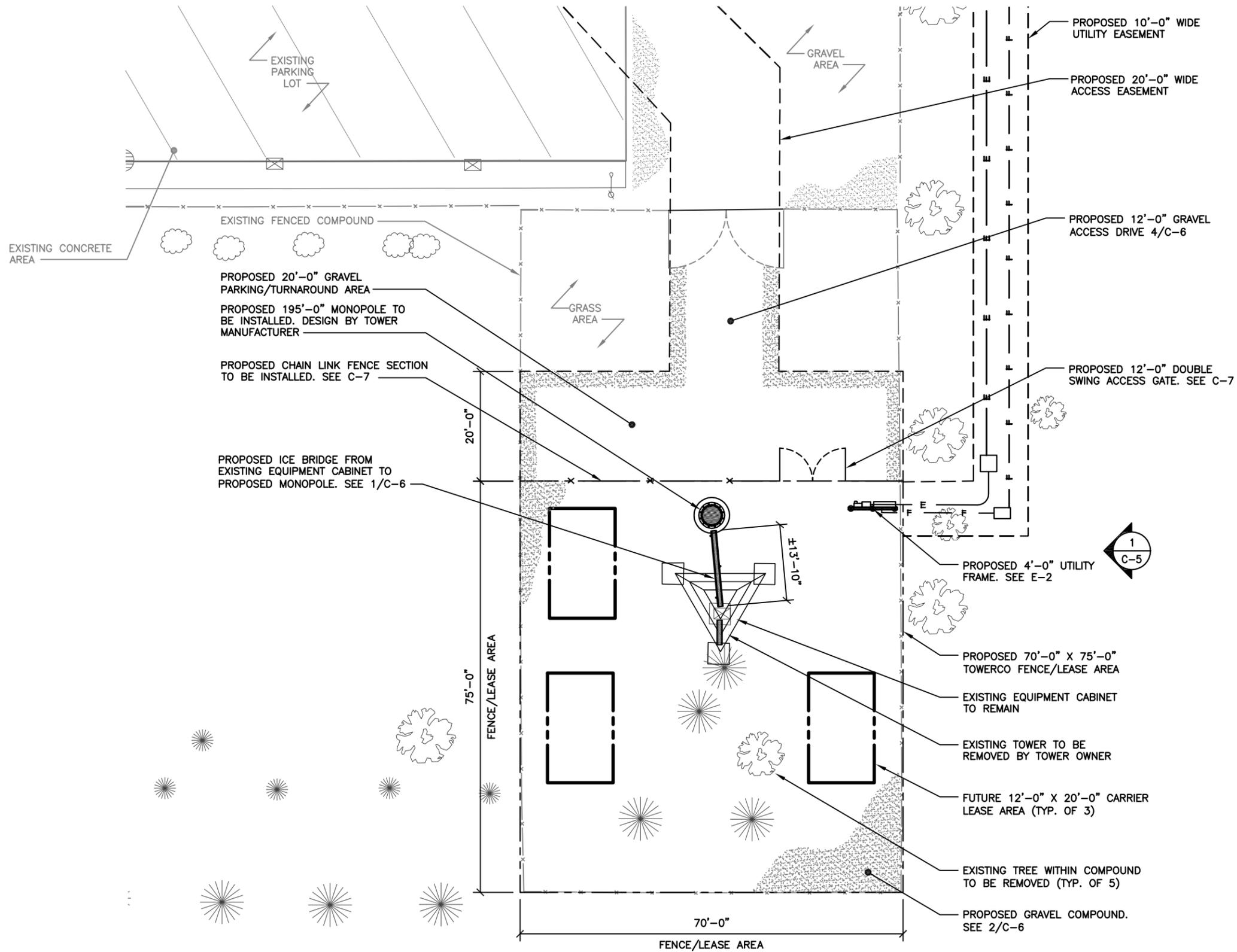
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**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**OVERALL PROPERTY PLAN**

**DRAWING NUMBER**  
C-1



NOTE:  
NO NEW SIGNAGE SHALL BE PLACED ON SITE.

NOTE:  
CONTRACTOR SHALL RESTORE AND REPAIR ANY DAMAGED AREAS CAUSED BY CONSTRUCTION TO ORIGINAL OR BETTER CONDITION.

NOTE:  
CONTRACTOR TO MAKE IMPROVEMENTS TO EXISTING GRAVEL AREA FOR SITE ACCESS AS REQUIRED BY SCHOOL DISTRICT.

**ENLARGED SITE PLAN**  
SCALE: 1" = 20'-0"  
**1**

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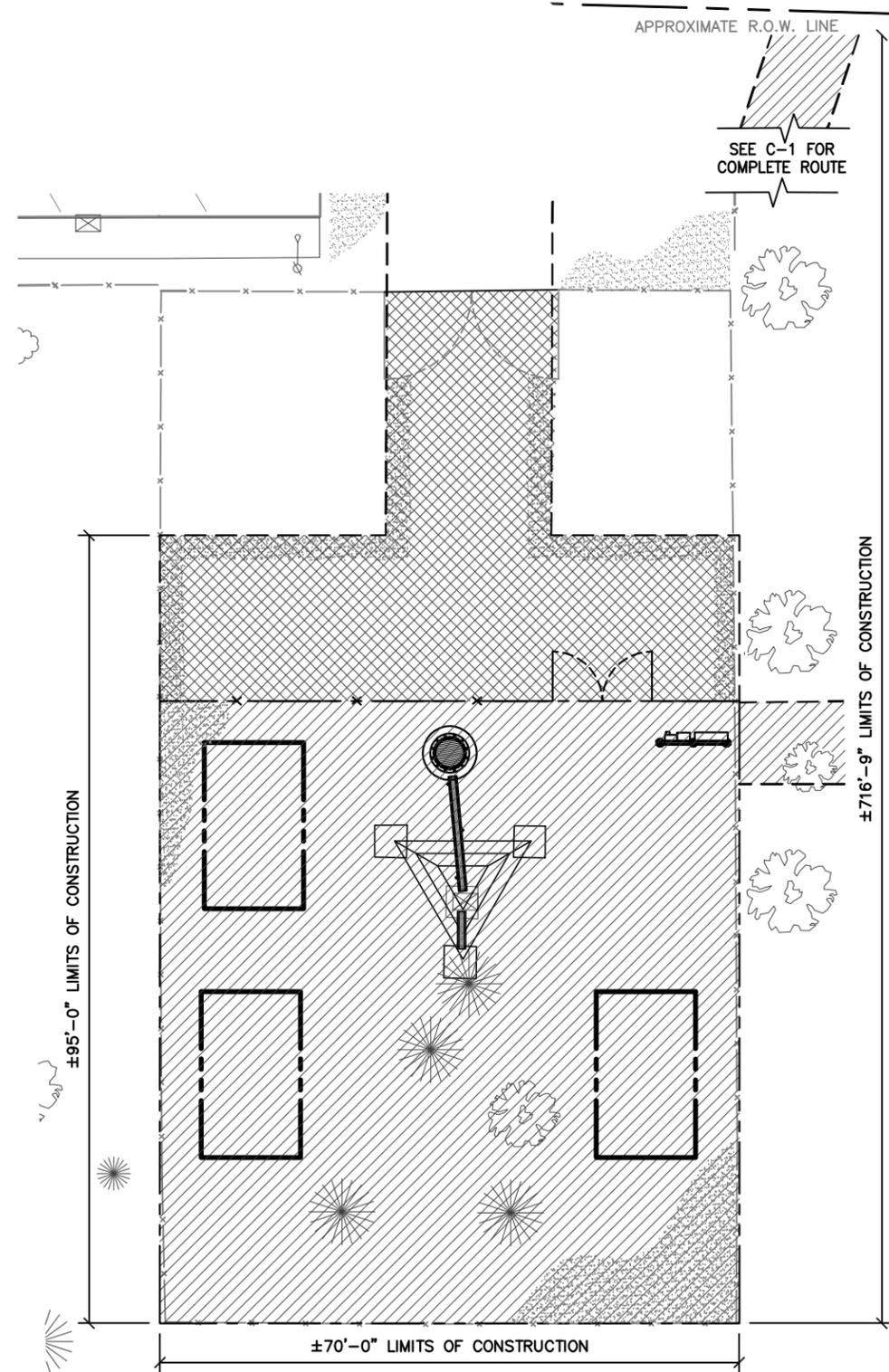
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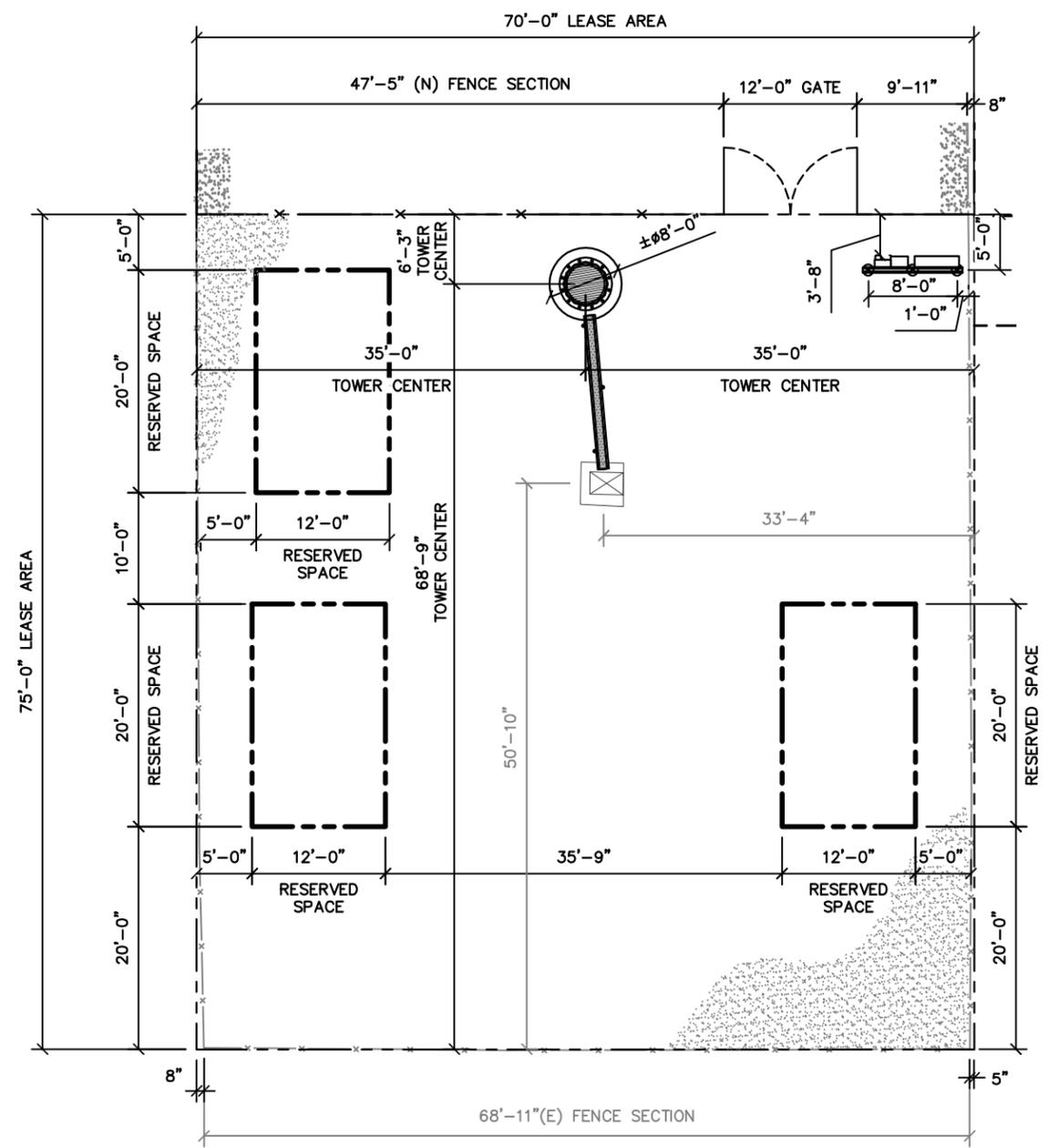
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**POLK COUNTY**

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<b>PROJECT NUMBER</b> T1601060
<b>DRAWING TITLE</b> <b>ENLARGED SITE PLAN</b>
<b>DRAWING NUMBER</b> <b>C-2</b>



EXTENTS OF CONSTRUCTION/DISTURBED AREA		
COMPUND AND EASEMENTS	±11,811 sq.ft.	±0.271 ACRE
SOIL GRADING	±2,020 sq.ft.	±0.046 ACRE
<b>TOTAL</b>	<b>±13,831 sq.ft.</b>	<b>±0.317 ACRE</b>



**EXTENT OF CONSTRUCTION**  
SCALE: 1" = 20'-0"  
**1**

**GEOMETRIC SITE PLAN**  
SCALE: 1" = 15'-0"  
**2**

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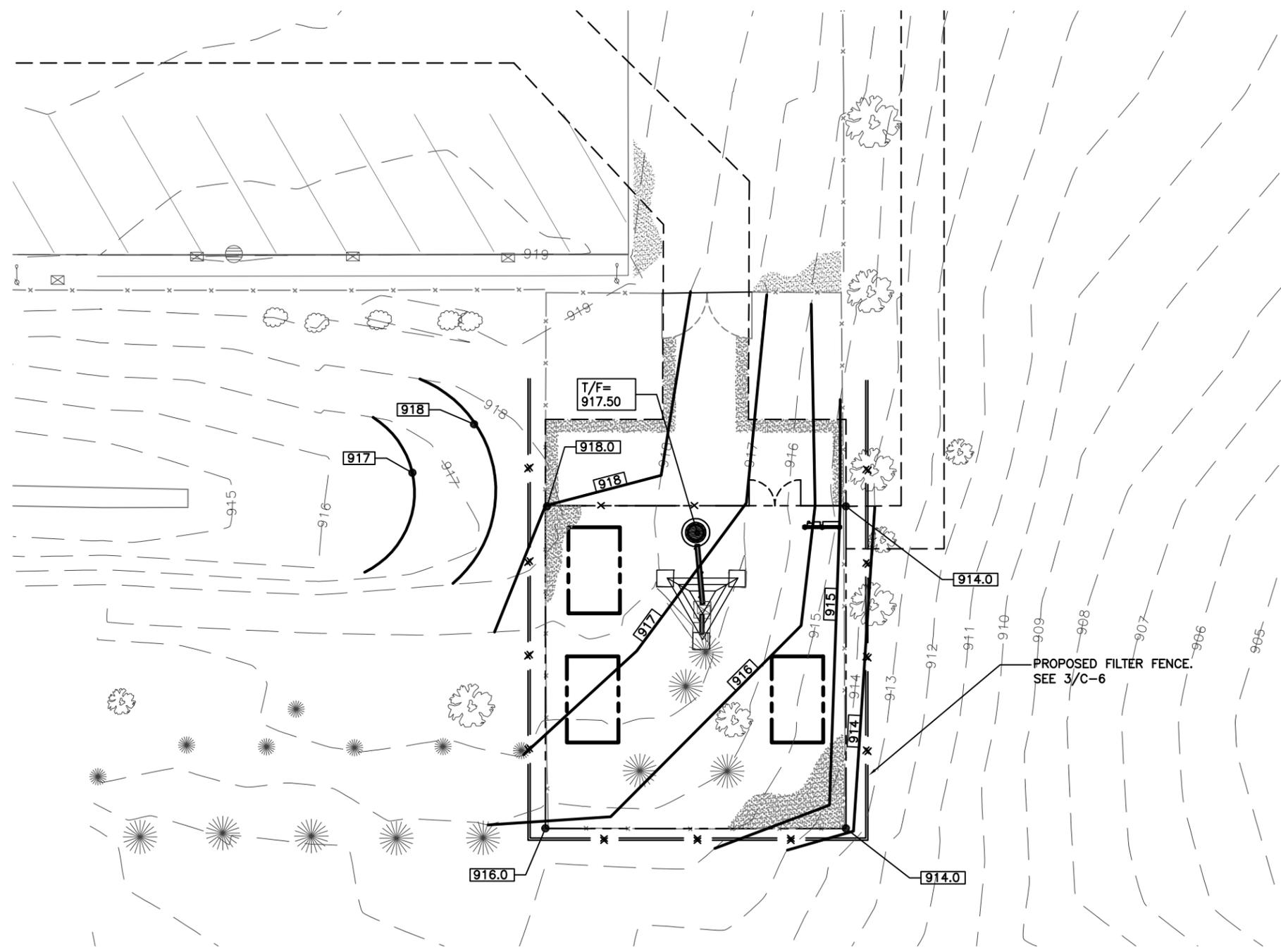
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**PROJECT NUMBER**  
T1601060  
**DRAWING TITLE**  
**GEOMETRIC SITE PLAN**  
**DRAWING NUMBER**  
**C-3**

**LEGEND:**

XXX.XX	PROPOSED CONTOUR	(INT.)	INTERPOLATION
XXX.XX	PROPOSED SPOT ELEVATION	(L.F.)	LINEAR FEET
T/F=XXX.XX	TOP OF FOUNDATION		FLOW DIRECTION
XXX.XX	INVERT/INLET		FILTER FENCE
			PROPOSED CULVERT
			PROPOSED CONTOUR



<b>GRADING PLAN</b>	<b>1</b>
SCALE: 1" = 30'-0"	

**W-T**

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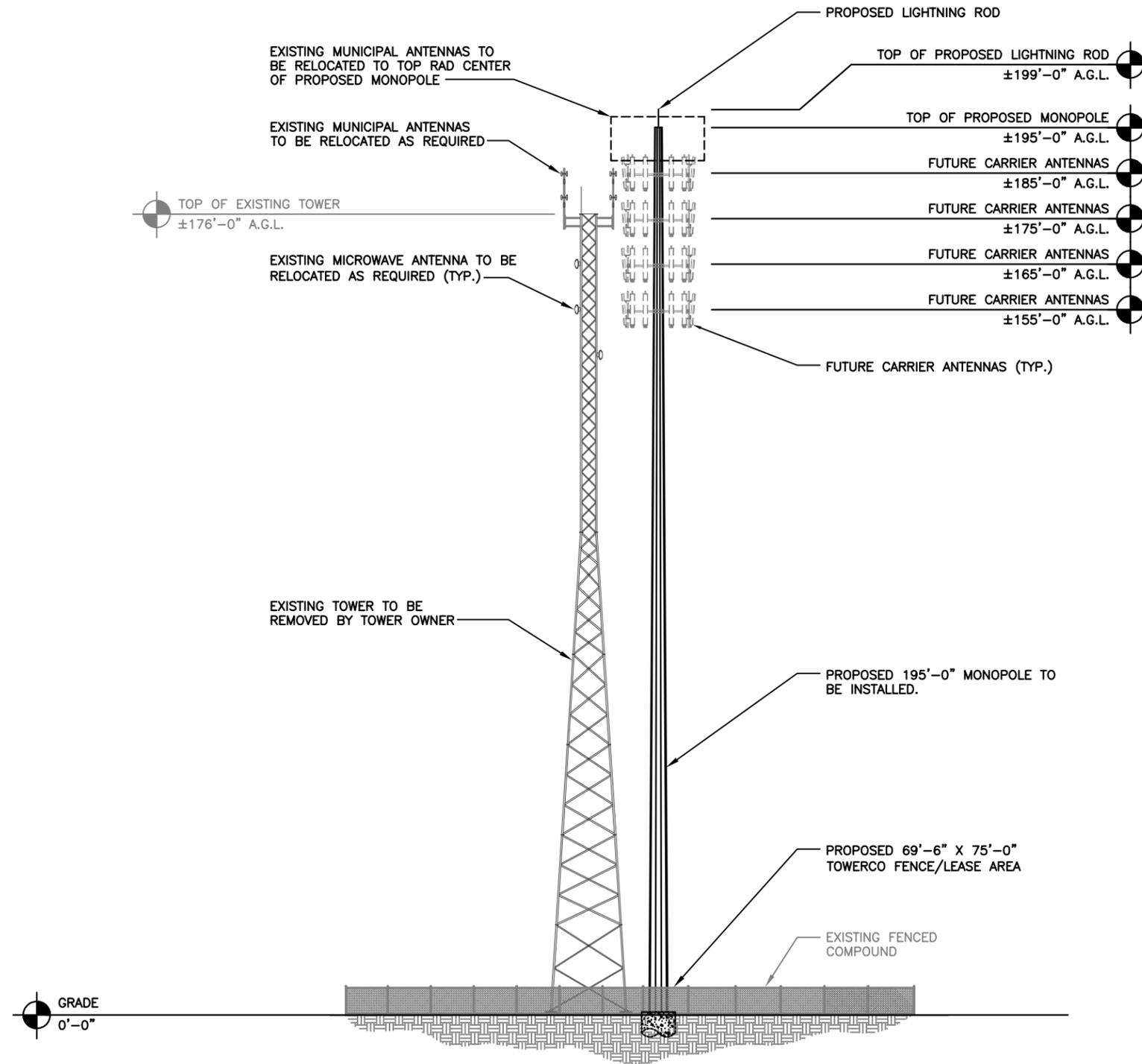
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PROJECT NUMBER T1601060
DRAWING TITLE <b>GRADING PLAN</b>
DRAWING NUMBER <b>C-4</b>



NOTE:  
 W-T'S SCOPE OF WORK DOES NOT INCLUDE A STRUCTURAL EVALUATION OF THIS TOWER OR STRUCTURE. NEW ANTENNAS SHOWN ON THIS PLAN HAVE NOT BEEN EVALUATED TO VERIFY THE TOWER OR STRUCTURE HAS THE CAPACITY TO ADEQUATELY SUPPORT THESE ANTENNAS. PRIOR TO ANY ANTENNA INSTALLATION, A STRUCTURAL EVALUATION OF THE TOWER OR STRUCTURE SHALL BE PERFORMED.

NOTE:  
 THIS DRAWING IS FOR REFERENCE ONLY. REFER TO TOWER MANUFACTURER'S SPECIFICATIONS AND DESIGN DOCUMENTS FOR CONSTRUCTION OF TOWER AND TOWER FOUNDATION.

<b>TOWER ELEVATION</b>	<b>1</b>
SCALE: 1" = 30'-0"	

**W-T**

**W-T COMMUNICATION DESIGN GROUP, LLC.**  
 WIRELESS INFRASTRUCTURE

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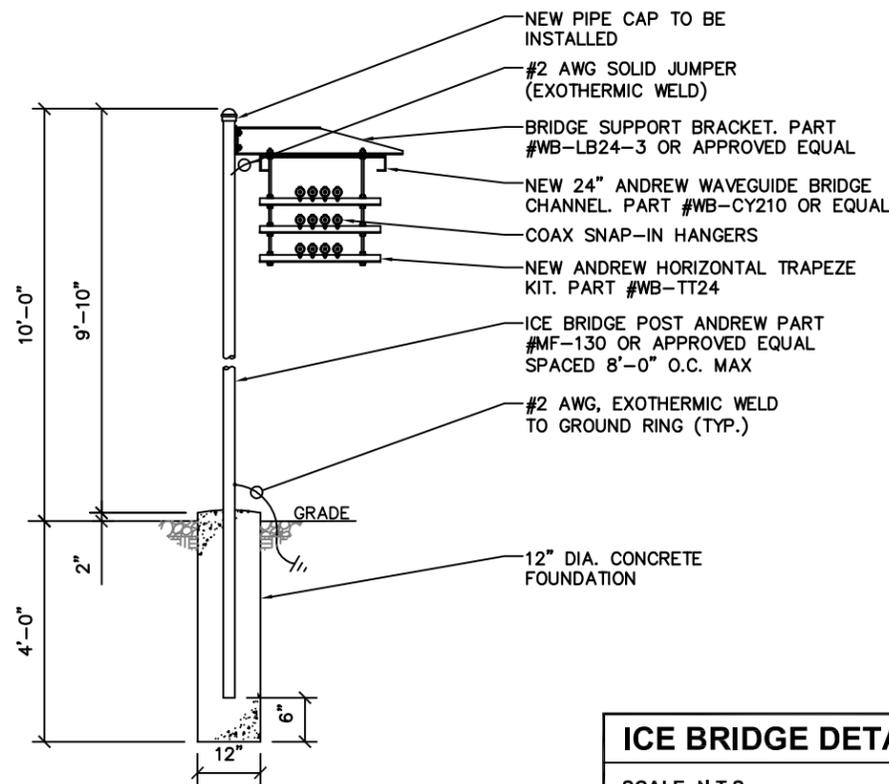
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 PROFESSIONAL ENGINEER  
 STATE OF IOWA  
 LICENSE # 17222  
 EXPIRES 12/31/17 SIGNED:

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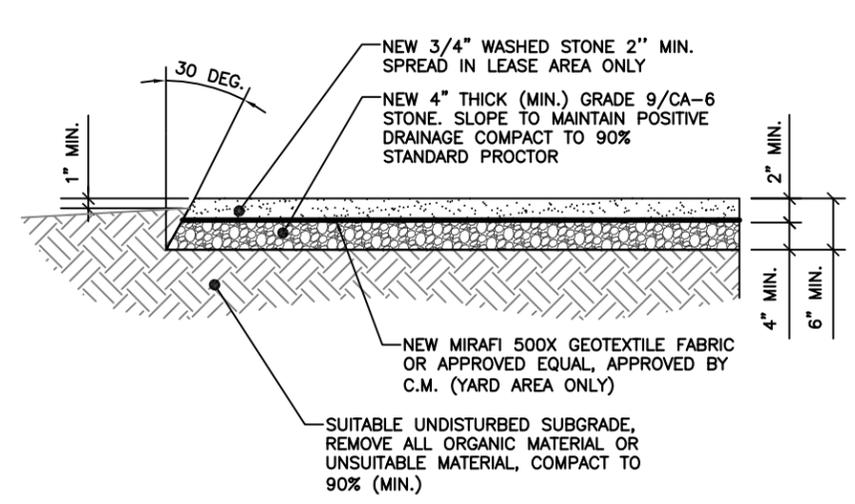
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**TOWERCO SITE ID: IA0305**  
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**POLK COUNTY**

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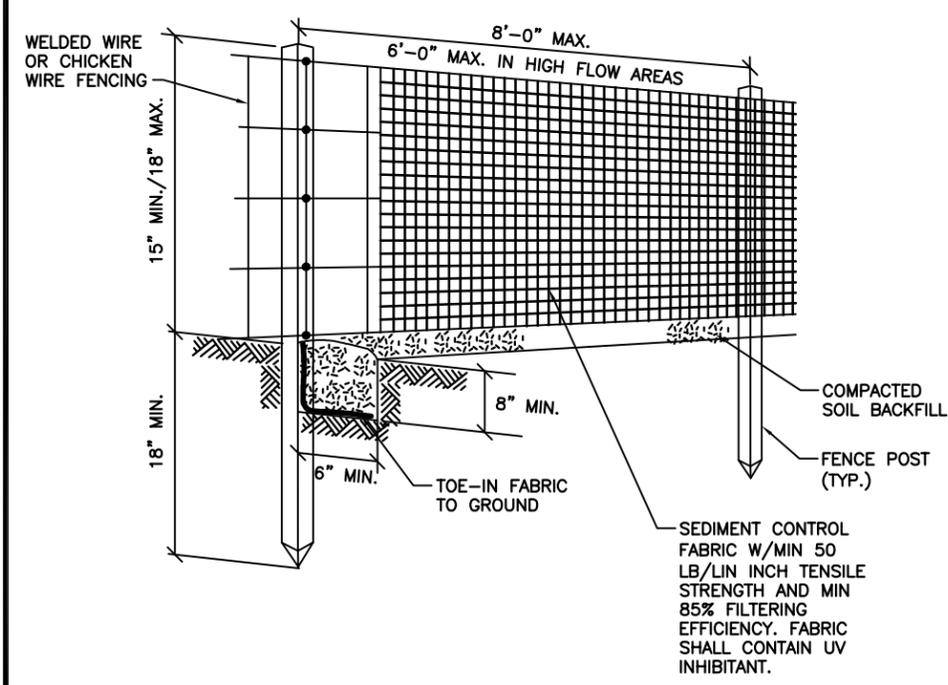
PROJECT NUMBER T1601060
DRAWING TITLE <b>TOWER ELEVATION</b>
DRAWING NUMBER <b>C-5</b>



**ICE BRIDGE DETAIL**  
SCALE: N.T.S. **1**

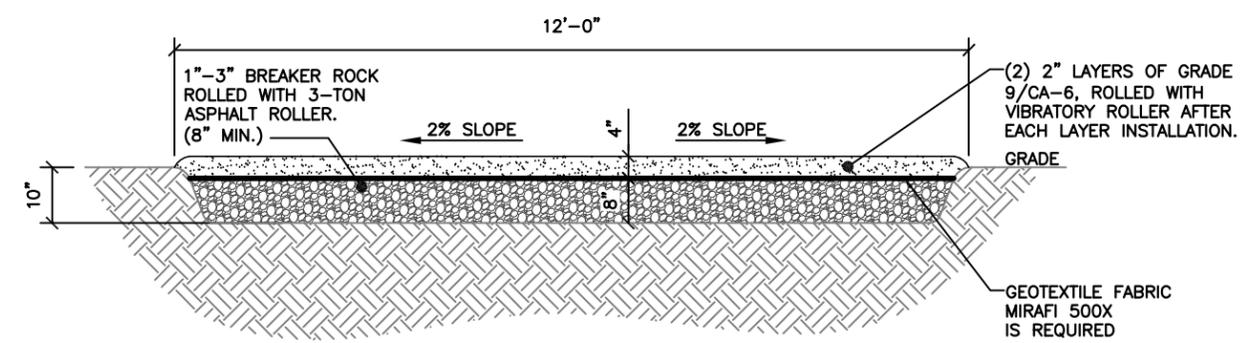


**YARD PAVEMENT DETAIL**  
SCALE: N.T.S. **2**



- SILT FENCE NOTES:**
1. CONSTRUCT THE SILT FENCE OF FILTER CLOTH WITH A MINIMUM TENSILE STRENGTH OF 50 LB/LIN INCH.
  2. SILT FENCE HEIGHT SHALL BE A MINIMUM OF 15 INCHES ABOVE GROUND HEIGHT, BUT SHALL NOT EXCEED 18 INCHES.
  3. CONSTRUCT SILT FENCE OF A CONTINUOUS ROLL CUT THE LENGTH OF THE BARRIER TO AVOID JOINTS. FABRIC TO BE FASTENED SECURELY TO FENCE POSTS WITH 1 INCH STAPLES OR TIE WIRES.
  4. SUPPORT FABRIC WITH WOVEN WIRE MESH 14.5 GAUGE, 6" MAX. MESH OPENING. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH 1 INCH STAPLES OR TIE WIRES.
  5. POSTS FOR SEDIMENT FENCES SHALL BE 4 INCH DIAMETER PINE, 2 INCH DIAMETER OAK OR 1.33 LB/LINEAR FOOT STEEL. MINIMUM LENGTH SHALL BE 4 FEET. POSTS SHALL BE SPACED NO MORE THAN 8 FEET APART AND THEY SHALL BE DRIVEN INTO THE GROUND A MINIMUM OF 18 INCHES.
  6. EXCAVATE A TRENCH APPROXIMATELY 6 INCHES WIDE AND 8 INCHES DEEP ALONG THE PROPOSED LINE OF POSTS AND UP SLOPE FROM THE BARRIER. BACKFILL THE TRENCH WITH COMPACTED SOIL OR GRAVEL PLACED OVER THE FILTER FABRIC.
  7. DO NOT ATTACH FILTER FABRIC TO EXISTING FENCES, TREES, ETC.
  8. REMOVE FENCING FOLLOWING STABILIZATION OF SLOPES AND ALL DISTURBED AREAS.

**SILT FENCE DETAIL**  
SCALE: N.T.S. **3**



- NOTE:**  
ALL SELECT GRANULAR FILL SHALL BE COMPACTED TO A 95% COMPACTION AT A MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 OR WITHIN PLUS OR MINUS 3% OF OPTIMUM MOISTURE CONTENT.
- NOTE:**  
CONTRACTOR SHALL BE RESPONSIBLE FOR CLEARING & GRUBBING THE CONSTRUCTION SITE AND ROADWAY AREAS WHERE APPLICABLE.

- INSTALLATION PROCEDURE:**
1. EXCAVATE TO 10" BELOW GRADE AND INSTALL 8" OF 1"-3" BREAKER ROCK AND ROLL WITH A 3-TON ASPHALT ROLLER
  2. INSTALL 2" OF GRADE 9/CA-6 AND ROLL WITH VIBRATORY ROLLER AT TIME OF TOWER DELIVERY
  3. INSTALL AN ADDITIONAL 2" OF GRADE 9/CA-6 AND ROLL WITH VIBRATORY ROLLER

**GRAVEL DRIVE DETAIL**  
SCALE: N.T.S. **4**

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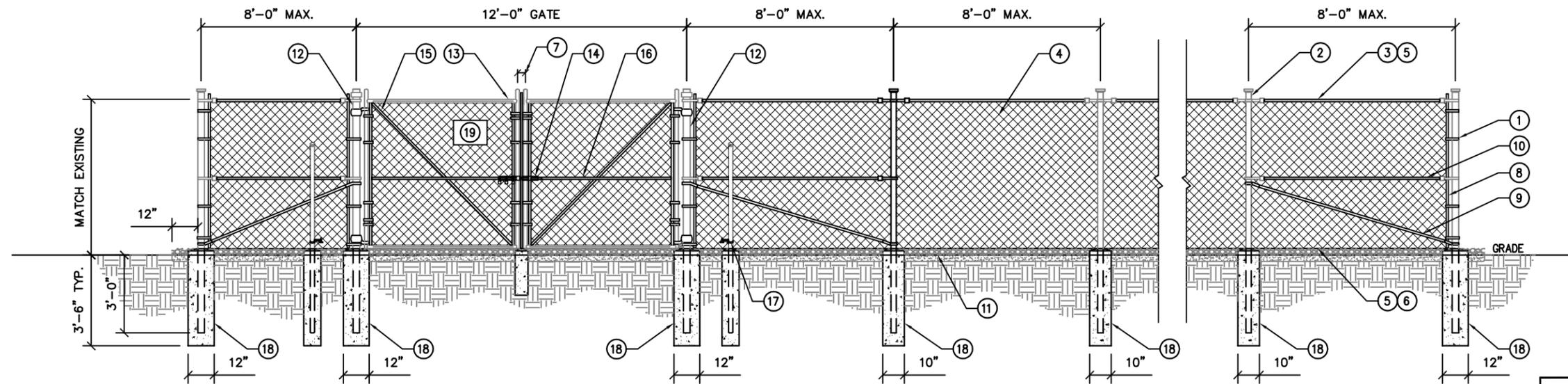
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**TOWERCO SITE ID: IA0305**  
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**PLEASANT HILL, IA 50237**  
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**PROJECT NUMBER**  
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**DRAWING TITLE**  
**YARD DETAILS**

**DRAWING NUMBER**  
**C-6**



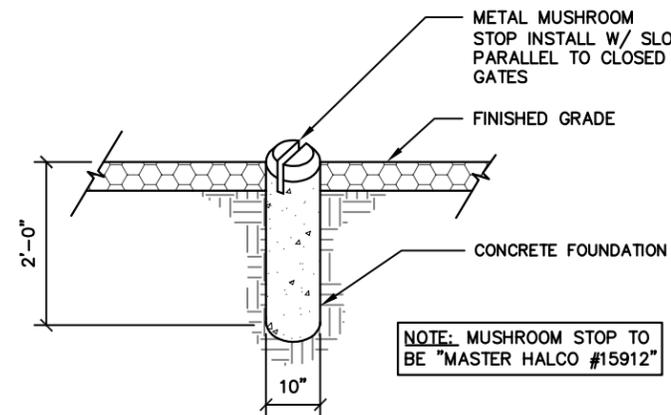
**FENCE ELEVATION**  
SCALE: N.T.S. **1**

**REFERENCE NOTES:**

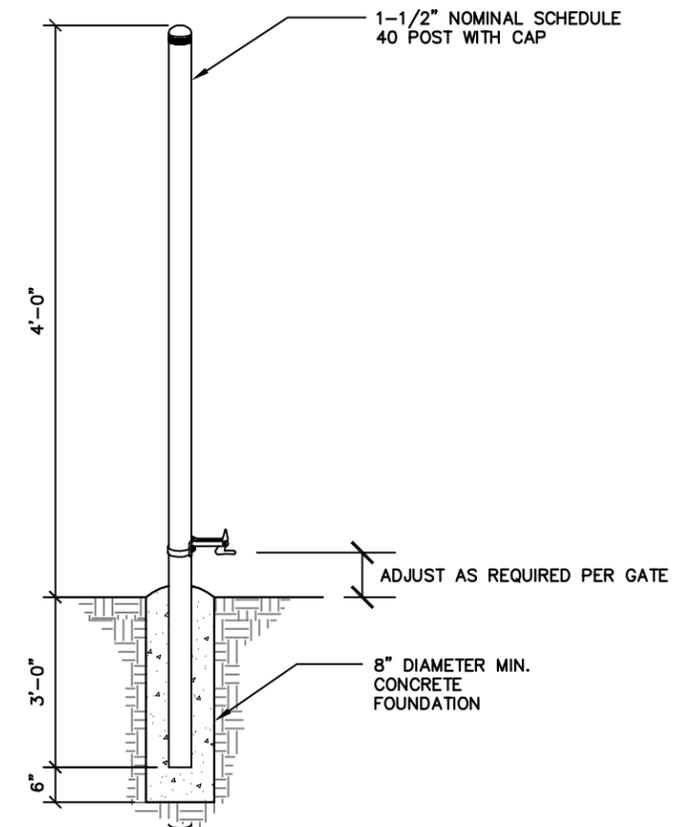
1. CORNER, END OR PULL POST: 3" NOMINAL SCHEDULE 40 PIPE.
2. LINE POST: 2-1/2" NOMINAL SCHEDULE 40 PIPE, PER ASTM F1083. LINE POSTS SHALL BE EQUALLY SPACED AT MAXIMUM 8'-0" O.C. (2-7/8" O.D.)
3. TOP RAIL & BRACE RAIL: 1-1/2" NOMINAL PIPE, PER ASTM F1083.
4. FABRIC: 9 GAUGE CORE WIRE SIZE 2" MESH, CONFORMING TO ASTM A392. GROUND CLEARANCE TO BE 2" MAX.
5. TIE WIRE: MINIMUM 11 GAUGE GALVANIZED STEEL. A SINGLE WRAP OF FABRIC TIE AT POSTS AND RAILS. BY HOG RINGS SPACED MAXIMUM 24" INTERVALS AT TENSION WIRE .
6. TENSION WIRE: 9 GAUGE GALVANIZED STEEL.
7. GAP BETWEEN GATES: 1" MIN. / 3" MAX.
8. STRETCHER BAR: 3/16" X 3/4" X HEIGHT OF FENCE.
9. 3/8" DIAGONAL ROD WITH GALVANIZED STEEL TURNBUCKLE OR DIAGONAL THREADED ROD.
10. CORNER POST BRACE: 1-1/4" NOMINAL PIPE EACH CORNER EACH WAY.
11. FINISH GRADE SHALL BE UNIFORM, LEVEL AND EXTEND 12" BEYOND FENCE BOUNDARY.
12. GATE POST: 3-1/2" NOMINAL SCHEDULE 40 PIPE, FOR GATE WIDTHS UP THRU 10 FEET OR 20 FEET FOR DOUBLE SWING GATE, PER ASTM F1083.
13. GATE FRAME: 1-1/2" NOMINAL PIPE, PER ASTM F1083.
14. MULTI-TENANT GATE LATCH (STYMIELOCK OR EQUIVALENT).
15. GATE DIAGONAL: GALVANIZED STEEL 1-1/2" NOMINAL PIPE.
16. GATE FRAME BRACE: 1-5/8" NOMINAL PIPE.
17. DUCK BILL OPEN GATE HOLDER. VERIFY LOCATION IN FIELD.
18. POST CONCRETE FOUNDATION (2000 PSI).
19. SIGNAGE PROVIDED BY OWNER.

**GENERAL NOTES:**

1. INSTALL FENCING PER ASTM F567.
2. INSTALL SWING GATES PER ASTM F900.
3. COMPLY WITH LOCAL ORDINANCE OF BARBED WIRE PERMIT REQUIREMENT, IF REQUIRED.
4. POST & GATE PIPE SIZES ARE INDUSTRY STANDARDS. ALL PIPE TO BE 1-1/4" NOMINAL SCHEDULE 40 GALVANIZED MINIMUM (HOT DIP, ASTM F1083 GRADE "A" STEEL). ALL GATE FRAMES SHALL BE WELDED. ALL WELDING SHALL BE COATED WITH (3) COATS OF COLD GALVANIZING (OR EQUAL).
5. ALL OPEN POSTS SHALL HAVE END-CAPS.
6. USE GALVANIZED HOG-RING WIRE TO MOUNT ALL SIGNS.
7. ALL SIGNS MUST BE MOUNTED ON INSIDE OF FENCE FABRIC.



**MUSHROOM GATE STOP**  
SCALE: N.T.S. **2**



**FENCE ELEVATION**  
SCALE: N.T.S. **3**



**W-T COMMUNICATION DESIGN GROUP, LLC.**  
WIRELESS INFRASTRUCTURE  
2675 Pratum Avenue  
Hoffman Estates, Illinois 60192  
PH: (224) 293-6333 FAX: (224) 293-6444  
www.wtengineering.com

JEFFERY GUTOWSKY  
PROFESSIONAL ENGINEER  
STATE OF IOWA  
LICENSE # 17222  
EXPIRES 12/31/17 SIGNED:



**SITE NAME: SE POLK HS**  
**TOWERCO SITE ID: IA0305**  
**8325 NE UNIVERSITY AVENUE**  
**PLEASANT HILL, IA 50237**  
**POLK COUNTY**

REV	DATE	REVISIONS	BY	CHK	APP'D
A	07.21.16	LEASE EXHIBIT	SC	SAC	JKR
B	08.01.16	REVISED LEASE EXHIBIT	ATK	SAC	JKR
C	09.30.16	ZONING DRAWING	KLS	DVL	JKR
D	10.27.16	SURVEY UPDATE	DVL	DVL	JKR

PROJECT NUMBER  
T1601060

DRAWING TITLE  
**FENCE DETAILS**

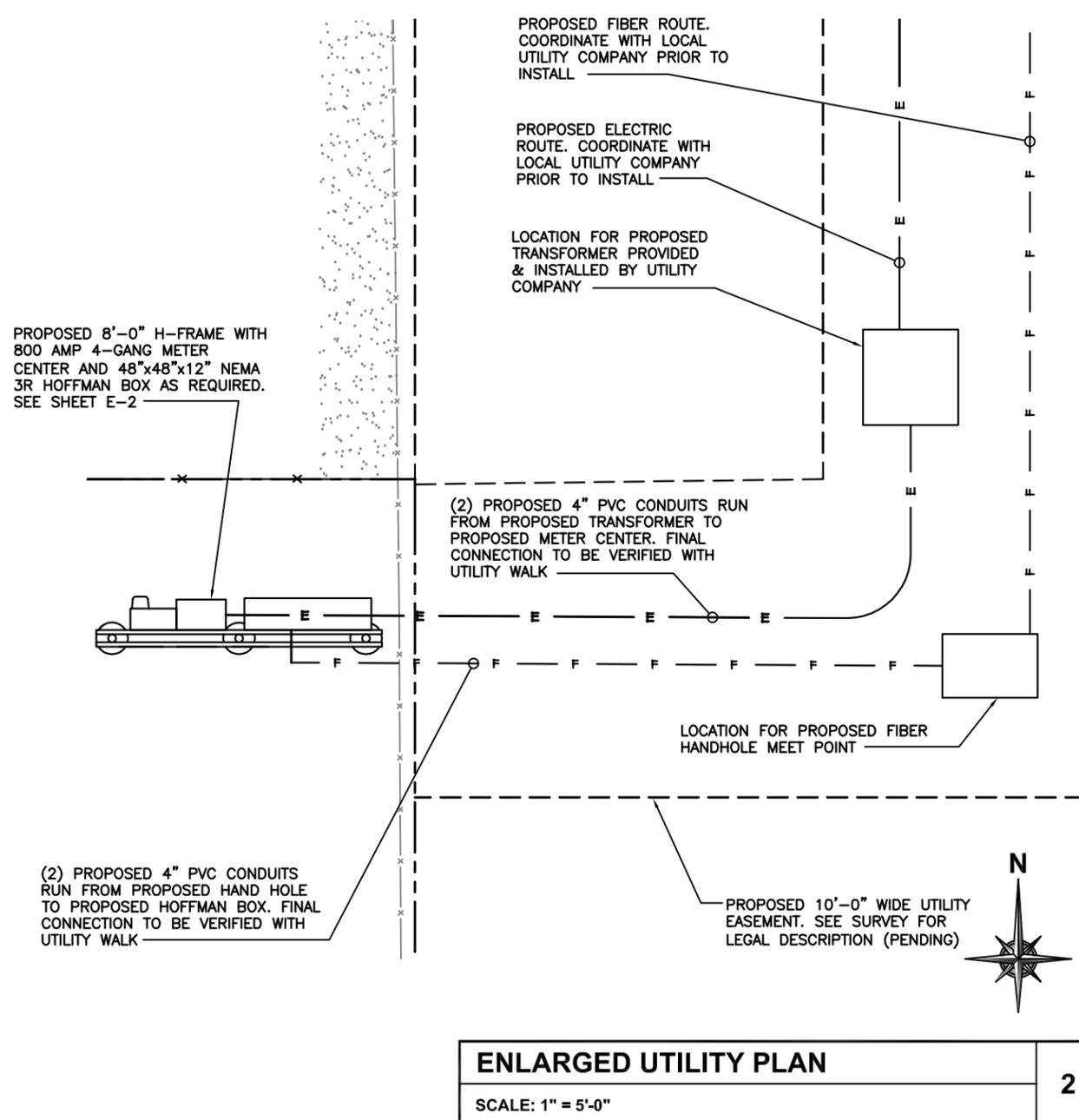
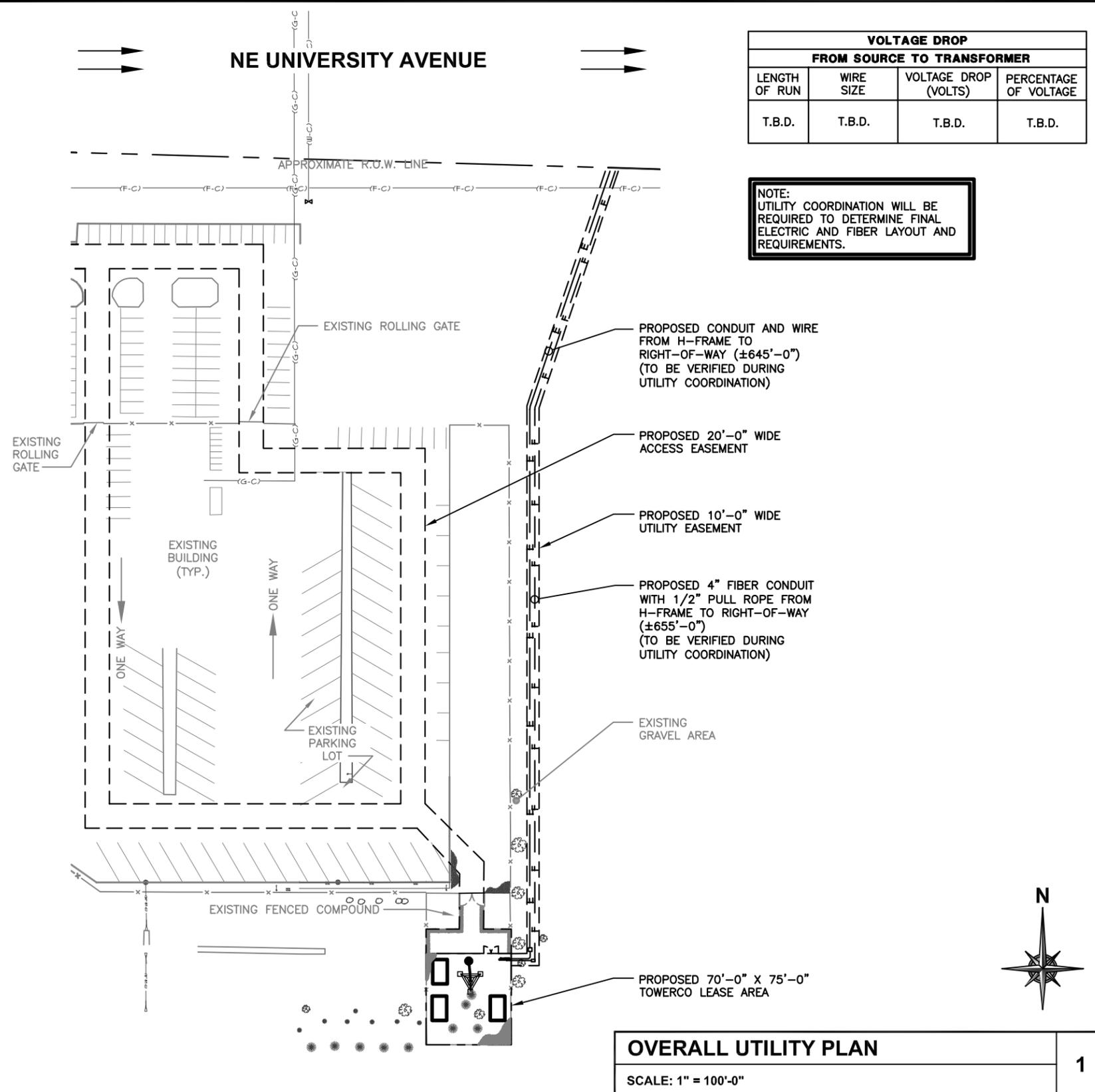
DRAWING NUMBER  
**C-7**

VOLTAGE DROP			
FROM SOURCE TO TRANSFORMER			
LENGTH OF RUN	WIRE SIZE	VOLTAGE DROP (VOLTS)	PERCENTAGE OF VOLTAGE
T.B.D.	T.B.D.	T.B.D.	T.B.D.

NOTE:  
UTILITY COORDINATION WILL BE REQUIRED TO DETERMINE FINAL ELECTRIC AND FIBER LAYOUT AND REQUIREMENTS.

VOLTAGE DROP			
FROM TRANSFORMER TO METER CENTER			
LENGTH OF RUN	WIRE SIZE	VOLTAGE DROP (VOLTS)	PERCENTAGE OF VOLTAGE
T.B.D.	T.B.D.	T.B.D.	T.B.D.

NOTE:  
UTILITY COORDINATION WILL BE REQUIRED TO DETERMINE FINAL ELECTRIC AND FIBER LAYOUT AND REQUIREMENTS.



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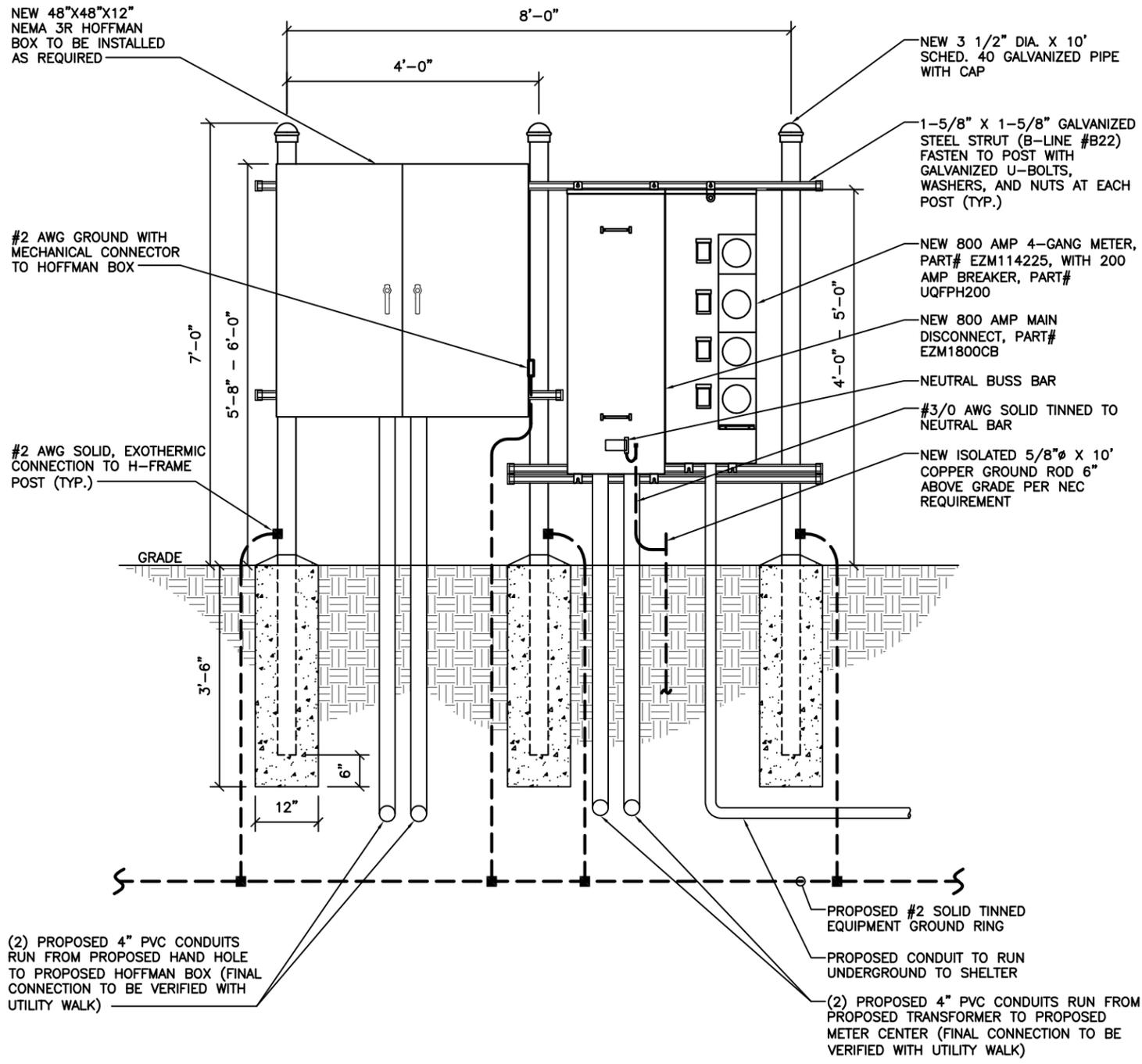
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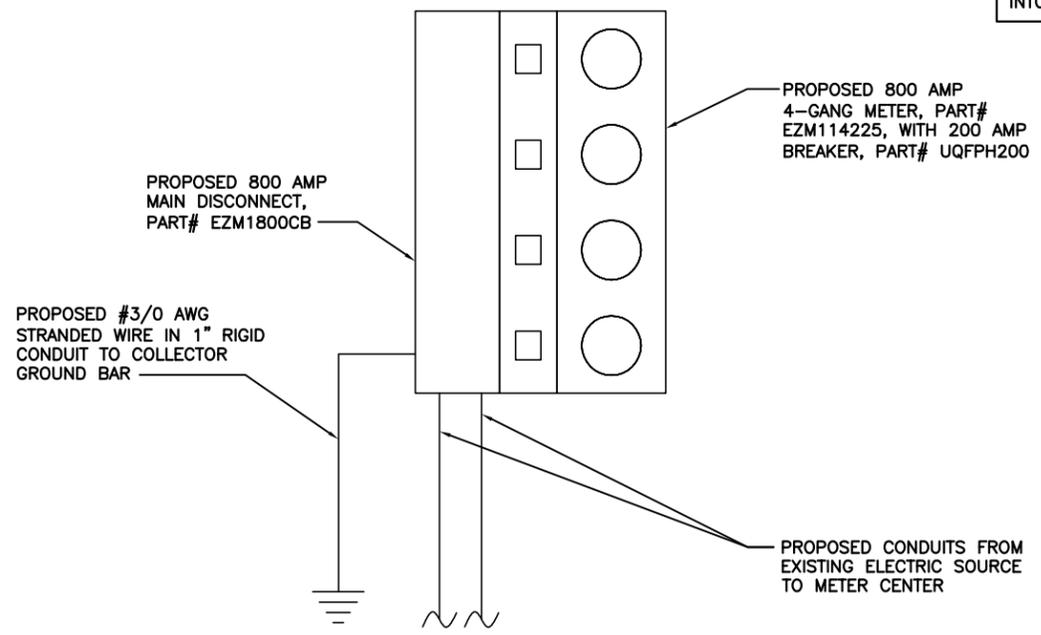
PROJECT NUMBER  
T1601060

DRAWING TITLE  
**OVERALL & ENLARGED UTILITY PLANS**

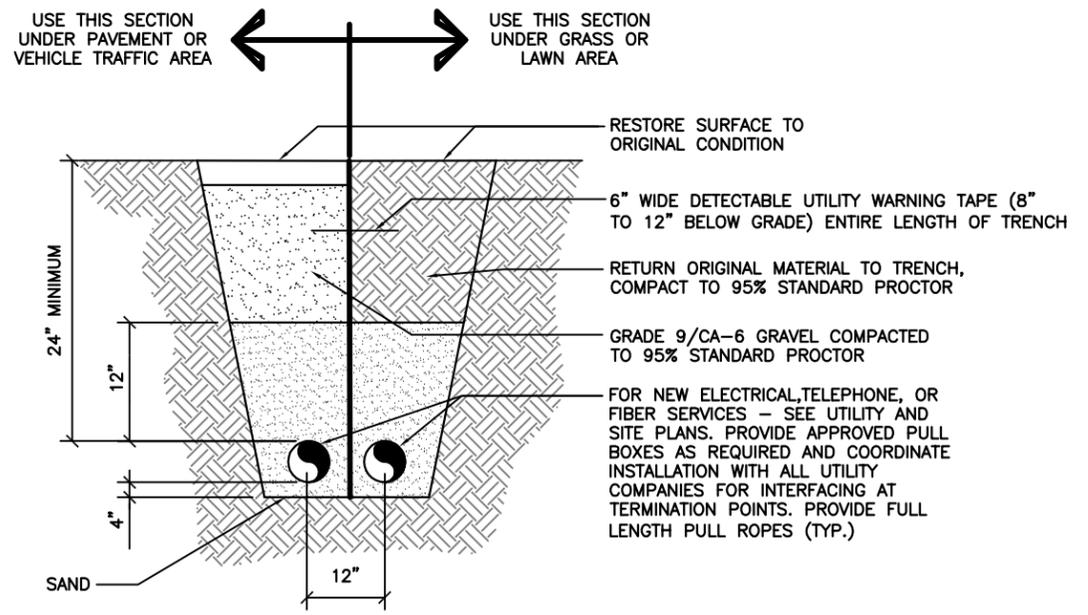
DRAWING NUMBER  
**E-1**



**H-FRAME DETAIL**  
SCALE: N.T.S. 1



**ONE-LINE DIAGRAM**  
SCALE: N.T.S. 2



**UTILITY TRENCH DETAIL**  
SCALE: N.T.S. 3

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**TowerCo**

**SITE NAME: SE POLK HS**

**TOWERCO SITE ID: IA0305**

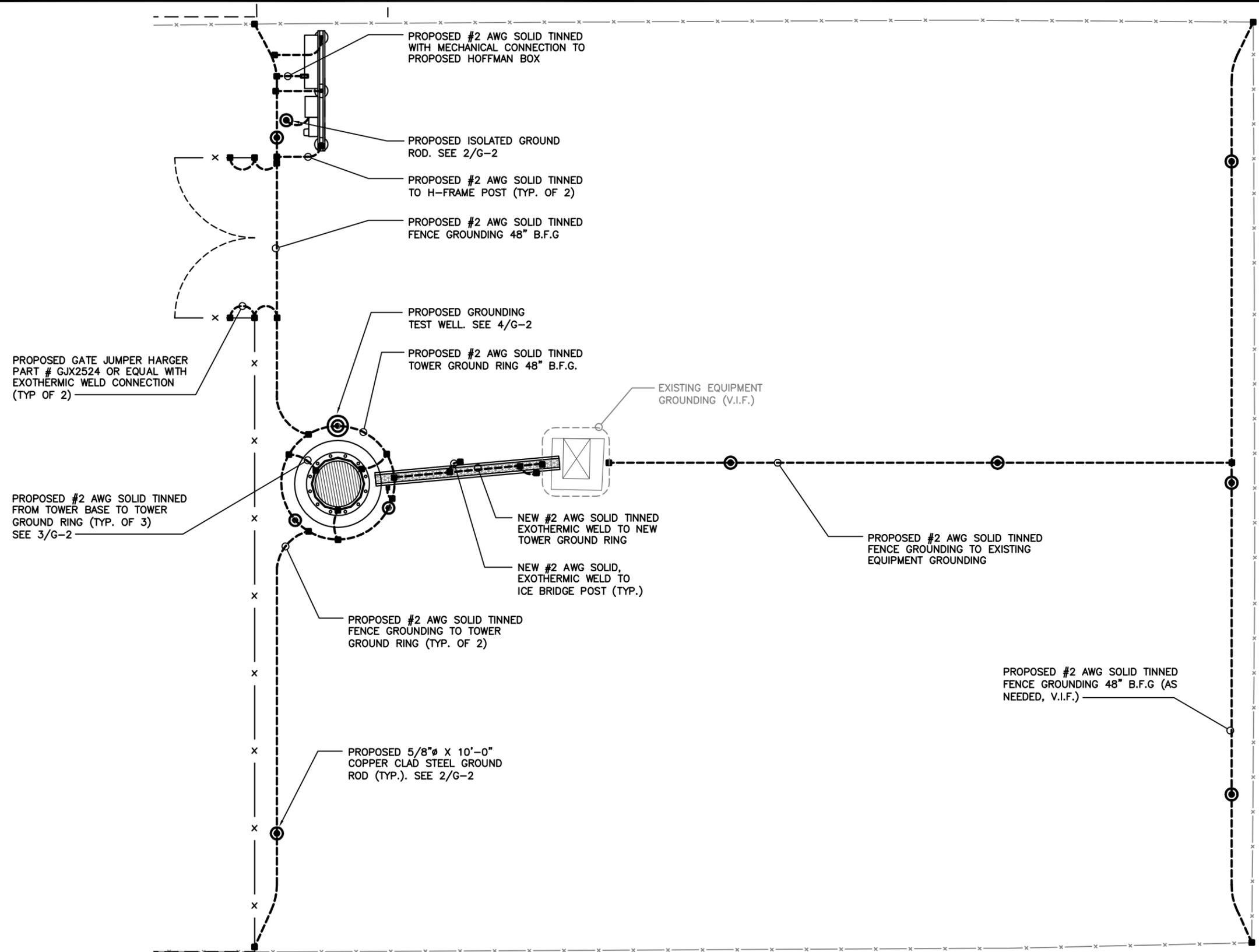
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**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**UTILITY DETAILS**

**DRAWING NUMBER**  
**E-2**



LEGEND	
-----	GROUNDING WIRE
■	EXOTHERMIC CONNECTION
□	MECHANICAL CONNECTION
▲	COMPRESSION FITTING



**GROUNDING PLAN**  
SCALE: 1/8" = 1'-0"

1

**W-T**

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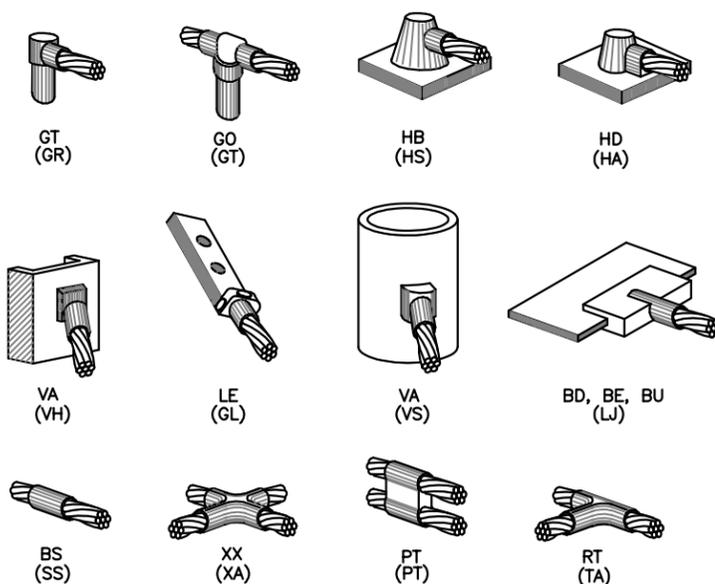
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**PROJECT NUMBER**  
T1601060

**DRAWING TITLE**  
**GROUNDING PLAN**

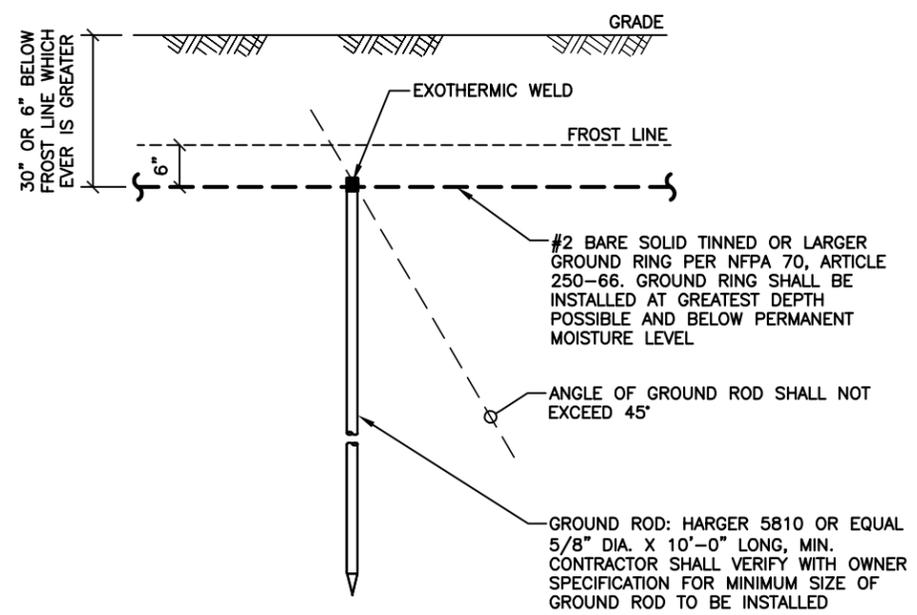
**DRAWING NUMBER**  
**G-1**



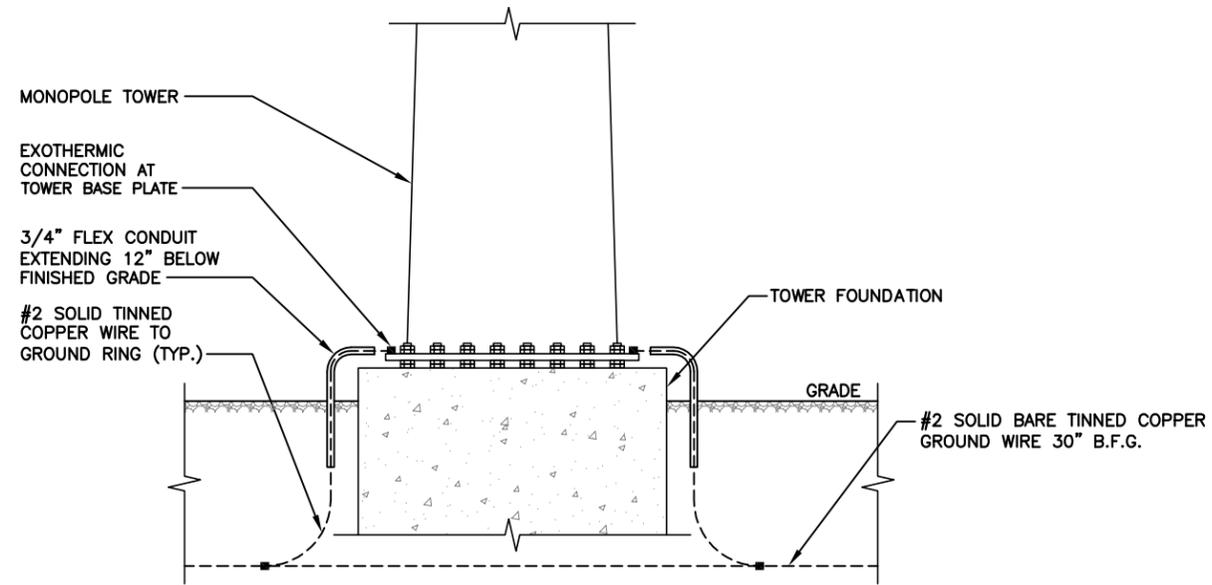
NOTE:  
THE FOLLOWING SYMBOLS SHOWN ARE HARGER ULTRAWELD EXOTHERMIC CONNECTIONS WITH PART NUMBERS BELOW. THESE CONNECTIONS MAY BE CROSS-REFERENCED WITH EXOTHERMIC CONNECTIONS WHICH ARE SHOWN IN PARENTHESIS.

**EXOTHERMIC WELD TYPES**  
SCALE: NONE **1**

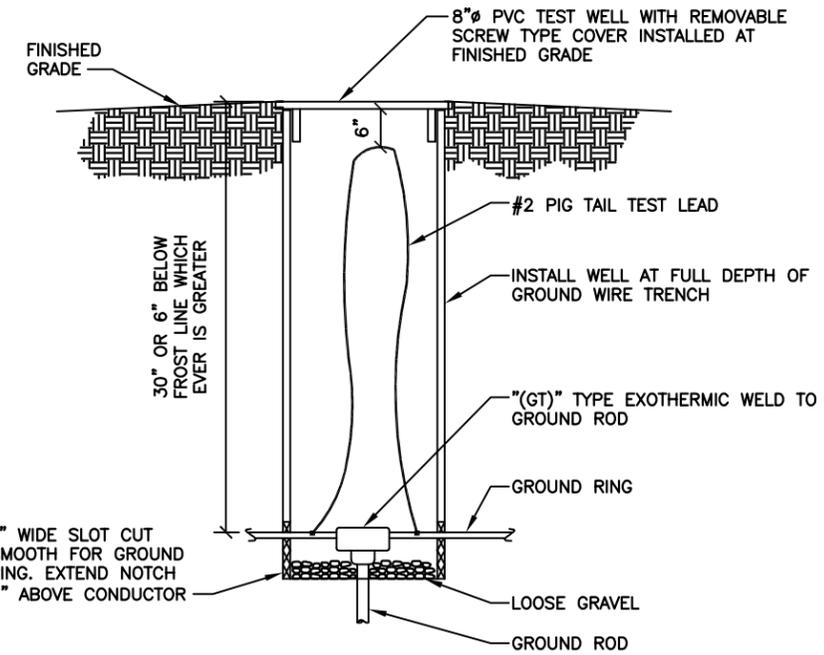
- NOTES:
- GROUND RODS INSTALLED WITHIN CLOSE PROXIMITY TO TOWER OR WHEN SOIL IS AT OR BELOW 2,000 OHM-CM, SHALL BE GALVANIZED TO PREVENT GALVANIC CORROSION OF TOWER, (SEE ANSI/TIA-EIA-222)
  - SEE RESISTIVITY REPORT FOR VERIFICATION AS AVAILABLE
  - GROUND RODS SHALL HAVE A RECOMMENDED SPACING TWICE THE LENGTH OF ROD
  - GROUND RODS MAY BE:  
-COPPER CLAD STEEL  
-SOLID COPPER
  - A LARGER CONDUCTOR SHALL BE REQUIRED IN AREAS HIGHLY PRONE TO LIGHTNING AND/OR AREAS WITH HIGHLY ACIDIC SOIL
  - GROUND RING SHALL BE INSTALLED AT GREATEST DEPTH POSSIBLE AND BELOW PERMANENT MOISTURE LEVEL



**GROUND ROD DETAIL**  
SCALE: NONE **2**



**TOWER BASE GROUNDING**  
SCALE: NONE **3**



**TEST WELL DETAIL**  
SCALE: NONE **4**

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<b>PROJECT NUMBER</b> T1601060
<b>DRAWING TITLE</b> <b>GROUNDING DETAILS</b>
<b>DRAWING NUMBER</b> <b>G-2</b>



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 8, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER  
**SUBJECT:** SITE PLAN RENEWAL APPROVAL  
SMITH AUTOMOTIVE

---

**BACKGROUND:**

Smith Automotive located at 1411 NE 56<sup>th</sup> Street acquired property to the east of the existing facility last year for future expansion. The Planning and Zoning Commission and City Council considered a site plan earlier this year for property improvements and the City Council approved the site plan on April 26<sup>th</sup>, 2016. The site plan regulations under the City Code cause any approved site plan to expire following 180 days from the City Council approval if a building permit has not been issued. This deadline has passed for the project and the site plan has formally expired. The purpose of this agenda item is to consider the project anew and consider approving the site plan again.

The Planning and Zoning Commission and the City Council reviewed the acquisition through the Lochlan Superman Acres Preliminary/Final Plat. Bishop Engineering then prepared a site plan for the property consistent with the conversation at the time of platting. The proposed plan shows multiple improvements that will be completed in phases. Initially, a 28'x36' addition to the existing building will be completed along with new parking areas to the east of the shop facility. Future phases of the project are shown for predictable site planning and development and include a second building on the site for storage as well as additional parking area. The property has adequate parking and a detention basin will be installed to accommodate the proposed first phase of the development and sized to handle future phases of the project. While the I-2 Light Industrial district contains architectural standards, the building addition and proposed future structure are located more than 250 feet from the public roadway and the architectural standards do not apply. The Planning and Zoning Commission will be reviewing the project on November 7<sup>th</sup> and is anticipated to forward a recommendation regarding the site plan at that meeting. Any modifications or deviations from the site plan would require an amendment and new approvals. Following is a resolution approving the site plan.

**ALTERNATIVES:**

Not approve the site plan. However, the proposed project would be delayed or terminated.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Approve the attached resolution approving the site plan.

**RESOLUTION #110816-11**

**A RESOLUTION APPROVING SITE PLAN FOR SMITH AUTOMOTIVE BUILDING  
ADDITION PROJECT**

WHEREAS, Smith Automotive has submitted the attached site plan for a building addition project; and

WHEREAS, the site plan has been approved by the City Council on April 26, 2016 and that site plan approval has subsequently expired; and

WHEREAS, the site plan has been resubmitted without modification for consideration anew and has been reviewed by the Planning and Zoning Commission with a recommendation for approval; and

WHEREAS, any modifications or deviations from the attached site plan will require an amendment and new approval;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached site plan for the project.

ADOPTED this 8<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Dena Spooner, City Clerk/Finance Director

# SMITH AUTO SERVICE SITE PLAN AMENDMENT

- LEGEND:**
- SAN — SANITARY SEWER
  - ST — STORM SEWER
  - W — WATER LINE
  - G — GAS LINE
  - U/E — UNDERGROUND ELECTRIC
  - O/E — OVERHEAD ELECTRIC
  - TELE — TELEPHONE LINE
  - F/O — FIBER OPTIC
  - CATV — CABLE TV
  - ⊙ STORM MANHOLE
  - ▣ CURB INTAKE
  - SURFACE INTAKE
  - ◁ FLARED END SECTION
  - ⊙ SANITARY MANHOLE
  - ⊙ CLEANOUT
  - ⊙ FIRE HYDRANT
  - ⊙ SPRINKLER
  - ⊙ IRRIGATION CONTROL VALVE
  - ⊙ WATER MANHOLE
  - ⊙ WELL
  - ⊙ WATER VALVE
  - ⊙ WATER SHUT OFF
  - ⊙ YARD HYDRANT
  - ⊙ ELECTRIC MANHOLE
  - ⊙ ELECTRIC METER
  - ⊙ ELECTRIC RISER
  - ⊙ ELECTRIC VAULT
  - ⊙ POWER POLE
  - ⊙ TRANSFORMER POLE
  - ☆ LIGHT POLE
  - ⊙ ELECTRIC JUNCTION BOX
  - ⊙ ELECTRIC PANEL
  - ⊙ TRANSFORMER
  - ⊙ GROUND LIGHT
  - ⊙ GUY WIRE
  - ⊙ ELECTRIC HANDHOLE
  - ⊙ GAS METER
  - ⊙ GAS VALVE
  - ⊙ AIR CONDITIONING UNIT
  - ⊙ TELEPHONE RISER
  - ⊙ TELEPHONE VAULT
  - ⊙ TELEPHONE MANHOLE
  - ⊙ TRAFFIC SIGNAL MANHOLE
  - ⊙ FIBER OPTIC RISER
  - ⊙ FIBER OPTIC FAULT
  - ⊙ CABLE TV RISER
  - ⊙ SIGN
  - ⑦ DENOTES NUMBER OF PARKING STALLS
  - PROPERTY CORNER - FOUND AS NOTED
  - PROPERTY CORNER- PLACED 3/4" IRON PIPE WITH YELLOW PLASTIC CAP ID #12386
  - ⊙ SECTION CORNER - FOUND AS NOTED

**ABBREVIATIONS:**

- AC ACRES
- ASPH ASPHALT
- BK BOOK
- CONC CONCRETE
- D DEEDED DISTANCE
- EX EXISTING
- ENCL ENCLOSURE
- FF FINISHED FLOOR
- FL FLOW LINE
- FRAC FRACTIONAL
- M MEASURED DISTANCE
- MH MANHOLE
- OPC ORANGE PLASTIC CAP
- P PLATTED DISTANCE
- PG PAGE
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- PRA PREVIOUSLY RECORDED AS
- PUE PUBLIC UTILITY EASEMENT
- ROW RIGHT OF WAY
- RPC RED PLASTIC CAP
- SF SQUARE FEET
- SAN SANITARY
- TYP TYPICAL
- YPC YELLOW PLASTIC CAP
- N NORTH
- S SOUTH
- E EAST
- W WEST

**BENCHMARK:**

- BASIS OF BEARING OBTAINED FROM GPS OBSERVATIONS
- DATUM = NAD 83, IOWA SOUTH
- BENCHMARK DATUM = CITY DATUM
- CITY BM #4839
- ELEVATION = 58.891
- DESCRIPTION: X CUT ON PLEASANT HILL WATER METER PIT
- TBM 1
- ELEVATION = 84.40
- DESCRIPTION: BURY BOLT TOP HYDRANT WEST SIDE OF NORTHEAST 56TH STREET
- TBM 2
- ELEVATION = 91.26
- DESCRIPTION: TRIANGLE CUT IN TOP CONCRETE WALL NORTH SIDE DRIVE



**UTILITY NOTE:**  
THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS AND ARE APPROXIMATE LOCATIONS. THE EXACT LOCATIONS OF ALL UTILITIES MUST BE ASCERTAINED IN THE FIELD BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.

**GENERAL NOTES:**

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH SUDAS STANDARD SPECIFICATIONS AND ANY AND ALL CITY/COUNTY SUPPLEMENTAL SPECIFICATIONS. THE CITY OF PLEASANT HILL MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK.
2. IN EVENT OF A DISCREPANCY BETWEEN THE QUANTITY ESTIMATES AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES. ANY DAMAGE TO SAID UTILITIES SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
5. ALL NECESSARY CONSTRUCTION SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES REQUIRED DURING CONSTRUCTION WILL BE FURNISHED BY THE CONTRACTOR. SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES MUST BE IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS."
6. BISHOP ENGINEERING SHALL NOT BE LIABLE FOR ANY INJURIES THAT HAPPEN ON SITE. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TRENCH COLLAPSES FROM VARYING SOIL CONDITIONS OR INJURIES CAUSED BY UNDERGROUND UTILITIES INCLUDING UTILITIES THAT ARE NOT SHOWN ON PLAN.
7. THE CONTRACTOR IS LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR STORM WATER FLOW DURING CONSTRUCTION. DO NOT RESTRICT FLOWS IN EXISTING DRAINAGE CHANNELS, STORM SEWER, OR FACILITIES.
8. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER A SCHEDULE FOR PERFORMANCE OF WORK ITEMS. THIS SCHEDULE SHALL BE PROVIDED BY THE CONTRACTOR AT THE PROJECT PRECONSTRUCTION CONFERENCE. NO WORK SHALL BEGIN UNTIL A SCHEDULE HAS BEEN SUBMITTED AND ACCEPTED. THE CONTRACTOR SHALL THEN PERFORM WORK TO CONFORM TO THE ACCEPTED SCHEDULE.
9. LABORATORY TESTS SHALL BE PERFORMED BY THE OWNER UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIAL REQUIRED FOR LABORATORY TESTS AND TESTING IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
10. SOIL IMPORT OR EXPORT ON THIS PROJECT SHALL BE CONSIDERED INCIDENTAL AND WILL NOT BE MEASURED OR PAID FOR SEPARATELY.
11. THE CONTRACTOR SHALL PROTECT ALL STRUCTURES NOT SHOWN AS REMOVALS ON THE PLANS.
12. THE CONTRACTOR SHALL OBTAIN ANY AND ALL NECESSARY PERMITS PRIOR TO ANY CONSTRUCTION. CONTRACTOR SHALL WORK WITH OWNER OR OWNERS REPRESENTATIVE ON ALL REQUIRED STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES AND THE CITY OF PLEASANT HILL.
13. GRADING AND EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, SWPPP, NPDES DOCUMENTS, AND IOWA DEPARTMENT OF NATURAL RESOURCES REQUIREMENTS.
14. THE CONTRACTOR SHALL PICK UP ANY DEBRIS SPILLED ONTO THE ADJACENT RIGHT OF WAY OR ABUTTING PROPERTIES AS THE RESULT OF CONSTRUCTION, AT THE END OF EACH WORK DAY.
15. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED UNTO ADJACENT PROPERTY OR RIGHT OF WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
16. DISPOSE OF ALL EXCESS MATERIALS AND TRASH IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS. PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIALS NOT DESIRABLE FOR INCORPORATION INTO THE PROJECT.
17. CONTRACTOR SHALL OBTAIN A COSESCO (CONSTRUCTION SITE EROSION SEDIMENT CONTROL) PERMIT FROM THE CITY.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR AS-BUILT TOPO OF DETENTION POND & DETENTION POND STORM SEWER. CONTRACTOR SHALL HIRE BISHOP ENGINEERING (Rick Baumhover AT 515-276-0467) TO PERFORM SAID AS-BUILT SURVEY. IF DETENTION POND HAS BEEN GRADED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT TOPO SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.
19. ANY ROOFTOP MECHANICAL UNITS ARE REQUIRED TO BE SCREENED FROM STREET VIEW.
20. EXTERIOR LIGHTING SHALL BE WITH DOWN-CAST HEADS AND/OR HOODS.

**PAVING NOTES:**

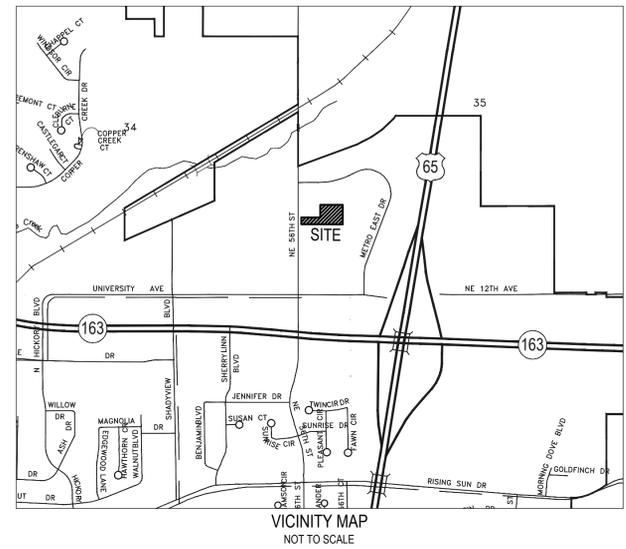
1. THE PAVING/ GRADING CONTRACTOR SHALL BACKFILL THE PAVING SLAB AND FINE GRADE THE SITE AS SOON AFTER THE PAVING AS POSSIBLE. ALL AREAS SHALL BE SEEDED IN ACCORDANCE WITH CITY OF PLEASANT HILL STANDARD SPECIFICATIONS AND THE CURRENT VERSION OF SUDAS.
2. SUBGRADE PREPARATION AND PAVEMENTS WILL BE CONSTRUCTED FOLLOWING RECOMMENDATIONS IN THE SOILS REPORT. APPROVED SOILS ENGINEER MUST SIGN OFF ON SUBBASE PRIOR TO ANY PAVEMENT BEING PLACED.
3. SEE DETAILS FOR ALL PAVEMENT THICKNESS.
4. ALL WALKS, PARKING LOTS, HANDICAP PARKING, RAMPS, ETC. SHALL COMPLY WITH ALL A.D.A. AND CITY CODES. HANDICAP PARKING SIGNAGE IS REQUIRED FOR ALL HANDICAP STALLS AND SHALL BE CONSIDERED INCIDENTAL. IN EVENT OF A DISCREPANCY BETWEEN THE PLANS AND THE A.D.A./CITY CODES THE A.D.A./CITY CODES SHALL GOVERN. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING A.D.A. CODES ARE MET.

**UTILITY NOTES:**

1. QUANTITY CALLOUTS ON PIPE LENGTHS ARE APPROXIMATE AND SHOULD BE USED FOR REFERENCE ONLY.
2. THE CONTRACTOR SHALL PROVIDE AS-BUILTS OF ALL UTILITIES, INCLUDING DEPTH AND LOCATION OF ALL SERVICES.
3. THE CONTRACTOR SHALL COORDINATE THE ADJUSTMENT OF ANY AND ALL EXISTING AND PROPOSED UTILITIES TO PROPOSED GRADES. EXISTING UTILITIES SHALL BE RAISED OR LOWERED IN ACCORDANCE WITH THE UTILITY OWNER REQUIREMENTS. ANY NECESSARY ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
4. ACTIVE EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE REPAIRED, REROUTED, OR CONNECTED TO PUBLIC OR PRIVATE STORM SEWER TO REMAIN IN SERVICE.

**UTILITY CONFLICT NOTES:**

1. UTILITY CONFLICTS MAY EXIST ACROSS THE SITE WITH NEW UTILITIES, GRADING, PAVING ETC.
2. CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY CONFLICTS THAT ARE EITHER CALLED OUT ON THE PLANS OR THAT CAN BE SEEN ON THE PLANS BETWEEN AND EXISTING UTILITY AND PROPOSED CONSTRUCTION.



**PROPERTY DESCRIPTION:**

LOT 2 IN LOCHLAN SUPERMAN ACRES, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF PLEASANT HILL, POLK COUNTY, IOWA. SAID TRACT OF LAND BEING SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENTS OF RECORD.

SAID TRACT OF LAND CONTAINS 2.81 ACRES (122,261 SF) MORE OR LESS

**ADDRESS:**

1411 NE 56TH STREET  
PLEASANT HILL, IOWA 50327

**PREPARED FOR OWNER:**

RUSSELL AND MELISSA SMITH  
1411 NE 56TH STREET  
PLEASANT HILL, IOWA 50327  
PH: 515-265-4141

**ZONING:**

I-2 LIGHT INDUSTRIAL DISTRICT

**SETBACKS:**

FRONT= 25'  
SIDE = 0' / 25' IF ADJACENT STREET OR RESIDENTIAL  
REAR = 40'

**PARKING REQUIREMENTS:**

REQUIRED: 1 STALL PER 400 SF OF AUTO SERVICE  
= (6,922 SF + 1,022 SF) X 1 / 400 SF = 20 STALL ( INCL 1 HC ACCESSIBLE)

PROVIDED: 30 STALLS (INCL 2 HC ACCESSIBLE)

**OPEN SPACE/IMPERVIOUS AREAS:**

TOTAL SITE AREA = 122,261 SF (2.81 ac)

REQUIRED OPEN SPACE = 18,339 SF (15%)  
EXISTING OPEN SPACE = 92,737 SF (75.8%)  
PROPOSED OPEN SPACE = 85,414 SF (69.9%)

EXISTING IMPERVIOUS = 29,524 SF (24.2%)  
PROPOSED IMPERVIOUS ( includes future phases 2 & 3) = 45,400 SF (37.1%)  
NET INCREASE IMPERVIOUS AREA = 15,876 SF (0.36 ACRES)

**SHEET INDEX:**

- C0.1 COVER SHEET
- C2.1 LAYOUT PLAN
- C3.1 GRADING/UTILITY PLAN



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.

SIGNED: RICHARD H. BAUMHOVER, P.E. 12386 DATE: \_\_\_\_\_  
LICENSE RENEWAL DATE: DEC. 31, 2017  
PAGES OR SHEETS COVERED BY THIS SEAL: C0.1, C2.1 & C3.1

**Bishop Engineering**  
"Planning Your Successful Development"



3501 104th Street  
Des Moines, Iowa 50322-3825  
Phone: (515)276-0467 Fax: (515)276-0217

Civil Engineering & Land Surveying Established 1959

SMITH AUTO SERVICE □ □ □ □ □ NE □ □ □ □ S □  
PLEASANT HILL, IOWA

**COVER SHEET**

REFERENCE NUMBER:

DRAWN BY:  
LM

CHECKED BY:  
CJB

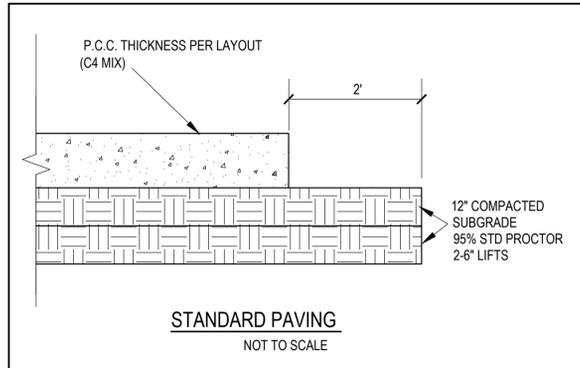
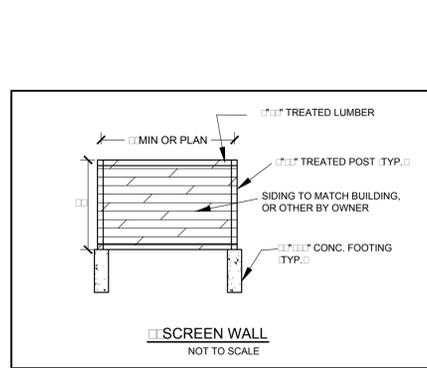
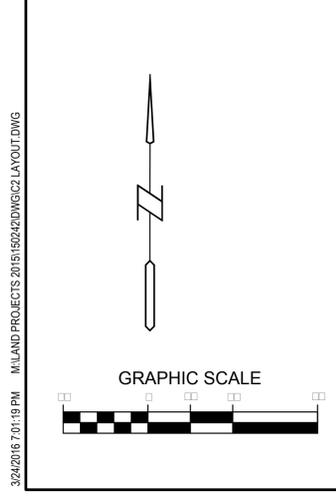
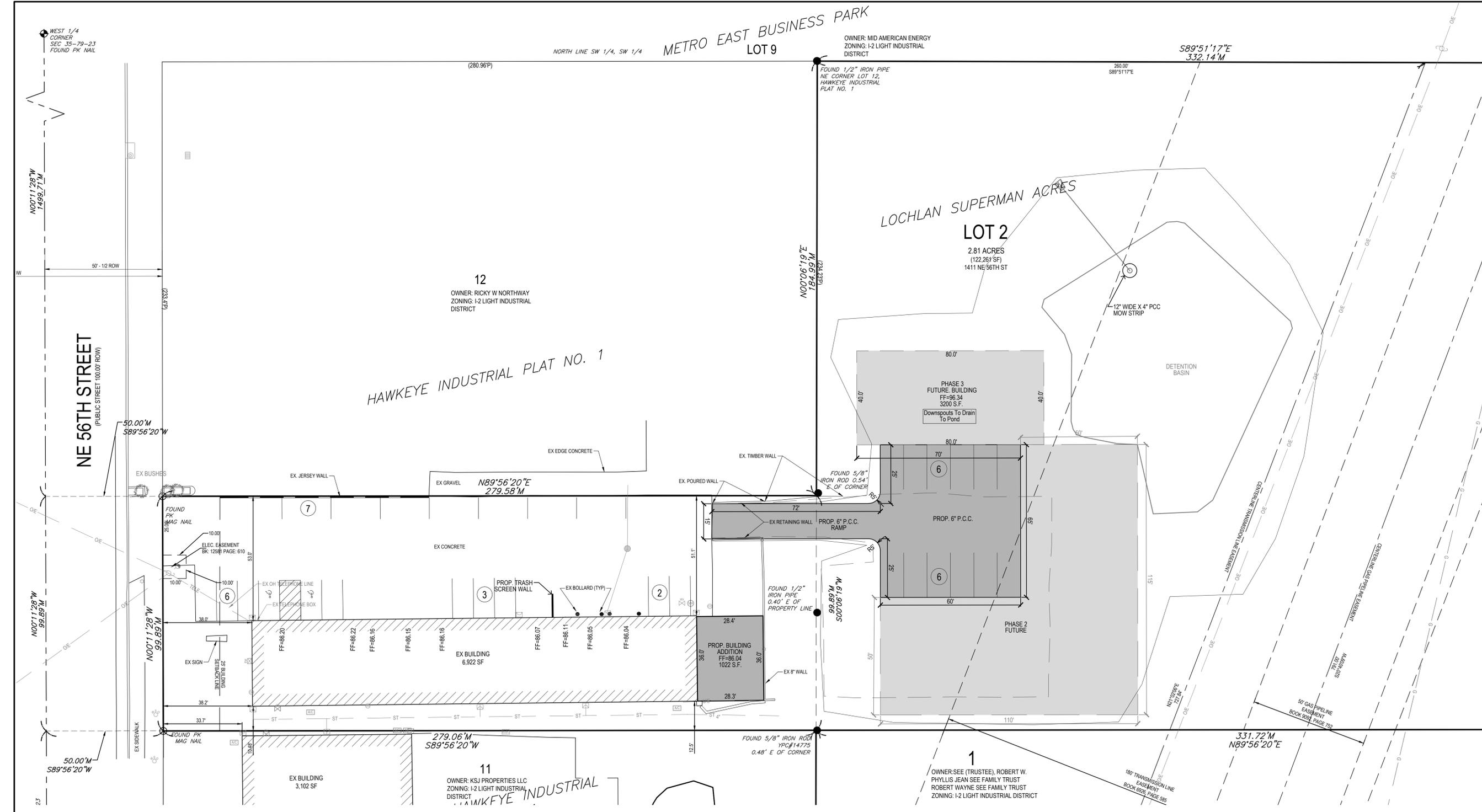
REVISION DATE:

PROJECT NUMBER:

SHEET NUMBER:

C 0 1

PRELIMINARY - NOT FOR CONSTRUCTION



**SMITH AUTO SERVICE** ■■■■■ NE ■■■■ S.

PLEASANT HILL, IOWA

**LAYOUT PLAN**

REFERENCE NUMBER:

DRAWN BY:  
LM

CHECKED BY:  
CJB

REVISION DATE:

PROJECT NUMBER:

■■■■■

SHEET NUMBER:

C ■ ■ ■

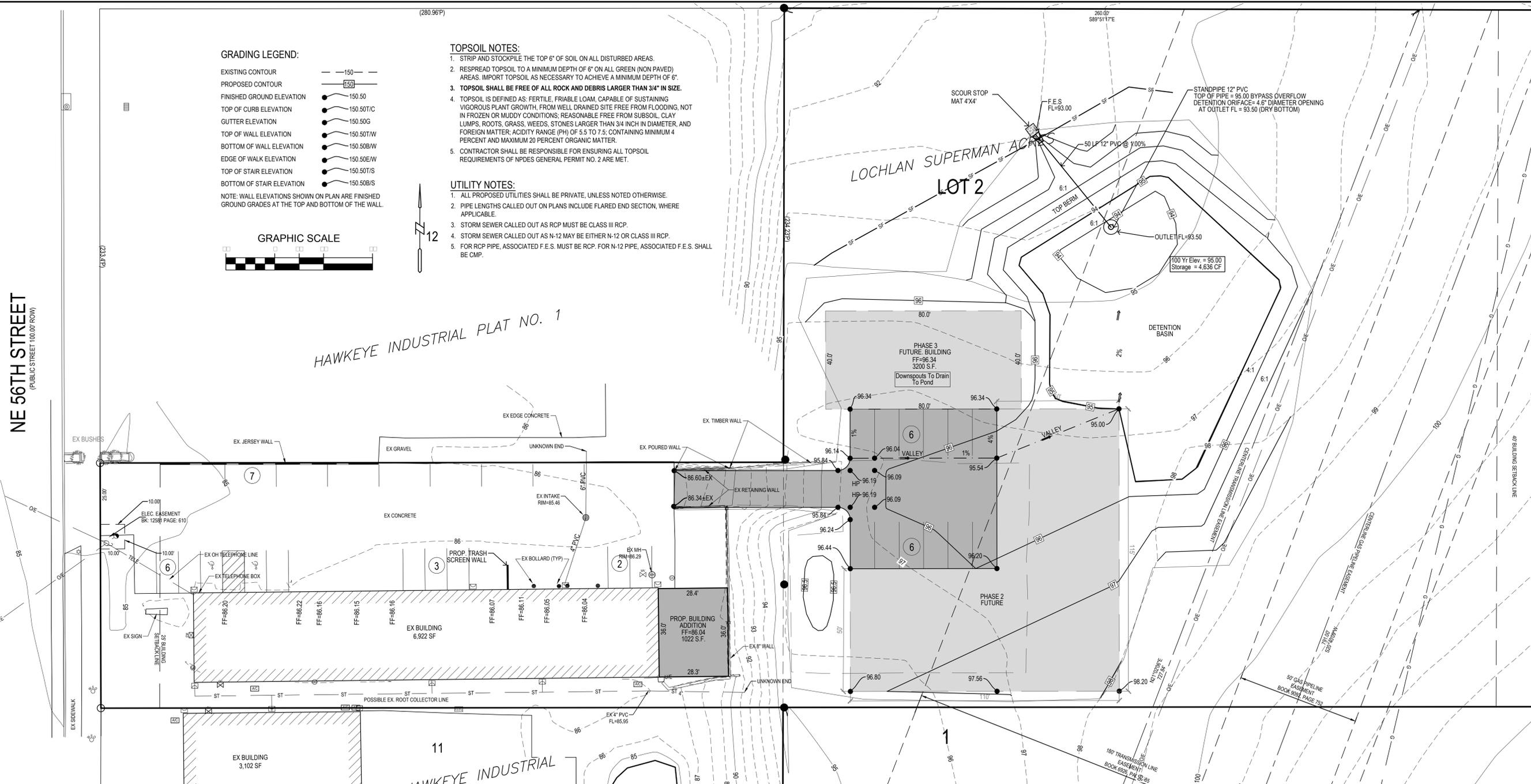
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PRELIMINARY - NOT FOR CONSTRUCTION

3/24/2016 7:00:53 PM M:\LAND PROJECTS 2015\15242\DWG\C3\GRADING-UTILITY.DWG



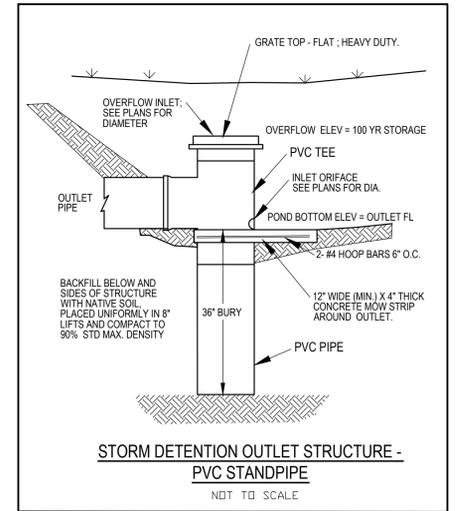
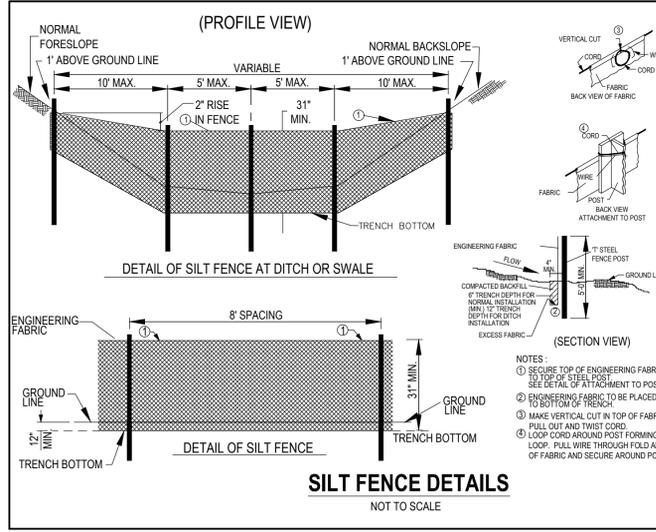
**GRADING LEGEND:**

EXISTING CONTOUR	---
PROPOSED CONTOUR	---
FINISHED GROUND ELEVATION	● 150.50
TOP OF CURB ELEVATION	● 150.50TC
GUTTER ELEVATION	● 150.50G
TOP OF WALL ELEVATION	● 150.50TW
BOTTOM OF WALL ELEVATION	● 150.50BW
EDGE OF WALK ELEVATION	● 150.50EW
TOP OF STAIR ELEVATION	● 150.50TS
BOTTOM OF STAIR ELEVATION	● 150.50BS

NOTE: WALL ELEVATIONS SHOWN ON PLAN ARE FINISHED GROUND GRADES AT THE TOP AND BOTTOM OF THE WALL.

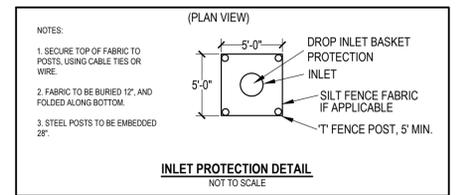
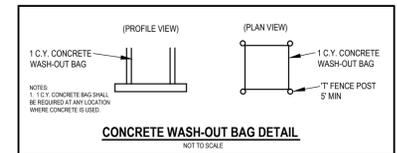


- TOPSOIL NOTES:**
- STRIP AND STOCKPILE THE TOP 6" OF SOIL ON ALL DISTURBED AREAS.
  - RESPIREAD TOPSOIL TO A MINIMUM DEPTH OF 6" ON ALL GREEN (NON PAVED) AREAS. IMPORT TOPSOIL AS NECESSARY TO ACHIEVE A MINIMUM DEPTH OF 6".
  - TOPSOIL SHALL BE FREE OF ALL ROCK AND DEBRIS LARGER THAN 3/4" IN SIZE.
  - TOPSOIL IS DEFINED AS: FERTILE, FRIABLE LOAM, CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH, FROM WELL DRAINED SITE FREE FROM FLOODING, NOT IN FROZEN OR MUDDY CONDITIONS, REASONABLE FREE FROM SUBSOIL, CLAY LUMPS, ROOTS, GRASS, WEEDS, STONES LARGER THAN 3/4 INCH IN DIAMETER, AND FOREIGN MATTER; ACIDITY RANGE (PH) OF 5.5 TO 7.5; CONTAINING MINIMUM 4 PERCENT AND MAXIMUM 20 PERCENT ORGANIC MATTER.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.
- UTILITY NOTES:**
- ALL PROPOSED UTILITIES SHALL BE PRIVATE, UNLESS NOTED OTHERWISE.
  - PIPE LENGTHS CALLED OUT ON PLANS INCLUDE FLARED END SECTION, WHERE APPLICABLE.
  - STORM SEWER CALLED OUT AS RCP MUST BE CLASS III RCP.
  - STORM SEWER CALLED OUT AS N-12 MAY BE EITHER N-12 OR CLASS III RCP.
  - FOR RCP PIPE, ASSOCIATED F.E.S. MUST BE RCP. FOR N-12 PIPE, ASSOCIATED F.E.S. SHALL BE CMP.



**LEGEND:**

—SF—SF—SF SILT FENCE (TYP)



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SMITH AUTO SERVICE □□□□□ NE □□□□ S.  
 PLEASANT HILL, IOWA

**GRADING/UTILITY PLAN**

REFERENCE NUMBER:	
DRAWN BY:	LM
CHECKED BY:	CJB
REVISION DATE:	
PROJECT NUMBER:	□□□□□
SHEET NUMBER:	C □ □



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 8, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT: ORDINANCE 810 AMENDING CHAPTER 171 SITE PLANS**

---

**BACKGROUND:**

Chapter 171 of the City Code provides for the regulations and processes for development site plans. The current code establishes an expiration for site plan approvals following 180 days from the City Council approval if a building permit is not issued. Staff has identified a growing trend of site plans expiring or needing extensions to remain valid and that the six months currently provided for a site plan to remain valid may be too short. The City Attorney has worked with staff to develop the attached ordinance that would modify the approval period from 180 days to two years. The existing language reads as follows:

*“Expiration of Approval. All site plan approvals shall expire and terminate 180 days after the date of the Council approval unless a building permit has been issued for the construction provided for in the site plan. The Council may, upon written request by the developer, extend the time for the issuance of a building permit for 60 days. In the event the building permit for the construction provided for in a site plan expires or is canceled, then such site plan approval shall thereupon terminate.”*

The draft proposed language reads as follows:

*“Expiration of Approval. All site plan approvals shall expire and terminate two (2) years after the date of the Council approval unless a building permit has been issued for the construction provided for in the site plan. This shall apply to all site plans approved by the Council after July 1, 2015. In the event the building permit for the construction provided for in a site plan expires or is canceled, then such site plan approval shall thereupon terminate.”*

The Planning and Zoning Commission will be considering this change on November 7<sup>th</sup> and may forward a recommendation to the Council. Following is the first reading of the ordinance that can be considered after receiving comment from the Commission.

**ALTERNATIVES:**

Not approve the Ordinance. However, Site Plan expirations would remain at the current 180 days.

**FINANCIAL CONSIDERATIONS:**

N/A.

**RECOMMENDATION:**

Consider the first reading of the Ordinance.

**ORDINANCE NO. 810**

**AN ORDINANCE AMENDING SECTION 171.01(6) OF THE ZONING ORDINANCE SITE PLANS,  
CHAPTER 171, OF THE CODE  
OF THE CITY OF PLEASANT HILL, IOWA.**

**BE IT ORDAINED** by the City of Pleasant Hill, Iowa:

**THAT** this Ordinance shall be an amendment to Chapter 171 Zoning Ordinance Site Plans, Section 171.01 (6) which now reads as follows, to wit:

*“Expiration of Approval. All site plan approvals shall expire and terminate 180 days after the date of the Council approval unless a building permit has been issued for the construction provided for in the site plan. The Council may, upon written request by the developer, extend the time for the issuance of a building permit for 60 days. In the event the building permit for the construction provided for in a site plan expires or is canceled, then such site plan approval shall thereupon terminate.”*

**THAT** the above shall be deleted, and, in lieu thereof, the following definition shall apply under Chapter 171 Zoning Ordinance Site Plans, Section 171.01(6):

*“Expiration of Approval. All site plan approvals shall expire and terminate two (2) years after the date of the Council approval unless a building permit has been issued for the construction provided for in the site plan. This shall apply to all site plans approved by the Council after July 1, 2015. In the event the building permit for the construction provided for in a site plan expires or is canceled, then such site plan approval shall thereupon terminate.”*

**NOW THEREFORE**, be it ordained by the City Council of the City of Pleasant Hill, Iowa, that Chapter 171 Zoning Ordinance Site Plans, Section 171.01(6) shall be amended as adopted herein.

**FURTHER**, this Ordinance shall be in effect from and after its final passage, approval and publication provided by law.

**PASSED** by the Council the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF PLEASANT HILL, IOWA

\_\_\_\_\_  
By: Sara Kurovski  
Its: Mayor

ATTEST TO:

\_\_\_\_\_  
By: Dena Spooner  
Its: City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** NOVEMBER 8, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** DONALD SANDOR, CITY MANAGER  
**SUBJECT:** LETTER OF INTENT WITH SAND DEVELOPMENT, LLC

---

**BACKGROUND:**

The City has been working with Sand Development, LLC on a proposed housing project for seniors to be located 5040 Maple Drive. The property is currently underutilized, contains a dilapidated structure, and has become bank owned. Sand Development, LLC has developed a proposal for the site to construct 50 units of senior housing for persons 55 and older with amenities including underground parking, a community room, and in-unit laundry. This type of project is made possible through tax credit assistance from the Iowa Finance Authority (IFA). Each year the agency offers a highly competitive application program for projects. The projects are scored according to criteria for things like community need, developer experience, quality of the building, location of the project near services, and outside agency funding and commitments. This last category is a difference maker between projects that are funded and not funded by IFA. The attached correspondence and letter of intent will allow the project to be considered by IFA. The City's financial commitment to the project would be in the form of Urban Revitalization Tax Exemptions pursuant to Chapter 404 of the Code of Iowa in the amount of \$650,000. This amount will allow the project to be competitive in the scoring round and still provide for the property to yield more tax revenue to the taxing authorities than occurs today for the first ten years. Following a ten year period, the project is anticipated to pay more than \$70,000 per year in property taxes. The incentive assistance is needed to make the application to the Iowa Finance Authority more competitive. If significant local participation is not included, the project has little likelihood of being awarded the necessary tax credits and the projects would then not happen in Pleasant Hill. The letter of intent is not an actual development agreement at this point and one would return to the Council for action should the project be awarded the tax credit assistance. The project would also return to the City Council for site plan approval.

**ALTERNATIVES:**

Not approve the attached resolution approving a letter of intent with Sand Development, LLC. However, this would end the project.

**FINANCIAL CONSIDERATIONS:**

The project would involve tax abatement over a ten year period in the amount of \$650,000. However, the abatement process is a deferment in the collection of new revenue and the project will provide more tax revenue than occurs today.

**RECOMMENDATION:**

Approve the resolution approving a letter of intent with Sand Development, LLC.

**RESOLUTION #110816-12**

**A RESOLUTION APPROVING A LETTER OF INTENT WITH SAND DEVELOPMENT, LLC FOR THE CONSTRUCTION OF A SECTION 42 SENIOR APARTMENT COMPLEX OF NOT LESS THAN 50 UNITS**

WHEREAS, Sand Development, LLC has proposed the construction of a senior apartment complex of not less than 50 units to be located on property located at 5040 Maple Drive, Pleasant Hill, Polk County, Iowa.

WHEREAS, the project involves an investment of approximately \$9,300,000.00; and

WHEREAS, proceeding with construction of the project is contingent on a series of conditions that include Sand Development LLC securing Section 42 tax credit assistance from the Iowa Finance Authority and the successful negotiation and execution of a development agreement between the City and Sand Development, LLC; and

WHEREAS, the City will pledge to contribute the total of \$650,000.00 in the form of Urban Revitalization Tax Exemptions pursuant to Chapter 404 of the Code of Iowa; and

WHEREAS, the City has prepared a Letter of Intent stating the intentions of the City and Sand Development, LLC;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby declare that the form and content of the Letter of Intent between the City of Pleasant Hill and Sand Development, LLC is approved and the Mayor is authorized to sign the letter.

ADOPTED this 8<sup>th</sup> day of November 2016

---

Sara Kurovski, Mayor

ATTEST:

---

Dena Spooner, City Clerk/Finance Director

Date: November 08, 2016

RE: Sand Development, LLC

To Whom It May Concern:

This letter is to outline the incentive proposal of the City of Pleasant Hill for an economic development project with respect to SAND DEVELOPMENT, LLC's proposed senior Section 42 apartment complex of not less than 50 units to be located on property located at 5040 Maple Drive, City of Pleasant Hill, Polk County, Iowa. The project has an estimated investment requirement of approximately \$9.3 million and with an estimated assessed taxable value upon completion of approximately \$1.8 million to be built in our City. Subject to applicable city legislative requirements, state agency approvals and negotiation of an acceptable development agreement, the local incentive package would include the following:

Sand Development, LLC intends to:

- Construct the Senior Apartment Project on the Development Property so that it is completed no later than December 31, 2019.
- The Senior Apartment Project will include underground parking, in-unit laundry, and a community room.
- Operate the Senior Apartment Project as a Section 42 affordable senior housing project for at least 20 fiscal years.

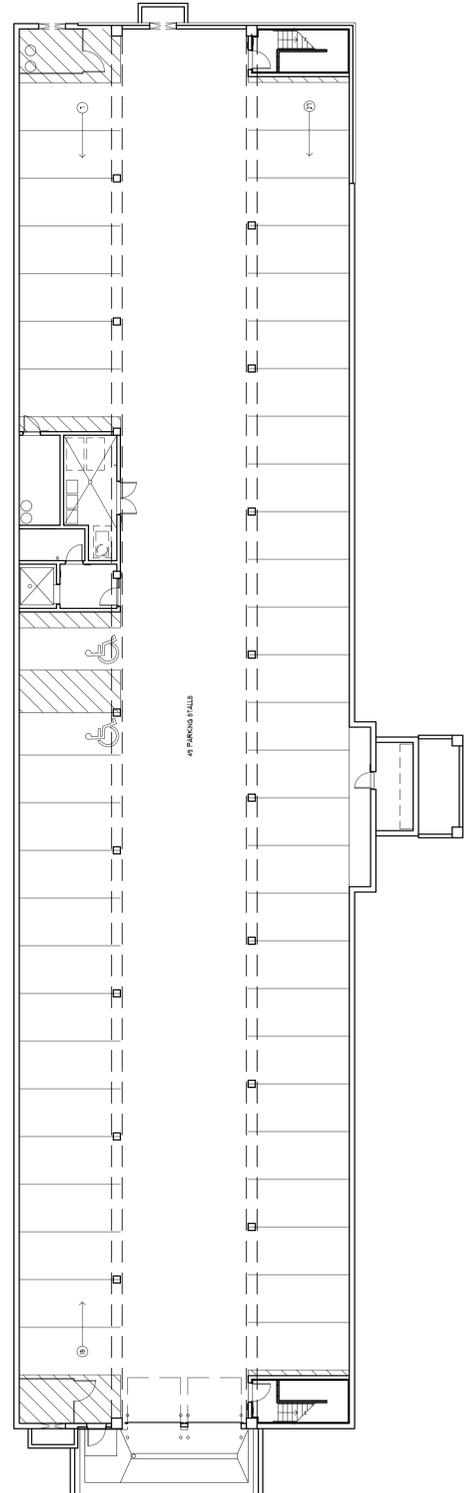
The City intends to:

- Contribute the total of \$650,000.00 in the form of Urban Revitalization Tax Exemptions pursuant to Chapter 404 of the Code of Iowa.

As outlined above, the incentive package will require, as conditions precedent to execution of a binding contract, Council legislative approval and negotiation of a development agreement satisfactory to Sand Development, LLC and the City.

Sincerely,

Sara Kurovski, Mayor



1 PLEASANT HILLS - MAPLE DRIVE SITE - OPTION 1  
SCALE: 1/16" = 1'-0"



1 FRONT ELEVATION  
SCALE: 3/32" = 1'-0"



2 RIGHT ELEVATION  
SCALE: 3/32" = 1'-0"



3 LEFT ELEVATION  
SCALE: 3/32" = 1'-0"



4 BACK ELEVATION  
SCALE: 3/32" = 1'-0"



366 South Tenth Avenue  
PO Box 727  
Waite Park, MN 56387-0727  
Office: (320) 202-3100  
Fax: (320) 202-3139  
Website: [www.SandCompanies.com](http://www.SandCompanies.com)  
E-Mail: [Sand@SandCompanies.com](mailto:Sand@SandCompanies.com)

THESE DRAWINGS AND SPECIFICATIONS ARE THE SOLE PROPERTY OF SAND ARCHITECTS, LLC. ANY REPRODUCTION OR REUSE OF THESE DOCUMENTS IS FORBIDDEN WITHOUT WRITTEN PERMISSION FROM SAND ARCHITECTS, LLC.



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** NOVEMBER 08, 2016  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER  
**SUBJECT:** PRELIMINARY AND FINAL PLAT – KINGKADE PLAT 1

---

**BACKGROUND:**

The City has received a proposed preliminary plat and final plat for a property located at 1550 SE 55<sup>th</sup> Street in unincorporated Polk County and owned currently by Kimberly Kingkade. The owner is proposing the property be subdivided into two buildable lots and one outlot. One of the buildable lots has an existing home on it. Pleasant Hill has received the plats for review consideration because it is within two miles of the City's corporate boundary.

During past City Council budgeting and goal setting sessions, Staff and Council have identified a secondary connection to the Pleasant Ridge Estates subdivision as a priority. Shown at the north end of Kingkade Plat 1 is the future alignment of the roadway which will connect the south end of Capital View Dr to the east to SE 55<sup>th</sup> Street. Acquisition plats for the future roadway are currently being prepared by the City Engineer.

The plat shows no new water utility or sanitary sewer extensions. Staff has reviewed the document and finds it to be in conformance with the requirements of a preliminary and final plat.

The preliminary plat and final plat will also be considered by Polk County for approval. The Planning and Zoning Commission will be considering the items on November 7, 2016. Following is a resolution approving the Preliminary and Final Plat for Kingkade Plat 1 subject to the requirements for future voluntary annexation.

**ALTERNATIVES:**

Not approve the Preliminary and Final Plat. However, this would delay or terminate the project.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Consider approval of the attached resolution approving the Preliminary and Final Plat for Kingkade Plat 1 subject to a future voluntary annexation agreement.

**RESOLUTION #110816-13**

**A RESOLUTION APPROVING PRELIMINARY AND FINAL PLATS FOR KINGKADE PLAT 1**

WHEREAS, the Planning and Zoning Commission and the Pleasant Hill City Council have reviewed the Preliminary and Final Plat for Kingkade Plat 1; and

WHEREAS, the Plat is located in unincorporated Polk County and within the City's extraterritorial review jurisdiction; and

WHEREAS, the Plat will create two buildable lots and one outlet; and

WHEREAS, the location of the property is in the path of future annexation needs of the City and a development agreement for the voluntary annexation of the property at a future time is critical to the long term needs of the City and is consistent with past practice;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the Preliminary and Final Plat for Kingkade Plat 1 subject to a development agreement requiring the future voluntary annexation of the property contained within the Plat at a time of the City's choosing.

ADOPTED this 8<sup>th</sup> day of November 2016.

---

Sara Kurovski, Mayor

ATTEST:

---

Dena Spooner, City Clerk/Finance Director

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**LEGEND**

<b>Features</b>	<b>Existing</b>
Spot Elevation	93.0
Contour Elevation	93
Fence (Barbed, Field, Hog)	-x-x-
Fence (Chain Link)	-x-x-
Fence (Wood)	-x-x-
Fence (Silt)	-x-x-
Tree Line	~
Tree Stump	⊙
Deciduous Tree or Shrub	⊙
Coniferous Tree or Shrub	⊙
Communication	-C(x)-
Overhead Communication	-OC(x)-
Fiber Optic	-FO(x)-
Underground Electric	-E(x)-
Overhead Electric	-OE(x)-
Gas Main with Size	-4" G(x)-
High Pressure Gas Main with Size	-4" HPG(x)-
Water Main with Size	-8" W(x)-
Sanitary Sewer with Size	-8" S(x)-
Duct Bank	-DUCT(x)-
Test Hole Location for SUE w/ID	⊙
(x) Denotes the survey quality service level for utilities	
Sanitary Manhole	⊙
Storm Sewer with Size	⊙
Storm Manhole	⊙
Single Storm Sewer Intake	⊙
Double Storm Sewer Intake	⊙
Field Tile Intake	⊙
Fire Hydrant	⊙
Fire Hydrant on Building	⊙
Water Main Valve	⊙
Water Service Valve	⊙
Well	⊙
Utility Pole	⊙
Guy Anchor	⊙
Utility Pole with Light	⊙
Utility Pole with Transformer	⊙
Street Light	⊙
Yard Light	⊙
Electric Box	⊙
Electric Transformer	⊙
Traffic Sign	⊙
Communication Pedestal	⊙
Communication Manhole	⊙
Communication Handhole	⊙
Fiber Optic Manhole	⊙
Fiber Optic Handhole	⊙
Gas Valve	⊙
Gas Manhole	⊙
Gas Apparatus	⊙
Fence Post or Guard Post	⊙
Underground Storage Tank	⊙
Above Ground Storage Tank	⊙
Sign	⊙
Satellite Dish	⊙
Mailbox	⊙
Sprinkler Head	⊙
Irrigation Control Valve	⊙

<b>Survey</b>	<b>Found</b>	<b>Set</b>
Section Corner	▲	△
1/2" Rebar, Yellow Plastic Cap #19710 (Unless Otherwise Noted)	●	○
ROW Marker	■	□
ROW Rail	+	⊕
Calculated Point	+	⊕
Control Point	⊕	⊕
Bench Mark	⊕	⊕
Platted Distance	P	P
Measured Bearing & Distance	M	M
Recorded As	R	R
Deed Distance	D	D
Calculated Distance	C	C
Minimum Protection Elevation	MPE	MPE
Centerline	---	---
Section Line	---	---
1/4 Section Line	---	---
1/4 1/4 Section Line	---	---
Easement Line	---	---

**BENCHMARKS**

NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88 - GEOD12A)  
 IARTN DERIVED - US SURVEY FEET  
 BENCHMARK SHOWN ON SURVEY.

BM1 ELEV=900.91  
 RAILROAD SPIKE IN POWER POLE AT NORTHEAST QUADRANT OF SE 55TH STREET & SE 14TH PLACE, NORTHEAST CORNER OF SITE.

**CONTROL POINTS**

IOWA REGIONAL COORDINATE SYSTEM ZONE 8 (AMES-DES MOINES)  
 NAD83(2011)(EPOCH 2010.00) IARTN DERIVED - US SURVEY FEET  
 ALL CONTROL POINTS SHOWN ON SURVEY.

CP1 N=7481487.71 E=18558354.72  
 1/2" REBAR 18' WEST OF ASPHALT PAVEMENT OF SE 55TH STREET NORTH OF ENTRANCE, SOUTHEAST CORNER OF SITE.

CP2 N=7481985.06 E=18558367.50  
 1/2" REBAR WITH RED CAP 9' EAST OF BEEHIVE INTAKE ON WEST SIDE OF SE 55TH STREET, EAST SIDE OF SITE.

CP3 N=7482185.95 E=18558391.84  
 MAG NAIL IN NORTH END OF ASPHALT RADIUS AT NORTHEAST QUADRANT OF SE 55TH STREET & SE 14TH PLACE, NORTHEAST CORNER OF SITE.

**UTILITY CONTACT INFORMATION**

NO RESPONSE	CITY OF PLEASANT HILL GARY PATTERSON 515-208-5211 gpatterson@pleasanthilliowa.org
WI-WATER	DES MOINES WATER WORKS JANA HODGES 515-283-8729 hodges@dmww.com
OE1-OVERHEAD ELECTRIC	MIDAMERICAN ENERGY CRAIG RANFELD 515-252-6632 MECDSDesignLocates@midamerican.com
C1-COMMUNICATION	CENTURYLINK TOM STURMER 720-578-8090 thomas.sturmer@centurylink.com
OC2-OVERHEAD COMMUNICATION	MEDIACOM COMMUNICATIONS PAUL MAY 515-246-2252 pmay@mediacomcc.com
CLEAR PER EMAIL	AT&T TRANSMISSION LENNY VOHS 816-275-4014 lv212@att.com
CLEAR PER MAP	ONEOK NORTH SYSTEM L.L.C. TELISA MCDOWELL 580-395-6285 telisa.mcdowell@oneok.com



**UTILITY WARNING**

THE UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND/OR RECORDS OBTAINED. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES OR SUBSURFACE FEATURES SHOWN COMPRISE ALL SUCH ITEMS IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES OR SUBSURFACE FEATURES SHOWN ARE IN THE EXACT LOCATION INDICATED EXCEPT WHERE NOTED AS QUALITY LEVEL A.

**UTILITY QUALITY SERVICE LEVELS**

UTILITY QUALITY SERVICE LEVELS ARE SHOWN IN THE PARENTHESES WITH THE UTILITY TYPE AND WHEN APPLICABLE, SIZE. THE QUALITY LEVELS ARE BASED ON THE CI/ASCE 38-02 STANDARD.

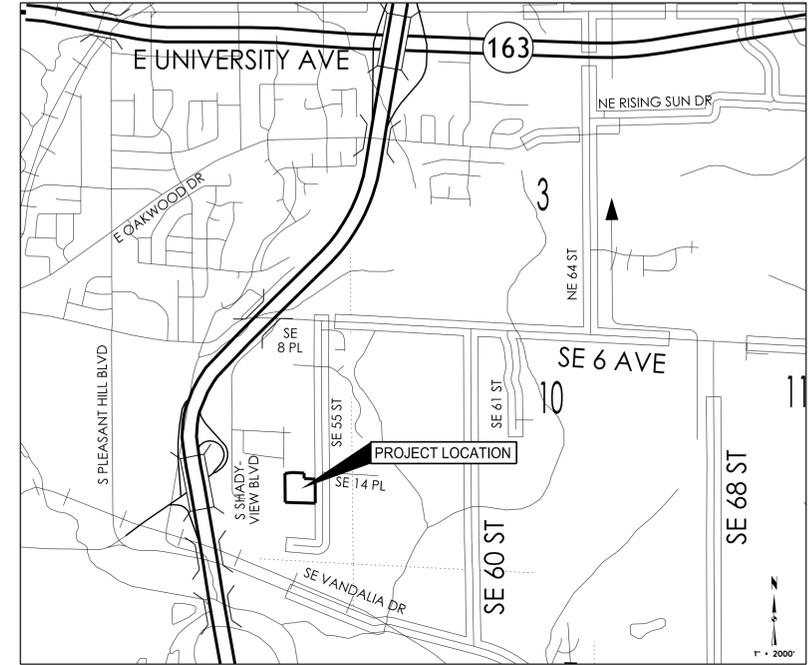
**QUALITY LEVEL (D)** INFORMATION IS DERIVED FROM EXISTING UTILITY RECORDS OR ORAL RECOLLECTIONS.

**QUALITY LEVEL (C)** INFORMATION IS OBTAINED BY SURVEYING AND PLOTTING VISIBLE ABOVE-GROUND UTILITY FEATURES AND USING PROFESSIONAL JUDGMENT IN CORRELATING THIS INFORMATION WITH QUALITY D INFORMATION.

**QUALITY LEVEL (B)** INFORMATION IS OBTAINED THROUGH THE APPLICATION OF APPROPRIATE SURFACE GEOPHYSICAL METHODS TO DETERMINE THE EXISTENCE AND APPROXIMATE HORIZONTAL POSITION OF SUBSURFACE UTILITIES.

**QUALITY LEVEL (A)** IS HORIZONTAL AND VERTICAL POSITION OF UNDERGROUND UTILITIES OBTAINED BY ACTUAL EXPOSURE OR VERIFICATION OF PREVIOUSLY EXPOSED SUBSURFACE UTILITIES, AS WELL AS THE TYPE, SIZE, CONDITION, MATERIAL, AND OTHER CHARACTERISTICS.

# KINGKADE PLAT 1 PRELIMINARY PLAT



VICINITY MAP  
PLEASANT HILL, IOWA

**PLAT DESCRIPTION**

A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 78 NORTH, RANGE 23 WEST OF THE 5TH P.M., POLK COUNTY, IOWA DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE SOUTH 87°27'05" EAST ALONG THE NORTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, A DISTANCE OF 273.55 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 87°27'05" EAST ALONG SAID NORTH LINE, 273.55 FEET TO THE WEST LINE OF THE NORTH 120 FEET OF THE EAST 240 FEET OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE SOUTH 00°31'29" EAST ALONG SAID WEST LINE, 120.17 FEET TO THE SOUTHWEST CORNER OF SAID NORTH 120 FEET OF THE EAST 240 FEET; THENCE SOUTH 87°27'05" EAST ALONG THE SOUTH LINE OF SAID NORTH 120 FEET OF THE EAST 240 FEET, 240.35 FEET TO THE EAST LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE SOUTH 00°31'29" EAST ALONG SAID EAST LINE, 529.10 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE NORTH 88°11'20" WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, 660.23 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE NORTH 00°22'23" WEST ALONG THE WEST LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, A DISTANCE OF 632.08 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 830.00 FEET, WHOSE ARC LENGTH IS 146.14 FEET AND WHOSE CHORD BEARS NORTH 82°27'12" EAST, 145.95 FEET TO THE POINT OF BEGINNING AND CONTAINING 9.17 ACRES (399,542 S.F.), BEING SUBJECT TO 0.40 ACRES (17,467 S.F.) OF ROADWAY EASEMENT.

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

**OWNER/DEVELOPER**

KIMBERLY I. KINGKADE  
 5884 NE 6TH STREET  
 DES MOINES, IA 50313  
 515-266-5071

**ENGINEER/SURVEYOR**

SNYDER & ASSOCIATES, INC.  
 2727 SW SNYDER BLVD.  
 ANKENY, IA 50023  
 515-964-2020

**ZONING**

LOW DENSITY RESIDENTIAL DISTRICT

**FLOODPLAIN**

THE FLOOD ZONE DESIGNATION FOR THE SUBJECT PROPERTY IS ZONE X, BEING AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN, AS DESIGNATED IN THE FLOOD INSURANCE RATE MAP FOR POLK COUNTY, IOWA, MAP NUMBER 1909010200C.

**NOTES**

1. WATER SERVICES TO THE PROPERTY SHALL BE PROVIDED BY DES MOINES WATER WORKS.
2. ALL SERVICES TO THE OPPOSITE SIDE OF THE ROADWAY SHALL BE BORED UNDER THE ROADWAY AT THE LOT OWNER'S EXPENSE.
3. MAINTENANCE OF ALL DRAINAGE EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
4. ANY ON-SITE SEPTIC SYSTEM SHALL BE DESIGNED BY A LICENSED PROFESSIONAL ENGINEER & INSTALLED BY A LICENSED CONTRACTOR, ONCE A PERMIT HAS BEEN OBTAINED.
5. ALL CULVERTS TO BE USED FOR CROSSING DRAINAGE EASEMENTS SHALL BE DESIGNED BY A LICENSED PROFESSIONAL ENGINEER.
6. ALL DISTURBED SUBSURFACE DRAINAGE FACILITIES ON THE SITE SHALL BE RESTORED OR REROUTED BY THE PROPERTY OWNER.
7. STREET LOT "A" SHALL BE DEEDED TO POLK COUNTY FOR ROADWAY PURPOSES.
8. THERE APPEARS TO BE AN EXISTING BUILDING ENCRoACHING ON THE NORTH LINE OF THE PROPERTY.
9. ALL MAILBOXES WITHIN THE POLK COUNTY RIGHT-OF-WAY SHALL BE OF A BREAKAWAY DESIGN.
10. FUTURE DEVELOPMENT OF THE PROPERTY IS SUBJECT TO ARTICLE 7, SECTION 4, "NATURAL RESOURCES PROTECTION, WOODLANDS" OF THE POLK COUNTY ZONING CODE, WHICH PRESERVES WOODED AREAS OF THE PROPERTY.
11. POST DEVELOPMENT RUNOFF WILL NOT ADVERSELY AFFECT DOWNSTREAM DRAINAGE FACILITIES OR PROPERTY OWNERS.

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.

Eric D. Cannon, P.E. Date \_\_\_\_\_  
 License Number 18954  
 My License Renewal Date is December 31, 2017  
 Pages or sheets covered by this seal:  
 Sheet 1 and 2 of 2

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Erin D. Griffin, PLS Date \_\_\_\_\_  
 License Number 19710  
 My License Renewal Date is December 31, 2017  
 Pages or sheets covered by this seal:  
 Sheet 1 and 2 of 2

1	REVISED AS PER COUNTY COMMENTS	09/23/16	SGK
MARK	REVISION	DATE	BY
Engineer:	EDC	Checked By:	EDG
Scale:	1" = 60'	Field Bk:	725
Fig:	63	Project No.:	116.0700
Technician:	SGK	Date:	08-31-16
Twp-Range-Sec:	78N-23W-09		
Sheet	1 of 2		

**KINGKADE PLAT 1**

**PRELIMINARY PLAT**

**PLEASANT HILL, IA**

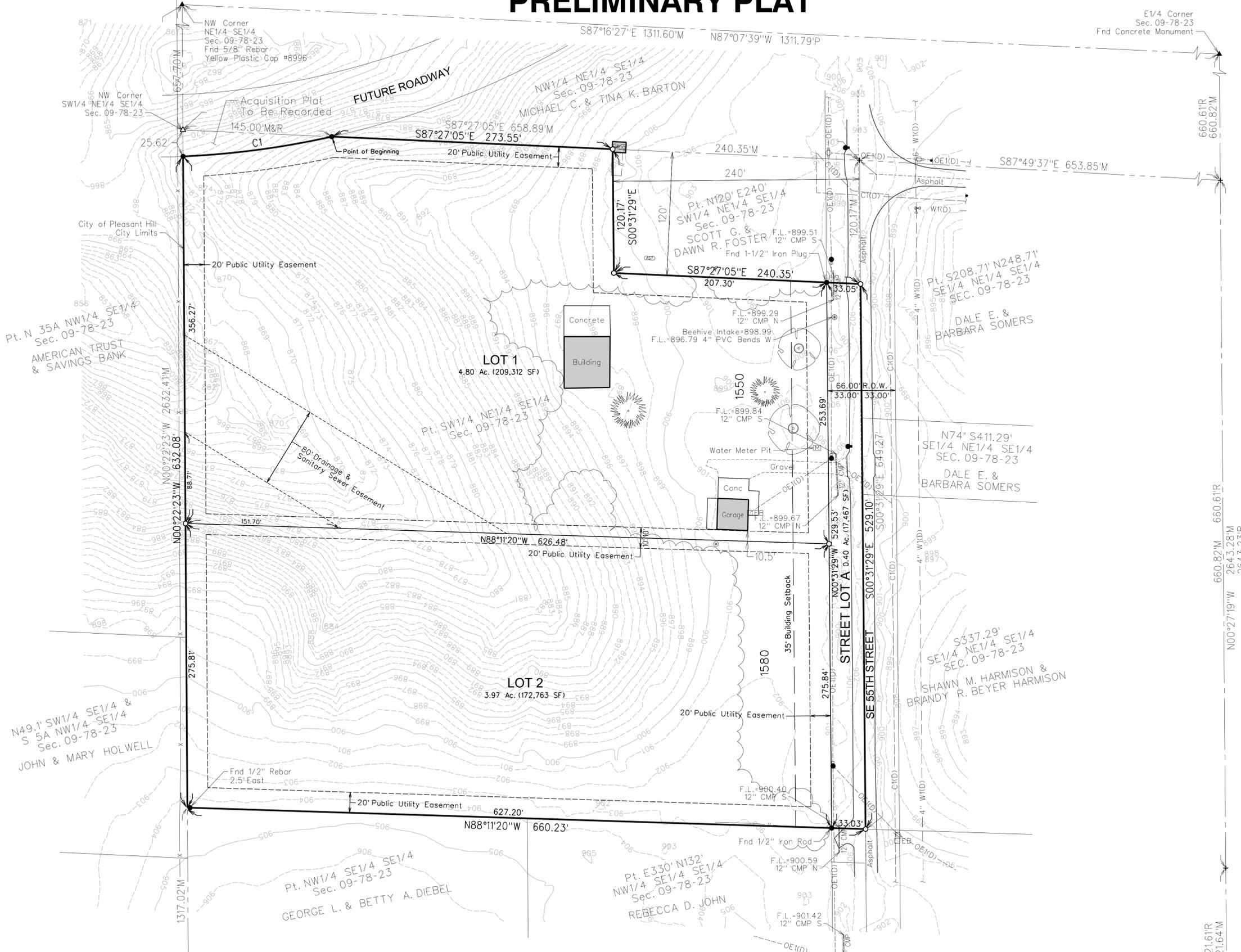
**SNYDER & ASSOCIATES, INC.**

2727 S.W. SNYDER BLVD.  
 ANKENY, IOWA 50023  
 515-964-2020 | www.snyder-associates.com

Project No: 116.0700

Sheet 1 of 2

# KINGKADE PLAT 1 PRELIMINARY PLAT



**CURVE TABLE**

CURVE NO.	DELTA	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING/DISTANCE
C1 M&R	10°05'17" LT	830.00'	146.14'	73.26'	N82°27'12"E 145.95'



SE Corner  
Sec. 09-78-23  
Fnd Concrete Monument  
with Brass Disc

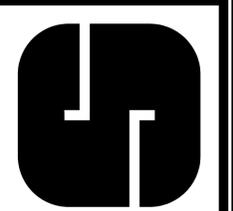
SW Corner  
SE1/4 SE1/4  
Sec. 09-78-23  
Fnd 1/2" Rebar  
Yellow Plastic Cap #7056

MARK	REVISION	DATE	BY
1	REVISED AS PER COUNTY COMMENTS	09/23/16	SKK

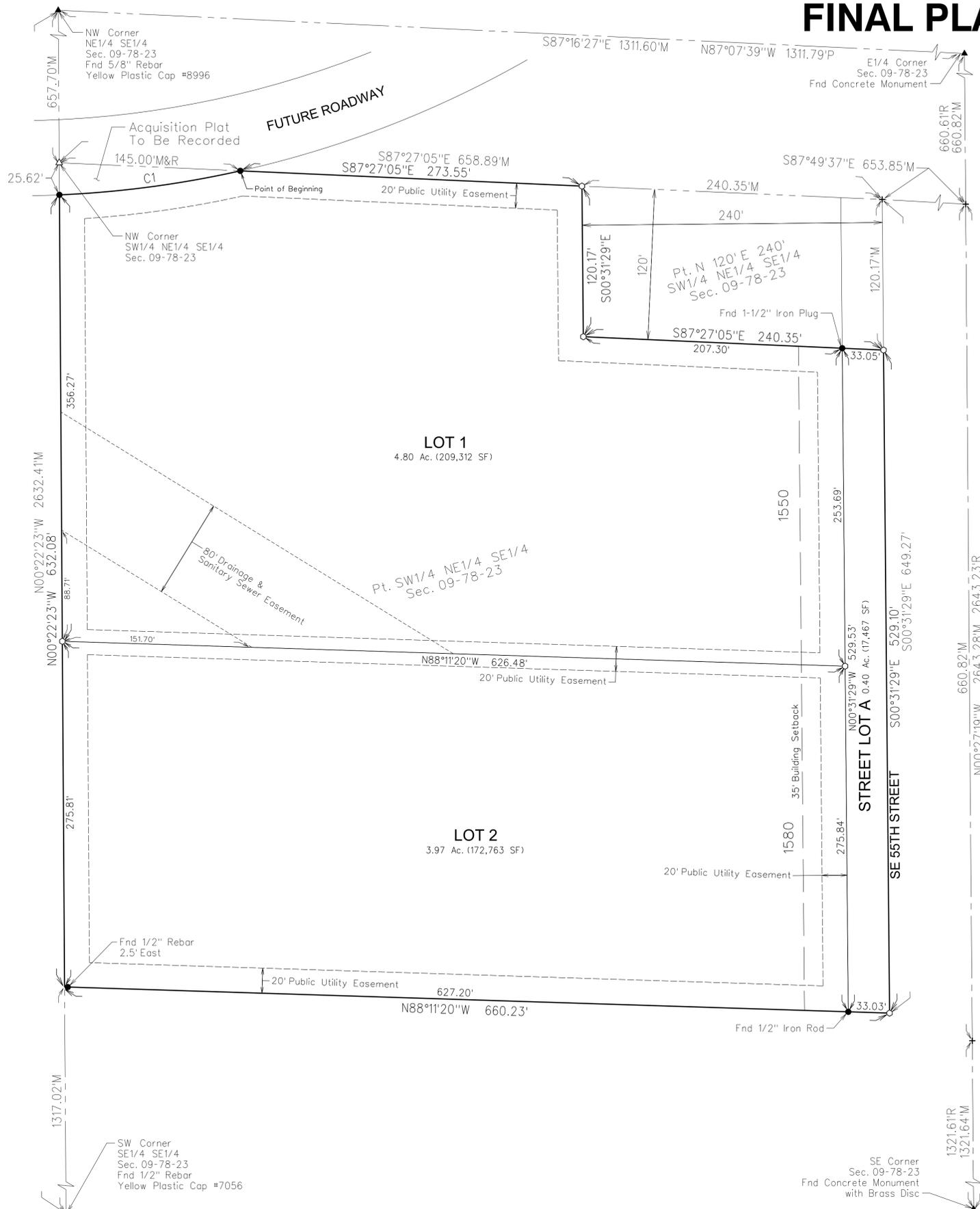
Engineer: EDC  
Checked By: EDG  
Scale: 1" = 50'  
Field Bk: 731D Pg: 68  
Project No: 116.0700

PLEASANT HILL, IA  
2727 S.W. SNYDER BLVD.  
ANKENY, IOWA 50023  
515-964-2020 | www.snyder-associates.com

**KINGKADE PLAT 1**  
**PRELIMINARY PLAT**  
**SNYDER & ASSOCIATES, INC.**



# KINGKADE PLAT 1 FINAL PLAT



### PLAT DESCRIPTION

A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 78 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF PLEASANT HILL, POLK COUNTY, IOWA DESCRIBED AS FOLLOWS:

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### OWNER/DEVELOPER

KIMBERLY I. KINGKADE  
5884 NE 6TH STREET  
DES MOINES, IA 50313  
515-266-5071

### ZONING

LOW DENSITY RESIDENTIAL DISTRICT

### NOTES

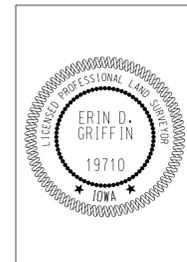
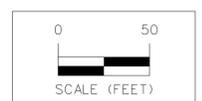
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C1 M&R	10°05'17" LT	830.00'	146.14'	73.26'	N82°27'12"E 145.95'

### LEGEND

Survey	Found	Set
Section Corner	●	△
1/2" Rebar, Yellow Plastic Cap #19710 (Unless Otherwise Noted)	●	○
ROW Marker	■	□
ROW Rail	—	—
Calculated Point	+	+
Control Point	⊕	⊕
Bench Mark	⊙	⊙
Platted Distance	P	P
Measured Bearing & Distance	M	M
Recorded As	R	R
Deed Distance	D	D
Calculated Distance	C	C
Minimum Protection Elevation	MPE	MPE
Centerline	—	—
Section Line	—	—
1/4 Section Line	—	—
1/4 1/4 Section Line	—	—
Easement Line	—	—



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Erin D. Griffin, PLS \_\_\_\_\_ Date  
License Number 19710  
My License Renewal Date is December 31, 2017  
Pages or sheets covered by this seal: \_\_\_\_\_

MARK	REVISION	DATE	BY
1	REVISED AS PER COUNTY COMMENTS	09/23/16	SGK

Engineer: EDC  
Checked By: EDG  
Scale: 1" = 50'  
Technician: SGK  
Date: 08-31-16  
Field Bk: 731D Pg: 68  
Twp-Range-Sec: 78N-23W-09  
Project No: 116.0700

PLEASANT HILL, IA  
2727 S.W. SNYDER BLVD.  
ANKENY, IOWA 50023  
515-964-2020 | www.snyder-associates.com

## KINGKADE PLAT 1

### FINAL PLAT

# SNYDER & ASSOCIATES, INC.

Project No: 116.0700  
Sheet 1 of 1



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** November 8, 2016  
**TO:** Mayor and City Council  
**FROM:** Donald Sandor, City Manager  
**SUBJECT:** Ordinance to repeal ordinances 439 and 786

---

**BACKGROUND:**

The City approved ordinance 439 in 1994 to establish the division of taxes levied in the Copper Creek Urban Renewal Area (TIF). In 2014 the City approved ordinance 786 to continue the division of taxes established in ordinance 439. This ordinance will repeal those two ordinances and cease the collection of TIF revenue from the Copper Creek URA.

**ALTERNATIVES:**

Not approving the ordinance which could prolong the Court action regarding this matter.

**FINANCIAL CONSIDERATIONS:**

None with this action.

**RECOMMENDATION:**

Approve the first reading of the ordinance.

MINUTES PROVIDING FOR REPEAL OF  
ORDINANCE NO. 439 AND REPEAL OF  
ORDINANCE NO. 786

424826-75

Pleasant Hill, Iowa

November 8, 2016

The City Council of the City of Pleasant Hill, Iowa, met on November 8, 2016 at 6:30 o'clock p.m., at the City Hall, in the City.

The Mayor presided and the roll was called showing members present and absent, as follows:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced an ordinance entitled "Ordinance No. \_\_\_\_\_. An Ordinance Repealing Ordinance No. 439, Adopted June 28, 1994, and Repealing Ordinance No. 786, adopted September 9, 2014."

It was moved by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ that the ordinance be adopted. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the motion duly carried and declared that the ordinance had been given its initial consideration.

It was moved by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ to suspend the statutory rule requiring an ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the motion duly carried.

It was moved by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ that the ordinance entitled "Ordinance No.\_\_\_\_\_. An Ordinance Repealing Ordinance No. 439, Adopted June 28, 1994, and Repealing Ordinance No. 786, adopted September 9, 2014," now be put upon its final consideration and adoption. The Mayor put the question on the final passage and adoption of the ordinance and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the motion duly carried and the ordinance duly adopted, as follows:

**ORDINANCE NO. 811**

**AN ORDINANCE REPEALING ORDINANCE NO. 439,  
ADOPTED JUNE 28, 1994, AND REPEALING ORDINANCE  
NO. 786, ADOPTED SEPTEMBER 9, 2014**

WHEREAS, on June 28, 1994, the City Council of the City of Pleasant Hill, Iowa (the “City”) enacted Ordinance No. 439, entitled “An Ordinance Providing For The Division Of Taxes Levied On Taxable Property in the Urban Renewal Area No. 1, Pursuant To Section 403.19 of the Code of Iowa”; and

WHEREAS, on September 9, 2014, the City Council of the City enacted Ordinance No. 786, entitled “An Ordinance Amending Ordinance No. 439, adopted June 28, 1994,” and

WHEREAS, it has been determined that Ordinance No. 439 and Ordinance No. 786 should both be repealed;

BE IT ENACTED by the Council of the City of Pleasant Hill, Iowa:

Section 1. Ordinance No. 439 is hereby repealed, effective as of November 15, 2016.

Section 2. Ordinance No. 786 is hereby repealed, effective as of November 15, 2016.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. This ordinance shall be effective after its final passage and approval, as provided by law.

Section 6. A copy of this Ordinance shall be filed in the office of the County Auditor of Polk County, Iowa.

Passed and approved by the Council of the City of Pleasant Hill, Iowa, on the 8th day of November, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** NOVEMBER 8, 2016  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** DON SANDOR, CITY MANAGER  
**SUBJECT:** CLOSED SESSION FOR LITIGATION

---

**BACKGROUND:** City Staff is requesting a closed session with the Council to discuss pending litigation with legal counsel.

**ALTERNATIVES:**

**FINANCIAL CONSIDERATIONS:**

**RECOMMENDATION:** For the City Council to adjourn to a closed session under Iowa Code Section 21.5.1 (c) to discuss pending litigation with legal counsel.