



City Administrator & Staff Update

2022.08.19

Goals: Please see the attached goals as adopted with the amended language.

School: Joint session is scheduled for 9/21 following the council meeting.

Special Council Meeting: 8/14 at 6pm to discuss the brush drop off site and the proposed emergency snow ordinance.

Community Visioning: Here is the link to share with potential volunteers. I'd like to put together a committee to lead this effort as required under the program. I'll need names, address, email and phone numbers please! https://treesforever.org/community_visioning/.

The University of Iowa has a p[rogram that we may want to apply for as well – the Iowa Initiative for Sustainable Communities and it utilizes professors, students, and community members on a projects/programs that qualify for the program. I have participated in the program and we worked on 12-13 projects. This is an annual competitive program.

IISC: <https://iisc.uiowa.edu/>

- **Pool:** We have had an initial discussion on repairs needed for the next season, potential lifeguards that should return and attracting management staff and a couple potential opportunities. We appreciate Bethany's assistance in getting the pool up and running and she has agreed to help with early prep work, training lifeguards, and fill in as a guard if necessary for the coming season (different rate).
- **Pool Staff Recognition:** It has been recommended that we recognize pool staff for the incident at the pool and their efforts. Kelly has put together the attached draft statement/recognition piece for the employees. This could be presented at a council meeting or the year end party.
- **Stormwater:** FEMA has put out a notice of funding opportunity that we may wish to pursue, and I have also coordinated with SEIRPC and the state to identify some planning or potential grant resources. Initially for the Luers area and North. (Information attached)
- **Messler Family:** We wanted to thank the Messler family for their kind memorial donations to the City's Police and Fire Departments. They are very much appreciated and will certainly be used to support both departments. Our thoughts are certainly with the Messler family during this difficult time.
- **ARPA:** We have received our second and final ARPA payment.
- **Imagine:** Attached is the "Imagine" report regarding the greater Burlington area community visioning that was completed some time back. I had not seen this document and Michael Dear provided a copy. Thought I would pass it on for those that are not familiar with it.
- **Evals:** Department Head/Division Head annual evaluations have been completed. A goals review and discussion will now follow the adoption of the goals.

- **Housing Surveys:** Just a reminder that the community housing survey is still open, and links can be found at the city's website (www.westburlingtoniowa.gov) and on our Facebook page.
- **Chamber:** Attached is the Chamber Board Packet and a copy of the recently received financial statements.
- **Iowa League:** Mayor and Council Member interested in participating in the Iowa League – please see the 2022.09.19 Iowa League Newsletter.
- **Iowa League:** Also, I suggest taking a look at the attached link to learn more about the new construction process/form – construction manager at-risk.
<https://www.youtube.com/watch?v=oSLpsW4GePo>
- **Website:** Just a reminder to review the new website and let us know if information is missing or needed. IT remains a work in progress. We are still learning and the agenda portion that we paid for is not exactly as expected versus their higher cost model. We continue to have discussions on how we can improve before outlaying additional dollars to revert back to the other model. We also plan to visit Bondurant who has largely gone paperless and has been using this product for some time. We can provide some hints on utilizing the site until we are fully up and running on one model or the other.
- **Engineering:** We are planning to meet with Shive-Hattery to discuss how we might use their engineering firm (i.e., Force Main Study) or other projects. I'd also like to bring in Bolton & Menk and a couple others to meet staff (McClure, Shoemaker-Holland, etc.).
 - I have worked with Shive on a small street project (mini roundabout) more recently and found the work to be excellent.
 - I have also worked extensively with Bolton & Menk and several key projects.
 - The following is their "projects" page rather than their main page to give you an idea of some of the work. <https://www.bolton-menk.com/public-projects/>

IT (Newberry)

- This week I am switching our Router from Untangle Firewall to Cisco Fire Power FTD. The Cisco device is proven in enterprises all over the world and used in a majority of fortune 500 companies. Some additional details on the router - Cisco Firepower which is a router firewall combo to replace our current solution of Arista NG Firewall. This change provides more reliable security and meets the industry standard in protection. Using this brings me a step closer to ensuring zero trust in our network. It has more robust features than NG firewall as well. Any questions please email me. It is a beast to configure as anything Cisco is, but I think I finally have it all configured and ready to deploy tonight. Internet will probably go down for about 15 minutes and we may lose the county for a little while. With this all traffic will be decrypted and scanned except if it comes from a health organization or banking institution. I do not want that data stored for review as it will require extra protections we don't need.
- I have some E waste I need to take to the dump as well.
- Attached in one of the screenshots is how the vehicle is selling as of Tuesday morning. This can be viewed at
<https://www.govdeals.com/index.cfm?fa=Main.AdvSearchResultsNew&searchPg=Location&inventorynum=&category=00&kWord=&kWordSelect=2&sortBy=ad&agency=3422&state=&country=&locationID=10260&timing=bySimple&locationType=state&timeType=&timingWithin=1> If you would like to keep up to date on the price. I have the auction going for 21 days.

Police (Logan)

- On 8/9/22 officers from the Burlington Police Department, West Burlington Police Department, Des Moines County Sheriff's Office, Iowa State Patrol, Iowa State Patrol Air Wing, and the Iowa Department of Transportation conducted a saturation patrol in and around Burlington, West Burlington, and Des Moines County. During this operation over 80 vehicles were stopped, and drivers were issued 30 citations, 131 warnings and 13 arrests were made. The charges for these arrests included possession of a controlled substance, possession of drug paraphernalia, violations of no contact orders and OWI. The saturation patrol was done to make the roadways of the participating cities and county a safer place for everyone. This event was funded by the Governor's Traffic Safety Bureau.
- This week Sgt's Melssen and Dunham, Stacia DePerrot and I worked on Flex Training. We were working on Law/Mobile Admin Training this week.
- On Friday, August 19 the West Burlington Police Department will participate with Dunkin Donuts to raise money for Special Olympics of Iowa. We will be at Dunkin's from 0500 am – 1200 pm raising money for the program, with Burlington Police Department assisting us.
- Next week I will be out at SCC working with a team Monday through Wednesday. The team is called CARE and we are working on Campus Safety. We are working with a consultant that SCC has hired to help with Security on Campus.

Building/Fire (Ryan)

- Nuisances – Sign in ROW on Agency; tracking down lawn service that does ABB to handle parking lot weeds; lawn at 212 Cottage Grove.
- Building Permits and Licenses: 2 siding permits; sidewalk permit; burn barrel license; temporary business license for event at Becker Jewelry. Inspected building progress at day care for hospital and at ATT store on Agency.
- Code Review – Reviewing ADA code for local development. Reviewing business license application.
- Rental Inspections – None scheduled at present time
- Alcohol – None scheduled
- Fire Dept –
 - Discussion of fire calls at meeting on Monday, August 15th – covered a few observations that the officers have made that will/would improve fireground actions.
 - All newly purchased hose has been tested and is good to use. No bad sections found.
 - Equipment is being mounted and moved to new engine. Awaiting some chargers for the radios presently.
- Jim Messler and family made an extremely generous donation to the Police and Fire Departments in memorial of Monica. They also donated an exquisite Disney portrait to the Fire Department that we will have matted and framed.

City Clerk (fry)

- **Pool**
Met with Bethany regarding pool documentation we need to have in a binder at the pool each year. Bethany also provided a list of items that need to be replaced or repaired before next season. The last weekend for the pool to be open is August 27 & 28. The last week has been rough.

- **Donation – Messler Memorial**

The Police Department and Fire Department received a donation from Monica Messler's memorial. Jim had just fallen the night before and broken his arm.



- **Public Works - Wastewater**

I registered Joel Schneden and Chase Williams for a 30HR Wastewater Treatment Course through DMACC. It will be held on Tuesday and Thursday from Aug 30 – Sept 15th

- **R-O-W Dedication – Rorer's Subdivision/Proposed Penn's Landing**

Back in 2020, the city entered into a Real Estate Purchase Agreement with BK Land LLC. regarding the dedication of approximately 2 acres of right-of-way in the Rorer Subdivision. They were to dedicate the same about of ground back to the city within six months by filing a Final Plat. Since we are well past the six-month time frame specified in the agreement, we had the City attorney draw up an amendment to extend it for six months. The agreement also allows it to be extend another 3 months if necessary. Representatives from BK Land have signed the amendment and we will present it to council on the 7th of September.

- **Stage Rental**

I issued a permit to Des Moines County Conservation to rent the portable stage on October 10th.

- **Special Event**

No Doggie Paddle at the pool this year, but we have issued a Special Event permit for the Humane Society to hold a car show fundraiser at Community Park on Sept. 17th from 7:00 am – 3:00 pm

- **Auction/TAG Sale**

I issued a permit for a company to hold a TAG sale at the Hometown Mini Storage on August 25 and 26.

- **League of Cities Conference**

Conference will be held September 28 – 30. Gregg, Ron, and I are planning to attend.



September 28-30, 2022 | WATERLOO
Annual Conference & Exhibit



[REGISTER NOW](#)

The 2022 Iowa League of Cities Annual Conference & Exhibit will be held at the Waterloo Convention Center at Sullivan Brothers Plaza, located at 200 West Fourth Street in Waterloo. Registration is now open and the housing bureau opens on June 8. Registration is required before making hotel reservations.

- **Joint Safety Committee**

Met with Angela Vaughn with the Joint Safety Committee. We will be discussing options for Angela to be more involved with Work Comp as well as Safety Training in order to utilize all the options available to us as members of the Joint Safety Committee.

- **Municode/CivicClerk/iCompass – Agenda Builder Software**

Looking at options to get us closer to the agenda software we were using prior to switching to Municode through CivicPlus. CivicPlus has another product called CivicClerk we are going to look at. iCompass, which is what we were using also has a less expensive option they would like me to look at.

- **Record Retention Project**

I will be asking Council to formally adopt a Record Retention and Disposition Schedule. This will establish a formal system for storing and disposing of city records based on recommendations from the League as well as the Iowa Department of Cultural Affairs. With more and more documents being stored electronically, we can save space and eliminate all the bulky paper storage, as well as create a system that makes records easier to find.

- **Additional Items:**

- Worked on the Recognition Certificate for the pool (attached)
- Yard Waste options (the postcard we used last fall is attached)
- Facebook Posts: Posted about SEIRPC looking for two more houses to rehab under the Housing Trust Fund Program
- Facebook Posts about work on Mt. Pleasant and N. Gear
- Facebook Post about the Tax Abatement Program

City of West Burlington
City Council and Management Agenda and Goals
Adopted August 17, 2022

Economic Development

Title: Create a positive environment to attract and retain business.
What: Increased the City's assessed value by \$50M.
Why: To support and create a thriving and growing business community.
How: Identify and create partnerships, ensure cooperative municipal processes, utilize TIF, tax abatement, and economic development programs, improve housing conditions and quality of life, and recognize and highlight local businesses.

Housing

Title: Construct new housing developments and rehabilitate existing housing stock.
What: Add 200 new doors and rehabilitate 100 properties over ten years.
Why: Increase the city's tax base and satisfy resident and employer demand.
How: Utilize TIF, tax abatement, housing programs, ordinance review or trial programs, and other programs/tools or alternative funding to partner with and incent developers and residents to build new homes and rehabilitate the existing housing stock.

Quality of Life

Title: Create an attractive and inviting community that then helps to create a sense of place.
What: Create a quality-of-life survey or other tool to determine the community's baseline needs and wants and then subsequently set targeted increases or improvements.
Why: Attract and retain residents, businesses, and industry.
How: Identify funding, needed features and facilities for placemaking and the creation and maintenance of public amenities. Improve internal codes and process improvements to facilitate the city's efforts to create a sense of place.

Communications, Marketing, and Engagement

Title: Improve residential knowledge, awareness and engagement.
What: Create at least one meaningful piece of content weekly that is published through all major mediums and add four in person forums or opportunities for elected officials and staff to engage the community.
Why: Allows the city to confirm that we are meeting residential and business needs, that we are telling our story and recognizing community achievements.
How: Improve, expand, and utilize electronic communication that generates more opportunities for in person and electronic engagement and promotes community achievements.

Organizational Goals & Key Projects or Programs

- Capital Improvement Plan.
- Comprehensive Plan.
- Cooperation with the School District, City of Burlington, and County (or other potential partners).
- Sewer Force Main Study
- Agency & Broadway Sidewalks/Trails
- Stormwater Master Plan

YARD WASTE OPTIONS

BURLINGTON
IOWA

DMCLANDFILL

West Burlington residents can take yard waste to the Des Moines County Landfill free of charge. To use this option, take your West Burlington Water bill to show proof of residency. This arrangement is for residents living inside the West Burlington city limits. Permitted: Grass, leaves, limbs.

CURBSIDE PICK-UP

NEW

Council has decided to continue offering curbside pick-up of biodegradable leaf bags on Monday mornings beginning October 18 - November 29. Leaves must be in biodegradable bags at the front curb by 7:00 a.m. on Monday mornings. This service is for residents living inside the West Burlington city limits. Permitted: leaves

YARD WASTE CART

Another convenient and affordable option is to rent a Yard Waste Cart from LaVeine Sanitation. Yard Waste Carts are available April - November and are picked up on Wednesdays. Call LaVeine Sanitation at 319-753-0405 for more information.



CALL
LaVeine
Sanitation
319-753-0405

PRICING
Cart Rental
\$2.00 per month
Pick-up
\$4.75 per pick-up



PERMITTED ITEMS

Acceptable items:

- Grass clippings
- Leaves
- Small branches
- Garden debris

Unacceptable items:

- Large tree limbs
- Planter containers
- Electric base

West Burlington Residents

YOU MAY QUALIFY FOR HOUSING REHABILITATION ASSISTANCE

The Great River Housing Trust Fund is looking for two homeowners in the city limits of West Burlington that would be eligible for rehabilitation assistance.

The gross monthly income guidelines that must be met are:

1-2 person household - \$26,070.00 per year

3-7 person household - \$37,475.00 per year

This rehabilitation assistance includes, but is not limited to siding, roof, windows, and electrical work. To qualify for this assistance you cannot be renting, buying your home on contract, or living in a mobile home. Property taxes must also be current.

TO SEE IF YOU QUALIFY TO APPLY

Please contact Carolyn at Southeast Iowa Regional Planning Commission to request an application 319-753-4320



CITY OF WEST BURLINGTON

PUBLIC NOTICE

ROAD WORK

MT. PLEASANT ST.

TO BEGIN: THURSDAY, AUGUST 25TH



Weather permitting, on Thurs. Aug. 25th, contractors will begin patching Mt. Pleasant Street for the HMA Resurfacing Project.

Affected areas along Mt. Pleasant Street will be from:

S. GEAR AVE. WESTBOUND TO THE U.S. 34 EXIT RAMP

During construction, expect local traffic disruptions, including abrupt lane and road closures. Please plan your route accordingly and exercise extra caution while driving through the work zone.

Finance (Moore)

Last week I spent Wednesday and Thursday with the auditors and Friday I worked on getting information to them as they requested.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates
- Service trucks
- Mowing Parks and city properties
- Maintenance and clean up at sewer plant
- Patching
- Working on pool maintenance and testing
- Watering all trees that have been planted in town, sewer plant and potted seedling
- In at 3am Monday 8-15-22 tree down Ballard St
- Working on sidewalk repairs
- Had repairs on traffic lights at Broadway and Agency done and cross walk at church.
- Boomerang is working on back tee testing water main, putting in storm sewer and dirt work.
- Working to get pool leak fixed.
- North Gear Street repairs are starting 8-17-22

CERTIFICATE OF RECOGNITION

We all desire to be brave. However, sometimes fear restricts us from taking any appropriate action. Bravery is a state of mind. It is all about mental toughness that helps you to overcome obstacles with confidence and face any difficult or uncomfortable situation without wasting any time.

Our local paramedics, emergency medical technicians and first responders provide care to the victims of emergencies, accidents, and disasters every day of the year. Their skills and courage are unparalleled, and their quick action can mean the difference between life and death for members of our community. We all admire these local heroes when there's an event that makes headlines. Tonight, we are adding a very special category of first responders. Lifeguards and Swimming Pool Support Staff perform daily acts of heroism for which they rarely receive recognition.

On June 14, 2022, at approximately 4:45 p.m. a shooting occurred in the parking lot of the West Burlington Swimming Pool. One individual in the parking lot was injured. The staff at the West Burlington Swimming Pool acted without hesitation. They responded quickly and bravely to direct all swimming pool guests inside the facility to safety.

On behalf of the citizens of West Burlington and patrons of the West Burlington Swimming Pool, we wish to express our gratitude by recognizing the 2022 Swimming Pool Staff for their actions on June 14, 2022, as well as their response to the daily pool emergencies, accidents, and events that took place throughout the 2022 pool season. We hereby recognize the following individuals who were working on June 14th, as well as the rest of the swimming pool staff who showed compassion and support to their peers in the days following the incident and throughout the entire 2022 pool season.

Pool Manager, Bethany Nannen*

Assistant Manager, Natalie Vandenburg*

Isabella Callison*

Brian Newberry*

Shaden Messamaker*

Grace Shoemate*

Stephane Lee*

Madison Hay*

Katelynn Newberry*

Olivia DeLlanos*

Lainey Mills*

Landry Begner*

Lauren Allen*

Allison Nalley*

Head Lifeguard, Amari Bailey

Lilly Bartles

Madelyn Hamelton

Alexandrea Hoffstetter

Audrey Kirby

Bethany Kirby

Aria Long

Tajhanae Martin

Raine Messamaker

Taylor Lundgren

Addison Anderson

Chrystal Nisius

Trevon Gayles

Kya Long

Bo Begner

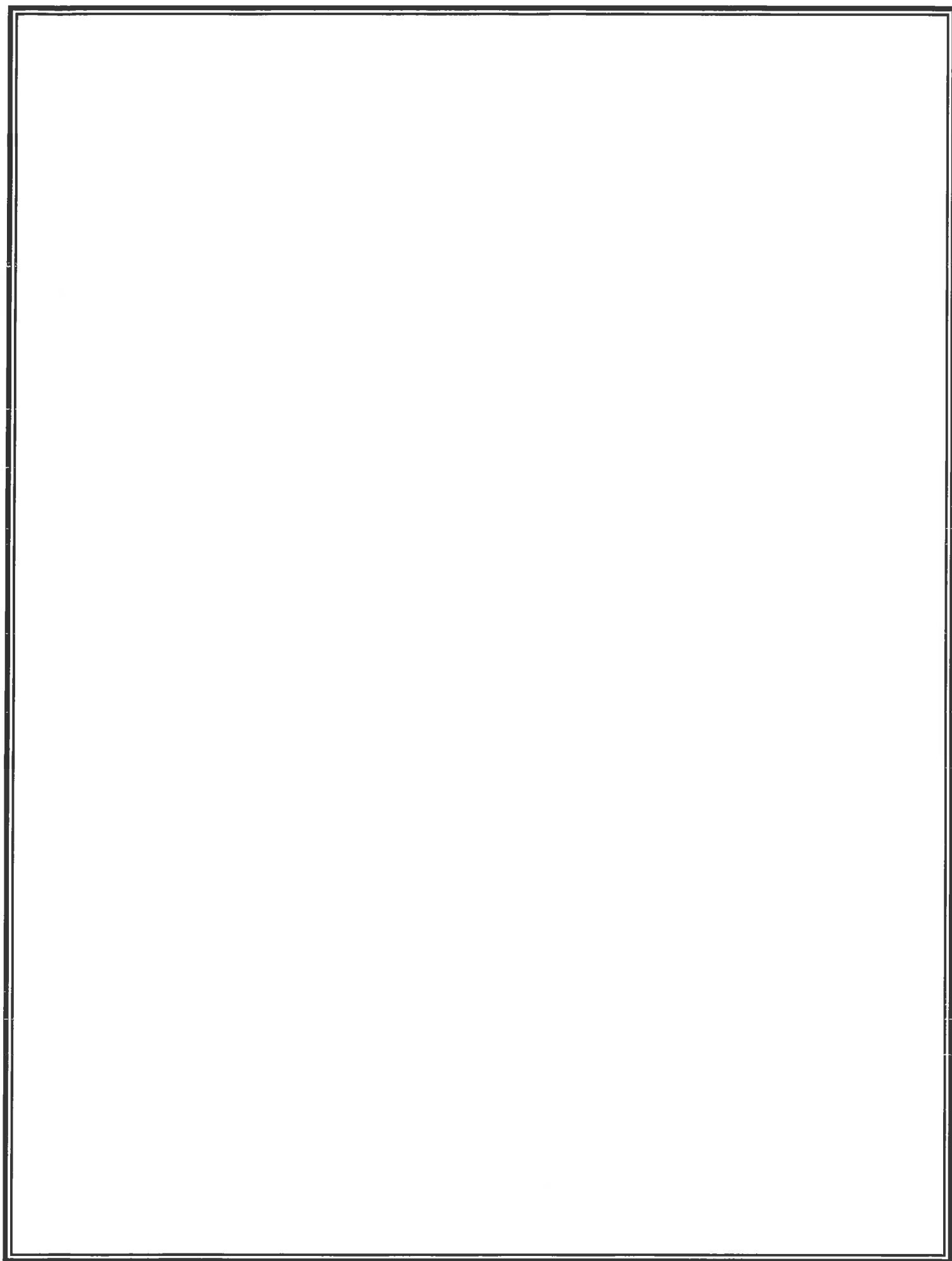
Madeline Miller

**Indicates staff that was on duty during the June 14 incident.*

Signed this 29th day of August 2022.

Ron Teater, Mayor
City of West Burlington, Iowa





From: GINA HARDIN HARDING@DMCOUNTY.COM
Subject: FW: Notice of Funding Opportunity - FEMA BRIC Program FY 2022 - 2nd Attempt
Date: August 16, 2022 at 11:03 AM
To: Undisclosed recipients;

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

All,

Here is another opportunity for funding of hazard mitigation projects. For specific questions on eligibility for this and the other hazard mitigation grant that I just sent, please contact Dusty (Jonathan) or Mat as they can help point you in the correct direction.

Gregg – this is the BRIC funding that we were discussing a couple of months ago potentially for your project there in West Burlington.
Gina

From: Pogones, Jonathan <jonathan.pogones@iowa.gov>
Sent: Monday, August 15, 2022 2:50 PM
To: HSEMD Emer Mgmt Coordinators
<HSEMDEmergencyManagementCoordinators@iowa.gov>; staff@iarcog.com
Cc: Mat Noble <mathew.noble@iowa.gov>
Subject: Notice of Funding Opportunity - FEMA BRIC Program FY 2022 - 2nd Attempt

NOTICE: This message originated outside of Des Moines County -- **DO NOT CLICK** on links or open attachments unless you are certain the content is safe.

Hello - I was notified that my earlier BRIC/FMA FY2022 NOFO messages were flagged for a potential security issue. This is due to the order of a set of regulation references in the NOFO attachment, so I'm attempting to send without those attachments. The NOFO and fact sheets can be found online here: <https://www.fema.gov/grants/mitigation/fy2022-nofo>

Dear Colleagues

FEMA has announced the Unified Hazard Mitigation Assistance (HMA) grant program for FY 2022, which includes Building Resilient Infrastructure and Communities (BRIC). The HMA grant program will provide funds to states, territories, Indian tribal governments, and communities for hazard mitigation planning and mitigation projects prior to a disaster event. Funding amounts are based on major disaster declarations the previous calendar year.

Projects submitted for consideration must be consistent with the goals and objectives identified in Iowa's State Hazard Mitigation Plan and local mitigation plan for the jurisdiction in which the activity is located. The BRIC grant provides an excellent opportunity for communities to initiate mitigation projects that provide protection against natural hazards. Eligible mitigation project activities include (but not limited to):

- Capability- and Capacity-Building (C&CB) activities, which enhance the knowledge, skills, expertise, etc., of the current workforce to expand or improve the administration of mitigation assistance. This includes activities in the following sub-

- categories: building codes activities, partnerships, project scoping, hazard mitigation planning and planning-related activities, and other activities;
- Hazard Mitigation Projects (construction)– cost-effective projects designed to increase resilience and public safety; reduce injuries and loss of life; and reduce damage and destruction to property, critical services, facilities, and infrastructure (including natural systems) from a multitude of natural hazards and the effects of climate change;
 - Acquisition or structural relocation for permanent open space, or elevation of buildings located in a special flood hazard area
 - Structural and non-structural retrofitting of existing structures to meet or exceed applicable building codes relative to hazard mitigation;
 - Hydrologic and hydraulic studies/analyses, engineering studies, and drainage studies for the purpose of project design and feasibility in conjunction with a project.
 - Protective measures for utilities; water and sanitary sewer systems and/or infrastructure;
 - Storm water management projects (e.g., culverts, floodgates, retention basins) to reduce or eliminate long-term risk from flood hazards; and
 - Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities and do not constitute a section of a larger flood control system.
 - Construction of tornado safe rooms (tornado and severe wind shelters)
 - Structural and non-structural retrofitting of existing public buildings, facilities, or utilities to protect against wind, ice, or flood hazards
 - Minor structural hazard control or protection projects such as storm water management (e.g., culverts, floodgates, retention basins)
 - Localized flood control projects, such as floodwall systems, that are designed specifically to protect critical facilities and do not constitute a section of a larger flood control system
 - Development of multi-jurisdictional hazard mitigation plans and plan updates

The HMA FY 2015 Hazard Mitigation Assistance program guidance provides critical information about eligibility, the National Evaluation Process, and other key aspects of each program. The guidance can be found at: <https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance-and-addendum-fy15>

Applicants with proposed projects located in a FEMA-identified Special Flood Hazard Area (SFHA) are eligible for funding only if the jurisdiction in which the project is located is participating in the National Flood Insurance Program (NFIP). There is no NFIP participation requirement for projects located outside of the SFHA.

Funding & Cost Share

This is a cost share grant program which means that awarded grants will be funded as follows:

- Federal (FEMA) share of total eligible costs – 75% maximum
- Local share of total eligible costs – 25%
- Economically Disadvantaged Rural Communities are eligible for an increase in cost share up to 90 percent federal (10 percent non-federal). Economically Disadvantaged Rural Community (EDRC) means a community of 3,000 or fewer individuals identified by the applicant that is economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data.

FEMA has established the application deadline for States to submit their application by **January 27, 2023**. In order to meet FEMA's deadline, Iowa Homeland Security and Emergency Management (HSEMD) must receive local sub-applications by **December 27, 2022**. HSEMD is required to review, provide comments on, and to rank each local application that it submits to FEMA.

For additional information or questions, feel free to contact a State Mitigation Project Officer:

Mat Noble – Deputy State Hazard Mitigation Officer Planning Projects: mathew.noble@iowa.gov	515-321-8528
Terry Brown – Acquisition/Elevation Projects: te.brown@iowa.gov	515-979-8219
Hanna Henscheid – Acquisition/Elevation Projects: hanna.henscheid@iowa.gov	515-321-6780
Rana Scarlett – Acquisition/Elevation Projects: rana.scarlett@iowa.gov	515-314-6779
Chris Weis – Infrastructure Projects: chris.weis@iowa.gov	515-314-7823
Dan Schmitz – Infrastructure Projects: dan.schmitz@iowa.gov	515-321-4784
Carol Tomb – Infrastructure Projects: carol.tomb@iowa.gov	515-979-1203
Steve Oberbroeckling – Infrastructure Projects: Steve.oberbroeckling2@iowa.gov	515-305-1128

We ask that the County Emergency Management Coordinators, Councils of Government, and Planning Commissions forward this information to the communities in their service area to achieve the widest distribution possible.

Dusty Pogones
State Hazard Mitigation Officer
Iowa Homeland Security and Emergency Management
7900 Hickman Rd. Suite 500
Windsor Heights, IA 50234
515-344-9049 (mobile/office)
515-725-3260 (fax)
jonathan.pogones@iowa.gov

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To unsubscribe from this group and stop receiving emails from it, send an email to HSEMDEmergencyManagementCoordinators+unsubscribe@iowa.gov.

Grow Greater Burlington, Inc.

Financial Statements

December 31, 2021 and 2020

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BOARD OF DIRECTORS

OFFICERS

Sue Sorensen	Chairperson
Charlie Walsh	Chair-Elect
Dr. Michael Ash	Immediate Past Chair
Eric Benne	Treasurer

DIRECTORS

Bryan Bross	Chris Smith
Gary Hoyer	Josh Welliver
Bob Huffman	Matt Wenzell
Tina McCulloch	Grant Whipple
Kevin Mueller	Paul Zaugg
Christine Plunkett	



Menke & Company
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Grow Greater Burlington, Inc.
Burlington, Iowa

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Grow Greater Burlington, Inc., a nonprofit organization, which include the statements of financial position as of December 31, 2021 and 2020, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Grow Greater Burlington, Inc. as of December 31, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Grow Greater Burlington, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Grow Greater Burlington, Inc.'s ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Grow Greater Burlington Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Grow Greater Burlington Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Menke & Company

Menke & Company
Certified Public Accountants
Professional Corporation
West Point, Iowa
August 15, 2022

GROW GREATER BURLINGTON, INC.
STATEMENTS OF FINANCIAL POSITION
December 31, 2021 and 2020

ASSETS	2021	2020
CURRENT ASSETS		
Cash and cash equivalents	\$ 885,430	\$ 413,952
Certificates of deposit	168,864	168,112
Accounts receivable	500	500
Accrued interest	8,107	6,465
Note Receivable - current portion	11,300	11,400
Prepaid expenses	3,268	1,145
TOTAL CURRENT ASSETS	<u>1,077,469</u>	<u>601,574</u>
FIXED ASSETS		
Equipment	27,850	17,100
Accumulated depreciation	(13,675)	(12,100)
TOTAL FIXED ASSETS	<u>14,175</u>	<u>5,000</u>
OTHER ASSETS		
Note receivable	48,700	48,600
Property held for sale	1,086,343	1,734,496
TOTAL OTHER ASSETS	<u>1,135,043</u>	<u>1,783,096</u>
TOTAL ASSETS	<u><u>\$ 2,226,687</u></u>	<u><u>\$ 2,389,670</u></u>

See accompanying notes.

GROW GREATER BURLINGTON, INC.
STATEMENTS OF FINANCIAL POSITION
December 31, 2021 and 2020

LIABILITIES AND NET ASSETS	2021	2020
CURRENT LIABILITIES		
Accounts payable	\$ 9,790	\$ 1,114
Accounts payable related party	3,894	9,370
Accrued expenses	13,961	13,232
Accrued interest	-	3,390
Deferred revenue	450	6,100
Pledges payable - Current portion	75,000	50,000
Note payable	-	550,000
TOTAL CURRENT LIABILITIES	<u>103,095</u>	<u>633,206</u>
LONG-TERM LIABILITIES		
Pledges payable, net discount of \$26,208 in 2021 & \$33,513 in 2020	<u>223,792</u>	<u>216,487</u>
TOTAL LONG-TERM LIABILITIES	<u>223,792</u>	<u>216,487</u>
TOTAL LIABILITIES	326,887	849,693
NET ASSETS		
Net assets without donor restrictions	<u>1,899,800</u>	<u>1,539,977</u>
TOTAL NET ASSETS	<u>1,899,800</u>	<u>1,539,977</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,226,687</u>	<u>\$ 2,389,670</u>

See accompanying notes.

GROW GREATER BURLINGTON, INC.
STATEMENTS OF ACTIVITIES & CHANGES IN NET ASSETS
For the Year Ended December 31, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
PUBLIC SUPPORT AND REVENUE			
Business park income	\$ 56,694	\$ -	\$ 56,694
Grant income	2,000	-	2,000
Interest income	3,401	-	3,401
Gain on sale	252,278	-	252,278
Partnering for the Future	215,000	-	215,000
Southeast Iowa Regional Riverboat Commission	479,021	-	479,021
Special funds and committees	13,088	-	13,088
TOTAL PUBLIC SUPPORT AND REVENUE	1,021,482	-	1,021,482
 EXPENSES			
Program services	372,538	-	372,538
Management and general	289,121	-	289,121
Fundraising	-	-	-
TOTAL EXPENSES	661,659	-	661,659
CHANGE IN NET ASSETS	359,823	-	359,823
BEGINNING NET ASSETS	1,539,977	-	1,539,977
ENDING NET ASSETS	\$ 1,899,800	\$ -	\$ 1,899,800

See accompanying notes.

GROW GREATER BURLINGTON, INC.
STATEMENTS OF ACTIVITIES & CHANGES IN NET ASSETS
For the Year Ended December 31, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
PUBLIC SUPPORT AND REVENUE			
Business park income	\$ 49,926	\$ -	\$ 49,926
Grant income	22,500	-	22,500
Interest income	6,625	-	6,625
Gain on sale	-	-	-
Partnering for the Future	215,000	-	215,000
Southeast Iowa Regional Riverboat Commission	319,471	-	319,471
Special funds and committees	8,190	-	8,190
Impairment loss	(167,710)	-	(167,710)
TOTAL PUBLIC SUPPORT AND REVENUE	<u>454,002</u>	<u>-</u>	<u>454,002</u>
EXPENSES			
Program services	207,399	-	207,399
Management and general	357,943	-	357,943
Fundraising	-	-	-
TOTAL EXPENSES	<u>565,342</u>	<u>-</u>	<u>565,342</u>
CHANGE IN NET ASSETS	(111,340)	-	(111,340)
BEGINNING NET ASSETS	<u>1,651,317</u>	<u>-</u>	<u>1,651,317</u>
ENDING NET ASSETS	<u>\$ 1,539,977</u>	<u>\$ -</u>	<u>\$ 1,539,977</u>

See accompanying notes.

GROW GREATER BURLINGTON, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
For the Year Ended December 31, 2021

	Program	Supporting Services		Total Functional
	Services	Management & General	Fundraising	Expenses
Salaries	\$ 227,091	\$ 115,430	\$ -	\$ 342,521
Payroll taxes	17,213	8,750	-	25,963
Employee benefits	14,295	7,266	-	21,561
Automobile	-	1,287	-	1,287
Business Park	-	32,710	-	32,710
Community investments	92,305	-	-	92,305
Computer	-	21,498	-	21,498
Contract labor	-	2,409	-	2,409
Depreciation	-	1,575	-	1,575
Dues	-	1,636	-	1,636
Insurance	-	2,411	-	2,411
Interest	-	9,291	-	9,291
Marketing/advertising	-	11,599	-	11,599
Meetings & conferences	-	4,286	-	4,286
Maintenance	-	5,448	-	5,448
Office supplies	-	4,204	-	4,204
Postages & printing	-	120	-	120
Professional fees	-	12,841	-	12,841
Professional development	-	4,162	-	4,162
Rent	-	33,000	-	33,000
Special funds & committees	21,634	-	-	21,634
Telephone	-	4,566	-	4,566
Utilities	-	4,632	-	4,632
TOTAL EXPENSES	\$ 372,538	\$ 289,121	\$ -	\$ 661,659

See accompanying notes.

GROW GREATER BURLINGTON, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
For the Year Ended December 31, 2020

	Program	Supporting Services		Total Functional
	Services	Management & General	Fundraising	Expenses
Salaries	\$ 129,472	\$ 173,741	\$ -	\$ 303,213
Payroll taxes	9,832	13,194	-	23,026
Employee benefits	9,996	13,413	-	23,409
Automobile	-	1,232	-	1,232
Business Park	-	34,340	-	34,340
Community investments	17,684	-	-	17,684
Computer	-	19,239	-	19,239
Dues	-	3,900	-	3,900
Insurance	-	2,588	-	2,588
Interest	-	24,562	-	24,562
Marketing/advertising	-	14,086	-	14,086
Meetings & conferences	-	226	-	226
Maintenance	-	2,556	-	2,556
Office supplies	-	2,446	-	2,446
Postages & printing	-	288	-	288
Professional fees	-	10,943	-	10,943
Professional development	-	1,000	-	1,000
Rent	-	30,000	-	30,000
Special funds & committees	40,415	-	-	40,415
Telephone	-	4,803	-	4,803
Utilities	-	5,386	-	5,386
TOTAL EXPENSES	\$ 207,399	\$ 357,943	\$ -	\$ 565,342

See accompanying notes.

GROW GREATER BURLINGTON, INC.
STATEMENTS OF CASH FLOWS
For the Years Ended December 31, 2021 and 2020

CASH FLOWS FROM OPERATING ACTIVITIES	2021	2020
Change in net assets	\$ 359,823	\$ (111,340)
Adjustments to reconcile net income to net cash provided by operating activities:		
Impairment loss	-	167,710
Depreciation	1,575	-
Amortization of discount on pledges payable	7,305	12,684
(Gain)/Loss on sale of land	(252,278)	-
(Increase)/decrease in:		
Accounts receivable	-	2,945
Prepaid expenses	(2,123)	15,735
Interest receivable	(1,642)	(1,805)
Increase/(decrease) in:		
Accounts payable	3,200	5,236
Accrued liabilities	(8,311)	7,716
Pledges payable	25,000	(60,000)
Total adjustments	(227,274)	150,221
NET CASH PROVIDED BY OPERATING ACTIVITIES	132,549	38,881
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(10,750)	(5,000)
Purchase of Property held for Sale	(9,818)	-
Proceeds from sale of land	910,249	-
Proceeds from redemption of certificate of deposit	-	53,333
Reinvestment of interest earned on certificates of deposit	(752)	(4,151)
NET CASH PROVIDED BY INVESTING ACTIVITIES	888,929	44,182
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on loans	(550,000)	-
NET CASH USED BY FINANCING ACTIVITIES	(550,000)	-
NET INCREASE IN CASH	471,478	83,063
CASH AT BEGINNING OF YEAR	413,952	330,889
CASH AT END OF YEAR	\$ 885,430	\$ 413,952
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid during the year for:		
Interest expense	\$ 12,681	\$ 22,076

See accompanying notes.

GROW GREATER BURLINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2021 and 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Business

Grow Greater Burlington, Inc. is a non-profit organization engaged in attracting new industries to the Burlington, Iowa area and encouraging existing industries to expand by making land available and through other development efforts.

Basis of Accounting

The Organization has adopted the policy of reporting under the accrual basis of accounting. Therefore, revenues are recorded when earned and expenses are recorded when incurred.

Basis of Presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net Assets without Donor Restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and board of directors.

Net Assets with Donor Restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds to be maintained in perpetuity.

Functional Expense Allocations

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the statement of functional expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. The Organization allocates salaries based on employee time and effort to each function.

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all liquid investments with an initial maturity of three months or less to be cash equivalents.

GROW GREATER BURLINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2021 and 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Certificates of Deposit

At December 31, 2021, the Organization had certificates of deposit invested at two local banks with maturity dates in 2022. The certificates are recorded at historical cost on the statements of financial position. The cost and fair market value of these certificates of deposit are determined to be approximately the same.

Accounts Receivable

Accounts receivable includes amounts for special functions and committees. Accounts receivable over 90 days past due for the years ended December 31, 2021 and 2020 were \$0 and \$500, respectively. The Organization considers these accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required. If amounts become uncollectible, they will be charged to operations when that determination is made.

Contributed Services

Many individuals volunteer their time and perform a variety of tasks that assist the organization, but these services do not meet the criteria for recognition as contributed services.

Property and Equipment

Property and equipment are recorded at original cost. Items purchased with a cost in excess of \$1,000 are capitalized. Depreciation is computed on a straight-line basis over the estimated useful lives of the respective assets, generally from five to twenty years. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. Depreciation expense for the years ended December 31, 2021 and 2020 were \$1,575 and \$0, respectively.

Property Held for Sale

Property held for sale is carried at the lower of cost or net realizable value. Costs incurred to improve and develop the property are capitalized and other carrying costs are charged to expense as incurred.

Deferred Revenue

Deferred revenue consists of committee income received in advance of being earned.

Advertising Expense

Advertising costs are expensed as incurred. Advertising expenditures for the years ended December 31, 2021 and 2020 were \$11,599 and \$14,086, respectively.

Subsequent Events

Management has evaluated subsequent events through August 15, 2022, the date which the financial statements were available for issue. There are no subsequent events that require disclosure or recognition in the financial statements as of December 31, 2021.

GROW GREATER BURLINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2021 and 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(4) based on an Internal Revenue Service letter dated February 11, 1972. The organization had no unrelated business taxable income as of December 31, 2021. Therefore, no provision or liability for income taxes has been included in the financial statements. The Organization has open tax years for three years prior to December 31, 2021.

The Organization files income tax returns in the federal jurisdiction of the United States of America. The Organization does not anticipate that any potential federal audit of open tax years will result in a material change to its financial position or results of operations.

Recent Accounting Pronouncements

In February 2016, the Financial Accounting Standards Board (FASB) issued an accounting standard update, which supersedes the operating lease treatment under current professional standards. This update will require the leased assets to be recognized as an asset on the statement of financial position and discounted future minimum lease payments to be recognized as liabilities for the rights and obligations under lease arrangements. The effective date of the update will be for periods beginning after December 15, 2021, using a modified retrospective approach.

NOTE 2 - DEFINED CONTRIBUTION RETIREMENT PLAN

The Organization has a defined contribution retirement plan covering substantially all of its employees. Contributions, which are 5% of each employee's compensation, totaled \$14,494 and \$14,121 for the years ended December 31, 2021 and 2020, respectively.

NOTE 3 - COMPENSATED ABSENCES

Sick Leave

Employees accrue sick leave for use in future periods, up to a maximum of 240 hours. Sick leave benefits are lost upon death, retirement, or termination. The maximum potential liabilities for sick leave benefits at December 31, 2021 and 2020 were \$11,536 and \$11,876, respectively.

Vacation Leave

Employees accrue vacation leave based on length of service. All vacation leave accrued, but not taken, is paid upon the employee's death, retirement, or termination. The maximum potential liabilities for vacation leave benefits at December 31, 2021 and 2020 were \$8,725 and \$5,688, respectively.

GROW GREATER BURLINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2021 and 2020

NOTE 4 - RELATED PARTY TRANSACTIONS

The Organization shares facilities and management functions with the Burlington/West Burlington Area Chamber of Commerce, Burlington Convention Visitors Bureau, and Downtown Partners, Inc. and expenses relating to one entity are sometimes paid by another entity. At December 31, 2021 and 2020, this resulted in the following amounts due between organizations:

	<u>2021</u>	<u>2020</u>
Payable to Burlington/West Burlington Area Chamber of Commerce	\$3,894	\$9,370

During the years ended December 31, 2021 and 2020, the Organization made payments to Burlington/West Burlington Chamber of Commerce totaling \$565,070 and \$422,364 of which \$33,000 and \$30,000 were for rent, respectively.

Burlington/West Burlington Chamber of Commerce made payments to the organization totaling \$7,776 and \$0 for the years ended December 31, 2021 and 2020, respectively.

NOTE 5 - NOTES RECEIVABLE RELATED PARTY

The Organization entered into an agreement in 2017 to provide financing to Downtown Partners, Inc. for needed repairs on a building located at 300 Washington Street in Burlington, Iowa. The loan amount to Downtown Partners, Inc. totaled \$60,000 and accrues interest annually at 3%. The loan will be paid in full contingent upon the sale of the building. If the closing does not occur in November of 2022, five annual payments of \$13,333 will begin in November 2022 along with accrued interest. Accrued interest under this note totaled \$8,107 and \$6,465 at December 31, 2021 and 2020, respectively.

NOTE 6 - GAMBLING REVENUES AND EXPENSES

Grow Greater Burlington, Inc. is one of several non-profit organizations which receive funds from the Southeast Iowa Regional Riverboat Commission (SIRRC) related to the gambling operation of Great River Entertainment, LLC. Grow Greater Burlington, Inc. receives 32% of SIRRC's net revenue over expenses, which totaled \$479,021 and \$319,471 for the years ended December 31, 2021 and 2020, respectively. Gambling revenues constitute approximately 62% and 51% of total revenues excluding the impairment loss and the gain or loss on the sale of land received by Grow Greater Burlington, Inc. for the years ended December 31, 2021 and 2020 and is considered a concentration risk.

GROW GREATER BURLINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2021 and 2020

NOTE 7 - PLEDGES PAYABLE

Grow Greater Burlington, Inc. has made multiple pledges to provide future funding to entities in the greater Burlington area. As many of the pledges are multi-year commitments, the related obligations to pay has been presented on the financial statements at the present value of future payments. The table below summarizes the future payment on these pledges and the related discount with a 5% discount rate.

2022	\$ 75,000
2023	75,000
2024	75,000
2025	50,000
2026	50,000
	<u>325,000</u>
Discount on future payments	<u>-26,208</u>
Present value of future pledge payments	<u>\$298,792</u>

NOTE 8 - DESIGNATION OF NET ASSETS WITHOUT DONOR RESTRICTIONS

The board of directors designates funds for the purpose of preserving the community investment funds from year to year. Interest is reinvested into the board designated funds when earned. The balance of funds designated by the board at December 31, 2021 and 2020 totaled \$177,870 and \$172,865, respectively.

NOTE 9 - LIQUIDITY POLICY

The Organization has financial assets available within one year of the statement of financial position date. The policy of the Organization is to maintain sufficient cash on hand to meet obligations when due.

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 885,430	\$413,952
Accounts receivable	500	500
Certificates of deposit	<u>168,864</u>	<u>168,112</u>
Financial assets available to meet cash needs for expenses within one year	<u>\$ 1,054,794</u>	<u>\$ 582,564</u>

GROW GREATER BURLINGTON, INC.
NOTES TO FINANCIAL STATEMENTS
For the Years Ended December 31, 2021 and 2020

NOTE 10 - RISKS AND UNCERTAINTIES

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus disease (COVID-19) as a pandemic. The ultimate disruption which may be caused by the outbreak is uncertain; however, it may result in a material adverse impact on the Organization's financial position, results of operations, and cash flows. The duration of any business disruption and related financial impact cannot be reasonably estimated at this time.

NOTE 11 - ASSET IMPAIRMENT

The Organization reported an impairment loss of \$167,710 for the year ended December 31, 2020 on the building located on 205 North Gear Avenue. The building sold on April 15, 2021 for a price of \$590,000. The carrying value of the building prior to recording the impairment loss was \$716,583. The fair value of the building was determined by the sale price of the building at the date of the sale on April 15, 2021. The selling expenses of \$41,127 were included in the impairment loss recorded.



**Greater Burlington Partnership
Super Board Meeting
Tuesday, August 16, 2022
7:30 AM – Winegard Room**

AGENDA

- Call to Order
- Presentation
 - Italy 2023
- Community Reports
 - Cities, County, Educational Institutions
- Divisional Quick Reports
- President's Report
- Other Business
- Chairperson Final Comments

Chair Tim Lundgren

Della Schmidt/Jeremy Hess

Della Schmidt

Chair Tim Lundgren

Chair Tim Lundgren



**Grow Greater Burlington
Board of Directors Meeting
Tuesday, August 16, 2022
Johnson Room**

AGENDA

- Quorum Confirmation
- Consent Agenda
 - August 2022 Agenda
 - June 2022 Minutes
- June Financials
- Action Items
 - Review and acceptance of annual audit
 - Creation of Community Investment committee
 - Acceptance of board members resignations
 - Tom Peterson, Silgan Containers
 - Matt Wenzel, SEIRMC
- Non- Action Items
 - Talent & Workforce update
 - Housing Survey Update
 - Project Updates
- Final Comments from the Chair
- Adjourn

Chair Walsh

Chair Walsh

Treasurer Huffman

Auditors Report

Jeremy Hess

Jeremy Hess

Rachel Lindeen

Jeremy Hess

Jeremy Hess

Chair Walsh

*Denotes that a memo is included in this agenda packet



Board of Directors Meeting
Tuesday, June 21, 2022

MINUTES

Present: Bob Huffman, Dr. Michael Ash, Charles L. Walsh, Tom Broeker, Jon Billups, Sue Sorensen, Mark Seckman, Brock Ita, Gary Hoyer

Staff: Jeremy Hess, Rachel Lindeen, Della Schmidt

Absent: Eric Benne, Bryan Bross, Matt Wenzel, Christine Plunkett, Tom Peterson, Tina McCulloch, Grant Whipple, Chris Smith, Paul Zaugg, Kevin Mueller, Gregg Mandsager

Quorum Confirmation – Charlie Walsh called the meeting to order and no quorum

Consent Agenda –

- June Agenda and April Minutes –No discussion. Motion passed.
- April and May 2022 Financials – Written and oral report provided. Motion made. Motion passed via email submissions.

Discussion Items

- New Greater Burlington 'Welcome Home' Grant opportunity was discussed
- Jeremy provided a verbal report on; Western Smoke House Meats in the Former Siemens Building, Former ABB Building and potential land vision for Flint Ridge Business Park

Adjourned at 8:21AM

Respectfully submitted by: Rachel Lindeen



Grow Greater Burlington
June, 2022
Financial Report

Balance Sheet:

- The Operating Account is \$557,332.11
- Accounts Receivable is Teacher Appreciation and Manufacturers Luncheon sponsorships
- Interest Receivable is the interest owed from Downtown Partners
- Accounts Payable include a credit card payment, shared expenses and Pledges Payable

Total Liabilities & Equity is \$2,333,707.08

Profit & Loss

- Income will continue to be received and is normal for this time of year
- Marketing & Advertising Expense includes STEM Fest and Job Fair radio ads
- Industrial Park Expense includes utilities
- Postage is over budget due to Annual Lease

Total Net Income is -\$68,990.36

Grow Greater Burlington Profit & Loss Budget vs. Actual January through June 2022

	TOTAL				
	Jun 22	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Operating Income					
4020000 · Interest Income	105.20	818.87	1,450.00	-631.13	56.47%
4030000 · Partnering for the Future	0.00	0.00	215,000.00	-215,000.00	0.0%
4060000 · Riverboat Gambling Income	0.00	194,795.59	450,000.00	-255,204.41	43.29%
4200000 · Committee Income	0.00	7,950.00	11,000.00	-3,050.00	72.27%
Total Operating Income	105.20	203,564.46	677,450.00	-473,885.54	30.05%
Property Income					
4960000 · Industrial Park Property	0.00	19,264.36	47,500.00	-28,235.64	40.56%
Total Property Income	0.00	19,264.36	47,500.00	-28,235.64	40.56%
Regional Income					
4500000 · Regional	0.00	0.00	500.00	-500.00	0.0%
Total Regional Income	0.00	0.00	500.00	-500.00	0.0%
Total Income	105.20	222,828.82	725,450.00	-502,621.18	30.72%
Gross Profit	105.20	222,828.82	725,450.00	-502,621.18	30.72%
Expense					
Operating Expense					
8600000 · Committee	0.00	418.68	10,294.00	-9,875.32	4.07%
6101000 · Insurance	-9.00	2,777.00	2,650.00	127.00	104.79%
6102000 · Rent	2,750.00	16,500.00	33,000.00	-16,500.00	50.0%
6108000 · Dues	0.00	3,108.93	5,464.00	-2,355.07	56.9%
6110000 · Office Supplies	232.43	1,263.50	3,782.00	-2,518.50	33.41%
6118000 · Postage	739.74	1,038.39	420.00	618.39	247.24%
6120000 · Phone	326.00	1,956.00	3,962.00	-2,006.00	49.37%
6122000 · Professional & Legal	1,171.28	1,171.28	12,600.00	-11,428.72	9.3%
6125000 · Web Dev/Software	344.74	1,629.87	3,434.00	-1,804.13	47.46%
6126000 · Hardware/IT support	1,200.00	7,200.00	10,077.00	-2,877.00	71.45%
6200000 · Meetings & Conferences	864.19	3,867.50	23,563.00	-19,695.50	16.41%
6204000 · Marketing & Advertising	434.15	7,655.20	14,460.00	-6,804.80	52.94%
6206000 · Research	0.00	0.00	3,700.00	-3,700.00	0.0%
6215000 · Auto Expense	100.00	636.25	1,300.00	-663.75	48.94%
6226000 · Staff Development	125.32	451.49	9,235.00	-8,783.51	4.89%
6260000 · Workforce Programming	1,074.00	8,336.58	15,200.00	-6,863.42	54.85%
6400000 · Janitorial	275.00	1,968.48	4,075.00	-2,106.52	48.31%
6406000 · Utilities	635.99	3,485.99	6,826.00	-3,340.01	51.07%
6408001 · Repairs & Maintenance	43.96	1,190.82	3,489.00	-2,298.18	34.13%
6615000 · Community Investments	0.00	0.00	81,000.00	-81,000.00	0.0%
Total Operating Expense	10,307.80	64,655.96	248,531.00	-183,875.04	26.02%
Property Expense					
6950000 · WB Industrial Park	0.00	2,701.00	6,842.00	-4,141.00	39.48%
6960000 · Industrial Park	0.00	7,758.67	25,850.00	-18,091.33	30.01%
Total Property Expense	0.00	10,459.67	32,692.00	-22,232.33	32.0%
Total Salaries and Benefits	35,302.78	215,924.32	435,500.00	-219,575.68	49.58%
Total Expense	45,610.58	291,039.95	716,723.00	-425,683.05	40.61%
Net Ordinary Income	-45,505.38	-68,211.13	8,727.00	-76,938.13	-781.61%
Other Income/Expense					
Other Income					

12:12 PM
07/28/22
Accrual Basis

Grow Greater Burlington **Profit & Loss Budget vs. Actual** January through June 2022

	TOTAL				
	Jun 22	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
4300000 · Accrued Int Loan Proceeds	147.95	887.69			
Total Other Income	147.95	887.69			
Other Expense					
6128000 · Depreciation Expense	262.50	1,666.92	3,150.00	-1,483.08	52.92%
Total Other Expense	262.50	1,666.92	3,150.00	-1,483.08	52.92%
Net Other Income	-114.55	-779.23	-3,150.00	2,370.77	
Net Income	-45,619.93	-68,990.36	5,577.00	-74,567.36	

Grow Greater Burlington

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1055000 · Board Designated Funds Account	178,046.03
1010000 · Region Account	2,431.36
1020000 · Operating Account	557,332.11
1040000 · Certificates of Deposit	219,016.74
Total Checking/Savings	956,826.24
Accounts Receivable	
1060000 · Accounts Receivable	4,450.00
Total Accounts Receivable	4,450.00
Other Current Assets	
1400000 · Interest Receivable	9,153.04
Total Other Current Assets	9,153.04
Total Current Assets	970,429.28
Fixed Assets	
1200000 · Computer Equipment	16,764.29
1250000 · Acc Depr - Computer Equipment	-3,150.00
1530000 · Office Equipment	11,085.33
1535000 · Acc Depr - Office Equipment	-11,177.25
Total Fixed Assets	13,522.37
Other Assets	
1058001 · Note Receivable - DPI	
1058002 · Note Receivable - Current	11,400.00
1058003 · Note Receivable - less current	-11,400.00
1058001 · Note Receivable - DPI - Other	60,000.00
Total 1058001 · Note Receivable - DPI	60,000.00
1460000 · Industrial Park - Property	743,663.55
1462000 · Raider Property	444,851.23
1500000 · Industrial Land West Burlington	101,240.65
Total Other Assets	1,349,755.43
TOTAL ASSETS	2,333,707.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000000 · Accounts Payable	3,685.81
3040000 · Pledges Payable	300,000.00
Total Accounts Payable	303,685.81
Other Current Liabilities	
2010000 · Accrued Property Tax Payable	7,544.00
2700000 · Vacation Accrual	8,724.68
3041000 · Discount on Pledges Payable	-33,512.76
Total Other Current Liabilities	-17,244.08
Total Current Liabilities	286,441.73
Total Liabilities	286,441.73

12:17 PM
07/28/22
Accrual Basis

Grow Greater Burlington
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
Equity	
3005001 · Board Designated Funds	178,046.03
32000 · *Retained Earnings	1,938,209.68
Net Income	<u>-68,990.36</u>
Total Equity	<u>2,047,265.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,333,707.08</u></u>

Logo

EMAIL GATEWAY DEFENSE

DownloadsCommunitySupportnewberry@westburlington.org

Search

Home

Backup

Email Gateway Defense (Email Security)

Approval

Discovery Scans (Web Security)

Administrative Manager

Appliance Control

API and Service

Impersonation Protection (Sentinel)

Outbound VMS

Incident Response

CloudGen-Cloud Manager

Security Awareness Training (PhishLine)

CloudGen Access

Data Inspector

OverviewDomainsInbound SettingsOutbound SettingsATP SettingsUsersReportsAccount ManagementSupport

DashboardMessage LogATP LogOutbound QuarantineAudit Log

Dashboard

Select domain: AllTime: Last 30 Days

Threat Origins

Top Recipient Domains: Volume

Rank	Domain	Volume	Recipients
1	westburlington.org	13,782	35

Subscriptions

Email Protection

Purchased (35 users)

Active

Expires 2023-07-30

ATP

Expires 2023-07-30

Inbound Email Statistics: Overview

Total

Allowed

Blocked

Quarantined

9,335

3,519

10

44

137

Allowed

Total Blocked

ATP

Quarantined

Inbound: Top Recipients Blocked

Rank	Recipient	Blocked
1	d.gillford@westburlington.org	526
2	lrye@westburlington.org	256
3	ryana@westburlington.org	240
4	dunham@westburlington.org	202
5	satter@westburlington.org	201
6	newberry@westburlington.org	142
7	newberry@westburlington.org	138
8	helms@westburlington.org	134
9	logan@westburlington.org	103
10	crownen@westburlington.org	71

Outbound Email Statistics: Overview

Total

Sent

Blocked

Quarantined

230

59

0

Sent

Blocked

Quarantined

Outbound: Top Senders Blocked

Rank	Sender	Blocked
1	-	45

Total Threats / Viruses: Overview

54
Total

Threats / Viruses Detected

Category	Total	Percentage
Viruses	10	19%
Advanced Threats	44	81%

Last Blocked: ATP

Filename	Filetype	Last Seen
butler-bremer.docume...	DOCX	2022-08-11 17:06:27
Shipping Document.zip	EXE	2022-08-05 15:54:59
Shipping Document.zip	EXE	2022-08-05 15:45:38
TELEX SWIFT.html	HTML	2022-08-05 08:29:34
TELEX SWIFT.html	HTML	2022-08-03 02:21:43
0889-PCM2CO-J-53-5...	DOCX	2022-08-01 17:12:46
423010601849-Draft L...	DOCX	2022-08-01 13:06:48
423010601849-Draft L...	DOCX	2022-08-01 12:57:42
FOLLOW UP PAYME...	EXE	2022-07-31 13:50:12
Offer for sale.zip	EXE	2022-07-31 11:10:10

Account ID: 1637161 (FREE) | 07-09-2022 (Community)

Serial Number: 8075102-1076419

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Item 1 of 1

[Home](#)

	DESCRIPTION	LOCATION	AUCTION CLOSE	CURRENT BID	SHORTCUTS
	2008 Ford Crown Victoria Make/Brand: Ford Model: Crown Victoria Year: 2008 ID: 81	West Burlington, IA	9/2/2022 10:51 AM ET	\$1,545.00 Bids: 10	View by same: <input type="button" value="v"/>

Item 1 of 1



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Equipment Auctions

Liquidation.com
Retail Supply Chain

Machinio
Heavy Equipment

Iowa League of Cities *Record Retention Manual for Iowa Cities*

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

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

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

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

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Iowa League of Cities | October 2012



Records Management

Public Records Defined

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

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

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

Common to both definitions is that:

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

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

Record Creation and Maintenance

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

Managing Records

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

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

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

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

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

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

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

Record Series

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

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

Retention and Disposition Schedules

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

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

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

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

Using Record Retention and Disposition Schedules

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

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

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

Record Disposition

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

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

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

Destroying Records

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

Permanent Retention

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

Retaining Electronic and Non-Paper Records

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

Modifying a Record Retention Plan

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

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

The Five Steps of Records Management

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

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

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

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

How to Begin

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

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

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

Step 1: Conduct an Inventory

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

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

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

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

Step 2: Appraise the Records

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

Administrative Value

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

Legal Value

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

Fiscal Value

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

Historical Value

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

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

Step 3: Schedule the Records

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

Table 1

Record Title	Retention Period	Reason
Minutes of City Council	Permanent	<i>Code of Iowa, 372.13(5)</i>
Building Permits	Permanent	Continuing administrative value
Purchase Orders	5 years	Fiscal value ends
Dog Licenses	3 years	Administrative and legal values end

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

Table 2

Record Title	Active Use	Inactive Storage	Final Disposition
1. Minutes			
a. Official copy in clerk's office	10 years	Permanent	Retain originals
b. Working copies in other offices	As long as administratively useful	None	Destroy
2. Building Permits	3 years	Permanent	Destroy originals
3. Purchase Orders			
a. Official copy in finance office	2 years	2 years	Destroy
b. Office of origin	2 years	2 years	Destroy
4. Dog Licenses	Current year	2 years	Destroy

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

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

Step 4: Organize the Records

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

The following suggestions can help organize records in this area:

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

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

Step 5: Implement the Program

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

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

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

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

Managing Electronic Records

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

Electronic Records Defined

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

Electronic Records as Public Records

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

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

Use of Home Computer or Personal Device

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

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

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

Employee Responsibilities with Electronic Records

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

Record Retention and Disposition Schedules

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

Application of Retention and Disposition to Electronic Records

Record series retention and disposition schedules apply to electronic records. You may contact the Iowa League of Cities for information concerning reviewing your electronic recordkeeping systems to determine if any changes are needed to your city's record series retention and disposition schedule.

Storing Electronic Records

Electronic records must be retained in accordance with a record series retention and disposition schedule, so it is very important that the database be listed on a schedule. The schedule will tell you how long to keep the older data and will help you design the new computer system to purge data at the appropriate time. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Many electronic records need to be kept longer than the original technology that was used to create them. New technology is not always compatible with older technology that cities may have used. Cities are responsible for ensuring that older electronic records remain accessible as technology is upgraded or changed. Each time technology upgrades and changes occur, cities should be aware of the existence and location of older electronic records so they can be migrated to the new technology.

Deleting Electronic Records

Individual employees are responsible for deleting electronic records in accordance with the appropriate record series retention and disposition schedule. Deleted electronic records, however, may be stored on backup systems for several days, weeks or months after they are deleted. Cities need written procedures for ensuring that deleted electronic records are rendered unrecoverable on a regular basis. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Contact Information

For more information contact:

Iowa League of Cities

500 SW 7th Street, Suite 101
Des Moines, IA 50309
(515) 244-7282
www.iowaleague.org

Iowa Department of Cultural Affairs

State Historical Society of Iowa
State Archives and Records Bureau
600 East Locust
Des Moines, IA 50319
(515) 281-7801

Schedule 1: Administrative and Legal Records

Record Title	Retention Period	Reason
I. Council Proceedings		
A. Minutes		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
4. Audio Recordings of Closed Sessions	1 year from date of meeting; unless required to retain due to pending legislation	<i>Code of Iowa</i> , 21.5(4). Administrative and legal value ends.
5. Agendas	5 years	Administrative value ends
B. Ordinances		
1. Current code	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Superseded Code	Two copies permanent	Continuing historical value
3. Index	Permanent	Continuing administrative and historical value
4. Individual Copies of Ordinances for Disbursement	Until superseded; then destroy	Administrative and legal value ends
C. Resolutions		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
D. Affidavits of Publication		
1. Re: Budget	Until audited or 5 years	Fiscal and legal value ends
2. Re: Ordinances	Until recodification	Fiscal and legal value ends
3. Re: Bond Issues	Permanent	Continuing legal and historical value
4. Others	5 years	Fiscal and legal value ends
E. Oaths of Office	If in writing, add to official copy of council minutes for permanent retention	Continuing legal and historical value
F. City Official Bonds	5 years after expiration	Legal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
II. Real Property		
A. Title Documents		
1. Deeds	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
2. Title Opinions	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
3. Abstracts and Certificates of Title	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
4. Title Insurance	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
5. Condemnation Proceedings	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
B. Easements and/or Right of Way Agreements	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
C. Plats (legal descriptions, maps, plat books, both current and outdated)	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
D. Vacations/Alterations of Plat	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
E. Annexation Files	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
III. Permits and Licenses		
A. Cigarette	5 years	Administrative and legal value ends
B. Dog or Cat	5 years	Administrative and legal value ends
C. Liquor and Beer	5 years	Administrative and legal value ends
D. Restaurant	5 years	Administrative and legal value ends
E. Miscellaneous Business (peddler, taxi, etc.)	5 years	Administrative and legal value ends
F. Special Events (parades, festivals, etc.)	5 years	Administrative and legal value ends
IV. General		
A. Accidents on City Property Involving City		
1. Claims Settled out of Court	10 years after settlement	Legal value ends
2. Court Decisions	Permanent	Continuing legal value
B. Bids		
1. Accepted	5 years	Legal and fiscal value ends
2. Rejected	5 years or 1 year after audit	Legal and fiscal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
C. Blueprints or Plans for City-Owned Structures	Permanent	Continuing administrative and historical value
D. Cemetery Records, Burial Records	Permanent	Continuing historical value
E. Contracts or Agreements for Services, Purchases of Equipment or Supplies, Concessions	10 years after expirations	Legal value ends
F. Correspondence	As long as administratively useful; appraise for permanent retention	Possible long-term administrative use and historical value
G. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends
H. Equipment Records		
1. Inventories	While current	Administrative value ends
2. Maintenance History	Life of equipment	Administrative value ends
3. Cost of operation summaries	5 years	Administrative value ends
4. Information Service Records		
a. Computer equipment inventory	While current	Administrative value ends
b. Telephone	5 years	Administrative value ends
c. Depreciation reports and records	5 years	Administrative value ends
d. Vendor information	5 years	Administrative value ends
I. Franchise Agreements	5 years after expiration, appraise for permanent retention	Legal value ends; possible continuing historical and legal value
J. Insurance Policies	5 years after expiration	Legal value ends
K. Leases	7 years after expiration, appraise for permanent retention	Legal value ends; possible continuing historical and legal value
L. Legal Actions		
1. Civil Lawsuits and Administrative Law Proceedings	5 years after closure	Administrative and legal value ends
2. Criminal and Municipal Infraction Cases – Closed	5 years	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
3. Civil Case – Closed	5 years	Administrative value ends
4. Citations	5 years	Administrative value ends
M. Legal Opinions		
1. Informal Opinions	5 years	Administrative and legal value ends
2. Formal Opinions	Permanent	Continuing legal value
N. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
O. Minutes of Boards and Commissions	Permanent	Continuing administrative and historical value
P. Notices Sent to Citizens to Comply with Ordinances (including nuisance abatement notices)	5 years after disposition	Administrative and legal value ends
Q. Petitions from Citizens	5 years after issue closed, appraise significant issues for permanent retention	Administrative and legal value ends, possible historical value
R. Promotional Materials		
1. City Newsletters	Permanent	Continuing historical value
2. Advertising Contracts	5 years	Administrative and legal value ends
3. Press Releases	5 years	Administrative value ends
4. Pamphlets, Brochures	Appraise for permanent retention	Possible historical value
5. Newspaper Clippings	Permanent	Continuing historical value
S. Photos, Scrapbooks	Appraise for permanent retention	Possible historical value
T. Reports from Departments		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
U. Studies, Surveys		
1. From an Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining Directly to City	Appraise for permanent retention	Possible historical value
V. Election Records		
1. Precinct Maps, Current and Outdated	Permanent	Continuing historical value
2. City Elections		

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
<i>a. Election Petitions</i>	Permanent	Continuing historical value
<i>b. Abstracts</i>	Permanent	Continuing historical value
V. Police and Fire Retirement Records		
A. Minutes of the Board	Permanent	Continuing administrative, legal and historical value
B. Reports		
1. Actuary	5 years	Fiscal value ends
2. Investment	5 years	Fiscal value ends
3. Fund	5 years	Fiscal value ends
C. Case File (actions, appeals, decisions)	Permanent	Continuing administrative, legal and historical value
VI. Finance/Purchasing Records		
A. Leases		
1. Agreements and Related Documents Acted on by Council	Upon expiration, 5-year minimum	Administrative value ends
2. Agreements not Requiring Council Action	5 years after expiration, 5-year minimum	Administrative value ends
B. Purchase Orders		
1. Purchase Orders	10 years after order date or life of purchase	Administrative value ends
2. Change Orders	10 years after order date	Administrative value ends
C. Bids, Quotes and Proposals		
1. Official Copy, Bid/Proposal RFP	10 years after completion of contract	Administrative value ends
2. Copies of Bids Received and Related Documents for Public Improvement Projects and Acted on by Council	10 years after completion of contract; accepted bids retained permanently	Administrative value ends; continuing administrative value
3. Copies of Bids Received and Related Documents for Fleet Equipment Acted on by Council	Lifetime of equipment; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
4. Copies of Bids Received and Related Documents for Other Equipment and Service Projects Acted on by Council	10 years after completion of contract; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends
5. Originals of Bids, Quotes and Proposals Received for Contracts Not Awarded by Council	10 years after completion of contract except: fleet equipment and buses; lifetime of equipment and other capital equipment; 10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service.
D. Printing Charges	5 years	Administrative value ends
E. Central Stores		
1. Stocks of Material Safety Data Sheets for Distribution	30 years after last use	Administrative value ends
2. Issue Slips	After audit completion or at least 5 years	Administrative value ends
F. Materials Inventory Records		
1. Issue Records	5 years	Administrative value ends
2. Receipt Records	5 years	Administrative value ends
3. Catalogued Inventory Physical Count Records	After audit completion or at least 5 years	Administrative value ends
4. Catalogued Inventory Year-End Exception/Adjustment Record	After audit completion or at least 5 years	Administrative value ends
5. Catalogued Inventory Adjustment Record	After audit completion or at least 5 years	Administrative value ends
6. Non-catalogued Inventory Physical Count Record	After audit completion or at least 5 years	Administrative value ends
7. Year-end Materials Inventory Summary	After audit completion or at least 5 years	Administrative value ends
G. Inter-Department Charges		
1. Fax Charges	After audit completion	Administrative value ends
2. City Hall Copier Readings	After audit completion	Administrative value ends

Schedule 2: Financial Records

Record Title	Retention Period	Reason
I. Revenue		
A. Notice of Property Tax Allocation from County	5 years	Fiscal value ends
B. Notice of Liquor Tax Allocation from State	5 years	Fiscal value ends
C. Property Tax Assessment Books	Permanent	Continuing historical value
D. Federal Revenue Sharing Records	5 years	Fiscal value ends
E. Investments (Notice of interest earned or reports of growth, dividends, purchase, sales, etc.)	5 years	Fiscal value ends
F. Parking Revenue		
1. Income from Meters and Lots (daily receipts, monthly summaries, ledgers, deposit slips)	5 years	Fiscal value ends
2. Income from Violations (ticket copies, logs, daily receipts, monthly summaries, deposit slips)	5 years	Fiscal value ends
G. Road Use Tax Funds		
1. Application for Financial Aid (Forms 230001, 230002, agreement, invoices, payment vouchers, certificate of audit)	5 years	Fiscal value ends
2. Annual Street Finance Report	5 years	Fiscal value ends
3. Street Construction Program (Form RUT 1-A, 220001, 220002)	5 years	Fiscal value ends
4. Aerial Street Maps	Permanent	Continuing historical value
H. Claims for Refunds of State Sales Tax	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
I. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends
J. Special Assessments		
1. Certified Mail Stubs from Notice to Property Owners	5 years after final payment	Fiscal and legal value ends
2. Assessment Title Searches	5 years	Fiscal and legal value ends
3. Preliminary and Fiscal Assessment Schedules	5 years after final payment	Fiscal and legal value ends
4. Petition and Waiver (agreements to special assessments)	5 years after final payment	Fiscal and legal value ends
5. Assessment Plats	5 years after final payment	Fiscal and legal value ends
6. Certificate of Levy and Final Assessment	5 years after final payment	Fiscal and legal value ends
K. Bond Issues and Proceedings		
1. Bond Certificates	5 years after final recall	Fiscal value ends
2. Redeemed Coupons	5 years after final recall	Fiscal value ends
3. Bond Register	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing administrative, legal and historical value.
4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions)	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing administrative, legal and historical value
5. Remittance Advice Received with Payments	5 years	Fiscal value ends
L. Records of Federally Funded Public Improvement Projects (applications, contracts, accounting and banking records, payroll, EEO compliance records) Also see Schedule 4, Public Works Records	5 years after final payment, if audited	Fiscal value ends
II. Accounting		

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
A. Source Documents		
1. Accounts Payable		
<i>a. Requisitions</i>	5 years	Fiscal value ends
<i>b. Purchase orders</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
<i>d. Claims presented to council</i>	5 years	Fiscal value ends
<i>e. Check/warrant copies or stubs</i>	5 years	Fiscal value ends
<i>f. Vendor ledger cards</i>	5 years	Fiscal value ends
2. Accounts Receivable		
<i>a. Receipt copies or books</i>	5 years	Fiscal value ends
<i>b. Daily cash receipt tabulation (cash register tapes, tallies, etc.)</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
B. Books of Original Entry		
1. Receipt Journal	10 years	Fiscal value ends
2. Disbursement Journal	10 years	Fiscal value ends
3. General Journal	10 years	Fiscal value ends
4. Appropriations Journal	10 years	Fiscal value ends
C. Ledgers		
1. General Ledger	Permanent	Continuing fiscal value
2. Subsidiary Revenue Ledger Cards	10 years	Fiscal value ends
3. Subsidiary Appropriation/Expenditure Cards	10 years	Fiscal value ends
III. Banking		
A. Checking Account Statements	5 years	Fiscal value ends
B. Check/Warrant Register (same as Disbursement Journal, above)	10 years	Fiscal value ends
C. Cancelled Checks/Warrants	5 years	Fiscal value ends
D. Savings Account Statements	5 years	Fiscal value ends
E. Reconciliation Worksheets	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
IV. Financial Reports		
A. Annual Financial Report	Permanent	Continuing fiscal value
B. Treasurer's/Clerk's Report	5 years	Fiscal value ends
C. Sales Tax and Use Tax Reports	5 years	Statute of limitations on audit
D. Grant Reports	5 years after audit; 7 years if not audited; grant terms if not stated therein	Fiscal value ends
V. Audits	Permanent	Continuing fiscal value
VI. Budget		
A. Appropriation Requests from Departments	5 years	Fiscal value ends
B. Annual Budget Forms	5 years	Fiscal value ends
C. Final Budget and Certificate Summary	2 copies permanent	Continuing fiscal and historical value
D. Budget Amendments	2 copies permanent	Continuing fiscal and historical value

Schedule 3: Payroll and Personnel Records

Record Title	Retention Period	Reason
I. Payroll		
A. Payroll Journal (shows name, SSN, earnings, deductions, net pay/period and yearly totals)	60 years	Fiscal value ends (satisfies long-term need for future salary and pension inquiries)
B. Payroll Support Documents	5 years	Fiscal value ends
C. Federal Reporting Forms		
1. W-2, W-3, W-4	5 years	Fiscal value ends
2. 941E Quarterly Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. 1099, 1096	5 years	Fiscal value ends
D. State Reporting Forms		
1. Withholding Agents Reports	5 years	Fiscal value ends
2. Job Service Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. IPERS	5 years	Fiscal value ends
5. MFPRSI	5 years	Fiscal value ends
II. Payroll		
A. Individual Employee File		
1. Job Description and History	Permanent	Continuing historical value
2. Application and Resume	60 years	Administrative value ends (satisfies long-term need for future inquiries)
3. Civil Service Test, Scores, Placement	60 years	Administrative value ends
4. Evaluations, Discipline, Demotion, Promotion, Awards	60 years	Administrative value ends
5. Continuing Education	60 years	Administrative value ends
6. Medical Information (separate file)	60 years	Administrative value ends
7. Resignations, Reasons for Leaving	60 years	Administrative value ends
8. Claim for IPERS	60 years	Administrative value ends
9. Unemployment Insurance Claims	5 years	Fiscal value ends
10. Garnishments	Through closure plus 1 year	Fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
11. Enrollment for Direct Deposit, Insurance, Savings Bonds, Etc.	While current	Administrative value ends
B. Applications of Those Not Hired	5 years	Administrative value ends
C. Civil Service Records		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Roster of Eligible Applicants	5 years	Administrative value ends
3. Case Files (actions, appeals, decisions)	10 years	Legal value ends
D. Equal Employment Opportunity		
1. EEO-4 Report	5 years	Administrative value ends
2. Plans		
<i>a. City's</i>	5 years	Administrative value ends
<i>b. Potential contractors'</i>	5 years	Administrative value ends
E. Health Insurance Payments, Claims	5 years	Administrative and fiscal value ends
1. Employer's Report	5 years	Administrative and fiscal value ends
2. OSHA Report	5 years	Administrative and fiscal value ends
3. Workers' Compensation Reports	2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits	<i>Code of Iowa</i> , 85.26. Legal value ends.
F. Union Records		
1. Negotiations	As long as administratively useful; then appraise for permanent retention	Administrative value ends. Possible historical value.
2. Contracts	Permanent	Continuing administrative and historical value
3. Fact Finding and Arbitration Cases	5 years minimum then appraise for permanent retention	Administrative value ends. Possible historical value.
4. Case Files (actions, appeals, decisions)	10 years then appraise for permanent retention	Legal value ends. Possible historical value.
G. Public Service (PSE) Contracts, Claims, Etc.	5 years	Administrative and fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
H. Miscellaneous		
1. Classification Studies	5 years	Administrative value ends. Appraise for possible historical value.
2. Compensation Surveys	5 years	Administrative value ends. Appraise for possible historical value.
3. Administrative Studies	5 years	Administrative value ends. Appraise for possible historical value.
4. Job Specifications	Permanent	Continuing historical value
5. Personnel Policies, Pay Plans, Etc.	Permanent	Continuing historical value
6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.

Schedule 4: Public Works Records

Record Title	Retention Period	Reason
I. General Records Common to Engineering and Planning & Zoning Departments		
A. Annexation Files	Permanent	Continuing administrative and historical value
B. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
C. Plats (subdivision, annexation, assessors, legal descriptions, plat books)	Permanent	Continuing administrative and historical value
D. Studies or Surveys		
1. From Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining to City	Appraise for permanent retention	Possible historical value
E. Subdivision Files	Permanent	Continuing administrative and historical value
II. Engineering Records		
A. Blueprints or Plans of City-Owned Structures	Permanent	Continuing administrative and historical value
B. Bridge Records (inspection and maintenance)	Life of structure	Administrative value ends
C. Capital Improvement Projects		
1. Authorization Phase	5 years	Administrative value ends
<i>a. Minutes of Hearing, Clerk's Certificate, Resolutions</i>	Permanent (part of minute and resolution books)	Continuing legal and historical value
<i>b. Specifications</i>	Permanent	Continuing administrative and historical value
<i>c. Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance)</i>	5 years after project completed, if audited	Fiscal and legal value ends
<i>d. Contract</i>	Life of structure	Administrative and legal value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
2. Financing Phase	See Schedule 2, Financing Records	
<i>a. Special Assessments, Bond Issues, State or Federal Grants</i>		
3. Pre-Construction Phase		
<i>a. Appraisals</i>	5 years after project completed; if project not initiated, retain as administratively useful	Administrative and fiscal value ends
<i>b. Environmental Impact Surveys</i>	5 years	Administrative value ends
<i>c. Historical Surveys of Buildings</i>	Appraise for permanent retention	Possible historical value
<i>d. Relocation Files</i>	5 years after final payment	Administrative and fiscal value ends
<i>e. Condemnation Files</i>	Permanent	Continuing legal and historical value
<i>f. Demolition Files</i>	Permanent	Continuing legal and historical value
4. Construction Phase		
<i>a. Work Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>b. Daily Diaries</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>c. Payroll Records</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>d. Change Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>e. Cement or Other Purchases</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>f. Inspections, Testing</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>g. Progress Reports</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>h. Pay Requests</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>i. Blueprints, Tracings</i>	Permanent	Administrative and fiscal value ends
<i>j. Certificate of Completion and Acceptance</i>	Permanent	Administrative and fiscal value ends
D. Deeds, Easements or Right of Way Agreements	Permanent	Continuing legal and historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
E. Land Survey Results		
1. Field Notes	Permanent	Continuing administrative and historical value
2. Benchmark Books	Permanent	Continuing administrative and historical value
F. Photos, Aerials	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
G. Profile and Grade Books	Permanent	Continuing administrative and historical value
H. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
III. Planning & Zoning Records		
A. Case Files		
1. Zoning Variance Requests and Decisions	10 years after settlement	Administrative and legal value ends
2. Non-compliance Violations	10 years after settlement	Administrative and legal value ends
3. Decisions and Orders	Permanent	Continuing administrative, historical and legal value
B. Community Development		
1. Urban Renewal, HUD Block Grant	See Capital Improvement Projects in this schedule	
2. Public Housing		
a. <i>Applications, Correspondence, Records of Ineligibility, Determinations, Tenant Files</i>	5 years after case closed	Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests 3 year retention.)
C. General Planning (comprehensive plan, land use, open space, recreation, capital improvements, regional, transportation, etc.)	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
D. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
E. Rosters of Previous Board or Commission Members	Permanent	Continuing historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
IV. Building Inspection Records		
A. Building/Site Plans		
1. Residential	5 years	Administrative value ends
2. Commercial	Life of structure	Long-term administrative value
3. Rental	5 years	Administrative value ends
B. Case Files, Board of Adjustment	10 years after disposition	Administrative and legal value ends
C. Inspection Records		
1. Card or Address File	5 years	Administrative value ends
2. Reports	5 years	Administrative value ends
3. Log Books	Permanent	Continuing administrative and legal value
D. License Records (electricians, plumbers, mechanical)	60 years	Long-term administrative and legal value
E. Minutes of the Board of Adjustment	Permanent	Continuing administrative and historical value
F. Permits (or application, whichever has most info; building, plumbing, heating, A/C, electrical, sewer, excavation, demolition, occupancy, street, sidewalk)	Permanent	Continuing administrative value
G. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
V. Maintenance of Streets and Grounds		
A. Complaints	5 years after disposition	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
C. Equipment		
1. Inventories	While current	Administrative value ends
2. Maintenance	Life of equipment	Administrative value ends
3. Cost of Operation Summaries	5 years	Administrative and fiscal value ends
D. Purchasing	See Schedule 2, Financial Records (Accounts Payable)	
1. Fuel Consumption Records	5 years	Fiscal value ends
2. Fuel, Gravel, Sand, Hauling, etc.	5 years	Fiscal value ends
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Work Orders	5 years	Administrative value ends

Schedule 5: Fire Department Records

Record Title	Retention Period	Reason
A. Blueprints of Commercial Buildings	As long as administratively useful	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, activity, radio, phone)	5 years	Administrative value ends
C. Equipment Records		
1. Inventories	5 years	Administrative value ends
2. Maintenance and Testing	5 years	Administrative value ends
D. Inspection Records		
1. Card File or Log Book with Results, Violations, Corrections	Life of structure	Administrative and legal value ends
2. Inspector Books, Copies of Inspection Certificates	5 years	Administrative value ends
E. Iowa Incident Reports	Permanent	Continuing administrative and historical value
F. Investigation Files		
1. Arson	Permanent	Continuing administrative and legal value
2. Fire Deaths	Permanent	Continuing administrative and legal value
G. Log Book of Fires	Permanent	Continuing administrative and historical value
H. Maps of Area Served	As long as administratively useful	Administrative value ends
I. Miscellaneous Vehicle Run Reports	5 years	Administrative value ends
J. Roll Call or Minute Books	Permanent	Continuing historical value
K. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
L. Rural Township Contracts	5 years after expiration	Administrative and legal value ends
M. Photos, Department History	Permanent	Continuing historical value
N. State Fire Marshall's Statistics	As long as administratively useful	Administrative value ends

Schedule 6: Parks and Recreation Records

Record Title	Retention Period	Reason
A. General		
1. Contracts, Agreements (concessions, services, equipment, personnel, facility use, projects)	10 years after expiration	Administrative and legal value ends
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
3. Facilities, Buildings, Other Structures	Life of building or until sold	Administrative value ends
4. Equipment (inventories, maintenance)	Until equipment retired	Administrative value ends
5. Facilities, Park Maintenance, Pesticide Applicator Licenses	5 years minimum	Administrative value ends
B. Miscellaneous Records		
1. Program Files (class lists, rosters, score books, permission slips)	5 years	Administrative value ends
2. Reservation Records (shelter houses, facilities, building spaces, etc.)	5 years	Administrative value ends
3. State Sales Tax Return	5 years	Fiscal value ends
4. Promotional Materials	5 years; appraise for permanent retention	Possible historical value
5. Photos, Park History	Permanent	Continuing historical value
C. Swimming Pools, Golf Courses and Other Enterprises that Charge Admission		
1. Daily Cash Receipts, Cash Register Tapes, Deposit Slips	5 years	Fiscal value ends
2. Record of Season Ticket Sales	5 years	Fiscal value ends
3. User Statistics	5 years	Administrative value ends
4. Department of Public Health Water Quality Tests	5 years	Administrative value ends
5. Material Safety Data Sheets	30 years after last use	OSHA requirement; administrative value ends
D. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 7: Airport Records

Record Title	Retention Period	Reason
A. Contracts or Leases	10 years after expiration	Administrative value ends
B. Correspondence with Regulatory Agencies, FAA or Iowa DOT (inspections, certification, correction of violations, etc.)	As long as administratively useful or until issue resolved; appraise for permanent retention	Administrative value ends; possible historical value
C. Facilities		
1. Land	See Schedule 1, Administrative and Legal Records, Title Documents	
2. Buildings, Runways, Other Structures	See Schedule 1, Administrative and Legal Records, Title Documents	
3. Equipment (inventories, maintenance)	See Schedule 1, Administrative and Legal Records, Title Documents	
D. Master Plans (5-10 year projections)	Until superseded; appraise for permanent retention	Administrative value ends; possible historical value
E. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 8: Library Records

Record Title	Retention Period	Reason
A. Circulation Records	5 years	Administrative value ends
B. Contracts for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value

Schedule 9: Housing Records

Record Title	Retention Period	Reason
A. Planning		
1. Commercial Site Plans	180 days after completion of permitted work	International Building Code
2. Subdivision Plans	5 years after last final plat approval	Administrative value ends
3. PUD, P-C, P-1 Plans	Permanent	Continuing administrative and historical value
4. LUPP Requests	5 years	Administrative value ends; possible historical value
5. Neighborhood Planning (sub-area plans, neighborhood liaison activities)	5 years minimum	Administrative value ends; possible historical value
6. Historic Preservation Files	Permanent	Continuing administrative and historical value
7. Permitted Home Occupation Files	Permanent	Continuing administrative and historical value
B. Affordable Housing		
1. Home Buyer Files (applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation)	7-30 years or until property is sold	Administrative value ends
2. Grant Program Files (quarterly reports, monthly reports, close-out documents for audits)	5-year minimum after program completion and audit	Administrative value ends
3. Annual	Permanent	Continuing historical value

Schedule 10: Police Records

Record Title	Retention Period	Reason
A. Permits		
1. Noise Permits	5 years	Administrative value ends
2. Keg Permits	5 years	Administrative value ends
B. Personnel		
1. Staff Meeting Minutes and Index	Permanent	Continuing administrative value
2. Personnel Records (discipline, demotion, promotion, awards)	5 years after termination of employment	Administrative value ends
3. Personnel Training Records	5 years after termination of employment	Administrative value ends
4. Significant Exposure and Insignificant Exposure Reports	Permanent	Continuing administrative value
5. Internal Affairs Investigations	Permanent	Continuing administrative value
6. Grievances/Responses	Permanent	Continuing administrative value
7. Outside-event Overtime Requests, Assignments, Billings	5 years	Administrative value ends
8. Policies and Procedures Manuals and Updates	Permanent	Continuing historical value
9. Detective Division Policies and Procedures Manual and Updates	Permanent	Continuing historical value
10. Field Training Officers Manual and Updates	Permanent	Continuing historical value
11. Dispatchers Policies and Procedures Manual and Updates	Permanent	Continuing historical value
12. Liability Release Forms	Permanent	Continuing historical and legal value
C. Records and Reports		
1. Studies/Surveys	5-year minimum, as long as administratively useful	Administrative value ends
2. Arrest Book	Permanent	Continuing administrative value
3. Trip Cards	7 years	Administrative value ends
4. State of Iowa Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends

Schedule 10: Police Records, Continued

Record Title	Retention Period	Reason
5. Federal Government Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends
6. Investigation Reports	Permanent	Continuing historical value
7. Accident Reports	Permanent	Continuing historical value
8. Pawn Records	7 years	Administrative value ends
9. Arrest Records	Permanent (hard copy)	Continuing historical value
D. Accounting and Payroll		Administrative value ends
1. Department Employee Time Records	5 years	Administrative value ends
2. Department Accounting and Payroll Records	5 years	Administrative value ends

Schedule 11: Engineering Records

Record Title	Retention Period	Reason
1. Annexation Maps	Permanent	Continuing administrative and historical value
2. Plats of City-Owned Property and Easements Granted to City	Permanent	Continuing administrative and historical value
3. Topography, Flood Plain Maps	Permanent	Continuing administrative and historical value
4. Utility Location Maps and Plats	Permanent	Continuing administrative and historical value
5. As Built and Drawings of City Buildings, Streets, and Supporting Infrastructure	Permanent	Continuing administrative and historical value
6. Capital Improvement Project Specifications	5 years after project completed	Administrative and fiscal value ends
7. Capital Improvement Project Files	5 years after project completed	Administrative and fiscal value ends
8. Survey Notes	Permanent	Continuing administrative and historical value
9. Benchmark Books	Permanent	Continuing administrative and historical value
10. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
11. Nuclear Density Gauge Logs	Permanent	Permit requirement
12. Studies/Surveys	5 years	Possible historical value; appraise for permanent retention
13. Complaints	5 years after settlement	Administrative value ends
14. Daily Diaries or Logs (appointment calendar, activity, radio, phone)	5 years	Administrative value ends
15. Correspondence with Regulatory Agencies (inspections, certification, correction of violations)	5 years/permanent if correspondence serves as certification or evidence of correction of violations	Administrative value ends; appraise for possible historical value
16. Master Plans (5-10 year projections)	Permanent	Continuing historical value

Schedule 12: Transit Records

Record Title	Retention Period	Reason
A. Equipment and Maintenance		
1. Inventories	While current	Administrative value ends
2. Leases	Life of equipment	Fiscal value ends
3. Fuel Consumption	Permanent	Continuing fiscal value
4. Cost of Operation	Permanent	Continuing administrative and historical value
5. Underground Tanks, Registration and Insurance	Permanent	Continuing administrative and fiscal value
B. Maps		
1. Time Schedules and Route Maps	Permanent	Continuing administrative and historical value
C. Promotional Materials (pamphlets, brochures)	Permanent	Continuing administrative and historical value
D. Financial Records and Reports		
1. Quarterly Reports	5 year minimum	Administrative value ends
2. Fuel Tax Reports	5 year minimum	Fiscal value ends
3. DBE/WBE Report	5 year minimum	Administrative value ends
4. Operating Grants	Life of structure, not less than 5 years	Fiscal value ends
5. Odometer Readings	Life of equipment	Administrative value ends
6. Time Sheets	5 years	Fiscal value ends
7. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
8. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends

Schedule 13: Electric Utility Records

Record Title	Retention Period	Reason
I. Electric Administration, Engineering and Plant Controls		
A. State and Federal Reports		
1. EIA 412 – Annual Report of Public Electric Utilities	5 years	Administrative value ends; appraise for possible historical value
2. EIA 767 – Steam-Electric Plant Operation and Design Report	5 years	Administrative value ends; appraise for possible historical value
3. EIA 860 – Annual Electric Generator Report	5 years	Administrative value ends; appraise for possible historical value
4. EIA 861 – Annual Electric Power Report	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Department of Revenue Annual Report of Transmission Lines and Equipment	5 years	Administrative value ends; appraise for possible historical value
6. Form ME-1 – Iowa Utilities Board Annual Report	5 years	Administrative value ends; appraise for possible historical value
B. Iowa Utilities Board		
1. Annual Inspection	5 years	Administrative value ends; appraise for possible historical value
C. FCC Radio License	5 years	Administrative value ends; appraise for possible historical value
D. Licenses and Permits, State and Federal		
1. Iowa Dept of Public Health Materials License	5 years	Administrative value ends; appraise for possible historical value
2. Continuous Emission Monitoring	5 years	Administrative value ends; appraise for possible historical value
3. Iowa DNR Permits	5 years	Administrative value ends; appraise for possible historical value
4. US EPA Permits	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Utility Board Permits	5 years	Administrative value ends; appraise for possible historical value

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
E. Distribution System		
1. Electric Distribution Maps	Permanent	Continuing administrative value
2. Electric Switching Maps	Permanent	Continuing administrative value
F. Security Lights, Rental Agreements	Life of agreement, not less than 5 years	Continuing administrative value
G. Miscellaneous		
1. Iowa One Call Locates	7 years	Legal value ends
2. Primary Switching Log and Tags	Permanent	Continuing legal and historical value
3. Safety Glasses and Safety Footwear	7 years	Administrative and fiscal value ends
4. Siren Tests	7 years	Administrative value ends
5. Job Orders (active)	Until completed, not less than 5 years	Administrative and fiscal value ends
6. Job Orders (completed)	Permanent	Continuing historical value
7. Maps	Permanent	Continuing historical value
8. Tree Trimming Maps/ Permit Cards	7 years	Administrative, fiscal and historical value
9. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
10. Disposal Record of Material from Truck Bay Pits	Permanent	Continuing legal value
H. Inventory		
1. Poles	Permanent	Continuing fiscal and historical value
2. Transformers	Permanent	Continuing fiscal and historical value
3. Job Issues	Permanent	Continuing fiscal and historical value
4. Material in Stock	While current	Administrative and fiscal value
5. Inventory Records	5 years	Fiscal, historical and legal value ends
I. Inspection/Maintenance Documents/ Reports		
1. OH Switch Maintenance	7 years	Administrative value ends
2. PCB Test Reports	Permanent	Continuing historical and legal value
3. Cap Bank Maintenance/Inspection	5 years	Administrative value ends

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
4. Tools	As long as possessed, not less than 5 years	Administrative value ends
5. OH Line Inspection	5 years	Historical and legal value ends
6. UG Line Inspection	5 years	Historical and legal value ends
7. Infrared Inspection	5 years	Historical and legal value ends
8. Equipment	As long as possessed, not less than 5 years	Administrative value ends
9. Fire Extinguisher Inspection	Permanent	Continuing legal value
10. Sling Inspections	Permanent	Continuing legal value
11. High-Voltage Testing (hot sticks and cover-up)	Permanent	Continuing legal value
12. Fork-Lift Inspection	As long as possessed, not less than 5 years	Historical and legal value ends
13. High-Voltage Testing of Substation Hot Sticks	Permanent	Continuing legal value
14. Miscellaneous Building Maintenance Records	Permanent	Continuing historical value
II. Electric Production Records		
A. Operations and Maintenance		
1. Generation and Output Logs (monthly meter logs)	6 years	Federal Energy Regulatory Commission (17,704, 125.3)
2. Recording Charts	5 years	Federal Energy Regulatory Commission Regulations
B. Payroll		
1. Semi-Monthly Pay Sheets	5 calendar years	Administrative and legal value ends
C. Records		
1. Record of Unclaimed Deposits	3 years	Iowa Administrative Code, 199-20.4(8)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-20.4(13)
3. Meter Test Records	3 years after retirement of meter	Iowa Administrative Code, 199-20.6
4. Volunteer Records	2 years	Iowa Administrative Code, 199-20.7(7)

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
D. OSHA Safety Programs		
1. Written Programs	5 years	Administrative and legal value ends
2. Training Records	5 years	Administrative and legal value ends
3. Cancelled Confined Space Entry Permits	5 years	Administrative and legal value ends
4. Portable Fire Extinguisher Inspections	5 years	Administrative and legal value ends
5. Ladder Inspections	5 years	Administrative and legal value ends
6. Sling Inspections	5 years	Administrative and legal value ends
7. Monthly Respirator Inspection Forms	5 years	Administrative and legal value ends
8. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends

Schedule 14: Water Utility Records

Record Title	Retention Period	Reason
A. General		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Capital Improvement Projects	See Schedule 4, Public Works Records, Capital Improvement Projects	
<i>a. Records relating to state and federal funding of planning and/or construction of water and wastewater facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i>	5 years after completion	Administrative value ends
<i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i>	Permanent	Continuing administrative value
3. Operator's Certification	Length of employment	Administrative and legal value end
4. Valuations	Permanent	Continuing administrative, fiscal and historical value
5. Rate Surveys		
<i>a. Monthly</i>	3 years	Administrative value ends
<i>b. Annual</i>	Permanent	Continuing historical value
6. Report to Iowa Department of Revenue	5 years	Administrative and fiscal value ends
B. System, Plant and Equipment		
1. Blueprints or Plans of Plant and System	Permanent	Continuing administrative and historical value
2. Inventories (elevated water tanks, wells, pumps, engines, reservoirs, dams, pump stations, etc.)	While current	Administrative value ends
3. Equipment Records (water towers, wells, pumps, engines, tanks, reservoirs, dams, etc.)		

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
<i>a. Inventories</i>	While current	Administrative value ends
<i>b. Maintenance History</i>	Life of equipment	Administrative value ends
<i>c. Depreciation</i>	Life of equipment	Fiscal value ends
4. Maps of System	Permanent	Continuing administrative and historical value
5. Meter Records (location, testing, maintenance)	2 consecutive periodic tests or 2 years; if record made at retirement, retain for 3 years	Iowa Administrative Code, 199-21.6(9); administrative value ends
6. Record of Ys	Permanent	Continuing administrative value
7. Valve Records	Permanent	Continuing administrative value
8. Water and Sewer Tap Records	Permanent	Continuing administrative value
C. Operations		
1. Logs Indicating Pumping, Hours, Gallons, Chemicals Added, Maintenance, Testing	6 years	Administrative value ends
2. Recording Instrument Charts	5 years	Administrative value ends
3. Records Relating to Operations, Including Correspondence, Permits (NPDES, pretreatment, disposal water/wastewater sludge, water supply, historical consumption, usage records, trouble calls)	Permanent	Continuing historical and future projection value
4. Lab Records Supporting Lab Certification	7 years	Administrative value ends
5. IDNR Summary of Bacterial Analysis	7 years	Administrative value ends
6. Water Supply Monthly Operations Report	7 years	Administrative value ends
7. Operations Permits	Permanent	Continuing administrative value
D. Water Treatment		
1. Bacteriological Analysis	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
2. Chemical Analysis	10 years	US EPA, 40 CFR 141.33. Administrative value ends.

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
3. Actions Taken to Correct Violations of Primary Drinking Water Regulations	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
4. Copies of Reports Relating to Sanitary Surveys of System	10 years	US EPA, 40 CFR 141.33. Administrative value ends.
5. Records Relating to Variances or Exemptions	5 years after expiration	US EPA, 40 CFR 141.33. Administrative value ends.
6. Record of Residuals Analysis and Disposal	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
7. Flood Prediction and Monitoring Data	Permanent	Continuing historical and future projection value
8. Groundwater Level Monitoring Data	Permanent	Continuing historical and future projection value
E. Billing and Customer Services Records		
1. Application Forms for Hydrant Meters and Unauthorized Use of Water (without meter)	5 years	Administrative value ends
2. Job Orders	5 years	Administrative value ends
3. Complaints	5 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
F. Meter Records		
1. Meter Testing and Maintenance Records (meter cards)	5 years after retirement of meter	Administrative value ends
2. Meter Location Records (address cards)	Permanent	Continuing historical value
G. Cross-Connection Control Records		
1. Facility/Customer Records (device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log)	Permanent	Continuing administrative and historical value

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
2. Wastewater Treatment (record of monitoring activities and results)	3 years	Iowa Administrative Code, 567-63.2(3). Administrative value ends.
3. Billing and Customer Service Records		
a. Applications, Certifications, or Permits for Hook-up, Initiation of Service or Discontinuation of Service	3 years	Administrative value ends
b. Contracts for Service	1 year after expiration	Administrative value ends
c. Rate Schedules and Descriptions of Rate Computations	50 years	Administrative value ends
d. Job Orders	3 years	Administrative value ends
e. Complaints	3 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
f. Meter Readings	2 consecutive periodic tests or at least 2 years	Iowa Administrative Code, 199-21.6(9). Administrative value ends.
g. Billing Records		
1) Stubs	5 years	Fiscal value ends
2) Receipts	5 years	Fiscal value ends
3) Daily Receipt Tabulations	5 years	Fiscal value ends
4) Cash Books (journals)	5 years	Fiscal value ends
5) Ledgers	5 years	Fiscal value ends
6) Summaries of Usage and Billing	5 years	Fiscal value ends
7) Delinquent Account Lists	5 years	Fiscal value ends
8) Bad Debt Write-Offs	5 years	Fiscal value ends
9) Adjustment Postings or Books	1 year	Fiscal value ends
10) Records of Customer Deposits and Refunds	7 years after abandonment of service	Fiscal value ends
11) Record of Unclaimed Refunds	1 year	Code of Iowa, 556.4. Legal and fiscal value ends.

Schedule 15: Gas Utility Records

Record Title	Retention Period	Reason
A. Gas Utilities	In general, gas utilities shall preserve records in accordance with the provisions of Part 225 of the Federal Power Commission Rules, 18 CFR 225	Iowa Administrative Code, 199-18.6(2)
1. Record of Unclaimed Deposits	2 years	Iowa Administrative Code, 199-19.4(7)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-19.4(12)
3. Meter Records (name of manufacturer, number, type, capacity, multiplier, constants, pressure rating, dates of installation and removal, testing)	3 years after retirement of meter; before meter's retirement, retain last 2 tests	Iowa Administrative Code, 199-19.6
4. Pressure Surveys and Records	2 years	Iowa Administrative Code, 199-19.7(3)

GREATER BURLINGTON AREA INDOOR SPORTS FACILITIES



A Project of

Imagine

COMMUNITY PRIDE

Creating a legacy of an energized community with a vision and plan for a vibrant future

IMAGINE THE POSSIBILITIES



Imagine the Possibilities. Imagine the Opportunity. Imagine the Future.

Several years ago, this community embarked on a bold journey known as *Imagine*. Thousands participated in an effort to define the future, to dream big, and to prioritize community initiatives. Five visionary elements for the future were identified, yet one project kept rising to the

top of the list: a state-of-the-art sports facility to extend the visitor season all year long and provide local youth with top-notch training facilities.

We have imagined, and now we must build.

Projects of this magnitude are not easy. It takes time to evaluate multiple options, revise conceptual drawings, and match desired features with a likely budget. It also takes time to **refine an operating budget** which can be sustained over the long term. It takes time to identify the right locations and the right partners.

The project could have either been done quickly or it could have been done right. We chose to do it right.

Contained in this brochure is a summary of nearly 7 years' worth of work. Several studies conducted by experts in their field contributed to the project's scope, as did interviews with dozens of community and business leaders. I am convinced that the right plan is now in place, and I hope you will jump on board. Help do this for the community.

We need your support.

A handwritten signature in black ink, appearing to read "Matt Shinn".

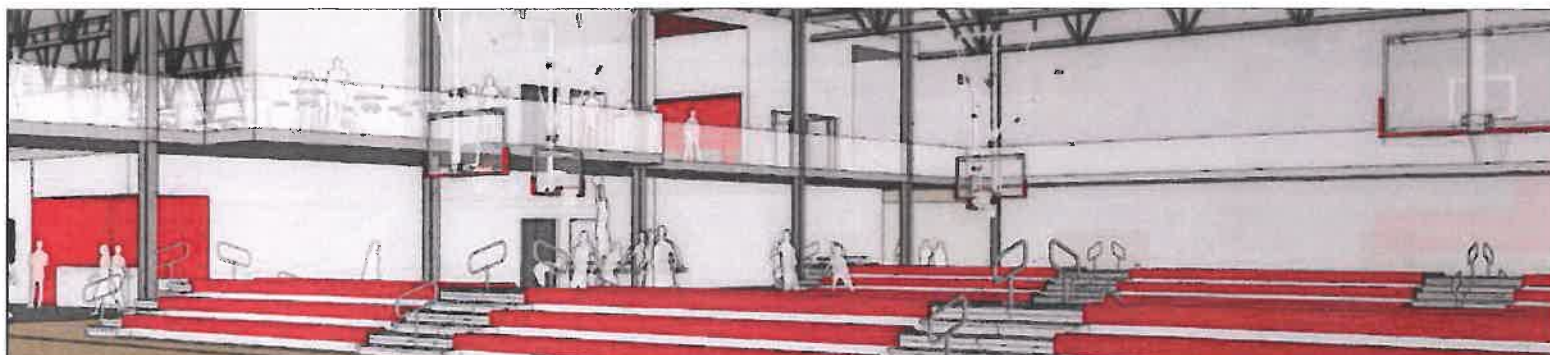
Matt Shinn
Imagine Campaign Chair

"There is such an incredible need for athletic space in this community. Now is the time to propel this project forward."

~ Joe O'Brien, Capital Campaign Manager

"Visitors spend tens of millions of dollars in our community each and every year. Let's do all we can to get even more of that youth sports market share."

~ K.C. Fleming, Great River Health Systems



Two Facilities, One Goal:

Become *THE* Destination for Youth Sports

This project is about many things. One of them is capturing the economic opportunity from the youth sports market. Greater Burlington already does that April – October with the Burlington Regional RecPlex. On any given weekend, families from all over the Midwest travel to this community and spend a small fortune on their mini-vacation. For the most part, that activity stops during the winter months.

The two facilities proposed with this project will extend the visitor season to all 12 months of the year. The basketball and volleyball facility, called *The Courts*, will be a state-of-the-art new construction building located on the Southeastern Community College campus. It will be utilized by local athletes, SCC students, and weekend tournaments. The soccer and field-related sports facility, called *The Turf*, will provide ample and flexible space for large-scale tournaments week after week.

About the Campaign:

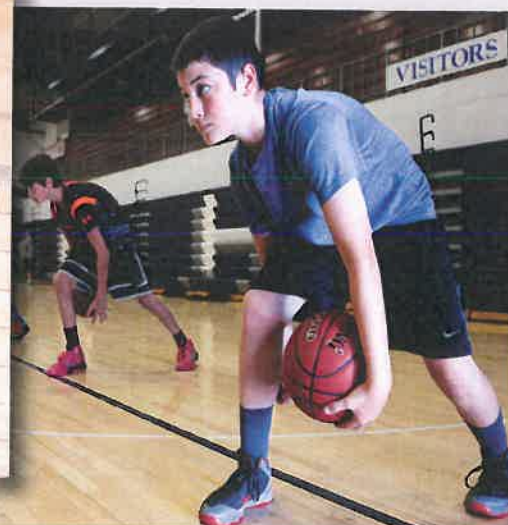
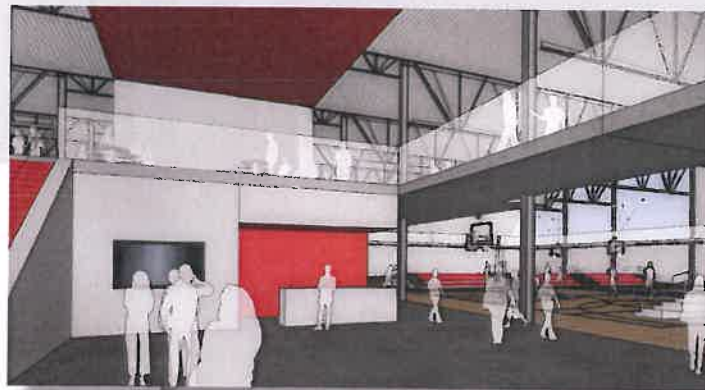
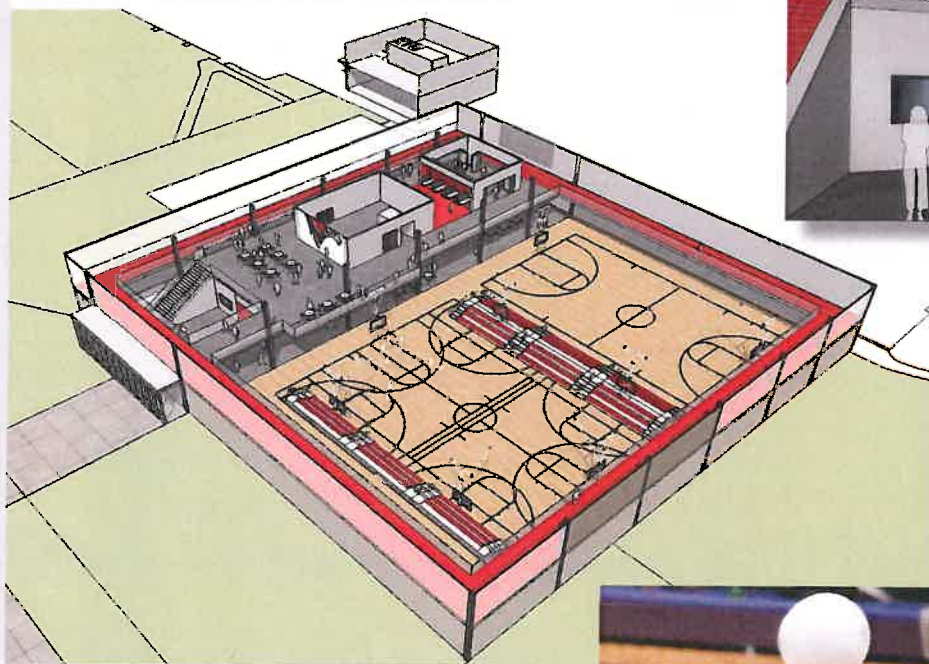
Under the direction of Joe O'Brien, multiple business and community leaders are devoting their time and talents to this fundraising effort. All have experience in raising resources and transforming ideas into action.



THE COURTS

The Courts has been designed to provide the ultimate fan experience. This 45,000 SF state-of-the-art new construction facility will be located on the campus of Southeastern Community College. Care was taken to ensure this facility would draw teams from all over, and the location adjacent to Loren Walker Arena will add two additional youth playing surfaces when not in use by the SCC Blackhawks.

- Two full size collegiate basketball courts
- Four youth courts
- Easy conversion to volleyball
- Elevated viewing area
- Designed for the ultimate fan experience



Photos courtesy of The Hawk Eye.

THE TURF

- Up to eight playing surfaces for soccer
- Two youth softball fields
- Easy field conversion to other sports
- Batting and pitching cages available for local teams
- High quality turf for long-term use

The Turf will provide almost 80,000 SF of playing surface to maximize tournament play in Greater Burlington. Located to the east of the existing outdoor RecPlex, the newly constructed building will host a variety of sports. Standing 79' high, *The Turf* will be surfaced wall-to-wall, enabling everything from a full sized regulation high school soccer field to two 185' youth softball fields, all of which will be available year round.



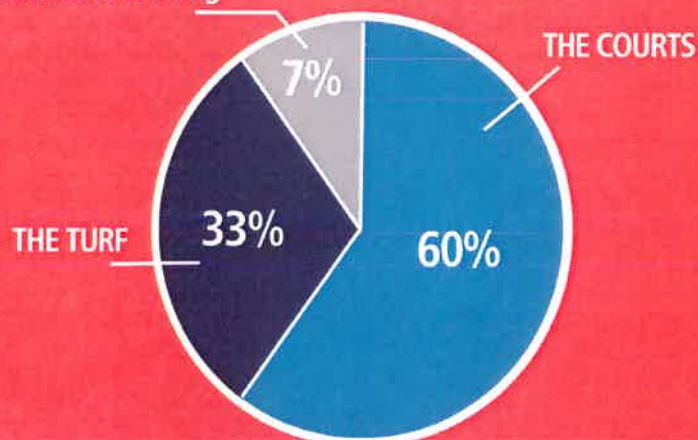
Conceptual renderings are early designs and the final product may be adjusted based upon a variety of factors including fundraising success, construction cost adjustments, and community feedback.

Campaign Goal: \$12 Million

A project of this size and scope is not for the faint of heart, and \$12 million is a significant sum to raise. The good news is that more than half of the funds have already been pledged. However, we still need your help.

Attracting high-quality sporting events requires top-notch facilities designed with the fan experience in mind. The positive response from the community has been incredibly encouraging, and with your help, the goal is within reach.

Construction Financing



Capital Campaign Leadership Team

Dr. Michael Ash
Matt Shinn
Jason Hutcheson
Joe O'Brien
Becky Rump
Jill Henrich
Donna Logan
K C Fleming
L J Pritchard
Dick Benne
Chase Gibb
Jim Olson
Jeff Rucker
Eric Benne
Stephanie Benne
Wood Stortzum
Jeff Burkhart

Brian Hopkins
Tammy Hopkins
Kyle Reid
Susan Reid
Marty Taeger
Sara Watkins
Dustin Roth
Jason Marlow
April Marlow
Lindsay Knudson
Chris Johnson
Ron Walker
Michelle AbouAssaly



Economic Impact

Sports tourism is an enormous economic generator for the Greater Burlington Area. The local tourism industry has an annual economic impact of more than \$130 million, and this regular activity boosts retail, dining, and attraction business.

These facilities are estimated to conservatively generate between 8,200 and 9,300 additional hotel stays each season. Based upon visitor spending models, the annual economic impact is conservatively estimated at \$4.5 million.

Ownership, Operations, and Management

- Both facilities will be owned by the Greater Burlington Area Sports Facilities organization, a 501(c)(3) non-profit organization incorporated in the State of Iowa.
- The local board of directors is comprised of a cross-section of business and community interests to ensure these facilities are operated like a business and for the benefit of the entire community.
- Management of the facilities will be overseen by the local board of directors. The board will hire a sports director to organize, recruit, and host tournaments and will ensure the upkeep and maintenance of the facilities.
- Effort will be made to develop a balance for both local activity and tournament play.

Board of Directors

Dr. Michael Ash
Jeff Heland
Jill Henrich
Gary Hoyer
Jason Hutcheson
Chris Prellwitz
Jim Ferneau
Matt Shinn
Scott Spear
Sheena Abbott

Greater Burlington Area Destination Fee

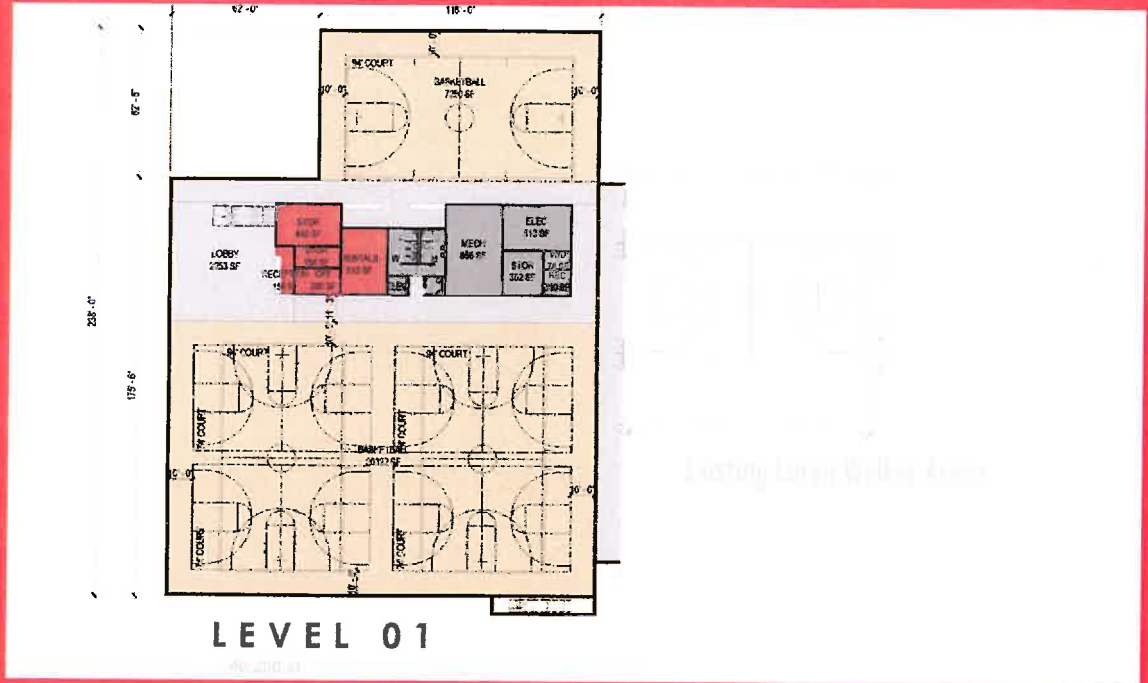
The local hotel industry has stepped up to the plate in a major way to fund the ongoing operations of these facilities well into the future. Recognizing that facilities of this nature often need some type of long-term operational support, seven area hotels have voluntarily participated in the newly-established local destination fee program. This program adds a 1.65% surcharge to all hotel stays on top of normal hotel/motel taxes.

The funds, held in a trust account with the Convention & Visitors Bureau, will be utilized to support the operations of both facilities and provide a marketing fund to boost tournament participation by out-of-area sporting teams. This fee is established by a contract between the hotels and is not subject to the oversight or discretion of local city governments. Collections have already begun and will help pre-fund the start-up operational costs.

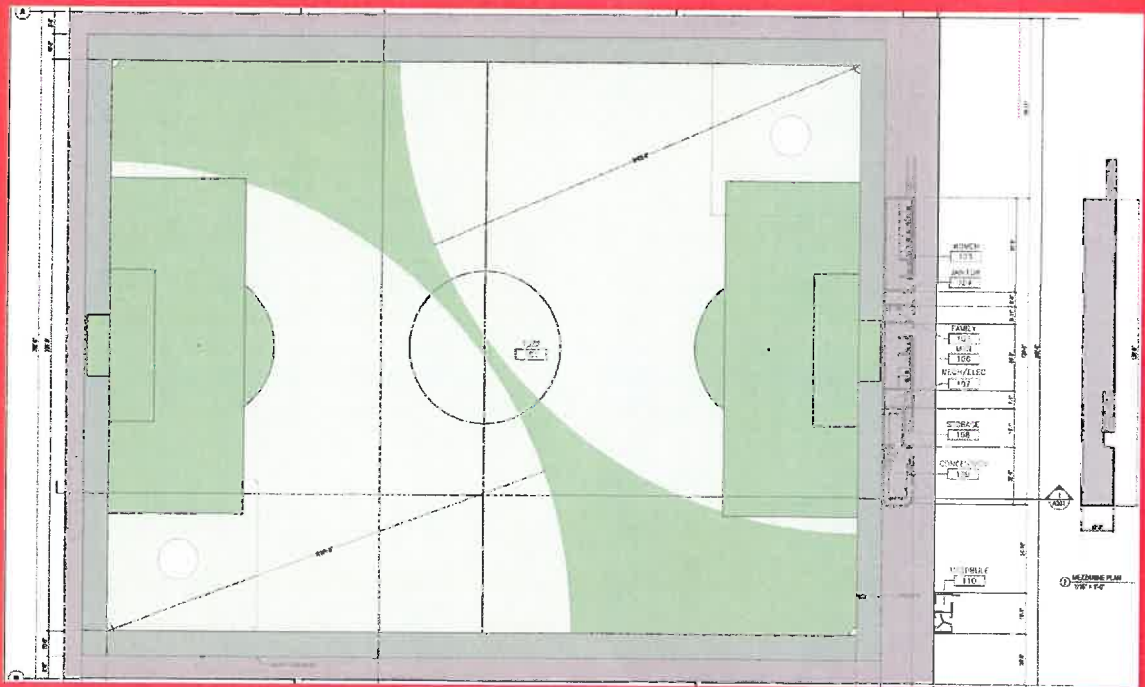
Based upon current occupancy rates, and the addition of the Hampton Inn, this program is estimated to generate between \$150,000 - \$175,000 annually. If additional hotels participate, the revenue will increase accordingly.



THE COURTS



THE TURF



View the video at GreaterBurlingtonSports.com.

Imagine

... economic growth

... COMMUNITY PRIDE

... EDUCATION

Creating a legacy of an energized community with a vision and plan for a vibrant future

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Reporting period 9 Aug 2022 00:00 - 16 Aug 2022 10:34

Managed endpoints

56

Active endpoints

51

Blocked threats

17

-8%

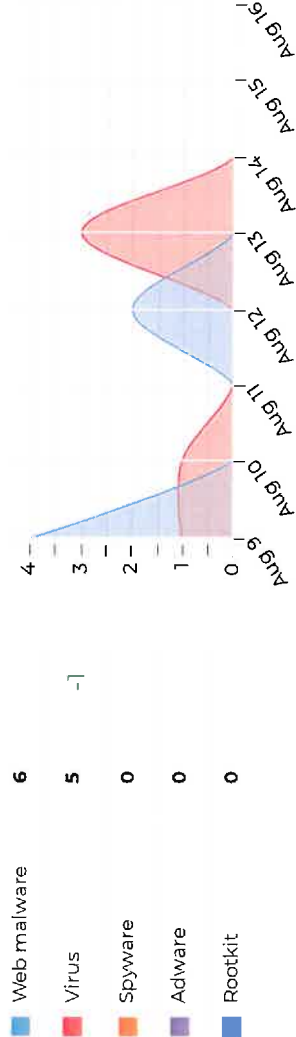
Company risk score

80%

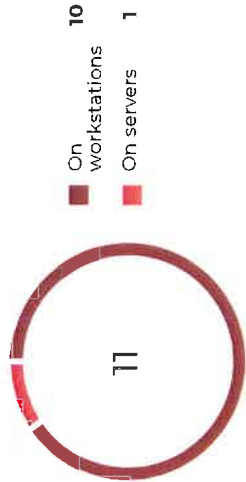
+16%

Inventory:	Windows workstations		35	Windows servers		18	macOS		2
	Linux		1	Physical endpoints		37	Virtual machines		19

Top 5 types of blocked threats



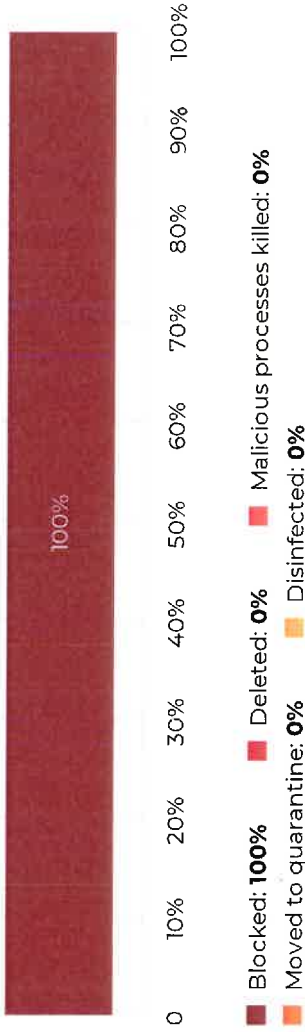
Threats breakdown by endpoint type



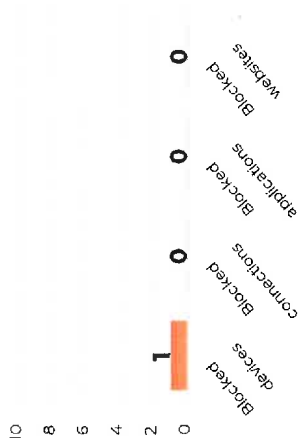
Incidents status



Remediation actions



Policy rule-based detections



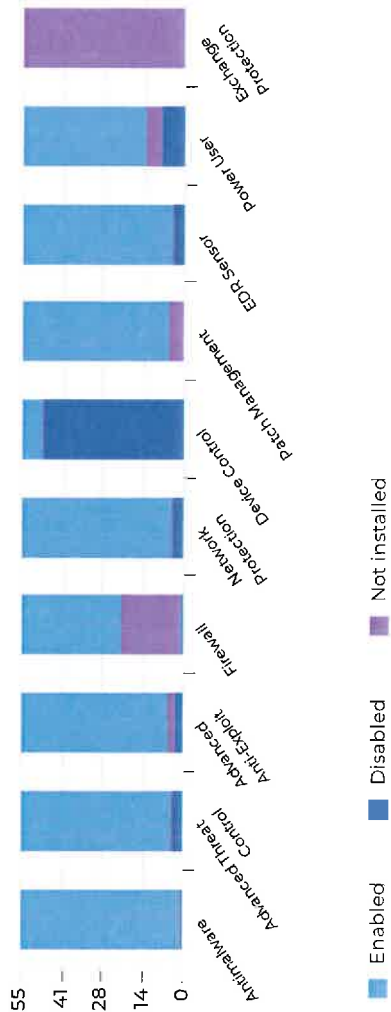
Blocked websites



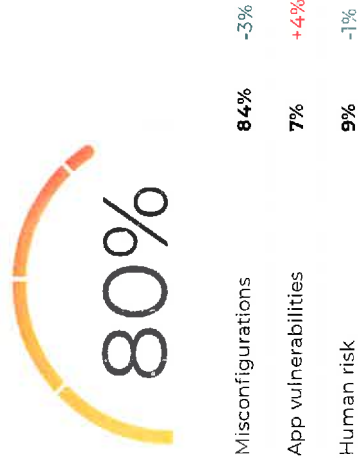
Blocked network attack techniques



Endpoint modules status



Company risk score



Endpoint modules status details

Module	Enabled	Disabled	Not installed
Antimalware	54	1	0
Advanced Threat Control	51	4	0
Advanced Anti-Exploit	50	3	2
Firewall	34	1	20
Network Protection	51	4	0
Device Control	7	48	0
Patch Management	50	0	5
EDR Sensor	51	4	0
Power User	42	8	5
Exchange Protection	0	0	55