



City Administrator & Staff Update 2022.12.30

- **Budget Special Report:** Attached is the 2023-24 Iowa League Budget special Report.
- **Clerks:** Attached is the 2023 Clerks Calendar.
- **Checklist:** Attached is the Beginning of the Year Checklist prepared by the Iowa League.
- **EMA:** FYI - Hello EM Commission Members, Thanks for getting back to me. It appears that Wednesday, January 11, 2023, at 5:00 PM will work for the Des Moines County Emergency Management Commission meeting. Please save the date! I will send out the agenda and my draft FY23 budget prior to that date. I will have a Zoom meeting link available as some of you have indicated that might work better for you. Shanna has told me she plans to present her FY 23 budget and the DESCOM employee handbook. Stay safe and well. Happy New Year! Gina M. Hardin, IACEM, Coordinator, Des Moines County Emergency Management Agency

IT (Newberry)

Weekly Update

This week I got the switch in to replace the switch that runs our internet. I got a "dumb" switch as opposed to the managed switch since somehow our switch went to default factory settings and caused problems with LISCO. I plan on coming in this weekend to try to clean up my server room rack as over the past two years of replacing cables it doesn't look good and takes me more time to troubleshoot due to cables not being the right color. This week I am also replacing Kelly's printer with one of the ones we were going to sell on gov deals. Kelly's printhead went out and would have cost 120.00 to replace. I figured we were better off not selling the printer on gov deals as I don't think we would get over 120.00 for it to make it worth it. I also worked on the website to add for the Business of the year. The short link to view this is business.wb.city please let me know if this is what you wanted. On the first it will be linked under community and a news piece will be written for the business of the year linking to the page as well.

Definitions

managed network switch enables Ethernet devices like a PC or a network printer to communicate with each other, and provides features that let administrators configure, manage and monitor a Local Area Network (LAN). A managed network switch consequently provides administrators with more control over how data travels over the network and has access to it.

Dumb Switch also allows Ethernet devices to communicate with each other, but offers no additional features for configuration and management. An unmanaged switch is essentially a plug-and-play device with a fixed configuration.

Default Factory Settings, also known as hard reset or master reset, is a software restore of an electronic device to its original system state by erasing all of the information stored on the device

Notable Links

Replacement Cisco Switch Purchased

https://www.amazon.com/gp/product/B08L3V4DDK/ref=ppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&psc=1

Kelly's Replacement Print Head that would have been needed

https://www.amazon.com/8600-950xl-951xl-8100-8620/dp/B09XMVLPNB/ref=sr_1_2_sspa?crid=1IZRHS2OQ3P3P&keywords=officejet+print+head&qid=1672249468&s=electronics&sprefix=officejet+print+head%2CElectronics%2C93&sr=1-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUFIOTI3U1VXU0ROS1EmZW5jcnlwdGVkSWQ9QTA0MTMxOTJOSFE5UU9SVklOREkmZW5jcnlwdGVkQWRJZD1BMDUxMzA1MUZMRVNWQTE5TFJjTiZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNRPXRYdWU=

Police (Logan)

Just for your information nothing is official, but Officer Mettler did apply for Burlington Police Department and will be having an interview with them I believe next Friday. I was going to get a hiring put out in February, but I will start it next week. I don't see any reason why he would not get a Job Offer. Officer Mettler spoke with my yesterday and the reason for going to Burlington is he really wants to work the 12-hour shifts, so that he would have every other weekend off. Also, he stated there are more job opportunities and he would really like to participate in the POP Unit that Burlington has. I will next weekend get ahold of the Academy and reserve two spots for the May Academy and see what we get for applications this time around.

Starting next week Elizabeth will start Step 1 FTO with Officer Covert. I'm also looking into a FTO School for Officer Mennen.

We also will start the Training for the new Reporting System next week with all the Officers. The training will be held at the Burlington Police Department.

Public Works (Mesecher)

- Water lab
- Locates
- Sewer lab
- Service Police Cars
- Clean trucks
- Clean equipment at shop
- Wash trucks
- Recycling
- Hook up snowplows
- Plow snow

- Haul snow from City Hall
- Repair frozen meter on Buckeye drive
- In on Christmas day to shut water off for a frozen water line for a house on Swan
- Haul sand
- Mix salt and sand
- Clean intakes
- Red Equipment started repair of sewer jet truck
- Red Equipment found a slip yoke and yoke shaft that was damaged when the transfer case blew apart. We found repair parts for \$400.00. The old transfer case had a splash lube system that lubricated the gears and bearings, that style of transfer case is obsolete. The new transfer case being installed is pump driven lubrication. Since our truck is so old, there is not a lubrication pump to keep the new transfer case lubricated. Red Equipment will have to go back to their shop in Independence Missouri to build a 12-volt lubrication pump. Red Equipment said it will be 2-3 weeks before they will return to complete the repairs. We do not have a cost for the 12-volt pump and labor.

Beginning of Year Checklist

 Updated on January 3, 2022  Posted on November 26, 2019

Cities are required to complete a number of items at the beginning of the year as well as a few other things that may not be explicitly required but are often done in the first few weeks.

City Council Meeting Schedule and Review of Meeting Procedures/Rules

One of the first items the city council will want to address is a meeting schedule for the coming year, which is adopted by ordinance. Many cities opt for a regular meeting schedule based on certain days and weeks of the month (first and third Mondays of the month or second Tuesday of the month, for example) that is easy for city officials and citizens to remember.

The schedule should also reflect the possibility of special council meetings or work sessions. While it is sometimes impossible to know when these will be needed, some special meetings are fairly common, such as city budget meetings and work sessions. It is also wise to look at the proposed meeting schedule on a calendar to determine whether any conflicts with holidays can be avoided and if the schedule needs to be adjusted.

The council may want to also review current meeting procedures that govern council meetings, such as how agendas are set, how discussion is to be conducted and how votes are to occur. While this is especially important for new council members, it is also a

helpful refresher for returning members. After review and consideration, the council may opt to amend the rules for the next year. See our [Council Meeting Procedures](#) page for additional guidance.

City Council and Staff Orientations

The beginning of the year is always a good time to provide orientations for council members and city employees. While these are likely designed for newer city officials, veteran council and staff members can also benefit. Orientations for council members will likely focus on reviewing the city code and policies, priorities and goals, planning documents, meeting rules and procedures, and the city's budget and financial reports. In addition, a tour of city facilities and operations as well as meeting with city employees is beneficial for council members. Likewise, orientations for city employees will help everyone gain an understanding of what they and their coworkers do every day and how the city operates. See our [Newly Elected Officials](#) page for additional information.

Appointments and Reappointments (Boards, Commissions, Committees, City Officials)

A common task in the first few weeks for mayors and council members is to appoint individuals to the various boards, committees and commissions that help craft city policy and provide a link between the council and citizens. It is common for cities to have at least a library board, planning and zoning commission, and board of adjustment. No matter how many boards a city has it is wise to review the current appointments and determine which have expiring terms and need new appointments. There is a state law requiring boards and commissions to be gender-balanced; the law allows a city to have an unbalanced board if they have made a good faith effort to achieve gender balance by attempting to find a qualified person of the necessary gender for a period of three months.

Several positions in the city might also require an appointment or reappointment. Section 372.13(3) of the *Code of Iowa* requires city councils to appoint a city clerk and the council can determine whether a reappointment of the current clerk is needed each year. Under the Mayor-Council form of government, the chief of police is required to be appointed by the mayor, subject to council approval. Cities that employ a city administrator likely appoint an individual through council action. Other positions that might require an appointment or reappointment include finance officer, city engineer, building official, city attorney and fire chief.

Annual Wage Publication

Cities are required to publish the wages of its employees either monthly or annually. In lieu of publishing a list of wage claims monthly, the State Auditor's Office has suggested that cities can satisfy the publication requirement by annually publishing the gross salary figure of its employees. Many cities opt to publish the annual wages either in January due to working on W-2s or in July when the new fiscal year begins.

Insurance Renewals

Many cities annually renew the various contracts they have that insure the city's employees, buildings and equipment. While these contracts may not all begin and end around January, it is still a good time to take a look to see how things stand. Health insurance renewals are often handled separately due to such policies typically operating on a calendar year basis, and cities must send notice to employees about their coverage options. Along with that, if the city has any new council members or a new employee that will handle any city funds, those individuals will need to be added to the city's "errors and omissions" insurance policy

1099s/W-2s

Internal Revenue Service (IRS) [Form W-2](#) must be sent to each employee of the city by the end of January. Cities must also file either electronic or paper W-2s with the Social Security Administration by January 31. New for the tax year 2020, employers will be required to use [Form 1099-NEC](#) for most nonemployee compensation reporting. The form must be sent by the end of January to any vendor or contractor the city has issued total payments in excess of \$600 during the previous year. This will be in addition to IRS [Form 1099-MISC](#), which may still be needed to be completed and filed (in particular, to report gross proceeds to attorneys, such as when a settlement is received). Cities must also file electronic or paper 1099s with the IRS by January 31 (1099-MISC has a later deadline of March 31). Employers must also file its W-2s and 1099s electronically with the [Iowa Department of Revenue](#).

Review Contracts

In addition to insurance renewals, cities have numerous other contracts to keep an eye on. Many cities partner with other governmental entities through 28E agreements for various reasons that should be reviewed on an annual basis at a minimum. It is also likely that a

city has a variety of service contracts for items such as snow removal, mowing/landscaping, engineering services, information technology, custodial and much more. While these contracts may not come due early in the year, they need to be reviewed periodically to ensure the terms are being met. Doing so early in the year also helps with the city's budgeting efforts.

[Classifieds](#)[Cities in Iowa](#)[Service Directory](#)

About Us

[Learn About the League](#)[Boards & Committees](#)[Cityscape Magazine](#)[Awards Index](#)[Tim Shields Endowment Fund](#)[Contact Us](#)

News

[In the News](#)[Calendar](#)

Marketplace

[Advertising Opportunities](#)[Community Alliance Programs](#)[Exhibit Marketing](#)[Legislative](#)

Contact Us

[Call Us](#)[Email Us](#)

Remit Payments to

PO Box 8296

Des Moines, IA

50301 **Phone** (515) 244-7282**Fax** (978) 367-9733

Street Address

500 SW 7th Street, Suite 101

Des Moines, IA 50309-4506

General Email

mailbox@iowaleague.org

Keep up with the latest news and more!

[Newsletter Sign Up](#)

Legislative

Advocacy Team

State Advocacy

Federal Advocacy

Get Involved

Ways To Get Involved

Iowa Mayors Association

Resources

Overview

Administration

Community and Economic Development

Federal Funding

Finance

Human Resources

Parks, Recreation & Libraries

Planning, Zoning, Building

Public Safety

Public Works & Utilities

Publications

Research

Workshops & Events

Workshop Calendar

Annual Conference & Exhibit

Budget Workshops

Municipal Leadership Academy

Nuisance Abatement Conference

Small City Workshops

Webinar and Workshop Recordings

©2022 Iowa League of Cities

Budget Special Report

Fiscal Years (FY) 2023-24



Continuing the theme from recent years, major changes are coming to city budgets while fiscal uncertainty will impact local finances. Legislation adopted in 2022 will again significantly impact the property tax system, and the effects of global inflation is being felt at the municipal government level.

The League's Budget Special Report aims to provide city officials with the latest revenue and expenditure projections as cities go through the annual budget process. It should be noted that the information detailed in this report is timely at publication and city officials need to continually monitor local data to make informed decisions.

Reminder:

All city budgets must be completed using the online system provided by the Iowa Department of Management (IDOM) and submitted electronically as prescribed by IDOM. The budget form must also be filed with the county auditor. Forms can be found at dom.iowa.gov/cities.

500 SW 7th Street,
Suite 101
Des Moines, IA 50309
Phone (515) 244-7282
Fax (978) 367-9733
www.iowaleague.org

Table of Contents

Revenues.....	2
• Legislation approved in 2022 will make further changes to the property tax system and will impact city revenues, including the creation of a new rollback that replaces the Business Property Tax Credit.	
Expenditures	9
• The FY 2024 IPERS contribution rates for regular members will remain the same as the employee rate will be 6.29 percent and the employer rate will be 9.44 percent. The contribution rate for protection class members will also hold steady with a 6.21 percent employee rate and a 9.31 percent employer rate.	
• The cost of many raw materials, goods and services increased significantly over the last year as the Consumer Price Index for All Urban Consumers (CPI-U) rose 8.2 percent from September 2021 to September 2022.	
Legislation.....	12
• A review of legislation passed in 2022 that may affect city budgets.	
Other Budget Issues	13
Budget Calendar	20
Web Resources	22

Revenues

Numerous factors have impacted municipal revenues in recent years, including major changes to the property tax system, the COVID-19 pandemic, the 2020 Census, global inflation and more. Each city can be affected differently and it is critical for city officials to carefully review its revenues as they make budget decisions.

Assessment Limitation Order – Rollback and More Major Changes to Iowa’s Property Tax System

The January 1, 2022 property valuation serves as the basis for calculating property taxes in fiscal year (FY) 2024.

Since 1978, residential and agricultural property has been subject to an assessment limitation order, or “rollback”, that limits annual growth of property values (all other classes of property were eventually added). Prior to the 2013 overhaul of the property tax system, property value growth was limited to 4 percent per year for agricultural, commercial, industrial and residential properties. If property values grew by more than 4 percent, the taxable value was rolled back to comply with the assessment limitation system.

In addition, the rollback included a formula that tied the growth of residential property to that of agricultural property. This connection is commonly referred to as “coupling” and limited the valuation of either property class to the smaller of the two. Since the law’s inception, residential property has always been subject to significant rollbacks while the other property classes did not grow as much and were often taxed at or near their full assessed value.

While the property tax rollback system remains in place, several major changes were made during the 2013 legislative session and additional measures passed in 2021 and 2022 further overhauled the system. For each assessment year beginning in 2013, residential and agricultural property value growth is now capped at 3 percent, or whichever is lowest between the two classes (the coupling provision remains).

A separate rollback was instituted for commercial and industrial property, which began at 95 percent for valuations established during the 2013 assessment year (affecting FY 2015) and went to 90 percent for the 2014 assessment year and thereafter. The rollback percentage for these properties will remain fixed at 90 percent regardless of how fast or slow valuations grow.

The legislature created a standing appropriation, beginning in FY 2015, to reimburse local governments for the property tax revenue reductions resulting from the new rollback for commercial and industrial property (railroad not included). The “backfill” was funded at 100 percent by the legislature for fiscal years 2015-2022 and cities received the funds in a similar manner as property tax revenue.

Part of the 2021 property tax legislation included a provision to reduce, and eventually eliminate, the backfill. Cities are divided into two categories based on property valuation growth from FY 2014 to FY 2021, which then determines the schedule they have for the reduction in backfill payments. The table below details these categories and the reductions

Property Valuation Growth Less than Statewide Average of 31.24% (FY 2014-FY 2021)	Property Valuation Growth More than Statewide Average of 31.24% (FY 2014-FY 2021)
Backfill reduced over 8 years (1/8 of amount each year until it reaches zero)	Backfill reduced over 5 years (1/5 of amount each year until it reaches zero)
680 cities	260 cities

The reduction in backfill payments has begun and will continue on the respective schedules before it is eventually eliminated.

The backfill funds should be recorded as intergovernmental revenue from the state. For those using the standard Chart of Accounts the account number is 4464: Commercial/Industrial Replacement Claim Payments.

Additionally, the state legislature passed a bill in 2022 that eliminated the Business Property Tax Credit and replaced it with the equivalent of a rollback on all commercial, industrial and railroad properties. While not all eligible properties applied for and received the previous tax credit, the new legislation places a rollback on the first \$150,000 of taxable value on all commercial, industrial and railroad properties that is equal to the residential rollback percentage (the value that exceeds \$150,000 will be subject to the commercial, industrial and railroad rollback of 90%).

The \$125 million state appropriation that funded the Business Property Tax Credit will convert to a backfill payment. Importantly, the Department of Revenue released a fiscal note that estimates this appropriation will not be sufficient by FY 2029 as affected properties grow in value over that time. This change will take effect in FY 2024.

Another major component of the 2021 legislation eliminated the Multi-Residential property class, which had been created through the 2013 property tax law. The class was established in FY 2017 and included several types of properties, such as mobile home parks, assisted living facilities, and property primarily used or intended for human habitation containing three or more separate living quarters (including the portion of a building used for human habitation, even if human habitation was not the primary use of the building). Multi-residential property was given its own eight-year rollback schedule that resulted in a decline in taxable values over time. No backfill was created as part of the 2013 legislation.

Prior to the re-classifying of these properties in FY 2017, the vast majority were commercial properties and taxed at their full assessed value. The 2021 legislation moved these into the residential category beginning in FY 2023.

Property Class	FY 2024	FY 2023	FY 2022	FY 2021
Agricultural	91.6430%	89.0412%	84.0305%	81.4832%
Commercial	90%*	90%	90%	90%
Industrial	90%*	90%	90%	90%
Railroad	90%*	90%	90%	90%
Residential	56.4919%	54.1302%	56.4094%	55.0743%
Multi-Residential	<i>Class eliminated, matches residential</i>	63.75%	67.5%	71.25%
*The first \$150,000 of taxable valuation on commercial, industrial and railroad properties is subject to the current residential rollback; any value over is subject to the 90% rollback				

Lastly, an elderly property tax credit was established by the legislature in 2021 that implements a new tax credit for certain senior citizens that is funded through a property tax revenue reduction.

The continued overhaul to the property tax system has had greatly affected taxable values, which in turn impacts city revenues. The League offers a variety of resources to help cities better understand the property tax system, including how assessments are done, analysis of levies that are utilized by cities and more.

Please visit www.iowaleague.org to access these helpful resources.

Property Tax Levies

Cities may levy up to \$8.10 per \$1,000 of taxable value on residential, commercial and industrial property and up to \$3.00375 per \$1,000 on the taxable value of agricultural property for their general fund (*Code of Iowa* Section 384.1). The “eight-ten” as it’s commonly called is the general fund levy that supports city operations, and the maximum levy amount has not changed since 1978.

If a city is unable to meet the essential costs for services within the \$8.10/\$1,000 levy limit, there are several other levies available.

- A city may levy for the city’s contribution under the Federal Insurance Contributions Act (FICA), the Iowa Public Employees’ Retirement System (IPERS), the Municipal Fire and Police Retirement System of Iowa (MFPRSI) and certain other employee benefits. On the state budget forms, these are shown in the special revenues fund column of the Revenues Detail (Form 631B). The expense would be shown on the Expenditures Schedule (Form 631A) under the appropriate activity in the special revenues fund (column D). Alternatively, the city may need to transfer the benefits into the general fund where the expenses are recorded. (Section 384.6)
- Insurance premiums, including workers’ compensation, necessary for the operation of the city and the costs of self-insurance or risk pools may also be levied outside the \$8.10/\$1,000 limit. The levy rate is the actual cost of the premiums divided by the total property tax base. Insurance costs on projects or improvements covered by revenue bonds and insurance on proprietary fund activities may not be levied, as

these activities should fund themselves. These revenues are typically credited to the general fund even though they are restricted. (Section 384.12(17))

-
- An emergency levy rate of up to \$0.27/\$1,000 of taxable valuation that can be used for any governmental purpose. This is a special revenue that must be transferred to the general fund for expenditure prior to the end of the fiscal year. (Section 384.8)
-
- A city may levy to cover principal and interest payments on general obligation bonds under debt service. Provided proper procedures were followed on lease-purchase or loan agreements, the annual principal and interest payments may also be levied under debt service. The debt service levy is the dollars needed to cover the annual debt obligations divided by the total property tax base. (Section 384.4)
-
- As permitted under administrative rules adopted by the City Finance Committee, cities may levy for the city's contribution to certain employee benefits. The definition of employee benefits includes workers' compensation costs or insurance premiums, unemployment benefits, employer's share of employee benefits plans and their depends, employee wellness and assistance programs, regularly-scheduled, city-required post-employment physicals for employees, police reserves and volunteer firefighters, and more.

Section 384.12 lists several other levies available to a city for specific purposes, some requiring a referendum. Non-voted levy activities include funding for the operation and maintenance of a publicly owned transit system; liability, property and self-insurance costs; a joint county-city building lease and rent; support of a local Emergency Management Commission; and operation and maintenance of a city-owned civic center. Activities requiring a voted levy include funding for instrumental or vocal music groups, memorial buildings, symphony orchestras, cultural and scientific facilities, aid to public transportation companies, library services and emergency medical districts.

Additional information on the use of property tax levies can be found in the City Property Tax Levies Special Report, available at www.iowaleague.org.

Utility Replacement Tax

The Utility Replacement Excise Tax is collected on the generation, distribution and delivery of electricity and natural gas. This tax replaced the taxation on utility property in 1999. Cities are required to calculate their property tax revenues with and without utility property valuations. The difference that is calculated is necessary to establish the General Property Tax Equivalents, the basis for determining the distribution of the excise tax. The Iowa Department of Revenue calculates the amount of revenue that a city will receive and includes this information with the budget information cities receive from the Iowa Department of Management.

Franchise Fee Legislation

In 2009, the state legislature passed a bill that legalized the collection of gas and electric franchise fees not to exceed five percent of the franchisee’s gross revenues “without regard to the city’s cost of inspecting, supervising, and otherwise regulating the franchise.” Revenue from franchise fees can only be used for certain purposes outlined in the bill, but does include such items as public improvements, property tax relief, public safety, energy conservation and economic development activities. A bill approved during the 2015 legislative session requires cities to hold public hearings prior to increasing or amending a franchise fee.

For more information, please read the League’s special report on franchise fees at www.iowaleague.org.

Road Use Tax Fund

Fiscal Year	Iowa DOT Per Capita Forecast
FY 2023	\$128.50
FY 2024	\$130.00
FY 2025	\$130.50
FY 2026	\$131.50
FY 2027	\$132.50

The Road Use Tax Fund (RUTF) is accumulated through motor vehicle registration fees, motor vehicle fuel taxes, an excise tax imposed on the rental of automobiles and a use tax on trailers. The state legislature approved a League-supported gas tax increase in 2015 to bring additional funding to the system for critical road infrastructure needs. The per gallon tax increase of 10 cents adds an estimated \$215 million annually to the fund, from which cities receive per capita distributions to pay for the construction, repair and maintenance of road infrastructure.

Results from the 2020 Census impacted the statewide distribution formula and each city’s per capita amount. The Iowa Department of Transportation (IDOT) adjusted distributions for monthly allocations to local governments and its calculations show that cities with more than 4.78% growth in population will see an increase in RUTF allocations, while cities less than 4.78% growth in population will see a reduction.

Cities are reminded that economic instability and fluctuating fuel consumption and costs can result in immediate changes in the fund. The IDOT issues per capita forecasts only and cities are only entitled to receive their share of the amount actually collected. The estimates are subject to dramatic changes and cities should consider using a conservative estimate.

Also, the estimates are based on current law regarding specific revenue to and disbursement from the RUTF. Any change in the law could change the per capita amount to be distributed to cities.

Transfer of Road Jurisdiction: Cities Under 500

In 2004, counties in Iowa assumed responsibility for maintenance of Farm-to-Market (FM) roads in cities with a population less than 500. A transfer of RUTF money based on the total length of the FM roads in each of these cities was also transferred to the respective county. Many cities have entered into 28E agreements with the county to return a portion or all of the responsibility for the road back to the city, along with a corresponding amount of RUTF funds. The State Auditor's Office has stated that funds transferred back to the city from the county are still restricted in the same manner as all Road Use Tax revenue, because road use tax funds are restricted to be spent for roads by Article VII (8), Iowa Constitution. As such, the revenue received under the 28E agreement should be recorded in the city's Special Revenue Fund as:

- Intergovernmental
- Local grants and Reimbursements

This revenue should not be recorded as road use tax revenue by the city since it is already recorded as road use tax revenue when received by the county. The money must also be spent in accordance with *Code of Iowa* Chapter 312 and any terms and conditions of the 28E agreement.

The IDOT modified how FM roads are designated, which altered the amount of such roads in some communities. Additionally, the 2020 Census resulted in ten cities dropping below 500 in population and therefore being subject to this law.

Local Option Sales and Service Tax

Cities in Iowa are allowed to establish a Local Option Sales and Service Tax (LOSST) upon approval by its citizens. Rates are limited to one percent and cities must specify on the ballot the purposes of the revenue, including any that will be used for property tax relief.

Beginning in FY 2023, the Iowa Department of Revenue (IDR) will use a distribution system based on revenues actually collected, which replaces the previous system that based distributions on estimates.

FY 2023 estimates from the IDR show a statewide decline of 3.4% in distributions for all local governments with a LOSST from the previous year. It is important to note that LOSST distributions are based on a formula that includes a variety of local factors, such as sales tax collections, populations, property values and more, resulting in different actual distributions for each city.

The IDR has several helpful files regarding LOSST, including a history of revenues for each city, monthly estimates, and a tool that shows how distributions would be impacted by a city approving or rescinding a LOSST. Those files can be accessed at tax.iowa.gov/local-option-tax-information-local-government.

More detailed information may be obtained by contacting the IDR at (800) 367-3388 or tax.iowa.gov.

Hotel/Motel Tax

A city may impose a hotel/motel tax at a rate not to exceed 7 percent after successful approval of a simple majority vote within the city. State law requires that 50 percent of such revenues are used for acquiring, improving, operating or improving recreational, cultural or entertainment facilities or for the promotion and encouragement of tourist and convention business. The remaining revenues may be spent on any other lawful purpose.

The IDR has additional information, including files showing rates and quarterly payment distributions, at tax.iowa.gov/iowa-hotel-motel-tax.

Enrich Iowa Funds for Libraries

The Enrich Iowa Program includes Direct State Aid, Open Access and Interlibrary Loan.

- Direct State Aid is a direct payment to public libraries and is intended to be used to improve and enhance library services.
- Open Access provides a partial reimbursement to participating libraries to make it possible for patrons to check out materials at other participating libraries.
- Interlibrary Loan provides partial reimbursement for interlibrary loans among all types of libraries.

Additional information on these programs is available at the State Library of Iowa Web site, www.statelibraryofiowa.org/ld/e/enrich-ia.

Fuel Tax Refunds

Cities are eligible for refunds from both federal and state governments for taxes paid on gasoline. In most cases, cities must pay the fuel taxes at the pump and then file for a refund with the state and federal governments. Cities on a modified accrual accounting basis should not consider payment of the tax as an expenditure nor should they consider the refund as revenue. However, cities on a cash accounting basis should charge the tax as an expense and receipt the refund as revenue. In order to receive a refund from the state, the city must:

- 1) Have a refund number
- 2) Keep a record of gallons purchased (cities are not required to send the actual invoices with the refund request)
- 3) Apply for the refund within one year of purchase

Cities may apply for a refund number and obtain forms necessary for filing the refund by contacting the Iowa Department of Revenue at (800) 367-3388 or download the forms by visiting tax.iowa.gov/other-iowa-motor-fuel-tax-information. Cities may also file for a refund by telephone and request direct deposit of their refunds.

If your city is entitled to a federal refund of \$750 or more per quarter for tax paid on gasoline purchases, you may file quarterly for a refund. If the refund is less than \$750 per quarter, you must file annually. To receive the refund on the gas tax, a refund request must be filed on Internal Revenue Service (IRS) Form 8849. See IRS Publication 510 Fuel Tax Credits and Refunds for further information.

You may request IRS forms by calling (877) 829-4933 or download the forms at www.irs.gov/forms-instructions.

Expenditures

U.S. Consumer Price Index

The U.S. Consumer Price Index (CPI) is a measure of the changes in retail prices of a fixed market grouping of consumer goods and services. The CPI for all urban consumers (not seasonally adjusted) for September 2022 increased 8.2 percent from September 2021. The CPI is based on the major expenditure categories of food and beverages, housing, clothing, transportation and energy, medical care, recreation, education and communication as well as other goods and services. The Midwest Region CPI rose 8.1 percent from September 2021 to September 2022.

The most recent CPI figures and more information can be obtained by visiting www.bls.gov/cpi/.

U.S. Employment Cost Index

Another measure of cost trends, the U.S. Employment Cost Index (ECI) factors in expenses related to wages, benefits and total compensation. The ECI total compensation index for state and local government workers increased 3.4 percent from June 2021 to June 2022.

The most recent ECI figures and more information can be obtained by visiting www.bls.gov/ect/.

FICA Deductions

The city (employer) and the employee each contribute 7.65 percent of wages for Social Security and Medicare. The maximum taxable earnings subject to the Social Security portion (6.2 percent) of the Federal Insurance Contributions Act (FICA) is currently \$147,000 and will increase to \$160,200 in 2023. There is no limit on the salary covered for the Medicare portion (1.45 percent) of FICA. Please note that rates may change during the fiscal year. Questions on FICA may be directed to the Des Moines office of the Social Security Administration (SSA) at (800) 772-1213.

You can also visit the SSA Web site at www.ssa.gov for questions, publications and other information.

Iowa Public Employees' Retirement System (IPERS)

IPERS contribution rates for employers and employees have been steady the past several years. Contribution rates for regular and protection class members will not change in FY 2024. City officials are encouraged to consult with an IPERS representative should they have any questions about their retirement account.

Employer and employee contribution rates are posted to the IPERS Web site at www.ipers.org/about-us/contribution-rates.

IPERS Contribution Rates Regular Class Members			
Regular Class Members	July 1, 2021	July 1, 2022	July 1, 2023
Employee Rate	6.29%	6.29%	6.29%
Employer Rate	9.44%	9.44%	9.44%
Combined Rate	15.73%	15.73%	15.73%

Important Note: All part-time elected officials must be covered by IPERS unless they specifically opt out of coverage. All employers will be audited on a regular cycle, based on the number of employees.

Questions may be directed to the IPERS office at (800) 622-3849 or visit their Web site at www.ipers.org for more information.

IPERS Contribution Rates Protection Class Members			
Protection Class Members	July 1, 2021	July 1, 2022	July 1, 2023
Employee Rate	6.21%	6.21%	6.21%
Employer Rate	9.31%	9.31%	9.31%
Combined Rate	15.52%	15.52%	15.52%

Municipal Fire and Police Retirement System of Iowa (MFPRSI)

MFPRSI Contribution Rates			
MFPRSI City Contribution Rates	July 1, 2021	July 1, 2022	July 1, 2023
Employee Rate	9.40%	9.40%	9.40%
Employer Rate	26.18%	23.90%	22.98%
Combined Rate	35.58%	33.30%	32.38%

The MFPRSI contribution rate formula is established in *Code of Iowa* Chapter 411 and currently sets the employee rate at a fixed 9.40 percent. Each year, the MFPRSI Board of Trustees sets the employer rate after the completion of an annual actuarial valuation. The city's contribution rate, effective July 1, 2022, is 23.90 percent. The rate will see a drop to 22.98 percent for FY 2024.

Mileage

Cities may reimburse city officials and employees using their own vehicles up to the amount allowable under Internal Revenue Service (IRS) rules. While cities are not required to use the IRS rate, any changes made in the city reimbursement rate should be done by resolution. The current IRS rate of 62.5 cents was set in July, an increase from the initial 2022 rate of 58.5 cents per mile. The rate is valid until December 31, 2022. Rates for 2023 have not yet been determined and will be available at www.irs.gov in December.

Minimum Wage Rate

Both the state and federal minimum wage have remained the same since 2009. The state hourly wage is \$7.25 and the hourly wage for youth employees working less than 90 days is \$6.35 (the lower rate only applies to employees under the age of 20). The federal minimum wage is also \$7.25 per hour. As a reminder, if there is a disparity between the federal and state minimum wage rate, employers are required to pay the higher of the two.

The state legislature approved House File 295 in the 2017 legislative session that, among other things, prohibits cities and counties from adopting local minimum wages that are higher than the state level. The bill nullifies all existing local minimum wage ordinances that differ from the state level.

Unemployment Compensation

Most cities are reimbursable for unemployment compensation upon application, unless they elect to be contributory by completing an additional form stating such. Cities must reimburse the state for actual unemployment benefits paid out by Iowa Workforce Development (IWD) within 30 days following the billing for any quarter in which the state has made payments to the city's former employees. If a city anticipates the possibility of layoffs during a fiscal year, they may want to budget for the expense of reimbursing unemployment benefits.

Contributory tax rates are based on the extent that tax payments made by the city are in excess of benefits paid out by IWD, and this reserve balance is then divided by the average taxable payroll. The tax due is found by taking the percentage calculated for the city multiplied by the first \$34,800 of each employee's gross salary (this will increase to \$36,100 in 2023). IWD will mail tax rate notices giving the percentage for each city in November. The city has 30 days from the Rate Notice Date on the form to appeal their contribution rate.

All cities have the option to change their status to contributory or reimbursable. Cities can change their status by December 1 for the next calendar year by contacting IWD for the appropriate forms in advance of the deadline. However, if a city opts to switch from contributory to reimbursable, it is required to pay to IWD any deficit that may be due to claims against its current account in excess of contributions.

Information regarding IWD can be found at www.iowaworkforcedevelopment.gov.

Workers' Compensation Insurance

Premium for workers' compensation coverage can be estimated using the audited payroll from the previous year with adjustments for cost of living and other increases, taking into consideration anticipated changes in personnel and/or operations. Once payroll has been adjusted for each class code, apply the rate for each code per \$100 of payroll. The city should check with its agent to see if any rate changes will go into effect prior to its renewal.

General Liability and Property Insurance

Liability coverage contribution is based on several factors such as number of employees, number and types of automobiles and expenditures. However, the easiest way to project cost of liability coverage is to apply the current inflation factor. Premium for liability coverage is based on the number of employees and a five percent increase to the entity's total budget. Rating for property and auto physical damage coverage is based solely on the total insured value (TIV) of the schedule. A simple way to project cost is to calculate the TIV of the previous year, divide it into last year's contribution and apply the factor to this year's TIV.

Legislation

When re-estimating revenues and expenditures for FY 2023 and budgeting for FY 2024, cities should keep in mind recent legislative actions that may have a significant fiscal impact on the city. Full coverage of the laws passed by the 2022 General Assembly is included in the *New Laws of Interest to Iowa Cities* report, which can be found on the League Web site at www.iowaleague.org.

HF 2552 | Business Property Tax Credit

Transitions the existing Business Property Tax Credit into an assessment limitation. This assessment limitation applies the residential rollback to the first \$150,000 of taxable valuation of commercial, industrial, and railway properties for the purposes of property taxation. Appropriates up to \$125 million as a backfill to prevent an immediate reduction in local government revenues.

Amends Sections 2.48, 331.512, 357H.9, 403.20, 426C.10 and 441.21 | Effective July 1, 2022

SF 2367 | Department of Revenue Omnibus, Local Option Sales and Service Tax (LOSST) Distributions

Makes many changes to the administration and collection of taxes. Exempts certain products such as child and adult diapers as well as feminine hygiene products from sale tax collection. Makes distributions of LOSST to local governments based on actual collections rather than estimates.

Amends Sections 423.3 and 423B.7 | Multiple effective date

SF 2266 | IPERS Retirement Employment Benefits

Alters the amount a retired IPERS employee can make without negatively affecting their benefits from IPERS. Increases this threshold from \$30,000 to \$50,000 a year.

Amends Sections 97B.48A and 279.7A | Effective March 23, 2022

HF 2130 | Registration and Use of ATV & UTV

Prohibits a city from charging a fee to operate an all-terrain or off-road utility vehicle (ATV or UTV) within city limits. Maintains the authority for cities to regulate the operation of an ATV and UTV and cities may designate specific streets or areas within their corporate limits where they can be operated. These vehicles, however, are allowed to use the most direct route between an all-terrain trail or two secondary roads which are not contiguous.

Amends Sections 321.385, 321I.8 and 321I.10 | Effective July 1, 2022

SF 2322 | Public Records Examination Fees

Requires a lawful custodian of public records to attempt to provide a record at no cost other than for copying so long as the records take less than 30 minutes to produce.

Requires any cost associated with a record request to be reasonable. Clarifies that legal review and associated fees only be utilized for the redaction of legally protected information. Allows for the reasonableness of a record request to be challenged.

Amends Section 22.3 | Effective July 1, 2022

Other Budget Issues

City Annual Financial Report

The Iowa Department of Management (IDOM) requires that the Annual Financial Report (AFR) forms be filed using an online reporting and filing system. The AFR portal can be found at <https://dom-localgov.iowa.gov>. The AFR is a statement of actual revenues, expenditures, and fund balances from the prior fiscal year. This report has a filing deadline of December 1 each year. The online report, a signed copy of the All Funds P1 summary page, and the proof of publication/affidavit of posting must be submitted by received by the Auditor of State's Office not later than December 1. The AFR must be completed and submitted before the city budget hearing process can be started. Failure to complete the AFR in a timely manner will lead to the next year's budget facing a financial penalty. Also, timely filing is required as the actual financial data from the AFR auto-fills to the budget forms.

Annual Urban Renewal Report

Legislation approved in 2012 requires all cities that have an urban renewal area, whether actively generating tax increment or not, to submit the Annual Urban Renewal Report. Cities must provide a variety of information for each of their urban renewal areas, including urban renewal plans, maps, tax increment financing ordinances, debt and financing data, and urban renewal projects.

The report is due December 1 of each year and must be completed and filed using the IDOM online reporting system (<https://www.legis.iowa.gov/tif/la>). The system requires users to upload associated documents in PDF format. City councils must approve the form prior to submittal. Failure to file the report by the deadline will result in the city being unable to certify their budget, which could lead to financial penalty of being held to the prior year's property tax revenue, and being placed on a list of delinquent cities sent to the Legislature and Governor.

The League and IDOM recorded training webinars on how to complete the report. Those webinars and other helpful information can be found at www.iowaleague.org and <https://dom.iowa.gov/city-tif-information>.

Certification of TIF Debt

Cities must certify debt payable with Tax Increment Financing (TIF) funds on or before December 1. *Code of Iowa* Section 403.19 requires cities to certify to the county auditor the amount of any “loans, advances, indebtedness, or bonds” that qualify for payment from TIF revenue from a TIF district. This certification of TIF debt is only required once. However, due to the unique nature of many TIF financing programs, some cities may need to file on an annual basis or make adjustments to the amount needed in the next year.

The county auditor is responsible for collecting and distributing the funds available from the increment in subsequent years until the entire certified amount is paid into the city's tax increment fund. However, if additional debt is incurred, that amount must be certified by the following December 1 in order for the county auditor to make the proper distribution in the next fiscal year. Failure to certify the debt before December 1 will delay payments to the city by one year. IDOM and the State Auditor's Office have developed a TIF Debt Certification form that cities may use when certifying their debt to the county auditor. Due to the unique nature of each urban renewal area and TIF request, be sure to proactively communicate with your County Auditor about your TIF request.

The League and IDOM recorded training webinars on how to complete the report. Those webinars and other helpful information can be found at www.iowaleague.org and <https://dom.iowa.gov/city-tif-information>.

City Budget Forms

IDOM requires that the city budget and subsequent budget amendments be completed in the online budget system at <https://dom-localgov.iowa.gov>. The budget form, which requires two separate hearings to approve, must be filed with IDOM and the county auditor by March 31. Be sure to complete the AFR by December 1 so that your city will be able to complete the budget process and file the budget by March 31. Late budgets are penalized by being restricted to the prior years property tax revenue.

American Rescue Plan Act

The American Rescue Plan Act (ARPA) was approved by Congress in early 2021 and includes significant potential funding for local governments. As the plan was developed, cities were required to request its portion of funding through the state government. Following that process, cities received their first installment of funding that represented half of the total amount (the second half was distributed in the early part of FY 2023).

The Final Rule from the U.S. Department of the Treasury on ARPA uses was released on January 6, 2022, and took effect on April 1, 2022. As part of the Final Rule, a standard allowance for revenue loss up to \$10 million was established. This allowed recipients to utilize the funding broadly for government services and streamlined the reporting requirements.

It is important to note that the rules allow entities until December 31, 2024 to make plans for the use of funds, and until December 31, 2026 to actually spend the funds. Also, cities that receive ARPA funds will be required to continue to comply with reporting requirements as set by the U.S. Department of the Treasury.

Infrastructure Investment and Jobs Act

The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), was passed by Congress in November 2021. The law authorizes \$1.2 trillion for roads, bridges, water, broadband, and other improvements with \$550 billion slated for “new” investments/programs.

Local governments are eligible for billions of the funding, but unlike ARPA, cities must apply for grants to receive IIJA funds for a project. Iowa stands to gain at least \$5 billion in funding over the next five years. Investments from IIJA would provide funding for a number of needs including, but not limited to:

- Water infrastructure
- Highway aid to address highways in poor condition
- Bridge replacement and repairs
- Public transportation
- Airport infrastructure and upgrades
- Electric vehicle programs including funding for charging stations
- Broadband expansion
- Protection against cyberattacks

The Buy America, Build America Act (BABA) is part of the requirements of IIJA. As it relates to infrastructure projects and awarding of funds, the following BABA requirements must be met:

- All iron and steel used on a project must be made in the United States
- All manufactured products must be produced in the United States and must be greater than 55% of the total cost of all components of the manufactured product
- All construction materials must be made in the United States

Bid and Quote Thresholds for Cities

The bid and quote thresholds for qualifying public improvement projects as defined in Chapter 26 of the *Code of Iowa* can be seen in the following tables.

Current Thresholds <i>Horizontal Infrastructure – Roads, streets, bridges, culverts</i>		
	Cities Less Than 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$54,000	\$77,000
Competitive Quote Required	N/A	N/A

Current Thresholds <i>Vertical Infrastructure – Buildings, parking facilities, utilities, trails</i>		
	Cities Less Than 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$139,000	\$139,000
Competitive Quote Required	\$57,000	\$77,000

January 1, 2023 Thresholds <i>Horizontal Infrastructure – Roads, streets, bridges, culverts</i>		
	Cities Less Than 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$65,000	\$93,000
Competitive Quote Required	N/A	N/A

January 1, 2023 Thresholds <i>Vertical Infrastructure – Buildings, parking facilities, utilities, trails</i>		
	Cities Less Than 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$196,000	\$196,000
Competitive Quote Required	\$81,000	\$109,000

For a detailed explanation of construction bidding and quotation procedures please visit the Member Resources section at www.iowaleague.org.

Water Service Excise Tax

Legislation adopted in 2018 created a new Water Service Excise Tax (WET), which replaces the state sales and use tax on charges for water service. The WET became effective July 1, 2018 and has a rate of six percent. Cities must apply the WET to charges or fees related to the sale of water service, which can include usage charges and minimum monthly charges that may comprise a total water service charge. Local option sales tax is no longer applied to water service charges. A portion of the revenue collected will go to the state water quality infrastructure and water quality assistance funds.

Additional information can be found on the Iowa Department of Revenue's website, including examples of how the WET is applied to different water service charges, at <https://tax.iowa.gov/WET>.

2020 Census

The decennial census was conducted in 2020 and, after significant delay, was released by the U.S. Census Bureau and certified by the State of Iowa. The census changed city populations across the state, directly impacting funding formulas based on a per capita distribution such as the Road Use Tax Fund and Local Option Sales and Services Taxes.

Additional guidance and resources can be accessed at the State Data Center, www.iowadatacenter.org/2020census. The League website also has helpful guidance on the Census, including an FAQ page.

W-2 and 1099 Forms

Cities are reminded that W-2 and 1099 forms are due to employees and vendors, respectively, by January 31 of each year. The deadline for filing W-2 forms (paper or electronic) with the Social Security Administration is also January 31. Similarly, 1099 forms (paper or electronic) must be filed with the IRS by January 31 if reporting nonemployee compensation payments in Box 7.

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan on an employee's Form W-2 in Box 12 using Code DD. For cities filing fewer than 250 W-2 forms this requirement is optional.

GASB 45

Governmental Accounting Standards Board Statement 45 (GASB 45) requires many public entities to reflect the value of post-employment benefits (health, life, dental, etc.) that are provided to retired employees in your future audited financial statements. Your auditor has likely informed you when (and if) your city will meet the requirements for compliance with this accounting standard.

GASB 54

Governmental Accounting Standards Board Statement Number 54 (GASB 54) provides guidance for fund balance categories and classifications and governmental fund type definitions. In Iowa, the Annual Financial Report, sent to the State Auditor's office by December 1 of each year, has been changed due to GASB 54. This means all cities in Iowa are impacted.

GASB 54 changed the way we look at cash balances, specifically reporting what cash balances, by major governmental fund type, are or are not available for public purposes. Additional information can be found at www.iowaleague.org/members/Pages/GASB54FundBalanceClassifications.aspx.

GASB 68

Governmental Accounting Standards Board Statement Number 68 (GASB 68) requires state and local government to make significant changes to how they account and report finances related to pension plans. This includes new requirements for reporting pension-related liabilities and obligations. The State Auditor's Office has created a variety of resources to help cities prepare for the requirements, which can be found at auditor.iowa.gov/gasb-68-pensions.

GASB 77

Governmental Accounting Standards Board Statement Number 77 (GASB 77) requires governments to disclose in the notes to their financial statements the amount of revenues they promise to forgo through agreements with individuals or entities which promise to take specific actions after the agreements have been entered into that contribute to economic development or otherwise benefit the governments or the citizens of those governments.

GASB 77 also requires governments to disclose the portion of revenues which would have otherwise received that other governments have promised to forgo through tax abatement agreements. The Iowa Department of Management has developed resources to help cities comply with these requirements, which can be seen at dom.iowa.gov/gasb-77-resources.

Affordable Care Act

Cities are reminded to be in compliance with applicable provisions of the Affordable Care Act (ACA) or they could be subject to penalties as employers and individuals. With that in mind, cities need to know how the ACA affects them and their employees and prepare for any coming changes. The various aspects of the ACA could impact cities in many different ways and cities are encouraged to consult with their health care advisors to determine the best course of action.

Red Flag Rules

The Fair and Accurate Credit Transactions (FACT) Act of 2003 requires utilities and government entities to implement identity theft prevention programs. These provisions are known more commonly as the Red Flags Rule. Municipal utilities, local governments and any entity that can broadly be classified as a creditor should develop and implement a written identity theft prevention program. More information regarding this policy is available at www.ftc.gov/tips-advice/business-center/privacy-and-security/red-flags-rule.

Consumer Confidence Report

Cities are required to complete a Consumer Confidence Report, which is designed to inform consumers of their local water quality. A copy of the report must be mailed or otherwise directly delivered to each customer annually by July 1. A city with a population less than 10,000 with no violations during the past year may use a mailing waiver. If these cities choose to use the mailing waiver:

- For a city with a population less than 500, the mailing waiver must provide notice at least once per year to their customers by mail, door-to-door delivery or posting that the report is available upon request.
-
- For a city between 500 and 10,000 in population, the mailing waiver must inform customers that the report will not be mailed. The cities must publish the report in the newspaper and make the report available upon request.

Single Audit Act

Cities that expend a total of \$750,000 or more in federal assistance in a fiscal year must comply with the Single Audit Act, which requires a single or program-specific audit of city financial records.

Training Costs

The League and others offer several training events directed at city officials throughout the year. Be sure to check www.iowaleague.org throughout the year to get information about these events and the associated registration fees.

Budget Calendar

Beginning with the Fiscal Year 2021 budget, cities are required to complete additional steps to approve its annual budget. The additional steps were part of Senate File 634, which was approved by the state legislature in 2019.

The law requires all cities to pass a resolution establishing their maximum property tax dollars to certify for levy, which must be preceded by a public notice and a public hearing. The notice of public hearing and proposed maximum property tax dollars is required to be published no less than 10 but not more than 20 days prior to the date of the hearing. Cities with populations fewer than 200 may meet the publication requirement by posting the notice of hearing and proposed maximum property tax dollars in three public places in the city. All cities must also post an electronic link to the notice on any and all existing city websites and social media sites.

The notice must include the sum of the current fiscal year's actual property taxes certified under the levies specified to be impacted by the 2 percent threshold*, the current fiscal year's combined tax levy rate for such amount applicable to taxable property (excluding agricultural or horticultural property), the effective tax rate calculated using the sum of the current fiscal year's actual property taxes for the levies specified under the 2 percent threshold applicable to property that is not agricultural or horticultural, and the sum of the proposed maximum property tax dollars that may be certified under the levies subject to the 2 percent threshold. The city must also include a statement of the major reasons for the increase if the proposed maximum property tax dollars exceeds the current fiscal year's amount. The Iowa Department of Management provides cities a template form to use for this notice.

*The law sets a threshold of 2 percent growth from the previous fiscal year's actual property tax dollars to the proposed property tax dollars for the next fiscal year (this pertains to the specific levies identified in the state code). Any cities that need to exceed the 2 percent growth limitation must receive two-thirds approval from the council to move forward. Cities not needing to exceed the 2 percent threshold can approve the resolution by simple majority.

Keep in mind, the maximum property tax dollars resolution and public hearing notice is in addition to the notice of the proposed city budget, public hearing and resolution to approve the annual city budget.

The following schedule is an example for cities to follow during the budgeting process. The example assumes the city has a Thursday newspaper publication with a Tuesday deadline and the council meets on the first and third Monday. Cities should adopt a calendar that meets their specific circumstances and council meeting schedule.

Typical Budget Timeline

**Dates noted by an asterisk are statutory deadlines or requirements.*

Budget Timeline	Date
City elected officials and staff members meet to hold preliminary budget discussions and schedule formal work sessions and budget adoption dates	November and December
City department heads give budget and proposals to city finance officer	January 9
Budget work session(s) with staff members and city council; council orders notice of hearing to set maximum property tax to certify for levy	January 16
Notice of hearing on maximum property tax to certify for levy published	February 9
Public hearing on maximum property tax limits and budget work session	February 20
Council receives and adopts final proposed budget and orders notice of hearing	March 6
Notice of hearing on adoption of final budget published	March 9
<p>NOTICE REQUIREMENT: Notice of the hearing on the maximum property tax dollars and of the proposed budget must be given not more than 20* days nor less than 10* days before the date of the hearing.</p> <p>DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.</p>	
Budget hearing	March 20
Adoption of final budget	March 20
Certified budget to county auditor and filed with IDOM	March 31*
Persons affected by the budget have 10 days after the date of certification to file a written protest	April 10*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect	July 1*

Cities might find that they need to exceed the general fund levy limit set by statute (\$8.10 per \$1,000 of taxable property value). If so, a city may appeal to the IDOM/City Finance Committee and use a unique schedule and set of guidelines. Please contact the League for assistance with such schedules.

One-Stop Web References



The League's website has numerous reports and resources on budget matters.

Resources	Website
Iowa League of Cities	iowaleague.org <ul style="list-style-type: none"> • Finance Section in Resources area • Publications on Iowa's Property Tax System, City Property Tax Levies, Property Tax Assessments, Franchise Fees, Tax Increment Finance and more
Snapshot of Tax Increment Finance	iowaleague.org/resources/publications/
Franchise Fees Special Report	iowaleague.org/resources/publications/
City Clerks/Finance Officers Handbook	iowaleague.org/wp-content/uploads/PublicationOrderForm.pdf
Iowa Department of Management	dom.iowa.gov/cities
Iowa Department of Revenue Fuel Tax Refund Forms	tax.iowa.gov/other-iowa-motor-fuel-tax-information
Iowa Public Employees' Retirement System	www.ipers.org
Iowa Workforce Development	www.iowaworkforcedevelopment.gov
Internal Revenue Service	www.irs.gov
Local Option Sales Tax Information	tax.iowa.gov/local-option-tax-information-local-government
Minimum Wage	The Iowa Division of Labor www.iowadivisionoflabor.gov The U.S Department of Labor www.dol.gov
Municipal Fire & Police Retirement System of Iowa	www.mfprsi.org
Publication Rates	www.inanews.com
Social Security Administration	www.ssa.gov
State Library of Iowa Enrich Iowa Funds	www.statelibraryofiowa.gov
U.S. Department of Labor	Consumer Price Index www.bls.gov/cpi Employment Cost Index www.bls.gov/ncs/ect

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



500 SW 7th Street, Suite 101 | Des Moines, IA 50309

Phone (515) 244-7282 | mbrsvcs@iowaleague.org | www.iowaleague.org

2023 City Calendar



January

Jan 2

**New Year's Holiday,
League office closed**

Jan 3

Oath of Office for newly elected officials must be taken by noon
• *Oath of Office - The oath may be administered at any time after the election results are certified. Oath is not required to be administered at a council meeting.*

Jan 16

**Martin Luther King Day,
League office closed**

Jan 31

W-2 forms due to employees and filed with federal/state governments

1099 forms due to contractors and filed with federal/state governments

FICA (Form 941) and unemployment quarterly payments due
(for 4th quarter of 2022)

February

Feb 1

OSHA Log & Summary of Work-Related Injuries and Illnesses to be posted
• *OSHA Log - A copy of the log must be posted in the place or places where notices to employees are customarily posted. This copy must be posted no later than February 1 and must remain in place until April 30. Even if there were no injuries or illnesses during the year, zeros must be entered in the total line and the form must be posted.*

Feb 8-10

Municipal Professionals Institute - Virtual

Feb 20

President's Day

March

Mar 26-28

National League of Cities Congressional City Conference, Washington, D.C.

Mar 29-31

IMMI Conference, Iowa City

Mar 31

Budget must be certified to county auditor/filed with Department of Management

• *The original and one copy of the budget documents are required to be certified to the county auditor. The budget must be submitted electronically to the Department of Management. Full details on the budget approval process can be found on the League website.*

Audit or annual examination for the previous fiscal year is due

• *Cities over 2,000 in population must complete an audit every year. Cities 2,000 and under with \$1 million or more in budgeted expenditures must complete an annual financial examination. Full details are available at the Auditor of State's Office.*

Periodic examination fee due to State Auditor

• *Cities 2,000 and under in population with less than \$1 million in budgeted expenditures must pay a periodic financial examination fee each year. The fee is based on a city's budgeted expenditures. Each city in the periodic examination pool will be examined at least once every eight years. Full details are available at the Auditor of State's Office.*

2023 City Calendar



April

Apr 19-21 Iowa Municipal Finance Officers Association, Spring Meeting, Des Moines

Apr 30 Perpetual Care Cemetery Annual Report due to Insurance Division

FICA (Form 941) and unemployment quarterly payments due

May

May 14-17 International Institute of Municipal Clerks Annual Conference, Minneapolis, MN

May 21-24 Government Finance Officers Association Annual Conference, Portland, OR

May 29 Memorial Day, League office closed

May 31 Budget Amendments must be certified to county auditor

- The original and one copy of any amendment must be certified to the county auditor. The amendment is required to be approved following a public hearing. The notice of public hearing must be published not less than 10 days and no more than 20 days before the hearing. If the city has a population of 200 or less, notice can be made by posting in three public places in the city. Proof of publication must be filed with the county auditor.

June

Jun 1 Debt principal and interest payments due

- Typically, general obligation debt principal and interest payments are due June 1 and interest payments are due December 1. There are certain exceptions, especially when dealing with a local lender. The finance officer should confirm these payment dates with the appropriate agency.

Jun 19 Juneteenth Holiday, League office closed

Jun 30 End of Fiscal Year 2023
Cigarette permits expire

Other Deadlines

- IPERS payments due the 15th of each month
- Appointments to Boards & Commissions
- Federal and State Fuel Tax Refunds
- Codification of Ordinances
 - See Code of Iowa Section 380.8
- Annual Publication of Employee Salaries
 - Publication of Salaries - The Iowa Attorney General has issued an opinion that the monthly salaries of each employee need not be published with the council minutes if the gross yearly salaries are otherwise published. See Op. Atty. Gen. (Sweeny), April 12, 1978.
- Iowa Withholding Due Date Calendars
- Iowa Sales Tax Due Date Calendars

2023 City Calendar



July

Jul 1

Fiscal Year 2024 begins

Certification of necessity to retain Physical Plant and Equipment Levy (PPEL) to cover existing debt obligations in urban renewal districts due to school district

• *Cities should consult with their county auditor in addition to the school district prior to certification.*

Consumer Confidence Reports due

Jul 4

**Independence Day Observed,
League office closed**

Jul 12-14

**Iowa City/County Management Association Summer Conference,
Storm Lake**

Jul 17-21

Municipal Professionals Institute

Jul 26-28

Municipal Professionals Academy

Jul 31

**(Form 941) and unemployment
quarterly payments due**

August

Aug 31

Outstanding Obligation Disclosure Report must be filed online with State Treasurer's Office

Aug 31

Housing and Urban Development (Section 8 housing) Annual Report due to Department of Housing and Urban Development

• *Section 8 Management Assessment Program (SEMAP) Report - Due sixty (60) days after the end of the housing authority's fiscal year: 24CFR985.101.*

September

Sep 4

Labor Day, League office closed

Sep 20-22

League Annual & Exhibit Conference, Cedar Rapids

**Sep 30 -
Oct 4**

International City/County Management Association (ICMA) Conference, Austin, TX

2023 City Calendar



October

Sep 30 - Oct 4 International City/County Management Association (ICMA) Conference, Austin, TX

Oct 4-6 Municipal Professionals Academy - Virtual

Oct 18-20 Iowa Municipal Finance Officers Association Fall Meeting, Des Moines

Oct 30 (Form 941) and unemployment quarterly payments due

November

Nov 1 **Unclaimed Property report due to State Treasurer**

- *Unclaimed Property Report - Cities are required to report unclaimed property annually to the state of Iowa by November 1. This may include unclaimed deposits or uncashed checks. Negative reports (no unclaimed property) are no longer required. The report is required to be submitted electronically using software available on the Treasurer of State website at: www.greatiowatreasurehunt.gov.*

Receive Railroad Crossing Annual Letter from Iowa DOT

Nov 15-18 National League of Cities City Summit, Atlanta, GA

Nov 23-24 Thanksgiving Holiday, League office closed

December

Dec 1 **Annual City Financial Report due to Auditor of State**

- *Annual Financial Report (AFR) - Code of Iowa Section 384.22 requires all cities in Iowa to electronically file an AFR no later than December 1 of each year. Proof of publication must be filed with the state auditor. If the city has a population of 200 or less, notice can be made by posting in three public places in the city. There is no public hearing requirement.*

Tax Increment Financing debt requirements must be certified to county auditor

Annual Urban Renewal Report

- *Cities are required to file an electronic report with the Department of Management no later than December 1 of each year. The form can be found on the Department of Management's website at <https://dom.iowa.gov/cities>. City council must approve the form prior to submittal.*

Debt interest payments due

- *Typically, general obligation debt principal and interest payments are due June 1 and interest payments are due December 1. There are certain exceptions, especially when dealing with a local lender. The finance officer should confirm these payment dates with the appropriate agency.*

Iowa DOT Street Finance Report due online to Office of Local Systems

Dec 25 Christmas Holiday Observed, League office closed