



Administration and Legal & Legislative Annual Report

Fiscal Year 2015 – 2016

June 30, 2015

Greetings:

The City of Waverly is a nonprofit local government entity providing essential operations and services to a citizen population of almost 10,000. There are approximately 70 full-time and an estimated 100 part-time and seasonal employees working with an annual operating and capital budget of approximately \$26.4 Million. Areas of service include police, fire, ambulance, library, parks, golf course, swimming pool, cemetery, economic development, community development and zoning, finance, and administration and legislative. Other operations include engineering, airport, streets, water and waste water operations, sewer operations, solid waste collection, and recycling and yard waste.

The City of Waverly continues their efforts to complete a dry run project and complete updates to LOMR/CLOMR ratings, Cedar River Parkway from 4th Street SW to Hwy 3 east, citywide sidewalk improvements, pedestrian ramp reconstruction, swimming pool renovations, golf pond renovations and trail system connectivity.

CITY OF WAVERLY

James W. Bronner
City Administrator

JWB/cdg



Administration and Legal & Legislative Departments

James Bronner, City Administrator; Carla Guyer, City Clerk; Valorie Northrup, Administrative Assistant; Bill Werger, City Attorney provide support to Council and City operations.

The Administration's responsibility is to effectively direct and manage City government operations in accordance with the policies and directives of the City Council. We are to advise the Council of community and operational needs and assist in development of ordinance, policies and procedures.

The Administration Department provides services and direction for the operation of seven departments. The Department is responsible for human resources, budgeting, policy development, and regulatory compliance management.

Our work goes outside of our departmental walls as we are dependent on the efforts from directors in the other departments. Coordination with other boards and commissions is vital to the effective progress of the "whole City."

City Council, Boards and Commissions and Staff accomplished great successes during fiscal year 2015/16. We are equally proud that municipal workers continue to provide first-rate services to all citizens. We challenge ourselves daily to maintain fiscal stability and to continue to look at multi-faceted budgeting philosophies and revenues.

FY 2015-16 OBJECTIVES:

1. Focus on goal setting efforts with Mayor and City Council, Staff and citizens; then ensure the enactment of priorities and goals established through goal setting and the annual budget processes;
2. Enhance the communication and discussion among Mayor, City Council, Staff, and the public through a variety of methods including work sessions, public information pieces, public speaking, and news media;
3. Work with outside professionals to develop and enhance the human resource operations and programs of the city, with a goal of controlling health care costs and other associated personnel costs;
4. Analyze changing service demands and recommend organizational changes as needed across the various departments and services;
5. Monitor challenges and opportunities both inside and outside the organization for their impact on the City of Waverly;
6. Work to expand employment opportunities and public and private investment in the community, ultimately growing the tax base;

Accomplishments

We have had some awesome accomplishments this fiscal year. A new councilmember transitioned nicely into his new role. We have worked with the Champions Ridge Committee in hopes to have that project completed. We have also:

- Approved all liquor and tobacco permits;
- Approved Cash Disbursements;
- Conducted review of and approved the City of Waverly Budget;
- Completed the City of Waverly Audit;
- Approved the Budget Amendment;
- Approved Mayoral Appointments;
- Proclamations were recognized and approved;
- Continued the Guest Council program;
- Approved the Fire Chief Appointment for calendar year 2016;
- Working toward new goal setting sessions;
- Council Liaisons to Board and Commissions were completed;
- Reviewed goals of City Commissions;
- Reviewed Waverly Utilities Adopted Budget and Audit;
- Approve payment of City Revenue Contingent Obligation for Wartburg-Waverly Sports and Wellness Center;

- Adopt ordinances (14 were adopted in FY '15-16)
- Approving the Waverly Municipal Airport 5-Year Capital Improvement Program and the Airport's Federal Airport Improvement Program Pre-Application for FY 2017-2021. (December 7, 2015)
- Adopt resolutions (110 were adopted in FY '15-16)
- Administration is continually scanning archived documents and storing them electronically. Fiscal Year '15 – 16 was no exception.
- The Legal & Legislative Department continues to support Council and conducts all legal work required for the City.

Financial Matters

- The Street Finance Report FY 2014-15 was approved. (August 3, 2015)
- Accepting Certification Filed by the Finance Director to the Bremer County Auditor detailing the amount of New Loans, Advances and Indebtedness which qualify for payment from Tax Increment Revenues of the Waverly Unified Urban Renewal Plan. (November 2, 2015)
- Authorizing Mayor, City Administrator, Finance Director, and City Clerk to execute certain financial institution documents. (December 21, 2015)
- Adoption of the Budget Fiscal Year 2016-17. (March 7, 2016)
- Approving a Financial Services Agreement with Speer Financial, Inc. (April 4, 2016)
- Amendment of the Fiscal Year 2016 budget was approved. (May 16, 2016)
- Yearly Transfers were reviewed and approved June 27, 2016;
- Agreement with Berens-Tate Consulting Group of Omaha, NE to provide arbitrage rebate services for the City of Waverly was approved. (June 27, 2016)

New Initiatives

- Election of Mayor Charles D. Infelt, At Large Councilwoman Edith Waldstein, 2nd Ward Councilman Dan McKenzie, and 4th Ward Councilman Mike Sherer. (November 3, 2015)
- Approving a Contract with Brimeyer, Fursman LLC for a Recruitment Search for a new City Administrator. (October 5, 2015)
- Approving a Candidate Profile provided by Brimeyer, Fursman LLC for a new City Administrator. (October 5, 2015)
- Approving the City Administrator's Employment Agreement. (January 18, 2016)

New Projects

- Approving plans, specifications, form of contract and estimated cost for the Citywide Sidewalk Repairs 2015. (July 6, 2015)
- Accepting the Citywide Sidewalk Repairs 2015 project and approving final pay request. (December 7, 2015)
- Accepting the West Bremer Avenue Sidewalk Extension project as complete and approving final pay request. (October 5, 2015)
- Approving a Professional Services Agreement for the 16th Street SW Reconstruction 2016 project. (August 17, 2015)
- Approving the Iowa DOT Federal-Aid Agreement for the reconstruction of 16th Street SW Reconstruction 2016. (October 5, 2015)
- Approving the Iowa Northland Regional Transportation Authority Surface Transportation Program - Programming Agreement for the 16th Street SW Reconstruction project. (January 4, 2016)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the 16th Street SW Reconstruction 2016 project. (January 18, 2016)
- Awarding Contract for the 16th Street SW Reconstruction project. (March 7, 2016)
- Approving Contract, Bonds, and Certificate of Insurance from Heartland Asphalt for the 16th Street SW Reconstruction 2016 project and authorize the Mayor to sign the contract. (April 4, 2016)
- Approving a Professional Services Agreement with WHKS & Co. of Mason City, Iowa for the preparation of IA Highway 3 (Bremer Avenue) Reconstruction presentation material and the development of City requested special design features. (April 4, 2016)
- Approving the Iowa Department of Transportation's Predesign Agreement for the IA Highway 3 (Bremer Avenue) Reconstruction project. (April 18, 2016)
- Approving the replacement of water main in the IA Highway 3/ Bremer Avenue corridor. (April 18, 2016)

- Approving the replacement of substandard water service lines in the IA Highway 3/ Bremer Avenue corridor. (April 18, 2016)
- Approving a Repair Option for the 5th Avenue NE Box Culvert. (April 18, 2016)
- Authorizing the purchase of permanent drainage easements for the 5th Avenue NE Box Culvert Project. (June 27, 2016)

Customer Service for our Citizens

- Accepting the Waverly Dog Park- Parking Lot Project and Citywide Asphalt Patching- Spring 2015 project as complete and approving final pay request. (July 6, 2015)
- Approving the minor subdivision plat for the creation of parcels, Parcel EE, Parcel FF, and Parcel GG out of Stone Haven Plat Five Subdivision lots 66 and 67. (July 20, 2015)
- Approving a Special Provisional Use Request for Residential Use on the Main Level of a Commercial Central Business District (C-3) zoned residential property at 314 1st Avenue SE. (July 20, 2015)
- Approving the bid for the Civic Center Retaining Wall Project. (August 17, 2015)
- Accepting the 2nd Street NW Area Storm Sewer & Street Improvements project as complete and approving final pay request. (September 21, 2015)
- Approving Special Provisional Uses for Indoor Recreational Fitness Club, Wrestling Camp Boarding House and Not Requiring Off-street Parking Spaces as required be established for these and any permitted R-4 uses at 350 1st Avenue NW. (October 19, 2015)
- Approving the minor subdivision plat for the creation of Parcel Z for Commercial Property in Lot A of Rolling Meadow Subdivision Phase 2a located on the north side and in the 1300 block of 10th Avenue SW. (January 18, 2016)
- Approving a renewable Service Agreement with Cedar Valley Recycling & Transfer for the Disposal of Commingled Recyclables. (March 21, 2016)
- Approving Parcel F and Parcel G Minor Subdivision Plat for Commercial Property on the east side of and in the 500 block of Industrial Street NW. (June 27, 2016)

City of Waverly Partnering

- Approving Memorandum of Agreement between Wartburg College and the City of Waverly in the operation of the local cable television governmental access channel and the production of live governmental meetings. (September 21, 2015)
- Adopting the Comprehensive Solid Waste Management Plan. (7th Revision) (October 5, 2015)
- Authorizing the City of Waverly to sign an Addendum to the Rental Inspection Program Agreement with Bremer County to Facilitate Inspections on an As-Needed Basis. (November 2, 2015)
- Approving a Lease Agreement form between the City of Waverly and the Waverly Softball Association, Inc. and authorizing the Mayor to sign said lease upon approval of conditions. (November 16, 2015)
- Setting a Public Hearing proposing a development agreement between Twin B, LLC and the City of Waverly for the sale of right of way. (December 7, 2015)
- Approving the proposed 28E Agreement with Central Iowa Water Association for providing and receiving emergency water supplies when needed. (December 21, 2015)
- Approving the By-Laws of Waverly Volunteer Fire Department. (December 21, 2015)
- Approving a Development Agreement with Twin B, LLC for the sale of an unused right of way parcel from the City. (December 21, 2015)
- Approving a Campground Route for the 138th Annual Iowa Firefighters Association Convention. (March 7, 2016)
- Approving the continuation of energy efficiency consultation services with Franklin Energy Services, LLC for the City Energy Management Program. (April 18, 2016)

- Approving a Memorandum of Understanding between the City of Waverly and Waverly Utilities for the sharing of the collective costs of software, hardware, equipment, and services related to meter readings software for 40% of costs attributable to the maintenance of the system. (June 6, 2016)
- Authorizing an Agreement between the City of Waverly and Cedar Falls Utilities (CFU) for the automated meter reading services using Tantalus TUNet Software. (June 6, 2016)

Economic Development Efforts and Residential Growth

- Approving a preliminary plat allowing for Cedar Point First Addition Commercial Subdivision for four lots for GLSW, LLC. (August 17, 2015)
- Approving a preliminary plat for 15 residential lots in Highpoint Second Addition for landowner, Steve Darrah. (September 14, 2015)
- Approving Final Plat, Construction Documents, Restrictive Covenants, and Letter of Intent for Highpoint Second Addition. (October 19, 2015)
- Approving Performance and Maintenance Guarantees (Letter of Credit) for Highpoint Second Addition. (November 16, 2015)
- Approving a preliminary plat for 7 residential lots in Prairie Park Second Addition on Tumbleweed Lane for landowner, Dennis Happel. (September 14, 2015)
- Approving a preliminary plat for Omni Development for 34 single family lots and 6 other lots for future development for landowner, Brent Dahlstrom. (September 14, 2015)
- Approving Final Plat, Construction Plans, and Performance & Maintenance Guarantee for the Prairie Park Second Addition. (January 4, 2016)
- Accepting the 2nd Avenue SW Reconstruction project and the Babcock Woods Trail Extension project as complete and approving final payment. (February 8, 2016)
- Approving Final Plat, Construction Plans, and Letter of Intent for the Omni Development First Addition and Second Addition. (February 8, 2016)
- Approving a Standby Letter of Credit for OMNI Development, LLC and/or Twin B, LLC, the developers of OMNI Development First and Second Addition. (March 28, 2016)
- Economic Development Commission Update to Council; Discussion of the region's Comprehensive Economic Development Strategy update with INRCOG including discussion on Strengths, Weaknesses, Opportunities and Threats (S.W.O.T.) analysis review; and discussion for housing strategy for Waverly (March 28, 2016)
- Approving a Lease for the City of Waverly owned Farmland to Dean Knapp for 35.30 acres located at Champions Ridge. (May 16, 2016)
- Approving Final Plat, Construction Documents, Restrictive Covenants and Performance and Maintenance Guarantee Letter of Credit for the Cedar Point First Addition. (June 6, 2016)

Downtown Development

- Downtown Upper Story Renovation project continued throughout FY '15 – 16.

Flood and Drainage Issues

- Authorizing the purchase of temporary construction easements and approval of Memorandum of Understanding for the Dry Run Creek project. (December 7, 2015)
- Approving Change Order No. 3 to the Dry Run Creek Improvements 2014 project. (May 2, 2016)

Environmental Issues

- Accepting the AmVets Area Riverbank Restoration 2015 project as complete and approving Change Order No. 1, Pay Estimate No. 2 and final pay request. (March 7, 2016)
- Approving a Professional Services Agreement with WHKS & Co. of Mason City, Iowa for the preparation of the Water Pollution Control Facility (WPCF)- Nutrient Reduction Feasibility Report. (May 16, 2016)

Ongoing Projects, Studies and Activities

- Accepting the Outdoor Pool Renovation project as complete and approving final pay request. (July 6, 2015)
- Approving Amendment No. 10 to McClure Engineering's On-Call Agreement for Engineering Services at the Waverly Municipal Airport for the Airport Runway Reconstruction Project. (July 6, 2015)
- Approving contract, bonds, and certificate of insurance from Allied Manatts Group and authorizing the mayor to sign the contract for the Airport Runway Reconstruction at the Waverly Municipal Airport. (July 6, 2015)
- Approving the TEAM Services Agreement for Construction Testing and Inspection Services at the Waverly Municipal Airport for the Airport Runway Reconstruction project. (July 6, 2015)
- Finalizing the Carpet Replacement Project and approving final payments for the Library. (July 6, 2015)
- Approving the Purchase and Installation of New Carpeting for the Civic Center. (July 6, 2015)
- Accepting the 2015 Citywide Pedestrian Ramp project as complete and approving final pay request. (July 6, 2015)
- Approving the Amendment to the CDGB contract number 08-DRI106-203 to increase the budget amount by \$9,285 and to extend the contract end date to June 30, 2016 for historic district survey work in the southwest area of the City of Waverly. (July 20, 2015)
- Awarding contract for the Citywide Sidewalk Repairs 2015 project. (July 20, 2015)
- Approving Change Order No. 1 to add several streets to the 2015 Bituminous Seal Coat Program. (July 20, 2015)
- Approving a Federal Aviation Administration (FAA) Application for Federal Assistance SF-424 for Construction and Project Administration. (August 3, 2015)
- Approving Contract for the Golf Course Pond Project. (August 3, 2015)
- Approving Contract, Bonds, and Certificate of Insurance from Feldman Concrete for the Citywide Sidewalk Repairs 2015. (August 17, 2015)
- Accepting the 2015 Bituminous Seal Coat Program and approving final payment. (August 17, 2015)
- Approving Contract for additional services with Paul Miller Architecture for the Golf Course Pond Project. (September 14, 2015)
- Approving quote for the Waverly Airport Mechanic's Room Insulation Replacement project. (September 21, 2015)
- Approving a Professional Services Agreement with Cedar Valley Engineering for inspections and repair assessment for the 3rd Street SE Bridge. (September 28, 2015)
- Accepting the Cedar River Parkway (West) Improvements project as complete and approving final pay request. (October 5, 2015)
- Approving Amendment No. 2 to Design Alliance's Professional Services Agreement for the Public Services Center for Operations & Disaster Response. (October 19, 2015)
- Approving Contract with Bill Burkle to reappraise property for the Waverly Municipal Airport Safety Zone Project. (October 19, 2015)
- Approving Contract with A & R Services, Inc. for assistance with relocation services in acquiring property for the Waverly Municipal Airport Safety Zone Project. (October 19, 2015)
- Approving a Professional Services Agreement with WHKS & Co. Mason City, Iowa for the estimated time and materials fee for the 3rd Street SE Bridge. (November 16, 2015)
- Finalizing Special Assessments for the Citywide Sidewalk Repairs 2015. (December 7, 2015)
- Selecting a Repair or Replacement Option for the 3rd Street SE Bridge. (February 22, 2016)

- Approving the reassignment of Contract, Bonds, and Certificate of Insurance from Allied Manatts Group, LLC to Concrete Foundations, Inc. and authorizing the Mayor to sign the Tender Agreement for the Airport Runway Reconstruction at the Waverly Municipal Airport. (March 7, 2016)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the Citywide Pedestrian Ramp Reconstruction 2016 Project. (March 7, 2016)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the 2016 Bituminous Seal Coat Program. (March 7, 2016)
- Awarding Contract for the Citywide Pedestrian Ramp Construction 2016 project.(March 21, 2016)
- Approving a Professional Services Agreement with Stanley Consultants for preparation of a TIGER Grant Application for the Cedar River Parkway East Extension project. (March 21, 2016)
- Awarding Contract for the 2016 Bituminous Seal Coat Program. (March 21, 2016)
- Approving Change Order No. 1, Change Order No. 2, and Pay App No. 1 for the Golf Course Pond Project. (March 21, 2016)
- Approving a Professional Services Agreement with WHKS & Co. of Mason City, Iowa for design and specified construction services for the 3rd Street SE Bridge. (April 4, 2016)
- Approving Change Order No. 3 for the Golf Course Pond Project. (April 4, 2016)
- Approving the Iowa Department of Transportation General Aviation Vertical Infrastructure (GAVI) Grant Application for the Bulk Hangar Insulation Renovation project at the Waverly Municipal Airport. (April 18, 2016)
- Approving Contract, Bonds, and Certificate of Insurance from Feldman Concrete for the Citywide Pedestrian Ramp Construction 2016 and authorizing the Mayor to sign the contract. (April 18, 2016)
- Establishing Preliminary Assessment Unit Price Values for 2016 Citywide Sidewalk Repairs and Installation. (April 18, 2016)
- Authorizing City Staff to proceed in applying for an FY 2016 TIGER Discretionary Grant for the Cedar River Parkway Project. (April 18, 2016)
- Approving Contract, Bonds, and Certificate of Insurance from Blacktop Services Co. for the 2016 Bituminous Seal Coat program and authorize the Mayor to sign the contract. (April 18, 2016)
- Approving Change Order No. 4 and Pay App No. 2 for the Golf Course Pond Project. (May 2, 2016)
- Accepting the Public Services Center for Operations & Disaster Response Building project as complete and approving final pay request. (May 16, 2016)
- Approving and Awarding Bid for the Spring 2016 Asphalt Patching project. (May 16, 2016)
- A resolution to establish fair market value for the acquisition of certain interests in certain real property for the Waverly Airport Safety Zone Expansion project. (May 23, 2016)
- Approving Supplement No. 1 to the Professional Services Agreement (PSA) with WHKS & Co. for the 3rd Street SE Bridge Repairs. (June 6, 2016)
- Approving a Federal Aviation Administration Application for Federal Assistance SF-424 for the Waverly Municipal Airport's Runway Safety Zone. (June 27, 2016)
- Approving bid to renovate the Outdoor Swimming Pool Waterslides. (June 27, 2016)

Employees

- Approving of a Contract to fund current Pro Shop Manager, Jordan David's PGA Schooling to become a Class A Golf Professional. (November 2, 2015)
- Ongoing Safety Training

Special Events

- Employee Fun Day with Golf at the Municipal Course and Movie night at the Library (September 25, 2015)

Code Changes

- Amending the zoning map of the City of Waverly Iowa for Property described from R-4 Multiple Family Residential- Transitional District to C-3 Commercial District at 115 1st Avenue NE. (Passed July 20, 2015 and Published July 28, 2015.)
- Amending the zoning map of the City of Waverly, Iowa for property described from R-1, Single Family Residential, to R-2, One and Two Family Residential, on the northwest corner of 1st St SW and 8th Ave SW. (Passed August 17, 2015 and Published August 25, 2015.)
- Amending the zoning map of the City of Waverly, Iowa for property described from C-3, Commercial District, to R-4, Multiple Family Residential- Transitional District, at 314 1st Avenue SE. (Passed September 21, 2015 and Published September 24, 2015.)
- Amending the zoning map of the City of Waverly, Iowa for property described from Agricultural District (A-1) to Single Family Residential District (R-1) on the east side of 12th Street NE approximately 300 feet south of 1st Avenue NE. (Passed November 2, 2015 and Published November 12, 2015.)
- Amend Chapter 105 Section 105.4.10.40A, Reserve Parking of the Waverly Municipal Code by revising downtown parking provisions. (Passed November 16, 2015 and Published November 23, 2015.)
- Adopting the “City Code of the City of Waverly, Iowa”. (Passed November 16, 2015 and Published November 23, 2015.)
- Amending Chapter 100 providing for One-Family Attached Housing in One and Two Family Residential (R-2) Zoning District. (Passed December 21, 2015 and Published December 29, 2015.)
- Amending Section 104.4.11, Throwing and Shooting, to add additional proposed safety language. (Passed December 21, 2015 and Published December 29, 2015.)
- Amending Chapter 100 providing for Fuel Storage Tank Setbacks in Light Industrial (M-1) and Heavy Industrial (M-2) Districts. (Passed January 4, 2016 and Published January 12, 2016.)
- Amending the zoning map of the City of Waverly for rezoning from Multiple Family Transitional District (R-4) to Commercial District (C-3) for property located at 350 1st Avenue NW. (Passed January 18, 2016 and Published January 26, 2016.)
- Addition to Chapter 100 providing for setbacks on decks, steps, and window wells. (Passed February 8, 2016 and Published February 16, 2016.)
- Amending the Water Rates and Minimum Charges for Water Usage. (Passed March 21, 2016 and Published March 29, 2016.)
- Amending the Sewer Rates, Charges, and Minimum Rate. (Passed March 21, 2016 and Published March 29, 2016.)
- Amending the Solid Waste Rates and Charges. (Passed March 21, 2016 and Published March 29, 2016.)

The Administration Department continues to strive to provide their employees the tools needed for a safe environment. OSHA compliant safety programs equip City employees with those tools. We also try to keep abreast on policies that are conducive to a rewarding work environment.

Waverly is financially sound, economically healthy and poised to move forward into the future.

Respectfully Submitted,

*James W. Bronner
City Administrator*

JWB/cdg