

City of Hills

Council Members

Bruce Endris
Steve Harris
Merle Hill
Thom Kirkpatrick
Cathy Knebel

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Hills, Iowa 52235-0345
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Mayor

Tim Kemp
City Administrator
Cathy Fitzmaurice-Hill
Deputy Clerk
Donna Hicks

Hills City Council
Regular Meeting

Hills Fire Department Meeting Room @ 7:00 PM
June 13, 2016

1. Consent Agenda:

- a. Agenda
- b. Minutes: May 23, 2016
- c. Scheduled list of Claims
- d. Receipts from May 23, 2016 thru June 13, 2016
- e. Treasurer's Report for May 2016
- e. Appointments to Community Center Board:

| | |
|----------------|-------------|
| Kim Schilling | 3 year term |
| Chris Jenn | 3 year term |
| Leanne Sommers | 2 year term |
| Scott Hebl | 2 year term |
| Lucas Lemburg | 5 year term |

2. Public Comments

3. Business:

- a. Crisis Intervention Training Presentation: Lt. Brian Adolph, Johnson County Sheriff's Office.
- b. Resolution 2016-12 Setting salaries or wages for Employees for Fiscal Year 2016-17 Beginning July 1, 2016.
- c. Resolution 2016-13 Adopting an Information Systems Disaster Prevention and Recovery Plan for the City of Hills, Iowa.
- d. Resolution 2016-14 Adopting an Investment Policy for the City of Hills, Iowa.

4. Reports:

- a. Mayor
- b. Attorney
- c. City Administrator
- d. Maintenance
- e. Fire Department
- f. Sewer
- g. Water

5. Adjournment

Hills City Council Meeting
May 23, 2016
7:00 PM
Hills Fire Station Meeting Room

The regular Hills City Council meeting was called to order by Mayor Tim Kemp at 7:00 p.m. on Monday, May 23, 2016 at the Hills Fire Station Meeting Room.

Council members present were: Bruce Endris, Steve Harris, Thom Kirkpatrick and Cathy Knebel. Absent: Merle Hill. Also present: Erek Sittig, City Attorney, Ron Wolfe, Public Works, Matt Pantel, Asst. Fire Chief and Shane Boughn.

Public Hearing: FY16 Budget Amendment-2nd. Mayor Kemp opened the public hearing at 7:00 p.m. and asked for public comments. No comments were received. The public hearing was closed at 7:01 p.m.

Consent Agenda: A Motion was made by Knebel and seconded by Endris to approve the consent agenda approving Agenda items, minutes from the Meeting of May 9, 2016, Scheduled list of claims, receipts from May 9, 2016 thru May 23, 2016 and Casey's Cigarette Permit. Ayes:4. Motion carried.

Public Comment: None.

Business:

Resolution 2016-10 was presented amending the current budget for the Fiscal Year ending June 30, 2016. A motion was made by Kirkpatrick and seconded by Harris to approve Resolution 2016-10. A roll call vote was taken. Ayes: 4. Absent: Hill. Resolution 2016-10 approved.

The Council received the recommendation from P&Z to approve the re-zoning request from the University of Iowa Community Credit Union to change the zoning at 12 East Avenue. The lot meets the frontage requirement for R-2 but does not meet the square footage and would be considered a non-conforming lot.

Mayor Kemp provided the First Reading of an Ordinance Amending the Official Zoning Map of the City of Hills, Iowa, from C-1 to R-2 for certain property within Pitlick's First Addition, as legally described herein. A Motion was made by Endris and seconded by Knebel to approve the First Reading of Ordinance 2016-03. A roll call vote was taken. Ayes – 4. Absent: Hill. The First Reading of Ordinance 2016-03 was approved.

A Motion to waive the Second and Third Reading and approve final passage of Ordinance 2016-03 was made by Kirkpatrick and seconded by Harris. A roll call vote was taken. Ayes-4. Absent: Hill. Ordinance 2016-03 is approved and becomes effective upon publication as required by law.

Resolution 2016-11 was presented establishing no parking zone on City Street – Sierra Park Drive. The resolution would provide for no parking on the north side of Sierra Park Drive. A motion was made by Knebel and seconded by Endris to approve Resolution 2016-11. A roll call vote was taken. Ayes:4. Absent: Hill. Resolution 2016-11 approved.

Reports:

Attorney: The City received information that the owner of the Branson property was unable to secure a roofer before the deadline and had sent notice to the City Attorney. Erek reported that he has not received any communication from the owner. If work is not completed by May 31st as required the City may proceed with a citation and will notify the Clerk of Court by June 12. He also reported that he expects to receive the appraisals for the sewer project easements by next week.

Fire Chief: Asst. Chief Pantel reported that a few members voiced concerns about insurance coverage for the fireworks and helping light them off. Mayor Kemp explained that the City has a policy that covers this event. Matt provided an estimate for the drive at the Maintenance building and is waiting on another. He also provided information on removing the shrubs and flowers in front of the station and replacing with cement to the street. The Council asked for another estimate on this and will determine what funds are available in the budget for this work.

Maintenance: No report.

Sewer: Bruce reported that the alternator was fixed. The parts for the generator have still not arrived. The fence at Sewer Plant needs repair. He provided list of materials and will have seasonal help work on this. He suggested the City look at a jetting contract for the lines.

Administrator: No report.

Mayor: No report.

A Motion was made by Kirkpatrick and seconded by Endris to adjourn the meeting at 7:48 p.m. Ayes:4. Motion carried.

Tim Kemp, Mayor

Cathy Fitzmaurice-Hill, City Administrator

| INVOICE# | LINE | DUE DATE | INVOICE DATE | REFERENCE | PAYMENT AMOUNT | DIST GL ACCOUNT | CK SQ |
|-------------------------------|------|----------|--------------|---|----------------|-------------------|-------|
| HILLS BANK & TRUST GENERAL | | | | | | | |
| 430107 | 1 | 6/13/16 | 6/13/16 | 1399 ACCESS SYSTEMS COPIES | 178.02 | 001 001-650-6414 | 1 |
| | | | | INVOICE TOTAL | 178.02 | | |
| | | | | VENDOR TOTAL | 178.02 | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1412 BOB DORR MUSIC IN THE PARK | 850.00 | 001 001-499-6440 | 1 |
| | | | | INVOICE TOTAL | 850.00 | | |
| | | | | VENDOR TOTAL | 850.00 | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1010 CASEY'S GENERAL STORE CORPORAT FUEL | 129.75 | 001 001-650-6331 | 1 |
| | 2 | | | FD TRAINING | 19.96 | 1115 001-150-6230 | 1 |
| | | | | INVOICE TOTAL | 149.71 | | |
| | | | | VENDOR TOTAL | 149.71 | | |
| JUN16 | 1 | 6/13/16 | 6/13/16 | 1361 CATHY FIZTMAURICE-HILL INSURANCE REIMBURSEMENT | 250.00 | 001 001-620-6183 | 1 |
| | | | | INVOICE TOTAL | 250.00 | | |
| | | | | VENDOR TOTAL | 250.00 | | |
| 38503 | 1 | 6/13/16 | 6/13/16 | 1013 CITY OF IOWA CITY LIBRARY CONTRACT | 804.83 | 001 001-410-6430 | 1 |
| | | | | INVOICE TOTAL | 804.83 | | |
| | | | | VENDOR TOTAL | 804.83 | | |
| JUN16 | 1 | 6/13/16 | 6/13/16 | 1353 FLASHING THUNDER FIREWORK JULY 4TH FIREWORKS | 4,960.00 | 001 001-499-6440 | 1 |
| | | | | INVOICE TOTAL | 4,960.00 | | |
| | | | | VENDOR TOTAL | 4,960.00 | | |
| 0606 | 1 | 6/13/16 | 6/13/16 | 1046 GAZETTE COMMUNICATIONS MIN/MAY EXP/REV | 97.18 | 001 001-650-6414 | 1 |
| | | | | INVOICE TOTAL | 97.18 | | |
| | | | | VENDOR TOTAL | 97.18 | | |
| JUN16 | 1 | 6/13/16 | 6/13/16 | 1411 HILLS ELEMENTARY SCHOOL SCHOOL DONATION | 1,000.00 | 001 001-499-6440 | 1 |
| | | | | INVOICE TOTAL | 1,000.00 | | |
| | | | | VENDOR TOTAL | 1,000.00 | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1377 HILLS ELEMENTARY LEARNING CTR SCHOOL ASSISTANCE | 20,000.00 | 001 001-460-6516 | 1 |

| INVOICE# | LINE | DUE DATE | INVOICE DATE | REFERENCE | PAYMENT AMOUNT | DIST GL ACCOUNT | CK SQ |
|----------|------|----------|--------------|--|----------------|-------------------|-------|
| | | | | INVOICE TOTAL | 20,000.00 | | |
| | | | | VENDOR TOTAL | 20,000.00 | | |
| 170251 | 1 | 6/13/16 | 6/13/16 | 1389 HOLLAND MICHAEL RAIBER SITTIG LEGAL SERVICES | 540.50 | 001 001-640-6411 | 1 |
| | | | | INVOICE TOTAL | 540.50 | | |
| | | | | VENDOR TOTAL | 540.50 | | |
| 61217 | 1 | 6/13/16 | 6/13/16 | 1071 IMWCA WORKERS COMP | 1,388.00 | 001 001-650-6160 | 1 |
| | | | | INVOICE TOTAL | 1,388.00 | | |
| | | | | VENDOR TOTAL | 1,388.00 | | |
| JUN16 | 1 | 6/13/16 | 6/13/16 | 1193 SHARON TELEPHONE 1/2 FIRE STATION 224 | 61.88 | 1115 001-150-6373 | 1 |
| | 2 | | | 1/2 FIRE STATION 224 | 61.87 | 001 001-650-6373 | 1 |
| | 4 | | | MAINT BLDG 223 | 37.85 | 001 001-650-6373 | 1 |
| | 5 | | | CLERK 513 | 136.46 | 001 001-650-6373 | 1 |
| | | | | INVOICE TOTAL | 298.06 | | |
| | | | | VENDOR TOTAL | 298.06 | | |
| 110977 | 1 | 6/13/16 | 6/13/16 | 1347 STAR LEASING L.L.C. COPIER LEASE | 106.48 | 001 001-650-6504 | 1 |
| | | | | INVOICE TOTAL | 106.48 | | |
| | | | | VENDOR TOTAL | 106.48 | | |
| 10965 | 1 | 6/13/16 | 6/13/16 | 1203 STUTSMAN INC FUEL | 19.86 | 001 001-650-6331 | 1 |
| | | | | INVOICE TOTAL | 19.86 | | |
| 27951 | 1 | 6/13/16 | 6/13/16 | FUEL | 91.06 | 1115 001-150-6331 | 1 |
| | | | | INVOICE TOTAL | 91.06 | | |
| 29230 | 1 | 6/13/16 | 6/13/16 | FUEL | 131.47 | 1115 001-150-6331 | 1 |
| | | | | INVOICE TOTAL | 131.47 | | |
| 29231 | 1 | 6/13/16 | 6/13/16 | FUEL | 112.52 | 001 001-650-6331 | 1 |
| | | | | INVOICE TOTAL | 112.52 | | |
| | | | | VENDOR TOTAL | 354.91 | | |
| | | | | GENERAL | 30,977.69 | | |
| | | | | WATER | | | |
| 39961 | 1 | 6/13/16 | 6/13/16 | 1261 FOX ENGINEERING ENGINEER | 1,047.00 | 600 600-810-6490 | 1 |
| | | | | INVOICE TOTAL | 1,047.00 | | |

| INVOICE# | LINE | DUE DATE | INVOICE DATE | REFERENCE | PAYMENT AMOUNT | DIST | GL | ACCOUNT | CK SQ |
|----------|------|----------|--------------|--|----------------|------|----|--------------|-------|
| | | | | | VENDOR TOTAL | | | 1,047.00 | |
| 3894018 | 1 | 6/13/16 | 6/13/16 | 1388 HAWKINS, INC WATER CHEMICALS | 371.30 | 600 | | 600-810-6501 | 1 |
| | | | | | INVOICE TOTAL | | | 371.30 | |
| | | | | | VENDOR TOTAL | | | 371.30 | |
| JUN16 | 6 | 6/13/16 | 6/13/16 | 1193 SHARON TELEPHONE TREATMENT PLANT 2439 | 135.26 | 600 | | 600-810-6373 | 1 |
| | | | | | INVOICE TOTAL | | | 135.26 | |
| | | | | | VENDOR TOTAL | | | 135.26 | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1348 STEVE FLAKE MAY HOURS | 1,975.00 | 600 | | 600-810-6010 | 1 |
| | | | | | INVOICE TOTAL | | | 1,975.00 | |
| | | | | | VENDOR TOTAL | | | 1,975.00 | |
| JUNE16 | 3 | 6/13/16 | 6/13/16 | 1216 U S POST OFFICE UTILITY BILLS | 42.30 | 600 | | 600-810-6508 | 1 |
| | | | | | INVOICE TOTAL | | | 42.30 | |
| | | | | | VENDOR TOTAL | | | 42.30 | |
| | | | | | WATER | | | 3,570.86 | |
| | | | | | SEWER | | | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1034 BRUCE ENDRIS SEWER WAGES | 1,100.00 | 610 | | 610-815-6010 | 1 |
| | | | | | INVOICE TOTAL | | | 1,100.00 | |
| | | | | | VENDOR TOTAL | | | 1,100.00 | |
| 170252 | 1 | 6/13/16 | 6/13/16 | 1389 HOLLAND MICHAEL RAIBER SITTIG WASTEWATER | 207.00 | 610 | | 610-815-6411 | 1 |
| | | | | | INVOICE TOTAL | | | 207.00 | |
| | | | | | VENDOR TOTAL | | | 207.00 | |
| 1203969 | 1 | 6/13/16 | 6/13/16 | 1287 KEYSTONE LABORATORIES SEWER TESTS | 58.68 | 610 | | 610-815-6380 | 1 |
| | | | | | INVOICE TOTAL | | | 58.68 | |
| 1204517 | 1 | 6/13/16 | 6/13/16 | SEWER TESTS | 61.38 | 610 | | 610-815-6380 | 1 |
| | | | | | INVOICE TOTAL | | | 61.38 | |
| 1204565 | 1 | 6/13/16 | 6/13/16 | SEWER TESTS | 58.68 | 610 | | 610-815-6380 | 1 |
| | | | | | INVOICE TOTAL | | | 58.68 | |
| | | | | | VENDOR TOTAL | | | 178.74 | |

| INVOICE# | LINE | DUE DATE | INVOICE DATE | REFERENCE | PAYMENT AMOUNT | DIST GL ACCOUNT | CK SQ |
|----------|------|----------|--------------|---|----------------------|------------------|-------|
| ----- | | | | | | | |
| 50543 | 1 | 6/13/16 | 6/13/16 | 1171 OMNI-SITE.NET ALARM - HILLS COM LIFT S | 158.04 158.04 | 610 610-815-6373 | 1 |
| | | | | INVOICE TOTAL | 158.04 | | |
| | | | | VENDOR TOTAL | 158.04 | | |
| JUN16 | 3 | 6/13/16 | 6/13/16 | 1193 SHARON TELEPHONE LIFT STATION 2107 | 37.55 37.55 | 610 610-815-6373 | 1 |
| | | | | INVOICE TOTAL | 37.55 | | |
| | | | | VENDOR TOTAL | 37.55 | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1216 U S POST OFFICE UTILITY BILLS | 42.30 42.30 | 610 610-815-6508 | 1 |
| | | | | INVOICE TOTAL | 42.30 | | |
| | | | | VENDOR TOTAL | 42.30 | | |
| | | | | SEWER | 1,723.63 | | |
| | | | | LANDFILL/GARBAGE | | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | 1014 CITY OF IOWA CITY LANDFIL FIRST MONDAY | 72.40 72.40 | 670 670-840-6491 | 1 |
| | | | | INVOICE TOTAL | 72.40 | | |
| | | | | VENDOR TOTAL | 72.40 | | |
| JUN16 | 1 | 6/13/16 | 6/13/16 | 1100 JOHNSON COUNTY REFUSE, INC GARBAGE CONTRACT | 1,263.50 1,263.50 | 670 670-840-6492 | 1 |
| | | | | INVOICE TOTAL | 1,263.50 | | |
| JUNE16 | 1 | 6/13/16 | 6/13/16 | GARBAGE TAGS | 720.00 720.00 | 670 670-840-6535 | 1 |
| | | | | INVOICE TOTAL | 720.00 | | |
| | | | | VENDOR TOTAL | 1,983.50 | | |
| JUNE16 | 2 | 6/13/16 | 6/13/16 | 1216 U S POST OFFICE UTILITY BILLS | 42.30 42.30 | 670 670-840-6508 | 1 |
| | | | | INVOICE TOTAL | 42.30 | | |
| | | | | VENDOR TOTAL | 42.30 | | |
| | | | | LANDFILL/GARB | 2,098.20 | | |
| | | | | HILLS BANK & TRUST TOTAL | 38,370.38 | | |
| | | | | TOTAL MANUAL CHECKS | .00 | | |
| | | | | TOTAL E-PAYMENTS | .00 | | |
| | | | | TOTAL PURCH CARDS | .00 | | |
| | | | | TOTAL ACH PAYMENTS | .00 | | |
| | | | | TOTAL OPEN PAYMENTS | 38,370.38 | | |

| ACCOUNT NUMBER | ACCOUNT NAME | DATE | JOURNAL | RECEIVED FROM/ALPHA ID | RECEIPT NO REF/DESCRIPTION | AMOUNT |
|----------------|---------------------------------|------|---------|------------------------|----------------------------|-----------|
| 001-150-4475 | TOWNSHIP CONTRIBUTIONS | | | | | |
| 6/03/16 | GL1502 LIBERTY TOWNSHIP | | | | TOWNSHIP CONTRI | 5,650.00 |
| 6/03/16 | GL1502 WEST LUCAS TOWNSHIP | | | | TOWNSHIP CONTRI | 7,150.00 |
| 6/10/16 | GL1506 SHARON TOWNSHIP | | | | TOWNSHIP CONTRI | 3,000.00 |
| 6/10/16 | GL1506 EAST LUCAS TOWNSHIP | | | | TOWNSHIP CONTRI | 3,500.00 |
| | ACCOUNT TOTAL | | | | | 19,300.00 |
| 001-950-4120 | BUILDING/CONSTRUCT PERMIT | | | | | |
| 5/27/16 | GL1498 AMELON PROPERTIES | | | | BUILDING PERMIT | 1,400.00 |
| | ACCOUNT TOTAL | | | | | 1,400.00 |
| 001-950-4300 | INTEREST | | | | | |
| 5/31/16 | GL1500 HILLS BANK AND TRUST | | | | CHECKING INT | 139.92 |
| 6/03/16 | GL1502 HILLS BANK AND TRUST | | | | CD INT - GEN 10163707 | 172.60 |
| 6/03/16 | GL1502 HILLS BANK AND TRUST | | | | CD INT - GEN 10155919 | 9.49 |
| 6/03/16 | GL1502 HILLS BANK AND TRUST | | | | CD INT - GEN 10151413 | 73.97 |
| | ACCOUNT TOTAL | | | | | 395.98 |
| 001-950-4310 | RENT - HILLS BANK PARKING LOT | | | | | |
| 6/10/16 | GL1506 JOHNSON COUNTY AUDITOR | | | | DONATIONS ELECTIONS | 200.00 |
| | ACCOUNT TOTAL | | | | | 200.00 |
| 110-210-4300 | INTEREST | | | | | |
| 5/27/16 | GL1498 HILLS BANK AND TRUST | | | | CD INT - ROADS 10100444 | 64.11 |
| 6/03/16 | GL1502 HILLS BANK AND TRUST | | | | CD INT - ROADS 10112191 | 11.10 |
| 6/03/16 | GL1502 HILLS BANK AND TRUST | | | | CD INT - ROADS 10100949 | 86.30 |
| | ACCOUNT TOTAL | | | | | 161.51 |
| 121-950-4090 | LOCAL OPTION TAX | | | | | |
| 6/01/16 | GL1501 TREASURER, STATE OF IOWA | | | | LOCAL OPTION TX | 47,933.16 |
| | ACCOUNT TOTAL | | | | | 47,933.16 |
| 121-950-4300 | INTEREST | | | | | |
| 6/07/16 | GL1505 CD INTEREST | | | | | 172.42 |
| | ACCOUNT TOTAL | | | | | 172.42 |
| 600-810-4500 | CHARGES/FEEES FOR SERVICES | | | | | |
| 5/23/16 | UB3284 SA CASH POSTING | | | | | 139.35 |
| 5/23/16 | UB3284 WA CASH POSTING | | | | | 553.28 |
| 5/23/16 | UB3284 WA CASH POSTING | | | | | 20.00 |

| ACCOUNT NUMBER | ACCOUNT NAME | DATE | JOURNAL RECEIVED FROM/ALPHA ID | RECEIPT NO REF/DESCRIPTION | AMOUNT |
|----------------|---------------------------|------|--------------------------------|----------------------------|----------|
| 600-810-4500 | CHARGES/FEES FOR SERVICES | | | | |
| 5/23/16 | UB3285 WA PENALTY CALC | | | | 25.96- |
| 5/23/16 | UB3285 SA PENALTY CALC | | | | 10.00 |
| 5/23/16 | UB3285 WA PENALTY CALC | | | | 66.61- |
| 5/23/16 | UB3285 WA PENALTY CALC | | | | 296.90- |
| 5/23/16 | UB3285 WA PENALTY CALC | | | | 257.15 |
| 5/27/16 | UB3287 SA CASH POSTING | | | | 60.00 |
| 5/27/16 | UB3287 WA CASH POSTING | | | | 270.59 |
| 5/27/16 | UB3287 WA CASH POSTING | | | | 21.15 |
| 6/01/16 | UB3295 SA CASH POSTING | | | | 149.90 |
| 6/01/16 | UB3295 WA CASH POSTING | | | | 657.76 |
| 6/01/16 | UB3295 WA CASH POSTING | | | | 177.50 |
| 6/03/16 | UB3311 SA CASH POSTING | | | | 157.41 |
| 6/03/16 | UB3311 WA CASH POSTING | | | | 750.68 |
| 6/03/16 | UB3311 WA CASH POSTING | | | | 12.05 |
| 6/03/16 | UB3313 SA CASH POSTING | | | | 107.55 |
| 6/03/16 | UB3313 WA CASH POSTING | | | | 466.19 |
| 6/06/16 | UB3318 SA CASH POSTING | | | | 150.30 |
| 6/06/16 | UB3318 WA CASH POSTING | | | | 594.02 |
| 6/06/16 | UB3318 WA CASH POSTING | | | | 22.55 |
| 6/08/16 | UB3322 SA CASH POSTING | | | | 30.00 |
| 6/08/16 | UB3322 SA CASH POSTING | | | | 150.88 |
| 6/08/16 | UB3322 WA CASH POSTING | | | | 133.32 |
| 6/08/16 | UB3322 WA CASH POSTING | | | | 692.37 |
| 6/10/16 | UB3327 SA CASH POSTING | | | | 20.00 |
| 6/10/16 | UB3327 SA CASH POSTING | | | | 10.00 |
| 6/10/16 | UB3327 SA CASH POSTING | | | | 180.00 |
| 6/10/16 | UB3327 WA CASH POSTING | | | | 533.88 |
| 6/10/16 | UB3327 WA CASH POSTING | | | | 44.44 |
| 6/10/16 | UB3327 WA CASH POSTING | | | | 823.83 |
| 6/10/16 | UB3327 WA CASH POSTING | | | | .45 |
| | ACCOUNT TOTAL | | | | 6,807.13 |
| 600-810-4530 | PENALTIES | | | | |
| 6/01/16 | UB3295 WA CASH POSTING | | | | 15.00 |
| 6/03/16 | UB3313 WA CASH POSTING | | | | 15.00 |
| | ACCOUNT TOTAL | | | | 30.00 |
| 600-810-4560 | SALES TAXES COLLECTED | | | | |
| 5/23/16 | UB3284 WA CASH POSTING | | | | 38.72 |
| 5/23/16 | UB3285 WA PENALTY CALC | | | | 3.11 |
| 5/23/16 | UB3285 WA PENALTY CALC | | | | 3.11 |
| 5/27/16 | UB3287 WA CASH POSTING | | | | 19.36 |
| 6/01/16 | UB3295 WA CASH POSTING | | | | 41.89 |
| 6/03/16 | UB3311 WA CASH POSTING | | | | 53.76 |
| 6/03/16 | UB3313 WA CASH POSTING | | | | 35.61 |
| 6/06/16 | UB3318 WA CASH POSTING | | | | 44.08 |
| 6/08/16 | UB3322 WA CASH POSTING | | | | 9.33 |
| 6/08/16 | UB3322 WA CASH POSTING | | | | 48.46 |
| 6/10/16 | UB3327 WA CASH POSTING | | | | 37.37 |
| 6/10/16 | UB3327 WA CASH POSTING | | | | 57.68 |

| ACCOUNT NUMBER | ACCOUNT NAME | DATE | JOURNAL | RECEIVED FROM/ALPHA ID | RECEIPT NO REF/DESCRIPTION | AMOUNT |
|----------------|-----------------------|----------------------|---------|------------------------|----------------------------------|----------|
| 600-810-4560 | SALES TAXES COLLECTED | | | | | |
| | ACCOUNT TOTAL | | | | | 392.48 |
| 600-810-4730 | DEPOSITS | | | | | |
| 5/23/16 | UB3282 | WA | | | | 100.00 |
| 6/01/16 | UB3293 | WA | | | | 300.00 |
| 6/03/16 | UB3308 | WA | | | | 100.00 |
| 6/10/16 | UB3325 | WA | | | | 100.00 |
| | ACCOUNT TOTAL | | | | | 600.00 |
| 610-815-4300 | INTEREST | | | | | |
| 6/03/16 | GL1502 | HILLS BANK AND TRUST | | | CD INT - SEWER 10100964 | 25.89 |
| 6/03/16 | GL1504 | CD INTEREST | | | | 261.42 |
| | ACCOUNT TOTAL | | | | | 287.31 |
| 610-815-4500 | CHARGES/FEES | | | | | |
| 5/23/16 | UB3284 | SW | | | | 430.50 |
| 5/23/16 | UB3285 | SW | | | | 22.85 |
| 5/23/16 | UB3285 | SW | | | | 50.00 |
| 5/23/16 | UB3285 | SW | | | | 35.00 |
| 5/27/16 | UB3287 | SW | | | | 205.50 |
| 5/27/16 | UB3287 | SW | | | | 72.45 |
| 6/01/16 | UB3295 | SW | | | | 560.00 |
| 6/01/16 | UB3295 | SW | | | | 135.00 |
| 6/03/16 | UB3311 | SW | | | | 525.00 |
| 6/03/16 | UB3311 | SW | | | | 40.00 |
| 6/03/16 | UB3313 | SW | | | | 381.50 |
| 6/03/16 | UB3313 | SW | | | | 40.00 |
| 6/06/16 | UB3318 | SW | | | | 467.42 |
| 6/08/16 | UB3322 | SW | | | | 150.00 |
| 6/08/16 | UB3322 | SW | | | | 537.42 |
| 6/10/16 | UB3327 | SW | | | | 521.67 |
| 6/10/16 | UB3327 | SW | | | | 50.00 |
| 6/10/16 | UB3327 | SW | | | | 686.32 |
| | ACCOUNT TOTAL | | | | | 4,910.63 |
| 610-815-4560 | SALES TAX COLLECTED | | | | | |
| 5/23/16 | UB3285 | SW | | | | 3.50 |
| 6/08/16 | UB3322 | SW | | | | 10.50 |
| 6/10/16 | UB3327 | SW | | | | 36.52 |
| | ACCOUNT TOTAL | | | | | 50.52 |
| 610-815-4710 | REIMBURSEMENT | | | | | |
| 5/27/16 | GL1498 | DAVE SCHMITT CONST | | | SEWER REIMB WASHINGTON STREET | 2,265.50 |

| ACCOUNT NUMBER | ACCOUNT NAME | DATE | JOURNAL RECEIVED FROM/ALPHA ID | RECEIPT NO REF/DESCRIPTION | AMOUNT |
|----------------|-------------------------------------|------|--------------------------------|----------------------------|-----------|
| 610-815-4710 | REIMBURSEMENT | | | | |
| | ACCOUNT TOTAL | | | | 2,265.50 |
| 670-840-4300 | INTEREST | | | | |
| 6/10/16 | GL1506 HILLS BANK AND TRUST | | | CD INT - GARB 10206092 | 268.44 |
| | ACCOUNT TOTAL | | | | 268.44 |
| 670-840-4501 | GARBAGE FEES | | | | |
| 5/23/16 | UB3284 GB CASH POSTING | | | | 57.00 |
| 5/23/16 | UB3285 GB PENALTY CALC | | | | 4.75 |
| 5/27/16 | UB3287 GB CASH POSTING | | | | 19.00 |
| 5/27/16 | UB3287 GB CASH POSTING | | | | 60.00 |
| 6/01/16 | UB3295 GB CASH POSTING | | | | 44.95 |
| 6/01/16 | UB3295 GB CASH POSTING | | | | 175.00 |
| 6/03/16 | UB3311 GB CASH POSTING | | | | 61.75 |
| 6/03/16 | UB3311 GB CASH POSTING | | | | 20.00 |
| 6/03/16 | UB3313 GB CASH POSTING | | | | 76.00 |
| 6/03/16 | UB3313 GB CASH POSTING | | | | 60.00 |
| 6/06/16 | UB3318 GB CASH POSTING | | | | 48.73 |
| 6/08/16 | UB3322 GB CASH POSTING | | | | 59.40 |
| 6/08/16 | UB3322 GB CASH POSTING | | | | 20.00 |
| 6/10/16 | UB3327 GB CASH POSTING | | | | 78.55 |
| 6/10/16 | UB3327 GB CASH POSTING | | | | 20.00 |
| | ACCOUNT TOTAL | | | | 805.13 |
| 670-840-4502 | GARBAGE BAGES | | | | |
| 5/27/16 | GL1498 RESIDENT | | | GARBAGE TAGS | 10.00 |
| 5/27/16 | GL1498 BYLER | | | GARBAGE TAGS | 12.50 |
| 5/27/16 | GL1498 CULVER | | | GARBAGE TAGS | 25.00 |
| 5/27/16 | GL1498 RESIDENT | | | GARBAGE TAGS | 12.50 |
| 5/27/16 | GL1498 RESIDENT | | | GARBAGE TAGS | 12.50 |
| 6/03/16 | GL1502 RESIDENT | | | GARBAGE TAGS | 6.25 |
| 6/03/16 | GL1502 RESIDENT | | | GARBAGE TAGS | 10.00 |
| 6/08/16 | UB3322 UNIQUE MC GL DIST PMT: GBTAG | | | | 25.00 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 12.50 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 12.50 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 5.00 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 25.00 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 6.25 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 18.75 |
| 6/10/16 | GL1506 RESIDENT | | | GARBAGE TAGS | 6.25 |
| 6/10/16 | UB3327 UNIQUE MC GL DIST PMT: GBTAG | | | | 62.50 |
| | ACCOUNT TOTAL | | | | 262.50 |
| | REPORT TOTAL | | | | 86,242.71 |

TREASURER'S REPORT FOR THE MONTH OF APRIL 2016

| FUND | BEGINNING BALANCE | DEPOSITS | DISBURSED | ENDING BALANCE | INVESTMENTS END OF MONTH | TOTAL FUND BALANCE |
|--------------------------------------|----------------------|------------------|------------------|-------------------|-----------------------------|-----------------------|
| General | 618113.92 | 61418.05 | 16295.27 | 663236.7 | 435000 | 1098236.7 |
| Fire | 87356.98 | | 8333.07 | 79023.91 | 16000 | 95023.91 |
| Road Use | -271747.47 | 5720.78 | 44924.08 | -310950.77 | 305000 | -5950.77 |
| Debt Service | -80189.96 | | 21636 | -101825.96 | | -101825.96 |
| LOST | 45443.95 | 5007.92 | | 50451.87 | 68406.42 | 118858.29 |
| WATER | 54841.45 | 22779.67 | 7888.82 | 69732.3 | | 69732.3 |
| SEWER | 364437.24 | 16219.87 | 10292.56 | 370364.55 | 132361.63 | 502726.18 |
| GARBAGE | 15253.36 | 1882.66 | 1623.46 | 15512.56 | 70000 | 85512.56 |
| Total Treasurer's Balance | 833509.47 | 113028.95 | 110993.26 | 835545.16 | 1026768.05 | 1862313.21 |
| Total Outstanding (All funds) | | | | -9504.03 | | |
| Total Clerk's Balance | | | | | | 826041.13 |

RESOLUTION 2016-12

**A RESOLUTION SETTING SALARIES OR WAGES FOR EMPLOYEES FOR FISCAL YEAR 2016-17
BEGINNING JULY 1, 2016**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILLS, IOWA,

That the following persons and positions named shall be paid the salaries or wages indicated and that the City Administrator is authorized to issue warrants/checks, less legally required or authorized deductions from the amounts set out below on a weekly basis, and make contributions to IPERS and Social Security or other purpose as required by law or authorization of the Council, all subject to audit and review by the Council:

| <u>Position</u> | <u>Name</u> | <u>Monthly Rate</u> | <u>Weekly Rate</u> | <u>Hourly Rate</u> |
|--------------------|-------------------------------------|---------------------|--------------------|--------------------|
| Fire Chief | Jason Van Nevel | \$200.00 | | |
| Maintenance | Ron Wolfe | | \$910.30 | |
| Deputy Clerk | Donna Hicks | | | \$11.00 |
| City Administrator | Cathy Fitzmaurice-Hill | | \$795.68 | |
| Seasonal | Ashley Reuman(thru 12-31-16) | | | \$9.15 |
| Seasonal | Ashley Reuman (1-1-17 thru 6-30-17) | | | \$10.10 |
| Building Inspector | Terry Goerd | | | \$35.00 |

Motion made by _____, seconded by _____ to approve
Resolution 2016-12.

YES:

NO:

ABSTAIN:

ABSENT:

Resolution 2016-12 passed and approved this 13th day of June, 2016.

Tim Kemp, Mayor

ATTEST:

Cathy Fitzmaurice-Hill
City Administrator

RESOLUTION NO. 2016-13

RESOLUTION ADOPTING AN INFORMATION SYSTEMS DISASTER PREVENTION AND RECOVERY PLAN FOR THE CITY OF HILLS, IOWA

WHEREAS, the City of Hills depends upon the use of its information systems to maintain records and conduct business; and

WHEREAS, in the event of an emergency these devices must be protected or restored; and

WHEREAS, the City has created an Information Systems Disaster Prevention and Recovery Plan to govern and guide recovery responsibilities and procedures within the City; and

WHEREAS, the City Council has reviewed the Information Systems Disaster Prevention and Recover Plan.

BE IT THEREFORE RESOLVED, that the City Council of Hills in Johnson County, Iowa, adopts its Information Systems Disaster Prevention and Recovery Plan providing guidelines, procedures and policy to ensure the continued operation of all City business in the event of an emergency. Said Plan shall be effective immediately.

Motion made by _____ and seconded by _____ to approve Resolution 2016-13.

YES:

NO:

ABSTAIN:

ABSENT:

RESOLUTION 2016-13 PASSED AND APPROVED this 13th day of June, 2016.

Tim Kemp, Mayor

ATTEST:

Cathy Fitzmaurice-Hill, City Administrator

**INFORMATION SYSTEMS DISASTER
PREVENTION AND RECOVERY PLAN
CITY OF HILLS**

JUNE 2016

Disaster Recovery Procedures

In the event of a disaster that makes City Hall unusable for City business, City Hall staff will meet at the Hills Fire Station Meeting Room. The Fire Station is located at 90 N. 1st Street. If an alternate site is needed the City Administrator or his/her designee will contact staff and advise them of the alternate location.

This plan addresses the need for the continuity of:

1. Police, Fire and ambulance service
2. Water and sewer service to the community
A.) Includes billing and processing payments, as well as work orders
3. Accounts Payable and Receivable including payroll
4. Functionality of the City Council

In the event of a disaster, the first priority will be restoration of services necessary for the continuation of public safety communication and services. Then priority will be given to the needs listed above.

The City Administrator, with the assistance of the Mayor, will declare a disaster and determine the level of disaster. In the event the Mayor is not available, a council member would be used. In the event the City Administrator is not available the chain of command would be as follows: Public Works Director, Fire Chief, Deputy City Clerk.

The City Administrator will oversee the disaster recovery plan implementation, which includes the financial recovery including payroll and the accounts payable recovery. The Deputy City Clerk will oversee the utilities recovery.

If needed, replacement computers, printers and/or fax machines will be purchased or obtained from the vendor offering the quickest turnaround time. One of the replacement computers will serve as an authentication/network operating system server to provide LAN access for the remaining PCs. This would be an emergency situation, and the bidding process and council approval would not be required to make the necessary purchases to repair or replace critical infrastructure.

Data Technologies will be contacted to provide a replacement Summit system. The necessary software will also be purchased if not found. Network cabling and one hub will also be procured to provide network capability for staff tasked with the continuity of the services listed above. City administration staff, Data Technology Staff and/or our technology vendor(s) will be contacted to assist in setting up the required systems. The external hard drive backup will be retrieved from the online data backup and recovery provider file, as soon as possible and files will be restored, allowing staff to continue to provide the City Council with the support needed to conduct the city's business.

Data Technologies (888-299-8149) in Omaha, NE will be contacted to assist in bringing the Summit system (city's financial program) back online with the most complete data available from the stored backup. This will facilitate the payroll, and accounts payable and receivable functionalities. An emergency supply order of checks and utility bills can be ordered from Storey Kenworthy (515-954-3426) with a rush delivery so that utility billing, payroll and other accounts payable commitments can be made in a timely manner.

Once the severity of the disaster has been established and an assessment of available resources has taken place, the City Administrator or his/her designee will determine what additional hardware, software, and other IT needs will be procured for operations to return to pre-disaster levels. At this time, if needed, the decision of physical location will also be addressed.

The City Administrator or his/her designee will be responsible for the implementation of the recovery and will assign duties as required. The City Administrator or his/her designee will be responsible for any communication to the public during such a disaster. Immediately following a disaster, all department heads will meet with the City Administrator for review and implementation.

Once disaster recovery has been implemented, the City Administrator will meet daily with department heads to determine the status level of service and if services can be reverted back to pre-disaster levels.

At the end of each fiscal year, a Staff meeting with Department Heads will be held for a mock drill discussion regarding the necessary procedures in the event of a disaster. At this time the Disaster Recovery Plan will be reviewed.

Once approved or any changes that are made to the Disaster Recovery Plan shall be distributed to all department heads to disperse to the appropriate personnel.

(Computer Inventory attached)

1. HP ProBook Laptop: City Administrator
2. HP Laptop: Deputy City Clerk (front desk)
3. Hp server and laptop: City Office (Storage/Bathroom)
4. Touch screen computer: Fire Station
5. PC with printer: Fire Station
6. HP laptop: Fire Station
7. HP laptop: Fire Station

CITY OF HILLS COMPUTER POLICY

Computer System Security

Access:

Users are assigned software and computer hardware devices deemed necessary to perform their duties. Access to specific directories and files may be limited based on the sensitivity or confidentiality of the information of the files. Limitations may include denial of access to certain staff, read-only access, etc. Department Supervisors and the City Administrator authorize access rights and limitations.

External Hard drives should not be attached to the system without authorization.

Passwords:

Passwords are set up by the individual user. Passwords are to remain confidential to the user. When additional users will be utilizing the software, they will be assigned a password of their own. Individual's password will be removed from the system upon termination of employment. There is a minimum password length of 8 characters plus a minimum of one number. Passwords shall be reset "at a minimum" the beginning of each calendar year.

System Time Out and Log Off:

If user will be away from desk for longer than 4 hours the computer shall be shut down. The computer shall be shut down at the end of each workday to allow for the most complete backup. The computer located at the front desk in the City Office shall remain running to allow for external back up to be completed daily. It shall be shut down and re-booted every other day to allow for updates.

Anti-Virus:

Currently the City is using Norton Antivirus protection. A firewall can be modified for additional security.

External Hard Drive Backups:

A full system backup, including Summit, is performed nightly to the water plant. Additionally, Summit is backed up to an online data backup and recovery provider nightly.

RESOLUTION NO. 2016-14

RESOLUTION ADOPTING AN INVESTMENT POLICY FOR THE CITY OF HILLS, IOWA

WHEREAS, the City of Hills has created an Investment Policy to provide for the safety and preservation of all public funds while maintaining the necessary liquidity to match expected liabilities of the City and obtain a reasonable rate of return on investments; and

WHEREAS, the Investment Policy is intended to comply with Iowa Code Chapter 12B; and

WHEREAS, the City Council of the City of Hills has reviewed the Investment Policy.

BE IT THEREFORE RESOLVED, that the City Council of Hills in Johnson County, Iowa, adopts its Investment Policy providing guidelines, procedures and policy for the investment of City funds. Said Policy shall be effective immediately.

Motion made by _____ and seconded by _____ to approve Resolution 2016-14.

YES:

NO:

ABSTAIN:

ABSENT:

RESOLUTION 2016-14 PASSED AND APPROVED this 13th day of June, 2016.

Tim Kemp, Mayor

ATTEST:

Cathy Fitzmaurice-Hill, City Administrator

INVESTMENT POLICY

FOR

THE CITY OF HILLS, IOWA

ADOPTED JUNE 2016

CITY OF HILLS

INVESTMENT POLICY

SECTION 1. SCOPE OF INVESTMENT POLICY:

The Investment Policy of the City of Hills, shall apply to all operating fund, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Hills. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolutions.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the City of Hills to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the City of Hills.
3. The auditor engaged to audit any funds of the City of Hills.
4. The State Auditor.

In addition, a copy of the Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the City of Hills.

SECTION 2. DELEGATION OF AUTHORITY:

In accordance with Iowa Code Section 12B.10(1), the responsibility for conducting investment transactions resides with the City Administrator/Treasurer of the City of Hills. Only the City Administrator/Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Hills, shall require the outside person to notify the City of Hills in writing, within thirty (30) days of receipt of all communication from the Auditor of the outside person or any regulatory authority, of the existence of material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City of Hills by the outside person.

The records of investment transactions made by or on behalf of the City of Hills are public records and are the property of the City of Hills whether in the custody of the City of Hills or in the custody of a fiduciary or other third party.

The City Administrator/Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Hills responsible for elements of the investment process and

to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related reports on internal control structure of all outside persons performing any of the following for the City of Hills:

1. Investing public funds of the City of Hills.
2. Advising on the investment of public funds of the City of Hills.
3. Directing the deposit or investment of public funds of the City of Hills.
4. Acting in a fiduciary capacity for the City of Hills.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

SECTION 3. OBJECTIVES OF INVESTMENT POLICY:

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Hills shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

SECTION 4. PRUDENCE:

The City Administrator/Treasurer of the City of Hills when investing or depositing public funds, shall exercise the care, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the City Administrator/Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Hills and the investment objectives stated in Section 3.

SECTION 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT:

Assets of the City of Hills may be invested in the following:

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City of Hills. Deposits in any financial institution shall not exceed the amount approved by the governing body of the City of Hills.
2. Obligations of the United States government, its agencies and instrumentalities.
3. Certificates of Deposit and other evidences of deposit at a federally insured Iowa depository institutions approved and secured pursuant to Iowa Code Chapter 12C.
4. Iowa Public Agency Investment Trust (IPAIT).
5. Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.
6. Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approve by the Superintendent of Banking by rule adopted pursuant to Chapter 17A.

7. Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.

8. An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Section 5 of this Investment Policy.

9. Investments authorized for the Iowa public employees' retirement system in section 97B.7A, except that investment in common stocks is not permitted.

10. Obligations of the Iowa Finance Authority issued pursuant to Chapter 16, bearing interest at market rates.

All instruments eligible for investment are further governed by all other provisions of this Investment Policy.

SECTION 6. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES:

Assets of the City of Hills shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of the City of Hills shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested asset.
3. If a fiduciary or other third party with custody of public investment transaction records of the City of Hills fails to produce records as requested by this public body within a reasonable time, the City of Hills shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

Assets of the City of Hills shall be subject to the following:

1. Each investment must be authorized by applicable law and the written investment policy of the City of Hills.
2. Investments that involve the use of a public funds custodial agreement, as defined in section 12B.10C, shall comply with rules adopted pursuant to section 12B.10C relating to those investments. All contracts providing for the investment of public funds shall be in writing and shall contain a provision requiring that all investments shall be made in accordance with the laws of the State of Iowa.

SECTION 7—INVESTMENT MATURITY LIMITATIONS:

Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations.

1. Operating funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The City Administrator/Treasurer may invest funds of the City of Hills that are not identified as operating funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the City of Hills shall have maturities that are consistent with the needs and use of the City of Hills.

SECTION 8—DIVERSIFICATION:

Investment of the City of Hills are subject to the following diversification requirements:

Prime Bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Hills shall be invested in prim bankers' acceptances; and;
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Hills shall be invested in securities of a single issuer.

Commercial paper or short-term corporate debt:

1. A the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Hills shall be in commercial paper or other short term corporate debt;
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Hills shall be invested in the securities of a single issuer: and;
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper or other short-term corporate debt shall be invested in paper and debt rated in the second highest classifications.
4. At the time of purchase, no more than thirty percent (30%) of the investment portfolio shall be invested in commercial paper or short term corporate debt.

Iowa Finance Authority:

1. At the time of purchase the Iowa Finance Authority has an issuer credit rating within the two highest classification or the obligations to be purchased are rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to Chapter 17A.

Where possible, it is the policy of the City of Hills to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoid undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9 – SAFEKEEPING AND CUSTODY:

All invested assets of the City of Hills involving the use of a public funds custodial agreement, as defined in Iowa Code Section 12B.10C, shall comply with all rules adopted pursuant to Iowa Code Section 12B10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

SECTION 10 – ETHICS AND CONFLICT OF INTEREST:

The City Administrator/Treasurer and all officers and employees of the City of Hills involved in the investment process shall refrain from personal business activity that could conflict with proper

execution of the investment program, or which could impair their ability to make impartial investment decisions.

SECTION 11 – REPORTING:

The City Administrator/Treasurer shall submit annually an investment report that summarizes recent conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features. The City Administrator/Treasurer’s report shall summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

SECTION 12 – INVESTMENT POLICY REVIEW AND AMENDMENT:

This investment Policy shall be reviewed every three (3) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Approved and adopted this ____ day of _____, 2016.

Tim Kemp, Mayor

ATTEST: _____
Cathy Fitzmaurice-Hill, City Administrator/Treasurer

We have received the burst disks for both RO trains, I will install in the next week.

We have been receiving a nuisance alarm related to RO pressure when train #1 shuts down, I will address this with Harn.

I have turned off the heat trace in the tower as well.

Thank you, Steve Flake