

CITY OF WAVERLY

Administration Annual Report

Fiscal Year 2013 – 2014

June 30, 2014

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 employees working with an annual operating and capital budget of approximately \$16.5 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

Phil Jones
City Administrator

PJ/cg



Administration Department

Phil Jones, City Administrator, Carla Guyer, City Clerk, Valorie Northrup, Administrative Assistant and 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 2013/14. 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 2013-14 OBJECTIVES:

1. Focus on strategic planning efforts with Mayor and City Council, Staff and citizens; then ensure the enactment of priorities and goals established through strategic planning, 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 mayor and three councilmembers transitioned nicely into their new roles. We have worked with the Champions Ridge Committee in hopes to have that project completed.

- Approval of all liquor and tobacco permits
- Approval of Cash Disbursements
- City of Waverly Budget
- City of Waverly Audit
- Budget Amendment
- Mayoral Appointments
- Proclamations
- Employee Highlights
- Guest Council
- Fire Chief Appointment
- Strategic Planning/Work Planning Sessions.
 - > Establishing the City of Waverly 2013 Goal Setting Report as the Mayor and Council Goals and Priorities for the Next 18 to 24 Months. (August 19, 2013)
- Council Liaisons to Board and Commissions.
- Reviewed goals of City Commissions.
- Review of Waverly Light & Power Adopted Budget and Audit
- Approve payment of City Revenue Contingent Obligation for Wartburg-Waverly Sports and Wellness Center
- Finalizing the AmVets Area Riverbank Restoration 2013. (July 15, 2013)
- Approving Municipal Communications Feasibility and Service Delivery (July 15, 2013)

- Approving Contract, Bonds and Certificate of Insurance from Feldman Concrete and Authorizing the Mayor to Sign the Contract for the Citywide Sidewalk Improvement Project (September 9, 2013)
- Accepting the 2013 Bituminous Seal Coat Program and Approving Final Payment. (September 9, 2013)
- Amending Resolution 13-38 Regarding 2013 Subdivision Sidewalk Infill Program Criteria. (October 7, 2013)
- Accepting the 16th Street SW Reconstruction and Approving the Final Pay Request. (October 7, 2013)
- Adopt ordinances (7 were adopted in FY '13-14)
- Adopt resolutions (128 were adopted in FY '13-14)
- Approving Beverage Lease Agreement with Waverly Country Club.
- Approving the 5 – Year Capital Improvement Program and the Waverly Municipal Airport's Federal Airport Improvements Program Pre-Application for FFY 2015 – 2019.
- Approved the adoption of the City of Waverly Community Based Strategic Plan Goals and Objectives 2013-2020 (April 21, 2014)
- Community involved strategic planning / goal setting / defining vision for Waverly
- General Elections and filling of council seat due to At Large Councilman Gary Boorum's death.
- Approve negotiated contract with Police Unit.

Financial Matters

- Yearly Transfers
- Street Finance Report (August 5, 2013)
- Approving a Contract with Public Financial Management (PFM). (August 19, 2013)
- Accepting Certification Filed by the Financing Director to the Bremer County Auditor Detailing the Amount of New Loans, Advances and Indebtedness which Qualify for Payment for Tax Increment Revenues of the Waverly Urban Renewal Plan. (November 4, 2013)
- Finalizing Special Assessments for the Citywide Sidewalk Repairs 2013. (November 18, 2013)
- Declaring the Official Intent of the City of Waverly to Reimburse Expenditures to be Incurred with Respect to Certain Projects or Programs or from Certain Funds with the Proceeds of Debt. (November 18, 2013)
- Adopting the Annual Budget for Fiscal Year Ending June 30, 2015. (March 3, 2014)
- Setting Dates of a Consultation and a Public Hearing on a Proposed Amendment No. 1 to the Waverly Unified Urban Renewal Plan in the City of Waverly, State of Iowa. (March 17, 2014)
- Official Intent of the City of Waverly to Reimburse Expenditures to be incurred with Respect to Certain Projects with the Proceeds of Debt (April 7, 2014)
- Fixing Date for a Meeting on the Proposition of Issuance of not to exceed \$700,000 of General Obligation Bonds, Series 2014A (for General Corporate Purpose) (April 21, 2014)
- Instituting Proceedings to take Additional Action for Authorization of Loan Agreement and Issuance not to exceed \$700,000 General Obligation Bonds, Series 2014A (May 5, 2014)
- Fixing Date for a Meeting on the Proposition of Issuance of not to exceed \$250,000 of General Obligation Bonds, Series 2014A (for General Corporate Purpose) (April 21, 2014)
- Instituting Proceedings to take Additional Action for Authorization of Loan Agreement and Issuance not to exceed \$250,000 General Obligation Bonds, Series 2014A (May 5, 2014)
- Fixing Date for a Meeting on the Proposition of Issuance of not to exceed \$2,450,000 of General Obligation Bonds, Series 2014A (For Essential Corporate Purposes) (April 21, 2014)
- Instituting Proceedings to take Additional Action for Issuance not to exceed \$2,450,000 General Obligation Bonds, Series 2014A (May 5, 2014)

- Fixing Date for a Meeting on the Proposition of Issuance of not to exceed \$4,400,000 of General Obligation Bonds, Series 2014A (For Essential Corporate Purposes) (April 21, 2014)
- Instituting Proceedings to take Additional Action for Authorization of Loan Agreement and Issuance not to exceed \$4,400,000 General Obligation Bonds, Series 2014A (May 5, 2014)
- Directing the Advertisement for Sale of \$7,380,000 General Obligation Bonds, Series 2014A and Approving Electronic Bidding Procedures (May 19, 2014)
- Directing Sale of \$7,380,000 General Obligation Bonds, Series 2014A (swimming pool, public services facility, Dry Run Creek improvements, Cedar River Parkway, Airport, Land and Safety and Runway, 4th St NW and water and sewer extensions) (June 2, 2014)
- Authorizing and providing for Issuance of \$7,380,000 General Obligation Bonds, Series 2014A and Levying a Tax to Pay Said Bonds (June 16, 2014)
- Appointing Wells Fargo Bank, National Association of Minneapolis, MN to serve as Paying Agent, Bond Registrar, and Transfer Agent (June 16, 2014)
- Amending the Current Budget for the Fiscal year ending June 2014 (May 5, 2014)
- Approve Municipal Communications Feasibility and Service Delivery Model Task Force Funding Request. (August 5, 2013)
- Resolution Declaring the official intent of the City of Waverly to reimburse expenditures to be incurred with respect to certain projects or programs or from certain funds with the proceeds of debt (\$400,000). (August 5, 2013)
- Resolution Declaring the official intent of the City of Waverly to reimburse expenditures to be incurred with respect to certain projects or programs or from certain funds with the proceeds of debt (\$800,000). (August 5, 2014)
- Certification filed by the Financing Director to the Bremer County Auditor detailing the amounts of new loans, advances and indebtedness which qualify for payment for tax increment revenues of the Waverly Urban Renewal Plan. (November 4, 2013)

New Initiatives

- Election of Mayor Charles D. Infelt, At Large Councilwoman Edith Waldstein, 1st Ward Councilman Derrick Wygle, 3rd Ward Councilman Wes Gade and 5th Ward Councilman Tim Kangas
- City Attorney / Economic Development Director Employment for William Werger.
- Reorganization of Economic Development and Community Development departments.
- Preparing for transition of new city clerk and administrative assistant.

New Projects

- Approving Plans, Specifications, Form of Contract and Estimated Costs for the Citywide Sidewalk Repairs 2013. (July 15, 2013)
- Approving Minor Subdivision Plat for Parcel "O" in SW Waverly for Future Bremer County Fair Site. (August 5, 2013)
- Approving a Professional Services Agreement for the 4th Street NW Reconstruction 2014 Project. (August 5, 2013)
- Awarding Contract for the Citywide Sidewalk Repairs 2013. (August 5, 2013)
- Approving Plans, Specifications, Form of Contract and Estimated Costs for the Public Services Center for Operations and Disaster Response-Site Grading Project (June 16, 2014)

- Approval of purchase of property from Waverly-Shell Rock Community School District for the Dry Run Creek project. (March 3, 2014)
- Approving plans, specifications, form of contract and estimated costs and contract, bonds and insurance for the 16th Street SW Reconstruction 2013.
- Approving a professional services agreement for the 16th Street SW Reconstruction 2013
- Approving Amendment #7 to the Agreement for On-Call Engineering Services at the Waverly Municipal Airport for Phase 2 of the Airport Land Acquisitions 2012 Project.
- Approving a Professional Services Agreement with Stanley Consultants for the Cedar River Parkway (West) Improvements (4th St. SW to Cedar River).
- Development of safety committee

Customer Service for our Citizens

- Approving a Special Provisional Use for Ball Fields on City Property along Highway 3 West in SW Waverly. (August 19, 2013)
- Approving a Special Provisional Use for a Park Shelter in Pelikan Park in NE Waverly. (August 19, 2013)
- Approving Supplemental Agreement No. 1 to Professional Services Agreement Between the City of Waverly and Stanley Consultants of Des Moines, Iowa for the Cedar River – FEMA Letter of Map Revision (LOMR). (August 19, 2013)
- Releasing Maintenance Guarantee for the Heritage Dental Clinic – 10th Avenue SW Left-Turn Lane Public Improvement. (September 9, 2013)
- Approving a Special Provisional Use for the Bremer County Fair Entertainment on City Property along Highway 3 West in SW Waverly. (December 2, 2013)
- Agreement to Voluntary Assessment (Water/Sewer Assessment) for property owner Vallarie Holm (April 7, 2014)
- Setting User Fees and Charges for the Golf Course and Cemetery for 2014 (April 7, 2014)
- Approving a One Year Renewable Agreement with Rite Environmental for the Disposal of Commingled Recyclables (April 7, 2014)
- Setting Recycling Container Rental Fees for the Solid Waste Enterprise (April 7, 2014)
- Approving a Lot Split of Waverly Veterinary Clinic Property (April 21, 2014)
- Approving Special Provisional Use for a Horse Stable Expansion for Kendall and Kim Fox (June 1, 2014)
- Approving the Purchase of 5 Taser X26 Conducted Electrical Weapons and participation in the Taser Assurance Program for warranty (June 16, 2014)
- Approving plans, specifications, form of contract and estimated costs for Citywide Pedestrian Ramp Reconstruction 2013 Project.
- Awarding and approving contract, bonds and insurance for the 16th Street SW HMA Reconstruction 2013.

Economic Development

- Proposing Sale of Parcel “O”, part of Parcel “M” in the Champions Ridge Project Area and Setting Public Hearing. (September 23, 2013)

- Authorizing Sale of Parcel “O”, part of Parcel “M” in the Champions Ridge Project Area. (October 7, 2013)
- Approving a Lease for the City of Waverly owned Farmland to David Joachim. (March 3, 2014)
- Amending the Zoning Ordinance of Waverly, Iowa, Providing for Rezoning from A-1 (Agricultural District) and R-1 (Single Family Residential District) to C-2 (Commercial District) of Said City for the Property at 1402 4th Street SW and to amend the Future Land Use Plan for the two subject properties from Residential to Commercial and to amend the south three adjacent properties on the Future Land Use Plan for Residential to Mixed Use. (Passed September 16, 2013 and Published September 24, 2013)
- Adopting Chapter 72 of the City Code of Waverly, Iowa to allow chickens in residentially zoned neighborhood portions of the city. (Passed February 17, 2014 and Published February 25, 2014)
- Amending the Zoning Ordinance of Waverly, providing for Rezoning from A-1 (agricultural district) to M-1 (light industrial district) of said City for the Property of 27 acres on the north side of and in the 2800 Block of 5th Ave NW. (Passed June 21, 2014 and Published July 29, 2014)

City of Waverly Partnering

- Approving a 28E Agreement Joining the Iowa Governmental Health Care Pool and Authorizes Staff to Work with Holmes Murphy and the Health Care Pool to Better Control Health Care Costs. (August 19, 2013)
- Appointing Assistant County Attorney Jill Dashner as Special Prosecutor for the City of Waverly to Prosecute for the City a Simple Misdemeanor Case. (October 7, 2013)
- Requesting the Assistance of the Staff of the Iowa Northland Regional Council of Governments (INRCOG) to update the City’s Hazard Mitigation Plan. (November 4, 2013)
- Approving the Statement of Work Agreement to Complete an Upgrade for the CastNET 10 System for the Public-Education-Government (PEG) and Wartburg Educational Access Channels. (January 20, 2014)
- Approving of the Tow-Behind Packer Roller Transfer to the Bremer County Fair Association. (March 3, 2014)
- Authorizing the City to Apply for Membership in the Iowa Municipalities Workers’ Compensation Association (May 5, 2014)
- Development Agreement between City of Waverly and St Paul’s Lutheran Church (May 19, 2014)
- Agrees to support Financially and Philosophically the work of the Waverly Chamber of Commerce and designates the Main St Board to supervise the Program Director (May 19, 2014)
- Adopting the Bremer County Multi-Jurisdictional Hazard Mitigation Plan (June 16, 2014)
- Approving agreement made between City of Waverly referred as City and Wartburg referred to as College for Tennis Facility Agreement (June 16, 2014)
- Approving Financial Support of a 5-year Regional Economic Development Plan as outlined in Fulfilling the Vision 2 Campaign – Greater Cedar Valley Alliance and Chamber.
- Support for the Waverly Scattered site application for Round 5 Multi-Family Rental New Construction Grant Program.
- Support for the New construction multi-family proposed site application for Round 5 multi-family rental new construction grant program.
- Requesting support from the City of Waverly for the Cities of Readlyn, Plainfield, Denver and Janesville’s proposal to the imposition of a local option sales and service tax to be submitted to the

qualified electors in the Cities of Readlyn, Plainfield, Denver, and Janesville Iowa at a Special Election to be held on August 6, 2013.

- Approve sale of 1983 International Pumper Fire Truck to the Dumont Volunteer Fire Department.
- Approving Policy and Fees for Non Profit Agency Videos to be Cablecast on the City Public, Education and Government Access (PEG) Channel.
- Resolution Authorizing the Mayor to sign and the Clerk to attest to an agreement between eligible Counties, Cities and the Soil and Water Conservation Districts of the Upper Cedar Watershed to Establish a Watershed Management Authority within the Iowa Portion of the Upper Cedar Watershed.
- An Ordinance establishing the Board of Trustees for the Waverly Communications Utility.

Economic Development Efforts

- Approving Contract Between the City of Waverly and Copper Tree Consulting LLC for Street Inventory Services. (January 6, 2014)
- Awarding Website Redesign and Hosting Contract to SpinUTech. (March 3, 2014)
- Endorsing the Use of Regional Enhancement Funds for the Babcock Woods Trail Extension in Waverly, Iowa. (March 17, 2014)
- Approving Submittal of Application for an Iowa DOT Airport Funding Grant (May 5, 2014)
- Determining an Area of the City to be an Economic Development Area and Appropriate for Urban Renewal Projects- Amendment To Unified Urban (April 23, 2014)

Downtown Development

- Approving a Special Provisional Use for Basement-Level Residential Dwelling Use in Three (3) Separate Properties in the C-3 Zoning District along East Bremer Avenue. (October 7, 2013)
- Support for Two Projects to move forward for Round 5 of Multi-Family Rental Grant Program. (February 25, 2013)

Residential Growth

- Approving Sanitary Sewer Construction Plans, Performance Bond, Maintenance Bond, Payment Bond and Additional Oblige Rider for the Breezy Hill Subdivision. (November 4, 2013)
- Approving Construction Plans, Performance & Maintenance Bond and Specifying November 4, 2015, as the Completion Date for Construction of the Public Infrastructure for Stone Haven IV – Phase 3. (November 4, 2013)
- Releasing the Maintenance Guarantee for Stone Haven Plat V – Phase 2. (November 4, 2013)
- In Support of Silverstone Property Group's Application for Section 42 Federal Low-Income Housing Tax Credits through Iowa Finance Authority. (December 2, 2013)
- Approving Contract for Professional Services with Maxfield Research Inc for Comprehensive Housing Needs Analysis (April 21, 2014)
- Approving a Minor Plat for Parcel B-B along East Bremer Avenue in Northeast Waverly.
- Approving a Minor Plat for Re-Plat of Lot 10 in Cedar Lane Acres in Northeast Waverly.
- Approve the Breezy Hill Minor Subdivision Plat, PD (Planned Development District) Amendment and amending the Comprehensive Land Use Plan for property located in Southeast Waverly.
- Approving development agreement for Breezy Hill minor Subdivision Plat with Evert Homes, LLC in Southeast Waverly.

- Amending the Zoning Ordinance of Waverly, providing for Rezoning from A-1 (agricultural district) to R-1 (single family residential district) of said city and amendment of the Comprehensive Land Use Map from Public Gov/Church/Recreational to Residential. (Passed June 16, 2014 and Published July 29, 2014)

Flood and Drainage Issues

- Approving Application for State of Iowa Flood Mitigation Program Funding for the Waverly Flood Mitigation Improvements – Phase 2, Dry Run Creek Improvements. (November 4, 2013)
- Approving Local Match for the Flood Mitigation Program. (November 4, 2013)
- Approving Supplemental Agreement No. 1 to Professional Services Agreement for the Dry Run Creek Improvements Project. (January 20, 2014)
- Notice Of Intent to Commence a Public Improvement Project and to Acquire Property and Easements to Construct the Dry Run Creek Flood Mitigation Improvements from Near 7th Street NW Downstream to Near 1st Street SW. (March 3, 2014)
- Approving Supplemental Agreement No. 2 to Professional Services Agreement for the Dry Run Creek Improvements Project (20th Street NW Box Culvert). (March 17, 2014)
- Approving a Written Offer to buy an interest in Real Estate by the City of Waverly from Clayon Flaig for the Dry Run Project (May 19, 2014)
- Approving a Written Offer to buy an interest in Real Estate by the City of Waverly from Deon Bolton for Dry Run Project (May 19, 2014)
- Approving and Ratifying the Purchase of Property from Waverly-Shell Rock Community School District. (November 18, 2013)
- To Set the Public Hearing Date on the Transfer of the City Right-of-Way of the Vacated Alley and Easement within Block 38 of Harmon & Le Valley's Addition to Waverly Shell Rock Schools. (February 17, 2014)
- Authorizing the Transfer of the City Right-of-Way of the Vacated Alley and Easement within Block 38 of Harmon & Le Valley's Addition to Waverly Shell Rock Schools. (March 3, 2014)

Environmental Issues

- Awarding Contract for the South Riverside Park Manhole Grading & Protection Project. (October 21, 2013)
- Authorizing the Mayor to sign and the clerk to attest to an agreement between eligible counties, cities and the soil and water conservation districts of the Upper Cedar Watershed to establish a Watershed Management Authority within the Iowa portion of the Upper Cedar Watershed.
- Amending Section 63.1 (15) of the Waverly Municipal City Code Regarding Nuisances- Dutch Elm Disease and Emerald Ash Borer (Passed June 16, 2014 and Published June 24, 2014)

Ongoing Projects, Studies and Activities

- Approving a Contract with Svendsen Tyler for the SW Waverly Historic Property Survey. (October 21, 2013)
- Setting Public Hearing on the Intent to Acquire or Condemn if Necessary all or a Portion of Property or an Interest in Property for the Public Improvement for the Waverly Airport Safety Zone Project. (November 4, 2013)
- Intent to Commence a Public Improvement Project for the Waverly Airport Safety Zone Expansion, to Acquire Property and Easements for the Project, and Establishing Fair Market Value for the Acquisition of Interests in Certain Real Property. (December 16, 2013)

- Accepting the Citywide Sidewalk Repairs 2013. (November 18, 2013)
- Establishing Preliminary Assessment Unit Price Values for 2014 Citywide Sidewalk Repairs and Installation (April 7, 2014)
- Approving Amendment #8 to McClure Engineering's On-Call Agreement. (November 18, 2013)
- Authorizing the Execution and Delivery by the City of this River Enhancement Community Attraction and Tourism Agreement for Funding the "Shades of Rhythm" Amphitheatre Project and Other Such Documents as the Vision Iowa Board or the Vision Iowa Board's Legal Council may Reasonably Request, and Specifying Leisure Services Director, Finance Director, and the City Administrator, as Authorized to Execute the Agreement and Such Other Documents that are Necessary to Bind the City. (December 2, 2013)
- Approving Plans, Specifications, Form of Contract and Estimated Costs for the "Shades of Rhythm" Amphitheater in Kohlmann Park. (January 20, 2014)
- Awarding Contract for the "Shades of Rhythm" Amphitheater at Kohlmann Park 2014. (March 3, 2014)
- Approving Contract, Bonds and Certificate of Insurance for the "Shades of Rhythm" Amphitheater Project in Kohlmann Park. (March 17, 2014)
- Approving Plans, Specifications, Form of Contract and Estimated Costs for the Cedar River Parkway (West) Improvements 2014. (December 16, 2013)
- Awarding Contract for the Cedar River Parkway (West) Improvements. (February 24, 2014)
- Approving Supplemental Agreement No. 1 with Stanley Consultants for the Cedar River Parkway (West). (February 24, 2014)
- Approving Contract, Bonds and Certificate of Insurance for the Cedar River Parkway (West) Improvements 2014. (March 17, 2014)
- Approving Plans, Specifications, Form of Contract and Estimated Costs for the 4th Street NW Reconstruction 2014. (December 16, 2013)
- Awarding Contract for the 4th Street NW Reconstruction 2014. (February 17, 2014)
- Approving Contract, Bonds and Certificate of Insurance for the 4th Street NW Reconstruction 2014. (March 17, 2014)
- Releasing Maintenance Guarantee for the Walgreens' Development Public Improvements. (December 16, 2013)
- Approving an East Water Tower Lease Agreement with Iowa Wireless Services (iWireless). (January 6, 2014)
- Approving a West Water Tower Amendment No. 1 to Lease Agreement with Iowa Wireless Services (iWireless). (January 6, 2014)
- Approving Plans, Specifications, Form of Contract and Estimated Costs for the Chemical Storage Building at the Water Pollution Control Facility. (January 20, 2014)
- Awarding Contract for the Chemical Storage Building Project. (March 3, 2014)
- Approving Contract, Bonds and Certificate of Insurance from Matt Construction for the Chemical Storage Building Project (April 7, 2014)
- Approving Plans, Specifications, Form of Contract and Estimated Costs for the Citywide Pedestrian Ramp Reconstruction 2014 Project. (February 3, 2014)
- Awarding Contract for the Citywide Ped (Pedestrian) Ramp Construction 2014. (February 17, 2014)
- Approving Contract, Bonds and Certificate of Insurance for the Citywide Pedestrian (Ped) Ramp Construction 2014 Project. (March 17, 2014)
- Approving Amendment No. 1 to the Professional Services Agreement for the Public Services Center for Operations & Disaster Response Part 2 – Scope of Services. (February 3, 2014)
- Approving a Contract for Engineering Services for the Outdoor Pool Renovation Project. (February 17, 2014)

- Approving Plans, Specifications, Form of Contract and Estimated Cost for the 2015 Bituminous Seal Coat Program. (March 3, 2015)
- Awarding Contract for the 2014 Bituminous Seal Coat Program. (March 17, 2014)
- Approving Contract, Bonds and Certificate of Insurance from Blacktop Service Co for the 2014 Bituminous Seal Coat Program (April 7, 2014)
- Approving a Professional Services Agreement with WHKS & Co. for the 2015 Improvement Projects. (March 17, 2014)
- Approving written offer to buy an interest in Real Estate by the City of Waverly from Mueller Farms, Inc for Airport Runway Safety Project (April 7, 2014)
- Approving written offer to buy an interest in Real Estate by the City of Waverly from James and Sandra Janssen for Airport Runway Safety (April 7, 2014)
- Approving Amendment #9 to McClure Engineering's On-Call Agreement dated 7-20-09 for airport improvements (Runway 11-29 Rehabilitation) (May 19, 2014)
- Awarding Project for the Asphalt Patching- Spring 2014 (April 21, 2014)
- Approving Contract with Paul Miller Architecture for the Golf Course Pond Project (April 21, 2014)
- Authorizing Property Acquisition of right-of-way for future Infrastructure improvements from Paul and Nancy Magnall (May 19, 2014)

Code Changes *(not already mentioned)*

- Adopting the “City Code of the City of Waverly, Iowa (Passed December 2, 2013 and Published December 10, 2013)

Employees

- Approving Golf Pro Shop Management Agreement Between the City of Waverly and G3 Golf, LLC for 2014 – 2016 with an Option for an Additional 3 Years of 2017 – 2019. (December 16, 2013)
- Approving Pro Shop Lease Agreement with Waverly Country Club. (December 2, 2013)
- Safety Training (on-going)

Special Events

- Employee Christmas Party
- Employee Picnic
- RAGBRAI
- Bremer County Fair
- Heritage Days
- Christmas on Main

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.