



**IMU Board of Trustees of the
Electric, Water and Communications Utilities
March 28, 2016
City Hall Council Chambers
5:30 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims List for March 7 and 21, 2016
 - B. Minutes from the February 29, 2016 Board of Trustee Meeting
 - C. February 2016 Treasurer and Financial Reports
 - D. Salaries, Nathan Hughes - Apprentice Lineman
5. Electric Utility Action Items
 - A. Consider Bids for a 2016, 1-Ton, 4-Wheel Drive, Extended Cab Pickup
 - B. Consider Updated Standards of Apprenticeship for Electric Line Maintainer
6. Electric, Water and Communications Utility Combined Action Items
 - A. Resolution Designating Collective Bargaining Representatives
 - B. Resolution Approving Continuing Disclosure Policy
 - C. FY 2015 Audited Financial Statements
 - D. Investment Committee Representation
 - E. Set April 25, 2016 as the Date of a Public Hearing on the FY 2016 Budget Amendment
7. Water Utility Informational Items

8. Communications Utility Informational Items
9. Electric Utility Informational Items
 - A. Carol Brehm, MEAN Member Relations Representative
10. Other Business
11. Adjourn

IMU Regular Downstairs

4. A.

Meeting Date: 03/28/2016

Information

Subject

Claims List for March 7 and 21, 2016

Information

The claims lists for March 7th and 21st, 2016 are attached for formal approval.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Attachments

APPROVAL OF CLAIMS - IMU 03-07-16

APPROVAL OF CLAIMS - IMU 03-21-16

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINATING	01/31/2016	1,333.96
CITY OF INDIANOLA - UTILITY	600-8110-63710	UTILITIES	02/29/2016	12,569.26
DOWNEY TIRE SERVICE	600-8160-63320	DODGE RAM	02/22/2016	169.98
DUST PROS JANITORIAL	600-8120-64090	MONTHLY CLEANING (FEB) - WATER DEPT	02/23/2016	180.00
DUST PROS JANITORIAL	600-8120-64090	JANITORIAL SUPPLIES - BETCO CLEANER	02/23/2016	8.39
IOWA CONCRETE CUTTING INC	600-8120-63100	COREDRIILL	12/31/2015	300.00
KRIZ-DAVIS COMPANY	600-8120-63410	SECURITY LIGHTS	02/05/2016	1,232.00
LINDE LLC	600-8110-65010	SUPPLIES	02/19/2016	1,784.96
METERING & TECHNOLOGY SO	600-8150-63453	MATERIALS	02/04/2016	311.33
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - JAN (WELL KWH & TRANS)	02/17/2016	243.15
MUNICIPAL SUPPLY INC	600-8150-65072	113 W SALEM	02/11/2016	31.30
PIERCE BROTHERS REPAIR	600-8120-63410	BUILD TANK STAND	01/27/2016	72.00
U.S. CELLULAR	600-8110-63730	CELL PHONE - 4	02/12/2016	170.18
UNUM LIFE INSURANCE CO OF	600-8180-61550	LIFE, AD&D AND LTD INSURANCE	03/01/2016	160.88
VANDERPOOL CONSTRUCTIO	600-8150-63453	1107 ROBIN GLEN WATER MAIN REPAIR	02/18/2016	3,140.00
VERIZON WIRELESS	600-8110-63730	WIRELESS FOR LAPTOP	01/26/2016	40.01
WAL-MART STORES INC.	600-8110-65070	INK CARTRIDGE	02/09/2016	20.97
WESTRUM LEAK DETECTION	600-8150-63453	LEAK DETECTION	02/11/2016	2,850.00
Total WATER OPERATING FUND:				24,618.37
IMU ADMINISTRATION FUND				
911 ETC INC	620-8090-63730	911 MONTHLY ACCESS CHARGE	02/29/2016	25.83
AHLERS & COONEY P.C.	620-8090-64110	LEGAL REVIEW WITH STANGEL	02/23/2016	315.00
BOB'S CUSTOM TROPHIES	620-8090-64990	NAME PLATE	02/18/2016	8.50
INFOMAX OFFICE SYSTEMS IN	620-8090-64990	LEASE - MARCH	02/22/2016	211.24
INFOMAX OFFICE SYSTEMS IN	620-8090-64990	OVERAGE CHARGES (551)	02/22/2016	39.31
INFOMAX OFFICE SYSTEMS IN	620-8090-64990	SAVIN - IMAGING UNIT CONTRACT	02/22/2016	58.68
INTEGRIVAULT	620-8090-64990	OFFSITE BACKUP JANUARY	02/01/2016	250.00
IOWA ASSOC OF MUN UTILITIE	620-8092-64990	DECEMBER 2015 SAFETY CONSULTATION	12/21/2015	560.00
IOWA ASSOC OF MUN UTILITIE	620-8090-62300	JANUARY 2016 TRAINING, IMU OFFICE	01/29/2016	49.08
IOWA ASSOC OF MUN UTILITIE	620-8092-64990	JANUARY SAFETY CONSULTATION	01/31/2016	781.67
IOWA ONE CALL	620-8090-63730	EL-LOCATING NOTIFICATION/38 TICKETS	02/08/2016	34.20
IOWA ONE CALL	620-8090-63730	WA-LOCATING NOTIFICATION/43 TICKETS	02/08/2016	38.70
MAHASKA COMMUNICATION G	620-8090-63730	TELEPHONE	02/01/2016	94.19
MAHASKA COMMUNICATION G	620-8090-63730	INTERNET CHARGES	02/01/2016	7.60
MAHASKA COMMUNICATION G	620-8090-63730	INTERNET	02/01/2016	21.99
MAHASKA COMMUNICATION G	620-8090-63730	TELEPHONE	02/01/2016	198.43
NOLASOFT DEVELOPMENT	620-8090-64190	MAILBOX RESTORE - N. EDWARDS	02/09/2016	60.00
NOLASOFT DEVELOPMENT	620-8090-64190	REPLACE CONTACT INFO ON IMU PARTNERS SITE PER CHELL	02/09/2016	30.00
PETTY CASH-GEN MGR UTIL	620-8090-62100	SUBSCRIPTION - RECORD HERALD 02/26/16	03/02/2016	16.00
PETTY CASH-GEN MGR UTIL	620-8090-65080	CERTIFIED MAILING AND STAMPS 01/07/16	03/02/2016	69.22
PETTY CASH-GEN MGR UTIL	620-8090-64140	BUSINESS CARDS - METCALF EL. SUPT 01/18/16	03/02/2016	15.90
PETTY CASH-GEN MGR UTIL	620-8090-64140	BUSINESS CARDS - STANGEL 02/26/16	03/02/2016	23.85
PETTY CASH-GEN MGR UTIL	620-8090-65080	CERTIFIED MAILINGS 12/17/15	03/02/2016	6.74
PETTY CASH-GEN MGR UTIL	620-8090-65080	CERTIFIED MAILINGS 02/05/16	03/02/2016	55.74
PETTY CASH-GEN MGR UTIL	620-8090-65080	CERTIFIED MAILING 01/21/16	03/02/2016	6.74
PETTY CASH-GEN MGR UTIL	620-8090-62300	FIBER FEASIBILITY STUDY MEETING 03/02/16	03/02/2016	21.00
PETTY CASH-GEN MGR UTIL	620-8090-65080	CERTIFIED MAILINGS 01/05/16	03/02/2016	6.74
SHULL, DOUG	620-8090-64990	TREASURER CONTRACT	02/24/2016	83.34
SIMPSON COLLEGE	620-8090-65990	ROOM RENT & SECURITY FOR AWARDS BANQUET	02/16/2016	250.00
SPEE-DEE DELIVERY SERVICE	620-8090-65080	SHIPPING TO AMES 50 LBS	02/04/2016	19.60
SPEE-DEE DELIVERY SERVICE	620-8090-65080	SHIPPING TO MN 5 LBS	02/04/2016	12.83
STUDIO FUSCO	620-8090-65070	PRINTING BILLING INSERT	02/19/2016	318.00
UNUM LIFE INSURANCE CO OF	620-8080-61550	LIFE, AD&D AND LTD INSURANCE	03/01/2016	157.73
VERIZON WIRELESS	620-8090-63730	WIRELESS FOR SERVICE CREW LAPTOPS	01/26/2016	240.06
VERIZON WIRELESS	620-8090-63730	WIRELESS FOR SPARE LAPTOP	01/26/2016	20.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total IMU ADMINISTRATION FUND:				4,107.91
ELECTRIC OPERATING FUND				
ABM EQUIPMENT & SUPPLY IN	630-8260-65072	PART - JIB POLE FOR UNIT 28	02/08/2016	1,261.36
A-CHECK GLOBAL	630-8290-64990	BACKGROUND CHECKS	12/30/2015	113.00
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINES	02/03/2016	8,283.08
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINES	02/03/2016	8,069.81
AGRILAND FS INC	630-8210-65049	FUEL AT PLANT ENGINES	02/03/2016	8,066.50
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINES	02/03/2016	7,960.42
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINES	02/08/2016	8,067.60
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINES	02/08/2016	8,066.50
CINTAS FIRST AID & SAFETY	630-8250-65072	1ST AID SUPPLIES	02/05/2016	588.12
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	02/22/2016	100.00
CITY OF INDIANOLA - UTILITY	630-8210-63710	1/5/16 - 2/2/16 (17-17102-01)	02/29/2016	2,425.71
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING (FEB) - ADMIN & ELECTRIC DEPT	02/23/2016	1,568.80
IOWA ASSOC OF MUN UTILITIE	630-8240-62300	APPRENTICESHIP PROGRAM - CLINGMAN AND HILDRETH YEA	02/16/2016	2,767.50
LANE, ERIC	630-8280-61440	WELLNESS 12/15/15 - 2/15/16	02/15/2016	50.00
MID AMERICAN ENERGY CO.	630-8210-63710	80950-24015 PLANT GAS 1/21/16 - 2/22/16	02/23/2016	55.00
MID AMERICAN ENERGY CO.	630-8240-63710	52180-25018 LINE SHOP GAS (973 THERMS)	02/23/2016	516.56
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS (2,314 THERMS)	02/22/2016	1,154.02
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 WEST SUB (O KWH)	02/18/2016	10.00
MIDWEST ALARM SERVICES	630-8250-64990	FIRE ALARM MONITORING 3/1/16 TO 2/28/17	02/08/2016	491.37
MOMAR	630-8220-65072	SPRAY GREASE LUBRICANT	02/04/2016	176.21
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	02/08/2016	5,141.46
MUNICIPAL ENERGY AGENCY	630-8230-63990	LANDFILL GAS ATTRIBUTES - JAN	02/17/2016	13,260.00
MUNICIPAL ENERGY AGENCY	630-8200-45631	GENERATION COMPENSATION - JAN	02/17/2016	118.28
MUNICIPAL ENERGY AGENCY	630-8200-45629	20% 69KV 30.9 CREDIT/ADMIN FEE - JAN	02/17/2016	7,741.73
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - JAN	02/17/2016	71,947.19
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - JAN (NET ELECTRIC)	02/17/2016	775,663.18
PETTY CASH-GEN MGR UTIL	630-8220-64090	WAL-MART FRAMES 12/30/15	03/02/2016	7.97
PETTY CASH-GEN MGR UTIL	630-8220-64090	CREDIT FOR SUPPLY RETURN 12/31/15	03/02/2016	13.60
PETTY CASH-GEN MGR UTIL	630-8220-64090	STANGEL NAME PLATE 12/23/15	03/02/2016	8.50
PETTY CASH-GEN MGR UTIL	630-8220-64090	WAL-MART MISC. OFFICE SUPPLIES FOR GM 12/30/15	03/02/2016	75.18
PETTY CASH-GEN MGR UTIL	630-8220-64090	FAREWAY - SUPPLIES FOR FOCUS GROUP MEETINGS 03/01/16	03/02/2016	26.88
PIERCE BROTHERS REPAIR	630-8220-65072	VALVE FOR TORCH	01/18/2016	93.28
TERRY-DURIN CO.	630-8250-63423	SAMOLE LED 72 WATT LIGHT	02/08/2016	242.74
U.S. CELLULAR	630-8240-63730	CELL PHONE - 11	02/12/2016	473.76
UNUM LIFE INSURANCE CO OF	630-8280-61550	LIFE, AD&D AND LTD INSURANCE	03/01/2016	484.35
WESCO	630-8240-65500	BOLT & EQUIPMENT BAG FOR SCHREIER	02/02/2016	217.27
WESCO	630-8240-65500	CLIMBERS AND PADS FOR SCHREIER	02/10/2016	517.65
Total ELECTRIC OPERATING FUND:				920,077.36
FIBER/COMMUNICATIONS FUND				
CITY OF INDIANOLA - UTILITY	640-8550-63464	1/05/16 - 2/2/16 (96-00001-01)	02/29/2016	540.82
IOWA ONE CALL	640-8550-64990	FIBER-LOCATING NOTIFICATION/30 TICKETS	02/08/2016	27.00
MAHASKA COMMUNICATION G	640-8550-63464	FIBER MAINTENANCE	02/01/2016	1,016.00
Total FIBER/COMMUNICATIONS FUND:				1,583.82
WATER CAPITAL PROJECTS FUND				
HD SUPPLY WATERWORKS	700-8100-67906	MATERIALS	02/18/2016	610.00
Total WATER CAPITAL PROJECTS FUND:				610.00
ELECTRIC CAPITAL PROJECTS FUND				
BALDWIN POLE & PILING	730-8200-67906	CLASS 2/40' FT WOOD POLES	01/22/2016	5,075.28

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MAHASKA COMMUNICATION G	730-8200-67601	FIBER CONSTRUCTION - PON CONVERSION	02/01/2016	2,076.07
MAHASKA COMMUNICATION G	730-8200-67906	ONT'S	02/01/2016	460.00
MAHASKA COMMUNICATION G	730-8200-67603	FIBER SERVICE DROPS	02/01/2016	2,675.00
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - JAN	02/17/2016	30,966.92-
POWER & TEL	730-8200-67906	FIBER ENCLOSURE	02/08/2016	767.93
SPECTRUM ADVANTAGE LLC	730-8200-67601	NEW FIBER INSTALLATION - IMU	02/28/2016	625.00
SPECTRUM ADVANTAGE LLC	730-8200-67601	NEW FIBER INSTALLATION - PARKS & REC	02/28/2016	1,886.00
WESCO	730-8200-67906	1/0 - 4/0 SEAL FOR ELBOW	02/05/2016	302.61
WESCO	730-8200-67906	#2 TAP WIRE	02/02/2016	430.89
Total ELECTRIC CAPITAL PROJECTS FUND:				16,668.14-
CASH ALLOCATION FUND				
ADAMS, GENEVIEVE	999-0000-11005	REFUND CREDIT - ACCT #22-38701-01	02/24/2016	1,445.19
CRISWELL, HILARY	999-0000-11005	REFUND CREDIT - ACCT #24-07101-03	02/24/2016	46.12
HOFFA, JANE	999-0000-11005	REFUND CREDIT - ACCT #17-79901-01	02/24/2016	53.59
IMPACT COMMUNITY ACTION P	999-0000-11005	REFUND EA FOR HAYLEY VIOLETT	02/24/2016	66.56
IMPACT COMMUNITY ACTION P	999-0000-11005	REFUND EA FOR BRANDON WILCOX	02/24/2016	17.04
IMPACT COMMUNITY ACTION P	999-0000-11005	REFUND EA FOR LISA JACKSON & MARTIN GAA	02/24/2016	230.03
ORTON HOMES	999-0000-11005	REFUND CREDIT - ACCT #28-00054-01	03/01/2016	253.94
SKOW, JOE	999-0000-11005	REFUND CREDIT ACCT #29-35004-02	02/24/2016	54.56
Total CASH ALLOCATION FUND:				2,167.03
Grand Totals:				936,496.35

Board of Trustees: _____

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINATING	02/29/2016	1,054.20
CINTAS CORPORATION	600-8120-63410	1ST AID SUPPLIES	02/26/2016	81.90
CR SERVICES	600-8110-61810	SAFETY GLASSES & SAFETY SHIRTS	03/15/2016	50.67
GRAYMONT WESTERN LIME IN	600-8110-65010	HIGH CALCIUM QUICKLIME	03/07/2015	4,251.04
IOWA ASSOC OF MUN UTILITIE	600-8110-62300	0216 SAFETY TRAINING, WATER	02/29/2016	131.76
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - FEB (WELL KWH & TRANS)	03/09/2016	214.35
NORWALK READY-MIXED CON	600-8150-63453	CONCRETE	02/18/2016	856.00
NORWALK READY-MIXED CON	600-8150-63453	CONCRETE	02/19/2016	802.50
POWERS, ROD	600-8110-62300	GRADE 2 DISTRIBUTION TEST	03/07/2016	30.00
STATE HYGENIC LABORATORY	600-8110-64990	BACTEE SAMPLES	02/29/2016	187.50
VERIZON WIRELESS	600-8110-63730	WIRELESS FOR LAPTOP	02/26/2016	40.01
WARREN COUNTY ENGINEER	600-8160-65050	FUEL DISTRIBUTION	03/02/2016	363.57
WASTE MANAGEMENT OF IOW	600-8120-64090	TRASH - MAR 2016	03/01/2016	78.66
WELLS FARGO CCER	600-8150-63453	CNM OUTDOOR EQUIPM trash pump repair	02/08/2016	204.90
WELLS FARGO CCER	600-8160-63320	CT FARM COUNTRY VALUBILT cap for muffler, ford tractor	02/15/2016	6.59
WELLS FARGO CCER	600-8160-65072	NAPA PARTS 0000514 brake fluid for truck	02/05/2016	7.29
WELLS FARGO CCER	600-8120-65070	MCCOY TRUE VALUE plant maintenance supplies	02/08/2016	38.29
WELLS FARGO CCER	600-8120-63410	NAPA PARTS 0000514 belt for cl2 pump	02/05/2016	7.29
WELLS FARGO CCER	600-8120-63410	THEISENS #21 sanding discs	02/03/2016	15.47
WELLS FARGO CCER	600-8160-63320	CT FARM COUNTRY VALUBILT muffler for ford tractor	02/12/2016	66.53
WELLS FARGO CCER	600-8160-65072	THEISENS #21 wax for vehicles	02/08/2016	10.00
WELLS FARGO CCER	600-8150-63453	OREILLY AUTO 00003376 gas hose	02/03/2016	5.76
WELLS FARGO CCER	600-8150-65072	MCCOY TRUE VALUE bolts and nuts for stock	02/11/2016	11.78
WELLS FARGO CCER	600-8120-65070	WM SUPERCENTER #1491 paint	02/11/2016	3.68
WELLS FARGO CCER	600-8120-63410	THEISENS #21 supplies for equipment repair	02/08/2016	20.46
WELLS FARGO CCER	600-8120-65070	THEISENS #21 nozzles for garden hose	02/22/2016	9.98
WELLS FARGO CCER	600-8120-65070	THEISENS #21 wire strippers and drill bit	02/01/2016	24.97
WELLS FARGO CCER	600-8120-65070	MCCOY TRUE VALUE made keys for street barn	02/09/2016	8.24
WELLS FARGO CCER	600-8120-65070	WAL-MART #1491 ink for lous printer	02/11/2016	86.91
Total WATER OPERATING FUND:				8,670.30
IMU ADMINISTRATION FUND				
CASUAL RAGS	620-8090-65070	IMU SHIRTS - LONGER	03/11/2016	39.98
ELECTRICAL ENG & EQUIP	620-8090-65070	BULBS FOR OFFICE	03/03/2016	101.70
IOWA ASSOC OF MUN UTILITIE	620-8090-62300	0216 SAFETY TRAINING, IMU OFFICE	02/29/2016	49.08
IOWA ASSOC OF MUN UTILITIE	620-8092-64990	FEBRUARY 2016 SAFETY CONSULTING	02/29/2016	761.67
IOWA ASSOC OF MUN UTILITIE	620-8092-65078	OSHA MANUAL 269, ELECTRONIC	03/07/2016	40.00
IOWA ASSOC OF MUN UTILITIE	620-8090-62300	MUNICIPAL BROADBAND CONFERENCE, LONGER AND LANE	03/08/2016	200.00
IOWA ONE CALL	620-8090-63730	EL-LOCATING NOTIFICATION/90 TICKETS	03/08/2016	81.00
IOWA ONE CALL	620-8090-63730	WA-LOCATING NOTIFICATION/96 TICKETS	03/08/2016	86.40
IOWA STATE AUDITOR	620-8090-64010	STATE AUDIT REPORT FY 2015 IMU	03/14/2016	425.00
KLOOTWYK, MICHELLE	620-8090-63730	MOBILE DEVICE ALLOWANCE	03/01/2016	25.00
LONGER, CHRIS	620-8090-63730	MOBILE DEVICE ALLOWANCE	03/01/2016	50.00
MAHASKA COMMUNICATION G	620-8090-63730	TELEPHONE	03/01/2016	94.19
MAHASKA COMMUNICATION G	620-8090-63730	INTERNET CHARGES	03/01/2016	7.60
MAHASKA COMMUNICATION G	620-8090-63730	INTERNET	03/01/2016	21.99
MAHASKA COMMUNICATION G	620-8090-63730	TELEPHONE	03/01/2016	198.43
METCALF, MIKE	620-8090-63730	MOBILE DEVICE ALLOWANCE	03/01/2016	75.00
METCALF, MIKE	620-8080-61440	WELLNESS 3/18/16 - 4/17/16	01/18/2016	25.00
METHODIST OCCUPATIONAL H	620-8092-64990	ANNUAL ADMINSTRATIVE FEE	02/17/2016	66.00
RECORD-HERALD & INDIANOL	620-8090-64020	QUARTERLY CHAMBER PAGE	02/28/2016	35.00
RECORD-HERALD & INDIANOL	620-8090-64020	FY 2017 BUDGET NOTICE	02/28/2016	106.42
RECORD-HERALD & INDIANOL	620-8090-64020	SALE OF FORD TRUCK	02/28/2016	75.00
RECORD-HERALD & INDIANOL	620-8090-64020	BT MIN-01	02/28/2016	95.45
RECORD-HERALD AD CONTRA	620-8090-64020	MEET & GREET	02/28/2015	49.00
RECORD-HERALD AD CONTRA	620-8090-64020	MEET & GREET	02/28/2015	25.90

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
RECORD-HERALD AD CONTRA	620-8090-64020	LINE APPRENTICE ADVERTISING	02/28/2015	450.00
SPEE-DEE DELIVERY SERVICE	620-8090-65080	SHIPPING TO AMES 50 LBS	02/29/2016	19.60
STANGEL, ROBERT	620-8090-63730	MOBILE DEVICE ALLOWANCE	03/01/2016	75.00
VERIZON WIRELESS	620-8090-63730	WIRELESS FOR SPARE LAPTOP	02/26/2016	20.00
VERIZON WIRELESS	620-8090-63730	WIRELESS FOR SERVICE CREW LAPTOPS	02/26/2016	240.08
WELLS FARGO CCER	620-8090-62100	IA SECRETARY OF STATE Renewal for Public Notary for Mike M	02/12/2016	30.00
WELLS FARGO CCER	620-8091-62300	PARKING METERS Parking 2 hour IAMU Business and Finance	02/04/2016	1.25
WELLS FARGO CCER	620-8091-62300	USA SNACK SODA VENDING Parking whole day IAMU Business	02/05/2016	8.00
Total IMU ADMINISTRATION FUND:				3,578.74
ELECTRIC OPERATING FUND				
ASPLUNDH TREE EXPERT CO.	630-8250-64990	TREE TRIMMING MAINTENANCE - 2/27/16	03/04/2016	4,522.38
ASPLUNDH TREE EXPERT CO.	630-8250-64990	TREE TRIMMING MAINTENANCE - 3/5/16	03/11/2016	4,522.38
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	02/10/2016	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	01/16/2016	100.00
EDWARDS, NATHAN	630-8280-61440	WELLNESS JAN - MARCH 2016	03/02/2016	75.00
ELECTRICAL ENG & EQUIP	630-8225-63410	TIMER ON DELAY FOR BLACKSTART	03/02/2016	82.42
ENERGY GROUP INC, THE	630-8290-67306	CROUSE CAFE AUDIT	03/06/2016	288.57
HERITAGE-CRYSTAL CLEAN LL	630-8220-64200	WASTE PROFILE - INSPECTION OF WASTE	02/17/2016	150.00
HERITAGE-CRYSTAL CLEAN LL	630-8220-63410	55 GAL ABSORBENT REMOVAL	02/29/2016	282.76
INTERSTATE POWER SYSTEM	630-8225-63410	SERVICE CALL ON BLACK START	02/29/2016	9,462.36
INTERSTATE POWER SYSTEM	630-8225-63410	INSTALL CRANK TRANSMISSION RELAY & OIL PRESSURE TIM	03/08/2016	542.39
IOWA ASSOC OF MUN UTILITIE	630-8240-62300	0216 SAFETY TRAINING, ELECTRIC	02/29/2016	329.40
MC MASTER-CARR SUPPLY CO	630-8220-65072	CAST IRON SQUARE HEAD PLUG	02/23/2016	25.96
MC MASTER-CARR SUPPLY CO	630-8220-65072	BRASS BALL VALVE WITH LOCKABLE LEVER	03/03/2016	55.24
MID AMERICAN ENERGY	630-8290-67306	IMU ADUIT PARTNERSHIP	03/03/2016	649.36
MID-KANSAS CYLINDER	630-8220-63410	REPAIR TO ENGINE 5 CYLINDER HEAD	02/29/2016	5,250.54
MOMAR	630-8210-65010	CHEMICALS FOR COOLING WATER	02/29/2016	5,120.67
MOMAR	630-8225-63410	AQUATROL FOR TURBINE 7 & 8	02/29/2016	328.90
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - FEB (NET ELECTRIC)	03/09/2016	721,801.56
MUNICIPAL ENERGY AGENCY	630-8230-63990	LANDFILL GAS ATTRIBUTES - FEB	03/09/2016	13,260.00
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - FEB	03/09/2016	59,807.51
MUNICIPAL ENERGY AGENCY	630-8200-45629	20% 69KV 30.9 CREDIT/ADMIN FEE - FEB	03/09/2016	7,741.73-
MUNICIPAL ENERGY AGENCY	630-8200-45631	GENERATION COMPENSATION - FEB	03/09/2016	172.75-
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	03/07/2016	5,141.46
O'HALLORAN INTERNATIONAL	630-8260-63320	04 INTERNATIONAL - REPAIR	02/16/2016	2,435.17
PIERCE BROTHERS REPAIR	630-8220-65072	REPAIR FOR LIGHT PLANT	02/23/2016	25.44
SKARSHAUG TESTING LABORA	630-8240-65500	FEB 2016 TESTING ON PRIMARY GLOVES	03/04/2016	170.92
VANDERPOOL PLUMBING	630-8250-63453	307 W MADISON - REPAIR	02/18/2016	667.80
WARREN COUNTY ENGINEER	630-8260-65050	FUEL DISTRIBUTION	03/02/2016	704.83
WELLS FARGO CCER	630-8260-65072	NAPA PARTS 0000514 fuel filter and fuel line for wood chipper	02/24/2016	6.29
WELLS FARGO CCER	630-8250-65072	MCCOY TRUE VALUE a leaf rake for cleaning up after using woo	02/26/2016	15.25
WELLS FARGO CCER	630-8260-65072	OREILLY AUTO 00003376 air and oil filter for ranger unit 2oil filte	02/04/2016	57.78
WELLS FARGO CCER	630-8260-65072	NAPA PARTS 0000514 wiper blades for unit 11. i was charged for	02/12/2016	15.37
WELLS FARGO CCER	630-8220-65072	MENARDS DES MOINES IA Supplies for cooling towers	02/24/2016	31.78
WELLS FARGO CCER	630-8220-65072	NAPA PARTS 0000514 water lines for engine nbr 5	02/11/2016	61.96
WELLS FARGO CCER	630-8240-62300	AMER PUBLIC POWER ASSO APPA Technical Conference in Mi	02/24/2016	695.00
WELLS FARGO CCER	630-8250-65072	THEISENS #21 New drill bit.	02/22/2016	18.01
WELLS FARGO CCER	630-8250-65072	CNM OUTDOOR EQUIPM parts and labor for gas powered stick s	02/19/2016	39.80
WELLS FARGO CCER	630-8260-65072	VERMEER IOWA & NORTHER throttle cable for the wood chipper	02/24/2016	80.89
WELLS FARGO CCER	630-8260-65072	NAPA PARTS 0000514 !!!RETURN!!! for the right sized fuel filter f	02/24/2016	.42-
WELLS FARGO CCER	630-8260-65072	CIRCLE B CASHWAY OF INDIA wood and bolt for fixing the steel	02/10/2016	16.84
WELLS FARGO CCER	630-8220-65072	PLUMB SUPPLY COMPANY Plumbing supplies for cooing towers	02/23/2016	80.79
WELLS FARGO CCER	630-8260-65072	NAPA PARTS 0000514 credit back to visa card	02/15/2016	7.69-
WELLS FARGO CCER	630-8260-65072	NAPA PARTS 0000514 wiper blade unit 11 and only given back 1	02/12/2016	38.19
WELLS FARGO CCER	630-8260-65072	NAPA PARTS 0000514 Air Filter for chipper	02/24/2016	4.47
WELLS FARGO CCER	630-8250-65072	CNM OUTDOOR EQUIPM Sharpen chains for saws	02/26/2016	25.44

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	630-8220-65072	SAFETYSIGN.COM NFPA Diamond Right to Know Labels	02/11/2016	52.24
WELLS FARGO CCER	630-8220-65072	HYTORC WIND LLC New pressure gauge on Hytorc tool.	02/03/2016	132.50
WELLS FARGO CCER	630-8250-65072	CNM OUTDOOR EQUIPM new chains for unit 29 chain saw and a	02/04/2016	55.48
WELLS FARGO CCER	630-8260-65072	TOMPKINS INDUSTRIES BR 2 hydraulic fittings for tool attatchm	02/05/2016	204.62
WELLS FARGO CCER	630-8260-65072	CIRCLE B CASHWAY OF INDIA side board for electric line white	02/05/2016	8.33
WELLS FARGO CCER	630-8260-65072	OREILLY AUTO 00003376 wire harness for wire reel trailer	02/12/2016	42.39
WELLS FARGO CCER	630-8220-65072	CDW GOVERNMENT software	02/01/2016	115.05
WELLS FARGO CCER	630-8220-65072	THEISENS #21 Supplies for cooling towers	02/25/2016	3.89
WELLS FARGO CCER	630-8220-65072	THEISENS #21 Supplies for cooing towers	02/23/2016	46.49
WELLS FARGO CCER	630-8260-65072	HARBOR FREIGHT TOOLS 88 12 ton jack stands for fleet maint.	02/05/2016	116.59
WELLS FARGO CCER	630-8260-65072	CHUMBLEYS AUTO CARE gas for the chain saw for unit 29	02/03/2016	2.16
WELLS FARGO CCER	630-8250-65072	CHUMBLEYS AUTO CARE kerosene for pressure washer	02/05/2016	18.50
WELLS FARGO CCER	630-8260-65072	OREILLY AUTO 00003376 trailer plug wiring chord for Roose hyd	02/12/2016	39.99
Total ELECTRIC OPERATING FUND:				830,106.52
FIBER/COMMUNICATIONS FUND				
AHLERS & COONEY P.C.	640-8550-64110	RFP FOR BROADBAND FEASIBILITY STUDY	02/26/2016	610.00
IOWA ONE CALL	640-8550-64990	FIBER-LOCATING NOTIFICATION/62 TICKETS	03/08/2016	55.80
Total FIBER/COMMUNICATIONS FUND:				665.80
WATER CAPITAL PROJECTS FUND				
HD SUPPLY WATERWORKS	700-8100-67906	MATERIALS	02/23/2016	839.84
HD SUPPLY WATERWORKS	700-8100-67906	MATERIALS	03/07/2016	140.00
METERING & TECHNOLOGY SO	700-8100-67905	METERS	03/02/2016	2,612.88
Total WATER CAPITAL PROJECTS FUND:				3,592.72
ELECTRIC CAPITAL PROJECTS FUND				
KRIZ-DAVIS COMPANY	730-8200-67906	400 KVAR 7620V 1BURSHING CAPACITOR	02/19/2016	1,664.20
MAHASKA COMMUNICATION G	730-8200-67603	SERVICE DROPS	03/01/2016	915.00
MAHASKA COMMUNICATION G	730-8200-67601	FIBER LINE CONSTRUCTION	03/01/2016	25,606.44
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - FEB	03/09/2016	30,966.92-
POWER & TEL	730-8200-67906	FIBER DROPS	02/23/2016	249.14
POWER & TEL	730-8200-67906	FIBER DROPS	02/26/2016	2,505.64
POWER & TEL	730-8200-67906	FIBER DROPS	02/29/2016	249.14
POWER & TEL	730-8200-67906	FIBER DROPS	03/01/2016	1,210.28
POWER & TEL	730-8200-67906	65" CABINET JUMPERS	03/08/2016	461.08
POWER & TEL	730-8200-67906	STANDLINK 1/4" ALL GRADE	03/07/2016	62.42
RESCO	730-8200-67906	METER SOCKET EXT	02/29/2016	296.75
WELLS FARGO CCER	730-8200-67601	THEISENS #21 Material and supplies. Material for Pickard Park pr	02/15/2016	26.99
WESCO	730-8200-67906	45 DEGREE GUY ATTACH	03/04/2016	142.31
Total ELECTRIC CAPITAL PROJECTS FUND:				2,422.47
Grand Totals:				849,036.55

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
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Board of Trustees: _____

IMU Regular Downstairs

4. B.

Meeting Date: 03/28/2016

Information

Subject

Minutes from the February 29, 2016 Board of Trustee Meeting

Information

The minutes from the February 29, 2016 Board of Trustee Meeting are attached for formal approval.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Attachments

[IMU 160229 Minutes](#)

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – FEBRUARY 29, 2016

The Board of Trustees met in regular session at 5:30 p.m. on February 29, 2016 in the City Hall Council Chambers. Chairperson Deb White called the meeting to order and on roll call the following members were present: Lesley Forbush, Jim McClymond (via phone), Mike Rozga, Adam Voigts and Deb White.

Ken Herring, 1307 W. 14th, and Laramie Kelly, 1306 W. 14th, spoke in favor of the fiber feasibility study and asked that fiber be extended into their neighborhood.

Chairperson White introduced and welcomed IMU Board of Trustee member Lesley Forbush.

The consent agenda consisting of the following was approved on a motion by Rozga and seconded by Voigts. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

February 16, 2016 claims

February 8, 2016 minutes

Salary: Garry Cunningham, Water Operator 1, from Range 21-2.5 \$47,089/year to Range 21-3 \$48,007/year plus longevity effective February 21, 2016

Salary: Electric Line Apprentice Candidate Range 26-1 \$46,279/year effective mid-March

The January 2016 Treasurer's report and budget variance report

Electric Utility Action Items

Board member Forbush introduced the following resolution entitled, "RESOLUTION DETERMINING PROPERTY TO BE SURPLUS AND AUTHORIZING SALE OF PROPERTY" (2002 F550 Ford Truck with a 2002 Versalift for the Electric Department). Board member Voigts seconded the motion to adopt. On roll call the vote was, AYES: Voigts, White, Rozga, McClymond and Forbush. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted:

RESOLUTION NO. 164
RESOLUTION DETERMINING PROPERTY TO BE SURPLUS AND AUTHORIZING
SALE OF PROPERTY

(The complete resolution may be viewed at the City Clerk's Office)

Electric Superintendent Mike Metcalf presented the Electric Utility Informational Items.

The Water Utility Information Items was presented by Water Superintendent Lou Elbert.

Electric Superintendent Mike Metcalf reported on the Communications Utility Informational Items.

Electric, Water and Communications Utility Combined Action Items

A public hearing was held to consider the FY 2016/17 budgets. There were no objections either oral or written. McClymond moved and Rozga seconded to approve the following resolution entitled "RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2017". On roll call the vote was, AYES: Forbush, Voigts, White, Rozga and McClymond. NAYS: None. Whereupon the Chair declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION ADOPTING THE BUDGET FOR
FISCAL YEAR ENDING JUNE 30, 2017

(The complete resolution may be viewed at the City Clerk's Office)

It was moved by Voigts to approve the following resolution entitled, "RESOLUTION OF THE BOARD OF TRUSTEES OF INDIANOLA MUNICIPAL UTILITIES PROVIDING FOR A REGULAR MEETING DATE AND TIME", (the regular meeting of the Board shall be at 5:30 p.m. on the fourth Monday of each month). Rozga seconded the motion to adopt. On roll call the vote was, AYES: White, Rozga, McClymond, Forbush and Voigts. NAYS: None. Whereupon the Chair declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 165
RESOLUTION OF THE BOARD OF TRUSTEES OF INDIANOLA MUNICIPAL UTILITIES
PROVIDING FOR A REGULAR MEETING DATE AND TIME

(The complete resolution may be viewed at the City Clerk's Office)

Meeting adjourned on a motion by Voigts and seconded by Rozga.

Deb White, Chair

Diana Bowlin, City Clerk

Meeting Date: 03/28/2016

Information

Subject

February 2016 Treasurer and Financial Reports

Information

Attached to this item are the revenue and expense reports for February 2016. Also attached is the February Treasurer Report that will be presented by Doug Shull.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Attachments

Treasurer Report Feb 2016

February 2016 O&M Reports

February 2016 Capital Reports

FINANCIAL REPORT
MONTH OF FEBRUARY, 2016

FUND	Beginning Balance	Monies Received	Monies Disbursed	Transfer In	Transfer Out	Clerk's Balance	% of Total
001 General Government	1,416,089.84	59,966.18	179,527.62	115,991.67	2,768.73	1,409,751.34	
011 Police	535,272.05	12,529.47	216,416.14	30,403.91	324.45	361,464.84	
015 Fire	385,157.13	7,598.88	33,265.05	995.46	24.72	360,461.70	
016 Ambulance	306,422.36	48,575.83	71,337.59	525.59	5,572.66	278,613.53	
041 Library	-18,935.47	3,015.63	35,754.41	1,048.40	61.80	-50,687.65	
042 Park & Recreation	384,005.25	19,073.99	84,792.31	1,187.69	123.60	319,351.02	
045 Memorial Pool	-19,014.18	1,439.48	3,521.26	0.00	0.00	-21,095.96	
071 General Fund Deb Service	94,435.04	527.84	0.00	0.00	0.00	94,962.88	
099 Franchise Fees-MEC	401,188.16	25,083.72	0.00	0.00	0.00	426,271.88	
GENERAL FUND SUB-TOTAL	3,484,620.18	177,811.02	624,614.38	150,152.72	8,875.96	3,179,093.58	
110 Road Use Tax (Streets)	1,348,688.26	153,445.25	213,359.18	0.00	15,866.48	1,272,907.85	
112 Trust & Agency	0.00	9,286.05	0.00	0.00	9,286.05	0.00	
115 YMCA Maintenance Obligations	92,321.46	0.00	2,240.00	0.00	0.00	90,081.46	
125 TIF--Downtown	459,987.77	7,851.08	690.00	0.00	0.00	467,148.85	
126 TIF--East Hwy 92	0.00	0.00	0.00	0.00	0.00	0.00	
127 TIF--Hillcrest/Industrial Park	692,341.38	54,839.86	0.00	0.00	0.00	747,181.24	
141 Library Special Revenue	40,750.74	549.39	1,021.06	0.00	0.00	40,279.07	
142 Park & Rec Special Revenue	131,480.57	668.99	98.20	0.00	0.00	132,051.36	
160 Downtown Revolving Loan	149,711.06	0.00	0.00	0.00	0.00	149,711.06	
161 Downtown Business Inc Program	11,608.02	0.00	1,154.31	0.00	0.00	10,453.71	
177 Police Forfeiture	19,830.07	0.00	0.00	0.00	0.00	19,830.07	
190 Vehicle Reserve	80,687.70	0.00	0.00	2,083.33	0.00	82,771.03	
199 Police Retirement	94,531.56	184.31	0.00	0.00	1,041.67	93,674.20	
SPECIAL REVENUES SUB-TOTAL	3,121,938.60	226,824.93	218,562.75	2,083.33	26,194.20	3,106,089.91	
200 DEBT SERVICE (SUB-TOTAL)	2,183,064.53	9,268.12	0.00	51,600.00	0.00	2,243,932.65	
301 Capital Projects (General)	372,763.74	3,407.20	0.00	0.00	0.00	376,170.94	
321 Capital Projects (Streets)	7,866.70	175.00	22.50	0.00	0.00	8,019.20	
344 Community Athletic Facility	3,339.51	6.77	44.00	0.00	0.00	3,302.28	
353 Community ReDevelopment (D&D)	-49,336.89	0.00	2,858.00	0.00	0.00	-52,194.89	
CAPITAL PROJECTS SUB-TOTAL	334,633.06	3,588.97	2,924.50	0.00	0.00	335,297.53	
610 Sewer	491,405.52	100.00	79,055.80	143,725.00	35,935.59	520,239.13	
650 Stormwater Utility	505,446.15	17,135.09	0.00	0.00	5,116.67	517,464.57	
670 Recycling	83,650.70	18,694.89	15,968.84	0.00	1,508.33	84,868.42	
710 Sewer Capital Projects	442,275.39	285,399.01	8,532.12	0.00	231,466.67	487,675.61	
771 Sewer Reserve	114,238.70	0.00	0.00	0.00	0.00	114,238.70	
781 Sewer Plant Improvement	357,155.82	0.00	0.00	2,083.33	0.00	359,239.15	
791 Sewer Revenue Bonds	535,047.98	0.00	0.00	58,791.67	0.00	593,839.65	
820 Health Insurance	693,117.86	111,372.66	110,649.79	0.00	0.00	693,840.73	
830 Health Reimbursement Account	278,687.67	0.00	6,023.48	0.00	0.00	272,664.19	
840 Flex/STD	203,048.08	2,745.58	2,210.04	1,359.60	0.00	204,943.22	
850 Liability Insurance Reserve--City	29,484.56	56.42	0.00	0.00	0.00	29,540.98	
CITY UTILITY & IS SUB-TOTAL	3,733,558.43	435,503.65	222,440.07	205,959.60	274,027.26	3,878,554.35	
TOTAL CITY FUNDS	12,857,814.80	852,996.69	1,068,541.70	409,795.65	309,097.42	12,742,968.02	62%
TOTAL IMU FUNDS	6,888,866.23	1,385,598.50	307,016.00	241,500.01	342,198.24	7,866,750.50	38%
GRAND TOTAL CITY & IMU	19,746,681.02	2,238,595.19	1,375,557.70	651,295.66	651,295.66	20,609,718.51	
Cross Check Total						20,609,718.51	
Investments					Clerk's Balance	20,609,718.51	
Bankers Trust	\$ 17,114,341.39	1.83%					
Iowa Public Agency Inv. Trust	\$ 111,125.56	0.010%			Plus Outstanding Checks	104,976.36	
Payroll Account, City State Bank	\$ -	Earnings Credit					
Checking Account, City State Bank	\$ 242,017.71	Earnings Credit			Outstanding Deposit	-28,821.32	
Checking & Payroll Account, Community Bank	\$ -						
Sweep Account, City State Bank	\$ 3,215,466.17	0.40%					
Wells Fargo	\$ 2,922.72						
BANK BALANCE	20,685,873.55					20,685,873.55	

600 Water	24,136.03	203,722.17	77,617.97	0.00	118,051.04	32,189.19
620 IMU Administration	52,081.20	0.00	54,130.34	88,350.00	31,229.68	55,071.18
625 Revolving Economic Development	106,331.59	203.11	0.00	0.00	0.00	106,534.70
626 USDA RLF	300,000.00	0.00	0.00	0.00	0.00	300,000.00
630 Electric	1,540,649.62	1,103,775.17	147,746.51	22,566.67	185,100.85	2,334,144.10
640 Fiber/Communications	280,905.95	30,789.97	1,710.33	0.00	7,816.67	302,168.92
700 Water Capital Projects	963,217.53	0.00	3,489.83	35,991.67	0.00	995,719.37
730 Electric Capital Projects	2,658,583.16	47,078.00	22,321.02	0.00	0.00	2,683,340.14
740 Fiber/Comm Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
770 Water Reserve	135,000.00	0.00	0.00	0.00	0.00	135,000.00
773 Electric Reserve	0.00	0.00	0.00	0.00	0.00	0.00
780 Water Capital Improvement	75,000.00	0.00	0.00	0.00	0.00	75,000.00
783 Electric Improvement	0.00	0.00	0.00	0.00	0.00	0.00
790 Water Revenue Bonds	47,794.68	0.00	0.00	22,925.00	0.00	70,719.68
793 Electric Revenue Bonds	690,395.31	0.00	0.00	71,666.67	0.00	762,061.98
855 Liability Insurance Reserve--IMU	14,771.16	30.08	0.00	0.00	0.00	14,801.24
IMU SUB-TOTAL	6,888,866.23	1,385,598.50	307,016.00	241,500.01	342,198.24	7,866,750.50

<u>INTEREST DISTRIBUTION</u>	<u>INTEREST</u>			
	<u>INCOME</u>	<u>% OF TOTAL</u>	<u>CALYTD</u>	<u>FYTD</u>
Electric Funds	\$ 10,897.08	28.97%	\$ 19,450.84	\$ 66,677.05
Water Funds	\$ 2,286.86	6.08%	\$ 4,116.59	\$ 16,520.25
Sewer Funds	\$ 2,884.89	7.67%	\$ 4,955.98	\$ 14,601.80
Police Retirement	\$ 184.31	0.49%	\$ 316.20	\$ 1,144.91
Community Redevelopment	\$ -	0.00%	\$ -	\$ -
All other	\$ 21,359.44	56.79%	\$ 36,836.42	\$ 110,897.42
TOTAL	\$ 37,612.58	100.00%	\$ 65,676.03	\$ 209,841.43

CITY OF INDIANOLA IA
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

WATER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEARNED	PCNT
<u>WATER</u>					
600-8100-43000 INTEREST	2,286.86	16,520.25	25,000.00	8,479.75	66.1
600-8100-43100 RENT--LAND & FACILITIES	.00	1,575.00	3,100.00	1,525.00	50.8
600-8100-43400 LEASE--UTILITY	3,225.00	24,300.00	38,000.00	13,700.00	64.0
600-8100-45001 ADMINISTRATIVE FEE--WATER	1,352.99	13,835.85	20,000.00	6,164.15	69.2
600-8100-45150 FIRE SERVICE FEES	1,470.00	9,473.45	8,500.00	(973.45)	111.5
600-8100-45400 CONNECTION FEE	1,065.00	15,936.00	20,000.00	4,064.00	79.7
600-8100-45600 WATER SALES	181,233.00	1,439,295.74	2,154,100.00	714,804.26	66.8
600-8100-45601 CONSTRUCTION WATER	35.00	1,015.00	1,000.00	(15.00)	101.5
600-8100-45602 WATER METER FEES	2,990.00	20,050.00	20,000.00	(50.00)	100.3
600-8100-45603 OTHER WATER FEES	.00	13,962.79	11,000.00	(2,962.79)	126.9
600-8100-46600 SPECIAL ASSESSMENT--WATER	.00	2,590.00	.00	(2,590.00)	.0
600-8100-47100 REFUNDS/REIMBURSEMENTS	.00	253.78	.00	(253.78)	.0
600-8100-47400 MISC SALES (COPIES/SCRAP/ETC)	275.00	300.00	.00	(300.00)	.0
600-8100-48900 SALES TAX	9,789.32	76,728.05	129,200.00	52,471.95	59.4
TOTAL WATER	203,722.17	1,635,835.91	2,429,900.00	794,064.09	67.3
TOTAL FUND REVENUE	203,722.17	1,635,835.91	2,429,900.00	794,064.09	67.3
 <u>PLANT OPERATIONS</u>					
600-8110-60170 SALARY/WAGES--OPERATIONAL	10,535.17	125,396.11	153,700.00	28,303.89	81.6
600-8110-60180 SALARY/WAGES--SUPERINTENDENT	6,466.88	62,880.49	84,300.00	21,419.51	74.6
600-8110-61100 FICA	1,405.08	13,680.34	18,300.00	4,619.66	74.8
600-8110-61300 IPERS	1,753.87	23,740.46	21,300.00	(2,440.46)	111.5
600-8110-61420 DEFERRED COMP--457	540.00	5,520.00	6,600.00	1,080.00	83.6
600-8110-61810 UNIFORMS/CLOTHING ALLOWANCE	.00	1,375.00	2,000.00	625.00	68.8
600-8110-62100 MEMBERSHIP DUES/SUBSCRIPTIONS	.00	2,413.39	3,000.00	586.61	80.5
600-8110-62300 EDUCATION/TRAINING	401.76	4,367.15	7,000.00	2,632.85	62.4
600-8110-63710 UTILITIES	12,673.88	99,194.58	155,000.00	55,805.42	64.0
600-8110-63730 TELEPHONE	170.18	1,457.13	3,000.00	1,542.87	48.6
600-8110-64900 MISC CONSULTING	.00	.00	500.00	500.00	.0
600-8110-64990 MISC CONTRACTUAL	187.50	7,511.78	12,000.00	4,488.22	62.6
600-8110-65010 CHEMICALS	4,252.67	36,147.54	65,000.00	28,852.46	55.6
600-8110-65012 LAB SUPPLIES/REAGENTS	477.87	3,032.60	5,000.00	1,967.40	60.7
600-8110-65070 MATERIALS/SUPPLIES	172.54	638.14	1,000.00	361.86	63.8
600-8110-65082 FREIGHT	.00	.00	12,000.00	12,000.00	.0
600-8110-65500 PERSONAL PROTECTIVE EQUIPMEN	68.95	68.95	1,000.00	931.05	6.9
TOTAL PLANT OPERATIONS	39,106.35	387,423.66	550,700.00	163,276.34	70.4

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

WATER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>PLANT MAINTENANCE</u>					
600-8120-63100	REPAIR/MAINT--BLDG/GROUNDS	.00	1,153.23	2,500.00	1,346.77 46.1
600-8120-63410	REPAIR/MAINT--EQUIPMENT	948.96	9,738.94	30,000.00	20,261.06 32.5
600-8120-64090	JANITORIAL SERVICES	277.59	2,208.32	3,000.00	791.68 73.6
600-8120-65070	MATERIALS/SUPPLIES	.00	386.91	4,000.00	3,613.09 9.7
	TOTAL PLANT MAINTENANCE	1,226.55	13,487.40	39,500.00	26,012.60 34.2
<u>WATER DISTRIBUTION</u>					
600-8150-60150	SALARY/WAGES--MAINTENANCE	13,365.14	100,633.51	153,700.00	53,066.49 65.5
600-8150-61100	FICA	620.65	4,825.06	11,800.00	6,974.94 40.9
600-8150-61300	IPERS	962.99	6,367.26	13,800.00	7,432.74 46.1
600-8150-63453	REPAIR/MAINT--SYSTEM	1,075.94	10,599.43	40,000.00	29,400.57 26.5
600-8150-64070	ENGINEERING	.00	.00	1,000.00	1,000.00 .0
600-8150-64900	MISC CONSULTING	.00	.00	3,000.00	3,000.00 .0
600-8150-65072	MATERIALS/SUPPLIES--MAINTENANC	1,291.58	13,748.34	25,000.00	11,251.66 55.0
	TOTAL WATER DISTRIBUTION	17,316.30	136,173.60	248,300.00	112,126.40 54.8
<u>FLEET/VEHICLES</u>					
600-8160-63320	REPAIR/MAINT--VEHICLES	219.18	1,451.46	2,500.00	1,048.54 58.1
600-8160-65050	VEHICLE OPERATING SUPPLIES	875.72	5,038.49	15,000.00	9,961.51 33.6
600-8160-65072	MATERIALS/SUPPLIES--MAINTENANC	.00	304.19	1,500.00	1,195.81 20.3
	TOTAL FLEET/VEHICLES	1,094.90	6,794.14	19,000.00	12,205.86 35.8
<u>METER READING</u>					
600-8170-60165	SALARY/WAGES--METER READ/REPA	727.09	6,668.04	10,000.00	3,331.96 66.7
600-8170-61100	FICA	55.00	509.81	800.00	290.19 63.7
600-8170-61300	IPERS	64.92	593.18	900.00	306.82 65.9
600-8170-64990	MISC CONTRACTUAL (ITRON)	.00	1,082.50	1,500.00	417.50 72.2
	TOTAL METER READING	847.01	8,853.53	13,200.00	4,346.47 67.1

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

WATER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>OVERHEAD</u>					
600-8180-61430	EMPLOYEE ASSISTANCE PROGRAM	.00	99.00	100.00	1.00 99.0
600-8180-61440	WELLNESS PROGRAM	75.00	1,175.00	1,000.00 (175.00) 117.5
600-8180-61500	HEALTH INSURANCE	7,821.00	87,721.50	85,200.00 (2,521.50) 103.0
600-8180-61550	LIFE INSURANCE/ADD/LTD	93.32	826.08	1,300.00	473.92 63.5
600-8180-61599	WORKERS' COMP INSURANCE	.00	7,868.00	10,000.00	2,132.00 78.7
600-8180-64081	INSURANCE--AUTO	.00	2,204.00	2,400.00	196.00 91.8
600-8180-64082	INSURANCE--GENERAL LIABILITY	.00	4,152.00	5,000.00	848.00 83.0
600-8180-64083	INSURANCE--PROPERTY	.00	11,120.00	10,000.00 (1,120.00) 111.2
600-8180-64084	INSURANCE--BOILER/MACHINERY	.00	2,909.00	3,000.00	91.00 97.0
600-8180-64121	DRUG & ALCOHOL TESTING	.00	159.00	200.00	41.00 79.5
600-8180-64180	SALES TAX	9,888.90	76,935.89	129,200.00	52,264.11 59.6
600-8180-69550	TRANSFER OUT--STD	92.70	741.60	1,200.00	458.40 61.8
600-8180-69825	TRANSFER OUT HRA	.00	7,800.00	8,100.00	300.00 96.3
	TOTAL OVERHEAD	17,970.92	203,711.07	256,700.00	52,988.93 79.4
<u>ADMIN/GENERAL</u>					
600-8190-64990	MISC CONTRACTUAL	148.64	445.92	1,000.00	554.08 44.6
600-8190-66990	REFUND/REIMBURSEMENT	.00	1,514.75	500.00 (1,014.75) 303.0
	TOTAL ADMIN/GENERAL	148.64	1,960.67	1,500.00 (460.67) 130.7
<u>IMU TRANSFERS</u>					
600-8197-69880	TRANSFER OUT--IMU ADMINISTRATI	16,500.00	148,500.00	198,000.00	49,500.00 75.0
600-8197-69900	TRANSFER OUT--WATER IMPROVE	72,716.67	581,733.36	872,600.00	290,866.64 66.7
600-8197-69910	TRANSFER OUT--WATER REV BONDS	22,925.00	183,400.00	275,100.00	91,700.00 66.7
	TOTAL IMU TRANSFERS	112,141.67	913,633.36	1,345,700.00	432,066.64 67.9
<u>CITY TRANSFERS</u>					
600-8198-69101	TRANSFER OUT PILOT	5,816.67	46,533.36	69,800.00	23,266.64 66.7
	TOTAL CITY TRANSFERS	5,816.67	46,533.36	69,800.00	23,266.64 66.7
	TOTAL FUND EXPENDITURES	195,669.01	1,718,570.79	2,544,400.00	825,829.21 67.5
	NET REVENUE OVER EXPENDITURES	8,053.16 (82,734.88) (114,500.00) (31,765.12) (72.3)

CITY OF INDIANOLA IA
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

IMU ADMINISTRATION FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEARNED	PCNT
<u>IMU ADMINISTRATION</u>					
620-8000-49880 TRANSFER IN--IMU ADMINISTRATIO	86,850.00	781,650.00	1,042,200.00	260,550.00	75.0
620-8000-49882 TRANSFER IN--SAFETY	1,500.00	12,000.00	18,500.00	6,500.00	64.9
TOTAL IMU ADMINISTRATION	88,350.00	793,650.00	1,060,700.00	267,050.00	74.8
TOTAL FUND REVENUE	88,350.00	793,650.00	1,060,700.00	267,050.00	74.8
<u>OVERHEAD</u>					
620-8080-61430 EMPLOYEE ASSISTANCE PROGRAM	.00	66.00	100.00	34.00	66.0
620-8080-61440 WELLNESS PROGRAM	65.00	655.00	1,500.00	845.00	43.7
620-8080-61500 HEALTH INSURANCE	3,910.50	33,891.00	63,000.00	29,109.00	53.8
620-8080-61501 DENTAL INSURANCE	445.80	2,930.28	.00 (2,930.28)	.0
620-8080-61502 VISION INSURANCE	33.48	238.60	.00 (238.60)	.0
620-8080-61550 LIFE INSURANCE/ADD/LTD	69.86	631.49	1,300.00	668.51	48.6
620-8080-61599 WORKERS' COMP INSURANCE	.00	4,219.00	5,500.00	1,281.00	76.7
620-8080-64082 INSURANCE--GENERAL LIABILITY	.00	3,515.76	5,000.00	1,484.24	70.3
620-8080-69550 TRANSFER OUT--STD	46.35	417.15	1,000.00	582.85	41.7
620-8080-69825 TRANSFER OUT HRA	.00	6,175.00	5,200.00 (975.00)	118.8
TOTAL OVERHEAD	4,570.99	52,739.28	82,600.00	29,860.72	63.9

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

IMU ADMINISTRATION FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>ADMIN/GENERAL</u>					
620-8090-60110 SALARIES--ADMINISTRATION	5,092.81	96,965.74	148,600.00	51,634.26	65.3
620-8090-60130 SALARIES--CLERICAL	2,992.63	29,928.27	44,300.00	14,371.73	67.6
620-8090-60165 SALARY-METER READERS	866.32	8,153.54	11,400.00	3,246.46	71.5
620-8090-60190 SALARIES--TRUSTEES	.00	2,750.00	5,000.00	2,250.00	55.0
620-8090-61100 FICA	685.92	10,589.33	16,000.00	5,410.67	66.2
620-8090-61300 IPERS	799.38	12,142.91	18,700.00	6,557.09	64.9
620-8090-61420 DEFERRED COMP--457	250.00	3,137.50	5,100.00	1,962.50	61.5
620-8090-62100 MEMBERSHIP DUES/SUBSCRIPTIONS	12,538.00	51,682.89	53,000.00	1,317.11	97.5
620-8090-62300 EDUCATION/TRAINING	.00	257.38	5,000.00	4,742.62	5.2
620-8090-62700 MILEAGE	462.24	462.24	500.00	37.76	92.5
620-8090-63730 TELEPHONE	477.82	9,391.68	10,000.00	608.32	93.9
620-8090-64010 AUDITS	.00	8,500.00	15,000.00	6,500.00	56.7
620-8090-64020 ADVERTISING & LEGAL NOTICES	281.84	4,612.69	5,000.00	387.31	92.3
620-8090-64110 LEGAL SERVICE FEES	30.00	14,024.59	22,000.00	7,975.41	63.8
620-8090-64120 MEDICAL/PHYSICALS/IMMUNIZATION	.00	.00	500.00	500.00	.0
620-8090-64140 PRINTING	.00	1,340.14	5,000.00	3,659.86	26.8
620-8090-64180 SALES TAX	.00	.00	100.00	100.00	.0
620-8090-64190 COMPUTER/TECHNOLOGY SERVICE	.00	24.00	500.00	476.00	4.8
620-8090-64500 FINANCIAL MANAGEMENT SERVICES	.00	.00	5,000.00	5,000.00	.0
620-8090-64900 MISC CONSULTING SERVICES	.00	17,250.00	5,000.00	(12,250.00)	345.0
620-8090-64990 MISC CONTRACTUAL	2,541.86	26,874.86	35,000.00	8,125.14	76.8
620-8090-65070 MATERIALS/SUPPLIES	773.43	4,519.23	10,000.00	5,480.77	45.2
620-8090-65077 MATERIALS/SUPPLIES--PROMOTION	.00	605.00	2,000.00	1,395.00	30.3
620-8090-65080 POSTAGE	27.04	572.71	2,500.00	1,927.29	22.9
620-8090-65990 MISCELLANEOUS	844.87	904.87	800.00	(104.87)	113.1
620-8090-67240 COMPUTER HARDWARE/SOFTWARE	.00	2,908.60	10,000.00	7,091.40	29.1
TOTAL ADMIN/GENERAL	28,664.16	307,598.17	436,000.00	128,401.83	70.6
<u>IMU ADMIN--GM</u>					
620-8091-60110 SALARY/WAGES--ADMINISTRATION	17,938.37	106,319.01	121,500.00	15,180.99	87.5
620-8091-61100 FICA	1,377.84	7,861.65	9,300.00	1,438.35	84.5
620-8091-61300 IPERS	789.96	4,233.16	10,900.00	6,666.84	38.8
620-8091-61420 DEFERRED COMP--457	175.00	737.51	3,100.00	2,362.49	23.8
620-8091-62300 EDUCATION/TRAINING	482.17	865.20	4,500.00	3,634.80	19.2
620-8091-62700 MILEAGE	.00	.00	3,000.00	3,000.00	.0
TOTAL IMU ADMIN--GM	20,763.34	120,016.53	152,300.00	32,283.47	78.8

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

IMU ADMINISTRATION FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>IMU ADMIN--SAFETY</u>					
620-8092-64142	MAPS/PRINTS	.00	5,400.00	6,000.00	600.00 90.0
620-8092-64990	MISC CONTRACTUAL	.00	3,180.00	6,500.00	3,320.00 48.9
620-8092-65078	MATERIALS/SUPPLIES--SAFETY	.00	.00	500.00	500.00 .0
620-8092-65990	MISCELLANEOUS	.00	.00	500.00	500.00 .0
620-8092-67245	SPECIALIZED EQUIPMENT	178.20	178.20	2,000.00	1,821.80 8.9
	TOTAL IMU ADMIN--SAFETY	178.20	8,758.20	15,500.00	6,741.80 56.5
<u>CITY TRANSFERS</u>					
620-8098-69620	TRANSFER OUT CITY CLERK'S OFFI	25,108.33	200,866.64	301,300.00	100,433.36 66.7
620-8098-69621	TRANSFER OUT-INFO & TECH	3,691.67	29,533.36	44,400.00	14,866.64 66.5
620-8098-69880	TRANSFER OUT IMU-HR	2,383.33	19,066.64	28,600.00	9,533.36 66.7
	TOTAL CITY TRANSFERS	31,183.33	249,466.64	374,300.00	124,833.36 66.7
	TOTAL FUND EXPENDITURES	85,360.02	738,578.82	1,060,700.00	322,121.18 69.6
	NET REVENUE OVER EXPENDITURES	2,989.98	55,071.18	.00 (55,071.18) .0

CITY OF INDIANOLA IA
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

ELECTRIC OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEARNED	PCNT
<u>ELECTRIC</u>					
630-8200-40650	.00	32,090.00	33,000.00	910.00	97.2
630-8200-43000	10,122.27	61,371.75	110,000.00	48,628.25	55.8
630-8200-44250	.00	88,694.24	.00	(88,694.24)	.0
630-8200-45001	1,363.66	16,258.64	22,000.00	5,741.36	73.9
630-8200-45400	1,799.10	18,208.79	25,000.00	6,791.21	72.8
630-8200-45405	4,446.54	36,425.37	45,000.00	8,574.63	81.0
630-8200-45450	.00	86.38	300.00	213.62	28.8
630-8200-45550	120.00	1,500.00	2,500.00	1,000.00	60.0
630-8200-45629	.00	63,187.71	90,000.00	26,812.29	70.2
630-8200-45630	1,049,785.81	8,782,090.58	12,660,000.00	3,877,909.42	69.4
630-8200-45631	5,355.55	29,775.99	43,000.00	13,224.01	69.3
630-8200-45632	7,400.00	59,200.05	88,800.00	29,599.95	66.7
630-8200-45633	1,482.00	10,389.00	17,800.00	7,411.00	58.4
630-8200-45634	.00	14,500.00	2,500.00	(12,000.00)	580.0
630-8200-45635	35.00	700.00	1,000.00	300.00	70.0
630-8200-45636	.00	15,200.00	5,000.00	(10,200.00)	304.0
630-8200-45637	(3.32)	(15.02)	.00	15.02	.0
630-8200-45639	1,383.37	10,791.89	15,000.00	4,208.11	72.0
630-8200-47100	2,220.87	6,184.74	.00	(6,184.74)	.0
630-8200-47106	15.00	120.00	.00	(120.00)	.0
630-8200-47400	936.60	6,330.71	10,000.00	3,669.29	63.3
630-8200-48900	17,312.72	151,696.02	239,000.00	87,303.98	63.5
630-8200-49900	22,566.67	180,533.36	270,800.00	90,266.64	66.7
TOTAL ELECTRIC	1,126,341.84	9,585,320.20	13,680,700.00	4,095,379.80	70.1
TOTAL FUND REVENUE	1,126,341.84	9,585,320.20	13,680,700.00	4,095,379.80	70.1
<u>PLANT OPERATIONS</u>					
630-8210-60170	5,006.85	45,296.07	61,900.00	16,603.93	73.2
630-8210-61100	759.61	6,854.57	9,000.00	2,145.43	76.2
630-8210-61300	904.55	8,179.70	10,500.00	2,320.30	77.9
630-8210-61420	75.00	600.00	1,800.00	1,200.00	33.3
630-8210-61810	.00	550.00	600.00	50.00	91.7
630-8210-62300	.00	.00	1,500.00	1,500.00	.0
630-8210-63710	3,724.94	22,048.14	42,000.00	19,951.86	52.5
630-8210-64070	.00	.00	2,500.00	2,500.00	.0
630-8210-64900	.00	1,053.01	2,500.00	1,446.99	42.1
630-8210-65010	.00	.00	3,000.00	3,000.00	.0
630-8210-65049	.00	.00	5,000.00	5,000.00	.0
630-8210-65500	.00	.00	1,000.00	1,000.00	.0
TOTAL PLANT OPERATIONS	10,470.95	84,581.49	141,300.00	56,718.51	59.9

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

ELECTRIC OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>PLANT MAINTENANCE</u>					
630-8220-60150	SALARY/WAGES--MAINTENANCE	4,506.15	40,766.64	55,600.00	14,833.36 73.3
630-8220-63100	REPAIR/MAINT--BLDG/GROUNDS	75.91	6,774.50	20,000.00	13,225.50 33.9
630-8220-63410	REPAIR/MAINT--EQUIPMENT	.00	791.91	10,000.00	9,208.09 7.9
630-8220-64090	JANITORIAL SERVICES	1,854.30	18,185.12	27,500.00	9,314.88 66.1
630-8220-64200	INSPECTIONS/TESTING	.00	3,437.07	4,000.00	562.93 85.9
630-8220-65072	MATERIALS/SUPPLIES--MAINTENANC	8,433.42	18,013.01	25,000.00	6,986.99 72.1
	TOTAL PLANT MAINTENANCE	14,869.78	87,968.25	142,100.00	54,131.75 61.9
<u>TURBINES</u>					
630-8225-63410	REPAIR/MAINT--EQUIPMENT	66.76	34,650.56	25,000.00	(9,650.56) 138.6
630-8225-64990	MISC CONTRACTUAL	.00	.00	5,000.00	5,000.00 .0
630-8225-65049	FUEL	.00	40,653.83	50,000.00	9,346.17 81.3
	TOTAL TURBINES	66.76	75,304.39	80,000.00	4,695.61 94.1
<u>PURCHASED ENERGY</u>					
630-8230-63990	RENEWABLE ENERGY PURCHASED	.00	106,080.00	263,800.00	157,720.00 40.2
630-8230-63991	ELECTRIC ENERGY PURCHASED (BU	.00	6,101,553.56	8,886,200.00	2,784,646.44 68.7
630-8230-63992	TRANSMISSION FEES	.00	509,811.81	705,000.00	195,188.19 72.3
	TOTAL PURCHASED ENERGY	.00	6,717,445.37	9,855,000.00	3,137,554.63 68.2
<u>DISTRIBUTION OPERATIONS</u>					
630-8240-60180	SALARY/WAGES--SUPERINTENDENT	6,540.80	9,811.20	84,800.00	74,988.80 11.6
630-8240-61100	FICA	505.54	783.51	6,500.00	5,716.49 12.1
630-8240-61300	IPERS	584.10	876.15	7,600.00	6,723.85 11.5
630-8240-61420	DEFERRED COMP--457	250.00	(862.50)	2,100.00	2,962.50 (41.1)
630-8240-61810	UNIFORMS/CLOTHING ALLOWANCE	.00	2,750.00	3,000.00	250.00 91.7
630-8240-62300	EDUCATION/TRAINING	1,354.40	4,826.22	12,000.00	7,173.78 40.2
630-8240-63710	UTILITIES	572.56	928.98	5,000.00	4,071.02 18.6
630-8240-63730	TELEPHONE	473.76	3,290.55	4,000.00	709.45 82.3
630-8240-64070	ENGINEERING	.00	.00	2,500.00	2,500.00 .0
630-8240-64900	MISC CONSULTING SERVICES	.00	.00	2,500.00	2,500.00 .0
630-8240-65500	PERSONAL PROTECTIVE EQUIPMEN	1,368.11	5,051.79	5,000.00	(51.79) 101.0
630-8240-65990	MISCELLANEOUS	534.00	1,068.00	2,000.00	932.00 53.4
	TOTAL DISTRIBUTION OPERATIONS	12,183.27	28,523.90	137,000.00	108,476.10 20.8

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

ELECTRIC OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>DISTRIBUTION MAINTENANCE</u>					
630-8250-60150	SALARY/WAGES--MAINTENANCE	46,340.09	405,795.86	598,700.00	192,904.14 67.8
630-8250-61100	FICA	3,535.80	31,256.17	45,800.00	14,543.83 68.2
630-8250-61300	IPERS	4,036.33	36,264.25	53,500.00	17,235.75 67.8
630-8250-61420	DEFERRED COMP--457	580.00	6,627.50	9,000.00	2,372.50 73.6
630-8250-63423	REPAIR/MAINT--STREET LIGHTS	4,806.23	25,841.18	25,000.00 (841.18)	103.4
630-8250-63453	REPAIR/MAINT--SYSTEM	.00	5,527.54	30,000.00	24,472.46 18.4
630-8250-64151	EQUIPMENT RENTAL	.00	.00	5,000.00	5,000.00 .0
630-8250-64200	INSPECTIONS/TESTING	249.10	25,881.89	20,000.00 (5,881.89)	129.4
630-8250-64750	BORING	.00	.00	30,000.00	30,000.00 .0
630-8250-64990	MISC CONTRACTUAL	.00	3,664.00	25,000.00	21,336.00 14.7
630-8250-65072	MATERIALS/SUPPLIES--MAINTENANC	4,706.36	38,993.17	150,000.00	111,006.83 26.0
	TOTAL DISTRIBUTION MAINTENANCE	64,253.91	579,851.56	992,000.00	412,148.44 58.5
<u>TRANSMISSION</u>					
630-8255-60150	SALARY/WAGES--MAINTENANCE	500.67	4,529.69	10,700.00	6,170.31 42.3
630-8255-61100	FICA	.00	.00	900.00	900.00 .0
630-8255-61300	IPERS	.00	.00	1,000.00	1,000.00 .0
630-8255-63100	REPAIR/MAINT--BLDG/GROUNDS	.00	90,976.47	.00 (90,976.47)	.0
630-8255-65072	MATERIALS/SUPPLIES-MAINTENANC	.00	723.00	.00 (723.00)	.0
630-8255-65990	MISCELLANEOUS	431.00	862.00	500.00 (362.00)	172.4
	TOTAL TRANSMISSION	931.67	97,091.16	13,100.00 (83,991.16)	741.2
<u>FLEET/VEHICLES</u>					
630-8260-63320	REPAIR/MAINT--VEHICLES	325.80	32,022.69	35,000.00	2,977.31 91.5
630-8260-65050	VEHICLE OPERATING SUPPLIES	2,244.08	11,766.74	35,000.00	23,233.26 33.6
630-8260-65072	MATERIALS/SUPPLIES--MAINTENANC	1,308.91	5,332.71	5,000.00 (332.71)	106.7
	TOTAL FLEET/VEHICLES	3,878.79	49,122.14	75,000.00	25,877.86 65.5
<u>METER READING</u>					
630-8270-60165	SALARY/WAGES--METER READ/REPA	2,908.28	26,671.78	38,400.00	11,728.22 69.5
630-8270-61100	FICA	219.98	2,039.34	3,000.00	960.66 68.0
630-8270-61300	IPERS	259.71	2,372.83	3,500.00	1,127.17 67.8
630-8270-61810	UNIFORMS/CLOTHING ALLOWANCE	.00	741.78	1,000.00	258.22 74.2
630-8270-64020	ADVERTISING & LEGAL NOTICES	.00	.00	800.00	800.00 .0
630-8270-64990	MISC CONTRACTUAL	.00	1,082.50	3,000.00	1,917.50 36.1
	TOTAL METER READING	3,387.97	32,908.23	49,700.00	16,791.77 66.2

CITY OF INDIANOLA IA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

ELECTRIC OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>OVERHEAD</u>					
630-8280-61430	EMPLOYEE ASSISTANCE PROGRAM	.00	231.00	400.00	169.00 57.8
630-8280-61440	WELLNESS PROGRAM	50.00	1,205.00	500.00 (705.00)	241.0
630-8280-61500	HEALTH INSURANCE	14,871.45	107,240.10	195,400.00	88,159.90 54.9
630-8280-61550	LIFE INSURANCE/ADD/LTD	199.36	1,576.39	3,000.00	1,423.61 52.6
630-8280-61599	WORKERS' COMP INSURANCE	.00	15,643.00	20,000.00	4,357.00 78.2
630-8280-64081	INSURANCE--AUTO	.00	7,644.00	8,000.00	356.00 95.6
630-8280-64082	INSURANCE--GENERAL LIABILITY	.00	10,193.00	10,000.00 (193.00)	101.9
630-8280-64083	INSURANCE--PROPERTY	.00	43,654.00	45,000.00	1,346.00 97.0
630-8280-64084	INSURANCE--BOILER/MACHINERY	.00	43,307.00	45,000.00	1,693.00 96.2
630-8280-64121	DRUG & ALCOHOL TESTING	.00	631.00	2,000.00	1,369.00 31.6
630-8280-64180	SALES TAX	17,257.14	152,843.88	239,000.00	86,156.12 64.0
630-8280-64181	USE TAX	.00	1,224.00	5,000.00	3,776.00 24.5
630-8280-69550	TRANSFER OUT--STD	200.85	1,591.35	2,800.00	1,208.65 56.8
630-8280-69825	TRANSFER OUT HRA	.00	18,733.00	16,900.00 (1,833.00)	110.9
	TOTAL OVERHEAD	32,578.80	405,716.72	593,000.00	187,283.28 68.4
<u>ADMIN/GENERAL</u>					
630-8290-64900	MISC CONSULTING SERVICES	.00	15,500.00	6,000.00 (9,500.00)	258.3
630-8290-64990	MISC CONTRACTUAL	.00	207.00	3,000.00	2,793.00 6.9
630-8290-66990	REFUND/REIMBURSEMENT	.00	165.00	2,000.00	1,835.00 8.3
630-8290-67240	COMPUTER HARDWARE/SOFTWARE	.00	.00	1,000.00	1,000.00 .0
630-8290-67306	ENERGY EFFICIENCY PROGRAM	5,325.46	26,796.52	50,000.00	23,203.48 53.6
	TOTAL ADMIN/GENERAL	5,325.46	42,668.52	62,000.00	19,331.48 68.8
<u>IMU TRANSFER</u>					
630-8297-69713	TRANSFER OUT--ELECTRIC REVENU	71,666.67	573,333.36	860,000.00	286,666.64 66.7
630-8297-69753	TRANSFER OUT--ELECTRIC PROJEC	.00 (233,333.32) (700,000.00) (466,666.68) (33.3)
630-8297-69880	TRANSFER OUT--IMU ADMINISTRATI	62,533.33	562,799.97	750,400.00	187,600.03 75.0
	TOTAL IMU TRANSFER	134,200.00	902,800.01	910,400.00	7,599.99 99.2
<u>CITY TRANSFERS & PILOT</u>					
630-8298-69101	TRANSFER OUT PILOT	50,700.00	405,600.00	608,400.00	202,800.00 66.7
	TOTAL CITY TRANSFERS & PILOT	50,700.00	405,600.00	608,400.00	202,800.00 66.7

CITY OF INDIANOLA IA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

ELECTRIC OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT TRANSFE</u>					
630-8299-64850 SPONSORSHIP/SUPPORT	.00	.00	35,000.00	35,000.00	.0
TOTAL ECONOMIC DEVELOPMENT T	.00	.00	35,000.00	35,000.00	.0
TOTAL FUND EXPENDITURES	332,847.36	9,509,581.74	13,694,000.00	4,184,418.26	69.4
NET REVENUE OVER EXPENDITURES	793,494.48	75,738.46	(13,300.00)	(89,038.46)	569.5

CITY OF INDIANOLA IA
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

FIBER/COMMUNICATIONS FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEARNED	PCNT
<u>FIBER/COMMUNICATIONS</u>					
640-8550-40650	COMMUNICATIONS FRANCHISE FEES	.00	6,394.96	.00 (6,394.96)	.0
640-8550-43000	INTEREST	541.62	3,468.38	5,000.00	1,531.62 69.4
640-8550-43400	LEASE--UTILITY	28,128.51	209,049.82	352,000.00	142,950.18 59.4
640-8550-47100	REFUNDS/REIMBURSEMENTS	2,119.84	2,371.06	.00 (2,371.06)	.0
	TOTAL FIBER/COMMUNICATIONS	30,789.97	221,284.22	357,000.00	135,715.78 62.0
	TOTAL FUND REVENUE	30,789.97	221,284.22	357,000.00	135,715.78 62.0
640-8299-64850	SPONSORSHIP/SUPPORT	.00	.00	35,000.00	35,000.00 .0
	TOTAL DEPARTMENT 8299	.00	.00	35,000.00	35,000.00 .0
<u>FIBER/COMMUNICATIONS</u>					
640-8550-60165	SALARY METER READERS	866.32	8,153.54	11,400.00	3,246.46 71.5
640-8550-61100	FICA-CITY CONTRIBUTION	64.78	616.90	900.00	283.10 68.5
640-8550-61300	IPERS CONTRIBUTION	77.36	714.89	1,100.00	385.11 65.0
640-8550-63464	REPAIR/MAINT--FIBER	629.77	15,069.52	15,000.00 (69.52)	100.5
640-8550-64110	LEGAL SERVICE FEES	.00	1,889.50	5,000.00	3,110.50 37.8
640-8550-64150	EXPENSES-LEASES	.00	119,943.55	231,000.00	111,056.45 51.9
640-8550-64900	MISC CONSULTING	.00	120.00	2,500.00	2,380.00 4.8
640-8550-64990	MISC CONTRACTUAL	72.10	1,546.20	4,000.00	2,453.80 38.7
640-8550-67100	VEHICLES	.00	.00	40,000.00	40,000.00 .0
	TOTAL FIBER/COMMUNICATIONS	1,710.33	148,054.10	310,900.00	162,845.90 47.6
<u>IMU TRANSFER</u>					
640-8597-69650	TRANSFER OUT FRANCHISE FEES	.00	6,394.96	.00 (6,394.96)	.0
640-8597-69880	TRANSFER OUT--IMU ADMINISTRATI	7,816.67	70,350.03	93,800.00	23,449.97 75.0
	TOTAL IMU TRANSFER	7,816.67	76,744.99	93,800.00	17,055.01 81.8
	TOTAL FUND EXPENDITURES	9,527.00	224,799.09	439,700.00	214,900.91 51.1
	NET REVENUE OVER EXPENDITURES	21,262.97	(3,514.87)	(82,700.00)	(79,185.13) (4.3)

CITY OF INDIANOLA IA
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

WATER CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEARNED	PCNT
<u>WATER CAPITAL PROJECTS</u>					
700-8100-48000 SALE OF LAND/ALLEYS	.00	20,000.00	20,000.00	.00	100.0
700-8100-49900 TRANSFER IN--WATER IMPROVE	35,991.67	287,933.36	431,900.00	143,966.64	66.7
TOTAL WATER CAPITAL PROJECTS	35,991.67	307,933.36	451,900.00	143,966.64	68.1
TOTAL FUND REVENUE	35,991.67	307,933.36	451,900.00	143,966.64	68.1
<u>WATER CAPITAL PROJECTS</u>					
700-8100-67402 WATER TOWERS	.00	19,881.14	130,000.00	110,118.86	15.3
700-8100-67403 WELL MAINTENANCE	.00	.00	100,000.00	100,000.00	.0
700-8100-67405 VALVES/HYDRANT REPLACEMENT	.00	4,288.49	15,000.00	10,711.51	28.6
700-8100-67406 WATER MAINS	.00	189,201.11	225,000.00	35,798.89	84.1
700-8100-67905 METERS (NON-RADIO READ)	4,117.79	24,153.25	30,000.00	5,846.75	80.5
700-8100-67906 MATERIALS--STOCK/INVENTORY	(627.96)	(3,618.13)	.00	3,618.13	.0
TOTAL WATER CAPITAL PROJECTS	3,489.83	233,905.86	500,000.00	266,094.14	46.8
TOTAL FUND EXPENDITURES	3,489.83	233,905.86	500,000.00	266,094.14	46.8
NET REVENUE OVER EXPENDITURES	32,501.84	74,027.50	(48,100.00)	(122,127.50)	153.9

CITY OF INDIANOLA IA
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

ELECTRIC CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	AMENDED BUDGET	UNEARNED	PCNT
<u>ELECTRIC CAPITAL PROJECTS</u>					
730-8200-45629	MISO TRANSMISSION REVENUE	.00	259,478.87	426,000.00	166,521.13 60.9
730-8200-45632	PEAK CAPACITY CONTRACT	29,600.00	236,800.00	355,200.00	118,400.00 66.7
730-8200-45633	SUBSTATION CAPACITY	5,928.00	41,496.00	71,100.00	29,604.00 58.4
730-8200-45638	ELECTRIC INSTALL FEE	.00	34,229.54	166,700.00	132,470.46 20.5
730-8200-45853	FIBER SERVICE INSTALLATIONS	.00	119,943.55	231,000.00	111,056.45 51.9
730-8200-47100	REFUNDS/REIMBURSEMENTS	11,550.00	529,710.47	.00	(529,710.47) .0
730-8200-49793	TRANSFER IN--ELECTRIC REV IMPR	.00	(233,333.32)	(700,000.00)	(466,666.68) (33.3)
	TOTAL ELECTRIC CAPITAL PROJECT	47,078.00	988,325.11	550,000.00	(438,325.11) 179.7
	TOTAL FUND REVENUE	47,078.00	988,325.11	550,000.00	(438,325.11) 179.7

<u>ELECTRIC CAPITAL PROJECTS</u>					
730-8200-67100	VEHICLES	.00	.00	200,000.00	200,000.00 .0
730-8200-67245	SPECIALIZED EQUIPMENT	.00	.00	115,000.00	115,000.00 .0
730-8200-67303	BORING--CUSTOMER PAID	.00	14,747.00	35,000.00	20,253.00 42.1
730-8200-67304	ELECTRIC MATERIALS--CUSTOMER P	.00	28,035.75	100,000.00	71,964.25 28.0
730-8200-67305	TRANSMISSION & WIND INVENTORY	.00	6,600.00	70,000.00	63,400.00 9.4
730-8200-67307	PROJECT 700	.00	.00	3,000.00	3,000.00 .0
730-8200-67311	LINE CONSTRUCTION	.00	.00	60,000.00	60,000.00 .0
730-8200-67601	COMMUNICATION SYSTEM CONSTR	454.67	83,877.37	225,000.00	141,122.63 37.3
730-8200-67602	POP EQUIPMENT	156.83	156.83	.00	(156.83) .0
730-8200-67603	FIBER DROPS (SERVICE LINES)	4,139.70	42,709.11	.00	(42,709.11) .0
730-8200-67604	ONTS (EQUIPMENT ON BUILDINGS)	6,103.54	38,021.07	.00	(38,021.07) .0
730-8200-67900	CAPITAL PROJECT EXPENSE	.00	.00	35,000.00	35,000.00 .0
730-8200-67901	FINANCIAL SYSTEM	.00	.00	100,000.00	100,000.00 .0
730-8200-67903	HWY 92 W 69KV RELOCATION	.00	867,983.86	.00	(867,983.86) .0
730-8200-67904	RADIO READ METERS	.00	.00	10,000.00	10,000.00 .0
730-8200-67905	HWY 92 WEST RELOCATION-IDOT	.00	77,136.85	.00	(77,136.85) .0
730-8200-67906	MATERIALS--STOCK/INVENTORY	11,466.28	(117,280.66)	.00	117,280.66 .0
730-8200-67908	HWY 92/Y ST RELOCATION PROJECT	.00	9,830.00	.00	(9,830.00) .0
	TOTAL ELECTRIC CAPITAL PROJECT	22,321.02	1,051,817.18	953,000.00	(98,817.18) 110.4
	TOTAL FUND EXPENDITURES	22,321.02	1,051,817.18	953,000.00	(98,817.18) 110.4
	NET REVENUE OVER EXPENDITURES	24,756.98	(63,492.07)	(403,000.00)	(339,507.93) (15.8)

Meeting Date: 03/28/2016

Information

Subject

Salaries, Nathan Hughes - Apprentice Lineman

Information

At the February 29th meeting, Trustee approved the hiring of an Apprentice Lineman candidate effective mid-March. This item will formally approve the hiring of Nathan Hughes, Apprentice Lineman, Range 26-1 at \$22.249/hr (\$46,279/yr) effective March 14th, 2016 as per the current union contract.

Nate is from Humboldt, Iowa and graduated from the Lineman Program at Northwest Iowa Community College in Sheldon, Iowa. His past experience and education will allow him take a placement test to see what year of the IMU apprenticeship program he qualifies for. This should decrease the amount of time before he would become a journeyman.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Meeting Date: 03/28/2016

Information

Subject

Consider Bids for a 2016, 1-Ton, 4-Wheel Drive, Extended Cab Pickup

Information

The Electric Department requested bids for a 2016, 1-Ton, 4-wheel drive, extended cab pickup. This vehicle would replace a 2004 Chevy ¾ ton, 4-wheel drive, extended cab pickup with 76,000 miles. The four lowest bids received by the deadline were:

- Deery Brothers \$30,685.90 plus tax, title and license
- Noble Ford \$30,942.54 plus tax, title and license
- Karl Chevrolet \$31,019.90 plus tax, title and license
- Stew Hansen \$32,509.00 plus tax, title and license

There is \$25,000 in this year's budget for a vehicle, which is below the bids listed above. The plan is to use funds from the bucket truck, which was recently sold for \$11,550, to make up the difference.

The 2004 Chevy would be kept in the fleet to replace a 1997 Ford pickup with 154,000 miles. The Ford is used approximately 50% of the time in the Electric Department and 50% of the time in the Network Services Department. Book value on the 2004 Chevy is \$14,300 and so Network Services would make a transfer of \$7,150 to the Electric Department. The 1997 Ford would be placed on a future agenda to be sold as surplus. The additional funds received by the Electric Department would be used to install the necessary equipment on the 2016 truck.

Staff's recommendation is to accept the bid from Deery Brothers.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Attachments

Deery Truck Quote

Prepared For:
Indianola Municipal Utilities

Prepared By:
administrator
Deery Brothers Fleet Sales
Jeff Kromrie
Pleasant Hill, IA 50327
Phone: (515) 777-8028
Fax: (515) 285-1100

2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Double Cab 158.1"

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail CK35953 4WD Double Cab 158.1" Work Truck

MSRP	\$40,335.00
Destination Charge	\$1,195.00
Optional Equipment	\$533.00
Dealer Advertising	\$0.00
Taxable Price	\$42,063.00
Government Discount and Deery Discount	(\$11,377.10)
TOTAL	\$30,685.90

Customer Signature / Date

Dealer Signature / Date

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
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Customer File:

Prepared For:
Indianola Municipal Utilities

Prepared By:
administrator
Deery Brothers Fleet Sales
Jeff Kromrie
Pleasant Hill, IA 50327
Phone: (515) 777-8028
Fax: (515) 285-1100

2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Double Cab 158.1"

WINDOW STICKER

2016 Chevrolet Silverado 3500HD 4WD Double Cab 158.1" Work Truc Interior: - No color has been selected.		
6.0L/366 CID Gas/Ethanol V8		Exterior 1: - No color has been selected.
6-Speed Automatic		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
CK35953	2016 Chevrolet Silverado 3500HD 4WD Double Cab 158.1" Work Truck	\$40,335.00
OPTIONS		
C7A	GVWR, 10,000 LBS. (4536 KG) WITH SINGLE REAR WHEELS	\$0.00
E63	PICKUP BOX	\$0.00
Z85	SUSPENSION PACKAGE, STANDARD	\$0.00
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
L96	ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI E85-COMPATIBLE, F	\$0.00
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CO	\$0.00
GT5	REAR AXLE, 4.10 RATIO	\$0.00
1WT	1WT PREFERRED EQUIPMENT GROUP	\$0.00
PYT	WHEELS, 18" (45.7 CM) PAINTED STEEL	\$0.00
QWF	TIRES, LT265/70R18E ALL-SEASON, BLACKWALL	\$0.00
ZY1	PAINT, SOLID	\$0.00
GAZ	SUMMIT WHITE	\$0.00
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT	\$0.00
H2Q	DARK ASH, VINYL SEAT TRIM	\$0.00
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO	\$0.00
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED	\$0.00
N79	WHEEL, 18" X 8" (45.7 CM X 20.3 CM) FULL-SIZE, STEEL SPARE	\$0.00
AY0	AIR BAGS, SINGLE-STAGE FRONTAL AND THORAX SIDE-IMPACT, DRIVER A	\$395.00
VQ2	FLEET PROCESSING OPTION	\$0.00
SPECIAL EQUIPMENT OPTIONS		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
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Customer File:

Prepared For:
Indianola Municipal Utilities

Prepared By:
administrator
Deery Brothers Fleet Sales
Jeff Kromrie
Pleasant Hill, IA 50327
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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Double Cab 158.1"

WINDOW STICKER

8S3	BACKUP ALARM, 97 DECIBELS	\$138.00
SUBTOTAL		\$40,868.00
	Advert/Adjustments	\$0.00
	Destination Charge	\$1,195.00
	TOTAL PRICE	\$42,063.00
Est City: mpg		
Est Highway: mpg		
Est Highway Cruising Range: mi		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 426.0, Data updated 2/16/2016
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Customer File:

Meeting Date: 03/28/2016

Information

Subject

Consider Updated Standards of Apprenticeship for Electric Line Maintainer

Information

The Iowa Association of Municipal Utilities recently updated the Standards of Apprenticeship for a Line Maintainer with the U.S. Department of Labor. With IMU enrolling Nate Hughes into the program we are required to sign the updated agreement in order for him to proceed. Our existing apprentices will remain under the old standard. Changes from the current standards include:

- Adding the Iowa Association of Electric Cooperatives
- Adding Northwest Iowa Community College
- Modules are now listed as A, B, C, D and are updated
- OJT hours clarification
- Placement testing clarification

Note, the electric bargaining unit representative has approved the updates and signed the acceptance agreement.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Attachments

IAMU Standards of Apprenticeship, 0316



IAMU ELECTRIC LINE MAINTAINER APPRENTICESHIP PROGRAM

Enclosed is information regarding the IAMU Electric Line Maintainer Apprenticeship Program. Included in this packet:

- One-page history of the program outlining the elements of the program.
- An informational FAQ sheet in regards to key elements of the program.
- IAMU Standards of Apprenticeship (Union). This document will need to be approved by your council/board and union, if applicable. Once approved, you will need to initiate the Employer Acceptance Agreement form (Appendix F) and return it to IAMU to get your program up and running.
- The list of related fees for the duration of the program.
- A brochure for DMACC's AGS Program for Apprenticeship. Upon completion of the IAMU apprenticeship program, DMACC's program grants apprentices 47 credits of the 64 needed to receive an AGS degree from their institution.

The standards list all the procedures for the program. If you have any questions or need explanation please contact IAMU. More detailed information is in the attachments. Appendix E is the time sheet the apprenticeship program uses. Appendix A lists the tasks that fall into the different categories of OJT time and listing of the curriculum.



IOWA
ASSOCIATION OF MUNICIPAL
UTILITIES

ELECTRIC LINE MAINTAINER APPRENTICESHIP PROGRAM

The program is completed through Course Work, Skills Evaluations, and a minimum of 7,000 on-the-job (OJT) training hours.

The IAMU Apprenticeship Program has been in existence since 1993. The purpose of this program is to train an apprentice in the routine and non-routine tasks required of an Electric Line Maintainer. The goal is to ensure an apprentice completes the necessary tasks correctly and safely, not only for themselves but also for the safety of co-workers and the community they serve.

Course Work - The basic course consists of eight steps divided into four modules. Each step of the program is comprised of chapters with online and written examinations. Review questions are available at the end of each chapter to prepare for the exams. Most exams are taken online. A link to the test center is available through the IAMU website. All tests are password protected.

Skill Evaluations -- Most chapters contain a Skills Evaluations. The apprentice's supervisor will administer the Skills Evaluations, or arrangements can be made with IAMU for evaluation on-site. At the end of each Module, an overall Skills Evaluation will be required before the apprentice can advance to the next year of the program.

OJT - Apprentices will be required to record and submit time sheets to IAMU. Each apprentice's hours will be entered into a database until the necessary number has been recorded in each category for qualified endorsements. An original template of the time sheet will be provided by IAMU and submissions should be made monthly.

Standards - Participating cities must form a Local Apprenticeship Committee to approve pattern standards customized for their needs. These standards are registered with the Department of Labor Office of Apprenticeship (DOL). IAMU serves as the sponsoring agency. Once the city is registered, individual apprentices may register for their course work or, at the discretion of their sponsor, make arrangements for advanced placement based on their experience. Upon completion of the program, the DOL will issue a Completion Certificate and IAMU will issue a Journeyman Electric Line Maintainer wallet card.

1-to-1 ratio of journeymen to apprentices required

Electric Workshops - In addition apprentices are encouraged to participate in electric workshops sponsored by IAMU throughout the term of their Apprenticeship. Apprentices can receive OJT credit for attending these training opportunities.

Cost - The cost includes study and testing materials, annual Skill Evaluations at IAMU, documentation and certification upon completion of the program.

2+2 College Credit: Earn Your Degree – Receive College Credit!

DMACC will give 47 credits towards an Associates of General Studies (A.G.S.) degree to anyone who completes the apprenticeship program. These 47 credits will count towards the 64 needed to receive an A.G.S. degree from DMACC. This degree is transferrable to all state universities in Iowa.





IAMU ELECTRIC LINE MAINTAINER APPRENTICESHIP PROGRAM

Q. What is the IAMU Electric Line Maintainer Apprenticeship Program?

A. The IAMU Apprenticeship Program is a US/Iowa Department of Labor registered program designed to provide line workers with occupation related instruction and hands on experience.

Q. How long does it take?

A. It is a 7,000 OJT hour program.

Q. What do I receive after completion of the program?

A. After satisfying hour requirements and successfully passing of all written and skills evaluations, participants will receive a certificate of completion and from the Dept. of Labor and a wallet card from IAMU identifying that they have successfully completed the Journey Line Maintainer program.

Q. What are the requirements to complete the program?

A. Apprentices must be an employee of an IAMU member utility and employed as a Line Maintainer. Utilities must approve the employees request to enter the program and complete all required applications to enroll employees. After enrollment and approval, the apprentice is required to complete testing over all written material in the program and pass all exams with a score of 80% or greater.

Skills evaluations will be given throughout the program to prove that the apprentice is not only proficient with the written material, but can also perform daily tasks and complex duties that the occupation may require during their career.

Apprentices will also be required to log on the job (OJT) hours spent in the field. Hours are divided into Basic, Overhead, Underground and Hot Work categories. The apprentice must be supervised at all times during all work performed and a supervisor, foreman, or qualified worker must sign hour log sheets and submit them. Apprentices are required to log at least the minimum number of hours in each category to complete the 7000 hour requirement of the program as it is listed in the Standards of Apprenticeship provided to the employer at the time of enrollment.

In order to participate in the program, utilities must have a journeyperson to apprentice ratio of 1-to-1.

Q. What are the required OJT categories?

A. Basic (3,500 hours) and Overhead & Underground (3,500 hours combined). Of the 7,000 OJT hours, 1,000 hours must come from hot work (250 secondary, 750 primary).

Q. What is qualified as hot work?

A. Hot work is considered under the following:

- Secondary Hot Work means work of 600 volts or less
- Primary Hot Work means work of 600 volts or greater
- An apprentice is working on hot work when they are within the minimum approach distance/hot zone, and they are wearing the proper PPE (rubber gloves, sleeves, etc.).
- New apprentices are not to work on, or log secondary/primary Hot Work hours during the first compensation step.
- The Apprentice shall not, under any circumstances, work on any energized conductor either primary or secondary during the first Program step. After the first Program step, an apprentice may work on energized secondary and/or primary upon completion of related coursework AND supervisor/journeyworker approval.

Q. I have lots of experience as a lineman, do I have to start at the beginning of the program?

A. Placement testing into the program is available at request of the utility and as long as the apprentice meets minimum requirements as follows:

1. Individuals who graduate from an accredited technical program may have the opportunity to test out of the first year of the written program material.
2. Individuals who have 2-4 years of experience in the trade may attempt to place up to the second year of the written program material.
3. Individuals with 5 or more years in the trade may attempt to place up to the third year of the written program material.

All placement testing must be completed within 90 days of the apprentice's start date.

Apprentices may not test beyond their experience level. All testing is subject to utility approval.

Q. Will I receive credit for previous hands on work experience?

A. Apprentices may be eligible for a hours credit to fulfill a portion of the 7,000 hour requirement. Apprentices and/or employers will have to submit a formal request to the Apprenticeship Training Committee (ATC), composed of members of IAEC Safety and Loss, Iowa Assoc. of Municipal Utilities and NW IA Comm. College. The request should be a very detailed account of previous experience with any documentation to provide verification of experience. This provides the committee with an accurate picture of the workers previous work history. All hours credits are subject to approval by the ATC.

Q. How do I take exams and study written material?

A. Modules are available as printed binders, or on a CD at request. Module tests are taken online and all year final tests are in written form proctored by IAMU. The program is a "work at your own pace" structure, but utilities are urged to set goals for their apprentices to keep them on track to complete the program in a timely manner.

Q. How do I record OJT hours?

A. All hours worked will be logged on the program timesheets and submitted **at least** monthly. Any timesheets submitted beyond this period may not be accepted. All timesheets will be required to be reviewed and signed by the apprentice's supervisor, foreman, or qualified worker. Time logged covers line maintainer tasks and does not include lunches, breaks, and other time outside of normal duties.

Q. What are the utility's responsibilities?

A. The utility, or sponsor, must adopt the Standards of Apprenticeship and complete all enrollment forms. The utility must form a local apprenticeship committee to provide oversight, review progress, and resolve differences related to the program between the apprentice and employer. The local committee must meet at least twice a year.

The utility must provide a ratio of one journey person to each apprentice to provide proper supervision on the job.

The utility must provide IAMU with information related to any changes in employment status of the apprentice, year-end wage information provided to the Dept. of Labor, committee member changes, etc.

Q. Who is in charge of exam results, OJT hours, and apprentice status?

A. The program administrator (IAMU) will log and track each apprentice's exam results, completed skills evaluations, OJT hours completed, and retain all documentation.

Standards of Apprenticeship

DEVELOPED BY



IOWA
ASSOCIATION OF MUNICIPAL
UTILITIES

For
Collective Bargaining Units

In Partnership with
**Iowa Association of Electric Cooperatives &
Northwest Iowa Community College**

FOR THE OCCUPATION OF
Line Maintainer

O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0283R

**DEVELOPED IN COOPERATION WITH THE U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY

By: 
GREER SISSON
IOWA STATE DIRECTOR, OFFICE OF APPRENTICESHIP

DATE: 19 February 2016

SERVING THE INDUSTRY WITH AN OFFICE OF APPRENTICESHIP (OA) APPROVED PROGRAM

TABLE OF CONTENTS

	Page
Foreword	2
Definitions	3
SECTION I Program Administration	5
SECTION II Equal Opportunity Pledge	8
SECTION III Qualifications for Apprenticeship	8
SECTION IV Apprenticeship Agreement	9
SECTION V Ratio of Apprentices to Journeyworkers	9
SECTION VI Term of Apprenticeship	9
SECTION VII Probationary Period	9
SECTION VIII Hours of Work	10
SECTION IX Apprentice Wage Progression	10
SECTION X Credit for Previous Experience	10
SECTION XI Work Experience	11
SECTION XII Related Instruction	11
SECTION XIII Safety and Health Training	11
SECTION XIV Supervision of Apprentices	12
SECTION XV Records and Examinations	12
SECTION XVI Maintenance of Records	12
SECTION XVII Certificate of Completion of Apprenticeship	12
SECTION XVIII Notice to Registration Agency	13
SECTION XIX Cancellation and Deregistration	13
SECTION XX Amendments and Modifications	13
SECTION XXI Adjusting Differences/Complaint Procedure	13
SECTION XXII Collective Bargaining Agreements	14
SECTION XXIII Transfer of an Apprentice and Training Obligation	14
SECTION XXIV Responsibilities of the Apprentice	15
SECTION XXV Continuity of Employment	15
SECTION XXVI Technical Assistance	15
SECTION XXVII Signature Page Adopting Apprenticeship Standards	16
Appendix A: Work Process Schedule and Related Instruction Outline	19
Appendix B: Sample Apprenticeship Agreement	31
Appendix C: Apprentice Status Form	34
Appendix D: Certificate and Fees	35
Appendix E: Time Report	36
Appendix F: Employer Acceptance Agreement	37

FOREWORD

The Iowa Association of Municipal Utilities (IAMU), in partnership with the Iowa Association of Electric Cooperatives (IAEC) and Northwest Iowa Community College (NWICC) recognizes that the electrical industry is one of the most rapidly changing industries in the country. The amount of electrical energy consumed by our homes, businesses and industries continues to increase. The challenge of transmitting increasing amounts of energy from the generating station and distributing it to customers is changing the construction and maintenance techniques employed by local utilities. This in turn requires increased training of line workers in the outside construction and maintenance field.

The line maintainer trade is unique in that it is mechanical as well as technical. It must select people who have natural ability for using tools, for mastering the intricacies of electrical science and keeping up with the progress of the industry.

This industry, by its very nature, places a high degree of personal responsibility on the individual Line Maintainer. While supervision is provided on many jobs, the individual Line Maintainer is still called upon to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installation today has become very complex. To meet the increasing demand, the capacity and service quality of both transmission and distribution facilities are steadily being upgraded. This requires changes in tools, materials and equipment. The safety of both the public and fellow employees must be kept in mind. This requires not only skills but knowledge on the part of the person performing the work.

These Apprenticeship Standards have as their objective, the training of Line Maintainer skilled in all phases of the industry. The IAMU, IAEC, or NWICC Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

INTENT

Recognizing the above facts, the Iowa Association of Municipal Utilities, in partnership with the Iowa Association of Electric Cooperatives and Northwest Iowa Community College, in their efforts to foster and expand these skills, have adopted these Apprenticeship Standards, work procedures and related training schedules. IAMU, IAEC, and NWICC has formed an Apprenticeship Committee to assure uniform training and a well-rounded skill level for participating employees of member utilities, cooperatives, and contractors. It is the intent of the IAMU Apprenticeship Committee that through the Apprenticeship Program, highly qualified Journeymen will be trained for the betterment of the individual, the utility, the community and the association.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Sponsor providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: Means a separate written Apprenticeship Agreement shall be made between each Apprentice, the Sponsor, and the Local Apprenticeship Committee. Such agreement shall contain a statement making the terms and conditions of these Standards a part of the agreement as if expressly written therein. A copy of the agreement shall be furnished to the Apprentice, the Sponsor, and the JATC (Joint Apprenticeship Training Committee). The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement by the IAMU Apprenticeship Committee and will be given all information required for registering the Apprentice.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

COLLECTIVE BARGAINING AGREEMENT (CBA): The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

COURSE OR COURSE WORK: Means the study and testing materials approved by the IAMU Apprenticeship Committee.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

IAEC: Means the Iowa Association of Electric Cooperatives, a statewide organization serving Iowa’s rural electric cooperatives with its principal office located in Des Moines, Iowa.

IAMU: Means the Iowa Association of Municipal Utilities, a not-for profit organization incorporated in the State of Iowa with its principal office located in Des Moines, Iowa.

IAMU ATC: Means the Apprenticeship Committee of the Iowa Association of Municipal Utilities, IAEC, and NWICC organized to administer these standards of Apprenticeship.

JATC LOCAL APPRENTICESHIP COMMITTEE (COMMITTEE): JATC Local Apprenticeship Committee means those persons designated by the Sponsor/Employer to act as an agent for the Sponsor/Employer in the administration of the program. A joint committee is as follows:

A joint committee is composed of representation of representatives of the Sponsor/Employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

LOCAL COORDINATOR: Means the training coordinator appointed by the Local Apprenticeship Committee and approved by the Sponsor.

NWICC: Means Northwest Iowa Community College, an educational institution located in Sheldon, Iowa.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB TRAINING (OJT): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PRIMARY VOLTAGE: Means phase-to-ground voltage of greater than 600 volts.

PRIMARY ZONE: When a line maintainer approaches, or enters into, minimum approach distance of energized parts greater than 600 volts.

PROGRAM COORDINATOR: Means the Electric Services Coordinator of the Iowa Association of Municipal Utilities, who shall serve as a liaison between the IAMU Apprenticeship Committee and the Local Apprenticeship Committee. The Program Coordinator will administer the program and be compensated for services rendered). The Program Coordinator has no vote.

PROGRAM SPONSOR: Means the Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program. The Program Sponsor is IAMU.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in Title 29, CFR part 29.3 (g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs. <https://www.rapids.doleta>.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments. *U.S. Department of Labor's, Office of Apprenticeship 210 Walnut Room 715 Des Moines Iowa*

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SECONDARY VOLTAGE: Means phase-to-ground voltage of 600 volts or less.

SECONDARY ZONE: When a line maintainer approaches, or enters into, minimum approach distance of energized parts less than 600 volts.

SPONSOR/EMPLOYER: Means the Local Municipal Utility, Cooperative, or Contractor. Generally, an employer means any person or organization that employs an apprentice under these apprenticeship standards

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. (if applicable)

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

UNION: Means any Local Unions party to an appropriate labor agreement between the parties.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsors, at their discretion, may establish an IAMU Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If an ATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of an ATC, a Sponsor may also elect to administer the program without the services of an ATC.

Structure of the Apprenticeship and Training Committee (IAMU ATC)

An IAMU Apprenticeship Committee (IAMU ATC) shall be established for the purpose of successfully operating this program. Decisions shall be by majority vote of those attending the meeting. To hold a meeting greater than fifty percent of the members need to be present.

- A. The IAMU ATC shall be composed of representatives of IAMU member utilities, IAEC, and NWICC selected by the groups they represent.
- B. Membership will be composed of representatives appointed by the Program Sponsor. A minimum of two members must be journeyworkers in one of the trades covered under this program.
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, Iowa Workforce Development and vocational schools – may be requested to advise the ATC.

Administrative Procedures:

- A. The IAMU ATC will elect a Chairperson and a Secretary, and will determine the time and place of meetings (physical or electronic) which will take place at least twice a year. Additional meetings may be scheduled when required as determined by the Committee.
- B. Each Committee member will have one vote. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Electric Services Coordinator of IAMU will attend all meetings but will have no vote. He/she will conduct the meetings to insure that all committee members have an equal voice in the matters of the committee.

Responsibilities of the Apprenticeship and Training Committee:

- A. To develop plans for additional areas of training under these Standards.
- B. To work with the local utilities, cooperatives, and contractors in setting up a local JATC and implementing training procedures set forth in these Standards.
- C. To review Apprentice applications made with the local JATC and transmit them to the Registration Agency.
- D. To grant OJT and / or approve advance placement of apprentices.
- E. To certify to the Registration Agency the names of those who have successfully completed all aspects of their assigned training and recommend that a certificate of completion be issued.
- F. To serve as a clearing house for all records between the Apprentice, JATC, IAMU, IAEC, NWICC and the Registration Agency. These records will be checked for their accuracy and completeness.
- G. To administer a test to each Apprentice at the end of each quarter of the Course and report the results of these

tests to the Apprentice, JATC, and Sponsor/Employer.

- H. To report all suspensions, reinstatements, extensions, modifications, terminations and cancellations including final dates and closing wages to the Registration Agency with the reasons thereof and effective date.
- I. To serve as an Appeal Board for interpretations of the Standards of Apprenticeship, if requested by the JATC, the Apprentice, or the Sponsor/Employer.
- J. To periodically review the JATC's program to insure that it meets the intent of these Standards.
- K. To determine if a specific workshop or training program meets the definition of "required related training" and recommend credit be applied to the Apprentice training hours.
- L. To amend these Standards as necessary to meet changing needs and conditions and to register such agreements with the Registration Agency.
- M. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Joint Local Apprenticeship Committee (JATC):

Sponsor/Employers may establish a JATC to carry out the responsibilities and duties required as described in these Standards of Apprenticeship. The joint committee is composed of representation of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s). A list of the membership and the areas of expertise they represent must be provided to IAMU.

The committee shall determine the time and place of regular meetings. The committee shall meet at least twice a year. The chairperson shall call a special meeting upon the request of any two (2) members of the committee. The committee shall establish such additional rules as are required or deemed necessary. Consultants to the Committee may attend meetings upon request of Committee and shall advise the Committee on problems affecting the utility, co-op, or contractor they represent and render such assistance as will aid in the trade preparation of the Apprentice. These consultants will have no vote.

The JATC shall appoint a coordinator to carry out the business of the Committee including the signing of Apprenticeship Agreements and Certificates of Completion and conducting necessary correspondence. In addition, the coordinator shall have custody of and be responsible for all records of the committee. All such records shall be turned over to the coordinator's successor. The Local Coordinator shall act under direction of the JATC. They will maintain the records of Apprenticeship required to be kept by the JATC.

- A. To carry out the requirements of these Standards.
- B. To establish rules for the conduct of the Apprentice and the administration of this Apprenticeship Program.
- C. To develop plans and suggestions for additional areas of training under these Standards.
- D. To keep minutes of the Committee meetings.

- E. To be responsible for the successful operation of the program. To work with the Apprentice for successful completion of apprenticeship.
- F. To evaluate the qualifications of Apprenticeship applicants and submit to the IAMU ATC documentation for approval of placement.
- G. To place each Apprentice under a written agreement and to insure that the agreement is forwarded to the IAMU ATC for proper enrollment.
- H. To forward to the IAMU ATC a copy of all documentation to be used for granting of OJT.
- I. To document selection, progress and completion by each Apprentice according to the Standards of Apprenticeship and to maintain these records for five (5) years.
- J. To evaluate Apprentice work records and reviews the progress of each Apprentice during training. After review, the JATC will make the appropriate recommendations.
- K. To maintain for each Apprentice, a record of training, work experience and progress in the knowledge of the trade. Documentation must be available for Registration Agency audit.
- L. To establish the frequency of examinations required by these Standards. The examination administered at the end of completion of each quarter of the Course will be administered by the Program Coordinator of the IAMU ATC.
- M. To promptly notify the IAMU ATC of all suspensions, reinstatements, extensions, modifications, terminations and cancellations including final dates and closing wages.
- N. To resolve differences between the apprentice and Sponsor/Employer when the problem is related to the Standards of Apprenticeship.
- O. To recommend to the IAMU ATC that certificates of completion be awarded to the Apprentice upon satisfactory completion of training.
- P. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Responsibilities of the Employer:

- A. Instruct the Apprentice in safe and healthful work practices and shall insure that the Apprentice is trained in accordance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, or State Standards that have been found to be at least as effective as the Federal Standards.
- B. To furnish a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm.
- C. To select Apprentices.
- D. To apply to the JATC on behalf of the prospective Apprentice.
- E. To insure that each Apprentice is given instruction in safe work methods for each operation encountered during the term of his/her Apprenticeship.
- F. To insure that each Apprentice works under the direct supervision of a qualified Journeyman.

- G. To insure that the Apprentice receives the work experience required by these Standards.
- H. To maintain proper records required by the Standards of Apprenticeship.
- I. To be responsible for the successful operation of the program and cooperate with the JATC to give an opportunity for successful completion by the Apprentice.

SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of Apprentices during their Apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The Sponsor/Employer will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30 as amended.

It is the policy of the Sponsor/Employer to prohibit sexual harassment at the work site and in the work place. As defined by the Equal Opportunity Commission, sexual harassment is unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of employment, advancement decisions or has the effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive work environment. The Sponsor/Employer shall take whatever actions are necessary and within its power to preclude incidents of sexual harassment from occurring so that all Apprentices are afforded the opportunity to work in an environment free from unsolicited, unwelcome sexual overtones.

Apprentices are expected to support the efforts of the sponsor by fostering an open and friendly environment, yet one free of inappropriate pressures, for all workers.

Complaints of sexual harassment in the work place may be filed and processed under 29 CFR, Part 30, which sets out the procedures for processing discrimination complaints under Title VII of the Civil Rights Act of 1964, as amended.

SECTION III - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

A. Age

An applicant must be at least 18 years of age at the time of employment.

B. Education

A high school diploma or HI-SET/GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All HI-SET/GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

SECTION IV - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the Sponsor/Employer and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, the Sponsor/Employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Sponsor/Employer and JATC's written rules and policies and the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

SECTION V - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be one (1) apprentice to one (1) journeyworker. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

No more Apprentices shall be employed than can be given proper supervision on the job or afforded employment opportunity upon completion of the Apprenticeship. (Appendix A)

SECTION VI - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the occupation will be three and a half years with an (OJT) attainment of 7000 hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

Full credit will be given for the probationary period.

SECTION VII - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a probationary period of six months, or 1000 hours of OJT.

During the probationary period either the apprentice, Sponsor/Employer, or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party(s) in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJT and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor/Employer, or JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor/Employer and JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION VIII - HOURS OF WORK

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction coursework.

Apprentices who do not complete the required hours of OJT during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION IX - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJT and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

IAMU shall be compensated according to published fees. (Appendix “D”)

SECTION X - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The JATC along with the ATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records and affidavits to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the IAMU ATC during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice’s previous work and training/education record and evaluation of the apprentice’s performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

Placement

Upon the utility’s adoption of the Program Registration and submission of the apprentice’s Apprenticeship Agreement, an employee working with the utility may request of the Local Apprenticeship Committee an opportunity to test out of the Course Work by passing the written examinations and hands-on Skill Evaluations required by these standards, or alternative examinations adopted by IAMU for this purpose. Initial testing must be completed within 30 days of registering the Apprenticeship Agreement through the Department of Labor. Individuals who graduate from an accredited technical program may have the opportunity to test out of the first year of the program. Individuals who have two to four year of experience in the trade may attempt to place up to the second year of the program. Individuals who have five or more years of experience may attempt to place up to third

year of the program.

Upon request of the utility, and if the individual is eligible for placement, IAMU will use Placement tests and hands-on Skill Evaluations to determine proper placement in the program.

No individual may test beyond their experience subject to Sponsor/Employer approval.

SECTION XI - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such OJT and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJT will be under the direction and guidance of the supervisor of the apprentice(s).

SECTION XII - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the Line Maintainer for each year of the apprenticeship. Apprentices agree to take such courses as the IAMU deems advisable. The Sponsor/Employer will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the IAMU and the Registration Agency.

Time spent in classes after regular working hours will not be considered working hours and requires no compensation. If required to attend classes during the regular working hours, the Apprentice will be compensated therefore at their regular hourly rate.

If applicable, the JATC will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).

All apprentice(s) will satisfactorily complete all course work before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJT) without due cause, the JATC will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The JATC will monitor and document the apprentice's progress in related instruction classes.

The Sponsor/Employer will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

SECTION XIII - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XIV - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The Sponsor/Employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATC and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor/Employer and JATC.

No apprentice will be allowed to work without direct journeyworker supervision.

SECTION XV - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor/Employer. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the Sponsor/Employer. This record will be included in each apprentice's record file maintained by the Sponsor/Employer.

Before each period of advancement, or at any other time when conditions warrant, the JATC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATC will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Sponsor/Employer will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVI - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)

The Sponsor/Employer and JATC will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XVII - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor/Employer will so certify in writing to certify the name of the completing Apprentice to IAMU. Such requests will be accompanied by the appropriate documentation for both the OJT and the related instruction as may be required by the Registration Agency. IAMU, after satisfactory review, will certify the name of the completing Apprentice to the Registration Agency, with a recommendation that a certificate of completion of Apprenticeship be awarded to them.

Certificates will be issued by the Iowa Association of Municipal Utilities and the U. S. Department of Labor, Office of Apprenticeship.

SECTION XVIII - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XIX - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)

These Standards, upon adoption by the Sponsor/Employer and Union representative, will be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

IAMU reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the Sponsor/Employer to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Sponsor/Employer will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

SECTION XX - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)

These Standards may be amended or modified at any time by IAMU provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the IAMU ATC for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each Sponsor/Employer.

SECTION XXI - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)

IAMU will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice, unless otherwise noted below.

An apprentice is encouraged to take up individual problems with their supervisor then if unresolved to the JATC administering this program. Either the JATC or the Apprentice may request assistance from the IAMU ATC or Registration Agency in resolving differences in interpretation of these Standards.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The JATC and Sponsor/Employer will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC and Sponsor/Employer will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any

provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

*IAMU Electric Services Coordinator
Iowa Association of Municipal Utilities
1735 NE 70th Avenue
Ankeny IA 50021
(515) 289-1999*

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the Program Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The JATC and Sponsor/Employer will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXII - COLLECTIVE BARGAINING AGREEMENTS – Title 29 CFR 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

SECTION XXIII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees, JATC(s), and program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and

- iii. A new apprenticeship agreement must be executed when the transfer occurs between the Sponsor/Employers.

If the Sponsor/Employer is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards, the Sponsor/Employer will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXIV - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the IAMU and signed an Apprenticeship Agreement with the Sponsor/Employer agree to all the terms and conditions contained therein and agree to abide by the Sponsor/Employer's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor/Employer may deem necessary to become a skilled Line Maintainer.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor/Employer in accordance with the provisions of these Standards.
- B. Respect the property of the Sponsor/Employer and abide by the working rules and regulations of the Sponsor/Employer.
- C. Attend and satisfactorily complete the required hours in the OJT and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor/Employer.

SECTION XXV - CONTINUITY OF EMPLOYMENT

The Sponsor/Employer intends and expects to give the Apprentice continuous employment. However, the Sponsor/Employer reserves the right to suspend any Apprentice whenever conditions of business make that necessary. Any Apprentice whose term of Apprenticeship is suspended for such reason will be given an opportunity of reemployment before another Apprentice is employed.

SECTION XXVI - TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Iowa Workforce Development, Office of Apprenticeship, and vocational schools—may be requested to advise the JATC and Sponsor/Employer.

The JATC and Sponsor/Employer are encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The Iowa Association of Municipal Utilities hereby adopts these Standards of Apprenticeship on this
19th day of February, 2016.



Signature of IAMU

David Hraha

Printed Name of IAMU

Director of Member Services
IAMU Title

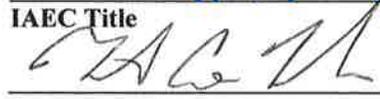


Signature of IAEC

Charles T. Soderberg

Printed Name of IAEC

EVP & General Manager
IAEC Title



Signature of NWICC

Frank DeMilia

Printed Name of NWICC

Director, Workforce Dev.

NWICC Title

Appendix A

WORK PROCESS SCHEDULE
OCCUPATIONAL TITLE: LINE MAINTAINER
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0283R

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be three and a half (3.5) years with an OJT attainment of 7000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

One (1) apprentice(s) may be employed in each shop department, and/or jobsite employing one (1) qualified journeyworker(s).

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the minimum Journeyworker wage rate. For the apprentice to advance to the next compensation step, they must have successfully passed the coursework and skill evaluations for each respective year, and complete 1,750 hours of on-the-job training (OJT hours).

1st 1,750 hrs. of OJT, Module A coursework, and skill evaluations - 65% of Journeyworker rate
2nd 1,750 hrs. of OJT, Module B coursework, and skill evaluations - 75% of Journeyworker rate
3rd 1,750 hrs. of OJT, Module C coursework, and skill evaluations - 85% of Journeyworker rate
4th 1,750 hrs. of OJT, Module D coursework, and skill evaluations - 95% of Journeyworker rate

The minimum Journeyworker rate is \$15.96 per hour.

In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

Appendix A

WORK PROCESS SCHEDULE
OCCUPATIONAL TITLE: LINE MAINTAINER
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0283R

A Line Maintainer Apprentice's normal work day and any overtime accumulated will be credited to the OJT training requirement. The OJT training is based on 7,000 hours of work. The amount of actual hours may exceed the hours required to successfully complete the training program.

The OJT training is divided into three (3) categories that an Apprentice would normally encounter in the course of their career. Those three (3) categories are as follows: Basic Category, Overhead Distribution Category (under 34 kv), and Underground Distribution Category. Each category will have a number of subsections.

Each Apprentice must finish 7,000 hours of OJT training in three (3) required categories. These three (3) categories are Basic Category, Overhead Distribution Category, and Underground Distribution Category. Of these 7,000 OJT hours, 1,000 hours must be logged in the Sub-category of Hot Work.

These three (3) categories and sub-category will be listed on a "Time Report" supplied by IAMU and will be filled out daily by the Apprentice and signed by the Apprentice and their Supervisor/Foreman/Journeyworker. All times will be recorded to the nearest quarter hour.

The Apprentice will fill in hours worked per day for each category and sub-category, then total these hours for the week. Refer to the "Time Report".

Daily and weekly totals are to be recorded by the apprentice and verified by their supervisor. On-the-Job Training hours are based on 7,000 hours of work, 1,750 hours each year. No OJT credit will be allowed for breaks and other time not directly spent on the three categories and sub-category listed on the time report.

WORK PROCESS SCHEDULE
OCCUPATION TITLE: LINE MAINTAINER
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0283R

- | | | |
|----|--|---|
| A. | <u>Basic Category</u> | <u>Required Hours for Category A:</u>
<i>3,500 OJT Hours</i> |
| | <ol style="list-style-type: none">1. Safety Meetings2. Standard First Aid Course3. Tailgate Conference4. Bucket Rescue Training5. CPR Training6. Care of Hotsticks7. Care of Rubber Gloves, Sleeves and Cover Material8. Testing and Care of Aerial Baskets and Booms9. Transformer Records10. Inventory Control11. Mapping and Job Orders12. Radio and Telephone Communications13. Payroll and Other Reports and Forms14. System Inspections15. Troubleshooting16. Operate Boom Truck17. Operate Basket Truck18. Blueprint Reading19. Testing and Grounding of Circuits20. Use and Care of Grounding Sets21. Care of Personal Protective Equipment
(rubber gloves, sleeves, goggles and hard hat) | |
| B. | <u>Overhead Distribution Category</u>
(under 34 kv) | <u>Required Hours for Category B & C:</u>
<i>3,500 OJT Hours</i> |
| | <ol style="list-style-type: none">1. Pole Top Rescue Training2. Digging Pole and Anchor Holes3. Setting and Removing Poles4. Installing Pole Stubs5. Installing Single Arms6. Installing Double Arms7. Making Up Guys8. Installing Guys9. Stringing, Splicing, Sagging, Dead Ending and Tying in New Lines10. Upgrading Conductors11. Installing New Lines12. Construction of Switching Installations13. Tree Trimming14. Installing Secondary Hardware15. Installing Secondary Conductors16. Construction of Capacitor Installations17. Learning Phasing and Proper Installation of Line Jumpers18. Transferring Conductors19. Construction of Single Transformer Installations20. Construction of Multiple Transformer Installation21. Construction of Capacitor Installations | |

WORK PROCESS SCHEDULE
OCCUPATION TITLE: LINE MAINTAINER
 O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0283R

- 22. Replacing Fuses and Other Maintenance
- 23. Installing and Replacement of Cutouts, Appraisers and OCB's
- 24. Installing or Removing Overhead Services
- 25. Installing Overhead Street Light Circuits and Lamps
- 26. Installing and Inspecting Street Light Controls
- 27. Use and Care of Rubber Protective Equipment
- 28. Live Line Maintenance

Live line maintenance work will include all work done on energized conductors either with sticks or by gloving and includes overhead, and transmission hot line work. This type of work will include such procedures as cutting in dead-ends, tying in, untying, installing equipment on energized lines, setting pole in line and any work on energized secondary lines and meter bases. Company policy for safety and working procedures must be strictly adhered to.

C. Underground Distribution Category

- 1. Dig Trench
- 2. Lay in Primary and Secondary Cable
- 3. Install or Replace Padmount Transformers
- 4. Install Padmount Switch Gear
- 5. Install Underground Services
- 6. Terminate, Splice and Repair Secondary and Primary Cable
- 7. Locate Buried Cables
- 8. Use of Hot Sticks or Elbow Pullers
- 9. Marking Underground Cables for Phasing and Direction
- 10. Frame Pothead Pole
- 11. Maintenance of Underground Street Light Circuits

D. Hot Work Sub-Category*

Required Hours for Sub-Category D:
1,000 OJT Hours

*Hot Work includes live line maintenance when an apprentice is working within the minimum approach distance/hot zone, and they are wearing the proper PPE (rubber gloves, sleeves, etc.)

- | | | |
|----|--|---------------|
| 1. | Secondary Zone Hot Work (600 volts or less) | 200 OJT Hours |
| 2. | Primary Zone Hot Work (600 volts or greater) | 750 OJT Hours |

Note: hours annotated in paragraph d are included in the 7000 hours on the job training.

Total Hours 7,000

Appendix A

RECOMMENDATION

It is recommended that the Apprentice working in the first and second compensation steps should be limited to climbing on practice poles and de-energized poles only. An Apprentice may climb energized secondary poles at the end of the second compensation step and energized primary poles at the end of the third compensation step. Pole top rescue practice is also a critical part of climbing and the Apprentice should practice this technique starting in the first compensation step, but should have several hours of previous climbing experience.

MANDATORY

The Apprentice shall not, under any circumstances, work on any energized conductor either primary or secondary during the first compensation step. After the first Program step, an apprentice may work on energized secondary and/or primary upon completion of related coursework AND supervisor/journeyworker approval.

NOTE: The Apprentice is reminded to strictly follow the proper safety rules and procedures. The Apprentice must have adequate supervision to assure that the Sponsor rules are followed. It is important that an Apprentice know their limitations and feel comfortable in communications

**RELATED INSTRUCTION SCHEDULE
LINE MAINTAINER**

O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0283R

IOWA ASSOCIATION OF MUNICIPAL UTILITIES
APPRENTICESHIP COURSE

The following pages outline the eight (8) steps of course work, Skills Evaluations and testing related to the Line Maintainer trade.

The recommended term of apprenticeship will include no less than 144 hours of related instruction for the Line Maintainer for each year of the apprenticeship.

LINE MAINTAINER TRAINING GUIDE

	Course Name	Course No.	Written Evaluation Completion Date	Written Evaluation Score	Skill Evaluation Completion
	MODULE A		Date	Score	Date
	STEP 1, MODULE A				
1-1	Electrical Power Introduction	1-1			
1-2	Electrical Power T&D System	1-2			
1-3	APPA Safety Manual - 15th Edition	1-3			
	Exam 1 (1-1 thru 1-3)				
2-1	Poles - Climbing Equipment	2-1			
	Skill Evaluation - Adjust and Put on Climbers	2-1A			
	Skill Evaluation - Put on Body Belt and Attach Safety Strap	2-1B			
2-2	Poles – Climbing	2-2			
	Skill Evaluation – Adjust a Safety Strap on the Ground	2-2A			
	Skill Evaluation – Perform a Pre-Climb Pole Inspection	2-2B			
	Skill Evaluation – Climb a Pole Using a Safety Belt	2-2C			
	Skill Evaluation – Adjusting a Safety Strap on the Pole	2-2D			
	Skill Evaluation – Climb Over a Crossarm	2-2G			
	Skill Evaluation – Rescue a Mannequin	2-2H			
	Skill Evaluation – Inspect Equipment, Climb a Pole, Perform Rescue	2-2I			
2-3	Pole Top Rescue	2-3			
	Skill Evaluation - Demonstrate Pole Rescue Procedure from Pole with Crossarm Using the Crossarm End Method	2-3A			

	Skill Evaluation - Demonstrate Pole Rescue Procedure from Pole with Crossarm Using the Wrapping the Rope Around Itself Method	2-3B		
	Skill Evaluation - Demonstrate Pole Rescue Procedure from Pole without Crossarm	2-3C		
2-4	General Math - Ratio & Percentages	2-4		
	Exam 2 (2-1 thru 2-4)			
3-1	General Math - Decimals	3-1		
3-2	General Math - Fractions	3-2		
3-3	General Math - Whole & Negative Numbers	3-3		
	Exam 3 (3-1 thru 3-3)			
4-1	Electric Line Tools	4-1		
	Skill Evaluation – Install an Extension Arm (Hot)	4-1A		
	Skill Evaluation – Install a Pole Top Gin	4-1B		
	Skill Evaluation – Operate a Shotgun Stick	4-1C		
	Skill Evaluation – Install a Protective Ground	4-1D		
	Skill Evaluation – Install an Insulated Jumper	4-1E		
	Skill Evaluation – Open a Fused Cutout	4-1F		
	Skill Evaluation – Install a Ground Set	4-1G		
4-2	Hand Tools	4-2		
	Skill Evaluation - Identifying and Maintaining Hand Tools	4-2A		
	Skill Evaluation - Using Hand Tools	4-2B		
	Skill Evaluation - Maintaining and Using Power Tools	4-2C		
	Exam 4 (4-1 thru 4-2)			
	Step 1, Year 1 Exam			
	STEP 2, MODULE A			
5-1	Hoists	5-1		
5-2	Vehicle Operation	5-2		
	Skill Evaluation - Inspecting a Vehicle	5-2A		
	Skill Evaluation - Setting Up a Safe Work Site	5-2B		
	Skill Evaluation - Installing a Grounding Rod	5-2C		
	Exam 5 (5-1 thru 5-2)			
6-1	Bucket Trucks	6-1		

	Skill Evaluation - Operating a Bucket Truck	6-1A			
	Skill Evaluation - Inspecting a Bucket Truck	6-1B			
6-2	Bucket Rescue	6-2			
	Skill Evaluation - Demonstrate Bucket Rescue by Tipping the Bucket	6-2A			
	Skill Evaluation - Demonstrate Bucket Rescue by Hoisting the Victim	6-2B			
6-3	Tailgate Meetings	6-3			
	Exam 6 (6-1 thru 6-3)				
7-1	Two-Way Radio - Theory & Operation	7-1			
	Skill Evaluation - Using a Two-Way Radio	7-1A			
7-2	Safe Housekeeping Practices	7-2			
	Exam 7 (7-1 thru 7-2)				
8-1	Fire Safety	8-1			
	Skill Evaluation - Inspection and Use of a Fire Extinguisher	8-1A			
	Exam 8				
9-1	Lifting & Moving Materials by Hand	9-1			
	Skill Evaluation - Lifting a Load Safely	9-1A			
	Skill Evaluation - Moving a Load with a Hand Truck	9-1B			
9-2	Basic Tree Trimming	9-2			
	Skill Evaluation - Start a Chainsaw	9-2A			
	Skill Evaluation - Remove a Tree Branch	9-2B			
	Exam 9 (9-1 thru 9-2)				
	Step 2, Module A Exam				
	MODULE A - FINAL EXAM				
	MODULE A - SKILL EVALUATION FINAL				

	Course Name	Course No.	Written Evaluation Completion	Written Evaluation Completion	Skill Evaluation Completion
	MODULE B		Date	Score	Date / Score
	STEP 3, MODULE B				
2-1	Electric Circuits - Introduction	2-1			
2-2	Electric Service Theory	2-2			
	Skill Evaluation - Check the Phase Sequence	2-2A			
	Skill Evaluation - Check the Phase Rotation	2-2B			
2-3	Handlines - Blocks - Slings	2-3			
2-4	Vehicles - Hydraulic Equipment - Digger Derrick	2-4			
	Skill Evaluation - Operate a Digger Derrick	2-4A			
	Step 3, Module B Exam				
	STEP 4, MODULE B				
2-5	Poles - Installation	2-5			
	Skill Evaluation - Load Poles onto a Trailer	2-5A			
	Skill Evaluation - Frame a Pole with a Single Crossarm Before Setting the Pole	2-5B			
	Skill Evaluation - Frame a Pole with a Double Crossarm Before Setting the Pole	2-5C			
	Skill Evaluation - Attach a Crossarm While on the Pole	2-5D			
	Skill Evaluation - Ground a Pole	2-5E			
	Skill Evaluation - Set a Pole Using a Derrick Truck	2-5F			
2-6	Arrestors	2-6			
	Skill Evaluation - Perform a Substation Arrestor Inspection	2-6A			
	Skill Evaluation - Perform a Line Arrestor Inspection	2-6B			
	Skill Evaluation - Perform a Substation Arrestor Installation	2-6C			
	Skill Evaluation - Perform a Line Arrestor Installation	2-6D			
	Skill Evaluation - Perform an Underground Arrestor Installation	2-6E			
2-7	Print Reading - Electrical	2-7			
2-8	Street Lighting	2-8			

	Skill Evaluation - Install a Mast Arm and Luminaire on a Pole	2-8A			
	Skill Evaluation - Install a Photoelectric Cell, Change a Bulb and Luminaire	2-8B			
2-9	Rubber Gloves & Other Protective Gear	2-9			
	Skill Evaluation - Inspect Rubber Gloves and Gear	2-9A			
2-10	Distributive Generation	2-10			
	<i>Step 4, Module B Exam</i>				
	MODULE B - FINAL EXAM				
	MODULE B - SKILL EVALUATION FINAL				

	Course Name	Course No.	Written Evaluation Completion	Written Evaluation Completion	Skill Evaluation Completion
	MODULE C		Date	Score	Date / Score
	STEP 5, MODULE C				
1-1	Capacitors	1-1			
	Skill Evaluation - Inspect a Capacitor Bank	1-1A			
	Skill Evaluation - De-energize a Capacitor Bank	1-1B			
	Skill Evaluation - Perform an Insulation Resistance Test	1-1C			
	Skill Evaluation - Install a Capacitor on a Single-Phase Line	1-1D			
	Skill Evaluation - Install Capacitors on a Three-Phase Line	1-1E			
	Skill Evaluation - Replace a Capacitor	1-1F			
2-1	Switches Theory	2-1			
3-1	Electric T&D - Switching & Hold Card Practices	3-1			
4-1	Substations Theory	4-1			
4-2	Portable Substations	4-2			
	Skill Evaluation - Prepare a Portable Substation to be Moved	4-2A			
	Skill Evaluation - Place a Portable Substation in Service	4-2B			
	Skill Evaluation - Remove a Portable Substation from Service	4-2C			
4-3	Substations Inspection	4-3			
	Skill Evaluation - Perform a Substation Fence and Gate Inspection	4-3A			
	Skill Evaluation - Perform a Substation Grounds Inspection	4-3B			
	Skill Evaluation - Perform a Substation Structure Inspection	4-3C			
	Skill Evaluation - Perform a Substation Control House Inspection	4-3D			
	Skill Evaluation - Perform a Substation Control Panels Inspection	4-3E			
	Skill Evaluation - Perform a Substation Battery Set and Charger Inspection	4-3F			
	Skill Evaluation - Perform a Periodic Relay Inspection	4-3G			
	Skill Evaluation - Perform a Substation Arrestor Inspection	4-3H			

	Skill Evaluation - Perform a Periodic Transformer Inspection	4-3I			
	Skill Evaluation - Perform a Periodic Load Tap Changer Inspection	4-3J			
	Skill Evaluation - Perform a Substation Voltage Regulator Inspection	4-3K			
	Skill Evaluation - Perform a Periodic Circuit Breaker Inspection	4-3L			
	Exam 4 (4-1 thru 4-3)				
5-1	Circuit Breakers Theory	5-1			
5-2	Instrument Transformer Theory	5-2			
	Exam 5 (5-1 thru 5-2)				
	Step 5, Module C Exam				
	STEP 6, MODULE C				
6-1	Conductors - Overhead Installation	6-1			
	Skill Evaluation - Install an Overhead Conductor	6-1A			
	Skill Evaluation - Sag a Conductor Using a Sagging Scope	6-1B			
	Skill Evaluation - Sag a Conductor Using a Stop Watch	6-1C			
	Skill Evaluation - Install a Pre-formed Tie	6-1D			
	Skill Evaluation - Install a Hand Tie Using a Top Tie	6-1E			
	Skill Evaluation - Install a Hand Tie Using a Side Tie	6-1F			
	Skill Evaluation - Install a Conductor Shoe	6-1G			
6-2	Conductors - Overhead Maintenance	6-2			
	Skill Evaluation - Perform a Distribution Line Inspection	6-2A			
	Skill Evaluation - Perform a Transmission Line Inspection	6-2B			
	Skill Evaluation - Troubleshoot a Line	6-2C			
	Skill Evaluation - Energize New Conductors	6-2D			
	Skill Evaluation - Remove Conductors Using the Drop Method	6-2E			
	Skill Evaluation - Remove Conductors Using the Tension Method	6-2F			
	Exam 6 (6-1 thru 6-2)				
7-1	Conductors - Overhead Joining & Terminating	7-1			
	Skill Evaluation - Install a Mechanical Connector	7-1A			
	Skill Evaluation - Install a Compression Connector	7-1B			

	Skill Evaluation - Install a Compression Splice	7-1C			
	Skill Evaluation - Install an Automatic Splice	7-1D			
	Skill Evaluation - Install a Splice on ACSR Conductor	7-1E			
7-2	T&D URD Systems Theory	7-2			
	Exam 7 (7-1 thru 7-2)				
8-1	Conductors - URD Installation	8-1			
	Skill Evaluation - Install a Cable Using the Direct Burial Method	8-1A			
	Skill Evaluation - Install a Cable Using the Conduit Method	8-1B			
8-2	Conductors - URD Joining & Terminating	8-2			
	Skill Evaluation - Install a Mechanical Connector	8-2A			
	Skill Evaluation - Install a Compression Connector	8-2B			
	Skill Evaluation - Install a Load Break Connector	8-2C			
	Skill Evaluation - Install a Primary Cable Terminator	8-2D			
	Skill Evaluation - Install a Secondary Splice	8-2E			
	Skill Evaluation - Install a 3M Cold Shrink Splice Primary	8-2F			
8-3	Conductors - URD Maintenance	8-3			
	Skill Evaluation - Perform an Underground Line Inspection	8-3A			
	Skill Evaluation - Perform Hi-Pot Test on an Underground Cable	8-3B			
	Skill Evaluation - Diagnose a Problem on an Underground Line	8-3C			
	Exam 8 (8-1 thru 8-3)				
9-1	Load Tap Changer Theory	9-1			
9-2	Voltage Regulators Theory	9-2			
	Skill Evaluation - De-energizing and Grounding a Voltage Regulator	9-2A			
9-3	Voltage Regulators - Line Installation	9-3			
	Skill Evaluation - Install a Single-Phase Voltage Regulator	9-3A			
	Exam 9 (9-1 thru 9-3)				
	Step 6, Module C Exam				
	MODULE C - FINAL EXAM				
	MODULE C - SKILL EVALUATION FINAL				

	Course Name	Course No.	Written Evaluation Completion	Written Evaluation Completion	Skill Evaluation Completion
	MODULE D		Date	Score	Date / Score
	STEP 7, MODULE D				
1-1	Transformer Theory	1-1			
2-1	Transformer Connection Theory	2-1			
3-1	Single-Phase Transformer Connections	3-1			
4-1	Transformer - Single-Phase Pole-Mount Installation	4-1			
	Skill Evaluation - Install a Single-Phase Pole-Mount Transformer	4-1A			
	Skill Evaluation - Parallel Two Single-Phase Transformers	4-1B			
5-1	Transformer - Pole-Mount Maintenance	5-1			
	Skill Evaluation - Isolate a Single-Phase Pole-Mount Transformer	5-1A			
	Skill Evaluation - Isolate a Transformer Bank	5-1B			
	Skill Evaluation - Remove and Replace a Single-Phase Pole-Mount Transformer	5-1C			
	Skill Evaluation - Remove and Replace a Transformer Bank	5-1D			
	Step 7, Module D Exam				
	STEP 8, MODULE D				
6-1	Transformer - Single-Phase Pad-Mount Installation	6-1			
	Skill Evaluation - Install a Single-Phase Pad-Mount Transformer	6-1A			
7-1	Live Line Work	7-1			
8-1	Three-Phase Transformer Connections	8-1			
9-1	Fusing - Wye & Delta	9-1			
10-1	Grounding Equipment	10-1			
	Step 8, Module D Exam				
	MODULE D - FINAL EXAM				
	MODULE D - SKILL EVALUATION FINAL				
	JOURNEYWORKER FINAL EXAM				

Appendix B

ETA-671 Apprenticeship Agreement

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship Training,
Employer and Labor Services (OATELS)

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE

Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code)		*Social Security Number (Voluntary - See reverse)	Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> Am. Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post Secondary or Technical Training
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)					
<input type="checkbox"/> None <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> School-to-Registered-Apprenticeship <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Job Corps <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Direct Entry: _____					
8. Signature of Apprentice			Date		9. Signature of Parent/Guardian (if minor)
					Date

PART B: TO BE COMPLETED BY SPONSOR

10. Sponsor Program No.		11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).			
Sponsor Name and Address (No. Street, City, County, State, Zip Code)		Line Maintainer			
		11b. Occupation Code 0283	12. Term (Hrs., Mos., Yrs.) 7000 Hrs.	13. Probationary Period (Hrs., Mos., Yrs.) 6 Mos.	
		14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins	
17a. Related Instruction (Number of Hours Per Year) 144	17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	17c. Related Training Instruction Source Iowa Association of Municipal Utilities 1735 NE 70 th Ave, Ankeny, IA 50021			

18. Wages: (Instructions on reverse)										
18a. Pre-Apprenticeship Hourly Wage \$	18b. Journeyworker's Hourly Wage \$			18c. Apprentice's Entry Hourly Wage \$						
	Period 1	2	3	4	5	6	7	8	9	10
18d. Term (Hrs., Mos., Yrs.)										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										
19. Signature of Sponsor's Representative(s)				Date Signed		21. Name and Address of Sponsor Designee to Receive Complaints (If applicable) Iowa Association of Municipal Utilities 1735 NE 70 th Avenue Ankeny, IA 50021 - (515) 289-1999/ (800) 810-4268				
20. Signature of Sponsor's Representative(s)				Date Signed						

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

22. Registration Agency and Address U.S. Department of Labor / Office of Apprenticeship 210 Walnut, Room 715 Des Moines, IA 50309		23. Signature (Registration Agency)	24. Date Registered
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25. Apprentice Identification Number (Definition on reverse):

Item 4.a. Definitions:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program. Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Wage Instructions:

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

Note:

18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

Example - 4 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

Item 25. Definition:

The apprentice identification number is a unique number generated by the Registered Apprenticeship Information System (the OATELS' database), which is used to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is voluntary. For purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5., your social security number will be used to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. It will be used to verify your periods of employment and wages for purposes of complying with Memorandum M-02-06 of the Office of Management and Budget related to the President's Management Agenda for performance and budget integration of Federal Programs. Your response is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and Code of Federal Regulations 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Management System (AMS), at the Office of Apprenticeship Training, Employer and Labor Services, Employment and Training Administration, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0223).

APPRENTICE STATUS FORM

This form to be used to notify IAMU and Registration Agency of the changing status of apprentice(s). Sign, date, make copy and return original to IAMU.

Utility Name

Apprentice Name

Status Change:

Reinstate

Reinstatement Date: _____

Suspend

Suspension Date: _____

Cancel

Cancellation Date: _____

Reasons for Cancellation (check those that apply):

Discharged / Released

Transferred to another program

Left to accept released employment

Illness / Death

Left to accept other employment

Program cancelled by Sponsor/Employer

Unsatisfactory performance

Program cancelled by Registration Agency

Lack of work

Voluntarily quit

Entered military service

Unknown

Closing Date: _____ Closing Wage: _____

Signature: _____ Date: _____

CERTIFICATES AND FEES

FEES

All fees will be paid by the Sponsor/Employer. Current published fees will apply.

These payments are due at the time an Apprentice starts each Program Year of the Course Work. They will be paid to the Iowa Association of Municipal Utilities. This fee will cover the Course Work, record keeping and the administration of examinations. A period in this context shall mean one quarter of the Course Work.

A score of 80% or better is needed to pass all tests of the Apprenticeship Program. Each written placement test will be offered only once. Competency must also be shown on the hands-on Skill Evaluations. Current Administrative Fees will apply to cover the application process and documentation of all OJT hours.

Material on placement tests includes critical information specific to the Line Maintainer trade.

Journeypersons may apply for additional endorsements by continuing to record and submit time sheets to the IAMU Apprenticeship Committee.

RECOMMENDATION

It is recommended that the Sponsor/Employer keep in mind that completion of the apprenticeship program should not be the end of training. Continuing Education in both related education and safety should happen each year they are in your employment.

TIME REPORT

LINE MAINTAINER
COMPLETE DAILY AND SUBMIT MONTHLY TO IAMU (record in ¼ hours)

NAME: _____ MONTH _____
 DAYS _____ THRU _____, 20 _____

UTILITY NAME: _____

	S	M	T	W	T	F	S	Total
Date:								
OJT Category:								
Basic Parameter Hours								
Subcategory:								
Basic Secondary								
Basic Primary								
Overhead Distribution Parameter Hours								
Subcategory:								
Overhead Secondary								
Overhead Primary								
Underground Distribution Parameter Hours								
Subcategory:								
Underground Secondary								
Underground Primary								
Total								

Signature of Apprentice _____ Date: _____

STUDENT NUMBER _____

Signature of Journeyworker/Qualified Worker _____ Date: _____

TOTAL WEEKLY HOURS _____

CODE
 S-SICK
 V-VACATION
 X-SAT/SUN

MAIL OR FAX TO:
 IAMU
 1735 NE 70th Avenue
 Ankeny, IA 50021-9353
 Fax (515) 289-2499

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned Sponsor/Employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the *Iowa Association of Municipal Utilities, in partnership with the Iowa Association of Electric Cooperatives and Northwest Iowa Community College*, and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him/her by the Apprenticeship Committee to the extent appropriate employment opportunities are available.

Employer

Signed: _____ Date: _____

Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Local Union # _____

Signed: _____ Date: _____

Title: _____

Disposition:

Original –

Copies – Sponsor/Employer, Union and Registration Agency



IAMU ELECTRIC LINE MAINTAINER APPRENTICESHIP PROGRAM

The following fee structure is applicable to the IAMU Electric Line Maintainer Apprenticeship Program (3-1-16)

	Program Costs	
IAMU Program Module Cost (4 Modules)	\$925	per Module
Training Materials – Binder (4 Modules)	\$125	Per Module Binder
Training Materials – CD (All Modules)	\$120	Per CD
APPA Safety Manual – 15 th Edition (Required)	\$25.00	
Distribution Transformer Handbook (Required)	\$21.00	
Annual Maintenance Fee (applicable after 5-years from apprentice initial registration date)	\$250	Per Year
One Time Costs		
Utility Enrollment & Initial Set-Up	\$200	
New Apprentice Enrollment & Registration	\$30	Per Apprentice
Placement Testing Fee	\$50	Per Apprentice
Certificate and IAMU Wallet Card Update	\$50	Per Apprentice
Additional Costs		
Placement Testing at Utility	Charged @ current per diem rate	
Skills Evaluations and Testing at Utility	Charged at current per diem rate	
Lineman and Cableman’s Handbook (Recommended textbook)	\$77.00	
Standard Textbook of Electricity (Recommended textbook)	\$132.00	

Example:

Costs for a new apprentice starting at the beginning of the program with no prior experience:

IAMU Program Modules	\$925 × 4	\$3,700
Training Materials – Binder	\$125 × 4	\$500
New Apprentice Enrollment & Registration	\$30	\$30
APPA Safety Manual - 15 th Edition	\$25	\$25
Distribution Transformer Handbook	\$21	\$21
Total		\$4,276

Costs will vary depending on different options selected including: training materials, placement testing, reference books, and maintenance fees. Fees may be subject to change due to material and operation costs.

DMACC recognizes the core curriculum of any apprenticeship training program that is approved by the Office of Apprenticeship, a division of the U.S. Department of Labor. If your training meets these standards, your journeyman status can be transferred to DMACC as a credit to satisfy a portion of the core curriculum requirements needed for an Associate of General Studies degree.

Program Requirements

General education requirements are comparable to other technically oriented degree programs at DMACC.

Proof of the journeyman's certificate is required.

Journeyman's certificate	42 Credits
Apprenticeship Courses	5 Credits
Elective Courses	5 Credits
General Ed Courses	12 Credits
Total for AGS degree	64 Credits

General Education Core Courses

Communications	3 Credits
Social & Behavioral Sciences	3 Credits
Math & Science	3 Credits
Other Required	3 Credits
Total	12 Credits

Specific courses are listed in the DMACC catalog.

For more information on the program, call Mike Waters, Director, Apprenticeship Programs, at 515-964-6684.

DMACC's AGS Degree for Apprenticeship



DMACC
DES MOINES AREA
COMMUNITY COLLEGE
Life's Calling
www.dmacc.edu
877-TO-DMACC

2006 South Ankeny Boulevard,
Ankeny, Iowa 50023-3993

Non-discrimination Policy: Des Moines Area Community College shall not discriminate on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability, or status as a U.S. veteran. Inquiries may be directed to the EEO/AA Office, Ankeny Campus, Building 1, (515) 964-6301.

Tools for your Trade

DMACC
DES MOINES AREA
COMMUNITY COLLEGE
Life's Calling
www.dmacc.edu
877-TO-DMACC

Did you know that your apprenticeship training can help you earn a degree?

Des Moines Area Community College provides an opportunity for apprenticeships and journeymen to receive college credit for previously acquired knowledge and experience.

This program is available for

- Iowa Municipal Utilities
- Missouri Valley Linemen

How it works

Your approved journeyman certificate counts as 42 credit hours toward the 64-hour minimum to earn the Associate in General Studies degree. You will receive 5 credits for related classroom instruction that is completed in your apprenticeship program. You will need additional general credit classes such as communication, math and science or business.

The general education component will complement the on-the-job training you already received, providing the preparation and credentials needed in an ever-changing workforce. A key element of this program is that it recognizes the value and worth of technical and apprenticeship on-the-job training by granting college credit for the skills you already possess.

The DMACC Associate in General Studies degree will not only elevate the significance of your apprenticeship training in the eyes of the community, but it also opens the door for you to pursue an advanced degree, get ahead in your career, and learn public relations skills.



Meeting Date: 03/28/2016

Information

Subject

Resolution Designating Collective Bargaining Representatives

Information

The purpose of this Resolution is for Trustees to designate Rob Stangel, RoxAnne Hunerdosse and Matthew Brick as its representatives to engage in collective bargaining negotiations.

Financial Impact

N/A

Staff Recommendation

Roll call vote is in order.

Attachments

[Resolution. Appointment of IMU Bargaining Committee](#)

INDIANOLA MUNICIPAL UTILITIES

RESOLUTION NO.166

**DESIGNATION OF COLLECTIVE BARGAINING
REPRESENTATIVES**

WHEREAS, Indianola Municipal Utilities (IMU) has a collective bargaining agreement with certain employees that is set to expire on June 30, 2016; and

WHEREAS, the IMU Board would like to appoint individuals as its representatives to complete negotiations for a new collective bargaining agreement; and

WHEREAS, pursuant to Iowa Code 20.17, IMU staff recommends the public employer designate the following individuals as its representatives to engage in collective bargaining negotiations: Rob Stangel, RoxAnne Hunerdosse and Matthew Brick.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of IMU hereby designates Rob Stangel, RoxAnne Hunerdosse and Matthew Brick as its representatives to engage in collective bargaining negotiations.

Moved by _____ and seconded by

_____.

This Resolution passed by the IMU Board of Trustees on March 28, 2016.

APPROVED:

Board Chair

ATTEST:

Board Secretary

Meeting Date: 03/28/2016

Information

Subject

Resolution Approving Continuing Disclosure Policy

Information

The policy ensures the Utility carries out its continuing disclosure obligations with respect to securities it issues or guarantees pursuant to Rule 15c2-12.

The Securities Exchange Commission (the SEC) has been urging issuers of municipal bonds to adopt "written policies and procedures" to help ensure our compliance with the requirements under Rule 15c2-12. Rule 15c2-12 requires the underwriter to ensure there is an Official Statement and a Continuing Disclosure Agreement with the Issuer with respect to bond and note issuances of \$1,000,000 or more. The SEC Requirements include providing an official statement and a continuing disclosure agreement with the purchaser or underwriter in connection with each new issuance of obligations which fall within the rule. SEC representatives have emphasized the adoption of written policies and procedures which identify who is responsible for what tasks with respect to disclosure compliance and which state the process by which disclosure is prepared and reviewed.

The Continuing Disclosure Policy appoints the Chief Accounting Officer/Finance Director to act as the disclosure coordinator and is responsible for:

- Reviewing and approving all preliminary and final official statements relating to the issuer's securities
- Reviewing annually the Issuer's status and compliance with its continuing disclosure undertakings, including filings of disclosure documents and compliance with this Policy
- Serving as a "point person" for personnel to communicate issues or information that should be or may need to be included in any disclosure document
- Recommending changes to this Policy to the Governing Body as necessary or appropriate
- Communicating with third parties in the preparation and dissemination of disclosure documents to ensure tasks have been completed and filings are made on a timely basis
- In anticipation of preparing disclosure documents, soliciting "material" information from identified Employees
- Maintaining records documenting the Issuer's compliance with this Policy
- Ensuring compliance with training procedures
- Schedule e-mail reminder on the Electronic Municipal Market Access (EMMA) website for each obligation to help ensure timely filings of financial disclosures
- Monitoring and periodically review the listed events in connection with the Obligations

Financial Impact

N/A

Staff Recommendation

Roll call vote is in order.

Attachments

[Resolution Continuing Disclosure Policy](#)

[Continuing Disclosure Policy](#)

Board Member _____ introduced the following Resolution entitled "RESOLUTION APPROVING CONTINUING DISCLOSURE POLICY" and moved that it be adopted. Board Member _____ seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairperson declared the Resolution duly adopted as follows:

RESOLUTION APPROVING CONTINUING DISCLOSURE POLICY

WHEREAS, the City of Indianola, Iowa, by and through its Board of Trustees of Indianola Municipal Utilities, is a political subdivision, organized and existing under and by virtue of the constitution and laws of the State of Iowa; and

WHEREAS, various requirements apply under Rule 15c2-12, as amended (the "Rule"), promulgated under the Securities Exchange Act of 1934, as amended (hereinafter "SEC Requirements") including providing an official statement and a continuing disclosure agreement with the purchaser or underwriter in connection with each new issuance of obligations which fall within the Rule; and

WHEREAS, to comply with the SEC Requirements, governmental bond issuers must ensure that the rules are met at the time the bonds, capital loan notes or lease-purchase obligations (hereinafter "bonds") are issued and throughout the term of the bonds; and

WHEREAS, this includes the continued review of disclosure obligations and maintenance of records:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF INDIANOLA MUNICIPAL UTILITIES, CITY OF INDIANOLA, STATE OF IOWA

Section 1. The "Continuing Disclosure Policy" (hereinafter "Policy") attached hereto as Exhibit A is hereby adopted and approved. Said policy shall apply with respect to all utilities of the City of Indianola governed by the Board of Trustees of Indianola Municipal Utilities.

Section 2. The official designated in said policy shall take any and all action necessary to properly implement the Policy.

PASSED AND APPROVED this _____ day of _____, 2016.

Chairperson of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

**INDIANOLA MUNICIPAL UTILITIES
OF THE CITY OF INDIANOLA, IOWA**

**CONTINUING DISCLOSURE POLICY
AND
GUIDELINES FOR OPERATING UNDER CONTINUING DISCLOSURE
OBLIGATIONS SECTION OF POST-ISSUANCE TAX COMPLIANCE AND RECORD
RETENTION POLICY**

Article I
General Overview

Section 1.01 Purpose. This Continuing Disclosure Policy (“**Policy**”) of the City of Indianola, Iowa, by and through its Board of Trustees of Indianola Municipal Utilities (“**Issuer**”) is intended to ensure that the Issuer efficiently carries out its continuing disclosure obligations with respect to securities it issues or guarantees pursuant to Rule 15c2-12, as amended (the “**Rule**”), promulgated under the Securities Exchange Act of 1934, as amended.

Section 1.02. Background. The Rule prohibits underwriters from offering bonds to the public unless the issuer provides an official statement and contractually promises to provide specified disclosures as required in the Rule. To facilitate compliance with the Rule, each issuer must enter into a continuing disclosure agreement with the purchaser or underwriter in connection with each new issuance of obligations which fall within the Rule, thereby creating a contractual promise on behalf of the issuer to provide the market with these disclosures. The Issuer is responsible for ensuring that all disclosure documents contain accurate information. The SEC has asserted that, under Rule 10b-5, “disclosure documents used by municipal issuers, such as official statements, are subject to the prohibition against false or misleading statements of material facts, including the omission of material facts necessary to make the statements made, in light of the circumstances in which they were made, not misleading.”

Section 1.03. Obligations Subject to the Rule. Various offerings are fully or partially exempt from the continuing disclosure provisions under the Rule. Offerings with an aggregate original principal amount of less than \$1 million (“**Small Offerings**”), offerings sold prior to July 3, 1995 (“**Old Offerings**”) and offerings sold by an issuer directly to investors without using a broker, dealer, or municipal securities dealer as an underwriter or placement agent (“**Direct Offerings**”) are fully exempt from all continuing disclosure provisions under the Rule, unless the Issuer voluntarily agrees to provide continuing disclosures for an otherwise exempt Obligation.

Section 1.04 Definitions. In addition to the terms defined above, the following capitalized terms shall have the following meanings:

- (A) “CAFR” means the Comprehensive Annual Financial Report of the Issuer.
- (B) “Disclosure Counsel” means legal counsel (which may be bond counsel under separate engagement for a series of Obligations) engaged for the purpose of assisting the Issuer in meeting its primary and secondary market disclosure obligations.

- (C) "EMMA" means the Electronic Municipal Market Access system of the MSRB. Information regarding submissions to EMMA is available at <http://emma.msrb.org/>.
- (D) "Employee" means any person who, as part of his or her employment with the Issuer, has regular responsibility for the administration of matters related to Obligations.
- (E) "Financial Advisor" means a municipal advisor engaged for the purpose of assisting with the Issuer's structuring and sale of Obligations.
- (F) "Fiscal Year" means the fiscal year of the Issuer, beginning on July 1 of each year and ending on the last day of June of the following year, or any other consecutive twelve-month period adopted by the Governing Body or by law as the official accounting period of the Issuer.
- (G) "Governing Body" means the Board of Trustees (the "Board") of the Issuer.
- (H) "Issuer" means the City of Indianola, Iowa, by and through its Board of Trustees of Indianola Municipal Utilities.
- (I) "Listed Event" means any of the events listed in Exhibit A of this Policy.
- (J) "MSRB" means the Municipal Securities Rulemaking Board or any other Board or entity which succeeds to the functions currently delegated to the Municipal Securities Rulemaking Board by the Rule.
- (K) "Obligations" means any securities issued by, or whose payment is guaranteed by the Issuer.
- (L) "SEC" means the United States Securities and Exchange Commission.

Article II

Key Participants and Responsibilities

Section 2.01. Disclosure Coordinator. By adoption of this Policy, the Chief Accounting Officer is hereby appointed to act as the disclosure coordinator ("**Disclosure Coordinator**") of the Issuer.

Section 2.02 Responsibilities. The Disclosure Coordinator is responsible for the following tasks:

- (A) reviewing and approving all preliminary and final official statements relating to the Issuer's securities, together with any supplements, for which a continuing disclosure undertaking is required (each, an "**Official Statement**"), before such documents are released, in accordance with Article III below;
- (B) reviewing annually the Issuer's status and compliance with its continuing disclosure undertakings, including filings of disclosure documents and compliance with this

Policy, in accordance with Articles IV (Annual Report Filings) and V (Listed Event Filings) below;

- (C) serving as a “point person” for personnel to communicate issues or information that should be or may need to be included in any disclosure document;
- (D) recommending changes to this Policy to the Governing Body as necessary or appropriate;
- (E) communicating with third parties, including coordination with outside consultants assisting the Issuer, in the preparation and dissemination of disclosure documents to make sure that assigned tasks have been completed on a timely basis and making sure that the filings are made on a timely basis and are accurate;
- (F) in anticipation of preparing disclosure documents, soliciting “material” information (as defined for purposes of federal securities law) from identified Employees;
- (G) maintaining records documenting the Issuer’s compliance with this Policy; and
- (H) ensuring compliance with training procedures as described below.

The responsibilities of the Disclosure Coordinator to make certain filings with the MSRB under Articles IV (Annual Report Filings) and V (Listed Event Filings) may be delegated by contract to a dissemination agent, under terms approved by the Governing Body.

Article III ***Official Statements***

3.01. Review and Approval of Official Statements. Whenever the Issuer issues Obligations, a preliminary official statement and a final official statement may be prepared (“**Official Statements**”). Each of these Official Statements contains financial and other information relating to the Issuer. The Disclosure Coordinator, with assistance from any retained Disclosure Counsel and/or Financial Advisor, shall have primary responsibility for ensuring that all such information is accurate and not misleading in any material aspect. The Official Statement shall also include a certification that the information contained in the Official Statement regarding the Issuer, as of the date of each official statement, does not contain any untrue statement of material fact or omit to state any material fact necessary to make the information contained in the Official Statement, in light of the circumstances under which it was provided, not misleading. When undertaking review of a final or preliminary Official Statement, the Disclosure Coordinator shall:

- (A) review the Official Statement and confirm that there are no misstatements or omissions of material information in any sections and that the Official Statement accurately states all material information relating to the Issuer and that all information relating to the Issuer has been critically reviewed by the appropriate person(s) for a given department responsible for the information referenced therein;

- (B) draft, or cause to be drafted, for the Official Statement descriptions of (i) any material current, pending or threatened litigation, (ii) any material settlements or court orders and (iii) any other legal issues that are material information for purposes of the Official Statement; and
- (C) report any significant disclosure issues and concerns to Disclosure Counsel and/or Financial Advisor.

Section 3.02. Submission of Official Statements to the Governing Body for Approval. The Disclosure Coordinator shall submit all Official Statements to the Governing Body for review and approval. The approval of an Official Statement by the Governing Body shall be docketed as a new business matter and shall not be approved as a consent item. The Governing Body shall undertake such review as deemed necessary by the Governing Body, following consultation with the Disclosure Coordinator, to fulfill the Issuer's responsibilities under applicable federal and state securities laws.

Article IV ***Annual Report Filings***

Section 4.01. Overview. Under the continuing disclosure undertakings the Issuer has entered into in connection with its debt offerings, the Issuer is required each year to file annual reports with the MSRB's EMMA system in accordance with such undertakings. Such annual reports are generally required to include: (1) certain updated financial and operating information, and (2) the Issuer's audited financial statements. The documents, reports and notices required to be submitted to the MSRB pursuant to this Policy shall be submitted through EMMA in an electronic format, and shall be accompanied by identifying information, in the manner prescribed by the MSRB, or in such other manner as is consistent with the Rule. A description of the format and information presently prescribed to be filed with EMMA is included in Exhibits A - C. To facilitate the Issuer's continuing disclosure undertakings the Disclosure Coordinator shall:

- (A) maintain a record of all continuing disclosure obligations of the Issuer using a chart substantially in the form attached as Exhibit C, which shall identify and docket all continuing disclosure deadlines;
- (B) schedule email reminders on the EMMA website for each Obligation to help ensure timely filing of financial disclosures;
- (C) ensure that preparation of the Issuer's annual reports commence as required under each specific continuing disclosure undertaking;
- (D) comply with the Issuer's obligation to file annual reports by submitting or causing the required (i) annual financial information and operating data and (ii) audited financial statements (all of which may be included in the Issuer's CAFR) to be submitted to the MSRB through EMMA. If within a continuing disclosure agreement the Issuer has agreed to furnish information that is outside the scope of the CAFR, the Issuer shall file a supplement to the CAFR when filing with the MSRB through EMMA;

- a. If the event the Issuer does not have audited financial statements available by the filing deadline imposed by the continuing disclosure agreement, the Disclosure Coordinator shall instead submit the Issuer's unaudited financial statements and follow the requirements of the continuing disclosure agreement with respect thereto. Audited financial statements shall be filed as soon as available.
 - b. All documents submitted to the MSRB through EMMA that are identified by specific reference to documents already available to the public on the MSRB's Internet website or filed with the SEC shall be clearly identified by cross reference;
 - c. Not more than five (5) days after the submission deadline, the Disclosure Coordinator shall confirm and document in accordance with Section 6.01 hereof that Annual Reports have been submitted and filed properly with the MSRB through EMMA; and
- (E) File a "failure to file notice" as needed in accordance with the Rule. The failure to file notice shall include information describing the nature and/or cause of the failure to meet the contractual deadline and, if available, an approximate timeframe for when the complete information is expected to be submitted.

Article V

Listed Event Filings

Section 5.01. Disclosure of Listed Events. Pursuant to Rule 15c2-12(b)(5)(i)(C), the Issuer is obligated to disclose to the MSRB notice of certain specified events with respect to the Issuer's Obligations (a "**Listed Event**"). All Employees shall be instructed to notify the Disclosure Coordinator if he or she becomes aware of any of the Listed Events listed in the Issuer's continuing disclosure undertakings. The Disclosure Coordinator may consult with Disclosure Counsel, or the Financial Advisor, to discuss the event and to determine whether a filing is required or is otherwise desirable. If such a filing is deemed necessary, the Disclosure Coordinator shall cause a notice of the Listed Event (a "**Listed Event Notice**") that complies with Rule 15c2-12 to be prepared, and the Disclosure Coordinator shall file, or cause to be filed, the Listed Event Notice as required by Rule 15c2-12 as follows:

- (A) The Disclosure Coordinator shall monitor and periodically review the Listed Events identified on Exhibit A, in connection with the Obligations identified on the Chart in Exhibit C to determine whether any event has occurred that may require a filing with EMMA.
- (B) The Disclosure Coordinator shall file, in a timely manner, a notice of the occurrence of any Listed Event or Events with the MSRB via EMMA with respect to any Obligations to which the Listed Event or Events are applicable, in a timely manner not in excess of ten (10) business days after the occurrence of the Listed Event.
- (C) The Disclosure Coordinator shall subscribe to any available ratings agency alert service regarding the ratings of any Obligations.

Article VI

Miscellaneous

Section 6.01. Documents to be Retained. The Disclosure Coordinator shall be responsible for retaining records demonstrating compliance with this Policy. The Disclosure Coordinator shall retain an electronic or paper file (“**Transcript**”) for each continuing disclosure Annual Report Filing that the Issuer completes, and for each Listed Event Filing that the Issuer completes. Each Transcript shall include final versions of documents submitted to the MSRB through EMMA. The Transcript shall be maintained for a period of eleven (11) years from the final retirement of the Obligations.

Section 6.02. Education and Training. The Issuer shall conduct periodic training to assist the Disclosure Coordinator, all Employees and the Governing Body in understanding and performing their responsibilities under this Policy. Such training sessions shall include a review of this Policy, the Issuer’s disclosure obligations under applicable federal and state securities laws, including the Listed Events in Exhibit A, and the disclosure responsibilities and potential liabilities of members of Issuer staff and members of the Governing Body. Such training sessions may include meetings with Disclosure Counsel, teleconferences, attendance at seminars or conferences where disclosure responsibilities are discussed, and/or recorded presentations.

Section 6.03. Public Statements Regarding Financial Information. Whenever the Issuer makes statements or releases information relating to its finances to the public that is reasonably expected to reach investors and the trading markets (including, without limitation, all Listed Event notices, statements in the CAFR, and other financial reports and statements of the Issuer), the Issuer is obligated to ensure that such statements and information are complete, true, and accurate in all material aspects. The Disclosure Coordinator shall assist the Governing Body in ensuring that such statements and information are accurate and not misleading in any material aspect. Investment information published on the Issuer’s website may include a cautionary statement at the request of the Disclosure Coordinator, substantially as follows:

“The only information on this website that is posted with the intention of reaching the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community, is located on the "investor information" web pages. Other than the specific information presented in the investor information web pages, no other information on the Issuer’s website is intended to be the basis of or should be relied upon in making an investment decision. Because each security issued by the Issuer or its related entities may involve different sources of payment and security, you should refer for additional information to the official statement and continuing disclosure filings for the particular security. The information posted in the investor information web pages speaks only as of its date.”

EXHIBIT A

LISTED EVENTS

The Disclosure Coordinator should periodically review this list to determine whether any event has occurred that may require a filing with EMMA.

For securities (subject to Rule 15c2-12) issued on or after December 1, 2010, or for variable rate demand bonds that are converted from a mode currently exempted from rule 15c2-12 to a mode not so exempted on or after December 1, 2010, the following events automatically trigger a requirement to file on EMMA within ten (10) business days of their occurrence, without regards to the materiality of the event:

1. principal and interest payment delinquencies
2. unscheduled draws on debt service reserves reflecting financial difficulty
3. unscheduled draws on credit enhancements reflecting financial difficulty
4. substitution of credit or liquidity providers, or their failure to perform
5. adverse tax opinions or events affecting the tax-exempt status of the security
6. tender offers
7. defeasances
8. rating changes
9. bankruptcy, insolvency, receivership or similar event of the obligated person
10. failure to provide in a timely manner notice of failure to provide required annual financial information by the date specified in any continuing disclosure undertaking

The following events trigger a requirement to file notice of their occurrence on EMMA within ten (10) business days after their occurrence, once they are determined to be material by the Disclosure Coordinator:

1. non-payment related defaults
2. modifications to the rights of security holders
3. bond calls
4. release, substitution or sale of property securing repayments of the securities

5. the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms

6. appointment of a successor or additional trustee or the change of name of a trustee

EXHIBIT B

Suggested Practices in Submitting Annual Financial Information to EMMA*

Annual Financial Information is to be submitted to EMMA as follows:

- through the EMMA Dataport;
- in one or more electronic word-searchable portable document format files configured to permit documents to be saved, viewed, printed and retransmitted by electronic means (“properly formatted pdf file”); and
- indexed by the submitter as “Annual Financial Information and Operating Data” – this EMMA indexing category should be used for all submissions consisting of one or both parts of an annual financial information submission. A submission should be indexed in EMMA by the submitter as “Annual Financial Information and Operating Data” if it consists of complete annual financial information (including audited financial statements and/or the CAFR).

If the audited financial statements have not been prepared in time to meet the deadline:

- file unaudited financial statements with a notice to the effect that the unaudited financial statements are being provided pending completion of audited financial statements and that the audited financial statements will be submitted to EMMA when they have been prepared.

If annual financial information is provided by reference to other submitted documents file:

- a notice that includes specific reference to a document available on the EMMA website or the SEC (such as, but not limited to, an official statement), to the extent that such document in fact includes the information required to be include in the annual financial information; and
- the submitter should confirm that such document in fact is available from the EMMA website or the SEC and should include in such notice (A) a textual description of the document that includes the required information, with sufficient detail for a reasonable person to determine the precise document being referenced, and (B) an active hyperlink to the pdf file of such document as then posted on the EMMA website or to the SEC’s EDGAR system; further, if such document includes audited financial statements, the submitter should also index such submission as “Audited Financial Statements or CAFR” in addition to (but not instead of) “Annual Financial Information and Operating Data” unless the submitter submits such audited financial statements separately to EMMA.

Failure to file notices are to be submitted to EMMA as follows:

- through the EMMA Dataport;

- as an electronic word-searchable and properly formatted pdf file; and
- indexed by the submitter as “Failure to Provide Annual Financial Information.”

* *Procedures subject to change.*

Meeting Date: 03/28/2016

Information

Subject

FY 2015 Audited Financial Statements

Information

Arlen Schrum of Shull & Co. will present the audit results for the FY 2015 consolidated financial statements.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Attachments

[FY 2015 Combined Utility Financial Audit](#)

**CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES**

**Financial Statements
(With Independent Auditor's Report Thereon)**

**Independent Auditor's Report on Compliance and on
Internal Control over Financial Reporting**

Schedule of Findings

June 30, 2015 and 2014



**Shull, Schrum, McClafin
& Co., Inc.**
certified public accountants

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Table of Contents

	<u>Page</u>
Officials	2
Transmittal letter	3-6
Operational Review	7-9
Independent Auditor's Report	10-11
Management Discussion and Analysis	12-18
Financial Statements	
Statement of Net Position	19-20
Statement of Revenues, Expenses and Changes in Net Position	21-22
Statement of Cash Flows	23-24
Notes to Financial Statements	25-44
Required Supplementary Information	
Budgetary Comparison Schedule of Receipts, Disbursements and Changes in Balances - Budget and Actual (Cash Basis)	45
Notes to Required Supplementary Information – Budgetary Reporting	46
Schedule of the Utilities' Proportionate Share of the Net Pension Liability	47
Schedule of Utilities Contributions	48-49
Notes to Required Supplementary Information – Pension Liability	50-51
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters	52-53
Schedule of Findings	54

CITY OF INDIANOLA, IOWA
 INDIANOLA MUNICIPAL UTILITIES
 Officials

June 30, 2015

Indianola Municipal Utilities Board of Trustees
 Authority: Indianola Code of Ordinances Section 25.02

		<u>Term Expires</u> <u>December 31</u>	<u>Amount</u> <u>of Bond</u>
Pat Reding	Chairperson	2018	300,000
Deb White		2016	300,000
Heather Hulen		2020	300,000
Jim McClymond		2021	300,000

Indianola Municipal Utilities Management

Todd Kielkopf	General Manager		300,000
Vacant	Electric Superintendent		300,000
Lou Elbert	Water Superintendent		300,000
Mike Metcalf	Director of Technical Services		300,000
Chris Longer	Program Coordinator		300,000

City Officials and Management

Christopher DesPlanques	Director of Finance		300,000
Roxanne Hunerdosse	Director of Human Resources		300,000
Diana Bowlin	City Clerk		300,000
Douglas Shull	City Treasurer		300,000

All other city employees are bonded under the Allied Insurance, "Faithful Performance Blanket Position Bond," in the amount of \$50,000.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Board of Trustees Report

March 1, 2015

To the Honorable Mayor, Members of the Council, and Citizens of the City of Indianola,

This report consists of the board and management's representations concerning the finances of Indianola Municipal Utilities. Consequently, the board and management assume full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, the board and management have established a comprehensive internal control framework that is designed both to protect the utility's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of these financial statements. Because the cost of internal controls should not outweigh their benefits, the utility's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. The board and management assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Indianola Municipal Utilities' financial statements have been audited by Shull & Co., a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements for the fiscal year ended June 30, 2015 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that Indianola Municipal Utilities' financial statements for the fiscal year ended June 30, 2015 are fairly presented. The independent auditor's report is presented as the first component of the financial section of this report.

Generally accepted accounting principles require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statement in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it.

Profile of the Utility Board of Trustees

The City of Indianola, incorporated in 1864 and the county seat of Warren County, is located in the central part of the state approximately 17 miles south of the state capital, Des Moines. Indianola is considered part of the Des Moines MSA, one of the top growth areas in the state. The City of Indianola encompasses an area of approximately nine square miles and a population of 15,108. The city provides electric, water, and telecommunications services as a discretely reported component unit under the management and control of a board of trustees. The board operates these three utilities as Indianola Municipal Utilities (IMU). This system of management and control was established by a vote of the electorate and implemented by city ordinance in 1973 as provided in Iowa Code.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Board of Trustees Report - Continued

Electric and water utility territories are fixed in that any new territory expansions must be negotiated and purchased from incumbent service providers. The telecommunications utility has no fixed territory and leases fiber optic lines to customers and has a licensing arrangement with a private telecom service provider.

Utility board. Utility boards are vested with the authorities of the city in relation to these utilities, with the exceptions that the board may not certify taxes to be levied, pass ordinances or amendments, or issue general obligation or special assessment bonds. Real property is held in the name of the city, but the utility board has all the powers and authorities of the city with respect to the acquisition by purchase, condemnation, or otherwise, lease, sale, or other disposition of such property, and the management, control, and operation of the same, subject to provisions of any outstanding obligations which are payable from the revenues of the city utility. Separate funds are maintained for each utility. Utility fund balances deemed by the board of trustees to be in excess of the needs of a utility may be transferred to any other fund, upon approval by the city council. The five trustees are appointed by the mayor and approved by the city council, each serving staggered six-year terms.

Management. The board of trustees appoints a general manager to oversee the day-to-day management of the electric, water, and telecommunications utilities. The general manager appoints the employees of each of these utilities, carries out the policies of the board of trustees, and performs other duties as determined by resolution of the board.

Other officials. A director of finance serves as the chief accounting officer for all city services, including those provided by IMU, and submits budget and year-end financial reports required of the utility. There is also an appointed clerk, which serves as the secretary of the board of trustees and as such has custodial duties prescribed in Iowa Code, local ordinances, board resolutions, and by management discretion. An appointed treasurer serves as custodian for all funds. An attorney is also appointed to represent the city, its boards, and its commissions and performs certain functions prescribed in local ordinances and in the Iowa Code.

Budgeting process. The annual budget serves as the foundation for the utilities' financial planning and control. The budget process, in general, is as follows:

- The general manager submits a 5-year capital improvement project budget to the board of trustees for review and adoption.
- Departments submit operating budget requests to the general manager.
- The general manager compiles the annual budgets for review.
- The board of trustees adopts budgets for the electric, water, and telecommunications utilities. These are compiled with the City of Indianola's governmental services' budgets and that of the sewer utility for presentation to the public in publication form.
- The city council sets and conducts a public hearing on the budget.
- Any proposed changes to the IMU budget are referred back to the board of trustees.
- The city council adopts the overall budget and the budget is filed with the county auditor and the State of Iowa no later than March 15 of each year.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Board of Trustees Report - Continued

The State of Iowa limits expenditures to the total amount budgeted by function. Expenditures for individual departments or services may exceed those budgeted as long as total expenditures by function are not exceeded. Budget amendments are permitted under provisions similar to the adoption of the original budget. Budget-to-actual comparisons are provided in this report on a cash accounting basis, which is consistent with the city's financial basis of accounting.

Cash management policies and practices. The board of trustees annually reviews and adopts an investment policy outlining the roles and responsibilities in making investments using available cash balances. The clerk and treasurer are jointly responsible for the investment of funds under that policy, with oversight by the board of trustees.

Cash temporarily idle during the year was invested in bank deposits or money market funds, repurchase agreements, and the Iowa Public Agency Investment Trust. These temporary cash deposits were maintained in stable value investments with a June 30, 2015 rate of return of 0.35%.

The utility invests reserve funds (those not intended to be expended within 365 days) in a portfolio with the assistance of an investment advisement firm. The investment portfolio includes mortgage-backed securities, obligations of the U.S. Treasury or its agencies, and cash held in a public entity money market fund. At fiscal year end, the effective duration of the portfolio was 2.3 years with a current yield of 2.15%. Reported returns may include changes in fair value during the year but do not necessarily represent continuing returns; nor is it always possible to realize changes in fair value, especially in the case of temporary changes for securities the city intends to hold until maturity.

Additional information on the utility's cash management can be found in notes to the financial statements.

Risk management. Indianola Municipal Utilities participates in the Iowa Communities Assurance Pool (ICAP), a local government risk-sharing pool with over 500 members throughout the state of Iowa. The utility makes annual contributions to ICAP recorded as disbursements from its operating funds for automobile, property, casualty, and liability coverage. The utility maintains reserve funds to meet deductibles as they occur. The utility also participates as a member of the Iowa Municipal Workers' Compensation Association (IMWCA) and pays premiums to the association on an annual basis from its operating funds. The utility purchases boiler and machinery insurance from a private carrier. In addition, the utility has an ongoing safety program to monitor its facilities and employees to maintain a safe environment for employees and the public. Additional information on Indianola Municipal Utilities' risk management activity can be found in notes to the financial statements.

Pension and other post-employment benefits. Indianola Municipal Utilities provides pension benefits for its employees. These benefits are provided through a statewide plan managed by the Iowa Public Employees Retirement System. Indianola Municipal Utilities has no obligation in connection with employee benefits offered through this plan beyond its periodic payments based on earned compensation by active employees.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Board of Trustees Report - Continued

IMU also provides post-retirement access to its medical insurance plan until age 65 as required under Iowa Code. Retirees contribute an amount equal to the premium amount charged to city departments and active employees on a pay-as-you-go basis.

IMU maintains a health reimbursement arrangement (HRA) for the benefit of employees. The utility makes a fixed annual commitment that employees may use to offset premium contributions or cash payments for any medical expense allowed under IRS Code. If the employee does not utilize the full amount provided in the fiscal year, the balance is carried forward to the following year and is available in any future period, including after retirement. Disbursements are paid out of operating funds and not held in trust. They are, however, accounted for in a sub-fund that is separate from other operating funds for budgetary control.

Additional information on the utility's pension arrangements and other post-employment benefits can be found in notes to the financial statements.

Closing

State law and city ordinance require municipal utility boards to provide the city council an annual report with complete financial statements. State law also requires the city to publish within nine months of the close of each fiscal year a complete set of financial statements, including that of municipal utilities as a component unit. State law requires that financial statements must be audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to these requirements, we hereby issue this report for Indianola Municipal Utilities for the fiscal year ending June 30, 2015.

Chris Longer
Program Coordinator

Christopher DesPlanques
Director of Finance & Administrative Services

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Operational Review

Utility operations are divided into departments, all of which work toward the common goal of providing superior services to the citizens of Indianola. The IMU Board of Trustees annually adopts a Strategic Plan complete with service objectives, operating strategies, and annual goals. Performance towards plan objectives is reported on a quarterly basis.

The following summary provides a brief review of the various departmental activities and accomplishments in FY 2015.

- **Electric Utility.** The electric utility provides reliable service by purchasing wholesale energy for the community as a whole, receiving it over the transmission system, generating electricity within Indianola as needed, and distributing it safely to customers. Significant progress toward implementing operational strategies include:
 - Completed the Hwy 65/69 Conversion Project
 - Completed the W Hwy 92/I-35 Transmission Relocation Project
 - Completed the W Hwy 92 Transmission Relocation Project
 - Continued re-designing the W Hwy 92 Distribution Relocation project and re-negotiating IDOT reimbursement estimates due to continued changes to IDOT roadway specifications
 - Installed wiring and new decorative street lights on The Square
 - Construction commenced on the W. Hwy 92 Distribution Relocation

- **Water Utility.** The water utility provides reliable water service by pumping it from wells, treating it, keeping enough in storage to meet daily needs, and distributing it to customers. Significant progress towards implementing operational strategies include:
 - Contracted for engineering services for proactive maintenance and planning for improvements at the water plant
 - Completed work on the aerator replacement project at the water plant
 - Relocated a section of water main for the N. Hwy 65/69 highway relocation project
 - Completed work on the W. IA Ave. and Ann Parkway water main projects; drafted supplemental agreement for a small amount of restoration work
 - Completed repairs to Well #12
 - Demolished the old water treatment plant
 - Started design work on the IA Ave. water main project
 - Designed and contracted to relocate a water main at W. Hwy 92 and Y Street

- **Communications Utility.** The communications utility provides the infrastructure that transmits affordable, competitive, and technologically advanced telecommunications service for both retail and other public uses. Telephone and Internet services are offered to commercial customers through a contractual private/public partnership. Significant progress towards implementing operational strategies include:

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Operational Review - Continued

Communications Utility – Continued:

- Continued to connect new residential & commercial customers and address operational issues with MCG
 - Approved plans to proceed with the North Howard extension
 - Completed cutovers from older aerial fiber to underground fiber associated with the Hwy 65/69 electric project
 - Worked on conceptual plans with Verizon to extend fiber to small-cellular sites on power poles in congested areas
 - Relocated the Iowa Network Services feed connection at the IMU Westside Substation
 - Installation of the fiber cabinet and fiber strands (into existing conduit) was completed for the North Howard project
 - Worked to finalize plans for W. Hwy 92 project
- **Administration.** All three utilities are administered by a combination of the IMU Board of Trustees and their staff, services provided by the City of Indianola through cost-sharing arrangements, and third-party contractors.

Public works activities primarily involve co-managing the public right of way. IMU also supports economic development and community betterment activities. Third, there are utility-specific services such as technical activities, safety, and utility programming. Last are the governance and professional services associated with oversight, regulatory actions, general management, human resources, fiduciary controls, public notifications and information systems, and legal compliance & risk management.

Public Works:

- Continued removing IMU poles from underground conversion areas
- Mediacom bored conduit in priority areas; cable installation is progressing
- Century Link installed facilities in its existing conduit north of The Square; IMU removed the poles

Economic Development & Community Betterment:

- Continued EMERGE Hub planning with design team
- Completed IMU Partners Program scope of management services agreement with the IDA for FY 2015
- Simpson College planning to dedicate Dunn Library space for the EMERGE@Simpson program (Gerald R. Edwards Center) and allocate that endowment for continuing on-campus support

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Operational Review - Continued

Economic Development & Community Betterment - Continued:

- A prospect working with the IDA, and another with WCEDC, approached IMU about developing a local co-working, data center, and business incubator center
- Continued involvement with the WCEDC Business Retention and Expansion Committee
- Planning commenced for extending utilities into Summercrest Hills Plat 5
- IMU staff helped WCEDC plan and hold its business awards event at Simpson College

Technical Services & Programs

- Held meeting of IMU Partners, reviewed draft program guides, and discussed potential FY 2015 activities
- Worked with MCG on new marketing materials
- Continued participating as a member of the design team on an IAMU community solar (proposed to US Dept. of Energy, local match by the IA Energy Center) grant project
- Worked to develop an advertising video in conjunction with a project spearheaded by the Indianola Chamber
- Developed and distributed a press release pertaining to MCG's announcement that "Gigabit" service will be available on the IMU network in January, 2015
- Received designation (again) as having "Best Practices" by the Iowa Municipalities Workers' Compensation Association
- Compiled information for, and revised, the Electric Transmission and Distribution Systems Inspection and Maintenance Plan
- IMU received a Hazard Recognition Award from the Iowa-Illinois Safety Council
- The Indianola Sustainability Committee began research and work on the STAR certification process for Indianola

Governance and Professional Services:

- Implemented a Cost of Power Adjustment for bills issued starting July 1, 2014
- Conducted required public meeting pertaining to MISO filings for transmission ownership credits
- Prepared information pertaining to wholesale energy contract terms; received a presentation from NMPP Energy staff about wholesale energy challenges
- Drafted and reviewed the annual Strategic Plan, information about the status of Underground & Voltage conversion projects, and fiber network extension planning
- Performed analysis of past Annual Disclosure activities and made appropriate filings
- Analyzed options and refinanced Electric Utility debt
- Participated with MMTG in Federal Energy Regulatory Commission filings related to rates of return on transmission assets
- Amended the Management Guide as part of structural changes to the Indianola Health Plan; included vision and dental insurance



Shull, Schrum, McClafin
& Co., Inc.

certified public accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Indianola Municipal Utilities
Indianola, Iowa

Report on the Financial Statements

We have audited the accompanying statement of net position of the Indianola Municipal Utilities, a component unit of the City of Indianola, Iowa, as of June 30, 2015 and 2014 and the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related Notes to the Financial Statements, which collectively comprise the Utilities' financial statements listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with generally accepted auditing standards of the United States of America and the standards applicable to financial audits contained in, Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Utilities' preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Utilities' internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

1111 North Jefferson
Indianola, Iowa 50125
515-961-2571 • Fax 515-961-4253

133 W. Washington
Osceola, Iowa 50213
641-342-2611 • Fax 641-342-2746

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Indianola Municipal Utilities as of June 30, 2015 and 2014, and the changes in its financial position and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As disclosed in Note 13 to the financial statements, the City of Indianola adopted new accounting guidance related to Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions. Our opinions are not modified with respect to this matter.

Other Information

The other information, the Utilities Management's Discussion and Analysis, the budgetary comparison information, the Schedule of the Utilities' Proportionate Share of the Net Pension Liability and the Schedule of Utilities Contributions on pages 12 through 18 and 45 through 15 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards we have also issued our report dated February 19, 2016 on our consideration of the Indianola Municipal Utilities' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Indianola Municipal Utilities' internal control over financial reporting and compliance.

Stull, Schrum, McClellan & Co., Inc.

February 19, 2016

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A)

Indianola Municipal Utilities offers readers of its financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2015. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found in this report.

2015 Financial Highlights

- Indianola Municipal Utilities has ending cash and investment balances totaling \$7,343,203 to meet the utility's ongoing obligations to citizens, creditors, for capital reinvestment in utility operations, and for emergency repairs.
- The utility annually uses prior years' positive cash flow and balances to reinvest in capital assets, as detailed in the "Long term financial planning" section of this MD&A.
- As reported on the Statement of Cash Flows, total cash and investment balances decreased by \$1,342,631.
- Net cash provided by operating activities was \$2,047,610, which decreased by \$728,392 compared with the prior year.
- At the end of the current fiscal year, unrestricted and undesignated net assets totaled \$9,197,627, which decreased by \$1,892,482 over the prior year.
- The utility's total liabilities decreased \$677,631 during the current fiscal year. Current liabilities increased by \$83,403, primarily from an increase in accounts payable.

Using this Annual Report

The annual report consists of a series of financial statements as well as other requirements as follows:

Management Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the government's financial activities.

The Financial Statements consist of a Statement of Net Assets, a Statement of Revenues, Expenses and Changes in Net Assets, and a Statement of Cash Flows. These statements provide information about the activities of the utility as a whole and present an overall view of the utility's finances.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A) - Continued

Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

Basis of accounting. Indianola Municipal Utilities maintains its financial records on the accrual basis and the financial statements presented in this report are prepared on that basis. The financial statements present the financial position and changes in financial position of the funds in accordance with U.S. generally accepted accounting principles.

Reporting the Utility's Financial Activities

One of the most important questions asked about the utility's finances is, "Is Indianola Municipal Utilities as a whole better off or worse off as a result of the year's activities?" The Financial Statements reports information which helps answer this question.

Fund Accounting. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Separate funds are maintained for each utility. These funds are classified as business type, or proprietary, funds for reporting purposes.

Financial Statements. The Statement of Net Assets presents information on each utility's assets, liabilities, and equity. Over time, increases or decreases in unrestricted and undesignated net assets may serve as a useful indicator of whether the financial position of the utility is improving or deteriorating.

The Statement of Revenues, Expenses, and Changes in Net Assets details the financial operating results of the utility during the most recent fiscal year, with a comparison to the prior year.

The Statement of Cash Flows provides the net increase or decrease in cash and investments as a result of operating, financing, and investment activities.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A) - Continued

Analysis of Financial Activities

This section of the MD&A summarizes the financial data contained in the utility's financial statements. It also provides an analysis of the major activities affecting changes from the previous fiscal year.

Statement of Net Position	Year ended June 30,	
	2015	2014
Assets		
Current	\$ 11,649,510	12,467,465
Restricted	649,804	1,721,193
Other	112,532	205,133
Capital	44,013,139	44,485,768
Total Assets	56,424,985	58,879,559
 Deferred outflows of resources	 1,021,742	 314,977
 Liabilities		
Current	3,118,838	2,908,573
Long Term	7,918,114	8,806,010
Total Liabilities	11,036,952	11,714,583
 Deferred inflows of resources	 293,366	 -
 Net Position		
Invested Capital Assets	36,568,947	35,524,758
Restricted	349,835	865,086
Designated	495,937	498,988
Unrestricted & Undesignated	8,701,690	10,591,121
Total Net Position	\$ 46,116,409	47,479,953

As shown above, total utility net assets remained relatively stable, decreasing 2.87% or \$1,363,544. Invested Capital Assets increased by \$1,318,563 as construction projects progressed. The utility also repaid \$1,970,279 of indebtedness in FY 2015.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A) - Continued

Analysis of Financial Activities - Continued

Net Income	Year ended June 30,	
	2015	2014
Operating revenues		
Sales of electricity	\$ 11,923,821	12,168,779
Electrical capacity contract fees	531,403	532,920
Electrical transmission revenue	500,323	544,971
Sales of water	2,162,818	2,294,079
Fiber communications rental fees	278,512	236,483
Other	163,043	243,185
Total operating revenue	15,559,920	16,020,417
Operating expenses		
Electric utility	12,638,569	11,107,520
Water utility	1,372,897	1,488,732
Fiber communications utility	34,552	61,069
Administrative and general	1,311,433	1,383,717
Transfer to city for Clerk's operations	341,900	316,600
Transfer to city in lieu of property taxes	645,400	609,500
Total operating expenses	16,344,751	14,967,138
Income from operations	(784,831)	1,053,279
Nonoperating revenue (expenses)		
Revenue	474,250	389,139
Expenses	(196,110)	(437,011)
Net Income (Loss)	\$ (506,691)	1,005,407

Income from operations decreased by \$1,512,098. This was due to a combination of higher cost of power in the electrical utility offset by the lagging cost of power adjustment revenue.

Budgetary Highlights

The board of trustees annually adopts a budget for all funds. Although the budget document presents functional disbursements by fund, the legal level of control is at the aggregated function level (i.e. proprietary) for the city as a whole, not at the fund or fund type level. Notice is given and a public hearing is held on the budget. The budget may be amended during the year utilizing similar statutorily prescribed procedures. None of the amendments made, if any, negatively affect the following year's budget.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A) - Continued

Budgetary Highlights - Continued

Information pertaining to budgetary to actual receipts, disbursements, and changes in balances is provided in the financial statements on a cash basis.

Capital Asset and Debt Administration

The utility issued no additional debt during the fiscal year.

The utility pledges electric rates to be sufficient to pay its pro-rata share of outstanding debt obligations of the Municipal Energy Agency of Nebraska under its wholesale energy contract.

The utility's bond rating remained A2 (Moody's) and A+ (S&P).

	Outstanding Debt at	
	Year ended June 30,	
	<u>2015</u>	<u>2014</u>
Electric utility		
Revenue bonds	\$ 6,941,000	7,960,000
Water utility		
Revenue bonds	545,000	815,000
General Obligation bonds (issued by city)	782,300	937,300
Communications utility	-	-
 Total	 <u>\$ 8,268,300</u>	 <u>9,712,300</u>
 Internal loan from Electric utility to Water utility	 <u>\$ 1,256,905</u>	 <u>1,783,184</u>

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A) - Continued

Economic Factors and Next Year's Budgets and Rates

Local economy. The City of Indianola currently enjoys a favorable economic environment and local indicators point to continued moderate growth. The projection in 2015 is for Indianola to grow to a population of approximately 15,500, which represents an increase of 5% from the 2010 census. Although a primarily residential community, the varied nature of the educational, light manufacturing, agriculture services, and retail sectors of the local economy provides relative employment stability. Close proximity to the Des Moines metro area, the state capital with a combined population of approximately 460,000, provides employment for approximately 60% of the available workforce. Over the past 7 years, retail sales have grown at an annual average of over 1.5% and new single-family dwellings have been constructed at an average annual rate in excess of 50 units.

The region (which includes the City of Indianola and the surrounding unincorporated area within Warren County) has a moderate growth employment outlook over the next several years. New commercial construction is occurring along the four-lane highway between the City of Indianola and the Des Moines metropolitan area. A four-lane bypass to the south of the Des Moines metro, completed in 2002, provides increased commercial development opportunities for the community as it improved traffic flow from Indianola to the western Des Moines suburbs and the interstate highway system. The utility makes annual financial commitments to the Indianola Development Corporation and Warren County Economic Development Corporation, both non-related entities to the city, to support economic development in the region. The utility also offers its own revolving loan program to spur economic development and participates in the Choose Des Moines Communities program of the Greater Des Moines Partnership.

Long-term financial planning. The utility annually adopts a 5-year capital improvement budget that prioritizes foreseen projects. Those with potential long-term significant impacts to the cash balances and financial operations of the utility are:

- Phase II of the long-term electric underground conversion project. Additional debt of \$5 million can be structured within current electric rates. It is anticipated this would be issued within 3-5 years.
- Water main replacements estimated at \$500,000 using available cash in excess of the utility's reserve policy.
- Construction of additional fiber optic trunk lines within the next 5 years (amount dependent upon opportunities to obtain adequate financial returns on investment).

Potential regulatory changes over the next 3-5 years with the most fiscal impact is climate control legislation and renewable energy purchasing requirements. Both could increase wholesale energy purchase costs per kwh. However, the cost of energy adjustment could be imposed to recover unanticipated costs without the need for board action.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Management Discussion and Analysis (MD&A) - Continued

Economic Factors and Next Year's Budgets and Rates - Continued

The utility has hedged these risks by purchasing 11.5% of its wholesale supply from alternative energy sources. New alternative supplies that would be required could be at a much higher price. Regulations could also cause higher average prices for conventional energy. The landfill gas project is structured such that higher daily prices benefit the utility.

Budgets and Rates. Indianola Municipal Utilities maintain increased rates 7% on December 1, 2015 and has voted to increase rates an additional 7% on December 1, 2016. These annual rate increase are expected to fund capital projects and to pay for projected wholesale energy costs. Water rates remained stable. The communications utility entered into a new agreement with its private partner to begin receiving that offset debt carrying costs.

Requests for Information

This financial report is designed to provide a general overview of Indianola Municipal Utilities' finances for all those with an interest in the utility's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance or to the City Clerk, who serves as the Secretary of the Board of Trustees. Their offices are located at 110 N. First St., PO Box 299, Indianola, IA 50125 with a telephone number of 515-961-9410.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Statement of Net Position
June 30, 2015 and 2014

ASSETS	<u>2015</u>	<u>2014</u>
Current assets		
Cash and investments	\$ 6,693,399	6,964,641
Accounts receivable - customers	2,727,303	2,799,407
Other accounts receivable	-	20,175
Accrued interest receivable	26,817	34,521
Inventories	2,109,390	2,556,854
Receivable from the City of Indianola within one year	17,601	16,867
Promissory note receivable within one year	75,000	75,000
Total current assets	<u>11,649,510</u>	<u>12,467,465</u>
Restricted assets - cash and investments		
Electric revenue note and interest sinking fund	278,962	163,200
Electric revenue note debt service reserve fund	-	979,000
Electric revenue note improvement fund	-	207,691
Water revenue bond and interest sinking fund	160,842	161,302
Water revenue bond debt service reserve fund	135,000	135,000
Water revenue bond water improvement fund	75,000	75,000
	<u>649,804</u>	<u>1,721,193</u>
Other assets		
Receivable from the City of Indianola after one year	37,532	55,133
Promissory note receivable after one year	75,000	150,000
	<u>112,532</u>	<u>205,133</u>
Capital assets		
Electric utility plant and equipment, net of accumulated depreciation of \$24,936,529 (2014 - \$25,530,981)	29,925,828	30,162,033
Water utility plant and equipment, net of accumulated depreciation of \$11,225,369 (2014 - \$10,647,227)	13,995,902	14,214,628
Fiber communications utility plant and equipment, net of accumulated depreciation of \$808,301 (2014 - \$790,603)	91,409	109,107
	<u>44,013,139</u>	<u>44,485,768</u>
Total assets	<u>\$ 56,424,985</u>	<u>58,879,559</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension related deferred outflows	\$ 178,390	-
Deferred charges	300,668	314,977
Deferred outflows on advanced refunding of debt	542,684	-
Total deferred outflows	<u>\$ 1,021,742</u>	<u>314,977</u>

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Statement of Net Position - Continued
June 30, 2015 and 2014

LIABILITIES	<u>2015</u>	<u>2014</u>
Current liabilities		
Accounts payable	\$ 1,753,759	1,672,847
Wages and benefits payable	218,558	215,543
Sales tax payable	644	248
Deferred rental fees	6,667	7,369
Accrued interest payable	1,241	1,459
General obligation bonds payable within one year	155,000	155,000
Total current liabilities	<u>2,135,869</u>	<u>2,052,466</u>
Current liabilities payable from restricted assets		
Accrued interest payable	29,969	46,107
Electric revenue capital loan notes and bonds payable within one year	683,000	540,000
Water revenue refunding capital loan notes and bonds payable within one year	270,000	270,000
Current liabilities payable from restricted assets	<u>982,969</u>	<u>856,107</u>
Noncurrent liabilities		
Net pension liability	769,238	-
Electric revenue capital loan notes and bonds payable after one year (including unamortized premium of \$0 (2014 - \$74,154))	6,258,000	7,494,154
General obligation bonds payable after one year (net of unamortized discount of \$12,206 (2014 - \$16,452))	615,094	765,848
Water revenue refunding capital loan notes and bonds payable after one year (including of unamortized premium of \$782 (2014 - \$1,008))	275,782	546,008
Total noncurrent liabilities	<u>7,918,114</u>	<u>8,806,010</u>
Total liabilities	<u>\$ 11,036,952</u>	<u>11,714,583</u>
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenues		
Pension related deferred inflows	\$ 293,366	-
NET POSITION		
Net investment in capital assets	\$ 36,568,947	35,524,758
Restricted for debt service	274,835	582,395
Restricted for electric utility improvements	-	207,691
Restricted for water utility improvements	75,000	75,000
Unrestricted		
Designated for payment of insurance coverage deductibles	16,056	20,827
Designated for economic development revolving loan fund	479,881	478,161
Undesignated	8,701,690	10,591,121
Total unrestricted	<u>9,197,627</u>	<u>11,090,109</u>
Total net position	<u>\$ 46,116,409</u>	<u>47,479,953</u>

See accompanying notes to financial statements.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Statement of Revenues, Expenses and Changes in Net Position
Years Ended June 30, 2015 and 2014

	2015	2014
Operating revenues		
Sales of electricity	\$ 11,923,821	12,168,779
Sales of water	2,162,818	2,294,079
Fiber communications rental fees	278,512	236,483
Capacity contract fees	531,403	532,920
Transmission revenue	500,323	544,971
Other	163,043	243,185
Total operating revenues	15,559,920	16,020,417
Operating expenses		
Electric utility		
Purchased energy	9,642,173	8,254,437
Plant operation and maintenance	332,790	379,986
Distribution operation and maintenance	1,193,649	1,117,741
Transmission operation and maintenance	127,323	11,708
Depreciation and amortization	1,342,634	1,343,648
Water utility		
Plant operation and maintenance	548,082	575,122
Distribution operation and maintenance	246,673	341,238
Depreciation and amortization	578,142	572,372
Fiber communications utility		
Operation and maintenance	16,854	43,371
Depreciation and amortization	17,698	17,698
Administrative and general	1,311,433	1,383,717
Transfer to city for Clerk's operations	341,900	316,600
Transfer to city in lieu of property taxes	645,400	609,500
Total operating expenses	16,344,751	14,967,138
Income (loss) from operations	(784,831)	1,053,279

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Statement of Revenues, Expenses and Changes in Net Position - Continued
Years Ended June 30, 2015 and 2014

	2015	2014
Nonoperating revenues (expenses)		
Investment income	141,435	142,487
Connection fees	53,205	56,442
Gain (loss) on sale or transfer of capital assets	(2,482)	(96,829)
Revenue refunding capital loan note issuance costs	(93,519)	-
Other	279,610	190,210
Interest expense	(100,109)	(340,182)
	278,140	(47,872)
Net income (loss)	(506,691)	1,005,407
Capital contributions from customers and developers	101,050	61,875
Capital contributions from water main connection fees	2,832	3,468
Change in net position	(402,809)	1,070,750
Net position, beginning of year, as restated	46,519,218	46,409,203
Net position, end of year	\$ 46,116,409	47,479,953

See accompanying notes to financial statements.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Statement of Cash Flows
Years Ended June 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Cash flows from operating activities		
Cash received from customers	\$ 15,577,650	15,645,096
Cash paid to suppliers	(11,698,666)	(11,031,628)
Cash paid to employees	(2,164,189)	(2,084,118)
Other nonoperating fees and revenues received	<u>332,815</u>	<u>246,652</u>
Net cash provided by operating activities	<u>2,047,610</u>	<u>2,776,002</u>
 Cash flows from capital and related financing activities		
Purchases and construction of electric utility plant and equipment	(1,059,676)	(1,984,071)
Purchases and construction of water utility plant and equipment	(309,616)	(439,323)
Proceeds from sale of capital assets	2,014	-
Revenue refunding capital loan note issued	7,241,000	-
Deferred outflows on advanced refunding of debt	(556,481)	-
Payment of revenue refunding capital loan note issuance costs	(93,519)	-
Water main connection fees received	2,832	3,468
General obligation bond principal paid	(155,000)	(154,400)
General obligation bond interest paid	(17,500)	(19,099)
Electric revenue capital loan notes and bonds principal paid	(8,260,000)	(1,040,000)
Electric revenue capital loan notes and bonds interest paid	(147,542)	(307,700)
Water revenue refunding bonds principal paid	(270,000)	(270,000)
Water revenue refunding bonds interest paid	<u>(7,760)</u>	<u>(9,920)</u>
Net cash used by capital and related financing activities	<u>(3,631,248)</u>	<u>(4,221,045)</u>
 Cash flows from investing activities		
Principal payment received from the City of Indianola	16,867	20,000
Promissory note principal received	75,000	75,000
Investment income received	<u>149,140</u>	<u>134,644</u>
Net cash provided by investing activities	<u>241,007</u>	<u>229,644</u>
 Net increase (decrease) in cash and investments	(1,342,631)	(1,215,399)
Cash and investments, beginning of year	<u>8,685,834</u>	<u>9,901,233</u>
 Cash and investments, end of year	<u>\$ 7,343,203</u>	<u>8,685,834</u>

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Statement of Cash Flows - Continued
Years Ended June 30, 2015 and 2014

	2015	2014
Reconciliation of income (loss) from operations to net cash provided		
by operating activities		
Income (loss) from operations	\$ (784,831)	1,053,279
Adjustments		
Other nonoperating fees and revenues	332,815	246,652
Depreciation and amortization	1,938,474	1,933,718
(Increase) decrease in accounts receivable	92,279	(254,150)
Decrease in inventories	447,464	66,271
Increase (decrease) in accounts, wages and benefits, and sales tax payable	84,323	45,911
Increase in pension related deferred outflows	(65,049)	-
Decrease in deferred charges	14,309	(314,977)
Increase in net pension liability	(304,838)	-
Increase in pension related deferred inflows	293,366	-
Decrease in deferred rental fees	(702)	(702)
	\$ 2,047,610	2,776,002
Net cash provided by operating activities		
Noncash capital and related financing and investing activities		
Developer contributions of electric utility plant and equipment	\$ 51,250	61,875
Developer contributions of water utility plant and equipment	49,800	-
Land transferred for receivable from the City of Indianola	-	92,000

See accompanying notes to financial statements.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements
June 30, 2015 and 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- A. Reporting Entity - The Indianola Municipal Utilities is a component unit of the City of Indianola, Iowa, as determined by criteria specified by the Governmental Accounting Standards Board. The Utilities are governed by a five member board appointed by the City Council, which exercises oversight responsibility under this criteria.
- B. Basis of Presentation - The accompanying financial statements present the financial position, changes in financial position and cash flows of the Indianola Municipal Utilities of the City of Indianola, Iowa. These financial statements are not intended to present the financial position of the City of Indianola, Iowa, and the changes in its financial position and cash flows of its proprietary fund types.

The Statement of Net Position presents the Utilities' assets and liabilities, with the difference reported as net position. Net position is reported in the following categories.

Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes and other debt attributable to the acquisition, construction or improvement of those assets.

Restricted net position results when constraints placed on net position use are either externally imposed or imposed by law through constitutional provisions or enabling legislation. Enabling legislation did not result in any restricted net position.

Unrestricted net position consists of net position not meeting the definition of the two preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

- C. Basis of Accounting - The accounting records of the Utilities are maintained on a cash basis. The accompanying financial statements have been prepared, after giving effect to all material adjustments including amounts due from utility customers and due to suppliers of goods and services, to reflect the account balances and results of operations on the accrual basis.

The Utilities report their financial activity in accordance with all applicable Governmental Accounting Standards Board (GASB) pronouncements as well as applicable Financial Accounting Standards Board (FASB) pronouncements unless those pronouncements conflict with or contradict GASB pronouncements.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Outflows of Resources, and Net Position - The following accounting policies are followed in preparing the Statement of Net Position:

Cash and Investments and Interest Income - Cash balances available from each of the funds of the City of Indianola, Iowa are pooled for investment and cash management purposes. Investments purchased by the pool are stated at cost or amortized cost. Interest earned on pooled investments is allocated monthly on the basis of the funds' ending cash and investment balances. Because the cash of Indianola Municipal Utilities is deposited with or withdrawn from the cash and investment pool without restriction the allocated share of the pool has been treated as a cash equivalent in the accompanying statement of cash flows.

Inventories - Inventories, which consist of fuel oil and supplies, are stated at the lower of cost (first-in, first-out basis) or net realizable value.

Restricted Assets - Funds set aside for payment of Enterprise Fund revenue bonds are classified as restricted assets since their use is restricted by applicable bond indentures.

Capital Assets - Capital assets which include property, plant, and equipment, stated at original cost. Depreciation expense is computed using the straight-line method and estimated useful lives as follows:

Electric utility	
Power plant building	50 years
Generating units	25 years
Transmission and distribution systems	40 years
Vehicles	10 years
Computer equipment	5 years
Water utility	
Buildings and plant	40 years
Wells and towers	30-50 years
Mains and hydrants	50 years
Meters	20 years
Machinery and equipment	15 years
Vehicles	10 years
Fiber communications utility	
Distribution and connection systems	10 years

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Outflows of Resources, and Net Position- Continued

Deferred Outflows of Resources – Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred outflows of resources consist of unrecognized items not yet charged to pension expense and contributions from the employer after the measurement date but before the end of the employer’s reporting period, deferred cost of energy adjustments, and outflows from debt defeasance.

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Iowa Public Employees’ Retirement System (IPERS) and additions to/deductions from IPERS’ fiduciary net position have been determined on the same basis as they are reported by IPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Inflows of Resources – Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. Although certain revenues are measurable, they are not available. Available means collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources the fund financial statements represent the amount of assets that have been recognized, but the related revenue has not been recognized since the assets are not collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources consist of receivables not collected within sixty days after year end.

Deferred inflows of resources in the Statement of Net Position consist of the unamortized portion of the net difference between projected and actual earnings on pension plan investments.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

2. UTILITY PLANT AND EQUIPMENT

The following is a summary of utility plant and equipment in service as of June 30, 2015 and 2014:

	2015	2014
Electric utility		
Land	\$ 359,207	359,207
Service territory	446,000	446,000
Generating units	15,161,374	15,161,374
Transmission and distribution systems	34,063,379	34,967,924
Power plant building	2,120,678	2,120,678
Computer equipment	403,968	403,968
Equipment	828,257	751,238
Vehicles	1,479,494	1,482,625
	\$ 54,862,357	55,693,014
 Water utility		
Land	\$ 227,441	227,441
Service territory	328,412	328,412
Buildings and plant	7,681,305	7,595,528
Wells and towers	4,753,807	4,692,597
Mains, hydrants and meters	11,356,025	11,193,276
Machinery and equipment	598,513	598,512
Vehicles	275,768	226,089
	\$ 25,221,271	24,861,855
 Fiber communications utility		
Distribution and connection systems	\$ 899,710	899,710

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

3. DEFERRED CHARGES

In May 2014 the Board of Trustees determined a cost of energy adjustment would be imposed under the provisions of its electric rate resolution. The initial costs to be recovered are the sum of the purchased energy adjustments assessed from July 2013 through March 2014 by IMU's wholesale electric power supplier under the terms of its power supply contract. The charges are expected to be recovered over a one year period as an additional per kilowatt hour surcharge to all utility customers. Each quarter actual energy costs charged by IMU's wholesale electric power supplier in excess of the base energy costs included in the rate resolution are added to deferred charges and surcharges collected from customers are subtracted from deferred charges to determine the per kilowatt hour surcharge to be imposed until all excess energy costs are recovered.

4. TRANSFER OF LAND

In September 2013 the Board of Trustee transferred management and control of land no longer needed in its water utility operations to the City of Indianola in exchange for \$92,000 plus interest, payable in annual installments of \$20,000, including interest, through September 2017.

Maturities of the receivable from the City of Indianola as of June 30, 2015 were as follows:

Year ending June 30,	
2016	\$ 17,601
2017	18,366
2018	19,166
	<u>\$ 55,133</u>

5. PROMISSORY NOTE

The Utility has a promissory note receivable in connection with the Utility's revolving loan fund. Principal, with no interest thereon, is payable annually from October 2012. Principal not paid when due shall accrue interest at the rate of 8% per annum.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

5. PROMISSORY NOTE-Continued

Promissory note maturities are as follows as of June 30, 2015:

Year ending June 30,	
2016	\$ 75,000
2017	75,000
	<u>\$ 150,000</u>

6. REVENUE CAPITAL LOAN NOTES AND BONDS PAYABLE

In March 2015 the Utilities issued \$7,241,000 of Electric Revenue Refunding Capital Loan Notes, with interest rate of 2.6%, for a current refunding of a portion of revenue capital loan notes issued June 2010 and revenue bonds issued December 2011. The Utilities refunded the capital loan notes and revenue bonds to reduce its total debt service payments by approximately \$1,453,200 and to obtain an economic gain (difference between the present value of the debt service payments on the old and new debt) of approximately \$1,261,300.

During the year ended June 30, 2015, the Utilities entered into an escrow agreement whereby the proceeds from the refunding capital loan notes were converted into U.S. Securities. These securities and additional cash were placed in an escrow account for the express purpose of paying the principal and interest on the refunded revenue bonds and notes as they become due. After the principal and interest on all the outstanding bonds and notes have been paid, the remaining funds in the escrow account, together with any interest thereon, shall be returned to the Utilities. The transactions, balances and liabilities of the escrow account are not recorded by the Utilities. The amount of the refunded bonds and notes was considered extinguished and, therefore, excluded from long-term debt was \$7,960,000 at June 30, 2015.

The reacquisition price exceeded the net carrying amount of the old debt by \$556,481. This amount, the deferred outflows on advanced refunding of debt, is being amortized over the remaining life of the new debt issued, which is equal to the life of the refunded debt.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

6. REVENUE CAPITAL LOAN NOTES AND BONDS PAYABLE- Continued

The Utilities have pledged future electric customer receipts, net of specified operating disbursements, to repay \$7,241,000 of Electric Revenue Refunding Capital Loan Notes issued in March 2015. Proceeds from the notes refunded \$6,490,000 of Electric Revenue Capital Loan Notes issued in June 2010 and \$1,470,000 of Electric Revenue Bonds issued in December 2011.

The notes are payable solely from electric net revenues, as defined, and are payable through 2025. Annual principal and interest payments on the notes are expected to require less than 100% of net revenues. The total principal and interest remaining to be paid on the notes is \$7,889,246. For the current year, principal and interest paid and total net loss were \$318,304 and \$1,192,962, respectively.

The resolution providing for the issuance of the revenue refunding capital loan notes include the following provisions:

- a. The bonds will only be redeemed from the future earnings of the enterprise activity and the bond holders hold a lien on the future earnings of the funds.
- b. Sufficient monthly transfers shall be made to a separate electric revenue sinking account within the Enterprise Fund for the purpose of making the note principal and interest payments when due.
- c. All funds remaining after payment of all maintenance and operating expenses and the transfers to the restricted accounts noted above can be used to retire any subordinate obligations, to pay for extraordinary repairs or replacements to the electric system, or to pay or redeem any notes or bonds, and then can be used for any lawful purpose.

Revenue capital loan note and bond debt service requirements are as follows as of June 30, 2015:

Year Ending June 30,	Principal	Interest	Total
2016	\$ 683,000	180,466	863,466
2017	700,000	162,708	862,708
2018	718,000	144,508	862,508
2019	737,000	125,840	862,840
2020	756,000	106,678	862,678
2021-2025	<u>3,347,000</u>	<u>228,046</u>	<u>3,575,046</u>
	<u>\$ 6,941,000</u>	<u>948,246</u>	<u>7,889,246</u>

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

6. REVENUE CAPITAL LOAN NOTES AND BONDS PAYABLE- Continued

In December 2011 the Utilities issued \$1,350,000 of Water Revenue Refunding Bonds, with interest rates ranging from .5% to 1.3%, for a current refunding of a portion of refunding capital loan notes issued August 2004. The Utilities refunded the capital loan notes to reduce its total debt service payments by approximately \$91,800 and to obtain an economic gain (difference between the present value of the debt service payments on the old and new debt) of approximately \$88,400.

The Utilities has pledged future water customer receipts, net of specified operating disbursements, to repay \$1,350,000 of Water Revenue Refunding Bonds issued in December 2011. Proceeds from the notes provided financing for the current refunding of a portion of the refunding capital loan notes issued August 2004. The notes are payable solely from water net revenues, as defined, and are payable through 2017. Annual principal and interest payments on the notes are expected to require less than 50% of net receipts. The total principal and interest remaining to be paid on the notes is \$551,848. For the current year, principal and interest paid and total net revenues were \$277,760 and \$474,244, respectively.

The resolution providing for the issuance of the revenue bonds include the following provisions:

- a. The bonds will only be redeemed from the future earnings of the enterprise activity and the bond holders hold a lien on the future earnings of the funds.
- b. Sufficient monthly transfers shall be made to a separate water revenue sinking account within the Enterprise Fund for the purpose of making the note principal and interest payments when due.
- c. Additional monthly transfers of 25% of the amount required to be deposited in the water revenue sinking account shall be made to a separate water revenue debt service reserve account until specific minimum balances have been accumulated in the accounts. Use of funds is restricted to funding any deficit in the sinking account.
- d. All funds remaining after payment of all maintenance and operating expenses and the transfers to the restricted accounts noted above can be used to retire any subordinate obligations, to pay for extraordinary repairs or replacements to the water system, or to pay or redeem any bonds, and then can be used for any lawful purpose.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

6. REVENUE CAPITAL LOAN NOTES AND BONDS PAYABLE- Continued

Revenue refunding bond debt service requirements were as follows as of June 30, 2015:

Year ending June 30,	Principal	Interest	Total
2016	\$ 270,000	5,060	300,617
2017	275,000	1,788	298,030
	<u>\$ 545,000</u>	<u>6,848</u>	<u>551,848</u>

7. GENERAL OBLIGATION BONDS PAYABLE

In January 2011 the City issued \$3,915,000 of General Obligation Refunding Bonds for a crossover refunding of a portion of the General Obligation Bonds dated October 2003. Although the bonds are a general obligation of the City and the City has authority to levy property taxes to pay the bonds and related interest, as payments come due, it is the intention of the City Council that the payments of \$735,000 of bond principal and related interest be financed by the operations of the Municipal Water Utility. Accordingly, that portion of the bonds is reported as a liability and the interest payments are reported as an expense of the Utilities in these financial statements. Municipal Water Utility principal payments are due on the notes in the amounts of \$100,000 to \$115,000 from June 1, 2012 through June 1, 2018. Interest on the notes at rates of 1.0% to 2.0% per annum is due semiannually beginning December 1, 2011.

In May 2012 the City issued \$3,875,000 of General Obligation Bonds, a portion of which was used to finance water main improvements. Although the bonds are a general obligation of the City and the City has authority to levy property taxes to pay the bonds and related interest, as payments come due, it is the intention of the City Council that the payments of \$572,700 of bond principal and related interest be financed by the operations of the Municipal Water Utility. Accordingly, that portion of the bonds is reported as a liability and the interest payments are reported as an expense of the Utilities in these financial statements. Municipal Water Utility principal payments are due on the notes in the amounts of \$11,000 to \$52,500 from June 1, 2013 through June 1, 2025. Interest on the notes at rates of .5% to 2.4% per annum is due semiannually beginning December 1, 2012.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

7. REVENUE CAPITAL LOAN NOTES AND BONDS PAYABLE- Continued

The Municipal Water Utility portion of general obligation bond debt service requirements are as follows as of June 30, 2015:

Year ending June 30,	Principal	Interest	Total
2016	\$ 155,000	14,900	169,900
2017	145,800	12,300	158,100
2018	146,600	9,800	156,400
2019	47,300	6,700	54,000
2020	48,000	6,000	54,000
2021-2025	239,600	15,700	255,300
	<u>\$ 782,300</u>	<u>65,400</u>	<u>847,700</u>

8. COMPENSATED ABSENCES

Indianola Municipal Utilities employees accumulate vacation hours, compensating time off and sick leave for subsequent use. Unused vacation hours and compensating time off are payable upon termination, retirement or death. These amounts are included in wages and benefits payable as of June 30, 2015 and 2014. Accrued sick leave benefits as of June 30, 2015 of approximately \$283,048 (2014 - \$333,727) are payable only when used and have not been accrued.

9. PENSION PLAN

Plan Description - IPERS membership is mandatory for employees of the Utilities, except for those covered by another retirement system. Employees of the Utilities are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by Iowa Public Employees' Retirement System (IPERS). IPERS issues a stand-alone financial report which is available to the public by mail at 7401 Register Drive P.O. Box 9117, Des Moines, Iowa 50306-9117 or at www.ipers.org.

IPERS benefits are established under Iowa Code chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

9. PENSION PLAN - Continued

Pension Benefits – A regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, anytime after reaching age 62 with 20 or more years of covered employment, or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. (These qualifications must be met on the member's first month of entitlement to benefits.) Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member's monthly IPERS benefit includes:

- A multiplier (based on years of service).
- The member's highest five-year average salary. (For members with service before June 30, 2012, the highest three-year average salary as of that date will be used if it is greater than the highest five-year average salary.)

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25 percent for each month that the member receives benefits before the member's earliest normal retirement age. For service earned starting July 1, 2012, the reduction is 0.50 percent for each month that the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits - A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

9. PENSION PLAN - Continued

Contributions - Effective July 1, 2012, as a result of a 2010 law change, the contribution rates are established by IPERS following the annual actuarial valuation, which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. Statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires that the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll, based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2015, pursuant to the required rate, Regular members contributed 5.95 percent of pay and the Utilities contributed 8.93 percent for a total rate of 14.88 percent.

The City's contributions to IPERS for the year ended June 30, 2015 were \$134,100.

Collective Net Pension Liabilities, Collective Pension Expense, and Collective Deferred Outflows of Resources and Collective Deferred Inflows of Resources Related to Pensions - At June 30, 2015, the Utilities' liability for its proportionate share of the collective net pension liability totaled \$769,238. The collective net pension liability was measured as of June 30, 2014, and the total pension liability used to calculate the collective net pension liability was determined by an actuarial valuation as of that date. The Utilities' proportion of the collective net pension liability was based on the Utilities' share of contributions to the pension plan relative to the contributions of all IPERS participating employers. At June 30, 2014, the Utilities' proportion was .0193963 percent, which was an increase of .0006896 from its proportion measured as of June 30, 2013.

For the year ended June 30, 2015, the Utilities recognized pension expense of \$57,951. At June 30, 2015, the Utilities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

9. PENSION PLAN - Continued

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 8,360	-
Changes of assumptions	33,948	-
Deferred outflows of resources from proportion change	1,609	-
Net difference between projected and actual earnings on pension plan investments	-	293,366
Utilities' contributions subsequent to the measurement date	134,473	-
Total	\$ 178,390	293,366

\$134,473 reported as deferred outflows of resources related to pensions resulting from the Utilities contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	
2016	\$ (63,081)
2017	(63,081)
2018	(63,080)
2019	(63,080)
2020	2,873
	\$ (249,449)

There were no non-employer contributing entities at IPERS.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

9. PENSION PLAN - Continued

Actuarial Assumptions - The total pension liability in the June 30, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation (effective June 30, 2014)	3.00 percent per annum
Rates of salary increase (effective June 30, 2010)	4.00 to 17.00 percent, average, including inflation. Rates vary by membership group.
Long-term investment rate of return (effective June 30, 1996)	7.50 percent, compounded annually, net of investment expense, including inflation

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of actuarial experience studies with dates corresponding to those listed above.

Mortality rates were based on the RP-2000 Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale AA.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
US Equity	23%	6.31
Non US Equity	15	6.76
Private Equity	13	11.34
Real Estate	8	3.52
Core Plus Fixed Income	28	2.06
Credit Opportunities	5	3.67
TIPS	5	1.92
Other Real Assets	2	6.27
Cash	1	(0.69)
Total	<u>100%</u>	

CITY OF INDIANOLA, IOWA
 INDIANOLA MUNICIPAL UTILITIES
 Notes to Financial Statements - Continued
 June 30, 2015 and 2014

9. PENSION PLAN - Continued

Discount Rate - The discount rate used to measure the total pension liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the contractually required rate and that contributions from the Utilities will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Utilities' Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the Utilities' proportionate share of the net pension liability calculated using the discount rate of 7.5 percent, as well as what the Utilities' proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5 percent) or 1-percentage-point higher (8.5 percent) than the current rate.

	1% Decrease (6.5%)	Discount Rate (7.5%)	1% Increase (8.5%)
Utilities' proportionate share of the net pension liability	\$1,453,453	\$769,238	\$ 191,689

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at www.ipers.org.

10. RISK MANAGEMENT

The City is a member in the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 727 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials liability, police professional liability, property, inland marine and boiler/machinery. There have been no reductions in insurance coverage from prior years.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

10. RISK MANAGEMENT - Continued

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses estimated for the fiscal year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level by the Board not to exceed 300% of basis rate.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses, reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year-end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

The Indianola Municipal Utilities' property and casualty contributions to the risk pool are recorded as disbursements from its operating funds at the time of payment to the risk pool. The Utilities' annual contributions to the Pool for the year ended June 30, 2015 were \$78,569 (2014 - \$123,969).

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$350,000 per claim. Claims exceeding \$350,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the member's risk-sharing certificate, or in the event that a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred.

The Utilities do not report a liability for losses in excess of reinsurance or excess risk - sharing recoveries unless it is deemed probable that such losses have occurred and the amount of such loss can be reasonably estimated. Accordingly, at June 30, 2015, no liability has been recorded in the Utilities financial statements. As of June 30, 2015, settled claims have not exceeded the risk pool or reinsurance company coverage since the Pool's inception.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

10. RISK MANAGEMENT - Continued

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days' prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the refunded to the withdrawing member.

Indianola Municipal Utilities is a member of the Iowa Municipalities Workers' Compensation Association (the "Association"). The Association is governed by a board of directors elected by representatives of the governing bodies of each participating governmental jurisdiction. Indianola Municipal Utilities has executed a Worker's Compensation Coverage Agreement with the Association which extends through June 30, 2015 and has authorized the Association to issue general obligation bonds to provide funds with which to pay claims. During the year ended June 30, 2015, Indianola Municipal Utilities paid workers' compensation insurance premiums of \$36,561 (2014 - \$31,312) to the Association.

11. JOINTLY GOVERNED ORGANIZATIONS

The Indianola Municipal Utilities is a member-owner of the Municipal Energy Agency of Nebraska (MEAN), a joint action agency organized as a body corporate and politic under the laws of the State of Nebraska. MEAN's Power Supply System consists of ownership and contractual rights and interests in various electric generating and transmission resources and supplies. MEAN uses these to provide wholesale power supply, transmission, and ancillary services to its 65 participating municipal utilities. Each MEAN participant has entered into the Electrical Resources Pooling Agreement (ERPA) with MEAN, which provides for various service schedules.

IMU elected in 2009 to become a Total Requirements Participant and as such receives all power and energy from MEAN, and entered into Service Schedule M of the ERPA. As such, IMU has agreed to purchase its power and energy at rates sufficient (together with other MEAN revenues) to enable MEAN to pay all its net costs of MEAN's Power Supply System. Annual costs to be recovered and associated rates are evaluated annually by the MEAN Board of Directors. If imposed, IMU is also subject to a Purchased Energy Adjustment clause based on MEAN's actual cost of energy compared to those budgeted & collected through base rates during its fiscal year of April 2013 - March 2014.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

11. JOINTLY GOVERNED ORGANIZATIONS - Continued

IMU's pro-rata share of net at-risk annual costs borne by Schedule M participants is approximately 9.5% in 2014 (2013 – 9.3%), subject to annual fluctuation based on demand and energy, and are explicitly categorized as IMU annual operating expenditures. Long-term Power Supply Contracts are currently set to expire in 2041, after the final maturity of MEAN's 2008 Series A Bonds in 2039. IMU's obligation to MEAN beyond that date is contingent on its approval of any new debt to be issued by MEAN with a maturity date beyond that date.

The Indianola Municipal Utilities became a participant in the Central Minnesota Municipal Power Agency (CMMPA) Brookings-Twin Cities Transmission Project (CMMPA-Brookings Project) in 2011. CMMPA is a joint action agency formed under the laws of the State of Minnesota. The CMMPA-Brookings Project consists of 15 municipal utilities that agreed to pay pro-rated annual costs, net of transmission tariff revenue collected, related to CMMPA's fractional assigned ownership of transmission facilities commonly referred to as the CAPX2020 Brookings-Twin Cities Development Project. IMU's Election Share is 3.34% of the CMMPA-Brookings Project, which in total is 3.6% of the total CAPX2020 Brookings-Twin Cities Development Project. Any net costs associated with IMU's participation are explicitly categorized as annual operating expenditures.

12. COMMITMENTS

The Indianola Municipal Utilities have entered into contracts for transmission line relocation, electric underground conversion, a water main improvement project and other projects totaling approximately \$2,160,000. The remaining commitment on these contracts at June 30, 2015 is approximately \$430,700.

13. ACCOUNTING CHANGE/RESTATEMENT

Governmental Accounting Standards Board Statement No. 68, Accounting and Financial Reporting for Pensions – an Amendment of GASB No. 27 was implemented during fiscal year 2015. The revised requirements establish new financial reporting requirements for state and local governments which provide their employees with pension benefits, including additional note disclosures and required supplementary information. In addition, GASB No. 68 requires a state or local government employer to recognize a net pension liability and changes in the net pension liability, deferred outflows of resources and deferred inflows of resources which arise from other types of events related to pensions. During the transition year, as permitted, beginning balances for deferred outflows of resources and deferred inflows of resources will not be reported, except for deferred outflows of resources related to contributions made after the

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Financial Statements - Continued
June 30, 2015 and 2014

13. ACCOUNTING CHANGE/RESTATEMENT - Continued

measurement date of the beginning net pension liability which is required to be reported by Governmental Accounting Standards Board Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date. Beginning net position for governmental activities was restated to retroactively report the beginning net pension liability and deferred outflows of resources related to contributions made after the measurement date, as follows:

	Net Position
Net position June 30, 2014, as previously reported	\$ 47,479,953
Net pension liability at June 30, 2014	(1,074,074)
Change outflows of resources related contributions made after the June 30, 2013 measurement date	113,339
Net position July 1, 2014, as restated	\$ 46,519,218

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Budgetary Comparison Schedule of Receipts, Disbursements
And Changes in Balances – Budget and Actual (Cash Basis)
Required Supplementary Information
Year Ended June 30, 2015

	Actual	Budget Amounts		Final to Actual Variance
		Original	Final	
Receipts				
Use of money and property	\$ 187,872	486,100	472,000	(284,128)
Intergovernmental	-	20,000	20,000	(20,000)
Charges for service	16,280,561	15,723,200	15,550,200	730,361
Special assessments	2,832	-	-	2,832
Miscellaneous	<u>2,091,667</u>	<u>494,100</u>	<u>2,929,300</u>	<u>(837,633)</u>
Total receipts	18,562,932	16,723,400	18,971,500	(408,568)
Disbursements				
Business type activities	<u>18,759,535</u>	<u>15,475,950</u>	<u>19,493,250</u>	<u>733,715</u>
Excess of receipts over (under) disbursements	(196,603)	1,247,450	(521,750)	325,147
Other financing sources (uses)				
Proceeds of debt	-	-	-	-
Sale of capital assets	20,000	-	-	20,000
Operating transfers in (out)	<u>(1,166,028)</u>	<u>(1,219,100)</u>	<u>(1,219,100)</u>	<u>53,072</u>
Total other financing sources (uses)	(1,146,028)	(1,219,100)	(1,219,100)	73,072
Excess of receipts and other financing sources over (under) disbursements and other financing uses	(1,342,631)	28,350	(1,740,850)	398,219
Balances, beginning of year	<u>8,685,834</u>	<u>8,685,834</u>	<u>8,685,834</u>	<u>-</u>
Balances, end of year	<u>\$ 7,343,203</u>	<u>8,714,184</u>	<u>6,944,984</u>	<u>398,219</u>

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Notes to Required Supplementary Information –
Budgetary Reporting
Year Ended June 30, 2015

In accordance with the code of Iowa, the Board of Trustees with the approval of the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds except Internal Service Funds and Fiduciary Funds. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon classes of disbursements known as functions not by fund. The Utilities' disbursements are budgeted in the business type activities function. During the year, two budget amendments increased budgeted disbursements by \$4,017,300. The budget amendments are reflected in the final budgeted amounts.

During the year ended June 30, 2015, disbursements did not exceed the amount budgeted.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Schedule of the Utilities' Proportionate Share of the Net Pension Liability

Last Fiscal Year*

Required Supplementary Information

<u>Iowa Public Employees' Retirement System</u>	<u>2015</u>
Utilities' proportion of the net pension liability	0.0193963%
Utilities' proportionate share of the net pension liability	\$ 769,238
Utilities' covered-employee payroll	\$ 1,501,680
Utilities' proportionate share of the net pension liability as a percentage of its covered-employee payroll	51.23%
Plan fiduciary net position as a percentage of the total pension liability	87.61%

* The amounts presented for each fiscal year were determined as of June 30.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Schedule of Utilities Contributions

Last 10 Fiscal Years

Required Supplementary Information

<u>Iowa Public Employees' Retirement System</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Statutorily required contribution	\$ 134,100	131,492	124,568	111,898
Contributions in relation to the statutorily required contribution	<u>(134,100)</u>	<u>(131,492)</u>	<u>(124,568)</u>	<u>(111,898)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>
City's covered-employee payroll	\$1,501,680	1,472,475	1,436,770	1,386,592
Contributions as a percentage of covered-employee payroll	8.93%	8.93%	8.67%	8.07%

<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
93,113	84,649	77,736	69,948	62,106	64,462
<u>(93,113)</u>	<u>(84,649)</u>	<u>(77,736)</u>	<u>(69,948)</u>	<u>(62,106)</u>	<u>(64,462)</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
1,339,755	1,272,917	1,224,189	1,156,165	1,080,104	1,121,078
6.95%	6.65%	6.35%	6.05%	5.75%	5.75%

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Notes to Required Supplementary Information –
Pension Liability

Year Ended June 30, 2015

Iowa Public Employees' Retirement System

Changes of benefit terms:

Legislation passed in 2010 modified benefit terms for current Regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3 percent per year measured from the member's first unreduced retirement age to a 6 percent reduction for each year of retirement before age 65.

In 2008, legislative action transferred four groups – emergency medical service providers, county jailers, county attorney investigators, and National Guard installation security officers – from Regular membership to the protection occupation group for future service only.

Benefit provisions for sheriffs and deputies were changed in the 2004 legislative session. The eligibility for unreduced retirement benefits was lowered from age 55 by one year each July 1 (beginning in 2004) until it reached age 50 on July 1, 2008. The years of service requirement remained at 22 or more. Their contribution rates were also changed to be shared 50-50 by the employee and employer, instead of the previous 40-60 split.

Changes of assumptions:

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25 percent to 3.00 percent
- Decreased the assumed rate of interest on member accounts from 4.00 percent to 3.75 percent per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Reduced retirement rates for sheriffs and deputies between the ages of 55 and 64.
- Moved from an open 30 year amortization period to a closed 30 year amortization period for the UAL beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20 year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted retiree mortality assumptions.
- Modified retirement rates to reflect fewer retirements.
- Lowered disability rates at most ages.
- Lowered employment termination rates
- Generally increased the probability of terminating members receiving a deferred retirement benefit.
- Modified salary increase assumptions based on various service duration.

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES

Notes to Required Supplementary Information –
Pension Liability

Year Ended June 30, 2015

The 2007 valuation adjusted the application of the entry age normal cost method to better match projected contributions to the projected salary stream in the future years. It also included in the calculation of the UAL amortization payments the one-year lag between the valuation date and the effective date of the annual actuarial contribution rate.

The 2006 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted salary increase assumptions to service based assumptions.
- Decreased the assumed interest rate credited on employee contributions from 4.25 percent to 4.00 percent.
- Lowered the inflation assumption from 3.50 percent to 3.25 percent.
- Lowered disability rates for sheriffs and deputies and protection occupation members.



Shull, Schrum, McClaflin
& Co., Inc.

certified public accountants

INDEPENDENT AUDITOR'S REPORT
ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
Indianola Municipal Utilities
Indianola, Iowa

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the Indianola Municipal Utilities of the City of Indianola, Iowa, as of and for the year ended June 30, 2015, and the related Notes to Financial Statements, and have issued our report thereon dated February 19, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Indianola Municipal Utilities' internal control over financial reporting to determine the audit procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Indianola Municipal Utilities' internal control. Accordingly, we do not express an opinion on the effectiveness of the Indianola Municipal Utilities' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies in internal control.

A deficiency in internal control exists when the design or operation of the control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the Indianola Municipal Utilities' financial statements will not be prevented or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or combination of control deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Indianola Municipal Utilities' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of non-compliance or other matters which are described in Part II of the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about the Utilities' operations for the year ended June 30, 2015 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the Utilities. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

The Indianola Municipal Utilities' Responses to Findings

The Indianola Municipal Utilities' responses to findings identified in our audit are described in the accompanying Schedule of Findings. The Indianola Municipal Utilities' responses were not subjected to the auditing procedures applied in the audit of the financial statements and, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing and not to provide an opinion on the effectiveness of the Utilities' internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Utilities' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Indianola Municipal Utilities during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

Stull, Johnson, McClellan & Co., Inc.

February 19, 2016

CITY OF INDIANOLA, IOWA
INDIANOLA MUNICIPAL UTILITIES
Schedule of Findings

Year ended June 30, 2015

Part I: Findings Related to the Financial Statements:

None

Part II: Other Findings Related to Required Statutory Reporting:

- II-A-15 Certified Budget - Disbursements during the year ended June 30, 2015, did not exceed the amounts budgeted.
- II-B-15 Questionable Disbursements - No disbursements that we believe may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.
- II-C-15 Travel Expense - No expenditures of Utilities money for travel expenses of spouses of Utilities officials or employees were noted.
- II-D-15 Business Transactions - No business transactions between the Indianola Municipal Utilities officials or employees were noted.
- II-E-15 Bond Coverage - Surety bond coverage of Utilities officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure that coverage is adequate for current operations.
- II-F-15 Trustee Minutes - No transactions were found that we believe should have been approved in the Trustee minutes but were not.
- II-G-15 Deposits and Investments - No instances of non-compliance with the deposit and investment provisions of Chapter 12B and 12C of the Code of Iowa and the Utilities' investment policy were noted.
- II-H-15 Revenue Bonds and Notes - The requirements of the electric revenue bonds and notes resolutions were met during the year ended June 30, 2015.
- II-I-15 Telecommunications Services - No instances of non-compliance with Chapter 388.10 of the Code of Iowa were noted.

Meeting Date: 03/28/2016

Information

Subject

Investment Committee Representation

Information

The Investment Committee has traditionally consisted of the General Manager, City Manager, Finance Director and a representative from both the Board and Council. It has been somewhat inactive over the past year given all of the transition with Staff and both governing entities. The committee meets to review the organizations investment funds and strategies.

In the past, Trustees have assigned representation at the beginning of each calendar year. The committee meets at 3:30 p.m. on the last Thursday of the month following the end of the calendar year quarter (April, July, October and January).

Trustees should formally appoint General Manager, Rob Stangel and one Trustee to represent IMU on this committee.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Meeting Date: 03/28/2016

Information

Subject

Set April 25, 2016 as the Date of a Public Hearing on the FY 2016 Budget Amendment

Information

It is likely there will be an amendment process for the current FY 2016 budget.

IMU's operational expenditures appear to be in line with projections and there should be no need to amend for those expenses. However, electric capital projects may exceed, in total, the amounts budgeted as \$867,000 in capital expenditures for the Hwy 92 W Relocation Projects were delayed until FY16 (they were budgeted for and anticipated to be completed in FY15).

This agenda item simply sets April 25, 2016 as the date of a public hearing.

Financial Impact

N/A

Staff Recommendation

Simple motion is in order.

Information

Subject

Carol Brehm, MEAN Member Relations Representative

Information

Carol Brehm, Municipal Energy Agency of Nebraska (MEAN) Member Relations Representative, will be here to give an orientation-style presentation about IMU's wholesale power provider.

Topics will include an overview of the relationship between MEAN and the Nebraska Municipal Power Pool (which is the service organization of NMPP Energy); how MEAN got its start; how MEAN is operated and managed; how MEAN has adapted to the world of Regional Transmission Organizations (RTOs) and the organization's operational outlook.

Financial Impact

N/A

Staff Recommendation
