



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. TUESDAY FEBRUARY 18, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

**Mayor**  
**Mayor Pro Tem**  
**Council Member**  
**Council Member**  
**Council Member**  
**Council Member**  
**City Administrator**  
**City Attorney**  
**Deputy City Clerk**

**Roger Laughlin**  
**Colton Miller**  
**Jodee Stoolman**  
**Nick Goodweiler**  
**Tom Dean**  
**Jerry Sexton**  
**Redmond Jones II**  
**Kevin Olson**  
**Leslie Brick**

[mayor@westbranchiowa.org](mailto:mayor@westbranchiowa.org)  
[mcolton@rocketmail.com](mailto:mcolton@rocketmail.com)  
[j.stoolmanwbcc@yahoo.com](mailto:j.stoolmanwbcc@yahoo.com)  
[nickgoodweilerwbcc@gmail.com](mailto:nickgoodweilerwbcc@gmail.com)  
[tdiowa@hotmail.com](mailto:tdiowa@hotmail.com)  
[jerrysextonwb@gmail.com](mailto:jerrysextonwb@gmail.com)  
[rjonesii@westbranchiowa.org](mailto:rjonesii@westbranchiowa.org)  
[kevinolsonlaw@gmail.com](mailto:kevinolsonlaw@gmail.com)  
[leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)

**Please note:** Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**C. Roll Call**

**D. Guest Speaker, Presentations and Proclamations**

*None*

**E. Public Comment**

*Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk.*

**F. Approve Agenda / Consent Agenda / Move to Action**

*Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion.*

1. **Motion to Approve** Meeting Minutes for City Council Meeting February 4, 2020.
2. **Motion to Approve** a Class C Native Wine, with Outdoor Service and Sunday Sales Liquor License Renewal for Brick Arch Winery, Located at 116 W. Main Street.
3. **Motion to Approve** a Class C Liquor License, Class B Native Wine, with Outdoor Service and Sunday Sales for Eldr LLC., 2 Ember Lane, West Branch.

*"Turning Vision into Reality is our Business"*

4. **Motion to Approve** the Claims Report.

**G. Public Hearing / Non-Consent Agenda**

1. **Second Reading of Ordinance 772** Approving the Rezoning of a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to a PUD – Planned Unit Development District (Parkside BP property).
2. **Discussion Item:** To Consider a New Golf Cart Ordinance.
3. **Discussion Item:** To Consider Amending Water Rate Discounts for Large Water users.
4. **Resolution 1877** – A Resolution Accepting the City Administrator's Recommended Budget and Ordering A Notice of Hearing for March 2, 2020 to Adopt the FY 2020-2021 Budget.
5. **Resolution 1876** – Approve Submitting the Iowa Department of Transportation **Agreement / Resolution** Sign Replacement Program Application for Cities & Counties (*Grant*).

**H. Reports**

1. City Administrator's Report
2. City Attorney Report
3. City Staff Hearsays

**I. Comments from Mayor and Council Members**

**J. Closed Session (Take vote to have Closed Session Meeting)**

*In accordance with State Code Section 21.5(j), Closed Session Exemptions: To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. In order to hold a closed session only by affirmative public vote by two-thirds of the members of the body or all of the members present at the meeting.*

**K. Adjournment Regular Meeting**

**L. Open Closed Session Meeting** – *In accordance with State Code Section 21.5(j), Closed Session Exemptions: To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property*

**M. Adjournment Closed Session Meeting**

*"Turning Vision into Reality is our Business"*

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [www.westbranchiowa.org/government/council-videos](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**February 4, 2020  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library Director Nick Shimmin.

### **GUEST SPEAKER AND PRESENTATIONS**

Introduction to the New Cedar County Emergency Management Director, Jodi Freet. *This position provides support and assistance in the areas of administration, operations, training and related technical issues for the Cedar County Emergency Management Agency and 911 Service Board activities.* Freet introduced herself and stated she recently accepted the position of EMA Director which she will take over on April 1, 2020. Freet, who has a finance background has been working as the Office Coordinator at Cedar County EMA for the past two years says she is excited for her new position and working with the cities in Cedar County.

Planned Unit Development – Brief Definition, Questions and Answers with John Fuller, Chairperson for the Planning and Zoning Commission. *A planned unit development (PUD) is a type of land / building development and also a regulatory process. As a building development, it is a designed grouping of both varied and compatible land uses, such as housing, recreation, commercial centers, and industrial parks, all within one contained development or subdivision.* Fuller explained the purpose of a Planned Unit Development, a new zoning code adopted by the City Council in 2018 and said this type of zoning allows flexibility for the developer and allows the City to have authority regarding the overall planning of large developments. Fuller stated that a request for a zoning change for the Parkside BP property from B-2 Business District to a Planned Unit Development was unanimously approved at their January 28<sup>th</sup> Planning & Zoning Commission. Fuller said the commission recommends the Council approve the rezoning request.

### **PUBLIC COMMENT**

No comment.

### **APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION**

Motion to Approve Meeting Minutes for City Council Meeting January 21, 2020.

Motion to Approve Meeting Minutes for City Council Budget Meeting January 27, 2020.

Motion to Approve LL Pelling Co. Seal Coat Unit Pricing.

Motion to Approve the Claims Report.

EXPENDITURES	1/21/2020	
ALTORFER INC	VEHICLE MAINTENANCE	475.62
CAJ ENTERPRISES INC	SAND HAULING	219.66
CROELL, INC.	SAND	1,367.60
ECONO SIGNS LLC	ECONO SIGNS LLC	909.58
HAWKINS INC	CHEMICALS - AZONE	567.50
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	212.62
IOWA ONE CALL	UTILITY LOCATION SERVICE	54.00
JOHN DEERE FINANCIAL	SUPPLIES, CLOTHING ALLOWANCE	517.88
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
KIESLER POLICE SUPPLY, INC	SUPPLIES	244.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,287.94
LYNCH'S EXCAVATING INC	LANCASTER & ORANGE - STORM WATER REPAIR	2,000.00
LYNCH'S EXCAVATING INC	NORTHBRIDGE DR - SW INTAKE REPAIR	8,542.00
LYNCH'S EXCAVATING INC	DOWNNEY & ORANGE - SW INTAKE REPAIR	5,590.00
LYNCH'S EXCAVATING INC	BICKFORD ESTATES - STORM WATER REPAIRS	11,186.00

MOORE'S WELDING INC	VEHICLE REPAIR	391.25
PLAY IT AGAIN SPORTS	RECREATION SUPPLIES	97.15
QUILL CORP	OFFICE SUPPLIES	379.56
ROBERT'S TOWING & RECOVERY	TOWING SERVICE	175.00
SECRETARY OF STATE	NOTARY RENEWAL FEE	30.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
UNIFORM DEN INC.	UNIFORMS	182.82
VEENSTRA & KIMM INC.	319 UTILITY RELOCATE & I-80 WIDENING	1,740.00
VEENSTRA & KIMM INC.	CHANNEL WIDENING- FLOOD IMPROVEMENTS	528.00
TOTAL		37,092.18
PAYROLL	1/24/2020	56,436.94
PAID BETWEEN MEETINGS		
DREAMHOST	COMPTER NETWORK SECURITY	72.00
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UPS	SHIPPING	47.36
VERIZON WIRELESS	WIRELESS SERVICE	801.53
TOTAL		1,462.79
GRAND TOTAL EXPENDITURES		94,991.91
FUND TOTALS		
001 GENERAL FUND	22,923.54	
022 CIVIC CENTER	96.03	
031 LIBRARY	6,169.69	
110 ROAD USE TAX	8,696.12	
112 TRUST AND AGENCY	11,636.04	
319 RELOCATING WATER & SEWER	1,740.00	
600 WATER FUND	8,437.59	
610 SEWER FUND	7,446.90	
740 STORM WATER UTILITY	27,846.00	
GRAND TOTAL	94,991.91	

**Motion by Goodweiler, second by Dean approve agenda/consent agenda items. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.**

## **PUBLIC HEARING / NON-CONSENT AGENDA**

Public Hearing: Regarding Rezoning a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to a PUD – Planned Unit Development District (Parkside BP property).

Laughlin opened the public hearing at 7:13 p.m. Ron Amelon, MMS Consultants, representing his client Advantage Development Inc., explained the reasoning for the rezoning request. Amelon said the existing building on the property (gas station) does not have the required set-backs for the proposed building improvement the developer is wanting to make. He further explained that rezoning the property to a PUD gives flexibility to make the requested improvements and allows them to take advantage of handling the storm water management in a more efficient manner. (Fuller, on behalf of the Planning & Zoning Commission spoke earlier in favor of the rezoning request.) There were no other public comments. Laughlin closed the public hearing at 7:15 p.m.

First Reading of Ordinance 772 Approving the Rezoning of a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to a PUD – Planned Unit Development District (Parkside BP property). /Move to action.

**Motion by Goodweiler, second by Sexton to approve the 1<sup>st</sup> reading of Ordinance 772. AYES: Goodweiler, Sexton, Miler, Stoolman, Dean. NAYS: None. Motion carried.**



Public Hearing: Considering the Maximum Tax Dollars from Certain Levies That Can Be Certified in the City's Proposed Fiscal Year 2020-2021 Budget.

Laughlin opened the public hearing at 7:18 p.m. There were no public comments. Laughlin closed the public hearing at 7:19 p.m.

Resolution 1875 – Approving the Maximum Tax Dollars from Certain Levies for the City's Proposed Fiscal Year 2020 – 2021 Budget. / Move to action.

**Motion by Dean, second by Sexton to approve Resolution 1875. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.**

Motion to approve revenue estimates to be incorporated in the City Administrator's recommended budget. / Move to action.

Jones reminded the Council that the estimated revenues presented at the January 27, 2020 Budget Workshop will be the numbers used for the FY21 budget and reiterated that they are estimates, not actuals. Jones said that staff worked with department heads to determine these estimates and working towards a 'growth paying for growth' philosophy. Miller questioned when the recent ballot measure adopting a Capital Improvement Reserve Fund would go into effect. Jones replied that this fund (line item 41 on form 16-142) would have dollar amounts in it as debt is paid down.

**Motion by Goodweiler, second by Dean. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.**

Motion to approve the salary plan intended to be incorporated into the City Administrator's recommended budget. / Move to action.

Jones recapped the salary plan considered by the Council at the January 27, 2020 Budget Workshop and said the following would be included in the FY21 budget; one additional full-time Public Works employee, one additional full-time police officer, health and life insurance package for the West Branch Fire Chief, 1.6 percent cost of living adjustment for city employees, disability benefits and increased life insurance and retirement payout of unused vacation and sick leave for two retiring city employees. Jones said with these items, the tax rate remains at the current \$13.09 (no tax increase).

**Motion by Dean, second by Goodweiler. AYES: Dean, Goodweiler, Sexton, Stoolman, Miller. NAYS: None. Motion carried.**

Motion to approve the Non-Salary Department Expenditures (City goals that will be funded in the proposed budget). / Move to action.

Jones recapped several top Council priorities (projects) that have been budgeted for FY21 including: downstream widening at Beranek Park, replacement of one block of a sealcoat street on the east side of town, street connection to Greenview subdivision, planning for the reconstruction of Cedar-Johnson Road, water main improvements on the east side and additional funding for Christmas Past. Although the Council and staff disagreed on the term 'funded' versus 'budgeted' it was determined that the Council's priorities and goals would be funded and completed within the FY21 budget.

**Motion by Sexton, second by Miller. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.**

Discussion: Policy on Waivers for Sewer Service Charges.

Brick presented information obtained from other surrounding cities on their policy for giving sewer credit to residents who knowingly use water for outside needs (watering sod, gardening, filling swimming pools, etc.). Brick said the cities questioned do not give credit for these types of activities but do allow for issues out of their control. Brick suggest the city adopt a similar policy so that going forward resident requests can be handled in a consistent manner. The council agreed to review the information Brick provided and give feedback for creating a policy.

Discussion: Waiving Hoover's Hometown Days vendor fees for the brick and mortar businesses along Main Street.

Russell explained that in an effort to encourage more downtown businesses to participate in Hoover's Hometown Days, suggested that the vendor fee of \$25 be waived for them. Russell said this waiver does not equate to a large amount of revenue. Russell said these fees were originally established when RAGBRAI came through West Branch but may need to be reviewed. The Council agreed and felt that the fee schedule should be reviewed.

Resolution 1872 – Approving a Fireworks Agreement with J&M Displays for Hoover's Hometown Days 2020. / Move to action.

Sexton said he had given this subject some thought and asked the Council what they would do with \$25,000 if they didn't use it for fireworks. Would they use it for a street project? Something else? Dean said he has talked with some local businesses and they see an increase in sales during the event, including the grocery store. Dean said that most businesses during the event have extra sales which in turn equate a local option sales tax boost. Dean said many family and class reunions are planned around Hoover's Hometown Days and that the fireworks are a big draw for the event. Laughlin commented that 'fireworks for the event are tradition'. Stoolman voiced her concern and said she remembered when the Hoover Foundation chipped in toward the event and felt that they should do their part since they are a beneficiary of the event as well. National Park Superintendent Swisher commented that the Hoover Site is one of four parks in the U.S. that allow fireworks. Swisher said that if fireworks were discontinued for a time, it may be challenging to get a permit to get them back in the Park. Miller finished by saying that with a six million dollar annual budget, he felt the City could 'swing' this expenditure.

**Motion by Goodweiler, second by Miller to approve Resolution 1872. AYES: Goodweiler, Miller, Sexton, Dean. NAYS: Stoolman. Motion carried.**

**CITY ADMINISTRATOR REPORT**

Jones reported that data is continually being collected on the Baldrige project. He said enzymes are being introduced upstream where they can work in warmer temperatures to see if that provides a positive impact. Jones said the City is still waiting on the final bill for the College Bridge project to determine how the final balance will be paid or if any borrowing would be needed. He also reported that he had reached out to the Roy Carver Trust in hopes of a grant to help fund the splash pad project. Jones gave a brief update on the trash and recycling RFP which are due on March 2<sup>nd</sup>, nuisance letters which are expected to go out later this week and an update on the Downtown East Redevelopment site.

**CITY ATTORNEY REPORT**

Absent.

**STAFF REPORTS**

None.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Stoolman publicly thanked Emilie Walsh for reaching out to the community for assistance in writing the grant for the Volkswagen Grant on the cities behalf.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:43 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 18, 2020	
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> a Class C Native Wine, with Outdoor Service and Sunday Sales Liquor License Renewal for Brick Arch Winery, 116 W. Main Street.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	February 11, 2020

### BACKGROUND:

Liquor license renewal effective March 1, 2020 through February 28, 2021.

<b>STAFF RECOMMENDATION:</b> Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	February 18, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> a Class C Liquor License, Class B Native Wine, with Outdoor Service and Sunday Sales for Eldr LLC., 2 Ember Lane, West Branch.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	February 11, 2020

### BACKGROUND:

Little Lights Weddings & Events recently had a change in their provider who holds a liquor license for the event center. Because of this, Erin Morrison-Vincent has created an LLC to hold the liquor license for the business known as Little Lights Weddings and Events, 2 Ember Lane, West Branch.

The requested license is for twelve months with an effective date of February 1, 2020.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 18, 2020
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<b>AGENDA ITEM:</b> <b>Motion to Approve</b> the Claims Report.
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<b>CITY GOAL:</b> Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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<b>PREPARED BY:</b> Gordon Edgar, Finance Director
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<b>DATE:</b> February 12, 2020
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### **BACKGROUND:**

These are routine expenditures that include such items as payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day to day operational disclosures.

<b>STAFF RECOMMENDATION:</b> Approve Claims Report – Move to Action
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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**EXPENDITURES****2/18/2020**

ALLIANT ENERGY	ALLIANT ENERGY	12,767.50
ALTORFER INC	REPAIR PARTS	473.05
AMAZON	BOOKS AND SUPPLIES	904.43
AMERICAN PUBLIC WORKS ASSOCIATION	MEMBERSHIP RENEWAL	208.00
AXON ENTERPRISE, INC.	PAYMENT ON TASERS	1,056.00
BAKER & TAYLOR INC.	BOOKS	746.33
BARNHART'S CUSTOM SERVICES	CROELL SITE CONCRETE DEMOLITION	49,663.75
BARRON MOTOR SUPPLY	SUPPLIES	315.74
BIG COUNTRY SEEDS INC	ICE MELT	401.80
BMI	MUSIC LICENSE	364.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	339.64
CAJ ENTERPRISES INC	SAND HAULING	498.33
CEDAR COUNTY COOPERATIVE	VEHICLE FUEL	1,576.31
CEDAR COUNTY RECORDER	RECORDING FEES	7.00
D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
EBSCO INDUSTRIES, INC	SUBSCRIPTION RENEWAL	627.90
F&B COMMUNICATIONS INC	TECHNOLOGY SERVICES	262.99
FRED'S FEED & SUPPLY LLC	SUPPLIES	46.40
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	80.72
IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION	DUES BRICK 20-21	150.00
IOWA POLICE CHIEFS ASSOCIATION	HORIHAN DUES-TO 12-31-2020	125.00
IOWA SECTION AWWA	TRAINING	120.00
JJ NICHTING COMPANY	REPAIR PARTS	130.46
JOHNSON COUNTY REFUSE INC.	RECYCLING - JANUARY, 2020	4,013.75
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
MENARDS	SHELVING UNITS & SUPPLIES	392.52
MIDWEST FRAME & AXLE	VEHICLE REPAIR	863.64
MIDWEST TAPE LLC	SUPPLIES	14.99
MISCELLANEOUS VENDOR	B WILDEMUTH:MAILBOX REIMBURSEMENT	50.00
MOORE'S WELDING INC	REPAIR PARTS	750.00
OASIS ELECTRIC LLC	LIGHTS-COLLEGE ST BRIDGE	1,691.71
OLSON, KEVIN D	LEGAL SERVICES- FEBRUARY, 2020	1,500.00

PYRAMID SERVICES INC.	SUPPLIES	175.92
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
QUILL CORP	OFFICE SUPPLIES	137.21
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
STATE LIBRARY OF IOWA	E-BOOK SUBSCRIPTION FEES	61.00
THE BOOK FARM INC	BOOKS	658.50
US BANK EQUIPMENT FINANCE	COPIER LEASE - LIBRARY	106.25
WALMART COMMUNITY/RFCSLLC	MAINT, PROGRAM SUPPLIES, DVDS	254.68
WEST BRANCH TIMES	SUBSCRIPTION	892.90
WEX BANK	VEHICLE FUEL	1,442.86
<b>TOTAL</b>		<b>85,029.28</b>

<b>PAYROLL</b>	<b>2/7/2020</b>	<b>45,696.57</b>
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**PAID BETWEEN MEETINGS**

HI-LINE ELECTRIC COMPANY	SUPPLIES	208.37
UPS	SHIPPING	21.31
BROWN'S WEST BRANCH	2020 RAM 1500	24,668.51
PARKSIDE SERVICE	VEHICLE REPAIRS	2,452.24
UPS	SHIPPING	23.68
<b>TOTAL</b>		<b>27,374.11</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>158,099.96</b>
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**FUND TOTALS**

001 GENERAL FUND	59,682.86
022 CIVIC CENTER	749.73
031 LIBRARY	9,807.80
110 ROAD USE TAX	12,765.35
112 TRUST AND AGENCY	5,055.50
308 PARK IMP - PEDERSEN VALLEY	279.76



310	COLLEGE STREET BRIDGE	1,691.71
312	DOWNTOWN EAST REDEVELOPMENT	49,663.75
600	WATER FUND	9,473.33
610	SEWER FUND	8,930.17
<b>GRAND TOTAL</b>		<b>158,099.96</b>

**REVENUE-FISCAL YEAR 2020****FUND****JANUARY**

001 GENERAL FUND	19,951.31
022 CIVIC CENTER	204.50
031 LIBRARY	188.92
036 TORT LIABILITY	35,479.58
110 ROAD USE TAX	31,570.21
112 TRUST & AGENCY	(34,234.97)
119 EMERGENCY TAX FUND	149.05
121 LOCAL OPTION SALES TAX	18,721.41
125 TIF	4,087.16
226 DEBT SERVICE	1,491.81
500 CEMETERY PERPETUAL FUND	0.10
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	42,192.80
610 SEWER FUND	35,850.02
740 STORM WATER UTILITY	5,291.75
<b>TOTAL</b>	<b>160,943.68</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA POLICE CHIEFS ASSOCIATION	HORIHAN DUES-TO 12-31-2020	125.00
		QUILL CORP	OFFICE SUPPLIES	32.99
		WEX BANK	VEHICLE FUEL	777.68
		BROWN'S WEST BRANCH	VEHICLE REPAIR	299.74
			VEHICLE REPAIR	39.90
		ALLIANT ENERGY	SERVICES	302.42
			SERVICES	20.80
		AXON ENTERPRISE, INC.	PAYMENT ON TASERS	1,056.00
			TOTAL:	2,654.53
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	178.74
		ALLIANT ENERGY	SERVICES	907.27
			SERVICES	62.42
			TOTAL:	1,148.43
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	149.00
		ALLIANT ENERGY	SERVICES	2,760.07
			SERVICES	284.94
			TOTAL:	3,194.01
PARK & RECREATION	GENERAL FUND	ALLIANT ENERGY	SERVICES	58.97
			SERVICES	13.61
			SERVICES	35.98
			SERVICES	31.77
			TOTAL:	140.33
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.	SUPPLIES	136.81
			SUPPLIES	26.64
			SUPPLIES	12.47
		JJ NICHTING COMPANY	REPAIR PARTS	130.46
			TOTAL:	306.38
COMM & CULTURAL DEVEL	GENERAL FUND	BMI	MUSIC LICENSE	364.00
			TOTAL:	364.00
CLERK & TREASURER	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	95.26
		ALLIANT ENERGY	SERVICES	406.31
		IOWA MUNICIPAL FINANCE OFFICERS ASSN.	DUES BRICK 20-21	50.00
			DUES EDGAR 20-21	50.00
			DUES JONES 20-21	50.00
			TOTAL:	651.57
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTIC	792.30
		OLSON, KEVIN D	OLSON, KEVIN D	1,500.00
			TOTAL:	2,292.30
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING - JANUARY, 2020	4,013.75
			TOTAL:	4,013.75
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
COMMISSION	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTIC	70.60
		CEDAR COUNTY RECORDER	RECORDING FEES	7.00
			TOTAL:	77.60

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	697.29
			TOTAL:	697.29
LIBRARY	LIBRARY	WEST BRANCH TIMES	SUBSCRIPTION	30.00
		F&B COMMUNICATIONS INC	TECHNOLOGY SERVICES	262.99
		WALMART COMMUNITY/RFCSLLC	MAINT, PROGRAM SUPPLIES, D	206.04
			MAINT, PROGRAM SUPPLIES, D	46.00
			MAINT, PROGRAM SUPPLIES, D	2.64
		STATE LIBRARY OF IOWA	E-BOOK SUBSCRIPTION FEES	61.00
		EBSCO INDUSTRIES, INC	SUBSCRIPTION RENEWAL	627.90
		THE BOOK FARM INC	BOOKS	658.50
		QUILL CORP	OFFICE SUPPLIES	8.96
		BAKER & TAYLOR INC.	BOOKS	156.99
			BOOKS	82.75
			BOOKS	160.66
			BOOKS	356.07
			BOOKS	10.14-
		MIDWEST TAPE LLC	SUPPLIES	14.99
		D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
		ALLIANT ENERGY	SERVICES	574.24
		AMAZON	BOOKS AND SUPPLIES	22.64
			BOOKS AND SUPPLIES	21.85
			BOOKS AND SUPPLIES	61.97
			BOOKS AND SUPPLIES	6.39
			BOOKS AND SUPPLIES	129.88
			BOOKS AND SUPPLIES	661.70
		US BANK EQUIPMENT FINANCE	COPIER LEASE - LIBRARY	106.25
			TOTAL:	4,320.27
ROADS & STREETS	ROAD USE TAX	ALTORFER INC	REPAIR PARTS	203.68
			MAINTENANCE SUPPLIES	269.37
		FRED'S FEED & SUPPLY LLC	SUPPLIES	46.40
		MENARDS	SHELVING UNITS & SUPPLIES	97.60
		CEDAR COUNTY COOPERATIVE	VEHICLE FUEL	1,576.31
		WEX BANK	VEHICLE FUEL	162.13
		CAJ ENTERPRISES INC	SAND HAULING	167.58
			SAND HAULING	330.75
		ALLIANT ENERGY	SERVICES	343.35
		BARRON MOTOR SUPPLY	SUPPLIES	315.74
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	80.72
		MOORE'S WELDING INC	REPAIR PARTS	750.00
		BIG COUNTRY SEEDS INC	ICE MELT	401.80
		MISCELLANEOUS V B WILDEMUTH	B WILDEMUTH:MAILBOX REIMBU	50.00
		MIDWEST FRAME & AXLE	REPAIR PARTS	900.68
			VEHICLE REPAIR	37.04-
		AMERICAN PUBLIC WORKS ASSOCIATION	MEMBERSHIP RENEWAL	208.00
			TOTAL:	5,867.07
INVALID DEPARTMENT	PARK IMP - PEDERSE	MENARDS	SHELVING UNITS & SUPPLIES	279.76
			TOTAL:	279.76
INVALID DEPARTMENT	COLLEGE STREET BRI	OASIS ELECTRIC LLC	LIGHTS-COLLEGE ST BRIDGE	1,691.71
			TOTAL:	1,691.71
INVALID DEPARTMENT	DOWNTOWN EAST REDE	BARNHART'S CUSTOM SERVICES LLC	CROELL SITE CONCRETE DEMO	49,663.75
			TOTAL:	49,663.75

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	26.00
		MENARDS	SHELVING UNITS & SUPPLIES	15.16
		IOWA SECTION AWWA	TRAINING	120.00
		WEX BANK	VEHICLE FUEL	162.13
		ALLIANT ENERGY	SERVICES	3,409.92
			SERVICES	101.32
			TOTAL:	3,834.53
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
		WEX BANK	VEHICLE FUEL	162.18
		ALLIANT ENERGY	SERVICES	2,656.82

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	BELTRAN, JENNIFER	US REFUNDS	1.01
			TOTAL:	3,733.01

===== FUND TOTALS =====		
001	GENERAL FUND	14,942.90
022	CIVIC CENTER	697.29
031	LIBRARY	4,320.27
110	ROAD USE TAX	5,867.07
308	PARK IMP - PEDERSEN VALLE	279.76
310	COLLEGE STREET BRIDGE	1,691.71
312	DOWNTOWN EAST REDEVELOPME	49,663.75
600	WATER FUND	3,835.54
610	SEWER FUND	3,732.00
-----		
	GRAND TOTAL:	85,030.29
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**PAID BETWEEN MEETINGS****2/13/2020**

BUSINESS RADIO SALES & SERVICE  
CJ COOPER AND ASSOCIATES  
CULLIGAN WATER TECHNOLOGIES  
FIRE SERVICE TRAINING BUREAU  
HOSPERS & BROTHER PRINTERS  
LYNCH'S PLUMBING INC  
MED COMPASS  
WEST BRANCH FIREFIGHTERS FOUNDATION

PAGERS AND CHARGERS	1,554.00
DRUG TEST	133.45
WATER SOFTENER SERVICE	23.20
TRAINING	125.00
ANNUAL REPORTS	313.20
SERVICE CALL	235.40
FIRE DEPARTMENT PHYSICALS	4,515.00
SOFTWARE LICENSES	220.96

**TOTAL****7,120.21****FUND TOTALS**

001 GENERAL FUND  
112 TRUST AND AGENCY

2,605.21  
4,515.00

**TOTAL****7,120.21**





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 4, 2020	
<b>AGENDA ITEM:</b>	<b>First Reading of Ordinance 772</b> Approving the Rezoning of a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to a PUD – Planned Unit Development District (Parkside BP property).
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 29, 2020

### BACKGROUND:

The Planning & Zoning Commission held a public hearing on the same matter and approved the rezoning request at their January 28, 2020 meeting.

<b>STAFF RECOMMENDATION:</b> Approve First Reading of Ordinance 772 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City of West Branch, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358 (319)643-5888

## **ORDINANCE NO. 772**

### **AN ORDINANCE RE-ZONING THAT CERTAIN OF REAL PROPERTY LOCATED NORTH OF AND ADJACENT TO INTERSTATE 80 AND EAST OF PARKSIDE DRIVE FROM B-2 BUSINESS DISTRICT TO PUD – PLANNED UNIT DEVELOPMENT DISTRICT.**

**WHEREAS**, the Owner of the property described below has petitioned the City of West Branch for a zoning district amendment for property located north of and adjacent to Interstate 80 and east of Parkside Drive, said parcel being legally described as:

Commencing at a point of reference at the Northwest corner of Section 8, Township 79 North, Range 4 West of the 5th Principal Meridian, West Branch, Cedar County, Iowa, thence South 1,638.0 feet along the West line of the Northwest Quarter of said Section 8 (the West line of the Northwest quarter of said Section 8 is assumed to bear true North and South) to the Southwest corner of Lot A of the Northwest Quarter of said Section 8, according to the plat of survey made for James Cook, said survey being filed in Surveyor's Record 3, Page 265, in the office of the Auditor of Cedar County, Iowa, thence South 89°37' East 60 feet, more or less, along the South line of said Lot A to a point of intersection with the easterly right-of-way line of the public highway and point of beginning of tract herein described; thence continuing South 89°37' East 176.0 feet along the Southerly line of said Lot A to a point; thence South 0°23' West 200.00 feet to a point; thence North 89°37' West 140.84 feet to a point of intersection with the easterly right-of-way line of the public highway; thence North 11°59' West 18.54 feet along the Easterly right-of-way line of said highway to a point; thence North 9°21' West 184.55 feet along the easterly right-of-way line of said public highway (whose right-of-way is described in Iowa State Land Office Correction Patent No. 603, recorded in Volume 5, Page 158, Records of the Iowa Secretary of State, Des Moines, Iowa) to the point of beginning, and except the North 40 feet of tract above described; and subject to a perpetual easement for foot and motor vehicle travel, in common with others, over and across the westerly 30 feet of tract above described.

**AND**

Commencing as a point of reference at the Northwest corner of Section 8, Township 79 North, Range 4 West of the 5th Principal Meridian, West Branch, Cedar County, Iowa; thence South 1638.0 feet along the West line of the Northwest Quarter of said Section 8 (the West line of the Northwest Quarter of said Section 8 is assumed to bear true North and South) to the Southwest corner of Lot A of the Northwest Quarter of said Section 8 according to plat of survey made for James Cook, said survey being filed in Surveyor's Record 3, page 265 in the office of the Auditor of Cedar County, Iowa; thence South 89°37' East 60 feet, more or less, along the South line of said Lot A to a point of intersection with the Easterly right-of-way line

of the public highway; thence South 9°21' East 184.55 feet along the Easterly right-of-way line of said public highway to a point; thence South 11°59' East 18.54 feet to point of beginning of tract herein described; thence South 89°37' East 140.84 feet to a point; thence South 0°23' West 174.42 feet to a point of intersection with the Northerly right-of-way line of Interstate Highway #80; thence North 68°03' West 120.79 feet along the Northeasterly right-of-way line of said highway to a point; thence North 11°59' West 133.11 feet along the Northeasterly right-of-way line of said highway to the point of beginning. (Right-of-way of the subject highway is described in Iowa State Land Office Correction Patent No. 603, recorded in Volume 5, Page 158, records of the Iowa Secretary of State, Des Moines, Iowa) (the "Parcel"); and

**WHEREAS**, the Owner has requested that the Parcel be rezoned to be located in a PUD – Planned Unit Development District in place of an B-2 Business District; and

**WHEREAS**, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

**WHEREAS**, a public hearing has been held on said request pursuant to published notice thereof.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of West Branch, Iowa:

**Section 1.** That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a PUD – Planned Unit Development District in place of B-2 Business District.

**Section 2.** This ordinance shall be in full force and effect from and after its publication as by law provided.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 4.** If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

**Passed and approved this 2nd day of March, 2020.**

Read First Time: February 4, 2020

Read Second Time: February 18, 2020

Read Third Time: March 2, 2020

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	February 18, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> To Consider a New Golf Cart Ordinance.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Mike Horihan, Police Chief
<b>DATE:</b>	February 12, 2020

### BACKGROUND:

The purpose of this discussion item is to consider having policy aimed to protect the health, safety and well-being of the citizens of the City of West Branch by prohibiting the unsafe use of golf carts on the public roads in the City, there has been several complaint regarding the use of Golf Carts. Particularly regarding operations by under aged children which may endanger the safety of persons driving, bicycling or walking on the roads or the safety of motorists, cyclists, pedestrians, or other children passengers on the Golf Cart.

This item was brought to the City's attention by a citizen driven proposal.

<b>STAFF RECOMMENDATION:</b>	Seeking Direction and Feedback by City Council
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## Chapter 78

### City of West Branch Golf Cart Ordinance

78.01 Purpose	78.07 Traffic Code
78.02 Operation of Golf Carts Permitted	78.08 Permits
78.03 Prohibited Locations	78.09 Accident Reports
78.04 Equipment	78.10 Violation and Penalty
78.05 Hours	78.11 Annual Review
78.06 Speed	

**78.01 Purpose.** The purpose of this chapter is to permit the operation of golf cars on certain streets in the City, as authorized by Section 321.247 of the Code of Iowa, as amended. This chapter applies whenever a golf cart is operated on any street or alley, subject to those exceptions stated herein.

**78.02 Operation of Golf Carts Permitted.** Golf carts may be operated upon the streets of the city by persons who are 14 years of age or older with a valid school permit. Otherwise be 16 years old or older with a valid driver's license. While operated on a city street the number of passengers permitted on a golf cart shall not exceed the number of seats intended for passengers. While on city streets, operators must have on their person or in the golf cart proof of the required insurance.

**78.03 Prohibited Locations.**

**1. Streets.** Golf carts shall not be operated upon any City Streets with a posted speed limit of greater than 25 mph or any City Streets or parts of any streets listed below:

- A. Main Street
- B. South Downey Street to BP gas station (do not cross interstate)
- C. Baker Avenue to W. Orange Street

However, golf carts may cross the aforementioned streets.

**2. Trails.** Golf carts shall not be operated on any recreational, bike or walking trail. Except for sidewalk from West Branch Ford to the High School, with pedestrians and bikes having the right-of-way.

**3. Sidewalks.** Golf carts shall not be operated on sidewalks. Except for certain events.

**4. Parking.** Golf carts shall not be operated upon that portion of a street right-of-way between the curb or edge of street paving and the sidewalk referred to as the "parking".

**5. City Parks and other land owned by the City of West Branch.** Golf carts shall not be operated in City Parks or upon other city owned land unless for a special event authorized by the City Council and the operator possess a valid City of West Branch Permit.

**6. Special Exemptions.** The Chief of Police is authorized to permit golf carts to operated on restricted City streets for certain special events.

**78.04 Equipment.** Golf carts operated upon City streets shall be equipped with at least the following:



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1. A slow moving vehicle sign.
2. A bicycle safety flag, the top of which shall be a minimum of 5 feet (5) from ground level, and extend a minimum 6 inches above the highest point of the golf cart.
3. Golf carts operated on city streets shall be equipped with headlights and taillights, and adequate brakes to stop and hold the cart in a stopped position.

**78.05 Hours.** Golf carts may be operated on City streets only between sunrise and 10pm.

**78.06 Speed.** Speed. No golf cart shall be operated at a speed in excess of the lesser of the twenty-five (25) miles per hour or that posted. Golf carts shall not be modified to increase speed.

**78.07 Traffic Code.** Any person operating a golf cart, including those for which a City of West Branch permit has been issued, shall strictly adhere to all traffic signs and signals and all other traffic rules and regulations, and shall obey the orders and direction of any law enforcement officer authorized to direct or regulate traffic. No person shall leave a golf cart unattended on public property while the motor is running or the keys are in the ignition switch.

**78.08 Permits.** No person shall operate a Golf cart on any public street, or alley for any purpose unless Golf cart has passed a safety inspection by the West Branch Police Department and the operator possesses a City of West Branch permit to operate a golf cart on city streets issued by the City Clerk.

1. Golf cart owners may apply for a permit from the West Branch City Clerk on forms provided by the City.
2. The Clerk shall not issue a permit until the owner/operator has provided the following.
  - A. Evidence that the owner/operator possesses a valid driver's license.
  - B. Proof owner/operator has liability or full coverage insurance (minimum limit of \$300,000 coverage) covering operation of golf carts on city streets.
  - C. A form indicating that the golf cart has passed the required inspection conducted by the West Branch Police Department. The \$25.00 fee for such inspection shall be set by resolution. This is a one-time inspection. Vehicles that pass an inspection will not need to be re-inspected unless the vehicle is found in violation of this code, then a vehicle might need to be inspected again. Possible yearly sticker fee for new stickers.
3. The operator of a golf cart shall display the City of West Branch permit sticker prominently on a rear fender or on a similar component which is clearly visible from the rear. ( or agreed upon location)
4. All permits issued shall uniquely identify the name and address of the owner/operator.
5. The annual fee for such permits shall be set by resolution.
6. The permits expire annually on December 31 regardless of the date of issue.
7. Permits can be revoked by the Chief of Police as result of any violation of the City's Code or the Code of Iowa. The revocation, including a description of the violation, shall be provided in

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writing to the owner of the golf cart. The revocation may be appealed to the City Council within 10 days of the written notice of revocation of the permit. The owner shall request the appeal in writing and submit the appeal to the City Clerk.

**78.09 Accident Reports.** Either the operator, or someone acting for the operator, shall immediately notify a law enforcement officer whenever a Golf Cart is involved in an accident resulting in injury or death to anyone, or property damage amounting to one thousand dollars (\$1000.00) or more, and shall file an accident report within forty-eight (48) hours, in accordance with State Law.

**78.10 Violation and penalty.**

1. Any person guilty of violating the provisions herein shall be guilty of a misdemeanor and shall be subject to a fine of one-hundred dollars (\$100.00) and revocation of the City of West Branch permit for a period of six months.

2. Any person guilty of violating this ordinance two times shall be subject to a fine of three-hundred dollars (\$300.00) and permanent revocation of the City of West Branch Permit.

3. Persons violating this ordinance may also be prosecuted, and subject to the penalties set out in, Section 3211.36 of the Code of Iowa

**78.11 Annual Review.** The City Council shall annually review Chapter 78 to determine if the ordinance warrants amendment or repeal.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	February 18, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> To Consider Amending the Water Rate Discounts for Large Water User.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Nick Goodweiler, Councilperson / Redmond Jones, City Administrator
<b>DATE:</b>	February 12, 2020

### BACKGROUND:

Revenue sufficiency is the primary financial objective for most water utilities that operate as enterprises. They must be financially self-sufficient, recovering not only the cost of daily operations but also funding capital improvements to fulfill their central public health mission. They strive to design rate structures and set rate levels in a manner that equitably charges a customer based on the cost-of-service. However, rates and rate structures can go well beyond these main objectives and provide an excellent avenue to help a utility achieve some of its goals and policies.

This discussion item is intended to weigh the importance and balance of:

- Promotion of Conservation
- Affordability
- Economic Development, and
- Short-term Revenue Stability:

Striking a balance in setting rates can be challenging, utilities must prioritize and balance objectives that are sometime complementary and sometimes contradictory. A utility must decide the objectives that take precedence and design a rate structure and level that reflect those priorities.

*(For example)*

Question: Should residential users be incentivized to conserve with lower bills (the less they use the less they are billed), when industrial / large commercial users are capped at certain levels (providing an incentive to use beyond billing ceiling because is viewed as free once the volume exceeds the ceiling billed).

<b>STAFF RECOMMENDATION:</b> Seeking Direction and Feedback by City Council
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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# Designing Water Rate Structures for Conservation & Revenue Stability

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Some of the more prevalent secondary objectives of water pricing are:

- **Conservation Promotion:** The amount that customers pay for water service acts as a price signal, often encouraging the customers to decrease consumption. A utility charging high rates typically discourages large volume use among many residential customers. In fact, many utilities in Texas have adopted increasing block rate structures (where the rate increases with increasing block rates of usage). The rationale behind conservation-oriented rates is that customers using a lot of water or those with large seasonal variations in consumption should pay their fair share, since distribution networks are sized to meet peak demands.
- **Affordability:** Ensuring that water is affordable to a community for basic services is a priority of many utilities and their governing boards. A “lifeline” rate as part of an increasing block rate structure, as well as low base charges, is a method employed by utilities to meet this objective. Maintaining “affordable” rates should almost never take precedence over charging rates that are necessary to recover the full costs of service. Artificially maintaining low rates will lead to deferring maintenance, rehabilitation and replacement, deteriorating infrastructure and creating public health hazards in the future, as well as masking the true cost (and value) of water. There are financial tools that can be used to maintain affordability for basic water needs while meeting the full cost of service.
- **Economic Development:** Utilities may strive to attract new or maintain existing commercial customers through water rates to foster greater community benefit. Historically, water utilities have done this with low rates targeted at very high levels of consumption that no household or average commercial customer would use.
- **Short-Term Revenue Stability:** Year to year, most water utilities in Texas rely on revenue from water consumption charges to cover the predominantly fixed costs of the utility. Yet water consumption can vary and is on the decline for many utilities, undermining water utility revenue stability – which some are calling the “new normal.”

*An excerpt from a February 2014 report. Researchers: Mary Tiger, Jeff Hughes and Shadi Eskaf are accredited with the work.*

© 2014 Environmental Finance Center  
at the University of North Carolina, Chapel Hill  
School of Government  
Knapp-Sanders Building, CB# 3330  
University of North Carolina at Chapel Hill  
Chapel Hill, NC 27599-3330  
<http://efc.sog.unc.edu>

Customer	Month	Year	Total Consumption	Min	Consumption Billed at \$5.23 / 1000	x 7.79	x 5.23	Difference					
Haven Park - WB Village	January	2020	576000	250000	326000	2539.54	1704.98	834.56					
	December	2019	439000	250000	189000	1472.31	988.47	483.84					
	November	2019	506000	250000	256000	1994.24	1338.88	655.36					
	October	2019	465000	250000	215000	1674.85	1124.45	550.4				2,287,000 / 1000 = 2287 x 5.23 = \$11961.01	
	September	2019	468000	250000	218000	1698.22	1140.14	558.08				2,287,000 / 1000 = 2287 x 7.79 = \$17815.73	
	August	2019	505000	250000	255000	1986.45	1333.65	652.8					
	July	2019	467000	250000	217000	1690.43	1134.91	555.52				Diff	(\$5,854.72) (during an 8 month period)
	June	2019	557000	250000	307000	2391.53	1605.61	785.92					
	May	2019	554000	250000	304000	2368.16	1589.92	778.24					
	April	2019	186000	0	0	0	0	\$ -					
					2287000	17815.73	11961.01	5854.72					
Customer Plastic Products	Month	Year	Total Consumption	Min	Consumption Billed at \$5.23 / 1000	x 7.79	x 5.23	Difference					
	December	2019	155000	250000	0	0	0	0					
	November	2019	189000	250000	0	0	0	0					
	October	2019	355000	250000	105000	817.95	549.15	268.8					
	September	2019	393000	250000	143000	1113.97	747.89	366.08					
	August	2019	447000	250000	197000	1534.63	1030.31	504.32					
	July	2019	371000	250000	121000	942.59	632.83	309.76					
	June	2019	331000	250000	81000	630.99	423.63	207.36				802,000 / 1000 = 802 x 5.23 = \$4194.46	
	May	2019	271000	250000	21000	163.59	109.83	53.76				802,000 / 1000 = 802 x 7.79 = \$6247.58	
	April	2019	352000	250000	102000	794.58	533.46	261.12					
	March	2019	247000	250000	0	0	0	0				Diff	(\$2,053.12) annual discount
	February	2019	282000	250000	32000	249.28	167.36	81.92					
	January	2019	240000	250000	0	0	0	0					
					802000	6247.58	4194.46	2053.12					
Plastic Products	December	2018	279000	250000	29000	225.91	151.67	74.24					
	November	2018	358000	250000	108000	841.32	564.84	276.48					
	October	2018	455000	250000	205000	1596.95	1072.15	524.8					
	September	2018	356000	250000	106000	825.74	554.38	271.36				114,000 / 1000 = 1140 x 5.23 = 5962.20	
	August	2018	384000	250000	134000	1043.86	700.82	343.04				114,000 / 1000 = 1140 x 7.79 = 8880.60	
	July	2018	311000	250000	61000	475.19	319.03	156.16					
	June	2018	314000	250000	64000	498.56	334.72	163.84					
	May	2018	454000	250000	204000	1589.16	1066.92	522.24				Diff	(\$2,918.40) annual discount
	April	2018	309000	250000	59000	459.61	308.57	151.04					
	March	2018	292000	250000	42000	327.18	219.66	107.52					
	February	2018	378000	250000	128000	997.12	669.44	327.68					
					1140000	8880.6	5962.2	2918.4					

Customer	Month	Year	Total Consumption	Min	Consumption Billed at \$5.23 / 1000	x 7.79	x 5.23	Difference				
Care Initiatives	January	2020	248000	250000	0	0		0				
	December	2019	225000	250000	0	0		0				
	November	2019	241000	250000	0	0		0				
	October	2019	235000	250000	0	0		0				
	September	2019	273000	250000	23000	179.17	120.29	58.88				
	August	2019	248000	250000	0	0		0				
	July	2019	211000	250000	0	0		0	29000 / 1000 = 29 x 5.23 = 151.67			
	June	2019	233000	250000	0	0		0	29000 / 1000 = 14 x 7.79 = 225.91			
	May	2019	232000	250000	0	0		0				
	April	2019	222000	250000	0	0		0	Diff			(\$74.24) annually
	March	2019	232000	250000	0	0	46.74	31.38	15.36			
	February	2019	256000	250000	6000	0		0	0			
	January	2019	236000	250000	0	225.91	151.67	74.24				
	December	2018	233000	250000	0	0		0				
	November	2018	255000	250000	5000	38.95	26.15	12.8				
	October	2018	209000	250000	0	0		0				
	September	2018	232000	250000	0	0		0	14000 / 1000 = 14 x 5.23 = 73.22			
	August	2018	238000	250000	0	0		0	14000 / 1000 = 14 x 7.79 = 109.06			
	July	2018	221000	250000	0	0		0				
	June	2018	222000	250000	0	0		0	Diff			(\$35.84) annually
	May	2018	241000	250000	0	0		0				
	April	2018	233000	250000	0	0		0				
	March	2018	212000	250000	0	0		0				
	February	2018	259000	250000	9000	70.11	47.07	23.04				
					14000	109.06	73.22	35.84				





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	February 18, 2020
<b>AGENDA ITEM:</b>	<b>RESOLUTION 1877</b> – A Resolution Accepting the City Administrator’s Recommended Budget and Ordering A Notice of Hearing for March 2, 2020 to Adopt the FY 2020-2021 Budget.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	February 13, 2020

### BACKGROUND:

Staff has prepared a proposed operating and capital budget for the 2020-2021 fiscal year that begins on July 1<sup>st</sup>. The proposed budget includes a property tax levy of \$13.09428 per \$1,000 of taxable valuation.

The required process for adopting the Annual Budget requires publication of the proposed Budget and a Public Hearing to be held prior to its adoption. The Resolution calls for the Public Hearing to be held at a City Council Meeting on March 2<sup>nd</sup>, 2019. Adoption of the Budget would also take place at that meeting; consistent and well in the advance with the State deadline of March 31<sup>st</sup>.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1877 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

# NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N Poplar St. West Branch, IA

on 3/2/2020 at 7:00 PM

(Date) xx/xx/xx

(hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . . . \$ 13.09428

The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

319-643-5888  
phone number

Redmond Jones II  
City Clerk/Finance Officer's NAME

		Budget FY 2021	Re-estimated FY 2020	Actual FY 2019
		(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,908,576	1,795,597	1,724,998
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	1,908,576	1,795,597	1,724,998
Delinquent Property Taxes	4	0	0	0
TF Revenues	5	486,238	461,222	403,116
Other City Taxes	6	268,528	255,907	283,281
Licenses & Permits	7	35,100	35,500	41,934
Use of Money and Property	8	20,000	29,150	104,536
Intergovernmental	9	1,058,403	1,315,951	799,957
Charges for Fees & Service	10	1,358,200	1,110,620	1,079,511
Special Assessments	11	0	0	0
Miscellaneous	12	40,120	43,900	120,505
Other Financing Sources	13	200,000	0	168,500
Transfers In	14	791,136	1,662,936	1,021,241
<b>Total Revenues and Other Sources</b>	15	6,166,301	6,710,783	5,747,579
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	861,762	837,894	609,151
Public Works	17	704,031	422,219	392,936
Health and Social Services	18	0	0	0
Culture and Recreation	19	736,927	688,975	626,013
Community and Economic Development	20	128,558	132,978	59,637
General Government	21	212,099	188,286	175,403
Debt Service	22	1,005,824	1,000,885	1,063,861
Capital Projects	23	850,000	1,743,547	2,821,540
<b>Total Government Activities Expenditures</b>	24	4,499,201	5,014,784	5,748,541
Business Type / Enterprises	25	815,354	775,005	717,048
<b>Total ALL Expenditures</b>	26	5,314,555	5,789,789	6,465,589
Transfers Out	27	791,136	1,662,936	1,021,241
<b>Total ALL Expenditures/Transfers Out</b>	28	6,105,691	7,452,725	7,486,830
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	60,610	-741,942	-1,739,251
Beginning Fund Balance July 1	30	2,833,518	3,575,460	5,314,711
<b>Ending Fund Balance June 30</b>	31	2,894,128	2,833,518	3,575,460

# City Administrator's Recommended FY 20-21 Budget

(Open, Agile, and Purposeful Government)



**Roger Laughlin**  
Mayor

**Jodee Stoolman**  
Councilperson

**Tom Dean**  
Councilperson

**Redmond Jones II**  
City Administrator

**Colton Miller**  
Mayor Pro Tem

**Nick Goodweiler**  
Councilperson

**Jerry Sexton**  
Councilperson



# City Council's Stated Priorities

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## RESOLUTION 1856

### A RESOLUTION ADOPTING GOALS AND OBJECTIVES FOR THE CITY OF WEST BRANCH, IOWA FOR 2020-2021.

**WHEREAS**, on November 18, 2019; the governing body of the City of West Branch, Iowa went through a process of identifying the service priorities for the coming fiscal year 2020 – 2021; and

**WHEREAS**, the governing body discussed concepts of: Required Services, Core Business Choice, Quality of Life Services, Community “Add On”, Organization Foundation, Visioning and Teamwork; and

**WHEREAS**, the establishment of Goals and Objectives by the governing body was accomplished, and promotes a general direction for staff; and

**WHEREAS**, this direction promotes the overall efficiency and effectiveness of city services, and will facilitate the coming budget discussions and City Council Work Sessions.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Cedar County, Iowa:

**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by reference; and

**Section 2.** That the Goals and Objectives of the City of West Branch for 2020-2021 are hereby declared to be and prioritized as follows:

**1. Promote Quality of life including Public Safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation, opportunities and investment.**

- Police Body Cameras (9 votes – High Priority)
- Replacement 1990 (30 year old) Dump Truck with newer used Dump Truck (7 votes – High Priority)
- Water / Sewer Utility Billing Upgrades – Software Enhancements (5 votes – Moderate / High Priority)
- Christmas Past – Carriage Ride Funding (3 votes – Moderate Priority)
- Cubby Park Operations – Additional Funding (3 votes – Moderate Priority)
- CDG Funding and Coordinating / Festivals (2 votes – Moderate / Low Priority)

**2. Develop, Maintain and Rebuild Safe, Clean, Diverse, Healthy, Neighborhoods, including Partnering with the School District.**

- Downstream Flood Mitigation (18 votes – Top Priority)
- Replacement of One Block of Seal Coat on the East Side of Town (11 votes – Top Priority).
- Greenview Connection (10 votes – High Priority)
- Water Main Replacement on E. College from 4<sup>th</sup> to 5<sup>th</sup> Replacing a 4” Main with 8’ Main. (9 votes – High Priority)
- Cedar / Johnson County Road – Plan / Funding Strategy (11 votes – Top Priority)

- Splash Pad Funding / Contribution (6 votes – Moderate Priority)
- Greenview Curb and Gutter (5 votes – Moderate Priority)
- Housing Trust Fund / Program (3 votes – Moderate / Low Priority)
- Overlay One Alley (2 votes – Moderate / Low Priority)

**3. Develop inviting high profile visual impact project's including gateways establishing destination, branding and other that reflect sound use of tax dollars.**

- Cedar / Johnson County Road – Plan / Funding Strategy (11 votes – Top Priority)
- Parkside Sidewalk or Trail Project / Connecting Downtown to the Industrial Park (5 votes – Moderate Priority)
- Phase 5 Downtown Sidewalk Project (3 votes – Moderate / Low Priority)

**4. Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.**

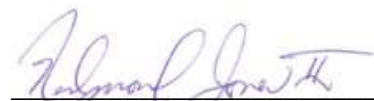
- Adding an Additional Full Time Employee to Public Works (10 votes – Top Priority)
- Annexation Plan / Strategy (3 votes – Moderate / Low Priority)
- Develop / Implement Long-Term Disability Benefit Program (3)
- Develop / Implement Short-Term Disability Benefit Program(3)

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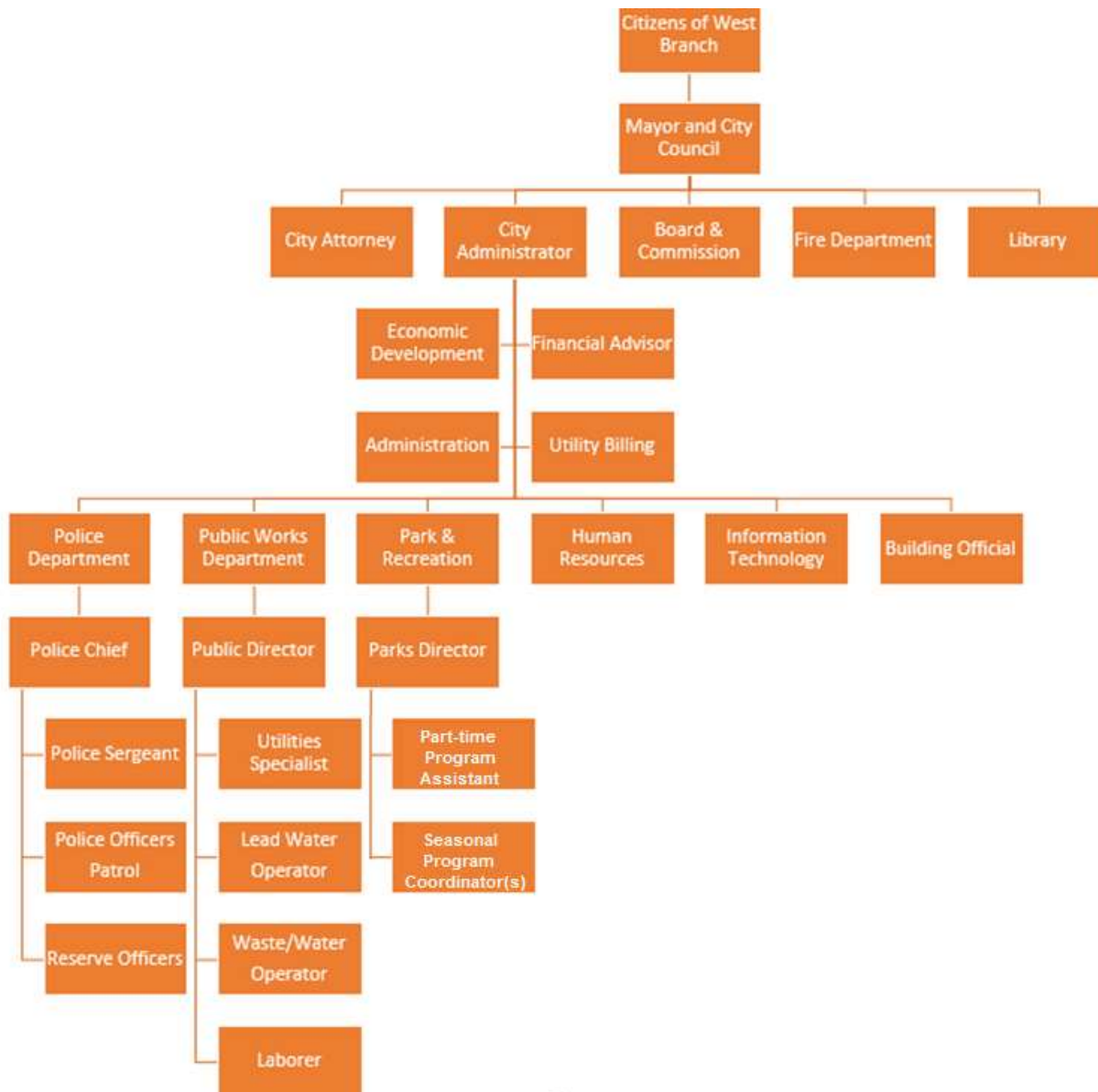
**Passed and approved this 2<sup>nd</sup> day of December, 2019.**

  
Roger Laughlin, Mayor

ATTEST:

  
Redmond Jones II, City Administrator/Clerk

# City Organizational Chart





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February 18, 2020

## *Letter from the City Administrator*

Dear Citizens of West Branch:

On behalf of the Mayor, City Council, and City Staff, I am pleased to present the Fiscal Year 2020 – 2021 Budget for the City of West Branch.

### *(Forecast and Community Outlook)*

As the City Administrator, I would like to share with you some of my thoughts and beliefs for the future of this great community. It is a testament to the leadership and fortitude of this historic community that it continues to move forward as one of the “Most Livable Communities in Iowa” as recognized by the Council for Community and Economic Research. It is fair to say “We are on a Roll”. In addition to completing several capital projects over the past year including the biggest single public investment in the city’s history... “Cubby Park”; we continue to move forward at a record’s pace with new housing starts. For the fifth consecutive year we have



### **New Housing Starts**

Through December	2015	2016	2017	2018	% Change 2017 vs. 2018
West Branch	4	7	8	22	+175%

increased our new housing starts.

Although all of our numbers are not in for 2019, based on building permit data we anticipate this trend will continue well into the next fiscal year. This continued growth will also continue to bolster the city’s assessed values, ensuring city revenue streams needed to meet the new service demands of a growing community.

Regional housing trends indicate home prices will continue to appreciate and home sales are anticipated to continue on a steady growth rate forecast for 2020 – 2021.

On top of a strong housing economy, we still enjoy a stable tourist industry being the home to the Herbert Hoover Presidential Library. One of only 9 Presidential Libraries in the Nation, the library attracted 36,735 visitors to West Branch last year. The National Park which surrounds the presidential library received 140,000 visitors last year. For a small community of approximately 2,500 citizens, this is a unique amenity that creates opportunities for local option sales tax revenues for the city. The recent support of the voters “Hotel / Motel Tax”, continues

to grow and develop new city revenue streams that support our economic development efforts. From an economic development perspective, it makes sense to invest in West Branch. We are the fastest growing community in Cedar County, with direct I-80 access and international industry partners like:

- U.S Ventures (a transportation energy and supply chain management company),
- Procter & Gamble,
- Altorfer Inc.,
- Plastic Products Company Inc. and,
- Nordex (a global turbine manufacturer)

Although, in the next two years one of our largest industrial partners Procter and Gamble (a 300 job employer) will be moving its operations to West Virginia. This will give any new or expanding industrial partner(s) an abundant labor force that will embrace a strong work ethic. When combined with our educational resources with neighboring University of Iowa and Kirkwood Community College, our recreational facilities, our cultural and historical amenities; a synergy is created that makes the West Branch industrial community one of the premier destinations for manufacturing distribution and corporate office facilities in the United States. It is clear to me that our future is bright.

#### *(Budget Narrative)*

The FY 2020 – 2021 General Fund Budget contains strategic investments in several key focus areas for the city and is structurally balanced to fund critical services to our community. Thanks to residents of West Branch for making the choice to invest in our park system, this budget is the next step in moving forward into our next phase of providing the operational logistics for our new park amenity. Opening a large new park comes with its own set of challenges, but this budget has taken measured tactical steps to enhance fiscal discipline and meet new operational needs. This called for personnel enhancements in both Departments of Public Works and Parks. This was achieved **without** hindering our note-worthy high level of service or having to increase our tax-rate.

In addition, to the City's fiscal responsibility priorities, there are still a number of smart infrastructure investments happening in strategic points of our community. This budget an investment in dealing with our long time flash flooding challenges in the downtown or central city area. Flood mitigation will not only assist frequently effected downtown business and central neighborhoods. It will also assist our first responders to avoid an estimated 6 – 12 inches of water from entering into the fire and police facility. This is another capital investment that will not require an increase in taxes. Despite the time delays and contractor challenges encountered on the Cubby Park project, it was able to be closed with positive cash in the project budget. With creative financing, we were able to seek bond counsel approval to use a portion of these funds for improving flood protection for both Beranek and Wapsi Parks.

This budget also continues investment in maintaining one of the highest public safety ratings in the State of Iowa. Public Safety continues to be one of the highest priorities for the West Branch community. The Fire Department continues to be one of the best maintained fire fleets in the



region, and our budget continues to support these efforts. In addition, this budget also recognized the outstanding work and contributions of our volunteer Fire Chief. Since the City of West Branch has been growing, so has the demands on our Fire Chief. In an attempt to avoid the expense of hiring a full-time Fire Chief, and to mitigate the effects that greater calls service has had on his ability to also run his local business. The city has agreed to provide the standard employee health care benefits for the Fire Chief. With regard to the Police Department, handsome investments were made in the area of upgrading the department's body camera system. Our upgraded system will not only enhance officer safety but will bring an unprecedented level of transparency for the department. It will allow us to have more angles as images will stream from multiple devices to a centralized recording depository.

Consistent with the City Council's goal-setting and policy direction, West Branch continues to find ways to increase the safety of our community. The West Branch Schools and City partnership to implement a resource police officer in the elementary school has received raving reviews. This year's budget maximizes this relationship and builds to make the school resource officer a full-time officer to have duties dedicated to school resources and normal policing. This creative and collaborative use of resources has created a win/win for the City, the School District, and the citizens. Using well tested policing and fire science our Police and Fire Departments have found low cost methods to improve what are already highly rated services as attested by our ISO and safety ratings.

As we continue to be a local government leader in continuous improvement of government services, we believe that at its basic levels **government should always be "Open" to the public, "Agile" enough to respond to public demand; and "Purposeful" to ensure that ends make sense for the public good.**

In the words of **President Herbert Hoover:**  
(West Branch Native Son)

***"Our job is to find common ground, not to widen differences."***



Building on common ground with an "open, agile, and purposeful" government relies on a capable staff in order to achieve success. It is commonly understood, that strategic investments in employees, will attract and keep the best candidates. Additionally, it will maintain and grow our continuous improvement culture. For these reasons, this budget makes notable improvements in our employee benefits package. For the first time the city will include: Short-Term, Long-Term, and an Employee Assistance Program in its employee benefits package. This is a major step in remaining competitive with the market place. We have also made our cost of

living adjustment based on Federal Labor Bureau statistics, which recommended a 1.6% adjustment to salaries and wages. Like other growing cities striving to keep up with the demands of expanding infrastructure managing the normal lag of collecting the new revenues of new residents. This has created an environment where employees are being asked to wear multiple hats and burdening multiple duties that may not easily be reflected in benchmark comparisons with the market place. Although we constantly check to ensure we remain competitive with our wages and benefits, we are also cognizant that the city needs to undergo classification study; thus, allowing for clearer strategies for promotions, job expectations, and merit bonuses.

*(Public Support)*

We try to focus our tax rate policies on making wise public investment and promoting fairness across the board. It takes public trust for a local government to create a tax strategy that offers fiscal certainty. I believe it's not high taxes that upset citizens, its taxes that are not clearly explained or taxes that are not held accountable for clear outcomes. I would continue to argue that this approach is its own form of economic development. Businesses have to make long-term judgment and forecasting, they need to know what the tax rate will be five years from now, and they need confidence that the city will be able to fund the infrastructure and services it needs; otherwise, their cost of doing business goes up and their odds of long-term success goes down.

There are two recent ballot measures that have allowed the city to implement this approach. The Hotel / Motel Tax, and the Capital Improvement Levy. Both measures were approved by the voters and helps to stabilize potential budget influences that could affect the tax rate. ***The Hotel / Motel Tax*** is a locally imposed lodging tax that is collected by the State of Iowa. For the City of West Branch, this is a new revenue stream that adds to the city's fund balance health in the amount of \$20,000; approximately that equates 0.12 cents in taxes that would have to be added to the existing tax rate to raise the equivalent amount of revenue.

***The Capital Improvement Levy*** is first step helping the city move toward a disciplined Capital Improvement Strategy. This levy does not have to be used or instituted in any given year. It is intended to allow the City to keep the debt obligation portion of the tax rate steady. Normally when cities pay off their debts, their tax rate normally goes down. However, infrastructure needs don't end, and cities find themselves having to issue more debt in the form of bonds to pay for new projects. Unfortunately, this is an expensive way of paying for infrastructure. General obligation bonds typically come with bond attorney fees, state-mandated financial advisor fees, and finance charges. In "Our Plan" the money previously paid in debt service would now go into a Capital Improvement Fund. This fund would be used like a savings account that could pay for things like sidewalks, road repairs or downtown improvements. This way we avoid the typical expenses, and instead we plan, approve, and use funds from our own reserve fund.

The last area of public support has been in the area of wastewater. The city sewer utility will be required to implement new wastewater compliance regulations which have affected our rate structure. The bad news is it has increased \$2.50 this year and it is intended to go up an additional \$5.00 over the next two years. The good news is the city is aggressively searching for (less expensive) alternative methods of treating wastewater. Currently, we found a method that shows promise. Limited trials have exceeded state requirements. However, we still have to go

through the process of documenting data and getting a formal pilot project sanctioned by the Iowa Department of Natural Resources (DNR). We have been given 49 months to pre-design, design and construct a State Mandated Wastewater process. We are now asking the state to suspend these deadlines to allow this promising technology opportunity to prove what we have seen to have worked. The public has been very supportive as we go through this process, and will need continued support as we work to convince the state of the merits of this new process.

*(Tax Rate Comparison)*

Our recommended and proposed Total Property Levy remains 13.09428; it should also be noted that we were able to increase personnel in both the departments of Public Works and Police. We were also able to improve the employee benefits package to include short-term and long-term disability coverage. This tax rate also extends health benefits for our volunteer Fire Chief. Additionally, the same tax rates allow us to take on bold new infrastructure improvements such as Flood Mitigating Creek Widening and Utility Relocation for I-80 expansion. We also will be conducting smaller neighborhood infrastructure improvements, and making additional investments in our new “Cubby Park”. Thanks to our growth, all of this will be done without raising taxes. This still ranks West Branch among the lowest tax rates in communities our size. See Iowa cities of 2,100 – 2,500 population below:

Postville (15.47553)	Audubon (21.78597)	Belle Plaine (13.29749)
<b>Hudson (11.61447)</b>	La Porte City (14.87799)	Madrid (17.91532)
Jesup (14.45844)	Lamoni (17.15321)	<b>Cascade (8.83397)</b>
West Union (14.95218)	<b>Ida Grove (12.88172)</b>	Marengo (13.94787)
<b>Bellevue (12.35125)</b>	<b>FairFax (8.10000)</b>	Rock Rapids (17.00253)
Mitchellville (13.83465)	Sac City (16.69054)	Hawarden (14.46573)
Hull (13.25069)	Toledo (16.39443)	<b>Kalona (11.45461)</b>
Lake Mills (13.56363)	Belmond (17.09801)	West Liberty (17.78803)
Wilton (14.24170)	Durant (14.77977)	

*Highlighted cities are communities that are currently below **West Branch’s current 13.09428**. Please keep in mind that these rates do not reflect any proposed rate increases these communities may be considering or imposing for next year’s FY 20-21 budget.*

*(Closing Remarks)*

The budget and finance division has introduced a new methodology and approach to preparing this year’s budget. It has placed a greater emphasis on locking down unit cost, budget planning, measuring expenses, and examining revenues based on related staffing and/or program activities. One of the key elements in the operations budget is the estimated workload (the labor-hours per output). Such units of measurement and staffing ratios are important for organizations that are growing (in growing communities). The practice of funding staffing and activities out of funding

centers within the budget “just because funding is there” may solve short term funding challenges, but over time the organization loses an understanding of its bottom-line. We have begun the process of reversing this budget culture. It may appear that some department budgets have grown, but in reality, they are just more reflective of “who they really are” with realistic service unit cost.

Last year the City Council had many discussions regarding establishing a 3 month operating reserve? After much discussion, this was delayed due to the perception that the issue of cash flow could come up during the fiscal year. Ultimately, the question is should the city create the expectation of encumbered funds when debt obligations and/or the timing of paying said obligations may require these funds. The policy debate is not over, but this year the council has decided to establish vehicle and equipment reserves. This is another step to becoming more fiscally disciplined and transparent. If indeed cash flow does become an issue? City Council will have an obligation to have a public dialogue about why reserve funds are needed were used.

From a policy-making stand point, the strength of this budget comes from the continued financial discipline set into motion by aforementioned fiscal strategies/philosophies. If we hold ourselves accountable and adopt policies that task fund categories to be more sustainable or self-sufficient and, if we can seek ways to diversify our revenue streams and have our cost reflected in service fees; we will emerge as a smart growth community. With a city administration philosophy that adopts a continuous improvement business model, our aim is to combine the goals, visions, and efforts of our Mayor, City Council, City Staff, Citizens, and Community Volunteers. Together we are turning vision into reality.

Respectfully Submitted,



Redmond Jones II  
City of West Branch  
City Administrator

**Adoption of Budget and Certification of City Taxes (Form 16-142)**



## Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

Resolution No.:

The City of: West Branch

County Name: CEDAR & JOHNSON

Date Budget Adopted:

The below signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

County Auditor Date Stamp		January 1, 2019 Property Valuations		Last Official Census
		With Gas & Electric	Without Gas & Electric	
Regular	2a	143,785,299	142,523,267	2,322
DEBT SERVICE	3a	161,739,740	160,477,708	
Ag Land	4a	573,644		

		(A)		(B)	(C)
Code	Dollar	Request with	Property Taxes		Rate
Sec.	Limit	Utility Replacement	Levied		
384.1	8.10000	Regular General levy	1,154,438	43	8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	0	44	0
12(10)	0.95000	Opr & Maint publicly owned Transit	0	45	0
12(11)	Amr Nec	Rent, Ins. Maint of Civic Center	0	46	0
12(12)	0.13500	Opr & Maint of City owned Civic Center	18,719	47	0.13134
12(13)	0.06750	Planning a Sanitary Disposal Project	0	48	0
12(14)	0.27000	Aviation Authority (under sec. 330A.15)	0	49	0
12(15)	0.06750	Levee Impr. fund in special charter city	0	51	0
12(17)	Amr Nec	Liability, property & self insurance costs	44,061	52	0.30915
12(21)	Amr Nec	Support of a Local Emerg Mgmt Comm.	8,829	495	0.06195
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups	0	53	0
12(2)	0.61000	Memorial Building	0	54	0
12(3)	0.13500	Symphony Orchestra	0	55	0
12(4)	0.27000	Cultural & Scientific Facilities	0	56	0
12(5)	As Voted	County Bridge	0	57	0
12(6)	1.35000	Missi or Missouri River Bridge Const.	0	58	0
12(9)	0.03375	Aid to a Transit Company	0	59	0
12(16)	0.20500	Maintain Institution received by gift/devise	0	60	0
12(18)	1.00000	City Emergency Medical District	0	466	0
12(20)	0.27000	Support Public Library	0	61	0
28E.22	1.50000	Unified Law Enforcement	0	62	0
Total General Fund Regular Levies (5 thru 24)		1,236,905	1,226,047		
384.1	3.00375	Ag Land	1,723	63	3.00375
Total General Fund Tax Levies (25 + 26)		1,238,628	1,227,770		Do Not Add
Special Revenue Levies					
384.8	0.27000	Emergency (if general fund at levy limit)	38,481	64	0.27000
384.6	Amr Nec	Police & Fire Retirement	0		0
	Amr Nec	FICA & IPERS (if general fund at levy limit)	160,361		1.12516
Rules	Amr Nec	Other Employee Benefits	118,947		0.83458
Total Employee Benefit Levies (29,30,31)		281,782	279,308	65	1.95974
Sub Total Special Revenue Levies (28+32)		320,604	317,789		
Valuation					
386	As Req	With Gas & Elec	Without Gas & Elec		
SSMID 1	(A)	(B)		34	0
SSMID 2	(A)	(B)		35	0
SSMID 3	(A)	(B)		36	0
SSMID 4	(A)	(B)		37	0
SSMID 5	(A)	(B)		555	0
SSMID 6	(A)	(B)		556	0
SSMID 7	(A)	(B)		557	0
SSMID 8	(A)	(B)		558	0
Total Special Revenue Levies		320,604	317,789		
384.4	Amr Nec	Debt Service Levy 76.10(6)	363,017	70	2.26210
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	0	71	0
Total Property Taxes (27+39+40+41)		1,925,104	1,908,576	72	13.09428

<b>CITY NAME</b> <b>West Branch</b>	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> <b>Fiscal Year July 1, 2020 - June 30, 2021</b>	<b>CITY CODE</b> <b>16-142</b>
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 2/4/2020	<b>Meeting Time:</b> 7:00 PM	<b>Meeting Location:</b> Council Chambers, City Office, 110 N Poplar, West Branch, Iowa
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> <a href="https://westbranchiowa.org">https://westbranchiowa.org</a>		<b>City Telephone Number:</b> 319-643-5888		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax 2019/2020</b>	<b>Budget Year Effective Property Tax 2020/2021**</b>	<b>Budget Year Proposed Maximum Property Tax 2020/2021</b>	<b>Annual % CHG</b>
Regular Taxable Valuation	1 135,421,456	143,785,299	143,785,299	
<b>Tax Levies:</b>				
Regular General	2 \$1,096,914	\$1,096,914	\$1,164,661	
Contract for Use of Bridge	3 \$0	\$0		
Opr & Maint Publicly Owned Transit	4 \$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0		
Opr & Maint of City-Owned Civic Center	6 \$18,280	\$18,280	\$18,898	
Planning a Sanitary Disposal Project	7 \$0	\$0		
Liability, Property & Self-Insurance Costs	8 \$45,543	\$45,543	\$44,451	
Support of Local Emer. Mgmt. Commission	9 \$15,032	\$15,032	\$8,908	
Emergency	10 \$36,564	\$36,564	\$38,822	
Police & Fire Retirement	11 \$0	\$0		
FICA & IPERS	12 \$139,911	\$139,911	\$162,837	
Other Employee Benefits	13 \$119,844	\$119,844	\$127,707	
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$1,472,088	\$1,472,088	\$1,566,284	<b>6.40%</b>
<b>Calculated 384.15A MaximumTax Rate</b>	15 \$10.87042	\$10.23810	\$10.89321	

Explanation of significant increases in the budget:

Increase in full time staff by 2 people, results in increased salary, FICA, IPERS and employee benefit expense. Increase in Park operating expense due to opening of new park.

If applicable, the above notice also available online at:

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective propert tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

## CHECK CITY VALUATIONS

[Taxable Valuations By Class By Levy Authority](#)

[100% Valuations By Class By Levy Authority](#)

## Commercial & Industrial Replacement Claim Estimation

This sheet has been designed to allow each city to estimate the amount of property tax reimbursement that will be received from the State for each fund.

The City of West Branch

	(A) Commercial - Non-TIF	(B) Commercial - TIF	(C) Industrial - Non-TIF	(D) Industrial - TIF
1 Taxable	50,872,600	15,569,177	11,468,601	
2 100% Assessed	58,255,018	15,569,177	12,742,890	

### REPLACEMENT \$ FILLS TO:

3 General Fund	\$59,575	REVENUES, LINE 18, COL (C)
4 Special Fund	\$15,442	REVENUES, LINE 18, COL (D)
5 Debt Fund	\$15,666	REVENUES, LINE 18, COL (F)
6 Capital Reserve Fund	\$0	REVENUES, LINE 18, COL (G)

## REPLACEMENT PAYMENT PERCENTAGE

Beginning in FY 2017-2018, the amount of commercial & industrial replacement payments paid by the State of Iowa to local governments becomes limited by the total amount of payments made in FY 2016-2017. This limitation of total dollars available for repayment of commercial & industrial replacement claims may cause all payments to local governments to be pro-rated. The amount of proration necessary for the budget year will not be known until August, but the dropdown below will allow the estimated commercial & industrial replacement payments to be reduced by a selected proration percentage.

To reduce that estimated amount of commercial & industrial replacement payment budgeted for the coming fiscal year, complete an estimation of the replacement payment above. Once complete, select a proration percentage from the list below. The proration percentage will limit the amount of estimated replacement payment budgeted. This will hopefully prevent an over estimation in the budget year revenues.

84%

83%

82%

81%

80%

79%

78%

\* Please input the amount of revenue being received from any grants or reimbursements from the State of Iowa, excluding the replacement amounts on lines 3 through 6 above. Separate the revenues by fund receiving the money.

Other State Grants & Reimbursements	10	(C) General	(D) Special Revenue	(E) TIF-Sp. Revenue	(F) Debt Service	(G) Capital Projects	(H) Proprietary
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## Commercial & Industrial Replacement Claim Estimation

For SSMIDs

The City of West Branch

SSMID 1		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

REPLACEMENT \$		
1	Special Fund	\$0

SSMID 2		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

SSMID 3		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

SSMID 4		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

SSMID 5		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

SSMID 6		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

SSMID 7		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

SSMID 8		(A)	(B)	
		Commercial - Reg	Industrial - Reg	Replacement \$
1	Taxable			
2	Assessed			\$0

Form FBW

Department of Management

## Fund Balance Worksheet for City of

## West Branch

(1) *Annual Report FY 2019		General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)
Beginning Fund Balance July 1 (pg 5, line 134) *	1	732,893	476,224	118,695	55,583	3,469,290	166,476	5,019,161	295,550	5,314,711
Actual Revenues Except Beg Bal (pg 5, line 132) *	2	1,961,882	891,150	422,267	1,078,647	382,398	4,730	4,741,074	1,008,505	5,747,579
Actual Expenditures Except End Bal (pg 9, line 136) *	3	1,507,376	735,096	432,391	1,063,861	2,828,825	0	6,567,549	919,281	7,486,830
Ending Fund Balance June 30 (pg 9, line 147) *	4	1,187,399	632,278	108,571	70,369	1,022,863	171,206	3,192,686	382,774	3,575,460
(2) ** Re-Estimated FY 2020		General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	5	1,187,399	632,278	108,571	70,369	1,022,863	171,206	3,192,686	382,774	3,575,460
Re-Est Revenues	6	1,801,823	812,247	486,972	1,017,019	1,578,202	2,350	5,678,413	1,032,370	6,710,783
Re-Est Expenditures	7	1,913,856	896,606	351,758	1,000,885	2,352,547	0	6,505,732	946,993	7,452,725
Ending Fund Balance	8	1,075,166	557,839	223,785	86,503	248,518	173,556	2,365,367	468,151	2,833,518
(3) ** Budget FY 2021		General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	9	1,075,166	557,839	223,785	86,503	248,518	173,556	2,365,367	468,151	2,833,518
Revenues	10	1,974,965	856,046	486,238	1,058,852	650,000	2,200	5,028,301	1,138,000	6,166,301
Expenditures	11	1,967,782	894,493	486,238	1,005,824	850,000	0	5,204,337	901,354	6,105,691
Ending Fund Balance	12	1,082,349	519,392	223,785	139,531	48,518	175,756	2,189,331	704,797	2,894,128

\* The figures in section (1) are taken from FORM F-65(A-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2019

\*\* The remaining two sections are filled in by the software once ALL worksheets are completed.

IF THE CITY HAS AN ACTIVE TIF, enter the Beginning Fund Balance for the TIF Special Revenue Fund for the ACTUAL YEAR.

AN ACTIVE TIF IS ONE FOR WHICH YOU ARE CERTIFYING DEBT TO THE COUNTY AUDITOR AND RECEIVING ANNUAL TIF REVENUES IF GENERATED.

CITY OF West Branch

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer.

Input the amount of General Fund Levy request to be used

	Request with Utility Replacement (A)	Property Taxes Levied (B)
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	<input type="text"/>	0
Support of a Local Emerg.Mgmt.Comm.	8,908	8,829
TOTAL FOR FISCAL YEAR 2021	8,908	8,829

## RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending 2020

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	RE-ESTIMATED	ACTUAL
(A)	(B)	(C)	REVENUE	SPECIAL	SERVICE	PROJECTS	(H)	(I)	2020	2019
			(D)	REVENUES	(F)	(G)			(J)	(K)
<b>PUBLIC SAFETY</b>										
Police Department/Crime Prevention	1	437,604	99,252						536,856	452,538
Jail	2								0	0
Emergency Management	3								0	0
Flood Control	4								0	0
Fire Department	5	273,108	8,450						281,558	140,044
Ambulance	6								0	0
Building Inspections	7	13,880	2,350						16,230	15,059
Miscellaneous Protective Services	8								0	0
Animal Control	9	3,250							3,250	1,510
Other Public Safety	10								0	0
TOTAL (lines 1 - 10)	11	727,842	110,052				0		837,894	609,151
<b>PUBLIC WORKS</b>										
Roads, Bridges, & Sidewalks	12	24,510	288,709						313,219	304,614
Parking - Meter and Off-Street	13								0	0
Street Lighting	14	40,000							40,000	0
Traffic Control and Safety	15								0	0
Snow Removal	16								0	13,754
Highway Engineering	17								0	7,758
Street Cleaning	18								0	0
Airport (if not Enterprise)	19								0	0
Garbage (if not Enterprise)	20	69,000							69,000	66,810
Other Public Works	21								0	0
TOTAL (lines 12 - 21)	22	133,510	288,709				0		422,219	392,936
<b>HEALTH &amp; SOCIAL SERVICES</b>										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27								0	0
Community Mental Health	28								0	0
Other Health and Social Services	29								0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0
<b>CULTURE &amp; RECREATION</b>										
Library Services	31	220,724	40,767						261,491	258,049
Museum, Band and Theater	32								0	0
Parks	33	125,577	21,658						147,235	137,716
Recreation	34								0	0
Cemetery	35	129,838	27,588						157,426	145,426
Community Center, Zoo, & Marina	36	19,940							19,940	15,950
Other Culture and Recreation	37	99,820	3,063						102,883	68,872
TOTAL (lines 31 - 37)	38	595,899	93,076				0		688,975	626,013



CITY OF West Branch

Department of Management

## RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

RE-ESTIMATED Fiscal Year Ending 2020

Fiscal Years

GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	RE-ESTIMATED	ACTUAL
(A)	(B)	(C)	REVENUES	SPECIAL	SERVICE	PROJECTS	(H)	(I)	2020	2019
			(D)	REVENUES	(F)	(G)			(J)	(K)
				(E)						
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>										
Community Beautification	39								0	
Economic Development	40	74,659							74,659	29,584
Housing and Urban Renewal	41								0	0
Planning & Zoning	42	25,000							25,000	21,525
Other Com & Econ Development	43	33,319							33,319	8,528
	44									
TOTAL (lines 39 - 44)	45	132,978	0	0			0		132,978	59,637
<b>GENERAL GOVERNMENT</b>										
Mayor, Council, & City Manager	46	16,250	2,564						18,814	17,491
Clerk, Treasurer, & Finance Adm.	47	126,175	16,297						142,472	132,024
Elections	48								0	0
Legal Services & City Attorney	49	27,000							27,000	25,888
City Hall & General Buildings	50								0	0
Tort Liability	51								0	0
Other General Government	52								0	0
TOTAL (lines 46 - 52)	53	169,425	18,861	0			0		188,286	175,403
<b>DEBT SERVICE</b>										
Gov Capital Projects	55				1,000,885	1,743,547			1,000,885	1,063,861
TIF Capital Projects	56								1,743,547	2,821,540
									0	0
TOTAL CAPITAL PROJECTS	57	0	0	0		1,743,547	0		1,743,547	2,821,540
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	1,759,654	510,698	0	1,000,885	1,743,547	0		5,014,784	5,748,541
<b>BUSINESS TYPE ACTIVITIES</b>										
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>										
Water Utility	59							363,965	363,965	343,894
Sewer Utility	60							301,735	301,735	284,511
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64							0	0	0
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68							50,000	50,000	29,288
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0
Enterprise DEBT SERVICE	70							59,305	59,305	59,355
Enterprise CAPITAL PROJECTS	71							0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68)	73							775,005	775,005	717,048
TOTAL ALL EXPENDITURES (lines 58+74)	74	1,759,654	510,698	0	1,000,885	1,743,547	0	775,005	5,789,789	6,465,589
Regular Transfers Out	75	154,202	375,988			609,000		171,988	1,311,178	597,378
Internal TIF Loan Transfers Out	76			351,758					351,758	423,863
Total ALL Transfers Out	77	154,202	375,988	351,758	0	609,000	0	171,988	1,662,936	1,021,241
Total Expenditures and Other Fin Uses (lines 73+74)	78	1,913,856	886,686	351,758	1,000,885	2,352,547	0	946,993	7,452,725	7,486,830
Ending Fund Balance June 30	79	1,075,166	557,839	223,785	86,503	248,518	173,556	468,151	2,833,518	3,575,460

THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

## RE-ESTIMATED REVENUES DETAIL

RE-ESTIMATED Fiscal Year Ending

2020

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2020 (J)	ACTUAL 2019 (K)
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>										
Taxes Levied on Property	1	1,166,917	293,659		335,021				1,795,597	1,724,998
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	1,166,917	293,659		335,021	0			1,795,597	1,724,998
Delinquent Property Taxes	4								0	0
TIF Revenues	5			461,222					461,222	403,116
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	10,553	2,660		2,694				15,907	283,281
Utility franchise tax (Iowa Code Chapter 364.21)	7	24,000							24,000	0
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	16,000							16,000	0
Other Local Option Taxes	12		200,000						200,000	0
Subtotal - Other City Taxes (lines 6 thru 12)	13	50,553	202,660		2,694	0			255,907	283,281
Licenses & Permits	14	35,500							35,500	41,934
Use of Money & Property	15	15,500		5,750			1,150	6,750	29,150	104,536
Intergovernmental:										
Federal Grants & Reimbursements	16	6,000				715,000			721,000	799,957
Road Use Taxes	17		300,000						300,000	0
Other State Grants & Reimbursements	18	63,202	15,928		16,134	0			95,264	0
Local Grants & Reimbursements	19	199,687							199,687	0
Subtotal - Intergovernmental (lines 16 thru 19)	20	268,889	315,928	0	16,134	715,000		0	1,315,951	799,957
Charges for Fees & Service:										
Water Utility	21							551,060	551,060	1,079,511
Sewer Utility	22							410,560	410,560	0
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27	48,000							48,000	0
Hospital	28								0	0
Transit	29								0	0
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32							55,000	55,000	0
Other Fees & Charges for Service	33	46,000							46,000	0
Subtotal - Charges for Service (lines 21 thru 33)	34	94,000	0		0	0		1,016,620	1,110,620	1,079,511
Special Assessments	35								0	0
Miscellaneous	36	33,700					1,200	9,000	43,900	120,507
Other Financing Sources:										
Regular Operating Transfers In	37	136,564			311,412	863,202			1,311,178	597,378
Internal TIF Loan Transfers In	38				351,758				351,758	423,853
Subtotal ALL Operating Transfers In	39	136,564	0	0	663,170	863,202	0	0	1,662,936	1,021,241
Proceeds of Debt (Excluding TIF Internal Borrow)	40								0	0
Proceeds of Capital Asset Sales	41								0	168,500
Subtotal-Other Financing Sources (Lines 40 thru 41)	42	136,564	0	0	663,170	863,202	0	0	1,662,936	1,189,741
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	1,801,623	812,247	466,972	1,017,019	1,578,202	2,350	1,032,370	6,710,783	5,747,579
Beginning Fund Balance July 1	44	1,187,399	632,278	108,571	70,369	1,022,863	171,206	382,774	3,575,460	5,314,711
TOTAL REVENUES & BEGIN BALANCE (line 44)	45	2,989,022	1,444,525	575,543	1,087,388	2,601,065	173,556	1,415,144	10,286,243	11,062,290

## EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	BUDGET	RE-ESTIMATED	ACTUAL
(A)	(B)	(C)	REVENUES	SPECIAL	SERVICE	PROJECTS	(H)	(I)	2021	2020	2019
			(D)	REVENUES	(F)	(G)			(J)	(K)	(L)
<b>PUBLIC SAFETY</b>											
Police Department/Crime Prevention	1	439,318	106,514						545,832	536,856	452,538
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	279,889	16,504						296,393	281,558	140,044
Ambulance	6								0	0	0
Building Inspections	7	13,937	2,350						16,287	16,230	15,059
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	3,250							3,250	3,250	1,510
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	736,394	125,368				0		861,762	837,894	609,151
<b>PUBLIC WORKS</b>											
Roads, Bridges, & Sidewalks	12	56,111	407,220						463,331	313,219	304,614
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	37,000							37,000	40,000	0
Traffic Control and Safety	15								0	0	0
Snow Removal	16								0	0	13,754
Highway Engineering	17								0	0	7,758
Street Cleaning	18								0	0	0
Airport (if not Enterprise)	19								0	0	0
Garbage (if not Enterprise)	20	203,700							203,700	69,000	66,810
Other Public Works	21								0	0	0
TOTAL (lines 12 - 21)	22	296,811	407,220				0		704,031	422,219	392,936
<b>HEALTH &amp; SOCIAL SERVICES</b>											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0	0
<b>CULTURE &amp; RECREATION</b>											
Library Services	31	225,209	34,871						260,080	261,491	258,049
Museum, Band and Theater	32								0	0	0
Parks	33	218,476	31,156						249,632	147,235	137,716
Recreation	34								0	0	0
Cemetery	35	91,240	16,285						107,525	157,426	145,426
Community Center, Zoo, & Marina	36	18,885	233						19,118	19,940	15,950
Other Culture and Recreation	37	97,080	3,492						100,572	102,883	68,872
TOTAL (lines 31 - 37)	38	650,890	86,037				0		736,927	688,975	626,013



## EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	BUDGET	RE-ESTIMATED	ACTUAL
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	2021	2020	2019
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39								0	0	0
Economic Development	40	69,659							69,659	74,659	29,584
Housing and Urban Renewal	41								0	0	0
Planning & Zoning	42	25,000							25,000	25,000	21,525
Other Com & Econ Development	43			33,899					33,899	33,319	8,528
	44										
TOTAL (lines 39 - 44)	45	94,659	0	33,899			0		128,558	132,978	59,637
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	16,500	2,564						19,064	18,814	17,491
Clerk, Treasurer, & Finance Adm.	47	145,528	20,507						166,035	142,472	132,024
Elections	48								0	0	0
Legal Services & City Attorney	49	27,000							27,000	27,000	25,888
City Hall & General Buildings	50								0	0	0
Tort Liability	51								0	0	0
Other General Government	52								0	0	0
TOTAL (lines 46 - 52)	53	189,028	23,071	0			0		212,099	188,286	175,403
DEBT SERVICE											
Gov Capital Projects	54				1,005,824				1,005,824	1,000,885	1,063,861
TIF Capital Projects	55					850,000			850,000	1,743,547	2,821,540
	56								0	0	0
TOTAL CAPITAL PROJECTS	57	0	0	0		850,000	0		850,000	1,743,547	2,821,540
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	1,967,782	641,696	33,899	1,005,824	850,000	0		4,499,201	5,014,784	5,748,541
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							395,957	395,957	363,965	343,894
Sewer Utility	60							309,162	309,162	301,735	284,511
Electric Utility	61							0	0	0	0
Gas Utility	62							0	0	0	0
Airport	63							0	0	0	0
Landfill/Garbage	64							0	0	0	0
Transit	65							0	0	0	0
Cable TV, Internet & Telephone	66							0	0	0	0
Housing Authority	67							0	0	0	0
Storm Water Utility	68							50,000	50,000	50,000	29,288
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0	0
Enterprise DEBT SERVICE	70							60,235	60,235	59,305	59,355
Enterprise CAPITAL PROJECTS	71							0	0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0	0
TOTAL Business Type Expenditures (lines 59 - 73)	73							815,354	815,354	775,005	717,048
TOTAL ALL EXPENDITURES (lines 58+74)	74	1,967,782	641,696	33,899	1,005,824	850,000	0	815,354	5,314,555	5,789,789	6,465,589
Regular Transfers Out	75		252,797					86,000	338,797	1,311,178	597,378
Internal TIF Loan / Repayment Transfers Out	76			452,339					452,339	351,758	423,863
Total ALL Transfers Out	77	0	252,797	452,339	0	0	0	86,000	791,136	1,662,936	1,021,241
Total Expenditures & Fund Transfers Out (lines 75+76)	78	1,967,782	894,493	486,238	1,005,824	850,000	0	901,354	6,105,691	7,452,725	7,486,830
Ending Fund Balance June 30	79	1,082,349	519,392	223,785	139,531	48,518	175,756	704,797	2,894,128	2,833,518	3,575,460

\* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

## CITY OF

## West Branch

Department of Management

The last two columns will fill in  
once the Re-Est forms are  
completed

		REVENUES DETAIL							Fiscal Years		
		Fiscal Year Ending 2021									
(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>											
Taxes Levied on Property	1	1,227,770	317,789		363,017	0			1,908,576	1,795,597	1,724,998
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	1,227,770	317,789		363,017	0			1,908,576	1,795,597	1,724,998
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			485,238					485,238	451,222	403,115
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	10,858	2,815		2,855	0			16,528	15,907	293,281
Utility franchise tax (Row Code Chapter 364)	7	24,000							24,000	24,000	0
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11	18,000							18,000	16,000	0
Other Local Option Taxes	12		210,000						210,000	200,000	0
Subtotal - Other City Taxes (lines 6 thru 12)	13	52,858	212,815		2,855	0			268,528	255,907	293,281
Licenses & Permits	14	35,100							35,100	35,500	41,934
Use of Money & Property	15	13,000					1,000	6,000	20,000	29,150	104,530
Intergovernmental:											
Federal Grants & Reimbursements	16	6,000				450,000			456,000	721,000	799,957
Road Use Taxes	17		310,000						310,000	300,000	0
Other State Grants & Reimbursements	18	59,575	15,442	0	15,660	0		0	90,683	95,264	0
Local Grants & Reimbursements	19	201,720							201,720	199,687	0
Subtotal - Intergovernmental (lines 16 thru 19)	20	267,295	325,442	0	15,660	450,000		0	1,058,403	1,315,951	799,957
Charges for Fees & Service:											
Water Utility	21							545,000	545,000	551,066	1,079,511
Sewer Utility	22							518,000	518,000	410,560	0
Electric Utility	23								0	0	0
Gas Utility	24								0	0	0
Parking	25								0	0	0
Airport	26								0	0	0
Landfill/Garbage	27	188,700							188,700	48,000	0
Hospital	28								0	0	0
Transit	29								0	0	0
Cable TV, Internet & Telephone	30								0	0	0
Housing Authority	31								0	0	0
Storm Water Utility	32							60,000	60,000	55,000	0
Other Fees & Charges for Service	33	46,500							46,500	46,000	0
Subtotal - Charges for Service (lines 21 thru 33)	34	235,200	0		0	0		1,123,000	1,358,200	1,110,620	1,079,511
Special Assessments	35								0	0	0
Miscellaneous	36	29,920					1,200	9,000	40,120	43,900	120,505
Other Financing Sources:											
Regular Operating Transfers In	37	38,822			299,975				338,797	1,311,178	597,378
Internal TIF Loan Transfers In	38	75,000			377,339				452,339	351,758	423,863
Subtotal All Operating Transfers In	39	113,822	0	0	677,314	0	0	0	791,136	1,662,936	1,021,241
Proceeds of Debt (Excluding TIF Internal Borrow)	40					200,000			200,000	0	0
Proceeds of Capital Asset Sales	41								0	0	168,500
Subtotal-Other Financing Sources (lines 40 thru 41)	42	113,822	0	0	677,314	200,000	0	0	991,136	1,662,936	1,189,741
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	1,974,965	856,046	485,238	1,058,852	650,000	2,200	1,138,000	6,166,301	6,710,783	8,747,579
Beginning Fund Balance July 1	44	1,075,166	557,839	223,785	86,503	248,518	173,556	468,151	2,833,518	3,575,460	5,314,711
TOTAL REVENUES & BEGIN BALANCE (line 44)	45	3,050,131	1,413,885	710,023	1,145,355	898,518	175,756	1,606,151	8,999,819	10,286,243	11,062,290

CITY OF West Branch

Department of Management

## ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2021

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
<b>Revenues &amp; Other Financing Sources</b>											
Taxes Levied on Property	1	1,227,770	317,789		363,017	0			1,908,576	1,795,597	1,724,998
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	1,227,770	317,789		363,017	0			1,908,576	1,795,597	1,724,998
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			486,238					486,238	461,222	403,116
Other City Taxes	6	52,858	212,815		2,855	0			268,528	255,907	283,281
Licenses & Permits	7	35,100	0					0	35,100	35,500	41,934
Use of Money and Property	8	13,000	0	0	0	0	1,000	6,000	20,000	29,150	104,536
Intergovernmental	9	267,295	325,442	0	15,666	450,000		0	1,058,403	1,315,951	799,957
Charges for Fees & Service	10	235,200	0		0	0	0	1,123,000	1,358,200	1,110,620	1,079,511
Special Assessments	11	0	0		0	0		0	0	0	0
Miscellaneous	12	29,920	0		0	0	1,200	9,000	40,120	43,900	120,505
Sub-Total Revenues	13	1,861,143	856,046	486,238	381,538	450,000	2,200	1,138,000	5,175,165	5,047,847	4,557,838
<b>Other Financing Sources:</b>											
Total Transfers In	14	113,822	0	0	677,314	0	0	0	791,136	1,662,936	1,021,241
Proceeds of Debt	15	0	0	0	0	200,000		0	200,000	0	0
Proceeds of Capital Asset Sales	16	0	0	0	0	0		0	0	0	168,500
Total Revenues and Other Sources	17	1,974,965	856,046	486,238	1,058,852	650,000	2,200	1,138,000	6,166,301	6,710,783	5,747,579
<b>Expenditures &amp; Other Financing Uses</b>											
Public Safety	18	736,394	125,368	0			0		861,762	837,894	609,151
Public Works	19	296,811	407,220	0			0		704,031	422,219	392,936
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	650,890	86,037	0			0		736,927	688,975	626,013
Community and Economic Development	22	94,659	0	33,899			0		128,558	132,978	59,637
General Government	23	189,028	23,071	0			0		212,099	188,286	175,403
Debt Service	24	0	0		1,005,824		0		1,005,824	1,000,885	1,063,861
Capital Projects	25	0	0	0		850,000			850,000	1,743,547	2,821,540
Total Government Activities Expenditure	26	1,967,782	641,696	33,899	1,005,824	850,000	0		4,499,201	5,014,784	5,748,541
Business Type Proprietary: Enterprise & ISF	27							815,354	815,354	775,005	717,048
Total Gov & Bus Type Expenditures	28	1,967,782	641,696	33,899	1,005,824	850,000	0	815,354	5,314,555	5,789,789	6,465,589
Total Transfers Out	29	0	252,797	452,339	0	0	0	86,000	791,136	1,662,936	1,021,241
Total ALL Expenditures/Fund Transfers	30	1,967,782	894,493	486,238	1,005,824	850,000	0	901,354	6,105,691	7,452,725	7,486,830
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31										
	32	7,183	-38,447	0	53,028	-200,000	2,200	236,646	60,610	-741,942	-1,739,251
Beginning Fund Balance July 1	33	1,075,166	557,839	223,785	86,503	248,518	173,556	468,151	2,833,518	3,575,460	5,314,711
Ending Fund Balance June 30	34	1,082,349	519,392	223,785	139,531	48,518	175,756	704,797	2,894,128	2,833,518	3,575,460



LONG TERM DEBT SCHEDULE  
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS  
PAGE 1

City Name: West Branch

Fiscal Year

2021

GO - TOTAL													
NON-GO TOTAL													
GRAND TOTAL													
Debt Name (A)	Amount of Issue (B)	Type of Debt Obligation (C)	Debt Resolution Number (D)	Principal Due FY 2021 (E)	Interest Due FY 2021 (F)	Total Obligation Due FY 2021 =(I)	Bond Reg./ Paying Agent Fees Due FY 2021 =(I)	Reductions due to Refinancing or Prepayment of Certified Debt =(I)	Paid from Funds OTHER THAN Current Year Debt Service Taxes =(J)	Amount Paid Current Year Debt Service Levy =(K)			
(1) GO Corp Purpose and Refunding Bonds Series 2013	2,730,000	GO	1081	175,000	31,350	206,350	500		86,000	120,850			
(2) Water Revenue Bonds	943,000	NON-GO	798	53,000	6,378	59,378	858	0	60,236	0			
(3) GO Corp Purpose Bonds Series 2015	855,000	GO	1377	85,000	10,255	95,255	500			95,755			
(4) GO Corp Purpose Bonds Series 2016A	1,000,000	GO	1483	85,000	13,043	98,043	500		49,271	49,272			
(5) GO Corp Purpose Bonds Series 2016B	400,000	GO	1484	50,000	6,850	56,850	500		57,350	0			
(6) GO Judgement Settlement Note 2017	495,000	GO	1584	99,000	9,653	108,653			108,653	0			
(7) GO Corp Purpose Bonds Series 2017	4,200,000	GO	1663	350,000	87,673	437,673	500		338,178	99,995			
(8)		NO SELECTION	▶			0				0			
(9)		NO SELECTION	▶			0				0			
(10)		NO SELECTION	▶			0				0			
(11)		NO SELECTION	▶			0				0			
(12)		NO SELECTION	▶			0				0			
(13)		NO SELECTION	▶			0				0			
(14)		NO SELECTION	▶			0				0			
(15)		NO SELECTION	▶			0				0			
(16)		NO SELECTION	▶			0				0			
(17)		NO SELECTION	▶			0				0			
(18)		NO SELECTION	▶			0				0			
(19)		NO SELECTION	▶			0				0			
(20)		NO SELECTION	▶			0				0			
(21)		NO SELECTION	▶			0				0			
(22)		NO SELECTION	▶			0				0			
(23)		NO SELECTION	▶			0				0			
(24)		NO SELECTION	▶			0				0			
(25)		NO SELECTION	▶			0				0			
(26)		NO SELECTION	▶			0				0			
(27)		NO SELECTION	▶			0				0			
(28)		NO SELECTION	▶			0				0			
(29)		NO SELECTION	▶			0				0			
(30)		NO SELECTION	▶			0				0			
TOTALS				897,000	165,202	1,062,202	3,358	0	699,688	365,872			

# NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N Poplar St. West Branch, IA

on 3/2/2020 at 7:00 PM  
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . . . \$ 13.09428

The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

319-643-5888  
phone number

Redmond Jones II  
City Clerk/Finance Officer's NAME

		Budget FY 2021	Re-estimated FY 2020	Actual FY 2019
		(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,908,576	1,795,597	1,724,998
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>1,908,576</b>	<b>1,795,597</b>	<b>1,724,998</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	486,238	461,222	403,116
Other City Taxes	6	268,528	255,907	283,281
Licenses & Permits	7	35,100	35,500	41,934
Use of Money and Property	8	20,000	29,150	104,536
Intergovernmental	9	1,058,403	1,315,951	799,957
Charges for Fees & Service	10	1,358,200	1,110,620	1,079,511
Special Assessments	11	0	0	0
Miscellaneous	12	40,120	43,900	120,505
Other Financing Sources	13	200,000	0	168,500
Transfers In	14	791,136	1,662,936	1,021,241
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>6,166,301</b>	<b>6,710,783</b>	<b>5,747,579</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	861,762	837,894	609,151
Public Works	17	704,031	422,219	392,936
Health and Social Services	18	0	0	0
Culture and Recreation	19	736,927	688,975	626,013
Community and Economic Development	20	128,558	132,978	59,637
General Government	21	212,099	188,286	175,403
Debt Service	22	1,005,824	1,000,885	1,063,861
Capital Projects	23	850,000	1,743,547	2,821,540
<b>Total Government Activities Expenditures</b>	<b>24</b>	<b>4,499,201</b>	<b>5,014,784</b>	<b>5,748,541</b>
Business Type / Enterprises	25	815,354	775,005	717,048
<b>Total ALL Expenditures</b>	<b>26</b>	<b>5,314,555</b>	<b>5,789,789</b>	<b>6,465,589</b>
Transfers Out	27	791,136	1,662,936	1,021,241
<b>Total ALL Expenditures/Transfers Out</b>	<b>28</b>	<b>6,105,691</b>	<b>7,452,725</b>	<b>7,486,830</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>60,610</b>	<b>-741,942</b>	<b>-1,739,251</b>
Beginning Fund Balance July 1	30	2,833,518	3,575,460	5,314,711
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>2,894,128</b>	<b>2,833,518</b>	<b>3,575,460</b>

FY 2020

Departmental Revenues City of West Branch Approved Budget As of: January 31<sup>st</sup>, 2020

2-14-2020 11:28 AM

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

PAGE: 1

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)		
DEPARTMENTAL REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>POLICE OPERATION</b>						
=====						
<u>001-GENERAL FUND</u>						
001-4-1-110-1-4550 SRO - MISC CHARGE FOR	8,818	6,965	9,000	5,649	9,000	
001-4-1-110-1-4710 REIMBURSEMENTS	0	0	0	0	0	
001-4-1-110-2-4400 POLICE DEPARTMENT GRA	1,515	0	0	1,500	0	
001-4-1-110-2-4705 POLICE DEPT CONTRIBUT	0	3,220	0	50	0	
001-4-1-110-4-4442 STEP REIMBURSEMENTS	0	0	0	0	0	
TOTAL 001-GENERAL FUND	10,333	10,185	9,000	7,199	9,000	
<hr/>						
TOTAL POLICE OPERATION	10,333	10,185	9,000	7,199	9,000	
<b>FIRE OPERATION</b>						
=====						
<u>001-GENERAL FUND</u>						
001-4-1-150-1-4550 FIRE - CHARGE FOR SER	450	1,446	0	3,178	0	
001-4-1-150-2-4402 FIRE DEPARTMENT GRANT	0	0	0	0	0	
001-4-1-150-2-4450 IDNR GRANT	0	714	0	0	0	
001-4-1-150-2-4475 TWP. FIRE CONTRACTS	169,085	172,428	176,457	92,817	176,457	
001-4-1-150-2-4705 CONTRIBUTIONS	5,257	2,675	4,000	2,205	4,000	
001-4-1-150-4-4017 EMERGENCY MANAGEMENT	8,389	8,354	15,032	7,706	15,032	
001-4-1-150-4-4060 EXCISE TAX, EMA	84	78	0	74	0	
001-4-1-150-4-4080 MOBILE HOME TAXES	64	60	0	60	0	
001-4-1-150-4-4464 COMM/IND REPLACEMENT	468	451	0	447	0	
001-4-1-150-4-4715 REFUNDS	0	0	0	0	0	
001-4-1-150-4-4799 MISCELLANEOUS REVENUE	125	0	0	0	0	
001-4-1-150-4-550 DO NOT USE	0	0	0	0	0	
TOTAL 001-GENERAL FUND	183,922	186,206	195,489	106,486	195,489	
<hr/>						
<u>014-FIRE APPARATUS RESERVE</u>						
014-4-1-150-2-4705 PRIVATE CONTRIBUTIONS	0	0	0	0	0	
TOTAL 014-FIRE APPARATUS RESERVE	0	0	0	0	0	
<hr/>						
TOTAL FIRE OPERATION	183,922	186,206	195,489	106,486	195,489	
<b>BUILDING INSPECTIONS</b>						
=====						
TOTAL BUILDING INSPECTIONS	0	0	0	0	0	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)		
DEPARTMENTAL REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>						
ANIMAL CONTROL						
=====						
<hr/>						
TOTAL ANIMAL CONTROL	0	0	0	0	0	
ROADS AND STREETS						
=====						
001-GENERAL FUND						
001-4-2-210-1-4550 MISC REV SIDEWALK REP	5,084	755	0	514	0	
001-4-2-210-2-4445 IOWA DOT GRANTS/REIMB	0	0	0	0	0	
001-4-2-210-2-4710 REIMB-GF STREETS	875	0	0	0	0	
001-4-2-210-4-4821 BANK LOAN	0	0	0	0	0	
TOTAL 001-GENERAL FUND	5,959	755	0	514	0	
110-ROAD USE TAX						
110-4-2-210-2-4430 ROAD USE TAX PAYMENTS	296,264	299,969	300,000	195,192	300,000	
110-4-2-210-2-4445 IOWA DOT GRANTS/REIMB	0	0	0	0	0	
110-4-2-210-2-4710 REIMBURSEMENTS	120	0	0	0	0	
110-4-2-210-2-4821 BANK LOAN	0	0	0	0	0	
TOTAL 110-ROAD USE TAX	296,384	299,969	300,000	195,192	300,000	
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TOTAL ROADS AND STREETS	302,343	300,724	300,000	195,706	300,000	
STREET LIGHTING						
=====						
001-GENERAL FUND						
001-4-2-230-2-4710 REIMBURSEMENTS	30	0	0	0	0	
TOTAL 001-GENERAL FUND	30	0	0	0	0	
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TOTAL STREET LIGHTING	30	0	0	0	0	
LIBRARY						
=====						
031-LIBRARY						
031-4-4-410-1-4461 STATE LIBRARY FUNDING	3,226	1,289	3,250	2,846	3,250	
031-4-4-410-1-4765 FINES	1,266	696	900	354	900	
031-4-4-410-2-4470 RURAL LIBRARY ASSISTA	19,219	19,880	19,980	9,901	19,980	
031-4-4-410-2-4705 PRIVATE CONTRIBUTIONS	3,935	15,522	2,000	556	2,000	
031-4-4-410-4-4000 GENERAL PROPERTY TAX	179,970	89,985	177,085	88,543	177,085	
031-4-4-410-4-4300 INTEREST INCOME	824	1,099	0	707	0	
031-4-4-410-4-4799 MISC. REVENUES	1,784	1,099	1,500	958	1,500	
TOTAL 031-LIBRARY	210,225	129,569	204,715	103,865	204,715	



CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)		
DEPARTMENTAL REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>502-KROUTH INTEREST FUND</u>						
502-4-4-410-2-4715 REFUNDS	0	0	0	0	0	
502-4-4-410-4-4300 INTEREST INCOME	160	278	0	165	0	
502-4-4-410-4-4799 MISC. REVENUES	0	0	0	0	0	
TOTAL 502-KROUTH INTEREST FUND	160	278	0	165	0	
<hr/>						
TOTAL LIBRARY	210,385	129,847	204,715	104,031	204,715	
<u>PARK &amp; RECREATION</u>						
<u>001-GENERAL FUND</u>						
001-4-4-430-1-4550 FITNESS	0	1,254	0	0	0	
001-4-4-430-1-4551 ADULT SPORTS	3,210	3,725	2,500	200	2,500	
001-4-4-430-1-4552 SWIMMING	540	550	500	0	500	
001-4-4-430-1-4554 VOLLEYBALL	0	0	0	0	0	
001-4-4-430-1-4555 RECREATION ACTIVITIES	7,334	10,154	0	3,541	0	
001-4-4-430-1-4556 SUMMER LEAGUE	0	0	0	0	0	
001-4-4-430-1-4557 CAMP	0	0	9,600	0	9,600	
001-4-4-430-1-4558 YOUTH SPORTS	13,380	11,985	11,400	4,940	11,400	
001-4-4-430-1-4755 CONCESSION SALES	2,098	0	2,000	0	2,000	
001-4-4-430-2-4311 FIELD RENTAL	0	0	1,000	0	1,000	
001-4-4-430-4-4800 SALE OF REAL PROPERTY	0	3,500	0	0	0	
001-4-4-430-4-4821 BANK LOAN	0	0	0	0	0	
TOTAL 001-GENERAL FUND	26,562	31,168	27,000	8,681	27,000	
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TOTAL PARK & RECREATION	26,562	31,168	27,000	8,681	27,000	
<u>CEMETERY</u>						
<u>001-GENERAL FUND</u>						
001-4-4-450-1-4559 GRAVE OPENINGS	7,175	5,525	3,000	4,650	3,000	
001-4-4-450-1-4741 SALE OF CEMETERY LOTS	760	800	800	600	800	
TOTAL 001-GENERAL FUND	7,935	6,325	3,800	5,250	3,800	
<u>027-MEMORIAL GARDEN PROJECT</u>						
027-4-4-450-2-4705 PRIVATE CONTRIBUTIONS	0	0	0	0	0	
TOTAL 027-MEMORIAL GARDEN PROJECT	0	0	0	0	0	
<u>500-CEMETERY PERPETUAL FUND</u>						
500-4-4-450-1-4740 SALE OF CEMETERY LOTS	1,140	1,200	1,200	900	1,200	
500-4-4-450-2-4705 PRIVATE CONTRIBUTIONS	0	0	0	0	0	
500-4-4-450-4-4300 INTEREST INCOME	1,637	2,296	1,150	1,177	1,150	
TOTAL 500-CEMETERY PERPETUAL FUND	2,777	3,496	2,350	2,077	2,350	
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TOTAL CEMETERY	10,712	9,821	6,150	7,327	6,150	

DEPARTMENTAL REVENUES	(----- 2019-2020 -----) (----- 2020-2021 -----)					
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>TOWN HALL</u>						
<u>022-CIVIC CENTER</u>						
022-4-0-460-4-4060 EXCISE TAX	49	142	0	90	0	
022-4-0-460-4-4311 COMMUNITY BUILDING RE	1,325	3,010	2,000	1,470	2,000	
022-4-0-460-4-4464 COMM/IND REPLACEMENT	271	815	0	475	0	
022-4-4-460-4-4008 OPERATION OF CIVIC CE	4,890	15,097	18,280	9,456	18,280	
022-4-4-460-4-4080 MOBILE HOME TAXES	39	105	0	75	0	
TOTAL 022-CIVIC CENTER	6,573	19,169	20,280	11,566	20,280	
TOTAL TOWN HALL	6,573	19,169	20,280	11,566	20,280	
<u>COMM &amp; CULTURAL DEVEL</u>						
<u>001-GENERAL FUND</u>						
001-4-4-470-2-4715 REFUNDS	0	0	0	0	0	
TOTAL 001-GENERAL FUND	0	0	0	0	0	
TOTAL COMM & CULTURAL DEVEL	0	0	0	0	0	
<u>ECONOMIC DEVELOPMENT</u>						
<u>160-REVOLVING LOAN FUND</u>						
160-4-2-520-2-4440 STATE GRANTS	0	0	0	0	0	
160-4-5-520-1-4550 PH 3 SIDEWALK INSTALL	13,592	8,518	0	0	0	
160-4-5-520-2-4300 INTEREST INCOIME	0	0	0	0	0	
160-4-5-520-2-4441 REVOLVING LOAN	0	0	0	0	0	
160-4-5-520-2-4705 PRIVATE CONTRIBUTIONS	0	0	0	0	0	
TOTAL 160-REVOLVING LOAN FUND	13,592	8,518	0	0	0	
TOTAL ECONOMIC DEVELOPMENT	13,592	8,518	0	0	0	
<u>MAYOR AND COUNCIL</u>						
TOTAL MAYOR AND COUNCIL	0	0	0	0	0	

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	(----- 2020-2021 -----) YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
DEPARTMENTAL REVENUES						
CLERK & TREASURER =====						
TOTAL CLERK & TREASURER	0	0	0	0	0	
LEGAL SERVICES =====						
TOTAL LEGAL SERVICES	0	0	0	0	0	
TORT LIABILITY =====						
TOTAL TORT LIABILITY	0	0	0	0	0	
BONDING =====						
226-GO DEBT SERVICE						
226-4-7-700-4-4300 INTEREST - BOND PROC(	6,129)	0	0	0	0	
226-4-7-700-4-4827 BOND PROCEEDS	0	0	0	0	0	
TOTAL 226-GO DEBT SERVICE	( 6,129)	0	0	0	0	
TOTAL BONDING	( 6,129)	0	0	0	0	
TIF DEBT SERVICE =====						
125-T I F						
125-4-7-710-4-4050 TIF	249,972	386,346	427,903	220,542	427,903	
125-4-7-710-4-4051 TIF REBATE ACCIONA	0	0	0	0	0	
125-4-7-710-4-4052 TIF REBATE P & G	0	0	0	0	0	
125-4-7-710-4-4053 TIF REBATE CASEY'S	0	16,770	33,319	16,535	33,319	
125-4-7-710-4-4300 INTEREST - TIF FUND	14,178	19,151	5,750	4,485	5,750	
125-4-7-710-4-4715 REFUNDS	0	0	0	0	0	
125-4-7-710-4-4820 PROCEEDS OF DEBT	0	0	0	0	0	
TOTAL 125-T I F	264,151	422,267	466,972	241,563	466,972	
226-GO DEBT SERVICE						
226-4-7-710-4-4000 GENERAL PROPERTY TAX	250,316	295,882	335,021	174,729	335,021	
226-4-7-710-4-4060 EXCISE TAX	2,341	2,489	2,694	1,476	2,694	
226-4-7-710-4-4080 MOBILE HOME TAXES	1,788	1,879	0	1,245	0	
226-4-7-710-4-4464 COMM/IND REPLACEMENT	13,061	14,322	16,134	7,806	16,134	
TOTAL 226-GO DEBT SERVICE	267,506	314,572	353,849	185,255	353,849	
TOTAL TIF DEBT SERVICE	531,657	736,839	820,821	426,817	820,821	

CITY OF WEST BRANCH  
APPROVED BUDGET  
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	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)		
DEPARTMENTAL REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>						
CAPITAL IMPROVEMENT						
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TOTAL CAPITAL IMPROVEMENT	0	0	0	0	0	
CAPITAL PROJECT						
=====						
301-REAP GRANT PROJECT						
301-4-2-751-3-4450 REAP GRANT PROJECT	0	0	0	0	0	
301-4-8-751-3-4710 REIMBURSEMENTS	0	17,000	0	0	0	
TOTAL 301-REAP GRANT PROJECT	0	17,000	0	0	0	
302-PARKSIDE DR IMP CAP PROJ						
302-4-8-751-3-4710 REIMBURSEMENTS	0	0	0	0	0	
TOTAL 302-PARKSIDE DR IMP CAP PROJ	0	0	0	0	0	
304-W MAIN ST STORMWATER IMP						
304-4-8-751-3-4710 REIMBURSEMENTS	0	0	0	0	0	
TOTAL 304-W MAIN ST STORMWATER IMP	0	0	0	0	0	
305-MAIN ST CROSSINGS PROJ						
305-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 305-MAIN ST CROSSINGS PROJ	0	0	0	0	0	
306-4TH ST IMPROVEMENTS PROJ						
306-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 306-4TH ST IMPROVEMENTS PROJ	0	0	0	0	0	
307-MAIN ST INTERSECTION IMP						
307-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 307-MAIN ST INTERSECTION IMP	0	0	0	0	0	
308-PARK IMP - PEDERSEN VALLE						
308-4-7-751-3-4705 PRIVATE CONTRIBUTIONS	25,000	15,000	0	0	0	
308-4-8-751-4-4820 BOND PROCEEDS	3,134,091	0	0	0	0	
TOTAL 308-PARK IMP - PEDERSEN VALLE	3,159,091	15,000	0	0	0	
309-PHASE I PARK IMPROVEMENTS						
309-4-8-751-4-4820 BOND PROCEEDS	42,174	0	0	0	0	
TOTAL 309-PHASE I PARK IMPROVEMENTS	42,174	0	0	0	0	
310-COLLEGE STREET BRIDGE						
310-4-8-751-3-4400 GRANT PROCEEDS	73,801	203,265	693,000	609,841	693,000	
310-4-8-751-4-4820 BOND PROCEEDS	499,313	0	0	0	0	
TOTAL 310-COLLEGE STREET BRIDGE	573,114	203,265	693,000	609,841	693,000	

CITY OF WEST BRANCH  
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DEPARTMENTAL REVENUES	(----- 2019-2020 -----) (----- 2020-2021 -----)					
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>311-BERANEK PARKING IMPROVEME</u>						
311-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 311-BERANEK PARKING IMPROVEME	0	0	0	0	0	
<u>312-DOWNTOWN EAST REDEVELOPME</u>						
312-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 312-DOWNTOWN EAST REDEVELOPME	0	0	0	0	0	
<u>313-MAIN ST SIDEWALK-PHASE 4</u>						
313-4-8-751-3-4710 REIMBURSEMENTS	7,106	3,962	0	0	0	
313-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 313-MAIN ST SIDEWALK-PHASE 4	7,106	3,962	0	0	0	
<u>314-N FIRST ST IMPROVEMENTS</u>						
314-4-8-751-4-4820 BOND PROCEEDS	375,070	0	0	0	0	
TOTAL 314-N FIRST ST	375,070	0	0	0	0	
<u>317-ORANGE ST 4TH TO 5TH IMP</u>						
317-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 317-ORANGE ST 4TH TO 5TH IMP	0	0	0	0	0	
<u>318-COLLEGE ST &amp; 2ND ST IMPRO</u>						
318-4-8-751-4-4820 BOND PROCEEDS	191,879	0	350,000	0	350,000	
TOTAL 318-COLLEGE ST & 2ND ST IMPRO	191,879	0	350,000	0	350,000	
<u>319-RELOCATING WATER &amp; SEWER</u>						
319-4-8-751-3-4400 GRANT PROCEEDS	0	0	300,000	0	300,000	
319-4-8-751-4-4820 BOND PROCEEDS	0	0	150,000	0	150,000	
TOTAL 319-RELOCATING WATER & SEWER	0	0	450,000	0	450,000	
<u>320-LIBRARY PARKING LOT IMPRO</u>						
320-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 320-LIBRARY PARKING LOT IMPRO	0	0	0	0	0	
<u>321-WIDENING WAPSI CREEK @ BE</u>						
321-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 321-WIDENING WAPSI CREEK @ BE	0	0	0	0	0	
<u>322-SPLASH PAD</u>						
322-4-8-751-4-4820 BOND PROCEEDS	0	0	0	0	0	
TOTAL 322-SPLASH PAD	0	0	0	0	0	
 TOTAL CAPITAL PROJECT	 4,348,433	 239,226	 1,493,000	 609,841	 1,493,000	

CITY OF WEST BRANCH  
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AS OF: JANUARY 31ST, 2020

	(----- 2019-2020 -----) (----- 2020-2021 -----)					
DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
DEPT 762						
=====						
TOTAL DEPT 762	0	0	0	0	0	
WATER						
=====						
600-WATER FUND						
600-4-9-810-1-4500 METERED SALES	475,941	470,144	500,000	291,272	500,000	
600-4-9-810-1-4530 LATE PAYMENT PENALTIE	6,409	5,973	5,000	3,277	5,000	
600-4-9-810-1-4540 DEPOSIT & HOOKUP FEES	3,700	3,400	4,000	3,100	4,000	
600-4-9-810-1-4541 WATER CONN CHARGE FEE	0	1,608	12,060	3,216	12,060	
600-4-9-810-1-4560 SALES TAX	38,862	26,872	30,000	16,237	30,000	
600-4-9-810-1-4710 REIMBURSEMENTS	38,347	66	0	9,907	0	
600-4-9-810-1-4751 METERS, FEES FOR PERM	11,639	19,403	9,000	5,200	9,000	
600-4-9-810-4-4300 INTEREST	10,678	12,333	3,500	3,678	3,500	
600-4-9-810-4-4301 DEP INTEREST	0	0	0	0	0	
600-4-9-810-4-4710 REIMBURSEMENTS	0	0	0	0	0	
600-4-9-810-4-4790 LOCAL OPTION TAX	0	0	0	0	0	
TOTAL 600-WATER FUND	585,577	539,798	563,560	335,887	563,560	
TOTAL WATER	585,577	539,798	563,560	335,887	563,560	
SEWER OPERATING						
=====						
610-SEWER FUND						
610-4-0-815-4-4715 REFUNDS	0	0	0	0	0	
610-4-9-815-1-4541 SEWER CONN CHARGE FEE	7,446	9,978	12,060	7,840	12,060	
610-4-9-815-1-4556 SERVICE CHARGES	386,315	378,871	390,000	231,270	390,000	
610-4-9-815-1-4560 SALES TAX	16	7,283	8,500	4,625	8,500	
610-4-9-815-1-4599 OTHER INCOME	0	0	0	0	0	
610-4-9-815-1-4710 REIMBURSEMENTS	0	0	0	76	0	
610-4-9-815-4-4009 SANITARY DISPOSAL PLA	0	0	0	0	0	
610-4-9-815-4-4300 INTEREST INCOME	12,720	11,359	3,250	3,534	3,250	
610-4-9-815-4-4827 BOND PROCEEDS	0	0	0	0	0	
TOTAL 610-SEWER FUND	406,497	407,491	413,810	247,345	413,810	
614-WASTEWATER LIFT STATION						
614-4-8-815-4-4827 BOND PROCEEDS	0	0	0	0	0	
TOTAL 614-WASTEWATER LIFT STATION	0	0	0	0	0	
TOTAL SEWER OPERATING	406,497	407,491	413,810	247,345	413,810	

CITY OF WEST BRANCH  
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	(----- 2019-2020 -----) (----- 2020-2021 -----)					
DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
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SOLID WASTE						
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001-GENERAL FUND						
001-4-1-840-1-4755 YARD WASTE BAGS	0	189	0	158	0	
001-4-2-840-1-4510 RECYCLING COLLECTIONS	45,780	46,994	48,000	27,934	48,000	
TOTAL 001-GENERAL FUND	45,780	47,183	48,000	28,092	48,000	
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TOTAL SOLID WASTE	45,780	47,183	48,000	28,092	48,000	
LOCAL CABLE ACCESS						
=====						
TOTAL LOCAL CABLE ACCESS	0	0	0	0	0	
COMMISSION						
=====						
TOTAL COMMISSION	0	0	0	0	0	
STORM WATER UTILITY						
=====						
740-STORM WATER UTILITY						
740-4-4-865-2-4400 FEDERAL REIMBURSEMENT	20,000	0	0	0	0	
740-4-9-865-1-4500 STORM WATER FEE	54,613	59,215	55,000	36,083	55,000	
TOTAL 740-STORM WATER UTILITY	74,613	59,215	55,000	36,083	55,000	
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TOTAL STORM WATER UTILITY	74,613	59,215	55,000	36,083	55,000	
NON-DEPARTMENTAL						
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001-GENERAL FUND						
001-4-0-950-1-4100 BEER AND LIQUOR PERMI	4,113	3,470	4,000	3,390	4,000	
001-4-0-950-1-4105 CIGARETTE PERMITS	300	313	300	38	300	
001-4-0-950-1-4122 BUILDING PERMITS	26,455	35,606	30,000	18,118	30,000	
001-4-0-950-1-4170 PEDDLER PERMITS	305	50	0	0	0	
001-4-0-950-1-4171 SPECIAL EVENT VENDOR	615	400	0	405	0	
001-4-0-950-1-4180 ANIMAL LICENSES	1,540	1,190	1,200	850	1,200	
001-4-0-950-1-4190 DOG PARK LICENSES	1,211	905	0	561	0	
001-4-0-950-1-4500 MISC CHARGE FOR SERVI	474	120	0	4,171	0	
001-4-0-950-1-4553 SUBDIVISION CHARGES	16,770	18,176	10,000	27,896	10,000	
001-4-0-950-1-4765 FINES	346	1,296	500	634	500	
001-4-0-950-1-4766 VEHICLE UNLOCKS	0	0	0	0	0	



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CITY OF WEST BRANCH  
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DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
001-4-0-950-2-4401 NATIONAL PARK SERVICE	0	5,108	0	0	0	
001-4-0-950-2-4705 PRIVATE CONTRIBUTIONS	19,051	18,225	18,000	2,525	18,000	
001-4-0-950-2-4710 REIMBURSEMENTS	158	2,020	0	0	0	
001-4-0-950-3-4720 INSURANCE SETTLEMENTS	0	0	0	0	0	
001-4-0-950-4-4000 GENERAL PROPERTY TAX	857,804	957,483	919,829	479,324	919,829	
001-4-0-950-4-4003 AG LAND	1,638	1,685	1,701	1,236	1,701	
001-4-0-950-4-4060 EXCISE TAX	10,384	9,816	0	5,393	0	
001-4-0-950-4-4080 MOBILE HOME TAXES	7,954	7,434	0	4,583	0	
001-4-0-950-4-4085 HOTEL/MOTEL TAX	0	16,747	16,000	12,710	16,000	
001-4-0-950-4-4300 INTEREST INCOME	27,491	53,776	12,500	17,874	12,500	
001-4-0-950-4-4310 RENTALS	0	0	0	0	0	
001-4-0-950-4-4432 NPS PLOWING CONTRACT	0	6,000	6,000	6,000	6,000	
001-4-0-950-4-4440 STATE GRANTS	150	0	0	0	0	
001-4-0-950-4-4464 COMM/IND REPLACEMENT	57,935	56,488	63,202	28,526	63,202	
001-4-0-950-4-4706 PRIVATE GRANTS	0	0	0	0	0	
001-4-0-950-4-4710 REIMBURSEMENTS	0	2,042	0	1,745	0	
001-4-0-950-4-4715 REFUNDS	0	0	0	0	0	
001-4-0-950-4-4735 FUEL TAX REFUND	0	7,071	2,500	0	2,500	
001-4-0-950-4-4760 SOLID WASTE STICKERS	1,561	2,359	1,500	1,764	1,500	
001-4-0-950-4-4799 MISC. REVENUES	49,662	7,620	0	366	0	
001-4-0-950-4-4800 SALE OF ASSETS	0	165,000	0	5,002	0	
001-4-0-950-4-4830 TRANSFERS IN	302,352	81,891	36,564	0	36,564	
001-4-0-950-4-9999 EMPLOYEE FLEX DEPOSIT	2,111	( 958)	0	1,500	0	
001-4-4-950-4-4065 CABLE FRANCHISE FEE	24,378	22,574	24,000	13,436	24,000	
TOTAL 001-GENERAL FUND	1,414,758	1,483,903	1,147,796	638,044	1,147,796	
<u>022-CIVIC CENTER</u>						
022-4-0-950-4-4300 INTEREST INCOME	0	0	0	0	0	
TOTAL 022-CIVIC CENTER	0	0	0	0	0	
<u>031-LIBRARY</u>						
031-4-0-950-4-4830 TRANSFERS IN	0	0	0	89,985	0	
TOTAL 031-LIBRARY	0	0	0	89,985	0	
<u>036-TORT LIABILITY</u>						
036-4-0-950-4-4013 TORT LIABILITY	61,392	44,299	45,543	58,874	45,543	
036-4-0-950-4-4060 EXCISE TAX	612	415	0	224	0	
036-4-0-950-4-4080 MOBILE HOME TAXES	479	317	0	191	0	
036-4-0-950-4-4441 COMM/IND REPLACEMENT	3,416	2,387	0	1,184	0	
036-4-0-950-4-4715 REFUNDS	0	0	0	0	0	
TOTAL 036-TORT LIABILITY	65,900	47,418	45,543	60,473	45,543	
<u>110-ROAD USE TAX</u>						
110-4-0-950-4-4830 TRANSFERS IN	150,000	0	0	0	0	
110-4-0-950-4-9999 EMPLOYEE FLEX BENEFIT	0	0	0	0	0	
TOTAL 110-ROAD USE TAX	150,000	0	0	0	0	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

	2017-2018	2018-2019	2019-2020	2020-2021		
DEPARTMENTAL REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>112-TRUST AND AGENCY</u>						
112-4-0-950-4-4015 GROUP HEALTH	0	0	119,844	0	119,844	
112-4-0-950-4-4016 FICA-IPERS	232,630	277,300	139,911	99,279	139,911	
112-4-0-950-4-4060 EXCISE TAX	2,329	2,599	0	1,277	0	
112-4-0-950-4-4080 MOBILE HOME TAXES	1,778	1,960	0	1,099	0	
112-4-0-950-4-4441 COMM/IND REPLACEMENT	12,994	14,959	15,928	6,755	15,928	
112-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	249,730	296,818	275,683	108,410	275,683	
<u>119-EMERGENCY TAX FUND</u>						
119-4-0-950-4-4014 EMERGENCY TAX	34,593	34,914	36,564	18,929	36,564	
119-4-0-950-4-4060 EXCISE TAX	346	327	0	180	0	
119-4-0-950-4-4080 MOBILE HOME TAXES	265	248	0	153	0	
119-4-0-950-4-4441 COMM/IND REPLACEMENT	1,931	1,883	0	951	0	
TOTAL 119-EMERGENCY TAX FUND	37,135	37,372	36,564	20,212	36,564	
<u>121-OPTION TAX</u>						
121-4-0-950-4-4090 LOCAL OPTION TAX	193,266	216,090	200,000	141,044	200,000	
121-4-0-950-4-4300 INTEREST INCOME	0	0	0	0	0	
TOTAL 121-OPTION TAX	193,266	216,090	200,000	141,044	200,000	
<u>160-REVOLVING LOAN FUND</u>						
160-4-0-950-4-4830 TRANSFERS IN	32,104	32,104	0	0	0	
TOTAL 160-REVOLVING LOAN FUND	32,104	32,104	0	0	0	
<u>226-GO DEBT SERVICE</u>						
226-4-0-950-4-4830 TRANSFERS IN	474,994	764,075	663,170	0	663,170	
TOTAL 226-GO DEBT SERVICE	474,994	764,075	663,170	0	663,170	
<u>301-REAP GRANT PROJECT</u>						
301-4-0-950-4-4830 TRANSFERS IN	0	4,342	0	0	0	
TOTAL 301-REAP GRANT PROJECT	0	4,342	0	0	0	
<u>302-PARKSIDE DR IMP CAP PROJ</u>						
302-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 302-PARKSIDE DR IMP CAP PROJ	0	0	0	0	0	
<u>304-W MAIN ST STORMWATER IMP</u>						
304-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 304-W MAIN ST STORMWATER IMP	0	0	0	0	0	
<u>305-MAIN ST CROSSINGS PROJ</u>						
305-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 305-MAIN ST CROSSINGS PROJ	0	0	0	0	0	

DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) (----- 2020-2021 -----)			
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>306-4TH ST IMPROVEMENTS PROJ</u>						
306-4-0-950-4-4830 TRANSFERS IN	116,424	0	0	0	0	
TOTAL 306-4TH ST IMPROVEMENTS PROJ	116,424	0	0	0	0	
<u>307-MAIN ST INTERSECTION IMP</u>						
307-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 307-MAIN ST INTERSECTION IMP	0	0	0	0	0	
<u>308-PARK IMP - PEDERSEN VALLE</u>						
308-4-0-950-4-4830 TRANSFER IN	0	0	0	0	0	
TOTAL 308-PARK IMP - PEDERSEN VALLE	0	0	0	0	0	
<u>309-PHASE I PARK IMPROVEMENTS</u>						
309-4-0-950-4-4830 TRANSFERS IN	160	0	0	0	0	
TOTAL 309-PHASE I PARK IMPROVEMENTS	160	0	0	0	0	
<u>310-COLLEGE STREET BRIDGE</u>						
310-4-0-950-4-4830 TRANSFERS IN	23,189	0	0	0	0	
TOTAL 310-COLLEGE STREET BRIDGE	23,189	0	0	0	0	
<u>311-BERANEK PARKING IMPROVEME</u>						
311-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 311-BERANEK PARKING IMPROVEME	0	0	0	0	0	
<u>313-MAIN ST SIDEWALK-PHASE 4</u>						
313-4-0-950-4-4830 TRANSFERS IN	146,591	0	0	0	0	
TOTAL 313-MAIN ST SIDEWALK-PHASE 4	146,591	0	0	0	0	
<u>314-N FIRST ST IMPROVEMENTS</u>						
314-4-0-950-4-4830 TRANSFERS IN	181,425	0	0	0	0	
TOTAL 314-N FIRST ST	181,425	0	0	0	0	
<u>315-MAIN ST WATER MAIN IMPROV</u>						
315-4-0-950-4-4830 TRANSFERS IN	50,000	38,830	0	0	0	
TOTAL 315-MAIN ST WATER MAIN IMPROV	50,000	38,830	0	0	0	
<u>316-I &amp; I LINE/GROUT PH 2</u>						
316-4-0-950-4-4830 TRANSFERS IN	152,000	0	0	0	0	
TOTAL 316-I & I LINE/GROUT PH 2	152,000	0	0	0	0	
<u>317-ORANGE ST 4TH TO 5TH IMP</u>						
317-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 317-ORANGE ST 4TH TO 5TH IMP	0	0	0	0	0	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>318-COLLEGE ST &amp; 2ND ST IMPRO</u>						
318-4-0-950-4-4830 TRANSFERS IN	0	100,000	359,000	107,000	359,000	
TOTAL 318-COLLEGE ST & 2ND ST IMPRO	0	100,000	359,000	107,000	359,000	
<u>319-RELOCATING WATER &amp; SEWER</u>						
319-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 319-RELOCATING WATER & SEWER	0	0	0	0	0	
<u>320-LIBRARY PARKING LOT IMPRO</u>						
320-4-0-950-4-4830 TRANSFERS IN	0	0	54,202	54,202	54,202	
TOTAL 320-LIBRARY PARKING LOT IMPRO	0	0	54,202	54,202	54,202	
<u>321-WIDENING WAPSI CREEK @ BE</u>						
321-4-0-950-4-4830 TRANSFERS IN	0	0	250,000	0	250,000	
TOTAL 321-WIDENING WAPSI CREEK @ BE	0	0	250,000	0	250,000	
<u>322-SPLASH PAD</u>						
322-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 322-SPLASH PAD	0	0	0	0	0	
<u>501-KROUTH PRINCIPAL FUND</u>						
501-4-0-950-4-4300 INTEREST INCOME	779	1,234	0	702	0	
501-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 501-KROUTH PRINCIPAL FUND	779	1,234	0	702	0	
<u>502-KROUTH INTEREST FUND</u>						
502-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 502-KROUTH INTEREST FUND	0	0	0	0	0	
<u>600-WATER FUND</u>						
600-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
600-4-0-950-4-9999 EMPLOYEE FLEX DEPOSIT	0	0	0	0	0	
TOTAL 600-WATER FUND	0	0	0	0	0	
<u>603-WATER SINKING FUND</u>						
603-4-0-950-4-4830 TRANSFERS IN	57,709	59,355	0	39,537	0	
TOTAL 603-WATER SINKING FUND	57,709	59,355	0	39,537	0	
<u>610-SEWER FUND</u>						
610-4-0-950-4-4830 TRANSFERS IN	8,501	0	0	0	0	
610-4-0-950-4-9999 EMPLOYEE FLEX DEPOSIT	0	0	0	0	0	
TOTAL 610-SEWER FUND	8,501	0	0	0	0	
<u>611-SEWER FUND SPECIAL</u>						
611-4-0-950-4-4830 TRANSFERS-IN	0	0	0	0	0	
TOTAL 611-SEWER FUND SPECIAL	0	0	0	0	0	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)		
DEPARTMENTAL REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>614-WASTEWATER LIFT STATION</u>						
614-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 614-WASTEWATER LIFT STATION	0	0	0	0	0	
<u>740-STORM WATER UTILITY</u>						
740-4-0-950-4-4830 TRANSFERS IN	0	0	0	0	0	
TOTAL 740-STORM WATER UTILITY	0	0	0	0	0	
<u>950-BC/BS FLEXIBLE BENEFIT</u>						
950-4-0-950-4-9999 EMPLOYEE FLEX DEPOSIT	0	0	0	0	0	
TOTAL 950-BC/BS FLEXIBLE BENEFIT	0	0	0	0	0	
 TOTAL NON-DEPARTMENTAL	 3,354,665	 3,081,541	 3,031,958	 1,259,609	 3,031,958	
 TOTAL REVENUES	 10,105,548	 5,806,934	 7,188,783	 3,384,671	 7,188,783	
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FY 2020

Departmental Expenditures City of West Branch Approved Budget As of: January 31<sup>st</sup>, 2020

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CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

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DEPARTMENTAL EXPENDITURES	(----- 2019-2020 -----) (----- 2020-2021 -----)					
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>POLICE OPERATION</b>						
<b>001-GENERAL FUND</b>						
001-5-1-110-6010 SALARIES AND WAGES	273,800	277,187	288,969	166,449	309,553	
001-5-1-110-6210 DUES, MEMBERSHIP	5,321	4,466	4,500	4,579	4,500	
001-5-1-110-6230 TRAINING AND EDUCATION	449	7,880	2,000	961	2,000	
001-5-1-110-6240 TRAVEL AND CONFERENCE	620	323	2,000	434	2,000	
001-5-1-110-6310 BUILDING MAINTENANCE	0	2,018	0	334	0	
001-5-1-110-6320 BLDG/GROUNDS OPERATION	1,639	610	1,000	75	1,000	
001-5-1-110-6331 MOTOR OPERATION FUEL	9,927	10,189	15,000	6,399	15,000	
001-5-1-110-6332 REPAIR/MAINTENANCE-VEH	4,829	5,765	5,000	6,834	7,000	
001-5-1-110-6350 EQUIPMENT REPAIR/MAINT	0	245	0	235	0	
001-5-1-110-63501 REPAIRS-RADIOS	176	70	1,000	0	1,000	
001-5-1-110-6371 UTILITY SERVICES/GAS,	3,290	3,224	3,000	1,893	3,250	
001-5-1-110-6373 TELEPHONE/OPERATIONS	6,859	6,747	8,000	3,699	8,000	
001-5-1-110-6399 OTHER MAINTENANCE & RE	377	0	0	0	0	
001-5-1-110-6411 LEGAL FEES	42	0	1,000	0	1,000	
001-5-1-110-6414 ADVERTISEMENT & LEGAL	25	55	250	142	250	
001-5-1-110-6490 CONSULTANT AND PROF. F	488	488	0	55	0	
001-5-1-110-6491 RESERVE OFFICERS	0	0	1,500	0	1,500	
001-5-1-110-6498 CONTRACT PAYMENTS	1,327	1,444	4,300	1,682	4,300	
001-5-1-110-6504 MINOR EQUIPMENT	200	627	3,000	896	3,000	
001-5-1-110-6506 OFFICE SUPPLIES	945	868	1,000	247	1,000	
001-5-1-110-6508 POSTAGE AND SHIPPING	0	0	200	11	200	
001-5-1-110-6510 SAFETY EQUIPMENT	0	44	0	0	0	
001-5-1-110-6513 AMMUNITION	590	769	1,150	0	1,150	
001-5-1-110-6521 MOTOR VEHICLE MAINT. S	0	0	1,000	0	1,000	
001-5-1-110-6529 UNIFORMS	641	1,991	2,000	1,344	2,000	
001-5-1-110-6599 MISC. SUPPLIES	1,412	4,821	3,000	1,107	3,000	
001-5-1-110-6723 VEHICLE SET ASIDE	48,308	0	50,000	0	30,000	
001-5-1-110-6725 OFFICE EQUIPMENT	2,800	380	6,500	0	6,500	
001-5-1-110-6727 EQUIPMENT	3,068	14,265	20,000	14,801	20,000	
TOTAL 001-GENERAL FUND	367,134	344,473	425,369	212,177	428,203	
<b>036-TORT LIABILITY</b>						
036-5-1-110-6160 WORKMENS COMP.	13,259	4,793	5,457	4,844	4,860	
036-5-1-110-64081 LIABILITY INSURANCE	6,001	6,455	6,778	6,014	6,255	
TOTAL 036-TORT LIABILITY	19,260	11,248	12,235	10,858	11,115	
<b>112-TRUST AND AGENCY</b>						
112-5-1-110-6110 FICA	19,856	20,076	22,106	12,087	23,681	
112-5-1-110-6130 IPERS	26,924	28,059	28,637	16,405	29,748	
112-5-1-110-6150 GROUP INSURANCE	46,839	48,683	48,509	27,848	53,085	
TOTAL 112-TRUST AND AGENCY	93,618	96,817	99,252	56,340	106,514	
<b>TOTAL POLICE OPERATION</b>	<b>480,012</b>	<b>452,538</b>	<b>536,856</b>	<b>279,376</b>	<b>545,832</b>	

		2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)	
DEPARTMENTAL EXPENDITURES		ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET PROPOSED BUDGET
<b>FIRE OPERATION</b>						
<b>001-GENERAL FUND</b>						
001-5-1-150-6010	SALARIES AND WAGES	35,145	35,688	37,500	38,113	42,000
001-5-1-150-6210	DUES, MEMBERSHIP	4,911	5,148	6,000	5,350	6,000
001-5-1-150-6230	TRAINING AND EDUCATION	3,334	1,248	5,000	90	5,000
001-5-1-150-6310	BUILDING MAINTENANCE	3,087	8,820	5,000	4,770	5,000
001-5-1-150-6331	MOTOR OPERATION FUEL	3,191	4,600	5,000	1,577	5,000
001-5-1-150-6332	REPAIR/MAINTENANCE-VEH	20,423	13,865	10,000	7,969	12,000
001-5-1-150-6350	EQUIPMENT REPAIR/MAINT	0	0	6,000	796	6,000
001-5-1-150-63501	REPAIRS-RADIOS	3,138	3,798	8,000	450	6,500
001-5-1-150-6371	UTILITY SERVICES/GAS,	7,333	9,672	9,000	4,646	9,000
001-5-1-150-6373	TELEPHONE/OPERATIONS	1,736	1,686	2,000	892	2,000
001-5-1-150-6399	OTHER MAINTENANCE & RE	11,246	500	1,000	65	1,000
001-5-1-150-6441	FIRE PREVENTION	672	0	1,000	277	500
001-5-1-150-6490	CONSULTANT AND PROF. F	488	338	0	0	0
001-5-1-150-6498	CONTRACT PAYMENTS	549	544	0	268	0
001-5-1-150-6504	MINOR EQUIPMENT	5,365	11,801	15,000	2,756	15,000
001-5-1-150-6506	OFFICE SUPPLIES	1,353	457	2,500	235	2,500
001-5-1-150-6510	SAFETY EQUIPMENT	660	500	3,000	0	3,000
001-5-1-150-6514	MEDICAL SUPPLIES	857	839	3,000	98	3,000
001-5-1-150-6529	UNIFORMS	7,826	9,192	10,000	2,537	10,000
001-5-1-150-6599	MISC. SUPPLIES	631	2,047	2,600	825	2,500
001-5-1-150-6727	EQUIPMENT	650,320	2,888	116,000	0	117,000
TOTAL 001-GENERAL FUND		762,263	113,631	247,600	71,713	253,000
<b>036-TORT LIABILITY</b>						
036-5-1-150-6160	WORKMENS COMP.	17,756	5,621	7,181	6,685	8,715
036-5-1-150-64081	LIABILITY INSURANCE	17,772	17,959	18,327	17,475	18,174
TOTAL 036-TORT LIABILITY		35,528	23,580	25,508	24,160	26,889
<b>112-TRUST AND AGENCY</b>						
112-5-1-150-6110	FICA	2,688	2,730	2,900	2,795	3,213
112-5-1-150-6130	IPERS	13	103	150	378	350
112-5-1-150-6150	GROUP INSURANCE	0	0	0	0	12,941
112-5-1-150-6199	FIRE DEPT PHYSICALS	0	0	5,400	0	0
TOTAL 112-TRUST AND AGENCY		2,701	2,833	8,450	3,173	16,504
TOTAL FIRE OPERATION		800,492	140,044	281,558	99,046	296,393
<b>BUILDING INSPECTIONS</b>						



DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>001-GENERAL FUND</u>						
001-5-1-170-6010 SALARIES AND WAGES	10,010	12,762	13,752	6,292	13,752	
TOTAL 001-GENERAL FUND	10,010	12,762	13,752	6,292	13,752	
<u>036-TORT LIABILITY</u>						
036-5-1-170-6160 WORKMENS COMP	0	116	128	237	185	
TOTAL 036-TORT LIABILITY	0	116	128	237	185	
<u>112-TRUST AND AGENCY</u>						
112-5-1-170-6110 FICA	766	976	1,052	481	1,052	
112-5-1-170-6130 IPERS	894	1,205	1,298	594	1,298	
TOTAL 112-TRUST AND AGENCY	1,660	2,181	2,350	1,075	2,350	
 TOTAL BUILDING INSPECTIONS	 11,670	 15,059	 16,230	 7,604	 16,287	
<u>ANIMAL CONTROL</u>						
<u>001-GENERAL FUND</u>						
001-5-1-190-6490 CONSULTANT AND PROF. F	0	0	0	0	0	
001-5-1-190-6498 CONTRACT PAYMENTS	1,425	135	2,000	529	2,000	
001-5-1-190-6510 SAFETY EQUIPMENT	0	0	0	0	0	
001-5-1-190-6599 MISC. SUPPLIES	785	1,172	1,000	332	1,000	
TOTAL 001-GENERAL FUND	2,210	1,307	3,000	861	3,000	
 TOTAL ANIMAL CONTROL	 2,210	 1,307	 3,000	 861	 3,000	
<u>ROADS AND STREETS</u>						
<u>001-GENERAL FUND</u>						
001-5-2-210-6010 SALARIES AND WAGES	0	0	0	0	22,344	
001-5-2-210-6320 BLDG/GROUNDS OPERATION	0	0	0	0	0	
001-5-2-210-6444 TREE TRIMMING	0	0	0	0	0	
001-5-2-210-6490 CONSULTANT AND PROF. F	1,002	338	0	0	0	
001-5-2-210-6496 MISC. CONTRACT WORK	2,150	0	0	0	0	
001-5-2-210-6498 SIDEWALK REPAIR	0	0	2,000	720	3,500	
001-5-2-210-6723 EQUIPMENT SET ASIDE	0	0	0	0	0	
001-5-2-210-6727 EQUIPMENT	7,000	0	9,500	9,500	12,500	
001-5-2-210-6761 CAPITAL IMPROVEMENT ST	0	0	0	4,596	5,000	
TOTAL 001-GENERAL FUND	10,152	338	11,500	14,816	43,344	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>036-TORT LIABILITY</b>						
036-5-2-210-6160 WORKMENS COMP.	6,362	6,238	4,131	2,750	4,991	
036-5-2-210-6170 JOB INSURANCE	0	0	0	0	0	
036-5-2-210-64081 LIABILITY INSURANCE	7,819	8,457	8,879	7,477	7,776	
TOTAL 036-TORT LIABILITY	14,181	14,695	13,010	10,228	12,767	
<b>110-ROAD USE TAX</b>						
110-5-2-210-6010 SALARIES AND WAGES	72,106	71,539	77,710	47,786	127,632	
110-5-2-210-6020 PART TIME	0	0	0	0	0	
110-5-2-210-6210 DUES, MEMBERSHIP	0	0	0	0	0	
110-5-2-210-6230 TRAINING AND EDUCATION	50	0	100	0	100	
110-5-2-210-6310 BUILDING MAINTENANCE	5,483	15,049	1,000	227	1,000	
110-5-2-210-6320 BLDG/GROUNDS OPERATION	9,837	7,407	10,000	4,935	11,000	
110-5-2-210-6331 MOTOR OPERATION FUEL	6,911	8,511	7,250	3,138	7,250	
110-5-2-210-6332 REPAIR/MAINTENANCE-VEH	18,152	21,210	12,000	6,067	12,000	
110-5-2-210-6350 EQUIPMENT REPAIR	0	102	0	0	0	
110-5-2-210-6371 UTILITY SERVICES/GAS,	1,801	2,636	3,000	713	3,000	
110-5-2-210-6373 TELEPHONE/OPERATIONS	2,584	2,377	3,000	1,317	3,500	
110-5-2-210-6414 ADVERTISING	165	150	0	80	0	
110-5-2-210-6444 TREE TRIMMING	23,475	12,630	25,000	7,500	25,000	
110-5-2-210-6490 CONSULTANT AND PROF. F	300	7,421	5,000	1,674	5,000	
110-5-2-210-6496 MISC. CONTRACT WORK	250	692	0	0	0	
110-5-2-210-6501 CHEMICALS	0	211	0	0	100	
110-5-2-210-6504 MINOR EQUIPMENT	3,464	641	2,000	269	2,000	
110-5-2-210-6509 SIGNS/SUPPLIES	5,366	3,490	5,000	7,158	10,000	
110-5-2-210-6510 SAFETY SUPPLIES	0	0	0	2,637	500	
110-5-2-210-6511 SAND	1,416	2,805	2,000	0	3,000	
110-5-2-210-6512 SALT	6,094	10,949	7,500	13,540	12,000	
110-5-2-210-6521 MOTOR VEHICLE MAINT. S	2,293	473	3,500	164	3,500	
110-5-2-210-6524 ROCK/COLD MIX	3,537	10,544	6,000	5,080	8,000	
110-5-2-210-6529 UNIFORMS	0	0	0	0	315	
110-5-2-210-6560 IRON/STEEL	0	0	0	0	0	
110-5-2-210-6599 MISC. SUPPLIES	3,664	196	1,000	0	1,000	
110-5-2-210-6723 EQUIPMENT SET ASIDE	0	0	0	0	0	
110-5-2-210-6724 CAPITAL EQUIP./SNOW PL	0	0	0	0	0	
110-5-2-210-6727 EQUIPMENT	7,237	0	31,500	35,503	12,500	
110-5-2-210-6761 CAPITAL IMPROVEMENT ST	82,925	77,347	62,550	60,284	120,000	
110-5-2-210-6801 PRINCIPAL	0	0	0	0	0	
110-5-2-210-6851 INTEREST/COUPONS	0	0	0	0	0	
TOTAL 110-ROAD USE TAX	257,111	256,379	265,110	198,071	368,397	
<b>112-TRUST AND AGENCY</b>						
112-5-2-210-6110 FICA	5,246	5,260	5,945	3,509	11,473	
112-5-2-210-6130 IPERS	6,168	6,515	7,336	4,377	14,158	
112-5-2-210-6150 GROUP INSURANCE	8,751	8,880	10,318	5,058	13,192	
112-5-2-210-6199 WELLNESS BENEFIT	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	20,165	20,655	23,599	12,943	38,823	
<b>TOTAL ROADS AND STREETS</b>	<b>301,609</b>	<b>292,066</b>	<b>313,219</b>	<b>236,057</b>	<b>463,331</b>	

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
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STREET LIGHTING						
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001-GENERAL FUND						
001-5-2-230-6371 UTILITY SERVICES/GAS,	31,109	34,060	40,000	18,967	37,000	
TOTAL 001-GENERAL FUND	31,109	34,060	40,000	18,967	37,000	
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TOTAL STREET LIGHTING	31,109	34,060	40,000	18,967	37,000	
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LIBRARY						
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031-LIBRARY						
031-5-4-410-6010 SALARIES AND WAGES	136,694	134,425	135,597	84,165	149,986	
031-5-4-410-6210 DUES, MEMBERSHIP	324	577	410	388	435	
031-5-4-410-6230 TRAINING AND EDUCATION	154	24	100	15	100	
031-5-4-410-6240 TRAVEL AND CONFERENCE	404	1,517	2,711	56	3,728	
031-5-4-410-6310 BUILDING MAINTENANCE	9,476	19,784	17,545	11,438	6,545	
031-5-4-410-6320 BLDG/GROUNDS OPERATION	3,089	1,251	1,000	1,503	1,500	
031-5-4-410-6371 UTILITY SERVICES/GAS,	7,242	7,152	7,200	5,221	8,200	
031-5-4-410-6373 TELEPHONE/OPERATIONS	2,278	2,238	2,244	1,113	2,244	
031-5-4-410-6409 JANITORIAL EXPENSE	6,324	2,836	4,264	280	4,009	
031-5-4-410-6414 ADVERTISEMENT & LEGAL	215	269	500	230	500	
031-5-4-410-6419 TECHNOLOGY SERVICES	5,578	5,233	2,788	5,254	3,195	
031-5-4-410-6490 CONSULTANT AND PROF. F	488	338	0	0	0	
031-5-4-410-6498 CONTRACT PAYMENTS	1,910	2,287	2,434	2,161	2,434	
031-5-4-410-6499 REIMB BY FRIENDS OF L(	1,145)	0	0	0	0	
031-5-4-410-6506 OFFICE SUPPLIES	1,795	2,346	2,300	1,796	2,500	
031-5-4-410-6508 POSTAGE AND SHIPPING	2,989	3,118	2,970	1,910	1,969	
031-5-4-410-6599 MISC. SUPPLIES	8,279	3,698	6,154	4,011	6,154	
031-5-4-410-6725 OFFICE EQUIPMENT	1,575	1,445	1,558	1,221	1,575	
031-5-4-410-6770 COLLECTIONS	24,481	24,453	26,637	15,468	26,448	
TOTAL 031-LIBRARY	212,149	212,993	216,412	136,230	221,522	
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036-TORT LIABILITY						
036-5-4-410-6160 WORKMENS COMP.	( 339)	202	211	192	150	
036-5-4-410-64081 LIABILITY INSURANCE	3,708	3,905	4,101	3,401	3,537	
TOTAL 036-TORT LIABILITY	3,369	4,107	4,312	3,593	3,687	
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112-TRUST AND AGENCY						
112-5-4-410-6110 FICA	10,457	10,284	10,373	6,439	11,474	
112-5-4-410-6130 IPERS	11,824	12,437	12,800	7,482	14,159	
112-5-4-410-6150 GROUP INSURANCE	15,910	18,228	17,594	5,079	9,238	
112-5-4-410-6199 WELLNESS BENEFIT	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	38,191	40,948	40,767	19,000	34,871	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 YEAR-TO-DATE ACTUAL	2020-2021 REQUESTED BUDGET	2020-2021 PROPOSED BUDGET
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502-KROUTH INTEREST FUND						
502-5-4-410-6599 MISC. SUPPLIES	0	0	0	0	0	
TOTAL 502-KROUTH INTEREST FUND	0	0	0	0	0	
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TOTAL LIBRARY	253,708	258,049	261,491	158,823	260,080	
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PARK & RECREATION						
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001-GENERAL FUND						
001-5-4-430-6010 SALARIES AND WAGES	59,927	68,610	75,377	46,190	115,539	
001-5-4-430-6210 DUES, MEMBERSHIP	0	0	400	0	400	
001-5-4-430-6230 TRAINING AND EDUCATION	21	60	0	0	500	
001-5-4-430-6240 TRAVEL AND CONFERENCE	0	0	0	0	0	
001-5-4-430-6310 BUILDING MAINTENANCE	188	168	0	349	3,000	
001-5-4-430-6320 BLDG/GROUNDS OPERATION	3,023	3,270	4,000	5,164	5,000	
001-5-4-430-6331 MOTOR OPERATION FUEL	0	0	0	0	1,000	
001-5-4-430-6332 REPAIR/MAINTENANCE-VEH	85	0	0	485	1,000	
001-5-4-430-6350 EQUIPMENT REPAIR	0	0	0	791	3,000	
001-5-4-430-6371 UTILITY SERVICES/GAS,	1,059	2,146	3,996	279	4,000	
001-5-4-430-6373 TELEPHONE/OPERATIONS	2,304	2,281	2,500	1,186	2,500	
001-5-4-430-6374 WATER & SEWER	0	0	0	0	20,000	
001-5-4-430-6402 ADVERTISING EXPENSE	170	55	0	47	100	
001-5-4-430-6409 JANITORIAL EXPENSE	0	0	0	0	0	
001-5-4-430-6490 CONSULTANT AND PROF. F	488	338	0	0	0	
001-5-4-430-6498 CONTRACT PAYMENTS	636	1,047	6,550	413	6,500	
001-5-4-430-6501 CHEMICALS	0	0	0	0	0	
001-5-4-430-6503 CONCESSION MERCHANDISE	1,024	465	1,000	0	1,000	
001-5-4-430-6504 MINOR EQUIPMENT	0	223	300	190	300	
001-5-4-430-6506 OFFICE SUPPLIES	1,019	971	400	953	1,000	
001-5-4-430-6508 POSTAGE AND SHIPPING	0	0	125	0	125	
001-5-4-430-6520 RECREATION SUPPLIES	2,992	2,912	2,000	985	2,000	
001-5-4-430-6522 SWIMMING	1,135	0	1,500	138	1,500	
001-5-4-430-6523 ADULT SPORTS	1,521	2,593	2,000	1,707	2,000	
001-5-4-430-6525 YOUTH SPORTS	7,389	5,822	9,270	7,489	9,000	
001-5-4-430-6526 FITNESS	0	810	1,220	0	0	
001-5-4-430-6527 SUMMER LEAGUE	829	903	0	420	0	
001-5-4-430-6528 CAMP	6,663	7,619	9,600	10,752	10,000	
001-5-4-430-6599 MISC. SUPPLIES	0	870	0	108	500	
001-5-4-430-6723 EQUIPMENT SET ASIDE	0	0	0	0	1,500	
001-5-4-430-6727 EQUIPMENT	0	2,425	0	0	0	
001-5-4-430-6792 CAPITAL IMPROVEMENTS	750	8,708	0	14,525	21,800	
001-5-4-430-6798 TEEN ACTIVITIES	0	0	0	0	0	
TOTAL 001-GENERAL FUND	91,223	112,295	120,238	92,171	213,264	

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>036-TORT LIABILITY</u>						
036-5-4-430-6160 WORKMENS COMP.	7,847	2,309	1,706	1,935	2,011	
036-5-4-430-64081 LIABILITY INSURANCE	3,316	3,460	3,633	3,078	3,201	
TOTAL 036-TORT LIABILITY	11,163	5,769	5,339	5,013	5,212	
<u>112-TRUST AND AGENCY</u>						
112-5-4-430-6110 FICA	4,375	5,089	5,766	3,486	8,839	
112-5-4-430-6130 IPERS	4,561	5,349	7,116	3,431	10,907	
112-5-4-430-6150 GROUP INSURANCE	8,879	9,215	8,776	5,276	11,410	
112-5-4-430-6199 WELLNESS BENEFIT	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	17,815	19,653	21,658	12,193	31,156	
 TOTAL PARK & RECREATION	 120,201	 137,717	 147,235	 109,377	 249,632	
<u>CEMETERY</u>						
<u>001-GENERAL FUND</u>						
001-5-4-450-6010 SALARIES AND WAGES	92,519	91,842	103,602	48,535	57,330	
001-5-4-450-6230 TRAINING AND EDUCATION	0	0	400	0	400	
001-5-4-450-6310 BUILDING MAINTENANCE	461	30	500	110	1,000	
001-5-4-450-6320 BLDG/GROUNDS OPERATION	2,476	1,303	1,000	456	2,000	
001-5-4-450-6331 MOTOR OPERATION FUEL	2,754	4,557	4,000	2,584	4,000	
001-5-4-450-6332 REPAIR/MAINTENANCE-VEH	1,361	2,466	2,000	732	2,000	
001-5-4-450-6498 CONTRACT PAYMENTS	4,950	2,750	8,000	4,950	8,000	
001-5-4-450-6501 CHEMICALS	0	0	0	0	500	
001-5-4-450-6504 MINOR EQUIPMENT	611	1,614	1,000	550	1,000	
001-5-4-450-6521 MOTOR VEHICLE MAINT. S	212	896	1,000	0	1,000	
001-5-4-450-6529 UNIFORMS	310	300	300	0	315	
001-5-4-450-6599 MISC. SUPPLIES	970	623	1,000	699	1,000	
001-5-4-450-6727 EQUIPMENT	10,200	15,400	5,346	0	9,975	
TOTAL 001-GENERAL FUND	116,823	121,782	128,148	58,616	88,520	
<u>027-MEMORIAL GARDEN PROJECT</u>						
027-5-4-450-6499 MISC CONTRACT WORK	0	0	0	0	0	
TOTAL 027-MEMORIAL GARDEN PROJECT	0	0	0	0	0	
<u>036-TORT LIABILITY</u>						
036-5-4-450-6160 WORKMENS COMP.	3,304	( 1,321)	364	837	1,491	
036-5-4-450-64081 LIABILITY INSURANCE	1,238	1,262	1,326	1,181	1,229	
TOTAL 036-TORT LIABILITY	4,542	( 59)	1,690	2,019	2,720	
<u>112-TRUST AND AGENCY</u>						
112-5-4-450-6110 FICA	6,910	6,917	7,926	3,625	4,386	
112-5-4-450-6130 IPERS	7,528	8,476	9,780	4,410	5,412	
112-5-4-450-6150 GROUP INSURANCE	8,191	8,310	9,882	4,751	6,487	
112-5-4-450-6199 WELLNESS BENEFIT	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	22,630	23,703	27,588	12,785	16,285	
 TOTAL CEMETERY	 143,994	 145,426	 157,426	 73,419	 107,525	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)	
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET
PROPOSED BUDGET					
TOWN HALL					
=====					
022-CIVIC CENTER					
022-5-4-460-6010 SALARIES AND WAGES	0	398	0	764	1,385
022-5-4-460-6310 BUILDING MAINTENANCE	687	1,516	1,600	1,917	1,500
022-5-4-460-6371 UTILITY SERVICES/GAS,	5,342	7,248	5,500	3,334	5,500
022-5-4-460-6373 TELEPHONE/OPERATIONS	503	521	500	264	500
022-5-4-460-6409 JANITORIAL EXPENSE	4,060	1,755	2,340	0	0
022-5-4-460-6499 OTHER CONTRACTUAL SERV	0	0	0	0	0
022-5-4-460-6599 MISC. SUPPLIES	245	594	0	199	0
022-5-4-460-6792 CAPITAL IMPROVEMENTS	2,710	3,862	10,000	4,492	10,000
TOTAL 022-CIVIC CENTER	13,547	15,894	19,940	10,968	18,885
112-TRUST AND AGENCY					
112-5-4-460-6110 FICA	0	30	0	30	104
112-5-4-460-6130 IPERS	0	25	0	42	129
TOTAL 112-TRUST AND AGENCY	0	56	0	72	233
TOTAL TOWN HALL					
	13,547	15,950	19,940	11,040	19,118
COMM & CULTURAL DEVEL					
=====					
001-GENERAL FUND					
001-5-4-470-6402 ADVERTISING EXPENSE	24	3,946	4,000	4,539	4,000
001-5-4-470-6599 MISC. SUPPLIES	0	80	0	0	0
001-5-4-470-6601 HHTD FIREWORKS	45,000	5,000	25,000	20,000	25,000
001-5-4-470-6602 HHTD INFLATABLES	12,150	0	12,000	11,250	12,000
001-5-4-470-6603 HHTD MISCELLANEOUS	23,332	27,955	24,000	11,474	24,000
001-5-4-470-6604 SUMMER CONCERTS	1,706	715	0	0	0
001-5-4-470-6605 COMMUNITY EVENTS	249	4,354	8,000	3,007	5,000
001-5-4-470-6792 CAPITAL IMPROVEMENTS	0	0	0	0	0
TOTAL 001-GENERAL FUND	82,461	42,050	73,000	50,269	70,000
TOTAL COMM & CULTURAL DEVEL					
	82,461	42,050	73,000	50,269	70,000
ECONOMIC DEVELOPMENT					
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001-GENERAL FUND					
001-5-5-520-6211 DUES CEDCO	6,409	0	6,409	6,409	6,409
001-5-5-520-6212 DUES ICAD	0	0	2,750	2,750	2,750
001-5-5-520-6213 NATIONAL PARK SERVICE	7,500	0	7,500	0	0
001-5-5-520-6214 DUES MAIN STREET	10,300	10,000	10,000	10,000	10,000
001-5-5-520-6402 ADVERTISING EXPENSE	1,500	1,050	0	29	0
001-5-5-520-6498 BUILDING INCENTIVE PAY	9,971	16,833	48,000	20,055	48,000



		(----- 2019-2020 -----)		(----- 2020-2021 -----)		
DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
001-5-5-520-6499 OTHER CONTRACT SERVICE	7,000	1,417	0	1,727	2,500	
001-5-5-520-6599 MISC. SUPPLIES	284	284	0	0	0	
001-5-5-520-6730 LAND	0	0	0	0	0	
TOTAL 001-GENERAL FUND	42,963	29,584	74,659	40,971	69,659	
160-REVOLVING LOAN FUND						
160-5-5-520-6421 PAYMENTS TO OTHER AGEN	0	0	0	0	0	
TOTAL 160-REVOLVING LOAN FUND	0	0	0	0	0	
TOTAL ECONOMIC DEVELOPMENT	42,963	29,584	74,659	40,971	69,659	
MAYOR AND COUNCIL						
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001-GENERAL FUND						
001-5-6-610-6020 PART TIME	15,480	14,440	15,000	9,477	15,000	
001-5-6-610-6230 TRAINING AND EDUCATION	890	150	1,000	380	1,000	
001-5-6-610-6241 MILEAGE	0	0	250	0	250	
001-5-6-610-6506 OFFICE SUPPLIES	36	1,570	0	0	250	
TOTAL 001-GENERAL FUND	16,406	16,160	16,250	9,857	16,500	
112-TRUST AND AGENCY						
112-5-6-610-6110 FICA	874	671	1,148	544	1,148	
112-5-6-610-6130 IPERS	447	661	1,416	275	1,416	
TOTAL 112-TRUST AND AGENCY	1,321	1,331	2,564	819	2,564	
TOTAL MAYOR AND COUNCIL	17,727	17,492	18,814	10,676	19,064	
CLERK & TREASURER						
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001-GENERAL FUND						
001-5-6-620-6010 SALARIES AND WAGES	61,422	62,747	65,831	38,495	84,465	
001-5-6-620-6170 JOB INSURANCE	0	0	0	0	0	
001-5-6-620-6210 DUES, MEMBERSHIP	3,873	3,964	4,000	3,988	4,000	
001-5-6-620-6230 TRAINING AND EDUCATION	1,536	1,400	4,820	1,407	4,820	
001-5-6-620-6240 TRAVEL AND CONFERENCE	6,104	5,778	5,000	2,926	5,000	
001-5-6-620-6310 BUILDING MAINTENANCE	422	827	1,000	560	1,000	
001-5-6-620-6331 MOTOR OPERATION FUEL	0	0	0	0	0	
001-5-6-620-6332 REPAIR/MAINTENANCE-VEH	0	0	0	0	0	
001-5-6-620-6371 UTILITY SERVICES/GAS,	2,927	3,393	3,000	1,885	3,500	
001-5-6-620-6373 TELEPHONE/OPERATIONS	4,342	3,979	4,000	2,042	4,500	
001-5-6-620-6400 BANKING EXPENSES	371	60	0	40	0	
001-5-6-620-6401 AUDITING EXPENSE	12,936	13,579	13,000	0	13,000	
001-5-6-620-6409 JANITORIAL EXPENSE	2,990	1,610	2,444	50	1,000	
001-5-6-620-6414 ADVERTISEMENT & LEGAL	1,111	155	0	0	250	
001-5-6-620-64182 PROPERTY TAX	960	0	0	0	0	
001-5-6-620-6419 TECHNOLOGY SERVICES	4,796	199	5,000	431	0	

		2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)	
DEPARTMENTAL EXPENDITURES		ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET
001-5-6-620-6440	ELECTIONS	3,285	0	1,500	1,828	2,000
001-5-6-620-6490	CONSULTANT AND PROF. F	12,385	1,504	4,500	2,403	4,000
001-5-6-620-6492	BUILDING INSPECTIONS	0	0	0	0	0
001-5-6-620-6498	CONTRACT PAYMENTS	2,668	4,827	750	4,807	6,500
001-5-6-620-6499	MISC. CONTRACT WORK	0	0	0	0	0
001-5-6-620-6506	OFFICE SUPPLIES	3,966	3,892	3,000	2,121	3,000
001-5-6-620-6508	POSTAGE AND SHIPPING	1,902	2,138	2,500	1,162	2,500
001-5-6-620-65081	POSTAGE MACHINE	892	720	720	360	720
001-5-6-620-6591	HOOVERS HOMETOWN DAYS	0	0	0	0	0
001-5-6-620-6599	MISC. SUPPLIES	300	1,381	0	22	0
001-5-6-620-6721	FURNITURE AND FIXTURES	0	0	0	0	0
001-5-6-620-6725	OFFICE EQUIPMENT	2,328	0	0	0	1,000
001-5-6-620-6793	POLICY ADMIN./DEVELOPM	0	0	0	0	0
001-5-6-620-6801	PRINCIPAL	0	0	0	0	0
001-5-6-620-6851	INTEREST/COUPONS	0	0	0	0	0
TOTAL 001-GENERAL FUND		131,517	112,153	121,065	64,528	141,255
<u>036-TORT LIABILITY</u>						
036-5-6-620-6160	WORKMENS COMP.	2,149	129	541	357	139
036-5-6-620-6408	LIABILITY INSURANCE	4,152	4,352	4,569	3,975	4,134
TOTAL 036-TORT LIABILITY		6,301	4,481	5,110	4,332	4,273
<u>112-TRUST AND AGENCY</u>						
112-5-6-620-6110	FICA	4,530	4,787	5,036	2,857	6,541
112-5-6-620-6130	IPERS	5,261	5,672	6,214	3,490	8,072
112-5-6-620-6150	GROUP INSURANCE	5,194	4,932	5,047	2,756	5,894
112-5-6-620-6199	WELLNESS BENEFIT	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY		14,985	15,391	16,297	9,102	20,507
TOTAL CLERK & TREASURER		152,803	132,024	142,472	77,963	166,035
<u>LEGAL SERVICES</u>						
<u>001-GENERAL FUND</u>						
001-5-6-640-6414	ADVERTISEMENT & LEGAL	6,522	7,760	9,000	4,839	9,000
001-5-6-640-6490	CONSULTANT AND PROF. F	23,859	18,128	18,000	10,500	18,000
TOTAL 001-GENERAL FUND		30,381	25,888	27,000	15,339	27,000
TOTAL LEGAL SERVICES		30,381	25,888	27,000	15,339	27,000
<u>TORT LIABILITY</u>						

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>001-GENERAL FUND</u>						
001-5-6-660-6801 PRINCIPAL	0	0	0	0	0	
001-5-6-660-6851 INTEREST/COUPONS	0	0	0	0	0	
TOTAL 001-GENERAL FUND	0	0	0	0	0	
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TOTAL TORT LIABILITY	0	0	0	0	0	
<hr/>						
<u>BONDING</u>						
<hr/>						
<u>226-GO DEBT SERVICE</u>						
226-5-7-700-6801 PRINCIPAL -FIRE LOAN	0	0	0	0	0	
226-5-7-700-6802 PRINCIPAL-CITY HALL LO	0	0	0	0	0	
226-5-7-700-6803 PRIN- ACCIONA LAWSUIT	0	99,000	99,000	0	99,000	
226-5-7-700-6804 PRINCIPAL - GO EQUIPME	0	0	0	0	0	
226-5-7-700-6805 PRINCIPAL-GO PROPERTY	39,084	51,673	0	0	0	
226-5-7-700-6806 PRINCIPAL-GO BOND 2013	165,000	165,000	170,000	0	175,000	
226-5-7-700-6807 PRINCIPAL-GO BOND 2015	85,000	85,000	85,000	0	85,000	
226-5-7-700-6808 PRINCIPAL-GO BOND 2016	85,000	85,000	85,000	0	85,000	
226-5-7-700-6809 PRINCIPAL-GO BOND 2016	0	45,000	45,000	0	50,000	
226-5-7-700-6810 PRINCIPAL-GO BOND 2017	160,000	340,000	340,000	0	350,000	
226-5-7-700-6851 INTEREST- FIRE LOAN	0	0	0	0	0	
226-5-7-700-6852 INTEREST-CITY HALL LOA	0	0	0	0	0	
226-5-7-700-6853 INT-ACCIONA LAWSUIT LO	16,088	16,088	12,870	6,380	9,653	
226-5-7-700-6854 INTEREST - GO EQUIPMEN	0	0	0	0	0	
226-5-7-700-6855 INTEREST-GO PROPERTY A	2,723	1,550	0	0	0	
226-5-7-700-6856 INTEREST-GO BOND 2013	36,940	35,290	33,475	16,738	31,350	
226-5-7-700-6857 INTEREST-GO BONDS 2015	14,420	13,145	11,870	5,935	10,255	
226-5-7-700-6858 INTEREST-GO BOND 2016A	15,848	14,998	14,148	7,074	13,043	
226-5-7-700-6859 INTEREST-GO BOND 2016B	8,245	8,245	7,548	3,774	6,850	
226-5-7-700-6860 INTEREST-GO BOND 2017	51,075	101,273	94,474	47,236	87,673	
226-5-7-700-6899 BOND REGISTRATION FEES	2,450	2,600	2,500	1,250	3,000	
TOTAL 226-GO DEBT SERVICE	681,872	1,063,861	1,000,885	88,386	1,005,824	
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TOTAL BONDING	681,872	1,063,861	1,000,885	88,386	1,005,824	
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<u>TIF DEBT SERVICE</u>						
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<u>125-T I F</u>						
125-5-5-710-6801 PRINCIPAL	0	0	0	0	0	
125-5-5-710-6851 INTEREST/COUPONS	0	0	0	0	0	
125-5-5-710-6855 TIF REBATES	0	8,529	33,319	23,739	33,899	
TOTAL 125-T I F	0	8,529	33,319	23,739	33,899	
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TOTAL TIF DEBT SERVICE	0	8,529	33,319	23,739	33,899	

DEPARTMENTAL EXPENDITURES	2017-2018	2018-2019	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
CAPITAL IMPROVEMENT						
=====						
TOTAL CAPITAL IMPROVEMENT	0	0	0	0	0	
CAPITAL PROJECT						
=====						
121-OPTION TAX						
121-5-7-751-6420 OPTION TAX	0	0	0	0	0	
TOTAL 121-OPTION TAX	0	0	0	0	0	
301-REAP GRANT PROJECT						
301-5-8-751-6490 CONSULTANT & PROF. FEE	4,342	0	0	0	0	
301-5-8-751-6498 CONTRACT PAYMENTS	0	67,500	0	0	0	
TOTAL 301-REAP GRANT PROJECT	4,342	67,500	0	0	0	
302-PARKSIDE DR IMP CAP PROJ						
302-5-8-751-6490 CONSULTANT AND PROF. F	0	0	0	0	0	
302-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 302-PARKSIDE DR IMP CAP PROJ	0	0	0	0	0	
304-W MAIN ST STORMWATER IMP						
304-5-8-751-6490 CONSULTANT AND PROF. F	0	0	0	0	0	
304-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 304-W MAIN ST STORMWATER IMP	0	0	0	0	0	
305-MAIN ST CROSSINGS PROJ						
305-5-8-751-6490 CONSULTANT AND PROF. F	0	0	0	0	0	
305-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 305-MAIN ST CROSSINGS PROJ	0	0	0	0	0	
306-4TH ST IMPROVEMENTS PROJ						
306-5-8-751-6490 CONSULTANT AND PROF. F	0	0	0	0	0	
306-5-8-751-6498 CONTRACT PAYMENTS	39,804	0	0	0	0	
TOTAL 306-4TH ST IMPROVEMENTS PROJ	39,804	0	0	0	0	
307-MAIN ST INTERSECTION IMP						
307-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	0	
307-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 307-MAIN ST INTERSECTION IMP	0	0	0	0	0	
308-PARK IMP - PEDERSEN VALLE						
308-5-8-751-6490 CONSULTANT AND PROF FE	71,157	61,629	15,000	14,649	0	
308-5-8-751-6498 CONTRACT PAYMENTS	666,121	1,962,296	300,000	256,757	0	
308-5-8-751-6727 EQUIPMENT	0	2,169	74,000	12,859	50,000	
TOTAL 308-PARK IMP - PEDERSEN VALLE	737,278	2,026,094	389,000	284,265	50,000	

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>309-PHASE I PARK IMPROVEMENTS</u>						
309-5-8-751-6490 CONSULTANT AND PROF FE	1,525	0	0	0	0	
309-5-8-751-6498 CONTRACT PAYMENTS	30,247	0	0	0	0	
TOTAL 309-PHASE I PARK IMPROVEMENTS	31,772	0	0	0	0	
<u>310-COLLEGE STREET BRIDGE</u>						
310-5-8-751-6490 CONSULTANT AND PROF FE	77,991	77,573	135,000	78,786	0	
310-5-8-751-6498 CONTRACT PAYMENTS	4,135	331,639	724,000	749,367	0	
TOTAL 310-COLLEGE STREET BRIDGE	82,126	409,212	859,000	828,153	0	
<u>311-BERANEK PARKING IMPROVEME</u>						
311-5-8-751-6490 CONSULTANT AND PROF FE	0	0	0	0	0	
311-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 311-BERANEK PARKING IMPROVEME	0	0	0	0	0	
<u>312-DOWNTOWN EAST REDEVELOPME</u>						
312-5-8-751-6490 CONSULTANT & PROF FEES	0	10,836	0	0	0	
312-5-8-751-6498 CONTRACT PAYMENTS	12	0	150,000	890	100,000	
TOTAL 312-DOWNTOWN EAST REDEVELOPME	12	10,836	150,000	890	100,000	
<u>313-MAIN ST SIDEWALK-PHASE 4</u>						
313-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	0	
313-5-8-751-6498 CONTRACT PAYMENTS	6,334	0	0	0	0	
TOTAL 313-MAIN ST SIDEWALK-PHASE 4	6,334	0	0	0	0	
<u>314-N FIRST ST IMPROVEMENTS</u>						
314-5-8-751-6490 CONSULTANT & PROF FEES	14,504	0	0	0	0	
314-5-8-751-6498 CONTRACT PAYMENTS	345,290	0	0	0	0	
TOTAL 314-N FIRST ST	359,795	0	0	0	0	
<u>315-MAIN ST WATER MAIN IMPROV</u>						
315-5-8-751-6490 CONSULTANT AND PROF FE	18,921	0	0	0	0	
315-5-8-751-6498 CONTRACT PAYMENTS	169,459	0	0	0	0	
TOTAL 315-MAIN ST WATER MAIN IMPROV	188,380	0	0	0	0	
<u>316-I &amp; I LINE/GROUT PH 2</u>						
316-5-8-751-6490 CONSULTANT & PROF FEES	2,232	0	0	0	0	
316-5-8-751-6498 CONTRACT PAYMENTS	138,831	0	0	0	0	
TOTAL 316-I & I LINE/GROUT PH 2	141,063	0	0	0	0	
<u>317-ORANGE ST 4TH TO 5TH IMP</u>						
317-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	0	
317-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 317-ORANGE ST 4TH TO 5TH IMP	0	0	0	0	0	

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>318-COLLEGE ST &amp; 2ND ST IMPRO</u>						
318-5-8-751-6490 CONSULTANT & PROF FEES	38,581	25,157	67,000	43,738	0	
318-5-8-751-6498 CONTRACT PAYMENTS	0	282,740	693,158	371,860	0	
TOTAL 318-COLLEGE ST & 2ND ST IMPRO	38,581	307,898	760,158	415,597	0	
<u>319-RELOCATING WATER &amp; SEWER</u>						
319-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	10,440	0	
319-5-8-751-6498 CONTRACT PAYMENTS	0	0	450,000	0	450,000	
TOTAL 319-RELOCATING WATER & SEWER	0	0	450,000	10,440	450,000	
<u>320-LIBRARY PARKING LOT IMPRO</u>						
320-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	0	
320-5-8-751-6498 CONTRACT PAYMENTS	0	0	54,202	54,202	0	
TOTAL 320-LIBRARY PARKING LOT IMPRO	0	0	54,202	54,202	0	
<u>321-WIDENING WAPSI CREEK @ BE</u>						
321-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	0	
321-5-8-751-6498 CONTRACT PAYMENTS	0	0	250,000	0	250,000	
TOTAL 321-WIDENING WAPSI CREEK @ BE	0	0	250,000	0	250,000	
<u>322-SPLASH PAD</u>						
322-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	0	
322-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 322-SPLASH PAD	0	0	0	0	0	
 TOTAL CAPITAL PROJECT	 1,629,485	 2,821,540	 2,912,360	 1,593,547	 850,000	
DEPT 762						
=====						
 TOTAL DEPT 762	 0	 0	 0	 0	 0	
WATER						
=====						
<u>600-WATER FUND</u>						
600-5-9-810-6010 SALARIES AND WAGES	120,050	121,928	129,040	73,187	116,128	
600-5-9-810-6020 PART TIME	0	0	0	0	0	
600-5-9-810-6110 FICA	8,608	8,903	9,872	5,290	8,884	
600-5-9-810-6130 IPERS	10,458	11,216	12,181	6,744	10,962	
600-5-9-810-6150 GROUP INSURANCE	18,374	18,585	17,310	10,686	17,067	
600-5-9-810-6160 WORKMENS COMP.	( 1,848)	( 732)	872	830	2,334	
600-5-9-810-6170 JOB INSURANCE	0	0	0	0	0	
600-5-9-810-6199 WELLNESS BENEFIT	0	0	0	0	0	
600-5-9-810-6210 DUES, MEMBERSHIP	2,027	1,945	1,500	818	2,000	
600-5-9-810-6230 TRAINING AND EDUCATION	3,470	4,726	2,500	1,611	4,000	
600-5-9-810-6240 TRAVEL AND CONFERENCE	563	0	500	0	1,000	



		(----- 2019-2020 -----) (----- 2020-2021 -----)					
DEPARTMENTAL EXPENDITURES		2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
600-5-9-810-6310	BUILDING MAINTENANCE	2,222	3,352	2,500	1,700	2,500	
600-5-9-810-6320	BLDG/GROUNDS OPERATION	5,895	4,454	3,000	1,665	4,500	
600-5-9-810-6331	MOTOR OPERATION FUEL	2,319	2,461	4,000	1,121	3,000	
600-5-9-810-6332	REPAIR/MAINTENANCE-VEH	0	0	1,500	0	1,500	
600-5-9-810-6350	EQUIPMENT REPAIR	0	0	0	0	0	
600-5-9-810-6371	UTILITY SERVICES/GAS,	33,704	33,338	32,000	20,235	33,000	
600-5-9-810-6373	TELEPHONE/OPERATIONS	2,584	2,377	3,000	1,280	3,000	
600-5-9-810-64081	LIABILITY INSURANCE	5,734	6,059	6,362	5,278	5,489	
600-5-9-810-6412	LAB ANALYSIS	1,157	2,342	2,000	510	2,500	
600-5-9-810-6414	ADVERTISING	0	576	0	0	0	
600-5-9-810-6418	SALES TAX	33,342	27,419	30,000	16,359	30,000	
600-5-9-810-64181	LOCAL OPTION SALES TAX	5,557	485	0	0	0	
600-5-9-810-6419	TECHNOLOGY SERVICES	1,950	1,950	0	1,950	2,000	
600-5-9-810-6420	OPTION TAX	0	0	0	0	0	
600-5-9-810-6490	CONSULTANT AND PROF. F	3,811	7,905	2,000	5,740	5,000	
600-5-9-810-6497	CONTRACT WORK BACKHOE	0	0	0	0	0	
600-5-9-810-6498	CONTRACT PAYMENTS	574	3,008	500	2,270	3,000	
600-5-9-810-6501	CHEMICALS	15,197	13,400	20,000	10,659	20,000	
600-5-9-810-6506	OFFICE SUPPLIES	860	422	250	358	750	
600-5-9-810-6508	POSTAGE AND SHIPPING	1,837	2,026	2,000	1,169	2,000	
600-5-9-810-6521	MOTOR VEHICLE MAINT. S	0	0	0	0	1,000	
600-5-9-810-6529	UNIFORMS	307	508	350	382	315	
600-5-9-810-6590	MISCELLANEOUS COMMODIT	0	0	0	0	0	
600-5-9-810-6598	WATER DEPOSIT REFUNDS	3,006	3,681	4,000	2,552	4,500	
600-5-9-810-6599	MISC. SUPPLIES	12,825	19,710	20,000	14,558	20,000	
600-5-9-810-6722	OTHER EQUIPMENT:PLANT	12,125	0	0	0	0	
600-5-9-810-6727	EQUIPMENT	4,187	2,500	13,500	13,500	12,500	
600-5-9-810-6783	UTILITIES SYSTEM-REPLA	103,308	28,861	18,228	42,722	77,028	
600-5-9-810-6790	CAPITAL EQUIPMENT	0	10,487	0	0	0	
600-5-9-810-6791	EQUIPMENT MAINTENANCE	0	0	0	0	0	
600-5-9-810-6796	CAPITAL SYSTEM SET ASI	0	0	25,000	0	0	
600-5-9-810-6797	CAPITAL EQUIPMENT SET	0	0	0	0	0	
600-5-9-810-6801	PRINCIPAL	0	0	0	0	0	
600-5-9-810-6851	INTEREST/COUPONS	0	0	0	0	0	
TOTAL 600-WATER FUND		414,204	343,894	363,965	243,171	395,957	
603-WATER SINKING FUND							
603-5-9-810-6801	PRINCIPAL	48,000	50,000	51,000	0	53,000	
603-5-9-810-6851	INTEREST/COUPONS	10,365	9,355	8,305	3,660	7,235	
TOTAL 603-WATER SINKING FUND		58,365	59,355	59,305	3,660	60,235	
TOTAL WATER		472,569	403,249	423,270	246,831	456,192	
SEWER OPERATING							

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) (----- 2020-2021 -----)			
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
610-SEWER FUND						
610-5-9-815-6010 SALARIES AND WAGES	111,797	113,426	120,724	67,633	98,064	
610-5-9-815-6020 PART TIME	0	0	0	0	0	
610-5-9-815-6110 FICA	8,088	8,354	9,235	4,923	7,502	
610-5-9-815-6130 IPERS	9,649	10,408	11,396	6,211	9,257	
610-5-9-815-6150 GROUP INSURANCE	15,383	15,578	13,441	8,908	9,136	
610-5-9-815-6160 WORKMENS COMP.	501	268	192	322	1,049	
610-5-9-815-6170 JOB INSURANCE	0	0	0	0	0	
610-5-9-815-6199 WELLNES BENEFIT	0	0	0	0	0	
610-5-9-815-6210 DUES, MEMBERSHIP	419	568	750	393	750	
610-5-9-815-6230 TRAINING AND EDUCATION	931	875	1,900	150	2,000	
610-5-9-815-6240 TRAVEL AND CONFERENCE	305	0	500	0	500	
610-5-9-815-6310 BUILDING MAINTENANCE	1,622	15	1,000	0	1,500	
610-5-9-815-6320 BLDG/GROUNDS OPERATION	6,211	2,834	3,500	1,382	4,000	
610-5-9-815-6331 MOTOR OPERATION FUEL	2,936	2,499	4,417	1,125	4,000	
610-5-9-815-6332 REPAIR/MAINTENANCE-VEH	2,662	0	2,000	0	2,000	
610-5-9-815-6350 EQUIPMENT REPAIR	6,859	1,432	2,000	763	2,000	
610-5-9-815-63501 REPAIRS-RADIOS	0	0	0	0	0	
610-5-9-815-6371 UTILITY SERVICES/GAS,	15,201	26,227	23,000	21,263	25,000	
610-5-9-815-6373 TELEPHONE/OPERATIONS	2,584	2,377	3,000	1,280	3,000	
610-5-9-815-64081 LIABILITY INSURANCE	5,734	6,059	6,362	5,278	5,489	
610-5-9-815-6412 LAB ANALYSIS	9,251	9,277	12,000	6,071	10,000	
610-5-9-815-6414 ADVERTISING	0	406	0	24	0	
610-5-9-815-6418 SALES TAX	0	5,933	8,800	4,367	8,000	
610-5-9-815-64181 LOCAL OPTION SALES TAX	0	785	0	264	1,000	
610-5-9-815-6490 CONSULTANT AND PROF. F	6,830	37,416	20,000	4,636	10,000	
610-5-9-815-6498 CONTRACT PAYMENTS	1,968	4,856	0	2,270	20,000	
610-5-9-815-6499 MISC. CONTRACT WORK	1,226	0	1,500	943	2,000	
610-5-9-815-6501 CHEMICALS	1,732	2,196	250	1,641	500	
610-5-9-815-6504 MINOR EQUIPMENT	362	0	500	0	500	
610-5-9-815-6506 OFFICE SUPPLIES	627	300	250	358	600	
610-5-9-815-6508 POSTAGE AND SHIPPING	2,833	2,823	3,500	1,754	3,500	
610-5-9-815-6510 SAFETY EQUIPMENT	3,209	2,159	3,000	10	4,000	
610-5-9-815-6521 MOTOR VEHICLE MAINT. S	0	0	1,000	0	1,000	
610-5-9-815-6529 UNIFORMS	240	135	350	475	315	
610-5-9-815-6599 MISC. SUPPLIES	272	15,000	3,000	10,000	10,000	
610-5-9-815-6727 EQUIPMENT	4,187	12,306	2,500	0	5,000	
610-5-9-815-6762 MANHOLE REPAIR	0	0	0	0	0	
610-5-9-815-6781 CAPITAL IMPROV. LINE C	146	0	2,000	0	0	
610-5-9-815-6783 UTILITIES SYSTEM-REPLA	46,264	0	26,168	2,621	45,000	
610-5-9-815-6790 CAPITAL EQUIPMENT	18,607	0	13,500	13,500	12,500	
610-5-9-815-6794 LAB EQUIP./REQUIREMENT	0	0	0	0	0	
610-5-9-815-6801 PRINCIPAL	0	0	0	0	0	
610-5-9-815-6851 INTEREST/COUPONS	0	0	0	0	0	
TOTAL 610-SEWER FUND	288,636	284,511	301,735	168,563	309,162	

	2017-2018	2018-2019	2019-2020	YEAR-TO-DATE	2020-2021	
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
611-SEWER FUND SPECIAL						
611-5-9-815-6490 CONSULTANTS AND PROF.	0	0	0	0	0	
TOTAL 611-SEWER FUND SPECIAL	0	0	0	0	0	
614-WASTEWATER LIFT STATION						
614-5-9-815-6490 CONSULTANT AND PROF. F	0	0	0	0	0	
614-5-9-815-6498 CONTRACT PAYMENTS	0	0	0	0	0	
TOTAL 614-WASTEWATER LIFT STATION	0	0	0	0	0	
TOTAL SEWER OPERATING	288,636	284,511	301,735	168,563	309,162	
SOLID WASTE						
001-GENERAL FUND						
001-5-2-840-6413 LANDFILL	14,332	14,465	15,000	14,595	15,000	
001-5-2-840-6430 TIPPING FEE	0	0	0	0	0	
001-5-2-840-6498 CONTRACT PAYMENTS	48,324	52,346	54,000	31,374	188,700	
TOTAL 001-GENERAL FUND	62,656	66,810	69,000	45,969	203,700	
TOTAL SOLID WASTE	62,656	66,810	69,000	45,969	203,700	
LOCAL CABLE ACCESS						
001-GENERAL FUND						
001-5-4-855-6010 SALARIES AND WAGES	17,649	17,191	17,920	11,208	20,436	
001-5-4-855-6230 TRAINING AND EDUCATION	0	0	1,000	0	0	
001-5-4-855-6310 BUILDING MAINTENANCE	0	0	0	0	0	
001-5-4-855-6350 EQUIPMENT REPAIR	0	0	0	46	0	
001-5-4-855-6371 UTILITY SERVICES/GAS,	1,393	1,201	1,600	700	1,600	
001-5-4-855-6373 TELEPHONE/OPERATIONS	1,303	1,279	1,000	683	1,200	
001-5-4-855-64083 COMMERCIAL PROPERTY IN	159	170	200	139	144	
001-5-4-855-6414 ADVERTISEMENT & LEGAL	60	0	0	0	0	
001-5-4-855-6498 CONTRACT PAYMENTS	2,050	2,825	3,600	700	1,800	
001-5-4-855-6504 MINOR EQUIPMENT	952	0	0	0	0	
001-5-4-855-6506 OFFICE SUPPLIES	420	422	0	407	400	
001-5-4-855-6508 POSTAGE AND SHIPPING	0	0	0	0	0	
001-5-4-855-6526 PROGRAMMING	0	0	0	0	0	
001-5-4-855-6599 MISC. SUPPLIES	65	0	0	0	0	
001-5-4-855-6725 OFFICE EQUIPMENT	0	0	0	0	0	
001-5-4-855-6727 EQUIPMENT	0	0	1,500	0	1,500	
TOTAL 001-GENERAL FUND	24,050	23,088	26,820	13,883	27,080	

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: JANUARY 31ST, 2020

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>112-TRUST AND AGENCY</u>						
112-5-4-855-6110 FICA	1,350	1,315	1,371	857	1,563	
112-5-4-855-6130 IPERS	1,537	1,525	1,692	962	1,929	
112-5-4-855-6150 GROUP INSURANCE	2,544	893	0	9	0	
112-5-4-855-6199 WELLNESS BENEFIT	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	5,431	3,733	3,063	1,829	3,492	
 TOTAL LOCAL CABLE ACCESS	 29,481	 26,821	 29,883	 15,712	 30,572	
<u>COMMISSION</u>						
<u>001-GENERAL FUND</u>						
001-5-1-856-6447 ANIMAL CONTROL	254	203	250	0	250	
001-5-4-856-6445 LOCAL CABLE	0	0	0	0	0	
001-5-5-856-6446 PLANNING & ZONING	9,694	21,525	25,000	19,630	25,000	
TOTAL 001-GENERAL FUND	9,948	21,728	25,250	19,630	25,250	
 TOTAL COMMISSION	 9,948	 21,728	 25,250	 19,630	 25,250	
<u>STORM WATER UTILITY</u>						
<u>740-STORM WATER UTILITY</u>						
740-5-9-865-6499 PRIVATE STORMWATER IMP	0	0	0	0	0	
740-5-9-865-6783 UTILITIES SYSTEM-STORM	33,759	29,288	50,000	17,297	50,000	
TOTAL 740-STORM WATER UTILITY	33,759	29,288	50,000	17,297	50,000	
 TOTAL STORM WATER UTILITY	 33,759	 29,288	 50,000	 17,297	 50,000	
<u>NON-DEPARTMENTAL</u>						
<u>001-GENERAL FUND</u>						
001-5-0-950-9100 TRANSFERS OUT	212,104	136,446	54,202	251,187	0	
TOTAL 001-GENERAL FUND	212,104	136,446	54,202	251,187	0	
<u>031-LIBRARY</u>						
031-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 031-LIBRARY	0	0	0	0	0	

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>110-ROAD USE TAX</u>						
110-5-0-950-9100 TRANSFERS OUT	101,932	0	0	0	0	
TOTAL 110-ROAD USE TAX	101,932	0	0	0	0	
<u>112-TRUST AND AGENCY</u>						
112-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 112-TRUST AND AGENCY	0	0	0	0	0	
<u>119-EMERGENCY TAX FUND</u>						
119-5-0-950-9100 TRANSFERS OUT	35,049	35,525	36,564	0	38,822	
TOTAL 119-EMERGENCY TAX FUND	35,049	35,525	36,564	0	38,822	
<u>121-OPTION TAX</u>						
121-5-0-950-9100 TRANSFERS OUT	198,463	215,890	239,424	0	213,975	
TOTAL 121-OPTION TAX	198,463	215,890	239,424	0	213,975	
<u>125-T I F</u>						
125-5-0-950-9100 TRANSFERS OUT	199,281	423,863	351,758	0	452,339	
TOTAL 125-T I F	199,281	423,863	351,758	0	452,339	
<u>307-MAIN ST INTERSECTION IMP</u>						
307-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 307-MAIN ST INTERSECTION IMP	0	0	0	0	0	
<u>308-PARK IMP - PEDERSEN VALLE</u>						
308-5-0-950-9100 TRANSFERS OUT	160	0	250,000	0	0	
TOTAL 308-PARK IMP - PEDERSEN VALLE	160	0	250,000	0	0	
<u>310-COLLEGE STREET BRIDGE</u>						
310-5-0-950-9100 TRANSFERS OUT	0	0	359,000	0	0	
TOTAL 310-COLLEGE STREET BRIDGE	0	0	359,000	0	0	
<u>311-BERANEK PARKING IMPROVEME</u>						
311-5-0-950-9100 TRANSFERS OUT	24,614	0	0	0	0	
TOTAL 311-BERANEK PARKING IMPROVEME	24,614	0	0	0	0	
<u>313-MAIN ST SIDEWALK-PHASE 4</u>						
313-5-0-950-9100 TRANSFERS OUT	150,000	7,285	0	0	0	
TOTAL 313-MAIN ST SIDEWALK-PHASE 4	150,000	7,285	0	0	0	
<u>314-N FIRST ST IMPROVEMENTS</u>						
314-5-0-950-9100 TRANSFERS OUT	180,000	0	0	0	0	
TOTAL 314-N FIRST ST	180,000	0	0	0	0	

DEPARTMENTAL EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
316-I & I LINE/GROUT PH 2						
316-5-0-950-9100 TRANSFERS OUT	8,501	0	0	0	0	
TOTAL 316-I & I LINE/GROUT PH 2	8,501	0	0	0	0	
318-COLLEGE ST & 2ND ST IMPRO						
318-5-0-950-9100 TRANSFERS OUT	146,591	0	0	0	0	
TOTAL 318-COLLEGE ST & 2ND ST IMPRO	146,591	0	0	0	0	
319-RELOCATING WATER & SEWER						
319-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 319-RELOCATING WATER & SEWER	0	0	0	0	0	
320-LIBRARY PARKING LOT IMPRO						
320-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 320-LIBRARY PARKING LOT IMPRO	0	0	0	0	0	
321-WIDENING WAPSI CREEK @ BE						
321-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 321-WIDENING WAPSI CREEK @ BE	0	0	0	0	0	
322-SPLASH PAD						
322-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 322-SPLASH PAD	0	0	0	0	0	
501-KROUTH PRINCIPAL FUND						
501-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 501-KROUTH PRINCIPAL FUND	0	0	0	0	0	
502-KROUTH INTEREST FUND						
502-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	
TOTAL 502-KROUTH INTEREST FUND	0	0	0	0	0	
600-WATER FUND						
600-5-0-950-9100 TRANSFERS OUT	179,987	172,763	32,000	39,537	40,000	
TOTAL 600-WATER FUND	179,987	172,763	32,000	39,537	40,000	
610-SEWER FUND						
610-5-0-950-9100 TRANSFERS OUT	258,768	88,825	39,988	0	46,000	
TOTAL 610-SEWER FUND	258,768	88,825	39,988	0	46,000	
950-BC/BS FLEXIBLE BENEFIT						
950-5-0-950-9199 EMPLOYEE FLEX EXPENSE	0	( 0)	0	447	0	
TOTAL 950-BC/BS FLEXIBLE BENEFIT	0	( 0)	0	447	0	
TOTAL NON-DEPARTMENTAL	1,695,449	1,080,597	1,362,936	291,171	791,136	
TOTAL EXPENDITURES	7,388,742	7,546,185	8,321,538	3,700,634	6,105,691	



**FY 2021 (City Administrator's Recommended)**  
**Expenditures City of West Branch Expenditures by Activity (Unaudited) As of: January 31<sup>st</sup>, 2020**

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CITY OF WEST BRANCH  
 EXPENDITURES BY ACTIVITY (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

PAGE: 1

001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
TOTAL NON-PROGRAM	791,136.00
TOTAL PUBLIC SAFETY	861,762.00
TOTAL PUBLIC WORKS	704,031.00
TOTAL HEALTH & SOCIAL SERVICES	0.00
TOTAL CULTURE & RECREATION	736,927.00
TOTAL COMMUNITY & ECON DEVELOP	128,558.00
TOTAL GENERAL GOVERNMENT	212,099.00
TOTAL DEBT SERVICE	1,005,824.00
TOTAL CAPITAL PROJECTS	850,000.00
TOTAL BUSINESS TYPE/ENTERPRISE	815,354.00
<b>TOTAL EXPENDITURES</b>	<b>6,105,691.00</b>

CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

001-GENERAL FUND

EXPENDITURES

Fiscal Year  
2020 - 2021

NON-PROGRAM

001-5-0-950-9100	TRANSFERS OUT	0.00
031-5-0-950-9100	TRANSFERS OUT	0.00
110-5-0-950-9100	TRANSFERS OUT	0.00
112-5-0-950-9100	TRANSFERS OUT	0.00
119-5-0-950-9100	TRANSFERS OUT	38,822.00
121-5-0-950-9100	TRANSFERS OUT	213,975.00
125-5-0-950-9100	TRANSFERS OUT	452,339.00
307-5-0-950-9100	TRANSFERS OUT	0.00
308-5-0-950-9100	TRANSFERS OUT	0.00
310-5-0-950-9100	TRANSFERS OUT	0.00
311-5-0-950-9100	TRANSFERS OUT	0.00
313-5-0-950-9100	TRANSFERS OUT	0.00
314-5-0-950-9100	TRANSFERS OUT	0.00
316-5-0-950-9100	TRANSFERS OUT	0.00
318-5-0-950-9100	TRANSFERS OUT	0.00
319-5-0-950-9100	TRANSFERS OUT	0.00
320-5-0-950-9100	TRANSFERS OUT	0.00
321-5-0-950-9100	TRANSFERS OUT	0.00
322-5-0-950-9100	TRANSFERS OUT	0.00
501-5-0-950-9100	TRANSFERS OUT	0.00
502-5-0-950-9100	TRANSFERS OUT	0.00
600-5-0-950-9100	TRANSFERS OUT	40,000.00
610-5-0-950-9100	TRANSFERS OUT	46,000.00
950-5-0-950-9199	EMPLOYEE FLEX EXPENSE	0.00
TOTAL NON-PROGRAM		791,136.00

PUBLIC SAFETY

001-5-1-110-6010	SALARIES AND WAGES	309,553.00
001-5-1-110-6210	DUES, MEMBERSHIP	4,500.00
001-5-1-110-6230	TRAINING AND EDUCATION	2,000.00
001-5-1-110-6240	TRAVEL AND CONFERENCE	2,000.00
001-5-1-110-6310	BUILDING MAINTENANCE	0.00
001-5-1-110-6320	BLDG/GROUNDS OPERATIONS/SUPPLI	1,000.00
001-5-1-110-6331	MOTOR OPERATION FUEL	15,000.00
001-5-1-110-6332	REPAIR/MAINTENANCE-VEHICLES	7,000.00
001-5-1-110-6350	EQUIPMENT REPAIR/MAINTENANCE	0.00
001-5-1-110-63501	REPAIRS-RADIOS	1,000.00
001-5-1-110-6371	UTILITY SERVICES/GAS, ELECTRIC	3,250.00
001-5-1-110-6373	TELEPHONE/OPERATIONS	8,000.00
001-5-1-110-6399	OTHER MAINTENANCE & REPAIR	0.00
001-5-1-110-6411	LEGAL FEES	1,000.00
001-5-1-110-6414	ADVERTISEMENT & LEGAL PUBLICAT	250.00
001-5-1-110-6490	CONSULTANT AND PROF. FEES	0.00
001-5-1-110-6491	RESERVE OFFICERS	1,500.00
001-5-1-110-6498	CONTRACT PAYMENTS	4,300.00
001-5-1-110-6504	MINOR EQUIPMENT	3,000.00
001-5-1-110-6506	OFFICE SUPPLIES	1,000.00

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
001-5-1-110-6508 POSTAGE AND SHIPPING	200.00
001-5-1-110-6510 SAFETY EQUIPMENT	0.00
001-5-1-110-6513 AMMUNITION	1,150.00
001-5-1-110-6521 MOTOR VEHICLE MAINT. SUPPLIES	1,000.00
001-5-1-110-6529 UNIFORMS	2,000.00
001-5-1-110-6599 MISC. SUPPLIES	3,000.00
001-5-1-110-6723 VEHICLE SET ASIDE	30,000.00
001-5-1-110-6725 OFFICE EQUIPMENT	6,500.00
001-5-1-110-6727 EQUIPMENT	20,000.00
001-5-1-150-6010 SALARIES AND WAGES	42,000.00
001-5-1-150-6210 DUES, MEMBERSHIP	6,000.00
001-5-1-150-6230 TRAINING AND EDUCATION	5,000.00
001-5-1-150-6310 BUILDING MAINTENANCE	5,000.00
001-5-1-150-6331 MOTOR OPERATION FUEL	5,000.00
001-5-1-150-6332 REPAIR/MAINTENANCE-VEHICLES	12,000.00
001-5-1-150-6350 EQUIPMENT REPAIR/MAINTENANCE	6,000.00
001-5-1-150-63501 REPAIRS-RADIOS	6,500.00
001-5-1-150-6371 UTILITY SERVICES/GAS, ELECTRIC	9,000.00
001-5-1-150-6373 TELEPHONE/OPERATIONS	2,000.00
001-5-1-150-6399 OTHER MAINTENANCE & REPAIR	1,000.00
001-5-1-150-6441 FIRE PREVENTION	500.00
001-5-1-150-6490 CONSULTANT AND PROF. FEES	0.00
001-5-1-150-6498 CONTRACT PAYMENTS	0.00
001-5-1-150-6504 MINOR EQUIPMENT	15,000.00
001-5-1-150-6506 OFFICE SUPPLIES	2,500.00
001-5-1-150-6510 SAFETY EQUIPMENT	3,000.00
001-5-1-150-6514 MEDICAL SUPPLIES	3,000.00
001-5-1-150-6529 UNIFORMS	10,000.00
001-5-1-150-6599 MISC. SUPPLIES	2,500.00
001-5-1-150-6727 EQUIPMENT	117,000.00
001-5-1-170-6010 SALARIES AND WAGES	13,752.00
001-5-1-190-6490 CONSULTANT AND PROF. FEES	0.00
001-5-1-190-6498 CONTRACT PAYMENTS	2,000.00
001-5-1-190-6510 SAFETY EQUIPMENT	0.00
001-5-1-190-6599 MISC. SUPPLIES	1,000.00
001-5-1-856-6447 ANIMAL CONTROL	250.00
036-5-1-110-6160 WORKMENS COMP.	4,860.00
036-5-1-110-64081 LIABILITY INSURANCE	6,255.00
036-5-1-150-6160 WORKMENS COMP.	8,715.00
036-5-1-150-64081 LIABILITY INSURANCE	18,174.00
036-5-1-170-6160 WORKMENS COMP	185.00
112-5-1-110-6110 FICA	23,681.00
112-5-1-110-6130 IPERS	29,748.00
112-5-1-110-6150 GROUP INSURANCE	53,085.00
112-5-1-150-6110 FICA	3,213.00
112-5-1-150-6130 IPERS	350.00
112-5-1-150-6150 GROUP INSURANCE	12,941.00
112-5-1-150-6199 FIRE DEPT PHYSICALS	0.00
112-5-1-170-6110 FICA	1,052.00
112-5-1-170-6130 IPERS	1,298.00
TOTAL PUBLIC SAFETY	861,762.00

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
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## PUBLIC WORKS

001-5-2-210-6010	SALARIES AND WAGES	22,344.00
001-5-2-210-6320	BLDG/GROUNDS OPERATIONS/SUPPLI	0.00
001-5-2-210-6444	TREE TRIMMING	0.00
001-5-2-210-6490	CONSULTANT AND PROF. FEES	0.00
001-5-2-210-6496	MISC. CONTRACT WORK	0.00
001-5-2-210-6498	SIDEWALK REPAIR	3,500.00
001-5-2-210-6723	EQUIPMENT SET ASIDE	0.00
001-5-2-210-6727	EQUIPMENT	12,500.00
001-5-2-210-6761	CAPITAL IMPROVEMENT STREETS	5,000.00
001-5-2-230-6371	UTILITY SERVICES/GAS, ELECTRIC	37,000.00
001-5-2-840-6413	LANDFILL	15,000.00
001-5-2-840-6430	TIPPING FEE	0.00
001-5-2-840-6498	CONTRACT PAYMENTS	188,700.00
036-5-2-210-6160	WORKMENS COMP.	4,991.00
036-5-2-210-6170	JOB INSURANCE	0.00
036-5-2-210-64081	LIABILITY INSURANCE	7,776.00
110-5-2-210-6010	SALARIES AND WAGES	127,632.00
110-5-2-210-6020	PART TIME	0.00
110-5-2-210-6210	DUES, MEMBERSHIP	0.00
110-5-2-210-6230	TRAINING AND EDUCATION	100.00
110-5-2-210-6310	BUILDING MAINTENANCE	1,000.00
110-5-2-210-6320	BLDG/GROUNDS OPERATIONS/SUPPLI	11,000.00
110-5-2-210-6331	MOTOR OPERATION FUEL	7,250.00
110-5-2-210-6332	REPAIR/MAINTENANCE-VEHICLES	12,000.00
110-5-2-210-6350	EQUIPMENT REPAIR	0.00
110-5-2-210-6371	UTILITY SERVICES/GAS, ELECTRIC	3,000.00
110-5-2-210-6373	TELEPHONE/OPERATIONS	3,500.00
110-5-2-210-6414	ADVERTISING	0.00
110-5-2-210-6444	TREE TRIMMING	25,000.00
110-5-2-210-6490	CONSULTANT AND PROF. FEES	5,000.00
110-5-2-210-6496	MISC. CONTRACT WORK	0.00
110-5-2-210-6501	CHEMICALS	100.00
110-5-2-210-6504	MINOR EQUIPMENT	2,000.00
110-5-2-210-6509	SIGNS/SUPPLIES	10,000.00
110-5-2-210-6510	SAFETY SUPPLIES	500.00
110-5-2-210-6511	SAND	3,000.00
110-5-2-210-6512	SALT	12,000.00
110-5-2-210-6521	MOTOR VEHICLE MAINT. SUPPLIES	3,500.00
110-5-2-210-6524	ROCK/COLD MIX	8,000.00
110-5-2-210-6529	UNIFORMS	315.00
110-5-2-210-6560	IRON/STEEL	0.00
110-5-2-210-6599	MISC. SUPPLIES	1,000.00
110-5-2-210-6723	EQUIPMENT SET ASIDE	0.00
110-5-2-210-6724	CAPITAL EQUIP./SNOW PLOW	0.00
110-5-2-210-6727	EQUIPMENT	12,500.00
110-5-2-210-6761	CAPITAL IMPROVEMENT STREETS	120,000.00
110-5-2-210-6801	PRINCIPAL	0.00
110-5-2-210-6851	INTEREST/COUPONS	0.00

CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
112-5-2-210-6110 FICA	11,473.00
112-5-2-210-6130 IPERS	14,158.00
112-5-2-210-6150 GROUP INSURANCE	13,192.00
112-5-2-210-6199 WELLNESS BENEFIT	0.00
TOTAL PUBLIC WORKS	704,031.00
HEALTH & SOCIAL SERVICES	
TOTAL HEALTH & SOCIAL SERVICES	0.00
CULTURE & RECREATION	
001-5-4-430-6010 SALARIES AND WAGES	115,539.00
001-5-4-430-6210 DUES, MEMBERSHIP	400.00
001-5-4-430-6230 TRAINING AND EDUCATION	500.00
001-5-4-430-6240 TRAVEL AND CONFERENCE	0.00
001-5-4-430-6310 BUILDING MAINTENANCE	3,000.00
001-5-4-430-6320 BLDG/GROUNDS OPERATIONS/SUPPLI	5,000.00
001-5-4-430-6331 MOTOR OPERATION FUEL	1,000.00
001-5-4-430-6332 REPAIR/MAINTENANCE-VEHICLES	1,000.00
001-5-4-430-6350 EQUIPMENT REPAIR	3,000.00
001-5-4-430-6371 UTILITY SERVICES/GAS, ELECTRIC	4,000.00
001-5-4-430-6373 TELEPHONE/OPERATIONS	2,500.00
001-5-4-430-6374 WATER & SEWER	20,000.00
001-5-4-430-6402 ADVERTISING EXPENSE	100.00
001-5-4-430-6409 JANITORIAL EXPENSE	0.00
001-5-4-430-6490 CONSULTANT AND PROF. FEES	0.00
001-5-4-430-6498 CONTRACT PAYMENTS	6,500.00
001-5-4-430-6501 CHEMICALS	0.00
001-5-4-430-6503 CONCESSION MERCHANDISE	1,000.00
001-5-4-430-6504 MINOR EQUIPMENT	300.00
001-5-4-430-6506 OFFICE SUPPLIES	1,000.00
001-5-4-430-6508 POSTAGE AND SHIPPING	125.00
001-5-4-430-6520 RECREATION SUPPLIES	2,000.00
001-5-4-430-6522 SWIMMING	1,500.00
001-5-4-430-6523 ADULT SPORTS	2,000.00
001-5-4-430-6525 YOUTH SPORTS	9,000.00
001-5-4-430-6526 FITNESS	0.00
001-5-4-430-6527 SUMMER LEAGUE	0.00
001-5-4-430-6528 CAMP	10,000.00
001-5-4-430-6599 MISC. SUPPLIES	500.00
001-5-4-430-6723 EQUIPMENT SET ASIDE	1,500.00
001-5-4-430-6727 EQUIPMENT	0.00
001-5-4-430-6792 CAPITAL IMPROVEMENTS	21,800.00
001-5-4-430-6798 TEEN ACTIVITIES	0.00
001-5-4-450-6010 SALARIES AND WAGES	57,330.00
001-5-4-450-6230 TRAINING AND EDUCATION	400.00
001-5-4-450-6310 BUILDING MAINTENANCE	1,000.00
001-5-4-450-6320 BLDG/GROUNDS OPERATIONS/SUPPLI	2,000.00
001-5-4-450-6331 MOTOR OPERATION FUEL	4,000.00
001-5-4-450-6332 REPAIR/MAINTENANCE-VEHICLES	2,000.00
001-5-4-450-6498 CONTRACT PAYMENTS	8,000.00



CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
001-5-4-450-6501	CHEMICALS 500.00
001-5-4-450-6504	MINOR EQUIPMENT 1,000.00
001-5-4-450-6521	MOTOR VEHICLE MAINT. SUPPLIES 1,000.00
001-5-4-450-6529	UNIFORMS 315.00
001-5-4-450-6599	MISC. SUPPLIES 1,000.00
001-5-4-450-6727	EQUIPMENT 9,975.00
001-5-4-470-6402	ADVERTISING EXPENSE 4,000.00
001-5-4-470-6599	MISC. SUPPLIES 0.00
001-5-4-470-6601	HHTD FIREWORKS 25,000.00
001-5-4-470-6602	HHTD INFLATABLES 12,000.00
001-5-4-470-6603	HHTD MISCELLANEOUS 24,000.00
001-5-4-470-6604	SUMMER CONCERTS 0.00
001-5-4-470-6605	COMMUNITY EVENTS 5,000.00
001-5-4-470-6792	CAPITAL IMPROVEMENTS 0.00
001-5-4-855-6010	SALARIES AND WAGES 20,436.00
001-5-4-855-6230	TRAINING AND EDUCATION 0.00
001-5-4-855-6310	BUILDING MAINTENANCE 0.00
001-5-4-855-6350	EQUIPMENT REPAIR 0.00
001-5-4-855-6371	UTILITY SERVICES/GAS, ELECTRIC 1,600.00
001-5-4-855-6373	TELEPHONE/OPERATIONS 1,200.00
001-5-4-855-64083	COMMERCIAL PROPERTY INSURANCE 144.00
001-5-4-855-6414	ADVERTISEMENT & LEGAL PUBLICAT 0.00
001-5-4-855-6498	CONTRACT PAYMENTS 1,800.00
001-5-4-855-6504	MINOR EQUIPMENT 0.00
001-5-4-855-6506	OFFICE SUPPLIES 400.00
001-5-4-855-6508	POSTAGE AND SHIPPING 0.00
001-5-4-855-6526	PROGRAMMING 0.00
001-5-4-855-6599	MISC. SUPPLIES 0.00
001-5-4-855-6725	OFFICE EQUIPMENT 0.00
001-5-4-855-6727	EQUIPMENT 1,500.00
001-5-4-856-6445	LOCAL CABLE 0.00
022-5-4-460-6010	SALARIES AND WAGES 1,385.00
022-5-4-460-6310	BUILDING MAINTENANCE 1,500.00
022-5-4-460-6371	UTILITY SERVICES/GAS, ELECTRIC 5,500.00
022-5-4-460-6373	TELEPHONE/OPERATIONS 500.00
022-5-4-460-6409	JANITORIAL EXPENSE 0.00
022-5-4-460-6499	OTHER CONTRACTUAL SERVICES 0.00
022-5-4-460-6599	MISC. SUPPLIES 0.00
022-5-4-460-6792	CAPITAL IMPROVEMENTS 10,000.00
027-5-4-450-6499	MISC CONTRACT WORK 0.00
031-5-4-410-6010	SALARIES AND WAGES 149,986.00
031-5-4-410-6210	DUES, MEMBERSHIP 435.00
031-5-4-410-6230	TRAINING AND EDUCATION 100.00
031-5-4-410-6240	TRAVEL AND CONFERENCE 3,728.00
031-5-4-410-6310	BUILDING MAINTENANCE 6,545.00
031-5-4-410-6320	BLDG/GROUNDS OPERATIONS/SUPPLI 1,500.00
031-5-4-410-6371	UTILITY SERVICES/GAS, ELECTRIC 8,200.00
031-5-4-410-6373	TELEPHONE/OPERATIONS 2,244.00
031-5-4-410-6409	JANITORIAL EXPENSE 4,009.00
031-5-4-410-6414	ADVERTISEMENT & LEGAL PUBLICAT 500.00



CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
031-5-4-410-6419 TECHNOLOGY SERVICES	3,195.00
031-5-4-410-6490 CONSULTANT AND PROF. FEES	0.00
031-5-4-410-6498 CONTRACT PAYMENTS	2,434.00
031-5-4-410-6499 REIMB BY FRIENDS OF LIBRARY	0.00
031-5-4-410-6506 OFFICE SUPPLIES	2,500.00
031-5-4-410-6508 POSTAGE AND SHIPPING	1,969.00
031-5-4-410-6599 MISC. SUPPLIES	6,154.00
031-5-4-410-6725 OFFICE EQUIPMENT	1,575.00
031-5-4-410-6770 COLLECTIONS	26,448.00
036-5-4-410-6160 WORKMENS COMP.	150.00
036-5-4-410-64081 LIABILITY INSURANCE	3,537.00
036-5-4-430-6160 WORKMENS COMP.	2,011.00
036-5-4-430-64081 LIABILITY INSURANCE	3,201.00
036-5-4-450-6160 WORKMENS COMP.	1,491.00
036-5-4-450-64081 LIABILITY INSURANCE	1,229.00
112-5-4-410-6110 FICA	11,474.00
112-5-4-410-6130 IPERS	14,159.00
112-5-4-410-6150 GROUP INSURANCE	9,238.00
112-5-4-410-6199 WELLNESS BENEFIT	0.00
112-5-4-430-6110 FICA	8,839.00
112-5-4-430-6130 IPERS	10,907.00
112-5-4-430-6150 GROUP INSURANCE	11,410.00
112-5-4-430-6199 WELLNESS BENEFIT	0.00
112-5-4-450-6110 FICA	4,386.00
112-5-4-450-6130 IPERS	5,412.00
112-5-4-450-6150 GROUP INSURANCE	6,487.00
112-5-4-450-6199 WELLNESS BENEFIT	0.00
112-5-4-460-6110 FICA	104.00
112-5-4-460-6130 IPERS	129.00
112-5-4-855-6110 FICA	1,563.00
112-5-4-855-6130 IPERS	1,929.00
112-5-4-855-6150 GROUP INSURANCE	0.00
112-5-4-855-6199 WELLNESS BENEFIT	0.00
502-5-4-410-6599 MISC. SUPPLIES	0.00
TOTAL CULTURE & RECREATION	736,927.00
<u>COMMUNITY &amp; ECON DEVELOP</u>	
001-5-5-520-6211 DUES CEDCO	6,409.00
001-5-5-520-6212 DUES ICAD	2,750.00
001-5-5-520-6213 NATIONAL PARK SERVICE	0.00
001-5-5-520-6214 DUES MAIN STREET	10,000.00
001-5-5-520-6402 ADVERTISING EXPENSE	0.00
001-5-5-520-6498 BUILDING INCENTIVE PAYMENTS	48,000.00
001-5-5-520-6499 OTHER CONTRACT SERVICES	2,500.00
001-5-5-520-6599 MISC. SUPPLIES	0.00
001-5-5-520-6730 LAND	0.00
001-5-5-856-6446 PLANNING & ZONING	25,000.00
125-5-5-710-6801 PRINCIPAL	0.00
125-5-5-710-6851 INTEREST/COUPONS	0.00
125-5-5-710-6855 TIF REBATES	33,899.00

CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
160-5-5-520-6421 PAYMENTS TO OTHER AGENCIES	0.00
TOTAL COMMUNITY & ECON DEVELOP	128,558.00
 <u>GENERAL GOVERNMENT</u>	
001-5-6-610-6020 PART TIME	15,000.00
001-5-6-610-6230 TRAINING AND EDUCATION	1,000.00
001-5-6-610-6241 MILEAGE	250.00
001-5-6-610-6506 OFFICE SUPPLIES	250.00
001-5-6-620-6010 SALARIES AND WAGES	84,465.00
001-5-6-620-6170 JOB INSURANCE	0.00
001-5-6-620-6210 DUES, MEMBERSHIP	4,000.00
001-5-6-620-6230 TRAINING AND EDUCATION	4,820.00
001-5-6-620-6240 TRAVEL AND CONFERENCE	5,000.00
001-5-6-620-6310 BUILDING MAINTENANCE	1,000.00
001-5-6-620-6331 MOTOR OPERATION FUEL	0.00
001-5-6-620-6332 REPAIR/MAINTENANCE-VEHICLES	0.00
001-5-6-620-6371 UTILITY SERVICES/GAS, ELECTRIC	3,500.00
001-5-6-620-6373 TELEPHONE/OPERATIONS	4,500.00
001-5-6-620-6400 BANKING EXPENSES	0.00
001-5-6-620-6401 AUDITING EXPENSE	13,000.00
001-5-6-620-6409 JANITORIAL EXPENSE	1,000.00
001-5-6-620-6414 ADVERTISEMENT & LEGAL PUBLICAT	250.00
001-5-6-620-64182 PROPERTY TAX	0.00
001-5-6-620-6419 TECHNOLOGY SERVICES	0.00
001-5-6-620-6440 ELECTIONS	2,000.00
001-5-6-620-6490 CONSULTANT AND PROF. FEES	4,000.00
001-5-6-620-6492 BUILDING INSPECTIONS	0.00
001-5-6-620-6498 CONTRACT PAYMENTS	6,500.00
001-5-6-620-6499 MISC. CONTRACT WORK	0.00
001-5-6-620-6506 OFFICE SUPPLIES	3,000.00
001-5-6-620-6508 POSTAGE AND SHIPPING	2,500.00
001-5-6-620-65081 POSTAGE MACHINE	720.00
001-5-6-620-6591 HOOVERS HOMETOWN DAYS	0.00
001-5-6-620-6599 MISC. SUPPLIES	0.00
001-5-6-620-6721 FURNITURE AND FIXTURES	0.00
001-5-6-620-6725 OFFICE EQUIPMENT	1,000.00
001-5-6-620-6793 POLICY ADMIN./DEVELOPMENT	0.00
001-5-6-620-6801 PRINCIPAL	0.00
001-5-6-620-6851 INTEREST/COUPONS	0.00
001-5-6-640-6414 ADVERTISEMENT & LEGAL PUBLICAT	9,000.00
001-5-6-640-6490 CONSULTANT AND PROF. FEES	18,000.00
001-5-6-660-6801 PRINCIPAL	0.00
001-5-6-660-6851 INTEREST/COUPONS	0.00
036-5-6-620-6160 WORKMENS COMP.	139.00
036-5-6-620-6408 LIABILITY INSURANCE	4,134.00
112-5-6-610-6110 FICA	1,148.00
112-5-6-610-6130 IPERS	1,416.00
112-5-6-620-6110 FICA	6,541.00
112-5-6-620-6130 IPERS	8,072.00
112-5-6-620-6150 GROUP INSURANCE	5,894.00

001-GENERAL FUND

EXPENDITURES Fiscal Year  
2020 - 2021

112-5-6-620-6199	WELLNESS BENEFIT	0.00
TOTAL GENERAL GOVERNMENT		212,099.00

DEBT SERVICE

121-5-7-751-6420	OPTION TAX	0.00
226-5-7-700-6801	PRINCIPAL -FIRE LOAN	0.00
226-5-7-700-6802	PRINCIPAL-CITY HALL LOAN	0.00
226-5-7-700-6803	PRIN- ACCIONA LAWSUIT LOAN	99,000.00
226-5-7-700-6804	PRINCIPAL - GO EQUIPMENT NOTE	0.00
226-5-7-700-6805	PRINCIPAL-GO PROPERTY ACQ NOTE	0.00
226-5-7-700-6806	PRINCIPAL-GO BOND 2013	175,000.00
226-5-7-700-6807	PRINCIPAL-GO BOND 2015	85,000.00
226-5-7-700-6808	PRINCIPAL-GO BOND 2016A	85,000.00
226-5-7-700-6809	PRINCIPAL-GO BOND 2016B	50,000.00
226-5-7-700-6810	PRINCIPAL-GO BOND 2017	350,000.00
226-5-7-700-6851	INTEREST- FIRE LOAN	0.00
226-5-7-700-6852	INTEREST-CITY HALL LOAN	0.00
226-5-7-700-6853	INT-ACCIONA LAWSUIT LOAN	9,653.00
226-5-7-700-6854	INTEREST - GO EQUIPMENT NOTE	0.00
226-5-7-700-6855	INTEREST-GO PROPERTY ACQ NOTE	0.00
226-5-7-700-6856	INTEREST-GO BOND 2013	31,350.00
226-5-7-700-6857	INTEREST-GO BONDS 2015	10,255.00
226-5-7-700-6858	INTEREST-GO BOND 2016A	13,043.00
226-5-7-700-6859	INTEREST-GO BOND 2016B	6,850.00
226-5-7-700-6860	INTEREST-GO BOND 2017	87,673.00
226-5-7-700-6899	BOND REGISTRATION FEES	3,000.00
TOTAL DEBT SERVICE		1,005,824.00

CAPITAL PROJECTS

301-5-8-751-6490	CONSULTANT & PROF. FEES	0.00
301-5-8-751-6498	CONTRACT PAYMENTS	0.00
302-5-8-751-6490	CONSULTANT AND PROF. FEES	0.00
302-5-8-751-6498	CONTRACT PAYMENTS	0.00
304-5-8-751-6490	CONSULTANT AND PROF. FEES	0.00
304-5-8-751-6498	CONTRACT PAYMENTS	0.00
305-5-8-751-6490	CONSULTANT AND PROF. FEES	0.00
305-5-8-751-6498	CONTRACT PAYMENTS	0.00
306-5-8-751-6490	CONSULTANT AND PROF. FEES	0.00
306-5-8-751-6498	CONTRACT PAYMENTS	0.00
307-5-8-751-6490	CONSULTANT & PROF FEES	0.00
307-5-8-751-6498	CONTRACT PAYMENTS	0.00
308-5-8-751-6490	CONSULTANT AND PROF FEES	0.00
308-5-8-751-6498	CONTRACT PAYMENTS	0.00
308-5-8-751-6727	EQUIPMENT	50,000.00
309-5-8-751-6490	CONSULTANT AND PROF FEES	0.00
309-5-8-751-6498	CONTRACT PAYMENTS	0.00
310-5-8-751-6490	CONSULTANT AND PROF FEES	0.00
310-5-8-751-6498	CONTRACT PAYMENTS	0.00
311-5-8-751-6490	CONSULTANT AND PROF FEES	0.00
311-5-8-751-6498	CONTRACT PAYMENTS	0.00

## 001-GENERAL FUND

EXPENDITURES		Fiscal Year 2020 - 2021
312-5-8-751-6490	CONSULTANT & PROF FEES	0.00
312-5-8-751-6498	CONTRACT PAYMENTS	100,000.00
313-5-8-751-6490	CONSULTANT & PROF FEES	0.00
313-5-8-751-6498	CONTRACT PAYMENTS	0.00
314-5-8-751-6490	CONSULTANT & PROF FEES	0.00
314-5-8-751-6498	CONTRACT PAYMENTS	0.00
315-5-8-751-6490	CONSULTANT AND PROF FEES	0.00
315-5-8-751-6498	CONTRACT PAYMENTS	0.00
316-5-8-751-6490	CONSULTANT & PROF FEES	0.00
316-5-8-751-6498	CONTRACT PAYMENTS	0.00
317-5-8-751-6490	CONSULTANT & PROF FEES	0.00
317-5-8-751-6498	CONTRACT PAYMENTS	0.00
318-5-8-751-6490	CONSULTANT & PROF FEES	0.00
318-5-8-751-6498	CONTRACT PAYMENTS	0.00
319-5-8-751-6490	CONSULTANT & PROF FEES	0.00
319-5-8-751-6498	CONTRACT PAYMENTS	450,000.00
320-5-8-751-6490	CONSULTANT & PROF FEES	0.00
320-5-8-751-6498	CONTRACT PAYMENTS	0.00
321-5-8-751-6490	CONSULTANT & PROF FEES	0.00
321-5-8-751-6498	CONTRACT PAYMENTS	250,000.00
322-5-8-751-6490	CONSULTANT & PROF FEES	0.00
322-5-8-751-6498	CONTRACT PAYMENTS	0.00
TOTAL CAPITAL PROJECTS		850,000.00

BUSINESS TYPE/ENTERPRISE		
600-5-9-810-6010	SALARIES AND WAGES	116,128.00
600-5-9-810-6020	PART TIME	0.00
600-5-9-810-6110	FICA	8,884.00
600-5-9-810-6130	IPERS	10,962.00
600-5-9-810-6150	GROUP INSURANCE	17,067.00
600-5-9-810-6160	WORKMENS COMP.	2,334.00
600-5-9-810-6170	JOB INSURANCE	0.00
600-5-9-810-6199	WELLNESS BENEFIT	0.00
600-5-9-810-6210	DUES, MEMBERSHIP	2,000.00
600-5-9-810-6230	TRAINING AND EDUCATION	4,000.00
600-5-9-810-6240	TRAVEL AND CONFERENCE	1,000.00
600-5-9-810-6310	BUILDING MAINTENANCE	2,500.00
600-5-9-810-6320	BLDG/GROUNDS OPERATIONS/SUPPLI	4,500.00
600-5-9-810-6331	MOTOR OPERATION FUEL	3,000.00
600-5-9-810-6332	REPAIR/MAINTENANCE-VEHICLES	1,500.00
600-5-9-810-6350	EQUIPMENT REPAIR	0.00
600-5-9-810-6371	UTILITY SERVICES/GAS, ELECTRIC	33,000.00
600-5-9-810-6373	TELEPHONE/OPERATIONS	3,000.00
600-5-9-810-64081	LIABILITY INSURANCE	5,489.00
600-5-9-810-6412	LAB ANALYSIS	2,500.00
600-5-9-810-6414	ADVERTISING	0.00
600-5-9-810-6418	SALES TAX	30,000.00
600-5-9-810-64181	LOCAL OPTION SALES TAX	0.00
600-5-9-810-6419	TECHNOLOGY SERVICES	2,000.00
600-5-9-810-6420	OPTION TAX	0.00



## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021
600-5-9-810-6490	CONSULTANT AND PROF. FEES 5,000.00
600-5-9-810-6497	CONTRACT WORK BACKHOE 0.00
600-5-9-810-6498	CONTRACT PAYMENTS 3,000.00
600-5-9-810-6501	CHEMICALS 20,000.00
600-5-9-810-6506	OFFICE SUPPLIES 750.00
600-5-9-810-6508	POSTAGE AND SHIPPING 2,000.00
600-5-9-810-6521	MOTOR VEHICLE MAINT. SUPPLIES 1,000.00
600-5-9-810-6529	UNIFORMS 315.00
600-5-9-810-6590	MISCELLANEOUS COMMODITIES 0.00
600-5-9-810-6598	WATER DEPOSIT REFUNDS 4,500.00
600-5-9-810-6599	MISC. SUPPLIES 20,000.00
600-5-9-810-6722	OTHER EQUIPMENT:PLANT MAINT. 0.00
600-5-9-810-6727	EQUIPMENT 12,500.00
600-5-9-810-6783	UTILITIES SYSTEM-REPLACE MAINT 77,028.00
600-5-9-810-6790	CAPITAL EQUIPMENT 0.00
600-5-9-810-6791	EQUIPMENT MAINTENANCE 0.00
600-5-9-810-6796	CAPITAL SYSTEM SET ASIDE 0.00
600-5-9-810-6797	CAPITAL EQUIPMENT SET ASIDE 0.00
600-5-9-810-6801	PRINCIPAL 0.00
600-5-9-810-6851	INTEREST/COUPONS 0.00
603-5-9-810-6801	PRINCIPAL 53,000.00
603-5-9-810-6851	INTEREST/COUPONS 7,235.00
610-5-9-815-6010	SALARIES AND WAGES 98,064.00
610-5-9-815-6020	PART TIME 0.00
610-5-9-815-6110	FICA 7,502.00
610-5-9-815-6130	IPERS 9,257.00
610-5-9-815-6150	GROUP INSURANCE 9,136.00
610-5-9-815-6160	WORKMENS COMP. 1,049.00
610-5-9-815-6170	JOB INSURANCE 0.00
610-5-9-815-6199	WELLNES BENEFIT 0.00
610-5-9-815-6210	DUES, MEMBERSHIP 750.00
610-5-9-815-6230	TRAINING AND EDUCATION 2,000.00
610-5-9-815-6240	TRAVEL AND CONFERENCE 500.00
610-5-9-815-6310	BUILDING MAINTENANCE 1,500.00
610-5-9-815-6320	BLDG/GROUNDS OPERATIONS/SUPPLI 4,000.00
610-5-9-815-6331	MOTOR OPERATION FUEL 4,000.00
610-5-9-815-6332	REPAIR/MAINTENANCE-VEHICLES 2,000.00
610-5-9-815-6350	EQUIPMENT REPAIR 2,000.00
610-5-9-815-63501	REPAIRS-RADIOS 0.00
610-5-9-815-6371	UTILITY SERVICES/GAS, ELECTRIC 25,000.00
610-5-9-815-6373	TELEPHONE/OPERATIONS 3,000.00
610-5-9-815-64081	LIABILITY INSURANCE 5,489.00
610-5-9-815-6412	LAB ANALYSIS 10,000.00
610-5-9-815-6414	ADVERTISING 0.00
610-5-9-815-6418	SALES TAX 8,000.00
610-5-9-815-64181	LOCAL OPTION SALES TAX 1,000.00
610-5-9-815-6490	CONSULTANT AND PROF. FEES 10,000.00
610-5-9-815-6498	CONTRACT PAYMENTS 20,000.00
610-5-9-815-6499	MISC. CONTRACT WORK 2,000.00
610-5-9-815-6501	CHEMICALS 500.00

CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 001-GENERAL FUND

EXPENDITURES	Fiscal Year 2020 - 2021	
610-5-9-815-6504	MINOR EQUIPMENT	500.00
610-5-9-815-6506	OFFICE SUPPLIES	600.00
610-5-9-815-6508	POSTAGE AND SHIPPING	3,500.00
610-5-9-815-6510	SAFETY EQUIPMENT	4,000.00
610-5-9-815-6521	MOTOR VEHICLE MAINT. SUPPLIES	1,000.00
610-5-9-815-6529	UNIFORMS	315.00
610-5-9-815-6599	MISC. SUPPLIES	10,000.00
610-5-9-815-6727	EQUIPMENT	5,000.00
610-5-9-815-6762	MANHOLE REPAIR	0.00
610-5-9-815-6781	CAPITAL IMPROV. LINE CLEANING	0.00
610-5-9-815-6783	UTILITIES SYSTEM-REPLACE MAINT	45,000.00
610-5-9-815-6790	CAPITAL EQUIPMENT	12,500.00
610-5-9-815-6794	LAB EQUIP./REQUIREMENTS	0.00
610-5-9-815-6801	PRINCIPAL	0.00
610-5-9-815-6851	INTEREST/COUPONS	0.00
611-5-9-815-6490	CONSULTANTS AND PROF. FEES	0.00
614-5-9-815-6490	CONSULTANT AND PROF. FEES	0.00
614-5-9-815-6498	CONTRACT PAYMENTS	0.00
740-5-9-865-6499	PRIVATE STORMWATER IMP REIMB	0.00
740-5-9-865-6783	UTILITIES SYSTEM-STORM WATER	50,000.00
TOTAL BUSINESS TYPE/ENTERPRISE		815,354.00
TOTAL EXPENDITURES		6,105,691.00





**RESOLUTION 1877**

**A RESOLUTION ACCEPTING THE CITY ADMINISTRATOR'S RECOMMENDED  
BUDGET AND ORDERING A NOTICE OF HEARING FOR MARCH 2, 2020 TO  
ADOPT THE FY 2020-2021 BUDGET.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST  
BRANCH, IOWA:**

The proposed fiscal year 2020-2021 annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is accepted and a public hearing is set for March 2, 2029.

**Passed and approved the 18th day of February 2020.**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	February 18, 2020
<b>AGENDA ITEM:</b>	<b>RESOLUTION 1876</b> – Approve Submitting the Iowa Department of Transportation <b>Agreement / Resolution</b> Sign Replacement Program Application for Cities & Counties ( <i>Grant</i> ).
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Matt Goodale, Public Works Director and Nevin Tucker, Wastewater Operator / Street Maintenance.
<b>DATE:</b>	February 12, 2020

### BACKGROUND:

In recent years Public Works has been replacing large amounts of outdated and dysfunctional signage across the community. There was a large amount of signage that was either located incorrectly, had lost its reflectivity or had damaged posts. This has been a major undertaking in man power but also to budget as signs/sign materials are fairly expensive. The IDOT offers up to \$5,000 for City grants and payment is made through reimbursements to the City upon installation of the signage. The IDOT requires a resolution from the City to accompany the grant application. We are requesting Council approval to apply for the grant. Aside from signing the resolution, all of the work for the grant has already been completed and is ready to be sent in upon receipt of a signed resolution. Thanks to Nevin for the work he put in to getting all of the materials ready for this application. It should amount to just under \$4,000 in mostly stop signs upon completion and will account for 45 new sign installations on the east side of town.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1876 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

# Sign Replacement Program for Cities & Counties (SRPFCC) -- APPLICATION

ver. 04.03.18

Iowa Department of Transportation

First name (contact)	Nevin	Application Date	2/3/20
Last name (contact)	Tucker	City or County Name	City of West Branch
Title (contact)	Public works		
Address (line 1)	110 N. Poplar st.		
Address (line 2)	338 cookson Drive		
City, State, Zip Code	West Branch		
Phone (contact)	319-541-6672/319-325-8213		
Fax (contact)			
Email (contact)	nevin@westbranchiowa.org		

Only signs/posts that are damaged, worn out, obsolete, or substandard are eligible through this grant program.

## Location Description (all fields must be completed)

	Line number	Sign name	MUTCD #	Ordering post (yes or no)	Street on which sign is located	Distance and direction from nearest intersection	Side of Street that sign is located	Direction sign is facing
example	1	Stop	R1-1	Yes	Hilal Avenue	80' south of Third Street	East	South
example	2	Speed Limit	R2-1	No	Alabama Lane	300' northeast of Crimson Street	Northwest	Northeast
example	3	No Left Turn	R3-2	Yes	E Street	100' east of Band Blvd.	South	West
Begin here:	1	Yield	R1-2	yes	329 S. First st.	10' Cookson Dr./ S. First St.	north	east
	2	Stop	R1-1	yes	204 Cedar St.	10' Cedar St./ S. First St.	east	south
	3	Stop	R1-1	yes	220 Cedar St.	15' S. Second St./ Cedar St.	south	west
	4	Stop	R1-1	yes	Beranek Dr.	10' S. Second St./ Beranek Dr.	north	east
	5	No outlet	w14-1a,2a	yes	East main St.	10' E. Main St./ S. Fifth St.	west	north
	6	Stop	R1-1	yes	504 E. Main St.	10' E. Main St./ S. Fifth St.	east	south
	7	Stop	R1-1	yes	134 N. Sixth St.	10' N. Sixth St./ E. Orange St.	south	west
	8	Stop	R1-1	yes	203 N. Fifth St.	15' N. Fifth St./ Green St.	north	east
	9	Stop	R1-1	yes	134 N. Fifth St.	20' Green St./ N. Fifth St.	south	west
	10	Stop	R1-1	yes	403 Green St.	20' Green St./ N. Fourth St.	north	east
	11	Stop	R1-1	yes	239 N. Fourth St.	20' N. Fourth/ E. College St.	east	south
	12	Stop	R1-1	yes	303 N. Fourth St.	15' N. Fourth St./ E. College St.	north	east
	13	Stop	R1-1	yes	302 N. Fourth St.	15' N. Fourth St./ E. College St.	west	north
	14	Stop	R1-1	yes	227 N. Fifth St.	10' E. College St./ N. Fifth St.	east	south
	15	Stop	R1-1	yes	425 E. College St.	10' E. College St./ N. Fifth St.	west	north
	16	Stop	R1-1	yes	321 N. Fifth St.	15' N. Fifth St/ E. Orange St.	east	south
	17	Stop	R1-1	yes	413 E. Orange St.	10' Lancaster Ln/ E. Orange St.	west	north
	18	Stop	R1-1	yes	326 N. Sixth St.	15' E. Orange St./ N. Sixth St.	south	west
	19	No outlet	w14-1a,2a	yes	235 N. Sixth St.	10' N. Sixth St./ E. Orange St.	east	south
	20	Truck Crossing	W8-6	yes	N. Fourth St.( Vet Office)	35' N. Fourth St./ Northridge Dr.	east	south
	21	One way	R6-2	yes	Northridge Dr.	350' Down Northridge Dr. to the North	north	east
	22	Stop	R1-1	yes	100 Northridge Dr.	15' Northridge/ Round About	east	south
	23	Wrong Way	?	yes	100 Northridge Dr.	20' Northridge Dr./ Round About	east	north
	24	Stop	R1-1	yes	N. Fourth St./ Northridge	10' Northridge Dr./ N. Fourth St.	south	west
	25	Stop	R1-1	yes	N. Fourth St./ 280th St.	20' N. Fourth St./ 280TH St.	east	south
	26	Stop	R1-1	yes	W.B Schools	10' N. Oliphant St./ N. Downey St.	south	west
	27	Stop	R1-1	yes	113 Crestview Dr.	15' N. Oliphant St./ Crestview Dr.	north	east
	28	Stop	R1-1	yes	206 Northside Dr.	10' N. Oliphant St./ Northside Dr.	south	west
	29	Stop	R1-1	yes	229 Northside Dr.	10' N. Maple/ Northside Dr.	north	east
	30	Stop	R1-1	yes	404 N. Maple St.	15' N. Maple St./ W. Orange St.	west	north
	31	Stop	R1-1	yes	219 W. Orange St.	10' W.Orange St./ N. Maple St.	north	east
	32	Stop	R1-1	yes	330 N. Maple St.	10' W.Orange St./ N. Maple St.	south	west
	33	Stop	R1-1	yes	121 Northside Dr.	15' Northside Dr./ N. Oliphant St.	north	east
	34	Stop	R1-1	yes	110 Northside Dr.	10' Northside Dr./ N. Downey St.	south	west
	35	Stop	R1-1	yes	203 N. Downey St.	10' Green St./ N. Downey St.	north	east
	36	Stop	R1-1	yes	126 N. First St.	10' Green St./ N. First St.	south	west
	37	Stop	R1-1	yes	203 Green St.	10' Green St./ N. First St.	north	east
	38	Stop	R1-1	yes	223 N. First St.	15' N. First St./ E. college st.	east	south
	39	Stop	R1-1	yes	119 E. College St.	10' N. First St./ E. College St.	west	north
	40	Stop	R1-1	yes	169 Bickford Dr.	10' Bickford Dr./ 350th St.	west	north
	41	Stop	R1-1	yes	223 N. Downey St.	10' N. Downey St./ E. College St.	east	south
	42	Stop	R1-1	yes	300 N. Downey St.	15' N. Downey St./ Library	west	north
	43	Stop	R1-1	yes	104 Sagert Dr.	15' Sagert Dr./ Thomas Dr.	south	west
	44	Stop	R1-1	yes	159 Scott Dr.	15'Scott Dr./ W. Orange St.	east	south
	45	Stop	R1-1	yes	200 Scott Dr.	15' Scott Dr./ W. Orange St.	west	north

# Sign Replacement Program for Cities - 2015

## Sign Inspection Guidelines

Signs may be inspected using a variety of techniques. The most common and cost effective method is visual nighttime inspection. Signs are essential to communicating regulatory, warning, and guidance information. It is critical that signs are able to fulfill this role during both daytime and nighttime periods. The ability of a sign to fulfill its role during nighttime periods is provided by a unique form of reflection known as "retroreflectivity." The retroreflectivity of signs degrades as the signs age in the field.

Traffic signs should be properly positioned, legible and sufficiently reflective. Signs should be visible during the day and at night. They should be viewable without being obscured by such things as weeds, shrubbery, trees or any other object. Damaged or deteriorated signs should be replaced.

### **General Review Guidelines**

- The inspection is conducted at normal roadway operating speeds.
- Signs are normally inspected from the travel lane and not the shoulder.
- The signs must be clean and free of dew or frost during the inspection.
- The weather should be normal without precipitation.

### **Daytime Review**

During daylight hours, signs should be reviewed and the following factors should be considered:

- Sign condition and orientation
- Lateral placement
- Longitudinal placement
- Vertical placement
- Condition of support assembly
- Whether the sign is obscured

The categories listed below are the general reasons why sign are considered to be inadequate and need replacement:

- Bent
- Cracked face material
- Damaged
- Faded
- Illegible
- Missing
- Peeling face material
- Rusty
- Scratched
- Vandalized
- Other (obsolete, etc.)

# Sign Replacement Program for Cities - 2015

## Nighttime Review

Procedures from FHWA Publication FHWA-HRT-08-026:

The usual method of inspecting signs at night is to use a two-person crew. While the driver focuses on the driving task, the passenger evaluates the signs and records the appropriate information. An alternative to a two-person crew is to use one person with a tape recorder or camcorder. If an inventory is available, signs that have been knocked down or missing for some other reason can be identified during the nighttime inspection. If no inventory exists, an inventory of existing signs can be created while conducting the nighttime inspection, but it may not account for missing signs. A nighttime inspection procedure can be performed without a sign inventory.

The nighttime visual inspection method should only use the low-beam headlamps of the vehicle as the source of illumination for the signs. The interior light of the vehicle should remain off to the extent feasible. The inspection should be performed at highway speeds and from the travel lanes and not the shoulder. As the vehicle approaches the sign, the sign's overall appearance in terms of brightness and legibility is assessed. Usually the sign is given a rating defined by the agency. At a minimum, the scale should include three designations: good, fair, and poor. The inspector records the information for each sign and the rating that it is given. Signs rated as poor should be scheduled for replacement as soon as possible. Depending on the inspection schedule, signs rated as fair can be noted as requiring attention during the next set of scheduled inspections or can be identified for additional assessment, such as measurement at a later date using a handheld retroreflectometer.

The vehicle and inspector combination should be selected to provide a conservative estimate of sign retroreflectivity. The increased sales of pickup trucks and sport utility vehicles, which result in larger observation angles, make these types of vehicles appropriate for use in many regions. Relatively new vehicles, with visually/optically aimable (VOA) headlamps, should be considered. Ideally, the inspector should be older, with nighttime visual capabilities similar to older drivers. The vision of the inspector should be tested to ensure that it is within the legal limits of the State. It is important that an agency develop consistent guidelines to decrease the subjectivity of inspections. For instance, some items to consider are procedures to clean the headlamps and windshield before each night of inspections and to periodically check the headlamp aiming. A procedure to check the headlamp aim of VOA headlamps is provided in table 4.



## Sign Replacement Program for Cities - 2015

Table 4. Headlamp Aiming Procedure.

What you will need:

- A level area with a distance of approximately 25 feet plus the length of the vehicle from a flat lightly colored wall
- A tape measure
- Masking tape

Instructions:

- ☐ Park the vehicle so that the headlamps are precisely 25 feet from a flat lightly colored wall. The vehicle should have at least  $\frac{1}{2}$  of a tank of gas and should be loaded as it would be when inspecting signs. This includes the weight of the driver (and passenger present).
- ☐ Measure the exact middle of both the windshield and rear window, and mark them with strips of tape, creating vertical centerlines, front and rear.
- ☐ Standing behind the car, sight along the centerlines, and have an assist mark the position of the vehicle centerline on the wall with a vertical strip of tape.
- ☐ Measure the distance between the vehicle centerline and the headlamp lenses. Mark that distance to the right and left of the centerline on the wall with vertical strips of tape.
- ☐ Measure the height of each headlamp from the ground (measuring to the center of the lens). Using those measurements, place horizontal strips of tape on the wall where the vertical strips have been applied. There should now be two crosses on the wall, with centers that correspond to the center of each headlamp lens.
- ☐ For headlamps with a left-side cutoff (VOL), mark a horizontal line that is 2.1 inches below the headlamp centers with a horizontal strip of tape. For headlamps with a right-side cutoff (VOR), mark a horizontal line that runs through the headlamp centers.
- ☐ Turn the vehicle headlamps on low beam. The left edge of the bright spots on the wall should just touch the vertical bars of the crosses. The top edge of the strongest gradient of light should just touch the horizontal line. Adjust the headlamp aim per manufacturer's instructions, if required.

Probably the most important element of the nighttime inspection is documenting the process and results. This can be done with a voice or video recorder, or even with paper and pencil. Whichever method is selected, it is important that inspections are properly documented and archived to provide tort protection.

# **Sign Replacement Program for Cities - 2015**

## **Post Inspection Guidelines**

The categories listed below are the general reasons why sign posts are considered to be inadequate and need replacement:

- Leaning
- Bent (metal)
- Warped (wood)
- Damaged
- Two Posts Spliced Together where Bottom Post > 2.5' Above Ground
- Other (rotten, too short, etc.)

Signs are mounted on a variety of post types and structures. Post Types in Service are listed below:

- Building
- U Channel
- Fence
- Light Pole (metal)
- Mast Arm
- Pipe
- Signal Pole (metal)
- Square Tube (Telespar)
- Utility Pole (wood)
- Wood (round)
- Wood (4" x 4")
- Wood (4" x 6")
- Other

Replacement Post Types Available Through Program:

- U Channel
- Square Metal Tube (2" x 2" Telespar)
- Wood (4" x 4") various lengths
- Wood (4" x 6") various lengths

## Sign Replacement Program for Cities - 2015 Inspection Worksheet

Page \_\_\_\_\_ of \_\_\_\_\_

<p>Sign # <input style="width: 80%;" type="text"/></p> <p>Sign Needs to be Replaced (Y/N) <input type="text"/></p> <p>Sign Condition (code) <input type="text"/></p> <p>Post Needs to be Replaced (Y/N) <input type="text"/></p> <p>Post Condition (code) <input type="text"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">Sign and Post Replacement Inventory</th> </tr> <tr> <td style="width: 30%;"></td> <td style="width: 40%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sign Type</td> <td style="width: 50%;"></td> </tr> <tr> <td>Route</td> <td></td> </tr> </table> </td> <td style="width: 30%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Side of Street</td> <td style="width: 50%;"></td> </tr> <tr> <td>Direction Facing</td> <td></td> </tr> </table> </td> </tr> <tr> <td colspan="3" style="height: 100px; vertical-align: top;">                 Present Location:             </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Installation Information Log</th> </tr> <tr> <td style="width: 30%;">                 Proper Sign Installation Height                  Required Sign Post Length                  Sign Replacement Post Type                  Sign Location Stake Installed (Y/N)             </td> <td style="width: 70%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proper Lateral Location:</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> </td> </tr> </table> <p><small>make sure holes are drilled in 4X6 wood posts to provide breakaway characteristics during installation process</small></p> <p>Installation Date Completed <input style="width: 80%;" type="text"/></p>	Sign and Post Replacement Inventory				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sign Type</td> <td style="width: 50%;"></td> </tr> <tr> <td>Route</td> <td></td> </tr> </table>	Sign Type		Route		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Side of Street</td> <td style="width: 50%;"></td> </tr> <tr> <td>Direction Facing</td> <td></td> </tr> </table>	Side of Street		Direction Facing		Present Location:			Installation Information Log		Proper Sign Installation Height Required Sign Post Length Sign Replacement Post Type Sign Location Stake Installed (Y/N)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proper Lateral Location:</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Proper Lateral Location:								<p><b>Sign Condition Code:</b></p> <p>B. Bent</p> <p>C. Cracked Face material</p> <p>D. Damaged</p> <p>F. Faded</p> <p>G. Good</p> <p>I. Illegible</p> <p>M. Missing</p> <p>P. Peeling Face Material</p> <p>R. Rusty</p> <p>S. Scratched</p> <p>V. Vandalized (shot or Painted)</p> <p>O. Other (ex. obsolete)</p>
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Present Location:																															
Installation Information Log																															
Proper Sign Installation Height Required Sign Post Length Sign Replacement Post Type Sign Location Stake Installed (Y/N)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proper Lateral Location:</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Proper Lateral Location:																													
Proper Lateral Location:																															

Post Types:	
B. Building	
C. U Channel	
F. Fence	
L. Light Pole (metal)	
M. Mast Arm	
P. Pipe	
S. Signal Pole (metal)	
T. Square Tube (Telespar)	
U. Utility Pole (wood)	
V. Wood (round)	
W. Wood (4X4)	
X. Wood (4X6)	
O. Other	

Shaded post types are available for ordering

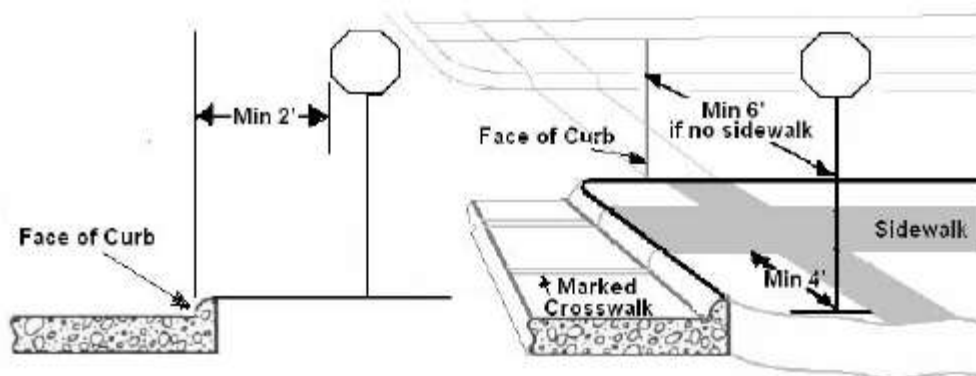
# Sign Replacement Program for Cities – 2015

## Urban Stop Sign Placement

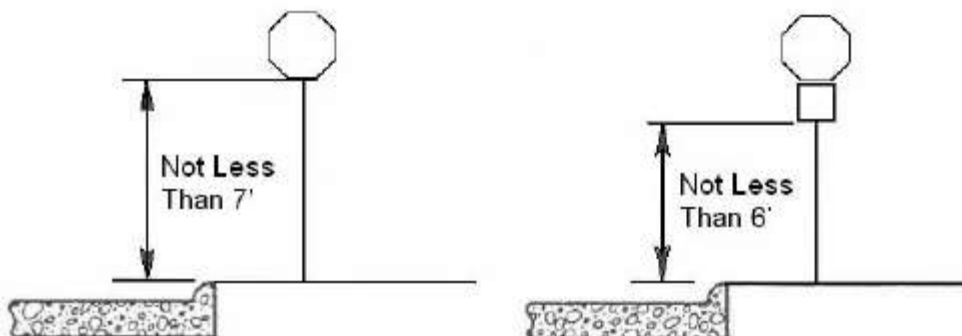
- **Urban Longitudinal Placement** – a minimum of 6 feet from the near edge of the intersected street or a minimum of 4 feet in advance of the near edge of a marked crosswalk.
- **Urban Lateral Placement** – Lateral clearance may be reduced to a minimum of 2 feet from the face of a curb. This minimum offset would also apply where stop signs are placed in medians or channelizing islands.

## Stop Sign Lateral and Longitudinal Placement

In Urban Areas



## Sign Mounting Heights

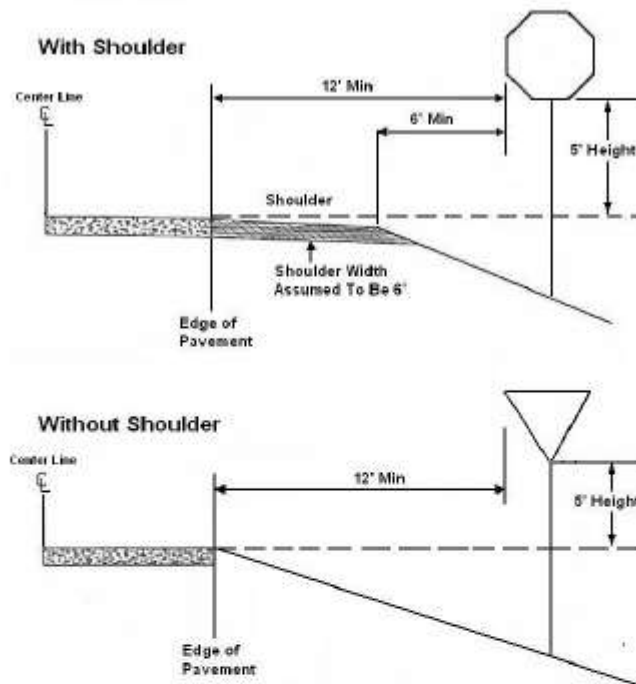


# Sign Replacement Program for Cities – 2015

## Rural Stop Sign Placement

### Lateral Placement of Signs

Rural or No Curb  
Figure 5



Stop signs should be placed at the point where vehicles are to stop or as near as practical thereto. The Manual of Uniform Traffic Control Devices (MUTCD) suggests that:

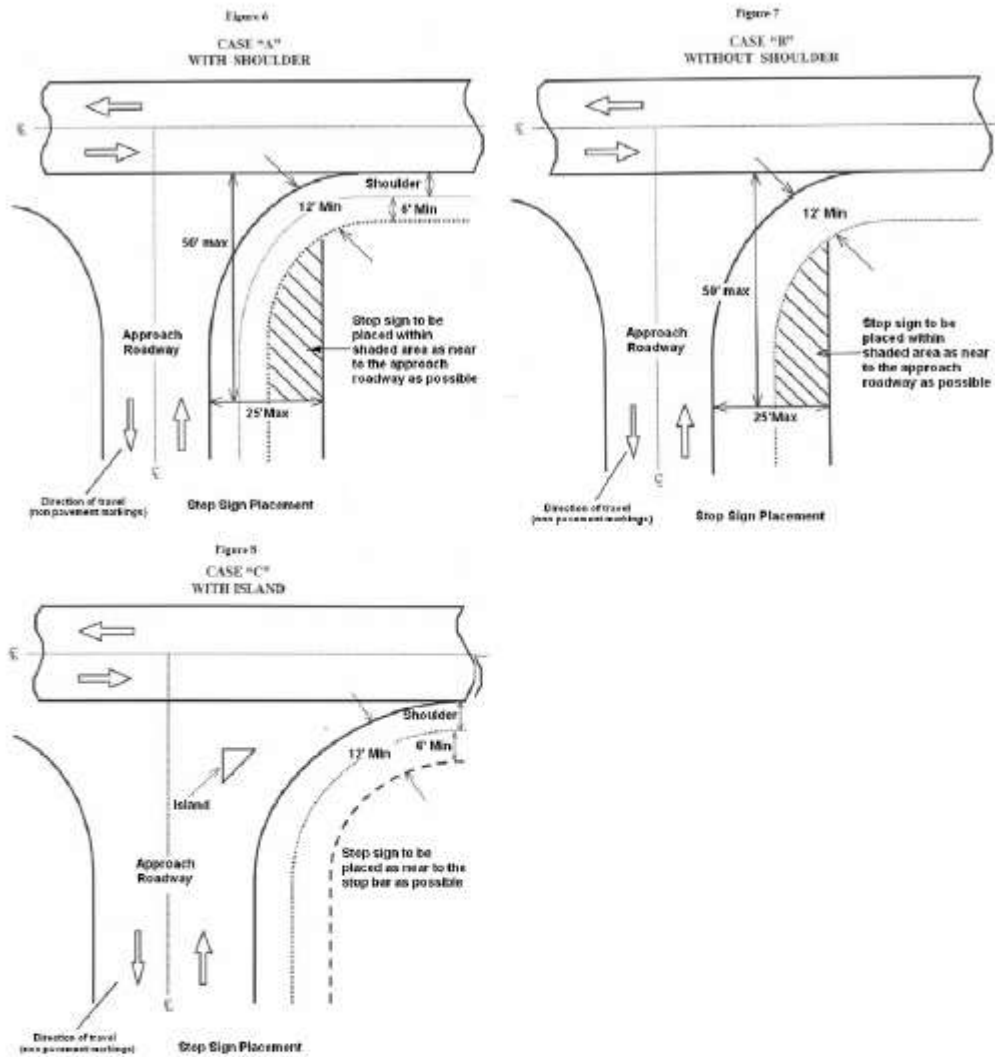
- **Rural Longitudinal Placement** -- Stop signs are to be located a maximum of 50 feet from the edge of the intersected street or highway.
- **Rural Lateral Placement** -- in areas where there are no curbs, the lateral clearance should be no closer than 6 feet from the edge of a usable shoulder (shoulder is assumed to be 6 feet). If a usable shoulder is nonexistent, the lateral clearance should be no closer than 12 feet from the edge of the traveled way.

These offset distances are illustrated in Figure 5. Figure 6, Figure 7, and Figure 8 illustrate stop sign locations where there is a shoulder (Case A), where there is no shoulder (Case B) and where there is an island (Case C), respectively. Stop signs should be confined to the shaded areas, but as close to the approach roadway as possible to provide the motorist with the best visibility.

Diagrams detailing cases A, B and C may be found on the following page. on the next page.



# Sign Replacement Program for Cities – 2015



Where only one stop sign is used, it shall be located on the right side of the approach traffic lane. Where the approach roadway consists of two lanes of traffic, a second stop sign should be placed where it is visible to traffic in the inner lane if a suitable location exists.



# Sign Replacement Program for Cities – 2015

## Regulatory & Warning Sign Mounting Height

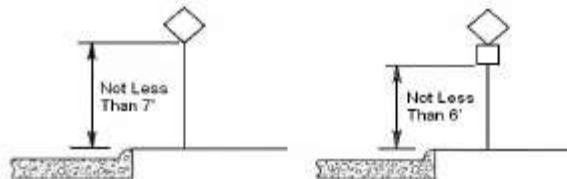
On two-lane routes in rural areas, the Manual on Uniform Traffic Control Devices specifies that signs be mounted at a height of at least 5 feet measured from the bottom of the sign to the near edge of the pavement. In areas where parking or pedestrian movements are likely to occur or where there are other obstructions to view, the clearance from the bottom of the sign to the curb or ground at the base of the sign shall be at least 7 feet. When a secondary sign is mounted below another sign, the mounting heights prescribed above may be reduced to 4 feet and 6 feet respectively.

### Sign Mounting Heights

#### Rural Areas



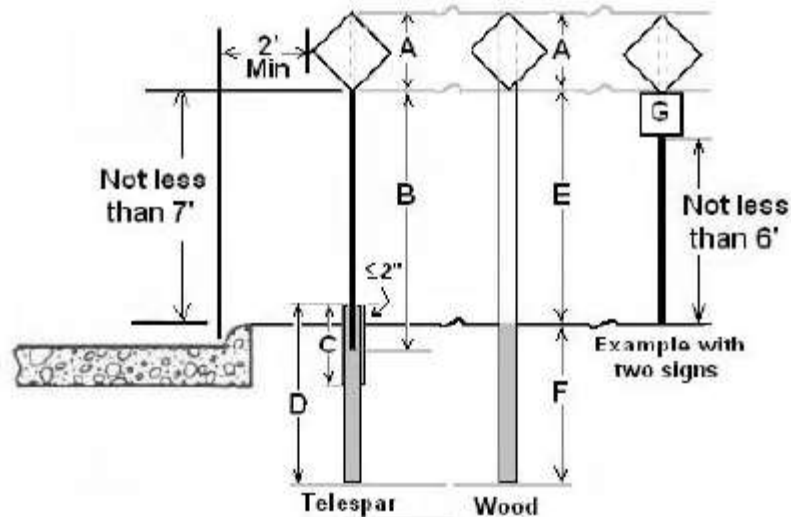
#### Urban Areas



# Sign Replacement Program for Cities – 2015

## Calculating Sign Post Lengths

Urban with Curb



### Calculations for Telespar

- A Sign verticle height 36"
- B 7' plus 6" to 8" inserted into base - total length of 7'6" to 7'8".
- C 18" outer Sleeve for double wall breakaway.
- D 48" Minimum with 1" to 2" exposed above ground.

$$\text{Sign Post length in Telespar} = A + B = 10'8"$$

Where A = 36" and B = 7'8"

Outer Sleeve = C (18")

Anchor Base = D (48")

### Calculations For Wood Posts

- A Sign verticle height
- E Height of sign from grade
- F Depth below grade

$$\text{Wood Sign Post Length} = A + E + F = 14'7"$$

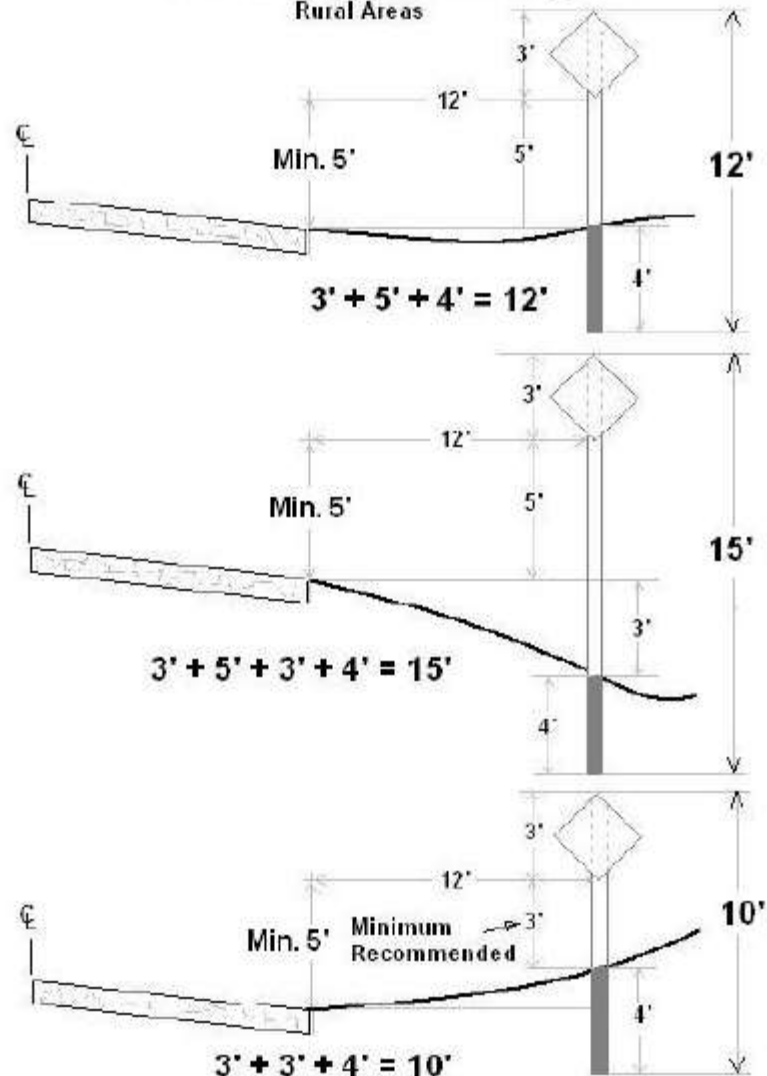
Where A=36" and E=7" and F=4'

Make adjustments for vertical height of sign "G"

# Sign Replacement Program for Cities – 2015

## Calculating Sign Post Lengths

Rural Areas



In cases where the sign post is either too long or too close to the ground, judgement must be exercised to adjust the position of the sign to assure reasonable mounting height and placement.

Signs should be placed a minimum of 6' from the edge of a paved shoulder. Shoulders are assumed to be a min. of 6'. If the shoulder is wider, then the sign should be placed at least 6' beyond the shoulder. (ie, with a 10' shoulder the sign would be 16' from the edge of the pavement.

# Sign Replacement Program for Cities – 2015

## Posts Available Through Program

### Wood

4" x 4" - 12ft

4" x 4" - 14ft

4" x 6" - 16ft

4" x 6" - 18ft

### Steel

U-Channel 14ft Galvanized

### Square Steel Tubing (Telespar)

2" x 2" - 12ft Telespar

### Telespar Hardware

Pre-cut 4ft Anchor Base 2-1/4" x 2-1/4"

Telespar Concrete Mounting Base

Corner Bolt 2-1/4" to 2-1/2" (medium)

Drive Rivet 3/8" x 5/8"

# Sign Replacement Program for Cities – 2015

## Installation of Wood Sign Posts (4"X 4" and 4"X 6" posts)

### Posthole and filling requirements

Hole Size – Wood posts shall be set in holes which are 12 inches (300mm) in diameter. Posts for smaller signs with less than 10 sq. ft. of area should be installed approximately 4 feet below the ground surface.

Backfilling – Postholes should be backfilled with suitable soil tamped in place. In cases where the soil is unsuitable, crushed rock or crushed concrete should be used. Care should be taken in the process to see that the posts are plumb, insofar as possible, at all times. If properly placed, posts should remain firmly in position without needing further attention.

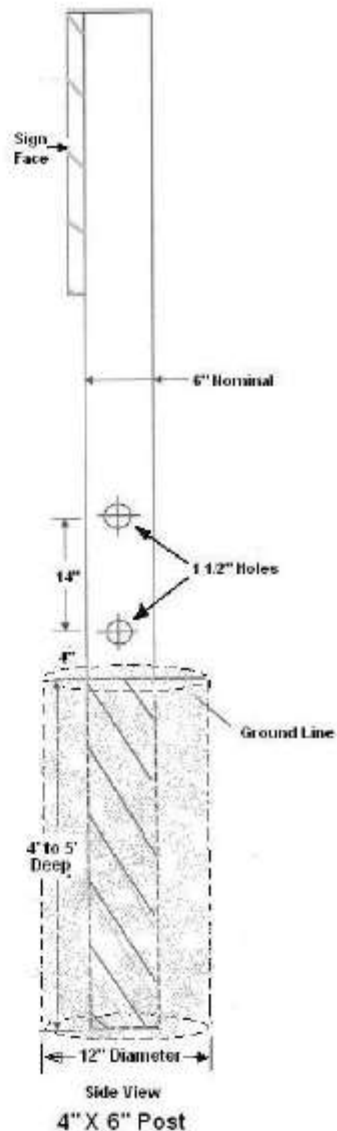
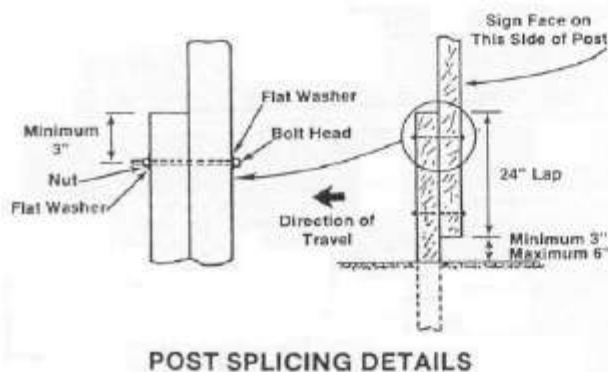
### Breakaway Modifications for 4" X 6" Posts (see right)

Based upon crash tests, each 4 inch by 6 inch (100mm by 150mm) wood sign post shall be modified after installation by field drilling a horizontal 1-1/2 inch (38mm) diameter hole, parallel to the sign face and centered on the side of the post at 4 inches (100mm) above the ground line and another at 1 foot 6 inches (460mm) above the ground line.

4 inch by 4 inch posts do not require holes to be drilled as they are already considered to have sufficient breakaway characteristics.

### Splicing Posts (see below)

Post splices should be made just above the ground surface to allow the breakaway features to function properly. No part of the splice is to be placed below the ground surface. The splice is to be made in the direction of traffic with the upper post on the front and the lower post on the back. The distance from the bottom of the splice to the ground should be not less than 3" or more than 6". The overlap should be 24" using at least two bolts





# Sign Replacement Program for Cities - 2015

## Technical Reference Overview

One of the main goals for the All Town Sign Replacement Program is to ensure that replacement signs are properly installed. They must be installed at the correct lateral and longitudinal location, set at the correct height and proper orientation.

The installation requirements are found in the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration. Another reference is the Traffic and Safety Manual (T&S Manual) published by the Iowa Department of Transportation.

### **MUTCD:**

The following sections are highlights from the 2009 MUTCD. Contact the Program Coordinator if you have any questions.

Link:

[http://mutcd.fhwa.dot.gov/pdfs/2009/pdf\\_index.htm](http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm)

For all eligible signs:

- Section 2A.16 Standardization of Location
- Section 2A.18 Mounting Height
- Section 2A.19 Lateral Offset
- Section 2A.20 Orientation
- Section 2A.21 Posts and Mountings
- Section 2A.22 Maintenance

For eligible regulatory signs:

- Section 2B.03 Size of Regulatory Signs
- Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaques (R1-3P)
- Section 2B.06 STOP Sign Application
- Section 2B.08 YIELD Sign (R1-2)
- Section 2B.09 YIELD Sign Applications
- Section 2B.10 STOP Sign or YIELD Sign Placement
- Section 2B.13 Speed Limit Sign (R2-1)
- Section 2B.18 Movement Prohibition Signs (R3-1 through R3-4, R3-18, and R3-27)
- Section 2B.37 DO NOT ENTER Sign (R5-1)
- Section 2B.38 WRONG WAY Sign (R5-1a)
- Section 2B.40 ONE WAY Signs (R6-1, R6-2)



# Sign Replacement Program for Cities - 2015

## Technical Reference Overview (cont'd)

For eligible warning signs:

- Section 2C.04 Size of Warning Signs
- Section 2C.05 Placement of Warning Signs
- Section 2C.06 Horizontal Alignment Warning Signs
- Section 2C.07 Horizontal Alignment Signs (W1-1 through W1-5, W1-11, W1-15)
- Section 2C.12 One-Direction Large Arrow Sign (W1-6)
- Section 2C.36 Advance Traffic Control Signs (W3-1, W3-2, W3-3, W3-4)
- Section 2C.38 Reduced Speed Limit Ahead Sign (W3-5, W3-5a)
- Section 2C.47 Two-Direction Large Arrow Sign (W1-7)
- Section 2C.49 Vehicular Traffic Warning Signs (W8-6, W11-1, W11-5, W11-5a, W11-8, W11-10, W11-11, W11-12P, W11-14, W11-15, and W11-15)
- Section 2C.50 Non-vehicular Warning Signs (W11-2, W11-3, W11-4, W11-6, W11-7, W11-9, and W11-16 through W11-22)

For signs on low-volume roads:

- Chapter 5A. General, All sections
- Chapter 5B. Regulatory Signs, All Sections
- Chapter 5C. Warning Signs, All Sections
- Chapter 5F. Traffic Control for Highway-Rail Grade Crossings, All Sections
- Chapter 5H. Traffic Control for School Areas

For school signs:

- Chapter 7B. (School) Signs, All Sections

For railroad crossing signs:

- Section 8B.06 Grade Crossing Advance Warning Signs (W10 Series)

# Sign Replacement Program for Cities - 2015

## Technical Reference Overview (cont'd)

### **Traffic and Safety Manual:**

The following sections are highlights from the Traffic and Safety Manual. Contact the Program Coordinator if you have any questions.

Link:

<http://www.iowadot.gov/traffic/manuals/tsmanual.aspx>

For all eligible signs:

- Section 2A-1 Purpose of Signing
- Section 2A-2 Standards and Guidelines - MUTCD
- Section 2A-3 Types of Signs
- Section 2A-6 Installation Guidelines
- Section 2A-7 Mounting Requirements
- Section 2A-8 Sign Placement
- Section 2A-9 Miscellaneous Requirements
- Section 2A-10 Typical and Additional Figures

For STOP, YIELD and DO NOT ENTER signs:

- Section 2B-1 General
- Section 2B-2 Stop and Yield Signs
- Section 2B-3 Speed Limits Signs
- Section 2B-4 Alignment and Movement Signs
- Section 2B-6 Other Regulatory Signs

For One-Direction Large Arrow, Two-Direction Large Arrow and STOP AHEAD (Advance Traffic Control):

- Section 2C-1 Roadway Related Signs
- Section 2C-2 Traffic Related Signs

# Sign Replacement Program for Cities - 2015

## **Technical Reference Overview (cont'd)**

Additional Information on the Installation of Tubular Steel Sign Posts (Telespar® Square Sign Supports)

Tubular steel sign post systems are offered under the Small Town Sign Replacement Program. It is important to note that not all the post types and accessories are available through the program. The list of available items is included in the STSRP Materials List. This may be found either on the website or in the grant application packet.

The URL's listed below are for your convenience in the event your city is interested in acquiring additional Telespar square posts or accessories. Drive caps are available on the accessories page.

If you are experiencing difficulty locating items feel free to contact the program coordinator for assistance.

### **Posts**

<http://www.alliedtube.com/sign-support/traffic-sign-posts/telespar-square.asp>

### **Accessories**

<http://www.alliedtube.com/sign-support/traffic-sign-posts/sign-accessories.asp>

### **Installation Instructions and Product Information**

[http://www.alliedtube.com/pdf/ATC\\_Telespar\\_Sign\\_Support.pdf](http://www.alliedtube.com/pdf/ATC_Telespar_Sign_Support.pdf)

If you are in need of advice regarding the installation of this post system contact the Program Coordinator.

Figure 2A-1. Examples of Enhanced Conspicuity for Signs

A – W16-15P plaque above a regulatory or warning sign if the regulation or condition is new



B – Red or orange flags above a regulatory, warning, or guide sign



C – W16-18P plaque above a regulatory sign



D – Solid yellow, solid fluorescent yellow, or diagonally striped black and yellow (or black and fluorescent yellow) strip of retroreflective sheeting around a warning sign



E – Vertical retroreflective strip on sign support



F – Supplemental beacon



## Section 2A.16 Standardization of Location

### Support:

- 01 Standardization of position cannot always be attained in practice. Examples of heights and lateral locations of signs for typical installations are illustrated in Figure 2A-2, and examples of locations for some typical signs at intersections are illustrated in Figures 2A-3 and 2A-4.
- 02 Examples of advance signing on an intersection approach are illustrated in Figure 2A-4. Chapters 2B, 2C, and 2D contain provisions regarding the application of regulatory, warning, and guide signs, respectively.

### Standard:

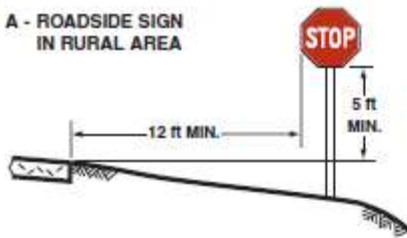
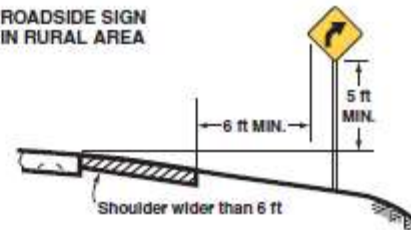
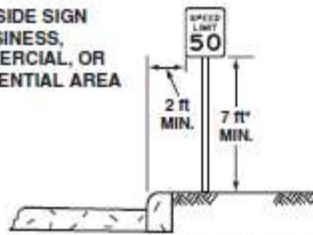
- 03 Signs requiring separate decisions by the road user shall be spaced sufficiently far apart for the appropriate decisions to be made. One of the factors considered when determining the appropriate spacing shall be the posted or 85<sup>th</sup>-percentile speed.

### Guidance:

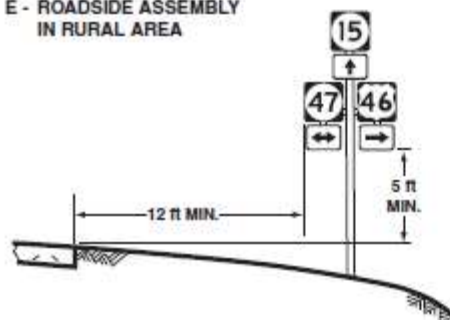
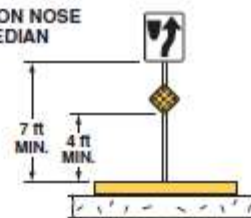
- 04 Signs should be located on the right-hand side of the roadway where they are easily recognized and understood by road users. Signs in other locations should be considered only as supplementary to signs in the normal locations, except as otherwise provided in this Manual.
- 05 Signs should be individually installed on separate posts or mountings except where:
- A. One sign supplements another;
  - B. Route or directional signs are grouped to clarify information to motorists;



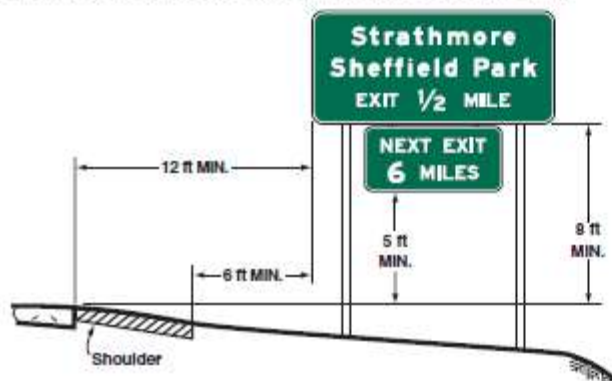
Figure 2A-2. Examples of Heights and Lateral Locations of Sign Installations

A - ROADSIDE SIGN  
IN RURAL AREAB - ROADSIDE SIGN  
IN RURAL AREAC - ROADSIDE SIGN  
IN BUSINESS,  
COMMERCIAL, OR  
RESIDENTIAL AREA

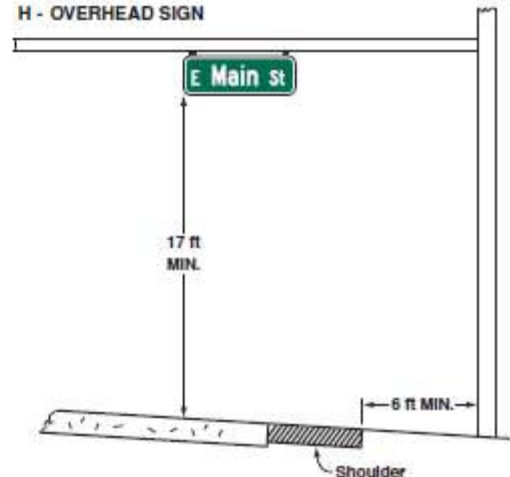
\*Where parking or pedestrian movements are likely to occur

D - WARNING SIGN WITH ADVISORY  
SPEED PLAQUE IN RURAL AREAE - ROADSIDE ASSEMBLY  
IN RURAL AREAF - SIGN ON NOSE  
OF MEDIAN

G - FREEWAY OR EXPRESSWAY SIGN WITH SECONDARY SIGN

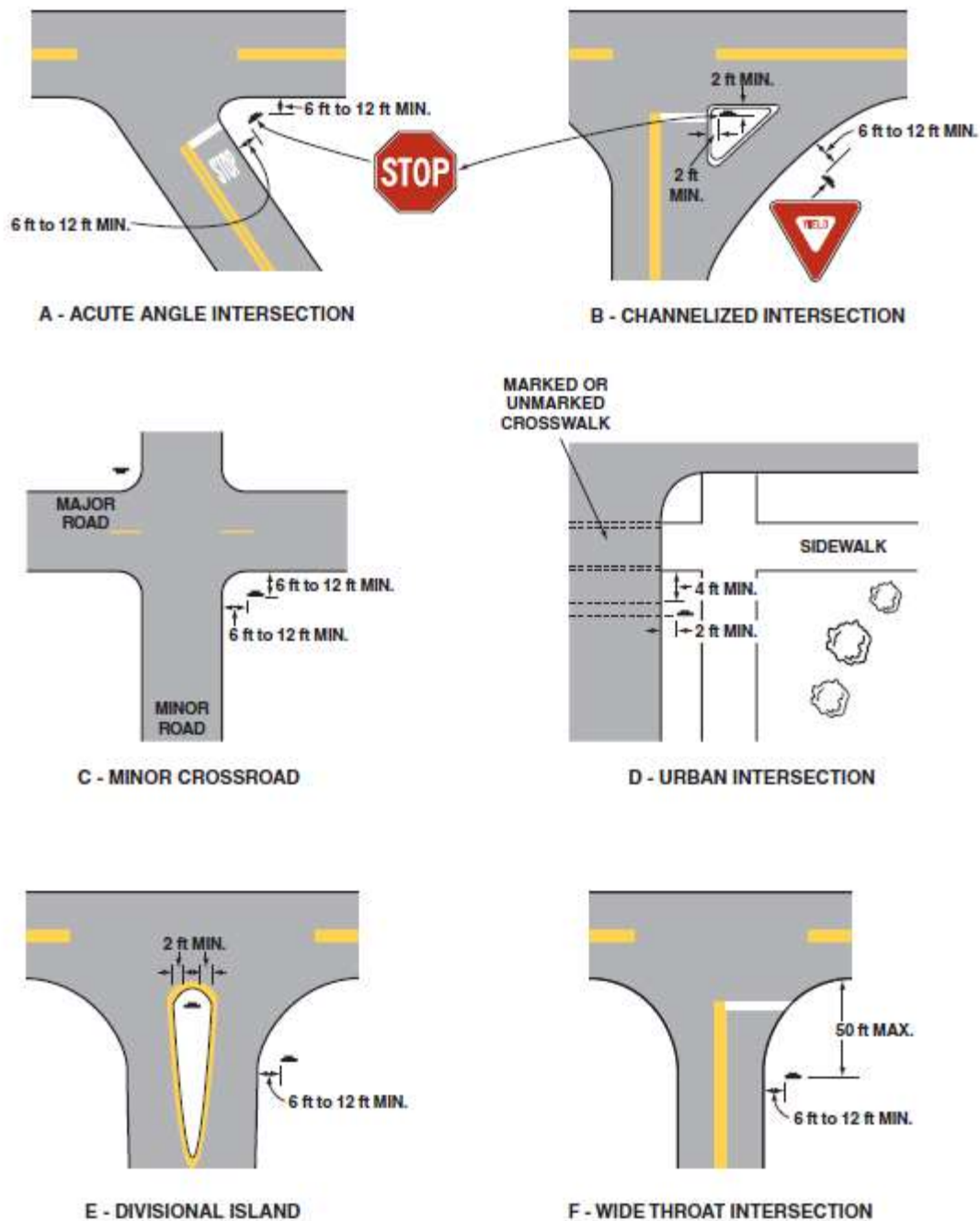


H - OVERHEAD SIGN



**Note:**

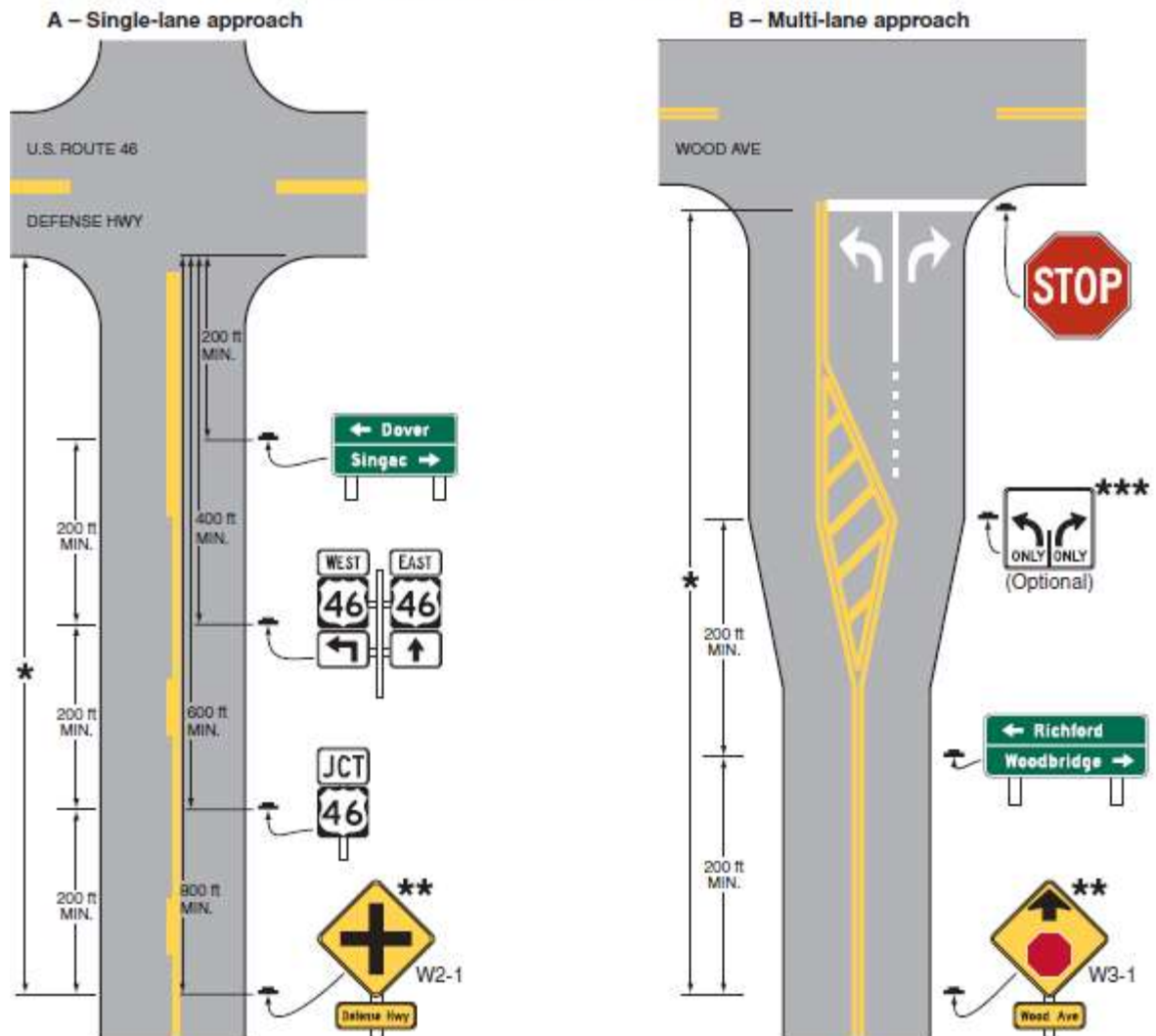
See Section 2A.19 for reduced lateral offset distances that may be used in areas where lateral offsets are limited, and in business, commercial, or residential areas where sidewalk width is limited or where existing poles are close to the curb.

**Figure 2A-3. Examples of Locations for Some Typical Signs at Intersections**

Note: Lateral offset is a minimum of 6 feet measured from the edge of the shoulder, or 12 feet measured from the edge of the traveled way. See Section 2A.19 for lower minimums that may be used in urban areas, or where lateral offset space is limited.



**Figure 2A-4. Relative Locations of Regulatory, Warning, and Guide Signs on an Intersection Approach**



Note: See Chapter 2D for information on guide signs and Part 3 for information on pavement markings

- \* See Table 2C-4 for the recommended minimum distance
- \*\* See Section 2C.46 for the application of the W2-1 sign and Section 2C.36 for the application of the W3-1 sign
- \*\*\* See Section 2B.22 for the application of Intersection Lane Control signs

- C. Regulatory signs that do not conflict with each other are grouped, such as Turn Prohibition signs posted with ONE WAY signs or a parking regulation sign posted with a Speed Limit sign; or
  - D. Street Name signs are posted with a STOP or YIELD sign.
- 6 Signs should be located so that they:
- A. Are outside the clear zone unless placed on a breakaway or yielding support (see Section 2A.19),
  - B. Optimize nighttime visibility,
  - C. Minimize the effects of mud splatter and debris,
  - D. Do not obscure each other,
  - E. Do not obscure the sight distance to approaching vehicles on the major street for drivers who are stopped on minor-street approaches, and
  - F. Are not hidden from view.

**Support:**

- 07 The clear zone is the total roadside border area, starting at the edge of the traveled way, available for use by errant vehicles. The width of the clear zone is dependent upon traffic volumes, speeds, and roadside geometry. Additional information can be found in AASHTO's "Roadside Design Guide" (see Section 1A.11).

**Guidance:**

- 08 *With the increase in traffic volumes and the desire to provide road users regulatory, warning, and guidance information, an order of priority for sign installation should be established.*

**Support:**

- 09 An order of priority is especially critical where space is limited for sign installation and there is a demand for several different types of signs. Overloading road users with too much information is not desirable.

**Guidance:**

- 10 *Because regulatory and warning information is more critical to the road user than guidance information, regulatory and warning signing whose location is critical should be displayed rather than guide signing in cases where conflicts occur. Community wayfinding and acknowledgment guide signs should have a lower priority as to placement than other guide signs. Information of a less critical nature should be moved to less critical locations or omitted.*

**Option:**

- 11 Under some circumstances, such as on curves to the right, signs may be placed on median islands or on the left-hand side of the road. A supplementary sign located on the left-hand side of the roadway may be used on a multi-lane road where traffic in a lane to the right might obstruct the view to the right.

**Guidance:**

- 12 *In urban areas where crosswalks exist, signs should not be placed within 4 feet in advance of the crosswalk (see Drawing D in Figure 2A-3).*

**Section 2A.17 Overhead Sign Installations****Guidance:**

- 01 *Overhead signs should be used on freeways and expressways, at locations where some degree of lane-use control is desirable, and at locations where space is not available at the roadside.*

**Support:**

- 02 The operational requirements of the present highway system are such that overhead signs have value at many locations. The factors to be considered for the installation of overhead sign displays are not definable in specific numerical terms.

**Option:**

- 03 The following conditions (not in priority order) may be considered in an engineering study to determine if overhead signs would be beneficial:

- A. Traffic volume at or near capacity,
- B. Complex interchange design,
- C. Three or more lanes in each direction,
- D. Restricted sight distance,
- E. Closely-spaced interchanges,
- F. Multi-lane exits,
- G. Large percentage of trucks,
- H. Street lighting background,
- I. High-speed traffic,
- J. Consistency of sign message location through a series of interchanges,
- K. Insufficient space for post-mounted signs,
- L. Junction of two freeways, and
- M. Left exit ramps.

- 04 Over-crossing structures may be used to support overhead signs.

**Support:**

- 05 Under some circumstances, the use of over-crossing structures as sign supports might be the only practical solution that will provide adequate viewing distance. The use of such structures as sign supports might eliminate the need for the foundations and sign supports along the roadside.



## Section 2A.18 Mounting Height

### Standard:

- 01 The provisions of this Section shall apply unless specifically stated otherwise for a particular sign or object marker elsewhere in this Manual.

### Support:

- 02 The mounting height requirements for object markers are provided in Chapter 2C.  
 03 In addition to the provisions of this Section, information affecting the minimum mounting height of signs as a function of crash performance can be found in AASHTO's "Roadside Design Guide" (see Section 1A.11).

### Standard:

- 04 The minimum height, measured vertically from the bottom of the sign to the elevation of the near edge of the pavement, of signs installed at the side of the road in rural areas shall be 5 feet (see Figure 2A-2).  
 05 The minimum height, measured vertically from the bottom of the sign to the top of the curb, or in the absence of curb, measured vertically from the bottom of the sign to the elevation of the near edge of the traveled way, of signs installed at the side of the road in business, commercial, or residential areas where parking or pedestrian movements are likely to occur, or where the view of the sign might be obstructed, shall be 7 feet (see Figure 2A-2).

### Option:

- 06 The height to the bottom of a secondary sign mounted below another sign may be 1 foot less than the height specified in Paragraphs 4 and 5.

### Standard:

- 07 The minimum height, measured vertically from the bottom of the sign to the sidewalk, of signs installed above sidewalks shall be 7 feet.  
 08 If the bottom of a secondary sign that is mounted below another sign is mounted lower than 7 feet above a pedestrian sidewalk or pathway (see Section 6D.02), the secondary sign shall not project more than 4 inches into the pedestrian facility.

### Option:

- 09 Signs that are placed 30 feet or more from the edge of the traveled way may be installed with a minimum height of 5 feet, measured vertically from the bottom of the sign to the elevation of the near edge of the pavement.

### Standard:

- 10 Directional signs on freeways and expressways shall be installed with a minimum height of 7 feet, measured vertically from the bottom of the sign to the elevation of the near edge of the pavement. All route signs, warning signs, and regulatory signs on freeways and expressways shall be installed with a minimum height of 7 feet, measured vertically from the bottom of the sign to the elevation of the near edge of the pavement. If a secondary sign is mounted below another sign on a freeway or expressway, the major sign shall be installed with a minimum height of 8 feet and the secondary sign shall be installed with a minimum height of 5 feet, measured vertically from the bottom of the sign to the elevation of the near edge of the pavement.  
 11 Where large signs having an area exceeding 50 square feet are installed on multiple breakaway posts, the clearance from the ground to the bottom of the sign shall be at least 7 feet.

### Option:

- 12 A route sign assembly consisting of a route sign and auxiliary signs (see Section 2D.31) may be treated as a single sign for the purposes of this Section.  
 13 The mounting height may be adjusted when supports are located near the edge of the right-of-way on a steep backslope in order to avoid the sometimes less desirable alternative of placing the sign closer to the roadway.

### Standard:

- 14 Overhead signs shall provide a vertical clearance of not less than 17 feet to the sign, light fixture, or sign bridge over the entire width of the pavement and shoulders except where the structure on which the overhead signs are to be mounted or other structures along the roadway near the sign structure have a lesser vertical clearance.

### Option:

- 15 If the vertical clearance of other structures along the roadway near the sign structure is less than 16 feet, the vertical clearance to an overhead sign structure or support may be as low as 1 foot higher than the vertical clearance of the other structures in order to improve the visibility of the overhead signs.

- 16 In special cases it may be necessary to reduce the clearance to overhead signs because of substandard dimensions in tunnels and other major structures such as double-deck bridges.

Support:

- 17 Figure 2A-2 illustrates some examples of the mounting height requirements contained in this Section.

### Section 2A.19 Lateral Offset

Standard:

- 01 For overhead sign supports, the minimum lateral offset from the edge of the shoulder (or if no shoulder exists, from the edge of the pavement) to the near edge of overhead sign supports (cantilever or sign bridges) shall be 6 feet. Overhead sign supports shall have a barrier or crash cushion to shield them if they are within the clear zone.

- 02 Post-mounted sign and object marker supports shall be crashworthy (breakaway, yielding, or shielded with a longitudinal barrier or crash cushion) if within the clear zone.

Guidance:

- 03 For post-mounted signs, the minimum lateral offset should be 12 feet from the edge of the traveled way. If a shoulder wider than 6 feet exists, the minimum lateral offset for post-mounted signs should be 6 feet from the edge of the shoulder.

Support:

- 04 The minimum lateral offset requirements for object markers are provided in Chapter 2C.

- 05 The minimum lateral offset is intended to keep trucks and cars that use the shoulders from striking the signs or supports.

Guidance:

- 06 All supports should be located as far as practical from the edge of the shoulder. Advantage should be taken to place signs behind existing roadside barriers, on over-crossing structures, or other locations that minimize the exposure of the traffic to sign supports.

Option:

- 07 Where permitted, signs may be placed on existing supports used for other purposes, such as highway traffic signal supports, highway lighting supports, and utility poles.

Standard:

- 08 If signs are placed on existing supports, they shall meet other placement criteria contained in this Manual.

Option:

- 09 Lesser lateral offsets may be used on connecting roadways or ramps at interchanges, but not less than 6 feet from the edge of the traveled way.

- 10 On conventional roads in areas where it is impractical to locate a sign with the lateral offset prescribed by this Section, a lateral offset of at least 2 feet may be used.

- 11 A lateral offset of at least 1 foot from the face of the curb may be used in business, commercial or residential areas where sidewalk width is limited or where existing poles are close to the curb.

Guidance:

- 12 Overhead sign supports and post-mounted sign and object marker supports should not intrude into the usable width of a sidewalk or other pedestrian facility.

Support:

- 13 Figures 2A-2 and 2A-3 illustrate some examples of the lateral offset requirements contained in this Section.

### Section 2A.20 Orientation

Guidance:

- 01 Unless otherwise provided in this Manual, signs should be vertically mounted at right angles to the direction of, and facing, the traffic that they are intended to serve.

- 02 Where mirror reflection from the sign face is encountered to such a degree as to reduce legibility, the sign should be turned slightly away from the road. Signs that are placed 30 feet or more from the pavement edge should be turned toward the road. On curved alignments, the angle of placement should be determined by the direction of approaching traffic rather than by the roadway edge at the point where the sign is located.



**Option:**

- 03 On grades, sign faces may be tilted forward or back from the vertical position to improve the viewing angle.

**Section 2A.21 Posts and Mountings****Standard:**

- 01 Sign posts, foundations, and mountings shall be so constructed as to hold signs in a proper and permanent position, and to resist swaying in the wind or displacement by vandalism.

**Support:**

- 02 The latest edition of AASHTO's "Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals" contains additional information regarding posts and mounting (see Page i for AASHTO's address).

**Option:**

- 03 Where engineering judgment indicates a need to draw attention to the sign during nighttime conditions, a strip of retroreflective material may be used on regulatory and warning sign supports.

**Standard:**

- 04 If a strip of retroreflective material is used on the sign support, it shall be at least 2 inches in width, it shall be placed for the full length of the support from the sign to within 2 feet above the edge of the roadway, and its color shall match the background color of the sign, except that the color of the strip for the YIELD and DO NOT ENTER signs shall be red.

**Section 2A.22 Maintenance****Guidance:**

- 01 Maintenance activities should consider proper position, cleanliness, legibility, and daytime and nighttime visibility (see Section 2A.09). Damaged or deteriorated signs, gates, or object markers should be replaced.
- 02 To assure adequate maintenance, a schedule for inspecting (both day and night), cleaning, and replacing signs, gates, and object markers should be established. Employees of highway, law enforcement, and other public agencies whose duties require that they travel on the roadways should be encouraged to report any damaged, deteriorated, or obscured signs, gates, or object markers at the first opportunity.
- 03 Steps should be taken to see that weeds, trees, shrubbery, and construction, maintenance, and utility materials and equipment do not obscure the face of any sign or object marker.
- 04 A regular schedule of replacement of lighting elements for illuminated signs should be maintained.

**Section 2A.23 Median Opening Treatments for Divided Highways with Wide Medians****Guidance:**

- 01 Where divided highways are separated by median widths at the median opening itself of 30 feet or more, median openings should be signed as two separate intersections.

## CHAPTER 2B. REGULATORY SIGNS, BARRICADES, AND GATES

### Section 2B.01 Application of Regulatory Signs

#### Standard:

- 01 Regulatory signs shall be used to inform road users of selected traffic laws or regulations and indicate the applicability of the legal requirements.
- 02 Regulatory signs shall be installed at or near where the regulations apply. The signs shall clearly indicate the requirements imposed by the regulations and shall be designed and installed to provide adequate visibility and legibility in order to obtain compliance.
- 03 Regulatory signs shall be retroreflective or illuminated (see Section 2A.07) to show the same shape and similar color by both day and night, unless specifically stated otherwise in the text discussion in this Manual for a particular sign or group of signs.
- 04 The requirements for sign illumination shall not be considered to be satisfied by street or highway lighting.

#### Support:

- 05 Section 1A.09 contains information regarding the assistance that is available to jurisdictions that do not have engineers on their staffs who are trained and/or experienced in traffic control devices.

### Section 2B.02 Design of Regulatory Signs

#### Standard:

- 01 Regulatory signs shall be rectangular unless specifically designated otherwise. Regulatory signs shall be designed in accordance with the sizes, shapes, colors, and legends contained in the "Standard Highway Signs and Markings" book (see Section 1A.11).

#### Option:

- 02 Regulatory word message signs other than those classified and specified in this Manual and the "Standard Highway Signs and Markings" book (see Section 1A.11) may be developed to aid the enforcement of other laws or regulations.
- 03 Except for symbols on regulatory signs, minor modifications may be made to the design provided that the essential appearance characteristics are met.

#### Support:

- 04 The use of educational plaques to supplement symbol signs is described in Section 2A.12.

#### Guidance:

- 05 *Changeable message signs displaying a regulatory message incorporating a prohibitory message that includes a red circle and slash on a static sign should display a red symbol that approximates the same red circle and slash as closely as possible.*

### Section 2B.03 Size of Regulatory Signs

#### Standard:

- 01 Except as provided in Section 2A.11, the sizes for regulatory signs shall be as shown in Table 2B-1.

#### Support:

- 02 Section 2A.11 contains information regarding the applicability of the various columns in Table 2B-1.

#### Standard:

- 03 Except as provided in Paragraphs 4 and 5, the minimum sizes for regulatory signs facing traffic on multi-lane conventional roads shall be as shown in the Multi-lane column of Table 2B-1.

#### Option:

- 04 Where the posted speed limit is 35 mph or less on a multi-lane highway or street, other than for a STOP sign, the minimum size shown in the Single Lane column in Table 2B-1 may be used.
- 05 Where a regulatory sign, other than a STOP sign, is placed on the left-hand side of a multi-lane roadway in addition to the installation of the same regulatory sign on the right-hand side of the roadway, the size shown in the Single Lane column in Table 2B-1 may be used for both the sign on the right-hand side and the sign on the left-hand side of the roadway.

#### Standard:

- 06 A minimum size of 36 x 36 inches shall be used for STOP signs that face multi-lane approaches.



Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 1 of 4)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Stop	R1-1	2B.05	30 x 30"	36 x 36	36 x 36	—	30 x 30"	48 x 48
Yield	R1-2	2B.08	36 x 36 x 36"	48 x 48 x 48	48 x 48 x 48	60 x 60 x 60	30 x 30 x 30"	—
To Oncoming Traffic (plaque)	R1-2aP	2B.10	24 x 18	24 x 18	36 x 30	48 x 36	24 x 18	—
All Way (plaque)	R1-3P	2B.05	18 x 6	18 x 6	—	—	—	30 x 12
Yield Here to Peds	R1-5	2B.11	—	36 x 36	—	—	—	36 x 36
Yield Here to Pedestrians	R1-5a	2B.11	—	36 x 48	—	—	—	36 x 48
Stop Here for Peds	R1-5b	2B.11	—	36 x 36	—	—	—	36 x 36
Stop Here for Pedestrians	R1-5c	2B.11	—	36 x 48	—	—	—	36 x 48
In-Street Ped Crossing	R1-6,6a	2B.12	12 x 36	12 x 36	—	—	—	—
Overhead Ped Crossing	R1-9,9a	2B.12	90 x 24	90 x 24	—	—	—	—
Except Right Turn (plaque)	R1-10P	2B.05	24 x 18	24 x 18	—	—	—	—
Speed Limit	R2-1	2B.13	24 x 30"	30 x 36	36 x 48	48 x 60	18 x 24"	30 x 36
Truck Speed Limit (plaque)	R2-2P	2B.14	24 x 24	24 x 24	36 x 36	48 x 48	—	36 x 36
Night Speed Limit (plaque)	R2-3P	2B.15	24 x 24	24 x 24	36 x 36	48 x 48	—	36 x 36
Minimum Speed Limit (plaque)	R2-4P	2B.16	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Combined Speed Limit	R2-4a	2B.16	24 x 48	24 x 48	36 x 72	48 x 96	—	36 x 72
Unless Otherwise Posted (plaque)	R2-5P	2B.13	24 x 18	24 x 18	—	—	—	—
Citywide (plaque)	R2-5aP	2B.13	24 x 6	24 x 6	—	—	—	—
Neighborhood (plaque)	R2-5bP	2B.13	24 x 6	24 x 6	—	—	—	—
Residential (plaque)	R2-5cP	2B.13	24 x 6	24 x 6	—	—	—	—
Fines Higher (plaque)	R2-6P	2B.17	24 x 18	24 x 18	36 x 24	48 x 36	—	36 x 24
Fines Double (plaque)	R2-6aP	2B.17	24 x 18	24 x 18	36 x 24	48 x 36	—	36 x 24
\$XX Fine (plaque)	R2-6bP	2B.17	24 x 18	24 x 18	36 x 24	48 x 36	—	36 x 24
Begin Higher Fines Zone	R2-10	2B.17	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
End Higher Fines Zone	R2-11	2B.17	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Movement Prohibition	R3-1,2,3,4,18,27	2B.18	24 x 24"	36 x 36	36 x 36	—	—	48 x 48
Mandatory Movement Lane Control	R3-5,5a	2B.20	30 x 36	30 x 36	—	—	—	—
Left Lane (plaque)	R3-5bP	2B.20	30 x 12	30 x 12	—	—	—	—
HOV 2+ (plaque)	R3-5cP	2B.20	24 x 12	24 x 12	—	—	—	—
Taxi Lane (plaque)	R3-5dP	2B.20	30 x 12	30 x 12	—	—	—	—
Center Lane (plaque)	R3-5eP	2B.20	30 x 12	30 x 12	—	—	—	—
Right Lane (plaque)	R3-5fP	2B.20	30 x 12	30 x 12	—	—	—	—
Bus Lane (plaque)	R3-5gP	2B.20	30 x 12	30 x 12	—	—	—	—
Optional Movement Lane Control	R3-6	2B.21	30 x 36	30 x 36	—	—	—	—
Right (Left) Lane Must Turn Right (Left)	R3-7	2B.20	30 x 30"	36 x 36	—	—	—	—
Advance Intersection Lane Control	R3-8,8a,8b	2B.22	Varies x 30	Varies x 30	—	—	—	Varies x 36
Two-Way Left Turn Only (overhead)	R3-9a	2B.24	30 x 36	30 x 36	—	—	—	—
Two-Way Left Turn Only (post-mounted)	R3-9b	2B.24	24 x 36	24 x 36	—	—	—	36 x 48
BEGIN	R3-9cP	2B.25	30 x 12	30 x 12	—	—	—	—
END	R3-9dP	2B.25	30 x 12	30 x 12	—	—	—	—
Reversible Lane Control (symbol)	R3-9e	2B.26	108 x 48	108 x 48	—	—	—	—
Reversible Lane Control (post-mounted)	R3-9f	2B.26	30 x 42"	36 x 54	—	—	—	—
Advance Reversible Lane Control Transition Signing	R3-9g,9h	2B.26	108 x 36	108 x 36	—	—	—	—
End Reverse Lane	R3-9i	2B.26	108 x 48	108 x 48	—	—	—	—
Begin Right (Left) Turn Lane	R3-20	2B.20	24 x 36	24 x 36	—	—	—	—
All Turns (U Turn) from Right Lane	R3-23,23a	2B.27	60 x 36	60 x 36	—	—	—	—
All Turns (U Turn) with arrow	R3-24,24b, 25,25b,26a	2B.27	72 x 18	72 x 18	—	—	—	—
U and Left Turns with arrow	R3-24a,25a,26	2B.27	60 x 24	60 x 24	—	—	—	—
Right Lane Must Exit	R3-33	2B.23	—	—	78 x 36	78 x 36	—	—

Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 2 of 4)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Do Not Pass	R4-1	2B.28	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Pass With Care	R4-2	2B.29	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Slower Traffic Keep Right	R4-3	2B.30	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Trucks Use Right Lane	R4-5	2B.31	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Keep Right	R4-7,7a,7b	2B.32	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Narrow Keep Right	R4-7c	2B.32	18 x 30	18 x 30	—	—	—	—
Keep Left	R4-8,8a,8b	2B.32	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Narrow Keep Left	R4-8c	2B.32	18 x 30	18 x 30	—	—	—	—
Stay in Lane	R4-9	2B.33	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Runaway Vehicles Only	R4-10	2B.34	48 x 48	48 x 48	—	—	—	—
Slow Vehicles with XX or More Following Vehicles Must Use Turn-Out	R4-12	2B.35	42 x 24	42 x 24	—	—	—	—
Slow Vehicles Must Use Turn-Out Ahead	R4-13	2B.35	42 x 24	42 x 24	—	—	—	—
Slow Vehicles Must Turn Out	R4-14	2B.35	30 x 42	30 x 42	—	—	—	—
Keep Right Except to Pass	R4-16	2B.30	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Do Not Drive on Shoulder	R4-17	2B.36	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Do Not Pass on Shoulder	R4-18	2B.36	24 x 30	24 x 30	36 x 48	48 x 60	18 x 24	36 x 48
Do Not Enter	R5-1	2B.37	30 x 30*	36 x 36	36 x 36	48 x 48	—	36 x 36
Wrong Way	R5-1a	2B.38	36 x 24*	42 x 30	36 x 24*	42 x 30	30 x 18*	42 x 30
No Trucks	R5-2,2a	2B.39	24 x 24	24 x 24	30 x 30	36 x 36	—	36 x 36
No Motor Vehicles	R5-3	2B.39	24 x 24	24 x 24	—	—	24 x 24	—
No Commercial Vehicles	R5-4	2B.39	24 x 30	24 x 30	36 x 48	36 x 48	—	—
No Vehicles with Lugs	R5-5	2B.39	24 x 30	24 x 30	36 x 48	48 x 60	—	—
No Bicycles	R5-6	2B.39	24 x 24	24 x 24	30 x 30	36 x 36	24 x 24	48 x 48
No Non-Motorized Traffic	R5-7	2B.39	30 x 24	30 x 24	42 x 24	48 x 30	—	42 x 24
No Motor-Driven Cycles	R5-8	2B.39	30 x 24	30 x 24	42 x 24	48 x 30	—	42 x 24
No Pedestrians, Bicycles, Motor-Driven Cycles	R5-10a	2B.39	30 x 36	30 x 36	—	—	—	—
No Pedestrians or Bicycles	R5-10b	2B.39	30 x 18	30 x 18	—	—	—	—
No Pedestrians	R5-10c	2B.39	24 x 12	24 x 12	—	—	—	—
Authorized Vehicles Only	R5-11	2B.39	30 x 24	30 x 24	—	—	—	—
One Way	R6-1	2B.40	36 x 12*	54 x 18	54 x 18	54 x 18	—	54 x 18
One Way	R6-2	2B.40	24 x 30*	30 x 36	36 x 48	48 x 60	18 x 24*	36 x 48
Divided Highway Crossing	R6-3,3a	2B.42	30 x 24	30 x 24	36 x 30	—	—	36 x 30
Roundabout Directional (2 chevrons)	R6-4	2B.43	30 x 24	30 x 24	—	—	—	—
Roundabout Directional (3 chevrons)	R6-4a	2B.43	48 x 24	48 x 24	—	—	—	—
Roundabout Directional (4 chevrons)	R6-4b	2B.43	60 x 24	60 x 24	—	—	—	—
Roundabout Circulation (plaque)	R6-5P	2B.44	30 x 30	30 x 30	—	—	—	—
BEGIN ONE WAY	R6-6	2B.40	24 x 30	30 x 36	—	—	—	—
END ONE WAY	R6-7	2B.40	24 x 30	30 x 36	—	—	—	—
Parking Restrictions	R7-1, 2,2a,3,4,5,6,7,8, 21,21a,22,23, 23a,107,108	2B.46	12 x 18	12 x 18	—	—	—	—
Van Accessible (plaque)	R7-8P	2B.46	18 x 9	18 x 9	—	—	—	—
Fee Station	R7-20	2B.46	24 x 18	24 x 18	—	—	—	—
No Parking (with transit logo)	R7-107a	2B.46	12 x 30	12 x 30	—	—	—	—
No Parking/Restricted Parking (combined sign)	R7-200	2B.46	24 x 18	24 x 18	—	—	—	—
No Parking/Restricted Parking (combined sign)	R7-200a	2B.46	12 x 30	12 x 30	—	—	—	—
Tow Away Zone (plaque)	R7-201P,201aP	2B.46	12 x 6	12 x 6	—	—	—	—
This Side of Sign (plaque)	R7-202P	2B.46	12 x 6	12 x 6	—	—	—	—



Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 3 of 4)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Emergency Snow Route	R7-203	2B.46	18 x 24	18 x 24	—	—	—	24 x 30
No Parking on Pavement	R8-1	2B.46	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
No Parking Except on Shoulder	R8-2	2B.46	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
No Parking (symbol)	R8-3	2B.46	24 x 24*	30 x 30	36 x 36	48 x 48	12 x 12*	36 x 36
No Parking	R8-3a	2B.46	24 x 30	24 x 30	36 x 36	48 x 48	18 x 24	36 x 36
Except Sundays and Holidays (plaque)	R8-3bP	2B.46	24 x 18	24 x 18	—	—	12 x 9	30 x 24
On Pavement (plaque)	R8-3cP	2B.46	24 x 18	24 x 18	—	—	12 x 9	30 x 24
On Bridge (plaque)	R8-3dP	2B.46	24 x 18	24 x 18	—	—	12 x 9	30 x 24
On Tracks (plaque)	R8-3eP	2B.46	12 x 9	12 x 9	—	—	—	30 x 24
Except on Shoulder (plaque)	R8-3fP	2B.46	24 x 18	24 x 18	—	—	12 x 9	30 x 24
Loading Zone (plaque)	R8-3gP	2B.46	24 x 18	24 x 18	—	—	12 x 9	30 x 24
Times of Day (plaque)	R8-3hP	2B.46	24 x 18	24 x 18	—	—	12 x 9	30 x 24
Emergency Parking Only	R8-4	2B.49	30 x 24	30 x 24	30 x 24	48 x 36	—	48 x 36
No Stopping on Pavement	R8-5	2B.46	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
No Stopping Except on Shoulder	R8-6	2B.46	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Emergency Stopping Only	R8-7	2B.49	30 x 24	30 x 24	48 x 36	48 x 36	—	48 x 36
Walk on Left Facing Traffic	R9-1	2B.50	18 x 24	18 x 24	—	—	—	—
Cross Only at Crosswalks	R9-2	2B.51	12 x 18	12 x 18	—	—	—	—
No Pedestrian Crossing (symbol)	R9-3	2B.51	18 x 18	18 x 18	24 x 24	30 x 30	—	30 x 30
No Pedestrian Crossing	R9-3a	2B.51	12 x 18	12 x 18	—	—	—	—
Use Crosswalk (plaque)	R9-3bP	2B.51	18 x 12	18 x 12	—	—	—	—
No Hitchhiking (symbol)	R9-4	2B.50	18 x 18	18 x 18	—	—	—	24 x 24
No Hitchhiking	R9-4a	2B.50	18 x 24	18 x 24	—	—	12 x 18	—
No Skaters	R9-13	2B.39	18 x 18	18 x 18	24 x 24	30 x 30	—	30 x 30
No Equestrians	R9-14	2B.39	18 x 18	18 x 18	24 x 24	30 x 30	—	30 x 30
Cross Only On Green	R10-1	2B.52	12 x 18	12 x 18	—	—	—	—
Pedestrian Signs and Plaques	R10-2, 3, 3b, 3c, 3d, 4	2B.52	9 x 12	9 x 12	—	—	—	—
Pedestrian Signs	R10-3a, 3e, 3f, 3g, 3h, 3i, 4a	2B.52	9 x 15	9 x 15	—	—	—	—
Left on Green Arrow Only	R10-5	2B.53	30 x 36	30 x 36	48 x 60	—	24 x 30	48 x 60
Stop Here on Red	R10-6	2B.53	24 x 36	24 x 36	—	—	—	36 x 48
Stop Here on Red	R10-6a	2B.53	24 x 30	24 x 30	—	—	—	36 x 42
Do Not Block Intersection	R10-7	2B.53	24 x 30	24 x 30	—	—	—	—
Use Lane with Green Arrow	R10-8	2B.53	36 x 42	36 x 42	36 x 42	—	—	60 x 72
Left (Right) Turn Signal	R10-10	2B.53	30 x 36	30 x 36	—	—	—	—
No Turn on Red	R10-11	2B.54	24 x 30*	36 x 48	—	—	—	36 x 48
No Turn on Red	R10-11a	2B.54	30 x 36*	36 x 48	—	—	—	—
No Turn on Red	R10-11b	2B.54	36 x 36	36 x 36	—	—	—	—
No Turn on Red Except From Right Lane	R10-11c	2B.54	30 x 42	30 x 42	—	—	—	—
No Turn on Red From This Lane	R10-11d	2B.54	30 x 42	30 x 42	—	—	—	—
Left Turn Yield on Green	R10-12	2B.53	30 x 36	30 x 36	—	—	—	—
Emergency Signal	R10-13	2B.53	42 x 30	42 x 30	—	—	—	—
Emergency Signal - Stop on Flashing Red	R10-14	2B.53	36 x 42	36 x 42	—	—	—	—
Emergency Signal - Stop on Flashing Red (overhead)	R10-14a	2B.53	60 x 24	60 x 24	—	—	—	—
Turning Vehicles Yield to Peds	R10-15	2B.53	30 x 30	30 x 30	—	—	—	—
U-Turn Yield to Right Turn	R10-16	2B.53	30 x 36	30 x 36	—	—	—	—
Right on Red Arrow After Stop	R10-17a	2B.54	36 x 48	36 x 48	—	—	—	—
Traffic Laws Photo Enforced	R10-18	2B.55	36 x 24	36 x 24	48 x 30	54 x 36	—	54 x 36
Photo Enforced (symbol plaque)	R10-19aP	2B.55	24 x 12	24 x 12	36 x 18	48 x 24	—	48 x 24
Photo Enforced (plaque)	R10-19aP	2B.55	24 x 18	24 x 18	36 x 30	48 x 36	—	48 x 36
MON—FRI (and times) (3 lines) (plaque)	R10-20aP	2B.53	24 x 24	24 x 24	—	—	—	—

**Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 4 of 4)**

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
SUNDAY (and times) (2 lines) (plaque)	R10-20aP	2B.53	24 x 18	24 x 18	—	—	—	—
Crosswalk, Stop on Red	R10-23	2B.53	24 x 30	24 x 30	—	—	—	—
Push Button To Turn On Warning Lights	R10-25	2B.52	9 x 12	9 x 12	—	—	—	—
Left Turn Yield on Flashing Red Arrow After Stop	R10-27	2B.53	30 x 36	30 x 36	—	—	—	—
XX Vehicles Per Green	R10-28	2B.56	24 x 30	24 x 30	—	—	—	—
XX Vehicles Per Green Each Lane	R10-29	2B.56	36 x 24	36 x 24	—	—	—	—
Right Turn on Red Must Yield to U-Turn	R10-30	2B.54	30 x 36	30 x 36	—	—	—	—
At Signal (plaque)	R10-31P	2B.53	24 x 9	24 x 9	—	—	—	—
Push Button for 2 Seconds for Extra Crossing Time	R10-32P	2B.52	9 x 12	9 x 12	—	—	—	—
Keep Off Median	R11-1	2B.57	24 x 30	24 x 30	—	—	—	—
Road Closed	R11-2	2B.58	48 x 30	48 x 30	—	—	—	—
Road Closed - Local Traffic Only	R11-3a,3b,4	2B.58	60 x 30	60 x 30	—	—	—	—
Weight Limit	R12-1,2	2B.59	24 x 30	24 x 30	36 x 48	—	—	36 x 48
Weight Limit	R12-3	2B.59	24 x 36	24 x 36	—	—	—	—
Weight Limit	R12-4	2B.59	36 x 24	36 x 24	—	—	—	—
Weight Limit	R12-5	2B.59	24 x 36	24 x 36	36 x 48	48 x 60	—	—
Weigh Station	R13-1	2B.60	72 x 54	72 x 54	96 x 72	120 x 90	—	—
Truck Route	R14-1	2B.61	24 x 18	24 x 18	—	—	—	—
Hazardous Material	R14-2,3	2B.62	24 x 24	24 x 24	30 x 30	36 x 36	—	42 x 42
National Network	R14-4,5	2B.63	30 x 30	30 x 30	36 x 36	36 x 36	—	42 x 42
Fender Bender Move Vehicles	R16-4	2B.65	36 x 24	36 x 24	48 x 36	60 x 48	—	48 x 36
Lights On When Using Wipers or Raining	R16-5,6	2B.64	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Turn On Headlights Next XX Miles	R16-7	2B.64	48 x 15	48 x 15	72 x 24	96 x 30	—	72 x 24
Turn On, Check Headlights	R16-8,9	2B.64	30 x 15	30 x 15	48 x 24	60 x 30	—	48 x 24
Begin, End Daytime Headlight Section	R16-10,11	2B.64	48 x 15	48 x 15	72 x 24	96 x 30	—	72 x 24

\* See Table 9B-1 for minimum size required for signs on bicycle facilities

Notes: 1. Larger signs may be used when appropriate  
2. Dimensions in inches are shown as width x height

07 Where side roads intersect a multi-lane street or highway that has a speed limit of 45 mph or higher, the minimum size of the STOP signs facing the side road approaches, even if the side road only has one approach lane, shall be 36 x 36 inches.

08 Where side roads intersect a multi-lane street or highway that has a speed limit of 40 MPH or lower, the minimum size of the STOP signs facing the side road approaches shall be as shown in the Single Lane or Multi-lane columns of Table 2B-1 based on the number of approach lanes on the side street approach.

*Guidance:*

09 The minimum sizes for regulatory signs facing traffic on exit and entrance ramps should be as shown in the column of Table 2B-1 that corresponds to the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway column, the minimum size in the Expressway column should be used. If a minimum size is not provided in the Freeway or Expressway Column, the size in the Oversized column should be used.

#### **Section 2B.04 Right-of-Way at Intersections**

Support:

01 State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection.



- 11 Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.
- 12 Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.
- 13 A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.
- Option:
- 14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.
- Support:
- 15 Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

### Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

#### Standard:

- 01 When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.
- 02 The STOP sign shall be an octagon with a white legend and border on a red background.
- 03 Secondary legends shall not be used on STOP sign faces.
- 04 At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.
- 05 The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.
- 06 Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.

#### Support:

- 07 The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

#### Guidance:

- 08 *Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.*

#### Option:

- 09 An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

#### Support:

- 10 The design and application of Stop Beacons are described in Section 4L.05.

Figure 2B-1. STOP and YIELD Signs and Plaques





**Section 2B.06 STOP Sign Applications***Guidance:*

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
  - A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
  - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
  - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

*Support:*

- 03 *The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.*

**Section 2B.07 Multi-Way Stop Applications***Support:*

- 01 *Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.*
- 02 *The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.*

*Guidance:*

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
  - A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
  - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
  - C. *Minimum volumes:*
    - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
    - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
    - 3. *If the 85<sup>th</sup>-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
  - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

*Option:*

- 05 *Other criteria that may be considered in an engineering study include:*
  - A. *The need to control left-turn conflicts;*
  - B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
  - C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
  - D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*



**Section 2B.08 YIELD Sign (R1-2)****Standard:**

- 01 The YIELD (R1-2) sign (see Figure 2B-1) shall be a downward-pointing equilateral triangle with a wide red border and the legend YIELD in red on a white background.

**Support:**

- 02 The YIELD sign assigns right-of-way to traffic on certain approaches to an intersection. Vehicles controlled by a YIELD sign need to slow down to a speed that is reasonable for the existing conditions or stop when necessary to avoid interfering with conflicting traffic.

**Section 2B.09 YIELD Sign Applications****Option:**

- 01 YIELD signs may be installed:
- A. On the approaches to a through street or highway where conditions are such that a full stop is not always required.
  - B. At the second crossroad of a divided highway, where the median width at the intersection is 30 feet or greater. In this case, a STOP or YIELD sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
  - C. For a channelized turn lane that is separated from the adjacent travel lanes by an island, even if the adjacent lanes at the intersection are controlled by a highway traffic control signal or by a STOP sign.
  - D. At an intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.
  - E. Facing the entering roadway for a merge-type movement if engineering judgment indicates that control is needed because acceleration geometry and/or sight distance is not adequate for merging traffic operation.

**Standard:**

- 02 A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a roundabout. YIELD signs at roundabouts shall be used to control the approach roadways and shall not be used to control the circulatory roadway.
- 03 Other than for all of the approaches to a roundabout, YIELD signs shall not be placed on all of the approaches to an intersection.

**Section 2B.10 STOP Sign or YIELD Sign Placement****Standard:**

- 01 The STOP or YIELD sign shall be installed on the near side of the intersection on the right-hand side of the approach to which it applies. When the STOP or YIELD sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.36) shall be installed in advance of the STOP sign or a Yield Ahead sign (see Section 2C.36) shall be installed in advance of the YIELD sign.
- 02 The STOP or YIELD sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.
- 03 STOP signs and YIELD signs shall not be mounted on the same post.
- 04 No items other than inventory stickers, sign installation dates, and bar codes shall be affixed to the fronts of STOP or YIELD signs, and the placement of these items shall be in the border of the sign.
- 05 No items other than official traffic control signs, inventory stickers, sign installation dates, anti-vandalism stickers, and bar codes shall be mounted on the backs of STOP or YIELD signs.
- 06 No items other than retroreflective strips (see Section 2A.21) or official traffic control signs shall be mounted on the fronts or backs of STOP or YIELD signs supports.

**Guidance:**

- 07 STOP or YIELD signs should not be placed farther than 50 feet from the edge of the pavement of the intersected roadway (see Drawing F in Figure 2A-3).
- 08 A sign that is mounted back-to-back with a STOP or YIELD sign should stay within the edges of the STOP or YIELD sign. If necessary, the size of the STOP or YIELD sign should be increased so that any other sign installed back-to-back with a STOP or YIELD sign remains within the edges of the STOP or YIELD sign.

**Option:**

- 09 Where drivers proceeding straight ahead must yield to traffic approaching from the opposite direction, such as at a one-lane bridge, a TO ONCOMING TRAFFIC (R1-2aP) plaque may be mounted below the YIELD sign.

**Support:**

- 10 Figure 2A-3 shows examples of some typical placements of STOP signs and YIELD signs.  
 11 Section 2A.16 contains additional information about separate and combined mounting of other signs with STOP or YIELD signs.

**Guidance:**

- 12 *Stop lines that are used to supplement a STOP sign should be located as described in Section 3B.16. Yield lines that are used to supplement a YIELD sign should be located as described in Section 3B.16.*  
 13 *Where there is a marked crosswalk at the intersection, the STOP sign should be installed in advance of the crosswalk line nearest to the approaching traffic.*  
 14 *Except at roundabouts, where there is a marked crosswalk at the intersection, the YIELD sign should be installed in advance of the crosswalk line nearest to the approaching traffic.*  
 15 *Where two roads intersect at an acute angle, the STOP or YIELD sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.*  
 16 *If a raised splitter island is available on the left-hand side of a multi-lane roundabout approach, an additional YIELD sign should be placed on the left-hand side of the approach.*

**Option:**

- 17 If a raised splitter island is available on the left-hand side of a single lane roundabout approach, an additional YIELD sign may be placed on the left-hand side of the approach.  
 18 At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the right-of-way control may be improved by the installation of an additional STOP or YIELD sign on the left-hand side of the road and/or the use of a stop or yield line. At channelized intersections or at divided roadways separated by a median, the additional STOP or YIELD sign may be placed on a channelizing island or in the median. An additional STOP or YIELD sign may also be placed overhead facing the approach at the intersection to improve observance of the right-of-way control.

**Standard:**

- 19 More than one STOP sign or more than one YIELD sign shall not be placed on the same support facing in the same direction.

**Option:**

- 20 For a yield-controlled channelized right-turn movement onto a roadway without an acceleration lane and for an entrance ramp onto a freeway or expressway without an acceleration lane, a NO MERGE AREA (W4-5P) supplemental plaque (see Section 2C.40) may be mounted below a Yield Ahead (W3-2) sign and/or below a YIELD (R1-2) sign when engineering judgment indicates that road users would expect an acceleration lane to be present.

**Section 2B.11 Yield Here To Pedestrians Signs and Stop Here For Pedestrians Signs (R1-5 Series)****Standard:**

- 01 Yield Here To (Stop Here For) Pedestrians (R1-5, R1-5a, R1-5b, or R1-5c) signs (see Figure 2B-2) shall be used if yield (stop) lines are used in advance of a marked crosswalk that crosses an uncontrolled multi-lane approach. The Stop Here for Pedestrians signs shall only be used where the law specifically requires that a driver must stop for a pedestrian in a crosswalk. The legend STATE LAW may be displayed at the top of the R1-5, R1-5a, R1-5b, and R1-5c signs, if applicable.

**Guidance:**

- 02 *If yield (stop) lines and Yield Here To (Stop Here For) Pedestrians signs are used in advance of a crosswalk that crosses an uncontrolled multi-lane approach, they should be placed 20 to 50 feet in advance of the nearest crosswalk line (see Section 3B.16 and Figure 3B-17), and parking should be prohibited in the area between the yield (stop) line and the crosswalk.*  
 03 *Yield (stop) lines and Yield Here To (Stop Here For) Pedestrians signs should not be used in advance of crosswalks that cross an approach to or departure from a roundabout.*

**Option:**

- 04 Yield Here To (Stop Here For) Pedestrians signs may be used in advance of a crosswalk that crosses an uncontrolled multi-lane approach to indicate to road users where to yield (stop) even if yield (stop) lines are not used.



- 02 Highway agencies may develop and apply criteria for determining the applicability of In-Street Pedestrian Crossing signs.

**Standard:**

- 03 If used, the In-Street Pedestrian Crossing sign shall be placed in the roadway at the crosswalk location on the center line, on a lane line, or on a median island. The In-Street Pedestrian Crossing sign shall not be post-mounted on the left-hand or right-hand side of the roadway.

- 04 If used, the Overhead Pedestrian Crossing sign shall be placed over the roadway at the crosswalk location.

- 05 An In-Street or Overhead Pedestrian Crossing sign shall not be placed in advance of the crosswalk to educate road users about the State law prior to reaching the crosswalk, nor shall it be installed as an educational display that is not near any crosswalk.

**Guidance:**

- 06 If an island (see Chapter 3I) is available, the In-Street Pedestrian Crossing sign, if used, should be placed on the island.

**Option:**

- 07 If a Pedestrian Crossing (W11-2) warning sign is used in combination with an In-Street or an Overhead Pedestrian Crossing sign, the W11-2 sign with a diagonal downward pointing arrow (W16-7P) plaque may be post-mounted on the right-hand side of the roadway at the crosswalk location.

**Standard:**

- 08 The In-Street Pedestrian Crossing sign and the Overhead Pedestrian Crossing sign shall not be used at signalized locations.

- 09 The STOP FOR legend shall only be used in States where the State law specifically requires that a driver must stop for a pedestrian in a crosswalk.

- 10 The In-Street Pedestrian Crossing sign shall have a black legend (except for the red STOP or YIELD sign symbols) and border on a white background, surrounded by an outer yellow or fluorescent yellow-green background area (see Figure 2B-2). The Overhead Pedestrian Crossing sign shall have a black legend and border on a yellow or fluorescent yellow-green background at the top of the sign and a black legend and border on a white background at the bottom of the sign (see Figure 2B-2).

- 11 Unless the In-Street Pedestrian Crossing sign is placed on a physical island, the sign support shall be designed to bend over and then bounce back to its normal vertical position when struck by a vehicle.

**Support:**

- 12 The Provisions of Section 2A.18 concerning mounting height are not applicable for the In-Street Pedestrian Crossing sign.

**Standard:**

- 13 The top of an In-Street Pedestrian Crossing sign shall be a maximum of 4 feet above the pavement surface. The top of an In-Street Pedestrian Crossing sign placed in an island shall be a maximum of 4 feet above the island surface.

**Option:**

- 14 The In-Street Pedestrian Crossing sign may be used seasonably to prevent damage in winter because of plowing operations, and may be removed at night if the pedestrian activity at night is minimal.

- 15 In-Street Pedestrian Crossing signs, Overhead Pedestrian Crossing signs, and Yield Here To (Stop Here For) Pedestrians signs may be used together at the same crosswalk.

### **Section 2B.13 Speed Limit Sign (R2-1)**

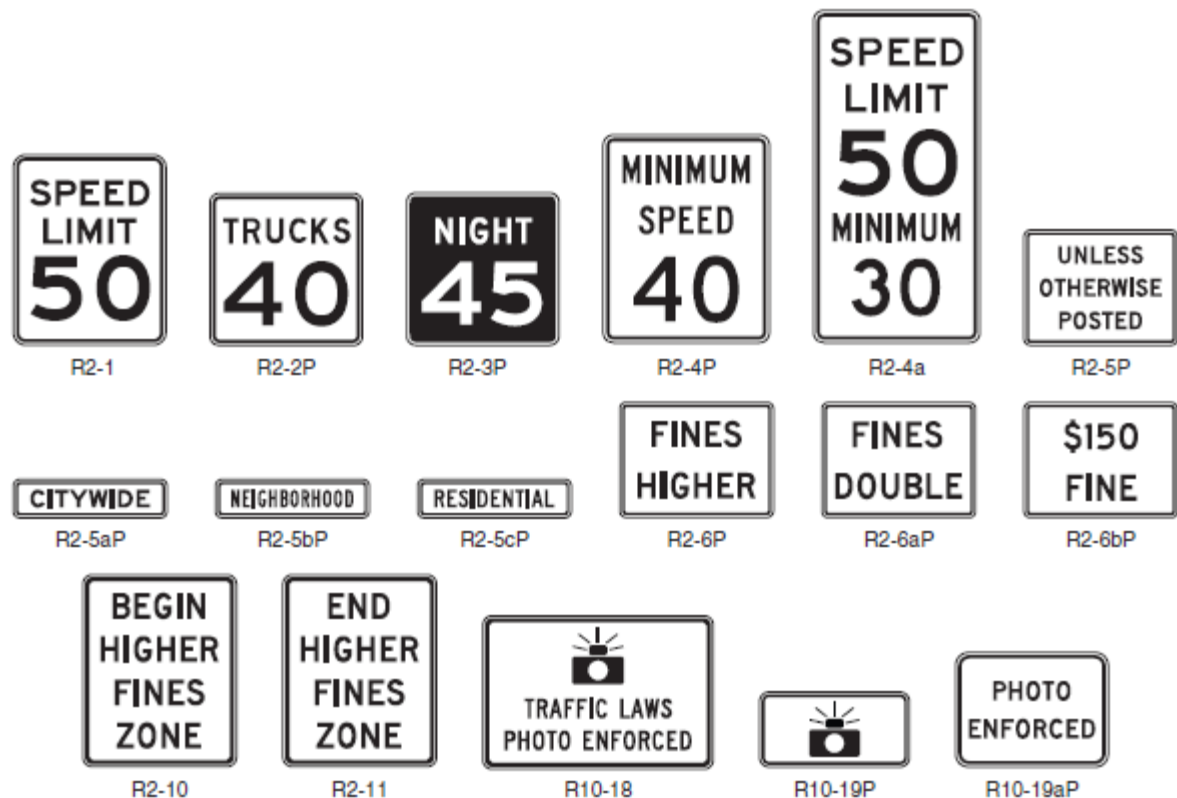
**Standard:**

- 01 Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall include an analysis of the current speed distribution of free-flowing vehicles.

- 02 The Speed Limit (R2-1) sign (see Figure 2B-3) shall display the limit established by law, ordinance, regulation, or as adopted by the authorized agency based on the engineering study. The speed limits displayed shall be in multiples of 5 mph.

- 03 Speed Limit (R2-1) signs, indicating speed limits for which posting is required by law, shall be located at the points of change from one speed limit to another.

Figure 2B-3. Speed Limit and Photo Enforcement Signs and Plaques



- 04 At the downstream end of the section to which a speed limit applies, a Speed Limit sign showing the next speed limit shall be installed. Additional Speed Limit signs shall be installed beyond major intersections and at other locations where it is necessary to remind road users of the speed limit that is applicable.
- 05 Speed Limit signs indicating the statutory speed limits shall be installed at entrances to the State and, where appropriate, at jurisdictional boundaries in urban areas.
- Support:
- 06 In general, the maximum speed limits applicable to rural and urban roads are established:
- A. Statutorily – a maximum speed limit applicable to a particular class of road, such as freeways or city streets, that is established by State law; or
  - B. As altered speed zones – based on engineering studies.
- 07 State statutory limits might restrict the maximum speed limit that can be established on a particular road, notwithstanding what an engineering study might indicate.
- Option:
- 08 If a jurisdiction has a policy of installing Speed Limit signs in accordance with statutory requirements only on the streets that enter a city, neighborhood, or residential area to indicate the speed limit that is applicable to the entire city, neighborhood, or residential area unless otherwise posted, a CITYWIDE (R2-5aP), NEIGHBORHOOD (R2-5bP), or RESIDENTIAL (R2-5cP) plaque may be mounted above the Speed Limit sign and an UNLESS OTHERWISE POSTED (R2-5P) plaque may be mounted below the Speed Limit sign (see Figure 2B-3).



*Guidance:*

- 09 A *Reduced Speed Limit Ahead* (W3-5 or W3-5a) sign (see Section 2C.38) should be used to inform road users of a reduced speed zone where the speed limit is being reduced by more than 10 mph, or where engineering judgment indicates the need for advance notice to comply with the posted speed limit ahead.
- 10 States and local agencies should conduct engineering studies to reevaluate non-statutory speed limits on segments of their roadways that have undergone significant changes since the last review, such as the addition or elimination of parking or driveways, changes in the number of travel lanes, changes in the configuration of bicycle lanes, changes in traffic control signal coordination, or significant changes in traffic volumes.
- 11 No more than three speed limits should be displayed on any one Speed Limit sign or assembly.
- 12 When a speed limit within a speed zone is posted, it should be within 5 mph of the 85<sup>th</sup>-percentile speed of free-flowing traffic.
- 13 Speed studies for signalized intersection approaches should be taken outside the influence area of the traffic control signal, which is generally considered to be approximately 1/2 mile, to avoid obtaining skewed results for the 85<sup>th</sup>-percentile speed.

*Support:*

- 14 Advance warning signs and other traffic control devices to attract the motorist's attention to a signalized intersection are usually more effective than a reduced speed limit zone.

*Guidance:*

- 15 An advisory speed plaque (see Section 2C.08) mounted below a warning sign should be used to warn road users of an advisory speed for a roadway condition. A Speed Limit sign should not be used for this situation.

*Option:*

- 16 Other factors that may be considered when establishing or reevaluating speed limits are the following:
- A. Road characteristics, shoulder condition, grade, alignment, and sight distance;
  - B. The pace;
  - C. Roadside development and environment;
  - D. Parking practices and pedestrian activity; and
  - E. Reported crash experience for at least a 12-month period.
- 17 Two types of Speed Limit signs may be used: one to designate passenger car speeds, including any nighttime information or minimum speed limit that might apply; and the other to show any special speed limits for trucks and other vehicles.
- 18 A changeable message sign that changes the speed limit for traffic and ambient conditions may be installed provided that the appropriate speed limit is displayed at the proper times.
- 19 A changeable message sign that displays to approaching drivers the speed at which they are traveling may be installed in conjunction with a Speed Limit sign.

*Guidance:*

- 20 If a changeable message sign displaying approach speeds is installed, the legend *YOUR SPEED XX MPH* or such similar legend should be displayed. The color of the changeable message legend should be a yellow legend on a black background or the reverse of these colors.

*Support:*

- 21 Advisory Speed signs and plaques are discussed in Sections 2C.08 and 2C.14. Temporary Traffic Control Zone Speed signs are discussed in Part 6. The WORK ZONE (G20-5aP) plaque intended for installation above a Speed Limit sign is discussed in Section 6F.12. School Speed Limit signs are discussed in Section 7B.15.

**Section 2B.14 Truck Speed Limit Plaque (R2-2P)***Standard:*

- 01 Where a special speed limit applies to trucks or other vehicles, the legend *TRUCKS XX* or such similar legend shall be displayed below the legend *Speed Limit XX* on the same sign or on a separate R2-2P plaque (see Figure 2B-3) below the standard legend.

**Section 2B.15 Night Speed Limit Plaque (R2-3P)***Standard:*

- 01 Where different speed limits are prescribed for day and night, both limits shall be posted.

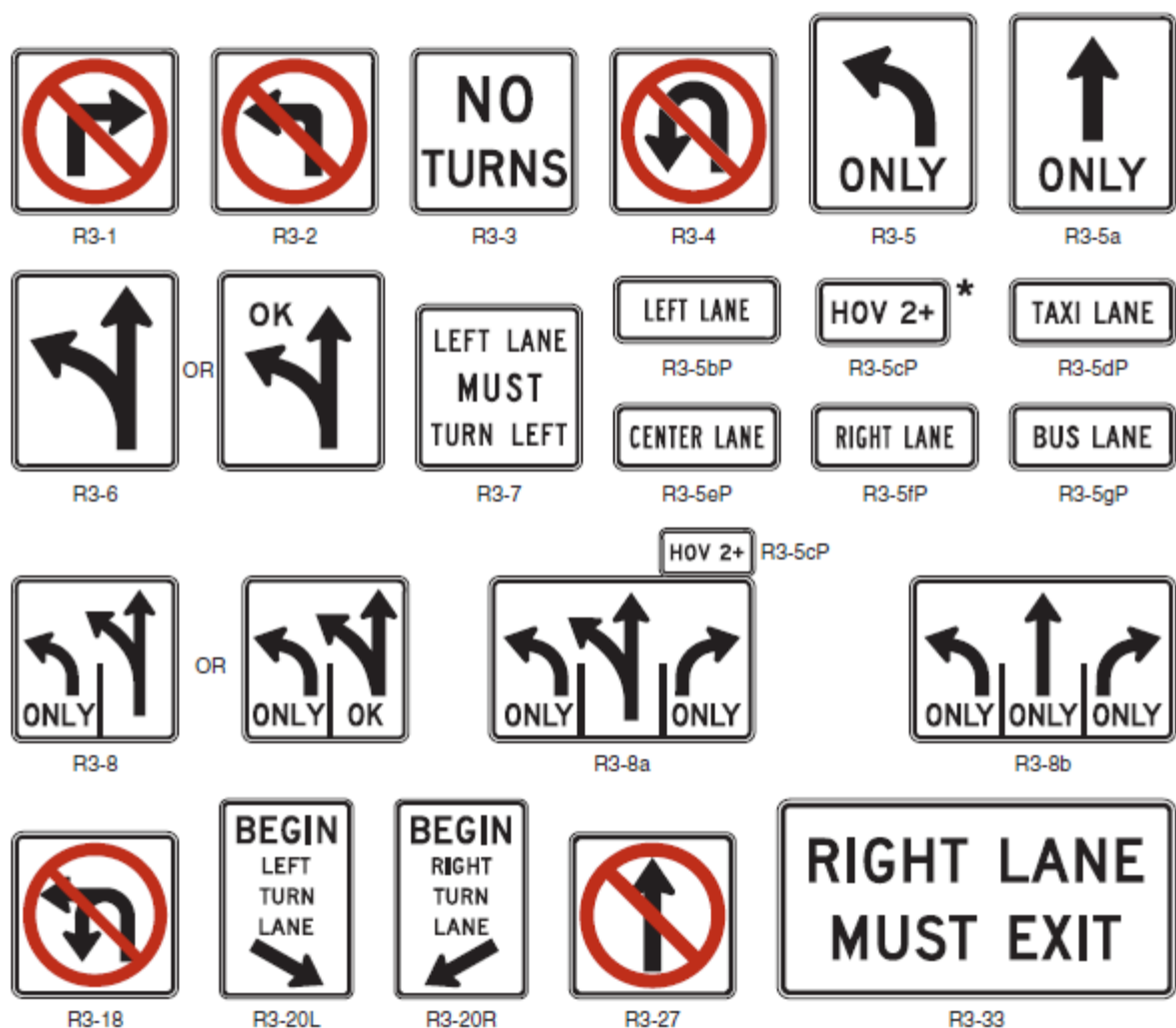


**Section 2B.18 Movement Prohibition Signs (R3-1 through R3-4, R3-18, and R3-27)****Standard:**

- 01 Except as provided in Paragraphs 11 and 13, where specific movements are prohibited, Movement Prohibition signs shall be installed.

**Guidance:**

- 02 Movement Prohibition signs should be placed where they will be most easily seen by road users who might be intending to make the movement.
- 03 If No Right Turn (R3-1) signs (see Figure 2B-4) are used, at least one should be placed either over the roadway or at a right-hand corner of the intersection.
- 04 If No Left Turn (R3-2) signs (see Figure 2B-4) are used, at least one should be placed over the roadway, at the far left-hand corner of the intersection, on a median, or in conjunction with the STOP sign or YIELD sign located on the near right-hand corner.

**Figure 2B-4. Movement Prohibition and Lane Control Signs and Plaques**

\* The diamond symbol may be used instead of the "HOV" word message. The minimum vehicle occupancy level may vary, such as 2+, 3+, 4+. The words "LANE" or "ONLY" may be used with this sign when appropriate.

- 05 *Except as provided in Item C of Paragraph 9 for signalized locations, if NO TURNS (R3-3) signs (see Figure 2B-4) are used, two signs should be used, one at a location specified for a No Right Turn sign and one at a location specified for a No Left Turn sign.*
- 06 *If No U-Turn (R3-4) signs (see Figure 2B-4) or combination No U-Turn/No Left Turn (R3-18) signs (see Figure 2B-4) are used, at least one should be used at a location specified for No Left Turn signs.*
- Option:
- 07 *If both left turns and U-turns are prohibited, the combination No U-Turn/No Left Turn (R3-18) sign (see Figure 2B-4) may be used instead of separate R3-2 and R3-4 signs.*
- Guidance:
- 08 *If No Straight Through (R3-27) signs (see Figure 2B-4) are used, at least one should be placed either over the roadway or at a location where it can be seen by road users who might be intending to travel straight through the intersection.*
- 09 *If turn prohibition signs are installed in conjunction with traffic control signals:*
- A. *The No Right Turn sign should be installed adjacent to a signal face viewed by road users in the right-hand lane.*
  - B. *The No Left Turn (or No U-Turn or combination No U-Turn/No Left Turn) sign should be installed adjacent to a signal face viewed by road users in the left-hand lane.*
  - C. *A NO TURNS sign should be placed adjacent to a signal face viewed by all road users on that approach, or two signs should be used.*
- Option:
- 10 *If turn prohibition signs are installed in conjunction with traffic control signals, an additional Movement Prohibition sign may be post-mounted to supplement the sign mounted overhead.*
- 11 *Where ONE WAY signs are used (see Section 2B.40), No Left Turn and No Right Turn signs may be omitted.*
- 12 *When the movement restriction applies during certain time periods only, the following Movement Prohibition signing alternatives may be used and are listed in order of preference:*
- A. *Changeable message signs, especially at signalized intersections.*
  - B. *Permanently mounted signs incorporating a supplementary legend showing the hours and days during which the prohibition is applicable.*
  - C. *Portable signs, installed by proper authority, located off the roadway at each corner of the intersection. The portable signs are only to be used during the time that the movement prohibition is applicable.*
- 13 *Movement Prohibition signs may be omitted at a ramp entrance to an expressway or a channelized intersection where the design is such as to indicate clearly the one-way traffic movement on the ramp or turning lane.*
- Standard:
- 14 *The No Left Turn (R3-2) sign, the No U-Turn (R3-4) sign, and the combination No U-Turn/No Left Turn (R3-18) sign shall not be used at approaches to roundabouts to prohibit drivers from turning left onto the circulatory roadway of a roundabout.*
- Support:
- 15 *At roundabouts, the use of R3-2, R3-4, or R3-18 signs to prohibit left turns onto the circulatory roadway might confuse drivers about the possible legal turning movements around the roundabout. Roundabout Directional Arrow (R6-4 series) signs (see Section 2B.43) and/or ONE WAY (R6-1R or R6-2R) signs are the appropriate signs to indicate the travel direction within a roundabout.*

### **Section 2B.19 Intersection Lane Control Signs (R3-5 through R3-8)**

#### **Standard:**

- 01 **Intersection Lane Control signs, if used, shall require road users in certain lanes to turn, shall permit turns from a lane where such turns would otherwise not be permitted, shall require a road user to stay in the same lane and proceed straight through an intersection, or shall indicate permitted movements from a lane.**
- 02 **Intersection Lane Control signs (see Figure 2B-4) shall have three applications:**
- A. **Mandatory Movement Lane Control (R3-5, R3-5a, and R3-7) signs,**
  - B. **Optional Movement Lane Control (R3-6) sign, and**
  - C. **Advance Intersection Lane Control (R3-8 series) signs.**

### Section 2B.36 **DO NOT DRIVE ON SHOULDER Sign (R4-17) and DO NOT PASS ON SHOULDER Sign (R4-18)**

#### Option:

- 01 The DO NOT DRIVE ON SHOULDER (R4-17) sign (see Figure 2B-10) may be installed to inform road users that using the shoulder of a roadway as a travel lane is prohibited.
- 02 The DO NOT PASS ON SHOULDER (R4-18) sign (see Figure 2B-10) may be installed to inform road users that using the shoulder of a roadway to pass other vehicles is prohibited.

### Section 2B.37 **DO NOT ENTER Sign (R5-1)**

#### Standard:

- 01 The DO NOT ENTER (R5-1) sign (see Figure 2B-11) shall be used where traffic is prohibited from entering a restricted roadway.

#### Guidance:

- 02 The DO NOT ENTER sign, if used, should be placed directly in view of a road user at the point where a road user could wrongly enter a divided highway, one-way roadway, or ramp (see Figure 2B-12). The sign should be mounted on the right-hand side of the roadway, facing traffic that might enter the roadway or ramp in the wrong direction.
- 03 If the DO NOT ENTER sign would be visible to traffic to which it does not apply, the sign should be turned away from, or shielded from, the view of that traffic.

#### Option:

- 04 The DO NOT ENTER sign may be installed where it is necessary to emphasize the one-way traffic movement on a ramp or turning lane.
- 05 A second DO NOT ENTER sign on the left-hand side of the roadway may be used, particularly where traffic approaches from an intersecting roadway (see Figure 2B-12).

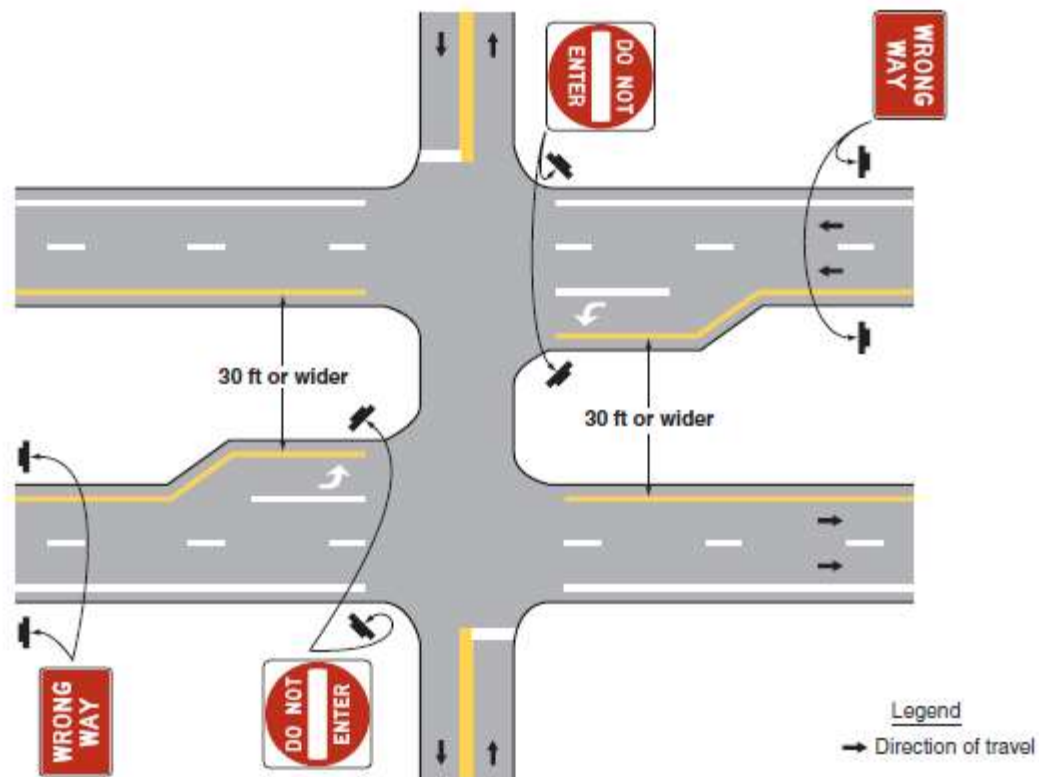
Figure 2B-11. Selective Exclusion Signs



\* An optional word message sign is shown in the "Standard Highway Signs and Markings" book



**Figure 2B-12. Locations of Wrong-Way Signing for Divided Highways with Median Widths of 30 Feet or Wider**



**Support:**

- 06 Section 2B.41 contains information regarding an optional lower mounting height for DO NOT ENTER signs that are located along an exit ramp facing a road user who is traveling in the wrong direction.

**Section 2B.38 WRONG WAY Sign (R5-1a)**

**Option:**

- 01 The WRONG WAY (R5-1a) sign (see Figure 2B-11) may be used as a supplement to the DO NOT ENTER sign where an exit ramp intersects a crossroad or a crossroad intersects a one-way roadway in a manner that does not physically discourage or prevent wrong-way entry (see Figure 2B-12).

**Guidance:**

- 02 If used, the WRONG WAY sign should be placed at a location along the exit ramp or the one-way roadway farther from the crossroad than the DO NOT ENTER sign (see Section 2B.41).

**Support:**

- 03 Section 2B.41 contains information regarding an optional lower mounting height for WRONG WAY signs that are located along an exit ramp facing a road user who is traveling in the wrong direction.

**Section 2B.39 Selective Exclusion Signs**

**Support:**

- 01 Selective Exclusion signs (see Figure 2B-11) give notice to road users that State or local statutes or ordinances exclude designated types of traffic from using particular roadways or facilities.

**Standard:**

- 02 If used, Selective Exclusion signs shall clearly indicate the type of traffic that is excluded.

**Support:**

- 03 Typical exclusion messages include:
- A. No Trucks (R5-2),
  - B. NO MOTOR VEHICLES (R5-3),
  - C. NO COMMERCIAL VEHICLES (R5-4),
  - D. NO TRUCKS (VEHICLES) WITH LUGS (R5-5),
  - E. No Bicycles (R5-6),
  - F. NO NON-MOTORIZED TRAFFIC (R5-7),
  - G. NO MOTOR-DRIVEN CYCLES (R5-8),
  - H. No Pedestrians (R9-3),
  - I. No Skaters (R9-13),
  - J. No Equestrians (R9-14), and
  - K. No Hazardous Material (R14-3) (see Section 2B.62).

**Option:**

- 04 Appropriate combinations or groupings of these legends into a single sign, such as NO PEDESTRIANS BICYCLES MOTOR-DRIVEN CYCLES (R5-10a), or NO PEDESTRIANS OR BICYCLES (R5-10b) may be used.

**Guidance:**

- 05 *If an exclusion is governed by vehicle weight, a Weight Limit sign (see Section 2B.59) should be used instead of a Selective Exclusion sign.*
- 06 *If used on a freeway or expressway ramp, the NO PEDESTRIANS OR BICYCLES (R5-10b) sign should be installed in a location where it is clearly visible to any pedestrian or bicyclist attempting to enter the limited access facility from a street intersecting the exit ramp.*
- 07 *The Selective Exclusion sign should be placed on the right-hand side of the roadway at an appropriate distance from the intersection so as to be clearly visible to all road users turning into the roadway that has the exclusion. The NO PEDESTRIANS (R5-10c) or No Pedestrian Crossing (R9-3) sign (see Section 2B.51) should be installed so as to be clearly visible to pedestrians who are at a location where an alternative route is available.*

**Option:**

- 08 The NO PEDESTRIANS (R5-10c) or No Pedestrian Crossing (R9-3) sign may also be used at underpasses or elsewhere where pedestrian facilities are not provided.
- 09 The NO TRUCKS (R5-2a) word message sign may be used as an alternate to the No Trucks (R5-2) symbol sign.
- 10 The AUTHORIZED VEHICLES ONLY (R5-11) sign may be used at median openings and other locations to prohibit vehicles from using the median opening or facility unless they have special permission (such as law enforcement vehicles or emergency vehicles) or are performing official business (such as highway agency vehicles).

**Section 2B.40 ONE WAY Signs (R6-1, R6-2)****Standard:**

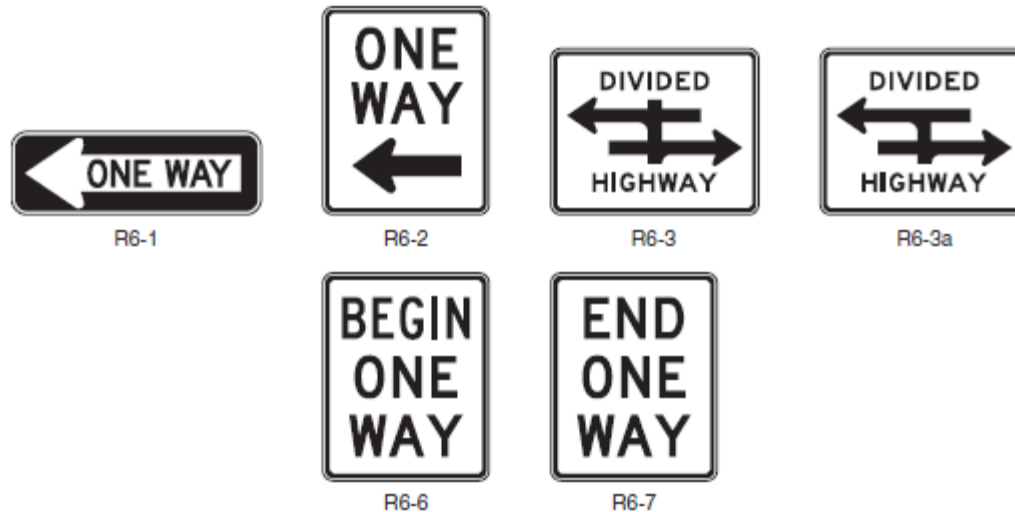
- 01 Except as provided in Paragraph 6, the ONE WAY (R6-1 or R6-2) sign (see Figure 2B-13) shall be used to indicate streets or roadways upon which vehicular traffic is allowed to travel in one direction only.
- 02 ONE WAY signs shall be placed parallel to the one-way street at all alleys and roadways that intersect one-way roadways as shown in Figure 2B-14.
- 03 At an intersection with a divided highway that has a median width at the intersection itself of 30 feet or more, ONE WAY signs shall be placed, visible to each crossroad approach, on the near right and far left corners of each intersection with the directional roadways (see Figure 2B-15).
- 04 At an intersection with a divided highway that has a median width at the intersection itself of less than 30 feet, Keep Right (R4-7) signs and/or ONE WAY signs shall be installed (see Figures 2B-16 and 2B-17). If Keep Right signs are installed, they shall be placed as close as practical to the approach ends of the medians and shall be visible to traffic on the divided highway and each crossroad approach. If ONE WAY signs are installed, they shall be placed on the near right and far left corners of the intersection and shall be visible to each crossroad approach.

**Option:**

- 05 At an intersection with a divided highway that has a median width at the intersection itself of less than 30 feet, ONE WAY signs may also be placed on the far right corner of the intersection as shown in Figures 2B-16 and 2B-17.
- 06 ONE WAY signs may be omitted on the one-way roadways of divided highways, where the design of interchanges indicates the direction of traffic on the separate roadways.



Figure 2B-13. ONE WAY and Divided Highway Crossing Signs

**Standard:**

- 07 If used at unsignalized intersections with one-way streets, ONE WAY signs shall be placed on the near right and the far left corners of the intersection facing traffic entering or crossing the one-way street (see Figure 2B-14).
- 08 If used at signalized intersections with one-way streets, ONE WAY signs shall be placed near the appropriate signal faces, on the poles holding the traffic signals, on the mast arm or span wire holding the signals, or at the locations specified for unsignalized intersections.
- 09 At unsignalized T-intersections where the roadway at the top of the T-intersection is a one-way roadway, ONE WAY signs shall be placed on the near right and the far side of the intersection facing traffic on the stem approach (see Figure 2B-14).
- 10 At signalized T-intersections where the roadway at the top of the T-intersection is a one-way roadway, ONE WAY signs shall be placed near the appropriate signal faces, on the poles holding the traffic signals, on the mast arm or span wire holding the signals, or at the locations specified for unsignalized intersections.
- Option:**
- 11 Where the central island of a roundabout allows for the installation of signs, ONE WAY signs may be used instead of or in addition to Roundabout Directional Arrow (R6-4 series) signs (see Section 2B.43) to direct traffic counter-clockwise around the central island.

**Guidance:**

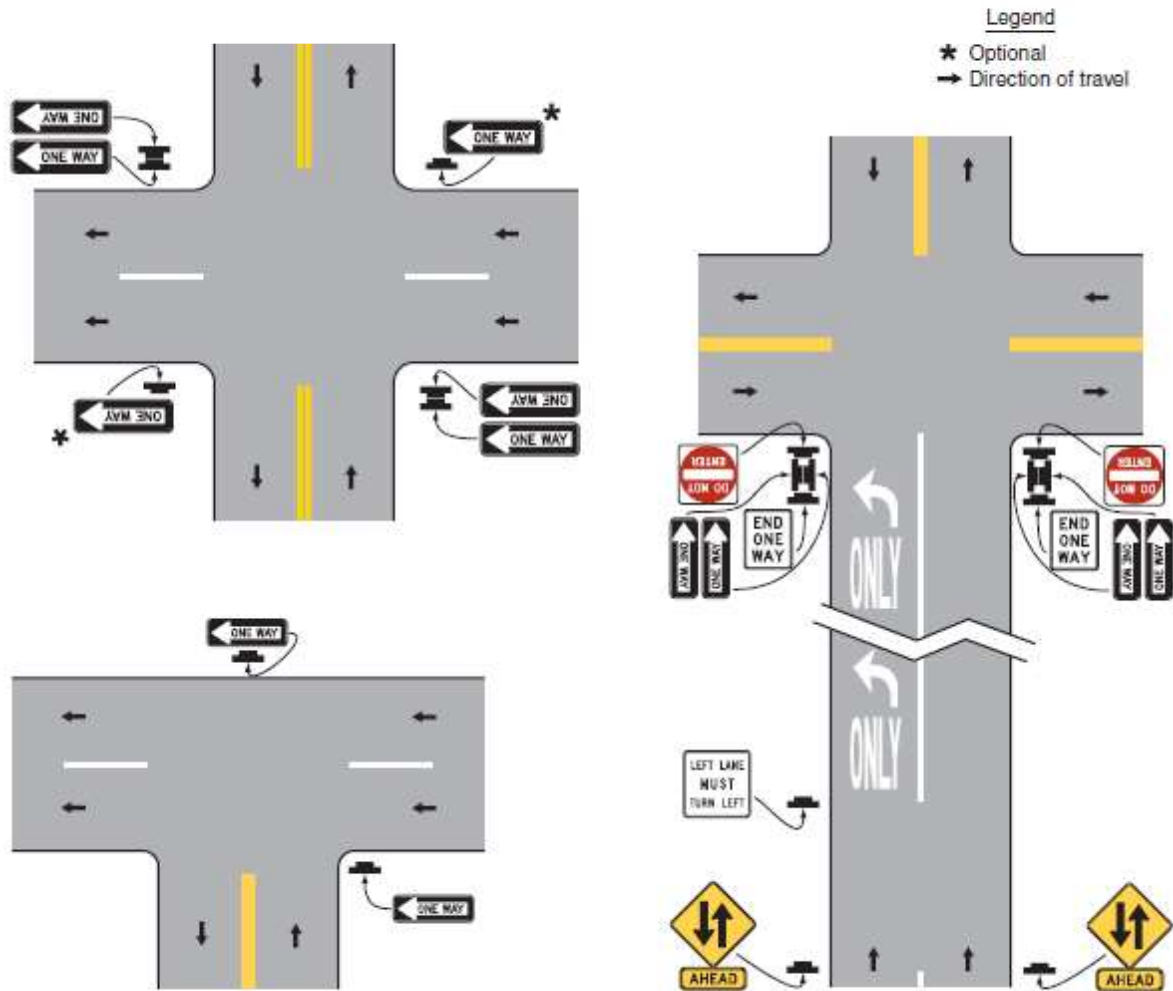
- 12 Where used on the central island of a roundabout, the mounting height of a ONE WAY sign should be at least 4 feet, measured vertically from the bottom of the sign to the elevation of the near edge of the traveled way.

**Support:**

- 13 Using ONE WAY signs on the central island of a roundabout might result in some drivers incorrectly concluding that the cross street is a one-way street. Using Roundabout Directional Arrow signs might reduce this confusion. However, using ONE WAY signs might be necessary in States that have defined a roundabout as a series of T-intersections.

**Option:**

- 14 The BEGIN ONE WAY (R6-6) sign (see Figure 2B-13) may be used notify road users of the beginning point of a one direction of travel restriction on the street or roadway. The END ONE WAY (R6-7) sign (see Figure 2B-13) may be used notify road users of the ending point of a one direction of travel restriction on the street or roadway.



#### Section 2B.41 Wrong-Way Traffic Control at Interchange Ramps

##### Standard:

- 01 At interchange exit ramp terminals where the ramp intersects a crossroad in such a manner that wrong-way entry could inadvertently be made, the following signs shall be used (see Figure 2B-18):
- A. At least one ONE WAY sign for each direction of travel on the crossroad shall be placed where the exit ramp intersects the crossroad.
  - B. At least one DO NOT ENTER sign shall be conspicuously placed near the downstream end of the exit ramp in positions appropriate for full view of a road user starting to enter wrongly from the crossroad.
  - C. At least one WRONG WAY sign shall be placed on the exit ramp facing a road user traveling in the wrong direction.

##### Guidance:

- 02 In addition, the following pavement markings should be used (see Figure 2B-18):
- A. On two-lane paved crossroads at interchanges, double solid yellow lines should be used as a center line for an adequate distance on both sides approaching the ramp intersections.
  - B. Where crossroad channelization or ramp geometrics do not make wrong-way movements difficult, a lane-use arrow should be placed in each lane of an exit ramp near the crossroad terminal where it will be clearly visible to a potential wrong-way road user.

## CHAPTER 2C. WARNING SIGNS AND OBJECT MARKERS

### Section 2C.01 Function of Warning Signs

#### Support:

- 01 Warning signs call attention to unexpected conditions on or adjacent to a highway, street, or private roads open to public travel and to situations that might not be readily apparent to road users. Warning signs alert road users to conditions that might call for a reduction of speed or an action in the interest of safety and efficient traffic operations.

### Section 2C.02 Application of Warning Signs

#### Standard:

- 01 The use of warning signs shall be based on an engineering study or on engineering judgment.

#### Guidance:

- 02 *The use of warning signs should be kept to a minimum as the unnecessary use of warning signs tends to breed disrespect for all signs. In situations where the condition or activity is seasonal or temporary, the warning sign should be removed or covered when the condition or activity does not exist.*

#### Option:

- 03 Consistent with the provisions of Chapter 2L, changeable message signs may be used to display a warning message.
- 04 Consistent with the provisions of Chapter 4L, a Warning Beacon may be used in combination with a standard warning sign.

#### Support:

- 05 The categories of warning signs are shown in Table 2C-1.
- 06 Warning signs provided in this Manual cover most of the conditions that are likely to be encountered. Additional warning signs for low-volume roads (as defined in Section 5A.01), temporary traffic control zones, school areas, grade crossings, and bicycle facilities are discussed in Parts 5 through 10, respectively.
- 07 Section 1A.09 contains information regarding the assistance that is available to jurisdictions that do not have engineers on their staffs who are trained and/or experienced in traffic control devices.

### Section 2C.03 Design of Warning Signs

#### Standard:

- 01 Except as provided in Paragraph 2 or unless specifically designated otherwise, all warning signs shall be diamond-shaped (square with one diagonal vertical) with a black legend and border on a yellow background. Warning signs shall be designed in accordance with the sizes, shapes, colors, and legends contained in the "Standard Highway Signs and Markings" book (see Section 1A.11).

#### Option:

- 02 A warning sign that is larger than the size shown in the Oversized column in Table 2C-2 for that particular sign may be diamond-shaped or may be rectangular or square in shape.
- 03 Except for symbols on warning signs, minor modifications may be made to the design provided that the essential appearance characteristics are met. Modifications may be made to the symbols shown on combined horizontal alignment/intersection signs (see Section 2C.11) and intersection warning signs (see Section 2C.46) in order to approximate the geometric configuration of the intersecting roadway(s).
- 04 Word message warning signs other than those provided in this Manual may be developed and installed by State and local highway agencies.
- 05 Warning signs regarding conditions associated with pedestrians, bicyclists, and playgrounds may have a black legend and border on a yellow or fluorescent yellow-green background.

#### Standard:

- 06 Warning signs regarding conditions associated with school buses and schools and their related supplemental plaques shall have a black legend and border on a fluorescent yellow-green background (see Section 7B.07).

### Section 2C.04 Size of Warning Signs

#### Standard:

- 01 Except as provided in Section 2A.11, the sizes for warning signs shall be as shown in Table 2C-2.



Table 2C-1. Categories of Warning Signs and Plaques

Category	Group	Section	Signs or Plaques	Sign Designations
Roadway Related	Changes in Horizontal Alignment	2C.07	Turn, Curve, Reverse Turn, Reverse Curve, Winding Road, Hairpin Curve, 270-Degree Curve	W1-1,2,3,4,5,11,15
		2C.08	Advisory Speed	W13-1P
		2C.09	Chevron Alignment	W1-8
		2C.10	Combination Horizontal Alignment/Advisory Speed	W1-1a,2a
		2C.11	Combination Horizontal Alignment/Intersection	W1-10,10a,10b,10c,10d
		2C.12	Large Arrow (one direction)	W1-6
		2C.13	Truck Rollover	W1-13
		2C.14	Advisory Exit or Ramp Speed	W13-2,3
		2C.15	Combination Horizontal Alignment/Advisory Exit or Ramp Speed	W13-6,7
	Vertical Alignment	2C.16	Hill	W7-1,1a,2P,2bP,3P,3aP,3bP
		2C.17	Truck Escape Ramp	W7-4,4b,4c,4dP,4eP,4fP
		2C.18	Hill Blocks View	W7-6
	Cross Section	2C.19	Road Narrows	W5-1
		2C.20,21	Narrow Bridge, One Lane Bridge	W5-2,3
		2C.22,23,25	Divided Highway, Divided Highway Ends, Double Arrow	W6-1,2; W12-1
		2C.24	Freeway or Expressway Ends, All Traffic Must Exit	W19-1,2,3,4,5
		2C.26	Dead End, No Outlet	W14-1,1a,2,2a
		2C.27	Low Clearance	W12-2,2a
	Roadway Surface Condition	2C.28,29	Bump, Dip, Speed Hump	W8-1,2; W17-1
		2C.30	Pavement Ends	W8-3
		2C.31	Shoulder, Uneven Lanes	W8-4,9,11,17,17P,23,25
		2C.32	Slippery When Wet, Loose Gravel, Rough Road, Bridge Ices Before Road, Fallen Rocks	W8-5,7,8,13,14
		2C.33	Grooved Pavement, Metal Bridge Deck	W8-15,15P,16
		2C.34	No Center Line	W8-12
	Weather	2C.35	Road May Flood, Flood Gauge, Gusty Winds Area, Fog Area	W8-18,19,21,22
Traffic Related	Advance Traffic Control	2C.36-39	Stop Ahead, Yield Ahead, Signal Ahead, Be Prepared To Stop, Speed Reduction, Drawbridge Ahead, Ramp Meter Ahead	W3-1,2,3,4,5,5a,6,7,8
	Traffic Flow	2C.40-45	Merge, No Merge Area, Lane Ends, Added Lane, Two-Way Traffic, Right Lane Exit Only Ahead, No Passing Zone	W4-1,2,3,5,5P,6; W6-3; W9-1,2,7; W14-3
	Intersections	2C.46	Cross Road, Side Road, T, Y, Circular Intersection, Side Roads	W2-1,2,3,4,5,6,7,8; W16-12P,17P
		2C.47	Large Arrow (two directions)	W1-7
		2C.48	Oncoming Extended Green	W25-1,2
	Vehicular Traffic	2C.49	Truck Crossing, Truck (symbol), Emergency Vehicle, Tractor, Bicycle, Golf Cart, Horse-Drawn Vehicle, Trail Crossing	W8-6; W11-1,5,5a,8,10,11,12P,14,15,15P,15a; W16-13P
	Non-Vehicular	2C.50,51	Pedestrian, Deer, Cattle, Snowmobile, Equestrian, Wheelchair, Large Animals, Playground	W11-2,3,4,6,7,9,16,17,18,19,20,21,22; W15-1; W16-13P
	New	2C.52	New Traffic Pattern Ahead	W23-2
	Location	2C.53	Downward Diagonal Arrow, Ahead	W16-7P,9P
	HOV	2C.53	High-Occupancy Vehicle	W16-11P
Other Supplemental Plaques	Distance	2C.55	XX Feet, XX Miles, Next XX Feet, Next XX Miles	W7-3aP; W16-2P,2aP,3P,3aP,4P
	Arrow	2C.56	Advance Arrow, Directional Arrow	W16-5P,6P
	Street Name Plaque	2C.58	Advance Street Name	W16-8P,8aP
	Intersection	2C.59	Cross Traffic Does Not Stop	W4-4P,4aP,4bP
	Share The Road	2C.60	Share The Road	W16-1P
	Photo Enforced	2C.61	Photo Enforced	W16-10P,10aP
	New	2C.62	New	W16-15P

Table 2C-2. Warning Sign and Plaque Sizes (Sheet 1 of 3)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Horizontal Alignment	W1-1,2,3,4,5	2C.07	30 x 30*	36 x 36	36 x 36	36 x 36	—	48 x 48
Combination Horizontal Alignment/Advisory Speed	W1-1a,2a	2C.10	36 x 36	36 x 36	48 x 48	48 x 48	—	48 x 48
One-Direction Large Arrow	W1-6	2C.12	48 x 24	48 x 24	60 x 30	60 x 30	—	60 x 30
Two-Direction Large Arrow	W1-7	2C.47	48 x 24	48 x 24	—	—	—	60 x 30
Chevron Alignment	W1-8	2C.09	18 x 24	18 x 24	30 x 36	36 x 48	—	24 x 30
Combination Horizontal Alignment/Intersection	W1-10,10a,10b,10c,10d,10e	2C.11	36 x 36	36 x 36	36 x 36	48 x 48	—	—
Hairpin Curve	W1-11	2C.07	30 x 30	30 x 30	36 x 36	48 x 48	—	48 x 48
Truck Rollover	W1-13	2C.13	36 x 36	36 x 36	36 x 36	48 x 48	—	36 x 36
270-degree Loop	W1-15	2C.07	30 x 30	30 x 30	36 x 36	48 x 48	—	48 x 48
Intersection Warning	W2-1,2,3,4,5,6,7,8	2C.46	30 x 30	30 x 30	36 x 36	—	24 x 24	48 x 48
Advanced Traffic Control	W3-1,2,3	2C.36	30 x 30	30 x 30	48 x 48	48 x 48	30 x 30	—
Be Prepared to Stop	W3-4	2C.36	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	—
Reduced Speed Limit Ahead	W3-5	2C.38	36 x 36	36 x 36	48 x 48	48 x 48	—	—
XX MPH Speed Zone Ahead	W3-5a	2C.38	36 x 36	36 x 36	48 x 48	48 x 48	—	—
Draw Bridge	W3-6	2C.39	36 x 36	36 x 36	48 x 48	—	—	60 x 60
Ramp Meter Ahead	W3-7	2C.37	36 x 36	36 x 36	—	—	—	—
Ramp Metered When Flashing	W3-8	2C.37	36 x 36	36 x 36	—	—	—	—
Merge	W4-1	2C.40	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
Lane Ends	W4-2	2C.42	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
Added Lane	W4-3	2C.41	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
Cross Traffic Does Not Stop (plaque)	W4-4P	2C.59	24 x 12	24 x 12	36 x 18	—	—	48 x 24
Traffic From Left (Right) Does Not Stop (plaque)	W4-4aP	2C.59	24 x 12	24 x 12	36 x 18	—	—	48 x 24
Oncoming Traffic Does Not Stop (plaque)	W4-4bP	2C.59	24 x 12	24 x 12	36 x 18	—	—	48 x 24
Entering Roadway Merge	W4-5	2C.40	36 x 36	36 x 36	48 x 48	—	—	—
No Merge Area (plaque)	W4-5P	2C.40	18 x 24	18 x 24	24 x 30	—	—	—
Entering Roadway Added Lane	W4-6	2C.41	36 x 36	36 x 36	48 x 48	—	—	—
Road Narrows	W5-1	2C.19	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
Narrow Bridge	W5-2	2C.20	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
One Lane Bridge	W5-3	2C.21	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
Divided Highway	W6-1	2C.22	36 x 36	36 x 36	48 x 48	48 x 48	—	—
Divided Highway Ends	W6-2	2C.23	36 x 36	36 x 36	48 x 48	48 x 48	—	—
Two-Way Traffic	W6-3	2C.44	36 x 36	36 x 36	48 x 48	48 x 48	—	—
Hill	W7-1	2C.16	30 x 30*	36 x 36	36 x 36	36 x 36	24 x 24*	48 x 48
Hill with Grade	W7-1a	2C.16	30 x 30*	36 x 36	36 x 36	36 x 36	24 x 24*	48 x 48
Use Low Gear (plaque)	W7-2P	2C.57	24 x 18	24 x 18	—	—	—	—
Trucks Use Lower Gear (plaque)	W7-2bP	2C.57	24 x 18	24 x 18	—	—	—	—
XX% Grade (plaque)	W7-3P	2C.57	24 x 18	24 x 18	—	—	—	—
Next XX Miles (plaque)	W7-3aP	2C.55	24 x 18	24 x 18	—	—	—	—
XX% Grade, XX Miles (plaque)	W7-3bP	2C.57	24 x 18	24 x 18	—	—	—	—
Runaway Truck Ramp XX Miles	W7-4	2C.17	78 x 48	78 x 48	78 x 48	78 x 48	—	—
Runaway Truck Ramp (with arrow)	W7-4b	2C.17	78 x 60	78 x 60	78 x 60	78 x 60	—	—
Truck Escape Ramp	W7-4c	2C.17	78 x 60	78 x 60	78 x 60	78 x 60	—	—
Sand, Gravel, Paved (plaques)	W7-4dP, 4eP, 4fP	2C.17	24 x 12	24 x 12	24 x 12	24 x 12	—	—
Hill Blocks View	W7-6	2C.18	30 x 30*	36 x 36	36 x 36	—	—	48 x 48
Bump or Dip	W8-1,2	2C.28	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48



Table 2C-2. Warning Sign and Plaque Sizes (Sheet 2 of 3)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Pavement Ends	W8-3	2C.30	36 x 36	36 x 36	48 x 48	—	30 x 30*	—
Soft Shoulder	W8-4	2C.31	36 x 36	36 x 36	48 x 48	48 x 48	24 x 24*	48 x 48
Slippery When Wet	W8-5	2C.32	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Road Condition (plaques)	W8-5P, 5bP, 5cP	2C.32	24 x 18	24 x 18	30 x 24	36 x 30	—	36 x 30
Ice	W8-5aP	2C.32	24 x 12	24 x 12	30 x 18	30 x 18	—	—
Truck Crossing	W8-6	2C.49	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Loose Gravel	W8-7	2C.32	36 x 36	36 x 36	36 x 36	—	24 x 24*	48 x 48
Rough Road	W8-8	2C.32	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Low Shoulder	W8-9	2C.31	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Uneven Lanes	W8-11	2C.32	36 x 36	36 x 36	36 x 36	48 x 48	—	48 x 48
No Center Line	W8-12	2C.34	36 x 36	36 x 36	36 x 36	48 x 48	—	—
Bridge Ices Before Road	W8-13	2C.32	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Fallen Rocks	W8-14	2C.32	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Grooved Pavement	W8-15	2C.33	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Motorcycle (plaque)	W8-15P	2C.33	24 x 18	24 x 18	30 x 24	36 x 30	—	36 x 30
Metal Bridge Deck	W8-16	2C.33	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Shoulder Drop Off (symbol)	W8-17	2C.31	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Shoulder Drop-Off (plaque)	W8-17P	2C.31	24 x 18	24 x 18	30 x 24	36 x 30	—	36 x 30
Road May Flood	W8-18	2C.35	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Flood Gauge	W8-19	2C.35	12 x 72	12 x 72	—	—	—	—
Gusty Winds Area	W8-21	2C.35	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Fog Area	W8-22	2C.35	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
No Shoulder	W8-23	2C.31	36 x 36	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Shoulder Ends	W8-25	2C.31	30 x 30*	36 x 36	36 x 36	48 x 48	24 x 24*	48 x 48
Left (Right) Lane Ends	W9-1	2C.42	36 x 36	36 x 36	36 x 36	48 x 48	30 x 30*	48 x 48
Lane Ends Merge Left (Right)	W9-2	2C.42	36 x 36	36 x 36	36 x 36	48 x 48	30 x 30*	48 x 48
Right (Left) Lane Exit Only Ahead	W9-7	2C.43	132 x 72	132 x 72	132 x 72	132 x 72	—	—
Bicycle	W11-1	2C.49	30 x 30	30 x 30	36 x 36	—	24 x 24*	48 x 48
Pedestrian	W11-2	2C.50	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Large Animals	W11-3, 4, 16, 17, 18, 19, 20, 21, 22	2C.50	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Farm Vehicle	W11-5, 5a	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Snowmobile	W11-6	2C.50	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Equestrian	W11-7	2C.50	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Emergency Vehicle	W11-8	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Handicapped	W11-9	2C.50	30 x 30*	36 x 36	36 x 36	—	—	48 x 48
Truck	W11-10	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Golf Cart	W11-11	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Emergency Signal Ahead (plaque)	W11-12P	2C.49	36 x 30	36 x 30	36 x 30	—	—	—
Horse-Drawn Vehicle	W11-14	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Bicycle / Pedestrian	W11-15	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Trail Crossing	W11-15a	2C.49	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Trail X-ing (plaque)	W11-15P	2C.49	24 x 18	24 x 18	30 x 24	—	—	36 x 30
Double Arrow	W12-1	2C.25	30 x 30*	36 x 36	36 x 36	—	—	—
Low Clearance (with arrows)	W12-2	2C.27	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30*	—
Low Clearance	W12-2a	2C.27	78 x 24	78 x 24	—	—	—	—
Advisory Speed (plaque)	W13-1P	2C.08	18 x 18	18 x 18	24 x 24	30 x 30	—	30 x 30
Advisory Exit or Ramp Speed	W13-2, 3	2C.14	24 x 30	24 x 30	36 x 48	36 x 48	—	48 x 60
Combination Horizontal Alignment/Advisory Exit or Ramp Speed	W13-6, 7	2C.15	24 x 42	24 x 42	36 x 60	36 x 60	—	48 x 84
Dead End, No Outlet	W14-1, 2	2C.26	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48

Table 2C-2. Warning Sign and Plaque Sizes (Sheet 3 of 3)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Dead End, No Outlet (with arrow)	W14-1a,2a	2C.26	36 x 8	36 x 8	—	—	—	—
No Passing Zone (pennant)	W14-3	2C.45	48 x 48 x 36	48 x 48 x 36	—	—	40 x 40 x 30	64 x 64 x 48
Playground	W15-1	2C.51	30 x 30*	36 x 36	36 x 36	—	24 x 24*	48 x 48
Share the Road (plaque)	W16-1P	2C.60	18 x 24	18 x 24	24 x 30	—	—	24 x 30
XX Feet	W16-2P	2C.55	24 x 18	24 x 18	—	—	—	30 x 24
XX Ft	W16-2aP	2C.55	24 x 12	24 x 12	—	—	—	30 x 18
XX Miles (2-line plaque)	W16-3P	2C.55	30 x 24	30 x 24	—	—	—	—
XX Miles (1-line plaque)	W16-3aP	2C.55	30 x 12	30 x 12	—	—	—	—
Next XX Feet (plaque)	W16-4P	2C.55	30 x 24	30 x 24	—	—	—	—
Supplemental Arrow (plaque)	W16-5P,6P	2C.56	24 x 18	24 x 18	—	—	—	—
Downward Diagonal Arrow (plaque)	W16-7P	2C.50	24 x 12	24 x 12	—	—	—	30 x 18
Advance Street Name (1-line plaque)	W16-8P	2C.58	Varies x 8	Varies x 8	—	—	—	—
Advance Street Name (2-line plaque)	W16-8aP	2C.58	Varies x 15	Varies x 15	—	—	—	—
Ahead (plaque)	W16-9P	2C.50	24 x 12	24 x 12	30 x 18	—	—	—
Photo Enforced (symbol plaque)	W16-10P	2C.61	24 x 12	24 x 12	36 x 18	—	—	48 x 24
Photo Enforced (plaque)	W16-10aP	2C.61	24 x 18	24 x 18	36 x 30	—	—	48 x 36
HOV (plaque)	W16-11P	2C.09	24 x 12	24 x 12	30 x 18	—	—	30 x 18
Traffic Circle (plaque)	W16-12P	2C.46	24 x 18	24 x 18	—	—	—	—
When Flashing (plaque)	W16-13P	2C.50	24 x 18	24 x 18	—	—	—	—
New (plaque)	W16-15P	2C.62	24 x 12	24 x 12	—	—	—	—
Roundabout (plaque)	W16-17P	2C.46	24 x 12	24 x 12	—	—	—	—
NOTICE	W16-18P	2A.15	24 x 12	24 x 12	—	—	—	—
Speed Hump	W17-1	2C.29	30 x 30*	36 x 36	—	—	24 x 24*	48 x 48
Freeway Ends XX Miles	W19-1	2C.24	—	—	—	144 x 48	—	—
Expressway Ends XX Miles	W19-2	2C.24	—	—	144 x 48	—	—	—
Freeway Ends	W19-3	2C.24	—	—	—	48 x 48	—	—
Expressway Ends	W19-4	2C.24	—	—	48 x 48	—	—	—
All Traffic Must Exit	W19-5	2C.24	—	—	90 x 48	90 x 48	—	—
New Traffic Pattern Ahead	W23-2	2C.52	36 x 36	36 x 36	—	—	—	—
Traffic Signal Extended Green	W25-1,2	2C.48	24 x 30	24 x 30	—	—	—	—

\* The minimum size required for diamond-shaped warning signs facing traffic on multi-lane conventional roads shall be 36 x 36 per Section 2C.04.

Notes: 1. Larger signs may be used when appropriate.  
2. Dimensions in inches are shown as width x height.

Support:

- 02 Section 2A.11 contains information regarding the applicability of the various columns in Table 2C-2.

Standard:

- 03 Except as provided in Paragraph 5, the minimum size for all diamond-shaped warning signs facing traffic on a multi-lane conventional road where the posted speed limit is higher than 35 mph shall be 36 x 36 inches.

- 04 The minimum size for supplemental warning plaques that are not included in Table 2C-2 shall be as shown in Table 2C-3.

Option:

- 05 If a diamond-shaped warning sign is placed on the left-hand side of a multi-lane roadway to supplement the installation of the same warning sign on the right-hand side of the roadway, the minimum size identified in the Single Lane column in Table 2C-2 may be used.

Table 2C-3. Minimum Size of Supplemental Warning Plaques

Size of Warning Sign	Size of Supplemental Plaque			
	Rectangular			Square
	1 Line	2 Lines	Arrow	
24 x 24	24 x 12	24 x 18	24 x 12	18 x 18
30 x 30				
36 x 36	30 x 18	30 x 24	30 x 18	24 x 24
48 x 48				

Notes: 1. Larger supplemental plaques may be used when appropriate.  
2. Dimensions in inches are shown as width x height.



- 06 Signs and plaques larger than those shown in Tables 2C-2 and 2C-3 may be used (see Section 2A.11).

*Guidance:*

- 07 *The minimum size for all diamond-shaped warning signs facing traffic on exit and entrance ramps should be the size identified in Table 2C-2 for the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway Column, the Expressway size should be used. If a minimum size is not provided in the Freeway or the Expressway Column, the Oversized size should be used.*

### Section 2C.05 Placement of Warning Signs

*Support:*

- 01 For information on placement of warning signs, see Sections 2A.16 to 2A.21.
- 02 The time needed for detection, recognition, decision, and reaction is called the Perception-Response Time (PRT). Table 2C-4 is provided as an aid for determining warning sign location. The distances shown in Table 2C-4 can be adjusted for roadway features, other signing, and to improve visibility.

*Guidance:*

- 03 *Warning signs should be placed so that they provide an adequate PRT. The distances contained in Table 2C-4 are for guidance purposes and should be applied with engineering judgment. Warning signs should not be placed too far in advance of the condition, such that drivers might tend to forget the warning because of other driving distractions, especially in urban areas.*

**Table 2C-4. Guidelines for Advance Placement of Warning Signs**

Posted or 85th- Percentile Speed	Advance Placement Distance <sup>1</sup>								
	Condition A: Speed reduction and lane changing in heavy traffic <sup>2</sup>	Condition B: Deceleration to the listed advisory speed (mph) for the condition							
		0 <sup>3</sup>	10 <sup>4</sup>	20 <sup>4</sup>	30 <sup>4</sup>	40 <sup>4</sup>	50 <sup>4</sup>	60 <sup>4</sup>	70 <sup>4</sup>
20 mph	225 ft	100 ft <sup>5</sup>	N/A <sup>5</sup>	—	—	—	—	—	—
25 mph	325 ft	100 ft <sup>5</sup>	N/A <sup>5</sup>	N/A <sup>5</sup>	—	—	—	—	—
30 mph	460 ft	100 ft <sup>5</sup>	N/A <sup>5</sup>	N/A <sup>5</sup>	—	—	—	—	—
35 mph	565 ft	100 ft <sup>5</sup>	N/A <sup>5</sup>	N/A <sup>5</sup>	N/A <sup>5</sup>	—	—	—	—
40 mph	670 ft	125 ft	100 ft <sup>5</sup>	100 ft <sup>5</sup>	N/A <sup>5</sup>	—	—	—	—
45 mph	775 ft	175 ft	125 ft	100 ft <sup>5</sup>	100 ft <sup>5</sup>	N/A <sup>5</sup>	—	—	—
50 mph	885 ft	250 ft	200 ft	175 ft	125 ft	100 ft <sup>5</sup>	—	—	—
55 mph	990 ft	325 ft	275 ft	225 ft	200 ft	125 ft	N/A <sup>5</sup>	—	—
60 mph	1,100 ft	400 ft	350 ft	325 ft	275 ft	200 ft	100 ft <sup>5</sup>	—	—
65 mph	1,200 ft	475 ft	450 ft	400 ft	350 ft	275 ft	200 ft	100 ft <sup>5</sup>	—
70 mph	1,250 ft	550 ft	525 ft	500 ft	450 ft	375 ft	275 ft	150 ft	—
75 mph	1,350 ft	650 ft	625 ft	600 ft	550 ft	475 ft	375 ft	250 ft	100 ft <sup>5</sup>

<sup>1</sup> The distances are adjusted for a sign legibility distance of 180 feet for Condition A. The distances for Condition B have been adjusted for a sign legibility distance of 250 feet, which is appropriate for an alignment warning symbol sign. For Conditions A and B, warning signs with less than 6-inch legend or more than four words, a minimum of 100 feet should be added to the advance placement distance to provide adequate legibility of the warning sign.

<sup>2</sup> Typical conditions are locations where the road user must use extra time to adjust speed and change lanes in heavy traffic because of a complex driving situation. Typical signs are Merge and Right Lane Ends. The distances are determined by providing the driver a PRT of 14.0 to 14.5 seconds for vehicle maneuvers (2005 AASHTO Policy, Exhibit 3-3, Decision Sight Distance, Avoidance Maneuver E) minus the legibility distance of 180 feet for the appropriate sign.

<sup>3</sup> Typical condition is the warning of a potential stop situation. Typical signs are Stop Ahead, Yield Ahead, Signal Ahead, and Intersection Warning signs. The distances are based on the 2005 AASHTO Policy, Exhibit 3-1, Stopping Sight Distance, providing a PRT of 2.5 seconds, a deceleration rate of 11.2 feet/second<sup>2</sup>, minus the sign legibility distance of 180 feet.

<sup>4</sup> Typical conditions are locations where the road user must decrease speed to maneuver through the warned condition. Typical signs are Turn, Curve, Reverse Turn, or Reverse Curve. The distance is determined by providing a 2.5 second PRT, a vehicle deceleration rate of 10 feet/second<sup>2</sup>, minus the sign legibility distance of 250 feet.

<sup>5</sup> No suggested distances are provided for these speeds, as the placement location is dependent on site conditions and other signing. An alignment warning sign may be placed anywhere from the point of curvature up to 100 feet in advance of the curve. However, the alignment warning sign should be installed in advance of the curve and at least 100 feet from any other signs.

<sup>6</sup> The minimum advance placement distance is listed as 100 feet to provide adequate spacing between signs.

04 Minimum spacing between warning signs with different messages should be based on the estimated PRT for driver comprehension of and reaction to the second sign.

05 The effectiveness of the placement of warning signs should be periodically evaluated under both day and night conditions.

Option:

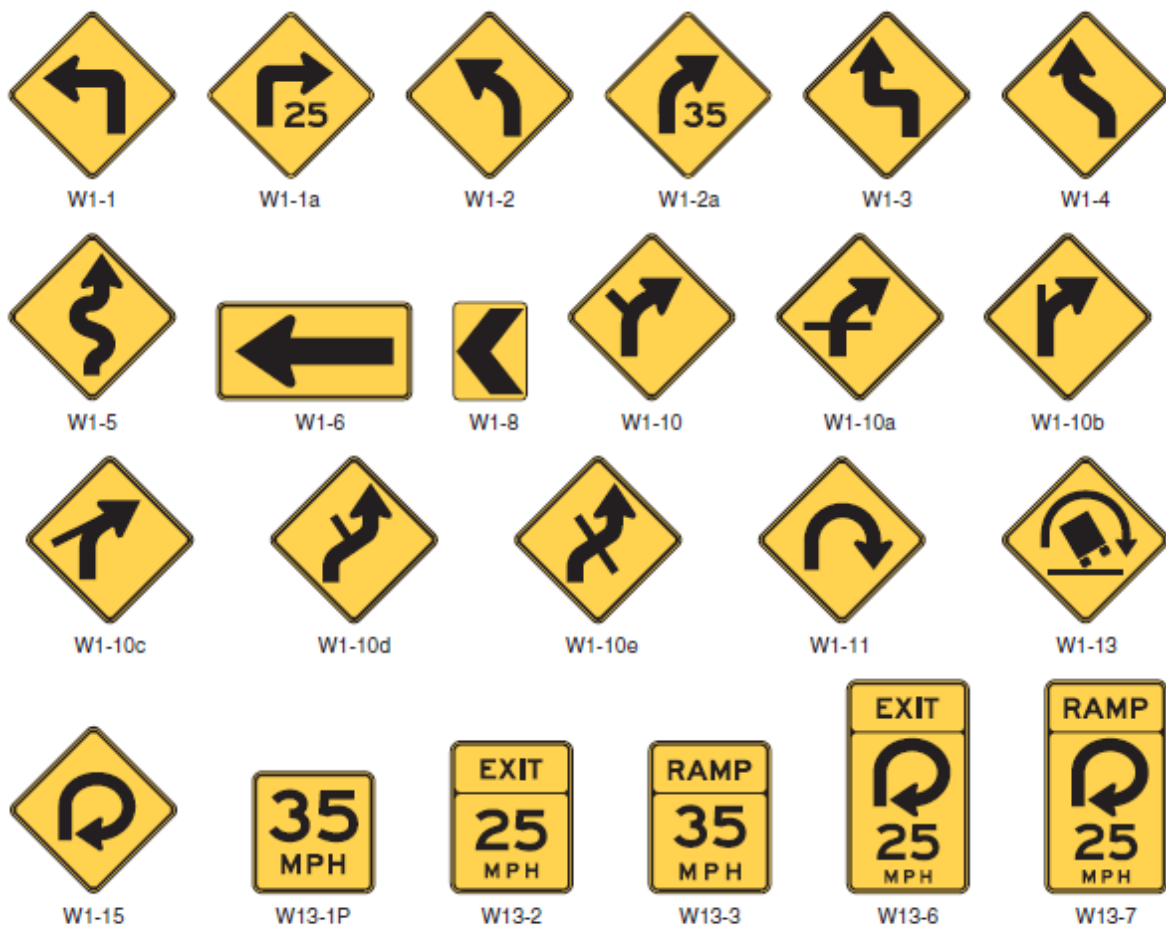
06 Warning signs that advise road users about conditions that are not related to a specific location, such as Deer Crossing or SOFT SHOULDER, may be installed in an appropriate location, based on engineering judgment, since they are not covered in Table 2C-4.

### Section 2C.06 Horizontal Alignment Warning Signs

Support:

01 A variety of horizontal alignment warning signs (see Figure 2C-1), pavement markings (see Chapter 3B), and delineation (see Chapter 3F) can be used to advise motorists of a change in the roadway alignment. Uniform application of these traffic control devices with respect to the amount of change in the roadway alignment conveys a consistent message establishing driver expectancy and promoting effective roadway operations. The design and application of horizontal alignment warning signs to meet those requirements are addressed in Sections 2C.06 through 2C.15.

Figure 2C-1. Horizontal Alignment Signs and Plaques



Note: Turn arrows and reverse turn arrows may be substituted for the curve arrows and reverse curve arrows on the W1-10 series signs where appropriate.



**Standard:**

- 02 In advance of horizontal curves on freeways, on expressways, and on roadways with more than 1,000 AADT that are functionally classified as arterials or collectors, horizontal alignment warning signs shall be used in accordance with Table 2C-5 based on the speed differential between the roadway's posted or statutory speed limit or 85th-percentile speed, whichever is higher, or the prevailing speed on the approach to the curve, and the horizontal curve's advisory speed.

**Option:**

- 03 Horizontal Alignment Warning signs may also be used on other roadways or on arterial and collector roadways with less than 1,000 AADT based on engineering judgment.

**Section 2C.07 Horizontal Alignment Signs (W1-1 through W1-5, W1-11, W1-15)****Standard:**

- 01 If Table 2C-5 indicates that a horizontal alignment sign (see Figure 2C-1) is required, recommended, or allowed, the sign installed in advance of the curve shall be a Curve (W1-2) sign unless a different sign is recommended or allowed by the provisions of this Section.
- 02 A Turn (W1-1) sign shall be used instead of a Curve sign in advance of curves that have advisory speeds of 30 mph or less (see Figure 2C-2).

**Guidance:**

- 03 Where there are two changes in roadway alignment in opposite directions that are separated by a tangent distance of less than 600 feet, the Reverse Turn (W1-3) sign should be used instead of multiple Turn (W1-1) signs and the Reverse Curve (W1-4) sign should be used instead of multiple Curve (W1-2) signs.

**Option:**

- 04 A Winding Road (W1-5) sign may be used instead of multiple Turn (W1-1) or Curve (W1-2) signs where there are three or more changes in roadway alignment each separated by a tangent distance of less than 600 feet.
- 05 A NEXT XX MILES (W7-3aP) supplemental distance plaque (see Section 2C.55) may be installed below the Winding Road sign where continuous roadway curves exist for a specific distance.
- 06 If the curve has a change in horizontal alignment of 135 degrees or more, the Hairpin Curve (W1-11) sign may be used instead of a Curve or Turn sign.
- 07 If the curve has a change of direction of approximately 270 degrees, such as on a cloverleaf interchange ramp, the 270-degree Loop (W1-15) sign may be used instead of a Curve or Turn sign.

**Guidance:**

- 08 When the Hairpin Curve sign or the 270-degree Loop sign is installed, either a One-Direction Large Arrow (W1-6) sign or Chevron Alignment (W1-8) signs should be installed on the outside of the turn or curve.

**Table 2C-5. Horizontal Alignment Sign Selection**

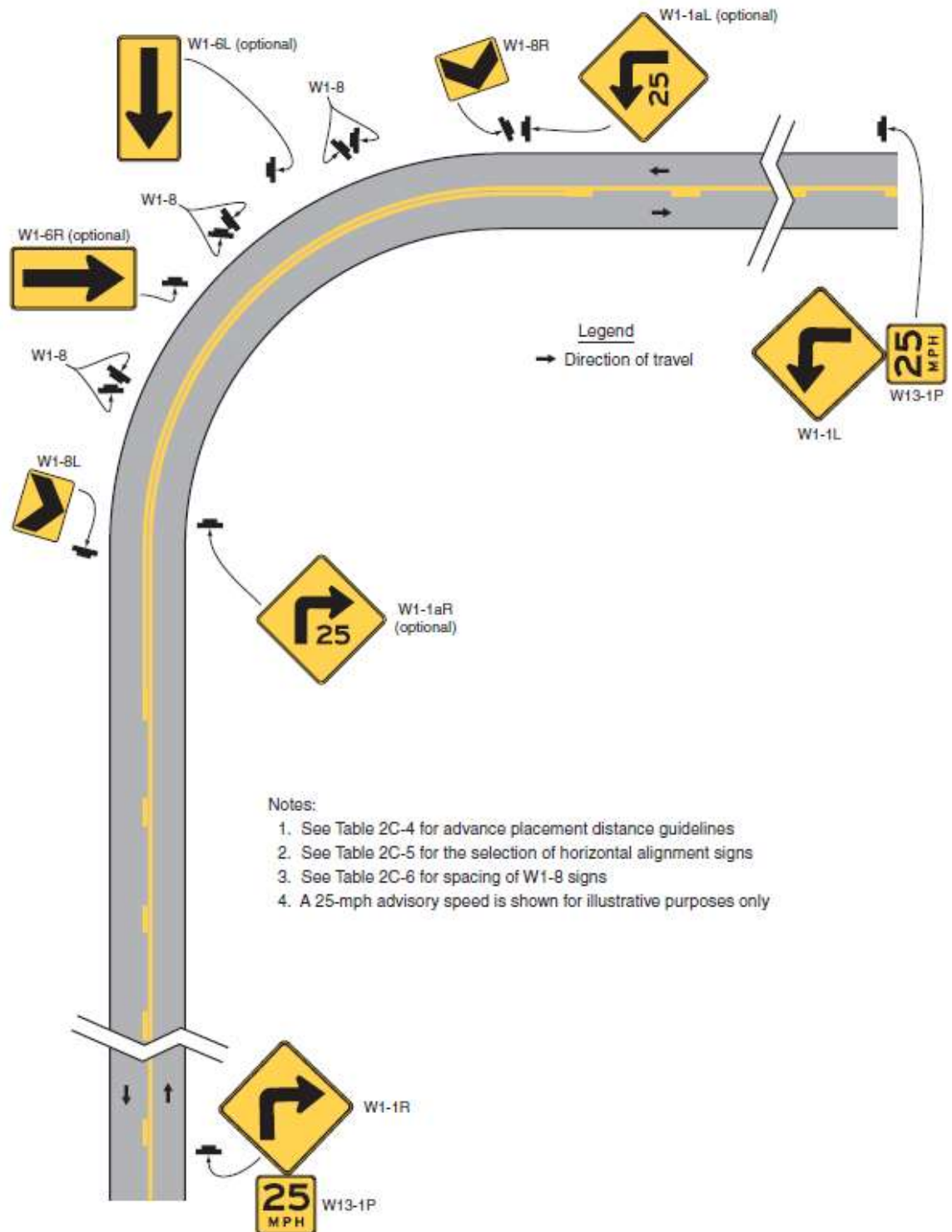
Type of Horizontal Alignment Sign	Difference Between Speed Limit and Advisory Speed				
	5 mph	10 mph	15 mph	20 mph	25 mph or more
Turn (W1-1), Curve (W1-2), Reverse Turn (W1-3), Reverse Curve (W1-4), Winding Road (W1-5), and Combination Horizontal Alignment/Intersection (W10-1) (see Section 2C.07 to determine which sign to use)	Recommended	Required	Required	Required	Required
Advisory Speed Plaque (W13-1P)	Recommended	Required	Required	Required	Required
Chevrons (W1-8) and/or One-Direction Large Arrow (W1-6)	Optional	Recommended	Required	Required	Required
Exit Speed (W13-2) and Ramp Speed (W13-3) on exit ramp	Optional	Optional	Recommended	Required	Required

Note: Required means that the sign and/or plaque shall be used, recommended means that the sign and/or plaque should be used, and optional means that the sign and/or plaque may be used.

See Section 2C.06 for roadways with less than 1,000 ADT.



Figure 2C-2. Example of Warning Signs for a Turn



**Standard:**

- 07 Chevron Alignment signs shall not be placed on the far side of a T-intersection facing traffic on the stem approach to warn drivers that a through movement is not physically possible, as this is the function of a Two-Direction (or One-Direction) Large Arrow sign.

- 08 Chevron Alignment signs shall not be used to mark obstructions within or adjacent to the roadway, including the beginning of guardrails or barriers, as this is the function of an object marker (see Section 2C.63).

**Table 2C-6. Typical Spacing of Chevron Alignment Signs on Horizontal Curves**

Advisory Speed	Curve Radius	Sign Spacing
15 mph or less	Less than 200 feet	40 feet
20 to 30 mph	200 to 400 feet	80 feet
35 to 45 mph	401 to 700 feet	120 feet
50 to 60 mph	701 to 1,250 feet	160 feet
More than 60 mph	More than 1,250 feet	200 feet

Note: The relationship between the curve radius and the advisory speed shown in this table should not be used to determine the advisory speed.

### Section 2C.10 Combination Horizontal Alignment/Advisory Speed Signs (W1-1a, W1-2a)

**Option:**

- 01 The Turn (W1-1) sign or the Curve (W1-2) sign may be combined with the Advisory Speed (W13-1P) plaque (see Section 2C.08) to create a combination Turn/Advisory Speed (W1-1a) sign or combination Curve/Advisory Speed (W1-2a) sign (see Figure 2C-1).
- 02 The combination Horizontal Alignment/Advisory Speed sign may be used to supplement the advance Horizontal Alignment warning sign and Advisory Speed plaque based upon an engineering study.

**Standard:**

- 03 If used, the combination Horizontal Alignment/Advisory Speed sign shall not be used alone and shall not be used as a substitute for a Horizontal Alignment warning sign and Advisory Speed plaque at the advance warning location. The combination Horizontal Alignment/Advisory Speed sign shall only be used as a supplement to the advance Horizontal Alignment warning sign. If used, the combination Horizontal Alignment/Advisory Speed sign shall be installed at the beginning of the turn or curve.

**Guidance:**

- 04 The advisory speed displayed on the combination Horizontal Alignment/Advisory Speed sign should be based on the advisory speed for the horizontal curve using recommended engineering practices (see Section 2C.08).

### Section 2C.11 Combination Horizontal Alignment/Intersection Signs (W1-10 Series)

**Option:**

- 01 The Turn (W1-1) sign or the Curve (W1-2) sign may be combined with the Cross Road (W2-1) sign or the Side Road (W2-2 or W2-3) sign to create a combination Horizontal Alignment/Intersection (W1-10 series) sign (see Figure 2C-1) that depicts the condition where an intersection occurs within or immediately adjacent to a turn or curve.

**Guidance:**

- 02 Elements of the combination Horizontal Alignment/Intersection sign related to horizontal alignment should comply with the provisions of Section 2C.07, and elements related to intersection configuration should comply with the provisions of Section 2C.46. The symbol design should approximate the configuration of the intersecting roadway(s). No more than one Cross Road or two Side Road symbols should be displayed on any one combination Horizontal Alignment/Intersection sign.

**Standard:**

- 03 The use of the combination Horizontal Alignment/Intersection sign shall be in accordance with the appropriate Turn or Curve sign information shown in Table 2C-5.

### Section 2C.12 One-Direction Large Arrow Sign (W1-6)

**Option:**

- 01 A One-Direction Large Arrow (W1-6) sign (see Figure 2C-1) may be used either as a supplement or alternative to Chevron Alignment signs in order to delineate a change in horizontal alignment (see Figure 2C-2).
- 02 A One-Direction Large Arrow (W1-6) sign may be used to supplement a Turn or Reverse Turn sign (see Figure 2C-2) to emphasize the abrupt curvature.



**Standard:**

- 03 The One-Direction Large Arrow sign shall be a horizontal rectangle with an arrow pointing to the left or right.
- 04 The use of the One-Direction Large Arrow sign shall be in accordance with the information shown in Table 2C-5.
- 05 If used, the One-Direction Large Arrow sign shall be installed on the outside of a turn or curve in line with and at approximately a right angle to approaching traffic.
- 06 The One-Direction Large Arrow sign shall not be used where there is no alignment change in the direction of travel, such as at the beginnings and ends of medians or at center piers.
- 07 The One-Direction Large Arrow sign directing traffic to the right shall not be used in the central island of a roundabout.

**Guidance:**

- 08 *If used, the One-Direction Large Arrow sign should be visible for a sufficient distance to provide the road user with adequate time to react to the change in alignment.*

**Section 2C.13 Truck Rollover Warning Sign (W1-13)****Option:**

- 01 A Truck Rollover Warning (W1-13) sign (see Figure 2C-1) may be used to warn drivers of vehicles with a high center of gravity, such as trucks, tankers, and recreational vehicles, of a curve or turn where geometric conditions might contribute to a loss of control and a rollover as determined by an engineering study.

**Support:**

- 02 Among the established engineering practices that are appropriate for the determination of the truck rollover potential of a horizontal curve are the following:
  - A. An accelerometer that provides a direct determination of side friction factors
  - B. A design speed equation
  - C. A traditional ball-bank indicator using 10 degrees of ball-bank

**Standard:**

- 03 If a Truck Rollover Warning (W1-13) sign is used, it shall be accompanied by an Advisory Speed (W13-1P) plaque indicating the recommended speed for vehicles with a higher center of gravity.

**Option:**

- 04 The Truck Rollover Warning sign may be displayed as a static sign, as a static sign supplemented by a flashing warning beacon, or as a changeable message sign activated by the detection of an approaching vehicle with a high center of gravity that is traveling in excess of the recommended speed for the condition.

**Support:**

- 05 The curved arrow on the Truck Rollover Warning sign shows the direction of roadway curvature. The truck tips in the opposite direction.

**Section 2C.14 Advisory Exit and Ramp Speed Signs (W13-2 and W13-3)****Standard:**

- 01 Advisory Exit Speed (W13-2) and Advisory Ramp Speed (W13-3) signs (see Figure 2C-1) shall be vertical rectangles. The use of Advisory Exit Speed and Advisory Ramp Speed signs on freeway and expressway ramps shall be in accordance with the information shown in Table 2C-5.

**Guidance:**

- 02 *If used, the Advisory Exit Speed sign should be installed along the deceleration lane and the advisory speed displayed should be based on an engineering study. When a Truck Rollover (W1-13) sign (see Section 2C.13) is also installed for the ramp, the advisory exit speed should be based on the truck advisory speed for the horizontal alignment using recommended engineering practices.*

- 03 *If used, the Advisory Exit Speed sign should be visible in time for the road user to decelerate and make an exiting maneuver.*

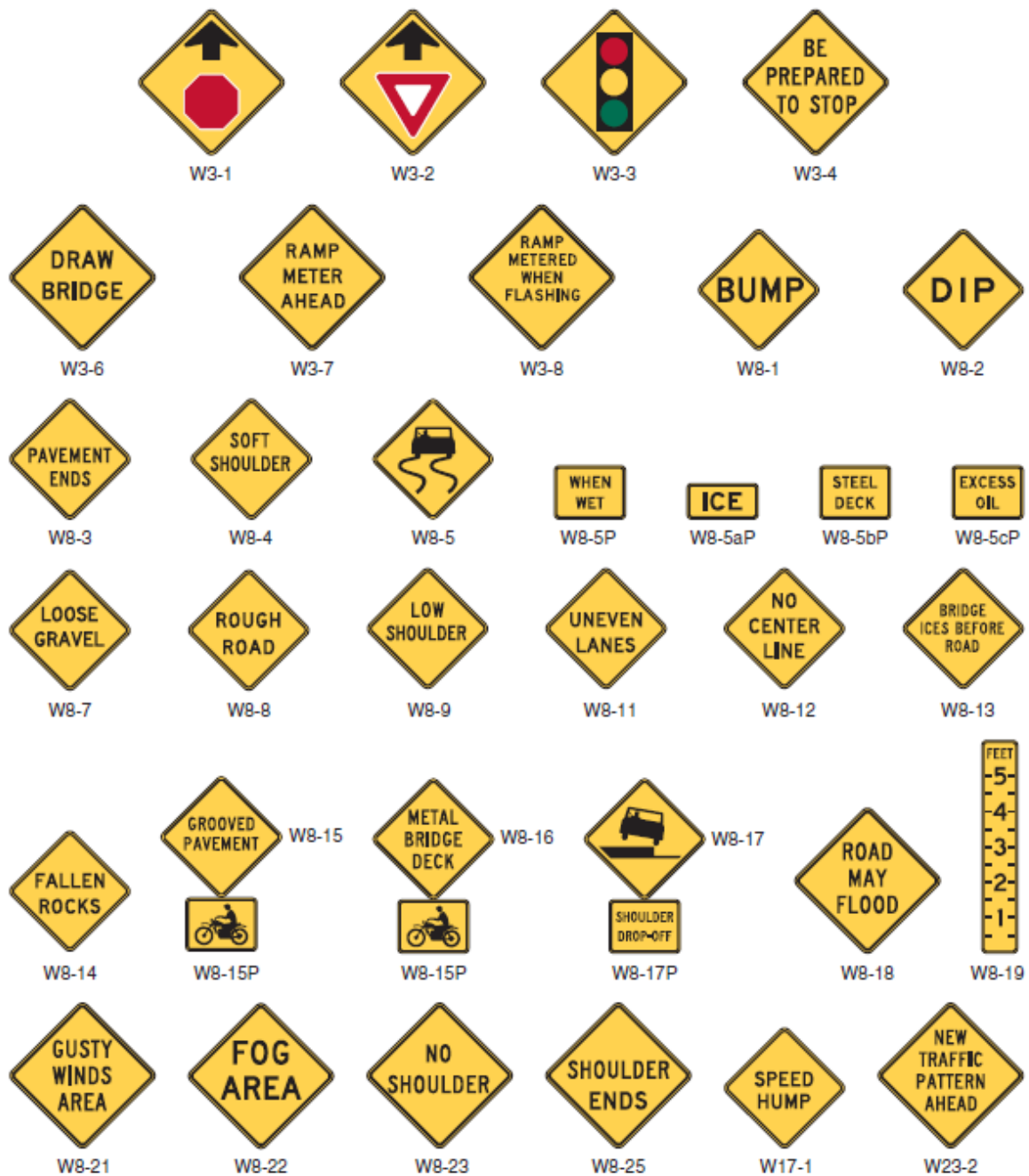
**Support:**

- 04 Table 2C-4 lists recommended advance sign placement distances for deceleration to various advisory speeds.

**Guidance:**

- 05 *If used, the Advisory Ramp Speed sign should be installed on the ramp to confirm the ramp advisory speed.*

**Figure 2C-6. Roadway and Weather Condition and Advance Traffic Control Signs and Plaques**





**Section 2C.33 Warning Signs and Plaques for Motorcyclists (W8-15, W8-15P, and W8-16)****Support:**

- 01 The signs and plaques described in this Section are intended to give motorcyclists advance notice of surface conditions that might adversely affect their ability to maintain control of their motorcycle under wet or dry conditions. The use of some of the advance surface condition warning signs described in Section 2C.32, such as Slippery When Wet, LOOSE GRAVEL, or ROUGH ROAD, can also be helpful to motorcyclists if those conditions exist.

**Option:**

- 02 If a portion of a street or highway features a roadway pavement surface that is grooved or textured instead of smooth, such as a grooved skid resistance treatment for a horizontal curve or a brick pavement surface, a GROOVED PAVEMENT (W8-15) sign (see Figure 2C-6) may be used to provide advance warning of this condition to motorcyclists, bicyclists, and other road users. Alternate legends such as TEXTURED PAVEMENT or BRICK PAVEMENT may also be used on the W8-15 sign.
- 03 If a bridge or a portion of a bridge includes a metal or grated surface, a METAL BRIDGE DECK (W8-16) sign (see Figure 2C-6) may be used to provide advance warning of this condition to motorcyclists, bicyclists, and other road users.
- 04 A Motorcycle (W8-15P) plaque (see Figure 2C-6) may be mounted below or above a W8-15 or W8-16 sign if the warning is intended to be directed primarily to motorcyclists.

**Section 2C.34 NO CENTER LINE Sign (W8-12)****Option:**

- 01 The NO CENTER LINE (W8-12) sign (see Figure 2C-6) may be used to warn of a roadway without center line pavement markings.

**Section 2C.35 Weather Condition Signs (W8-18, W8-19, W8-21, and W8-22)****Option:**

- 01 The ROAD MAY FLOOD (W8-18) sign (see Figure 2C-6) may be used to warn road users that a section of roadway is subject to frequent flooding. A Depth Gauge (W8-19) sign (see Figure 2C-6) may also be installed within a roadway section that frequently floods.

**Standard:**

- 02 If used, the Depth Gauge sign shall be in addition to the ROAD MAY FLOOD sign and shall indicate the depth of the water at the deepest point on the roadway.

**Option:**

- 03 The GUSTY WINDS AREA (W8-21) sign (see Figure 2C-6) may be used to warn road users that wind gusts frequently occur along a section of highway that are strong enough to impact the stability of trucks, recreational vehicles, and other vehicles with high centers of gravity. A NEXT XX MILES (W7-3a) supplemental plaque may be mounted below the W8-21 sign to inform road users of the length of roadway that frequently experiences strong wind gusts.
- 04 The FOG AREA (W8-22) sign (see Figure 2C-6) may be used to warn road users that foggy conditions frequently reduce visibility along a section of highway. A NEXT XX MILES (W7-3a) supplemental plaque may be mounted below the W8-22 sign to inform road users of the length of roadway that frequently experiences foggy conditions.

**Section 2C.36 Advance Traffic Control Signs (W3-1, W3-2, W3-3, W3-4)****Standard:**

- 01 The Advance Traffic Control symbol signs (see Figure 2C-6) include the Stop Ahead (W3-1), Yield Ahead (W3-2), and Signal Ahead (W3-3) signs. These signs shall be installed on an approach to a primary traffic control device that is not visible for a sufficient distance to permit the road user to respond to the device (see Table 2C-4). The visibility criteria for a traffic control signal shall be based on having a continuous view of at least two signal faces for the distance specified in Table 4D-2.

**Support:**

- 02 Figure 2A-4 shows the typical placement of an Advance Traffic Control sign.
- 03 Permanent obstructions causing the limited visibility might include roadway alignment or structures. Intermittent obstructions might include foliage or parked vehicles.



*Guidance:*

- 04 *Where intermittent obstructions occur, engineering judgment should determine the treatment to be implemented.*

*Option:*

- 05 An Advance Traffic Control sign may be used for additional emphasis of the primary traffic control device, even when the visibility distance to the device is satisfactory.
- 06 An advance street name plaque (see Section 2C.58) may be installed above or below an Advance Traffic Control sign.
- 07 A warning beacon may be used with an Advance Traffic Control sign.
- 08 A BE PREPARED TO STOP (W3-4) sign (see Figure 2C-6) may be used to warn of stopped traffic caused by a traffic control signal or in advance of a section of roadway that regularly experiences traffic congestion.

*Standard:*

- 09 When a BE PREPARED TO STOP sign is used in advance of a traffic control signal, it shall be used in addition to a Signal Ahead sign and shall be placed downstream from the Signal Ahead (W3-3) sign.

*Option:*

- 10 The BE PREPARED TO STOP sign may be supplemented with a warning beacon (see Section 4L.03).

*Guidance:*

- 11 *When the warning beacon is interconnected with a traffic control signal or queue detection system, the BE PREPARED TO STOP sign should be supplemented with a WHEN FLASHING (W16-13P) plaque (see Figure 2C-12).*

*Support:*

- 12 Section 2C.40 contains information regarding the use of a NO MERGE AREA (W4-5P) supplemental plaque in conjunction with a Yield Ahead sign.

**Section 2C.37 Advance Ramp Control Signal Signs (W3-7 and W3-8)***Option:*

- 01 A RAMP METER AHEAD (W3-7) sign (see Figure 2C-6) may be used to warn road users that a freeway entrance ramp is metered and that they will encounter a ramp control signal (see Chapter 4I).

*Guidance:*

- 02 *When the ramp control signals are operated only during certain periods of the day, a RAMP METERED WHEN FLASHING (W3-8) sign (see Figure 2C-6) should be installed in advance of the ramp control signal near the entrance to the ramp, or on the arterial on the approach to the ramp, to alert road users to the presence and operation of ramp meters.*

*Standard:*

- 03 The RAMP METERED WHEN FLASHING sign shall be supplemented with a warning beacon (see Section 4L.03) that flashes when the ramp control signal is in operation.

**Section 2C.38 Reduced Speed Limit Ahead Signs (W3-5, W3-5a)***Guidance:*

- 01 *A Reduced Speed Limit Ahead (W3-5 or W3-5a) sign (see Figure 2C-7) should be used to inform road users of a reduced speed zone where the speed limit is being reduced by more than 10 mph, or where engineering judgment indicates the need for advance notice to comply with the posted speed limit ahead.*

*Standard:*

- 02 If used, Reduced Speed Limit Ahead signs shall be followed by a Speed Limit (R2-1) sign installed at the beginning of the zone where the speed limit applies.
- 03 The speed limit displayed on the Reduced Speed Limit Ahead sign shall be identical to the speed limit displayed on the subsequent Speed Limit sign.



- 02 The Circular Intersection (W2-6) symbol sign (see Figure 2C-9) may be installed in advance of a circular intersection (see Figures 2B-21 through 2B-23).

*Guidance:*

- 03 *If an approach to a roundabout has a statutory or posted speed limit of 40 mph or higher, the Circular Intersection (W2-6) symbol sign should be installed in advance of the circular intersection.*

*Option:*

- 04 An educational plaque (see Figure 2C-9) with a legend such as ROUNDABOUT (W16-17P) or TRAFFIC CIRCLE (W16-12P) may be mounted below a Circular Intersection symbol sign.

- 05 The relative importance of the intersecting roadways may be shown by different widths of lines in the symbol.

- 06 An advance street name plaque (see Section 2C.58) may be installed above or below an Intersection Warning sign.

*Guidance:*

- 07 *The Intersection Warning sign should illustrate and depict the general configuration of the intersecting roadway, such as cross road, side road, T-intersection, or Y-intersection.*

- 08 *Intersection Warning signs, other than the Circular Intersection (W2-6) symbol sign and the T-intersection (W2-4) symbol sign should not be used on approaches controlled by STOP signs, YIELD signs, or signals.*

- 09 *If an Intersection Warning sign is used where the side roads are not opposite of each other, the Offset Side Roads (W2-7) symbol sign (see Figure 2C-9) should be used instead of the Cross Road symbol sign.*

- 10 *If an Intersection Warning sign is used where two closely-spaced side roads are on the same side of the highway, the Double Side Roads (W2-8) symbol sign (see Figure 2C-9) should be used instead of the Side Road symbol sign.*

- 11 *No more than two side road symbols should be displayed on the same side of the highway on a W2-7 or W2-8 symbol sign, and no more than three side road symbols should be displayed on a W2-7 or W2-8 symbol sign.*

*Support:*

- 12 Figure 2A-4 shows the typical placement of an Intersection Warning sign.

#### **Section 2C.47 Two-Direction Large Arrow Sign (W1-7)**

**Standard:**

- 01 The Two-Direction Large Arrow (W1-7) sign (see Figure 2C-9) shall be a horizontal rectangle.

- 02 If used, it shall be installed on the far side of a T-intersection in line with, and at approximately a right angle to, traffic approaching from the stem of the T-intersection.

- 03 The Two-Direction Large Arrow sign shall not be used where there is no change in the direction of travel such as at the beginnings and ends of medians or at center piers.

- 04 The Two-Direction Large Arrow sign directing traffic to the left and right shall not be used in the central island of a roundabout.

*Guidance:*

- 05 *The Two-Direction Large Arrow sign should be visible for a sufficient distance to provide the road user with adequate time to react to the intersection configuration.*

#### **Section 2C.48 Traffic Signal Signs (W25-1, W25-2)**

**Standard:**

- 01 At locations where either a W25-1 or a W25-2 sign is required based on the provisions in Section 4D.05, the W25-1 or W25-2 sign (see Figure 2C-9) shall be installed near the left-most signal head. The W25-1 and W25-2 signs shall be vertical rectangles.

#### **Section 2C.49 Vehicular Traffic Warning Signs (W8-6, W11-1, W11-5, W11-5a, W11-8, W11-10, W11-11, W11-12P, W11-14, W11-15, and W11-15a)**

*Option:*

- 01 Vehicular Traffic Warning (W8-6, W11-1, W11-5, W11-5a, W11-8, W11-10, W11-11, W11-12P, W11-14, W11-15, and W11-15a) signs (see Figure 2C-10) may be used to alert road users to locations where unexpected entries into the roadway by trucks, bicyclists, farm vehicles, emergency vehicles, golf carts, horse-drawn vehicles, or other vehicles might occur. The TRUCK CROSSING (W8-6) word message sign may be used as an alternate to the Truck Crossing (W11-10) symbol sign.



Figure 2C-10. Vehicular Traffic Warning Signs and Plaques



\* A fluorescent yellow-green background color may be used for this sign or plaque.

#### Support:

- 02 These locations might be relatively confined or might occur randomly over a segment of roadway.

#### Guidance:

- 03 Vehicular Traffic Warning signs should be used only at locations where the road user's sight distance is restricted, or the condition, activity, or entering traffic would be unexpected.
- 04 If the condition or activity is seasonal or temporary, the Vehicular Traffic Warning sign should be removed or covered when the condition or activity does not exist.

#### Option:

- 05 The combined Bicycle/Pedestrian (W11-15) sign may be used where both bicyclists and pedestrians might be crossing the roadway, such as at an intersection with a shared-use path. A TRAIL X-ING (W11-15P) supplemental plaque (see Figure 2C-10) may be mounted below the W11-15 sign. The TRAIL CROSSING (W11-15a) sign may be used to warn of shared-use path crossings where pedestrians, bicyclists, and other user groups might be crossing the roadway.
- 06 The W11-1, W11-15, and W11-15a signs and their related supplemental plaques may have a fluorescent yellow-green background with a black legend and border.
- 07 Supplemental plaques (see Section 2C.53) with legends such as AHEAD, XX FEET, NEXT XX MILES, or SHARE THE ROAD may be mounted below Vehicular Traffic Warning signs to provide advance notice to road users of unexpected entries.

#### Guidance:

- 08 If used in advance of a pedestrian and bicycle crossing, a W11-15 or W11-15a sign should be supplemented with an AHEAD or XX FEET plaque to inform road users that they are approaching a point where crossing activity might occur.

#### Standard:

- 09 If a post-mounted W11-1, W11-11, W11-15, or W11-15a sign is placed at the location of the crossing point where golf carts, pedestrians, bicyclists, or other shared-use path users might be crossing the roadway, a diagonal downward pointing arrow (W16-7P) plaque (see Figure 2C-12) shall be mounted below the sign. If the W11-1, W11-11, W11-15, or W11-15a sign is mounted overhead, the W16-7P supplemental plaque shall not be used.

#### Option:

- 10 The crossing location identified by a W11-1, W11-11, W11-15, or W11-15a sign may be defined with crosswalk markings (see Section 3B.18).

**Standard:**

- 11 The Emergency Vehicle (W11-8) sign (see Figure 2C-10) with the EMERGENCY SIGNAL AHEAD (W11-12P) supplemental plaque (see Figure 2C-10) shall be placed in advance of all emergency-vehicle traffic control signals (see Chapter 4G).

**Option:**

- 12 The Emergency Vehicle (W11-8) sign, or a word message sign indicating the type of emergency vehicle (such as rescue squad), may be used in advance of the emergency-vehicle station when no emergency-vehicle traffic control signal is present.
- 13 A Warning Beacon (see Section 4L.03) may be used with any Vehicular Traffic Warning sign to indicate specific periods when the condition or activity is present or is likely to be present, or to provide enhanced sign conspicuity.
- 14 A supplemental WHEN FLASHING (W16-13P) plaque (see Figure 2C-12) may be used with any Vehicular Traffic Warning sign that is supplemented with a Warning Beacon to indicate specific periods when the condition or activity is present or is likely to be present.

**Section 2C.50 Non-Vehicular Warning Signs (W11-2, W11-3, W11-4, W11-6, W11-7, W11-9, and W11-16 through W11-22)**

**Option:**

- 01 Non-Vehicular Warning (W11-2, W11-3, W11-4, W11-6, W11-7, W11-9, and W11-16 through W11-22) signs (see Figure 2C-11) may be used to alert road users in advance of locations where unexpected entries into the roadway might occur or where shared use of the roadway by pedestrians, animals, or equestrians might occur.

**Support:**

- 02 These conflicts might be relatively confined, or might occur randomly over a segment of roadway.

**Guidance:**

- 03 If used in advance of a pedestrian, snowmobile, or equestrian crossing, the W11-2, W11-6, W11-7, and W11-9 signs should be supplemented with plaques (see Section 2C.55) with the legend AHEAD or XX FEET to inform road users that they are approaching a point where crossing activity might occur.

**Figure 2C-11. Non-Vehicular Warning Signs**



\* A fluorescent yellow-green background color may be used for this sign or plaque.



**Standard:**

- 04 If a post-mounted W11-2, W11-6, W11-7, or W11-9 sign is placed at the location of the crossing point where pedestrians, snowmobilers, or equestrians might be crossing the roadway, a diagonal downward pointing arrow (W16-7P) plaque (see Figure 2C-12) shall be mounted below the sign. If the W11-2, W11-6, W11-7, or W11-9 sign is mounted overhead, the W16-7P plaque shall not be used.

**Option:**

- 05 A Pedestrian Crossing (W11-2) sign may be placed overhead or may be post-mounted with a diagonal downward pointing arrow (W16-7P) plaque at the crosswalk location where Yield Here To (Stop Here For) Pedestrians signs (see Section 2B.11) have been installed in advance of the crosswalk.

**Standard:**

- 06 If a W11-2 sign has been post-mounted at the crosswalk location where a Yield Here To (Stop Here For) Pedestrians sign is used on the approach, the Yield Here To (Stop Here For) Pedestrians sign shall not be placed on the same post as or block the road user's view of the W11-2 sign.

**Option:**

- 07 An advance Pedestrian Crossing (W11-2) sign with an AHEAD or a distance supplemental plaque may be used in conjunction with a Yield Here To (Stop Here For) Pedestrians sign on the approach to the same crosswalk.
- 08 The crossing location identified by a W11-2, W11-6, W11-7, or W11-9 sign may be defined with crosswalk markings (see Section 3B.18).
- 09 The W11-2 and W11-9 signs and their related supplemental plaques may have a fluorescent yellow-green background with a black legend and border.

**Guidance:**

- 10 When a fluorescent yellow-green background is used, a systematic approach featuring one background color within a zone or area should be used. The mixing of standard yellow and fluorescent yellow-green backgrounds within a selected site area should be avoided.

**Option:**

- 11 A Warning Beacon (see Section 4L.03) may be used with any Non-Vehicular Warning sign to indicate specific periods when the condition or activity is present or is likely to be present, or to provide enhanced sign conspicuity.
- 12 A supplemental WHEN FLASHING (W16-13P) plaque (see Figure 2C-12) may be used with any Non-Vehicular Warning sign that is supplemented with a Warning Beacon to indicate specific periods when the condition or activity is present or is likely to be present.

**Section 2C.51 Playground Sign (W15-1)****Option:**

- 01 The Playground (W15-1) sign (see Figure 2C-11) may be used to give advance warning of a designated children's playground that is located adjacent to the road.
- 02 The Playground sign may have a fluorescent yellow-green background with a black legend and border.

**Guidance:**

- 03 If the access to the playground area requires a roadway crossing, the application of crosswalk pavement markings (see Section 3B.18) and Non-Vehicular Warning signs (see Section 2C.50) should be considered.

**Section 2C.52 NEW TRAFFIC PATTERN AHEAD Sign (W23-2)****Option:**

- 01 A NEW TRAFFIC PATTERN AHEAD (W23-2) sign (see Figure 2C-6) may be used on the approach to an intersection or along a section of roadway to provide advance warning of a change in traffic patterns, such as revised lane usage, roadway geometry, or signal phasing.

**Guidance:**

- 02 The NEW TRAFFIC PATTERN AHEAD sign should be removed when the traffic pattern returns to normal, when the changed pattern is no longer considered to be new, or within six months.

**Section 2C.53 Use of Supplemental Warning Plaques****Option:**

- 01 A supplemental warning plaque (see Figure 2C-12) may be displayed with a warning or regulatory sign when engineering judgment indicates that road users require additional warning information beyond that contained in the main message of the warning or regulatory sign.

## PART 5

### TRAFFIC CONTROL DEVICES FOR LOW-VOLUME ROADS

#### CHAPTER 5A. GENERAL

##### Section 5A.01 Function

###### Standard:

- 01 A low-volume road shall be defined for this Part of the Manual as follows:
- A. A low-volume road shall be a facility lying outside of built-up areas of cities, towns, and communities, and it shall have a traffic volume of less than 400 AADT.
  - B. A low-volume road shall not be a freeway, an expressway, an interchange ramp, a freeway service road, a road on a designated State highway system, or a residential street in a neighborhood. In terms of highway classification, it shall be a variation of a conventional road or a special purpose road as defined in Section 1A.13.
  - C. A low-volume road shall be classified as either paved or unpaved.

###### Support:

- 02 Low-volume roads typically include agricultural, recreational, resource management and development such as mining and logging and grazing, and local roads in rural areas.

###### Guidance:

- 03 *The needs of unfamiliar road users for occasional, recreational, and commercial transportation purposes should be considered.*

###### Support:

- 04 At some locations on low-volume roads, the use of traffic control devices might be needed to provide the road user limited, but essential, information regarding regulation, guidance, and warning.
- 05 Other Parts of this Manual contain provisions applicable to all low-volume roads; however, Part 5 specifically supplements and references the provisions for traffic control devices commonly used on low-volume roads.

##### Section 5A.02 Application

###### Support:

- 01 It is possible, in many cases, to provide essential information to road users on low-volume roads with a limited number of traffic control devices. The focus might be on devices that:
- A. Warn of conditions not normally encountered,
  - B. Prohibit unsafe movements, or
  - C. Provide minimal destination guidance.

###### Standard:

- 02 The provisions contained in Part 5 shall not prohibit the installation or the full application of traffic control devices on a low-volume road where conditions justify their use.

###### Guidance:

- 03 *Additional traffic control devices and provisions contained in other Parts of the Manual should be considered for use on low-volume roads.*

###### Support:

- 04 Section 1A.09 contains information regarding the assistance that is available to jurisdictions that do not have engineers on their staffs who are trained and/or experienced in traffic control devices.

##### Section 5A.03 Design

###### Standard:

- 01 Traffic control devices for use on low-volume roads shall be designed in accordance with the provisions contained in Part 5, and where required, in other applicable Parts of this Manual.
- 02 The typical sizes for signs and plaques installed on low-volume roads shall be as shown in Table 5A-1. The sizes in the minimum column shall only be used on low-volume roads where the 85th-percentile speed or posted speed limit is less than 35 mph.

###### Guidance:

- 03 *The sizes in the oversized column should be used where engineering judgment indicates a need based on high vehicle operating speeds, driver expectancy, traffic operations, or roadway conditions.*

###### Option:

- 04 Signs and plaques larger than those shown in Table 5A-1 may be used (see Section 2A.11).



Table 5A-1. Sign and Plaque Sizes on Low-Volume Roads (Sheet 1 of 2)

Sign or Plaque	Sign Designation	Section	Sign Sizes		
			Typical	Minimum	Oversized
Stop	R1-1	5B.02	30 x 30	—	36 x 36
Yield	R1-2	5B.02	30 x 30 x 30	—	36 x 36 x 36
Speed Limit (English)	R2-1	5B.03	24 x 30	18 x 24	36 x 48
Do Not Pass	R4-1	5B.04	24 x 30	—	36 x 48
Pass With Care	R4-2	5B.04	24 x 30	18 x 24	36 x 48
Keep Right	R4-7	5B.04	24 x 30	18 x 24	36 x 48
Do Not Enter	R5-1	5B.04	30 x 30	—	36 x 36
No Trucks	R5-2	5B.04	24 x 24	—	30 x 30
One Way	R6-2	5B.04	18 x 24	—	24 x 30
No Parking (symbol)	R8-3	5B.05	24 x 24	18 x 18	30 x 30
No Parking	R8-3a	5B.05	18 x 24	—	24 x 30
No Parking (plaque)	R8-3cP,3dP	5B.05	24 x 18	18 x 12	30 x 24
Road Closed	R11-2	5B.04	48 x 30	—	—
Road Closed, Local Traffic Only	R11-3a	5B.04	60 x 30	—	—
Bridge Out, Local Traffic Only	R11-3b	5B.04	60 x 30	—	—
Road Closed to Thru Traffic	R11-4	5B.04	60 x 30	—	—
Weight Limit	R12-1	5B.04	24 x 30	—	36 x 48
Grade Crossing (Crossbuck)	R15-1	5F.02	48 x 9	—	—
Number of Tracks (plaque)	R15-2P	5F.02	27 x 18	—	—
Horizontal Alignment	W1-1,2,3,4,5	5C.02	30 x 30	—	36 x 36
One-Direction Large Arrow	W1-6	5C.02	36 x 18	—	48 x 24
Two-Direction Large Arrow	W1-7	5C.02	36 x 18	—	48 x 24
Chevron Alignment	W1-8	5C.02	12 x 18	—	18 x 24
Intersection Warning	W2-1,2,3,4,5,6	5C.03	30 x 30	—	36 x 36
Stop Ahead	W3-1	5C.04	30 x 30	—	36 x 36
Yield Ahead	W3-2	5C.04	30 x 30	—	36 x 36
Be Prepared to Stop	W3-4	5G.05	36 x 36	—	48 x 48
Narrow Bridge	W5-2	5C.05	30 x 30	—	36 x 36
One Lane Bridge	W5-3	5C.06	30 x 30	—	36 x 36
Hill	W7-1	5C.07	30 x 30	—	36 x 36
XX % Grade (plaque)	W7-3P	5C.07	24 x 18	—	30 x 24
Next XX Miles (plaque)	W7-3aP	5C.09	24 x 18	—	30 x 24
Pavement Ends	W8-3	5C.08	30 x 30	—	36 x 36
Truck Crossing	W8-6	5C.09	30 x 30	—	36 x 36
Loose Gravel	W8-7	5G.05	30 x 30	—	36 x 36
Rough Road	W8-8	5G.05	30 x 30	—	36 x 36
Road May Flood	W8-18	5G.05	30 x 30	—	36 x 36
Grade Crossing Advance Warning	W10-1	5F.03	30 Dia.	—	36 Dia.
Grade Crossing Advance Warning	W10-2,3,4	5F.03	30 x 30	—	36 x 36
Trains May Exceed 80 mph	W10-8	5F.06	30 x 30	—	36 x 36
Storage Space Symbol	W10-11	5F.06	30 x 30	—	36 x 36
Skewed Crossing	W10-12	5F.06	30 x 30	—	36 x 36
Entering/Crossing	W11 Series	5C.09	30 x 30	—	36 x 36
Advisory Speed (plaque)	W13-1P	5C.10	18 x 18	—	24 x 24
Dead End/No Outlet	W14-1,2	5C.11	30 x 30	—	36 x 36
Dead End/No Outlet	W14-1a,2a	5C.11	36 x 9	24 x 6	—

**Table 5A-1. Sign and Plaque Sizes on Low-Volume Roads (Sheet 2 of 2)**

Sign or Plaque	Sign Designation	Section	Sign Sizes		
			Typical	Minimum	Oversized
No Passing Zone (pennant)	W14-3	5G.05	40 x 40 x 30	—	48 x 48 x 36
Supplemental Distance (plaque)	W16-2P	5C.09	24 x 18	18 x 12	30 x 24
Diagonal Arrow (plaque)	W16-7P	5C.09	24 x 12	—	30 x 18
Ahead (plaque)	W16-9P	5C.09	24 x 12	—	30 x 18
No Traffic Signs	W18-1	5C.12	30 x 30	24 x 24	36 x 36
Road Work (with distance)	W20-1	5G.05	36 x 36	—	48 x 48
Road Closed (with distance)	W20-3	5G.05	36 x 36	—	48 x 48
One Lane Road (with distance)	W20-4	5G.05	36 x 36	—	48 x 48
Flagger	W20-7	5G.05	36 x 36	—	48 x 48
Workers	W21-1	5G.05	36 x 36	—	48 x 48
Fresh Oil	W21-2	5G.05	30 x 30	—	48 x 48
Road Machinery Ahead	W21-3	5G.05	30 x 30	—	48 x 48
Shoulder Work	W21-5	5G.05	36 x 36	—	48 x 48
Survey Crew	W21-6	5G.05	36 x 36	—	48 x 48
Utility Work (with distance)	W21-7	5G.05	36 x 36	—	48 x 48

Notes: 1. Larger sizes may be used when appropriate

2. Dimensions are shown in inches and are shown as width x height

**Standard:**

- 05 All signs shall be retroreflective or illuminated to show the same shape and similar color both day and night, unless specifically stated otherwise in other applicable Parts of this Manual. The requirements for sign illumination shall not be considered to be satisfied by street, highway, or strobe lighting.
- 06 All markings shall be visible at night and shall be retroreflective unless ambient illumination provides adequate visibility of the markings.

**Section 5A.04 Placement****Standard:**

- 01 Except as provided in Paragraph 3, the traffic control devices used on low-volume roads shall be placed and positioned in accordance with the lateral, longitudinal, and vertical placement provisions contained in Part 2 and other applicable Sections of this Manual.

**Guidance:**

- 02 The placement of warning signs should comply with the guidance contained in Section 2C.05 and other applicable Sections of this Manual.

**Option:**

- 03 A lateral offset of not less than 2 feet from the roadway edge to the roadside edge of a sign may be used where roadside features such as terrain, shrubbery, and/or trees prevent lateral placement in accordance with Section 2A.19.

**Standard:**

- 04 If located within a clear zone, post-mounted sign supports shall be yielding, breakaway, or shielded with a longitudinal barrier or crash cushion as required in Section 2A.19.



## CHAPTER 5B. REGULATORY SIGNS

### Section 5B.01 Introduction

#### Support:

- 01 The purpose of a regulatory sign is to inform highway users of traffic laws or regulations, and to indicate the applicability of legal requirements that would not otherwise be apparent.
- 02 The provisions for regulatory signs are contained in Chapter 2B and in other Sections of this Manual. Provisions for regulatory signs that are specific to low-volume roads are contained in this Chapter.

### Section 5B.02 STOP and YIELD Signs (R1-1 and R1-2)

#### Guidance:

- 01 *STOP (R1-1) and YIELD (R1-2) signs (see Figure 5B-1) should be considered for use on low-volume roads where engineering judgment or study, consistent with the provisions of Sections 2B.04 to 2B.10, indicates that either of the following conditions applies:*
  - A. *An intersection of a less-important road with a main road where application of the normal right-of-way rule might not be readily apparent.*
  - B. *An intersection that has restricted sight distance for the prevailing vehicle speeds.*

### Section 5B.03 Speed Limit Signs (R2 Series)

#### Standard:

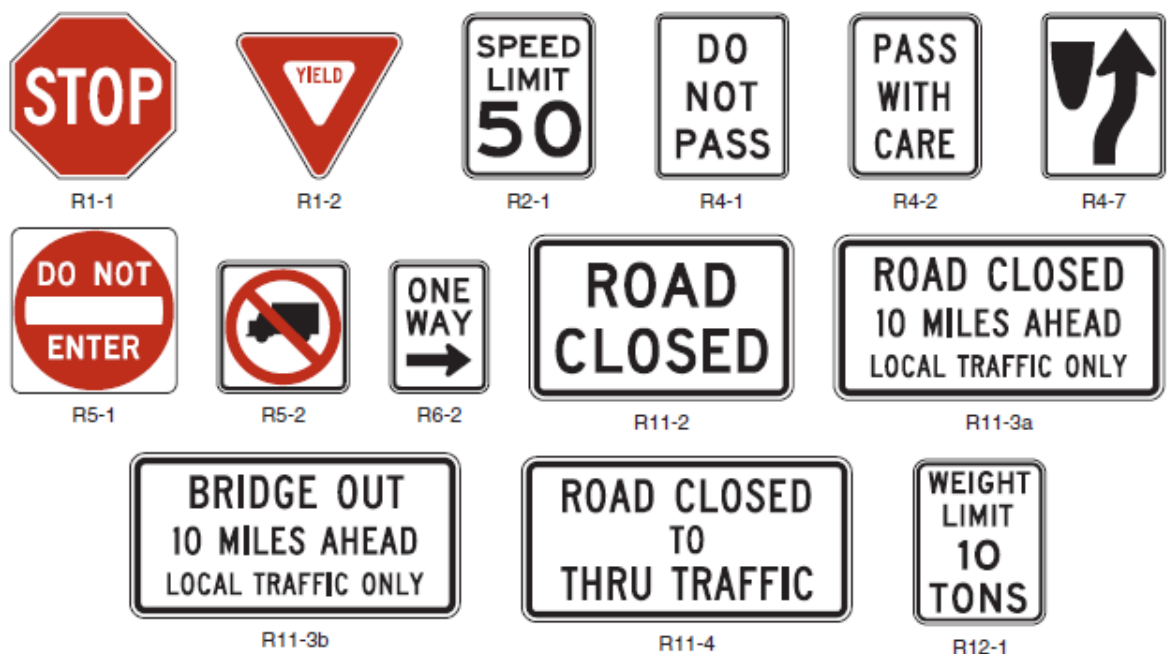
- 01 If used, Speed Limit (R2 series) signs (see Figure 5B-1) shall display the speed limit established by law, ordinance, regulation, or as adopted by the authorized agency following an engineering study. The displayed speed limits shall be in multiples of 5 mph.

- 02 Speed limits shall be established in accordance with Section 2B.13.

#### Option:

- 03 Speed limit signs may be used on low-volume roads that carry traffic from, onto, or adjacent to higher-volume roads that have posted speed limits.

Figure 5B-1. Regulatory Signs on Low-Volume Roads



#### **Section 5B.04 Traffic Movement and Prohibition Signs (R3, R4, R5, R6, R9, R10, R11, R12, R13, and R14 Series)**

##### **Support:**

- 01 The regulatory signs (see Figure 5B-1) in these series inform road users of required, permitted, or prohibited traffic movements involving turn, alignment, exclusion, and pedestrians.

##### **Standard:**

- 02 If used, signs for traffic prohibitions or restrictions shall be placed in advance of the prohibition or restriction so that traffic can use an alternate route or turn around.

##### **Guidance:**

- 03 Signs should be used on low-volume roads to indicate traffic prohibitions and restrictions such as road closures and weight restrictions.

##### **Option:**

- 04 Signs for traffic prohibitions or restrictions may be used on a low-volume road near and at the intersections or the connections with a higher class of road, and where the regulatory message is essential for transition from the low-volume road to the higher-class facility or vice versa.

#### **Section 5B.05 Parking Signs (R8 Series)**

##### **Option:**

- 01 Parking signs (see Figure 5B-2) may be installed selectively on low-volume roads with due consideration of enforcement.

#### **Section 5B.06 Other Regulatory Signs**

##### **Standard:**

- 01 Other regulatory signs used on low-volume roads that are not discussed in Part 5 shall comply with the provisions contained in other Parts of this Manual.

**Figure 5B-2. Parking Signs and Plaques on Low-Volume Roads**



## CHAPTER 5C. WARNING SIGNS

### Section 5C.01 Introduction

Support:

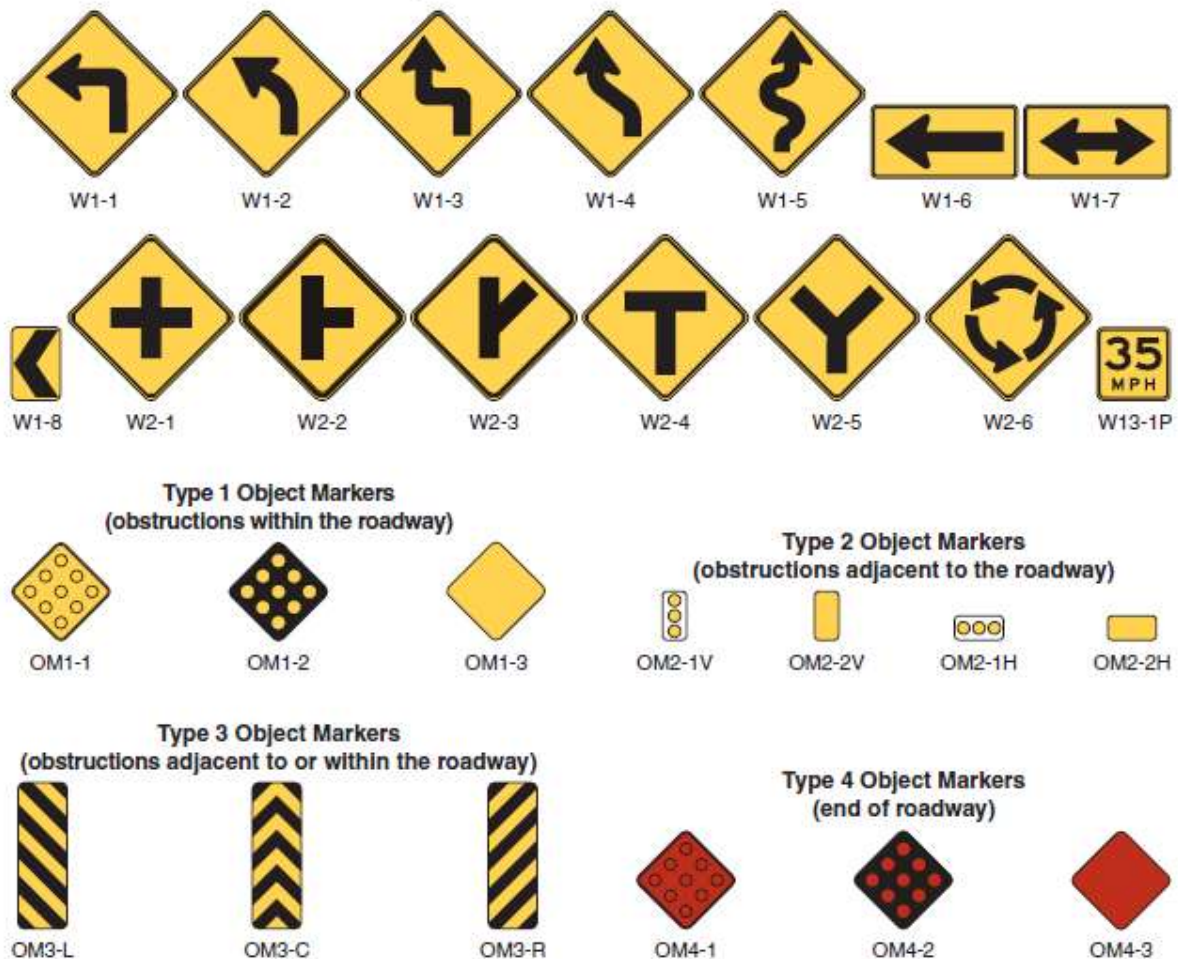
- 01 The purpose of a warning sign is to provide advance warning to the road user of unexpected conditions on or adjacent to the roadway that might not be readily apparent.
- 02 The provisions for warning signs are contained in Chapter 2C and in other Sections of this Manual. Provisions for warning signs that are specific to low-volume roads are contained in this Chapter.

### Section 5C.02 Horizontal Alignment Signs (W1-1 through W1-8)

Support:

- 01 Horizontal Alignment signs (see Sections 2C.06 through 2C.12 and Figure 5C-1) include turn, curve, reverse turn, reverse curve, winding road, large arrow, and chevron alignment signs.
- Option:
- 02 Horizontal Alignment signs may be used where engineering judgment indicates a need to inform the road user of a change in the horizontal alignment of the roadway.

Figure 5C-1. Horizontal Alignment and Intersection Warning Signs and Plaques and Object Markers on Low-Volume Roads





**Section 5C.03 Intersection Warning Signs (W2-1 through W2-6)**

Support:

- 01 Intersection signs (see Figure 5C-1) include the crossroad, side road, T-symbol, Y-symbol, and circular intersection signs.

Option:

- 02 Intersection signs may be used where engineering judgment indicates a need to inform the road user in advance of an intersection.

**Section 5C.04 Stop Ahead and Yield Ahead Signs (W3-1, W3-2)**

Standard:

- 01 A Stop Ahead (W3-1) sign (see Figure 5C-2) shall be used where a STOP sign is not visible for a sufficient distance to permit the road user to bring the vehicle to a stop at the STOP sign.
- 02 A Yield Ahead (W3-2) sign (see Figure 5C-2) shall be used where a YIELD sign is not visible for a sufficient distance to permit the road user to bring the vehicle to a stop, if necessary, at the YIELD sign.

**Section 5C.05 NARROW BRIDGE Sign (W5-2)**

Option:

- 01 The NARROW BRIDGE (W5-2) sign (see Figure 5C-2) may be used on an approach to a bridge or culvert that has a clear width less than that of the approach roadway.

**Section 5C.06 ONE LANE BRIDGE Sign (W5-3)**

Guidance:

- 01 A ONE LANE BRIDGE (W5-3) sign (see Figure 5C-2) should be used on low-volume two-way roadways in advance of any bridge or culvert:
- A. Having a clear roadway width of less than 16 feet, or
  - B. Having a clear roadway width of less than 18 feet when commercial vehicles constitute a high proportion of the traffic, or
  - C. Having a clear roadway width of 18 feet or less where the approach sight distance is limited on the approach to the structure.

Option:

- 02 Roadway alignment and additional warning may be provided on the approach to a bridge or culvert by the use of object markers and/or delineators.

**Section 5C.07 Hill Sign (W7-1)**

Option:

- 01 An engineering study of vehicles and road characteristics, such as percent grade and length of grade, may be conducted to determine hill signing requirements.

**Section 5C.08 PAVEMENT ENDS Sign (W8-3)**

Option:

- 01 A PAVEMENT ENDS (W8-3) sign (see Figure 5C-2) may be used to warn road users where a paved surface changes to a gravel or earth road surface.

**Section 5C.09 Vehicular Traffic Warning and Non-Vehicular Warning Signs (W11 Series and W8-6)**

Guidance:

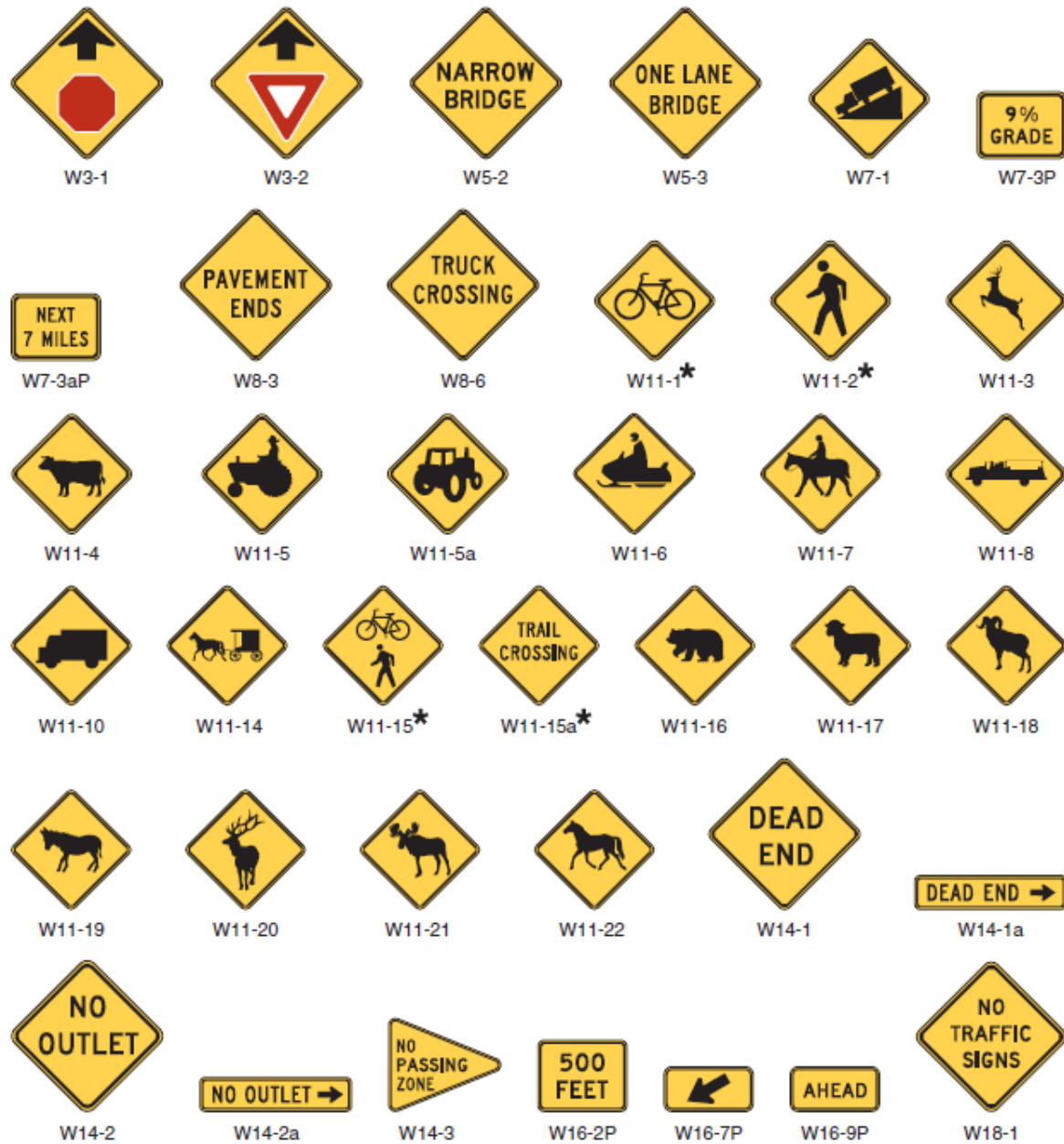
- 01 Vehicular Traffic Warning signs (see Figure 5C-2) should be used to alert road users to locations where frequent unexpected entries into the roadway by trucks, bicyclists, farm vehicles, fire trucks, and other vehicles might occur. Such signs should be used only at locations where the road user's sight distance is restricted or the condition, activity, or entering traffic would be unexpected.

Option:

- 02 Non-Vehicular Warning signs (see Figure 5C-2) may be used to alert road users in advance of locations where unexpected entries into the roadway or shared use by pedestrians, large animals, or other crossing activities might occur.
- 03 A W7-3aP, W16-2P, or W16-9P supplemental plaque (see Figure 5C-2), with the legend NEXT XX MILES, XX FEET, or AHEAD may be installed below a Vehicular Traffic Warning or Non-Vehicular Warning sign (see Sections 2C.49 and 2C.50) to inform road users that they are approaching a portion of the roadway or a point where crossing activity might occur.



Figure 5C-2. Other Warning Signs and Plaques on Low-Volume Roads



★ A fluorescent yellow-green background color may be used for this sign or plaque

**Standard:**

- 04 When a Non-Vehicular Warning sign is placed at the location of the crossing point, a diagonal downward pointing arrow (W16-7P) plaque (see Figure 5C-2) shall be mounted below the sign.

**Guidance:**

- 05 *If the activity is seasonal or temporary, the sign should be removed or covered when the condition or activity does not exist.*

**Section 5C.10 Advisory Speed Plaque (W13-1P)****Option:**

- 01 An Advisory Speed (W13-1P) plaque (see Figure 5C-1) may be mounted below a warning sign when the condition requires a reduced speed.

**Section 5C.11 DEAD END or NO OUTLET Signs (W14-1, W14-1a, W14-2, W14-2a)****Option:**

- 01 The DEAD END (W14-1) and NO OUTLET (W14-2) signs (see Figure 5C-2) and the DEAD END (W14-1a) and NO OUTLET (W14-2a) signs (see Figure 5C-2) may be used to warn road users of a road that has no outlet or that terminates in a dead end or cul-de-sac.

**Guidance:**

- 02 *If used, these signs should be placed at a location that gives drivers of large commercial or recreational vehicles an opportunity to select a different route or turn around.*

**Section 5C.12 NO TRAFFIC SIGNS Sign (W18-1)****Option:**

- 01 A W18-1 warning sign (see Figure 5C-2) with the legend NO TRAFFIC SIGNS may be used only on unpaved, low-volume roads to advise users that no signs are installed along the distance of the road. If used, the sign may be installed at the point where road users would enter the low-volume road or where, based on engineering judgment, the road user might need this information.
- 02 A W7-3aP, W16-2P, or W16-9P supplemental plaque (see Figure 5C-2) with the legend NEXT XX MILES, XX FEET, or AHEAD may be installed below the W18-1 sign when appropriate.

**Section 5C.13 Other Warning Signs****Standard:**

- 01 Other warning signs used on low-volume roads that are not discussed in Part 5, but are in this Manual, shall comply with the provisions contained in other Parts of this Manual. Warning signs that are not provided in this Manual shall comply with the provisions in Sections 2C.02 and 2C.03.

**Section 5C.14 Object Markers and Barricades****Support:**

- 01 The purpose of object markers is to mark obstructions located within or adjacent to the roadway, such as bridge abutments, drainage structures, and other physical objects.

**Guidance:**

- 02 *The end of a low-volume road should be marked with a Type 4 object marker in compliance with Section 2C.66.*

**Option:**

- 03 A Type 3 Barricade may be used where engineering studies or judgment indicates a need for a more visible end-of-roadway treatment (see Section 2B.67).

**Standard:**

- 04 Barricades used on low-volume roads shall comply with the provisions contained in Section 2B.67.

## CHAPTER 5F. TRAFFIC CONTROL FOR HIGHWAY-RAIL GRADE CROSSINGS

### Section 5F.01 Introduction

#### Support:

- 01 The provisions for highway-rail grade crossing traffic control devices are contained in Part 8 and in other Sections of this Manual.
- 02 Traffic control for highway-rail grade crossings includes all signs, signals, markings, illumination, and other warning devices and their supports along roadways either approaching or at highway-rail grade crossings. The purpose of this traffic control is to promote a safer and more efficient operation of both rail and highway traffic at highway-rail grade crossings.

### Section 5F.02 Grade Crossing (Crossbuck) Sign and Number of Tracks Plaque (R15-1, R15-2P)

#### Support:

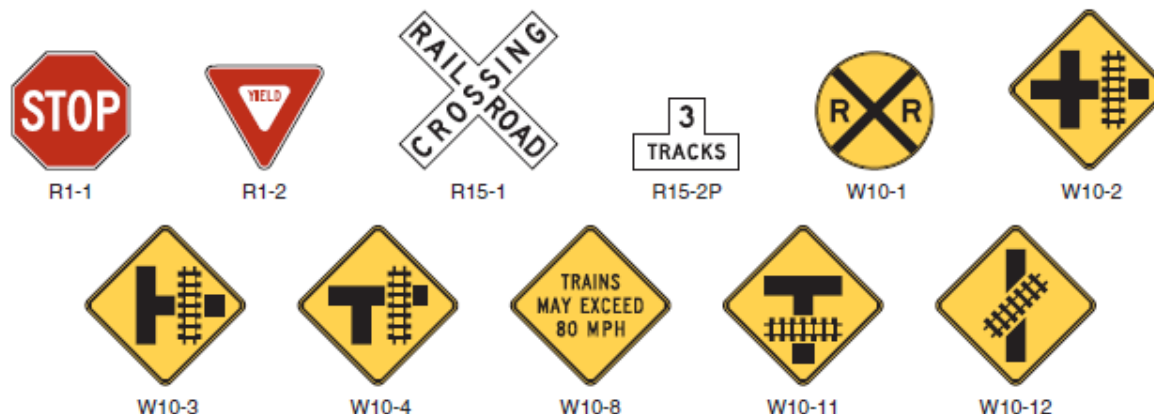
- 01 In most States, the Grade Crossing (Crossbuck) (R15-1) sign (see Figure 5F-1) requires road users to yield the right-of-way to rail traffic at a highway-rail grade crossing.
- Standard:
- 02 The Crossbuck (R15-1) sign shall be used at all highway-rail grade crossings, except as otherwise provided in Section 8B.03. For all low-volume roads, Crossbuck signs shall be used on the right-hand side of each approach. If there are two or more tracks, the supplemental Number of Tracks (R15-2P) plaque (see Figure 5F-1) shall display the number of tracks and shall be installed below the Crossbuck sign.
- 03 A strip of retroreflective white material not less than 2 inches in width shall be used on the back of each blade of each Crossbuck sign for the length of each blade, at all highway-rail grade crossings, except those where Crossbuck signs have been installed back-to-back.
- 04 A vertical strip of retroreflective white material, not less than 2 inches in width, shall be used on each support at passive highway-rail grade crossings for the full length of the front and back of the support from the Crossbuck sign or Number of Tracks plaque to within 2 feet above the ground, except on the side of those supports where a STOP (R1-1) or YIELD (R1-2) sign or flashing lights have been installed or on the back side of supports for Crossbuck signs installed on one-way streets.

### Section 5F.03 Grade Crossing Advance Warning Signs (W10 Series)

#### Standard:

- 01 Except as provided in Paragraph 2, a Grade Crossing Advance Warning (W10-1) sign (see Figure 5F-1) shall be used on all low-volume roads in advance of every highway-rail grade crossing.
- Option:
- 02 The Grade Crossing Advance Warning sign may be omitted for highway-rail grade crossings that are flagged by train crews.
- 03 The W10-2, W10-3, and W10-4 signs (see Figure 5F-1) may be used on low-volume roads that run parallel to railroad tracks to warn road users making a turn that they will encounter a highway-rail grade crossing soon after making the turn.

Figure 5F-1. Highway-Rail Grade Crossing Signs and Plaques for Low-Volume Roads



**Section 5F.04 STOP and YIELD Signs (R1-1, R1-2)****Standard:**

- 01 The use and application at passive highway-rail grade crossings on low-volume roads of Crossbuck Assemblies with YIELD (R1-2) signs or STOP (R1-1) signs shall comply with the provisions of Section 8B.04.
- 02 At all highway-rail grade crossings where YIELD or STOP signs are installed, Yield Ahead (W3-2) or Stop Ahead (W3-1) signs shall also be installed if the criteria for their installation in Section 2C.36 is met.

**Section 5F.05 Pavement Markings****Guidance:**

- 01 *Pavement markings at highway-rail grade crossings should be used on paved low-volume roads, particularly if they are already deployed at most other highway-rail grade crossings within the immediate vicinity, or when the roadway has center line markings.*

**Section 5F.06 Other Traffic Control Devices****Standard:**

- 01 Other traffic control devices that are used at highway-rail grade crossings on low-volume roads, such as other signs, signals, and illumination that are not in this Chapter, shall comply with the provisions contained in Part 8 and other applicable Parts of this Manual.



## **CHAPTER 5H. TRAFFIC CONTROL FOR SCHOOL AREAS**

### **Section 5H.01 Introduction**

Support:

- 01 The provisions for school traffic control devices are contained in Part 7 of this Manual.

Standard:

- 02 The sizes of school signs and plaques on low-volume roads shall be in accordance with Section 7B.01 and Table 7B-1.

## CHAPTER 7B. SIGNS

Section 7B.01 Size of School Signs

## Standard:

- 01 Except as provided in Section 2A.11, the sizes of signs and plaques to be used on conventional roadways in school areas shall be as shown in Table 7B-1.
- 02 The sizes in the Conventional Road column shall be used unless engineering judgment determines that a minimum or oversized sign size would be more appropriate.
- 03 The sizes in the Minimum column shall be used only where traffic volumes are low and speeds are 30 mph or lower, as determined by engineering judgment.
- 04 The sizes in the Oversized column shall be used on expressways.

## Guidance:

- 05 The sizes in the Oversized column should be used on roadways that have four or more lanes with posted speed limits of 40 mph or higher.

## Option:

- 06 The sizes in the Oversized column may also be used at other locations that require increased emphasis, improved recognition, or increased legibility.
- 07 Signs and plaques larger than those shown in Table 7B-1 may be used (see Section 2A.11).

Table 7B-1. School Area Sign and Plaque Sizes

Sign	Sign Designation	Section	Conventional Road	Minimum	Oversized
School	S1-1	7B.08	36 x 36	30 x 30	48 x 48
School Bus Stop Ahead	S3-1	7B.13	36 x 36	30 x 30	48 x 48
School Bus Turn Ahead	S3-2	7B.14	36 x 36	30 x 30	48 x 48
Reduced School Speed Limit Ahead	S4-5, S4-5a	7B.16	36 x 36	30 x 30	48 x 48
School Speed Limit XX When Flashing	S5-1	7B.15	24 x 48	—	36 x 72
End School Zone	S5-2	7B.09	24 x 30	—	36 x 48
End School Speed Limit	S5-3	7B.15	24 x 30	—	36 x 48
In-Street Ped Crossing	R1-6, R1-6a, R1-6b, R1-6c	7B.11, 7B.12	12 x 36	—	—
Speed Limit (School Use)	R2-1	7B.15	24 x 30	—	36 x 48
Begin Higher Fines Zone	R2-10	7B.10	24 x 30	—	36 x 48
End Higher Fines Zone	R2-11	7B.10	24 x 30	—	36 x 48

Plaque	Sign Designation	Section	Conventional Road	Minimum	Oversized
X:XX to X:XX AM X:XX to X:XX PM	S4-1P	7B.15	24 x 10	—	36 x 18
When Children Are Present	S4-2P	7B.15	24 x 10	—	36 x 18
School	S4-3P	7B.09, 7B.15	24 x 8	—	36 x 12
When Flashing	S4-4P	7B.15	24 x 10	—	36 x 18
Mon-Fri	S4-6P	7B.15	24 x 10	—	36 x 18
All Year	S4-7P	7B.09	24 x 12	—	30 x 18
Fines Higher	R2-6P	7B.10	24 x 18	—	36 x 24
XX Feet	W16-2P	7B.08	24 x 18	—	30 x 24
XX Ft	W16-2aP	7B.08	24 x 12	—	30 x 18
Turn Arrow	W16-5P	7B.08, 7B.09, 7B.11	24 x 12	—	30 x 18
Advance Turn Arrow	W16-6P	7B.08, 7B.09, 7B.11	24 x 12	—	30 x 18
Diagonal Arrow	W16-7P	7B.12	24 x 12	—	30 x 18
Diagonal Arrow (optional size)	W16-7P	7B.12	21 x 15	—	—
Ahead	W16-9P	7B.11	24 x 12	—	30 x 18

Note: 1. Larger sizes may be used when appropriate.

2. Dimensions are shown in inches and are shown as width x height.

3. Minimum sign sizes for multi-lane conventional roads shall be as shown in the Conventional Road column.

**Section 7B.02 Illumination and Reflectorization****Standard:**

- 01 The signs used for school area traffic control shall be retroreflectorized or illuminated.

**Section 7B.03 Position of Signs****Support:**

- 01 Sections 2A.16 and 2A.17 contain provisions regarding the placements and locations of signs.  
 02 Section 2A.19 contains provisions regarding the lateral offsets of signs.

**Option:**

- 03 In-roadway signs for school traffic control areas may be used consistent with the requirements of Sections 2B.12, 7B.08, and 7B.12.

**Section 7B.04 Height of Signs****Support:**

- 01 Section 2A.18 contains provisions regarding the mounting height of signs.

**Section 7B.05 Installation of Signs****Support:**

- 01 Section 2A.16 contains provisions regarding the installation of signs.

**Section 7B.06 Lettering****Support:**

- 01 The "Standard Highway Signs and Markings" book (see Section 1A.11) contains information regarding sign lettering.

**Section 7B.07 Sign Color for School Warning Signs****Standard:**

- 01 School warning signs, including the "SCHOOL" portion of the School Speed Limit (S5-1) sign and including any supplemental plaques used in association with these warning signs, shall have a fluorescent yellow-green background with a black legend and border unless otherwise provided in this Manual for a specific sign.

**Section 7B.08 School Sign (S1-1) and Plaques****Support:**

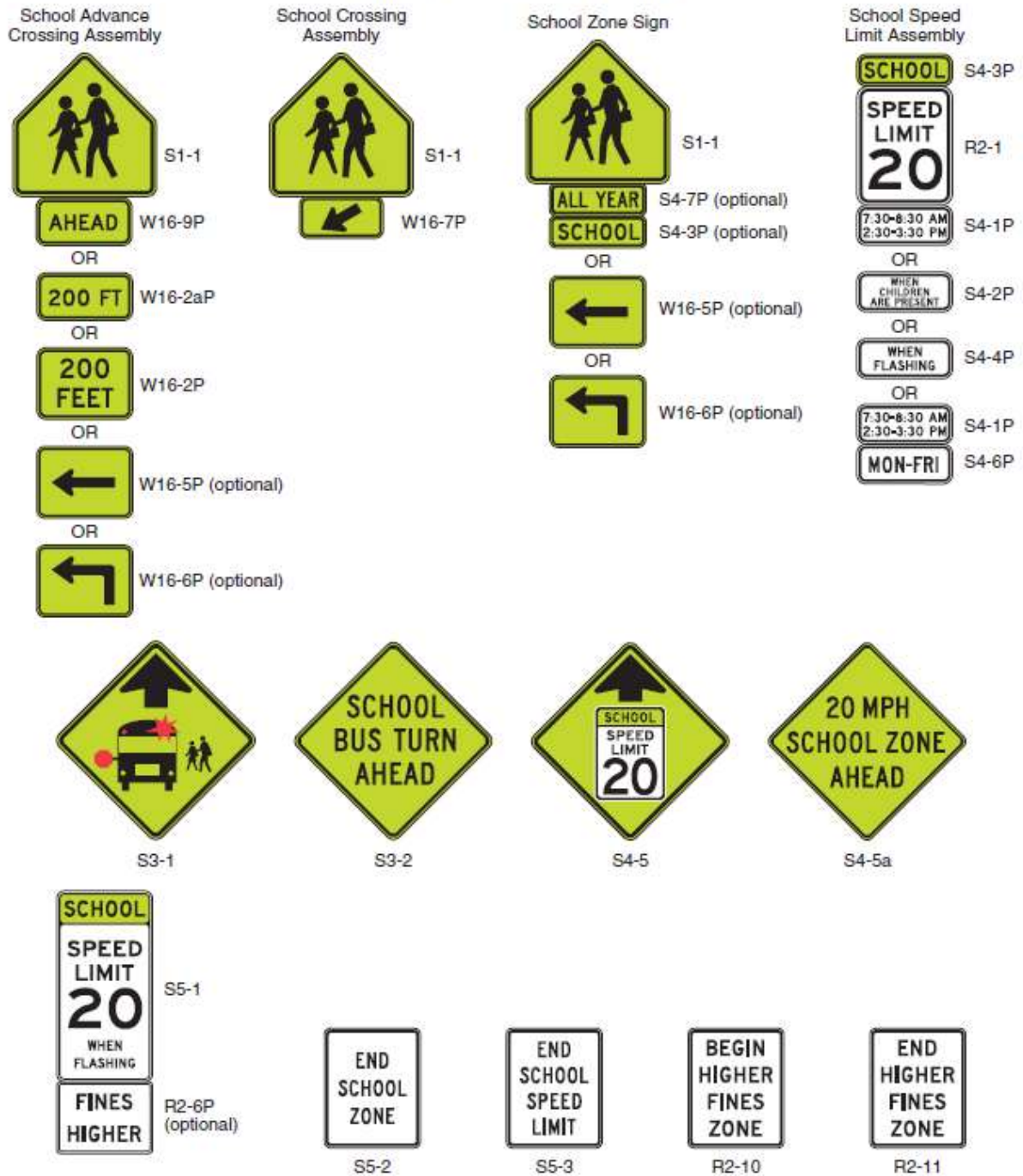
- 01 Many state and local jurisdictions find it beneficial to advise road users that they are approaching a school that is adjacent to a highway, where additional care is needed, even though no school crossing is involved and the speed limit remains unchanged. Additionally, some jurisdictions designate school zones that have a unique legal standing in that fines for speeding or other traffic violations within designated school zones are increased or special enforcement techniques such as photo radar systems are used. It is important and sometimes legally necessary to mark the beginning and end points of these designated school zones so that the road user is given proper notice.
- 02 The School (S1-1) sign (see Figure 7B-1) has the following four applications:
- A. School Area – the S1-1 sign can be used to warn road users that they are approaching a school area that might include school buildings or grounds, a school crossing, or school related activity adjacent to the highway.
  - B. School Zone – the S1-1 sign can be used to identify the location of the beginning of a designated school zone (see Section 7B.09).
  - C. School Advance Crossing – if combined with an AHEAD (W16-9P) plaque or an XX FEET (W16-2P or W16-2aP) plaque to comprise the School Advance Crossing assembly, the S1-1 sign can be used to warn road users that they are approaching a crossing where schoolchildren cross the roadway (see Section 7B.11).
  - D. School Crossing – if combined with a diagonal downward pointing arrow (W16-7P) plaque to comprise the School Crossing assembly, the S1-1 sign can be used to warn approaching road users of the location of a crossing where schoolchildren cross the roadway (see Section 7B.12).

**Option:**

- 03 If a school area is located on a cross street in close proximity to the intersection, a School (S1-1) sign with a supplemental arrow (W16-5P or W16-6P) plaque may be installed on each approach of the street or highway to warn road users making a turn onto the cross street that they will encounter a school area soon after making the turn.



Figure 7B-1. School Area Signs





### **Section 7B.09 School Zone Sign (S1-1) and Plaques (S4-3P, S4-7P) and END SCHOOL ZONE Sign (S5-2)**

#### **Standard:**

- 01 If a school zone has been designated under State or local statute, a School (S1-1) sign (see Figure 7B-1) shall be installed to identify the beginning point(s) of the designated school zone (see Figure 7B-2).
- Option:
- 02 A School Zone (S1-1) sign may be supplemented with a SCHOOL (S4-3P) plaque (see Figure 7B-1).
- 03 A School Zone (S1-1) sign may be supplemented with an ALL YEAR (S4-7P) plaque (see Figure 7B-1) if the school operates on a 12-month schedule.
- 04 The downstream end of a designated school zone may be identified with an END SCHOOL ZONE (S5-2) sign (see Figures 7B-1 and 7B-2).
- 05 If a school zone is located on a cross street in close proximity to the intersection, a School Zone (S1-1) sign with a supplemental arrow (W16-5P or W16-6P) plaque may be installed on each approach of the street or highway to warn road users making a turn onto the cross street that they will encounter a school zone soon after making the turn.

### **Section 7B.10 Higher Fines Zone Signs (R2-10, R2-11) and Plaques**

#### **Standard:**

- 01 Where increased fines are imposed for traffic violations within a designated school zone, a BEGIN HIGHER FINES ZONE (R2-10) sign (see Figure 7B-1) or a FINES HIGHER (R2-6P), FINES DOUBLE (R2-6aP), or \$XX FINE (R2-6bP) plaque (see Figure 2B-3) shall be installed as a supplement to the School Zone (S1-1) sign to identify the beginning point of the higher fines zone (see Figures 7B-2 and 7B-3).
- Option:
- 02 Where appropriate, one of the following plaques may be mounted below the sign that identifies the beginning point of the higher fines zone:
  - A. An S4-1P plaque (see Figure 7B-1) specifying the times that the higher fines are in effect,
  - B. A WHEN CHILDREN ARE PRESENT (S4-2P) plaque (see Figure 7B-1), or
  - C. A WHEN FLASHING (S4-4P) plaque (see Figure 7B-1) if used in conjunction with a yellow flashing beacon.

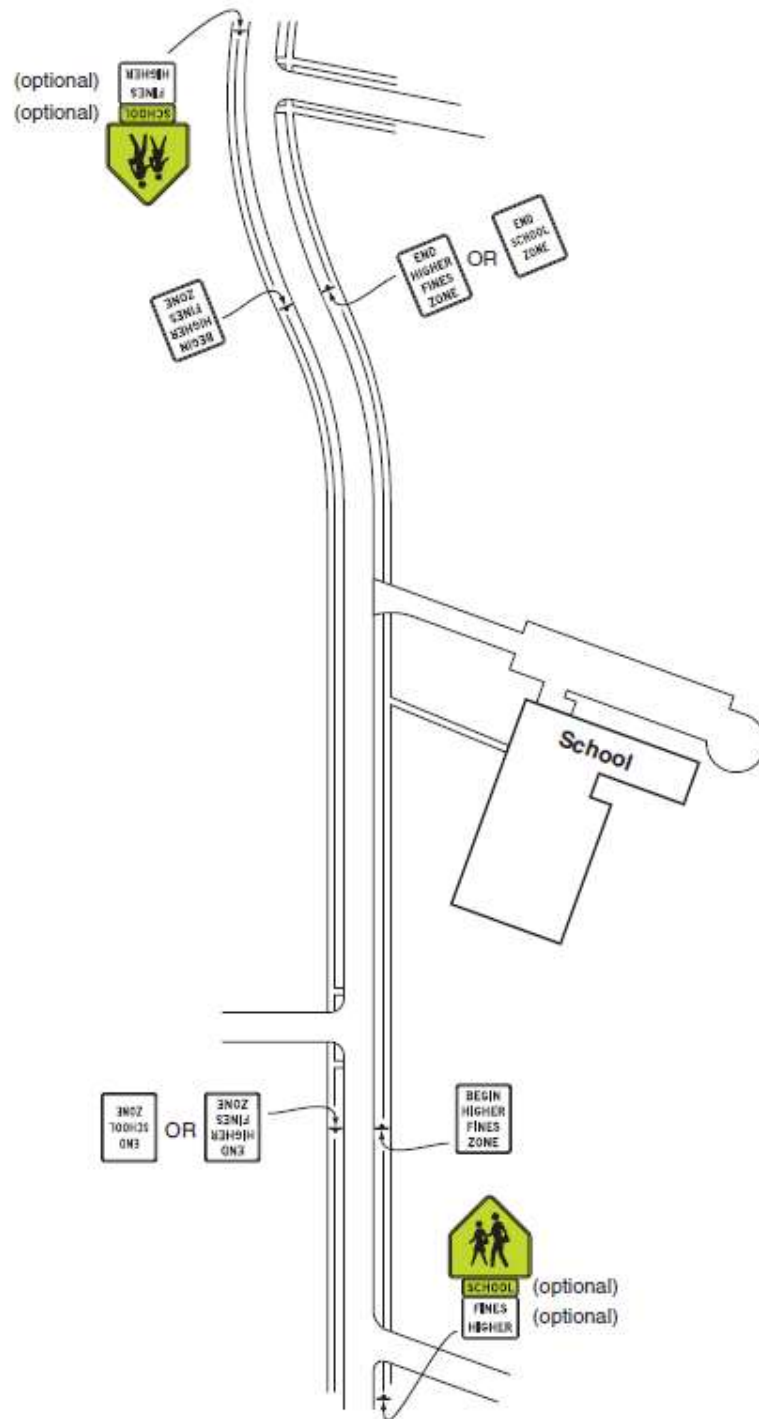
#### **Standard:**

- 03 Where a BEGIN HIGHER FINES ZONE (R2-10) sign or a FINES HIGHER (R2-6P) plaque supplementing a School Zone (S1-1) sign is posted to notify road users of increased fines for traffic violations, an END HIGHER FINES ZONE (R2-11) sign (see Figure 7B-1) or an END SCHOOL ZONE (S5-2) sign shall be installed at the downstream end of the zone to notify road users of the termination of the increased fines zone (see Figures 7B-2 and 7B-3).

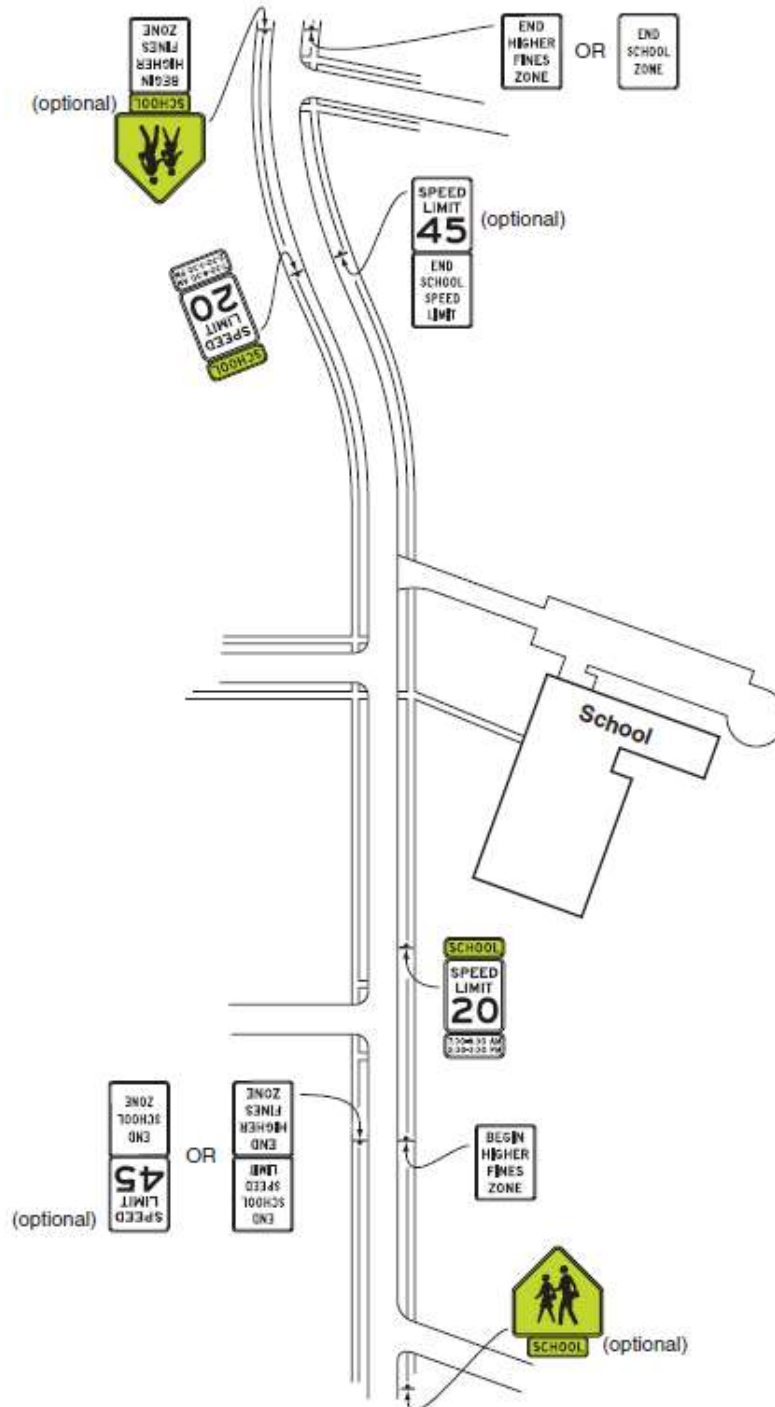
### **Section 7B.11 School Advance Crossing Assembly**

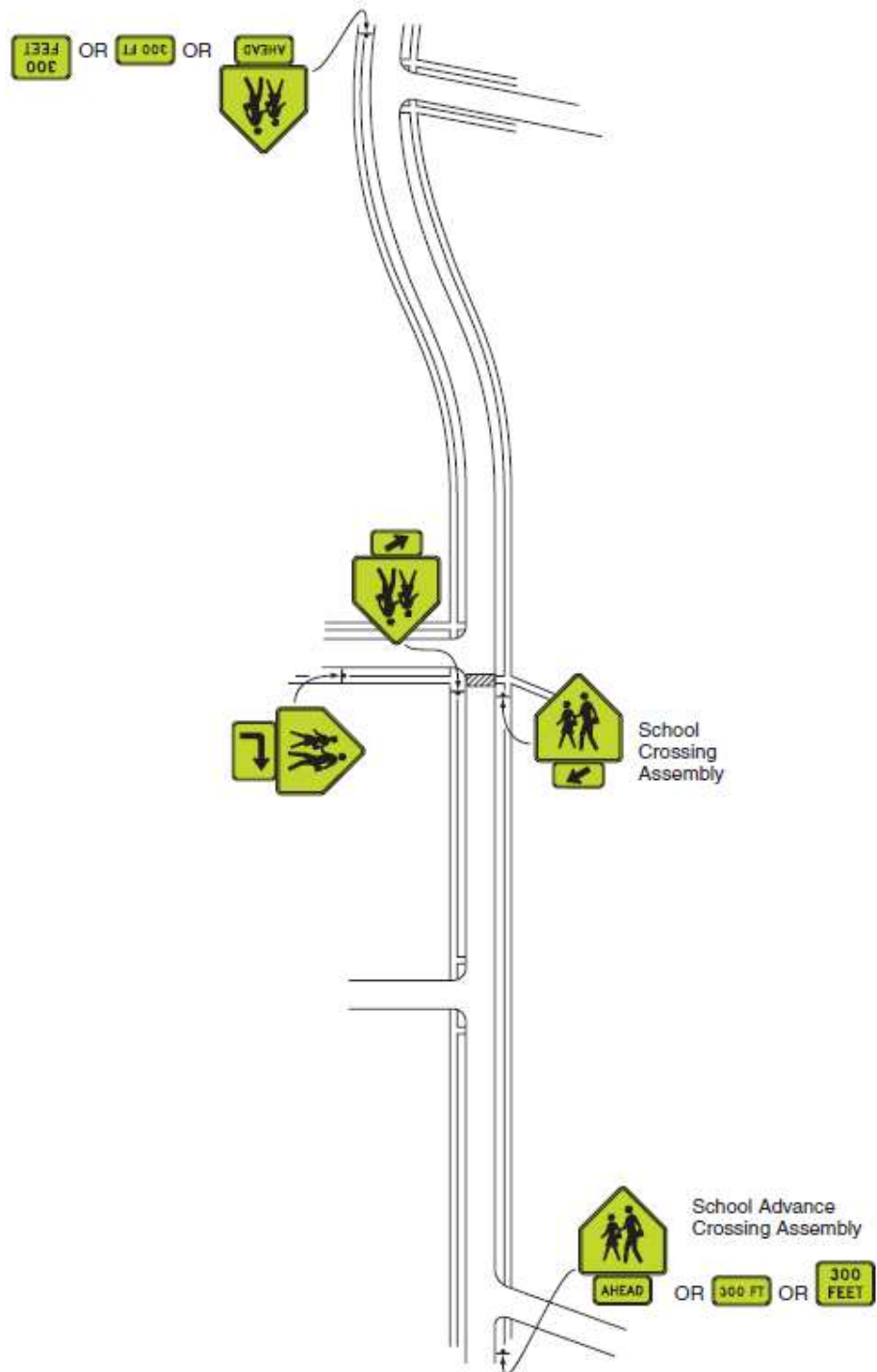
#### **Standard:**

- 01 The School Advance Crossing assembly (see Figure 7B-1) shall consist of a School (S1-1) sign supplemented with an AHEAD (W16-9P) plaque or an XX FEET (W16-2P or W16-2aP) plaque.
- 02 Except as provided in Paragraph 3, a School Advance Crossing assembly shall be used in advance (see Table 2C-4 for advance placement guidelines) of the first School Crossing assembly (see Section 7B.12) that is encountered in each direction as traffic approaches a school crosswalk (see Figure 7B-4).
- Option:
- 03 The School Advance Crossing assembly may be omitted (see Figure 7B-5) where a School Zone (S1-1) sign (see Section 7B.09) is installed to identify the beginning of a school zone in advance of the School Crossing assembly.
- 04 If a school crosswalk is located on a cross street in close proximity to an intersection, a School Advance Crossing assembly with a supplemental arrow (W16-5P or W16-6P) plaque may be installed on each approach of the street or highway to warn road users making a turn onto the cross street that they will encounter a school crosswalk soon after making the turn.
- 05 A 12-inch reduced size in-street School (S1-1) sign (see Figure 7B-6), installed in compliance with the mounting height and special mounting support requirements for In-Street Pedestrian Crossing (R1-6 or R1-6a) signs (see Section 2B.12), may be used in advance of a school crossing to supplement the post-mounted school warning signs. A 12 x 6-inch reduced size AHEAD (W16-9P) plaque may be mounted below the reduced size in-street School (S1-1) sign.

**Figure 7B-2. Example of Signing for a Higher Fines School Zone without a School Crossing**

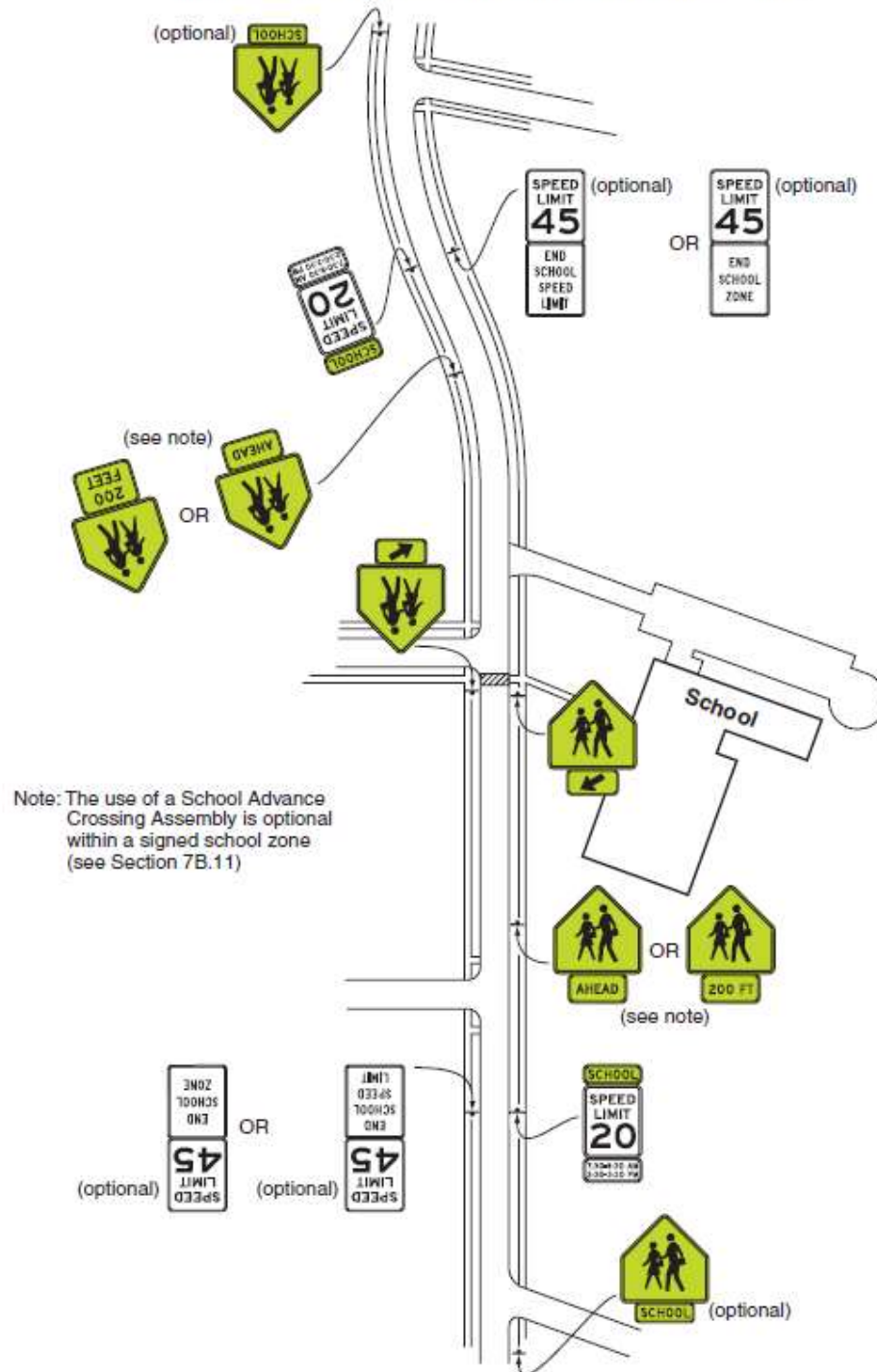
**Figure 7B-3. Example of Signing for a Higher Fines School Zone with a School Speed Limit**



**Figure 7B-4. Example of Signing for a School Crossing Outside of a School Zone**

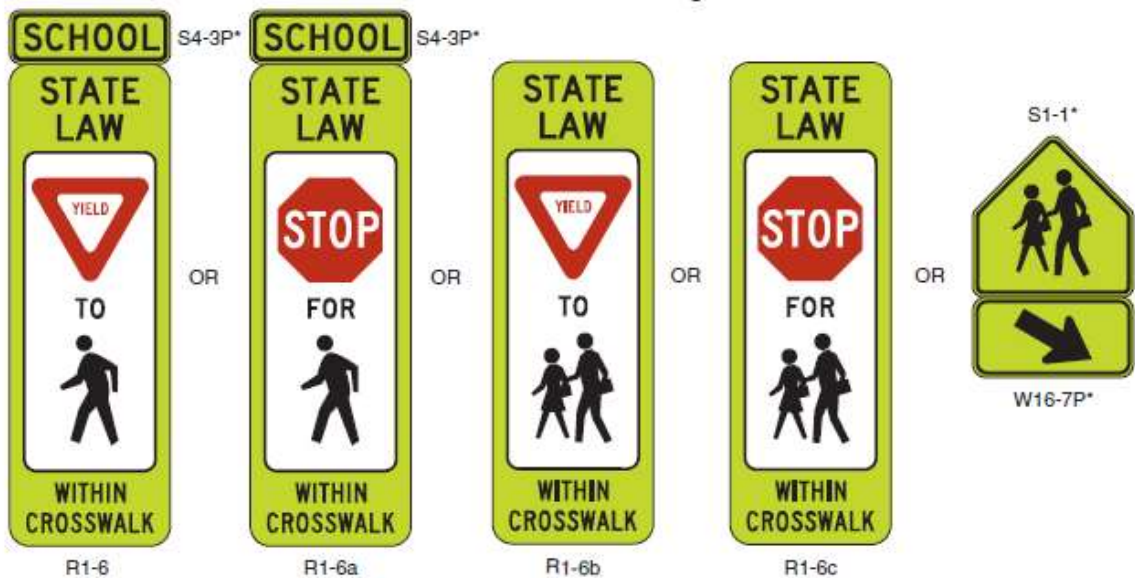


**Figure 7B-5. Example of Signing for a School Zone with a School Speed Limit and a School Crossing**



**Figure 7B-6. In-Street Signs in School Areas****A - In advance of the school crossing**

\* Reduced size signs:  
 S1-1 12 x 12 inches  
 S4-3P 12 x 4 inches  
 W16-7P 12 x 6 inches  
 W16-9P 12 x 6 inches

**B - At the school crossing****Notes:**

1. The use of the STATE LAW legend is optional on the R1-6 series signs (see Section 7B.12).
2. The use of the SCHOOL plaque above the R1-6 and R1-6a signs is optional.

**Section 7B.12 School Crossing Assembly****Standard:**

- 01 If used, the School Crossing assembly (see Figure 7B-1) shall be installed at the school crossing (see Figures 7B-4 and 7B-5), or as close to it as possible, and shall consist of a School (S1-1) sign supplemented with a diagonal downward pointing arrow (W16-7P) plaque to show the location of the crossing.
  - 02 The School Crossing assembly shall not be used at crossings other than those adjacent to schools and those on established school pedestrian routes.
  - 03 The School Crossing assembly shall not be installed on approaches controlled by a STOP or YIELD sign.
- Option:**
- 04 The In-Street Pedestrian Crossing (R1-6 or R1-6a) sign (see Section 2B.12 and Figure 7B-6) or the In-Street Schoolchildren Crossing (R1-6b or R1-6c) sign (see Figure 7B-6) may be used at unsignalized school crossings. If used at a school crossing, a 12 x 4-inch SCHOOL (S4-3P) plaque (see Figure 7B-6) may be mounted above the sign. The STATE LAW legend on the R1-6 series signs may be omitted.

- 05 The Overhead Pedestrian Crossing (R1-9 or R1-9a) sign (see Section 2B.12 and Figure 2B-2) may be modified to replace the standard pedestrian symbol with the standard schoolchildren symbol and may be used at unsignalized school crossings. The STATE LAW legend on the R1-9 series signs may be omitted.
- 06 A 12-inch reduced size in-street School (S1-1) sign (see Figure 7B-6) may be used at an unsignalized school crossing instead of the In-Street Pedestrian Crossing (R1-6 or R1-6a) or the In-Street Schoolchildren Crossing (R1-6b or R1-6c) sign. A 12 x 6-inch reduced size diagonal downward pointing arrow (W16-7P) plaque may be mounted below the reduced size in-street School (S1-1) sign.

**Standard:**

- 07 If an In-Street Pedestrian Crossing sign, an In-Street Schoolchildren Crossing sign, or a reduced size in-street School (S1-1) sign is placed in the roadway, the sign support shall comply with the mounting height and special mounting support requirements for In-Street Pedestrian Crossing (R1-6 or R1-6a) signs (see Section 2B.12).
- 08 The In-Street Pedestrian Crossing sign, the In-Street Schoolchildren Crossing sign, the Overhead Pedestrian Crossing sign, and the reduced size in-street School (S1-1) sign shall not be used at signalized locations.

**Section 7B.13 School Bus Stop Ahead Sign (S3-1)**

**Guidance:**

- 01 The School Bus Stop Ahead (S3-1) sign (see Figure 7B-1) should be installed in advance of locations where a school bus, when stopped to pick up or discharge passengers, is not visible to road users for an adequate distance and where there is no opportunity to relocate the school bus stop to provide adequate sight distance.

**Section 7B.14 SCHOOL BUS TURN AHEAD Sign (S3-2)**

**Option:**

- 01 The SCHOOL BUS TURN AHEAD (S3-2) sign (see Figure 7B-1) may be installed in advance of locations where a school bus turns around on a roadway at a location not visible to approaching road users for a distance as determined by the "0" column under Condition B of Table 2C-4, and where there is no opportunity to relocate the school bus turn around to provide the distance provided in Table 2C-4.

**Section 7B.15 School Speed Limit Assembly (S4-1P, S4-2P, S4-3P, S4-4P, S4-6P, S5-1) and END SCHOOL SPEED LIMIT Sign (S5-3)**

**Standard:**

- 01 A School Speed Limit assembly (see Figure 7B-1) or a School Speed Limit (S5-1) sign (see Figure 7B-1) shall be used to indicate the speed limit where a reduced school speed limit zone has been established based upon an engineering study or where a reduced school speed limit is specified for such areas by statute. The School Speed Limit assembly or School Speed Limit sign shall be placed at or as near as practical to the point where the reduced school speed limit zone begins (see Figures 7B-3 and 7B-5).
- 02 If a reduced school speed limit zone has been established, a School (S1-1) sign shall be installed in advance (see Table 2C-4 for advance placement guidelines) of the first School Speed Limit sign assembly or S5-1 sign that is encountered in each direction as traffic approaches the reduced school speed limit zone (see Figures 7B-3 and 7B-5).
- 03 Where increased fines are imposed for traffic violations within a reduced school speed limit zone, a FINES HIGHER (R2-6P), FINES DOUBLE (R2-6aP), or \$XX FINE (R2-6bP) plaque (see Figure 2B-3) shall be installed as a supplement to the reduced school speed limit sign to notify road users.
- 04 Except as provided in Paragraph 5, the downstream end of an authorized and posted reduced school speed limit zone shall be identified with an END SCHOOL SPEED LIMIT (S5-3) sign (see Figures 7B-1 and 7B-5).

**Option:**

- 05 If a reduced school speed limit zone ends at the same point as a higher fines zone, an END SCHOOL ZONE (S5-2) sign may be used instead of a combination of an END HIGHER FINES ZONE (R2-11) sign and an END SCHOOL SPEED LIMIT (S5-3) sign.
- 06 A standard Speed Limit sign showing the speed limit for the section of highway that is downstream from the authorized and posted reduced school speed limit zone may be mounted on the same post above the END SCHOOL SPEED LIMIT (S5-3) sign or the END SCHOOL ZONE (S5-2) sign.

**Guidance:**

- 07 The beginning point of a reduced school speed limit zone should be at least 200 feet in advance of the school grounds, a school crossing, or other school related activities; however, this 200-foot distance should be increased if the reduced school speed limit is 30 mph or higher.



**Standard:**

- 08 The School Speed Limit assembly shall be either a fixed-message sign assembly or a changeable message sign.

- 09 The fixed-message School Speed Limit assembly shall consist of a top plaque (S4-3P) with the legend SCHOOL, a Speed Limit (R2-1) sign, and a bottom plaque (S4-1P, S4-2P, S4-4P, or S4-6P) indicating the specific periods of the day and/or days of the week that the special school speed limit is in effect (see Figure 7B-1).

**Option:**

- 10 Changeable message signs (see Chapter 2L and Section 6F.60) may be used to inform drivers of the school speed limit. If the sign is internally illuminated, it may have a white legend on a black background. Changeable message signs with flashing beacons may be used for situations where greater emphasis of the special school speed limit is needed.

**Guidance:**

- 11 *Even though it might not always be practical because of special features to make changeable message signs conform in all respects to the standards in this Manual for fixed-message signs, during the periods that the school speed limit is in effect, their basic shape, message, legend layout, and colors should comply with the standards for fixed-message signs.*

- 12 *A confirmation light or device to indicate that the speed limit message is in operation should be considered for inclusion on the back of the changeable message sign.*

**Standard:**

- 13 Fluorescent yellow-green pixels shall be used when the "SCHOOL" message is displayed on a changeable message sign for a school speed limit.

**Option:**

- 14 Changeable message signs may use blank-out messages or other methods in order to display the school speed limit only during the periods it applies.

- 15 Changeable message signs that display the speed of approaching drivers (see Section 2B.13) may be used in a school speed limit zone.

- 16 A Speed Limit Sign Beacon (see Section 4L.04) also may be used, with a WHEN FLASHING legend, to identify the periods that the school speed limit is in effect.

**Section 7B.16 Reduced School Speed Limit Ahead Sign (S4-5, S4-5a)****Guidance:**

- 01 *A Reduced School Speed Limit Ahead (S4-5, S4-5a) sign (see Figure 7B-1) should be used to inform road users of a reduced speed zone where the speed limit is being reduced by more than 10 mph, or where engineering judgment indicates that advance notice would be appropriate.*

**Standard:**

- 02 If used, the Reduced School Speed Limit Ahead sign shall be followed by a School Speed Limit sign or a School Speed Limit assembly.

- 03 The speed limit displayed on the Reduced School Speed Limit Ahead sign shall be identical to the speed limit displayed on the subsequent School Speed Limit sign or School Speed Limit assembly.

**Section 7B.17 Parking and Stopping Signs (R7 and R8 Series)****Option:**

- 01 Parking and stopping regulatory signs may be used to prevent parked or waiting vehicles from blocking pedestrians' views, and drivers' views of pedestrians, and to control vehicles as a part of the school traffic plan.

**Support:**

- 02 Parking signs and other signs governing the stopping and standing of vehicles in school areas cover a wide variety of regulations. Typical examples of regulations are as follows:

- A. No Parking X:XX AM to X:XX PM School Days Only,
- B. No Stopping X:XX AM to X:XX PM School Days Only,
- C. XX Min Loading X:XX AM to X:XX PM School Days Only, and
- D. No Standing X:XX AM to X:XX PM School Days Only.

- 03 Sections 2B.46, 2B.47, and 2B.48 contain information regarding the signing of parking regulations in school zone areas.



**Option:**

- 16 The vertical strip of retroreflective material may be omitted from the back sides of Crossbuck sign supports installed on one-way streets.
- 17 If a YIELD or STOP sign is installed on the same support as the Crossbuck sign, a vertical strip of red (see Section 2A.21) or white retroreflective material that is at least 2 inches wide may be used on the front of the support from the YIELD or STOP sign to within 2 feet above the ground.

**Standard:**

- 18 If a Crossbuck sign support at a passive grade crossing does not include a YIELD or STOP sign (either because the YIELD or STOP sign is placed on a separate support or because a YIELD or STOP sign is not present on the approach), a vertical strip of retroreflective white material, not less than 2 inches in width, shall be used for the full length of the front of the support from the Crossbuck sign or Number of Tracks plaque to within 2 feet above the ground.
- 19 At all grade crossings where YIELD or STOP signs are installed, Yield Ahead (W3-2) or Stop Ahead (W3-1) signs shall also be installed if the criteria for their installation in Section 2C.36 is met.

**Support:**

- 20 Section 8B.28 contains provisions regarding the use of stop lines or yield lines at grade crossings.

### **Section 8B.05 Use of STOP (R1-1) or YIELD (R1-2) Signs without Crossbuck Signs at Highway-LRT Grade Crossings**

**Standard:**

- 01 For all highway-LRT grade crossings where only STOP (R1-1) or YIELD (R1-2) signs are installed, the placement shall comply with the requirements of Section 2B.10. Stop Ahead (W3-1) or Yield Ahead (W3-2) Advance Warning signs (see Figure 2C-6) shall also be installed if the criteria for their installation given in Section 2C.36 is met.

**Guidance:**

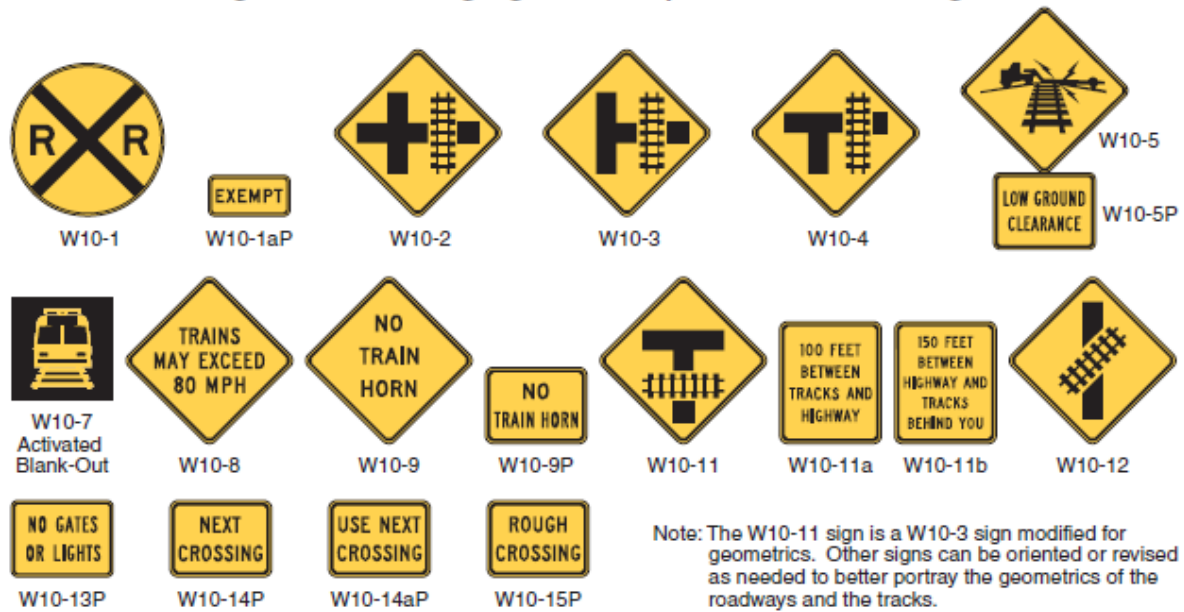
- 02 *The use of only STOP or YIELD signs for road users at highway-LRT grade crossings should be limited to those crossings where the need and feasibility is established by an engineering study. Such crossings should have all of the following characteristics:*
- A. *The crossing roadways should be secondary in character (such as a minor street with one lane in each direction, an alley, or a driveway) with low traffic volumes and low speed limits. The specific thresholds of traffic volumes and speed limits should be determined by the local agencies.*
  - B. *LRT speeds do not exceed 25 mph.*
  - C. *The line of sight for an approaching LRT operator is adequate from a sufficient distance such that the operator can sound an audible signal and bring the LRT equipment to a stop before arriving at the crossing.*
  - D. *The road user has sufficient sight distance at the stop line to permit the vehicle to cross the tracks before the arrival of the LRT equipment.*
  - E. *If at an intersection of two roadways, the intersection does not meet the warrants for a traffic control signal as provided in Chapter 4C.*
  - F. *The LRT tracks are located such that highway vehicles are not likely to stop on the tracks while waiting to enter a cross street or highway.*

### **Section 8B.06 Grade Crossing Advance Warning Signs (W10 Series)**

**Standard:**

- 01 A Highway-Rail Grade Crossing Advance Warning (W10-1) sign (see Figure 8B-4) shall be used on each highway in advance of every highway-rail grade crossing, and every highway-LRT grade crossing in semi-exclusive alignments, except in the following circumstances:
- A. *On an approach to a grade crossing from a T-intersection with a parallel highway if the distance from the edge of the track to the edge of the parallel roadway is less than 100 feet and W10-3 signs are used on both approaches of the parallel highway;*
  - B. *On low-volume, low-speed highways crossing minor spurs or other tracks that are infrequently used and road users are directed by an authorized person on the ground to not enter the crossing at all times that approaching rail traffic is about to occupy the crossing;*
  - C. *In business or commercial areas where active grade crossing traffic control devices are in use; or*
  - D. *Where physical conditions do not permit even a partially effective display of the sign.*
- 02 The placement of the Grade Crossing Advance Warning sign shall be in accordance with Section 2C.05 and Table 2C-4.

Figure 8B-4. Warning Signs and Plaques for Grade Crossings



- 03 A Yield Ahead (W3-2) or Stop Ahead (W3-1) Advance Warning sign (see Figure 2C-6) shall also be installed if the criteria for their installation given in Section 2C.36 is met. If a Yield Ahead or Stop Ahead sign is installed on the approach to the crossing, the W10-1 sign shall be installed upstream from the Yield Ahead or Stop Ahead sign. The Yield Ahead or Stop Ahead sign shall be located in accordance with Table 2C-4. The minimum distance between the signs shall be in accordance with Section 2C.05 and Table 2C-4.

Option:

- 04 On divided highways and one-way streets, an additional W10-1 sign may be installed on the left-hand side of the roadway.

Standard:

- 05 If the distance between the tracks and a parallel highway, from the edge of the tracks to the edge of the parallel roadway, is less than 100 feet, W10-2, W10-3, or W10-4 signs (see Figure 8B-4) shall be installed on each approach of the parallel highway to warn road users making a turn that they will encounter a grade crossing soon after making a turn, and a W10-1 sign for the approach to the tracks shall not be required to be between the tracks and the parallel highway.
- 06 If the W10-2, W10-3, or W10-4 signs are used, sign placement in accordance with the guidelines for Intersection Warning signs in Table 2C-4 using the speed of through traffic shall be measured from the highway intersection.

Guidance:

- 07 If the distance between the tracks and the parallel highway, from the edge of the tracks to the edge of the parallel roadway, is 100 feet or more, a W10-1 sign should be installed in advance of the grade crossing, and the W10-2, W10-3, or W10-4 signs should not be used on the parallel highway.

#### Section 8B.07 EXEMPT Highway-Rail Grade Crossing Plaques (R15-3P, W10-1aP)

Option:

- 01 When authorized by law or regulation, a supplemental EXEMPT (R15-3P) plaque (see Figure 8B-1) with a white background may be used below the Crossbuck sign or Number of Tracks plaque, if present, at the grade crossing, and a supplemental EXEMPT (W10-1aP) plaque (see Figure 8B-4) with a yellow background may be used below the Grade Crossing Advance Warning (W10 series) sign.
- 02 Where neither the Crossbuck sign nor the advance warning signs exist for a particular highway-LRT grade crossing, an EXEMPT (R15-3P) plaque with a white background may be placed on its own post on the near right-hand side of the approach to the crossing.

Sign Replacement Program for Cities & Counties (SRPFCC)  
**Reimbursement Certification**

(v. 9.30.19)

I certify that:

- The signs identified on the attached invoice were approved by the Iowa Department of Transportation on the application we submitted. \*
- The signs identified on the attached invoice have been installed.
- The invoice has been paid.
- The signs are replacements for the same type of sign at the same location.

\_\_\_\_\_

(signed name)

\_\_\_\_\_

(printed name)

\_\_\_\_\_

(title)

\_\_\_\_\_

(City of / County of)

Total amount requested for reimbursement: \$\_\_\_\_\_

Make reimbursement payment to: \_\_\_\_\_

Send reimbursement to (address): \_\_\_\_\_

*\*If the invoice includes items not approved in the SRPFCC Sign Application, show the adjusted total on the invoice for the approved items—strike through the items not part of the approved application.*

RESOLUTION 1876

**IOWA DEPARTMENT OF TRANSPORTATION**  
**AGREEMENT / RESOLUTION**  
**Sign Replacement Program for Cities & Counties**  
**(SRPFCC)**

Ver 02.22.19

Applying as (check one):

- ☐ City  
☐ County

RESOLUTION NO. 1876

WHEREAS the City/County of West Branch, recognizes the importance of maintaining the regulatory, warning, and school area signs on the road system in conformance with the Manual on Uniform Traffic Control Devices, Federal Highway Administration, U.S. Department of Transportation, and

WHEREAS a review of signs has been conducted by the City/County of West Branch or its agent to identify deficiencies in those signs eligible for replacement under the rules of the program, and

WHEREAS the Iowa Department of Transportation will reimburse up to \$10,000 per county and \$5,000 per city for conforming regulatory, warning, and school area signing materials for the replacement of existing signs to the City/County of West Branch, and

WHEREAS it is understood that applications will be considered in order of receipt and will be limited to replacing eligible regulatory, warning, and school area signs. See, "[Signs eligible for SRPFCC](#)".

NOW THEREFORE BE IT AGREED BY THE IOWA COUNTY OR CITY COUNCIL OF West Branch, THAT:

The City/County is hereby directed to submit the grant application and request for signing materials to replace signs that have been identified as deficient in their review. This application is to be submitted to the Iowa Department of Transportation's Program Coordinator for the Sign Replacement Program for Cities & Counties, and

BE IT FURTHER RESOLVED THAT:

- A) All signing materials must be ordered within 90 days of application approval.
- B) All signing materials will be installed by the City/County of West Branch, within 180 days after the sign materials are furnished, and,
- C) All signs will be installed in compliance with the Manual of Uniform Traffic Control Devices, Federal Highway Administration, U.S. Department of Transportation, as adopted per Iowa Administrative Rules 761, Chapter 130, and,
- D) The City/County of West Branch, will certify in writing to the Department of Transportation's Program Coordinator within 30 days after the sign materials and/or signs have been installed.



IOWA DEPARTMENT OF TRANSPORTATION  
**AGREEMENT / RESOLUTION**  
**Sign Replacement Program for Cities & Counties**  
**(SRPFCC)**

Ver 02.22.19

- E) The City/County of West Branch, recognizes that submission of this agreement along with an application, requesting signs and sign posts, represents approval by the city/county to participate in the Sign Replacement Program for Cities & Counties.
- F) Cities and counties not complying with the SRPFCC rules will be prohibited from applying for the program for two years.
- G) Application must be approved by Iowa DOT prior to ordering signs.
- H) Reimbursement, up to the program maximum, will be sent to the grantee AFTER:
- the signs/posts have been installed.
  - the IA DOT receives a copy of the sign-order invoice.
  - the IA DOT receives proof of payment (Reimbursement Certification).

PASSED AND APPROVED THIS 18th DAY OF February, 20 20

\_\_\_\_\_  
Attest: Redmond Jones II  
City Administrator / Clerk

\_\_\_\_\_  
Roger Laughlin  
Mayor

Iowa DOT approval by:

\_\_\_\_\_  
Iowa DOT representative

\_\_\_\_\_  
Date