

City of Tipton, Iowa

Meeting: Tipton City Council Meeting
Place: Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772
Date/Time: Monday, August 19, 2019, 5:30 p.m.
Web Page: www.tiptoniowa.org
Posted: Friday, August 16, 2019 (Front door of City Hall & City Website)

Mayor:	Bryan Carney		
Council At Large:	Abby Cummins-VanScoy	Council At Large:	Pam Spear
Council Ward #1:	Ross Leeper	Council Ward #2:	Dean Anderson
Council Ward #3:	Tim McNeill		
City Manager:	Brian Wagner	City Attorney:	Lynch Dallas, P.C.
Finance Director:	Melissa Armstrong	Gas Utilities Supt:	Virgil Penrod
City Clerk:	Amy Lenz	Electric Utilities Supt:	Floyd Taber
Dir. of Public Works:	Steve Nash	Water & Sewer:	Brian Brennan
Police Chief:	Lisa Kepford	Emergency Med Dir:	Brad Ratliff
Park & Recreation:	Adam Spangler	Economic Dev. Director:	Linda Beck

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Agenda Additions/Agenda Approval

E. Communications:

1. Address council regarding the ambulance service – Mike Moore

If you wish to address the City Council regarding an issue, whether on the agenda or something not on the agenda, please approach the lectern at this time and give your name and address for the public record before discussing your item. Scheduled communications are allowed to speak up to five minutes. Unscheduled communications are allowed to speak up to three minutes.

F. Consent Agenda

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

1. Approval – City Council Minutes, August 5, 2019
2. Approval – Airport Minutes, July 10, 2019
3. Approval – Development Director’s Report, August 2019
4. Approval – Treasurer’s & Investment Reports, July 2019
5. Approval – Claims Register which includes claims paid under current Purchase Policy

G. Old Business

1. Discussion and possible action concerning Laura Twing’s request for \$4,400 reimbursement for 425 square feet of concrete in the City alley.

H. New Business

1. Discussion and possible action to do Phase 1 (\$5,650) of a Phased Pre-Feasibility Study for Broadband by SmartSource Consulting

2. Discussion and possible action concerning Gas Hedging Agreement
3. Discussion and possible action setting a due date of noon on September 9, 2019, for the presentation of November 5th election ballot petitions to the City Clerk.
4. Discussion and possible action to appoint an “objection review group” with the council’s representative chosen by ballot.
5. Discussion and possible action concerning approval of the updated Personnel Policy & Procedure Manual
6. Discussion and possible action to approve closure of the alley behind Citizen’s Bank for Customer Appreciation on Thursday, September 19th, 3:00 p.m. to 9:00 p.m.
7. Discussion and possible action concerning moving the next council meeting to Wednesday, September 4th, 5:30 p.m.

I. Reports of Mayor/ Council/ Manager/ Department Heads

1. Mayor’s Report
2. Council Reports
3. Committee Reports
4. City Manager’s Report
5. Department Heads

J. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 886-6187 to arrange for accommodations/transportation.

August 5, 2019
Tipton Fire Station
301 Lynn Street
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in regular session at 5:30 p.m. Mayor Carney called the meeting to order. Upon roll being called the following named council members were present: Leeper, McNeill, Spear and Anderson. Absent: Cummins. Also present: Wagner, Lenz, Nash, Kepford, Spangler, Taber, B. Brennan, Ratliff, Beck, other visitors and the press.

Agenda:

Motion by Spear, second by Leeper to approve the agenda as presented. Following the roll call vote the motion passed unanimously.

Communications:

1. Laura Twing asked the City to consider reimbursing her for part of the cost of concrete poured on alley property by her building at 514 Cedar Street.

2. Larry Hodgden shared some concerns regarding the street projects change order listed on the agenda. Hodgden stated that the planters downtown look fantastic. And, that the streets that are done look good.

Consent Agenda:

Motion by Leeper, second by Anderson to approve the consent agenda which includes the July 15th Council Meeting Minutes, June 18th Library Minutes, June Library Director's Report, Liquor License Renewal for Casey's, and the following Claims List. Following the roll call vote the motion passed unanimously.

ACCESS SYSTEMS LEASING	COPIER CONTRACT	94.88
AMERICAN TEST CENTER	ANNUAL AERIAL TEST CERTFCTN	595.00
AUCA CHICAGO LOCKBOX	MATS	204.30
BARTON SOLVENTS INC	GLYCOL	463.40
BORDER STATES ELECTRIC SUP	CHAINSAW KIT	480.43
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	73.20
BUSINESS RADIO SALES AND S	10 BATTERIES	215.00
CARRICO AQUATIC RESOURCES	PULSAR SHOCK	922.00
CEDAR COUNTY GARAGE DOORS	GARAGE DOOR PARTS	55.00
CINTAS CORPORATION	FIRST AID SUPPLIES	447.60
CINTAS LOC	UNIFORMS	895.91
CJ COOPER & ASSOC INC	RANDOM SCREENING	35.00
COMMUNITY INSURANCE SERVIC	ANNUAL PREMIUM/AUDIT	242363.50
ECIA	BUILD GRANT WRITING	7845.00
ELECTRICAL ENGINEERING & E	GARAGE LIGHTS	284.40
EMC INSURANCE	DCTBLE FOR LAW ENFRCMNT	1000.00
ENERGY ECONOMICS INC	ACDMY	4339.88
ERIC STORJOHANN	40 GAS METERS & SUPPLIES	250.00
FARNER-BOCKEN COMPANY	ASH BURIAL	2890.64
FELD FIRE	CONCESSIONS	1661.20
FLETCHER-REINHARDT CO.	MAINT/REPAIRS	775.52
FRIENDS OF THE ANIMALS	UNDERGROUND SUPPLIES	150.00
GRAINGER	2 DOGS	156.34
	OPERATING SUPPLIES	

H & H AUTO	4 TIRES #11	600.72
HAWKINS INC	CHEMICALS	3544.44
HBK ENGINEERING LLC	AQUATIC CENTER	694.00
IIW PC	BUILD GRANT APP, CEDAR ST	28120.50
IMAGE TREND INC	CLEARING HOUSE SERVICES	124.00
INTEGRATED TECHNOLOGY PART	TECH SERVICES	568.06
IOWA ONE CALL	LOCATES	78.30
JOHNSON COUNTY AMBULANCE S	ALS INTERCEPT	400.00
KUNDE OUTDOOR EQUIPMENT	OPERATING SUPPLIES	96.44
LAWSON PRODUCTS INC	OPERATING SUPPLIES	44.65
MANATTS INC	CONCRETE	1152.81
MIDWEST BREATHING AIR LLC	QUARTERLY AIR TEST & MAINT	819.55
MIDWEST SAFETY COUNSELORS	CALIBRATION	105.00
MITCHELL 1	WEB BASED SUBSCRIPTIONS	253.05
NILES CHIROPRACTIC	SCREENINGS	75.00
O'ROURKE MOTORS INC	REPAIR PARTS #52	140.53
OFFICE EXPRESS	OFFICE SUPPLIES	216.21
PEPSI-COLA	DRINK ORDER	469.36
PRAXAIR DISTRIBUTION INC	OXYGEN	46.44
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	1129.70
RESCO	UNDERGROUND SUPPLIES	856.00
RMB COMPANY INC	AIR DRYER	1472.50
SHERMCO INDUSTRIES INC	ALLEY PROJECT	6225.00
SHOTTENKIRK	REPAIR PARTS #12	100.80
SPINUTECH INC	JULY EMAIL MARKETING	160.00
STANDBY SYSTEMS INC	LP PUMP	1884.92
STOREY KENWORTHY/MATT PARR	PINK DOOR HANGERS	384.17
TERRY DURIN COMPANY	UNDERGROUND SUPPLIES	16398.69
THOMPSON TRUCK & TRAILER	SHOP SUPPLIES	50.73
TIPTON PHARMACY	PHARMACEUTICALS	328.74
VERMEER SALES & SERVICE IN	REPAIR PARTS #161	432.80
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING	146.70
WALMART COMMUNITY	PROGRAM SUPPLIES	497.89
WENDLING QUARRIES INC	11.06 TN ROAD STONE	371.81
** TOTAL **		334187.71
FUND TOTALS		
001 GENERAL GOVERNMENT		99643.32
110 ROAD USE TAX FUND		31182.60
315 JKFAC CP		694.00
600 WATER OPERATING		18944.57
610 WASTEWATER/AKA SEWER REVE		7346.07
630 ELECTRIC OPERATING		91654.65
640 GAS OPERATING		24199.83

660 AIRPORT OPERATING	7419.83
670 GARBAGE COLLECTION	7808.19
740 STORM WATER	90.55
810 CENTRAL GARAGE	34709.69
835 ADMINISTRATIVE SERVICES	10494.41
GRAND TOTAL	334187.71

PAYROLL EXPENSE FOR JULY 2019 \$185,574.74

New Business:

1. Pay Apps No. 1, No. 2, and No. 3, for James Kennedy Family Aquatic Center, \$292,499.35
Motion by McNeill, second by Spear to approve Pay Apps No. 1, No. 2, and No. 3, in the amount of \$292,499.35, to Sheets Design Build, for the James Kennedy Family Aquatic Center. Following the roll call vote the motion passed unanimously.

2. Veenstra & Kimm Inc. (V & K) Engineering Proposal for CDBG Project
Motion by Leeper, second by Spear to approve the engineering services agreement with V & K for the CDBG Project (northwest area utility improvements). Following the roll call vote the motion passed unanimously.

3. Proposal by Garden Engineering to do Hydrology Study
Motion by Spear, second by Leeper to approve Garden and Associates do a hydrology study of the football field project, estimated at \$2,500 to \$3,000. Following the roll call vote the motion passed unanimously.

4. Revolving Loan Fund Application, Don Roth
Motion by Anderson, second by Leeper to approve revolving loan fund application in the amount of \$10,000, for Don Roth, DBA: Rosh Properties LLC. Following the roll call vote the motion passed unanimously.

5. Trip Revitalization Incentive Program (TRIP) Request, Don Roth
Motion by Spear, second by Leeper to approve the TRIP request in the amount of \$7,500, for Don Roth, DBA: Rosh Properties LLC. Following the roll call vote the motion passed unanimously.

6. Resolution No. 080519A: Resolution Approving Application for Urban Revitalization Tax-Exemption Filed by Rosh Properties LLC (Roth Electric)
Motion by McNeill, second by Leeper to approve Resolution No. 080519A, the resolution approving application for Urban Revitalization Tax-Exemption filed by Rosh Properties LLC (Roth Electric). Following the roll call vote the motion passed unanimously.

7. Resolution No. 080519B: Resolution Approving Application for Urban Revitalization Tax-Exemption Filed by Christopher Steffen and Jennifer Ahrens
Motion by Leeper, second by McNeill to approve Resolution No. 080519B, the resolution approving application for Urban Revitalization Tax-Exemption filed by Christopher Steffen and Jennifer Ahrens. Following the roll call vote the motion passed unanimously.

8. Last Day for 2019 Outdoor Pools at James Kennedy Family Aquatic Center
The council concurs with Recreation Director Spangler to have the last day for the outdoor pools at the James Kennedy Family Aquatic Center to be Sunday, August 11th.

9. Patch Drywall and Paint Locker Rooms/Family Locker Room at James Kennedy Family Aquatic Center
Motion by Anderson, second by Leeper to approve the quote from Sheets Design Build, in the amount of \$15,732, to patch drywall and paint the locker rooms at the James Kennedy Family Aquatic Center. Following the roll call vote the motion passed unanimously.

10. Epoxy Quotes for Outside Panels at the James Kennedy Family Aquatic Center
Motion by Leeper, second by Spear to table this item. Following the roll call vote the motion passed unanimously.

11. Resolution No. 080519C: Resolution Waiving Right to Review the Final Plat of "Fay's First Addition", Cedar County, IA
Motion by McNeill, second by Leeper to approve Resolution No. 080519C, the resolution waiving right to review the final plat of "Fay's First Addition", Cedar County, IA. Following the roll call vote the motion passed unanimously.

12. Change Order No. 1 for the 2019 Street Project
Motion by McNeill, second by Anderson to approve Change Order No. 1, in the amount of \$147,160.29, to Eastern Iowa Excavating & Concrete, for the 2019 Street Project. Following the roll call vote the motion passed unanimously.

13. Stryker Contract Renewal (cots and power loader)
Motion by McNeill, second by Leeper to approve the Stryker Contract Renewal, in the amount of \$10,742.82 over a three-year period, for the ambulance cots and the power loader. Following the roll call vote the motion passed unanimously.

14. Stryker Contract Renewal (defibs and LUCAS devices)
Motion by Leeper, second by Spear to approve the Stryker Contract Renewal, in the amount of \$16,340.40, for the ambulance defibs and LUCAS devices. Following the roll call vote the motion passed unanimously.

15. EMT Education
Motion by Spear, second by McNeill to approve EMT education at Kirkwood Community College, for 6 months, in the amount of \$2,064. An agreement that reimburses the City if the person quits shortly after graduation from the training is also going to be drawn up for this by the City attorney. Following the roll call vote the motion passed unanimously.

16. One-Time Water and Sewer Bill Exemption, 527 Cedar Street
Motion by McNeill, second by Leeper to approve a one-time water and sewer bill exemption for Stuart Clark at 527 Cedar Street. This will reduce the water portion of his bill from \$166.75 to \$29.34, and the sewer portion of his bill from \$166.75 to \$29.34, with a total credit of \$274.82. Following the roll call vote the motion passed unanimously.

17. Closed Session:

Pursuant to Iowa Code Section 21.5 (1)(j) to "discuss with counsel 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. Motion by Leeper, second by McNeill to adjourn from regular session to closed session at 6:35 p.m. Motion carried by the following roll call:

Aye: Spear, Leeper, McNeill, Anderson
Nay: None
Absent: Cummins

Roll Call to return to regular session:

The council reconvened to regular session from closed session at 6:53 p.m. with the following named Council member's present: Leeper, McNeill, Anderson and Spear. Absent: Cummins. Motion by Anderson, second by Leeper to reconvene to regular session from closed session. Motion carried by the following roll call:

Aye: Leeper, McNeill, Anderson, Spear
Nay: None
Absent: Cummins

18. Direction Resulting from Closed Session

Motion by Spear, second by Leeper to direct the City attorney to proceed as discussed in the closed session. Following the roll call vote the motion passed unanimously.

Adjourn:

With no further business to come before the council a motion to adjourn was made by Leeper, second by Anderson. Following the roll call vote the motion passed unanimously. Meeting adjourned at 6:56 p.m.

Mayor _____

Attest: _____
City Clerk

REVENUE RECEIVED

June, 2019

Property Taxes	34,786.96
Local Option Sales Tax	22,124.72
Licenses & Permits	1,885.00
Use of Money and Property	35,307.34
Intergovernmental	33,986.88
Charge for Services	575,300.81
Special Assessment	176.00
Miscellaneous	115,947.73
Sale of Fixed Assets	0.00
TOTAL	\$819,515.44

Tipton Airport Committee Meeting

July 10, 2019-6:06 PM at the terminal, Mathews Memorial Airport, Tipton, Iowa.

Max Coppess called the meeting to order with a roll call. Those present: Max Coppess, Scott Pearson, Rick Sawyer, Jim Rolhf, Leann Boots and Mike Moes.. Pam Spear was present as council, Brian Wagner as a guest..

Meeting agenda and minutes were read and approved with a motion by Leann and a second by Scott.

Unscheduled business

Rick will finish cleaning the fence by Larry Martin's property

Discussed AIP

Young Eagles will be September 7th from 9:00-12:00. Any help appreciated.

Election was discussed. Max will serve another term as manager

Manager's Report

- 1) Fuel sales for May were 238 gallons for a gross sales of \$1,098.16 and a net of \$293.64, \$1.25/gal profit
Fuel sales for June were 381.74 gallons for a gross sales of \$1,756.00 and a net of \$440.64 \$1.07/gal profit
1,500 gallons were delivered June 17th..
- 2) New glass installed on west side of pump
- 3) Septic tank pumped
- 4) Ladies toilet float cleaned and adjusted

Meeting adorned at 6:50 PM with a motion by Scott and a second by Leann.

Respectfully submitted by Scott Pearson.

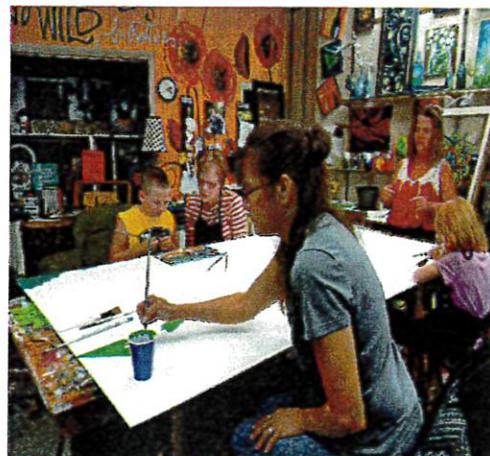
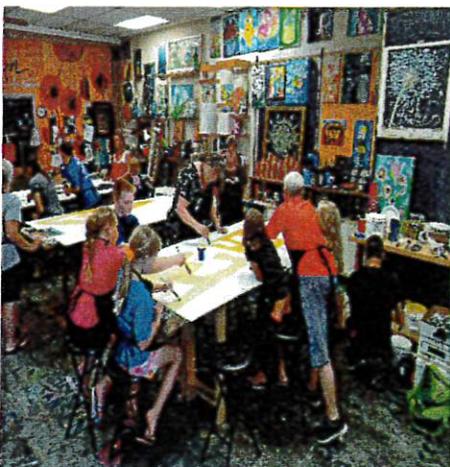
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his meeting is held at the airport terminal and is always open to the public. Minutes are posted on the bulletin board inside
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Tipton Development Director – Report August 2019

- Several TRIP and DRIP applications have been sent out and awaiting completion from owner
- Attended BUILD grant meeting on August 2nd
- Met with Marla Quinn, ECIA on August 9th
- Attended Hardacre, Chamber, Commission & Council meetings
- Painting of mural on July 22nd. See picture below
- Participated in the Cedar County Health Fair held on August 2nd
- Touch A Truck held on August 3rd to coincide with Ridiculous Days. See pictures below
- Great Places conference call held with ECIA, Rod Ness and Cedar County Communities on July 30th. Was decided not to apply for a Great Places Grant this year as communities not ready name a County wide project
- Working on Community Guide
- Movies in the park slated for August 16th
- Will be at the Iowa Downtown Conference in Dubuque August 27th – 29th
- Snaggy Ridge 105 gravel bike race beginning to plan – slated for October 5th
- Small Business Saturday/ Parade of Lights begin planning
- Met with several contractors for Hardacre
- Organizing visit with Federal/State Officials or their representative on August 16th and 22nd to discuss BUILD Grant – Hwy 38 project
- Visit with Scott Rogers with Cedar Poly on August 13th
- Business of the Month recognition at Citizens Bank held on August 8th

Painting of the Mural



Touch A Truck



City of Tipton
 MTD Treasurers Report
 As of July 31, 2019

FUND	BEGINNING		M-T-D REVENUES	AIR NET CHANGE	M-T-D		A/P CHANGE	ENDING		Y-T-D INVESTMENTS	BALANCE		Ending Cash Bal O/S Deposits O/S Checks Bank Balance
	CASH	BALANCE			EXPENSES	CHANGE		CASH	BALANCE		INVESTMENTS	WITH INVESTMENTS	
001-GENERAL GOVERNMENT	535,155.73	86,124.17	0	0	212,429.16	0	0	408,850.74	185,877.28	594,728.02	27,900.00	5,724,003.91	
002-COMMUNICATIONS - LOCAL AC	27,900.00	0	0	0	0	0	0	27,900.00	0	27,900.00	465,759.89	-3,486.21	
110-ROAD USE TAX FUND	402,216.67	33,249.54	0	0	100,005.50	0	0	335,460.71	130,299.18	465,759.89	26,001.31	111,523.56	
112-TRUST AND AGENCY FUND	22,641.61	3,359.70	0	0	0	0	0	26,001.31	0	26,001.31	348	5,832,041.26	
119-Emergency Fund	75.33	272.67	0	0	0	0	0	348	0	348	0		
121-LOCAL OPTION TAX	374,502.46	23,108.67	0	0	0	0	0	397,611.13	0	397,611.13	0		
125-TIF SPECIAL REVENUE FUND	-23,252.59	939.39	0	0	14,760.00	0	0	-37,073.20	78,839.83	41,766.63	0		
160-ECONOMIC/INDUSTRIAL DEVEL	633,109.08	1,465.57	0	0	0	0	0	634,574.65	13,250.92	647,825.57	0		
168-AQUATIC CENTER CAMPAIGN F	-576,279.12	0	0	0	0	0	0	-576,279.12	0	-576,279.12	0		
189-LIBRARY TRUST FUND	9,001.98	33.11	0	0	0	0	0	9,035.09	0	9,035.09	0		
190-P S SHARE FUND	30,784.03	239.14	0	0	0	0	0	31,023.17	0	31,023.17	0		
192-FIRE ENTERPRISE TRUST	48,236.59	14,987.32	0	0	0	0	0	63,223.91	0	63,223.91	0		
202-ELECTRIC REVENUE BONDS	224,080.35	319.28	0	0	0	0	0	224,399.63	0	224,399.63	0		
203-06 ELECTRIC SUBSTATION RE	501,529.88	714.6	0	0	0	0	0	502,244.48	0	502,244.48	0		
204-WATER REVENUE BOND RESERV	240,256.05	342.32	0	0	0	0	0	240,598.37	0	240,598.37	0		
205-GO FIRE TRUCK 2010	5,769.77	8.22	0	0	0	0	0	5,777.99	0	5,777.99	0		
206-1994 SE/WA DEBT SERV FUND	4,037.27	5.75	0	0	0	0	0	4,043.02	0	4,043.02	0		
208-WW/SEWER REVENUE BOND SIN	66,589.46	94.88	0	0	0	0	0	66,684.34	0	66,684.34	0		
210-GO ST IMPROVEMENT NOTES	8,181.02	0	0	0	0	0	0	8,181.02	0	8,181.02	0		
212-03 GO ST IMPROVE NOTES	14,227.63	0	0	0	0	0	0	14,227.63	0	14,227.63	0		
214-GO CP BONDS SERIES 2011A	-13,312.01	1,404.69	0	0	0	0	0	-11,907.32	0	-11,907.32	0		
216-GO CP BONDS SERIES 2011B	1,882.84	2.68	0	0	0	0	0	1,885.52	0	1,885.52	0		
218-GO CP BONDS SERIES 2011C	91,373.94	327.47	0	0	0	0	0	91,701.41	0	91,701.41	0		
220-GO BONDS 2013 DEBT SRVC	827.07	1.18	0	0	0	0	0	828.25	0	828.25	0		
222-GO BOND 2015 DEBT SERVICE	84,135.81	119.88	0	0	0	0	0	84,255.69	0	84,255.69	0		
224-GO BOND DEBT SERVICE	6,752.45	41.55	0	0	0	0	0	6,794.00	0	6,794.00	0		
300-GO ST IMPROVEMENT PROJECT	1,130.56	62.5	0	0	0	0	0	1,193.06	0	1,193.06	0		
303-WASTEWATER PROJECT	80,687.61	17,764.72	0	0	0	0	0	98,452.33	0	98,452.33	0		
307-STREETS/CAPE PROJECT	42,737.11	0	0	0	0	0	0	42,737.11	0	42,737.11	0		
315-JK/FAC CP	525,421.94	746.11	0	0	1,776.00	0	0	524,392.05	0	524,392.05	0		
500-CEMETERY TRUST FUND	4,925.00	155	0	0	0	0	0	5,080.00	100,000.00	105,080.00	0		
600-WATER OPERATING	360,530.70	58,333.45	0	0	28,458.35	0	0	390,405.80	0	390,405.80	0		
610-WASTEWATER/AKA SEWER REVE	-34,884.27	51,284.05	0	0	66,242.18	0	0	-49,842.40	216,807.20	166,964.80	0		
630-ELECTRIC OPERATING	1,126,326.79	351,951.22	250.25	0	325,433.04	0	0	1,152,594.72	327,264.19	1,479,858.91	0		
631-ELECTRIC DEVELOPMENT	8,854.32	12.62	0	0	0	0	0	8,866.94	0	8,866.94	0		
633-ELECTRIC RENEWAL/REPLACEM	385,985.38	549.96	0	0	0	0	0	386,535.34	0	386,535.34	0		
633-ELECTRIC RESERVE	279,574.55	398.35	0	0	0	0	0	279,972.90	140,635.70	420,608.60	0		
634-ELECTRIC BOND/INT RESERVE	113,217.88	161.32	0	0	0	0	0	113,379.20	159,960.07	273,339.27	0		
640-GAS OPERATING	-18,892.36	70,656.91	0	0	56,771.85	0	0	-5,007.30	0	-5,007.30	0		
641-GAS D.E.I.	5,459.87	7.78	0	0	0	0	0	5,467.65	10,662.87	16,130.52	0		
642-GAS RESERVE	26,562.72	37.85	0	0	0	0	0	26,600.57	411,896.98	438,497.55	0		
660-AIRPORT OPERATING	-12,998.67	3,403.51	0	0	13,533.24	0	0	-23,128.40	0	-23,128.40	0		
670-GARBAGE COLLECTION	43,476.55	52,560.17	0	0	43,804.40	0	0	52,232.32	0	52,232.32	0		
740-STORM WATER	127,639.79	9,131.24	0	0	2,676.40	0	0	134,094.63	0	134,094.63	0		
750-CEMETERY ENTERPRISE	-29,750.69	20	0	0	0	0	0	-29,730.69	0	-29,730.69	0		
810-CENTRAL GARAGE	231,796.91	28,088.03	0	0	236,355.44	0	0	23,529.50	0	23,529.50	0		
820-PSF HEALTH INSURANCE	80,658.18	6,652.88	0	0	5,775.03	0	0	81,536.03	0	81,536.03	0		
830-CITY RESERVE FUND	-27,254.34	0	0	0	49,418.97	0	0	-27,254.34	115,262.17	-39,474.51	0		
833-ADMINISTRATIVE SERVICES	-23,436.53	33,380.99	0	0	0	0	0	1,305.48	0	1,305.48	0		
860-PAYROLL ACCOUNT	1,305.48	0	0	0	0	0	0	1,305.48	0	1,305.48	0		
950-ELECTRIC METER DEPOSITS	-582.06	1,120.00	0	0	0	0	0	-57.06	10,662.87	10,605.81	0		
951-WATER METER DEPOSITS	1,291.58	602.41	0	0	200	0	0	1,693.99	0	1,693.99	0		
952-GAS METER DEPOSITS	7,462.13	951.44	0	0	375	0	0	8,038.57	0	8,038.57	0		
GRAND TOTAL	6,027,669.43	855,194.29	250.25	0	1,158,609.56	0	0	5,724,003.91	1,901,419.26	7,625,423.17	0		

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ACCESS SYSTEMS LEASING	COPIER AGREEMENT	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	1,173.35
			TOTAL:	1,173.35
AFLAC	AFLAC AFTER TAX PY W/HOLDI	PAYROLL ACCOUNT	NON-DEPARTMENTAL	214.67
	AFLAC PY PRETAX WITHOLDING	PAYROLL ACCOUNT	NON-DEPARTMENTAL	347.42
	AFLAC AFTER TAX DEDUCTION	PAYROLL ACCOUNT	NON-DEPARTMENTAL	108.18
			TOTAL:	670.27
ALBAUGH PHC INC	OPERATING SUPPLIES	GENERAL GOVERNMENT	PARK	2.00
	TOILET REPAIRS	GENERAL GOVERNMENT	PARK	117.75
	TOILET REPAIRS	GENERAL GOVERNMENT	PARK	32.64
	TOILET REPAIRS	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	53.50
	TOILET REPAIRS	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	70.00
			TOTAL:	275.89
AUCA CHICAGO LOCKBOX	MATS	GENERAL GOVERNMENT	BUILDING MAINTENANCE	117.49
			TOTAL:	117.49
BAKER & TAYLOR	23 BOOKS	GENERAL GOVERNMENT	LIBRARY	288.60
			TOTAL:	288.60
BARRON MOTOR SUPPLY	SHOP SUPPLIES	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	18.90
			TOTAL:	18.90
BITUMINOUS MATERIALS & SUPPLY INC	OPERATING SUPPLIES	GENERAL GOVERNMENT	STREET DEPARTMENT	372.23
	OPERATING SUPPLIES	GENERAL GOVERNMENT	STREET DEPARTMENT	368.26
			TOTAL:	740.49
BLUE CROSS/BLUE SHIELD	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	POLICE DEPARTMENT	4,811.67
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	AMBULANCE	894.86
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	STREET DEPARTMENT	1,406.63
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	1,429.81
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	PARK	86.12
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	RECREATION DEPARTMENT	494.61
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	987.19
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	821.99
	BCBS HEALTH INS PY CITY	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	159.54
	BCBS HEALTH INS PY CITY	ROAD USE TAX FUND	TRAFFIC SERVICE MAINT.	34.06
	BCBS HEALTH INS PY CITY	ROAD USE TAX FUND	SNOW AND ICE REMOVAL	437.97
	BCBS HEALTH INS PY CITY	WATER OPERATING	WATER DISTRIBUTION	1,981.43
	BCBS HEALTH INS PY CITY	WATER OPERATING	WATER BILL/COLLECT	818.48
	BCBS HEALTH INS PY CITY	WASTEWATER/AKA SEW	WASTEWATER/AKA SEWER	2,286.10
	BCBS HEALTH INS PY CITY	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	3,534.15
	BCBS HEALTH INS PY CITY	ELECTRIC OPERATING	ELECTRIC POWER PLANT	528.81
	BCBS HEALTH INS PY CITY	ELECTRIC OPERATING	ELECTRIC BILL/COLLECT	1,123.09
	BCBS HEALTH INS PY CITY	GAS OPERATING	GAS DISTRIBUTION	2,499.37
	BCBS HEALTH INS PY CITY	GAS OPERATING	GAS BILL/COLLECT	894.47
	BCBS HEALTH INS PY CITY	GARBAGE COLLECTION	GARBAGE COLLECTION	1,728.85
	BCBS HEALTH INS PY CITY	GARBAGE COLLECTION	RECYCLING	552.48
	BCBS HEALTH INS PY CITY	STORM WATER	STORM WATER	177.91
	BCBS HEALTH INS PY CITY	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	567.48
	BCBS HEALTH INS PY CITY	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	1,287.74
	BCBS HEALTH INSURANCE PYM	PAYROLL ACCOUNT	NON-DEPARTMENTAL	1,792.50
	BCBS-AVESIS VISION PYMNT	PAYROLL ACCOUNT	NON-DEPARTMENTAL	50.26
			TOTAL:	31,387.57

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PARK WATER	GENERAL GOVERNMENT	PARK	122.97
	AQUATIC CENTER	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	5,827.91
	COMM DEV OFFICE	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	68.05
	COMM DEV OFFICE	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	55.75
	City Hall	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	196.54
	City Hall	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	7.32
	STREET LIGHTS	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	1,744.27
	TRAFFIC LIGHTS	ROAD USE TAX FUND	TRAFFIC SERVICE MAINT.	32.90
	City Hall	WATER OPERATING	WATER DISTRIBUTION	3.99
	NORTH WELL	WATER OPERATING	WATER DISTRIBUTION	635.01
	SOUTH WELL	WATER OPERATING	WATER DISTRIBUTION	635.62
	WATER PLANT	WATER OPERATING	WATER DISTRIBUTION	1,108.69
	City Hall	WASTEWATER/AKA SEW	WASTEWATER/AKA SEWER	3.99
	WEST LAGOON	WASTEWATER/AKA SEW	WASTEWATER/AKA SEWER	1,760.19
	City Hall	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	4.99
	EL & GAS BLDG	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	203.14
	BOILER	ELECTRIC OPERATING	ELECTRIC POWER PLANT	135.23
	ENGINE 1	ELECTRIC OPERATING	ELECTRIC POWER PLANT	15.00
	ENGINE 2	ELECTRIC OPERATING	ELECTRIC POWER PLANT	15.00
	POWER PLANT I	ELECTRIC OPERATING	ELECTRIC POWER PLANT	1,237.90
	POWER PLANT II	ELECTRIC OPERATING	ELECTRIC POWER PLANT	950.75
	POWER PLANT II	ELECTRIC OPERATING	ELECTRIC POWER PLANT	30.00
	City Hall	GAS OPERATING	GAS DISTRIBUTION	4.99
	EL & GAS BLDG	GAS OPERATING	GAS DISTRIBUTION	101.56
	GAS BORDER STATION	GAS OPERATING	GAS DISTRIBUTION	28.75
	PEAK SHAVING PLANT	GAS OPERATING	GAS PEAK SHAVING PLANT	99.94
	AIRPORT	AIRPORT OPERATING	AIRPORT	176.23
	City Hall	GARBAGE COLLECTION	GARBAGE COLLECTION	3.98
	CARDBOARD PACKER	GARBAGE COLLECTION	RECYCLING	45.42
	124 W SOUTH ST	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	236.95
	124 W SOUTH ST	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	30.00
	815 W SOUTH ST	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	19.36
	815 W SOUTH ST	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	42.99
			TOTAL:	17,227.09
CJ COOPER & ASSOCIATES INC	RANDOM SCREENINGS	GENERAL GOVERNMENT	STREET DEPARTMENT	70.00
	RANDOM SCREENING	WATER OPERATING	WATER DISTRIBUTION	35.00
			TOTAL:	105.00
CLARENCE LOWDEN SUN-NEWS & ADVERTISER	FAC SCHEDULE	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	170.80
			TOTAL:	170.80
CLIFTON LARSON ALLEN LLP	PROGRESS BILLING FOR AUDIT	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	2,000.00
			TOTAL:	2,000.00
COLLECTION SERVICES CENTER	CHILD SUPPORT- SPANGLER-96	PAYROLL ACCOUNT	NON-DEPARTMENTAL	96.73
			TOTAL:	96.73
COMMUNITY INSURANCE SERVICES	FIRE & AMB RENEWAL	GENERAL GOVERNMENT	FIRE DEPARTMENT	725.50
	FIRE & AMB RENEWAL	GENERAL GOVERNMENT	AMBULANCE	725.50
	GARBAGE TRUCK	GAS OPERATING	GAS DISTRIBUTION	161.00
	GARBAGE TRUCK	GARBAGE COLLECTION	GARBAGE COLLECTION	1,897.80
	GARBAGE TRUCK	GARBAGE COLLECTION	RECYCLING	1,265.20
	GARBAGE TRUCK	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	36.00
			TOTAL:	4,489.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	TIRE REPAIR #12	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	15.00
			TOTAL:	1,090.54
H.D. CLINE COMPANY	SHOP SUPPLIES	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	1.80
	REPAIR PARTS #138	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	94.65
			TOTAL:	96.45
HAWKINS INC	CHEMICALS	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	512.50
	CHEMICALS	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	394.30
			TOTAL:	906.80
I.R.S.	FICA WITHOLDING	GENERAL GOVERNMENT	POLICE DEPARTMENT	890.57
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	POLICE DEPARTMENT	173.87
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	POLICE DEPARTMENT	15.32
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	POLICE DEPARTMENT	2.09
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	POLICE DEPARTMENT	16.99
	FICA WITHOLDING	GENERAL GOVERNMENT	FIRE DEPARTMENT	55.21
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	FIRE DEPARTMENT	11.78
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	FIRE DEPARTMENT	1.16
	FICA WITHOLDING	GENERAL GOVERNMENT	AMBULANCE	459.73
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	AMBULANCE	27.15
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	AMBULANCE	80.39
	FICA WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	193.93
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	31.33
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	0.02
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	2.84
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	2.37
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	7.88
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	STREET DEPARTMENT	0.94
	FICA WITHOLDING	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	131.98
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	28.55
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	0.01
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	0.41
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	1.78
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	GENERAL ADMINISTRATION	0.12
	FICA WITHOLDING	GENERAL GOVERNMENT	LIBRARY	249.83
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	LIBRARY	30.39
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	LIBRARY	20.25
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	LIBRARY	1.98
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	LIBRARY	5.81
	FICA WITHOLDING	GENERAL GOVERNMENT	PARK	34.84
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	PARK	1.63
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	PARK	6.41
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	PARK	0.11
	FICA WITHOLDING	GENERAL GOVERNMENT	RECREATION DEPARTMENT	56.20
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	RECREATION DEPARTMENT	11.83
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	RECREATION DEPARTMENT	1.31
	FICA WITHOLDING	GENERAL GOVERNMENT	RED CROSS SWIM	53.28
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	RED CROSS SWIM	12.46
	FICA WITHOLDING	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	721.89
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	27.83
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	139.68
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	1.32
	FICA WITHOLDING	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	108.31
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	22.80
	MEDICARE WITHOLDING	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	2.53

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	MEDICARE WITHOLDING	GAS OPERATING	GAS DISTRIBUTION	6.26
	MEDICARE WITHOLDING	GAS OPERATING	GAS DISTRIBUTION	8.19
	FICA WITHOLDING	GAS OPERATING	GAS BILL/COLLECT	79.61
	MEDICARE WITHOLDING	GAS OPERATING	GAS BILL/COLLECT	17.59
	MEDICARE WITHOLDING	GAS OPERATING	GAS BILL/COLLECT	0.95
	MEDICARE WITHOLDING	GAS OPERATING	GAS BILL/COLLECT	0.07
	FICA WITHOLDING	AIRPORT OPERATING	AIRPORT	13.18
	MEDICARE WITHOLDING	AIRPORT OPERATING	AIRPORT	3.08
	FICA WITHOLDING	GARBAGE COLLECTION	GARBAGE COLLECTION	172.75
	MEDICARE WITHOLDING	GARBAGE COLLECTION	GARBAGE COLLECTION	36.86
	MEDICARE WITHOLDING	GARBAGE COLLECTION	GARBAGE COLLECTION	0.19
	MEDICARE WITHOLDING	GARBAGE COLLECTION	GARBAGE COLLECTION	0.81
	MEDICARE WITHOLDING	GARBAGE COLLECTION	GARBAGE COLLECTION	2.34
	MEDICARE WITHOLDING	GARBAGE COLLECTION	GARBAGE COLLECTION	0.17
	FICA WITHOLDING	GARBAGE COLLECTION	RECYCLING	46.00
	MEDICARE WITHOLDING	GARBAGE COLLECTION	RECYCLING	8.33
	MEDICARE WITHOLDING	GARBAGE COLLECTION	RECYCLING	1.83
	MEDICARE WITHOLDING	GARBAGE COLLECTION	RECYCLING	0.16
	MEDICARE WITHOLDING	GARBAGE COLLECTION	RECYCLING	0.44
	FICA WITHOLDING	STORM WATER	STORM WATER	24.94
	MEDICARE WITHOLDING	STORM WATER	STORM WATER	4.67
	MEDICARE WITHOLDING	STORM WATER	STORM WATER	0.01
	MEDICARE WITHOLDING	STORM WATER	STORM WATER	0.56
	MEDICARE WITHOLDING	STORM WATER	STORM WATER	0.43
	MEDICARE WITHOLDING	STORM WATER	STORM WATER	0.13
	FICA WITHOLDING	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	60.54
	MEDICARE WITHOLDING	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	13.98
	MEDICARE WITHOLDING	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	0.17
	FICA WITHOLDING	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	90.51
	MEDICARE WITHOLDING	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	11.55
	MEDICARE WITHOLDING	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	0.19
	MEDICARE WITHOLDING	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	1.05
	MEDICARE WITHOLDING	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	8.38
	FEDERAL WITHOLDING	PAYROLL ACCOUNT	NON-DEPARTMENTAL	6,795.34
	FICA WITHOLDING	PAYROLL ACCOUNT	NON-DEPARTMENTAL	5,627.54
	MEDICARE WITHOLDING	PAYROLL ACCOUNT	NON-DEPARTMENTAL	1,316.18
			TOTAL:	20,682.78

INTEGRATED TECHNOLOGY PARTNERS LLC

BACKUP SUPPORT/CLOUD SRVCS	GENERAL GOVERNMENT	POLICE DEPARTMENT	38.64
WATCHGUARD SECURITY	GENERAL GOVERNMENT	POLICE DEPARTMENT	14.27
07/15 Managed network srvc	GENERAL GOVERNMENT	POLICE DEPARTMENT	770.00
BACKUP SUPPORT/CLOUD SRVCS	GENERAL GOVERNMENT	FIRE DEPARTMENT	20.38
WATCHGUARD SECURITY	GENERAL GOVERNMENT	FIRE DEPARTMENT	8.16
07/15 Managed network srvc	GENERAL GOVERNMENT	FIRE DEPARTMENT	140.00
BACKUP SUPPORT/CLOUD SRVCS	GENERAL GOVERNMENT	AMBULANCE	20.38
WATCHGUARD SECURITY	GENERAL GOVERNMENT	AMBULANCE	8.16
07/15 Managed network srvc	GENERAL GOVERNMENT	AMBULANCE	140.00
PRINTER ISSUES	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	435.00
BACKUP SUPPORT/CLOUD SRVCS	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	20.38
WATCHGUARD SECURITY	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	8.16
07/15 Managed network srvc	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	140.00
07/15 Managed network srvc	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	70.00
BACKUP SUPPORT/CLOUD SRVCS	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	119.87
WATCHGUARD SECURITY	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	46.90
BACKUP SUPPORT/CLOUD SRVCS	WATER OPERATING	WATER DISTRIBUTION	52.49
WATCHGUARD SECURITY	WATER OPERATING	WATER DISTRIBUTION	20.39

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	IPERS ELECTED OFFICIALS	PAYROLL ACCOUNT	NON-DEPARTMENTAL	23.59
	IPERS REGULAR EMPLOYEES	PAYROLL ACCOUNT	NON-DEPARTMENTAL	3,807.17
	IPERS WITHHOLDING EMT	PAYROLL ACCOUNT	NON-DEPARTMENTAL	438.98
	IPERS WITHHOLDING POLICE	PAYROLL ACCOUNT	NON-DEPARTMENTAL	974.61
			TOTAL:	13,206.96
J ROBERT HOPSON	509A ACTUARIAL CERTIFICATI	PSF HEALTH INSURAN	INT SRVC OTHER BUSINE	550.00
			TOTAL:	550.00
JOHN DEERE FINANCIAL	MISC SUPPLIES	GENERAL GOVERNMENT	FIRE DEPARTMENT	151.84
	OPERATING SUPPLIES	GENERAL GOVERNMENT	AMBULANCE	32.83
	OPERATING SUPPLIES	GENERAL GOVERNMENT	STREET DEPARTMENT	107.29
	GROUNDS MAINT SUPPLIES	GENERAL GOVERNMENT	PARK	391.55
	OPERATING SUPPLIES	GENERAL GOVERNMENT	PARK	8.99
	OPERATING SUPPLIES	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	7.48
	OPERATING SUPPLIES	WASTEWATER/AKA SEW	WASTEWATER/AKA SEWER	14.49
	OPERATING SUPPLIES	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	35.25
	SMALL TOOLS	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	11.76
	POWER PLANT SUPPLIES	ELECTRIC OPERATING	ELECTRIC POWER PLANT	14.97
	GAS SUPPLIES	GAS OPERATING	GAS DISTRIBUTION	46.89
	GAS SUPPLIES	GAS OPERATING	GAS DISTRIBUTION	150.33
	LADDER	GARBAGE COLLECTION	GARBAGE COLLECTION	199.98
	SHOP SUPPLIES	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	48.35
	REPAIR PARTS	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	168.68
	SMALL TOOLS	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	13.99
			TOTAL:	1,404.67
ELECTRONICS INC	ALARM SERVICE	GENERAL GOVERNMENT	FIRE DEPARTMENT	30.00
	ALARM SERVICE	GENERAL GOVERNMENT	AMBULANCE	30.00
	ALARM SERVICE	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	30.00
	ALARM SERVICE	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	30.00
			TOTAL:	120.00
LOWDEN PLUMBING & HEATING CO	REPLACE WATER HEATER	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	5,840.00
	WORK ON WATER HEATER	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	120.00
			TOTAL:	5,960.00
LYNCH DALLAS PC	LEGAL SERVICES	GENERAL GOVERNMENT	POLICE DEPARTMENT	319.50
	LEGAL SERVICES	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	1,563.00
	LEGAL SERVICES	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	1,767.50
	LEGAL SERVICES	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	665.00
			TOTAL:	4,315.00
LYNCH'S PLUMBING INC	OPERATING SUPPLIES	GENERAL GOVERNMENT	PARK	26.80
			TOTAL:	26.80
43 AUTO PARTS	SHOP TOOLS	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	176.98
	REPAIR PARTS	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	65.62
	SHOP SUPPLIES	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	87.94
			TOTAL:	330.54
MAILFINANCE	POSTAGE MACHINE LEASE	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	846.78
			TOTAL:	846.78
4C CLURE ENGINEERING COMPANY	WWTP IMPROVEMENTS	WASTEWATER/AKA SEW	WASTEWATER/AKA SEWER	27,350.00
	PLANNING & LAND ACQUISTION	AIRPORT OPERATING	AIRPORT	2,700.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	GTL_VTL INSURANCE	PAYROLL ACCOUNT	NON-DEPARTMENTAL	630.45
			TOTAL:	758.18
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	GARBAGE COLLECTION	RECYCLING	1,263.76
			TOTAL:	1,263.76
RODNEY'S YARD MOWING	MOW GREEN SPACE	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	45.00
			TOTAL:	45.00
S & S FLATWORK LLC	SIDWALK, CURB, GUTTER WORK	GENERAL GOVERNMENT	STREET DEPARTMENT	1,210.00
			TOTAL:	1,210.00
SCHUMACHER ELEVATOR COMPANY	MONTHLY MAINTENANCE	GENERAL GOVERNMENT	LIBRARY	228.43
			TOTAL:	228.43
SHEETS DESIGN BUILD LLC	PAY APPS NO. 1,2 AND 3	JKFAC CP	AQUATIC CENTER CR	292,499.35
			TOTAL:	292,499.35
SHOTTENKIRK	REPAIR PARTS #12	CENTRAL GARAGE	INT SRVC-OTHER BUSINES	345.60
			TOTAL:	345.60
SKARSHAUG TESTING LAB	GLOVE CLEAN/TEST/SEAL	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	233.66
			TOTAL:	233.66
SPAHN & ROSE LUMBER CO	OPERATING SUPPLIES	GENERAL GOVERNMENT	STREET DEPARTMENT	120.82
	BLDG MAINT SUPPLIES	ELECTRIC OPERATING	ELECTRIC POWER PLANT	215.05
			TOTAL:	335.87
SPINUTECH INC	AUGUST EMAIL MARKETING	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	25.00
	CREATE REBATE PROGRAM	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	135.00
			TOTAL:	160.00
STATE HYGIENIC LABORATORY	TESTING	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	27.00
	TESTING	WATER OPERATING	WATER DISTRIBUTION	164.00
			TOTAL:	191.00
STATE LIBRARY OF IOWA	SUBSCRIPTION PLATFORM FEES	GENERAL GOVERNMENT	LIBRARY	61.00
			TOTAL:	61.00
T & M CLOTHING CO.	2 HOLSTERS	GENERAL GOVERNMENT	POLICE DEPARTMENT	235.00
	10 DANCE CAMP T SHIRTS	GENERAL GOVERNMENT	YOUTH RECREATON	62.50
			TOTAL:	297.50
TERRACON CONSULTANTS INC	WEST WWTP IMPROVEMENTS	WASTEWATER PROJECT	WW/AKA SEWER	10,207.50
			TOTAL:	10,207.50
TIPTON CONSERVATIVE	FAC, VARIANCE, MINUTES, JO	GENERAL GOVERNMENT	FAMILY AQUATIC CENTER	221.20
	DRIVE ONE FUNDRAISER	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT	94.80
	FAC, VARIANCE, MINUTES, JO	GENERAL GOVERNMENT	FINANCE & ADMINISTRATI	32.68
	FAC, VARIANCE, MINUTES, JO	ELECTRIC OPERATING	ELECTRIC DISTRIBUTION	92.50
	FAC, VARIANCE, MINUTES, JO	ADMINISTRATIVE SER	INT SRVC-OTHER BUSINES	348.42
			TOTAL:	789.60
TIPTON PHARMACY	PHARMACEUTICALS	GENERAL GOVERNMENT	AMBULANCE	460.73
			TOTAL:	460.73

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
001	GENERAL GOVERNMENT			86,746.21
110	ROAD USE TAX FUND			353,942.67
303	WASTEWATER PROJECT			10,207.50
315	JKFAC CP			292,499.35
600	WATER OPERATING			6,488.14
610	WASTEWATER/AKA SEWER REVE			34,681.17
630	ELECTRIC OPERATING			15,114.77
640	GAS OPERATING			5,365.38
660	AIRPORT OPERATING			2,936.20
670	GARBAGE COLLECTION			10,883.50
740	STORM WATER			251.03
810	CENTRAL GARAGE			9,555.37
820	PSF HEALTH INSURANCE			550.00
835	ADMINISTRATIVE SERVICES			10,350.65
860	PAYROLL ACCOUNT			25,937.78

	GRAND TOTAL:			865,509.72

TOTAL PAGES: 13



PHASED PRE-FEASIBILITY STUDY

City of Tipton

Proposal

SmartSource Consulting
Curtis@smartsourceconsulting.com

The Challenge

In 1997, voters in Tipton approved the formation of a municipal telecommunications utility by a vote of 86% in favor and 14% against. Like many other Iowa communities in the late 1990's, Tipton leaders were worried about being left behind on the "information superhighway" as internet access was coming into widespread-adoption. Although voters authorized a telecom utility, thus establishing it legally, a telecommunications system was not built. Instead, the community continued to rely on the incumbent cable TV and telephone companies to provide access and satisfy Tipton's needs.

Twenty-two years later, the telecommunications world has changed drastically. Fast, reliable internet access has become essential for entertainment, education, health care, and economic development in the 21st century. Tipton citizens have provided feedback to city leaders that incumbent providers are not meeting their needs, especially in terms of reliability, affordability, and customer service excellence.

In order to identify possible pathways to better broadband, the City of Tipton has asked SmartSource Consulting and collaborative partners Kielkopf Advisory Services and BigGig Iowa to help the city examine its options. Are there broadband providers in the region that would be interested in serving Tipton? Is a municipal telecommunications system a feasible option? Are there public-private partnerships that might achieve your goals?

The Proposed Solution

SmartSource Consulting proposes that Tipton embark on a multi-phase approach to evaluating its broadband options. Although two collaborative partners – BigGig Iowa and Kielkopf Advisory Services – would perform substantial portions of the work, these partners will serve as subcontractors to SmartSource Consulting.

Phase 1: Provider Research

During this initial phase, SmartSource Consulting and BigGig Iowa will identify providers in the region that may have an interest in providing improved broadband services in Tipton.

Providers will be contacted and interviewed to determine what, if any, broadband assets they have in Tipton, to learn more about their intentions for future growth in Tipton and discuss parameters under which they may be interested in serving Tipton alone or in conjunction with the City.

Phase 2: Community Broadband Study

The goal of Phase 2 is to provide the City of Tipton with feedback from the community about current broadband providers and show what a municipal broadband utility might look like in terms of technology, structure, and cost.

Upon completion of Phase One and signed Letter of Engagement, SmartSource Consulting, BigGig Iowa, and Kielkopf Advisory Services will perform the following services:

- 1) Community Broadband Survey: The survey will contain broadband questions about consumer broadband usage and attitudes about incumbent providers. The survey is also designed to measure

the public's interest in switching to a new provider if one were present in Tipton in order to determine the ability to capture market share from existing providers. This evaluation of the market opportunity will be of value to either Tipton or another potential provider in determining take rates and financial performance.

- 2) Broadband Assessment: Utilizing an online platform, CrowdFiber, the broadband assessment will identify the addresses of consumers interested in switching to a new provider and will collect internet speed test data at this location. This adds value for business modeling and the Phase Three RFI process as having locational information may drive interest in phased solutions by reducing uncertainty arising from only having aggregated data.
- 3) High-Level Cost Estimates: BigGig Iowa will develop a high-level design and cost estimate for a broadband network in Tipton. Two options will be developed: a fiber-to-the-home (FTTH) network and a hybrid fiber-fixed wireless (HFW) network.
- 4) High-level Business Model: Utilizing cost estimates prepared in Phase 2 above, SmartSource Consulting and Kielkopf Advisory Services will develop a high-level business model for a city-owned and operated broadband utility using either a FTTH or HFW network topology. This provides the City with a base business case for a municipal utility that can be compared to proposals received by other providers during the Phase Three RFI process.

Phase 3: RFI Process

The goal of Phase 3 is to expand upon the provider information gathered in Phase 1 by seeking formal proposals from companies that may be interested in building a broadband network in Tipton or partnering with the City in some fashion to bring consumers a new option.

Upon completion of Phase 2 and signed Letter of Engagement, SmartSource Consulting and Kielkopf Advisory Services will work with community leaders to develop partnership parameter priorities and identify entities that may be interested either in a public-private partnership with Tipton, or in a privately financed and operated solution. This entails the preparation of a written Request for Information from potential partners/providers, answering questions on behalf of City to potential respondents for consistency reasons, and summarizing proposals received.

After RFI responses are received and evaluated, SmartSource Consulting would work with Tipton leaders to compare the RFI responses with the "base case" business model of a municipal broadband utility (FTTH and HFW) to determine the most logical path forward.

Additional Assistance

Beyond Phase 3, the City may wish to engage SmartSource Consulting or its collaborative partners for assistance with further implementation services, including negotiations with private providers, assistance with contract development, technical advisory services related to broadband development, or other utility implementation services. These services are not included in this proposal but are available at an hourly rate.

Project Team

Curtis Dean, SmartSource Consulting (Team Leader)

Curtis Dean has been involved in community broadband for 22 years. He has served or is currently providing services as implementation coordinator for new fiber networks in the Iowa communities of Indianola, Vinton, and Pella.

Starting at Spencer Municipal Utilities, Curtis was closely involved in the planning and implementation of a new municipal broadband utility, approved by Spencer voters in 1997. As part of the leadership team for that project, Curtis developed the business plans for the cable TV, telephone, and high-speed data services that the new utility would offer. In 2011, Curtis joined the Iowa Association of Municipal Utilities as Broadband Services Coordinator, providing support for Iowa's telecommunications utilities. In 2015 he established SmartSource Consulting to provide services to small telecommunications services, including project management, marketing, and strategic planning. Working with Kielkopf Advisory Services, Curtis has performed Community Broadband Studies in several Iowa communities, including Pre-Feasibility studies currently underway in Fort Dodge and Red Oak, Iowa.

Curtis holds a Bachelor of Arts from Buena Vista University and an Executive Master of Public Administration from the University of South Dakota.

Todd Kielkopf, Kielkopf Advisory Services

Todd Kielkopf is an experienced utility and economic development executive with demonstrated results driving change in communities, businesses, and organizations. Roles over his 20+ year career span being a consultant to communities on utility business matters, General Manager of a municipal utility that included broadband deployment, public-sector chief financial officer and economic development liaison, and active board member within the utility industry. Experiences include forming public/private partnerships to provide broadband services over a fiber network, launching an entrepreneurial development program hosted at Simpson College, and leadership roles within NMPP Energy and the Iowa Energy Center. Todd also leads and advises organizations and startups in the Des Moines metro region on business formation, strategic development, and financial matters.

David LaMarche, BigGig Iowa

David LaMarche is a telecommunications veteran, business leader and consultant who partners with municipalities to help with everything from identification to successful implementation of broadband and smart city technologies.

David believes that an imperative of municipalities being relevant and realizing vibrant growth is the availability of reliable, high-speed, affordably-priced Internet access for all residents and businesses. By deploying strategies that leverage today's technologies, municipalities can not only realize their broadband goals, but do so in a way that is fiscally responsible and viable long-term. No town left behind!

David brings over 20 years of experience in the telecommunications industry encompassing the creation and leadership of engineering organizations, project management, partner strategy, product

development, technical training, and support in wireless and wireline arenas. He was integral in building Calix (CALX - NYSE) from initial product release to over a half billion dollars in revenue (2017), including being a founder of the Calix services organization, helping it grow to \$88M in revenue (2017) and participating in multiple acquisitions. Most recently, David has provided technology guidance to Waterloo, IA for building a High Speed Internet network leveraging fiber and fixed-wireless technologies.

David holds a Bachelor of Applied Science in Electronics Engineering Technology from ITT Technical Institute and holds a Project Management Professional (PMP) certification from the Project Management Institute (PMI).

Project Costs (by Phase)

Phase 1 – Provider Research

Flat fee of \$5,650. Fee includes 1 trip to Tipton for final report delivery. Additional trips, if requested by Tipton, will be billed for mileage and direct expenses.

Phase 2 – Community Broadband Study

Flat fee of \$19,000. Fee includes 2 trips to Tipton (kickoff meeting, final report delivery). Additional trips, if requested by Tipton, will be billed for mileage and direct expenses.

Phase 3 - Partnership RFI

Flat fee of \$5,500. Includes 2 trips to Tipton (visioning meeting, report delivery). Additional trips, if requested by Tipton, will be billed for mileage and direct expenses.

Phase 1 Project Timeline

Work will begin upon acceptance of this proposal and as soon as directed by the City of Tipton. The completion timeline can be flexible according to the needs of the City, but the Scope of Work can be expected to take approximately 4 weeks at minimum to complete.

Phase 1 Payment Terms

- 50% (\$2,825) of the Phase 1 fee is due upon execution of the Letter of Engagement.
- The final 50% (\$2,825) is due upon completion of Phase I and presentation of its report.

Work Product Ownership

All methodologies utilized are the sole property of SmartSource Consulting and its subcontractors. SmartSource will deliver written memorandums, financial models, and reports in electronic formats (PDF and Excel Worksheets) for review and or publication and are considered its work product. All information related to said work products is the sole property of each respective party, who

shall not reproduce or disseminate such property in a format capable of being used for additional commercial purposes.

Phase 1 – Provider Research Letter of Engagement

This Letter of Engagement serves as the written agreement between the City of Tipton and SmartSource Consulting for the Scope of Services and Payment Terms described in the Phase 1 – Pre-Feasibility Study proposal above.

City of Tipton

SmartSource Consulting

(Date)

(Date)

(Signature)

(Signature)

(Print Name)

Curtis Dean

(Title)

President, SmartSource Consulting

SmartSource Consulting References

City of Charles City, Iowa

Steve Diers, City Administrator

Steven.diers@cityofcharlescity.org

641-257-6300

- Pre-feasibility study, 2016-2017
- Partner RFI process, 2018

Charles City is currently in design/engineering phase with the goal of beginning construction in late 2019 or 2020

New Hampton (Iowa) Municipal Light Plant

Brian Quirk, General Manager

NHMLP@windstream.net

(641) 330-0883

- Pre-feasibility study, 2016-17

New Hampton is currently in design/engineering phase with the goal of beginning construction in late 2019 or 2020

City of Belmond, Iowa

Darrel Steven Carlyle, City Manager/Clerk

641-444-3386

citymanager@belmondiowa.com

- Pre-feasibility study, 2017

After completing a pre-feasibility study, which showed high demand for an alternative broadband provider, a neighboring independent telephone company contacted the City with the goal of bringing FTTP to Belmond. Construction on that privately-owned network will begin in late 2019.

Vinton (Iowa) Municipal Utilities

Tom Richtsmeier, General Manager

Generalmanager@vmeu.org

319-472-4813

- Partner RFI process, 2018
- Utility implementation and marketing, 2019

Construction on the Vinton FTTP network will begin in July 2019 with the goal to begin hooking up customers in late 2019-early 2020.

City of Adair, Iowa

Clint Fichter, Municipal Advisor

frontdesk@fichtermunicipal.com

402-990-3623

- Pre-feasibility study, 2016-2017
- Business plan and partnership development, 2017-present
- Iowa Broadband Grant application coordination, 2019

The City of Adair used information gathered in their pre-feasibility study - and authority from a referendum with 100% approval - to begin working on a public-private partnership with Casey Mutual Telephone Company to build a FTTP network. Network design will take place this summer with construction beginning in late 2019-early 2020.

Other Current & Ongoing Engagements

Montgomery County (Iowa) Development Corporation

Broadband study for 623 telephone exchange (Red Oak and rural areas)

City of Pella, Iowa

Utility implementation assistance and marketing

Indianola (Iowa) Municipal Utilities

Marketing, contract administration

Reinbeck (Iowa) Telecommunications Utility

Marketing, contract administration, strategic planning

City of Bellevue, Iowa

Marketing, contract administration, strategic planning

Iowa Association of Municipal Utilities

Broadband Services Coordinator (under contract)

AGENDA ITEM # H-2

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	August 19, 2019
AGENDA ITEM:	Gas Hedging Agreement
ACTION:	Motion

SYNOPSIS:

Recommending that the city council approve signing an agreement form which allows Clayton Energy to represent the City of Tipton for contracting winter gas with Public Energy Facilities Authority (PEFA).

BUDGET ITEM:

RESPONSIBLE DEPARTMENT: Gas

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS:

PREPARED BY: Virgil Penrod

DATE PREPARED: 8/17/19

Amy Lenz

From: Virgil Penrod
Sent: Monday, August 12, 2019 9:39 AM
To: Brian Wagner, City of Tipton
Cc: Amy Lenz
Subject: FW: PEFA Hedging Agreement - Tipton
Attachments: City of Tipton_Hedging Agreement PEFA-Project Participant Execution Copy 8-8-19.doc

Hi Brian,

Clayton Energy needs page 3 signed so we can lock in a price for winter gas, please include in the next council meeting agenda.

Thanks, Virgil

From: Abbie Booth <aboorth@claytonenergy.com>
Sent: Friday, August 9, 2019 9:55 AM
To: Virgil Penrod <vpenrod@tiptoniowa.org>
Cc: Bill Lindley <blindley@claytonenergy.com>
Subject: PEFA Hedging Agreement - Tipton

Hi Virgil,

Attached is the Hedging Agreement we would like added to your next council/board meeting for approval. The purpose of this agreement is to have the ability to convert the PEFA gas, which is priced at the monthly index rate, to a fixed price as we prepare for this winter season - and future seasons. This will secure the best price for your customers. This document allows us to complete the recent PEFA hedge and all additional PEFA hedges.

- Hedging Agreement is a one-time approval and needs to be approved at council/board meeting with minutes
- Attachment A will be executed every time we do a hedge, but no signature is needed at this time
- Attachment B has already been signed and is in place between J. Aron and PEFA; which gives us the ability to do this hedging. No action is needed on this part of the document.

Again, we only need your signature on Page 3 of the Hedging Agreement and minutes of the council/board meeting approving the signature. Please try and add this to your next meeting for approval and send executed copy – along with copy of the minutes approving agreement – back to us. We'll send to Goldman Sachs/J. Aron (PEFA supplier).

If you have any questions, please give Bill a call. Thank you and look forward to receiving this document and approval minutes.

Thanks,
Abbie



**HEDGING AGREEMENT BY AND BETWEEN PUBLIC ENERGY
FACILITIES AUTHORITY AND CITY OF TIPTON**

This Hedging Agreement is entered into between Public Energy Facilities Authority ("PEFA") and City of Tipton ("Participant") to reflect the terms of fixed price natural gas supply transactions (each, a "Participant Transaction") to be entered into from time to time between PEFA and Participant in connection with prepaid gas supplies purchased by Participant from PEFA, Inc. under PEFA, Inc.'s gas prepayment transaction with Aron Gas Prepay 1 LLC ("Prepay LLC").

Participant is a purchaser of prepaid gas from PEFA, Inc. in the prepay transaction between PEFA, Inc. and Prepay LLC under a Gas Supply Agreement dated as of May 1, 2019 between Participant and PEFA, Inc. (the "Supply Agreement"). PEFA has entered into a NAESB Base Contract for the Sale and Purchase of Natural Gas, dated as of August __, 2019, with J. Aron & Company LLC ("Aron") (The "NAESB Contract") under which PEFA will enter into the sale transactions (each, an "Aron Transaction") of certain quantities of gas to Aron at the delivery point under the Supply Agreement at a floating price and will purchase the same quantities of gas from Aron at the same delivery point at a fixed price. Concurrent with each Aron Transaction related to natural gas to be hedged for Participant, PEFA and Participant will enter into a Participant Transaction hereunder with commercial and other substantive terms that are identical to the Aron Transaction, provided that under such Participant Transaction, Participant will transfer gas at the index price to PEFA and receive gas at the fixed price from PEFA.

Participant may request PEFA to enter into such a Participant Transaction by delivering a request (in the form attached hereto), which request may be delivered by in writing by an email exchange (or other writing) setting forth the volume, term, and ceiling price at which Participant requests such Participant Transaction, and the deadline through which Participant's request shall remain open. Each such request once sent is irrevocable by Participant unless and until it expires unfilled by the deadline set forth in the request.

PEFA shall use commercially reasonable efforts to enter into an Aron Transaction that complies with the request by Participant and, upon execution thereof, PEFA and Participant will be deemed to have entered into a corresponding Participant Transaction with the commercial terms being identical to commercial terms of the Aron Transaction but with Participant delivering at the index price and PEFA delivering at the fixed price. The other terms of such Participant Transaction shall be identical to terms set forth in the NAESB Contract (the current form of which is attached hereto), provided that (i) references to PEFA in such NAESB Contract shall be deemed to be references to Participant and references to Aron shall be deemed to be references to Aron, and (ii) in addition to the terms therein, the Participant Transaction will be terminated if Aron terminates the corresponding Aron Transaction for any reason and the Participant will be the defaulting party for purposes of such termination. PEFA shall memorialize the terms of such Participant Transaction by written notice sent to Participant by email (or other writing).

Participant acknowledges and agrees that PEFA will be entering into Aron Transactions on behalf of Participant other "Project Participants" (as defined in the Supply Agreement) as part of an overall pricing program (the "Pricing Program"). In order to facilitate such Pricing Program and the credit support required by Aron in connection therewith, Participant hereby assigns to PEFA its right to receive any "Annual Refund" (as defined in the Supply Agreement) that may otherwise due to Participant under the Supply Agreement to the extent that, at the time such Annual Refund would otherwise be paid, any amounts are past due to PEFA from any Project Participant in connection with a Participant Transaction hereunder or a similar transaction with another Project Participant. Participant acknowledges that PEFA may assign the right to this Annual Refund to Aron and agrees, upon request of PEFA or Aron, to issue an irrevocable payment instruction to PEFA, Inc. directing all future Annual Refunds that may otherwise be due to the Participant to be paid to Aron. Further, upon receiving a payment direction letter from Aron, Participant shall direct all payments that would otherwise be made by Participant under each

Participant Transaction directly to Aron, which payment direction may not be revoked without Aron's express prior written consent.

Participant represents that Clayton Energy is authorized on its behalf to cause Participant to enter into Participant Transactions hereunder and agrees to be bound by any such Participant Transaction requested by Clayton Energy.

By their signatures below, the representatives of Participant and PEFA affirm that they are authorized to enter into this Hedging Agreement and each hedge undertaken pursuant to it.

IN WITNESS WHEREOF, PEFA and Participant have executed this Hedging Agreement effective on August __, 2019, to apply to each hedging request by Participant with respect to volumes purchased by Participant under its Supply Agreement, intending to be fully bound by it.

CITY OF TIPTON

By _____
Its _____
Date _____

PUBLIC ENERGY FACILITIES AUTHORITY

By _____
Its _____
Date _____

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	Council meeting of August 19, 2019.
AGENDA ITEM:	Two motions: 1.) Discussion and possible action setting a due date of noon on September 9, 2019 for the presentation of November 5 election ballot petitions to the City Clerk. 2.) Discussion and possible action to appoint an ‘objection review group’ with the council’s representative chosen by ballot.

SYNOPSIS

Since we’re aware of the possible presentation of a petition that will request a ballot question for this November’s election, the city attorney has recommended that we place the two above motions on the Aug 19 Council agenda.

The first motion sets Sept 9 as the deadline for the submittal of ballot petitions.

As the city attorney explained:

1.) In terms of timing, Chapter 388 is silent on when the last day a petition can be submitted to the council and then submitted by the council for a vote. However, nomination papers for a candidate in a city election must be filed with the county auditor not less than 47 days before the date of the election. IOWA CODE § 376.4(1)(a). Since proposals by petition are only required to be put to vote at the next “regular city election” pursuant to Iowa Code § 388.2(1)(b) and city elections occur in odd-numbered years on the first Tuesday after the first Monday in November, it would be logical to extend the nomination deadlines of § 376.4(1)(a) to a § 388.2 petition for proposal. Petitions that have been accepted as valid under § 362.4 remain valid unless written objections are filed with the city clerk within 5 working days after the petition is received. The objection process in § 44.8 shall be followed. IOWA CODE § 362.4(3).

If the City combines the 47-day county auditor deadline with the 5 working day objection window under § 362.4(3) and the 24-hour hearing deadline under § 44.8(2), the City should feel comfortable setting a petition deadline of 6 working days prior to the 47-day county auditor deadline.

With a regular election scheduled for November 5, 2019, the (less 47 days) deadline would be September 19, 2019. If we go with the 5 working day objection window and then add on at least an extra working day for the hearing deadline, that would be September 11, 2019 (i.e. 6 working days prior to September 19, 2019). Please realize that this would mean a pretty fast turnaround if, for example, the petition is filed on the deadline and an objection is made on the last day of the five (5) working day objection window. **If the City wants a bit more breathing room to submit a valid petition to the County Election Commissioner, it may make sense to bump the deadline back a few days (ex: Monday, September 9th).**

The second motion concerns the appointment of an objection review group. This goes back to the “5 working day objection window” that was mentioned above. If one or more written objections are filed against a ballot petition, this group would consider the validity of the objection(s.)

Our attorney added:

2.) Iowa Code Chapter 44.8 indicates that objections are to be considered by the “mayor and clerk and one member of the council chosen by the council by ballot...” Basically this just means that the council should vote by ballot amongst themselves as to who which member of the council will join the “objection review group.” The easiest way to accomplish this would be ask for volunteers at the council, prepare a quick ballot for distribution amongst the council with the volunteers, the council votes and the volunteer with the most votes joins the “objection review group.”

Objections must do more than disagree with the petitioners’ reasons for requesting a ballot question.

For example, valid reasons could include the objectors’ believes that some names on the petition do live within the City or that there are cases of duplicate signatures. If no such objections are identified, the objection review group will not need to meet.

PREPARED BY: BW

DATE PREPARED: August 16, 2019

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	08/19/2019
AGENDA ITEM:	Discussion and possible action concerning approval of the Updated Personnel Policy & Procedure Manual
ACTION:	Motion to Approve, Deny or Table

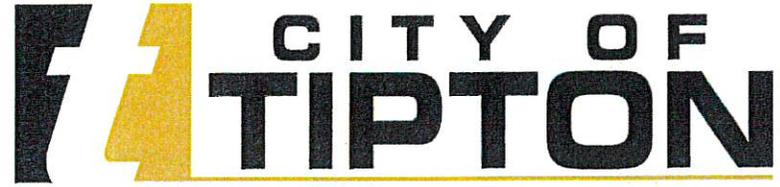
SYNOPSIS:

The City's has worked with our attorneys at Lynch Dallas to update our Personnel Policy & Procedure Manual so that it complies with all current codes and laws. Some updates included:

- Expanded areas to outline clear procedures
- Updated FMLA requirements and procedures
- Updated Drug & Alcohol Testing Information to include FMCSA Clearinghouse Requirements

PREPARED BY: Melissa

DATE PREPARED: 08/15/19



**PERSONNEL
POLICY & PROCEDURE
MANUAL**

ADOPTED JULY 1, 2002

Updated August 2019

**CITY OF TIPTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

TABLE OF CONTENTS

1.0: WELCOME	5
2.0: EMPLOYMENT.....	6
SECTION 2.1: Definitions.....	6
SECTION 2.2: Non-Discrimination/Equal Employment Opportunity Statement.....	7
SECTION 2.3: Harassment/Sexual Harassment.....	7
SECTION 2.4: Retaliation.....	8
SECTION 2.5: Complaint Procedure for Claims of Discrimination, Harassment, and Retaliation	9
SECTION 2.6: Investigation of Claims of Discrimination, Harassment, and Retaliation.....	9
SECTION 2.7: Workplace Violence.....	10
SECTION 2.8: Job Opening Posting	11
SECTION 2.9: Veterans' Preference.....	11
SECTION 2.10: References.....	11
SECTION 2.11: New Employee Practices	11
SECTION 2.12: Physical Examination.....	12
SECTION 2.13: Proof of Employability	12
SECTION 2.14: Employment of Relatives.....	13
SECTION 2.15: Employment of Minors.....	13
SECTION 2.16: New Employee Relocation	13
SECTION 2.17: ADA Compliance.....	13
SECTION 2.18: New Position Orientation Period	13
SECTION 2.19: Residency Requirements.....	14
SECTION 2.20: Personnel Records and Privacy.....	14
SECTION 2.21: Performance Review	15
SECTION 2.22: Office of the Ombudsman.....	16
SECTION 2.23: Political Activity	16
3.0: STANDARDS OF CONDUCT AND CORRECTIVE ACTION	16
SECTION 3.1: Policy	16
SECTION 3.2: Work Rules	17
SECTION 3.3: Outside Employment	18
SECTION 3.4: Progressive Discipline	18
SECTION 3.5: Telephone Use	18
SECTION 3.6: Information Technology Use.....	19
SECTION 3.7: Social Media Policy	19
SECTION 3.8: Federal and State False Claims Act Education and Detection Policy	23
4.0: HOURS OF WORK AND PAYROLL PRACTICES	25
SECTION 4.1: Hours of Work	25

SECTION 4.2:	Attendance and Punctuality	25
SECTION 4.3:	Pay Periods.....	26
SECTION 4.4:	Overtime	26
SECTION 4.5:	Standby/Callback Pay	26
SECTION 4.6:	Administrative Leave.....	27
5.0:	EMPLOYEE BENEFITS AND SERVICES	27
SECTION 5.1:	Holidays	27
SECTION 5.1.1:	Holidays Observed.....	27
SECTION 5.1.2:	Use of Holidays.....	28
SECTION 5.2:	Vacations.....	28
SECTION 5.2.1:	Eligibility	28
SECTION 5.2.2:	Scheduling Vacations.....	29
SECTION 5.2.3:	Carryover	29
SECTION 5.2.4:	Vacation Pay Upon Termination	29
SECTION 5.3:	Sick Leave.....	30
SECTION 5.3.1:	Eligibility and Accrual.....	30
SECTION 5.3.2:	Use of Sick Leave	30
SECTION 5.3.3:	Holidays During Sick Leave.....	30
SECTION 5.3.4:	Abuse of Sick Leave	30
SECTION 5.3.5:	Conversion of Sick Leave Upon Termination	30
SECTION 5.3.6:	Work-related Injuries	30
SECTION 5.4:	Family and Medical Leave.....	31
SECTION 5.5:	Military Leave.....	36
SECTION 5.5.1:	Leaves Available.....	36
SECTION 5.5.2:	Re-employment Rights – Eligibility	36
SECTION 5.5.3:	Continuation of Benefits During Military Service.....	37
SECTION 5.6:	Bereavement Leave.....	37
SECTION 5.7:	Jury and Witness Duty.....	37
SECTION 5.8:	Voting Leave.....	38
SECTION 5.9:	Unpaid Leave of Absence.....	38
SECTION 5.10:	Pregnancy Leave.....	38
SECTION 5.11:	Group Health Insurance Benefits.....	39
SECTION 5.11.1:	Eligibility	39
SECTION 5.11.2:	Start of Coverage	39
SECTION 5.11.3:	Continuation of Coverage.....	39
SECTION 5.11.4:	Dental Insurance	40
SECTION 5.11.5:	Life Insurance	40
SECTION 5.11.6:	Continuation Coverage Under Iowa Code Chapter 509A	40
6.0:	SAFETY AND HEALTH.....	40
SECTION 6.1:	Drug and Alcohol Free Work Place.....	40
SECTION 6.2:	Drug and Alcohol Testing.....	41
SECTION 6.3:	Tobacco Free Workplace	45
SECTION 6.4:	Emergency Management	45
SECTION 6.5:	Uniforms and Safety Gear	45

SECTION 6.7: Vehicle Use.....46

7.0: EMPLOYEE COMMUNICATIONS47

SECTION 7.1: Privacy Expectations.....47

SECTION 7.2: Bulletin Boards47

SECTION 7.3: Open Door.....48

8.0: SEPARATION48

SECTION 8.1: Employee Separation48

SECTION 8.2: Exit Interviews48

APPENDIX A – EMPLOYEE HANDBOOK ACKNOWLEDGEMENT49

CITY OF TIPTON PERSONNEL POLICY AND PROCEDURE MANUAL

1.0 WELCOME

Welcome to the City of Tipton. This manual has been written to describe and outline some of the City's policies, procedures, employment benefits, and other matters concerning your employment with the City of Tipton. Some of the policies and benefits described in this manual, such as the group health insurance plan, are covered in greater detail in official policy documents from the insurance carrier. You should refer to those documents for more information.

No policies in this handbook shall supersede any provisions of state or federal law. If any policy in this Handbook conflicts with state or federal law, only that policy shall be void. No policies in this handbook shall supersede a Union contract entered into by the City. If this handbook and the Union contract conflict, the Union contract policy that conflicts shall govern with respect to the Union employees.

The use of masculine or feminine gender in references or title shall be considered to include both genders and is not a sex limitation.

This manual is provided for informational purposes only. The policies, procedures, benefits, and plans described in the manual may be revised by the City of Tipton without prior notice. The City of Tipton retains the exclusive right to revise the manual at any time. When changes are made, you will receive a supplement or a new manual. Any promises, representations or actions by a City official or employee that are contrary to this manual are not the official policy of the City of Tipton and are of no force or effect.

This handbook is neither a contract of employment nor a legal document. This employee manual is not intended to create any contractual rights in favor of you or the City. This manual is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time. Employment can be terminated at any time at the will of either you or the City of Tipton. Nothing in this manual changes the at-will nature of your employment with the City of Tipton.

This handbook does not create or expand any state or federal legal liability imposed on the City.

It is the responsibility of employees who receive this handbook to read and comply with the policies in this handbook and any future revisions made to this handbook.

2.0 EMPLOYMENT

2.1 Definitions:

CITY: City of Tipton, Iowa.

COMPENSATION: The salary, wage, allowances, and other forms of valuable consideration earned by or paid to any employee by reason of service in any position, but does not include allowances authorized and incurred incident to employment.

DISABLED PERSON/EMPLOYEE: Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment, as defined by applicable state law.

EXEMPT EMPLOYEE: An employee who is not required to receive overtime in accordance with the FLSA for work performed beyond forty (40) hours in a workweek.

INTRODUCTORY EMPLOYEE: All employees during their first twelve months of employment are considered introductory employees.

LAYOFF: The involuntary, non-disciplinary separation of an employee from a position because of a reduction in forces or funds.

LEAVE: An approved absence from work.

NONEXEMPT EMPLOYEE: An employee who is required to be paid at the rate of one and one-half (1 ½) their regular rate for all hours worked beyond forty (40) hours in a workweek in accordance with the FLSA.

OVERTIME: Approved time worked by an employee in excess of forty hours for the week.

REGULAR FULL TIME EMPLOYEE: An employee hired to work the City's normal full-time forty (40) hour work week on a regular basis, except police officers. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA). Full-time police officers must be Iowa Law Enforcement Academy (ILEA) certified within one (1) year of employment.

REGULAR PART TIME EMPLOYEE: An employee hired to work fewer than forty (40) hours per week on a regular basis. Such employees may be exempt or nonexempt under the FLSA. Part-time regular employees are not eligible for any benefits described in this manual, unless otherwise indicated. Part-time police officers must be ILEA certified within one (1) year of employment.

SEASONAL or TEMPORARY EMPLOYEE: An employee engaged to work full-time or part-time on the City's payroll with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Temporary or seasonal employees are not eligible for any benefits described in this manual, unless otherwise indicated.

SENIORITY: Seniority is defined as an employee's length of continuous service with the Employer from the employee's most recent date of hire, including service in a temporary position.

SUSPENSION: The temporary separation of an employee for disciplinary purposes.

TEMPORARY EMPLOYEE: A person who is hired for a short period of time, not to exceed one year. Such employees do not receive City benefits.

TERMINATION: The separation of an employee from employment with the City. Either the City or the employee can terminate the employee's employment.

2.2 Non-Discrimination/Equal Employment Opportunity Statement

The City is dedicated to equal employment and advancement opportunities. It is the City's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, and without unlawful regard to race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy, age, national origin, disability, genetic information, or any other characteristic protected by local, state or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions and benefits.

The City will not tolerate discrimination by or against any employee on the basis of race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy, age, national origin, disability, genetic information, or any other characteristic protected by law. Employees of the City shall be free to join or refrain from joining any employee union or association. The City will not tolerate retaliation against any employee who, in good faith, reports discrimination or in good faith participates in an investigation regarding discrimination

If an employee believes that he/she is subject to discrimination or retaliation, the employee should use the complaint procedure outlined in the City's policy in Section 2.5, below.

2.3 Harassment/Sexual Harassment

Harassment, retaliation, coercion, interference, or intimidation of any employee because of that employee's race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy, age, national origin, disability, genetic information, or any other characteristic protected by local, state, or federal law ("harassing conduct"), is illegal and is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts or words; and written or printed material that denigrates or shows hostility toward an individual or group made or posted in the workplace or in the course of employment for the City. Such harassing conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action.

The City will not tolerate harassment against any employee. The City will not tolerate retaliation against any employee who, in good faith, reports discrimination or in good faith participates in an investigation regarding discrimination.

If an employee believes that he/she is subject to harassment or retaliation, the employee should use the complaint procedure outlined in the City's policy in Section 2.5, below.

This policy also includes sexual harassment, a form of harassment. Sexual harassment is illegal discrimination on the basis of sex. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or harassing nature by supervisors, managers, co-workers, or others in the workplace. Sexual harassment exists when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the employee's employment;
2. Submission to or rejection of the conduct is used as the basis for decisions affecting the employee's employment; or
3. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Nonverbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact, or assault;
4. Threats or demands to submit to sexual requests in order to keep the employee's job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

The City is committed to maintaining a workplace that is free of any such harassment, sexual or otherwise, and will not tolerate discrimination against employees, customers or guests. Harassment is prohibited under local, state and federal employment laws and is also considered misconduct subject to disciplinary action, up to and including termination. Immediate action will be taken to resolve complaints about discrimination and harassment. See Section 2.5 for the complaint procedure.

2.4 Retaliation

Employees who make good faith claims of discrimination or harassment shall not be subjected to retaliation. Witnesses who, in good faith, participate in any investigation regarding discrimination or harassment, shall not be subjected to retaliation. Retaliation is punishing an employee by demoting them, terminating them, or changing their work conditions in a material way. The City shall not tolerate retaliation. All employees shall be protected from coercion, intimidation,

retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.

Claims of retaliation should be brought to the attention of the employee's Department Head and/or the City Manager. If an employee reports retaliation to his or her supervisor, the supervisor shall immediately notify the City Manager. If an employee believes that he/she has been subjected to retaliation, the employee should use the complaint procedure outlined in the City's policy in Section 2.5, below. Any employee determined after investigation to have retaliated against another employee will be subject to appropriate disciplinary procedures depending upon the severity of the behavior, up to and including termination.

2.5 Complaint Procedure for Claims of Discrimination, Harassment, and Retaliation

Any employee who feels he/she is being subjected to unlawful discrimination, harassment and/or retaliation should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- (a) Employee's Supervisor
- (b) City Manager

The employee should be prepared to provide the following information:

- (a) Employee's name, department and position title.
- (b) Name of the person or persons committing the unlawful conduct.
- (c) Date(s) and approximate time(s) of the unlawful conduct.
- (d) The specific nature of the unlawful conduct, how long it has gone on, and any employment action (demotion, failure to promote, termination, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against him/her as a result of the harassment.
- (e) Witnesses to the unlawful conduct, if any.
- (f) Whether the employee has previously reported such unlawful conduct and, if so, when and to whom.

After receiving a complaint about unlawful discrimination, harassment and/or retaliation, the person receiving the complaint shall document the complaint in writing. The employee shall sign the written complaint, attesting to the accuracy and truthfulness of the incident. All information disclosed in the complaint procedure will be held and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

2.6 Investigation of Claims of Discrimination, Harassment, and Retaliation

It is the City Manager's responsibility to coordinate the investigation of unlawful discrimination, harassment and/or retaliation complaints. If the City Manager is the subject of the complaint, the Mayor shall coordinate the investigation. The following procedures shall apply to of the investigation of such complaints:

- (a) The person to whom the complaint is made shall immediately present it in writing to the City Manager;
- (b) The City Manager shall name an impartial investigator who shall promptly begin the investigation;
- (c) The investigator shall meet with the complainant and the respondent, as well as any witnesses who may assist in the investigation;
- (d) The investigator shall notify the respondent of the allegations against them unless immediate notification would jeopardize the investigation or result in a safety concern;
- (e) The respondent shall be given appropriate opportunity to refute the allegation and present information and/or witnesses on their behalf.
- (f) The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by all persons interviewed about the unlawful conduct;
- (g) Based upon the investigative report, the City Manager shall determine whether the respondent's conduct constituted unlawful discrimination, harassment and/or retaliation. In making that determination, the City Manager shall look at the record as a whole and the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred. The City Manager shall use the preponderance of the evidence standard in determining whether the complaint about the unlawful conduct is substantiated or not substantiated;
- (h) If the City Manager determines the complaint is substantiated, he/she shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment. The City Manager shall take appropriate measures intended to not only discipline the offender, but which are reasonably calculated to prevent further discrimination, harassment or retaliation in the future.
- (i) This determination shall include whether a Supervisory relationship exists, and any other factors the City Manager believes relate to fair and efficient administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. Upon the conclusion of the investigation, the City Manager shall notify the complainant and respondent of the determination (substantiated or not substantiated.) If any disciplinary measures are implemented, they are confidential personnel matters which shall not be disclosed to any employees. The City Manager shall notify the complainant and respondent that retaliation will not be tolerated and that if the complainant experiences retaliatory conduct, he/she should report it to the City Manager or their Supervisor.
- (j) Upon the conclusion of the investigation, the City Manager shall notify the witnesses that the matter has concluded, and that if they experience retaliatory conduct to promptly report it to the City Manager or their Supervisor.
- (k) If the City Manager determines after reviewing the investigation report that the complainant did not make the complaint in good faith or otherwise falsified the complaint, the City Manager shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment.

2.7 Workplace Violence: The City is committed to providing a safe, healthy workplace that is free from violence or threats of violence. For purposes of this policy, violence includes physical

acts, verbal acts, and the possession of firearms, explosives, or other weapons on City property, including in City vehicles.

If employees suspect, observe, or experience violent acts while on City property or while on duty, they should report the incident immediately to their supervisor or the City Manager. If an employee feels there is an immediate serious threat to himself/herself or to the safety of others, law enforcement authorities may be contacted directly. Supervisors have a responsibility to report to the City Manager any acts of violence or threatening behavior.

Complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible in light of the investigation. If the investigation reveals that an employee behaved in a violent or threatening manner, that employee may be subject to disciplinary action, up to and including discharge.

Individuals who engage in violent behavior or are in possession of a weapon may be removed from the premises and may be subject to dismissal or other disciplinary action, such as arrest and/or criminal prosecution.

2.8 Job Opening Posting: Whenever a position with the City becomes available, a notice of such opening will be posted at City Hall and the department locations for at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications. Application forms are available from at City Hall and shall be submitted to the Finance Director. Applicants, including current employees, shall be considered on the basis of ability to perform the essential job functions, past performance, experience, training, aptitude, and other job-related qualifications.

2.9 Veterans' Preference: Any honorably discharged veteran as defined in Chapter 70.1 of the Code of Iowa is entitled to preference in appointment and employment over other applicants of no greater qualifications.

2.10 References: Upon your written request, the City will release only non-confidential information pursuant to Chapter 22 of the Iowa Code. The City will release any information relating to the results of federally required drug tests in accordance with the applicable law.

2.11 New Employee Practices. Prior to being hired, each applicant shall fill out an employment application indicating his or her status as a veteran under Iowa law. Additionally, copies of all credentials (degrees, certificates, etc.) that are stated in the appropriate job description's qualifications section will be procured and will be retained with the employee's application.

Upon hire, the following will be completed:

- Federal W-4 form
- State W-4 form
- Form I-9
- Employment agreement (if applicable)
- IPERS Beneficiary Form (permanent employee)
- Insurance application/declination (permanent employee)

All new employees, at hire, are required to complete, among other forms, an Employment Eligibility Verification (I-9) form. This form, pursuant to federal law, requires all employees to provide the City with specific documents to establish identity and employment eligibility. Documents accepted will be in accordance with those acknowledged by the Department of Homeland Security as described on the I-9 form.

After a contingent offer of employment is made to an applicant, a drug screening and health screening may be completed. The offer shall be contingent on (1) negative drug screening results and (2) the health screening confirming that the applicant is capable of performing the physical requirements of the position with or without a reasonable accommodation. The applicant shall have the opportunity to disclose and/or explain any information that he or she believes may influence the outcome of the drug test prior to the drug test. Furthermore, if the employee's health screening reveals that the employee may not be able to perform the job with or without an accommodation or that an accommodation may be required, the employer and employee shall engage in the interactive process pursuant to the Americans with Disabilities Act as Amended ("ADAAA").

2.12 Physical Examination: The City may require an applicant to submit to a job-related physical examination by a physician designated by the City and at the City's expense or the prospective employee's physician at the prospective employee's expense if the employee requests to see his or her own physician. The applicant shall not be required to submit to a job-related physical examination until after the employee has been offered a position, but before the employee starts work. Additionally, the City may require that a current employee be examined by a qualified and licensed physician or other appropriate medical professional selected by the City if there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence.

Following an examination, an employee or applicant shall provide a written statement from the physician indicating that the employee is capable of performing the essential functions of the employee's job with or without reasonable accommodations, or is capable of performing the essential functions of another job, which is open/available and for which the employee is qualified, with or without reasonable accommodations. The results of the examination will be kept in a confidential file separate from other employee records.

2.13 Proof of Employability: To comply with the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990, and all subsequent amendments, the City requires all employees to present documented proof of identity and eligibility/authorization to work in the United States.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly re-hired employees must also complete the form if the employee has not previously filed an I-9 with the City, or if their previous I-9 is more than three years old or is no longer valid. At the time the form is completed, employees must show the original copies of two forms of legal identification, such as driver's license, Social Security card, Birth Certificate, or an Immigration and Naturalization "green" card.

2.14 Employment of Relatives: It is the City's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the City, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. To avoid the appearance of favoritism and difficulties in administering discipline, the City will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, "family member" includes the individual's mother, father, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, or uncle.

If a supervisory relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred if possible. Otherwise, the employment of the least senior employee will be terminated.

This policy applies to all City departments and all categories of employment, including full-time, part-time, and temporary classifications.

2.15 Employment of Minors: Employment of all individuals under the age of eighteen (18) years, whether full-time, part-time, or temporary, shall be subject to all provisions of Chapter 92, Iowa Code and its revisions and the Fair Labor Standards Act. Under no circumstance shall the City employ anyone under the age of fourteen (14) or employ anyone under the age of eighteen (18) for hazardous work as defined by the Fair Labor Standards Act. Furthermore, the City shall not employ anyone under the age of seventeen (17) for any position that requires the employee to drive a motor vehicle on a public road.

2.16 New Employee Relocation: Reimbursement may be made to newly hired employees for out-of-pocket expenses encountered in moving to the Tipton area for the express purpose of commencing employment with the City. The City Manager shall be responsible for the implementation of this policy, with responsibility for determining applicability and maximum allowable amounts in individual cases.

2.17 ADA Compliance: If an applicant or employee has or believes he or she has a disability as defined by the Americans with Disabilities Act as Amended ("ADAAA"), and the disability requires a reasonable accommodation for the applicant or employee to perform his or her essential job functions, the applicant or employee should notify the City with that information. In compliance with the ADAAA, the City will engage in the interactive process with qualified applicants or employees with disabilities to determine if a reasonable accommodation exists that will allow the applicant/employee to perform his/her essential job functions. The City encourages applicants or employees to raise any issues implicating the ADAAA with his/her immediate supervisor or the City Manager. All information regarding employees' disabilities and/or medical information shall be kept in a separate confidential medical file for the employee.

2.18 New Position Orientation Period: Health insurance coverage shall not accrue to new hire employees until the first day of the month following the employee's start date. Certifications, such

as a commercial drivers' license, necessary for the position, shall be gained within the first thirty (30) days of employment unless circumstances warrant an extension of time agreed to by the City. ILEA certification for police officers shall be within one (1) year of employment.

2.19 Residency Requirements: All City employees are required to be residents of the State of Iowa at the time employment begins and shall remain residents of the State of Iowa while they are employed by the City. In order to ensure a reasonable response time for emergency standby personnel of the City of Tipton, such personnel are required, within six (6) months of the date of hire, to establish residency that allows them to be in the City of Tipton in a reasonable response time. Emergency standby personnel are those employees in the Police, Gas, Water, Sanitary Sewer, Electric and Public Works departments who are normally assigned weeknight and weekend standby status for emergency response to situations requiring immediate attention. For purposes of this policy, residence shall mean the actual domicile of the employee where that employee normally eats, sleeps and maintains the normal personal and household effects for daily living. Residence shall not include a place secured solely for the purpose of meeting the requirements of this policy, which is maintained in addition to the employee's actual place of residence outside the City's maximum limit.

2.20 Personnel Records and Privacy: Personnel files are property of the City. The City Manager, or his designee, shall maintain personnel files in a secure location on each employee. These files contain job-related information including, but not limited to, performance appraisals, disciplinary records, and some beneficiary designations. Any information contained in the files will be released only as required by law, if the employee makes a written request for the City to release the information, or to a Councilmember or Department Head in accordance with this policy. The City will release information, relating to dates of employment, job description, salary, and such other information as may be required pursuant to Iowa Code Chapter 22. The City will release any information relating to the results of federally required drug tests in accordance with the applicable law.

To assure that City records are current, employees should notify their Department Head whenever there are any changes in the employee's home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. As stated in Section 91B.1 of the Iowa Code, an employee shall have access to and shall be permitted to obtain a copy of the employee's personnel file maintained by the City, including, but not limited to performance evaluations, disciplinary records, and other information concerning employer-employee relations.

However, an employee's access to a personnel file is subject to all of the following:

1. The City Manager and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the City may be present.
2. An employee shall not have access to employment references written for the employee.
3. The City may charge a reasonable fee for each page of a copy made for an employee of an item in the employee's personnel file. The fee charged by the City is \$0.15/page. For purposes of this subsection, "reasonable fee" means an amount equivalent to an amount charged per page for copies made by a commercial copying business.

In the event the City Manager is unavailable to respond to a request for access to personnel files and such absence is reasonably anticipated to exist for 48 hours or more the City Finance Director shall, consistent with the terms of this policy, have authority to take action in the place of the City Manager. In the event the City Finance Director shall take action in the place of the City Manager pursuant to the terms of this policy, the City Finance Director shall take the following additional actions:

1. The City Finance Director shall file with the Mayor and City Council written notice of the date and time that action has been taken in the place of the City Manager. Such notice shall state the circumstance of the absence of the City Manager.
2. The City Finance Director shall prepare a summary report to the City Manager indicating who requested access to the Personnel files and what files were provided to the request.

Department heads may obtain information from the personnel files only on employees within their respective departments. The City Council may request personnel records be provided for review by the entire Council without the consent of the employee when it is a business necessity and for legitimate employment-related reasons. Care shall be taken to protect the privacy rights of all persons mentioned in the records at any meeting, whether closed or public. Any Councilmember or Department Head seeking to review a confidential personnel record of a City employee shall provide reasonable prior written notice of the request to the City Manager. Upon providing such notice to the City Manager, the Councilmember or Department Head shall be permitted, during normal business hours, to review the confidential personnel records of the City employee listed on the written request. The City Manager may be present during the review of personnel records and shall inventory the file prior to any authorized review of the file. Confidential personnel records or any portion of confidential personnel records shall not be removed from City Hall. Copies of confidential personnel records shall not be made by anyone, except for an employee obtaining information from his/her own file, or except for use by the City in a matter involving the employee. A record of the time and date of the authorized review of the confidential personnel file shall be maintained by the City Manager.

2.21 Performance Review

The City shall annually evaluate each employees' performance. The goal of a performance review is to objectively identify areas where an employee excels and areas that need improvement. The City uses performance reviews as a tool to determine pay increases, promotions, improvement plans, employee discipline, and/or terminations. Performance reviews are based on merit, achievement, and may include, but is not limited to, consideration of the following:

- Quality of work
- Productivity
- Job Knowledge
- Teamwork and Collaboration
- Dependability and Timeliness
- Public Relations and Communication
- Respects and Follows City Policies
- Department and Personal Goals

Employees shall sign copies of their performance review and copies of employee performance reviews will be maintained in the employee's personnel file. For any questions about performance expectation or evaluation contact your supervisor or the City Manager.

2.22 Office of the Ombudsman

Pursuant to Iowa Code Section 70A.29, the City is putting you on notice that Iowa Code Chapter 2C authorizes the State of Iowa Office of the Ombudsman to investigate complaints. Any employee wishing to contact the Ombudsman's Office may do so by calling toll-free at 1-888-426-6283.

2.23 Political Activity

An employee of the City may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. He/she may not directly or indirectly coerce, attempt to coerce, command or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization or person for political purposes.

If an employee becomes a candidate for any City of Tipton elective office, the employee automatically receives a leave of absence without pay. The leave without pay begins upon either an announcement of the employee's candidacy or filing of a petition for office, whichever occurs first. However, this will not be later than thirty (30) days before the primary or general election day, and it continues until the employee is no longer a candidate. If elected, the employee shall be required to resign from his or her position.

All political activity will be governed by the applicable state and federal regulations.

3.0 STANDARDS OF CONDUCT AND CORRECTIVE ACTION

3.1 Policy: In order to maintain safe, efficient and harmonious operations, and to continue to provide the highest standard of public service, the City has adopted the following rules. Each rule reflects a common understanding of what behavior is acceptable in the workplace.

These rules can be modified by the City as changing conditions warrant. The City may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. You must understand that any offense, whether or not it is included in these work rules, may result in disciplinary action up to and including discharge without prior warning. Each case shall be considered on its own merits with due consideration to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender. These rules are not exclusive and discipline may be taken in other instances of misconduct.

The City expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

3.2 Work Rules: While it is not possible to list all the offenses for which you would be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance
2. Dishonesty or lying, including falsifying employment or other job-related records.
3. Violating the City's policy against workplace harassment, discrimination, or retaliation of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.
5. Unauthorized failure to return from a leave of absence.
6. Consuming, having unauthorized possession of, being under the influence of, or reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol, or other substances.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
8. Bringing or using alcoholic beverages on City property or using alcoholic beverages while engaged in City business off of City premises.
9. Fighting or physically assaulting an individual or using obscene, abusive, or threatening language.
10. Stealing, willfully destroying, or unauthorized use or alteration of property of coworkers, customers, clients, or the City.
11. Possessing unauthorized firearms, knives, explosives, or other weapons on City property or while on City business.
12. Disregarding smoking, safety, or security regulations.
13. Engaging in insubordination, or failing to cooperate with assigned employees, co-workers, or supervisors.
14. Failing to follow City job instructions or to perform work requested by a supervisor or Department Head.
15. Violating a City safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
16. Failing to maintain confidentiality of City, employee, resident, or customer information.
17. Failing to maintain necessary licenses and/or certifications as required by the City.
18. A criminal arrest or conviction while on or off duty.
19. Unauthorized copying of City records.
20. Refusal to work without good reason when called in for emergency situations.
21. Sleeping, or giving the impression of sleeping, during work hours.
22. Failing to notify an employee's supervisor in advance of an absence from work, including arriving late or leaving early.
23. Making untruthful or malicious statements about fellow employees.
24. Threatening, coercing, or intimidating fellow employees or others.
25. Modifying another employee's timecard without authorization from the appropriate supervisor or asking another employee to modify your timecard.
26. Gambling on City property or on working time.
27. Soliciting monetary contributions or disturbing non-work materials without proper permission of the City Manager.
28. Discourteous treatment of any kind to the public.
29. Failure to report an occupational injury.
30. Violation of any employee requirements in this Employee Handbook.

3.3 Outside Employment: No employee may hold outside employment unless approved by the City Manager. This section is intended to prevent violation of Iowa Code Section 362.5 which prohibits an employee or officer from having an interest, direct or indirect, in any contract or job or work or materials or profits thereof or services to be furnished or performed for the officer's or employee's city.

3.4 Progressive Discipline: It is the City's policy to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge, in the City's discretion. Situations that the City believes will respond to corrective discipline will normally be handled as follows:

1. Counseling: The employee's supervisor will normally give the employee a verbal warning.
2. Written warning: If the unsatisfactory conduct continues, the employee's department head will normally issue a written warning.
3. Suspension: If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
4. Termination: If the conduct continues, the City may terminate the employment of the employee.

The City reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination, without regard to the progressive guidelines explained above.

Employees are free to resign their employment with the City at any time and for any reason and the City retains the same right regarding termination of employment.

3.5 Telephone Use: This policy is intended to establish guidelines for city employees who use City owned telephones and who are issued City cellular phones regarding proper use of the cellular phones and their technologies.

Telephone or Personal Cellular Phone Usage:

- (a) Personal use of City owned office telephones for long distance or toll calls is prohibited.
- (b) Employees may use City office telephones or their own personal cellular telephones during work hours to make local personal calls of a reasonable duration and frequency; when they do not interfere with the performance of the City's business; if it is not related to any illegal, discriminatory or harassing behavior or business as described in this handbook; if it would not cause the City public embarrassment and does not compromise City security or confidential information.
- (c) The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use.
- (d) If an employee's personal telephone use, whether City technology or personal technology, becomes disruptive to the employee's work performance, the City may discipline the employee up to and including termination.
- (e) Families and friends should be encouraged to call employees only when urgent or necessary; and such calls must be kept to a minimum. Employees are requested to make personal calls, when necessary, during their breaks or meal periods.

City Owned Cellular Phone Eligibility and Usage:

- (a) City Council may assign City owned cellular phones to employees or otherwise make a cellular phone available for use when a valid mission-related purpose exists.
- (b) Personnel to whom City owned cellular telephones may be assigned include those persons whose duties require frequent mobility but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.
- (c) The City Manager shall evaluate the needs and requests of those personnel who will be utilizing the cellular telephones in selecting appropriate telephones and peripheral devices or accessories.
- (d) The City may opt to allow for a stipend for use of employee's personal cellular phone in lieu of issuing a City-owned cellular phone.
- (e) The primary use of City owned cellular phones is for official business. Limited and incidental personal use is allowable, as long as the employee's use does not go beyond the plan minutes allowed. Individual employees are subject to additional costs attributed to charges above the plan assigned to them. The following uses of cellular phones are prohibited:
 - 1) Offensive or harassing statements or language because of a person's protected class status as described in this handbook;
 - 2) Use for commercial purposes or for personal profit;
 - 3) Anything that violates accepted ethical principles or any other use in conflict with the City's Personnel Policies and Guidelines.
- (f) The City owned and issued cellular telephones are the property of the City. Employees are responsible for the care and use of the cellular phones. The City is not responsible for replacing cellular phones damaged by employee carelessness or intentional destruction.
- (g) In the event any cellular phone or other related equipment is damaged in the course of business under reasonable circumstances, the item should be brought to the employee's Supervisor for direction as to contacting the vendor for repair or replacement.
- (h) If the City Manager and employee's supervisor (if applicable) determine that a City-owned cellular phone was damaged by employee carelessness or intentionally destroyed by the employee, the employee shall authorize the City to withhold reimbursement from his or her paycheck pursuant to Iowa Code Chapter 91A.
- (i) Lost or stolen cellular equipment shall be immediately reported to the employee's Supervisor so the service may be cancelled; a timely police report should also be filed.

3.6 Information Technology Use: Information Technology is defined as computers, computer files, e-mails and software including tablets furnished to employees are City property and intended for City-business use. The content of all communications created or disseminated through the use of any City information technology is the property of the City and shall comply with all policies. Employees should not access files or retrieve any stored information or communications without authorization. Employees should access those files only as necessary for the performance of their duties. Employees using the City's information technology shall not attempt to exceed the access rights granted by the City.

Sharing user identification and/or passwords for any City information technology is prohibited, unless directed by the City Manager for legitimate business reasons.

The City prohibits the use of information technology in ways that are disruptive, offensive to others, or harmful to others. Sending, transmitting, storing or accessing offensive, derogatory, defamatory, pornographic or illegal content on the City's information technology is prohibited.

Information technology is provided to Employees for the purpose of performing City business. The City reserves the right, in its sole discretion to block access to offensive, malicious, and non-business web content or websites. The City may monitor staff use of internet technology at any time without any notice other than this handbook provision.

While at work, employees are expected to use information technology in a business-like and professional manner. Use of information technology is for business purposes only. Anyone found using Computer/Internet/Email access in a way deemed inappropriate will be denied privileges and may be subject to disciplinary action, up to and including termination.

3.7 Social Media Policy

DEFINITIONS:

- Posting: any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, or placed upon any City social media site.
- Social media or site: includes, but is not limited to, electronic communication through which users create online communities to share information, ideas, personal messages, photographs, videos, and other content. Examples of the types of social networking sites covered by this policy include, but are not limited to: blogs, LinkedIn, Facebook, Google+, Twitter, YouTube, Instagram, Pinterest, Snapchat, YikYak, photo and video sharing sites, micro-blogging, podcasts, wikis, news sites, as well as viewable comments posted on Internet sites. This policy is not meant to address only certain forms of social media, but rather social media in general as advances in technology will occur and new tools will emerge that are also expected to be used in accordance with this policy.

All City employees are expected to use City computers, tablets, mobile phones, computer applications and programs, internet resources and network communications in a responsible, professional, ethical, and lawful manner always. This includes use of all social media utilizing these devices. Employees should be aware that all content, including social media, on these devices is not private and the employer could access any information saved to, accessed by, created on, transmitted on, downloaded to, exchanged over, or discussed on these devices, including social media, at any time. Consequently, employees have no reasonable expectation of privacy when engaging in these activities and employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone.

In addition, employees are expected to follow all other City policies with regard to their use of social media. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

PROCEDURES:

The procedures for using Social Media are presented in two categories: (1) City sponsored sites used to provide citizens with official, accurate, and unbiased information, and (2) procedures governing employees' conduct while on social media sites.

1. City-Sponsored Sites:

- A. The City's social media are limited public forums. The sites are not an editorial page or blog for visitors and they are subject to the commenting restrictions listed below in this policy. The City does not intend by its social media sites to create or allow the creation of an unlimited public forum for the public to post comments of any kind.
- B. The establishment and use by any City department of City social media sites are subject to approval by the City Manager. At the time such site is approved, the City Manager must determine who will be responsible for developing this site including establishing an administrative profile, designating who will have authority for speaking on behalf of the City, and who will keep the site up to date, including answering questions in a timely manner.
- C. City social media accounts will only become affiliated with (i.e., "like," "follow," etc.) another social media page if it is related to official City business, services, and events. The City Manager shall have the final determination if another social media page is related to official City business, services, and events.
- D. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.

The City Clerk or his/her designee will monitor the City's social media accounts to ensure that the social media sites further the City's policies, interests, and goals.

Comments containing any of the following inappropriate forms of content will not be allowed on the City's social media sites and are subject to removal by the City:

- a. Comments unrelated to the original topic;
- b. Comments that are obscene, vulgar, or profane;
- c. Content that promotes, fosters or perpetuates discrimination of any protected class under local, state, or federal law (see Section J – 2);
- d. Defamatory or personal attacks;
- e. Threats to any person or organization;
- f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
- g. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
- h. Conduct in violation of any federal, state or local law;

- i. Encouragement of illegal activity;
 - j. Information that may tend to compromise the safety or security of the public or public systems; or
 - k. Content that violates a legal ownership interest, such as a copyright.
 - l. Comments that are threatening in nature will be forwarded as appropriate to law enforcement.
- E. The City reserves the right to restrict or remove any content that is deemed in violation of City policy, including this policy, or applicable law. Any content removed based on these guidelines must be retained by the City Clerk or his/her designee for a minimum of 90 days, including the time, date, and identity of the poster, when available.
 - F. Comments posted by the public on the City's social media site express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions or policies of the City, and the publication of such comments does not imply endorsement or agreement by the City.
 - G. The City is not responsible for and has no control over the accuracy, subject matter, content, information or graphics when viewing links attached to its social media sites. The City also does not endorse any organizations sponsoring linked websites or the views or products they offer.
 - H. The City is not liable for the content of postings by individuals employed by the City or third parties not affiliated with the City on any City social media sites.
 - I. The City reserves the right to deny access to its social media site for any individual who violates the City's policies or the law, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable local, state or federal law.
 - J. The City's website at <http://www.tiptoniowa.org> will remain the City's primary and predominant Internet presence.
 - K. Employees representing the City via social media accounts must conduct themselves, at all times, as representatives of the City and must identify themselves as representatives of the City when doing so. Employees that fail to identify themselves and/or conduct themselves in an appropriate manner shall be subject to discipline up to and including termination.

2. Employees' Personal Use of Social Media:

- A. Employees should limit their use of social media during working hours or on equipment provided by the City unless such use is work-related or authorized by a Supervisor. Employees shall not use City-provided e-mail addresses to register on social networks, blogs or other websites for personal use. Employees should note that this provision is not meant to prohibit employees from engaging in concerted protected activity where prohibited by law.
- B. Employees may not, unless expressly authorized in writing, make statements on behalf of the City on the employee's social media accounts. If an employee wishes to make a work-related statement on his/her social media, the employee should consider including a disclaimer indicating that the opinions are the employee's personal opinions and not the opinion of the City.
- C. Employees shall not use City-provided email accounts to sign up for or access

- social media unless expressly authorized to do so by the employee's Supervisor.
- D. Employees shall have no expectation of privacy if they access their social media using City e-mail, City networks, City servers, City devices, and/or any other City resources when accessing social media.
 - E. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment with the City unless expressly authorized. In addition, employees are expected to respect the privacy of their co-workers and citizens and must take steps to protect the privacy and confidentiality of others.
 - F. Employees are not to use the City's intellectual property such as trademarks, logos, letterhead, *etc.* when posting on social media or in any other actions, unless expressly authorized in writing. This includes posting pictures of yourself or others wearing City uniforms or other apparel bearing the City's name or logo.
 - G. Employees are not allowed to use photographs or other depictions related to City business, including, as discussed in the paragraph above, unless expressly authorized in writing. This includes, but is not limited to posting, transmitting, and/or disseminating any photographs or videos of City training, activities, or work-related assignments.
 - H. Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees, or citizens.
 - I. Employees shall not post material that may be construed to be discriminatory, harassing, or retaliatory under local, state, or federal law about the City, its employees, or citizens.
 - J. Nothing in this policy is intended to infringe upon any employee's legitimate First Amendment rights and employees are free to express themselves as private citizens on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of this City, impeding the performance of City duties and/or negatively affecting the public perception of the City. As public employees, employees are cautioned that speech made pursuant to an employee's official duties is not protected speech under the First Amendment and may form the basis for discipline.

The City's social media sites may be considered public records under Iowa Public Records laws. If requested, the City may be compelled to disclose public records to third party requestors. The City in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

3.8 Federal and State False Claims Act Education and Detection Policy

This policy is applicable only to the Tipton Ambulance Service and its employees and volunteers. The City of Tipton is required to establish written policies for all employees that include detailed information about the False Claims Act and other provisions set forth in 42 U.S.C. § 1396a(a)(68) and Chapter 685 of the Iowa Code. To ensure compliance with such laws, the City has adopted this policy which is meant to educate its employees about the False Claims Act and detect and prevent fraud, waste, and abuse.

Federal Law Summary

There are a number of federal laws that are designed to address health care fraud, waste, and abuse. Chief among these laws are the Federal False Claims Act and the administrative remedies for false claims and statements, known as the Federal Program Fraud Civil Remedies Act or the Federal Administrative Remedies for False Claims and Statements.

The False Claims Act (31 U.S.C. §3729) is a statute that imposes civil liability on any person who:

- Knowingly presents, or causes to be presented, a false or fraudulent claim, record or statement for payment or approval,
- conspires to defraud the government by getting a false or fraudulent claim allowed paid,
- uses a false record or statement to avoid or decrease an obligation to pay the Government, and
- other fraudulent acts enumerated in the statute.

A “claim” includes any request or demand for property or money, including grants, loans, insurance, or benefits, when the Federal government provides or will reimburse any portion of the money. A person acts “knowingly” if the person has actual knowledge of the false information in the claim, acts in deliberate ignorance of the falsity of the claim, or acts in reckless disregard of the falsity of the claim. No proof of intent to defraud is required.

Examples of a false claim include billing twice for the same service, billing for services not rendered, billing for medically unnecessary services or falsifying certificates of medical necessity, unbundling or billing separately for services that should be billed as one, creating false medical records or treatment plans to increase payments, failing to report and refund overpayments or credit balances, and giving and/or receiving unlawful inducements to healthcare providers for referrals for services.

The False Claims Act permits a private person with actual knowledge of false claims activity to file a civil lawsuit on behalf of the federal government. These so-called “qui tam” or “whistleblower” provisions of the False Claims Act contain detailed procedures for how to file such lawsuits. The purpose of bringing the qui tam suit is to recover the funds paid by the federal government as a result of the false claims. Sometimes the federal government decides to join the qui tam suit. If the suit is ultimately successful, the whistleblower that initially brought the suit may be awarded a percentage of the funds recovered.

The False Claims Act also protects employees from retaliation or discrimination in the terms and conditions of their employment based on lawful acts of the employee done in furtherance of an action under the False Claims Act. This applies to any employee who is discharged, demoted, suspended, threatened, harassed, or discriminated against in his or her employment as a result of the employee’s lawful acts in furtherance of a false claims action.

Federal Law Fines and Penalties for violating the False Claims Act include up to three times the amount of damage sustained by the federal government, civil monetary penalties as statutorily allowed per false claim, and/or exclusion from federally funded programs. Federal law also

contains criminal and administrative sanctions for false claims and statements that may be applicable to identified instances of health care fraud, waste, and abuse.

The Federal Program Fraud Civil Remedies Act or the Federal Administrative Remedies for False Claims and Statements creates administrative authorities that permit federal agencies to recover in the case of false claims. If a person submits a claim that the person knows is false or contains false information, or omits material information, then the agency receiving the claim may impose a civil penalty up to the statutorily allowed amount per claim plus twice the amount of the claim. This law is violated when the false claim is submitted. The determination of whether a claim is false, and the imposition of fines and penalties is made by an administrative agency, not in the federal court system.

Iowa has adopted a similar law to the Federal False Claims Act found in Chapter 685 of the Iowa Code. This law adopts similar deflections, practices, penalties and protections to the Federal False Claims Act.

All City employees have an obligation to familiarize themselves with and adhere to all applicable state and federal laws and regulations that apply to the delivery and reimbursement of services provided by the City. The City Ambulance Director will provide training and resources needed to staff regarding compliance with applicable federal and state laws, regulations, and policies. If a question regarding compliance or a requirement arises, an affected employee shall immediately notify the Ambulance Director and the City Manager. The City prohibits any employee, contractor, or agent from knowingly presenting any claim or payment or approval that is inaccurate, false, fictitious, or fraudulent. Compliance with these standards will be an important factor in evaluating an employee's performance. Employees who fail to comply with these standards and/or violate this policy will be subject to discipline up to and including termination.

4.0 HOURS OF WORK AND PAYROLL PRACTICES

4.1 Hours of Work: Regular, full-time employees normally work eight (8) hours per day and forty (40) hours per week. At the discretion of the Chief of Police, Police Officers' hours may be as specified in Section 7, K, of the Federal Fair Labor Standards Act (FLSA). Lunch breaks are not included as a paid benefit. Two fifteen-minute, paid rest periods are allowed during each half of the workday. Employees may be called back to work during rest breaks if conditions require.

Weekly schedules and rest periods for part-time employees will be established by the appropriate department heads.

Daily and weekly work schedules may be changed at the discretion of the City to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

4.2 Attendance and Punctuality: The City expects employees to be reliable and to be punctual in reporting at the beginning of assigned daily work hours, and to reasonably complete their duties by the end of assigned work hours. The City does not permit employees to begin his or her work duties before his or her scheduled working time or end his or her work duties after his or her scheduled working time without prior approval from his or her direct supervisor. If an employee

will be tardy, needs to leave early, or be absent for the entire work day, that employee must notify his or her supervisor as soon as the employee knows that he or she will be tardy, needing to leave early, or absent for his or her entire work day. At a minimum, employees must notify their supervisors of any absence or change in their hours at least one hour prior to the start of the employee's work day (except in cases of proven emergency). Employees are not allowed to leave their work assignments prior to their shift ending unless approval has been given by their supervisor.

Poor attendance and excessive tardiness are disruptive. From time to time, it may be necessary for an employee to be late or absent from work. The City is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

Chronic absenteeism and tardiness or unauthorized early departures from work may result in disciplinary action. Should an employee have any questions regarding his/her work schedule, the employee should contact their supervisor. The City will review cases of absenteeism and tardiness on an individual basis.

4.3 Pay Periods: The work week for payroll purposes shall begin at 12:00 a.m. on Friday and end at 11:59 p.m. on Thursday.

All employees are normally paid by the end of the working day every other Friday for the two weeks of work that ended on the Thursday two weeks prior to the payday. If a regular payday falls on a holiday, you will usually be paid on the preceding workday. Pursuant to Iowa Code Section 91A.3, all employees hired by the City on or after July 1, 2005, will be required to participate in direct deposit payroll.

All required deductions, including those for state and federal taxes, retirement programs, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from your paycheck.

4.4 Overtime: If you are classified as a nonexempt employee except police, you will receive compensation for approved overtime work at the rate of time and one and one-half your hourly rate for each hour worked over forty (40) hours in the work week. Individual departments will distribute overtime work as equitably as possible among employees who do similar work.

Paid leaves, vacation, holidays, or any other paid non-work time shall not be counted as work time for purposes of determining overtime for all non-exempt employees, including police. Overtime shall only be calculated on the basis of actual time worked by the employee.

4.5 Standby/Callback Pay. Standby and callback pay only apply to public works, gas, and utility employees. No other employees shall be entitled to standby or callback pay.

Standby is defined as time when the Employer specifically requires an employee to carry a pager and be immediately available to report for duty during a scheduled time off. "Immediately

available” means the employee must report for duty within one-half (½) hour of being called to work. An employee who fails to comply with the Employer’s directive is subject to discipline. An employee required to be on “standby” will receive one (1) hour of straight time pay for each weekday, Sunday through Thursday, the employee is required to be on standby. An employee required to be on “standby” on Friday or Saturday or a holiday as designated in this Agreement shall receive three (3) hours of straight time pay. Standby time will not be considered as time worked for the purposes of computing overtime. An employee will not be required to be on standby during approved vacation or other approved leaves of absence.

If an employee is on standby and does not report to work within the required one-half (½) hour after receiving notice to report for duty, the employee shall be subject to discipline up to and including termination. The employee shall remain on standby for the remainder of the standby period and answer any subsequent calls promptly.

An employee on standby who is called into work shall receive callback pay. An employee will be considered to have actually worked a minimum of one (1) hour regular pay in the event the employee is called back to work by the Employer. If the additional time worked causes the employee to actually work more than forty (40) hours in the workweek, the employee will receive overtime pay for the time actually worked in excess of forty (40) hours. All time actually worked during the callback shall be considered as hours actually worked for the purpose of computing overtime.

Callback does not apply if the employee is called to work one (1) hour or less prior to the start of the employee’s shift, in which case the employee will be considered to have actually worked from the time the employee reported to work. Likewise, callback does not apply where an employee is ordered to work beyond the end of the employee’s regular shift.

4.6 Administrative Leave. Exempt employees are not paid overtime for hours worked over forty in a week. If an exempt employee is required to actually work over forty hours in a work week, that employee should submit that information in the format required by the Finance Director. Vacation, paid leaves, and holidays shall not be counted as actual time worked. The Finance Director will maintain a spreadsheet that contains a total of the hours each employee has worked over forty hours, if any. This time may be taken by the employee, with the approval of his or her supervisor, as administrative leave. An employee may accrue no more than forty hours administrative leave at any given time. If an employee fails to use administrative leave within twelve months of earning it, the leave shall expire. Employees are not entitled to be paid for administrative leave under any circumstances, including termination whether voluntary or involuntary.

5.0 EMPLOYEE BENEFITS AND SERVICES

5.1 Holidays:

5.1.1. Holidays Observed: The City of Tipton will observe the following holidays:

New Year’s Day, January 1

Presidents' Day, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
The day after Thanksgiving, the fourth Friday in November
Christmas Eve Day, December 24
Christmas Day, December 25
Two personal "float" holidays

5.1.2 Use of Holidays: Holidays occurring on Saturday will be granted on the previous Friday and holidays occurring on Sunday will be granted on the following Monday. If you are required to work on a holiday, you will be paid one and one-half (1 1/2) times your regular hourly pay or the holiday worked can be utilized as an additional personal "float" holiday to be used during the same fiscal year. If the holiday occurs during your vacation or authorized sick leave, the day will be considered as a holiday and not as vacation or sick leave. Holiday pay is not included in calculating overtime pay. Supervisors shall notify payroll in writing if there is an absence, excused or unexcused, on the day immediately preceding or following a holiday. An unexcused absence on either of these days will result in loss of holiday pay. If the employee is scheduled to work on a holiday but fails to report for work, the supervisor shall notify payroll in writing. An unexcused absence on a holiday which the employee is scheduled to work will result in a loss of holiday pay.

5.2 Vacations:

5.2.1 Eligibility: Regular full-time employees who are actively and continuously employed are eligible for paid vacation based upon their anniversary dates of hire according to the following schedule:

- a) Following the completion of six (6) months of employment, three (3) working days of vacation will be earned.
- b) Following the completion of one (1) year of employment, five (5) working days of vacation will be earned.
- c) Following the completion of two (2) years of employment, ten (10) working days of vacation will be earned.
- d) Following the completion of three (3) years of employment, ten (10) working days of vacation will be earned.
- e) Following the completion of four (4) years of employment, eleven (11) working days of vacation will be earned.
- f) Following the completion of five (5) years of employment, eleven (11) working days of vacation will be earned.
- g) Following the completion of six (6) years of employment, eleven (12) working days of vacation will be earned.
- h) Following the completion of seven (7) years of employment, twelve (12) working days of vacation will be earned.

- i) Following the completion of eight (8) years of employment, thirteen (13) working days of vacation will be earned.
- j) Following the completion of nine (9) years of employment, fourteen (14) working days of vacation will be earned.
- k) Following the completion of ten (10) years of employment, fifteen (15) working days of vacation will be earned.
- l) Following the completion of eleven (11) years of employment, sixteen (16) working days of vacation will be earned.
- m) Following the completion of twelve (12) years of employment, seventeen (17) working days of vacation will be earned.
- n) Following the completion of thirteen (13) years of employment, eighteen (18) working days of vacation will be earned.
- o) Following the completion of fourteen (14) years of employment, nineteen (19) working days of vacation will be earned.
- p) Following the completion of fifteen (15) years of employment, twenty (20) working days of vacation will be earned.
- q) Following the completion of sixteen (16) years of employment, twenty-one (21) working days of vacation will be earned.
- r) Following the completion of seventeen (17) years of employment, twenty-two (22) working days of vacation will be earned.
- s) Following the completion of eighteen (18) years of employment, twenty-three (23) working days of vacation will be earned.
- t) Following the completion of nineteen (19) years of employment, twenty-four (24) working days of vacation will be earned.
- u) Following the completion of twenty (20) years of employment, twenty-five (25) working days of vacation will be earned.

5.2.2 Scheduling Vacation: All vacation leave must be taken in no less than fifteen-minute increments. Scheduled vacation requests must be submitted in writing to your department head at least one (1) week prior to the proposed start of your vacation. Police officers must submit vacation requests one (1) month prior to schedule publication. Unscheduled vacation requests will be honored when possible in the discretion of the Department Head by reason of workload or staffing availability. Vacation preferences are subject to staffing requirements as determined by the City. Conflicts in vacation dates will be resolved by preference to the employee with greater seniority in employment.

5.2.3 Carryover: Vacation time must be used within twelve (12) months of when it is earned. Employees earn vacation on the anniversary date of the employee's hire. Vacation time may be carried over to the following year with written approval from the City Manager up to a maximum of forty (40) hours, if the City reasonably determines that the employee was unable to use the entire vacation leave accrued as a result of a denial of a requested vacation leave by the City or circumstances beyond the control of the employee.

5.2.4 Vacation Pay Upon Termination: If your employment with the City is terminated for any reason during your first year of service, no vacation is due upon termination. If your employment is terminated for any reason after your first year of service, you will be paid for unused earned

vacation if you provide the City with proper notice of your resignation as required in Section 8.1 of this Employee Handbook. If you fail to provide the City with proper notice of your resignation you will not be paid for any accrued vacation.

5.3 Sick Leave:

5.3.1. Eligibility and Accrual: Full-time regular employees shall accumulate paid sick leave at the rate of one eight (8)-hour day per month up to a maximum accumulation of one thousand (1,000) hours. New hire employees shall not accrue any sick leave until the first day of the month following their hire. After ninety days of employment new hires shall accrue four (4) days of sick leave. Sick leave does not accumulate during any unpaid leave of absence. To be eligible for sick leave payment, an employee shall notify the City as soon as possible, but in any event, not later than ten (10) minutes after the starting time of the employee's workday if the employee fails to report to work or upon becoming ill if the employee becomes ill while at work, unless the employee is unable to notify the employer because of an emergency.

5.3.2 Use of Sick Leave: You are eligible to use accrued sick leave for any non-work-related illness, injury, or temporary disability, which includes pregnancy, which prevents you from performing your essential job functions. Sick pay eligibility for cumulative absences of forty-eight (48) hours or more in three (3) or more consecutive occurrences within a fiscal year may require you to submit a doctors' note providing objective medical evidence of the need for your leave. Sick leave shall be taken in no less than fifteen-minute increments. An employee on sick leave shall receive the employee's regular rate of pay.

5.3.3 Holidays During Sick Leave: If a holiday falls while you are on a paid sick leave day, you will be paid holiday pay and the day will not be deducted from your accumulated sick leave.

5.3.4 Abuse of Sick Leave: If sick leave appears to be abused as evidenced by a pattern of use not necessitated by proven illness or injury, the employer may require you to provide a doctor's note providing objective medical evidence of the need for your leave. The City may require this even if you have not missed three (3) or more consecutive days. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

5.3.5 Conversion of Sick Leave Upon Termination: You will not be paid for any unused accumulated sick leave should your employment with the City be terminated for any reason.

5.3.6 Work-related Injuries: To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by worker's compensation insurance. The amount and duration of benefits payable depend upon the nature of your injury or illness and whether you qualify for workers' compensation benefits.

If you are injured on the job, you must notify your department head immediately. Within twenty-four (24) hours of the injury, you or your department head must report the injury to the City Clerk so that injury reports required by state law can be completed. Failure to report work-related injuries in a timely manner may result in a denial of worker's compensation benefits and/or

discipline. The City's workers' compensation insurance carrier will determine what benefits the employee is entitled to, if any.

The City will designate the care provider the employee is to use for all workers' compensation injuries. If an employee chooses to see his or her own treatment provider, workers' compensation benefits may not cover such care and/or treatment.

Any employee injured on the job shall be eligible, upon written request, to use accumulated sick or vacation leave during the waiting period (first three calendar days) required by workers' compensation. Thereafter, an employee off duty may use accrued sick or vacation leave in an amount equal to the difference between the employee's regular take home pay and the worker's compensation benefits. This combination of pay shall not exceed the pay the employee would have received if he/she were on full duty. **If an employee wishes to supplement his or her pay with sick and/or vacation leave he or she must do so in writing.**

5.4 Family and Medical Leave: It is the City's policy to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA). This policy provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. Whether a particular situation is covered by the FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave. If it is found that any provision of this policy conflicts with state or federal law, including federal FMLA law, the law shall supersede this policy. The City Finance Director has been designated as the City's FMLA Coordinator.

General Provisions

For purposes of this policy:

"Child" means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

"Parent" does not include parents-in-law.

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves

- an overnight stay in a hospital, hospice, or residential medical care facility;
- a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a healthcare provider, or at least one treatment by a healthcare provider plus a regimen of continuing treatment;

- any period of incapacity due to pregnancy or for prenatal care;
- a chronic serious health condition that results in periods of incapacity and sometimes requires treatment;
- permanent or long-term conditions which require medical supervision; or
- multiple treatments and recovery therefrom.

“Spouse” means a husband or wife in a marriage or in a common law marriage. Spouse does not include an unmarried domestic partner.

The “12-month period” during which the leave entitlement occurs is designated as the 12-month period measured forward from the first date of the leave.

Married employees: If an employee and his/her spouse are both employed by the City, and are both eligible for family and medical leave, the employee and his/her spouse will be limited to a combined total of twelve weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with the employee for adoption or foster care, or to care for the child after placement; or to care for the employee’s parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of an employee’s spouse or child, or because of an employee’s own serious health condition.

Qualifying Uses for FMLA:

Eligible employees may use FMLA for one or more of the following reasons:

- Birth of a child, to care for a newborn child, and/or placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To care for their own serious health condition (such a condition makes the employee unable to perform essential job functions).
- Qualifying Exigency Leave: Eligible employees may take up to 12 weeks of FMLA leave to handle exigencies related to a family member's active duty military service or call to active duty, which means leave to deal with child care, financial or legal arrangements due to deployment, leave to address issues arising from the death of his or her covered service member, or leave to spend time with a covered service member who is on short-term temporary rest and recuperation leave during deployment, among other things; and
- Covered Service Member Family Leave: Eligible employees may take up to 26 weeks of FMLA leave to care for a spouse, son, daughter, parent or next of kin who has a serious injury or illness incurred in the line of active duty in the United States Armed Forces.

Eligibility Requirements: To be eligible for family and medical leave, you must have (1) worked for the City for at least twelve (12) months, (2) worked for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave; and (3) worked at a location where the

City has at least fifty (50) employees within seventy-five (75) miles. Only eligible employees are entitled to take FMLA leave.

How and When Leave May Be Taken: Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day.

Duration of FMLA: Eligible employees may receive up to twelve (12) weeks of FMLA within a rolling twelve-month period, measuring backward from the date leave is requested. Spouses working for the City are entitled to a combined twelve weeks in a twelve-month period, unless the leave is for a serious health condition of either spouse. FMLA for the birth or placement of a child for adoption or foster care must be concluded within twelve months of the birth or placement of the child.

Intermittent/Reduced Schedule Leave: Intermittent or reduced schedule leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. Intermittent or reduced schedule leave may be taken in as small as one-quarter hour increments. You must provide the City with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule your intermittent or reduced schedule leave so as not to disrupt City operations. You may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits to the employee's current position, which better accommodates the intermittent leave or reduced schedule.

Notice Requirements: If an employee's leave is foreseeable, the employee must notify the City Finance Director at least thirty (30) days in advance in writing using the proper form to request family medical leave. If circumstances require that the leave begin in less than 30 days, you must notify the City Finance Director as soon as is practicable.

Any leave for a serious health condition, whether for the employee or for the employee's child, spouse, parent, or covered service member, will require medical certification. Medical certification forms are available from the City Finance Director. Certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needing. Other certification requirements apply in the case of intermittent or reduced schedule leave. The City may request a second or third opinion of a medical certification at the City's expense. Periodic re-certification at the company's expense may also be required. Medical certifications, if requested, must be provided within fifteen (15) calendar days of the request, unless special permission is received from the City Finance Director.

Employees will be required to periodically check in with the City Finance Director supervisor during their leave to keep the City apprised of their status and intent to return to work.

Confidentiality regarding an employee's request for FMLA will be maintained except for return-to-work information or required information to ensure safety. FMLA files are considered medical records and will be kept separate from the personnel file. Certification will include the date of onset, the probable duration, type of treatment and other appropriate medical facts concerning the condition. If an employee is seeking leave for his/her own health condition, the certification must also state that the employee is unable to perform the essential functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of leave time the employee will need. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The City reserves the right to require an employee to provide recertification for the need for leave, depending on the amount of leave required.

Fitness for duty medical certification may also be required when an employee is returning to work after leave for his/her own serious health condition.

The City reserves the right to require a copy of the covered service member's active duty orders or other documentation issued by the military which indicates the service member is on active duty or called to active duty status and the dates of the covered service member's active duty service. This information need only be provided to the City once.

Use of Paid Leave: The City requires employees to use paid leave concurrently with their family and medical leave as follows:

1. An employee must use any accrued but unused sick leave, family illness sick leave, vacation and personal days for as much of the portion of the twelve-week FMLA leave as employee's accrued paid leave allows, for the birth, adoption, foster placement or to care for a child, spouse or parent with a serious health condition.
2. An employee must use any accrued but unused sick leave, family illness sick leave, vacation and personal days for as much of the portion of the twelve-week FMLA leave as employee's accrued paid leave allows for his/her own serious health condition.

When an employee has used all required paid leave, the balance of the FMLA leave will be without pay.

An employee may request to use his or her balance of compensatory time for a FMLA reason. If the City permits the compensatory time to be used, the absence which is paid from the employee's accrued compensatory time account will not be counted against the employee's FMLA entitlement.

Rights and Benefits during Leave: Longevity, sick leave and vacation will accrue only during periods of paid leave. The City Manager may make an exception in writing to this section for a leave not exceeding ten work days.

All benefits which an employee had accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave. While an employee is on family or medical leave, paid or unpaid, the City will maintain your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to continue to pay your contribution to the premium on the same schedule as payments are made under COBRA. It is the employee's responsibility to make arrangements with the City to ensure that the employee's portion of the health insurance premium is paid. Loss of insurance coverage may occur if the employee is more than thirty days late with payment of the premium. If the City pays any of the employee's share of the premium while the employee is on leave the employee shall be required to reimburse the City. The City shall be authorized to withhold the amount of the insurance premium owed to the City from the employee's paycheck pursuant to Iowa Code Chapter 91A.

If an employee does not return from FMLA, the City reserves the right, in its discretion, to recover the employer portion of premiums it has paid to maintain the employee's health coverage.

Return from FMLA: Employees using FMLA for their own serious health condition will be required to provide medical certification of release to full duty before they will be permitted to return to work. If the employee can perform the essential functions of his/her job, the employee will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits and conditions of employment, provided the employee has complied with the requirements of this policy.

If an employee's healthcare provider states that the employee may return to work, but that he/she has certain restrictions which limit the employee's ability to perform certain essential job functions, then such work restrictions shall be analyzed with respect to the essential functions in order to determine whether or not a reasonable accommodation is possible.

Exhaustion of FMLA: If an employee fails to return to work after exhaustion of his/her 12 weeks of FMLA, that staff person's employment may be terminated. If any employee informs the City that he/she does not intend to return after FMLA that will be considered that employee's resignation.

Other Provisions: Salaried executive, administrative, and professional employees of covered employers, who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exemption to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

Dishonesty: Any deliberate misrepresentation resulting in the misuse of FMLA leave will subject employees to disciplinary action, up to and including termination.

Enforcement: It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

For additional information, visit the Federal Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

5.5 Military Leave:

5.5.1. Leaves Available: The City will grant leaves of absence for military service to full-time and part-time regular employees with applicable state and federal laws. A Full-time or part-time regular employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. This leave shall be without loss of pay for the first thirty (30) calendar days of the leave. You are entitled to thirty (30) calendar days of paid leave for military service per calendar year. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty (30) calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the City's policies on vacation, compensatory time, or unpaid leave, and with applicable state and federal law.

5.5.2 Reemployment Rights – Eligibility: Your eligibility for re-employment with the City after you complete military service will be determined in accordance with applicable state and federal law, including the Employment and Reemployment Rights of Members of the Uniformed Services Act and Chapter 29A of the Iowa Code. Conditions for reemployment are briefly explained as follows:

- A. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or it is otherwise impossible or unreasonable;
- B. The cumulative length of the absence and all previous absences from your employment with the City for reason of military service must not exceed five (5) years, except in certain instances as required by law;
- C. Your discharge from military service must be honorable; and
- D. When you return from military service, you must report to work or submit a timely application for re-employment according to the following schedule:

For service of less than 31 days you must report to work by the beginning of your first regularly scheduled work day that would fall eight hours after you return home, however you shall be permitted travel time and an eight-hour rest period.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

5.5.3 Continuation of Benefits During Military Service: Pursuant to state and federal law including the Employment and Reemployment Rights of Members of the Uniformed Services Act and Chapter 29A of the Iowa Code, employees on leave for military service and any of their dependents entitled to coverage under the City's health insurance plan are entitled to coverage as follows:

- A. An employee that leaves employment for less than 31 days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
- B. An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the City's health insurance plan for up to 24 months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The City may require the employee to pay up to 102% of the premium under this circumstance.

5.6 Bereavement Leave: A regular full-time employee will be granted leave with pay in the event of a death in the family according to the following guidelines:

- A. Up to four (4) days in the event of the death of the employee's spouse, child, parents, sister, brother or member of the immediate household;
- B. Up to two (2) days in the event of the death of the employee's mother-in-law, father-in-law, grandparents, spouse's grandparents, uncles, aunts, brother-in-law, or sister-in-law;
- C. Bereavement leave shall only be used for the scheduled workdays falling within the period commencing upon the death and extending through the day after the funeral. To qualify for bereavement leave, the employee must attend the funeral or memorial service. The employee may be required to provide proof of attendance.

Payment will be made only for those days which you would have worked. If a death in your family occurs, please notify your department head regarding the expected length of your absence.

Any employee may request an unpaid leave not to exceed one (1) day to attend the funeral of a friend or to serve as a pall bearer, subject to the approval of the department head.

5.7 Jury and Witness Duty: All employees required to report for jury duty shall receive a paid leave of absence for the time spent on jury duty. Leave for jury duty is paid leave, the City will

continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to the City.

Employees subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may be eligible for an unpaid leave of absence under Section 4.9 of this manual.

Hours spent by an employee appearing as witness in any job-related legal proceeding at the direction of the City shall be considered to be work time. If such proceeding occurs outside of working hours, such employee shall be paid at one and one-half (1 ½) times the regular pay for a minimum of two hours.

All employees summoned to jury duty shall promptly notify their immediate supervisor. An employee who is summoned for jury duty but is not selected, shall return to work and an employee who is selected for jury duty shall return to work when released from jury duty within the employee's scheduled work hours.

5.8 Voting Leave: The City encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three (3) consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your supervisor as soon as possible before the election for paid time off of up to two hours to vote.

5.9 Unpaid Leave of Absence: If you have exhausted all sick leave, vacation, compensatory time, and FMLA leave, you may request an unpaid leave of absence. Unpaid leaves of absence may be granted in certain circumstances generally not longer for more than ninety days. In every case, regardless of how long the request for leave is, the City will review the request and determine if the leave will cause the City an undue hardship. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the City Manager upon consideration of the Department Head recommendation.

During an unpaid leave granted under this section, you do not receive compensation and do not accrue seniority, vacation, or sick leave. The City does not make contributions to retirement programs for the duration of the leave. You may continue in the group health insurance plan during the unpaid leave of absence under this section by paying the full cost of the premium by the 15th of the month for the following month's coverage. Failure to pay such premium will result in termination of the coverage.

If you plan to return to work following an unpaid leave of absence taken under this section, you must notify your department head before the end of your leave. The City will attempt to restore you to the position you held at the start of your leave, or in a comparable position, if possible. If

no such position is available, you may be offered a position of lesser responsibility or compensation. If no accommodation is reached, your employment could be terminated.

5.10 Pregnancy Leave: An employee's pregnancy or related condition is a temporary disability. An employee who is disabled by the pregnancy shall be granted a leave of absence if the leave of absence is for the period that the employee is disabled because of the employee's pregnancy, childbirth, or related medical conditions or for eight weeks, whichever is less. The employee must provide timely notice of the period of leave requested. Before granting the leave of absence, the employer may require that the employee's disability resulting from pregnancy be verified by medical certification stating that the employee is not able to reasonably perform the duties of employment.

An employee on an approved pregnancy or childbirth leave of absence may use accumulated PTO during the leave. After accumulated PTO has been used, the balance of the employee's absence shall be without pay.

5.11 Group Health Insurance Benefits:

5.11.1 Eligibility: All eligible full-time employees may participate in the City's group health insurance program. The cost to provide this benefit is paid by the City up to the level determined by the City Council, for individual and family coverage, not including partial self-fund coverage exposure payments. Eligible dependents of regular full-time employees may also participate in the City's group health insurance program. Coverage eligibility shall be subject to the terms and conditions of the insurance carrier selected by the City.

5.11.2 Start of Coverage: Coverage for eligible employees is effective the first day of the month following the employee's hire date.

5.11.3 Continuation of Coverage: The City provides eligible employees with a written description of his or her COBRA rights when the employee becomes eligible for coverage under the City's health insurance plan. The City will follow state and federal law concerning if an eligible employee becomes eligible for any extension of COBRA benefits. Additionally, if you are disabled under the Social Security Act at the time you become eligible you may be entitled to an extension of COBRA benefits.

Your eligible dependents may extend coverage, at their expense, for up to thirty-six (36) months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rate plan, plus an administration fee of two percent of the cost of the plan. If payment is not made timely it may result in termination of your benefits.

If this election for continuation coverage is made, you and your dependents have the right to convert this coverage to an individual policy with our insurance carrier at the end of the continuation period.

The City Finance Director will contact you concerning these options at the time termination occurs or your work hours are reduced. The City Finance Director will contact qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or your dependent is responsible for contacting the City Finance Director to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the City Clerk within sixty (60) days of qualifying for social security disability benefits.

5.11.4 Dental Insurance: The City will provide and pay 100% of the premium cost of a single dental insurance plan in addition to the health insurance plan described in 4.10.1. The employee may purchase a family plan by paying the additional premium cost for family coverage.

5.11.5 Life Insurance: The City shall maintain a group term life insurance policy for each full-time employee in the face amount of Ten Thousand Dollars (\$20,000) at no cost to the employee. Beneficiary for such policy shall be as named by the employee.

5.11.6 Continuation Coverage under Iowa Code Chapter 509A: Employees who retire from City employment before age 65 are eligible to continue in the City's health insurance plan up to age 65. Coverage must be continuous meaning the employee must elect the same coverage at retirement, and the retired employee must pay the full cost of the premium. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

6.0 SAFETY AND HEALTH

6.1 Drug and Alcohol Free Work Place

A drug-free and alcohol-free environment is necessary to maintain not only the safety and quality of the physical workplace, but also the safety and health of City employees. Even off-the-job drug or alcohol use can affect the work environment. Because of this, employees are expected to report to work with no alcohol or illegal drugs in their bodies. This is required of all employees.

To ensure a safe workplace, the City has determined that it must take the necessary steps to ensure that City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which covers all City employees not otherwise affected by state or federal drug testing laws. This policy is applicable to all applicants for City positions and all City employees at any time they are actually performing, preparing to perform, or immediately available to perform any paid function as designated by the City.

After hire, employees will be tested in the following circumstances:

- An OSHA-recordable worker's compensation incident; or
- Reasonable suspicion of drug use exists.

All employees in positions requiring Commercial Drivers Licenses are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede the provisions of this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede the provisions of this policy.

It shall be the responsibility of the City Manager to enforce this policy. Employees are expected to report any suspicious behavior or suspected drug abuse of an employee. It is the responsibility of each employee to abide by the procedures as outlined. Any employee refusing to submit to a drug test request made under this policy will be subject to discipline up to and including discharge.

6.2 Drug and Alcohol Testing

Definitions:

Safety Sensitive Employee: A safety sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meet the requirements of this paragraph.

However, the City reserves the right to add or remove positions from its list of safety sensitive positions at any time. This includes part-time safety sensitive employees.

Reasonable Suspicion Drug and Alcohol Test: Drug or alcohol tests based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy. Evidence in support of such a violation is drawn from specific objectives, articulable facts, and reasonable inferences drawn from those facts in light of training and experience. For the purposes of this paragraph, facts and inferences may be based upon, but are not limited to, any of the following:

- Observations while at work, such as direct observation of alcohol or drug use or abuse, or physical symptoms or manifestations of being impaired due to alcohol or drug use as described in the educational materials provided to employees.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A credible source's report of alcohol use or the use of drugs. The City Manager will have the final determination of who is a credible source.
- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or an accident that resulted

in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed One Thousand Dollars (\$1,000.00).

- Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment.
- The employee's statement or admissions of drug use while he or she is a City employee.

Positive Test: An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if he or she has a blood alcohol concentration equal to 0.04 or greater.

Illegal Drugs/Substances: Any substance that is illegal by law has not been legally obtained, or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taken according to the prescription.

Prohibited Activity:

No employee shall illegally use, sell, transfer, purchase, or possess drugs, alcohol, controlled substances, or drug paraphernalia, or any combination thereof while in a City facility, vehicle, vessel, or aircraft or while performing City business, including business conducted in the employee's own home.

No employee shall report for work while under the influence of illegal drugs or alcohol. Furthermore, no employee shall report to work within four (4) hours of consuming alcohol even if the employee does not believe he or she is under the influence of alcohol during that time.

No employee shall use illegal drugs or consume alcohol while at work.

No employee shall use prescription drugs unless: (1) a doctor has prescribed the medication to the employee; and (2) the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform the essential duties of his or her job without endangering the public's, coworkers', or the employee's safety.

Any employee using properly prescribed drugs that may impair the employee or affect the employee's job performance shall notify his or her immediate supervisor about the use of the drug. A drug may impair an employee or affect an employee's job performance if it may cause the employee dizziness or drowsiness or the employee or the employee's doctor believe the drug will impair the employee or affect the employee's job performance in some way.

If an employee is using a prescription drug and his or her doctor has advised him or her that the drug may adversely affect the employee's ability to perform the essential duties of his or her job, the employee shall advise his or her supervisor of the adverse effects and the prescribed period of use.

Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in the medical file of the employee maintained by the City Manager.

See subsection G for information regarding the storage of drug test results and other medical information.

Any employee using properly prescribed prescription drugs must carry the medication in its original container and the container must be labeled with the employee's name, employee's doctor, dosage, and the name of the drug prescribed.

Any employee who unintentionally ingests or is made to ingest a controlled substance shall immediately report the incident to his or her supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

Notification:

The City will notify applicants of this drug and alcohol testing policy at the time of his or her first interview.

The City will provide all employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, drugs and alcohol to be tested, and drug and alcohol testing requirements.

All drug testing results and other confidential information will be kept confidential.

Each employee and applicant will sign a form acknowledging receipt of these materials.

Types of Drug Testing

Prospective Employee Drug Testing: All prospective, safety sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process.

If a prospective safety-sensitive employee refuses to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the date of the drug test.

If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.

Post-Accident Testing

After an accident, testing shall be conducted on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) reasonable suspicion exists.

Reasonable Suspicion Testing

When any supervisor or manager has reasonable suspicion that a City employee is under the influence of drugs or alcohol while on duty, or otherwise violating the terms of this policy, that supervisor or manager shall require reasonable suspicion testing.

If reasonable suspicion testing is required, the employee will not be permitted to drive to or from the testing or while at work until the test is returned, and then, only if the test produces negative results. The City will provide transportation to/from the testing at the City's expense if necessary.

Drug Testing Procedures

Drug and alcohol testing shall require the employee to present a reliable form of photo identification to the person collecting the sample.

Drug testing will be conducted at a location designated by a supervisor or the City Manager.

The City will designate the type of testing to be performed on the sample collected.

Drug and alcohol testing shall normally occur during or immediately before working hours begin or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.

A specimen testing positive will undergo an additional test to confirm the initial result.

The drug screening tests selected shall be capable of identifying every major drug likely to be abused including, but not limited to, marijuana, cocaine, heroin, amphetamine, and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in the collection process.

Any employee who breaches the confidentiality of testing information shall be subject to discipline.

The City shall pay all testing costs for pre-employment, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.

In conducting drug or alcohol testing pursuant to this policy, the laboratory, the Medical Review Officer, and City shall ensure, to the extent feasible, that the testing records maintained by the City show only such information required to confirm or rule out the presence of prohibited alcohol or drugs in the body.

Post-Testing Procedures: Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. The employee may request a copy of the memorandum be placed in the employee's confidential medical file.

An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action up to and including discharge.

If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional prior to returning to work. If the employee successfully completes the treatment, no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation or fails to successfully complete treatment, the employee will be subject to further discipline up to and including discharge.

If the Substance Abuse Professional determines that the employee has a drug or alcohol related problem the employee will be required to do follow-up testing upon the employee's return to work. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

Drug Test Results: All records pertaining to required drug tests shall remain confidential and shall not be provided to other employees or agencies, with the exception of the City Manager and the employee's immediate supervisor, without the written permission of the person whose records are sought. The City Manager and employee's immediate supervisor shall have access to the records for purposes of employment decisions. Computerized record keeping shall comply with this provision of the policy.

Drug test results and records shall be stored and securely retained for an indefinite period in a confidential employee medical file maintained by the City Finance Director.

FMCSA Clearinghouse: The FMCSA Clearinghouse is an electronic database that will contain information about commercial motor vehicle drivers' drug and alcohol program violations. FMCSA regulations require employers to inform drivers and driver-applicants that the following information will be reported to the Clearinghouse (beginning 1/16/2020):

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test required by FMCSA regulations;
4. An employer's report of actual knowledge of:
 - a. On duty alcohol use (see 49 CFR § 382.205);
 - b. Pre-duty alcohol use (see 49 CFR § 382.207);
 - c. Alcohol use following an accident (see 49 CFR § 382.209);
 - d. Controlled substance use (see 49 CFR § 382.213);
5. A substance abuse professional's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and,
7. An employer's report of completion of follow-up testing

6.3 Tobacco Free Workplace: The City of Tipton is a tobacco-free workplace. Employees and visitors are prohibited from using tobacco products inside City buildings, on City grounds, and in City vehicles.

6.4 Emergency Management: City employees are expected to know potential fire hazards, evacuation routes, and evacuation procedures as appropriate to their position. Employees are also expected to know and follow procedures for tornados, fires, bomb and other threats, utility failures, and medical emergencies. City employees will be required to attend initial safety training and ongoing training regarding safety as needed.

6.5 Uniforms and Safety Gear: The City of Tipton is responsible for providing safety or protective clothing and equipment that is required to be worn by its employees, including the following: lineman's gloves, hard hat, hard hat liner, earplugs, leather work gloves, rubber boots, rain gear and safety glasses. The Employer will pay for the cost of prescription safety glasses, as described in the cooperating form, but the cost of the eye examination is the employee's responsibility. The safety equipment and protective clothing furnished to the employee shall be in safe working order, and the employee agrees to use the equipment and clothing properly for its intended purpose and return it to the Employer in the same condition as received, normal wear and tear excluded. If an employee purposefully or recklessly destroys uniforms or equipment, the employee shall authorize the employer to deduct the cost of replacing the equipment from the employee's paycheck pursuant to Iowa Code Section 91A. Clothing provided to employees pursuant to this policy, whether through reimbursement or directly provided, shall be worn at all times when on duty. Modifications to clothing provided herein are not allowed except as may be required to fit.

For Public Works and Utility Workers: The City shall provide an appropriate number of uniform pants and shirts and provide uniform laundry service to public works and utility workers, at no cost to the employee. Uniforms shall be replaced when they become worn. The Employer shall provide each employee \$150.00 every two (2) years to be used to purchase protective footwear and a winter coat with a City emblem. The employee shall provide receipts/proof of purchase to his/her supervisor within ten (10) days of purchasing his/her protective footwear and winter coat. Winter coats provided to the Electric and Gas Department personnel shall meet OSHA standards for flame retardation. Electric Department employees shall also be provided with equipment as required by OSHA standards.

Front Office Staff: Front office staff shall be provided with four (4) summer shirts and four (4) winter shirts with City emblem per year. Front office personnel shall be provided one (1) additional shirt or sweater instead of the coat or footwear.

6.6 Vehicle Use: City vehicles are to be used for City business only. Vehicles are not to be used for personal business, including transportation to lunch or break-time locations (i.e., travel to a restaurant or other location for personal business). Employees who use City vehicles are representing the City and must drive safely and courteously. Smoking is prohibited in City vehicles.

Authorized Drivers must meet the following requirements:

- Only employees authorized by their immediate supervisors are allowed to drive City vehicles;
- Only employees that are at least eighteen years or older; and
- Drivers cannot have more than two moving violations within a one-year period, three within a two-year period, or any “driving while under the influence” conviction within the past three years.
- Only employees, who have a valid driver's license or Commercial Driver’s license, and are insurable under the City’s fleet insurance; and
- Only employees who have received approval from his/her department manager or supervisor.
- Any employee at fault in a collision with a city vehicle, as determined by the officer attending to the collision, shall be required to complete, at his own expense and time, a defensive driving course.

If a Commercial Driver's License (CDL) is required, for the type of vehicle the employee is driving, the employee must obtain this type of license.

When employees travel outside of Tipton area:

- City vehicles may be used to attend out-of-town meetings, conferences, and training seminars with the approval of their Supervisor or the City Manager.
- Employees shall not transport individuals other than City employees in City vehicles without prior approval from their Supervisor or City Manager. If an employee fails to obtain such permission prior to the trip and takes a non-employee on the trip the employee shall be subject to discipline up to and including termination.
- City Employees will use a city vehicle when on city business outside of the city limits unless otherwise approved by the City Manager. If the use of a personal vehicle for city business is approved, the employee shall be reimbursed at \$0.41 per mile.

The City follows Iowa Code 321.445 as it pertains to safety belts and safety harnesses. In addition, the City policy requires the driver to be responsible for all passengers in the vehicle and must make sure they are properly restrained. Employees will be disciplined for engaging in the following behaviors:

- Failing to wear his or her safety belt while driving; or
- Driving the vehicle while a passenger is not wearing his or her safety belt.

There will be no verbal warnings for seatbelt use violations. Discipline will begin, at a minimum, with a written warning.

Employees shall promptly and accurately complete all records required by the employer to substantiate both business and personal use of City records to meet Internal Revenue Service requirements. The City shall report an employee's personal use of City vehicles as taxable income to the employee as required by the Internal Revenue Service.

7.0 EMPLOYEE COMMUNICATIONS

7.1 Privacy Expectations: All employees are responsible for a level of confidentiality that will preserve an environment that supports sincerity, honesty, and ethical behavior. However, as public sector employees supported by public funds, employees should not expect privacy in their work, work stations, and/or anything that belongs to the City used to produce that work. As official government records, communication, including electronically stored communication, is a public record and unless there is a reasonable application of an exception under the law, may be made available to the public upon written request in accordance with the requirements of Iowa Code and the Federal Public Information Act.

7.2 Bulletin Boards: Bulletin boards will be maintained at time clocks or other reasonable gathering areas for employees, which will be used to communicate information as follows:

1. Legally required posters and notices.
2. Safety rules and related information
3. Management memos and announcements, including job openings.
4. City sponsored social and recreational events.

7.3 Open Door: The City attempts to ensure employment that is enjoyable and rewarding. All employees are encouraged to participate in a free and continuous exchange of questions, suggestions, and information which will improve municipal service, safety, cost savings, or communications and public relations. Employees are urged to first discuss any ideas or suggestions with their immediate supervisor, but employees should also feel free to contact anyone in the City, including the City Manager.

8.0 SEPARATION

8.1 Employee Separation: The City expects you to provide written notice to your department head at least two weeks before the effective date of your resignation. Employment records will reflect the last day worked as the date of termination. You will receive pay through the last day worked. If you resign after completing one year of service, you will be paid for unused vacation if you provide two weeks' notice as required by this policy. Employees shall not be paid for their unused vacation in all other circumstances.

8.2 Exit Interviews: Prior to leaving the City upon voluntary separation, employees will have an exit interview with the City Manager. This interview shall be conducted to determine and document the reasons the employee is leaving the City.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of City of Tipton Personnel Manual and that I have had an opportunity to read it. I understand it is my responsibility to read and understand these policies and to comply with the policies contained in this Personnel Manual and any revisions to it. I understand the Handbook has been provided to me for informational purposes only, and that the City of Tipton has the right to change or withdraw any policies, procedures or benefit programs at any time. I acknowledge that this Handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration.

Since positions vary in their duties and responsibilities, not all policies and regulations can be covered in this handbook. I understand that I may direct inquiries for additional information to my supervisor or the City Manager. I am aware that if, at any time, I have questions regarding City of Tipton policies I should direct them to my supervisor.

I acknowledge my understanding that a violation of any of the policies contained in this Handbook shall result in discipline up to and including **termination** of my employment.

The use of masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation. No policies in this handbook shall supersede any provisions of state or federal law. The policies in this handbook are intended to apply to all City employees.

By signing below employee provides full authority for the City to withhold the amounts identified above in Policies 3.5 Telephone Use, 5.4 Family and Medical Leave, and 6.5 Uniforms and Safety Gear from his/her final paycheck. By signing below, employee acknowledges the parties intend this to serve as a valid authorization for withholding from a final paycheck under Iowa Code Section 91A.5, as amended from time to time.

I understand that a copy of this signed acknowledgement will be maintained in my personnel file.

Employee's Printed Name

Position

Employee's Signature

Date

