

Agenda
City of Elk Run Heights
Regular Council Meeting
April 12, 2022 - 6:00 p.m.
Located at Eddis Winstead Council Chambers

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the April 12, 2022 Agenda
5. Approval of Consent Agenda - All items listed on the consent agenda will be enacted by one motion. *There will be no separate discussion unless a request is made prior to the time the council votes on the motion.*
 - a. Approve the March 8, 2022 regular meeting minutes, and March 22, 2022 special meeting minutes
 - b. City Clerk's Reports as of March 31, 2022: Budget Report, Treasurer's Report, and Revenue and Expenditure Reports and Investment Report.
 - c. Approval of Building Inspection, Library, PeopleService Sewer/Water, and Police reports
6. Approval of the Resolution Calendar – All items listed under the Resolution Calendar will be enacted by one vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.
 - a. Resolution 4043 authorizing the payment of bills and transfers
 - b. Resolution 4044 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #9 to WRH, Inc.; in the amount of \$181,573.52 for the Wastewater Treatment Plant Project
 - c. Resolution 4045 setting the date for fireworks for 2022 4th of July celebrations
 - d. Resolution 4046 amending the Employee Policy Manual by amending section M. and adding section M.5 Cell Phone Reimbursements
 - e. Resolution 4047 adopting the Emergency Operations Plan for the City of Elk Run Heights
7. Discussion/Possible Action: Purchasing or fixing the pump for the Sutton Ave. lift station
8. Motion to approve purchasing a pump from Electric Pump in an amount not to exceed \$13,897.00
9. Request from Mayor Smock to have a second meeting in April on the 26th at 6:00 p.m.
10. Public discussion: Non-agenda items - *Please limit the time used to no more than three minutes to present your remarks in order to allow others the opportunity to speak. The Order of Business is at the discretion of the Mayor*
11. Mayors/Council Reports
12. Engineer Reports
13. Adjournment

Agenda
City of Elk Run Heights
Regular Council Meeting
March 8, 2022 - 6:00 p.m.
Located at Eddis Winstead Council Chambers

Mayor Smock called the meeting to order at 6:00 pm. All present recited the Pledge of Allegiance. Roll call of Council Members: Present –McChane, Bass, Sallis, Wurtz, and Galbraith. Quorum present.

McChane/Sallis to approve of the March 8, 2022 agenda. Ayes-five. Motion carried.

Galbraith/Sallis to approval of Consent Agenda – a. Approve the February 8, 2022 regular meeting minutes, and February 23, 2022 special meeting minutes *b.* City Clerk’s Reports as of February 28, 2022: Budget Report, Treasurer’s Report, and Revenue and Expenditure Reports and Investment Report. *c.* Approval of Building Inspection, Library, PeopleService Sewer/Water, and Police reports. Ayes-five. Motion carried.

Sallis/Wurtz to approval of the Resolution Calendar – a. Resolution 4039 authorizing the payment of bills and transfers. *b.* Resolution 4040 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #8 to WRH, Inc.; in the amount of \$648,185.00 for the Wastewater Treatment Plant Project. *c.* Resolution 4041 updating and increasing the community room rental amounts. Roll call vote: Ayes-five.

Sallis/Bass to approve appointments: Boards and commissions: Board of Adjustment – Appointed by Mayor/Approved by Council: PHIL HARRIS - New Term Expiring 01/01/2027. Ayes-five. Motion carried.

Bass/Wurtz to approve request from Mayor Smock to enter into agreement with Willett Hofmann to assist with their professional services for the Gilbertville Road/Lafayette Road reconstruction project. Ayes-five. Motion carried.

Discussion on Fireworks; it was agreed to set the dates for July 2nd until 11pm, 3rd until 11pm, and 4th until 10pm.

Discussion on city wide garage sales: It was agreed to set the dates for June 10th, 11th, & 12th 2022.

Public Discussion: Councilor Sallis complimented Councilor Bass in reaching out to PCI in regard to working with the City on repairs/upgrade to a guardrail.

Engineer Reports: Weather permitting, Mayors Park should start 04/01/2022; but likely it will begin in the following weeks.

FY23 Budget Workshop: Mayor Lisa Smock explained that the budget printed for review for this workshop does not include the 1.01311% per \$1,000 levy however, the levy needs to be decided on in order to help make the bond payment for the WWTP & proceed with street projects. She strongly believes the levy this year will set a precedent for future bond payments. She explained that the levy will free up \$50K from the general fund dollars which will help repair a turning lane and/or Lafayette/Gilbertville Rd. She also explained that the Lafayette/Gilbertville construction is going to utilize the street repair expenses for the next 3 year leaving little to no additional funds for other street repairs. Councilor Mark McChane expressed that completing only half the turning lane is not logical and ultimately will cost the city more. Councilor Dennis Bass strongly suggested removing some budgeted items to complete the turning lane. Mayor Smock expressed that with the projects that remain in the budget there is not much to remove and there isn’t enough to cover the costs of repairing the turning lane fully. She also explained that a portion of the budget was reduced based upon the situation with PCI and the guardrail – with the idea that it frees up dollars for the street projects. City Attorney Heather Prendergast strongly disagreed with removing any funds from the budget for this due to the uncertainty of amounts and heavily suggested budgeting at least half of the expected expense of the rail, if not all. Councilor Gary Wurtz stated that he strongly disagreed with the levy. He suggests that the bond payment for the WWTP should be equal among households whereas levying for the payment creates an imbalance of payment. He stated he is open for discussion on an increase on the utility bills. Mayor Smock agrees the City could bill the citizens an equal amount for the \$50K however, levying would help the elderly and lower assessed homes tremendously leaving only a \$4-\$6 difference between

higher and lower assessed homes. Councilor David Galbraith believes it only makes financial sense to levy pointing out that the budget is tight and only will be tighter without it. Councilor McChane disagrees with the levy and wants to find a way make it more equal among citizens. Councilor Bass stated it is the council's job to remove suggested budgeted projects that do not need immediate attention to put towards the turning lane and help offset what the citizens are already paying for the WWTP. Smock reiterated that without the levy the turning lane will only be half completed. She also explained that removing suggested projects will leave those projects to be completed in future years with an even tighter budget due to the Lafayette/Gilbertville construction. Smock pointed out that even if the budget remains as is, it still makes sense to levy for the \$50K so the City can put it towards Lafayette/Gilbertville reconstruction that is to start in the near future and that the City is still short in funds to pay for. Councilor Wurtz suggests for this year's budget, the City remains as conservative as possible as there are no projects that needs immediate attention. Councilor Heather Sallis states that regardless of the decision today, the Council is eventually going to have to commit to something in order to finically invest in future payments, projects, and the City's longevity. Mayor Smock then asked each Council members for a yes or no on the levy; 3 no's and 2 yeses with a result of no levy, budgeting for the entire guardrail repair, and leaving the rest of the budget as is.

Wurtz/Galbraith to adjourn at 7:24 p.m. Ayes-five. Motion carried.

Attest:

Lisa Smock, Mayor

Julie Eastman, City Clerk

Agenda
City of Elk Run Heights
Special Council Meeting
March 22, 2022 - 6:00 p.m.
Located at Eddis Winstead Council Chambers

Mayor Smock called the meeting to order at 5:55 pm. All present recited the Pledge of Allegiance. Roll call of Council Members: Present –Bass, Sallis, Wurtz, Galbraith, and McChane. Quorum present.

Bass/Wurtz to approve of the March 22, 2022 agenda. Ayes-five. Motion carried.

Discussion: Black Hawk County Sheriff Department. County Sheriff Tony Thompson discussed with Council the services they are able to provide the City. Pointing out that they will not offer a contract amount; emphasizing the fact they are not running a business. Thompson and Dean both stressed they will always continue to have a good working relationship regardless of the outcome.

Galbraith/Sallis to open Public Hearing for the 2022/2023 Budget at 6:27. Ayes-five. Motion carried

Sallis/Wurtz to close Public Hearing for the 2022/2023 Budget at 6:28 p.m. Ayes-five. Motion carried.

Galbraith/Sallis to approve Resolution 4042 adopting the FY23 Budget. Mayor Smock presented the two budget options; one including a debt service levy and another that doesn't. Smock explained the strain the City will be under by not implementing the levy to help pay for the \$91,760.00 GO Bond payment and the impact elevating such a large portion of the general funds would have on the budget. Further explaining as elected officials it is the responsibility of them to keep the City going. Smock explained this would also help getting the rest of the street projects complete that have been put off for several years, the turning lane on Dubuque Road and Lafayette Rd, and the patches on Gilbertville Road by Plaza Drive. Councilor Sallis stated she would give her vote for the levy because our City needs to grow, and this is just a small step to achieve the growth needed. Sallis asked how everyone thought the Wastewater Treatment Plant payments were going to be made. Councilor Bass responded the Local Option Sales Tax (LOST) dollars. Mayor Smock responded that with inflation over the several years we are at a point the LOST funds are being used to pay for the road projects and it is not responsible to continue to let those projects go any longer. Additionally, there has not been a tax increase for five years and the general funds are depleted towards regular bills; stating our hands are tied. Smock added that the LOST funds will need to be used towards the Lafayette/Gilbertville Road reconstruction project in the coming years, so it is not an option to use it to pay for the loan payments. Bass stated we could still use it this year and not raise the tax. Councilor Galbraith agreed with Sallis stating as much as he hates to raise taxes if we want to see our city nice, neat, clean and grow he is willing to add the levy. Councilor McChane contributed that he has an issue with not completing projects that need to be done, which is not growing the city, it is just maintaining it properly. Due to the fact that there are project that would be put off for another few years he agrees with the levy. Pointing out from his standpoint from being his first year, he feels we are running the budget to lean without the levy. Councilor Wurtz stated he is against the levy. Roll call vote. Ayes-Three. Nay-Bass, Wurtz.

Sallis/McChane to adjourn at 7:00 p.m. Ayes-five. Motion carried.

Attest:

Lisa Smock, Mayor

Julie Eastman, City Clerk

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|------------------------------|--------------|-------------|-------------|------------------|------------|
| 001-110-6413 | EVANSDALE POLICE DEPARTMENT | 49,447.00 | .00 | 37,085.25 | 75.00 | 12,361.75 |
| 001-130-6310 | BUILDING REPAIR/MAINT | .00 | .00 | 2,788.10 | .00 | 2,788.10- |
| 001-130-6413 | EMERGENCY MGMNT | 6,275.00 | 90.00 | 3,978.50 | 63.40 | 2,296.50 |
| 001-150-6499 | FIRE CONTRACT | 40,170.00 | .00 | 29,195.61 | 72.68 | 10,974.39 |
| 001-170-6010 | WAGES - BUILDING INSPECTOR | 17,500.00 | 129.44 | 4,589.21 | 26.22 | 12,910.79 |
| 001-170-6110 | FICA - BUILDING INSPECTIONS | 1,340.00 | 9.91 | 351.11 | 26.20 | 988.89 |
| 001-170-6130 | IPERS - BUILDING INSPECTIONS | 1,653.00 | 12.22 | 433.22 | 26.21 | 1,219.78 |
| 001-170-6150 | GROUP INSURANCE | 1,347.00 | 122.42 | 478.37 | 35.51 | 868.63 |
| 001-170-6151 | VISION INSURANCE | 27.00 | .00 | 5.16 | 19.11 | 21.84 |
| 001-170-6155 | LIFE INSURANCE | .00 | .00 | .00 | .00 | .00 |
| 001-170-6160 | WORKER'S COMP | 130.00 | .00 | 15.00- | 11.54- | 145.00 |
| 001-170-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 001-190-6413 | HUMANE SOCIETY | .00 | .00 | .00 | .00 | .00 |
| 001-190-6499 | OTHER CONTRACTUAL SERV | 2,284.00 | .00 | 2,284.00 | 100.00 | .00 |
| 001-190-6507 | OPERATING SUPPLIES | 75.00 | .00 | 69.50 | 92.67 | 5.50 |
| 001-199-6371 | SENTRY LIGHTS | 1,300.00 | 121.24 | 1,113.59 | 85.66 | 186.41 |
| 001-299-6710 | CAP OUTLAY - VEHICLES | .00 | .00 | .00 | .00 | .00 |
| 001-410-6413 | LIBRARY CONTRACT | 10,657.00 | .00 | .00 | .00 | 10,657.00 |
| 001-430-6010 | WAGES - PARKS - FT | 32,028.00 | 2,341.30 | 18,593.22 | 58.05 | 13,434.78 |
| 001-430-6020 | WAGES - PARKS | .00 | .00 | .00 | .00 | .00 |
| 001-430-6021 | WAGES - PARKS - PT | .00 | .00 | .00 | .00 | .00 |
| 001-430-6110 | FICA - PARKS | 2,450.00 | 176.96 | 1,403.16 | 57.27 | 1,046.84 |
| 001-430-6130 | IPERS - PARKS | 3,023.00 | 221.02 | 1,755.18 | 58.06 | 1,267.82 |
| 001-430-6150 | GROUP INSURANCE | 9,432.00 | 1,176.60 | 6,275.60 | 66.54 | 3,156.40 |
| 001-430-6151 | VISION INSURANCE | 138.00 | 6.60 | 55.04 | 39.88 | 82.96 |
| 001-430-6155 | LIFE INSURANCE | 16.00 | .00 | 167.51 | 1,046.94 | 151.51- |
| 001-430-6160 | WORKER'S COMP | 210.00 | .00 | 359.00- | 170.95- | 569.00 |
| 001-430-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 001-430-6310 | BLDNG/GROUNDS MAINT & REPAIR | 2,000.00 | .00 | 2,804.09 | 140.20 | 804.09- |
| 001-430-6331 | FUEL AND OIL | 1,200.00 | .00 | 337.96 | 28.16 | 862.04 |
| 001-430-6416 | RENT/LEASE - LAND/BLDGS | .00 | .00 | 2.00 | .00 | 2.00- |
| 001-430-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 | .00 |
| 001-430-6505 | PARK EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 001-430-6507 | OPERATING SUPPLIES | 5,000.00 | 36.25 | 6,094.48 | 121.89 | 1,094.48- |
| 001-460-6310 | COMM RM REPAIR/MAINT | 2,100.00 | 238.36 | 1,677.08 | 79.86 | 422.92 |
| 001-460-6371 | UTILITIES | 750.00 | 95.92 | 774.85 | 103.31 | 24.85- |
| 001-499-6599 | MISC EXPENSE - CELEBRATION | 10,000.00 | .00 | 11,049.76 | 110.50 | 1,049.76- |
| 001-510-6413 | PARTNER IN EDUCATION | 500.00 | 300.00 | 300.00 | 60.00 | 200.00 |
| 001-510-6490 | CHRISTMAS DECORATIONS | 750.00 | .00 | 600.00 | 80.00 | 150.00 |
| 001-540-6490 | COMP PLAN | .00 | .00 | .00 | .00 | .00 |
| 001-610-6010 | WAGES - MAYOR/COUNCIL | 10,200.00 | 1,250.00 | 8,150.00 | 79.90 | 2,050.00 |
| 001-610-6110 | FICA - MAYOR/COUNCIL | 790.00 | 95.63 | 468.49 | 59.30 | 321.51 |
| 001-610-6130 | IPERS - MAYOR/COUNCIL | 472.00 | .00 | 436.62 | 92.50 | 35.38 |
| 001-610-6150 | GROUP INSURANCE | .00 | .00 | .00 | .00 | .00 |
| 001-610-6151 | VISION INSURANCE | .00 | .00 | .00 | .00 | .00 |
| 001-610-6160 | WORKER'S COMP | 10.00 | .00 | 1.00- | 10.00- | 11.00 |
| 001-610-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 001-610-6210 | DUES | .00 | .00 | .00 | .00 | .00 |
| 001-610-6240 | MEETING/CONFERENCES | 1,000.00 | 720.00 | 965.00 | 96.50 | 35.00 |
| 001-610-6373 | TELEPHONE/COMMUNICATIONS | 480.00 | .00 | 280.00 | 58.33 | 200.00 |
| 001-620-6010 | WAGES - CLERK | 43,119.00 | 4,021.73 | 38,576.98 | 89.47 | 4,542.02 |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|----------------------------|--------------|-------------|-------------|------------------|------------|
| 001-620-6020 | WAGES - DEPUTY CLERK | 8,472.00 | .00 | .00 | .00 | 8,472.00 |
| 001-620-6110 | FICA - CLERK | 3,970.00 | 307.67 | 2,951.23 | 74.34 | 1,018.77 |
| 001-620-6130 | IPERS - CLERK | 4,759.00 | 379.64 | 3,641.66 | 76.52 | 1,117.34 |
| 001-620-6150 | GROUP INSURANCE | 6,725.00 | 961.69 | 6,396.73 | 95.12 | 328.27 |
| 001-620-6151 | VISION INSURANCE | 140.00 | 18.07 | 162.63 | 116.16 | 22.63- |
| 001-620-6160 | WORKER'S COMP | 30.00 | .00 | 17.00 | 56.67 | 13.00 |
| 001-620-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 001-620-6210 | DUES | 250.00 | .00 | .00 | .00 | 250.00 |
| 001-620-6230 | TRAINING | 2,500.00 | .00 | 959.16 | 38.37 | 1,540.84 |
| 001-620-6240 | TRAVEL EXPENSE | 1,100.00 | .00 | 909.98 | 82.73 | 190.02 |
| 001-620-6373 | TELEPHONE/COMMUNICATIONS | 480.00 | 40.00 | 400.00 | 83.33 | 80.00 |
| 001-620-6499 | OTHER CONTRACTUAL SERV | 1,200.00 | .00 | .00 | .00 | 1,200.00 |
| 001-620-6506 | OFFICE SUPPLIES | 2,000.00 | 32.46 | 613.66 | 30.68 | 1,386.34 |
| 001-630-6413 | ELECTION EXPENSES | 1,300.00 | .00 | 500.00 | 38.46 | 800.00 |
| 001-640-6401 | AUDITING/ACCOUNTING | 10,000.00 | .00 | .00 | .00 | 10,000.00 |
| 001-640-6411 | LEGAL - ATTORNEY | 15,000.00 | .00 | 4,529.75 | 30.20 | 10,470.25 |
| 001-640-6414 | CODIFICATION | .00 | .00 | 2,000.00 | .00 | 2,000.00- |
| 001-650-6010 | WAGES - FULL TIME | 4,575.00 | 334.45 | 2,738.90 | 59.87 | 1,836.10 |
| 001-650-6110 | FICA | 350.00 | 25.29 | 206.67 | 59.05 | 143.33 |
| 001-650-6130 | IPERS | 432.00 | 31.57 | 258.53 | 59.84 | 173.47 |
| 001-650-6150 | GROUP INSURANCE | 1,347.00 | 108.72 | 678.85 | 50.40 | 668.15 |
| 001-650-6151 | VISION INSURANCE | 20.00 | .94 | 8.20 | 41.00 | 11.80 |
| 001-650-6155 | LIFE INSURANCE | 53.00 | .00 | .00 | .00 | 53.00 |
| 001-650-6310 | BUILDING REPAIR/MAINT | 1,800.00 | 824.20 | 1,960.05 | 108.89 | 160.05- |
| 001-650-6371 | UTILITIES | 1,600.00 | 283.69 | 1,860.55 | 116.28 | 260.55- |
| 001-650-6499 | OTHER CONTRACTUAL SERV | .00 | 163.05 | 1,025.73 | .00 | 1,025.73- |
| 001-650-6505 | OFFICE EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 001-650-6506 | OFFICE SUPPLIES | .00 | .00 | 58.66- | .00 | 58.66 |
| 001-650-6507 | OPERATING SUPPLIES | 500.00 | 58.39 | 247.78 | 49.56 | 252.22 |
| 001-650-6508 | POSTAGE | 2,000.00 | .00 | 262.60 | 13.13 | 1,737.40 |
| 001-650-6599 | OTHER SUPPLIES | 2,500.00 | 621.78 | 1,712.45 | 68.50 | 787.55 |
| 001-660-6408 | INSURANCE | 15,000.00 | .00 | .00 | .00 | 15,000.00 |
| 001-699-6010 | WAGES - GENERAL GOV - FT | .00 | .00 | .00 | .00 | .00 |
| 001-699-6110 | FICA - GENERAL GOVERNMENT | .00 | .00 | .00 | .00 | .00 |
| 001-699-6130 | IPERS - GENERAL GOVERNMENT | .00 | .00 | .00 | .00 | .00 |
| 001-699-6150 | GROUP INSURANCE | .00 | 68.10 | 251.82 | .00 | 251.82- |
| 001-699-6151 | VISION INSURANCE | .00 | .00 | .00 | .00 | .00 |
| 001-699-6155 | LIFE INSURANCE | .00 | .00 | 23.93 | .00 | 23.93- |
| 001-699-6210 | DUES | 2,800.00 | .00 | 665.84 | 23.78 | 2,134.16 |
| 001-699-6230 | TRAINING | .00 | .00 | .00 | .00 | .00 |
| 001-699-6240 | MEETINGS/CONFERENCES | .00 | 50.00 | 50.00 | .00 | 50.00- |
| 001-699-6373 | TELEPHONE/COMMUNICATIONS | 690.00 | 40.66 | 378.71 | 54.89 | 311.29 |
| 001-699-6414 | PUBLISHING | 2,500.00 | 61.42 | 1,856.25 | 74.25 | 643.75 |
| 001-699-6419 | TECHNOLOGY SERVICES | 10,500.00 | 60.97 | 10,468.33 | 99.70 | 31.67 |
| 001-699-6491 | SAFETY TRAINING | 550.00 | 384.57- | 128.18 | 23.31 | 421.82 |
| 001-699-6499 | CONTRACTUAL SERV (COPIER) | .00 | .00 | .00 | .00 | .00 |
| 001-699-6506 | OFFICE SUPPLIES | .00 | 10.00 | 425.66 | .00 | 425.66- |
| 001-699-6508 | POSTAGE | .00 | .00 | 462.80 | .00 | 462.80- |
| 001-699-6599 | MISC SUPPLIES | .00 | .00 | 75.00 | .00 | 75.00- |
| 001-865-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | 288.44 | .00 | 288.44- |
| 001-910-6910 | TRANSFER OUT | 224,000.00 | .00 | 236,151.35 | 105.42 | 12,151.35- |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|------------------|------------|
| 001-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 002-430-6505 | OTHER EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 002-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 002-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 003-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 003-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 005-210-6723 | CAP OUTLAY-HEAVY EQUIP | .00 | .00 | .00 | .00 | .00 |
| 005-910-6910 | TRANSFER OUT | .00 | .00 | 10,355.05 | .00 | 10,355.05- |
| 005-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 110-210-6010 | WAGES - ROAD USE - FT | 50,405.00 | 4,013.65 | 32,287.98 | 64.06 | 18,117.02 |
| 110-210-6020 | WAGES - ROAD USE | .00 | .00 | .00 | .00 | .00 |
| 110-210-6030 | WAGES - ROAD USE - PT | .00 | 190.00 | 760.00 | .00 | 760.00- |
| 110-210-6110 | FICA - ROAD USE | 3,856.00 | 317.91 | 2,495.25 | 64.71 | 1,360.75 |
| 110-210-6130 | IPERS - ROAD USE | 4,758.00 | 396.83 | 3,119.75 | 65.57 | 1,638.25 |
| 110-210-6150 | GROUP INSURANCE | 14,821.00 | 2,060.75 | 10,929.00 | 73.74 | 3,892.00 |
| 110-210-6151 | VISION INSURANCE | 209.00 | 11.30 | 96.09 | 45.98 | 112.91 |
| 110-210-6155 | LIFE INSURANCE | 30.00 | .00 | 287.16 | 957.20 | 257.16- |
| 110-210-6160 | WORKER'S COMP | 3,370.00 | .00 | 1,102.00 | 32.70 | 2,268.00 |
| 110-210-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 110-210-6181 | UNIFORM ALLOWANCE | 600.00 | 144.99 | 729.96 | 121.66 | 129.96- |
| 110-210-6310 | BUILDING REPAIR/MAINT | 5,000.00 | 177.47 | 469.08 | 9.38 | 4,530.92 |
| 110-210-6331 | FUEL & OIL | 2,800.00 | 517.93 | 3,492.07 | 124.72 | 692.07- |
| 110-210-6332 | VEHICLE MAINTENANCE | 5,000.00 | .00 | 1,436.03 | 28.72 | 3,563.97 |
| 110-210-6371 | UTILITIES | 1,700.00 | 344.64 | 1,570.66 | 92.39 | 129.34 |
| 110-210-6373 | TELEPHONE/COMMUNICATIONS | 480.00 | 120.00 | 640.00 | 133.33 | 160.00- |
| 110-210-6407 | ENGINEERING | 1,150.00 | .00 | 1,378.80 | 119.90 | 228.80- |
| 110-210-6408 | INSURANCE | 2,000.00 | .00 | .00 | .00 | 2,000.00 |
| 110-210-6417 | STREET MAINTENANCE - REPAIRS | 10,000.00 | .00 | 3,859.85 | 38.60 | 6,140.15 |
| 110-210-6491 | SAFETY TRAINING | 1,650.00 | 384.57 | 384.57 | 23.31 | 1,265.43 |
| 110-210-6504 | SHOP EQUIPMENT | 1,000.00 | 48.92 | 878.89 | 87.89 | 121.11 |
| 110-210-6507 | STREET MAINTENANCE SUPPLIES | 10,000.00 | 710.39 | 3,568.59 | 35.69 | 6,431.41 |
| 110-210-6511 | NEW POSTS / SIGNS | 250.00 | .00 | 328.46 | 131.38 | 78.46- |
| 110-210-6512 | REPLACEMENT POSTS / SIGNS | 250.00 | .00 | 108.00 | 43.20 | 142.00 |
| 110-210-6599 | MISCELLANEOUS SUPPLIES | 500.00 | .00 | 756.70 | 151.34 | 256.70- |
| 110-230-6371 | STREET LIGHTS | 14,000.00 | 980.91 | 8,589.91 | 61.36 | 5,410.09 |
| 110-240-6371 | TRAFFIC SIGNAL | 1,200.00 | 77.44 | 677.66 | 56.47 | 522.34 |
| 110-240-6413 | WATERLOO MONTHLY TRAFFIC CONTR | 2,800.00 | 1,005.99 | 1,005.99 | 35.93 | 1,794.01 |
| 110-250-6332 | SNOW PLOW REPAIR | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| 110-250-6489 | OTHER CONTRACTUAL SRV | 130.00 | .00 | 130.00 | 100.00 | .00 |
| 110-250-6507 | SNOW REMOVAL SUPPLIES | 10,000.00 | .00 | 2,832.20 | 28.32 | 7,167.80 |
| 110-260-6407 | ENGINEERING | 5,000.00 | 1,334.00 | 1,484.00 | 29.68 | 3,516.00 |
| 110-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 110-910-6911 | TRANSFER OUT - TIF | .00 | .00 | .00 | .00 | .00 |
| 110-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 121-910-6910 | TRANSFER OUT | 167,303.00 | .00 | 167,303.00 | 100.00 | .00 |
| 121-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 125-910-6911 | TRANSFER OUT - TIF | 35,000.00 | .00 | .00 | .00 | 35,000.00 |
| 125-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 200-210-6899 | BOND REGISTRATION FEES | .00 | .00 | .00 | .00 | .00 |
| 200-710-6801 | PRINCIPAL PAYMENTS | .00 | .00 | .00 | .00 | .00 |
| 200-710-6851 | INTEREST PAYMENTS | 100,000.00 | .00 | 7,566.22 | 7.57 | 92,433.78 |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|------------------|------------|
| 200-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 200-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 300-210-6407 | ENGINEERING - STREET PROJECT | .00 | .00 | 1,889.00 | .00 | 1,889.00- |
| 300-210-6499 | STREET CONTRACTUAL SERV | 186,000.00 | .00 | 76,701.71 | 41.24 | 109,298.29 |
| 300-750-6499 | CONTRACTUAL SERV | .00 | .00 | .00 | .00 | .00 |
| 300-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 300-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 301-750-6407 | ENGINEERING | .00 | .00 | .00 | .00 | .00 |
| 301-750-6411 | LEGAL | .00 | .00 | .00 | .00 | .00 |
| 301-750-6499 | CONTRACTUAL SERV-TRAILER COURT | .00 | .00 | .00 | .00 | .00 |
| 301-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 301-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 302-750-6499 | CONTRACTUAL SERV - PLAZA DR | .00 | .00 | .00 | .00 | .00 |
| 302-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 302-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 303-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 303-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 304-210-6413 | PAYMENTS - EVANSDALE | .00 | .00 | .00 | .00 | .00 |
| 304-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 304-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 305-750-6407 | ENGINEERING | .00 | .00 | .00 | .00 | .00 |
| 305-750-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 | .00 |
| 305-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 305-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 306-430-6407 | ENGINEERING | 20,000.00 | .00 | 17,409.85 | 87.05 | 2,590.15 |
| 306-430-6411 | LEGAL | .00 | .00 | .00 | .00 | .00 |
| 306-430-6499 | OTHER CONTRACTUAL SERV | 675,273.00 | .00 | 240,029.99 | 35.55 | 435,243.01 |
| 306-430-6505 | OTHER EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 306-430-6507 | OPERATING SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 306-430-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 306-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 306-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 307-210-6407 | ENGINEERING | 100,000.00 | .00 | .00 | .00 | 100,000.00 |
| 307-210-6411 | LEGAL | .00 | .00 | .00 | .00 | .00 |
| 307-210-6417 | STREET MAINTENANCE | .00 | .00 | .00 | .00 | .00 |
| 307-210-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 | .00 |
| 307-210-6507 | OPERATING SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 307-210-6761 | CAP OUTLAY - STREETS | .00 | .00 | .00 | .00 | .00 |
| 307-210-6790 | STREETS - NEW ROADWAY | .00 | .00 | .00 | .00 | .00 |
| 307-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 307-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 600-810-6010 | WAGES - WATER - FT | .00 | .00 | .00 | .00 | .00 |
| 600-810-6011 | WAGES - WATER - CLERK | 2,396.00 | 184.10 | 1,795.45 | 74.94 | 600.55 |
| 600-810-6020 | WAGES - WATER | .00 | .00 | .00 | .00 | .00 |
| 600-810-6021 | WAGES - WATER - PT | 8,472.00 | 708.01 | 6,258.32 | 73.87 | 2,213.68 |
| 600-810-6022 | WAGES - WATER | .00 | .00 | .00 | .00 | .00 |
| 600-810-6110 | FICA - WATER | 832.00 | 68.24 | 616.08 | 74.05 | 215.92 |
| 600-810-6130 | IPERS - WATER | 330.00 | 84.22 | 760.32 | 230.40 | 430.32- |
| 600-810-6150 | GROUP INSURANCE | 374.00 | 53.42 | 352.47 | 94.24 | 21.53 |
| 600-810-6151 | VISION INSURANCE | 14.00 | 1.00 | 9.00 | 64.29 | 5.00 |
| 600-810-6155 | LIFE INSURANCE | .00 | .00 | 2.88 | .00 | 2.88- |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|------------------|------------|
| 600-810-6160 | WORKER'S COMP | .00 | .00 | 253.00- | .00 | 253.00 |
| 600-810-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 600-810-6210 | DUES | .00 | 715.00 | 715.00 | .00 | 715.00- |
| 600-810-6230 | TRAINING | .00 | .00 | .00 | .00 | .00 |
| 600-810-6332 | VEHICLE REPAIRS | .00 | .00 | .00 | .00 | .00 |
| 600-810-6350 | REPAIR MAINT - WATER MAIN | 66,500.00 | .00 | 61,439.64 | 92.39 | 5,060.36 |
| 600-810-6373 | TELEPHONE/COMMUNICATIONS | 600.00 | 40.66 | 369.12 | 61.52 | 230.88 |
| 600-810-6375 | EQUIPMENT SUPPORT | .00 | .00 | .00 | .00 | .00 |
| 600-810-6413 | WATER - WATERLOO | 63,000.00 | 11,254.80 | 52,877.12 | 83.93 | 10,122.88 |
| 600-810-6418 | SALES TAX EXPENSE | 8,000.00 | .00 | 5,731.00 | 71.64 | 2,269.00 |
| 600-810-6419 | TECH SERVICES - ANNUAL SUPPORT | 3,000.00 | .00 | 2,150.00 | 71.67 | 850.00 |
| 600-810-6489 | OTHER CONTRACTUAL SRV | .00 | .00 | .00 | .00 | .00 |
| 600-810-6490 | OTHER PROFESSIONAL SERVICES | 28,800.00 | 2,549.60 | 22,241.50 | 77.23 | 6,558.50 |
| 600-810-6497 | BANK SERVICE CHGS | .00 | .00 | 10.70 | .00 | 10.70- |
| 600-810-6498 | DEPOSIT REFUNDS - WATER | 1,000.00 | 227.00 | 995.00 | 99.50 | 5.00 |
| 600-810-6499 | TESTS/PERMITS | 1,500.00 | .00 | 437.29 | 29.15 | 1,062.71 |
| 600-810-6505 | WT METERS/WT EQUIPMENT | 2,000.00 | .00 | .00 | .00 | 2,000.00 |
| 600-810-6506 | OFFICE SUPPLIES | 300.00 | .00 | .00 | .00 | 300.00 |
| 600-810-6508 | POSTAGE | 300.00 | 72.06 | 221.45 | 73.82 | 78.55 |
| 600-810-6599 | OTHER SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 600-810-6727 | CAPITAL EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 600-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 600-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 601-810-6599 | MISC SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 601-910-6910 | TRANSFER OUT | 68,300.00 | .00 | .00 | .00 | 68,300.00 |
| 601-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 610-710-6801 | PRINCIPAL PAYMENTS | .00 | .00 | .00 | .00 | .00 |
| 610-710-6851 | INTEREST PAYMENTS | 25,000.00 | .00 | 416.87 | 1.67 | 24,583.13 |
| 610-815-6010 | WAGES - SEWER | .00 | .00 | .00 | .00 | .00 |
| 610-815-6011 | WAGES - SEWER - CLERK | 2,396.00 | 184.08 | 1,795.48 | 74.94 | 600.52 |
| 610-815-6020 | WAGES - SEWER | .00 | .00 | .00 | .00 | .00 |
| 610-815-6030 | WAGES - SEWER | .00 | .00 | .00 | .00 | .00 |
| 610-815-6110 | FICA - SEWER | 184.00 | 14.08 | 137.28 | 74.61 | 46.72 |
| 610-815-6130 | IPERS - SEWER | 227.00 | 17.38 | 169.43 | 74.64 | 57.57 |
| 610-815-6150 | GROUP INSURANCE | 374.00 | 53.43 | 352.51 | 94.25 | 21.49 |
| 610-815-6151 | VISION INSURANCE | 14.00 | 1.01 | 9.09 | 64.93 | 4.91 |
| 610-815-6155 | LIFE INSURANCE | .00 | .00 | 2.88 | .00 | 2.88- |
| 610-815-6160 | WORKER'S COMP | .00 | .00 | .00 | .00 | .00 |
| 610-815-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 | .00 |
| 610-815-6181 | UNIFORM ALLOWANCE | .00 | .00 | .00 | .00 | .00 |
| 610-815-6230 | TRAINING | .00 | .00 | .00 | .00 | .00 |
| 610-815-6310 | BUILDING REPAIR/MAINT | .00 | .00 | 3,000.00 | .00 | 3,000.00- |
| 610-815-6320 | LIFT STATION EXPENSE | 40,000.00 | .00 | 11,568.77 | 28.92 | 28,431.23 |
| 610-815-6331 | FUEL | .00 | .00 | .00 | .00 | .00 |
| 610-815-6332 | VEHICLE REPAIRS | .00 | .00 | .00 | .00 | .00 |
| 610-815-6350 | PLANT REPAIR/MAINTENANCE | 5,000.00 | .00 | 3,891.80 | 77.84 | 1,108.20 |
| 610-815-6370 | UTILITIES - LIFT STATION | 5,000.00 | 301.15 | 2,609.66 | 52.19 | 2,390.34 |
| 610-815-6371 | UTILITIES - PLANT | 12,000.00 | 1,127.93 | 11,083.72 | 92.36 | 916.28 |
| 610-815-6373 | TELEPHONE/COMMUNICATIONS | .00 | .00 | .00 | .00 | .00 |
| 610-815-6399 | SEWER LINE REPAIR/MAINTENANCE | 25,000.00 | .00 | 17,898.57 | 71.59 | 7,101.43 |
| 610-815-6407 | ENGINEERING/WWTP PROJECT | .00 | .00 | .00 | .00 | .00 |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|--------------|------------------|--------------|
| 610-815-6408 | INSURANCE | 3,000.00 | .00 | .00 | .00 | 3,000.00 |
| 610-815-6413 | LUMP SUM APPROPRIATIONS | .00 | .00 | .00 | .00 | .00 |
| 610-815-6418 | SALES TAX EXPENSE | .00 | .00 | .00 | .00 | .00 |
| 610-815-6490 | IOWA ONE CALL | 150.00 | .00 | 62.10 | 41.40 | 87.90 |
| 610-815-6491 | SAFETY TRAINING | .00 | .00 | .00 | .00 | .00 |
| 610-815-6493 | SLUDGE HAULING | 15,000.00 | .00 | 4,158.00 | 27.72 | 10,842.00 |
| 610-815-6494 | PLANT CONTRACTED SERVICES | .00 | .00 | .00 | .00 | .00 |
| 610-815-6498 | DEPOSIT REFUNDS - SEWER | 1,000.00 | 275.00 | 775.00 | 77.50 | 225.00 |
| 610-815-6499 | PEOPLESERVICES/CONTRACTUAL SRV | 115,018.00 | 10,198.40 | 88,717.60 | 77.13 | 26,300.40 |
| 610-815-6501 | TESTS/PERMITS | 75.00 | .00 | .00 | .00 | 75.00 |
| 610-815-6505 | OFFICE EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 610-815-6506 | OFFICE SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 610-815-6507 | OPERATING SPPLY/PEOPLESERVICE | 300.00 | .00 | 8,015.00 | 2,671.67- | 8,315.00 |
| 610-815-6508 | POSTAGE | 300.00 | 72.06 | 221.45 | 73.82 | 78.55 |
| 610-815-6510 | SAFETY SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 610-815-6599 | MISC SUPPLIES | .00 | .00 | .00 | .00 | .00 |
| 610-815-6727 | CAPITAL EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 610-815-6780 | CAP OUTLAY-UTIL SYS/STRCT | .00 | .00 | .00 | .00 | .00 |
| 610-910-6910 | TRANSFER OUT | 10,000.00 | .00 | 10,000.00 | 100.00 | .00 |
| 610-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 611-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 611-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 612-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 612-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 613-815-6407 | ENGINEERING | 600,000.00 | 17,177.57 | 155,464.60 | 25.91 | 444,535.40 |
| 613-815-6499 | OTHER CONTRACTUAL SERV | 2,000,000.00 | 648,185.00 | 2,039,190.13 | 101.96 | 39,190.13- |
| 613-910-6910 | TRANSFER OUT | 125,000.00 | .00 | 15,800.32 | 12.64 | 109,199.68 |
| 613-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 670-840-6490 | GARBAGE COLLECTION | 70,000.00 | 5,034.12 | 45,550.52 | 65.07 | 24,449.48 |
| 670-840-6492 | RECYCLING EXPENSE | 6,500.00 | 544.79 | 5,721.67 | 88.03 | 778.33 |
| 670-840-6498 | DEPOSIT REFUNDS - GARBAGE | 700.00 | 134.00 | 464.00 | 66.29 | 236.00 |
| 670-840-6508 | POSTAGE | 30.00 | 8.01 | 24.61 | 82.03 | 5.39 |
| 670-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 670-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| 671-840-6413 | YARD WASTE COLLECTION | 2,400.00 | .00 | 2,400.00 | 100.00 | .00 |
| 671-840-6498 | DEPOSIT REFUND - YARD WASTE | 100.00 | 18.00 | 82.78 | 82.78 | 17.22 |
| 671-840-6508 | POSTAGE | 30.00 | 8.00 | 24.61 | 82.03 | 5.39 |
| 671-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 | .00 |
| 671-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 | .00 |
| | DIFFERENCE | 5,345,067.00 | 727,413.60 | 3,644,934.66 | 68.19 | 1,700,132.34 |
| | PROOF | 5,345,067.00 | 727,413.60 | 3,644,934.66 | 68.19 | 1,700,132.34 |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|--|-------------------|------------------|------------------|------------------|------------------|
| | POLICE TOTAL | 49,447.00 | .00 | 37,085.25 | 75.00 | 12,361.75 |
| | EMERGENCY MANAGEMENT TOTAL | 6,275.00 | 90.00 | 6,766.60 | 107.83 | 491.60- |
| | FIRE TOTAL | 40,170.00 | .00 | 29,195.61 | 72.68 | 10,974.39 |
| | BUILDING INSPECTIONS TOTAL | 21,997.00 | 273.99 | 5,842.07 | 26.56 | 16,154.93 |
| | ANIMAL CONTROL TOTAL | 2,359.00 | .00 | 2,353.50 | 99.77 | 5.50 |
| | OTHER PUBLIC SAFETY TOTAL | 1,300.00 | 121.24 | 1,113.59 | 85.66 | 186.41 |
| | PUBLIC SAFETY TOTAL | 121,548.00 | 485.23 | 82,356.62 | 67.76 | 39,191.38 |
| | ROADS, BRIDGES, SIDEWALKS TOTA | 119,829.00 | 9,439.35 | 70,678.89 | 58.98 | 49,150.11 |
| | STREET LIGHTING TOTAL | 14,000.00 | 980.91 | 8,589.91 | 61.36 | 5,410.09 |
| | TRAFFIC CONTROL & SAFETY TOTA | 4,000.00 | 1,083.43 | 1,683.65 | 42.09 | 2,316.35 |
| | SNOW REMOVAL TOTAL | 11,130.00 | .00 | 2,962.20 | 26.61 | 8,167.80 |
| | HIGHWAY ENGINEERING TOTAL | 5,000.00 | 1,334.00 | 1,484.00 | 29.68 | 3,516.00 |
| | OTHER PUBLIC WORKS TOTAL | .00 | .00 | .00 | .00 | .00 |
| | PUBLIC WORKS TOTAL | 153,959.00 | 12,837.69 | 85,398.65 | 55.47 | 68,560.35 |
| | LIBRARY TOTAL | 10,657.00 | .00 | .00 | .00 | 10,657.00 |
| | PARKS TOTAL | 55,497.00 | 3,958.73 | 37,129.24 | 66.90 | 18,367.76 |
| | COMMUNITY CTR/ZOO/MARINA TOTA | 2,850.00 | 334.28 | 2,451.93 | 86.03 | 398.07 |
| | OTHER CULTURE/RECREATION TOTA | 10,000.00 | .00 | 11,049.76 | 110.50 | 1,049.76- |
| | CULTURE & RECREATION TOTAL | 79,004.00 | 4,293.01 | 50,630.93 | 64.09 | 28,373.07 |
| | COMMUNITY BEAUTIFICATION TOTA | 1,250.00 | 300.00 | 900.00 | 72.00 | 350.00 |
| | PLANNING & ZONING TOTAL | .00 | .00 | .00 | .00 | .00 |
| | COMMUNITY & ECONOMIC DEV TOTA | 1,250.00 | 300.00 | 900.00 | 72.00 | 350.00 |
| | MAYOR/COUNCIL/CITY MGR TOTAL | 12,952.00 | 2,065.63 | 10,299.11 | 79.52 | 2,652.89 |
| | CLERK/TREASURER/ADM TOTAL | 74,745.00 | 5,761.26 | 54,629.03 | 73.09 | 20,115.97 |
| | ELECTIONS TOTAL | 1,300.00 | .00 | 500.00 | 38.46 | 800.00 |
| | LEGAL SERVICES/ATTORNEY TOTAL | 25,000.00 | .00 | 6,529.75 | 26.12 | 18,470.25 |
| | CITY HALL/GENERAL BLDGS TOTAL | 15,177.00 | 2,452.08 | 10,901.65 | 71.83 | 4,275.35 |
| | TORT LIABILITY TOTAL | 15,000.00 | .00 | .00 | .00 | 15,000.00 |
| | OTHER GENERAL GOVERNMENT TOTA | 17,040.00 | 93.42- | 14,786.52 | 86.78 | 2,253.48 |
| | GENERAL GOVERNMENT TOTAL | 161,214.00 | 10,185.55 | 97,646.06 | 60.57 | 63,567.94 |
| | ROADS, BRIDGES, SIDEWALKS TOTA | .00 | .00 | .00 | .00 | .00 |
| | DEBT SERVICES TOTAL | 100,000.00 | .00 | 7,566.22 | 7.57 | 92,433.78 |
| | DEBT SERVICE TOTAL | 100,000.00 | .00 | 7,566.22 | 7.57 | 92,433.78 |

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|--------------|------------------|--------------|
| | ROADS, BRIDGES, SIDEWALKS TOTA | 286,000.00 | .00 | 78,590.71 | 27.48 | 207,409.29 |
| | PARKS TOTAL | 695,273.00 | .00 | 257,439.84 | 37.03 | 437,833.16 |
| | CAPITAL PROJECTS TOTAL | .00 | .00 | .00 | .00 | .00 |
| | CAPITAL PROJECTS TOTAL | 981,273.00 | .00 | 336,030.55 | 34.24 | 645,242.45 |
| | DEBT SERVICES TOTAL | 25,000.00 | .00 | 416.87 | 1.67 | 24,583.13 |
| | WATER TOTAL | 187,418.00 | 15,958.11 | 156,729.34 | 83.63 | 30,688.66 |
| | SEWER/SEWAGE DISPOSAL TOTAL | 2,825,038.00 | 677,607.09 | 2,333,093.07 | 82.59 | 491,944.93 |
| | LANDFILL/GARBAGE TOTAL | 79,760.00 | 5,746.92 | 54,268.19 | 68.04 | 25,491.81 |
| | STORM WATER TOTAL | .00 | .00 | 288.44 | .00 | 288.44 |
| | ENTERPRISE FUNDS TOTAL | 3,117,216.00 | 699,312.12 | 2,544,795.91 | 81.64 | 572,420.09 |
| | TRANSFERS IN/OUT TOTAL | 629,603.00 | .00 | 439,609.72 | 69.82 | 189,993.28 |
| | TRANSFER OUT TOTAL | 629,603.00 | .00 | 439,609.72 | 69.82 | 189,993.28 |
| | TOTAL EXPENSES | 5,345,067.00 | 727,413.60 | 3,644,934.66 | 68.19 | 1,700,132.34 |

TREASURER'S REPORT
CALENDAR 3/2022, FISCAL 9/2022

| ACCOUNT TITLE | LAST MONTH END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |
|-----------------------------|---------------------------|------------|------------|------------------------|-------------------|
| 001 GENERAL | 232,340.82 | 18,915.26 | 15,263.79 | 546.60 | 236,538.89 |
| 002 CASH REVERSE FUND | 5,000.00 | .00 | .00 | .00 | 5,000.00 |
| 003 ARP FUNDS | 85,527.13 | .00 | .00 | .00 | 85,527.13 |
| 005 VEHICLE REPLACEMENT | 44,722.29 | .00 | .00 | .00 | 44,722.29 |
| 110 ROAD USE TAX | 174,658.55 | 6,676.21 | 12,837.69 | 521.93 | 169,019.00 |
| 121 LOCAL OPTION SALES TAX | 113,100.59 | 11,758.86 | .00 | .00 | 124,859.45 |
| 125 TAX INCREMENT FINANCING | 34,512.71 | .00 | .00 | .00 | 34,512.71 |
| 200 DEBT SERVICE | 7,566.22- | .00 | .00 | .00 | 7,566.22- |
| 300 CAPITAL IMPROVEMENT RES | 107,712.29 | .00 | .00 | .00 | 107,712.29 |
| 301 RAYMOND ROAD TRAILER CR | .00 | .00 | .00 | .00 | .00 |
| 302 PLAZA DR RECONSTRUCTION | .00 | .00 | .00 | .00 | .00 |
| 303 OFFICE EQUIPMENT REPLAC | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| 304 DUBUQUE RD BRIDGE REPAI | .00 | .00 | .00 | .00 | .00 |
| 305 WASTE WTR PLANT PROJECT | .00 | .00 | .00 | .00 | .00 |
| 306 MAYORS PARK IMPROVEMENT | 9,962.27- | 162,404.74 | .00 | .00 | 152,442.47 |
| 307 LAFAYETTE/GVILLE RD REC | 278,425.00 | .00 | .00 | .00 | 278,425.00 |
| 600 WATER | 38,018.80 | 2,207.40 | 15,958.11 | 7.44- | 24,260.65 |
| 601 WATER DEPRECIATION | 75,135.93 | .00 | .00 | .00 | 75,135.93 |
| 610 SEWER | 25,037.21- | 10,583.79 | 12,244.52 | 15.06 | 26,682.88- |
| 611 SEWER REPLACEMENT | 219,862.74 | .00 | .00 | .00 | 219,862.74 |
| 612 SEWER DEPRECIATION | 36,351.10 | .00 | .00 | .00 | 36,351.10 |
| 613 WASTE WTR PLANT PROJECT | 891,819.75 | 357.17 | 665,362.57 | .00 | 226,814.35 |
| 670 LANDFILL/GARBAGE | 23,489.23 | 287.53 | 5,720.92 | .00 | 18,055.84 |
| 671 YARD WASTE | 6,766.78 | 20.52 | 26.00 | .00 | 6,761.30 |
| Report Total | 2,325,878.01 | 213,211.48 | 727,413.60 | 1,076.15 | 1,812,752.04 |

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|------------------------------|-------------|-------------|-----------|------------|
| 001-110-4765 | FINES | .00 | 2,879.25 | 3,000.00 | 120.75 |
| 001-110-6413 | EVANSDALE POLICE DEPARTMENT | .00 | 37,085.25 | 49,447.00 | 12,361.75 |
| 001-130-6310 | BUILDING REPAIR/MAINT | .00 | 2,788.10 | .00 | 2,788.10- |
| 001-130-6413 | EMERGENCY MGMNT | 90.00 | 3,978.50 | 6,275.00 | 2,296.50 |
| 001-150-6499 | FIRE CONTRACT | .00 | 29,195.61 | 40,170.00 | 10,974.39 |
| 001-170-4120 | BUILDING/CONTR PERMITS | 398.25 | 5,096.00 | 15,000.00 | 9,904.00 |
| 001-170-6010 | WAGES - BUILDING INSPECTOR | 129.44 | 4,589.21 | 17,500.00 | 12,910.79 |
| 001-170-6110 | FICA - BUILDING INSPECTIONS | 9.91 | 351.11 | 1,340.00 | 988.89 |
| 001-170-6130 | IPERS - BUILDING INSPECTIONS | 12.22 | 433.22 | 1,653.00 | 1,219.78 |
| 001-170-6150 | GROUP INSURANCE | 122.42 | 478.37 | 1,347.00 | 868.63 |
| 001-170-6151 | VISION INSURANCE | .00 | 5.16 | 27.00 | 21.84 |
| 001-170-6155 | LIFE INSURANCE | .00 | .00 | .00 | .00 |
| 001-170-6160 | WORKER'S COMP | .00 | 15.00- | 130.00 | 145.00 |
| 001-170-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |
| 001-190-6413 | HUMANE SOCIETY | .00 | .00 | .00 | .00 |
| 001-190-6499 | OTHER CONTRACTUAL SERV | .00 | 2,284.00 | 2,284.00 | .00 |
| 001-190-6507 | OPERATING SUPPLIES | .00 | 69.50 | 75.00 | 5.50 |
| 001-199-6371 | SENTRY LIGHTS | 121.24 | 1,113.59 | 1,300.00 | 186.41 |
| 001-299-6710 | CAP OUTLAY - VEHICLES | .00 | .00 | .00 | .00 |
| 001-410-6413 | LIBRARY CONTRACT | .00 | .00 | 10,657.00 | 10,657.00 |
| 001-430-4310 | SHELTER RENTAL | .00 | 525.00 | 1,500.00 | 975.00 |
| 001-430-6010 | WAGES - PARKS - FT | 2,341.30 | 18,593.22 | 32,028.00 | 13,434.78 |
| 001-430-6020 | WAGES - PARKS | .00 | .00 | .00 | .00 |
| 001-430-6021 | WAGES - PARKS - PT | .00 | .00 | .00 | .00 |
| 001-430-6110 | FICA - PARKS | 176.96 | 1,403.16 | 2,450.00 | 1,046.84 |
| 001-430-6130 | IPERS - PARKS | 221.02 | 1,755.18 | 3,023.00 | 1,267.82 |
| 001-430-6150 | GROUP INSURANCE | 1,176.60 | 6,275.60 | 9,432.00 | 3,156.40 |
| 001-430-6151 | VISION INSURANCE | 6.60 | 55.04 | 138.00 | 82.96 |
| 001-430-6155 | LIFE INSURANCE | .00 | 167.51 | 16.00 | 151.51- |
| 001-430-6160 | WORKER'S COMP | .00 | 359.00- | 210.00 | 569.00 |
| 001-430-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |
| 001-430-6310 | BLDNG/GROUNDS MAINT & REPAIR | .00 | 2,804.09 | 2,000.00 | 804.09- |
| 001-430-6331 | FUEL AND OIL | .00 | 337.96 | 1,200.00 | 862.04 |
| 001-430-6416 | RENT/LEASE - LAND/BLDGS | .00 | 2.00 | .00 | 2.00- |
| 001-430-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 |
| 001-430-6505 | PARK EQUIPMENT | .00 | .00 | .00 | .00 |
| 001-430-6507 | OPERATING SUPPLIES | 36.25 | 6,094.48 | 5,000.00 | 1,094.48- |
| 001-460-4310 | RENT-COMMUNITY CENTER | 885.00 | 5,800.00 | 5,000.00 | 800.00- |
| 001-460-6310 | COMM RM REPAIR/MAINT | 238.36 | 1,677.08 | 2,100.00 | 422.92 |
| 001-460-6371 | UTILITIES | 95.92 | 774.85 | 750.00 | 24.85- |
| 001-499-4610 | CITY CELEBRATION RECEIPTS | .00 | 7,820.41 | 4,500.00 | 3,320.41- |
| 001-499-6599 | MISC EXPENSE - CELEBRATION | .00 | 11,049.76 | 10,000.00 | 1,049.76- |
| 001-510-6413 | PARTNER IN EDUCATION | 300.00 | 300.00 | 500.00 | 200.00 |
| 001-510-6490 | CHRISTMAS DECORATIONS | .00 | 600.00 | 750.00 | 150.00 |
| 001-540-4190 | MISC LICENSES & PERMITS | .00 | .00 | .00 | .00 |
| 001-540-6490 | COMP PLAN | .00 | .00 | .00 | .00 |
| 001-610-6010 | WAGES - MAYOR/COUNCIL | 1,250.00 | 8,150.00 | 10,200.00 | 2,050.00 |
| 001-610-6110 | FICA - MAYOR/COUNCIL | 95.63 | 468.49 | 790.00 | 321.51 |
| 001-610-6130 | IPERS - MAYOR/COUNCIL | .00 | 436.62 | 472.00 | 35.38 |
| 001-610-6150 | GROUP INSURANCE | .00 | .00 | .00 | .00 |
| 001-610-6151 | VISION INSURANCE | .00 | .00 | .00 | .00 |

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|----------------------------|-------------|-------------|-----------|------------|
| 001-610-6160 | WORKER'S COMP | .00 | 1.00- | 10.00 | 11.00 |
| 001-610-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |
| 001-610-6210 | DUES | .00 | .00 | .00 | .00 |
| 001-610-6240 | MEETING/CONFERENCES | 720.00 | 965.00 | 1,000.00 | 35.00 |
| 001-610-6373 | TELEPHONE/COMMUNICATIONS | .00 | 280.00 | 480.00 | 200.00 |
| 001-620-6010 | WAGES - CLERK | 4,021.73 | 38,576.98 | 43,119.00 | 4,542.02 |
| 001-620-6020 | WAGES - DEPUTY CLERK | .00 | .00 | 8,472.00 | 8,472.00 |
| 001-620-6110 | FICA - CLERK | 307.67 | 2,951.23 | 3,970.00 | 1,018.77 |
| 001-620-6130 | IPERS - CLERK | 379.64 | 3,641.66 | 4,759.00 | 1,117.34 |
| 001-620-6150 | GROUP INSURANCE | 961.69 | 6,396.73 | 6,725.00 | 328.27 |
| 001-620-6151 | VISION INSURANCE | 18.07 | 162.63 | 140.00 | 22.63- |
| 001-620-6160 | WORKER'S COMP | .00 | 17.00 | 30.00 | 13.00 |
| 001-620-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |
| 001-620-6210 | DUES | .00 | .00 | 250.00 | 250.00 |
| 001-620-6230 | TRAINING | .00 | 959.16 | 2,500.00 | 1,540.84 |
| 001-620-6240 | TRAVEL EXPENSE | .00 | 909.98 | 1,100.00 | 190.02 |
| 001-620-6373 | TELEPHONE/COMMUNICATIONS | 40.00 | 400.00 | 480.00 | 80.00 |
| 001-620-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | 1,200.00 | 1,200.00 |
| 001-620-6506 | OFFICE SUPPLIES | 32.46 | 613.66 | 2,000.00 | 1,386.34 |
| 001-630-6413 | ELECTION EXPENSES | .00 | 500.00 | 1,300.00 | 800.00 |
| 001-640-6401 | AUDITING/ACCOUNTING | .00 | .00 | 10,000.00 | 10,000.00 |
| 001-640-6411 | LEGAL - ATTORNEY | .00 | 4,529.75 | 15,000.00 | 10,470.25 |
| 001-640-6414 | CODIFICATION | .00 | 2,000.00 | .00 | 2,000.00- |
| 001-650-6010 | WAGES - FULL TIME | 334.45 | 2,738.90 | 4,575.00 | 1,836.10 |
| 001-650-6110 | FICA | 25.29 | 206.67 | 350.00 | 143.33 |
| 001-650-6130 | IPERS | 31.57 | 258.53 | 432.00 | 173.47 |
| 001-650-6150 | GROUP INSURANCE | 108.72 | 678.85 | 1,347.00 | 668.15 |
| 001-650-6151 | VISION INSURANCE | .94 | 8.20 | 20.00 | 11.80 |
| 001-650-6155 | LIFE INSURANCE | .00 | .00 | 53.00 | 53.00 |
| 001-650-6310 | BUILDING REPAIR/MAINT | 824.20 | 1,960.05 | 1,800.00 | 160.05- |
| 001-650-6371 | UTILITIES | 283.69 | 1,860.55 | 1,600.00 | 260.55- |
| 001-650-6499 | OTHER CONTRACTUAL SERV | 163.05 | 1,025.73 | .00 | 1,025.73- |
| 001-650-6505 | OFFICE EQUIPMENT | .00 | .00 | .00 | .00 |
| 001-650-6506 | OFFICE SUPPLIES | .00 | 58.66- | .00 | 58.66 |
| 001-650-6507 | OPERATING SUPPLIES | 58.39 | 247.78 | 500.00 | 252.22 |
| 001-650-6508 | POSTAGE | .00 | 262.60 | 2,000.00 | 1,737.40 |
| 001-650-6599 | OTHER SUPPLIES | 621.78 | 1,712.45 | 2,500.00 | 787.55 |
| 001-660-6408 | INSURANCE | .00 | .00 | 15,000.00 | 15,000.00 |
| 001-699-6010 | WAGES - GENERAL GOV - FT | .00 | .00 | .00 | .00 |
| 001-699-6110 | FICA - GENERAL GOVERNMENT | .00 | .00 | .00 | .00 |
| 001-699-6130 | IPERS - GENERAL GOVERNMENT | .00 | .00 | .00 | .00 |
| 001-699-6150 | GROUP INSURANCE | 68.10 | 251.82 | .00 | 251.82- |
| 001-699-6151 | VISION INSURANCE | .00 | .00 | .00 | .00 |
| 001-699-6155 | LIFE INSURANCE | .00 | 23.93 | .00 | 23.93- |
| 001-699-6210 | DUES | .00 | 665.84 | 2,800.00 | 2,134.16 |
| 001-699-6230 | TRAINING | .00 | .00 | .00 | .00 |
| 001-699-6240 | MEETINGS/CONFERENCES | 50.00 | 50.00 | .00 | 50.00- |
| 001-699-6373 | TELEPHONE/COMMUNICATIONS | 40.66 | 378.71 | 690.00 | 311.29 |
| 001-699-6414 | PUBLISHING | 61.42 | 1,856.25 | 2,500.00 | 643.75 |
| 001-699-6419 | TECHNOLOGY SERVICES | 60.97 | 10,468.33 | 10,500.00 | 31.67 |
| 001-699-6491 | SAFETY TRAINING | 384.57- | 128.18 | 550.00 | 421.82 |

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|------------------------------|-------------|-------------|------------|------------|
| 001-699-6499 | CONTRACTUAL SERV (COPIER) | .00 | .00 | .00 | .00 |
| 001-699-6506 | OFFICE SUPPLIES | 10.00 | 425.66 | .00 | 425.66- |
| 001-699-6508 | POSTAGE | .00 | 462.80 | .00 | 462.80- |
| 001-699-6599 | MISC SUPPLIES | .00 | 75.00 | .00 | 75.00- |
| 001-865-6499 | OTHER CONTRACTUAL SERV | .00 | 288.44 | .00 | 288.44- |
| 001-910-4830 | TRANSFER IN-GENERAL FUND | .00 | 10,355.05 | .00 | 10,355.05- |
| 001-910-4831 | TRANSFER IN - TIF | .00 | .00 | .00 | .00 |
| 001-910-6910 | TRANSFER OUT | .00 | 236,151.35 | 224,000.00 | 12,151.35- |
| 001-950-4000 | PROPERTY TAXES | 16,330.66 | 217,864.95 | 373,977.00 | 156,112.05 |
| 001-950-4003 | AGRICULTURAL LAND TAXES | 29.51 | 391.13 | 683.00 | 291.87 |
| 001-950-4060 | UTILITY TAX REPLACEMENT | .00 | 1,175.88 | 2,166.00 | 990.12 |
| 001-950-4065 | FRANCHISE FEE | .00 | 6,665.51 | 6,500.00 | 165.51- |
| 001-950-4100 | BEER & LIQUOR LICENSES | .00 | 300.00 | 765.00 | 465.00 |
| 001-950-4105 | CIGARETTE PERMITS | .00 | .00 | 150.00 | 150.00 |
| 001-950-4180 | ANIMAL LICENSES | 24.00 | 174.00 | 175.00 | 1.00 |
| 001-950-4190 | MISC LICENSES & PERMITS | 60.00 | 240.00 | 350.00 | 110.00 |
| 001-950-4300 | INTEREST-PLAT MM BANK 4 | 342.97 | 3,918.71 | 6,800.00 | 2,881.29 |
| 001-950-4301 | INTEREST-REG MM BANK 3 | 77.39 | 723.60 | .00 | 723.60- |
| 001-950-4464 | COMM TAX REPLACEMENT | .00 | 3,471.03 | 8,668.00 | 5,196.97 |
| 001-950-4490 | GAMING GRANTS | .00 | .00 | .00 | .00 |
| 001-950-4700 | BLACKHAWK COUNTY LANDFILL | .00 | .00 | .00 | .00 |
| 001-950-4705 | MISC REVENUE | 767.48 | 3,729.69 | 2,000.00 | 1,729.69- |
| 001-950-4735 | SALES/FUEL TAX REFUNDS | .00 | .00 | 1,000.00 | 1,000.00 |
| 001-950-4800 | SALE OF REAL PROPERTY | .00 | .00 | .00 | .00 |
| 001-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 002-430-6505 | OTHER EQUIPMENT | .00 | .00 | .00 | .00 |
| 002-910-4830 | TRANSFER IN | .00 | 5,000.00 | 5,000.00 | .00 |
| 002-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 002-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 003-699-4400 | FEDERAL GRANTS | .00 | 285.59 | .00 | 285.59- |
| 003-910-4830 | TRANSFER IN | .00 | .00 | .00 | .00 |
| 003-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 003-950-4400 | FEDERAL GRANTS | .00 | 85,241.54 | .00 | 85,241.54- |
| 003-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 005-210-6723 | CAP OUTLAY-HEAVY EQUIP | .00 | .00 | .00 | .00 |
| 005-910-4830 | TRANSFER IN-VEHICLE RPLMNT | .00 | 22,151.35 | 10,000.00 | 12,151.35- |
| 005-910-6910 | TRANSFER OUT | .00 | 10,355.05 | .00 | 10,355.05- |
| 005-950-4300 | INTEREST-VEHICLE REPLACEMENT | .00 | 45.83 | 150.00 | 104.17 |
| 005-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 110-210-4430 | ROAD USE TAXES | 6,676.21 | 95,977.67 | 130,640.00 | 34,662.33 |
| 110-210-4810 | SALE OF ASSETS | .00 | .00 | .00 | .00 |
| 110-210-6010 | WAGES - ROAD USE - FT | 4,013.65 | 32,287.98 | 50,405.00 | 18,117.02 |
| 110-210-6020 | WAGES - ROAD USE | .00 | .00 | .00 | .00 |
| 110-210-6030 | WAGES - ROAD USE - PT | 190.00 | 760.00 | .00 | 760.00- |
| 110-210-6110 | FICA - ROAD USE | 317.91 | 2,495.25 | 3,856.00 | 1,360.75 |
| 110-210-6130 | IPERS - ROAD USE | 396.83 | 3,119.75 | 4,758.00 | 1,638.25 |
| 110-210-6150 | GROUP INSURANCE | 2,060.75 | 10,929.00 | 14,821.00 | 3,892.00 |
| 110-210-6151 | VISION INSURANCE | 11.30 | 96.09 | 209.00 | 112.91 |
| 110-210-6155 | LIFE INSURANCE | .00 | 287.16 | 30.00 | 257.16- |
| 110-210-6160 | WORKER'S COMP | .00 | 1,102.00 | 3,370.00 | 2,268.00 |
| 110-210-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------------------|-------------|-------------|------------|------------|
| 110-210-6181 | UNIFORM ALLOWANCE | 144.99 | 729.96 | 600.00 | 129.96- |
| 110-210-6310 | BUILDING REPAIR/MAINT | 177.47 | 469.08 | 5,000.00 | 4,530.92 |
| 110-210-6331 | FUEL & OIL | 517.93 | 3,492.07 | 2,800.00 | 692.07- |
| 110-210-6332 | VEHICLE MAINTENANCE | .00 | 1,436.03 | 5,000.00 | 3,563.97 |
| 110-210-6371 | UTILITIES | 344.64 | 1,570.66 | 1,700.00 | 129.34 |
| 110-210-6373 | TELEPHONE/COMMUNICATIONS | 120.00 | 640.00 | 480.00 | 160.00- |
| 110-210-6407 | ENGINEERING | .00 | 1,378.80 | 1,150.00 | 228.80- |
| 110-210-6408 | INSURANCE | .00 | .00 | 2,000.00 | 2,000.00 |
| 110-210-6417 | STREET MAINTENANCE - REPAIRS | .00 | 3,859.85 | 10,000.00 | 6,140.15 |
| 110-210-6491 | SAFETY TRAINING | 384.57 | 384.57 | 1,650.00 | 1,265.43 |
| 110-210-6504 | SHOP EQUIPMENT | 48.92 | 878.89 | 1,000.00 | 121.11 |
| 110-210-6507 | STREET MAINTENANCE SUPPLIES | 710.39 | 3,568.59 | 10,000.00 | 6,431.41 |
| 110-210-6511 | NEW POSTS / SIGNS | .00 | 328.46 | 250.00 | 78.46- |
| 110-210-6512 | REPLACEMENT POSTS / SIGNS | .00 | 108.00 | 250.00 | 142.00 |
| 110-210-6599 | MISCELLANEOUS SUPPLIES | .00 | 756.70 | 500.00 | 256.70- |
| 110-230-6371 | STREET LIGHTS | 980.91 | 8,589.91 | 14,000.00 | 5,410.09 |
| 110-240-6371 | TRAFFIC SIGNAL | 77.44 | 677.66 | 1,200.00 | 522.34 |
| 110-240-6413 | WATERLOO MONTHLY TRAFFIC CONTR | 1,005.99 | 1,005.99 | 2,800.00 | 1,794.01 |
| 110-250-6332 | SNOW PLOW REPAIR | .00 | .00 | 1,000.00 | 1,000.00 |
| 110-250-6489 | OTHER CONTRACTUAL SRV | .00 | 130.00 | 130.00 | .00 |
| 110-250-6507 | SNOW REMOVAL SUPPLIES | .00 | 2,832.20 | 10,000.00 | 7,167.80 |
| 110-260-6407 | ENGINEERING | 1,334.00 | 1,484.00 | 5,000.00 | 3,516.00 |
| 110-910-4830 | TRANSFER IN-ROAD USE | .00 | .00 | .00 | .00 |
| 110-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 110-910-6911 | TRANSFER OUT - TIF | .00 | .00 | .00 | .00 |
| 110-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 121-910-4830 | TRANSFER IN-LOST | .00 | .00 | 35,000.00 | 35,000.00 |
| 121-910-4831 | TRANSFER IN - TIF | .00 | .00 | .00 | .00 |
| 121-910-6910 | TRANSFER OUT | .00 | 167,303.00 | 167,303.00 | .00 |
| 121-950-4090 | LOCAL OPTION TAX | 11,758.86 | 157,925.20 | 150,000.00 | 7,925.20- |
| 121-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 125-910-4831 | TRANSFER IN - TIF | .00 | .00 | .00 | .00 |
| 125-910-6911 | TRANSFER OUT - TIF | .00 | .00 | 35,000.00 | 35,000.00 |
| 125-950-4050 | TIF TAXES | .00 | 16,919.37 | 35,000.00 | 18,080.63 |
| 125-950-4300 | INTEREST | .00 | .00 | .00 | .00 |
| 125-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 200-210-6899 | BOND REGISTRATION FEES | .00 | .00 | .00 | .00 |
| 200-710-4000 | PROPERTY TAXES | .00 | .00 | .00 | .00 |
| 200-710-6801 | PRINCIPAL PAYMENTS | .00 | .00 | .00 | .00 |
| 200-710-6851 | INTEREST PAYMENTS | .00 | 7,566.22 | 100,000.00 | 92,433.78 |
| 200-910-4830 | TRANSFER IN-DEBT SERVICE | .00 | .00 | 100,000.00 | 100,000.00 |
| 200-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 200-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 300-210-6407 | ENGINEERING - STREET PROJECT | .00 | 1,889.00 | .00 | 1,889.00- |
| 300-210-6499 | STREET CONTRACTUAL SERV | .00 | 76,701.71 | 186,000.00 | 109,298.29 |
| 300-750-6499 | CONTRACTUAL SERV | .00 | .00 | .00 | .00 |
| 300-910-4830 | TRANSFER IN-CAP IMPRVMT RESV | .00 | 202,103.32 | 186,303.00 | 15,800.32- |
| 300-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 300-950-4300 | INTEREST-CAPITAL IMPRVMT-RSV | .00 | .00 | .00 | .00 |
| 300-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 301-750-4800 | SALE OF PROPERTY | .00 | .00 | .00 | .00 |

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------------------|-------------|-------------|------------|-------------|
| 301-750-6407 | ENGINEERING | .00 | .00 | .00 | .00 |
| 301-750-6411 | LEGAL | .00 | .00 | .00 | .00 |
| 301-750-6499 | CONTRACTUAL SERV-TRAILER COURT | .00 | .00 | .00 | .00 |
| 301-910-4830 | TRANSFER IN-RAYMOND RD TRAILER | .00 | .00 | .00 | .00 |
| 301-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 301-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 302-750-6499 | CONTRACTUAL SERV - PLAZA DR | .00 | .00 | .00 | .00 |
| 302-910-4830 | TRANSFER IN-PLAZA DR RECON | .00 | .00 | .00 | .00 |
| 302-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 302-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 303-910-4830 | TRANSFER IN-OFFICE EQPMNT RPL | .00 | .00 | .00 | .00 |
| 303-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 303-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 304-210-6413 | PAYMENTS - EVANSDALE | .00 | .00 | .00 | .00 |
| 304-910-4830 | TRANSFER IN-DUBQUE RD BRIDGE | .00 | .00 | .00 | .00 |
| 304-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 304-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 305-750-6407 | ENGINEERING | .00 | .00 | .00 | .00 |
| 305-750-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 |
| 305-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 305-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 306-430-4400 | FEDERAL GRANTS | .00 | 2,727.64 | 428,000.00 | 425,272.36 |
| 306-430-4440 | STATE GRANTS | 162,404.74 | 229,904.74 | 118,574.00 | 111,330.74- |
| 306-430-4710 | REIMBURSEMENTS | .00 | .00 | 10,000.00 | 10,000.00 |
| 306-430-4830 | TRANSFER IN | .00 | .00 | .00 | .00 |
| 306-430-6407 | ENGINEERING | .00 | 17,409.85 | 20,000.00 | 2,590.15 |
| 306-430-6411 | LEGAL | .00 | .00 | .00 | .00 |
| 306-430-6499 | OTHER CONTRACTUAL SERV | .00 | 240,029.99 | 675,273.00 | 435,243.01 |
| 306-430-6505 | OTHER EQUIPMENT | .00 | .00 | .00 | .00 |
| 306-430-6507 | OPERATING SUPPLIES | .00 | .00 | .00 | .00 |
| 306-430-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 306-910-4830 | TRANSFER IN | .00 | .00 | .00 | .00 |
| 306-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 306-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 307-210-4400 | FEDERAL GRANTS | .00 | .00 | .00 | .00 |
| 307-210-4440 | STATE GRANTS | .00 | .00 | .00 | .00 |
| 307-210-4445 | IOWA DOT | .00 | .00 | .00 | .00 |
| 307-210-4820 | PROCEEDS FROM DEBT/LOAN | .00 | .00 | .00 | .00 |
| 307-210-4830 | TRANSFER IN | .00 | .00 | 140,000.00 | 140,000.00 |
| 307-210-6407 | ENGINEERING | .00 | .00 | 100,000.00 | 100,000.00 |
| 307-210-6411 | LEGAL | .00 | .00 | .00 | .00 |
| 307-210-6417 | STREET MAINTENANCE | .00 | .00 | .00 | .00 |
| 307-210-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 |
| 307-210-6507 | OPERATING SUPPLIES | .00 | .00 | .00 | .00 |
| 307-210-6761 | CAP OUTLAY - STREETS | .00 | .00 | .00 | .00 |
| 307-210-6790 | STREETS - NEW ROADWAY | .00 | .00 | .00 | .00 |
| 307-910-4830 | TRANSFER IN | .00 | 140,000.00 | .00 | 140,000.00- |
| 307-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 307-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 600-810-4300 | INTEREST | .00 | .00 | .00 | .00 |
| 600-810-4400 | FEDERAL GRANTS | .00 | .00 | .00 | .00 |

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------------------|-------------|-------------|------------|------------|
| 600-810-4500 | CHARGES/FEES FOR SERVICES | 1,825.08 | 97,055.67 | 125,000.00 | 27,944.33 |
| 600-810-4530 | PENALTIES | 25.75 | 1,253.07 | 1,500.00 | 246.93 |
| 600-810-4540 | CONNECT/RECONNECT FEES | .00 | .00 | .00 | .00 |
| 600-810-4550 | MISC CHARGE FOR SERVICES | 191.52 | 351.52 | 1,000.00 | 648.48 |
| 600-810-4560 | SALES TAXES COLLECTED | .00 | .00 | .00 | .00 |
| 600-810-4561 | WATER EXCISE TAX | 37.05 | 5,807.48 | 8,000.00 | 2,192.52 |
| 600-810-4600 | SPECIAL ASSESSMENTS | .00 | 1,672.00 | 3,525.00 | 1,853.00 |
| 600-810-4730 | DEPOSITS | 128.00 | 1,530.00 | 2,000.00 | 470.00 |
| 600-810-6010 | WAGES - WATER - FT | .00 | .00 | .00 | .00 |
| 600-810-6011 | WAGES - WATER - CLERK | 184.10 | 1,795.45 | 2,396.00 | 600.55 |
| 600-810-6020 | WAGES - WATER | .00 | .00 | .00 | .00 |
| 600-810-6021 | WAGES - WATER - PT | 708.01 | 6,258.32 | 8,472.00 | 2,213.68 |
| 600-810-6022 | WAGES - WATER | .00 | .00 | .00 | .00 |
| 600-810-6110 | FICA - WATER | 68.24 | 616.08 | 832.00 | 215.92 |
| 600-810-6130 | IPERS - WATER | 84.22 | 760.32 | 330.00 | 430.32- |
| 600-810-6150 | GROUP INSURANCE | 53.42 | 352.47 | 374.00 | 21.53 |
| 600-810-6151 | VISION INSURANCE | 1.00 | 9.00 | 14.00 | 5.00 |
| 600-810-6155 | LIFE INSURANCE | .00 | 2.88 | .00 | 2.88- |
| 600-810-6160 | WORKER'S COMP | .00 | 253.00- | .00 | 253.00 |
| 600-810-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |
| 600-810-6210 | DUES | 715.00 | 715.00 | .00 | 715.00- |
| 600-810-6230 | TRAINING | .00 | .00 | .00 | .00 |
| 600-810-6332 | VEHICLE REPAIRS | .00 | .00 | .00 | .00 |
| 600-810-6350 | REPAIR MAINT - WATER MAIN | .00 | 61,439.64 | 66,500.00 | 5,060.36 |
| 600-810-6373 | TELEPHONE/COMMUNICATIONS | 40.66 | 369.12 | 600.00 | 230.88 |
| 600-810-6375 | EQUIPMENT SUPPORT | .00 | .00 | .00 | .00 |
| 600-810-6413 | WATER - WATERLOO | 11,254.80 | 52,877.12 | 63,000.00 | 10,122.88 |
| 600-810-6418 | SALES TAX EXPENSE | .00 | 5,731.00 | 8,000.00 | 2,269.00 |
| 600-810-6419 | TECH SERVICES - ANNUAL SUPPORT | .00 | 2,150.00 | 3,000.00 | 850.00 |
| 600-810-6489 | OTHER CONTRACTUAL SRV | .00 | .00 | .00 | .00 |
| 600-810-6490 | OTHER PROFESSIONAL SERVICES | 2,549.60 | 22,241.50 | 28,800.00 | 6,558.50 |
| 600-810-6497 | BANK SERVICE CHGS | .00 | 10.70 | .00 | 10.70- |
| 600-810-6498 | DEPOSIT REFUNDS - WATER | 227.00 | 995.00 | 1,000.00 | 5.00 |
| 600-810-6499 | TESTS/PERMITS | .00 | 437.29 | 1,500.00 | 1,062.71 |
| 600-810-6505 | WT METERS/WT EQUIPMENT | .00 | .00 | 2,000.00 | 2,000.00 |
| 600-810-6506 | OFFICE SUPPLIES | .00 | .00 | 300.00 | 300.00 |
| 600-810-6508 | POSTAGE | 72.06 | 221.45 | 300.00 | 78.55 |
| 600-810-6599 | OTHER SUPPLIES | .00 | .00 | .00 | .00 |
| 600-810-6727 | CAPITAL EQUIPMENT | .00 | .00 | .00 | .00 |
| 600-910-4830 | TRANSFER IN-WATER | .00 | .00 | 68,300.00 | 68,300.00 |
| 600-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 600-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 601-810-4300 | INTEREST-WATER DEPRECIATION | .00 | 521.83 | 1,000.00 | 478.17 |
| 601-810-6599 | MISC SUPPLIES | .00 | .00 | .00 | .00 |
| 601-910-4830 | TRANSFER IN-WATER DEPRECIATION | .00 | .00 | .00 | .00 |
| 601-910-6910 | TRANSFER OUT | .00 | .00 | 68,300.00 | 68,300.00 |
| 601-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 610-710-6801 | PRINCIPAL PAYMENTS | .00 | .00 | .00 | .00 |
| 610-710-6851 | INTEREST PAYMENTS | .00 | 416.87 | 25,000.00 | 24,583.13 |
| 610-815-4300 | INTEREST-SEWER | .00 | .00 | .00 | .00 |
| 610-815-4500 | CHARGES/FEES FOR SERVICES | 473.32 | 95,516.76 | 138,000.00 | 42,483.24 |

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------------------|----------------|----------------|------------|------------|
| 610-815-4502 | CAPITAL PROJECT FEE | .00 | 45.15 | .00 | 45.15- |
| 610-815-4510 | RAYMOND SEWER USAGE | 10,000.00 | 45,000.00 | 63,000.00 | 18,000.00 |
| 610-815-4530 | PENALTIES | 7.90 | 1,138.32 | 1,400.00 | 261.68 |
| 610-815-4550 | MISC CHARGE FOR SERVICES | .00 | 300.00 | 500.00 | 200.00 |
| 610-815-4560 | SALES TAXES COLLECTED | 2.57 | 38.55 | 400.00 | 361.45 |
| 610-815-4710 | REIMBURSEMENTS | .00 | .00 | .00 | .00 |
| 610-815-4730 | DEPOSITS | 100.00 | 1,118.00 | 1,500.00 | 382.00 |
| 610-815-6010 | WAGES - SEWER | .00 | .00 | .00 | .00 |
| 610-815-6011 | WAGES - SEWER - CLERK | 184.08 | 1,795.48 | 2,396.00 | 600.52 |
| 610-815-6020 | WAGES - SEWER | .00 | .00 | .00 | .00 |
| 610-815-6030 | WAGES - SEWER | .00 | .00 | .00 | .00 |
| 610-815-6110 | FICA - SEWER | 14.08 | 137.28 | 184.00 | 46.72 |
| 610-815-6130 | IPERS - SEWER | 17.38 | 169.43 | 227.00 | 57.57 |
| 610-815-6150 | GROUP INSURANCE | 53.43 | 352.51 | 374.00 | 21.49 |
| 610-815-6151 | VISION INSURANCE | 1.01 | 9.09 | 14.00 | 4.91 |
| 610-815-6155 | LIFE INSURANCE | .00 | 2.88 | .00 | 2.88- |
| 610-815-6160 | WORKER'S COMP | .00 | .00 | .00 | .00 |
| 610-815-6170 | UNEMPLOYMENT COMPENSATION | .00 | .00 | .00 | .00 |
| 610-815-6181 | UNIFORM ALLOWANCE | .00 | .00 | .00 | .00 |
| 610-815-6230 | TRAINING | .00 | .00 | .00 | .00 |
| 610-815-6310 | BUILDING REPAIR/MAINT | .00 | 3,000.00 | .00 | 3,000.00- |
| 610-815-6320 | LIFT STATION EXPENSE | .00 | 11,568.77 | 40,000.00 | 28,431.23 |
| 610-815-6331 | FUEL | .00 | .00 | .00 | .00 |
| 610-815-6332 | VEHICLE REPAIRS | .00 | .00 | .00 | .00 |
| 610-815-6350 | PLANT REPAIR/MAINTENANCE | .00 | 3,891.80 | 5,000.00 | 1,108.20 |
| 610-815-6370 | UTILITIES - LIFT STATION | 301.15 | 2,609.66 | 5,000.00 | 2,390.34 |
| 610-815-6371 | UTILITIES - PLANT | 1,127.93 | 11,083.72 | 12,000.00 | 916.28 |
| 610-815-6373 | TELEPHONE/COMMUNICATIONS | .00 | .00 | .00 | .00 |
| 610-815-6399 | SEWER LINE REPAIR/MAINTENANCE | .00 | 17,898.57 | 25,000.00 | 7,101.43 |
| 610-815-6407 | ENGINEERING/WWTP PROJECT | .00 | .00 | .00 | .00 |
| 610-815-6408 | INSURANCE | .00 | .00 | 3,000.00 | 3,000.00 |
| 610-815-6413 | LUMP SUM APPROPRIATIONS | .00 | .00 | .00 | .00 |
| 610-815-6418 | SALES TAX EXPENSE | .00 | .00 | .00 | .00 |
| 610-815-6490 | IOWA ONE CALL | .00 | 62.10 | 150.00 | 87.90 |
| 610-815-6491 | SAFETY TRAINING | .00 | .00 | .00 | .00 |
| 610-815-6493 | SLUDGE HAULING | .00 | 4,158.00 | 15,000.00 | 10,842.00 |
| 610-815-6494 | PLANT CONTRACTED SERVICES | .00 | .00 | .00 | .00 |
| 610-815-6498 | DEPOSIT REFUNDS - SEWER | 275.00 | 775.00 | 1,000.00 | 225.00 |
| 610-815-6499 | PEOPLESERVICES/CONTRACTUAL SRV | 10,198.40 | 88,717.60 | 115,018.00 | 26,300.40 |
| 610-815-6501 | TESTS/PERMITS | .00 | .00 | 75.00 | 75.00 |
| 610-815-6505 | OFFICE EQUIPMENT | .00 | .00 | .00 | .00 |
| 610-815-6506 | OFFICE SUPPLIES | .00 | .00 | .00 | .00 |
| 610-815-6507 | OPERATING SPPLY/PEOPLESERVICE | .00 | 8,015.00- | 300.00 | 8,315.00 |
| 610-815-6508 | POSTAGE | 72.06 | 221.45 | 300.00 | 78.55 |
| 610-815-6510 | SAFETY SUPPLIES | .00 | .00 | .00 | .00 |
| 610-815-6599 | MISC SUPPLIES | .00 | .00 | .00 | .00 |
| 610-815-6727 | CAPITAL EQUIPMENT | .00 | .00 | .00 | .00 |
| 610-815-6780 | CAP OUTLAY-UTIL SYS/STRCT | .00 | .00 | .00 | .00 |
| 610-910-4830 | TRANSFER IN-SEWER | .00 | .00 | 25,000.00 | 25,000.00 |
| 610-910-6910 | TRANSFER OUT | .00 | 10,000.00 | 10,000.00 | .00 |
| 610-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------------------|----------------|----------------|--------------|--------------|
| 611-815-4300 | INTEREST-SEWER REPLACEMENT | .00 | 425.25 | 1,500.00 | 1,074.75 |
| 611-910-4830 | TRANSFER IN-SEWER PLCMNT | .00 | 10,000.00 | 10,000.00 | .00 |
| 611-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 611-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 612-815-4300 | INTEREST-SEWER DEPRECIATION | .00 | 29.75 | 100.00 | 70.25 |
| 612-910-4830 | TRANSFER IN-SEWER DEPRECIATION | .00 | .00 | .00 | .00 |
| 612-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 612-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 613-815-4300 | INTEREST - WW CAP PROJ | 12.20 | 1,647.65 | 6,000.00 | 4,352.35 |
| 613-815-4502 | CAPITAL PROJECT FEE | 344.97 | 85,164.92 | 119,000.00 | 33,835.08 |
| 613-815-4820 | PROCEEDS FROM DEBT/LOAN-WWTP | .00 | 1,466,333.98 | 2,600,000.00 | 1,133,666.02 |
| 613-815-6407 | ENGINEERING | 17,177.57 | 155,464.60 | 600,000.00 | 444,535.40 |
| 613-815-6499 | OTHER CONTRACTUAL SERV | 648,185.00 | 2,039,190.13 | 2,000,000.00 | 39,190.13- |
| 613-910-4830 | TRANSFER IN-WWTP PROJECT | .00 | 50,000.00 | 50,000.00 | .00 |
| 613-910-6910 | TRANSFER OUT | .00 | 15,800.32 | 125,000.00 | 109,199.68 |
| 613-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 670-840-4300 | INTEREST-LANDFILL/GARBAGE | .00 | .00 | 25.00 | 25.00 |
| 670-840-4500 | CHARGES/FEES FOR SERVICES | 225.07 | 55,735.34 | 73,000.00 | 17,264.66 |
| 670-840-4530 | PENALTIES | 2.46 | 721.67 | 800.00 | 78.33 |
| 670-840-4560 | SALES TAXES COLLECTED | .00 | .00 | .00 | .00 |
| 670-840-4710 | REIMBURSEMENTS - RECYCLE REIMB | .00 | 4,468.00 | 4,468.00 | .00 |
| 670-840-4730 | DEPOSITS | 60.00 | 660.00 | 1,000.00 | 340.00 |
| 670-840-6490 | GARBAGE COLLECTION | 5,034.12 | 45,550.52 | 70,000.00 | 24,449.48 |
| 670-840-6492 | RECYCLING EXPENSE | 544.79 | 5,721.67 | 6,500.00 | 778.33 |
| 670-840-6498 | DEPOSIT REFUNDS - GARBAGE | 134.00 | 464.00 | 700.00 | 236.00 |
| 670-840-6508 | POSTAGE | 8.01 | 24.61 | 30.00 | 5.39 |
| 670-910-4830 | TRANSFER IN-LANDFILL/GARBAGE | .00 | .00 | .00 | .00 |
| 670-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 670-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| 671-840-4300 | INTEREST-YARD WASTE | .00 | .00 | .00 | .00 |
| 671-840-4500 | CHARGES/FEES FOR SERVICES | 8.43 | 2,110.34 | 2,700.00 | 589.66 |
| 671-840-4530 | PENALTIES | .09 | 27.10 | 40.00 | 12.90 |
| 671-840-4730 | DEPOSITS | 12.00 | 132.00 | 200.00 | 68.00 |
| 671-840-6413 | YARD WASTE COLLECTION | .00 | 2,400.00 | 2,400.00 | .00 |
| 671-840-6498 | DEPOSIT REFUND - YARD WASTE | 18.00 | 82.78 | 100.00 | 17.22 |
| 671-840-6508 | POSTAGE | 8.00 | 24.61 | 30.00 | 5.39 |
| 671-910-4830 | TRANSFER IN-YARD WASTE | .00 | .00 | .00 | .00 |
| 671-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 671-999-9999 | PROFIT HANDLER | .00 | .00 | .00 | .00 |
| | | ===== | ===== | ===== | ===== |
| | DIFFERENCE | 514,202.12- | 486,717.85- | 255,208.00- | 231,509.85 |
| | | ===== | ===== | ===== | ===== |
| | | ===== | ===== | ===== | ===== |
| | PROOF | 514,202.12- | 486,717.85- | 255,208.00- | 231,509.85 |
| | | ===== | ===== | ===== | ===== |

CITY OF ELK RUN HEIGHTS

INVESTMENT REPORT

Mar-22

| ACCOUNT | G/L | INT EARNED | RPV TTL | CURRENT MONTH TTL | MATURE DATE | CASHED IN DATE: |
|------------------------------|--------------|------------|--------------------|----------------------|-------------|-----------------|
| EQUIPMENT REPLACEMENT | | | | | | |
| CD# 20837 | 005-000-1171 | \$ - | \$ 12,570.92 | \$ 12,570.92 | 7/18/2023 | |
| | | | | \$ 12,570.92 | | |
| CAPITAL PROJECT WWTP | | | | | | |
| CD# 3174 | 613-000-1170 | \$ 12.20 | \$ 21,196.83 | \$ 21,209.03 | 3/13/2022 | |
| | | | | \$ 21,209.03 | | |
| WATER DEPRECIATION | | | | | | |
| CD# 22447 | 601-000-1175 | \$ 113.23 | \$ 56,152.49 | \$ 56,265.72 | 3/10/2023 | |
| | | | | \$ 56,265.72 | | |
| T&A SEWER | | | | | | |
| CD# 22526 | | \$ - | \$ 1,000.00 | \$ 1,000.00 | | |
| CD# 21379 | | \$ - | \$ 1,500.00 | \$ 1,500.00 | | |
| | | | | \$ 2,500.00 | | |
| SEWER REPLACEMENT | | | | | | |
| CD# 22452 | 611-000-1172 | \$ 113.23 | \$ 56,152.49 | \$ 56,265.72 | 3/10/2023 | |
| CD# 22467 | 611-000-1185 | \$ 14.56 | \$ 9,625.99 | \$ 9,640.55 | 3/26/2023 | |
| CD# 3222 COMBINED WITH | 611-000-1170 | \$ 9.93 | \$ 9,849.86 | \$ 9,859.79 | 6/22/2022 | |
| | | | | \$ 75,766.06 | | |
| SEWER DEPRECIATION | | | | | | |
| CD# 3222 | 612-000-1170 | \$ 9.93 | \$ 9,849.85 | \$ 9,859.78 | 6/22/2022 | |
| | | | | \$ 9,859.78 | | |
| T&A SOLID WASTE | | | | | | |
| CD# 21140 | | | \$ 5,000.00 | \$ 5,000.00 | | |
| CD# 22138 | | \$ - | \$ 1,000.00 | \$ 1,000.00 | | |
| | | | | \$ 6,000.00 | | |
| | | | TOTAL CD'S: | \$ 184,171.51 | | |

CITY OF ELK RUN HEIGHTS - BRIAN WIRTZ - BUILDING INSPECTION
Mar-22

BUILDING PERMITS

| DATE | HOMEOWNER | CONTRACTORS | ADDRESS | PERMIT # | DATE RECEIVED PERMIT | TYPE OF CONSTRUCTION | VALUE | PERMIT FEE | DATE PERMIT PAID | MONTH BRIAN PAID 1ST HALF | DATE FINALED | 2ND PAYMENT |
|------------------------------------|---------------------|----------------------|---------------------|----------|----------------------|----------------------|--------------------|------------|------------------|---------------------------|--------------|-------------|
| 3/10/22 | PEPPLES, RON | CASHATT CONSTRUCTION | 406 MCCOY | | | RESHINGLE | \$11,700.00 | \$209.00 | 3/10/2022 | MARCH | | |
| 3/8/22 | BRAUN, BLAINE | TOWN & COUNTRY | 146 GILBERTVILLE | 1952 | | REPLACE 4 WINDOWS | \$4,444.00 | \$111.00 | 3/11/2022 | MARCH | 3/24/2022 | |
| HVAC PERMITS & PLUMBING | | | | | | | | | | | | |
| 3/14/22 | TOVAR, NICK | RODNEY CURRAN | 232 MARIE | | | WATER HEATER | | \$30.75 | | | | 3/11/2022 |
| 3/18/22 | FITZGERALD, LYNETTE | RODNEY CURRAN | 513 GILBERTVILLE RD | | | REPLACE SHOWER | | \$30.75 | | | | |
| 3/1/22 | GENGLER, DUANE | GARDNER PLUMBING | 124 GILBERTVILLE RD | 1079 | | REMODLE BATHROOM | \$13,000.00 | \$30.75 | 3/4/2022 | MARCH | | |
| 3/8/22 | MEZERA, RICHARD | BERGEN PLUMBING | 320 ELK RUN ST | 1080 | | NEW WATER HEATER | | \$30.75 | | | | |
| TOTALS | | | | | | | \$29,144.00 | | | | | |



Date: April 5, 2022

To: Elk Run Heights/Raymond Council

From: Jordan Cooper, Operator

O & M Report: March 2022

Water Operation & Maintenance

- 3/16 Located water service line and curb stop for homeowner at 211 Sutton Ave.
- 3/19 Water main break at the intersection of Sutton and Marie. We were able to repair the break with a 12-inch repair sleeve that we had on hand. The rock quarry is closed on Saturday, so we were unable to get the amount of rock needed to completely fill in the hole but was able to use some Tom had to at least make the hole less dangerous. I then fenced the hole off to keep people away from it until we could get it finished.
- 3/22 Frickson's finished filling in the hole from the water main break with rock.
- 3/25 Read Water Meters
- 3/28 Finished up getting manual reads for meter reading and constructed a list of homes that need meter replacements. Sarah is going to get in contact with these homeowners to schedule a time for me to get into the homes to replace or repair the meter in the coming month.
- 3/28 Located curb stop for homeowner at 209 Toneff St.
- 3/28 Located curb stop for homeowner at 711 Gilbertville Rd.

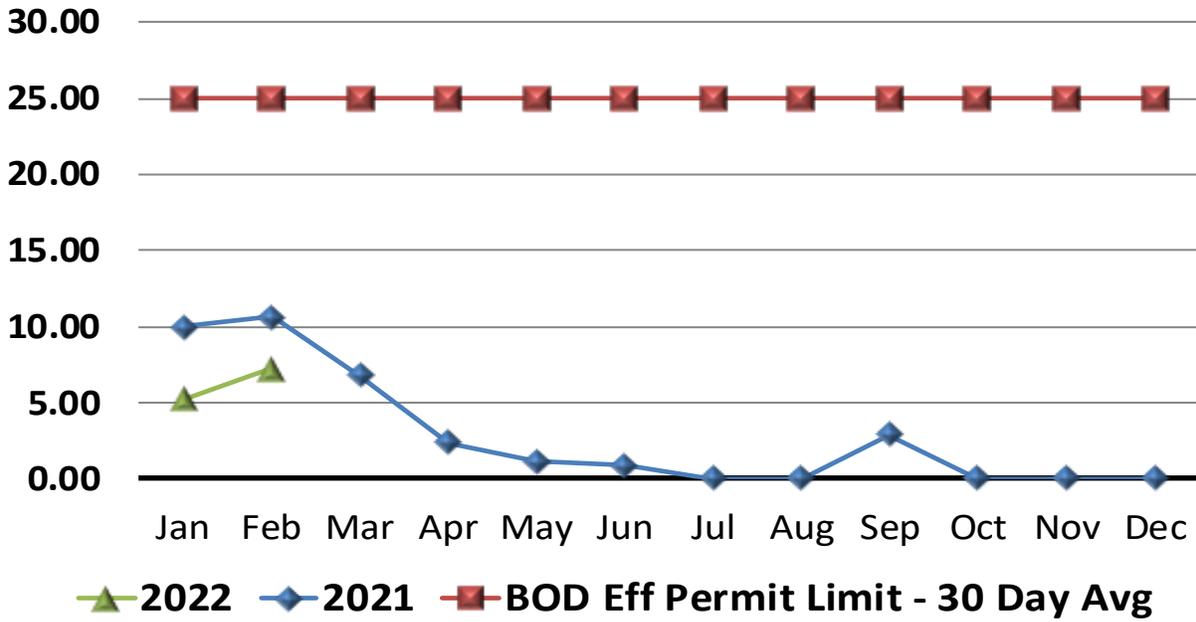
Wastewater Operation & Maintenance

- 3/10 Brian with Electric Pump picked up pump 2 at Sutton lift station. The pump had quit working and he is taking it back to the shop to evaluate the pump.
- 3/14 Pressure washed all the tank walls at the wastewater plant in preparation of DNR inspection
- 3/17 Jeff Schwierjohann with the DNR inspected the wastewater plant and the lift stations.

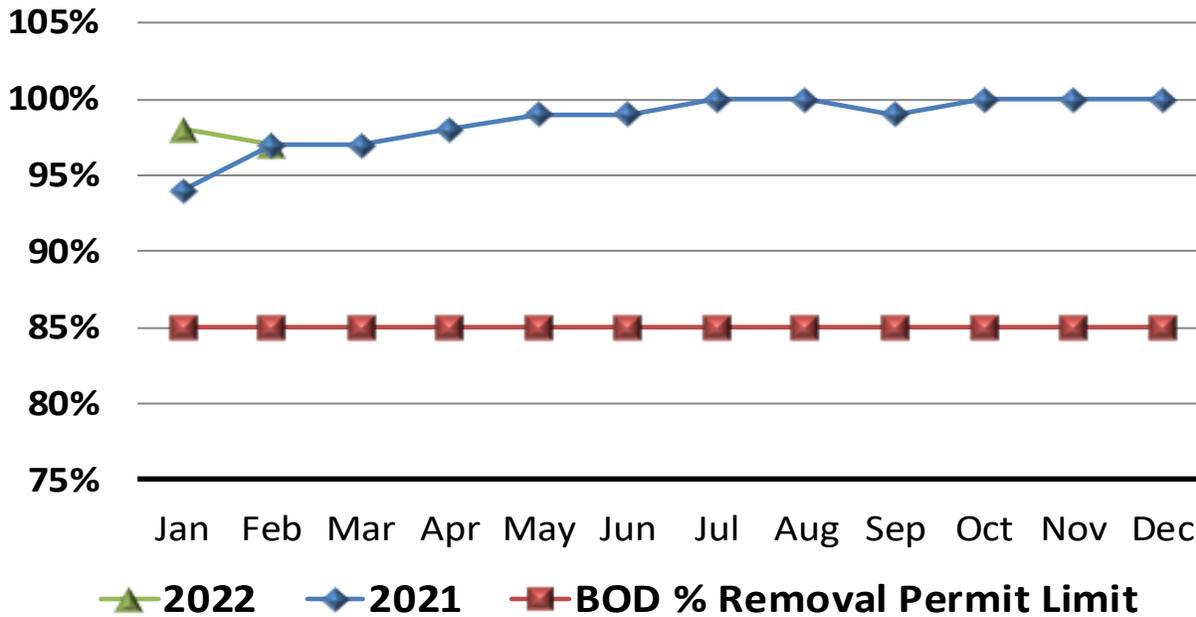


- 3/31 Construction meeting where MSA talked about change orders that they are working on and WRH discussed the timeline of the project moving forward.

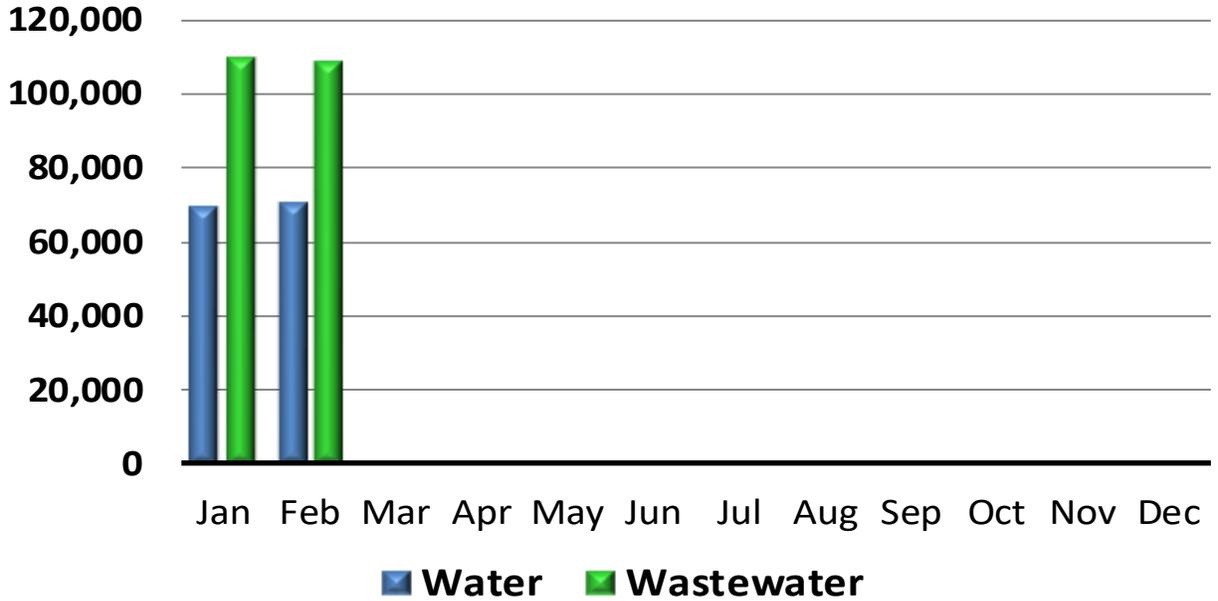
BOD Effluent



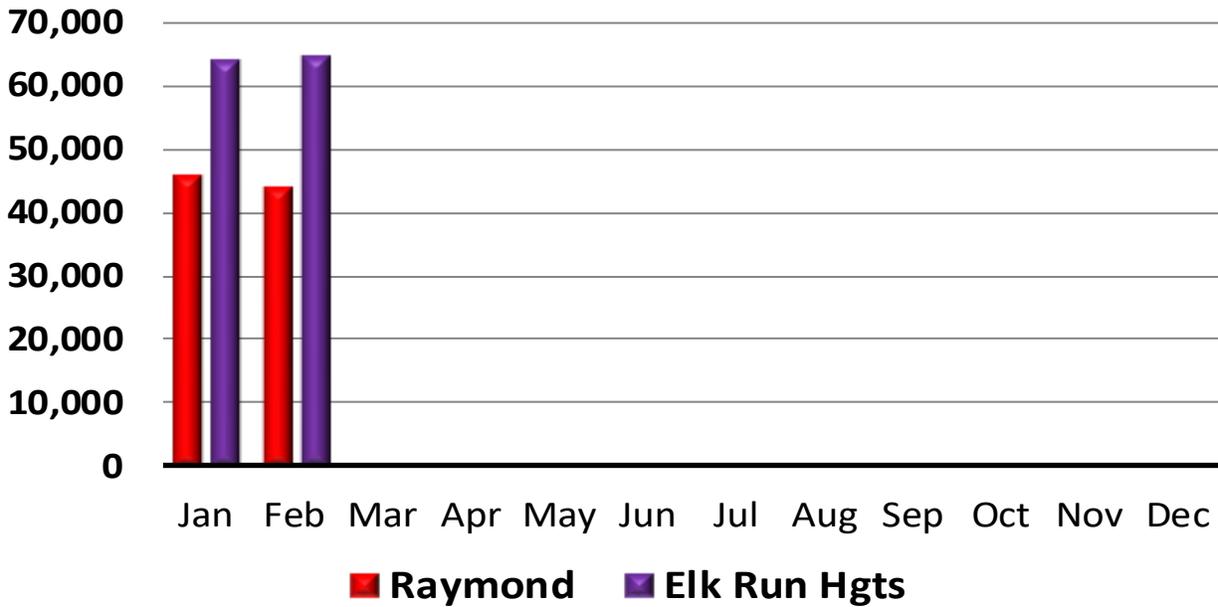
BOD % Removal



**Average Daily Water Pumped vs. Wastewater
In Gallons**



Average Daily Wastewater Pumped In Gallons



| | | February-22 | January-22 | February-21 |
|---|--------------|-------------|------------|-------------|
| Water | | | | |
| | Units | | | |
| Total Monthly Pumped | gallons | 1,982,200 | 2,161,700 | 1,436,200 |
| Average Daily Pumped | gallons | 70,800 | 69,700 | 51,100 |
| Maximum Daily Pumped | gallons | 119,700 | 104,700 | 67,300 |
| Minimum Daily Pumped | gallons | 44,900 | 29,900 | 29,900 |
| Chlorine | | | | |
| Chlorine - Total Avg Residual Plant | mg/L | 1.03 | 1.02 | 0.94 |
| Chlorine - Total Avg Residual System | mg/L | 0.89 | 0.86 | 0.80 |
| Chlorine - Recommended Residual System | mg/L | 1.50 | 1.50 | 1.50 |
| Wastewater | | | | |
| BOD | | | | |
| BOD Influent Avg | mg/L | 264.75 | 273.88 | 383.38 |
| BOD Effluent Avg | mg/L | 7.25 | 5.25 | 10.63 |
| BOD Eff Permit Limit - 30 Day Avg | mg/L | 25 | 25 | 25 |
| BOD % Removal | % | 97.00% | 98.00% | 97.00% |
| BOD % Removal Permit Limit | % | 85% | 85% | 85% |
| TSS | | | | |
| TSS Influent Avg | mg/L | 174.80 | 191.50 | 127.75 |
| TSS Effluent Avg | mg/L | 2.40 | 3.50 | 15.00 |
| TSS Effluent Permit Limit - 30 Day Avg | mg/L | 25 | 25 | 25 |
| TSS % Removal | % | 98.63% | 98.17% | 88.26% |
| TSS % Removal Permit Limit | % | 85% | 85% | 85% |
| Nitrogen Ammonia | | | | |
| NA Effluent Avg | mg/L | 7.2 | 8.0 | 0.4 |
| NA Effluent Permit Limit - 30 Day Avg | mg/L | 6.3 | 6.3 | 6.3 |
| Influent Flow | | | | |
| Elk Run Average Daily Flow | gallons | 64,676 | 64,079 | 79,670 |
| Elk Run Percentage Flow | % | 59.5% | 58.3% | 63.3% |
| Raymond Average Daily Flow | gallons | 44,088 | 45,845 | 46,167 |
| Raymond Percentage Flow | % | 40.5% | 41.7% | 36.7% |
| Average Daily Combined | gallons | 108,764 | 109,924 | 125,837 |
| Maximum Daily Combined | gallons | 131,131 | 128,785 | 155,256 |
| Total Monthly Combined | gallons | 3,045,408 | 3,407,646 | 3,523,442 |
| Minimum Daily Combined | gallons | 96,017 | 99,259 | 114,102 |
| Permit Limit - 30 Day Avg | gallons | 281,000 | 281,000 | 281,000 |
| Permit Limit - Daily Maximum | gallons | 291,000 | 291,000 | 291,000 |

| Contract True-Ups - Current Contract Year | | | | |
|--|------------------------|---------------------|--------------------|------------------|
| Item | Budgeted Amount | Amount Spent | % of Budget | % of Time |
| Maintenance Budget | \$13,074.00 | \$612.51 | 5% | 17% |
| Total | \$13,074.00 | \$612.51 | 5% | 17% |

ELK RUN HEIGHTS - FEBRUARY '22

Water Plant Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|--------------------|--------------------|---------------|
| | | Total | \$0.00 |

Water System Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|--------------------|--------------------|---------------|
| | | Total | \$0.00 |

Wastewater Plant Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|-----------------------|-----------------------------|-----------------|
| 2/17/22 | Ted's Home & Hardware | Screw Pusher, Propane Torch | \$64.19 |
| 2/17/22 | USA Bluebook | Gloves | \$83.00 |
| 2/17/22 | USA Bluebook | Gloves, Switches, Hose | \$164.08 |
| | | Total | \$311.27 |

Wastewater System Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|--------------------|------------------------|-----------------|
| 2/17/22 | USA Bluebook | Gloves, Switches, Hose | \$153.64 |
| | | Total | \$153.64 |

| | |
|--------------------------|-----------------|
| Water Plant Maintenance | \$0.00 |
| Water System Maintenance | \$0.00 |
| W/W Plant Maintenance | \$311.27 |
| W/W System Maintenance | \$153.64 |
| Month Total | <u>\$464.91</u> |

Annual Maintenance Budget \$13,074.00

Total Maintenance Dollars Spent Year to Date **\$612.51**

Percent Maintenance Budget Spent Year to Date **5%**

Work Orders Completed

| Date completed | Equipment | Task |
|-----------------------|--------------------------------------|---------------------------|
| 3/1/2022 | Secondary Clarifier Gear Drive No 1 | Monthly PM |
| 3/1/2022 | Secondary Clarifier Gear Drive No 3 | Monthly PM |
| 3/1/2022 | Emergency Generator WWTP | Monthly PM |
| 3/1/2022 | James Street Lift Station Generator | Monthly PM |
| 3/1/2022 | Raymond West Lift Station Generated | Monthly PM |
| 3/1/2022 | Raymond South Lift Station Generator | Monthly PM |
| 3/1/2022 | Blower No 1 | Monthly PM |
| 3/1/2022 | Blower No 2 | Monthly PM |
| 3/1/2022 | Blower No3 | Monthly PM |
| 3/1/2022 | Blower No4 | Monthly PM |
| 3/1/2022 | Blower No5 | Monthly PM |
| 3/1/2022 | Blower No6 | Monthly PM |
| 3/1/2022 | James Street Lift Station | LS Monthly PM |
| 3/1/2022 | Lafayette Lift Station | LS Monthly PM |
| 3/1/2022 | Sutton Lift Station | LS Monthly PM |
| 3/1/2022 | Raymond West Lift Station | LS Monthly PM |
| 3/1/2022 | James Street Lift Station | LS Quarterly PM |
| 3/1/2022 | Lafayette Lift Station | LS Quarterly PM |
| 3/1/2022 | Sutton Lift Station | LS Quarterly PM |
| 3/1/2022 | Raymond West Lift Station | LS Quarterly PM |
| 3/1/2022 | Emergency Generator WWTP | Annual PM |
| 3/1/2022 | James Street Lift Station Generator | Annual PM |
| 3/1/2022 | James Street Lift Station Generator | Annual PM |
| 3/1/2022 | Raymond West Lift Station Generated | Annual PM |
| 3/1/2022 | Raymond South Lift Station Generator | Annual PM |
| 3/1/2022 | WWTP First Aid Kit | Inspection |
| 3/1/2022 | Raymond South Lift Station 1 | LS Monthly PM |
| 3/1/2022 | Raymond South Lift Station 1 | LS Quarterly PM |
| 3/1/2022 | Plaza Lift Station | LS Monthly PM |
| 3/1/2022 | FIRE EXTINGUISHERS | Fire Extinguisher Monthly |
| 3/1/2022 | Sutton Generator | Generator Monthly |
| 3/1/2022 | Plaza Dr Lift Station Generator | Generator Monthly |

EVANSDALE POLICE DEPARTMENT

Call Summary Report

02/01/2022 thru 02/28/2022

Tracking: Unit Selected Agency Type: Police Selected Agency ID: EVPD

| Call # | Date | Time | Area | Grid | Call Type | Disposition | Location | Business Name | | | | | | Reporting Party | | |
|----------|------------|----------|------|------|-----------|-------------|----------------------------------|---------------------------------|---------|-------|-------|-------|--------|-----------------|-------|--------------|
| | | | | | | | | Unit | Officer | Disp | Arriv | Clear | Travel | OnS | Total | |
| 22008484 | 02/03/2022 | 15:19:23 | 20 | 0404 | TS | A2 | 400-BLK MCCOY RD | 2A1 | 229 | 15:19 | 15:19 | 15:28 | 0 | 9 | 9 | MICHAEL DEAN |
| 22008563 | 02/03/2022 | 22:16:13 | 20 | 0404 | PALARM | FA | 5205 LAFAYETTE RD | CASEYS GENERAL STORE - ELK RUN | | | | | | CASEY ALARM | | |
| | | | | | | | | 2G7 | 239 | 22:16 | | 22:16 | | | 0 | 0 |
| | | | | | | | | 2G7 | 239 | 22:21 | 22:21 | 22:24 | 0 | 3 | 3 | |
| | | | | | | | | 2G8 | W5553 | 22:16 | 22:20 | 22:24 | 4 | 4 | 8 | |
| 22009547 | 02/07/2022 | 20:25:41 | 20 | 0404 | TS | YI | GILBERTVILLE RD/ LAFAYETTE RD | JORDAN WOMOCHIL | | | | | | | | |
| | | | | | | | | 2G8 | W5553 | 20:25 | 20:25 | 20:38 | 0 | 13 | 13 | |
| 22010424 | 02/10/2022 | 23:21:35 | 20 | 0404 | SUSP | WA | 316 MCCOY RD | ELK RUN ELEMENTARY SCHOOL P#089 | | | | | | JEREMY FURMAN | | |
| | | | | | | | | 2G7 | 239 | 23:21 | 23:21 | 23:25 | 0 | 4 | 4 | |
| 22010441 | 02/11/2022 | 00:48:22 | 20 | 0404 | TS | G1 | LAFAYETTE RD/ MC COY RD | JEREMY FURMAN | | | | | | | | |
| | | | | | | | | 2G7 | 239 | 00:48 | 00:48 | 00:58 | 0 | 10 | 10 | |
| 22010528 | 02/11/2022 | 10:46:26 | 20 | 0404 | MEDSICK | NN | 5106-.5 LAFAYETTE RD | ED | | | | | | | | |
| | | | | | | | | 2K2 | 207 | 10:49 | | 11:11 | | | 22 | |
| 22011542 | 02/15/2022 | 08:59:53 | 20 | 0404 | MEDFALL* | AS | 5205 LAFAYETTE RD | CASEYS GENERAL STORE - ELK RUN | | | | | | VAUGHN, BRANDON | | |
| | | | | | | | | 2G4 | 220 | 09:03 | 09:07 | 09:18 | 4 | 11 | 15 | |
| 22011990 | 02/16/2022 | 18:36:34 | 20 | 0404 | DISORDER | NR | 100 PLAZA DR | ROAD RANGER #1026 | | | | | | LAURA | | |
| | | | | | | | | 2G8 | W5553 | 18:38 | 18:45 | 19:34 | 7 | 49 | 56 | |
| 22012005 | 02/16/2022 | 20:07:41 | 20 | 0404 | TRAFOWI | B1 | 300-BLK MCCOY RD | MAYOR PARK | | | | | | MACE, DAWN | | |
| | | | | | | | | 2G8 | W5553 | 20:08 | 20:10 | 20:44 | 2 | 34 | 36 | |
| 22012515 | 02/18/2022 | 15:36:41 | 20 | 0404 | TS | A1 | LAFAYETTE RD/ SUTTON AV | BEN NEUMAN | | | | | | | | |
| | | | | | | | | 2G4 | 220 | 15:36 | 15:36 | 15:40 | 0 | 4 | 4 | |
| 22012621 | 02/18/2022 | 22:23:41 | 20 | 0404 | ANIMAL | NR | 244 MARIE AV | HEMINOVER, VIVIEN | | | | | | | | |
| | | | | | | | | 2G6 | 215 | 22:26 | 22:28 | 22:31 | 2 | 3 | 5 | |
| 22012818 | 02/19/2022 | 15:56:41 | 20 | 0404 | FRAUD | NR | 165 TONEFF DR | OBRIEN, KAITLYN | | | | | | | | |
| | | | | | | | | 2K2 | 207 | 15:57 | | 16:09 | | | 12 | |
| 22014068 | 02/24/2022 | 05:21:58 | 20 | 0404 | PALARM | NR | 316 MCCOY RD | ELK RUN ELEMENTARY SCHOOL P#089 | | | | | | OPER SW4 SELINA | | |
| | | | | | | | | 2G7 | 239 | 05:22 | | 05:24 | | | 2 | |
| 22014529 | 02/25/2022 | 21:34:05 | 20 | 0404 | TS | J1 | MC COY RD/ MICHIGAN DR | JORDAN WOMOCHIL | | | | | | | | |
| | | | | | | | | 2G8 | W5553 | 21:34 | 21:34 | 21:45 | 0 | 11 | 11 | |
| 22014578 | 02/26/2022 | 00:36:28 | 20 | 0404 | SUSP | WA | 300-BLK MCCOY RD | MAYOR PARK | | | | | | JEREMY FURMAN | | |
| | | | | | | | | 2G7 | 239 | 00:36 | 00:36 | 00:42 | 0 | 6 | 6 | |

| Call # | Date | Time | Area | Grid | Call Type | Disposition | Location | Business Name | | | | | Reporting Party | | | | |
|----------|------------|----------|------|------|-----------|-------------|------------------------------|---------------|---------|-------|-------|-------|-----------------|-----|-------|--|----------------|
| | | | | | | | | Unit | Officer | Disp | Arriv | Clear | Travel | OnS | Total | | |
| 22015042 | 02/27/2022 | 18:18:40 | 20 | 0404 | TS | E3 | AMBER LN/ GILBERTVILLE RD | | | | | | | | | | JOY VANDERKOLK |
| | | | | | | | | 2G6 | 215 | 18:18 | 18:18 | 18:31 | 0 | 13 | 13 | | |
| 22015255 | 02/28/2022 | 13:02:51 | 20 | 0404 | ASSIST | NR | 221 MARIE AV 'EPD | | | | | | | | | | RISSE,MANDY |
| | | | | | | | | 2K2 | 207 | 13:19 | | 13:20 | | | 1 | | |

Total Number of Calls: 17

| Citation # | Date Issued | Issued To | Type | License | Charge | Grid |
|----------------------|-------------|-------------------------|------|---------|-----------------|------|
| W280553220214195228 | 02/14/2022 | DOLIC,SUADA | W | BAT353 | ERH10.04.160 | 0404 |
| 28002202202181609407 | 02/18/2022 | RIGGINS,JUSTIN WAYNE | T | CXV517 | ER/10.04.120(1) | 0404 |
| 28002152202271822327 | 02/27/2022 | MCNULTY,AMY LYNN | T | FOW543 | ER/10.04.120(3) | 0404 |
| 28055532202280702076 | 02/28/2022 | BOWMAN,ANTIONE WILLIAMS | T | JZB719 | ER/10.04.120(1) | 0404 |
| 28055532202280648265 | 02/28/2022 | BOWMAN,ANTIONE WILLIAMS | T | JZB719 | ER/10.04.120(3) | 0404 |
| 28055532202281936369 | 02/28/2022 | BOOSE,CAZTIN JOHN | T | JCZ397 | ER/10.04.120(1) | 0404 |

RESOLUTION 4043

A RESOLUTION OF THE CITY COUNCIL OF ELK RUN HEIGHTS, IA THAT
THE FOLLOWING BILLS BE PAID AND TRANSFERS ARE HEREBY ALLOWED

| | | |
|-------------------------|-----------------------------------|------------------|
| ACTUALLY | CR-CARPET CLEAN | 337.05 |
| AMERIGAS PROPANE | PROPANE FOR WWTP | 146.31 |
| ASPRO | RU-COLD MIX | 618.24 |
| AUTO PLUS | RU-REFLECTOR #41 | 26.42 |
| BMC | WATERMAIN BREAK SUTTON/MARIE | 154.75 |
| C & C WELDING | RU-SNOWPLOW BLADE STOPS | 80.27 |
| COURTNEY KNEBEL | CELL PHONE REIMBURSEMENT | 40.00 |
| DUNKERTON LIBRARY | FY22 OCT21-JUNE22 LIB CONTRACT | 7,215.75 |
| EASTMAN, JULIE | CELL PHONE REIMBURSEMENT | 40.00 |
| | MILEAGE REIMBURSEMENT | 77.84 |
| | VENDOR TOTAL | 117.84 |
| ELAN | LS-REBUILD LIFTSTATION-MENARDS | 50.28 |
| | PK-CONCESSION UPDATE-MENARDS | 274.85 |
| | RU-SIGN REPLACEMENT-MENARDS | 268.64 |
| | RU-FUEL#41-ROAD RANGER | 114.20 |
| | RU-FUEL#41-CASEYS | 94.38 |
| | SP/PK-MISC SPPLY/FLAG ROPE-HARBOR | 129.95 |
| | CH-RETURN PHONES-AMAZON | (143.50) |
| | CH/CR-GARBAGE BAGS-AMAZON | 53.51 |
| | CH-COMPUTER SPEAKERS-STAPLES | 34.99 |
| | CH-ONLINE SERVICES-MICROSOFT | 60.00 |
| | CH/CR-PAPTER TOWELS-SAMS | 17.48 |
| | CLERK-CONFERENCE/FEES-IMFOA | 132.59 |
| | CH-LATE FEE/INTEREST-ELAN | 58.77 |
| | VENDOR TOTAL | 1,146.14 |
| FRICKSON BROS | WATERMAIN BRK SUTTON/MARIE | 2,667.50 |
| BHC CONSERVATION | FY21 STORM WATER EDU | 288.44 |
| IA ASSO OF MUNICIPAL | ISEP QURTLY SAFETY TRAINING | 512.75 |
| LISA SMOCK | CELL PHONE REIMBURSEMENT | 40.00 |
| CAPITAL ONE | CH- BATHRM REMODEL-MENARDS | 32.47 |
| MSA | WWTP-CONSTRUCTION ADMIN | 11,650.00 |
| | WWTP-FEB PROFESSION SERVICES | 14,595.92 |
| | VENDOR TOTAL | 26,245.92 |
| NE IA REGIONAL LEAGUE | CLERK-NEIRL DUES | 15.00 |
| NICHOLS HOME IMPRVMT | CH-CABINET/COUNTER SINK | 250.00 |
| PEOPLESERVICE | MAY 2022 SERVICES | 12,748.00 |
| RICOH | COPIER CONTRACT | 76.62 |
| RBRTS STVNS PRENDERGAST | LEGAL SERVICES | 525.00 |
| SCOT'S SUPPLY | RU-HOSE FOR LIFT #31DUMP TRUCK | 163.04 |
| SHRED IT | DOCUMENT SHREDDING | 67.84 |
| STOREY KENWORTHY | CH-MINUTE BOOKS/PAPER | 231.50 |
| TEDS HOME & HARDWARE | PK-SCREWS/HINGE/LIGHTING | 92.37 |

| | | |
|----------------------|--------------------------------|-------------------|
| | SHOP-TOOLS/MISC SUPPLIES | 225.93 |
| | RU-MISC SUPPLY #41,#31 | 36.83 |
| | VENDOR TOTAL | 355.13 |
| THE SLED SHED | PK-SHARPEN CHAIN | 38.00 |
| THOMAS JAMES | CELL PHONE REIMBURSEMENT | 40.00 |
| WATERLOO FIRE RESCUE | FY22 4TH QRTR FIRE CONTRACT | 9,731.87 |
| WATERLOO WATER | FY22 3RD QRTR DOUGLAS RD PYMNT | 58.00 |
| WILLETT HOFMANN | ENGINEER-DUBUQUE RD 2020 REHAB | 301.00 |
| WRH, INC | PAY REQUEST #9 | 181,573.52 |
| | TOTAL BILLS | 245,844.37 |

| | |
|--------------------------|-------------------|
| GENERAL | 19,697.93 |
| ROAD USE TAX | 2,276.16 |
| CAPITAL IMPROVEMENT RESV | 226 |
| WATER | 5,429.85 |
| SEWER | 10,394.99 |
| WASTE WTR PLANT PROJECT | 207,819.44 |
| TOTAL FUNDS | 245,844.37 |

MARCH PAYROLL:

| | | |
|-----------|-----------------------|------------------|
| DRAFT | BIWEEKLY PAYROLL | 9,332.83 |
| DRAFT | EFTPS | 2,967.26 |
| 6395/6400 | COLLECTION SERVICES | 625.84 |
| | TOTAL PAYROLL: | 12,925.93 |

PREPAYS:

| | | |
|-------------------------|--------------------------------|-----------------|
| 6397 TREASURER OF STATE | | 1,080.00 |
| 6398 COLONIAL LIFE | LIFE INSURANCE | 79.94 |
| 6399 AVESIS | VISION INSURANCE | 43.26 |
| 6401 CASEY'S | FUEL | 517.93 |
| 6402-6403 ELAN | CH-BATHROOM REMODEL-MENARDS | 526.31 |
| | RU-SHOP SUPPLY/UNIFORM-MENARDS | 196.19 |
| | SHOP-MISC SUPPLY-SAMS | 48.92 |
| | CH-PHONES,MISC SUPPLIES-AMAZON | 496.13 |
| | CH-BUSINESS CARDS-VISTA PRINT | 54.56 |
| | CH-ONLINE SERVICES-MICROSOFT | 60.97 |
| | CH-FILE FOLDERS-STAPLES | 18.98 |
| | KIDS 1ST COMM-PARTNERS IN EDU | 300.00 |
| | VENDOR TOTAL | 1,702.06 |
| 6404 IMFOA | 2022-2023 DUES | 50.00 |
| 6405 INRCOG | EMERGANCY OPS PLAN | 90.00 |
| 6406 MEDIACOM | PHONE SERVICE | 81.32 |
| 6407 MIDAMERICAN | NOVEMBER UTILITIES | 3,332.92 |
| 6408 MSA | JAN PROFESSIONAL SERVICES | 17,177.57 |
| 6409 RICOH | COPIER CONTRACT | 163.05 |
| 6410 WASTE MANAGEMENT | GARBAGE/RECYCLING | 5,578.91 |
| 6411 WATERLOO WATER | UTILITIES | 5,561.54 |
| 6412 WELLMARK | HEALTH INSURANCE | 3,009.71 |

| | | | |
|-------|------------------|----------------------------|------------------|
| | 6413 POSTMASTER | FY22 4TH QRT UTILITY BILLS | 160.13 |
| DRAFT | FIRST SECURITY | BANK CHARGE | 10.00 |
| DRAFT | IPERS | RETIREMENT | 1,904.39 |
| DRAFT | IOWA DEPT OF REV | FY22 4TH QTR WET | 1,945.01 |
| | | TOTAL PREPAYS: | 42,800.66 |

**PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA ON THIS
12TH DAY OF APRIL 2022**

ATTEST:

Heather Sallis, Mayor ProTem

Julie Eastman, City Clerk

RESOLUTION 4044

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA, AUTHORIZING PAYMENT #9 TO WRH, INC. IN THE AMOUNT OF \$181,573.52 FOR THE WASTEWATER TREATMENT PLANT PROJECT

WHEREAS, the City entered into a contract with WRH, Inc. for the Wastewater Treatment Plant Project; and

WHEREAS, the City's Engineer, Jason Miller with MSA Professional Services has reviewed the construction progress and recommends payment to WRH, Inc. of South Amana, Iowa

Request attached

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Run Heights, Iowa, that pay application #9 in the amount of \$181,573.52 hereby authorized to be issued for the Wastewater Treatment Plant Project

PASSED AND ADOPTED THIS 12TH DAY OF APRIL 2022

ATTEST:

Heather Sallis, Mayor Pro Tem

Julie Eastman, City Clerk

Contractor's Application for Payment No. _____

9

| | | |
|---|--|---|
| | Application Period: 02/25/2022 - 03/31/2022 | Application Date: 12/31/2021 |
| To (Owner) City of Elk Run Heights 5042 Lafayette Road, Elk Run Heights Iowa 50707 City of Raymond 101 1st Street, Raymond, Iowa 50667 | From WRH, Inc (Contractor): 1648 T Avenue, South Amana, Iowa 52334 | Via (Engineer): MSA Professional Services, Inc. 1555 SE Delaware Ankeny Iowa |
| Project: City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements | Contract: City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements |  |
| Owner's Contract No.: 14573018 | Contractor's Project No.: 1378 | |

Application For Payment Change Order Summary

| Approved Change Orders | | |
|--|---------------------|-------------|
| Number | Additions | Deductions |
| 1 | \$ 32,836.86 | |
| 2 | \$ 22,767.80 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | \$ 55,604.66 | \$ - |
| NET CHANGE BY CHANGE ORDERS | \$ 55,604.66 | |

| | | | |
|--|----|----|----------------|
| 1. ORIGINAL CONTRACT PRICE..... | \$ | \$ | 9,754,000.00 |
| 2. Net change by Change Orders..... | \$ | \$ | 55,604.66 |
| 3. Current Contract Price (Line 1 ± 2)..... | \$ | \$ | 9,809,604.66 |
| 4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimates)..... | \$ | | \$4,677,078.34 |
| 5. RETAINAGE: | | | |
| a. 5% + \$28,163 Guard Rail Cl: X \$4,380,573.02 Work Completed..... | \$ | \$ | 247,191.65 |
| b. 5% X \$ 296,505.32 Stored Material..... | \$ | \$ | 14,825.27 |
| c. Total Retainage (Line 5.a + Line 5.b)..... | \$ | \$ | 262,016.92 |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... | \$ | \$ | 4,415,061.42 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ | \$ | 4,051,914.37 |
| 8. AMOUNT DUE THIS APPLICATION..... | \$ | \$ | 363,147.05 |
| 9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... | \$ | \$ | 5,394,543.24 |

Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:

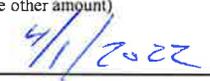
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

| | |
|-----------|-------------|
| By: _____ | Date: _____ |
|-----------|-------------|

| | | |
|--------------------|--|---|
| Payment of: | \$ _____ | \$363,147.05 |
| | | (Line 8 or other - attach explanation of the other amount) |
| is recommended by: |  |  |
| | (Engineer) | (Date) |
| Payment of: | \$ _____ | (Line 8 or other - attach explanation of the other amount) |
| is approved by: | _____ | (Date) |
| | CITY OF RAYMOND | |
| Approved by: | _____ | (Date) |
| | CITY OF ELK RUN HEIGHTS | |

Progress Estimate - Lump Sum Work

Contractor's Application

| For (Contract): City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements | | | Application Number: 9 | | | | | |
|--|---|----------------------|--------------------------------------|------------------|--|--|-----------|---------------------------|
| Application Period: 02/25/2022 - 03/31/2022 | | | Application Date: 12/31/2021 | | | | | |
| A | | B | Work Completed | | E | F | | G |
| Specification Section No. | Description | Scheduled Value (\$) | C From Previous Application (C+D) | D This Period | Materials Presently Stored (not in C or D) | Total Completed and Stored to Date (C + D + E) | % (F / B) | Balance to Finish (B - F) |
| 01 | Bonds and Insurance | \$ 100,000.00 | \$ 100,000.00 | | \$ - | \$ 100,000.00 | 100.00% | \$ - |
| 01 | General Conditions | \$ 1,200,000.00 | \$ 1,000,000.00 | \$ - | \$ - | \$ 1,000,000.00 | 83.33% | \$ 200,000.00 |
| 01 | Allowances (Utility Allowance & Spec 11 23 26) | \$ 32,000.00 | \$ 32,000.00 | | \$ - | \$ 32,000.00 | 100.00% | \$ - |
| 01 | Mobilization | \$ 450,000.00 | \$ 350,000.00 | | \$ - | \$ 350,000.00 | 77.78% | \$ 100,000.00 |
| 02 | Demo of Existing Plant | \$ 60,000.00 | | \$ 5,000.00 | \$ - | \$ 5,000.00 | 8.33% | \$ 55,000.00 |
| 02 | Misc. Concrete Demo | \$ 960.00 | | | \$ - | \$ - | 0.00% | \$ 960.00 |
| 03 200 | Concrete Reinforcing | \$ 450,000.00 | \$ 270,000.00 | \$ 30,000.00 | \$ - | \$ 300,000.00 | 66.67% | \$ 150,000.00 |
| 03 3000 | CONCRETE | | | | | | | |
| | Aeromod | \$ 550,000.00 | \$ 550,000.00 | \$ - | \$ - | \$ 550,000.00 | 100.00% | \$ - |
| | Headworks | \$ 190,000.00 | | \$ 20,000.00 | \$ - | \$ 20,000.00 | 10.53% | \$ 170,000.00 |
| | UV Building | \$ 115,000.00 | | | \$ - | \$ - | 0.00% | \$ 115,000.00 |
| | Re-Use, Splitter, Site Concrete, Misc. | \$ 75,000.00 | | | \$ - | \$ - | 0.00% | \$ 75,000.00 |
| 03 4100 | Precast | \$ 450,744.00 | | | \$ 267,700.32 | \$ 267,700.32 | 59.39% | \$ 183,043.68 |
| 04 | Masonry | \$ 85,571.00 | | | \$ - | \$ - | 0.00% | \$ 85,571.00 |
| 05 5000 | Metals, Grating and Railings | \$ 225,000.00 | | | \$ - | \$ - | 0.00% | \$ 225,000.00 |
| 06 1000 | Carpentry - Framing and Siding | \$ 34,740.00 | | | \$ - | \$ - | 0.00% | \$ 34,740.00 |
| 07 | Thermal and Moisture Protection | \$ 27,566.00 | | | \$ - | \$ - | 0.00% | \$ 27,566.00 |
| 07 | Roofing and Trims | \$ 60,900.00 | | | \$ - | \$ - | 0.00% | \$ 60,900.00 |
| 08 | Overhead Doors, HM & FRP Frames, Doors and hardware | \$ 56,330.00 | | | \$ - | \$ - | 0.00% | \$ 56,330.00 |
| 09 | Finishes - Framing & Accessories, Specialties | \$ 15,122.00 | | | \$ - | \$ - | 0.00% | \$ 15,122.00 |
| 09 9000 | Paints & Coating | \$ 74,338.00 | | | \$ - | \$ - | 0.00% | \$ 74,338.00 |
| 22 4000 | Plumbing & Fixtures | \$ 45,000.00 | | | \$ 28,805.00 | \$ 28,805.00 | 64.01% | \$ 16,195.00 |
| 23 | HVAC | \$ 162,009.00 | | | \$ - | \$ - | 0.00% | \$ 162,009.00 |
| 26 | Electrical | \$ 1,315,470.00 | \$ 36,416.93 | \$ - | \$ - | \$ 36,416.93 | 2.77% | \$ 1,279,053.07 |
| 26 | Heat Trace | \$ 1,000.00 | | | \$ - | \$ - | 0.00% | \$ 1,000.00 |
| 31 25 00 | Erosion Control | \$ 15,000.00 | \$ 8,000.00 | | \$ - | \$ 8,000.00 | 53.33% | \$ 7,000.00 |
| 31 | Aggregates, Sand, Fine Grading, Misc. Rock | \$ 50,000.00 | \$ 15,000.00 | | \$ - | \$ 15,000.00 | 30.00% | \$ 35,000.00 |
| 31 | Earthwork - Excavation, Grading and Backfill | \$ 1,220,575.00 | \$ 858,479.55 | | \$ - | \$ 858,479.55 | 70.33% | \$ 362,095.45 |
| 32 | Seeding | \$ 20,000.00 | | | \$ - | \$ - | 0.00% | \$ 20,000.00 |
| 32 | Asphalt | \$ 33,075.00 | | | \$ - | \$ - | 0.00% | \$ 33,075.00 |
| 32 | Striping | \$ 1,000.00 | | | \$ - | \$ - | 0.00% | \$ 1,000.00 |
| 32 | Fencing | \$ 52,600.00 | | | \$ - | \$ - | 0.00% | \$ 52,600.00 |
| 33 | Utilities - Buried Pipe, MH's and drainage Structures | \$ 700,000.00 | \$ 100,000.00 | \$ 50,000.00 | \$ - | \$ 150,000.00 | 21.43% | \$ 550,000.00 |
| 40 | Wastewater Process Piping | \$ 65,000.00 | | \$ 5,000.00 | \$ - | \$ 5,000.00 | 7.69% | \$ 60,000.00 |
| 41 | Material handling - Hoists | \$ 40,000.00 | | | \$ - | \$ - | 0.00% | \$ 40,000.00 |
| 44 42 39.10 | Grit Removal System | \$ 140,000.00 | | | \$ - | \$ - | 0.00% | \$ 140,000.00 |
| 44 42 40.30 | Mechanical Step Screen and Washing Press | \$ 160,000.00 | | | \$ - | \$ - | 0.00% | \$ 160,000.00 |
| 44 42 46.20 | Floating Surface Aerators | \$ 110,000.00 | | | \$ - | \$ - | 0.00% | \$ 110,000.00 |
| 44 42 56.40 | Submersible Pumps | \$ 130,000.00 | | | \$ - | \$ - | 0.00% | \$ 130,000.00 |

RESOLUTION 4045

**A RESOLUTION OF THE ELK RUN HEIGHTS CITY COUNCIL
AUTHORIZING THE USE OF CONSUMER FIREWORKS, AND
TEMPORARILY AMENDING CITY CODE FIREWORKS 9.19 BY
ALLOWING THE USE OF FIREWORKS TO INCLUDE THE 2ND, 3RD,
AND 4TH OF JULY**

WHEREAS, the City Council of the City of Elk Run Heights, is desirous of temporarily amending the current City Code section 9.19.020 When Allowed, by allowing the use of consumer fireworks on Saturday July 2, 2022 until 11:00 p.m., Sunday July 3, 2022 until 11:00 p.m., and Monday July 4, 2022 until 10:00 p.m.

9.19.020 WHEN ALLOWED.

1. It is unlawful for any person, partnership, or corporation to use or explode any display fireworks; provided the City Council may, upon application in writing, grant a permit for the display of display fireworks by municipalities and other organizations or groups of individuals approved by the City when the display fireworks will be handled by a competent operator. No permit shall be granted hereunder unless the operator or sponsoring organization has filed with the City evidence of insurance in the following amounts:

| | |
|------------------|----------------------|
| Personal Injury: | \$250,000 per person |
| Property Damage: | \$50,000 |
| Total Exposure: | \$1,000,000 |

2. It is unlawful for any person to use or explode consumer fireworks on any day other than **July 2nd 2022, July 3rd 2022, and July 4th 2022**. On such date, it is unlawful for any person to use or explode consumer fireworks at times other than between the hours of 12:00 p.m. (noon) and 11:00 p.m., and 10:00 p.m. on Monday July 4th, 2022

(Code of Iowa, Sec. 727.2)

NOW THEREFORE BE IT RESOLVED BY THE ELK RUN HEIGHTS CITY COUNCIL that authorizes the use of consumer fireworks on July 2nd, 2022, July 3rd, 2022, and July 4th, 2022

PASSED AND ADOPTED THIS 12TH DAY OF APRIL 2022

ATTEST:

Heather Sallis, Mayor Pro Tem

Julie Eastman, City Clerk

RESOLUTION 4046

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA
AMENDING THE EMPLOYEE POLICY MANUAL**

WHEREAS, the City Council of previously approved a personnel policy for the employees of Elk Run Heights;

WHEREAS, circumstances have arisen that make it necessary to amend this policy; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY the City Council of the City of Elk Run Heights, Iowa that *Section M “TRAVEL REIMBURSEMENT”* of the City’s Personnel Policy is amended to *“REIMBURSEMENTS”*

NOW THEREFORE, BE IT HEREBY RESOLVED BY the City Council of the City of Elk Run Heights, Iowa that *Section M. “REIMBURSEMENTS”* of the City’s Personnel Policy is amended by adding the following Section “M.5 Cell Phone Reimbursements”:

M.5 Cell Phone Reimbursements

The City of Elk Run Heights does not provide a cell phone to its employees or mayor. If any of the employees listed above who wish to use their personal cell phone for work purposes the City of Elk Run Heights will reimburse the employee \$25.00 per month for a non-smart phone and \$55.00 per month for a smart phone with a personal data and texting plan.

The phones must be used during work and for after business hours work emergencies. The use of a personal cell phone for work purposes brings this device under the requirements of public records per Chapter 22 of the Code of Iowa. The public has the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. By choosing to use a personal cell phone the employee agrees to make available all phone records if required by law. This may require that the phone be turned over to the City of Elk Run Heights to access the records or signing any needed releases to access information through your phone service provider.

BE IT FURTHER RESOLVED, by the City Council of the City of Elk Run Heights, Iowa accepting, and approving said revisions to the City of Elk Run Heights, Iowa Employee Policy Manual.

PASSED AND ADOPTED ON THIS 12TH DAY OF APRIL 2022

ATTEST:

Heather Sallis, Mayor Pro Tem

Julie Eastman, City Clerk

City of Elk Run Heights, Iowa

EMPLOYEE POLICY MANUAL

As Revised
April 12, 2022

DISCLAIMER

This Handbook provides City of Elk Run Heights employees with an outline of the basic personnel policies, practices, and procedures established to provide an efficient, equitable, and functional system of personnel administration. This Handbook has been prepared to make employees aware of what to expect in the way of privileges and benefits.

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.

Not all policies and regulations or details concerning policies and regulations can be covered in this handbook. For example, some policies and benefits described in this handbook, 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 or your supervisor for more information regarding any employment policy.

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

This handbook is neither a contract of employment nor a legal document. This employee handbook is not intended to create any contractual rights in favor of you or the City. This handbook 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. Nothing in this manual change the at-will nature of your employment with the City.

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.

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SECTION A GENERAL ADMINISTRATIVE PROVISIONS

A.1 Scope:

All City employees and officials are covered by this handbook.

A.2 Definitions

CITY: City of Elk Run Heights, 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 Fair Labor Standards Act for work performed beyond forty (40) hours in a workweek.

PROBATIONARY EMPLOYEE: All employees during their ninety days of employment are considered probationary 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 is thirty-two (32) to forty (40) hour work week on a regular basis. Such employees may be exempt or nonexempt under the Fair Labor Standards Act.

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 or required by law.

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.

A.2 Administration:

Hiring of employees is done by a three-person committee including the Mayor and two Council members. That Committee has the authority to hire all City employees. The City Council shall have the authority to discipline and terminate the employment of all City employees as allowed under state and federal law. The City Council may delegate this authority to City Department heads as the City Council sees fit. Where required by state law, the Mayor shall appoint, discipline or otherwise terminate the employment of a City employee subject to the approval of the City Council where required and local, state, and federal laws.

A.3 Discrimination, Harassment & Retaliation:

A. Non-Discrimination

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 below.

B. Harassment and 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, 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 the policy below for the complaint procedure.

C. 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. Claims of retaliation should be brought to the attention of the employee's Department Head and/or the City Council. If an employee reports retaliation to his or her supervisor, the supervisor shall immediately notify the City Council.

Investigation of a complaint normally will include interviewing the parties involved and any named or apparent witnesses. All employees are expected to cooperate with an investigation. 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.

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.

A.4 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 Council

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.

A.5 Investigation of Claims of Discrimination, Harassment, and Retaliation

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

- (a) The person to whom the complaint is made shall immediately present it in writing to the City Clerk and/or City Attorney;
- (b) The City Attorney 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 Attorney shall determine whether the respondent's conduct constituted unlawful discrimination, harassment and/or retaliation. In making that determination, the City Attorney 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 Attorney 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 Attorney determines the complaint is substantiated, the City Council shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment. The City Council 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 Council 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 on the City. Upon the conclusion of the investigation, the City Attorney 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 Attorney 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 Attorney or the City Clerk.

- (j) Upon the conclusion of the investigation, the City Attorney shall notify the witnesses that the matter has concluded, and that if they experience retaliatory conduct, to promptly report it to the City Attorney or the City Clerk.
- (k) If the City Council determines after reviewing the investigation report that the complainant did not make the complaint in good faith or otherwise falsified the complaint, the City Council shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment.

A.6 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 Council. All information regarding employees’ disabilities and/or medical information shall be kept in a separate confidential medical file for the employee.

A.7 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.

A.8 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, the Mayor and the City Council. 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 Mayor and City Council 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.

A.9 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.

SECTION B EMPLOYMENT POLICIES

B.1 At-Will Employment:

City employees are considered at-will employees. Consequently, these policies do not constitute an expressed or implied contract of employment.

B.2 Hiring of Relatives:

It is the City's policy to hire the best qualified person available for each position. Relatives of current employees may be eligible for employment with the City, subject to limitations of state law governing the employment of a family member of public officials and appointed 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" or "relative" includes the individual's mother, father, grandparent, spouse, son, daughter, brother, sister, grandchild, great-grandchild, niece, nephew, aunt, or uncle. This includes any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment. 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.

B.3 Conflicts of Interest:

The City requires all employees and officers to conduct business in a manner that does not present an actual or potential conflict of interest.

Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities are not to result in unusual gains for those entities, or any employee or both. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to benefit the employee or the outside entity. No City employee or officer shall accept any consideration given to influence him or her in the performance of his or her duty. Promotional plans that could be interpreted to involve unusual or liberal incentives to potential customers in order to gain business require specific approval by the Mayor and City Council.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or friend as a result of the City's business dealings. This includes but is not limited to:

- (a) Any employment activity or enterprise which involves the use of the City's time, facilities, equipment or supplies, prestige or influence of a City office or equipment to give the employee or the employee's immediate family members an advantage or pecuniary benefit that is not available to other similarly situated members or classes or members of the general public.
- (b) Any employment or activity that involves the receipt of, promise of, or acceptance of money or other consideration by the employee or a member of the employee's immediate family from anyone other than the City for the performance of any act that the person would be required or expected to perform as part of the person's regular duties during the hours during which the person performs service or work for the City.

Personal gain includes any pecuniary gain and may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealing involving the City.

No "presumption of guilt" will be made by the mere existence of a relationship with outside entities. However, if an employee has any influence over transactions involving purchases, contracts or leases, it is imperative he/she immediately disclose to his/her supervisor or department head the existence of any actual or potential conflict of interest. The City shall then attempt to establish safeguards intended to protect all parties.

The materials, products, designs, plans, ideas and data of this organization are the property of the City and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though the employee may not have personally benefited by such action, constitutes misconduct. Any employee participating in such activity may be subject to disciplinary and/or legal action.

Any violation of this policy may result in disciplinary action up to and including termination.

B.4 Outside Employment:

City employees may hold outside jobs as long as he/she meets the performance standards of their duties with the City. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the employee's job duties with the City, the employee may be asked to terminate the outside employment if he/she wishes to remain as an employee of Elk Run Heights.

Outside employment that constitutes a conflict of interest is prohibited. 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.

SECTION C PRE-HIRING, POSTING, EVALUATING and APPLICATION

C.1 Job Posting:

Whenever a position becomes available, a notice of such opening will be posted at City Hall for at least ten (10) calendar days before the deadline for submitting that application for the position. When the position is full time it may also be advertised in the newspaper the City uses for official publications. The notice will contain the position title, a brief job description, and minimum hiring specifications.

C.2 Employment Applications:

All applicants for employment with the City shall file an application form provided by the City. Written statements or documentation such as resumes, transcripts, or letters of recommendation may be attached, but the City shall not be responsible for the return of any attachments.

The City relies upon the accuracy of information in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in City exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. False, incorrect or incomplete information given on the application may be grounds for immediate dismissal, at any time.

Application forms are available at City Hall and shall be submitted to the City Clerk. 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.

C.3 Examination Methods:

In making a selection among candidates to fill City vacancies, the appointing authority may use written, oral or performance tests, an evaluation of training or experience, or any combination of these. Investigations of character, personality, education, experience or physical fitness may also be made as deemed appropriate.

C.4 Drivers License:

All current employees and applicants for employment shall have a valid Iowa driver's license and/or Commercial Driver's License if the essential functions of the employee's job require such licensure. Loss of license or loss of insurability by the City's insurance carrier shall be cause for termination if such licensure is an essential function of the job. All employees are required to keep appropriate licenses current and submit a copy of all necessary licenses to City Clerk, for insertion into their respective personnel file. Any costs associated with required licenses shall be paid by the employee.

C.5 Bond-ability:

All current employees and all applicants for employment that require a bond must be bondable by the City's insurance carrier. Loss of bond ability shall be cause for termination.

C.6 Citizenship & Alien Status Verification:

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.

C.7 Post Job Offer Physical Examinations:

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.

C.8 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").

C.9 Family Medical Leave Act (FMLA):

The City of Elk Run Heights is covered by the Family and Medical Leave Act of 1993. However, as the City has fewer than fifty (50) employees, none of its employees are eligible for FMLA leave.

C.10 Probationary Period:

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The initial orientation period shall extend for ninety (90) days, during which time the employee shall not be eligible for any benefits, including paid time off.

All new and rehired employees work on a probationary basis for the first ninety calendar days after their date of hire. Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and FICA. After becoming regular employees, they shall also be eligible for other Elk Run Heights-provided benefits, subject to the terms and conditions of those benefit programs, if any.

C.11 Access to Personnel Files:

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and records: i.e. training documentation, performance appraisal, salary increases and other employment records. Personnel files are the property of the City, and access to the information they contain is restricted. Generally, the Mayor and any current Council member of Elk Run Heights have a legitimate reason to review information but must do so without reproducing or copying the information contained therein. At no time shall anyone remove any employee's records from City Hall. A record of the time and date of any authorized review of an employee's confidential personnel file shall be maintained by the City Clerk.

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 Clerk 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 Clerk 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 Attorney shall, consistent with the terms of this policy, have authority to take action in the place of the City Clerk. In the event the City Attorney shall take action in the place of the City Clerk pursuant to the terms of this policy, the City Attorney shall take the following additional actions:

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

C.12 Employment Reference Checks:

Elk Run Heights will respond in writing only to those reference-check inquiries that are submitted in writing. Responses to such inquiries will confirm only information that is public, non-confidential information pursuant to Iowa Code Chapter 22. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, unless authorized by court order or required by federal or state law. The City will release any information relating to the results of federally required drug tests in accordance with the applicable law.

C.13 Personnel Data Changes:

It is the responsibility of each employee to promptly notify Elk Run Heights of any changes in their personal information. Personal mailing addresses, telephone numbers, email address, number and names of dependents, individuals to be contacted in the event of an emergency, beneficiary designations, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, he/she shall notify the City Clerk immediately.

C.14 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, such personnel are required to reside within a reasonable distance of the city limits of Elk Run Heights (can be waived on a case-by-case

basis). Newly hired employees will have three (3) months from the time of completion of their probationary period in which to comply with this provision. Emergency standby personnel are those employees in the Police, Water, Sanitary Sewer, 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 necessary 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 maximum limit.

C.15 Performance Evaluation:

The Mayor and two members of the City Council shall observe all employees' job performance and coach employees on areas of improvement on an informal, day-to-day basis. However, a formal written performance evaluation will also be conducted by the Mayor and no more than two members of the City Council annually, prior to January 1st. 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

Progression to higher pay levels shall be based on the Total Score of the Evaluation Form. Only scores of 80% or higher may be eligible for wage increases. Scores lower than 80% may be eligible for immediate termination of employment.

Any ongoing substandard conduct or job performance shall be made known to the City Council as soon as possible, especially if no significant improvement has been made by the substandard employee following verbal reprimand by his/her department head. The Mayor requires Council approval before terminating any employee for any issue including performance concerns.

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, the Mayor, or the City Council.

The City Council of the City of Elk Run Heights has established the following guidelines for conducting these evaluations:

- Evaluations shall take place between December 1st and December 31st of each year and be

- reviewed with the employee.
- All new hires will first be evaluated upon completion of their 90-day Probationary Period.
 - Performance evaluations are part of employees' confidential personnel files and shall NOT be reproduced or removed from City Hall at any time.
 - Any current member of the City Council desiring to discuss the upcoming evaluation of any particular employee may contact the Mayor individually for comments.
 - Upon completion of the Evaluation Form, the Mayor (or his representative) and employee will sign the evaluation form and the form will be placed in the employee's confidential personnel file. The employee may also receive a copy of his/her Evaluation Form, once signed by both parties.

SECTION D GENERAL EMPLOYEE CONDUCT

D.1 Statement of Conduct:

A city employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with the duties, functions and responsibilities of the department in which he or she is employed, or in conflict with City employment.

D.2 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. They 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.

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

D.3 Employee Attendance:

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 workday (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.

D.4 Employee Appearance and Uniform Allowance:

- A. Employee Appearance: Employees are expected to maintain their personal appearance, grooming and hygiene in a manner appropriate to the task at hand and at all times befitting a representative of the City. Any employee not following this standard may be sent home to rectify any unacceptable appearance or body odor.
- B. Uniform Allowance: The Maintenance Department and the Wastewater Treatment Plant Supervisor are allowed a Three Hundred-dollar (\$300.00) allowance for clothing replacement each fiscal year. This consists of uniform shirts, belt, jeans, boots and safety clothing. Purchases must be approved by the City Council prior to the expenditure. Five new shirts must be purchased yearly. Employee name and the city logo **must be** clearly placed on shirts.
- C. The City is responsible for providing safety or protective clothing and equipment if required by state or federal law. 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.

- D. 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.

D.5 Use of City Property:

City employees shall not directly or indirectly allow the use of City property, including leased property, for use other than officially approved activities. Each employee has a duty to protect and conserve City property, including, but not limited to, equipment, supplies, official records, funds, or any other property entrusted or issued to the employee. Employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Employees should promptly notify their supervisor, the Mayor or Mayor Pro Tem if any equipment, tools or vehicles appear to be damaged, defective or in need of repair.

All employees are required to leave their work area clean at the end of their shift or workday. The improper, careless, negligent, destructive or unsafe use or operation of City property can result in disciplinary action, up to and including termination.

The Mayor shall be notified if any equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and needs for repair will prevent deterioration of equipment and possible injury to employees or others. Supervisors/department heads are available to answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The use of City equipment for personal or nonwork-related tasks is strictly prohibited and may result in disciplinary action or criminal charges.

Employees have no reasonable expectation of privacy while using City equipment or on City property. The City may install video cameras and/or electronic locks requiring individual electronic keyless entry at any time. If those events occur, the City may use any information learned from those systems including for disciplinary purposes.

D.6 Use of Vehicles

City vehicles shall be used only for City business except as authorized by the City Council. Anyone authorized by the City Council to operate a City vehicle must:

1. Operate the vehicle safely, economically and in strict compliance with all traffic and parking regulations.
2. Comply with routine maintenance schedules as established by the City Council.
3. Assume responsibility for reporting needed repairs and maintaining the cleanliness of the interior and exterior of the vehicle.
4. Maintain communication contact with an appropriate base station when on duty or on call.
5. Not apply posters, stickers or advertisements on city vehicles without prior approval of the City Council.
6. Meet all City licensing, registration, insurance and driving record requirements.

7. Non-city employees shall be prohibited in operating or riding in city owned vehicles unless receiving prior authorization and approval from the City Council.
8. Smoking and tobacco use are prohibited in all City vehicles.
9. Employees driving City vehicles shall operate the vehicle in a safe and courteous manner.
10. Employees shall wear seat belts at all times while in a moving vehicle being used for City business, whether driving or riding as a passenger.
11. Any handheld cell phones must be compliant with Iowa law while driving any City vehicles or driving while on City-time.
12. Employees shall strictly follow the City's drug and alcohol policy when operating a vehicle on City time or a City vehicle.
13. All accidents must be promptly reported to law enforcement and the City Clerk. Employees must cooperate fully with any insurance claims investigation that occurs.
14. Any moving violations or parking violations received while on City time or in a City vehicle must be promptly reported to the City Clerk.
15. An employee shall not use a company vehicle while on medication or suffering from a medical condition that impacts his/her ability to operate a vehicle.

City vehicles shall not be used for employee's personal use. The City reserves the right to monitor and/or verify any employee's driving record at any time. If an employee loses their required licensure at any time, even if such loss of licensure is suspended to occur at a later date, the employee shall be disciplined up to and including termination.

D.7 Use of Telephones, Mail Systems, Fax Machines and Copiers

Every employee of the City is expected to use his or her time and energy to successfully fulfill the duties and responsibilities of his or her position. To maximize work activity and keep distractions to a minimum, employees should:

- Limit use of personal phone calls and other personal use of cell phones and electronic devices. The City recognizes that there may be occasions when it is necessary to make and receive personal calls, texts, and/or other communications at work whether on a City phone or a personal cellular phone; however, communications and personal use of cell phones and other devices generally should be kept to a minimum in terms of length and frequency and should not interfere with the employee's performance of City business. Such communications and personal use of devices shall not be related to any illegal, discriminatory, or harassing behavior or business; cause the City public embarrassment, or compromise City security or confidential information. The City reserves the right to determine what is reasonable or permissible use. This policy includes all communication on a cellular phone including, but not limited to texting. Any abuse of this privilege may be subject to disciplinary action.
- Not use the City's landline telephones for personal long-distance calls, unless approved in advance and prior arrangements have been made for full reimbursement to the City.
- Not use the City's letterhead, postage and supplies for personal use.
- Not use copiers or fax machines for personal benefit.
- To assure effective telephone communications with callers to the City, employees should always identify themselves to the caller, and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

- Non-exempt City employees shall not add their City e-mail account to their personal cell phones or other electronic devices nor should they check or otherwise attend to their work e-mail outside work hours without prior permission from their supervisor.

Any employee who violates this policy or uses telephones, mail systems, fax machines and copiers for any private purposes may be subject to disciplinary action.

Employees using City-owned cell phone or personal cell phones that are partially or completely reimbursed by the City are advised that the contents of such cell phone may be considered a public record pursuant to Iowa's Open Records laws. Such records may be required to be released to the public upon request pursuant to Iowa's Open Records laws. In addition, all e-mail sent on City accounts is a public record and subject to the disclosure requirements of Iowa's Open Records law.

D.8 Personal use of Information Technology:

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. By opening E-mail, sending or receiving information, using the voice mail system, logging on to the Internet or by using any of the City's software, hardware or equipment, employees agree, and understand that this technology has been provided by the City at its own expense and that it is the City's property. It is another tool for employee use in business transactions or business communication.

All communications and activity conducted on the City-owned systems are the property of the City. **Employees have no expectation of privacy when using City-owned information technology.** Simply having a password does not create a right of privacy in E-mail, Internet access or software. Employees are prohibited from using unauthorized or secret passwords and that all passwords may be required to be shared with department heads or the City Clerk. However, sharing such passwords outside the City is prohibited. 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.

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.

It is permissible to use the City's technology for incidental personal purposes. This does not include uses requiring substantial expenditures of compensated time, uses for profit, or uses that would otherwise violate City policies or State law regarding use of public assets. Specifically forbidden are uses of City technology systems for personal political or religious issues or for gambling or sexual purposes of any kind.

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. If employees receive such items from another user, they are to immediately notify their supervisor or the City Council.

Employees also may not interfere with or disrupt any City network or Internet users, services, programs or equipment. Disruptions include but are not limited to propagation of computer worms, viruses or other debilitating programs and using the City network to make unauthorized entry to any other machines accessible via the network or Internet. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

E-mail is an extension of the City. E-mail messages can be traced to the sender even after they have been deleted. The City may be required to produce E-mail messages in the event of litigation or an open record request pursuant to Iowa's Open Records law.

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 information technology access in a way deemed inappropriate will be denied privileges and may be subject to disciplinary action, up to and including termination.

D.9 Social Media

The City understands that social media can be a fun and rewarding way to share an employee's life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about an employee's use of social media, the City has established these guidelines for appropriate use of social media.

This policy applies to **ALL** employees who work for the City.

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 social media site.
- Social media or sites 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.

Guidelines

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.

The same principles and guidelines found in City policies and these basic beliefs apply to an employee's activities online. Ultimately, an employee is solely responsible for what he/she posts online. The employee may be personally responsible for any litigation that may arise should he/she make unlawful defamatory, slanderous, or libelous statements.

Know and Follow the Rules

Carefully read this policy in its entirety and ensure an employee's postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our discrimination/harassment/retaliation policies), and threats of violence or other unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination.

- Employees' Personal Use of Social Media:
 - Employees should limit their use of social media during working hours or on equipment provide 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.
 - 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 not the opinion of the City.
 - 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.
 - 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.
 - 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.
 - 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 when the activity in the photos violates the policies in this Handbook.
 - 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.

- Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees, or citizens.
- 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.
- 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.

Honesty and Accuracy

An employee should understand that honesty and accuracy are important when posting information or news, especially such information or news concerning the City, and that it is good practice to correct a mistake quickly, an employee may want to be open about any previous posts he/she has altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.

Respect of Transparency

Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

Media Contacts

All media inquiries for official City responses should be directed to the City Council and Mayor. Employees should not speak to the media for official responses on the City's behalf without contacting the City Council and Mayor.

Open Records

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 and pursuant to Chapter 22 of the Iowa Code shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

If an employee has questions or needs further guidance regarding any aspect of this social media policy, please contact the Human Resources Director or Communications Director. **Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.**

Employees who violate this policy shall be subject to discipline up to and including termination.

D.10 Solicitation:

The City wants to ensure that employees and visitors are not bothered by others who wish to solicit for their own business or organizations. Thus, contributions may be solicited at the City only with the permission of the Mayor.

The City's solicitations are to be kept to a minimum and for such purposes as buying flowers in the event of a death or illness in the immediate family of an employee and contributing to recognized civic and charitable institutions in the community.

D.11 Safety:

Employee safety is a top priority for the City. To ensure a safe environment, employees are expected to assist in developing the best possible working conditions.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the City Clerk or Mayor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or remedy such situations, may be subject to disciplinary action, up to and including termination.

The City shall provide safety training for city employees via the Iowa Northland Regional Council of Governments (INRCOG), according to OSHA regulations.

D.12 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.

D.13 Work-Related Injury

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 Clerk shall inform the City Council of any claims submitted to the City's workers' compensation carrier.

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.

D.14 Drug-Free Workplace & Substance Abuse Policy:

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 Council and the Mayor 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.

D.15 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 Mayor 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 Clerk. 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

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 Mayor.

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 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 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 employee's immediate supervisor, without the written permission of the person whose records are sought. The City Council 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 Clerk.

D.16 Tobacco-Free Workplace:

In the interest of providing a work environment free from the harmful effects of tobacco products, the city of Elk Run Heights prohibits their use on all city-owned property, in/on all city-owned vehicles and equipment and at all other times an employee is being paid to carry out his/her responsibilities, during their employment. The tobacco-free applies equally to all employees, customers, visitors, vendors, consultants, or members of the public. All employees are responsible for the enforcement of the non-smoking policy with visitors and those potentially not aware of the policy.

The City encourages all employees to take steps to discontinue any tobacco habit, including the use of patches intended for smoking cessation or other products designed to curb and eliminate that habit.

Any employee found in violation of this policy may be subject to disciplinary action.

SECTION E DISCIPLINARY ACTION

E.1 Causes for Disciplinary Action:

Appropriate disciplinary action may be taken for any of the following causes: (the following listing shall not be construed to be either a comprehensive or a complete listing)

- A. Incompetency, inefficiency, negligence in the performance of the duty.
- B. Dishonesty or lying, including falsifying employment or other job-related records.
- C. Violating the City's policy against workplace harassment, discrimination or retaliation of any kind.
- D. Establishing an unacceptable pattern of tardiness or absenteeism.
- E. Engaging in excessive, unnecessary, or unauthorized use of City property or supplies, particularly for personal use.
- F. 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.
- G. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- H. Bringing or using alcoholic beverages on City property or using alcoholic beverages while engaged in City business off of City premises.
- I. Fighting or otherwise physically assaulting an individual or using obscene, abusive, or threatening language.
- J. Stealing, willfully destroying, or unauthorized use or alteration of property of coworkers, customers, clients, or the City.
- K. Possessing unauthorized firearms, knives, explosives, or other weapons on City property or while on City business.
- L. Disregarding smoking, safety or security regulations.
- M. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
- N. Failing to follow City job instructions or to perform work requested by a supervisor or manager.
- O. Violating a City safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
- P. Unauthorized failure to return from a leave of absence.
- Q. Failing to maintain confidentiality of City, employee, resident, or customer information.
- R. Failing to maintain necessary licenses and/or certifications as required by the City.
- S. A criminal arrest or conviction while on or off duty.
- T. Unauthorized copying of City records.
- U. Refusal to work without good reason when called in for emergency situations.
- V. Sleeping, or giving the impression of sleeping, during work hours.
- W. Failing to notify an employee's supervisor in advance of an absence from work, including arriving late or leaving early.
- X. Making untruthful or malicious statements about fellow employees.
- Y. Threatening, coercing, or intimidating fellow employees or others.
- Z. Modifying another employee's timecard without authorization from the appropriate supervisor or asking another employee to modify your timecard.
- AA. Gambling on City property or on working time.
- BB. Soliciting monetary contributions or disturbing non-work materials without proper permission of the Mayor.
- CC. Discourteous treatment of any kind to the public.
- DD. Failure to report an occupational injury.

EE. Violation of any employee requirements in this Employee Handbook.

All violations of the above-stated work rules, or other City policies, rules, procedures or expectations, must be reported to the employee's Supervisor or to the Mayor/Mayor Pro Tem. Upon receipt of the alleged violation, the Supervisor, Mayor and/or Mayor Pro Tem receiving the allegation must promptly report the allegation to the City Council. It is ultimately the responsibility of the City Council to ensure that appropriate disciplinary action is taken.

E.2 Methods of Discipline:

If an employee's performance, work habits, attitude, or demeanor becomes unsatisfactory in the judgment of the City, based on violations of the rules listed above, or other City policies, rules, procedures, or expectations, he/she will be subject to disciplinary action, up to and including discharge. Certain offenses can be corrected using progressive discipline. Situations that the City believes will respond to corrective discipline will normally be handled as follows:

Counseling: The employee's supervisor will normally give the employee a verbal warning.

Written warning: If the unsatisfactory conduct continues, the employee's department head will normally issue a written warning.

Suspension: If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended with or without pay.

Termination: If the conduct continues, the City shall terminate the employment of the offender.

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

SECTION F COMPLAINT RESOLUTION PROCEDURE

F.1 General:

Misunderstandings, conflicts, problems, or other questions about a job can arise in any workplace. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If your concern relates to sexual harassment or another type of workplace discrimination, harassment, or retaliation, follow the procedure in the sexual harassment policy contained in this handbook. Also, certain complaints may fall under resolution procedures established by state law. For other complaints, the City has adopted the following procedure to respond to your concerns.

First, talk with your immediate supervisor. He or she is in the best position to resolve your problems or concerns. If, however, you do not believe a discussion with your supervisor is appropriate, or if you are not satisfied with the answer given by your immediate supervisor, you may prepare a written summary of your concerns and request that the matter be reviewed by the City Council. After a full examination of the facts (which may include a review of the written summary of your statement, discussions with all individuals concerned, and a further investigation if necessary), the City Council will normally advise you of its decision within fifteen days. The decision of the City Council shall be final.

In the event an employee disagrees with a decision of the Mayor with respect to that employee's employment, the employee may appeal that decision directly to City Council under any circumstance and at any time. The employee may appeal the Mayor's decision whether or not the specific policy governing the decision allows such appeal and if there is no policy governing the decision. The Council shall review the employee's complaint or disagreement no later than the next scheduled meeting and render a decision either at or following the meeting. The Council's decision shall be final, and both the Mayor and the employee shall adhere to it.

F.2 Non-Retaliation Clause:

No employee shall be subject to reprimand or harassment by anyone as a result of initiating a good faith formal or informal complaint under this policy.

SECTION G HOLIDAYS

G.1 Holidays:

The City will observe the following paid holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day (only for military veterans)
- Thanksgiving Thursday
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- Day after Christmas

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. However, any employee whose normal schedule includes weekend duty may observe the holiday on his/her next regular non-weekend workday.

G. 2 Work on a Holiday

Depending on your job classification, you may be required to work on a holiday. Regular full-time employees who work on a holiday will receive their regular straight time hourly wage rate for those hours actually worked on the holiday, in addition to holiday pay.

Holiday pay is the pay an employee would typically receive on a holiday if they were to actually work that holiday. For example, a part-time employee typically working 20 hours per week would be entitled to 4 hours holiday pay on a holiday. A full-time employee typically working 40 hours per week would be entitled to 8 hours of holiday pay on a holiday.

The Mayor shall declare the daily time schedule for all employees. These times may vary between the various job classifications, but all full-time and part-time employees shall abide by the Mayor's decision subject to the appeal provisions in Section F.1 of these policies.

Only those hours actually worked on a holiday will be paid, in addition to the normal holiday pay. For example, an employee working 4 hours on a holiday would receive normal pay rate for the 4 hours, plus holiday pay.

To be eligible for holiday pay, the employee must work their regularly scheduled workday preceding and their regularly scheduled workday following that holiday. Those who are absent due to jury service on the day before or after a holiday, must present proof of jury service satisfactory to the City in order to be eligible for holiday pay.

If a holiday would fall during an employee's Paid Time Off, it may be taken immediately before or immediately after that period. If employment with the City is terminated for any reason, that employee shall not be eligible for any unused holidays.

SECTION H Paid Time Off (PTO)

H.1 Paid Time Off:

The City grants Paid Time Off (“PTO”) in lieu of vacation and sick time. Employees shall be granted his/her PTO balance on the last pay period of each month. The amount of PTO granted shall be based on years of service with the City.

Employees are not permitted to accrue more than 480 hours of PTO at any given time. Each month the City Clerk will print and provide employees with a monthly statement of hours. If employees have questions concerning accrued PTO Hours, they should contact the City Clerk.

The employee may use this PTO for any reason he/she wishes and will receive pay per their hourly wage rate. However, PTO shall only be paid out to the employee when he/she has actually taken time off from work. PTO payment is intended only as reimbursement for time actually taken off.

Termination of employment whether voluntary or involuntary shall result in the loss of all accrued and unused PTO, except under the following circumstances:

- (1) If an employee has been employed for more than fifteen years and the employee voluntarily resigns, the employee is entitled to one-half of any accrued PTO.
- (2) If an employee has been employed for more than fifteen years and the employee retires, the employee shall be entitled to all accrued PTO.

H.2 PTO Accrual:

All actively working full-time employees are granted a different number of hours, depending on their completed service time.

PTO Allotment per completed year, granted on the employee’s work anniversary is as follows:

1 year = 40 PTO Hours

2 years = 88 PTO Hours

5 years = 128 PTO Hours

10 Years = 168 PTO Hours

15 Years = 248 PTO Hours

An employee’s PTO allotment will be proportionally accrued throughout the year equally for each pay period.

H.3 Comp Time Accumulation:

Additional comp time, beyond an employee's annually allotted PTO, may be accumulated by working beyond the employee's normally scheduled hours during Monday through Friday. However, a maximum of forty (40) hours of comp time shall be held by any employee, at any given time, and no further accrual shall be possible, beyond that amount.

PTO will be credited for all hours worked beyond forty (40), Monday through Friday. One hour worked shall be granted one hour of PTO, etc.

Termination of employment shall result in the loss of all accrued and unused comp time.

SECTION J MISCELLANEOUS LEAVES

J.1 Leave of Absence:

All leaves of absence shall be without pay, unless otherwise specifically provided. An employee must exhaust all paid leave available to the employee prior to any request for unpaid leave being considered. Any employee must provide a return-to-work date prior to any unpaid leave request being considered.

A request for leave of absence must be submitted to the City Council through the City Clerk, setting out circumstances in full as to why such a leave is desired. The request will be considered on the basis of workload existing or anticipated in the employee's division, the circumstances of the request and the employee's employment record. Such requests must be approved by the City Council.

If you participate in the City's group health insurance program, the City will continue to pay its portion for the first week of unpaid leave in a calendar year. For unpaid leaves in excess of one week (5 working days) in a calendar year, you may continue to participate during an unpaid leave 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 the premium in a timely manner will result in termination of coverage.

Employees must notify the City Council at least two (2) weeks before the end of their unpaid leave of absence to make arrangements for their return to work. The City will attempt to restore the employee to the position they held at the start of the leave, if possible. If no position is available, employee's employment will be terminated. If the employee does not return by the approved date, termination of employment or other disciplinary action may result.

If an employee is on an unpaid leave of absence for medical reasons, the employee shall provide a note from a healthcare provider releasing the employee to perform all the employee's essential job functions before returning to work.

J.2 Benefit Accrual during a Leave of Absence without Pay:

Any non-medical leave of absence which extends beyond a period of more than thirty (30) calendar days shall not be computed as working time for the purpose of accruing any employee benefits.

J.3 Bereavement:

Regular full-time employees will be granted leave, with pay, in the event of a death in the family according to the following guidelines:

An employee may be granted three (3) days off work, to attend the funeral of a member of his/her immediate family: including spouse, child, stepchild, son-in-law, daughter-in-law, father, stepfather, father-in-law, mother, stepmother, mother-in-law, grandmother, Grandmother-in-law, grandfather, grandfather-in-law, siblings, and sibling in laws.

Payment will be made for only those days that the employee would have worked. However, any weekend days shall not be counted as part of those days.

The three (3) days shall commence on the day of or the day immediately after the family member's

death. The employee shall provide valid documentation of attendance at the funeral for that family member, in order for this benefit to be paid. Extensions of bereavement leave, using PTO, may be granted with the approval of the Mayor through the City Clerk.

J.4 Jury Duty:

If a regular full-time employee is summoned for Jury Duty, the city will grant the leave and pay the difference between court pay and the employee's regular pay, providing the court pay is less than the employee's regular pay. In order to be eligible for payment, the employee must show the summons to the Mayor within twenty-four (24) hours after receipt of the notice to such duty or at the employee's next scheduled workday. If relieved from jury duty with more than four (4) hours in the employee's shift remaining the employee shall return to work that day.

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.

Hours spent by any employee in any job-related legal proceeding at the direction of the City shall be considered to be work time. Prior approval to attend the job-related legal proceeding must be received from the Mayor.

J.5 Voting:

An employee not having time off during the time polls are open shall be entitled to time off, with pay, sufficient to allow him/her to vote. Such time off shall be requested of and granted by the Mayor through the City Clerk.

J.6 Political Activity:

Any employee who becomes a candidate for any public elective office for remuneration may receive a leave of absence without pay and during such period shall perform no duties connected with the office or position so held with the City.

This leave of absence will commence no more than thirty (30) calendar days prior to the date of the primary or general election and continue until such person is eliminated as a candidate. Said leave of absence request shall be submitted in writing to the Mayor and approved by the City Council. Said leave of absence may be authorized for a term of up to, but not exceeding one (1) year. Any extension of this type leave shall be subject to council approval.

J.7 Military Leave:

Employees, except for employees who are employed temporarily for six months or less, who serve in the United States Armed Services, Reserves or National Guard are entitled to leaves of absence for required training or active military duty in accordance with Chapter 29A, Code of Iowa. These employees, when ordered to active duty or service, are entitled to leave with pay for the first thirty days of such leave of absence. Such employees 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. Any leave required beyond the 30 days will be reported as unpaid military leave, unless the employee chooses to use accrued PTO in lieu of unpaid military leave. Pursuant to § 4316(d), an employee cannot be forced to use vacation time for military service.

An employee's eligibility for re-employment with the City after completing military service will be determined in accordance with applicable state and federal law. Conditions for re-employment are briefly explained as follows:

- A. The employee, or an appropriate officer of the uniformed service in which the employee serves, must give advance written or verbal notice of the employee's service to his/her 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 the employee's employment with the City for reason of military service must not exceed five (5) years, except in certain instances as required by law;
- C. The employee's discharge from military service must be honorable; and
- D. When the employee returns from military service, he/she must report to work or submit a timely application for re-employment according to the following schedule:

For service of less than 31 days the employee must report to work by the beginning of his/her first regularly scheduled workday that would fall eight hours after the employee returns home, however, the employee shall be permitted travel time and an eight-hour rest period. For service of 31 to 180 days the employee must apply for re-employment within 14 days after completing service. For service of 181 days or more the employee must apply for re-employment no later than 90 days after completing service.

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.

Any compensation paid to an employee on military leave will be paid on the regularly scheduled pay dates.

J. 8 Iowa Pregnancy Disability 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 shall 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 shall use accumulated PTO during the leave, in that order. After accumulated PTO has been used, the balance of the employee's absence shall be without pay. If an employee's leave is unpaid the employee shall make arrangements with the City to pay the employee's portion of her health insurance and dental insurance premiums.

SECTION K MEDICAL, DENTAL, VISION and LIFE INSURANCE

K. 1 Eligibility:

Any regular full-time employee, who has completed the 90-day probationary period, shall be eligible to receive Medical, Dental and Vision Care as part of the group policies offered by the city. The 90-day requirement may be waived by a majority of the city council, for special circumstances. Additionally, certain employees may be covered for life insurance, as specified below.

Any of these policies or their provisions is subject to review on an annual basis, or whenever the provider enacts changes affecting employee coverage. Any changes required by the provider will be considered for acceptance by the city council. Approval of all plans must be secured and passed by a majority of city council members, for the coming calendar or fiscal year.

Employees participating in the group insurance plan shall be provided services described within each respective plan, as stated in the following paragraphs.

A minimum of two (2) city employees shall be necessary to qualify for group rates. If at any time, there is fewer than this number of employees actively participating in city-provided coverage, individual rates may apply and may be at a significant increase in premiums for an individual employee.

K. 2 Medical Care Plan:

All eligible employees may choose to be covered for medical exams, tests, surgeries, durable medical equipment, medications and other health-related services, by a physician, surgeon, nurse, pharmacist, nurse practitioner or other provider within the plan's network. It is understood that this shall be an all-inclusive package. Therefore, eliminating one or more of the individual plan portions is not an option. Each participating employee shall have their portion of the applicable medical plan premium deducted from their paycheck. This amounts to 10% of the premium, equally divided into each paycheck. The City will contribute 90% toward the cost of those premiums. However, the City's contribution is subject to change by vote of the City Council at any time.

K. 3 Dental Care Plan:

Employees will be entitled to service from approved dentists, orthodontists or other approved providers. This may include regular checkups, fillings, bridges, dentures and surgical procedures, as specified within the plan. It is understood that this shall be an all-inclusive package. Therefore, eliminating one or more of the individual plan portions is not an option. Each participating employee shall have their portion of the applicable dental plan premium deducted from their paycheck. This amounts to 10% of the premium, equally divided into each paycheck. The City will contribute 90% toward the cost of those premiums. However, the City's contribution is subject to change by vote of the City Council at any time.

K. 4 Vision Care Plan:

Vision and eye-related medical issues will be treated by an approved optometrist or ophthalmologist. Services included are regular vision evaluation and measurements, as well as corrective lenses, frames and contact lenses. It is understood that this shall be an all-inclusive package. Therefore, eliminating one

or more of the individual plan portions is not an option. Each participating employee shall have their portion of the applicable vision plan premium deducted from their paycheck. This amounts to 10% of the premium, equally divided into each paycheck. The City will contribute 90% toward the cost of those premiums. However, the City's contribution is subject to change by vote of the City Council at any time.

Prescription Safety Eyewear:

Employees eligible to purchase prescription safety eyewear will be reimbursed up to \$200.00 upon the purchase of the eyewear. Employees can be reimbursed for prescription safety eyewear on a biennial basis. A request for check and receipt will be required for reimbursement.

K. 5 Life Insurance Plan:

A basic life insurance policy is provided to each employee after completion of the 90-day probationary period. The premium for this coverage is fully paid by the city, and in effect for the time he/she remains a regular full-time employee. However, the City's contribution is subject to change by vote of the City Council at any time.

K. 6 Workers Compensation:

All city employees shall be covered for any work-time lost due to injury, while performing any work for the city, during their normal work schedule and while being 'clocked-in'. This coverage is at no cost to the employee and subject to the provisions of Iowa Code Chapter 85.

K. 7 Continuation of Coverage:

The city makes available to certain persons leaving employment, the option to continue their coverage when employment ends, under certain circumstances. See Iowa Code Chapter 509(B). All premium costs shall be paid by the former employee.

K.8. Lactation Policy:

An employee nursing a child up to one (1) year old may take breaks for reasonable periods of time for expressing breast milk. The City has designated the breakroom for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

SECTION L PAY AND COMPENSATION

L. 1 Timekeeping:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Elk Run Heights to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties no matter when or where that work occurs. Employees are required to get authorization from their supervisor prior to performing any work outside their normal working hours. Failure to do so may result in discipline up to and including termination.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons, including use of any paid time off. All overtime work must always be approved by the Mayor before it is performed. Failure to do so may result in discipline up to and including termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Any time spent deliberately wasted, but recorded as work time, shall be considered falsification of records.

Time sheets must be legible and turned in each pay period for review. The time sheet must include the time work began and the time work ended for each day worked. It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded.

L. 2 Payday:

All employees shall be paid biweekly.

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

L. 3 Garnishments and Payroll Deductions:

The City makes deductions from every employee's compensation as required by law. Applicable deductions include federal and state income taxes, specified Social Security and Medicare taxes, and deductions for the Iowa Public Employees Retirement System (IPERS). Authorized voluntary deductions may also be made upon an employee's written request and approval by the City. In the event a court order is issued requiring the City to withhold money from an employee's paycheck(s), the order will be honored, and the employee notified of the court ordered deduction. Any and all pay deductions will be made in accordance with federal and state law limits.

L.4 Employment Termination:

Termination of employment is a part of personnel activity within any organization from time to time, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary termination initiated by an employee.
- Discharge - involuntary termination initiated by the employer.
- Retirement - voluntary termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with Elk Run heights is at-will and therefore based on mutual consent, both the employee and the city have the right to terminate at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner: Some benefits may be continued at the employee's expense if the employee chooses. The employee will be notified in writing of the benefits that may be continued, such as COBRA health insurance, and of the terms, conditions, and limitations of such continuance.

The final paycheck for an employee who voluntarily resigns will be made available on the next regular payday, contingent upon the employee completing the exit interview process if requested to do so and returning all-city property, including keys.

Whenever possible, a final paycheck should be issued to a terminated employee at the time of termination. If the terminated employee cannot be issued the final paycheck at the time of termination, the City shall issue such paycheck as soon as administratively possible. Payment of the final check is contingent on the employee returning all City property, including keys.

L.5 Hours of Work:

Working hours shall be communicated by the Mayor, according to this policy's provision and subject to the appeal provisions in section F.1 of these policies. Regular part-time employees normally work a minimum of twenty (20) hours per week. Regular full-time employees normally work thirty-two (32) to forty (40) hours per week. Regular full-time employees normally receive an unpaid meal period during the middle of the workday.

The work week for payroll purposes shall begin at 12:01 a.m. (midnight) on Sunday and end at 12:00 p.m. on the following Saturday (midnight).

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.

L.6 Overtime:

Nonexempt employees may be requested and/or scheduled to work overtime hours. Reasonable attempts are made to notify employees in advance of mandatory overtime assignments. All overtime hours worked must be approved in advance by the Mayor. Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action up to and including termination.

Overtime compensation shall be paid to all nonexempt employees, at a rate of one and one-half times the applicable straight-time rate for all hours worked over 40 per week as required by law. Time actually spent on the job performing assigned duties will be considered time worked for the purpose of calculating overtime, with the exception of certain paid-time off scenarios as described in these Personnel Policies.

Employees are not permitted to take compensatory time in lieu of overtime, all overtime earned shall be timely paid to the employee on the employee's next paycheck.

L.7 Snow Removal:

During times when snow removal is required it is inevitable to work outside the Monday through Friday work week. During such times, an employee works over eight hours in a row, those hours after eight will be paid out at time and a half.

L.8 Pay Increases:

The City Council of Elk Run Heights has established the following guidelines for awarding and authorizing wage increases:

- The city council will approve a pay resolution for employees at a meeting before the end of the fiscal year, after employee evaluations are completed, scored and reviewed. When any pay increase is granted, all increases shall be paid on the first pay period in July, each calendar year.
- The city council has the discretion of denying step-increases if deemed unwarranted, based upon performance or lack thereof and/or lack of performing job responsibilities as outlined in the job descriptions, and documented on the Evaluation Form.
- The city council shall grant annual increases in wages by applying the preceding year's Consumer Price Index to the current pay scale, in order to keep pace with inflation.
- The wage ratio between specific job classifications shall remain constant so that no single job classification may receive a higher percentage wage increase than any other job classification, except those due to a step-increase by an individual by virtue of his/her score on the Employee Evaluation Form.
- Any employee having substantial increases made to their job classification duties may be eligible for a wage increase reflecting that increase in workload. Once that takes place, the resulting wage ratio shall be carried forward, until such time as any change in duties of any classification takes place.
- Any wage increases beyond that CPI-based increase shall be on a strictly percentage basis and applied equally to all regular full-time employees and regular part-time employees, unless an unfavorable score is received on his/her latest Employee Evaluation.
- The city council also has the discretion of reviewing and/or amending the wage rates at any time.

L.9 Wage Rates

See **Attachment D** for all classification current hourly wage rates.

L.10 Call-In Pay

On-call hourly employees may be at home or another off-work site while they are on-call. On-call employees who are actually called into work shall be paid for a minimum of two whole hours. For time worked beyond two hours, the employee shall be paid for actual hours worked rounded to the nearest quarter hour.

SECTION M REIMBURSEMENTS

When employees of the city are required to travel on official City business, the city will pay reasonable amounts for transportation, meals and lodging. An employee is expected to show good judgment and an appreciation for economy when incurring travel expenses. All requests for travel expenses must be approved by the City Council in advance of the anticipated travel. Itemized receipts must be submitted to the City Clerk within one week following the employee's return for reimbursement of any expenses.

M.1 Transportation:

When selecting a mode of transportation, reimbursement will be made for the least expensive form of transportation with the individual bearing any additional cost. Exceptions due to time restraints may be made by the City Council. Employee use of their private vehicle in the performance of city duties will be reimbursed pursuant to the mileage policy below.

When air transportation is necessary due to time constraints or distance, the City Clerk shall make transportation arrangements, at the least possible cost to the City. Any incentives earned by travel arrangements will become the property of the City.

Detailed itemized receipts are required for reimbursement of all travel expenses.

M.2 Meals:

For travel in excess of one (1) day, a maximum meal allowances up to \$35.00 per day, including tips, will be permitted.

For one (1) day trips in excess of ten (10) hours, a meal allowances up to \$20.00 will be permitted.

Meal allowance will not apply if meals are included in registration costs. Allowances may be increased, by prior written approval of the City Council, if extenuating circumstances exist. Detailed itemized receipts are required for reimbursement of any and all meal expenses and shall be provided to the City Clerk within one (1) week of returning home. Under no circumstances shall alcohol be reimbursed.

M. 3 Lodging:

Employees shall be reimbursed for lodging when traveling on behalf of the City. Convenience to the traveler in the selection of a hotel/motel site will be considered, however, the most accommodating location at the most reasonable rate should be selected. Should a spouse accompany the employee, reimbursement will only be made for the employee. Employees must provide detailed itemized receipts prior to being reimbursed for lodging.

M.4 Mileage Reimbursement:

Any employee who drives his/her vehicle to any location while conducting City business shall be reimbursed at the federal business mileage rate as set by the Internal Revenue Service for that year. Mileage paid shall be from City Hall to the location destination.

M.5 Cell Phone Reimbursement:

The City of Elk Run Heights does not provide a cell phone to its employees or mayor. If any of the employees listed above who wish to use their personal cell phone for work purposes the City of Elk Run Heights will reimburse the employee \$25.00 per month for a non-smart phone and \$55.00 per month for a smart phone with a personal data and texting plan.

The phones must be used during work and for after business hours work emergencies. The use of a personal cell phone for work purposes brings this device under the requirements of public records per Chapter 22 of the Code of Iowa. The public has the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. By choosing to use a personal cell phone the employee agrees to make available all phone records if required by law. This may require that the phone be turned over to the City of Elk Run Heights to access the records or signing any needed releases to access information through your phone service provider.

ATTACHMENT "A"

Employee Acknowledgment of Receipt of Handbook

I acknowledge that I have received a copy of City of Elk Run Heights Employee Handbook and that I have had an opportunity to read it. This Employee Handbook describes important information about employment with the City. This Handbook has been prepared to make me aware of what I can expect in the way of privileges and benefits; and what the City will expect of me in terms of behavior and performance during my employment. I understand it is my responsibility to read and understand these policies and to comply with the policies contained in this Employee Handbook and any revisions to it. I understand the Employee Handbook has been provided to me for informational purposes only, and that the City of Elk Run Heights has the right to change or withdraw any policies, procedures or benefit programs at any time.

I acknowledge that this Employee Handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration.

The policies in this handbook are intended to apply to all City employees. This Personnel Policies Manual and its policy statements supersede and have control over all prior and existing policy statements, representations, understandings or agreements, whether verbal or written, dealing with the same subject matter.

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 Council. I am aware that if, at any time, I have questions regarding City of Elk Run Heights policies I should direct them to my supervisor, the Council or the Mayor.

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

I have entered into employment with the City voluntarily and acknowledge there is no specified length of employment. Iowa law allows me, or the City, to terminate the employment relationship "at will" at any time. Furthermore, I acknowledge this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have any questions about this handbook, I understand that I should consult my supervisor or the City Council.

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.

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

Employee Signature and Date

Mayor Signature and Date

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ATTACHMENT "B"

Drug-Free Workplace Policy Acknowledgement

I, _____, an employee of the City of Elk Run Heights, hereby certify that I have received a copy of the employer's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, dispensation, possession or use of a controlled substance is prohibited on this employer's premises or while conducting the employer's business. A violation of this policy can subject me to discipline up to and including dismissal. I realize that this is a condition of employment, and that I must abide by all the terms of this policy and will notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Employee Signature and Date

Mayor Signature and Date

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ATTACHMENT "C1"

HEALTH INSURANCE WAIVER

for

Employees whose most- recent hire date is after March 14, 2017

I choose to accept or waive the Health, Dental and/or Vision Insurance coverage offered to me by the City of Elk Run Heights. If declined at this time, I reserve my right to enroll in any or all, at a later date, realizing that coverage periods begin on the first of the next calendar year.

The specific coverages I am hereby declining or accepting are acknowledged by writing Accept or Decline, along with my signature and date above each. My entries and signature shall be put forth in the presence of the Mayor, who shall act as a witness.

Health Insurance Coverage

Dental Insurance Coverage

Vision Insurance Coverage

Employee Signature and Date

Mayor Signature and Date

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ATTACHMENT "C2"

HEALTH INSURANCE WAIVER

for

Employees whose most-recent hire date is prior to March 14, 2017

I choose to waive the Health Insurance coverage offered to me by the City of Elk Run Heights and to receive a stipend in its place. My total annual stipend will be 50% of the total annual cost quoted to insure me, for the Single Health Insurance Policy Premium. I will receive half (1/2) of the total annual stipend payment in June and the other half (1/2) in December of each year. Stipend payment amounts may be adjusted based on changes to the Single Health Insurance Policy Premium.

I retain the right to enroll into the Health Insurance coverage offered to me by the City at a later date, at which time the stipend payment shall cease. Health Insurance coverage must be requested in writing and submitted to the Mayor at least thirty (30) days prior to the end of the current calendar year. Health Insurance coverage shall commence at the beginning of the next calendar year.

I understand that my stipend payment amount will be prorated if I choose to accept a Single or Family Health Insurance Policy or if I leave employment with the City of Elk Run Heights.

Employee Signature and Date

Mayor Signature and Date

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RESOLUTION 4047

A RESOLUTION OF THE CITY COUNCIL OF ELK RUN HEIGHTS, IOWA TO ADOPT AN EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Elk Run Heights (hereinafter referred to as the City) contracted with INRCOG (the Planning Agency) to create an Emergency Operations Plan;

WHEREAS, having an Emergency Operations Plan will facilitate the communications, coordination and continuity of government during emergency situations;

WHEREAS, an Emergency Operations Plan will help inform current and future decision makers when implementing emergency strategies under a wide range of conditions;

NOW THEREFORE, it is hereby resolved by the City Council of Elk Run Heights, Iowa that Emergency Operations Plan is adopted.

PASSED, APPROVED THIS 12TH DAY OF APRIL 2022

ATTEST:

Lisa Smock, Mayor

Julie Eastman, City Clerk

MULTI-HAZARD EMERGENCY OPERATIONS PLAN

Adopted _____, 2022

CITY OF ELK
RUN HEIGHTS,
IOWA

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RESOLUTION # (_____)

A RESOLUTION OF THE CITY COUNCIL OF ELK RUN HEIGHTS, IOWA TO ADOPT AN
UPDATED EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Elk Run Heights (hereinafter referred to as the City) contracted with INRCOG (the Planning Agency) to create an Emergency Operations Plan;

WHEREAS, having an Emergency Operations Plan will facilitate the communications, coordination and continuity of government during emergency situations;

WHEREAS, an Emergency Operations Plan will help inform current and future decision makers when implementing emergency strategies under a wide range of conditions;

NOW THEREFORE, it is hereby resolved by the City Council of Elk Run Heights, Iowa that Emergency Operations Plan is adopted.

Passed, approved this _____ day of _____, 2022.

Lisa Smock
Mayor

Date

ATTEST:

Julie Eastman
City Clerk

Date

Table 1: Record of Changes

| CHANGE NUMBER | DATE OF CHANGE | Summary of Change | CHANGES MADE BY |
|----------------------|-----------------------|--------------------------|------------------------|
| 001 | | | |
| 002 | | | |
| 003 | | | |
| 004 | | | |
| 005 | | | |
| 006 | | | |
| 007 | | | |
| 008 | | | |
| 009 | | | |
| 010 | | | |

Record of Changes

EXECUTIVE SUMMARY

The basic purpose of this plan is to provide a guide for emergency operations. It is intended to assist key City officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. It emphasizes the coordination that must exist within and between services and levels of government, private and volunteer organizations and the many individuals with emergency operations responsibilities or capabilities.

This is a response plan and is primarily concerned with the assignment and coordination of the activities, departments and officials that comprise local government's emergency / disaster response capability. This Plan is limited to identifying, describing, and coordinating only the activities undertaken after an emergency or disaster occurs, or when such an occurrence is likely or imminent.

The primary reason for performing response activities is to protect life, health, safety, and property from the immediate consequences of a natural or human-caused emergency or disaster. The execution and coordination of these activities is described elsewhere, such as in the Black Hawk County Multi-Jurisdictional Hazard Mitigation plan and other applicable strategic planning documents

This Plan describes what response related activities local government officials and departments must be prepared to complete. In some instances, the Plan also provides information on when and where these activities should occur. It does not, however, address how the activities assigned to a particular agency are to be completed. Such direction should be described in the Standard Operating Procedures documents.

Transfer of Office

Upon Termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his or her successor. This document shall remain the property of the City of Elk Run Heights.

| TABLE 2: TRANSFER OF OFFICE | | | |
|---|----------------------------------|------------------------------|--|
| Position | Name | Cell | Email |
| Mayor | Lisa Smock | 319-290-6236 | mayor@elkrunheights.com |
| City Clerk | Julie Eastman | 319-429-8051 | cityclerk@elkrunheights.com |
| Emergency Coordinator | Julie Eastman | 319-429-8051 | cityclerk@elkrunheights.com |
| City Attorney | Heather Prendergrast | 319-234-4600 | heather@neialaw.com |
| City Council Member ***Mayor Pro-Tem | Heather Sallis | 319-415-9040 | heatehrs@elkrunheights.com |
| City Council Member | Dennis Bass | 319-232-4184 | dennisb@elkrunheights.com |
| City Council Member | Gary Wurtz | 319-232-3617 | garyw@elkrunheights.com |
| City Council Member | Mark McChane | 319-415-9734 | markm@elkrunheights.com |
| City Council Member | Dave Galbraith | 319-232-4272 | daveg@elkrunheights.com |
| Police Chief (Evansdale) | Mike Dean | 319-239-8323 | mdean@evansdalepd.org |
| Fire Chief (Waterloo) | Pat Treloar | 319-610-2425 | Fire.chief@waterloo-ia.org |
| Ambulance Captain (Waterloo) | Jason Hernandez | 319-240-4771 | Jason.hernandez@waterloo-ia.org |
| Public Works / Streets & Sanitation | Thomas James Courtney Knebel | 319-493-1055 319-464-0791 | publicworks@elkrunheights.com |
| Electric (MidAmerican) | | 800-275-5743 | |
| Gas (MidAmerican) | | 800-275-5743 | |
| Building Inspector | Brian Wirtz | 319-493-0641 | inspector@cityofevansdale.org |
| Water/Wastewater | People Service /Jordan Cooper | 319-300-5045 | jcooper@peopleservice.com |
| County Emergency Coordinator | Mindy Benson | 319-240-3404 | mbenson@bhciaema.com |

City Emergency Operations Plan

I. PURPOSE

This plan will enhance the ability of Elk Run Heights to:

- A. Identify hazards that will impact the safety, health or lives of the citizens or property in the community (2020 Black Hawk County Hazard Mitigation Plan at www.inrcog.org/pub).
- B. Reduce vulnerability or avoid potential disasters.
- C. Coordinate response to emergencies/disasters.
- D. Establish capabilities for protecting citizens and property from the effects of disasters.
- E. Ensure the continuity of government and preserve records.
- F. Provide for the care of survivors, recovery & return to normal life post- emergency/disaster.
- G. Repair essential facilities and utilities.
- H. Support other areas in and outside of the county affected by disaster, when possible.



Figure 1: Plan Purpose

II. PLAN FOUNDATIONS

- A. This plan has foundations as set forth in Iowa Code Chapter 29C, Iowa Administrative Code 605 – Emergency Management, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707
- B. The Plan serves as a link to procedures that will be used by county and local governments, and is designed to be used in conjunction with:
 - 1. The Black Hawk County Multi Hazard Emergency Operations Plans (EOP).
 - 2. SOPs/SOGs prepared by local emergency response agencies.
 - 3. Emergency Action Plans and Contingency Plans prepared by public and private sector organizations and facilities.
 - 4. The City’s Emergency Operations Plan will adhere to the National Incident Management System (NIMS).

5. Other documents, such as field guides and operational checklists (job action sheets), may supplement the Emergency Operations Plan by providing more detailed operational guidance at the City, agency, and individual asset levels.

III. SITUATIONS AND ASSUMPTIONS

- A. Several types of hazards including tornadoes, floods, blizzards and other forms of natural disaster pose a threat to the lives, property and environment in Black Hawk County. Technological hazards include transportation accidents such as train or plane accidents or the major accidental release of a hazardous material. Hazards including human disease and pandemics are among recent situations and threats.
- B. Outside assistance from adjacent and higher levels of government, and non-government organizations may be available under localized emergency conditions. However, it is assumed that during widespread disasters affecting large areas of the state or nation, outside aid could be severely limited or unavailable for long periods of time. In either case, the immediate, lifesaving aid must come from the jurisdictions affected.
- C. The City of Elk Run Heights has capabilities, which, if effectively used in the event of any emergency, would maximize the survivability of life and property. These capabilities include the personnel, equipment, and skills of the City forces; the medical, health and allied professions; and other non-government professions and groups. Finally, they include knowledge of survival actions possessed by the population.
- D. It is assumed that in anticipation of some natural disasters or civil disturbance situations, the City government may be able to take actions that could further increase capabilities.
- E. The City of Elk Run Heights has an elderly and disabled population that requires extra planning and consideration in times of disaster.
- F. The Mayor of the City and the Elk Run Heights Emergency Coordinator will coordinate any event.
- G. This plan assumes that the Black Hawk County Emergency Management Agency Coordinator does not participate directly in the emergency operations of the City until county resources are requested. Then it is assumed the County Emergency Management Coordinator implements the County Plan.
- H. It is assumed that people will provide their own transportation in case of an evacuation.

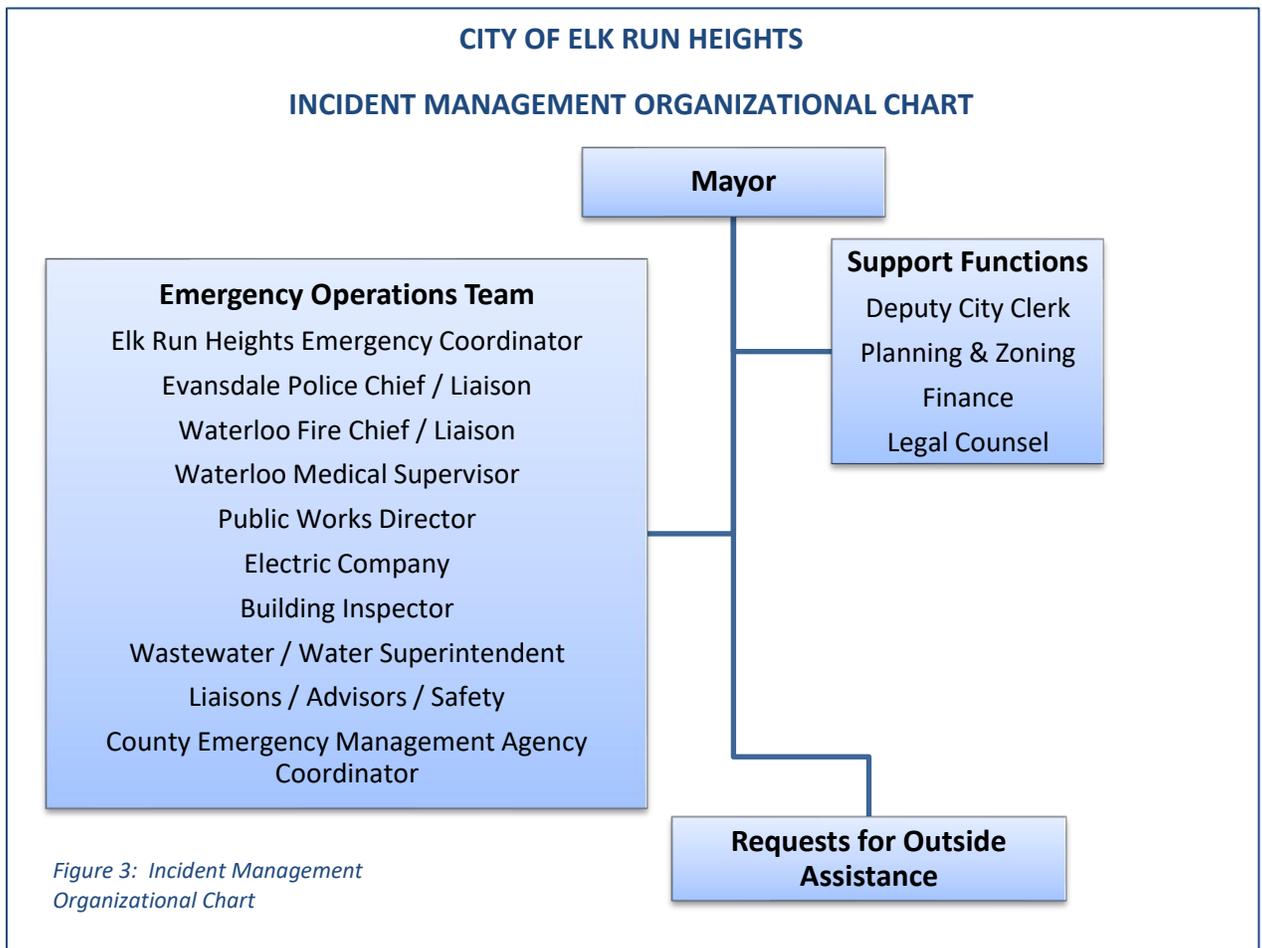
IV. ROLES, RESPONSIBILITIES AND AUTHORITIES

A. Mayor and City Council

1. The Mayor and City Council typically have primary responsibility for disasters, which take place in the jurisdiction. They will activate the appropriate agencies / personnel to deal with the disaster.
2. The Mayor is responsible for coordinating the response of agencies/personnel and coordinating the response with county officials, if county assistance is necessary.
3. Lines of Succession / Continuity of Government Provisions — The following lines of succession have been established:
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. Councilperson (to be elected by council)
4. The City Council is responsible for policy and political activities related to an emergency.
5. All elected officials and appointed employees are expected to complete the NIMS training IS-100.c, IS-200.c, IS-700.b Introduction to National Incident Management System. The PIO is also advised to complete basic PIO training IS029a Public Information Officer Awareness.
6. An organizational chart is provided in figure 3:



Figure 2: Lines of Succession



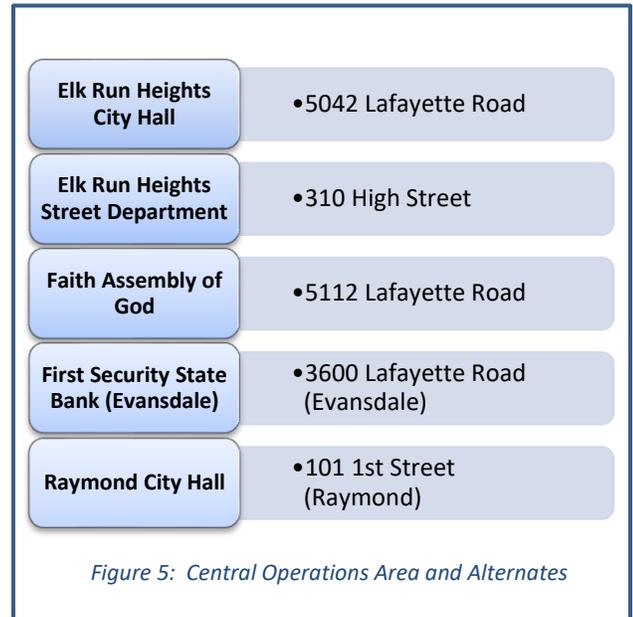
B. Emergency Operations Team

1. The Mayor will convene an Emergency Operations Team (EOT) to manage the jurisdiction’s response / Emergency Operations Center (EOC) during an emergency.
2. Persons / Positions staffing the team will vary, depending on the type of incident.
3. This team coordinates and manages citywide assets beyond the incident and oversees the coordination of the Emergency Support Functions
4. The EOT coordinates administrative, material and personnel support to Field Operations and the Incident Commander as necessary for the duration of the incident.
5. The EOT Positions may include the following.
 - i. Mayor Pro Tem
 - ii. Evansdale Police Chief / Liaison
 - iii. Waterloo Fire Chief / Liaison
 - iv. Waterloo Medical Supervisor
 - v. Public Works Director
 - vi. Electric Company
 - vii. Building Inspector
 - viii. Wastewater / Water Superintendent
 - ix. Liaisons / Advisors / Safety – Additional supports may be designated to serve on the SMT, depending on the incident.
6. An organizational chart is provided in figure 4:



C. Emergency Operations Center

1. The central operations area is located at the Elk Run Heights City Hall, 5042 Lafayette Road.
2. Alternate sites are the Elk Run Heights Street Department located at 310 High Street; Faith Assembly of God Church located at 5112 Lafayette Road; (see Figure 5).
3. In the event that an EOC needs to be established outside the City of Elk Run Heights, such EOC shall be located at First Security State Bank 3600 Lafayette Road in Evansdale; Raymond City Hall 101 1st Street in Raymond; (see Figure 5).



D. Incidents Addressed by the Jurisdiction

Within city limits, city officials will be responsible for the direction and control of emergency operations, and will utilize the regular, auxiliary, or volunteer resources of city government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of city government forces.

Actions that the City and County should consider when this plan is activated and the situation can be handled locally should use the following procedures (see Figure 6a.)

1. The Mayor coordinates all emergency response actions.
2. The Mayor declares a local state of emergency and notifies the Black Hawk County Emergency Management Coordinator of this action. (Does Council need to act on declaration?)
3. Forward the local state of emergency declaration to the Black Hawk County Emergency Management Coordinator.
4. City emergency response officials/agencies respond according to the checklists outlined in Attachments A-K.
5. The Mayor directs departments/agencies/personnel to respond to the situation.
6. The Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
7. Notify the public of the situation and appropriate actions to take.
8. Keep county officials informed of the situation and actions taken.

E. Incidents Requiring Additional Resources

As a general rule, county officials will be primarily responsible for implementing emergency functions outside the city limits and city officials will have the corresponding responsibility within their city limits. Exceptions are organizations such as fire departments, schools, and medical facilities whose geographical boundaries do not coincide with corporate limits. Additional resources are available should the emergency exceed the City's emergency response capabilities. These resources include (1) Mutual Aid, (2) County Assistance, (3) State Assistance and (4) Federal Assistance.

1. Mutual Aid

- i. In the event an emergency situation exceeds local emergency response capabilities, outside assistance is available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations.
- ii. The Iowa Mutual Aid Compact (IMAC) provides for mutual assistance between the participating governments during a declared emergency or disaster. IMAC provides for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating acts performed during emergencies.
- iii. The Emergency Management Assistance Compact (EMAC) offers assistance during governor-declared states of emergency or disaster that allows states to send personnel, equipment, and commodities to assist with disaster recovery efforts in other states. EMAC is implemented within the Iowa Department of Homeland Security and Emergency Management on behalf of the Governor.

2. County Assistance Requested

Within County boundaries but exclusive of Incorporated Cities, county officials will be responsible for directions and control of emergency operations, and will utilize the regular, auxiliary, or volunteer resources of county government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of county government forces.

If city resources become exhausted or if special resources are required, the Mayor may request county assistance through the Black Hawk County Emergency Management Agency who will assess the situation and makes recommendations (to the extent appropriate) **(see Figure 6b)**.

- i. Activate the County Emergency Operations Center.
- ii. Implement the County Emergency Operations Plan
- iii. Respond with county resources as requested and available.
- iv. Activate mutual aid agreements.
- v. Coordinate available county resources with city resources.
- vi. Notify Iowa Department of Homeland Security and Emergency Management.
- vii. Initiate the Damage Assessment process.
- viii. Assist city with prioritizing and allocating resources.

Support from federal and state agencies may be requested through the Black Hawk County Emergency Management Agency. The Coordinator coordinates the request with the Iowa Department of Homeland Security and Emergency Management. The Division then requests a Governor's Proclamation of Disaster to activate State resources.

State agencies and local government emergency responsibilities and support functions are described in the Iowa Emergency Response Plan (2010). This plan is available at Elk Run Heights City Hall and in the Black Hawk County Emergency Management Agency Office.

3. State Assistance Requested

If City and County resources are exhausted, the Black Hawk County Emergency Management Agency can request state assistance through the Iowa Department of Homeland Security and Emergency Management. (see **Figure 6c**). The Coordinator coordinates the request with the Iowa Department of Emergency Management and Homeland Security. The Division then requests a Governor's Proclamation of Disaster to activate state resources. City and County resources must be exhausted before a Governor's Proclamation of Disaster can be requested.

- i. If state assistance is requested, the Iowa Department of Homeland Security and Emergency Management, County Emergency Management Coordinator, and the Mayor will assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
- ii. The Iowa Department of Homeland Security and Emergency Management notifies the Governor and makes recommendations.
- iii. If state assistance is granted, procedures will be followed as stated in the Iowa Emergency Plan and the County EOP.
- iv. If local and state resources are exhausted, the Governor may await a Presidential Declaration to activate federal resources.

4. Federal Assistance Requested

- i. If local and state resources are exhausted, the Governor may await Presidential Declaration to activate federal resources. For a Presidential Disaster Declaration to be activated, Black Hawk County must meet the damage assessment damage threshold. That information will be submitted to the State of Iowa through the Iowa Department of Homeland Security and Emergency Management. The State of Iowa must also meet or exceed the State damage amount threshold for a Presidential Disaster Declaration to be requested and approved.
- ii. The National Response Framework (NRF), the Robert T. Stafford Disaster Relief and Emergency Assistance Act (1974 as amended April 2007) and other relevant

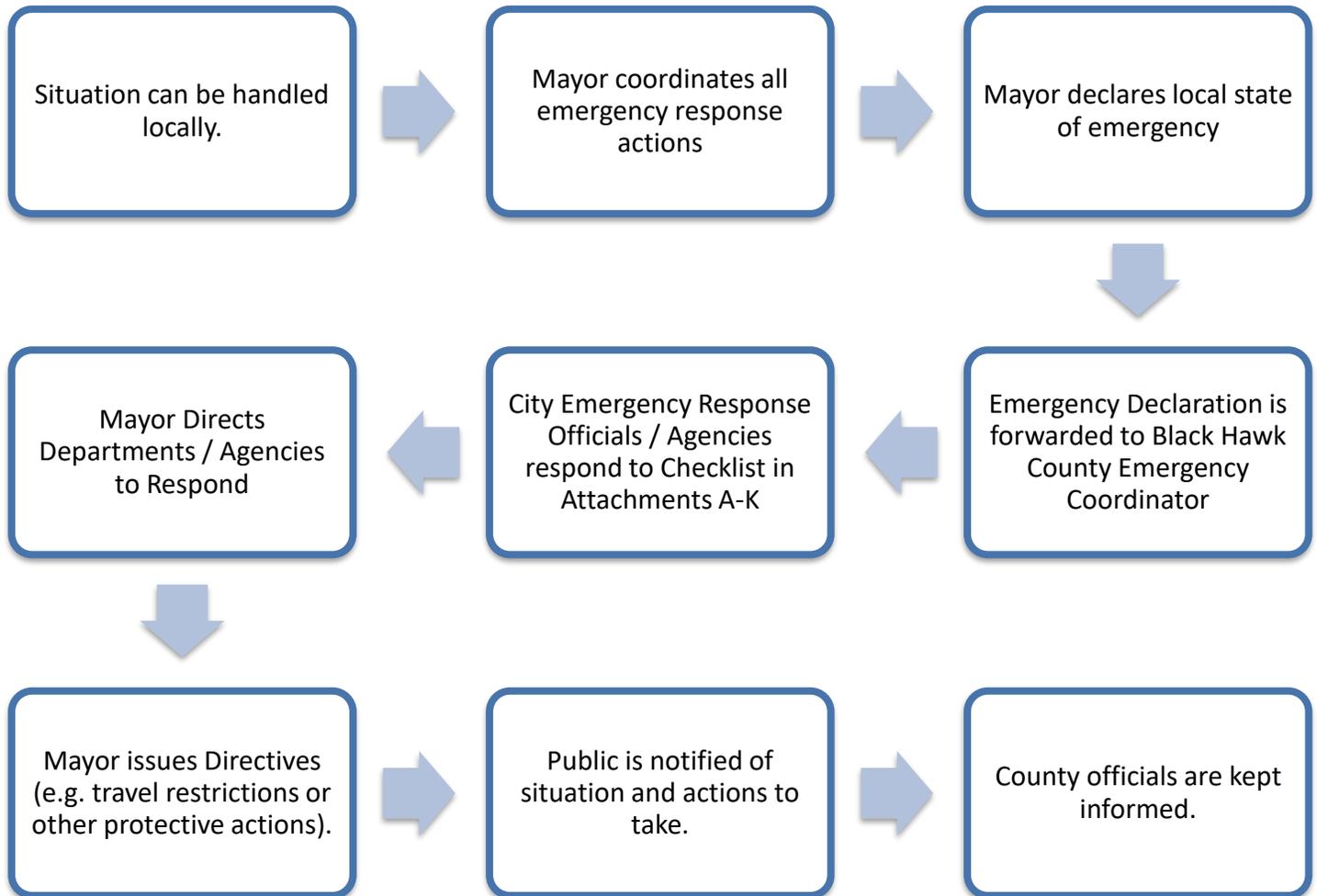
federal statutes determine how the federal government will augment State and City response efforts, when authorized.

- iii. Some types of Federal assistance may be available to individual departments and agencies through avenues other than the NRF, which includes established non-emergency program
- iv. Any requests or provision of Federal assistance through these mechanisms should be reported through the Black Hawk County Emergency Management Agency, Emergency Operations Team, or the appropriate Emergency Support Function to the Emergency Operations Center, so they may be tracked for accountability and planning purposes

5. Other / Coordination

- i. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions should coordinate at the designated county EOC location.
- ii. Each agency, department, or service government shall keep accurate records during an emergency. These records should include man-hours worked (employee & volunteer), equipment hours, equipment used, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

Figure 6a. ACTIVATION OF PLAN - LOCALLY MANAGED



If city resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Coordinator.

Figure 6b. ACTIVATION OF PLAN - COUNTY ASSISTANCE REQUESTED

If assistance is requested, the County Emergency Management Coordinator assesses the situation and makes recommendations. The County will do the following (to the extent appropriate).

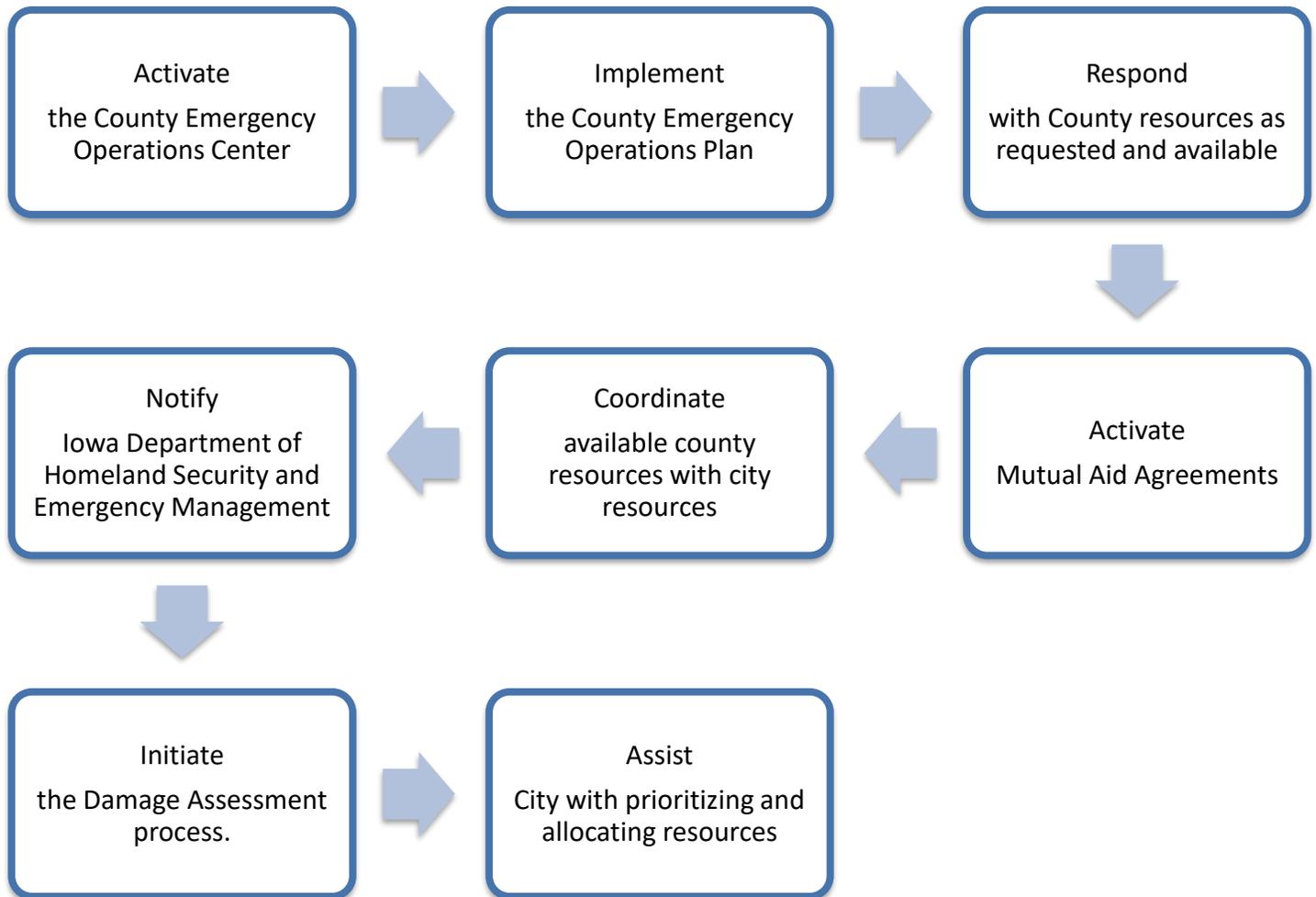
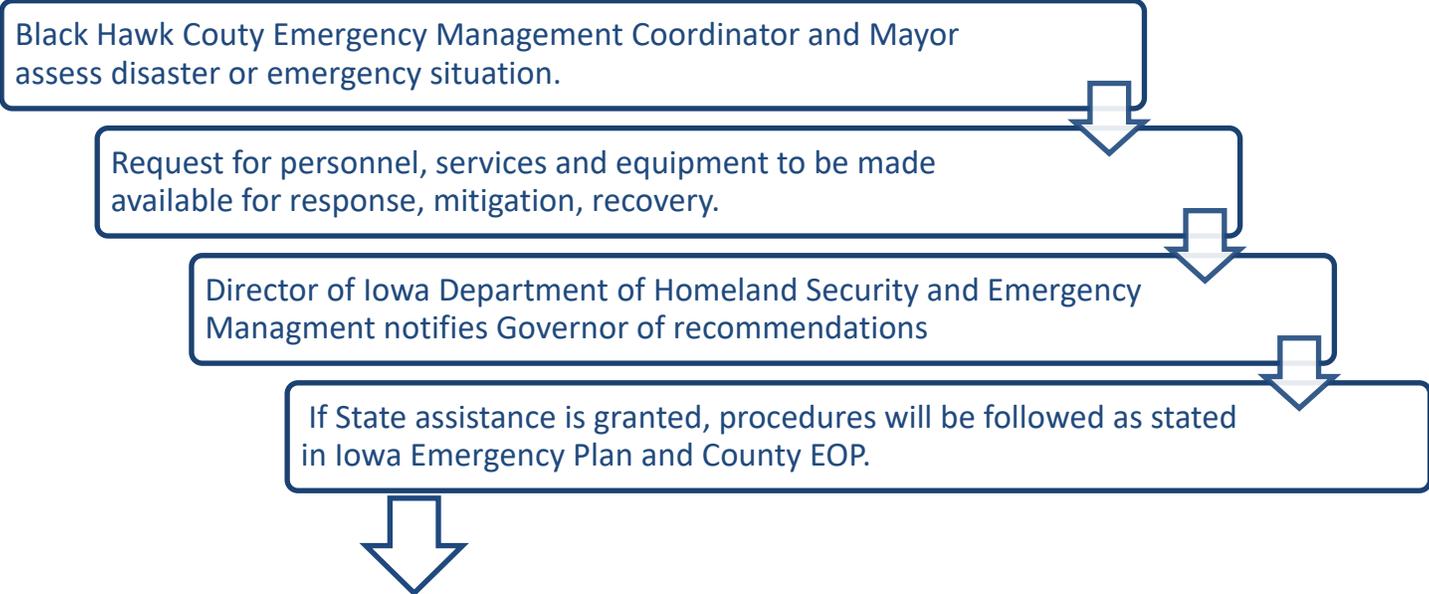


Figure 6c. ACTIVATION OF PLAN - STATE ASSISTANCE REQUESTED

If City and County resources are exhausted, the County Emergency Management Coordinator can request State assistance through the Iowa Department of Homeland Security and Emergency Management.



Operation Policies

(a) Within city limits, city officials will be responsible for the direction and control of emergency operations, and will utilize the regular, auxiliary, or volunteer resources of city government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of city government forces.

(b) Within County boundaries but exclusive of Incorporated Cities, county officials will be responsible for directions and control of emergency operations, and will utilize the regular, auxiliary, or volunteer resources of county government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of county government forces.

(c) In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.

(d) Each agency, department, or service government shall provide for the maintenance of records during an emergency. These records should include man-hours, equipment hours, equipment used, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

V. LEAD DESIGNATION BY HAZARD TYPE

| HAZARD TYPE | LEAD INCIDENT COMMAND DEPARTMENT / POSITION |
|--|---|
| Aircraft Incident | Fire Department or Police Department |
| Building Collapse | Fire Department |
| Cybersecurity Incident | City Clerk / Administrator / IT Contractor |
| Earthquakes | Fire Department |
| Epidemics, Diseases & Health Threats | Black Hawk County Public Health Department |
| Explosion / Fire | Fire Department or Police Department |
| Floods | Fire Department / Public Works / Streets |
| HAZMAT Incidents | Fire Department, Waterloo Fire Rescue Hazardous Materials Team |
| Riot / Hostage / Civil Disturbance / Mass Arrest | Police Department |
| Nuclear Attack | Fire Department, Waterloo Fire Rescue Hazardous Materials Team, Police Department |
| Radiation Incident | Fire Department, Waterloo Fire Rescue Hazardous Materials Team |
| Terrorism Crisis / Hostage | Police Department |
| Tornado, Hurricanes & Severe Storms | Fire Department, Black Hawk County Emergency Management Agency |
| Water Contamination / Quality / Distribution | Water Department |
| Winter Storm | Public Works Department |

VI. OPERATIONAL PLANNING CYCLE

a. Incident Recognition

- i. An incident or event requiring resources beyond the single agency Incident Command System required in day-to-day operations may rapidly develop or slowly evolve.
- ii. In an urgent situation, the senior authority from the designated lead agency involved in the hazard evaluation makes the determination.
- iii. In a less obvious situation, a member of the Emergency Response Team may request a rapid conference call to discuss the incident or event. A decision is then made concerning activation of the Emergency Operations Plan, and the level of initial Emergency Operations Plan mobilization.
- iv. If circumstances meet the qualifications for an emergency declaration, the recommendation is made to the Mayor, who then promulgates the official emergency declaration.

b. Incident Notification

- i. The Mayor is notified who then who notifies the Emergency Operation Team.
- ii. Department heads, involved agencies, and non-governmental emergency organizations notify their personnel and support agencies through their preestablished individual emergency call procedures.
- iii. The Emergency Call-out Procedure maintained by each department is an important component in emergency notification and it is incumbent on all employees to keep their contact information up-to-date.

c. Mobilization

- i. Mobilization procedures establish the capability and capacity for the lead agency to conduct incident command at the designated Incident Command Post.

d. Response

- i. The initial mobilization and reactive phase of the response is guided by the Emergency Operations Plan.
- ii. Throughout the incident response, incident command is tasked with problem-solving for issues not resolved at lower decision-making levels in the incident command system.
- iii. As incident information is accumulated and appropriate interventions accomplished, an incident briefing is scheduled and all major organizations involved in the incident response are notified.

e. Incident Briefing

- i. This meeting marks the transition of an incident response from reactive management to a proactive phase. The transitional meeting brings together the leadership of key response elements and defines the primary Emergency Operations Team.
- ii. Strategic partners are briefed on incident parameters as they are known at that time. Designated individuals meet and determine the lead authority or reconfirm if established earlier in the response.
- iii. If command authority is not clear in an incident or event, lead authority in the will be resolved by the Mayor.

f. Incident Demobilization

- i. Incident command demobilization follows the same planning process as mobilization and response.
- ii. As assets meet their objectives, or objectives change and the assets are no longer needed, demobilization strategies are employed.

g. Transition to Recovery

- i. When determined the response objectives have been achieved, the response transitions into a recovery phase. The unified incident command architecture persists into the recovery phase, until tasks are reduced to activities that can be effectively managed by the Emergency Operations Center, or everyday jurisdictional processes and assets.
- ii. An after-action incident review is conducted as soon as possible to identify issues for improvement, as well as processes / assets/ etc. that worked well and should be preserved or enhanced.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- 1. The Mayor and Emergency Coordinator shall be responsible for the exercising or testing, evaluating and revising and updating this plan and its supporting documents (standard operating procedures). The Mayor may appoint necessary persons to assist in plan development and maintenance. This process should take place at least annually. The Mayor is responsible for ensuring that after-action reviews of all exercises and major incidents are conducted.
- 2. The plan development and maintenance process are necessary to keep the plan from becoming outdated beyond usability, to continually refine the plan, and keep those responsible for implementing the plan familiar with its contents.

FUNCTIONAL OPERATIONS CHECKLISTS



ATTACHMENT A
Direction and Control

MAYOR

The Mayor is responsible for the overall management of the City of Elk Run Heights. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation. Mayor should (or direct the Emergency Coordinator to):

| MAYOR TASKS |  |
|--|---|
| Notify other city officials. | |
| Warn key facilities. | |
| If conditions warrant, report to the pre-designated meeting place. The pre-designated center for operations is (define) if City Hall is no longer an option. | |
| Activate the alerting list: The Mayor will contact Black Hawk County Emergency Management Agency at (319) 240-3404 to activate the Elk Run Heights Emergency Policy Team and report where everyone is to meet. | |
| Make sure those who have a part in the plan understand what they are to do (ex: report to a pre-designated meeting place or do a specific task). | |
| Ensure that the person designated to provide an initial damage assessment and casualty report has been activated. | |
| Ensure that initial disaster assessment information is relayed to the Mayor and to the County Emergency Management Coordinator. | |
| Evaluate available resources, including personnel. If deficiencies exist, take action to obtain the needed resources. | |
| Be prepared to issue a declaration of emergency. | |
| Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures and coordinate those efforts with the City Clerk. | |
| Work with Incident Commanders to determine if county, state, or further 28E resources are to be required. (City resources must be fully committed before county, state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.) | |
| Contact mass care coordinator. | |
| Contact public health services/emergency medical services coordinator. | |

CITY CLERK

The City Clerk is responsible for the assigned financial management activities in Elk Run Heights. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

| CITY CLERK TASKS |  |
|--|---|
| 1. Act as Emergency Coordinator. | |
| 2. Report to the chief elected official of the town. | |
| 3. Maintain records indicating city expenses incurred due to the disaster. | |
| 4. Assist in the damage assessment process by: <ul style="list-style-type: none"> a. Provide information regarding the dollar values of property damaged as a result of the disaster. b. Provide information (name, telephone number, etc.) regarding the owners of the property which has been damaged/destroyed as a result of the disaster. | |
| 5. Delegate authority to department superintendents to permit acquisition of equipment and supplies needed following a disaster (Coordinate this with emergency coordinator). | |
| 6. Assign department superintendents account numbers to which emergency expenditures may be charged. | |
| 7. Contact the City Attorney regarding any temporary contracts or legal advice regarding the emergency. | |
| 8. Keep logs of city activities. | |
| 9. Any duties as assigned by the Mayor. | |

**ATTACHMENT B
WARNING/COMMUNICATIONS**

The Evansdale Police Officers on duty and the Emergency Coordinator are responsible for warning and communications in Elk Run Heights.

The Black Hawk County Communications Center is responsible for contacting the Evansdale Police Officers on duty. The officers on duty are responsible for warning and communications activities until relieved by the Emergency Coordinator. The following tasks represent a checklist of actions to be considered in an emergency or disaster situation.

| WARNINGS AND COMMUNICATONS ACTIVITIES | |  |
|---|--|---|
| <p>Warn the following:</p> <p>(these positions are alerted through the County Emergency Notification System – with the group name of Elk Run Heights Disaster Call List)</p> | <p>Mayor County EM Coordinator Members on Activation Elected Officials City Attorney City Clerk Public Information Officer Representative of Medical Profession Fire Chief Police Chief Communications Officer Water / Wastewater Department Electric Provider Public Works / Street Department Supervisor</p> | |
| Warn Special facilities | Elk Run Preschool | |
| Ensure all agencies represented in the city/town EOC have communications both to their staff at their department offices and their staff at the incident site. | Equipment includes: Telephone / Cell Phone / Mobile Radio / Fax / Laptops | |
| Activate Public Warning System | Door-to-Door (Available city officials & employees) / City Website / City Facebook Page / Radio / Alert Iowa | |
| Establish communications with the County Emergency Management Agency office or with the County EOC, if it is activated. | Equipment includes: Telephone / Cell Phone / Mobile Radio / Fax / Laptops | |
| Establish Communications with Command Post if established | | |

| | |
|--|--|
| Report to City Hall if mobile communications are not available | |
|--|--|

**ATTACHMENT C
EMERGENCY PUBLIC INFORMATION**

The Mayor shall serve as the Public Information Officer (PIO) to coordinate emergency public information. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

| EMERGENCY PUBLIC INFORMATION OFFICER - TASKS |  |
|---|---|
| 1. News releases and other public information should be cleared through the Mayor or in their absence, the acting Mayor. | |
| 2. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials. | |
| 3. Maintain liaison with the Emergency Operation Center and Command Post in order to stay abreast of situation. | |
| 4. Establish news media briefing room and brief the media at periodic intervals. | |
| 5. Update and inform the public on social media venues, such as the City’s official Facebook page. | |
| 6. If the situation escalates and the county EOC is activated, coordinate with County PIO to prepare news releases. | |
| 7. Conduct press tours of disaster areas within the city as the situation stabilizes. | |
| 8. Assist the County in establishing a Joint Information Center. | |
| 9. Assist the County with establishing a Rumor Control Center. | |
| 10. Issue protective action recommendations or public service advisories as directed by the chief elected official. | |

**ATTACHMENT D
FIRE SERVICES**

The City of Waterloo Fire and Rescue is responsible for fire services activities in Elk Run Heights. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

| FIRE SERVICES - TASKS |  |
|--|---|
| 1. Establish and/or respond to designated staging area or command post as direct by on-scene personnel. | |
| 2. Assist Law Enforcement in warning the affected population. | |
| 3. Coordinate searches involving fires, personal injury and hazardous materials incidents. | |
| 4. Assist Law Enforcement in search and rescue operations. | |
| 5. Protect critical facilities and resources. | |
| 6. Designate a person to record the arrival and deployment of emergency personnel and equipment. | |
| 7. Assist Law Enforcement with evacuation, if needed. | |
| 8. Assist the City Public Works Department and Utilities with shutting down gas and electric services, if necessary. | |
| <p>Other responsibilities may include:</p> <ul style="list-style-type: none"> • The Incident Command Systems will be used at all incidents. • Assist with traffic control. • Assist with debris clearance. • If the County Emergency Operations Command is activated, establish and maintain contact with the person representing fire services. • If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments. | |

**ATTACHMENT E
PUBLIC WORKS/UTILITIES**

People Service Inc., and the Public Works Director are responsible for the public works activities in Elk Run Heights.

In the event of any major disaster, it shall be the responsibility of all Elk Run Heights contracted staff and department directors to notify the other utilities affected that there is a problem with their utility. These departments/companies will then repair any damage to their parts of the systems. Upon receiving the call, these utilities shall contact the superintendent of that utility when they arrive on the scene to determine the most critical areas.

The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

| ALL DEPARTMENTS |  |
|--|---|
| Ensure that all department personnel have been alerted and they report as the situation directs. | |
| Review the disaster situation with field personnel and report situation to the chief elected officials. | |
| If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations. | |
| Assist with urban search and rescue activities as may be requested. | |
| As necessary, establish a staging area for public works. | |
| Report public facility damage information to the Emergency Coordinator. | |

| DUTIES OF WATER / WASTEWATER SUPERINTENDENT |  |
|---|---|
| It is the duty of People Service Inc. to oversee the sewage treatment facility in order that it may be kept in as good a working order as possible under the circumstances. | |
| Repair and maintain the water supply. | |
| It may be necessary to enter into contracts with private contractors providing for the purchase and hauling of safe and sanitary drinking water. | |

| DUTIES OF PUBLIC WORKS DEPARTMENT | |  |
|---|--|---|
| It is the responsibility of the Elk Run Heights Public Works Department to clean and maintain passable city streets. | | |
| Communicate with the police and fire departments in order that they might effectively seal off an entire area. | | |
| If the County EOC is activated, establish and maintain contact with the County Highway Commissioner. | | |
| Notify the Iowa Highway Department of any state highways that are blocked. Further assistance can be obtained from the county engineers and private contractors. | | |
| Assist with traffic control and access to the affected area. | | |
| Maintain transportation routes & establish detour routings if necessary. | | |
| Coordinate with Law Enforcement travel restrictions/road closures within the City. | | |
| Ensure streets are open to high priority areas of the City. <i>North/South: Elk Run Road/Gilbertville Road East/West: Dubuque Road and Lafayette Road</i> | | |
| Make emergency repairs on streets, bridges, viaducts and other structures. | | |
| Coordinate with Emergency Operations Center for removal of trash, debris and other waste. | | |

| DUTIES OF MidAmerican Energy | |  |
|--|--|---|
| If emergency power is not available at this time, the emergency dispatch personnel and first responding line mechanics of MidAmerican Energy shall determine if an emergency condition exists. It may be necessary to enact water conservation and rationing programs until service can be restored. | | |
| Assist private utilities with the shutdown of gas and electric services. | | |
| Cut power to affected areas. | | |
| Remove electrical hazards such as downed power lines, transformers, etc. | | |

**ATTACHMENT F
RESOURCE MANAGEMENT**

The local government is responsible for providing administrative guidance concerning resource management and systems and utilizing volunteers. A list of resources available to the jurisdiction that may be utilized in an emergency operation is essential to effectively responding to and efficiently recovering from an incident. The Emergency Coordinator shall maintain a resource list as a separate document from the emergency operations plan.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

| EMERGENCY COORDINATOR - RESOURCE MANAGEMENT CHECKLIST |  |
|--|---|
| Serve as Resource Manager and shall be responsible for developing and maintaining a list of resources available to the City. | |
| Develop Standard Operating Guidelines for Resource Management. | |
| Upon notification of an emergency or disaster, the Emergency Coordinator will report to the Chief Elected Officer with the Resource Management Inventory. | |
| The Emergency Coordinator will implement resource management SOPs and provide overall coordination or resource management activities. | |
| The Emergency Coordinator will advise the Chief Elected Officer on the available resources to respond or recover from the incident. | |
| The Emergency Coordinator will coordinate with the Public Works Director staging resources. (Public Works Director is responsible for staging areas). Only those resources with potential for utilization will be retained in the staging areas. | |
| The Emergency Coordinator will be responsible for records for accounting of materials and supplies used and funds expended in support of emergency or disaster operations for possible reimbursement by the federal government—to be coordinated with the City Clerk | |
| The Emergency Coordinator will maintain contact with City departments to find out what assistance is necessary. | |

ATTACHMENT G
LAW ENFORCEMENT

The Evansdale Police Department is responsible for law enforcement activities in Elk Run Heights. Law enforcement shall have primary responsibility for the organizing and conducting standard search and rescue operations.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

| LAW ENFORCEMENT - TASKS |  |
|---|---|
| Ensure that all responding law enforcement staff have been notified and that they report as situation directs. | |
| Direct the designated law enforcement representative to report to a designated location where they are needed. | |
| Secure the affected area and perform traffic and crowd control. | |
| Participate in warning the public, as situation warrants. | |
| Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate. | |
| Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system. | |
| Report above information to appropriate law enforcement agencies responding for mutual aid. | |
| Establish a staging area in the city; designate a Command Post (if not previously designated); and establish initial command until relieved. | |
| If appropriate and if available, dispatch a communications vehicle to the scene of the disaster. | |
| Enforce curfew restrictions in the affected area. | |
| Coordinate the removal of vehicles blocking evacuation or other response activities. | |
| Assist the medical examiner with mortuary services. | |
| Assist the search and rescue activities. | |
| Anticipate your department's needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments. | |

ATTACHMENT H EVACUATION/SHELTER IN PLACE

The Mayor of Elk Run Heights is responsible for issuing evacuation orders in Elk Run Heights. However, the on-scene command authority can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety. Certain key organizational participants should be involved in this process including:

| | |
|----------------------------|--|
| Law enforcement | American Red Cross |
| Fire Departments/EMS | BHC Emergency Management Coordinator |
| Public Information Officer | Superintendent of the Waterloo Community School District |
| Utility Service Providers | |
| Black Hawk County Engineer | |

Shelter In-Place is recommended when the projected toxicity of the release does not justify evacuation or when there are risks and threats associated with the movement and evacuation of residents. In many circumstances, effective protection can be found in home or other facilities. If shelter in-place actions are to be implemented, announcements should be made using measures outlined in the public notification and warning section of these procedures. The person in charge or chief executive must decide which actions and recommendations will be implemented.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

| EVACUATION / SHELTER IN PLACE - TASKS |  |
|--|---|
| Consider precautionary evacuation for special needs populations; they require more time to evacuate. | |
| Before an evacuation is announced, make sure there is a place for them to go. Give adequate directions. | |
| Coordinate intentions to evacuate with law enforcement before announcing an evacuation order. Carrying out evacuation is the responsibility of the law enforcement. They may need to request adequate back-up. | |
| Coordinate evacuation order with Public Information Officer. | |
| Determine if assistance is needed to carry out the evacuation. Contact the County Emergency Management Coordinator for assistance. | |
| Provide for security of evacuated area. | |
| Encourage persons utilizing private vehicles to take persons without transportation whenever possible. | |
| Ensure transportation is provided. | |

| | |
|---|--|
| Coordinate sheltering for evacuees prior to evacuation. | |
|---|--|

ATTACHMENT I
MASS CARE

The American Red Cross will serve as the lead Human Services Coordinator in situations of Mass Care and is responsible for human services activities in coordination with the Black Hawk County Emergency Management Coordinator. The following tasks represent a checklist of actions to consider in this emergency or disaster situation:

| MASS CARE |  |
|---|---|
| Coordinate activities of city agencies (departments which provide human services type services). | |
| Coordinate with Red Cross in opening and managing shelters in the City. | |
| Provide food for emergency workers in the City. | |
| Work with the Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs. | |
| Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs. | |
| Arrange psychological counseling and crisis intervention for disaster victims. | |
| If the county EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Social Services. | |
| Designate several buildings in the town that may be used for mass care. | |

ATTACHMENT J
PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

The Medical Supervisor for the City of Waterloo Fire and Rescue will serve as the Public Health and Emergency Medical Services Liaison in Elk Run Heights and is responsible for public health and emergency medical services activities in Elk Run Heights. They will coordinate health services activities with a representative from the Black Hawk County Health Departments and the County Emergency Medical Services Officers.

The following tasks represent a checklist of actions to consider in an emergency or disaster situation:

| PUBLIC HEALTH / EMERGENCY MEDICAL SERVICES |  |
|---|---|
| Coordinate emergency medical care to victims (hospitals and ambulances). | |
| Assure that public health needs of disaster victims are met. | |
| Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics. | |
| Coordinate medical transportation for victims. | |
| Establish a staging area. | |

ATTACHMENT K BUSINESS PRESERVATION

I. Situation

- A. Essential administrative functions including municipal business, the delivery of public services and recordkeeping are performed at the Elk Run Heights City Hall.
- B. Should the City Hall become unusable due to fire, structural damage, hazardous material contamination or other conditions, essential records might be destroyed, and the City of Elk Run Heights would be unable to conduct city business and provide essential services to the public. This could result in community hardship particularly in the aftermath of a major emergency or disaster.
- C. City files and records are backed up by cloud storage.

II. Preparedness

- A. Alternate City Hall
 - 1. Elk Run Heights Street Department
 - 2. Faith Assembly of God Church
 - 3. First Security State Bank (Evansdale)
 - 4. Raymond City Hall (Raymond)

III. Response

- A. Mayor will notify key officials and the public that the City Hall has been relocated to one of the locations listed above.
- B. City Clerk will coordinate the relocation including:
 - 1. The emergency procurement of essential equipment and supplies.
 - 2. Recover and relocate backup copies of essential records.

IV. Recovery

- A. Mayor/City Clerk will coordinate damage assessment and reconstruction activities.

ATTACHMENT L

FLOOD EMERGENCY PROCEDURES

1. The Mayor/Mayor Pro-Tem shall notify Black Hawk County Emergency Management Agency of the flood emergency.
2. The Mayor or Mayor Pro-Tem (in the Mayor's absence) shall declare a flood emergency.
3. The City Clerk shall notify the Public Works Director of the flood emergency and instruct the Superintendent to coordinate delivery of sandbags and sand to the Street Shed.
4. The Public Works Director will be responsible for locating ladders and caution cones to assist with sandbagging volunteers.
5. Mayor/Mayor Pro-Tem and City Clerk will begin sand bagging preparations at the Street Shed, located at 310 High Street.
6. The Mayor/Mayor Pro-Tem shall appoint a PIO to contact the media/social media in reference to the declaration and to contact if sandbags are needed at a residence.
7. The City Clerk (or appointee by the Mayor/Mayor Pro-Tem) shall ensure all volunteers have signed-in prior to working and shall keep track of number of sandbags used as well as tons of sand.
8. The Evansdale Police Department shall be in charge of checking on residents that have lost power as well as their need for sandbags.
9. The Public Works Department shall be responsible for ensuring the City's water supply is safe from flood waters and shall notify the Mayor/Mayor Pro-Tem or City Clerk if sandbags are required.

ATTACHMENT M
CENTER FOR EMERGENCY OPERATIONS – ALERTING LIST

| ALERTING CHECKLIST | | | | |
|--|------------------------------|------------------------------|----------------------|--|
| Position | Name | Cell Number | Office Number | Email |
| Mayor | Lisa Smock | 319-290-6236 | 319-232-0020 | mayor@elkrunheights.com |
| Public Information Officer / Mayor Pro-Tem | Heather Sallis | 319-415-9040 | 319-232-0020 | heathers@elkrunheights.com |
| Emergency Coordinator | Julie Eastman | 319-429-8051 | 319-232-0020 | cityclerk@elkrunheights.com |
| Police Chief | Mike Dean | 319-239-8323 | 319-232-6682 | mdean@evansdalepd.org |
| Fire Chief | Pat Treloar | 319-610-2425 | 319-291-4460 | Fire.chief@waterloo-ia.org |
| City Clerk | Julie Eastman | 319-429-8051 | 319-232-0020 | cityclerk@elkrunheights.com |
| Black Hawk County Health Department | Jared Parmater | | 319-291-2413 | publichealth@blackhawkcounty.iowa.gov |
| Electric/Gas (MidAmerican) | MidAmerican Utilities | | 800-275-5743 | |
| Water / Wastewater Utility | PeopleService/Jordan Cooper | 319-300-5045 | 319-226-4829 | jcooper@peopleservice.com |
| Public Works Director / Streets & Sanitation | Tom James Courtney Knebel | 319-493-1055 319-464-0791 | 319-232-0020 | publicworks@elkrunheights.com |
| Building Inspector | Brian Wirtz | 319-493-0641 | 319-232-0020 | inspector@cityofevansdale.org |
| City Attorney | Heather Predergast | 319-234-4600 | 319-234-4600 | heather@neialaw.com |
| Black Hawk County Law Enforcement | Tony Thompson | | 319-291-2587 | tthompson@bhcsa.org |
| Co. Emergency Coordinator | Mindy Benson | 319-240-3404 | 319-291-4373 | mbenson@bhciaema.com |

**ATTACHMENT N
EMERGENCY TELEPHONE LISTING**

| EMERGENCY TELEPHONE LISTING | | | |
|--|-----------------------|--------------------|-------------------------|
| COMPANY / AGENCY | Name | Cell Number | Office Number |
| Co. Emergency Coordinator | Mindy Benson | 319-240-3404 | 319-291-4373 |
| Ambulance Service | Jason Hernandez | 319-240-4771 | 319-291-4460 |
| County Environmental Health (Hazardous Waste) | Jared Parmater | | 319-234-8115 |
| City Insurance Management | PDCM Insurance | | 319-234-8888 |
| Gas/Electrical Company | MidAmerican Utilities | | 800-275-5743 |
| Mercy One Medical Center | | | 319-272-8000 |
| Unity Point Health Hospital | | | 319-235-3941 |
| American Red Cross | | | 800-733-2767 |
| Salvation Army | | | 319-235-9358 |
| DNR | | | 515-725-8200 |
| National Response Center (EPA) | | | 800-484-8802 |
| Superintendent of Schools | Jane Lindaman | | 319-433-1800 ext. 10174 |

**ATTACHMENT O
EMERGENCY BUSINESS CONTACTS**

| TYPE | NAME | CONTACT | PHONE |
|----------------|---------------------------------------|---------------|--------------|
| TIRES | D&D Tire | Jason McMahon | 319-610-3225 |
| FUEL | Casey's General Store | | 319-232-6157 |
| | Road Ranger | | 815-315-0271 |
| DEBRIS REMOVAL | Black Hawk Waste Disposal | Heather | 319-232-4150 |
| TREE SERVICE | Steimel Tree Service, LLC | Keith Steimel | 319-215-7067 |
| | Planetary Tree Service | | 319-234-2563 |
| ELECTRICIANS | Ted Electric | | 319-269-7173 |
| | Henninger Electric | | 319-232-6373 |
| PLUMBER | Young Plumbing and Heating | | 319-234-4411 |
| | Dalton Plumbing, Heating, and Cooling | | 319-266-3513 |
| Other: | | | |
| Other: | | | |

ATTACHMENT P

DEFINITIONS OF EMERGENCY FUNCTIONS

1. **WARNING** – Receiving warning of an impending disaster or emergency situation and transmitting that warning both to key public officials and to the general public of the jurisdiction concerned.
2. **COMMUNICATIONS** – Anticipating emergency communication needs as well as providing communications during an emergency.
3. **DIRECTION AND CONTROL** – Key public officials (Mayor, Supervisors, City Manager, Emergency Management Coordinator, Sheriff, Police Chief, etc.) exercising overall coordination of emergency operations from the Emergency Operations Center.
4. **EMERGENCY OPERATIONS TEAM** – The functional organization that manages the Emergency Operations Center.
5. **EMERGENCY PUBLIC INFORMATION** – The systematic release of official information and guidance concerning a disaster to newspapers, radio and TV stations, and the general public.
6. **RESOURCE MANAGEMENT**—The effective allocation and coordinated utilization of all resources (manpower, equipment, facilities, and supplies) made available to a jurisdiction stricken by disaster.
7. **LAW ENFORCEMENT**—Enforcement of current laws/ordinances or emergency orders to limit access to the disaster area, protect property and lives, maintain order, and assist with other immediate emergency measures.
8. **FIRE SERVICES**—The emergency protection of lives and property from the results of a disaster, including but not limited to fires, building collapse, and other situations where fire departments have the trained personnel and/or equipment needed.
9. **SEARCH AND RESCUE**—The organized, systematic search and rescue of lives trapped or missing as a result of a disaster or emergency.
10. **EMERGENCY MEDICAL SERVICES**—All the emergency medical care procedures required from the onset of injury or disease until a patient is in an established medical care facility. This includes such things as triage (sorting of victims at the scene), emergency first aid, medical transportation, hospital care, and post-hospital outpatient care.
11. **EMERGENCY PUBLIC HEALTH AND MORTUARY SERVICES**—Health threatening problems arising from a disaster including such things as inspection of food and water supplies (public or private), sewage and waste disposal systems, public feeding and housing facilities, control of disease carriers, epidemic control, and the proper collections, identification, and disposition of the dead.
12. **UTILITIES RESTORATION**—The restoration of service with priorities to those with a critical need for emergency operations.
13. **EVACUATION AND MASS TRANSPORTATION**—The large-scale emergency evacuation of people, movement of injured, and transportation of supplies and equipment.
14. **DEBRIS REMOVAL**—The establishment of priorities and the removal of debris to 1) clear emergency routes, 2) aid in restorations of essential utilities, 3) gain access to isolated areas, and 4) remove potential health and safety hazards.
15. **DAMAGE ASSESSMENT**—Assessing: 1) the physical damage suffered in order to determine operational status and organize the disaster response, and 2) the monetary loss incurred as the basis for seeking a state or federal disaster declaration which could make the jurisdiction eligible for financial assistance.
16. **HUMAN SERVICES**—The social services activities, counseling, inquiry about persons, and the temporary feeding, clothing, and housing in situations not of a sufficient scope to justify activation of a mass care system.
17. **MASS CARE**—The registration, housing, feeding, clothing, and other essentials provided for a large number of people displaced from their homes by disaster.
18. **PUBLIC WORKS**—The flexible emergency response capability for engineering, construction, and repair and restoration of essential public facilities and services and provides for debris removal.
19. **PROTECTIVE SHELTER**—The provisions of appropriate shelter to protect people from the effects of a disaster.
20. **RADIOLOGICAL PROTECTION**—The detection, monitoring, and exposure control in emergency situations involving radioactive material.

ATTACHMENT Q

ACRONYMS

CP Command Post

EMD Emergency Management Division

EOP Emergency Operations Plan

EOT Emergency Operations Team

DNR Department of Natural Resources

EOC Emergency Operations Center

PIO Public Information Officer