



**ADEL CITY COUNCIL AGENDA**  
***Tuesday, July 11, 2023 at 6:00 PM***  
**Adel City Hall, 301 S 10th Street Adel, IA 50003**

**FULL AGENDA PACKET ACCESS** *To access the full Agenda Packet please visit [Agendas & Minutes \(adeliowa.org\)](https://www.adeliowa.org) and click on the link to the Agenda Packet for this meeting.*

**MAYORAL RECOGNITION**

- 1.a. Police Lieutenant Wade Book - 10 Years of Service
- 1.b. Parks Maintenance Supervisor Curtis Waddingham - 5 Years of Service
- 1.c. City Administrator Anthony Brown - 10 Years of Service

**PUBLIC HEARING**

- 2.a. Rezoning Lots 45 & 46 in Eagle Vista Plat 3 along HWY 6 from R-1 (High Density - Single Family Residential District) to C-3 (Highway Commercial District)

**COMMENTS FROM THE PUBLIC**

**CONSENT AGENDA**

- 4.a. Consider Approval of City Minutes Dated June 13, 2023
- 4.b. Consider Approval of June Bills and June 30, 2023 Treasurer's Report
- 4.c. Consider Approval of Sound Permit – Eagle Vista Drive Neighborhood Party – 25018 Eagle Vista Drive – Saturday, July 22, 2023
- 4.d. Consider Approval of Resolution No. 23-38, Amending Building Address Currently Recorded As 103 North 19th Street to 1820 Main Street
- 4.e. Consider Approval of Resolution No. 23-39, Authorizing the Execution of a Memorandum of Understanding Between The Iowa Department of Administrative Services and the City of Adel, Iowa for Participation in the Income Offset Program
- 4.f. Consider Approval Granting Permission to ADM Community School District to Discharge Fireworks at Home Football Games During the 2023 Season
- 4.g. Consider Approval of Special Class C Retail Alcohol License for Patrick's Restaurant - *Pending Dramshop Review*
- 4.h. Consider Approval of Class C Retail Alcohol License for The Main Street Adel Chamber of Commerce - Sweet Corn Festival - *Pending Dramshop Review*

**DEPARTMENT HEAD REPORT**

**OLD BUSINESS**

- 6.a. Consider Approval of Mayor Board and Commission Appointment: Historic Preservation Commission - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one man OR one woman*)


- 6.b. Consider Approval of Council Board and Commission Appointments: Board of Adjustment - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman*)
- 6.c. Consider Approval of Council Board and Commission Appointments: Planning & Zoning Commission - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman OR one man*)

## **NEW BUSINESS**

- 7.a. Consider Approval of Ordinance No. 393, Rezoning Lots 45 & 46 in Eagle Vista Plat 3 along HWY 6 from R-1 (High Density - Single Family Residential District) to C-3 (Highway Commercial District) - First Reading
- 7.b. Consider Approval of Resolution No. 23-40, Approving Preliminary Plat of Southbridge Plat 5
- 7.c. Consider Approval of Class C Retail Alcohol License for MJ's Hollywood
- 7.d. Consider Approval of Resolution No. 23-41, Approving Update to Section 3.4 Job Classification of the City of Adel Employee Handbook
- 7.e. Consider Approval of Pay Application No. 29 for the Adel Wastewater System Improvements 2019 Project - Wastewater Treatment Plant
- 7.f. Consider Approval of Resolution No. 23-42, Accepting Wastewater System Improvements, Wastewater Treatment Plant Improvements 2019
- 7.g. Possible Closed Session. The Council May Enter into Closed Session in Accordance with Section 21.5(1)(c), *to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation*, and Iowa Code Section 388.9(1), *to discuss utility pricing strategies or proprietary information if the utility's competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.*

## **OTHER BUSINESS**

## **ADJOURNMENT**



# *Certificate of Appreciation*

*presented to*


**Lt. Wade Book**

*in recognition of his 10 years of service to*

*The Citizens of Adel and  
The Adel Police Department*

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*James F. Peters, Mayor*



# *Certificate of Appreciation*

*presented to*

**Curtis Waddingham**


*in recognition of his 5 years of service to*

*The Citizens of Adel and  
The Parks & Recreation Department*

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*James F. Peters, Mayor*





# *Certificate of Appreciation*

*presented to*

**Anthony Brown**

*in recognition of his 10 years of service to*

*The Citizens of Adel and  
All City Departments*

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*James F. Peters, Mayor*

### **NOTICE OF PUBLIC HEARING**

PUBLIC NOTICE is hereby given that the Council of the City of Adel, Iowa, will hold a public hearing on Tuesday, July 11, 2023, at 6:00 PM, in the Council Chambers, Adel City Hall, 301 S. 10<sup>th</sup> Street, Adel, Iowa, regarding a proposed ordinance amending the zoning for the Parcel 1134104001 and 1134226001 located south of Highway 6 from R-1 (Single Family Residential District) to C-3 (Highway Commercial District). A copy of the proposed ordinance may be viewed at City Hall, 301 S. 10<sup>th</sup> Street, Adel, IA during business hours of Monday – Thursday 7:30 a.m. to 4:30 p.m. and Friday 7:30 a.m. to 12:00 p.m.

Legal description for the portion being considered is as follows:

LOTS 45 AND 46, EAGLE VISTA PLAT 3, AN OFFICIAL PLAT IN THE CITY OF ADEL,  
DALLAS COUNTY, IOWA.  
PROPERTY CONTAINS 7.21 ACRES (314,101 SQUARE FEET).

PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

At the above meeting, the Council shall receive oral or written objections from any resident or property owner of the City, to the above action. After all objections have been received and considered, the Council will, at this meeting or at any adjournment thereof, take additional action for the authorization of said ordinance described above or will abandon the proposal.

This Notice is given by order of the Council of the City of Adel, Iowa, pursuant to Section 362.3 and 414.4 of the Code of Iowa.

Dated this 29<sup>th</sup> day of June, 2023.

Carrie Erickson  
City Clerk, Adel, Iowa

**Adel City Council**  
**June 13, 2023 - Meeting Minutes**

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, June 13, 2023. At 6:00 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, McAdon, Miller, Selby, and Ockerman.

Staff Present: Finance Director Sandquist, City Clerk Erickson, City Attorney Stone, Public Works Director Overton, Library Director Jayne, Public Services Librarian Osborn, Library Assistant Osborn, Police Chief Shepherd, and Parks and Recreation Director Schenck.

**MAYORAL RECOGNITION**

- 1.a. Public Services Librarian Olivia Osborn - 5 Years of Service

**PUBLIC HEARING**

- 2.a. Rezoning Lots 45 & 46 in Eagle Vista Plat 3 along HWY 6 from R-1 (High Density - Single Family Residential District) to C-3 (Highway Commercial District)

**City Attorney Stone shared that staff is recommending that this public hearing be rescheduled to July because of incorrect legal description on the public hearing notice.**

**Motion by Christensen, seconded by Miller, to continue this item on to the July 11<sup>th</sup>, 2023 City Council meeting.**

**Roll: Ayes - Unanimous. Motion Carried.**

**COMMENTS FROM THE PUBLIC**

- 3.a. HIRTA Presentation - Brooke Ramsey

**Brooke Ramsey, HIRTA's Business Development Manager, spoke on the importance and merit of HIRTA transit services.**

**CONSENT AGENDA**

- 4.a. Consider Approval of City Minutes Dated May 9, 2023

- 4.b. Consider Approval of 2023/2024 Cigarette Permits - Family Dollar

- 4.c. Consider Approval of Class C Retail Alcohol License for Country Lane Lodge - *Pending Dramshop Review*

- 4.d. Consider Approval of Funds Spent on Flower Arrangement for Former City Council Member Jon McAvoy's Wife's Funeral

*In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on August 9, 2022, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Sherryl McAvoy, who passed away May 17, 2023. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.*

- 4.e. Consider Approval of Funds Spent on Flower Arrangement for Chamber of Commerce Director Deb Bengtson's Father's Funeral

*In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on August 9, 2022, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Bob Mendenhall, who passed away May 13, 2023. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.*

- 4.f. Consider Approval of Request for Mobile Food Units to Operate on City Property locations: Kinnick Feller Park on Friday, June 23rd and Saturday, June 24th; Adel Aquatic Center on Friday, June 30th and Friday, July 7th; and Island Park on Friday, July 28th - *Pending Approval of Mobile Food Unit Permits for Each Vendor*

- 4.g. Consider Approval of Probationary Firefighters Michelle Boles and Brandi Bever to the Adel Fire Department (*Pending Drug Test Results*)

- 4.h. Consider Approval of Special Event – Restoration Church – Stranger Than Fiction Concert – Community Stage and Pavilion (10th & Main) – July 7, 2023
- 4.i. Consider Approval of Sound Permit – Restoration Church – Stranger Than Fiction Concert – Community Stage and Pavilion (10th & Main) – July 7, 2023
- 4.j. Consider Approval of Resolution No. 23-34, Approving Road Closure for Adel Kiwanis Bounce House Night on Tuesday, June 20th, 2023
- 4.k. Consider Approval of Special Event - Live @ the Lodge - Country Lane Lodge - Wednesdays June-August
- 4.l. Consider Approval of City of Adel Sponsorship (up to \$500.00) of a Hole for the Greater Dallas County Development Alliance Golf Tournament  
**Motion by Ockerman, seconded by McAdon, to approve the Consent Agenda.**  
**Roll: Ayes - Unanimous. Motion Carried.**

## **OLD BUSINESS**

- 6.a. Consider Approval of Ordinance No. 390, Amending Sewer Rates (Second Reading)  
**Motion by Ockerman, seconded by Miller, to approve the second reading of Ordinance No. 390.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Christensen, seconded by McAdon, to waive the 3<sup>rd</sup> reading and adopt Ordinance No. 390.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.b. Consider Approval of Ordinance No. 391, Amending Water Rates (Second Reading)  
**Motion by Selby, seconded by Miller, to approve the second reading of Ordinance No. 391.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Ockerman, seconded by Christensen, to waive the 3<sup>rd</sup> reading and adopt Ordinance No. 391.**  
**Roll: Ayes - Unanimous. Motion Carried.**

## **NEW BUSINESS**

- 7.a. Consider Approval of Resolution No. 23-35, Setting the FY2023-2024 Fees for Services  
**Motion by Selby, seconded by McAdon, to approve Resolution No. 23-35.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.b. Consider Approval of May Bills and May 31, 2023 Treasurer's Report  
**Motion by Christensen, seconded by McAdon, to approve May Bills and May 31, 2023 Treasurer's Report.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.c. Consider Approval of Ordinance No. 392, Amending Chapter 122, Peddlers, Solicitors and Transient Merchants for the Purpose of Adding Regulations Regarding Mobile Food Units - First Reading  
**Motion by Miller, seconded by Selby, to approve the first reading of Ordinance No. 392.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Ockerman, seconded by Selby, to waive the second and third readings and adopt Ordinance No. 392.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.d. Consider Approval of Ordinance No. 393, Rezoning Lots 45 & 46 in Eagle Vista Plat 3 along HWY 6 from R-1 (High Density - Single Family Residential District) to C-3 (Highway Commercial District) - First Reading  
**This item was deferred during the public hearing section of the meeting.**

- 7.e. Consider Approval of Ordinance No. 394, Repealing and Replacing Chapter 120, Pertaining to Liquor Licensing, to Make the City Code Consistent with Recent Changes in the Iowa Code - First Reading  
**Motion by Christensen, seconded by Miller, to approve the first reading of Ordinance No. 394.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- Motion by Christensen, seconded by Selby, to waive the second and third readings and adopt Ordinance No. 394.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.f. Consider Approval of Special Class C Retail Alcohol License 5 Day Permit for WW Food Truck Tour - Location: 1800 S 15th St (Adel Aquatic Center) - *Pending Dramshop Review*  
**The Council asked for Parks & Recreation staff to provide additional information about the event before considering approval.**  
**Motion by Christensen, seconded by Selby, to postpone consideration of approval to the July 11<sup>th</sup>, 2023 City Council meeting.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.g. Consider Approval of Resolution No. 23-36, Approving McClure Engineering Contract for Baileys Grove Channel Stabilization Study  
**Motion by Christensen, seconded by Selby, to approve Resolution No. 23-36.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.h. Consider Approval Resolution No. 23-37, Update to 2.04.01 Travel Policy  
**Motion by Selby, seconded by Miller, to approve Resolution No. 23-37.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.i. Consider Approval of Mayor Board and Commission Appointment: Library Board Vacancy (term ending July 1, 2024) - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman OR one man*)  
**Motion by Selby, seconded by Miller, to approve the mayor's appointment of Liesl Chaplin.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.j. Consider Approval of Mayor Board and Commission Appointments: Parks & Recreation Board - Three Openings (*Iowa Code 69.16A - Gender Balance requires the appointment of two women and one man OR three women*)  
**Motion by Ockerman, seconded by Selby, to approve the mayor's appointment of Jeremy Brancheau, Patricia Ehrenfried, and Robin Todd.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.k. Consider Approval of Council Board and Commission Appointments: Planning & Zoning Commission - Two Openings (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman and one man OR two men*)  
**Motion by Christensen, seconded by Miller, to approve the Council's appointment of Jonathan Fokken.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.l. Consider Approval of Mayor Board and Commission Appointment: Historic Preservation Commission - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one man OR one woman*)  
**There were no applications received. The vacancy will remain open until filled.**
- 7.m. Consider Approval of Council Board and Commission Appointments: Board of Adjustment - Two Openings (*Iowa Code 69.16A - Gender Balance requires the appointment of two women*)  
**Motion by Christensen, seconded by Selby, to approve the Council's appointment of Karen Daniel.**  
**Roll: Ayes - Unanimous. Motion Carried.**

**OTHER BUSINESS**

1. Council Member Ockerman mentioned that Dallas County Sheriff's Office will be taking over Perry's 911 calls and dispatch.
2. Council Member Ockerman also mentioned that the Emergency Management Commission has made an offer for a specialist and hired a replacement; made an offer for a second position and was turned down.

**ADJOURNMENT**

Meeting was adjourned at 6:44 p.m

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James F. Peters, Mayor

Attest: \_\_\_\_\_

Carrie Erickson, City Clerk

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3E- Generator Division	6/28/23	3E- Generator Division	GENERAL FUND	Police Department	489.07
				TOTAL:	489.07
ACCO	6/29/23	CALCUIM FLAKES & SODIUM BI	GENERAL FUND	Pool	297.75
	6/29/23	PAINT FOR POOL	GENERAL FUND	Pool	502.85
				TOTAL:	800.60
ASSURITY LIFE INSURANCE COMPANY	6/20/23	PY - ASSURITY PRE TAX	GENERAL FUND	NON-DEPARTMENTAL	20.22
	7/05/23	PY - ASSURITY PRE TAX	GENERAL FUND	NON-DEPARTMENTAL	20.22
	6/20/23	PY - ASSURITY AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	32.09
	7/05/23	PY - ASSURITY AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	32.09
	6/20/23	PY - ASSURITY AFTER TAX	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.62
	7/05/23	PY - ASSURITY AFTER TAX	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.62
				TOTAL:	113.86
Adel Tire & Service	6/29/23	BATTERY & BRAKE LINE PARK	GENERAL FUND	Parks	378.50
	6/29/23	BATTERY FOR WTR TRUCK	WATER UTILITY	Water	195.00
				TOTAL:	573.50
Adel Auto Parts	6/28/23	MAY 2023 PURCHASES	GENERAL FUND	Police Department	8.76
	6/28/23	MAY 2023 PURCHASES	WATER UTILITY	Water	92.16
	6/28/23	MAY 2023 PURCHASES	SEWER UTILITY FUND	Sewer	105.64
	6/28/23	MAY 2023 PURCHASES	SEWER UTILITY FUND	Sewer	200.07
				TOTAL:	406.63
Ahlers & Cooney, P.C.	6/28/23	LABOR & EMPLOYMENT SEM	GENERAL FUND	Finance	150.00
	6/30/23	PERSONNEL	GENERAL FUND	Finance	57.00
	6/29/23	ORTONVILLE V CITY	GENERAL FUND	Finance	792.00
	7/07/23	PROF SRV	GENERAL FUND	Finance	739.12
	7/07/23	PROF SRV	GENERAL FUND	Zoning/Compliance/Perm	1,008.66
	7/07/23	PROF SRV	STORM WATER UTILIT	STORM WATER UTILITY	248.62
				TOTAL:	2,995.40
Alley Auto Sales	6/28/23	OIL & FILTER #2 & #5	GENERAL FUND	Police Department	99.90
				TOTAL:	99.90
Amazon	7/07/23	PROGRAMMNG SUPPLIES	GENERAL FUND	Library	54.70
	7/07/23	BARCODE LABELS	GENERAL FUND	Library	28.73
	7/07/23	OFFICE SUPPLIES	GENERAL FUND	Library	275.10
	7/07/23	BOOKS	GENERAL FUND	Library	330.57
	7/07/23	GREASE@ SEWER PLANT	SEWER UTILITY FUND	Sewer	152.50
	7/07/23	SR PRIZES	FRIENDS/FOUNDATION	Library	133.90
				TOTAL:	975.50
American Express	6/30/23	June '23 CC Fees	GENERAL FUND	Finance	24.00
				TOTAL:	24.00
American Red Cross	6/29/23	LEARN TO SWIM FACILITY FEE	GENERAL FUND	Pool	300.00
				TOTAL:	300.00
Ardick Equipment Co, Inc	6/28/23	SIGNS	ROAD USE TAX	Road Use Tax	994.50
				TOTAL:	994.50
Arnold Motor Supply	6/29/23	JUNE 2023 PURCHASES	ROAD USE TAX	Road Use Tax	98.56
				TOTAL:	98.56

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Atlantic Bottling Co.	6/29/23	BEVERAGES FOR POOL	GENERAL FUND	Pool	454.07
				TOTAL:	454.07
Austin Baumhover	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	15.00
				TOTAL:	15.00
Authentic Gateway	6/30/23	Authentic Gateway	GENERAL FUND	Recreation	12.55
				TOTAL:	12.55
BankCard	6/30/23	June '23 CC Fees	GENERAL FUND	Recreation	1,442.31
				TOTAL:	1,442.31
Base	7/07/23	AUG 2023 FLEX	ROAD USE TAX	Road Use Tax	2.70
	6/30/23	June '23 HRA & Flex Reimb	TRUST AND AGENCY	General Government	5,891.21
	6/30/23	June '23 HRA & Flex Reimb	TRUST AND AGENCY	General Government	1,488.74
	6/30/23	June '23 HRA & Flex Reimb	TRUST AND AGENCY	General Government	279.83
	7/07/23	AUG 2023 HRA	TRUST AND AGENCY	General Government	99.16
	7/07/23	AUG 2023 FLEX	TRUST AND AGENCY	General Government	16.50
	6/30/23	June '23 HRA & Flex Reimb	WATER UTILITY	Water	570.40
	7/07/23	AUG 2023 HRA	WATER UTILITY	Water	17.42
	7/07/23	AUG 2023 FLEX	WATER UTILITY	Water	4.80
	6/30/23	June '23 HRA & Flex Reimb	SEWER UTILITY FUND	Sewer	302.10
	7/07/23	AUG 2023 HRA	SEWER UTILITY FUND	Sewer	16.08
	7/07/23	AUG 2023 FLEX	SEWER UTILITY FUND	Sewer	5.70
	6/30/23	June '23 HRA & Flex Reimb	STORM WATER UTILIT	STORM WATER UTILITY	31.43
	7/07/23	AUG 2023 HRA	STORM WATER UTILIT	STORM WATER UTILITY	1.34
	7/07/23	AUG 2023 FLEX	STORM WATER UTILIT	STORM WATER UTILITY	0.30
				TOTAL:	8,727.71
Blank Park Zoo	6/28/23	ANNUAL MEMBERSHIP FOR ADV	GENERAL FUND	Library	250.00
				TOTAL:	250.00
Book System Inc	7/07/23	ANNUAL CONTRACT	GENERAL FUND	Library	1,990.00
				TOTAL:	1,990.00
Bryce Deeth	6/29/23	MEALS @ CIT TRAINING	GENERAL FUND	Police Department	62.96
				TOTAL:	62.96
C & C Lawn Services, LLC	6/29/23	CHEMICAL LAWN TREATMENT	GENERAL FUND	Parks	200.00
	6/29/23	CHEMICAL LAWN TREATMENT	GENERAL FUND	Cemetery	1,270.00
	6/29/23	CHEMICAL LAWN TREATMENT	GENERAL FUND	Recreation	954.00
				TOTAL:	2,424.00
CAMS	7/07/23	JULY 2023 CLEANING @ WTP	WATER UTILITY	Water	500.00
				TOTAL:	500.00
CIRTPA	7/07/23	FY 24 ASSESSMENT	ROAD USE TAX	Road Use Tax	1,046.00
				TOTAL:	1,046.00
CITY OF ADEL (FLEX SPENDING ACCOUNTS)	6/20/23	PY-FLEX SPENDING W/H	GENERAL FUND	NON-DEPARTMENTAL	117.76
	7/05/23	PY-FLEX SPENDING W/H	GENERAL FUND	NON-DEPARTMENTAL	117.76
	6/20/23	PY-DCAP W/H	GENERAL FUND	NON-DEPARTMENTAL	109.76
	7/05/23	PY-DCAP W/H	GENERAL FUND	NON-DEPARTMENTAL	109.76
	6/20/23	PY-FLEX SPENDING W/H	ROAD USE TAX	NON-DEPARTMENTAL	22.39
	7/05/23	PY-FLEX SPENDING W/H	ROAD USE TAX	NON-DEPARTMENTAL	22.39
	6/20/23	PY-DCAP W/H	ROAD USE TAX	NON-DEPARTMENTAL	20.80



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/05/23	PY-DCAP W/H	ROAD USE TAX	NON-DEPARTMENTAL	20.80
	6/20/23	PY-FLEX SPENDING W/H	WATER UTILITY	NON-DEPARTMENTAL	31.85
	7/05/23	PY-FLEX SPENDING W/H	WATER UTILITY	NON-DEPARTMENTAL	31.85
	6/20/23	PY-DCAP W/H	WATER UTILITY	NON-DEPARTMENTAL	31.20
	7/05/23	PY-DCAP W/H	WATER UTILITY	NON-DEPARTMENTAL	31.20
	6/20/23	PY-FLEX SPENDING W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	55.82
	7/05/23	PY-FLEX SPENDING W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	55.82
	6/20/23	PY-DCAP W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	31.20
	7/05/23	PY-DCAP W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	31.20
	6/20/23	PY-FLEX SPENDING W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	2.39
	7/05/23	PY-FLEX SPENDING W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	2.39
	6/20/23	PY-DCAP W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	1.04
	7/05/23	PY-DCAP W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	1.04
			TOTAL:		848.42
CK McGinley	6/28/23	ROOF RESTORE & COAT	GENERAL FUND	Police Department	18,800.00
			TOTAL:		18,800.00
Cael Stanford	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	135.00
			TOTAL:		135.00
Calcana USA LTD	6/28/23	PARTS FOR HEATER @SHOP	ROAD USE TAX	Road Use Tax	1,470.00
			TOTAL:		1,470.00
Capital City Equipment Co	6/28/23	MUFFLER COVER, THROTTLE LE	GENERAL FUND	Parks	323.77
	6/28/23	PARTS FOR MOWER & SKID LOA	ROAD USE TAX	Road Use Tax	400.81
			TOTAL:		724.58
Capital Sanitary Supply	6/28/23	PAPER TOWELS & GLOVES	GENERAL FUND	Parks	360.98
	6/29/23	SANI- SAC @ POOL	GENERAL FUND	Pool	40.00
			TOTAL:		400.98
Carrie Erickson	6/16/23	2 CANON SCANNERS	GENERAL FUND	Parks	87.86
	6/16/23	2 CANON SCANNERS	GENERAL FUND	Recreation	87.86
	6/16/23	2 CANON SCANNERS	GENERAL FUND	Finance	87.86
	6/16/23	2 CANON SCANNERS	GENERAL FUND	Zoning/Compliance/Perm	87.86
	6/16/23	2 CANON SCANNERS	ROAD USE TAX	Road Use Tax	87.85
	6/16/23	2 CANON SCANNERS	WATER UTILITY	Water	87.85
	6/16/23	2 CANON SCANNERS	SEWER UTILITY FUND	Sewer	87.85
			TOTAL:		614.99
CemSites	7/07/23	CEMETERY SOFTWARE	GENERAL FUND	Cemetery	11,200.00
			TOTAL:		11,200.00
CenturyLink	6/30/23	PHONE SRV 6/19-7/18	WATER UTILITY	Water	80.11
			TOTAL:		80.11
Chase Freemyer	6/29/23	PURCHASE ON PERS. CARD @ FL	SEWER UTILITY FUND	Sewer	12.80
			TOTAL:		12.80
Christian Printers	7/07/23	JULY 2023 FOLD INSERT & MA	WATER UTILITY	Water	1,059.34
	7/07/23	JULY 2023 FOLD INSERT & MA	SEWER UTILITY FUND	Sewer	1,059.34
			TOTAL:		2,118.68
Cintas Corporation	6/28/23	AED BATTERIES & PADS	GENERAL FUND	Pool	381.83
			TOTAL:		381.83

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Cole Darling	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Collections Services Center	6/20/23	CHILD SUPPORT W/H	ROAD USE TAX	NON-DEPARTMENTAL	206.10
	7/05/23	CHILD SUPPORT W/H	ROAD USE TAX	NON-DEPARTMENTAL	206.10
	6/20/23	CHILD SUPPORT W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	22.90
	7/05/23	CHILD SUPPORT W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	22.90
				TOTAL:	458.00
Core & Main LP	6/28/23	TEST	WATER UTILITY	Water	119.65
	6/28/23	LINE MAINT	WATER UTILITY	Water	94.00
				TOTAL:	213.65
Core-Mark Midcontinent, Inc.	6/29/23	FOOD @ AQUATIC CENTER	GENERAL FUND	Pool	3,837.92
	7/07/23	FOOD @ POOL	GENERAL FUND	Pool	1,253.63
				TOTAL:	5,091.55
Created in Johnston Inc	6/23/23	Fountain for Musuem	GENERAL FUND	Museum	751.00
				TOTAL:	751.00
Crexendo	7/07/23	PHONE SYS	GENERAL FUND	Library	218.84
				TOTAL:	218.84
Culligan	7/07/23	WATER COOLER RENTAL	GENERAL FUND	Library	23.39
				TOTAL:	23.39
Curtis Waddingham	6/30/23	RMBRS FOR GENERATOR RENT	GENERAL FUND	Parks	107.00
				TOTAL:	107.00
Dallas County Data	6/29/23	SRV CALL & WIFI ADAPTER	GENERAL FUND	Pool	136.94
				TOTAL:	136.94
Dallas County Treasurer	7/07/23	PARKING TICKETS DOT FEE	GENERAL FUND	Police Department	5.00
	6/30/23	ROCKS FOR OLD PORTLAND	ROAD USE TAX	Road Use Tax	2,670.98
				TOTAL:	2,675.98
Danko Emergency Equipment	6/29/23	FIRE GEAR	GENERAL FUND	Fire Department	4,822.00
	6/29/23	FIRE GLOVES & BOOTS	GENERAL FUND	Fire Department	6,693.50
				TOTAL:	11,515.50
Delta Dental Plan of Iowa	6/20/23	PY-INSURANCE PREMIUM DELTA	GENERAL FUND	NON-DEPARTMENTAL	161.45
	7/05/23	PY-INSURANCE PREMIUM DELTA	GENERAL FUND	NON-DEPARTMENTAL	179.80
	6/20/23	PY-INSURANCE PREMIUM DELTA	ROAD USE TAX	NON-DEPARTMENTAL	22.65
	7/05/23	PY-INSURANCE PREMIUM DELTA	ROAD USE TAX	NON-DEPARTMENTAL	22.65
	6/28/23	JULY 2023 DENTAL PREMIUMS	ROAD USE TAX	Road Use Tax	290.60
	6/28/23	JULY 2023 DENTAL PREMIUMS	TRUST AND AGENCY	General Government	1,245.43
	6/20/23	PY-INSURANCE PREMIUM DELTA	WATER UTILITY	NON-DEPARTMENTAL	18.70
	7/05/23	PY-INSURANCE PREMIUM DELTA	WATER UTILITY	NON-DEPARTMENTAL	18.70
	6/28/23	JULY 2023 DENTAL PREMIUMS	WATER UTILITY	Water	228.33
	6/20/23	PY-INSURANCE PREMIUM DELTA	SEWER UTILITY FUND	NON-DEPARTMENTAL	14.65
	7/05/23	PY-INSURANCE PREMIUM DELTA	SEWER UTILITY FUND	NON-DEPARTMENTAL	14.65
	6/28/23	JULY 2023 DENTAL PREMIUMS	SEWER UTILITY FUND	Sewer	269.84
	6/20/23	PY-INSURANCE PREMIUM DELTA	STORM WATER UTILIT	NON-DEPARTMENTAL	2.51
	7/05/23	PY-INSURANCE PREMIUM DELTA	STORM WATER UTILIT	NON-DEPARTMENTAL	2.51
	6/28/23	JULY 2023 DENTAL PREMIUMS	STORM WATER UTILIT	STORM WATER UTILITY	41.52
				TOTAL:	2,533.99

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Delta Dental of Iowa (Vision)	6/20/23	PY-INSURANCE PREMIUM VISIO	GENERAL FUND	NON-DEPARTMENTAL	13.25
	7/05/23	PY-INSURANCE PREMIUM VISIO	GENERAL FUND	NON-DEPARTMENTAL	14.50
	6/20/23	PY-INSURANCE PREMIUM VISIO	ROAD USE TAX	NON-DEPARTMENTAL	0.25
	7/05/23	PY-INSURANCE PREMIUM VISIO	ROAD USE TAX	NON-DEPARTMENTAL	0.25
	6/20/23	PY-INSURANCE PREMIUM VISIO	WATER UTILITY	NON-DEPARTMENTAL	1.75
	7/05/23	PY-INSURANCE PREMIUM VISIO	WATER UTILITY	NON-DEPARTMENTAL	1.75
	6/20/23	PY-INSURANCE PREMIUM VISIO	SEWER UTILITY FUND	NON-DEPARTMENTAL	0.90
	7/05/23	PY-INSURANCE PREMIUM VISIO	SEWER UTILITY FUND	NON-DEPARTMENTAL	0.90
	6/20/23	PY-INSURANCE PREMIUM VISIO	STORM WATER UTILIT	NON-DEPARTMENTAL	0.02
	7/05/23	PY-INSURANCE PREMIUM VISIO	STORM WATER UTILIT	NON-DEPARTMENTAL	0.02
				TOTAL:	33.59
Environmental Resource Associates	6/29/23	WASTEWATER PH	SEWER UTILITY FUND	Sewer	200.83
				TOTAL:	200.83
Ethan Uglam	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	45.00
				TOTAL:	45.00
Fareway Stores #124	6/29/23	BOTTLE WTR @ FD	GENERAL FUND	Fire Department	19.96
	6/28/23	CONCESSION SUPPLIES	GENERAL FUND	Pool	113.30
	6/28/23	CONCESSION SUPPLIES	GENERAL FUND	Pool	22.12
	7/07/23	JUNE PURCHASES	GENERAL FUND	Pool	63.80
	7/07/23	JUNE PURCHASES	GENERAL FUND	Pool	119.84
	6/28/23	CONCESSION SUPPLIES	GENERAL FUND	Recreation	320.19
	7/07/23	JUNE PURCHASES	GENERAL FUND	Recreation	383.04
				TOTAL:	1,042.25
Feld Fire Equip. Co.	6/28/23	NEW FIRE HOSE	GENERAL FUND	Fire Department	10,000.00
	6/28/23	NEW FIRE HOSE	GENERAL FUND	Fire Department	1,529.04
				TOTAL:	11,529.04
Fuller Petroleum Service	7/07/23	JUNE 2023 FUEL & DIESEL	GENERAL FUND	Police Department	1,599.07
	7/07/23	JUNE 2023 FUEL & DIESEL	GENERAL FUND	Fire Department	73.69
	7/07/23	JUNE 2023 FUEL & DIESEL	GENERAL FUND	Parks	536.81
	7/07/23	JUNE 2023 FUEL & DIESEL	GENERAL FUND	Parks	571.10
	7/07/23	JUNE 2023 FUEL & DIESEL	GENERAL FUND	Recreation	118.01
	7/07/23	JUNE 2023 FUEL & DIESEL	GENERAL FUND	Zoning/Compliance/Perm	120.00
	7/07/23	JUNE 2023 FUEL & DIESEL	ROAD USE TAX	Road Use Tax	1,108.00
	7/07/23	JUNE 2023 FUEL & DIESEL	ROAD USE TAX	Road Use Tax	571.09
	7/07/23	JUNE 2023 FUEL & DIESEL	WATER UTILITY	Water	571.19
	7/07/23	JUNE 2023 FUEL & DIESEL	WATER UTILITY	Water	571.10
	7/07/23	JUNE 2023 FUEL & DIESEL	SEWER UTILITY FUND	Sewer	469.10
	7/07/23	JUNE 2023 FUEL & DIESEL	SEWER UTILITY FUND	Sewer	571.09
	7/07/23	JUNE 2023 FUEL & DIESEL	STORM WATER UTILIT	STORM WATER UTILITY	571.09
				TOTAL:	7,451.34
Grayson Sutter	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Greater Dallas County Development Alli	6/20/23	GOLF SPONSORSHIP	GENERAL FUND	Finance	500.00
				TOTAL:	500.00
Hawkins Inc.	6/28/23	CHEMICALS	WATER UTILITY	Water	809.97
	6/28/23	CHEMICALS	WATER UTILITY	Water	1,084.20
				TOTAL:	1,894.17

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
Holt Plumbing and Heating	6/28/23	DIAG & ROOF REPAIR	GENERAL FUND	Police Department	538.69_
				TOTAL:	538.69_
Hotsy Cleaning Systems Inc.	6/28/23	CARWASH SOAP	GENERAL FUND	Police Department	53.16
	6/28/23	CARWASH SOAP	GENERAL FUND	Parks	53.16
	6/28/23	CARWASH SOAP	ROAD USE TAX	Road Use Tax	53.17
	6/28/23	CARWASH SOAP	WATER UTILITY	Water	53.17
	6/28/23	CARWASH SOAP	SEWER UTILITY FUND	Sewer	53.17
	6/28/23	CARWASH SOAP	STORM WATER UTILIT	STORM WATER UTILITY	53.17_
				TOTAL:	319.00_
House Works	7/07/23	JANITORIAL	GENERAL FUND	Library	1,060.00_
				TOTAL:	1,060.00_
Hudson Shull	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	45.00_
				TOTAL:	45.00_
IOWA RETIREMENT INVESTORS' CLUB (RIC)	6/20/23	RIC PRETAX CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	200.00
	7/05/23	RIC PRETAX CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	200.00
	6/20/23	RIC ROTH CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	331.32
	7/05/23	RIC ROTH CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	331.32
	6/20/23	RIC ROTH CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	243.50
	7/05/23	RIC ROTH CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	243.50
	6/20/23	RIC ROTH CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	365.25
	7/05/23	RIC ROTH CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	365.25
	6/20/23	RIC ROTH CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	365.25
	7/05/23	RIC ROTH CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	365.25
	6/20/23	RIC ROTH % CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	338.27
	7/05/23	RIC ROTH % CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	352.49
	6/20/23	RIC ROTH CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	12.18
	7/05/23	RIC ROTH CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	12.18_
				TOTAL:	3,725.76_
IPERS	6/20/23	PY-IPERS REG	GENERAL FUND	NON-DEPARTMENTAL	1,798.72
	7/05/23	PY-IPERS REG	GENERAL FUND	NON-DEPARTMENTAL	1,842.58
	6/20/23	PY-POLICE IPERS	GENERAL FUND	NON-DEPARTMENTAL	1,813.81
	7/05/23	PY-POLICE IPERS	GENERAL FUND	NON-DEPARTMENTAL	1,807.77
	6/20/23	PY-IPERS REG	ROAD USE TAX	NON-DEPARTMENTAL	573.66
	7/05/23	PY-IPERS REG	ROAD USE TAX	NON-DEPARTMENTAL	609.57
	6/20/23	PY-IPERS REG	ROAD USE TAX	Road Use Tax	860.95
	7/05/23	PY-IPERS REG	ROAD USE TAX	Road Use Tax	914.83
	6/20/23	PY-IPERS REG	TRUST AND AGENCY	General Government	2,699.45
	7/05/23	PY-IPERS REG	TRUST AND AGENCY	General Government	2,765.41
	6/20/23	PY-POLICE IPERS	TRUST AND AGENCY	General Government	2,719.26
	7/05/23	PY-POLICE IPERS	TRUST AND AGENCY	General Government	2,710.21
	6/20/23	PY-IPERS REG	WATER UTILITY	NON-DEPARTMENTAL	777.75
	7/05/23	PY-IPERS REG	WATER UTILITY	NON-DEPARTMENTAL	831.09
	6/20/23	PY-IPERS REG	WATER UTILITY	Water	1,167.26
	7/05/23	PY-IPERS REG	WATER UTILITY	Water	1,247.29
	6/20/23	PY-IPERS REG	SEWER UTILITY FUND	NON-DEPARTMENTAL	852.10
	7/05/23	PY-IPERS REG	SEWER UTILITY FUND	NON-DEPARTMENTAL	899.39
	6/20/23	PY-IPERS REG	SEWER UTILITY FUND	Sewer	1,278.82
	7/05/23	PY-IPERS REG	SEWER UTILITY FUND	Sewer	1,349.78
	6/20/23	PY-IPERS REG	STORM WATER UTILIT	NON-DEPARTMENTAL	57.81
	7/05/23	PY-IPERS REG	STORM WATER UTILIT	NON-DEPARTMENTAL	61.02
	6/20/23	PY-IPERS REG	STORM WATER UTILIT	STORM WATER UTILITY	86.79

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/05/23	PY-IPERS REG	STORM WATER UTILIT	STORM WATER UTILITY	91.57
				TOTAL:	29,816.89
Infomax Office Systems Inc	7/07/23	COPIER LEASE	GENERAL FUND	Library	260.42
				TOTAL:	260.42
Ingram Library Services	7/07/23	BOOKS	GENERAL FUND	Library	1,954.30
				TOTAL:	1,954.30
Iowa DNR	6/29/23	WTR USE PERMIT	WATER UTILITY	Water	350.00
				TOTAL:	350.00
Iowa Dept. of Transportation	6/28/23	DEINEATER POST & HARDWARE	ROAD USE TAX	Road Use Tax	2,327.48
				TOTAL:	2,327.48
Iowa History Journal	7/07/23	MAGAZINE SUBSCRIPTION	GENERAL FUND	Library	19.95
				TOTAL:	19.95
Iowa League of Cities	6/28/23	MEMBERSHIP DUES 7/1-6/30	GENERAL FUND	Finance	2,856.00
				TOTAL:	2,856.00
Iowa One Call	6/28/23	APR & MAY 2023 LOCATES	WATER UTILITY	Water	240.30
				TOTAL:	240.30
Ironton Global	7/07/23	JUNE 2023 TRUNK SUBSCRIPTI	GENERAL FUND	Finance	52.41
				TOTAL:	52.41
Jay Hayley	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	15.00
				TOTAL:	15.00
Jean Birks	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Jerico Services	6/28/23	DUST CONTROL	ROAD USE TAX	Road Use Tax	10,875.00
				TOTAL:	10,875.00
Kanopy Inc	7/07/23	EMOVIES	GENERAL FUND	Library	58.00
				TOTAL:	58.00
Keystone Laboratories, Inc.	7/07/23	JUNE 2023 MONTHLY TESTING	WATER UTILITY	Water	122.00
	7/07/23	JUNE 2023 MONTHLY TESTING	SEWER UTILITY FUND	Sewer	1,301.50
				TOTAL:	1,423.50
Kiesler Police Supply	6/28/23	9MM FMJ CASE	GENERAL FUND	Police Department	244.84
				TOTAL:	244.84
King's Material	6/28/23	MULCH	GENERAL FUND	Parks	306.22
				TOTAL:	306.22
Leyton Gerleman	6/28/23	SOFTBALL UMPIRING 6/1-6/19	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Linda Johnson	7/07/23	JUNE 2023 CLEANING	GENERAL FUND	Police Department	405.00
	7/07/23	JUNE 2023 CLEANING	GENERAL FUND	Museum	54.00
	7/07/23	JUNE 2023 CLEANING	GENERAL FUND	Finance	405.00
				TOTAL:	864.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Logoad Apparel & Promotions	6/29/23	CLOTHING ALLOWANCE C WADDI	GENERAL FUND	Parks	103.00
	6/29/23	CLOTHING ALLOWANCE C BARCU	GENERAL FUND	Parks	227.90
	6/28/23	CLOTHING ALLOWANCE- OFFICE	GENERAL FUND	Finance	6.51
	6/28/23	CLOTHING ALLOWANCE- OFFICE	ROAD USE TAX	Road Use Tax	6.52
	6/29/23	CLOTHING ALLOWANCE J ZIKA	ROAD USE TAX	Road Use Tax	155.07
	6/29/23	CLOTHING ALLOWANCE C. WERT	ROAD USE TAX	Road Use Tax	60.00
	6/29/23	CLOTHING ALLOWANCE E KASAP	ROAD USE TAX	Road Use Tax	174.94
	6/28/23	CLOTHING ALLOWANCE- OFFICE	WATER UTILITY	Water	6.52
	6/28/23	CLOTHING ALLOWANCE- OFFICE	SEWER UTILITY FUND	Sewer	6.52
	6/29/23	CLOTHING ALLOWANCE M LANSI	SEWER UTILITY FUND	Sewer	111.98
	6/29/23	CLOTHING ALLOWANCE C FREEM	SEWER UTILITY FUND	Sewer	128.40
	6/28/23	CLOTHING ALLOWANCE- OFFICE	STORM WATER UTILIT	STORM WATER UTILITY	6.51
				TOTAL:	993.87
MacQueen Equipment	6/29/23	HURCO TRAILER	WATER UTILITY	Water	42,000.00
	6/29/23	HURCO TRAILER	WATER UTILITY	Water	21,108.00
				TOTAL:	63,108.00
Mainstay Systems Inc.	6/28/23	QUARTERLY SRV	GENERAL FUND	Parks	259.71
	6/28/23	QUARTERLY SRV	GENERAL FUND	Recreation	259.71
	6/28/23	QUARTERLY SRV	GENERAL FUND	Finance	259.71
	7/07/23	DOMAIN REG 1 YR	GENERAL FUND	Finance	25.00
	6/28/23	QUARTERLY SRV	GENERAL FUND	Zoning/Compliance/Perm	259.71
	6/28/23	QUARTERLY SRV	ROAD USE TAX	Road Use Tax	259.72
	6/28/23	QUARTERLY SRV	WATER UTILITY	Water	259.72
	6/28/23	QUARTERLY SRV	SEWER UTILITY FUND	Sewer	259.72
				TOTAL:	1,843.00
Martin Marietta Materials	6/30/23	GRAVEL FOR PARKS	GENERAL FUND	Parks	1,977.78
	6/30/23	ROAD STONE FOR MANHOLE REP	SEWER UTILITY FUND	Sewer	365.92
				TOTAL:	2,343.70
McCalley Tech Services	6/28/23	PROGRAMMING LAPTOP	GENERAL FUND	Library	440.00
				TOTAL:	440.00
McClure Engineering Company	6/28/23	BAILEYS GROVE CHANNEL STAB	STORM WATER UTILIT	STORM WATER UTILITY	24,365.00
				TOTAL:	24,365.00
McKenzie Kiger	6/29/23	WSI CLASS FOR 7 LIFEGUARDS	GENERAL FUND	Pool	1,400.00
				TOTAL:	1,400.00
Mediacom	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Police Department	135.80
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Police Department	125.75
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Fire Department	125.75
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Library	75.90
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Library	284.14
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Parks	82.61
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Pool	49.51
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Finance	105.85
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Finance	82.61
	7/07/23	JUNE 2023 PHONE & INTERNET	GENERAL FUND	Zoning/Compliance/Perm	82.60
	7/07/23	JUNE 2023 PHONE & INTERNET	ROAD USE TAX	Road Use Tax	76.65
	6/28/23	INTERNET @ WTR PLANT	WATER UTILITY	Water	183.54
	7/07/23	JUNE 2023 PHONE & INTERNET	SEWER UTILITY FUND	Sewer	76.65
	7/07/23	JUNE 2023 PHONE & INTERNET	STORM WATER UTILIT	STORM WATER UTILITY	76.65
				TOTAL:	1,564.01

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
Menards	6/30/23	SQUEEGEE FOR SHOP	ROAD USE TAX	Road Use Tax	49.98
	6/29/23	TENSION PINS	SEWER UTILITY FUND	Sewer	27.33
				TOTAL:	77.31
MicroMarketing LLC	7/07/23	AUDIO BOOKS	GENERAL FUND	Library	149.50
				TOTAL:	149.50
MidAmerican Energy	6/29/23	SRVC WWTP & PUMP STATION	SEWER UTILITY FUND	Sewer	3,458.18
				TOTAL:	3,458.18
Mike Lansing	6/29/23	BOOT REIMBURSEMENT	SEWER UTILITY FUND	Sewer	390.54
				TOTAL:	390.54
Murphy Tractor & Equipment Co	6/30/23	A/C REPAIR IN JOHN DEERE	ROAD USE TAX	Road Use Tax	1,036.08
				TOTAL:	1,036.08
Northway Well and Pump Company	6/28/23	WELL #4 REHAB	WATER UTILITY	Water	7,530.00
				TOTAL:	7,530.00
OverDrive, Inc	7/07/23	EBOOKS ANNUAL PLAN	GENERAL FUND	Library	1,592.13
				TOTAL:	1,592.13
PRINCIPAL LIFE INSURANCE CO - SBD GRAN	6/20/23	PY - PRINCIPAL VOLUNTARY L	GENERAL FUND	NON-DEPARTMENTAL	197.87
	7/05/23	PY - PRINCIPAL VOLUNTARY L	GENERAL FUND	NON-DEPARTMENTAL	198.36
	6/20/23	PY - PRINCIPAL VOLUNTARY L	ROAD USE TAX	NON-DEPARTMENTAL	7.90
	7/05/23	PY - PRINCIPAL VOLUNTARY L	ROAD USE TAX	NON-DEPARTMENTAL	8.40
	6/28/23	JULY 2023 LIFE & DISABILIT	TRUST AND AGENCY	General Government	909.03
	6/20/23	PY - PRINCIPAL VOLUNTARY L	WATER UTILITY	NON-DEPARTMENTAL	11.04
	7/05/23	PY - PRINCIPAL VOLUNTARY L	WATER UTILITY	NON-DEPARTMENTAL	11.80
	6/28/23	JULY 2023 LIFE & DISABILIT	WATER UTILITY	Water	166.44
	6/20/23	PY - PRINCIPAL VOLUNTARY L	SEWER UTILITY FUND	NON-DEPARTMENTAL	26.74
	7/05/23	PY - PRINCIPAL VOLUNTARY L	SEWER UTILITY FUND	NON-DEPARTMENTAL	27.50
	6/28/23	JULY 2023 LIFE & DISABILIT	SEWER UTILITY FUND	Sewer	192.05
	6/20/23	PY - PRINCIPAL VOLUNTARY L	STORM WATER UTILIT	NON-DEPARTMENTAL	0.79
	7/05/23	PY - PRINCIPAL VOLUNTARY L	STORM WATER UTILIT	NON-DEPARTMENTAL	0.80
	6/28/23	JULY 2023 LIFE & DISABILIT	STORM WATER UTILIT	STORM WATER UTILITY	12.80
				TOTAL:	1,771.52
Palek Studio & Gallery	7/07/23	ART DEMO- SR PROGRAM	FRIENDS/FOUNDATION	Library	100.00
				TOTAL:	100.00
Paul's Pest Control	6/28/23	PEST CONTROL @ PD	GENERAL FUND	Police Department	80.00
	6/30/23	QUARTERLY PEST CONTROL	GENERAL FUND	Museum	70.00
	6/28/23	QUARTERLY PEST CONTROL @	GENERAL FUND	Finance	70.00
				TOTAL:	220.00
People's Bank	6/20/23	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	1,993.86
	7/05/23	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	2,021.72
	6/30/23	June '23 Bank Fees	GENERAL FUND	Finance	70.80
	6/20/23	PY-STATE W/H	ROAD USE TAX	NON-DEPARTMENTAL	313.24
	7/05/23	PY-STATE W/H	ROAD USE TAX	NON-DEPARTMENTAL	335.84
	6/20/23	PY-STATE W/H	WATER UTILITY	NON-DEPARTMENTAL	467.76
	7/05/23	PY-STATE W/H	WATER UTILITY	NON-DEPARTMENTAL	501.16
	6/20/23	PY-STATE W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	538.81
	7/05/23	PY-STATE W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	568.64
	6/20/23	PY-STATE W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	30.33

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/05/23	PY-STATE W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	32.64
				TOTAL:	6,874.80
Peoples Trust & Savings	6/20/23	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	4,734.66
	7/05/23	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	4,806.07
	6/20/23	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	5,190.88
	7/05/23	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	5,368.33
	6/20/23	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	1,213.98
	7/05/23	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	1,255.55
	6/20/23	PY-W/H FED TAXES	ROAD USE TAX	NON-DEPARTMENTAL	853.86
	7/05/23	PY-W/H FED TAXES	ROAD USE TAX	NON-DEPARTMENTAL	916.87
	6/20/23	PY-FICA W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	539.35
	7/05/23	PY-FICA W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	574.74
	6/20/23	PY-MC W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	126.13
	7/05/23	PY-MC W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	134.41
	6/20/23	PY-FICA W/H & MATCH	ROAD USE TAX	Road Use Tax	539.36
	7/05/23	PY-FICA W/H & MATCH	ROAD USE TAX	Road Use Tax	574.73
	6/20/23	PY-MC W/H & MATCH	ROAD USE TAX	Road Use Tax	126.14
	7/05/23	PY-MC W/H & MATCH	ROAD USE TAX	Road Use Tax	134.41
	6/20/23	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	5,190.87
	7/05/23	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	5,368.35
	6/20/23	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	1,214.00
	7/05/23	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	1,255.55
	6/20/23	PY-W/H FED TAXES	WATER UTILITY	NON-DEPARTMENTAL	1,200.40
	7/05/23	PY-W/H FED TAXES	WATER UTILITY	NON-DEPARTMENTAL	1,304.06
	6/20/23	PY-FICA W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	740.22
	7/05/23	PY-FICA W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	792.79
	6/20/23	PY-MC W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	173.14
	7/05/23	PY-MC W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	185.40
	6/20/23	PY-FICA W/H & MATCH	WATER UTILITY	Water	740.22
	7/05/23	PY-FICA W/H & MATCH	WATER UTILITY	Water	792.79
	6/20/23	PY-MC W/H & MATCH	WATER UTILITY	Water	173.14
	7/05/23	PY-MC W/H & MATCH	WATER UTILITY	Water	185.40
	6/20/23	PY-W/H FED TAXES	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,267.85
	7/05/23	PY-W/H FED TAXES	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,343.57
	6/20/23	PY-FICA W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	808.47
	7/05/23	PY-FICA W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	855.07
	6/20/23	PY-MC W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	189.08
	7/05/23	PY-MC W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	199.97
	6/20/23	PY-FICA W/H & MATCH	SEWER UTILITY FUND	Sewer	808.47
	7/05/23	PY-FICA W/H & MATCH	SEWER UTILITY FUND	Sewer	855.07
	6/20/23	PY-MC W/H & MATCH	SEWER UTILITY FUND	Sewer	189.08
	7/05/23	PY-MC W/H & MATCH	SEWER UTILITY FUND	Sewer	199.97
	6/20/23	PY-W/H FED TAXES	STORM WATER UTILIT	NON-DEPARTMENTAL	79.45
	7/05/23	PY-W/H FED TAXES	STORM WATER UTILIT	NON-DEPARTMENTAL	85.66
	6/20/23	PY-FICA W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	54.18
	7/05/23	PY-FICA W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	57.34
	6/20/23	PY-MC W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	12.68
	7/05/23	PY-MC W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	13.42
	6/20/23	PY-FICA W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	54.18
	7/05/23	PY-FICA W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	57.33
	6/20/23	PY-MC W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	12.65
	7/05/23	PY-MC W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	13.42
				TOTAL:	53,562.71
Pomp's Tire Service	6/28/23	TIRES FOR BACK HOE	ROAD USE TAX	Road Use Tax	835.98



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	835.98
Premier Pest Control	6/28/23	MOSQUITO SPRAY 6.15.2023	STORM WATER UTILIT	STORM WATER UTILITY	1,000.00
				TOTAL:	1,000.00
RDG Planning and Design	6/29/23	HISTORIC DESIGN GUIDELINE	GENERAL FUND	Finance	2,185.00
				TOTAL:	2,185.00
Raccoon River Rental	7/07/23	GENERATOR RENTAL	GENERAL FUND	Recreation	113.00
				TOTAL:	113.00
Ray Hemphill	6/28/23	MAY & JUNE STORAGE SANDBAG	GENERAL FUND	Police Department	300.00
				TOTAL:	300.00
Region XII Council of Governments	7/07/23	2023 ANNUAL DUES	GENERAL FUND	Finance	7,500.00
				TOTAL:	7,500.00
Ricoh USA, Inc.	6/28/23	PD LEASE COPIER 6/29-7/28	GENERAL FUND	Police Department	138.34
	6/29/23	7/8-8/7 COPIER LEASE	GENERAL FUND	Recreation	27.88
	6/29/23	7/8-8/7 COPIER LEASE	GENERAL FUND	Finance	27.88
	6/29/23	7/8-8/7 COPIER LEASE	GENERAL FUND	Zoning/Compliance/Perm	27.87
	6/29/23	7/8-8/7 COPIER LEASE	ROAD USE TAX	Road Use Tax	27.88
	6/29/23	7/8-8/7 COPIER LEASE	WATER UTILITY	Water	27.88
	6/29/23	7/8-8/7 COPIER LEASE	SEWER UTILITY FUND	Sewer	27.88
				TOTAL:	305.61
SSi Specialties, Inc	6/29/23	LITTLE SLUGGERS SHIRTS	GENERAL FUND	Recreation	667.94
				TOTAL:	667.94
South Dallas Co. Landfill	6/28/23	DOG PARK CLEAN UP	GENERAL FUND	Parks	81.00
	6/29/23	APR 2023 PER CAPITA	GARBAGE/RECYCLING	Garbage	2,800.00
	7/07/23	JUNE 2023 PER CAP & 12 STI	GARBAGE/RECYCLING	Garbage	2,800.00
	7/07/23	JUNE 2023 PER CAP & 12 STI	GARBAGE/RECYCLING	Garbage	180.00
				TOTAL:	5,861.00
Staples Advantage	7/07/23	JUNE 2023 PURCHASES	GENERAL FUND	Parks	63.77
	7/07/23	JUNE 2023 PURCHASES	GENERAL FUND	Recreation	63.77
	7/07/23	JUNE 2023 PURCHASES	GENERAL FUND	Finance	63.78
	7/07/23	JUNE 2023 PURCHASES	GENERAL FUND	Zoning/Compliance/Perm	63.78
	7/07/23	JUNE 2023 PURCHASES	ROAD USE TAX	Road Use Tax	63.77
	7/07/23	JUNE 2023 PURCHASES	WATER UTILITY	Water	63.77
	7/07/23	JUNE 2023 PURCHASES	SEWER UTILITY FUND	Sewer	63.77
				TOTAL:	446.41
Stivers Ford Inc	6/28/23	REPAIR DOOR SWITCH	GENERAL FUND	Police Department	235.31
	6/28/23	DIAG & REPAIR #3	GENERAL FUND	Police Department	458.75
				TOTAL:	694.06
Temporary Vendo ADAM LYONS	6/28/23	REFUND ELECTRICAL PERMIT	GENERAL FUND	Zoning/Compliance/Perm	40.00
				TOTAL:	40.00
The Sherwin Williams Company	6/30/23	SPRAY FOR TREATING TREE CA	GENERAL FUND	Parks	117.96
				TOTAL:	117.96
Tiger Tire	6/29/23	TIRE REPAIR #108	GENERAL FUND	Fire Department	21.00
				TOTAL:	21.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
Toyne	7/07/23	FREIGHTLINER	FIRE TRUCKS	Fire Trucks	110,538.00
				TOTAL:	110,538.00
Treasurer State of Iowa - Sales Tax	6/20/23	SALES TAX	GENERAL FUND	Pool	3,136.40
	6/20/23	WET TAX	WATER UTILITY	Water	7,730.95
	6/20/23	SALES TAX	SEWER UTILITY FUND	Sewer	692.00
				TOTAL:	11,559.35
Truck Equipment Inc	6/28/23	FLOOR LINERS FOR PARKS TRU	GENERAL FUND	Parks	110.00
				TOTAL:	110.00
Tyler Technologies, Inc.	6/30/23	June '23 CC Fees	GENERAL FUND	Finance	2,680.52
				TOTAL:	2,680.52
US Cellular	7/07/23	HOTSPOT DATA	GENERAL FUND	Library	395.90
				TOTAL:	395.90
USA Blue Book	6/28/23	LINE MAINT SUPPLIES	WATER UTILITY	Water	686.91
	6/28/23	TESTING SUPPLIES	WATER UTILITY	Water	87.15
	6/28/23	PIPE SUPPORT SADDLE	WATER UTILITY	Water	309.95
	6/28/23	TEST SUPPLIES	SEWER UTILITY FUND	Sewer	314.22
				TOTAL:	1,398.23
USDA Rural Development	6/29/23	EXTRA USDA #3 PRINCIPAL PM	WATER UTILITY	Water	65,348.00
	6/30/23	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	11,941.98
	6/30/23	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	6,188.02
	6/30/23	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	15,918.31
	6/30/23	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	9,529.69
	6/30/23	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	7,474.70
	6/30/23	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	5,298.30
	6/30/23	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	9,245.43
	6/30/23	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	8,273.57
	6/30/23	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,761.06
	6/30/23	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,762.94
	6/30/23	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	1,312.74
	6/30/23	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	721.26
	6/30/23	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,553.11
	6/30/23	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,226.89
	6/30/23	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	15,345.32
	6/30/23	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	12,121.68
	6/29/23	EXTRA USDA #2 PRINCIPAL PM	STORM WATER UTILIT	STORM WATER UTILITY	59,460.00
	6/30/23	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	2,435.77
	6/30/23	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	2,519.23
				TOTAL:	239,438.00
Verizon Wireless	6/28/23	PHONE SRV 4/12-5/11	GENERAL FUND	Police Department	438.17
	7/07/23	EMERGENCY ALARM 5/26-6/25	GENERAL FUND	Police Department	7.02
	6/29/23	DATA 5/20-6/19	GENERAL FUND	Fire Department	80.02
	6/29/23	SRVC 5/16-6/15	GENERAL FUND	Parks	54.40
	6/29/23	SRVC 5/16-6/15	GENERAL FUND	Pool	29.98
	6/29/23	SRVC 5/16-6/15	GENERAL FUND	Recreation	46.24
	6/29/23	SRVC 5/16-6/15	GENERAL FUND	Finance	38.13
	6/29/23	SRVC 5/16-6/15	GENERAL FUND	Zoning/Compliance/Perm	38.13
	6/29/23	SRVC 5/16-6/15	ROAD USE TAX	Road Use Tax	86.13
	6/29/23	SRVC 5/16-6/15	WATER UTILITY	Water	64.54
	6/29/23	SRVC 5/16-6/15	SEWER UTILITY FUND	Sewer	104.93

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	987.69
Visa	6/30/23	MICROSOFT SRVC	GENERAL FUND	Police Department	166.00
	6/30/23	WIRETAP TELECOM	GENERAL FUND	Police Department	31.30
	6/30/23	DCI BACKGROUND CHECK	GENERAL FUND	Fire Department	45.00
	6/30/23	MICROSOFT SRVC	GENERAL FUND	Fire Department	6.00
	6/30/23	MICROSOFT SRVC	GENERAL FUND	Library	133.00
	6/30/23	SCHEDULE BASE- ONLINE SCHE	GENERAL FUND	Library	10.00
	6/30/23	USPS- STAMPS & 1 PACKAGE	GENERAL FUND	Library	66.47
	6/30/23	AMAZON- PAPER	GENERAL FUND	Library	31.99
	6/30/23	MICROSOFT SRVC	GENERAL FUND	Parks	12.00
	6/30/23	DOG WASTE- BAGS	GENERAL FUND	Parks	286.94
	6/30/23	AMAZON- POOL SUPPLES	GENERAL FUND	Pool	1,047.32
	6/30/23	SUMPTER- BANDAIDS	GENERAL FUND	Pool	4.06
	6/30/23	BEST BUY- COMPUTER ACCESSO	GENERAL FUND	Pool	64.16
	6/30/23	LOWES- CHAIRS @ POOL	GENERAL FUND	Pool	872.86
	6/30/23	DOLLAR STORE- QT BOXES	GENERAL FUND	Pool	20.06
	6/30/23	FACEBOOK- MARKETING	GENERAL FUND	Pool	8.40
	6/30/23	HYVEE- BIRTHDAY PARTY SUPP	GENERAL FUND	Pool	134.99
	6/30/23	DOLLAR BENERAL- POOL SUPPL	GENERAL FUND	Pool	75.97
	6/30/23	RECREONIC- SOFTWARE	GENERAL FUND	Pool	481.66
	6/30/23	AMAZON CONCESSION SUPPLIES	GENERAL FUND	Pool	55.60
	6/30/23	MICROSOFT SRVC	GENERAL FUND	Recreation	48.50
	6/30/23	AMAZON CONCESSION SUPPLIES	GENERAL FUND	Recreation	40.64
	6/30/23	EPIC SPORTS- SOFTBALLS	GENERAL FUND	Recreation	579.39
	6/30/23	SWANK MOVIES	GENERAL FUND	Recreation	445.00
	6/30/23	ISU- MPA	GENERAL FUND	Finance	195.00
	6/30/23	NAMEPLATE: ADMIN CLERK	GENERAL FUND	Finance	29.70
	6/30/23	THESTAMPMAKER- DEPOSIT STA	GENERAL FUND	Finance	20.70
	6/30/23	ADEL FLOWERS- FUNERAL FLOW	GENERAL FUND	Finance	182.64
	6/30/23	IA SEC STATE- NOTARY RENEW	GENERAL FUND	Finance	30.00
	6/30/23	DCI BACKGROUND CHECK	GENERAL FUND	Finance	45.00
	6/30/23	ADOBE SOFTWARE	GENERAL FUND	Finance	953.36
	6/30/23	IA SEC STATE- NOTARY	GENERAL FUND	Finance	30.00
	6/30/23	MICROSOFT SRVC	GENERAL FUND	Finance	123.61
	6/30/23	DES MOINES REG DIGITAL	GENERAL FUND	Finance	10.69
	6/30/23	IA LEAGUE CONF REG	GENERAL FUND	Finance	460.00
	6/30/23	PIZZA RANCH- MICC MEETING	GENERAL FUND	Zoning/Compliance/Perm	13.90
	6/30/23	MICROSOFT SRVC	GENERAL FUND	Zoning/Compliance/Perm	23.00
	6/30/23	MICROSOFT SRVC	ROAD USE TAX	Road Use Tax	35.00
	6/30/23	ROSE EQUIP SNOW PLOW REPAI	ROAD USE TAX	Road Use Tax	1,683.00
	6/30/23	BOMGAARS- DRILL	ROAD USE TAX	Road Use Tax	221.48
	6/30/23	S&S WORLDWIDE- LEGO WALL	TRUST AND AGENCY	Library	689.98
	6/30/23	COLIBRI- WELDING BAR	TRUST AND AGENCY	Library	96.82
	6/30/23	IA DNR- FEE TESTING	WATER UTILITY	Water	187.58
	6/30/23	MICROSOFT SRVC	WATER UTILITY	Water	64.00
	6/30/23	ISU AMU- WORKSHOP	WATER UTILITY	Water	190.00
	6/30/23	IA DNR CERTIFCATION RENEWA	WATER UTILITY	Water	187.58
	6/30/23	SATELLITE CENTER- INTRNT @	SEWER UTILITY FUND	Sewer	564.95
	6/30/23	MICROSOFT SRVC	SEWER UTILITY FUND	Sewer	35.00
	6/30/23	SIP US- ALARM	SEWER UTILITY FUND	Sewer	31.08
	6/30/23	IA DNR CERTIFCATION RENEWA	SEWER UTILITY FUND	Sewer	124.54
	6/30/23	KUM & GO- PIZZA FOR PROGRA	FRIENDS/FOUNDATION	Library	35.07
	6/30/23	FAMILY DOLLAR- PROGRAMMING	FRIENDS/FOUNDATION	Library	21.00
				TOTAL:	10,951.99

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
Waukee Power Equipment	6/28/23	POWER SWEEP ATTACH	ROAD USE TAX	Road Use Tax	1,624.95_
				TOTAL:	1,624.95_
Webspec Design	6/28/23	MAY WEBSITE NOTIF EDITS	GENERAL FUND	Finance	39.43
	7/07/23	JULY 2023 WEBHOSTING	GENERAL FUND	Finance	66.66
	6/28/23	MAY WEBSITE NOTIF EDITS	WATER UTILITY	Water	39.43
	7/07/23	JULY 2023 WEBHOSTING	WATER UTILITY	Water	66.67
	6/28/23	MAY WEBSITE NOTIF EDITS	SEWER UTILITY FUND	Sewer	39.44
	7/07/23	JULY 2023 WEBHOSTING	SEWER UTILITY FUND	Sewer	66.67
				TOTAL:	318.30_
Wellmark/BCBS of Iowa	6/20/23	PY-INSURANCE PREMIUM BCBS	GENERAL FUND	NON-DEPARTMENTAL	2,000.94
	7/05/23	PY-INSURANCE PREMIUM BCBS	GENERAL FUND	NON-DEPARTMENTAL	2,185.25
	6/20/23	PY-INSURANCE PREMIUM BCBS	ROAD USE TAX	NON-DEPARTMENTAL	355.03
	7/05/23	PY-INSURANCE PREMIUM BCBS	ROAD USE TAX	NON-DEPARTMENTAL	355.03
	6/28/23	JULY 2023 PREMIUMS	ROAD USE TAX	Road Use Tax	4,096.96
	6/28/23	JULY 2023 PREMIUMS	TRUST AND AGENCY	General Government	17,558.39
	6/20/23	PY-INSURANCE PREMIUM BCBS	WATER UTILITY	NON-DEPARTMENTAL	342.38
	7/05/23	PY-INSURANCE PREMIUM BCBS	WATER UTILITY	NON-DEPARTMENTAL	342.38
	6/28/23	JULY 2023 PREMIUMS	WATER UTILITY	Water	3,219.04
	6/20/23	PY-INSURANCE PREMIUM BCBS	SEWER UTILITY FUND	NON-DEPARTMENTAL	404.35
	7/05/23	PY-INSURANCE PREMIUM BCBS	SEWER UTILITY FUND	NON-DEPARTMENTAL	404.35
	6/28/23	JULY 2023 PREMIUMS	SEWER UTILITY FUND	Sewer	3,804.32
	6/20/23	PY-INSURANCE PREMIUM BCBS	STORM WATER UTILIT	NON-DEPARTMENTAL	39.46
	7/05/23	PY-INSURANCE PREMIUM BCBS	STORM WATER UTILIT	NON-DEPARTMENTAL	39.46
	6/28/23	JULY 2023 PREMIUMS	STORM WATER UTILIT	STORM WATER UTILITY	585.28
				TOTAL:	35,732.62_
Wex Bank	7/07/23	JUNE 2023 FUEL	GENERAL FUND	Fire Department	169.60
	7/07/23	JUNE 2023 FUEL	GENERAL FUND	Parks	176.57
				TOTAL:	346.17_
Workspace	6/28/23	MONITOR ARMS FOR DESK	GENERAL FUND	Finance	564.45_
				TOTAL:	564.45_
**PAYROLL EXPENSES	6/15/2023 - 7/07/2023		GENERAL FUND	Police Department	66,444.95
			GENERAL FUND	Library	22,531.11
			GENERAL FUND	Parks	15,030.24
			GENERAL FUND	Cemetery	4,508.11
			GENERAL FUND	Pool	45,318.08
			GENERAL FUND	Recreation	12,631.41
			GENERAL FUND	Finance	5,534.17
			GENERAL FUND	Zoning/Compliance/Perm	3,761.00
			ROAD USE TAX	Road Use Tax	18,811.20
			WATER UTILITY	Water	25,577.76
			SEWER UTILITY FUND	Sewer	27,845.38
			STORM WATER UTILIT	STORM WATER UTILITY	1,889.45
				TOTAL:	249,882.86_

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
===== FUND TOTALS =====					
	001	GENERAL FUND	338,142.22		
	110	ROAD USE TAX	61,187.88		
	112	TRUST AND AGENCY	52,198.19		
	328	FIRE TRUCKS	110,538.00		
	600	WATER UTILITY	251,192.39		
	610	SEWER UTILITY FUND	111,565.80		
	615	STORM WATER UTILITY	94,261.22		
	670	GARBAGE/RECYCLING UTILITY	5,780.00		
	951	FRIENDS/FOUNDATION	289.97		
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		GRAND TOTAL:	1,025,155.67		
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TOTAL PAGES: 15

## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-ADEL  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 6/15/2023 THRU 7/07/2023  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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## PAYROLL SELECTION

PAYROLL EXPENSES: YES  
EXPENSE TYPE: GROSS  
CHECK DATE: 6/15/2023 THRU 7/07/2023

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## PRINT OPTIONS

PRINT DATE: Item Date  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L   R E P O R T  
SIGNATURE LINES: 0

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## PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM: YES

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	BALANCE 7-1-22	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	ACCOUNTS PAYABLE	BALANCE 6-30-23
<b>General Funds</b>							
General	1,974,798.29	3,056,381.65	773,988.79	3,119,543.53	61,271.45	11,144.02	2,635,497.77
SPEC RESERVE	437,181.38	122.43	34,700.00	-	20,000.00	-	452,003.81
Emergency Levy	17,105.06	45,959.35	-	-	48,045.52	-	15,018.89
Police Academy	8,625.17	-	-	-	-	-	8,625.17
Police cops fast	10.00	-	-	-	-	-	10.00
Fire	6,102.37	3,795.00	-	-	-	-	9,897.37
Refunds	28,307.08	-	-	-	-	-	28,307.08
CP - Fire Equipment Upgrade	0.00	-	-	-	-	-	0.00
CP - Industrial Park	118,469.31	-	-	-	-	-	118,469.31
Donations - Rec	1,464.16	17,438.00	-	12,011.30	-	-	6,890.86
Hotel-Motel Tax	32,389.10	8,206.70	3,300.00	-	-	-	43,895.80
Oakdale Pride	113.45	-	-	-	-	-	113.45
Friends/Foundation	7,727.52	11,380.32	-	18,770.70	-	-	337.14
Historic Pres Plaques	10.55	-	-	-	-	-	10.55
Holiday Lights	1,676.56	500.00	-	2,176.56	-	-	0.00
Nile Kinnick Addition	15,623.70	1,524.87	-	751.00	-	-	16,397.57
Total	2,649,603.70	3,145,308.32	811,988.79	3,153,253.09	129,316.97	11,144.02	3,335,474.77
<b>Special Revenue Funds</b>							
Road Use Tax	474,299.06	859,641.31	-	702,738.14	101,384.29	6,072.09	535,890.03
Urban Renewal Tax Increment	47,441.05	469,524.31	-	-	492,544.00	-	24,421.36
Employee Benefits/HRA	344,760.84	646,360.56	16,017.00	569,270.16	1,107.27	-	436,760.97
LOST FUNDS	1,526,339.15	1,848,403.98	41,954.45	-	1,664,536.00	-	1,752,161.58
Library Memorial	14,458.72	13,094.78	-	20,553.13	-	-	7,000.37
Police DARE	2,662.42	470.30	-	278.95	-	-	2,853.77
POLICE FORFEITURE FUND	113.27	4,105.00	-	821.00	-	-	3,397.27
Total	2,410,074.51	3,841,600.24	57,971.45	1,293,661.38	2,259,571.56	6,072.09	2,762,485.35
<b>Capital Project Funds</b>							
CP - Brownfield Project	2,359.33	-	-	-	-	-	2,359.33
CP - 2008 Flood Repair	2,949.18	-	-	-	-	-	2,949.18
CP - 2010 St Project	2,691.86	-	-	-	-	-	2,691.86
CP - Sidewalk Project	(16,043.00)	-	-	-	-	-	(16,043.00)
CP - 2006 Street Improvement	(10,483.83)	-	-	-	-	-	(10,483.83)
DS - 2002 Street	28,424.00	-	-	-	-	-	28,424.00
2010 Brick St Spec Assess	18,189.73	-	-	-	-	-	18,189.73
2017 Brick St Spec Assess	146,430.69	7,691.00	-	-	15,571.00	-	138,550.69
Adel Hwy 169 Improv	(44,812.67)	-	-	-	-	-	(44,812.67)
2019 Flood	76,231.40	-	-	-	-	-	76,231.40
2020 Derecho	10,798.38	-	-	-	-	-	10,798.38
Eagle Vista Dr Rehab	-	-	6,384.29	6,384.29	-	-	-
Fire Trucks	407,823.83	407,823.83	-	97,837.00	-	-	717,810.66
N 15th St Bridge Replacement	-	-	95,000.00	164,455.78	-	-	(69,455.78)
CIRTPA Trails	-	-	950,000.00	191,109.00	-	-	758,891.00
2022 St Resurfacing	(35,300.00)	-	-	-	-	-	(35,300.00)
Rapids St Reconstruction	(36,000.00)	-	-	-	-	-	(36,000.00)
Total	553,258.90	415,514.83	1,051,384.29	459,786.07	15,571.00	-	1,544,800.95
<b>Debt Service Fund</b>							
Debt Service-Property Tax	122,867.46	383,171.38	498,115.00	833,205.00	-	-	170,948.84
	122,867.46	383,171.38	498,115.00	833,205.00	-	-	170,948.84
<b>Internal Service Funds</b>							
Flex Plan	2,956.19	8,938.24	-	7,527.16	-	-	4,367.27
	2,956.19	8,938.24	-	7,527.16	-	-	4,367.27
<b>Enterprise Funds</b>							
Water	552,289.18	1,840,208.04	-	1,622,094.70	12,375.86	1,943.02	759,969.68
USDA #3 Bond Reserve (\$7,000,000)	43,512.00	21,756.00	-	-	-	-	65,268.00
USDA #3 Bond Reserve (\$9,603,000)	61,080.00	30,540.00	-	-	-	-	91,620.00
USDA #3 Short Lived Asset Reserve (\$32,740 Pe	65,480.16	32,740.08	-	-	-	-	98,220.24
USDA #6 Bond Reserve	15,336.00	15,336.00	-	-	-	-	30,672.00
USDA #6 Short Lived Asset Reserve (\$14,737 Pe	14,737.00	14,737.08	-	-	-	-	29,474.08
Improvement	2,355,652.47	2,015.97	-	-	-	-	2,357,668.44
CWI	33,981.18	80.13	-	34,061.31	-	-	(0.00)
Water Deposits	199,473.02	32,508.20	-	21,105.00	-	-	210,876.22
CP - Water Utility Improvements - Phase 2	(7,375.00)	457,234.35	12,375.86	466,248.34	-	-	(4,013.13)
Sewer	768,214.76	2,089,589.04	-	1,481,959.94	475,000.00	2,241.38	903,085.24
USDA #1 Bond Reserve	18,709.00	4,236.00	-	-	-	-	22,945.00
USDA #1 Short Lived Asset Reserve (\$10,000 Pe	50,000.32	10,000.08	-	-	-	-	60,000.40
USDA #4 Bond Reserve	52,560.00	21,024.00	-	-	-	-	73,584.00
USDA #4 Short Lived Asset Reserve (Add'l \$6,00	18,000.00	6,000.00	-	-	-	-	24,000.00
USDA #5 Bond Reserve	38,748.00	38,748.00	-	-	-	-	77,496.00
USDA #5 Short Lived Asset Reserve (Add'l \$4,03	20,030.00	4,030.08	-	-	-	-	24,060.08
Improvement	2,233,229.41	(484,200.39)	-	-	-	-	1,749,029.02
CSI	53,252.99	57.19	-	53,310.18	-	-	(0.00)
E. Annex Sewer Connection Fees	237,344.50	82,692.79	-	48,565.54	-	-	271,471.75
CP - New Wastewater Treatment Plant	(245.91)	1,015,642.83	-	1,016,815.04	-	-	(1,418.12)
CP - Southbridge Lift Station	223,298.92	-	475,000.00	703,046.63	-	-	(4,747.71)
Storm Water	489,255.59	158,203.10	-	119,600.53	-	633.65	528,491.81
USDA #2 Bond Reserve	21,328.00	5,952.00	-	-	-	-	27,280.00
USDA #2 Short Lived Asset Reserve	6,000.00	1,500.00	-	-	-	-	7,500.00
CSWI	343,913.52	170,883.84	-	118,920.00	-	-	395,877.36
Garbage / Recycling	49,735.30	476,716.42	-	452,667.21	15,000.00	-	58,784.51
	7,957,540.41	6,048,230.83	487,375.86	6,138,394.42	502,375.86	4,818.05	7,857,194.87
Total	13,696,301.17	13,842,763.84	2,906,835.39	11,885,827.12	2,906,835.39	22,034.16	15,675,272.05
<b>CASH</b>							
Certificate of Deposit - RVB	100,000.00	-	-	-	-	-	-
Peoples Bank Balance	14,913,145.92	-	-	-	-	-	-
Peoples Bank - Merchant Account	-	-	-	-	-	-	-
Peoples Bank - Storm Water Project	-	-	-	-	-	-	-
Peoples Bank - Water Util Improv	-	-	-	-	-	-	-
Peoples Bank - East Sewer Ext	-	-	-	-	-	-	-
Peoples Bank - WWTP	230,986.46	-	-	-	-	-	-
IPAIT	812,698.50	-	-	-	-	-	-
		Outstanding		Total			
Total CIB	16,056,830.88	(381,558.83)		15,675,272.05			

Note: \$16,941.45 in the AP column relates to the early remittance of federal withholding for the 07/05/22 payroll in June. \$5,092.71 in the AP column relates to withheld IPERS contributions due to employees. Appropriate adjustments will be made during 07/20/23 payroll.

	BALANCE 6-1-23	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	ACCOUNTS PAYABLE	BALANCE 6-30-23
<b>General Funds</b>							
General	2,726,773.37	248,574.12		339,849.72			2,635,497.77
SPEC RESERVE	451,989.54	14.27					452,003.81
Emergency Levy	15,619.51	(600.62)					15,018.89
Police Academy	8,625.17						8,625.17
Police cops fast	10.00						10.00
Fire	9,547.37	350.00					9,897.37
Refunds	28,307.08						28,307.08
CP - Fire Equipment Upgrade	0.00						0.00
CP - Industrial Park	118,469.31						118,469.31
Donations - Rec	1,310.86	5,580.00					6,890.86
Hotel-Motel Tax	43,895.80						43,895.80
Oakdale Pride	113.45						113.45
Friends/Foundation	(246.11)	886.52		303.27			337.14
Historic Pres Plaques	10.55						10.55
Holiday Lights	0.00						0.00
Nile Kinnick Addition	18,398.70	(1,250.13)		751.00			16,397.57
Total	3,422,824.60	253,554.16	-	340,903.99	-	-	3,335,474.77
<b>Special Revenue Funds</b>							
Road Use Tax	541,433.42	94,989.34		105,116.17		4,583.44	535,890.03
Urban Renewal Tax Increment	20,383.09	4,038.27					24,421.36
Employee Benefits/HRA	472,847.32	4,910.98		40,997.33			436,760.97
LOST FUNDS	1,586,786.95	163,374.60					1,752,161.55
Library Memorial	8,525.47	585.00		2,110.10			7,000.37
Police DARE	2,853.77						2,853.77
POLICE FORFEITURE FUND	3,397.27						3,397.27
Total	2,638,227.32	267,898.19	-	148,223.60	-	4,583.44	2,762,485.35
<b>Capital Project Funds</b>							
CP - Brownfield Project	2,359.33						2,359.33
CP - 2008 Flood Repair	2,949.18						2,949.18
CP - 2010 St Project	2,691.86						2,691.86
CP - Sidewalk Project	(16,043.00)						(16,043.00)
CP - 2006 Street Improvement	(10,483.83)						(10,483.83)
DS - 2002 Street	28,424.00						28,424.00
2010 Brick St Spec Assess	18,189.73						18,189.73
2017 Brick St Spec Assess	138,550.69						138,550.69
Adel Hwy 169 Improv	(44,812.67)						(44,812.67)
2019 Flood	76,231.40						76,231.40
2020 Derecho	10,798.38						10,798.38
Eagle Vista Dr Rehab							
Fire Trucks	717,810.66						717,810.66
N 15th St Bridge Replacement	(60,962.58)			8,493.20			(69,455.78)
CIRTPA Trails	782,226.00			23,335.00			758,891.00
2022 St Resurfacing	(35,300.00)						(35,300.00)
Rapids St Reconstruction	(36,000.00)						(36,000.00)
Total	1,576,629.15	-	-	31,828.20	-	-	1,544,800.95
<b>Debt Service Fund</b>							
Debt Service-Property Tax	168,736.97	2,461.87		250.00			170,948.84
	168,736.97	2,461.87	-	250.00	-	-	170,948.84
<b>Internal Service Funds</b>							
Flex Plan	5,007.59	848.42		1,488.74			4,367.27
	5,007.59	848.42	-	1,488.74	-	-	4,367.27
<b>Enterprise Funds</b>							
Water	874,560.61	153,350.67		267,941.60			759,969.68
USDA #3 Bond Reserve (\$7,000,000)	63,455.00	1,813.00					65,268.00
USDA #3 Bond Reserve (\$9,603,000)	89,075.00	2,545.00					91,620.00
USDA #3 Short Lived Asset Reserve (\$32,740 Pe	95,491.90	2,728.34					98,220.24
USDA #6 Bond Reserve	29,394.00	1,278.00					30,672.00
USDA #6 Short Lived Asset Reserve (\$14,737 Pe	28,245.99	1,228.09					29,474.08
Improvement	2,360,452.44	(2,784.00)					2,357,668.44
CWI	(0.00)						(0.00)
Water Deposits	210,240.77	3,160.45		2,525.00			210,876.22
CP - Water Utility Improvements - Phase 2	(3,675.00)			338.13			(4,013.13)
Sewer	840,563.31	174,132.42		111,610.49			903,085.24
USDA #1 Bond Reserve	22,592.00	353.00					22,945.00
USDA #1 Short Lived Asset Reserve (\$10,000 Pe	59,167.06	833.34					60,000.40
USDA #4 Bond Reserve	71,832.00	1,752.00					73,584.00
USDA #4 Short Lived Asset Reserve (Add'l \$6,00	23,500.00	500.00					24,000.00
USDA #5 Bond Reserve	74,267.00	3,229.00					77,496.00
USDA #5 Short Lived Asset Reserve (Add'l \$4,03	23,724.24	335.84					24,060.08
Improvement	1,786,095.51	(37,066.49)					1,749,029.02
CSI	(0.00)						(0.00)
E. Annex Sewer Connection Fees	271,471.75						271,471.75
CP - New Wastewater Treatment Plant	0.00			1,418.12			(1,418.12)
CP - Southbridge Lift Station	(3,082.71)			1,665.00			(4,747.71)
Storm Water	543,379.31	12,839.05		28,235.82		509.27	528,491.81
USDA #2 Bond Reserve	26,784.00	496.00					27,280.00
USDA #2 Short Lived Asset Reserve	7,375.00	125.00					7,500.00
CSWI	446,399.44	13,892.92		64,415.00			395,877.36
Garbage / Recycling	62,859.58	38,333.29		42,408.36			58,784.51
	8,004,168.20	373,074.92	-	520,557.52	-	509.27	7,857,194.87
Total	15,815,593.83	897,837.56	-	1,043,252.05	-	5,092.71	15,675,272.05
<b>CASH</b>							
Certificate of Deposit - RVB	100,000.00						
Peoples Bank Balance	14,913,145.92						
Peoples Bank - Merchant Account	-						
Peoples Bank - Storm Water Project	-						
Peoples Bank - Water Util Improv	-						
Peoples Bank - East Sewer Ext	230,986.46						
Peoples Bank - WWTP	812,698.50						
IPAIT							
Total CIB	16,056,830.88	Outstanding (381,558.83)		Total 15,675,272.05			

Note: The \$5,092.71 in the AP column relates to overwithheld IPERS contributions due to employees. Appropriate adjustments will be made during the 07/20/23 payro



CITY OF ADEL  
MONTH TO DATE TREASURERS REPORT  
AS OF: JUNE 30TH, 2023

FUND	BEGINNING CASH BALANCE	MTD REVENUES	MTD EXPENSES	ACCOUNTS PAYABLE	ENDING CASH BALANCE	TOTAL INVESTMENTS	TOTAL CASH & INVESTMENTS
GENERAL FUND	2,726,602.19	248,574.12	339,849.72	0.00	2,635,326.59	0.00	2,635,326.59
SPECIAL RESERVE TRANSFER	451,989.54	14.27	0.00	0.00	452,003.81	0.00	452,003.81
ROAD USE TAX	541,433.42	94,989.34	105,116.17	4,583.44	535,890.03	0.00	535,890.03
TRUST AND AGENCY	766,738.36	14,834.23	47,121.17	0.00	734,451.42	0.00	734,451.42
HOTEL-MOTEL TAX	43,895.80	0.00	0.00	0.00	43,895.80	0.00	43,895.80
TIF	20,383.09	4,038.27	0.00	0.00	24,421.36	0.00	24,421.36
2010 BRICK ST SPEC ASSES	18,189.73	0.00	0.00	0.00	18,189.73	0.00	18,189.73
2002 ST/UTIL-SPEC ASSESS	28,424.00	0.00	0.00	0.00	28,424.00	0.00	28,424.00
2017 BRICK ST SPEC ASSESS	138,550.69	0.00	0.00	0.00	138,550.69	0.00	138,550.69
DEBT SERVICE	168,736.97	2,461.87	250.00	0.00	170,948.84	0.00	170,948.84
2006 STREET IMP PROJECT	( 10,483.83)	0.00	0.00	0.00	( 10,483.83)	0.00	( 10,483.83)
BROWNFIELD PROJECT	2,359.33	0.00	0.00	0.00	2,359.33	0.00	2,359.33
2008 FLOOD REPAIR PROJEC	2,949.18	0.00	0.00	0.00	2,949.18	0.00	2,949.18
2010 STREET PROJECT	2,691.86	0.00	0.00	0.00	2,691.86	0.00	2,691.86
SIDEWALK PROJECT	( 16,043.00)	0.00	0.00	0.00	( 16,043.00)	0.00	( 16,043.00)
INDUSTRIAL PARK PROJECT	118,469.31	0.00	0.00	0.00	118,469.31	0.00	118,469.31
LOST FUNDS - AQUATIC CEN	1,588,786.98	163,374.60	0.00	0.00	1,752,161.58	0.00	1,752,161.58
FIRE TRUCKS	717,810.66	0.00	0.00	0.00	717,810.66	0.00	717,810.66
NEW WASTEWTR TRTMNT PLNT	0.00	0.00	1,418.12	0.00	( 1,418.12)	0.00	( 1,418.12)
ADEL HWY 169 IMPROV	( 44,812.67)	0.00	0.00	0.00	( 44,812.67)	0.00	( 44,812.67)
2019 FLOOD	76,231.40	0.00	0.00	0.00	76,231.40	0.00	76,231.40
WATER UTIL IMPROV P2	( 3,675.00)	0.00	338.13	0.00	( 4,013.13)	0.00	( 4,013.13)
SOUTHBRIDGE LIFT STATION	( 3,082.71)	0.00	1,665.00	0.00	( 4,747.71)	0.00	( 4,747.71)
2020 Derecho	10,798.38	0.00	0.00	0.00	10,798.38	0.00	10,798.38
N 15TH ST BRIDGE REPLACE	( 60,962.58)	0.00	8,493.20	0.00	( 69,455.78)	0.00	( 69,455.78)
CIRTPA TRAILS	782,226.00	0.00	23,335.00	0.00	758,891.00	0.00	758,891.00
2022 ST RESURFACING	( 35,300.00)	0.00	0.00	0.00	( 35,300.00)	0.00	( 35,300.00)
RAPIDS ST RECONSTRUCTION	( 36,000.00)	0.00	0.00	0.00	( 36,000.00)	0.00	( 36,000.00)
WATER UTILITY	3,540,130.32	160,159.10	267,941.60	0.00	3,432,347.82	0.00	3,432,347.82
SEWER UTILITY FUND	3,173,480.09	144,069.11	111,610.49	0.00	3,205,938.71	0.00	3,205,938.71
STORM WATER UTILITY	1,023,934.07	27,352.97	92,650.82	509.27	959,145.49	0.00	959,145.49
GARBAGE/RECYCLING UTILITY	62,865.66	38,333.29	42,408.36	0.00	58,790.59	0.00	58,790.59
OAKDALE PRIDE	113.45	0.00	0.00	0.00	113.45	0.00	113.45
FRIENDS/FOUNDATION	( 246.11)	886.52	303.27	0.00	337.14	0.00	337.14
HISTORIC PRES PLAQUES	10.55	0.00	0.00	0.00	10.55	0.00	10.55
NILE KINNICK ADDITION	18,398.70	( 1,250.13)	751.00	0.00	16,397.57	0.00	16,397.57
GRAND TOTAL	15,815,593.83	897,837.56	1,043,252.05	5,092.71	15,675,272.05	0.00	15,675,272.05
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\*\*\* END OF REPORT \*\*\*

CITY OF ADEL  
STATEMENT OF REVENUES - BUDGET VS. ACTUAL  
AS OF: JUNE 30TH, 2023

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
001-GENERAL FUND	3,007,455	3,380,172	248,574.12	3,830,370.44	3,034,174.41 (	450,198.44)	13.32-
002-SPECIAL RESERVE TRANS	34,700	34,700	14.27	34,822.43	34,703.57 (	122.43)	0.35-
110-ROAD USE TAX	769,125	769,125	94,989.34	859,641.31	798,917.84 (	90,516.31)	11.77-
112-TRUST AND AGENCY	752,265	771,718	14,834.23	788,686.43	722,784.14 (	16,968.43)	2.20-
122-HOTEL-MOTEL TAX	0	0	0.00	11,506.70	23,958.26 (	11,506.70)	0.00
125-TIF	492,544	492,544	4,038.27	469,524.31	491,364.87	23,019.69	4.67
133-2010 BRICK SPEC ASSES	0	0	0.00	0.00	631.00	0.00	0.00
135-2017 BRICK ST SPEC AS	8,059	8,059	0.00	7,691.00	18,971.00	368.00	4.57
200-DEBT SERVICE	878,951	878,951	2,461.87	881,286.38	852,257.11 (	2,335.38)	0.27-
324-LOST FUNDS - AQUATIC	1,345,497	1,467,323	163,374.60	1,890,358.43	1,547,233.00 (	423,035.43)	28.83-
328-FIRE TRUCKS	816,000	816,000	0.00	407,823.83	407,823.83	408,176.17	50.02
332-NEW WATER TREATMENT P	0	0	0.00	0.00	55,476.14	0.00	0.00
333-NEW WASTEWTR TRTMNT P	1,845,000	1,845,000	0.00	1,015,642.83	9,836,623.31	829,357.17	44.95
336-2018 ADEL STREET RESU	1,687,500	1,687,500	0.00	0.00	0.00	1,687,500.00	100.00
337-2019 FLOOD	0	0	0.00	0.00	10,000.38	0.00	0.00
338-WATER UTIL IMPROV P2	800,000	800,000	0.00	469,610.21	2,829,059.02	330,389.79	41.30
339-SOUTHBRIDGE LIFT STAT	475,000	475,000	0.00	475,000.00	1,815,663.20	0.00	0.00
340-2020 DERECHO	0	0	0.00	0.00	10,536.45	0.00	0.00
341-EAGLE VISTA DR REHAB	0	6,385	0.00	6,384.29	121,301.41	0.71	0.01
342-N 15TH ST BRIDGE REPL	0	0	0.00	95,000.00	15,622.50 (	95,000.00)	0.00
343-CIRTPA TRAILS	0	0	0.00	950,000.00	5,304.00 (	950,000.00)	0.00
600-WATER UTILITY	2,047,619	2,047,619	160,159.10	1,957,413.30	6,526,378.68	90,205.70	4.41
610-SEWER UTILITY FUND	1,833,183	1,881,749	144,069.11	1,772,176.79	13,518,447.11	109,572.21	5.82
615-STORM WATER UTILITY	325,453	325,453	27,352.97	336,538.94	329,720.15 (	11,085.94)	3.41-
670-GARBAGE/RECYCLING UTI	428,083	438,356	38,333.29	476,716.42	420,416.32 (	38,360.42)	8.75-
951-FRIENDS/FOUNDATION	10,000	10,000	886.52	11,380.32	10,000.00 (	1,380.32)	13.80-
955-HOLIDAY LIGHTS	0	0	0.00	500.00	1,250.00 (	500.00)	0.00
956-NILE KINNICK ADDITION	0	0 (	1,250.13)	1,524.87	1,060.00 (	1,524.87)	0.00
TOTAL REVENUES	17,556,434	18,135,654	897,837.56	16,749,599.23	43,439,677.70	1,386,054.77	7.64
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CITY OF ADEL  
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL  
AS OF: JUNE 30TH, 2023

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
001-GENERAL FUND	3,004,724	3,470,107	339,849.72	3,180,814.98	2,715,402.78	289,292.02	8.34
002-SPECIAL RESERVE TRANS	20,000	20,000	0.00	20,000.00	0.00	0.00	0.00
110-ROAD USE TAX	863,371	869,756	105,116.17	804,122.43	757,534.93	65,633.57	7.55
112-TRUST AND AGENCY	738,964	780,012	47,121.17	680,719.49	642,282.34	99,292.51	12.73
122-HOTEL-MOTEL TAX	0	0	0.00	0.00	3,300.00	0.00	0.00
125-TIF	492,544	492,544	0.00	492,544.00	492,544.00	0.00	0.00
133-2010 BRICK SPEC ASSES	0	0	0.00	0.00	1,526.00	0.00	0.00
135-2017 BRICK ST SPEC AS	15,571	15,571	0.00	15,571.00	16,488.00	0.00	0.00
200-DEBT SERVICE	833,205	833,205	250.00	833,205.00	844,755.00	0.00	0.00
324-LOST FUNDS - AQUATIC	1,664,536	1,750,563	0.00	1,664,536.00	598,178.00	86,027.00	4.91
328-FIRE TRUCKS	816,000	816,000	0.00	97,837.00	0.00	718,163.00	88.01
333-NEW WASTEWTR TRTMNT P	1,845,000	1,845,000	1,418.12	1,016,815.04	9,823,473.06	828,184.96	44.89
336-2018 ADEL STREET RESU	1,637,500	1,637,500	0.00	0.00	0.00	1,637,500.00	100.00
338-WATER UTIL IMPROV P2	800,000	800,000	338.13	466,248.34	2,833,871.19	333,751.66	41.72
339-SOUTHBRIDGE LIFT STAT	475,000	475,000	1,665.00	703,046.63	1,588,221.78 (	228,046.63)	48.01-
341-EAGLE VISTA DR REHAB	0	0	0.00	6,384.29	121,301.41 (	6,384.29)	0.00
342-N 15TH ST BRIDGE REPL	0	0	8,493.20	164,455.78	15,622.50 (	164,455.78)	0.00
343-CIRTPA TRAILS	0	0	23,335.00	191,109.00	5,304.00 (	191,109.00)	0.00
344-2022 ST RESURFACING	0	0	0.00	0.00	35,300.00	0.00	0.00
345-RAPIDS ST RECONSTRUCT	0	0	0.00	0.00	36,000.00	0.00	0.00
600-WATER UTILITY	1,840,208	1,840,208	267,941.60	1,668,531.87	6,156,618.53	171,676.13	9.33
610-SEWER UTILITY FUND	2,089,589	2,214,355	111,610.49	2,058,835.66	12,639,146.39	155,519.34	7.02
615-STORM WATER UTILITY	270,235	270,235	92,650.82	238,520.53	411,721.87	31,714.47	11.74
670-GARBAGE/RECYCLING UTI	466,454	476,727	42,408.36	467,667.21	443,415.92	9,059.79	1.90
951-FRIENDS/FOUNDATION	10,000	17,897	303.27	18,770.70	12,487.26 (	873.70)	4.88-
955-HOLIDAY LIGHTS	0	0	0.00	2,176.56	3,558.00 (	2,176.56)	0.00
956-NILE KINNICK ADDITION	0	0	751.00	751.00	3,911.80 (	751.00)	0.00
TOTAL EXPENDITURES	17,882,901	18,624,680	1,043,252.05	14,792,662.51	40,201,964.76	3,832,017.49	20.57
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	( 326,467)	( 489,026)	( 145,414.49)	1,956,936.72	3,237,712.94 (	2,445,962.72)	7,102.58

CITY OF ADEL  
REVENUE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Non Departmental					
=====					
<u>TAXES</u>					
001-4-000-4-4000 PROPERTY TAXES	1,407,071.00 (	18,121.22)	1,362,935.41	96.86	44,135.59
001-4-000-4-4003 AG LAND - CORP ROAD	4,190.00	121.04	4,230.77	100.97 (	40.77)
001-4-000-4-4013 PROPERTY/LIABILITY INSURANCE	65,184.00 (	832.85)	63,683.10	97.70	1,500.90
001-4-000-4-4050 COMM-IND PROP TAX BACKFILL	29,079.00	28,274.87	84,980.31	292.24 (	55,901.31)
001-4-000-4-4080 MOBILE HOME TAX	<u>3,145.00</u>	<u>102.79</u>	<u>1,971.92</u>	<u>62.70</u>	<u>1,173.08</u>
TOTAL TAXES	1,508,669.00	9,544.63	1,517,801.51	100.61 (	9,132.51)
<u>LICENSES &amp; PERMITS</u>					
001-4-000-1-4100 BEER & LIQUOR PERMITS	4,500.00	585.00	6,417.50	142.61 (	1,917.50)
001-4-000-1-4105 CIGARETTE PERMITS	450.00	75.00	543.75	120.83 (	93.75)
001-4-000-1-4160 UTILITY FRANCHISE FEES	8,000.00	0.00	7,741.74	96.77	258.26
001-4-000-1-4170 PEDDLERS,SOLICITERS,TRANSIENT	950.00	200.00	2,075.00	218.42 (	1,125.00)
001-4-000-1-4175 SPECIAL EVENT PERMITS	400.00	75.00	450.00	112.50 (	50.00)
001-4-000-1-4185 BICYCLE/GOLF CART PERMIT	<u>1,000.00</u>	<u>300.00</u>	<u>1,850.00</u>	<u>185.00 (</u>	<u>850.00)</u>
TOTAL LICENSES & PERMITS	15,300.00	1,235.00	19,077.99	124.69 (	3,777.99)
<u>USE OF MONEY &amp; PROPERTY</u>					
001-4-000-4-4300 INTEREST ON INVESTMENTS-N.O.W.	101,200.00	58,674.43	449,958.45	444.62 (	348,758.45)
001-4-000-4-4320 RENTALS	<u>75,000.00</u>	<u>11,182.51</u>	<u>96,053.56</u>	<u>128.07 (</u>	<u>21,053.56)</u>
TOTAL USE OF MONEY & PROPERTY	176,200.00	69,856.94	546,012.01	309.88 (	369,812.01)
<u>CHARGES FOR SERVICES</u>					
001-4-000-1-4534 COPIES	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10.00</u>
TOTAL CHARGES FOR SERVICES	10.00	0.00	0.00	0.00	10.00
<u>MISCELLANEOUS REVENUES</u>					
001-4-000-1-4735 MISC REVENUES	54,942.00	1,500.00	81,001.00	147.43 (	26,059.00)
001-4-000-1-4737 SALES TAX REFUNDS	<u>2,000.00</u>	<u>0.00</u>	<u>2,103.15</u>	<u>105.16 (</u>	<u>103.15)</u>
TOTAL MISCELLANEOUS REVENUES	56,942.00	1,500.00	83,104.15	145.95 (	26,162.15)
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TOTAL Non Departmental	1,757,121.00	82,136.57	2,165,995.66	123.27 (	408,874.66)

Police Department  
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<u>CHARGES FOR SERVICES</u>					
001-4-110-1-4550 POL SERV - REPORTS, FINGERPRNT	<u>2,000.00</u>	<u>100.00</u>	<u>1,566.00</u>	<u>78.30</u>	<u>434.00</u>
TOTAL CHARGES FOR SERVICES	2,000.00	100.00	1,566.00	78.30	434.00

001-GENERAL FUND

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>MISCELLANEOUS REVENUES</u>					
001-4-110-1-4770 TICKETS AND COURT FINES	<u>2,750.00</u>	<u>304.00</u>	<u>3,036.01</u>	<u>110.40</u>	( <u>286.01</u> )
TOTAL MISCELLANEOUS REVENUES	2,750.00	304.00	3,036.01	110.40	( 286.01)
<hr/>					
<u>OTHER FINANCING SOURCES</u>					
001-4-110-1-4855 SRO REIMBURSEMENT	<u>49,377.00</u>	<u>0.00</u>	<u>32,758.50</u>	<u>66.34</u>	<u>16,618.50</u>
TOTAL OTHER FINANCING SOURCES	49,377.00	0.00	32,758.50	66.34	16,618.50
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TOTAL Police Department	54,127.00	404.00	37,360.51	69.02	16,766.49
Fire Department =====					
<u>INTERGOVERNMENTAL</u>					
001-4-150-2-4475 FIRE SERVICE	<u>118,995.00</u>	<u>33,715.24</u>	<u>118,995.22</u>	<u>100.00</u>	( <u>0.22</u> )
TOTAL INTERGOVERNMENTAL	118,995.00	33,715.24	118,995.22	100.00	( 0.22)
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<u>MISCELLANEOUS REVENUES</u>					
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TOTAL Fire Department	118,995.00	33,715.24	118,995.22	100.00	( 0.22)
Animal Control =====					
<u>LICENSES &amp; PERMITS</u>					
001-4-190-1-4180 PET LICENSE	<u>1,750.00</u>	<u>0.00</u>	<u>1,225.00</u>	<u>70.00</u>	<u>525.00</u>
001-4-190-2-4181 IMPOUND FEES	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL LICENSES & PERMITS	1,850.00	0.00	1,225.00	66.22	625.00
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TOTAL Animal Control	1,850.00	0.00	1,225.00	66.22	625.00
Library =====					
<u>INTERGOVERNMENTAL</u>					
001-4-410-2-4470 LIBRARY-COUNTY SERVICE	<u>27,000.00</u>	<u>0.00</u>	<u>18,000.00</u>	<u>66.67</u>	<u>9,000.00</u>
TOTAL INTERGOVERNMENTAL	27,000.00	0.00	18,000.00	66.67	9,000.00
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<u>MISCELLANEOUS REVENUES</u>					
001-4-410-1-4766 LIBRARY FINES & OPEN ACCESS	<u>2,000.00</u>	<u>367.15</u>	<u>2,528.38</u>	<u>126.42</u>	( <u>528.38</u> )
001-4-410-1-4767 MEETING ROOM FEE	<u>225.00</u>	<u>175.00</u>	<u>1,000.00</u>	<u>444.44</u>	( <u>775.00</u> )
TOTAL MISCELLANEOUS REVENUES	2,225.00	542.15	3,528.38	158.58	( 1,303.38)
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TOTAL Library	29,225.00	542.15	21,528.38	73.66	7,696.62

001-GENERAL FUND

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Museum =====					
OTHER FINANCING SOURCES					
Parks =====					
LICENSES & PERMITS					
USE OF MONEY & PROPERTY					
001-4-430-3-4310 CAMPGROUND RENT	7,380.00	0.00	0.00	0.00	7,380.00
TOTAL USE OF MONEY & PROPERTY	7,380.00	0.00	0.00	0.00	7,380.00
CHARGES FOR SERVICES					
001-4-430-1-4556 PARK SHELTER RENT	1,200.00	212.93	2,104.68	175.39 (	904.68)
001-4-430-1-4566 PARK-DONATONS	0.00	600.00	600.00	0.00 (	600.00)
TOTAL CHARGES FOR SERVICES	1,200.00	812.93	2,704.68	225.39 (	1,504.68)
TOTAL Parks	8,580.00	812.93	2,704.68	31.52	5,875.32
Island Park =====					
CHARGES FOR SERVICES					
Cemetery =====					
MISCELLANEOUS REVENUES					
001-4-450-1-4740 CEMETERY STANDARD SPACE	13,000.00	1,000.00	16,000.00	123.08 (	3,000.00)
001-4-450-1-4742 REGULAR SPACE OPEN/CLOSE	5,000.00	500.00	10,100.00	202.00 (	5,100.00)
001-4-450-1-4743 CREMATION OPEN/CLOSE	2,000.00	200.00	4,200.00	210.00 (	2,200.00)
TOTAL MISCELLANEOUS REVENUES	20,000.00	1,700.00	30,300.00	151.50 (	10,300.00)
TOTAL Cemetery	20,000.00	1,700.00	30,300.00	151.50 (	10,300.00)
Pool =====					

001-GENERAL FUND

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CHARGES FOR SERVICES</u>					
001-4-460-1-4554 POOL ADMISSIONS	135,056.00	76,636.55	180,713.25	133.81 (	45,657.25)
001-4-460-1-4555 POOL-LESSONS	21,700.00	2,265.00	29,105.00	134.12 (	7,405.00)
001-4-460-1-4556 POOL BIRTHDAY PARTY PACKAGES	750.00	3,034.00	8,017.30	1,068.97 (	7,267.30)
001-4-460-1-4557 CONCESSIONS RECEIPTS	32,000.00	17,315.35	45,242.62	141.38 (	13,242.62)
001-4-460-1-4558 LIFEGUARD CLASSES	<u>0.00</u>	<u>0.00</u>	<u>505.00</u>	<u>0.00</u> (	<u>505.00)</u>
TOTAL CHARGES FOR SERVICES	189,506.00	99,250.90	263,583.17	139.09 (	74,077.17)

MISCELLANEOUS REVENUES

TOTAL Pool	189,506.00	99,250.90	263,583.17	139.09 (	74,077.17)
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Recreation  
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USE OF MONEY & PROPERTY

001-4-470-4-4310 BALLFIELD RENTALS	<u>1,400.00</u>	<u>128.40</u>	<u>2,795.85</u>	<u>199.70</u> (	<u>1,395.85)</u>
TOTAL USE OF MONEY & PROPERTY	1,400.00	128.40	2,795.85	199.70 (	1,395.85)

CHARGES FOR SERVICES

001-4-470-1-4550 ARCHERY PERMITS	500.00	30.00	605.25	121.05 (	105.25)
001-4-470-1-4558 SOFTBALL REGISTRATIONS	11,000.00	0.00	12,035.00	109.41 (	1,035.00)
001-4-470-1-4559 BASEBALL REGISTRATION	20,000.00	40.00	24,835.60	124.18 (	4,835.60)
001-4-470-1-4560 SOCCER REGISTRATIONS	3,000.00	0.00	3,320.00	110.67 (	320.00)
001-4-470-1-4561 FOOTBALL REGISTRATIONS	1,000.00	0.00	1,000.00	100.00	0.00
001-4-470-1-4562 ADULT LEAGUES	7,000.00	240.00	7,930.00	113.29 (	930.00)
001-4-470-1-4563 OTHER, SPONSORS	1,000.00	0.00	0.00	0.00	1,000.00
001-4-470-1-4564 YOUTH BASKETBALL	12,000.00	0.00	14,495.00	120.79 (	2,495.00)
001-4-470-1-4565 SPECIAL EVENTS	5,000.00	100.00	6,988.00	139.76 (	1,988.00)
001-4-470-1-4566 YOUTH TENNIS	3,000.00	300.00	3,800.00	126.67 (	800.00)
001-4-470-1-4568 ARCHERY LEAGUE REGISTRATIONS	<u>0.00</u>	<u>0.00</u>	<u>160.00</u>	<u>0.00</u> (	<u>160.00)</u>
TOTAL CHARGES FOR SERVICES	63,500.00	710.00	75,168.85	118.38 (	11,668.85)

MISCELLANEOUS REVENUES

001-4-470-1-4736 CONCESSION REVENUE	<u>4,500.00</u>	<u>2,754.93</u>	<u>7,327.45</u>	<u>162.83</u> (	<u>2,827.45)</u>
TOTAL MISCELLANEOUS REVENUES	4,500.00	2,754.93	7,327.45	162.83 (	2,827.45)

TOTAL Recreation	69,400.00	3,593.33	85,292.15	122.90 (	15,892.15)
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Finance  
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001-GENERAL FUND

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>INTERGOVERNMENTAL</u>					
<hr/>					
Zoning/Compliance/Permits =====					
<u>LICENSES &amp; PERMITS</u>					
001-4-630-1-4120 BUILDING PERMITS	130,000.00	26,419.00	152,187.78	117.07 (	22,187.78)
001-4-630-1-4165 ZONING FEES	250.00	0.00	380.00	152.00 (	130.00)
001-4-630-1-4166 SUBDIVISION FEES	<u>141,101.00</u>	<u>0.00</u>	<u>176,829.10</u>	<u>125.32 (</u>	<u>35,728.10)</u>
TOTAL LICENSES & PERMITS	271,351.00	26,419.00	329,396.88	121.39 (	58,045.88)
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TOTAL Zoning/Compliance/Permits	271,351.00	26,419.00	329,396.88	121.39 (	58,045.88)
Emergency Levy =====					
<u>OTHER FINANCING SOURCES</u>					
001-4-690-4-4834 TRANSFER--EMERGENCY LEVY	48,046.00	0.00	48,045.52	100.00	0.48
001-4-690-4-4836 OTHER TRANSFERS	<u>811,971.00</u>	<u>0.00</u>	<u>725,943.27</u>	<u>89.41</u>	<u>86,027.73</u>
TOTAL OTHER FINANCING SOURCES	860,017.00	0.00	773,988.79	90.00	86,028.21
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TOTAL Emergency Levy	860,017.00	0.00	773,988.79	90.00	86,028.21
Debt Service =====					
<u>OTHER FINANCING SOURCES</u>					
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TOTAL REVENUE	3,380,172.00	248,574.12	3,830,370.44	113.32 (	450,198.44)
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110-ROAD USE TAX

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Road Use Tax =====					
INTERGOVERNMENTAL					
110-4-210-2-4430 RUT	<u>769,125.00</u>	<u>94,989.34</u>	<u>846,722.09</u>	<u>110.09</u>	( <u>77,597.09</u> )
TOTAL INTERGOVERNMENTAL	769,125.00	94,989.34	846,722.09	110.09	( 77,597.09)
MISCELLANEOUS REVENUES					
110-4-210-2-4715 REFUNDS	<u>0.00</u>	<u>0.00</u>	<u>12,919.22</u>	<u>0.00</u>	( <u>12,919.22</u> )
TOTAL MISCELLANEOUS REVENUES	0.00	0.00	12,919.22	0.00	( 12,919.22)
OTHER FINANCING SOURCES	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
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TOTAL Road Use Tax	769,125.00	94,989.34	859,641.31	111.77	( 90,516.31)
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TOTAL REVENUE	<u>769,125.00</u>	<u>94,989.34</u>	<u>859,641.31</u>	<u>111.77</u>	( <u>90,516.31</u> )
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CITY OF ADEL  
REVENUE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

600-WATER UTILITY

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Water					
=====					
<hr/>					
USE OF MONEY & PROPERTY					
<hr/>					
INTERGOVERNMENTAL					
<hr/>					
CHARGES FOR SERVICES					
600-4-810-1-4500 WATER METERED SALES	1,925,119.00	147,578.20	1,825,109.20	94.81	100,009.80
600-4-810-1-4501 WATER SERVICE EXCISE TAX	115,000.00	8,387.65	104,290.55	90.69	10,709.45
600-4-810-1-4511 BULK SALES	0.00	193.25	193.25	0.00 (	193.25)
600-4-810-1-4540 CONNECTING FEES	7,500.00	4,000.00	21,600.00	288.00 (	14,100.00)
600-4-810-1-4550 CWI SURCHARGE	<u>0.00</u>	<u>0.00</u>	<u>80.13</u>	<u>0.00 (</u>	<u>80.13)</u>
TOTAL CHARGES FOR SERVICES	2,047,619.00	160,159.10	1,951,273.13	95.29	96,345.87
<hr/>					
MISCELLANEOUS REVENUES					
600-4-810-2-4716 MISC.- REFUNDS	<u>0.00</u>	<u>0.00</u>	<u>6,140.17</u>	<u>0.00 (</u>	<u>6,140.17)</u>
TOTAL MISCELLANEOUS REVENUES	0.00	0.00	6,140.17	0.00 (	6,140.17)
<hr/>					
OTHER FINANCING SOURCES					
<hr/>					
TOTAL Water	2,047,619.00	160,159.10	1,957,413.30	95.59	90,205.70
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TOTAL REVENUE	2,047,619.00	160,159.10	1,957,413.30	95.59	90,205.70
	=====	=====	=====	=====	=====

610-SEWER UTILITY FUND

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Sewer =====					
<hr/>					
<u>USE OF MONEY &amp; PROPERTY</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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<u>INTERGOVERNMENTAL</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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<u>CHARGES FOR SERVICES</u>					
610-4-815-1-4510 SEWER SERVICE FEES	1,825,683.00	136,046.50	1,648,137.39	90.28	177,545.61
610-4-815-1-4541 SEWER CONNECTION FEE	7,500.00	8,000.00	39,300.00	524.00 (	31,800.00)
610-4-815-1-4542 E ANNEX SEWER CONNECTION FEE	48,566.00	0.00	82,692.79	170.27 (	34,126.79)
610-4-815-1-4550 CSI SURCHARGE	<u>0.00</u>	<u>0.00</u>	<u>57.33</u>	<u>0.00</u> (	<u>57.33</u> )
TOTAL CHARGES FOR SERVICES	1,881,749.00	144,046.50	1,770,187.51	94.07	111,561.49
<hr/>					
<u>MISCELLANEOUS REVENUES</u>					
610-4-815-2-4716 MISC REFUND	<u>0.00</u>	<u>22.61</u>	<u>1,989.28</u>	<u>0.00</u> (	<u>1,989.28</u> )
TOTAL MISCELLANEOUS REVENUES	0.00	22.61	1,989.28	0.00 (	1,989.28)
<hr/>					
<u>OTHER FINANCING SOURCES</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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TOTAL Sewer	1,881,749.00	144,069.11	1,772,176.79	94.18	109,572.21
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TOTAL REVENUE	1,881,749.00	144,069.11	1,772,176.79	94.18	109,572.21
	=====	=====	=====	=====	=====

615-STORM WATER UTILITY

100.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
STORM WATER UTILITY =====					
USE OF MONEY & PROPERTY	_____	_____	_____	_____	_____
CHARGES FOR SERVICES					
615-4-820-1-4510 SWU SERVICE FEE	156,757.00	13,460.05	163,688.44	104.42 (	6,931.44)
615-4-820-1-4550 CSWI SURCHARGE	<u>168,696.00</u>	<u>13,892.92</u>	<u>170,883.84</u>	<u>101.30 (</u>	<u>2,187.84)</u>
TOTAL CHARGES FOR SERVICES	325,453.00	27,352.97	334,572.28	102.80 (	9,119.28)
MISCELLANEOUS REVENUES					
615-4-820-2-4716 MISC REFUND - LINE REPAIRS	<u>0.00</u>	<u>0.00</u>	<u>1,966.66</u>	<u>0.00 (</u>	<u>1,966.66)</u>
TOTAL MISCELLANEOUS REVENUES	0.00	0.00	1,966.66	0.00 (	1,966.66)
OTHER FINANCING SOURCES	_____	_____	_____	_____	_____
TOTAL STORM WATER UTILITY	325,453.00	27,352.97	336,538.94	103.41 (	11,085.94)
TOTAL REVENUE	<u>325,453.00</u> =====	<u>27,352.97</u> =====	<u>336,538.94</u> =====	<u>103.41 (</u> =====	<u>11,085.94)</u> =====

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Non Departmental

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
<hr/>					
TRANSFERS					
001-5-000-5-6910 TRANSFER OUT	<u>57,972.00</u>	<u>0.00</u>	<u>61,271.45</u>	<u>105.69</u>	( <u>3,299.45</u> )
TOTAL TRANSFERS	57,972.00	0.00	61,271.45	105.69	( 3,299.45)
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TOTAL Non Departmental	57,972.00	0.00	61,271.45	105.69	( 3,299.45)

001-GENERAL FUND

100.00% OF YEAR COMP.

Police Department

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-5-110-1-6010 FULL TIME WAGES	714,857.00	61,610.56	722,006.12	101.00 (	7,149.12)
001-5-110-1-6020 PART TIME WAGES	1,800.00	0.00	3,018.51	167.70 (	1,218.51)
001-5-110-1-6040 OVERTIME WAGES	8,000.00	491.02	10,097.31	126.22 (	2,097.31)
001-5-110-1-6062 HOLIDAY WAGES	15,000.00	1,515.36	14,671.61	97.81	328.39
001-5-110-1-6069 COURT TIME WAGES	1,000.00	114.40	916.57	91.66	83.43
001-5-110-1-6181 UNIFORM ALLOWANCE	13,382.00	0.00	13,381.29	99.99	0.71
001-5-110-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	300.00	0.00	286.80	95.60	13.20
001-5-110-1-6230 EDUCATION & TRAINING	5,000.00	331.90	3,638.38	72.77	1,361.62
001-5-110-1-6231 ACADEMY TRAINING	9,899.00	0.00	9,898.12	99.99	0.88
001-5-110-1-6240 MEETINGS AND TRAVEL	<u>350.00</u>	<u>0.00</u>	<u>113.56</u>	<u>32.45</u>	<u>236.44</u>
TOTAL PERSONAL SERVICES	769,588.00	64,063.24	778,028.27	101.10 (	8,440.27)
<u>SERVICES AND COMMODITIES</u>					
001-5-110-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	24,600.00	1,809.14	24,246.49	98.56	353.51
001-5-110-2-6332 VEHICLE, EQUIP & RADIO MAINT.	24,000.00	755.98	22,929.11	95.54	1,070.89
001-5-110-2-6371 UTILITIES-ELEC,GAS-SANITATION	10,000.00	540.24	9,577.94	95.78	422.06
001-5-110-2-6372 DISASTER SERVICES	10,005.00	1,276.15	9,285.41	92.81	719.59
001-5-110-2-6373 TELEPHONE/RADIO	8,000.00	1,124.40	7,862.15	98.28	137.85
001-5-110-2-6402 ADVERTISING & LEGAL PUBLICATIO	2,000.00	0.00	416.65	20.83	1,583.35
001-5-110-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	4,000.00	31.30	1,840.48	46.01	2,159.52
001-5-110-2-6408 INSURANCE-FIRE & AUTO-GENERAL	9,085.00	0.00	11,440.26	125.92 (	2,355.26)
001-5-110-2-6411 COURT COSTS	350.00	15.00	225.00	64.29	125.00
001-5-110-2-6413 PMTS TO OTHER AGENCIES	5,000.00	0.00	1,216.25	24.33	3,783.75
001-5-110-2-6419 DATA PROCESSING EXPENSES	15,000.00	166.00	15,163.66	101.09 (	163.66)
001-5-110-2-6426 BUILDING & GROUNDS MAINTENANCE	10,420.00	1,512.76	10,088.91	96.82	331.09
001-5-110-2-6432 SERVICE/MAINT AGREEMENTS	3,500.00	175.73	2,629.39	75.13	870.61
001-5-110-2-6506 OFFICE SUPPLIES	3,250.00	1.99	1,951.24	60.04	1,298.76
001-5-110-2-6516 FILM & PROCESSING	500.00	0.00	0.00	0.00	500.00
001-5-110-2-6598 PETTY CASH & MISCELLANEOUS	150.00	0.00	150.17	100.11 (	0.17)
001-5-110-2-6599 MISC SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>1,697.30</u>	<u>113.15</u> (	<u>197.30)</u>
TOTAL SERVICES AND COMMODITIES	131,360.00	7,408.69	120,720.41	91.90	10,639.59
<u>CAPITAL OUTLAY</u>					
001-5-110-3-6711 CAPITAL OUTLAY-VEHICLE	57,064.00	0.00	57,063.02	100.00	0.98
001-5-110-3-6726 EQUIPMENT UPGRADE	8,500.00	0.00	7,462.00	87.79	1,038.00
001-5-110-3-6750 CAPITAL OUTLAY - BUILDINGS	<u>25,000.00</u>	<u>18,800.00</u>	<u>24,700.00</u>	<u>98.80</u>	<u>300.00</u>
TOTAL CAPITAL OUTLAY	90,564.00	18,800.00	89,225.02	98.52	1,338.98
<u>TRANSFERS</u>					
TOTAL Police Department	991,512.00	90,271.93	987,973.70	99.64	3,538.30

001-GENERAL FUND

100.00% OF YEAR COMP.

Fire Department

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-5-150-1-6050 FIRE CALL STIPEND	28,000.00	0.00	22,550.00	80.54	5,450.00
001-5-150-1-6052 FIRST RESPONDERS	3,000.00	0.00	555.05	18.50	2,444.95
001-5-150-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	400.00	0.00	374.00	93.50	26.00
001-5-150-1-6230 EDUCATION & TRAINING	3,300.00	0.00	583.60	17.68	2,716.40
001-5-150-1-6260 AWARDS	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
TOTAL PERSONAL SERVICES	35,200.00	0.00	24,062.65	68.36	11,137.35
<u>SERVICES AND COMMODITIES</u>					
001-5-150-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	3,000.00	205.77	4,007.56	133.59 (	1,007.56)
001-5-150-2-6332 VEHICLE, EQUIP & RADIO MAINT.	10,000.00	21.00	4,351.75	43.52	5,648.25
001-5-150-2-6371 UTILITIES-ELEC,GAS-SANITATION	1,500.00	28.24	1,523.78	101.59 (	23.78)
001-5-150-2-6373 TELEPHONE/RADIO	2,000.00	839.25	2,886.77	144.34 (	886.77)
001-5-150-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	1,000.00	45.00	2,211.25	221.13 (	1,211.25)
001-5-150-2-6408 INSURANCE-FIRE & AUTO-GENERAL	10,669.00	0.00	13,409.76	125.69 (	2,740.76)
001-5-150-2-6419 DATA PROCESSING EXPENSES	3,500.00	6.00	1,200.00	34.29	2,300.00
001-5-150-2-6426 BUILDING & GROUNDS MAINTENANCE	2,500.00	494.32	8,374.64	334.99 (	5,874.64)
001-5-150-2-6432 SERVICE/MAINT AGREEMENTS	700.00	51.06	772.56	110.37 (	72.56)
001-5-150-2-6504 MINOR EQUIPMENT	20,000.00	4,562.76	14,113.25	70.57	5,886.75
001-5-150-2-6506 OFFICE SUPPLIES	500.00	0.00	107.19	21.44	392.81
001-5-150-2-6514 BUNKER GEAR/EQUIP	10,000.00	8,222.54	8,579.94	85.80	1,420.06
001-5-150-2-6517 HEPATITUS B-VACINATIONS	500.00	0.00	0.00	0.00	500.00
001-5-150-2-6518 UNIFORMS	1,000.00	154.64	3,239.09	323.91 (	2,239.09)
001-5-150-2-6519 FIRE GROUND EXPENSE	500.00	19.96	99.03	19.81	400.97
001-5-150-2-6520 FIRE PREVENTION EXPENSES	1,000.00	0.00	976.89	97.69	23.11
001-5-150-2-6521 AIR COMPRESSOR	1,000.00	0.00	700.18	70.02	299.82
001-5-150-2-6599 MISC SUPPLIES	<u>1,000.00</u>	<u>277.41</u>	<u>790.12</u>	<u>79.01</u>	<u>209.88</u>
TOTAL SERVICES AND COMMODITIES	70,369.00	14,927.95	67,343.76	95.70	3,025.24
<u>CAPITAL OUTLAY</u>					
001-5-150-3-6714 BUNKER GEAR/EQUIP UPGRAD	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	10,000.00	10,000.00	10,000.00	100.00	0.00
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TOTAL Fire Department	115,569.00	24,927.95	101,406.41	87.75	14,162.59

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Animal Control

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
SERVICES AND COMMODITIES					
001-5-190-2-6421 ANIMAL CONTROL	<u>2,000.00</u>	<u>0.00</u>	<u>146.75</u>	<u>7.34</u>	<u>1,853.25</u>
TOTAL SERVICES AND COMMODITIES	2,000.00	0.00	146.75	7.34	1,853.25
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TOTAL Animal Control	2,000.00	0.00	146.75	7.34	1,853.25



CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Roads, Bridges, Sidewalks

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
SERVICES AND COMMODITIES					
001-5-210-2-6408 INSURANCE	<u>10,043.00</u>	<u>0.00</u>	<u>15,049.95</u>	<u>149.86</u>	( <u>5,006.95</u> )
TOTAL SERVICES AND COMMODITIES	10,043.00	0.00	15,049.95	149.86	( 5,006.95)
<hr/>					
CAPITAL OUTLAY	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
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TOTAL Roads, Bridges, Sidewalks	10,043.00	0.00	15,049.95	149.86	( 5,006.95)

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Street Lighting

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
SERVICES AND COMMODITIES					
001-5-230-2-6375 STREET LIGHTING	<u>57,000.00</u>	<u>4,529.15</u>	<u>53,035.20</u>	<u>93.04</u>	<u>3,964.80</u>
TOTAL SERVICES AND COMMODITIES	57,000.00	4,529.15	53,035.20	93.04	3,964.80
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TOTAL Street Lighting	57,000.00	4,529.15	53,035.20	93.04	3,964.80

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Traffic Control & Safety

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
SERVICES AND COMMODITIES					
001-5-240-2-6374 TRAFFIC CONTROL	<u>575.00</u>	<u>32.03</u>	<u>385.68</u>	<u>67.07</u>	<u>189.32</u>
TOTAL SERVICES AND COMMODITIES	575.00	32.03	385.68	67.07	189.32
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TOTAL Traffic Control & Safety	575.00	32.03	385.68	67.07	189.32

001-GENERAL FUND

100.00% OF YEAR COMP.

Library

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
<hr/>					
<u>PERSONAL SERVICES</u>					
001-5-410-1-6010 FULL TIME WAGES	174,774.00	14,468.68	174,776.90	100.00 (	2.90)
001-5-410-1-6020 PART TIME WAGES	73,970.00	7,146.63	84,718.14	114.53 (	10,748.14)
001-5-410-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	800.00	0.00	723.41	90.43	76.59
001-5-410-1-6230 EDUCATION & TRAINING	<u>800.00</u>	<u>0.00</u>	<u>455.60</u>	<u>56.95</u>	<u>344.40</u>
TOTAL PERSONAL SERVICES	250,344.00	21,615.31	260,674.05	104.13 (	10,330.05)
<u>SERVICES AND COMMODITIES</u>					
001-5-410-2-6371 UTILITIES-ELEC,GAS-SANITATION	24,000.00	1,549.46	22,938.43	95.58	1,061.57
001-5-410-2-6373 TELEPHONE/RADIO	7,150.00	218.74	8,041.80	112.47 (	891.80)
001-5-410-2-6402 ADVERTISING & LEGAL PUBLICATIO	500.00	0.00	500.00	100.00	0.00
001-5-410-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	0.00	0.00	175.25	0.00 (	175.25)
001-5-410-2-6408 INSURANCE-FIRE & AUTO-GENERAL	7,884.00	0.00	7,883.97	100.00	0.03
001-5-410-2-6419 DATA PROCESSING EXPENSES	9,400.00	133.00	9,410.28	100.11 (	10.28)
001-5-410-2-6423 SERVICE AGREEMENTS	13,600.00	1,699.49	14,598.28	107.34 (	998.28)
001-5-410-2-6426 BUILDING & GROUNDS MAINTENANCE	15,000.00	1,235.00	15,899.72	106.00 (	899.72)
001-5-410-2-6508 POSTAGE AND SHIPPING	500.00	66.47	267.39	53.48	232.61
001-5-410-2-6523 PROGRAM EXPENSE	3,340.00	690.00	738.98	22.13	2,601.02
001-5-410-2-6524 BOOK PROCESSING SUPPLIES	4,000.00	0.00	1,704.11	42.60	2,295.89
001-5-410-2-6598 PETTY CASH & MISCELLANEOUS	100.00	0.00	23.45	23.45	76.55
001-5-410-2-6599 MISC SUPPLIES	<u>3,500.00</u>	<u>81.77</u>	<u>2,577.61</u>	<u>73.65</u>	<u>922.39</u>
TOTAL SERVICES AND COMMODITIES	88,974.00	5,673.93	84,759.27	95.26	4,214.73
<u>CAPITAL OUTLAY</u>					
001-5-410-3-6713 CAPITAL OUTLAY-BUILDING	7,059.00	0.00	7,058.24	99.99	0.76
001-5-410-3-6770 CAPITAL OUTLAY-BOOKS, FILMS, R	<u>34,400.00</u>	<u>2,313.09</u>	<u>27,421.02</u>	<u>79.71</u>	<u>6,978.98</u>
TOTAL CAPITAL OUTLAY	41,459.00	2,313.09	34,479.26	83.16	6,979.74
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TOTAL Library	380,777.00	29,602.33	379,912.58	99.77	864.42

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Museum

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
SERVICES AND COMMODITIES					
001-5-420-2-6534 HISTORICAL MUSEUM EXPENSE	<u>11,000.00</u>	<u>2,371.12</u>	<u>8,333.98</u>	<u>75.76</u>	<u>2,666.02</u>
TOTAL SERVICES AND COMMODITIES	11,000.00	2,371.12	8,333.98	75.76	2,666.02
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TOTAL Museum	11,000.00	2,371.12	8,333.98	75.76	2,666.02

001-GENERAL FUND

100.00% OF YEAR COMP.

Parks

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-5-430-1-6010 FULL TIME WAGES	79,468.00	6,859.43	81,126.71	102.09 (	1,658.71)
001-5-430-1-6020 PART TIME WAGES	32,448.00	5,617.42	18,366.54	56.60	14,081.46
001-5-430-1-6040 OVERTIME WAGES	0.00	236.00	293.63	0.00 (	293.63)
001-5-430-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	1,226.00	0.00	2,025.00	165.17 (	799.00)
001-5-430-1-6230 EDUCATION & TRAINING	950.00	0.00	663.50	69.84	286.50
001-5-430-1-6240 MEETING & TRAVEL	<u>1,000.00</u>	<u>0.00</u>	<u>856.78</u>	<u>85.68</u>	<u>143.22</u>
TOTAL PERSONAL SERVICES	115,092.00	12,712.85	103,332.16	89.78	11,759.84
<u>SERVICES AND COMMODITIES</u>					
001-5-430-2-6322 MULCH	14,000.00	0.00	4,168.80	29.78	9,831.20
001-5-430-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	7,000.00	295.72	7,120.12	101.72 (	120.12)
001-5-430-2-6332 VEHICLE, EQUIP & RADIO MAINT.	7,000.00	1,651.37	8,049.15	114.99 (	1,049.15)
001-5-430-2-6371 UTILITIES-ELEC,GAS-SANITATION	18,500.00	706.67	14,402.89	77.85	4,097.11
001-5-430-2-6373 TELEPHONE/RADIO	1,765.00	507.21	2,024.37	114.70 (	259.37)
001-5-430-2-6402 ADVERTISING & LEGAL PUBLICATIO	1,250.00	18.56	383.31	30.66	866.69
001-5-430-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	2,000.00	376.25	1,962.18	98.11	37.82
001-5-430-2-6408 INSURANCE-FIRE & AUTO-GENERAL	13,700.00	0.00	10,719.74	78.25	2,980.26
001-5-430-2-6416 RENTALS	3,000.00	133.94	409.17	13.64	2,590.83
001-5-430-2-6418 PROPERTY TAXES	904.00	0.00	997.00	110.29 (	93.00)
001-5-430-2-6419 DATA PROCESSING EXPENSES	0.00	12.00	515.50	0.00 (	515.50)
001-5-430-2-6424 TREE CARE	9,800.00	2,869.47	8,528.94	87.03	1,271.06
001-5-430-2-6425 CONTRACTED MOWING	0.00	0.00	163.00	0.00 (	163.00)
001-5-430-2-6426 BUILDING & GROUNDS MAINTENANCE	36,167.00	2,768.07	37,584.39	103.92 (	1,417.39)
001-5-430-2-6432 SERVICE & MAINT AGREEMENTS	1,500.00	320.46	1,633.91	108.93 (	133.91)
001-5-430-2-6501 CHEMICALS	1,200.00	0.00	3,929.07	327.42 (	2,729.07)
001-5-430-2-6506 OFFICE SUPPLIES	1,000.00	105.22	1,703.24	170.32 (	703.24)
001-5-430-2-6598 PETTY CASH & MISCELLANEOUS	50.00	0.00	0.00	0.00	50.00
001-5-430-2-6599 MISC SUPPLIES	<u>2,500.00</u>	<u>978.82</u>	<u>3,584.87</u>	<u>143.39</u> (	<u>1,084.87</u> )
TOTAL SERVICES AND COMMODITIES	121,336.00	10,743.76	107,879.65	88.91	13,456.35
<u>CAPITAL OUTLAY</u>					
001-5-430-3-6711 CAPITAL OUTLAY-VEHICLE	10,000.00	0.00	9,936.36	99.36	63.64
001-5-430-3-6713 CAPITAL OUTLAY-BUILDING	93,498.00	33,955.95	66,629.40	71.26	26,868.60
001-5-430-3-6730 CAPITAL OUTLAY-LAND	<u>158,325.00</u>	<u>0.00</u>	<u>168,913.50</u>	<u>106.69</u> (	<u>10,588.50</u> )
TOTAL CAPITAL OUTLAY	261,823.00	33,955.95	245,479.26	93.76	16,343.74
TOTAL Parks	498,251.00	57,412.56	456,691.07	91.66	41,559.93

001-GENERAL FUND

100.00% OF YEAR COMP.

Island Park

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

SERVICES AND COMMODITIES

001-GENERAL FUND

100.00% OF YEAR COMP.

Cemetery					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>PERSONAL SERVICES</u>					
001-5-450-1-6010 FULL TIME WAGES	20,316.00	1,867.89	20,894.76	102.85 (	578.76)
001-5-450-1-6030 PART TIME WAGES	<u>10,816.00</u>	<u>1,872.48</u>	<u>6,130.31</u>	<u>56.68</u>	<u>4,685.69</u>
TOTAL PERSONAL SERVICES	31,132.00	3,740.37	27,025.07	86.81	4,106.93
 <u>SERVICES AND COMMODITIES</u>					
001-5-450-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	1,200.00	0.00	204.70	17.06	995.30
001-5-450-2-6332 VEHICLE, EQUIP & RADIO MAINT.	2,000.00	0.00	2,447.28	122.36 (	447.28)
001-5-450-2-6419 DATA PROCESSING EXPENSE	0.00	0.00	500.00	0.00 (	500.00)
001-5-450-2-6424 TREE CARE	1,100.00	0.00	0.00	0.00	1,100.00
001-5-450-2-6425 CONTRACTED MOWING	8,000.00	0.00	9,090.00	113.63 (	1,090.00)
001-5-450-2-6426 BUILDING & GROUNDS MAINTENANCE	6,500.00	1,446.91	5,256.91	80.88	1,243.09
001-5-450-2-6432 SERVICE & MAINT AGREEMENTS	600.00	764.59	764.59	127.43 (	164.59)
001-5-450-2-6440 REFUNDS	700.00	0.00	0.00	0.00	700.00
001-5-450-2-6504 MINOR EQUIPMENT	400.00	78.43	133.51	33.38	266.49
001-5-450-2-6599 MISC SUPPLIES	<u>600.00</u>	<u>835.28</u>	<u>1,215.37</u>	<u>202.56</u> (	<u>615.37</u> )
TOTAL SERVICES AND COMMODITIES	21,100.00	3,125.21	19,612.36	92.95	1,487.64
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TOTAL Cemetery	52,232.00	6,865.58	46,637.43	89.29	5,594.57



001-GENERAL FUND

100.00% OF YEAR COMP.

Pool

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>PERSONAL SERVICES</u>					
001-5-460-1-6010 FULL TIME WAGES	60,750.00	5,903.61	65,859.72	108.41 (	5,109.72)
001-5-460-1-6011 PART TIME WAGES	104,000.00	22,430.68	82,890.40	79.70	21,109.60
001-5-460-1-6030 SEASONAL WAGES - CONCESSIONS	20,000.00	3,466.75	11,812.42	59.06	8,187.58
001-5-460-1-6031 SEASONAL WAGES - ADMISSIONS	20,000.00	2,196.63	9,418.18	47.09	10,581.82
001-5-460-1-6230 EDUCATION & TRAINING	<u>5,000.00</u>	<u>1,946.00</u>	<u>5,688.00</u>	<u>113.76 (</u>	<u>688.00)</u>
TOTAL PERSONAL SERVICES	209,750.00	35,943.67	175,668.72	83.75	34,081.28
<u>SERVICES AND COMMODITIES</u>					
001-5-460-2-6371 UTILITIES-ELEC,GAS-SANITATION	18,000.00	717.43	15,864.53	88.14	2,135.47
001-5-460-2-6373 TELEPHONE/RADIO	1,800.00	94.14	930.92	51.72	869.08
001-5-460-2-6402 ADVERTISING & LEGAL PUBLICATIO	400.00	8.40	233.39	58.35	166.61
001-5-460-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	4,000.00	1,182.50	2,741.25	68.53	1,258.75
001-5-460-2-6408 INSURANCE-FIRE & AUTO-GENERAL	7,794.00	0.00	11,250.65	144.35 (	3,456.65)
001-5-460-2-6418 SALES TAX	9,500.00	3,136.40	11,449.94	120.53 (	1,949.94)
001-5-460-2-6426 BUILDING & GROUNDS MAINTENANCE	33,013.00	937.15	33,240.51	100.69 (	227.51)
001-5-460-2-6432 SERVICE MAINT & AGREEMENTS	8,470.00	5,313.90	11,382.68	134.39 (	2,912.68)
001-5-460-2-6433 TESTING	100.00	13.50	24.50	24.50	75.50
001-5-460-2-6435 INSPECTIONS	650.00	0.00	646.00	99.38	4.00
001-5-460-2-6501 CHEMICALS	10,000.00	3,070.90	13,409.98	134.10 (	3,409.98)
001-5-460-2-6504 MINOR EQUIPMENT	3,500.00	623.45	1,547.58	44.22	1,952.42
001-5-460-2-6505 CONCESSION SUPPLIES	26,000.00	7,988.44	18,676.94	71.83	7,323.06
001-5-460-2-6599 MISC SUPPLIES	<u>3,500.00</u>	<u>2,281.76</u>	<u>7,081.99</u>	<u>202.34 (</u>	<u>3,581.99)</u>
TOTAL SERVICES AND COMMODITIES	126,727.00	25,367.97	128,480.86	101.38 (	1,753.86)
<u>CAPITAL OUTLAY</u>					
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TOTAL Pool	336,477.00	61,311.64	304,149.58	90.39	32,327.42

001-GENERAL FUND

100.00% OF YEAR COMP.

Recreation	CURRENT	CURRENT	YEAR TO DATE	% OF	BUDGET
DEPARTMENTAL EXPENDITURES	BUDGET	PERIOD	ACTUAL	BUDGET	BALANCE
<u>PERSONAL SERVICES</u>					
001-5-470-1-6010 FULL TIME WAGES	86,248.00	7,454.21	88,684.60	102.83 (	2,436.60)
001-5-470-1-6020 PART TIME WAGES	17,016.00	3,724.86	14,198.03	83.44	2,817.97
001-5-470-1-6021 OFFICIALS/SCOREKEEPERS WAGES	12,000.00	1,200.00	11,510.25	95.92	489.75
001-5-470-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	600.00	0.00	1,712.50	285.42 (	1,112.50)
001-5-470-1-6230 EDUCATION & TRAINING	1,950.00	0.00	545.00	27.95	1,405.00
001-5-470-1-6240 MEETING & TRAVEL	<u>1,550.00</u>	<u>0.00</u>	<u>724.24</u>	<u>46.73</u>	<u>825.76</u>
TOTAL PERSONAL SERVICES	119,364.00	12,379.07	117,374.62	98.33	1,989.38
<u>SERVICES AND COMMODITIES</u>					
001-5-470-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	2,000.00	276.72	1,996.21	99.81	3.79
001-5-470-2-6332 VEHICLE, EQUIP & RADIO MAINT.	1,000.00	0.00	846.66	84.67	153.34
001-5-470-2-6373 TELEPHONE/RADIO	1,200.00	46.24	602.74	50.23	597.26
001-5-470-2-6402 ADVERTISING & LEGAL PUBLICATIO	10,000.00	0.00	10,527.39	105.27 (	527.39)
001-5-470-2-6403 INSURANCE-LIABILITY	734.00	0.00	1,466.90	199.85 (	732.90)
001-5-470-2-6416 RENTALS	3,500.00	445.00	445.00	12.71	3,055.00
001-5-470-2-6419 DATA PROCESSING EXPENSES	0.00	48.50	708.00	0.00 (	708.00)
001-5-470-2-6426 BUILDING & GROUNDS MAINTENANCE	12,000.00	1,269.75	12,174.75	101.46 (	174.75)
001-5-470-2-6432 SERVICE & MAINT AGREEMENTS	3,100.00	422.97	1,594.86	51.45	1,505.14
001-5-470-2-6436 CONCESSION EXPENSES	3,500.00	1,841.95	4,046.90	115.63 (	546.90)
001-5-470-2-6505 CONCESSION SUPPLIES	0.00	0.00	200.00	0.00 (	200.00)
001-5-470-2-6506 OFFICE SUPPLIES	1,000.00	105.21	1,428.68	142.87 (	428.68)
001-5-470-2-6508 POSTAGE AND SHIPPING	0.00	0.00	48.00	0.00 (	48.00)
001-5-470-2-6509 YOUTH BASKETBALL	4,200.00	0.00	4,162.41	99.11	37.59
001-5-470-2-6510 SPECIAL EVENTS	6,800.00	0.00	6,451.27	94.87	348.73
001-5-470-2-6512 ADULT LEAGUE EXPENSE	4,200.00	959.39	3,749.49	89.27	450.51
001-5-470-2-6535 FIRST AID SUPPLIES	100.00	0.00	0.00	0.00	100.00
001-5-470-2-6536 BASEBALL EXPENSE	13,500.00	853.58	7,831.22	58.01	5,668.78
001-5-470-2-6537 SOFTBALL EXPENSE	9,000.00	355.00	6,404.81	71.16	2,595.19
001-5-470-2-6539 SOCCER EXPENSE	500.00	0.00	709.64	141.93 (	209.64)
001-5-470-2-6541 TENNIS EXPENSE	1,000.00	0.00	0.00	0.00	1,000.00
001-5-470-2-6599 MISC SUPPLIES	<u>10,000.00</u>	<u>1,454.86</u>	<u>7,610.52</u>	<u>76.11</u>	<u>2,389.48</u>
TOTAL SERVICES AND COMMODITIES	87,334.00	8,079.17	73,005.45	83.59	14,328.55
<u>CAPITAL OUTLAY</u>					
TOTAL Recreation	206,698.00	20,458.24	190,380.07	92.11	16,317.93

001-GENERAL FUND

100.00% OF YEAR COMP.

Finance

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
<u>PERSONAL SERVICES</u>					
001-5-620-1-6010 FULL TIME WAGES	55,458.00	4,754.62	57,350.84	103.41 (	1,892.84)
001-5-620-1-6011 MAYOR AND COUNCIL WAGES	3,135.00	0.00	3,135.00	100.00	0.00
001-5-620-1-6020 PART TIME WAGES	5,980.00	563.91	588.06	9.83	5,391.94
001-5-620-1-6040 OVERTIME WAGES	1,000.00	0.00	0.00	0.00	1,000.00
001-5-620-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	12,683.00	2,866.69	11,864.56	93.55	818.44
001-5-620-1-6230 EDUCATION & TRAINING	3,500.00	345.00	2,921.66	83.48	578.34
001-5-620-1-6240 MEETINGS AND TRAVEL	3,500.00	469.43	2,658.02	75.94	841.98
001-5-620-2-6241 CONTRIBUTIONS	<u>19,998.00</u>	<u>500.00</u>	<u>6,653.00</u>	<u>33.27</u>	<u>13,345.00</u>
TOTAL PERSONAL SERVICES	105,254.00	9,499.65	85,171.14	80.92	20,082.86
<u>SERVICES AND COMMODITIES</u>					
001-5-620-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	100.00	0.00	0.00	0.00	100.00
001-5-620-2-6332 VEHICLE & EQUIP MAINTENANCE	100.00	0.00	0.00	0.00	100.00
001-5-620-2-6371 UTILITIES-ELEC,GAS-SANITATION	7,875.00	333.90	8,154.63	103.55 (	279.63)
001-5-620-2-6373 TELEPHONE/RADIO	3,500.00	544.14	3,524.93	100.71 (	24.93)
001-5-620-2-6402 ADVERTISING & LEGAL PUBLICATIO	9,000.00	602.51	8,451.55	93.91	548.45
001-5-620-2-6405 COURT & RECORDING FEES	150.00	0.00	0.00	0.00	150.00
001-5-620-2-6406 INSURANCE-TORT LIABILITY	0.00 (	260.83)	0.00	0.00	0.00
001-5-620-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	90,000.00	4,287.00	45,601.07	50.67	44,398.93
001-5-620-2-6409 INSURANCE - PROPERTY	7,354.00 (	224.20)	6,006.24	81.67	1,347.76
001-5-620-2-6419 DATA PROCESSING EXPENSES	7,500.00	1,407.26	6,463.19	86.18	1,036.81
001-5-620-2-6426 BUILDING & GROUNDS MAINTENANCE	12,000.00	559.71	8,223.70	68.53	3,776.30
001-5-620-2-6432 SERVICE/MAINT AGREEMENTS	9,500.00	5,796.43	8,701.25	91.59	798.75
001-5-620-2-6437 CODIFICATION/MAPS/ZONING UPDAT	3,000.00	0.00	2,025.00	67.50	975.00
001-5-620-2-6438 SPECIAL PROGRAMS (MAIN STREET)	8,000.00	11.40	2,327.90	29.10	5,672.10
001-5-620-2-6439 ECONOMIC DEVELOPMENT	10,000.00	0.00	1,250.00	12.50	8,750.00
001-5-620-2-6440 REFUNDS	1,000.00	0.00	0.00	0.00	1,000.00
001-5-620-2-6490 OTHER PROF SERVICES (TIF)	45,000.00	0.00	17,610.00	39.13	27,390.00
001-5-620-2-6506 OFFICE SUPPLIES	4,500.00	490.99	2,152.03	47.82	2,347.97
001-5-620-2-6508 POSTAGE AND SHIPPING	1,000.00	0.00	140.00	14.00	860.00
001-5-620-2-6525 HISTORICAL COMMISSION EXPENSE	16,000.00	2,185.00	2,335.00	14.59	13,665.00
001-5-620-2-6598 PETTY CASH & MISCELLANEOUS	<u>3,680.00</u>	<u>3,016.45</u>	<u>11,950.27</u>	<u>324.74 (</u>	<u>8,270.27)</u>
TOTAL SERVICES AND COMMODITIES	239,259.00	18,749.76	134,916.76	56.39	104,342.24
<u>CAPITAL OUTLAY</u>					
001-5-620-3-6712 CAPITAL OUTLAY - CIP	2,090.00	0.00	2,018.56	96.58	71.44
001-5-620-3-6713 CAPITAL OUTLAY-BUILDING	39,378.00	0.00	46,616.64	118.38 (	7,238.64)
001-5-620-3-6721 CAPITAL OUTLAY-OFFICE FURNITUR	<u>0.00</u>	<u>3,628.12</u>	<u>24,532.19</u>	<u>0.00 (</u>	<u>24,532.19)</u>
TOTAL CAPITAL OUTLAY	41,468.00	3,628.12	73,167.39	176.44 (	31,699.39)
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TOTAL Finance	385,981.00	31,877.53	293,255.29	75.98	92,725.71

001-GENERAL FUND

100.00% OF YEAR COMP.

Zoning/Compliance/Permits

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>PERSONAL SERVICES</u>					
001-5-630-1-6010 FULL TIME WAGES	75,883.00	3,682.76	45,113.52	59.45	30,769.48
001-5-630-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	350.00	0.00	75.00	21.43	275.00
001-5-630-1-6230 EDUCATION & TRAINING	1,000.00	0.00	309.78	30.98	690.22
001-5-630-1-6240 MEETING AND TRAVEL	<u>150.00</u>	<u>13.90</u>	<u>13.90</u>	<u>9.27</u>	<u>136.10</u>
TOTAL PERSONAL SERVICES	77,383.00	3,696.66	45,512.20	58.81	31,870.80
<u>SERVICES AND COMMODITIES</u>					
001-5-630-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	1,500.00	77.02	1,880.76	125.38 (	380.76)
001-5-630-2-6332 VEHICLE, EQUIP & RADIO MAINT.	1,000.00	0.00	5,589.46	558.95 (	4,589.46)
001-5-630-2-6373 TELEPHONE/RADIO	1,000.00	490.94	1,749.52	174.95 (	749.52)
001-5-630-2-6402 ADVERTISING & LEGAL PUBLICATIO	1,400.00	0.00	2,050.66	146.48 (	650.66)
001-5-630-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	275,000.00	3,442.46	216,348.69	78.67	58,651.31
001-5-630-2-6408 INSURANCE-FIRE & AUTO-GENERAL	1,037.00	0.00	1,234.07	119.00 (	197.07)
001-5-630-2-6419 DATA PROCESSING	1,200.00	23.00	643.50	53.63	556.50
001-5-630-2-6432 SERVICE & MAINT AGREEMENTS	3,000.00	2,354.37	3,972.57	132.42 (	972.57)
001-5-630-2-6504 MINOR EQUIPMENT PURCHASES	0.00	0.00	585.23	0.00 (	585.23)
001-5-630-2-6506 OFFICE SUPPLIES	<u>1,500.00</u>	<u>105.21</u>	<u>2,619.18</u>	<u>174.61 (</u>	<u>1,119.18)</u>
TOTAL SERVICES AND COMMODITIES	286,637.00	6,493.00	236,673.64	82.57	49,963.36
<u>CAPITAL OUTLAY</u>					
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TOTAL Zoning/Compliance/Permits	364,020.00	10,189.66	282,185.84	77.52	81,834.16

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

001-GENERAL FUND

100.00% OF YEAR COMP.

Internet

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
<hr/>					
SERVICES AND COMMODITIES					
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TOTAL EXPENDITURES	3,470,107.00	339,849.72	3,180,814.98	91.66	289,292.02
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110-ROAD USE TAX

100.00% OF YEAR COMP.

Road Use Tax

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
110-5-210-1-6010 FULL TIME WAGES	224,825.00	18,124.13	211,390.41	94.02	13,434.59
110-5-210-1-6011 MAYOR & COUNCIL WAGES	3,300.00	0.00	3,300.00	100.00	0.00
110-5-210-1-6020 PART TIME WAGES	10,480.00	122.57	3,247.82	30.99	7,232.18
110-5-210-1-6040 OVERTIME WAGES	2,500.00	0.00	1,798.79	71.95	701.21
110-5-210-1-6110 CITY'S CONTRIBUTION FICA	18,161.00	1,331.47	15,938.41	87.76	2,222.59
110-5-210-1-6120 CITY'S CONTRIBUTION-IPERS	21,488.00	1,595.94	20,903.31	97.28	584.69
110-5-210-1-6147 FLEX PLAN TPA	40.00	25.20	77.40	193.50 (	37.40)
110-5-210-1-6150 MEDICAL INSURANCE	57,477.00	4,387.56	50,073.80	87.12	7,403.20
110-5-210-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	4,000.00	382.00	4,520.17	113.00 (	520.17)
110-5-210-1-6230 EDUCATION & TRAINING	2,000.00	0.00	1,679.49	83.97	320.51
110-5-210-1-6240 MEETINGS AND TRAVEL	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL PERSONAL SERVICES	345,271.00	25,968.87	312,929.60	90.63	32,341.40

SERVICES AND COMMODITIES

110-5-210-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	13,000.00	998.18	17,372.60	133.64 (	4,372.60)
110-5-210-2-6332 VEHICLE, EQUIP & RADIO MAINT.	15,000.00	2,382.13	21,704.17	144.69 (	6,704.17)
110-5-210-2-6371 UTILITIES-ELEC,GAS-SANITATION	8,000.00	217.68	8,668.86	108.36 (	668.86)
110-5-210-2-6373 TELEPHONE/RADIO	1,500.00	86.13	1,862.00	124.13 (	362.00)
110-5-210-2-6402 ADVERTISING & LEGAL PUBLICATIO	300.00	0.00	0.00	0.00	300.00
110-5-210-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	10,000.00	0.00	18,248.04	182.48 (	8,248.04)
110-5-210-2-6408 INSURANCE-FIRE & AUTO-GENERAL	0.00	0.00	284.48	0.00 (	284.48)
110-5-210-2-6415 UNIFORM RENTAL	3,000.00	26.94	267.50	8.92	2,732.50
110-5-210-2-6417 STREET MAINT	80,000.00	15,296.44	55,581.52	69.48	24,418.48
110-5-210-2-6418 SIGNS	15,000.00	5,535.28	14,963.95	99.76	36.05
110-5-210-2-6419 DATA PROCESSING EXPENSES	0.00	35.00	2,465.42	0.00 (	2,465.42)
110-5-210-2-6425 TREE REMOVAL	30,000.00	2,286.89	9,142.08	30.47	20,857.92
110-5-210-2-6426 BUILDING & GROUNDS MAINTENANCE	10,000.00	1,866.89	5,945.42	59.45	4,054.58
110-5-210-2-6431 SNOW REMOVAL	55,000.00	1,683.00	42,048.97	76.45	12,951.03
110-5-210-2-6432 SERVICE & MAINT AGREEMENTS	10,000.00	2,099.53	4,954.30	49.54	5,045.70
110-5-210-2-6501 CHEMICALS	1,000.00	0.00	0.00	0.00	1,000.00
110-5-210-2-6504 MINOR EQUIPMENT	3,000.00	0.00	3,764.19	125.47 (	764.19)
110-5-210-2-6506 OFFICE SUPPLIES	1,000.00	105.21	1,597.65	159.77 (	597.65)
110-5-210-2-6598 PETTY CASH & MISCELLANEOUS	100.00	0.00	0.00	0.00	100.00
110-5-210-2-6599 MISC SUPPLIES	<u>10,000.00</u>	<u>991.50</u>	<u>9,103.36</u>	<u>91.03</u>	<u>896.64</u>
TOTAL SERVICES AND COMMODITIES	265,900.00	33,610.80	217,974.51	81.98	47,925.49

CAPITAL OUTLAY

110-5-210-3-6711 CAPITAL OUTLAY-VEHICLE	60,000.00	0.00	19,872.73	33.12	40,127.27
110-5-210-3-6713 CAPITAL OUTLAY-BUILDING	95,000.00	45,536.50	149,836.50	157.72 (	54,836.50)
110-5-210-4-6727 RUT CAPITAL OUTLAY	<u>2,200.00</u>	<u>0.00</u>	<u>2,124.80</u>	<u>96.58</u>	<u>75.20</u>
TOTAL CAPITAL OUTLAY	157,200.00	45,536.50	171,834.03	109.31 (	14,634.03)

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

110-ROAD USE TAX

100.00% OF YEAR COMP.

Road Use Tax

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>TRANSFERS</u>					
110-5-210-5-6911 TRANSFERS OUT	<u>101,385.00</u>	<u>0.00</u>	<u>101,384.29</u>	<u>100.00</u>	<u>0.71</u>
TOTAL TRANSFERS	101,385.00	0.00	101,384.29	100.00	0.71
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TOTAL Road Use Tax	869,756.00	105,116.17	804,122.43	92.45	65,633.57
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TOTAL EXPENDITURES	869,756.00	105,116.17	804,122.43	92.45	65,633.57
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600-WATER UTILITY

100.00% OF YEAR COMP.

Water					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE

PERSONAL SERVICES

600-5-810-1-6010 FULL TIME WAGES	287,890.00	23,149.78	262,667.56	91.24	25,222.44
600-5-810-1-6011 MAYOR & COUNCIL WAGES	4,950.00	0.00	4,950.00	100.00	0.00
600-5-810-1-6020 PART TIME WAGES	9,100.00	858.12	894.87	9.83	8,205.13
600-5-810-1-6040 OVERTIME WAGES	10,000.00	1,077.56	14,159.63	141.60 (	4,159.63)
600-5-810-1-6110 CITY'S CONTRIBUTION FICA	22,959.00	1,853.89	20,085.51	87.48	2,873.49
600-5-810-1-6120 CITY'S CONTRIBUTION-IPERS	28,249.00	2,368.07	26,429.35	93.56	1,819.65
600-5-810-1-6146 FLEX PLAN TPA	63.00	44.80	137.60	218.41 (	74.60)
600-5-810-1-6148 HRA REIMBURSEMENT	13,775.00	570.40	7,037.80	51.09	6,737.20
600-5-810-1-6149 HRA PLAN TPA	175.00	17.42	221.26	126.43 (	46.26)
600-5-810-1-6150 MEDICAL INSURANCE	46,142.00	3,447.37	39,343.71	85.27	6,798.29
600-5-810-1-6151 LIFE & DISABILITY INS.	2,341.00	166.44	2,000.93	85.47	340.07
600-5-810-1-6160 WORKMEN'S COMP	3,304.00	0.00	3,226.28	97.65	77.72
600-5-810-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	4,250.00	3,877.58	11,382.01	267.81 (	7,132.01)
600-5-810-1-6230 EDUCATION & TRAINING	3,859.00	187.58	4,593.09	119.02 (	734.09)
600-5-810-1-6240 MEETING & TRAVEL	1,500.00	146.71	910.93	60.73	589.07
TOTAL PERSONAL SERVICES	438,557.00	37,765.72	398,040.53	90.76	40,516.47

SERVICES AND COMMODITIES

600-5-810-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	6,000.00	634.81	6,154.26	102.57 (	154.26)
600-5-810-2-6332 VEHICLE, EQUIP & RADIO MAINT.	4,052.00	248.17	1,459.75	36.03	2,592.25
600-5-810-2-6371 UTILITIES-ELEC,GAS-SANITATION	90,000.00	4,234.87	71,683.36	79.65	18,316.64
600-5-810-2-6373 TELEPHONE/RADIO	5,000.00	408.30	4,889.34	97.79	110.66
600-5-810-2-6402 ADVERTISING & LEGAL PUBLICATIO	3,500.00	271.34	4,045.11	115.57 (	545.11)
600-5-810-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	30,000.00	240.30	15,474.76	51.58	14,525.24
600-5-810-2-6408 INSURANCE-FIRE & AUTO-GENERAL	22,823.00	0.00	49,167.48	215.43 (	26,344.48)
600-5-810-2-6415 UNIFORM RENTAL	2,000.00	26.94	267.50	13.38	1,732.50
600-5-810-2-6418 SALES TAX	0.00 (	944.23)	0.00	0.00	0.00
600-5-810-2-6419 DATA PROCESSING EXPENSES	5,500.00	170.10	7,269.01	132.16 (	1,769.01)
600-5-810-2-6420 WET TAX	115,000.00	7,730.95	102,751.71	89.35	12,248.29
600-5-810-2-6426 BUILDING & GROUNDS MAINTENANCE	8,943.00	99.60	8,512.49	95.19	430.51
600-5-810-2-6427 WELLS MAINT	60,197.00	49,530.00	54,680.00	90.84	5,517.00
600-5-810-2-6428 PLANT MAINTENANCE	29,810.00	21,108.00	25,877.63	86.81	3,932.37
600-5-810-2-6429 DISTRIBUTION/ LINE MAINT	40,517.00	4,036.62	19,779.00	48.82	20,738.00
600-5-810-2-6432 SERVICE/MAINT AGREEMENTS	33,000.00	9,885.62	34,577.43	104.78 (	1,577.43)
600-5-810-2-6433 TESTING	20,000.00	642.71	15,428.38	77.14	4,571.62
600-5-810-2-6440 REFUNDS	116.00	0.00	0.00	0.00	116.00
600-5-810-2-6501 CHEMICALS	45,000.00	9,539.75	33,321.91	74.05	11,678.09
600-5-810-2-6504 MINOR EQUIPMENT	15,041.00	309.95	6,429.62	42.75	8,611.38
600-5-810-2-6506 OFFICE SUPPLIES	1,500.00	105.21	4,216.22	281.08 (	2,716.22)
600-5-810-2-6511 PLANT SUPPLIES - METERS	30,000.00	0.00	24,326.22	81.09	5,673.78
600-5-810-2-6599 MISC SUPPLIES	13,092.00	197.87	16,307.94	124.56 (	3,215.94)
TOTAL SERVICES AND COMMODITIES	581,091.00	108,476.88	506,619.12	87.18	74,471.88



600-WATER UTILITY

100.00% OF YEAR COMP.

Water

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>CAPITAL OUTLAY</u>					
600-5-810-3-6711 CAPITAL OUTLAY-VEHICLE	19,000.00	0.00	9,936.36	52.30	9,063.64
600-5-810-3-6781 CAPITAL IMP-WATER UPGRADE	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>
TOTAL CAPITAL OUTLAY	79,000.00	0.00	9,936.36	12.58	69,063.64
 <u>DEBT SERVICE</u>					
600-5-810-4-6864 USDA #3 - PRINCIPAL	588,284.00	93,208.29	397,846.02	67.63	190,437.98
600-5-810-4-6865 USDA #3 - INTEREST	0.00	15,717.71	190,437.98	0.00 (	190,437.98)
600-5-810-4-6866 USDA #6 - PRINCIPAL	153,276.00	7,474.70	89,133.96	58.15	64,142.04
600-5-810-4-6867 USDA #6 - INTEREST	<u>0.00</u>	<u>5,298.30</u>	<u>64,142.04</u>	<u>0.00 (</u>	<u>64,142.04)</u>
TOTAL DEBT SERVICE	741,560.00	121,699.00	741,560.00	100.00	0.00
 <u>TRANSFERS</u>					
600-5-810-5-6910 TRANSFERS OUT - WATER	<u>0.00</u>	<u>0.00</u>	<u>12,375.86</u>	<u>0.00 (</u>	<u>12,375.86)</u>
TOTAL TRANSFERS	0.00	0.00	12,375.86	0.00 (	12,375.86)
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TOTAL Water	1,840,208.00	267,941.60	1,668,531.87	90.67	171,676.13
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TOTAL EXPENDITURES	1,840,208.00	267,941.60	1,668,531.87	90.67	171,676.13
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## 610-SEWER UTILITY FUND

100.00% OF YEAR COMP.

Sewer

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
610-5-815-1-6010 FULL TIME WAGES	318,805.00	25,956.90	316,007.33	99.12	2,797.67
610-5-815-1-6011 MAYOR & COUNCIL WAGES	4,950.00	0.00	4,950.00	100.00	0.00
610-5-815-1-6020 PART TIME WAGES	9,360.00	882.63	920.43	9.83	8,439.57
610-5-815-1-6040 OVERTIME WAGES	10,000.00	156.24	2,154.31	21.54	7,845.69
610-5-815-1-6110 CITY'S CONTRIBUTION FICA	25,344.00	1,987.62	22,835.73	90.10	2,508.27
610-5-815-1-6120 CITY'S CONTRIBUTION-IPERS	31,192.00	2,548.40	30,333.77	97.25	858.23
610-5-815-1-6146 FLEX PLAN TPA	106.00	53.20	163.40	154.15 (	57.40)
610-5-815-1-6148 HRA REIMBURSEMENT	15,575.00	302.10	14,385.06	92.36	1,189.94
610-5-815-1-6149 HRA PLAN TPA	198.00	16.08	204.24	103.15 (	6.24)
610-5-815-1-6150 MEDICAL INSURANCE	52,331.00	4,074.16	46,497.09	88.85	5,833.91
610-5-815-1-6151 LIFE & DISABILITY INS.	2,612.00	192.05	2,308.76	88.39	303.24
610-5-815-1-6160 WORKMEN'S COMP	3,063.00	0.00	2,959.99	96.64	103.01
610-5-815-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	5,000.00	299.54	4,742.72	94.85	257.28
610-5-815-1-6230 EDUCATION & TRAINING	3,500.00	0.00	832.66	23.79	2,667.34
610-5-815-1-6240 MEETING & TRAVEL	<u>1,737.00</u>	<u>0.00</u>	<u>638.31</u>	<u>36.75</u>	<u>1,098.69</u>
TOTAL PERSONAL SERVICES	483,773.00	36,468.92	449,933.80	93.01	33,839.20

SERVICES AND COMMODITIES

610-5-815-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	6,000.00	344.03	8,637.88	143.96 (	2,637.88)
610-5-815-2-6332 VEHICLE, EQUIP & RADIO MAINT.	5,000.00	158.81	9,633.40	192.67 (	4,633.40)
610-5-815-2-6371 UTILITIES-ELEC,GAS-SANITATION	115,000.00	4,860.55	92,496.60	80.43	22,503.40
610-5-815-2-6373 TELEPHONE/RADIO	2,500.00	669.88	8,592.17	343.69 (	6,092.17)
610-5-815-2-6377 L.P. GAS	500.00	0.00	632.98	126.60 (	132.98)
610-5-815-2-6402 ADVERTISING & LEGAL PUBLICATIO	3,500.00	271.33	3,165.05	90.43	334.95
610-5-815-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	29,000.00	0.00	25,747.14	88.78	3,252.86
610-5-815-2-6408 INSURANCE-FIRE & AUTO-GENERAL	16,979.00	0.00	34,345.36	202.28 (	17,366.36)
610-5-815-2-6415 UNIFORM RENTAL	2,000.00	26.94	267.50	13.38	1,732.50
610-5-815-2-6418 SALES TAX	10,000.00	1,636.23	10,058.81	100.59 (	58.81)
610-5-815-2-6419 DATA PROCESSING EXPENSES	5,000.00	141.11	7,014.96	140.30 (	2,014.96)
610-5-815-2-6426 BUILDING & GROUNDS MAINTENANCE	7,500.00	0.00	12,729.01	169.72 (	5,229.01)
610-5-815-2-6428 PLANT MAINTENANCE	17,250.00	40.13	9,365.24	54.29	7,884.76
610-5-815-2-6429 DISTRIBUTION/ LINE MAINT	35,000.00	365.92	42,539.27	121.54 (	7,539.27)
610-5-815-2-6432 SERVICE/MAINT AGREEMENTS	50,000.00	9,416.70	34,922.04	69.84	15,077.96
610-5-815-2-6433 TESTING	28,941.00	2,184.55	21,516.46	74.35	7,424.54
610-5-815-2-6440 REFUNDS	48,566.00	0.00	48,565.54	100.00	0.46
610-5-815-2-6501 CHEMICALS	0.00	0.00	7,370.43	0.00 (	7,370.43)
610-5-815-2-6504 MINOR EQUIPMENT	8,096.00	0.00	8,805.21	108.76 (	709.21)
610-5-815-2-6506 OFFICE SUPPLIES	1,500.00	105.21	5,402.17	360.14 (	3,902.17)
610-5-815-2-6511 PLANT SUPPLIES - METERS	28,941.00	0.00	24,010.07	82.96	4,930.93
610-5-815-2-6599 MISC SUPPLIES	<u>8,400.00</u>	<u>1,596.18</u>	<u>13,467.78</u>	<u>160.33</u> (	<u>5,067.78)</u>
TOTAL SERVICES AND COMMODITIES	429,673.00	21,817.57	429,285.07	99.91	387.93

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

610-SEWER UTILITY FUND

100.00% OF YEAR COMP.

Sewer

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>CAPITAL OUTLAY</u>					
610-5-815-3-6711 CAPITAL OUTLAY-VEHICLE	50,000.00	0.00	49,681.82	99.36	318.18
610-5-815-3-6713 CAPITAL OUTLAY-BUILDING	10,790.00	0.00	12,057.97	111.75 (	1,267.97)
610-5-815-3-6780 CAPITAL IMP-SEWER UPGRADE	<u>33,900.00</u>	<u>0.00</u>	<u>2,989.00</u>	<u>8.82</u>	<u>30,911.00</u>
TOTAL CAPITAL OUTLAY	94,690.00	0.00	64,728.79	68.36	29,961.21
<u>DEBT SERVICE</u>					
610-5-815-4-6862 USDA #1 - PRINCIPAL	42,288.00	1,761.06	20,940.43	49.52	21,347.57
610-5-815-4-6863 USDA #1 - INTEREST	0.00	217.57	21,347.57	0.00 (	21,347.57)
610-5-815-4-6866 USDA #4 - PRINCIPAL	210,228.00	9,245.43	110,060.84	52.35	100,167.16
610-5-815-4-6867 USDA #4 - INTEREST	0.00	8,273.57	100,167.16	0.00 (	100,167.16)
610-5-815-4-6868 USDA #5 - PRINCIPAL	478,703.00	18,211.17	215,521.19	45.02	263,181.81
610-5-815-4-6869 USDA #5 - INTEREST	<u>0.00</u>	<u>15,615.20</u>	<u>171,850.81</u>	<u>0.00 (</u>	<u>171,850.81)</u>
TOTAL DEBT SERVICE	731,219.00	53,324.00	639,888.00	87.51	91,331.00
<u>TRANSFERS</u>					
610-5-815-4-6914 INTERNAL LOAN	<u>475,000.00</u>	<u>0.00</u>	<u>475,000.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL TRANSFERS	475,000.00	0.00	475,000.00	100.00	0.00
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TOTAL Sewer	2,214,355.00	111,610.49	2,058,835.66	92.98	155,519.34
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TOTAL EXPENDITURES	2,214,355.00	111,610.49	2,058,835.66	92.98	155,519.34
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## 615-STORM WATER UTILITY

100.00% OF YEAR COMP.

## STORM WATER UTILITY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
615-5-820-1-6010 FULL TIME WAGES	21,750.00	1,815.34	21,285.11	97.86	464.89
615-5-820-1-6011 MAYOR & COUNCIL WAGES	165.00	0.00	165.00	100.00	0.00
615-5-820-1-6020 PART TIME WAGES	1,280.00	24.52	25.57	2.00	1,254.43
615-5-820-1-6110 CITY'S CONTRIBUTION FICA	1,770.00	133.75	1,505.21	85.04	264.79
615-5-820-1-6120 CITY'S CONTRIBUTION IPERS	2,085.00	159.63	2,004.91	96.16	80.09
615-5-820-1-6146 FLEX PLAN TPA	5.00	2.80	8.60	172.00 (	3.60)
615-5-820-1-6148 HRA REIMBURSEMENT	1,800.00	31.43	1,415.26	78.63	384.74
615-5-820-1-6149 HRA PLAN TPA	23.00	1.34	17.02	74.00	5.98
615-5-820-1-6150 MEDICAL AND DENTAL INSURANCE	6,115.00	626.80	7,153.43	116.98 (	1,038.43)
615-5-820-1-6151 LIFE & DISABILITY INS	186.00	12.80	153.95	82.77	32.05
615-5-820-1-6160 WORK COMP INSURANCE	709.00	0.00	712.94	100.56 (	3.94)
615-5-820-1-6210 DUES, MEMBERSHIPS & SUBSCRIPTI	3,000.00	0.00	2,955.69	98.52	44.31
615-5-820-1-6230 EDUCATION & TRAINING	<u>551.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>551.00</u>
TOTAL PERSONAL SERVICES	39,439.00	2,808.41	37,402.69	94.84	2,036.31

SERVICES AND COMMODITIES

615-5-820-2-6331 VEHICLE FUEL, OIL & LUBRICANTS	4,500.00	0.00	1,755.70	39.02	2,744.30
615-5-820-2-6332 VEHICLE EQUIP & RADIO MAINT	4,000.00	53.17	1,326.41	33.16	2,673.59
615-5-820-2-6373 TELEPHONE / RADIO	417.00	0.00	757.77	181.72 (	340.77)
615-5-820-2-6407 PROFESSIONAL FEES	10,000.00	24,365.00	31,099.76	311.00 (	21,099.76)
615-5-820-2-6408 INSURANCE	0.00	0.00	1,339.24	0.00 (	1,339.24)
615-5-820-2-6417 STREET SWEEPING	4,863.00	0.00	3,083.03	63.40	1,779.97
615-5-820-2-6419 DATA PROCESSING EXPENSES	4,500.00	0.00	2,845.85	63.24	1,654.15
615-5-820-2-6426 BUILDING & GROUNDS MAINTENANCE	500.00	0.00	0.00	0.00	500.00
615-5-820-2-6429 LINE MAINTENANCE	10,000.00	0.00	3,818.61	38.19	6,181.39
615-5-820-2-6432 SERVICE & MAINT AGREEMENTS	17,000.00	1,000.00	8,866.56	52.16	8,133.44
615-5-820-2-6433 TESTING	116.00	0.00	0.00	0.00	116.00
615-5-820-2-6501 CHEMICALS	500.00	0.00	0.00	0.00	500.00
615-5-820-2-6504 MINOR EQUIPMENT	3,009.00	0.00	1,113.14	36.99	1,895.86
615-5-820-2-6506 OFFICE SUPPLIES	500.00	0.00	35.68	7.14	464.32
615-5-820-2-6511 SWU INTAKE REPAIRS	20,000.00	0.00	3,750.00	18.75	16,250.00
615-5-820-2-6599 MISCELLANEOUS	<u>8,247.00</u>	<u>9.24</u>	<u>2,533.36</u>	<u>30.72</u>	<u>5,713.64</u>
TOTAL SERVICES AND COMMODITIES	88,152.00	25,427.41	62,325.11	70.70	25,826.89

CAPITAL OUTLAY

615-5-820-3-6711 CAPITAL OUTLAY-VEHICLE/EQUIP	20,000.00	0.00	19,872.73	99.36	127.27
615-5-820-3-6780 CAP IMP SWU UPGRADE	<u>3,724.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,724.00</u>
TOTAL CAPITAL OUTLAY	23,724.00	0.00	19,872.73	83.77	3,851.27

DEBT SERVICE

615-5-820-4-6803 USDA #2 - PRINCIPAL	118,920.00	61,895.77	88,423.19	74.36	30,496.81
615-5-820-4-6858 USDA #2 - INTEREST	<u>0.00</u>	<u>2,519.23</u>	<u>30,496.81</u>	<u>0.00</u> (	<u>30,496.81)</u>
TOTAL DEBT SERVICE	118,920.00	64,415.00	118,920.00	100.00	0.00

CITY OF ADEL  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

615-STORM WATER UTILITY

100.00% OF YEAR COMP.

STORM WATER UTILITY

DEPARTMENTAL EXPENDITURES

TRANSFERS

TOTAL STORM WATER UTILITY

TOTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
270,235.00	92,650.82	238,520.53	88.26	31,714.47
270,235.00	92,650.82	238,520.53	88.26	31,714.47

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
ACCO	7/11/23	CHEMICALS @ POOLS	GENERAL FUND	Pool	3,414.00_
				TOTAL:	3,414.00
ADM Yearbook	7/11/23	2022-2023 YEARBOOK	GENERAL FUND	Police Department	65.00_
				TOTAL:	65.00
Adel Auto Parts	7/11/23	JUNE 2023 PURCHASES	GENERAL FUND	Fire Department	12.99
	7/11/23	JUNE 2023 PURCHASES	GENERAL FUND	Recreation	77.93
	7/11/23	JUNE 2023 PURCHASES	ROAD USE TAX	Road Use Tax	464.70
	7/11/23	JUNE 2023 PURCHASES	WATER UTILITY	Water	37.11_
				TOTAL:	592.73
Ankeny Sanitation	7/11/23	JULY 2023 GB & RC SRVCS	GARBAGE/RECYCLING	Garbage	26,405.36
	7/11/23	JULY 2023 GB & RC SRVCS	GARBAGE/RECYCLING	Garbage	8,378.00_
				TOTAL:	34,783.36
Aramark	7/11/23	JUNE 2023 UNIFORMS & MATS	GENERAL FUND	Parks	20.82
	7/11/23	JUNE 2023 UNIFORMS & MATS	GENERAL FUND	Finance	42.96
	7/11/23	JUNE 2023 UNIFORMS & MATS	ROAD USE TAX	Road Use Tax	20.82
	7/11/23	JUNE 2023 UNIFORMS & MATS	WATER UTILITY	Water	20.82
	7/11/23	JUNE 2023 UNIFORMS & MATS	SEWER UTILITY FUND	Sewer	20.82_
				TOTAL:	126.24
Aureon	7/11/23	JULY 2023 FIBER INTERNET	GENERAL FUND	Police Department	214.61
	7/11/23	JULY 2023 FIBER INTERNET	GENERAL FUND	Fire Department	214.61
	7/11/23	JULY 2023 FIBER INTERNET	GENERAL FUND	Parks	214.61
	7/11/23	JULY 2023 FIBER INTERNET	GENERAL FUND	Finance	214.61
	7/11/23	JULY 2023 FIBER INTERNET	GENERAL FUND	Zoning/Compliance/Perm	214.61_
				TOTAL:	1,073.05
Big Green Umbrella Media, Inc.	7/11/23	JUNE 2023 ADEL LIVING	GENERAL FUND	Finance	271.33
	7/11/23	JUNE 2023 ADEL LIVING	WATER UTILITY	Water	271.33
	7/11/23	JUNE 2023 ADEL LIVING	SEWER UTILITY FUND	Sewer	271.34_
				TOTAL:	814.00
Capital City Equipment Co	7/11/23	HOSE & BLADES FOR BRUSH CU ROAD USE TAX		Road Use Tax	216.29
	7/11/23	HOSE & BLADES FOR BRUSH CU WATER UTILITY		Water	216.30
	7/11/23	HOSE & BLADES FOR BRUSH CU STORM WATER UTILIT		STORM WATER UTILITY	216.29_
				TOTAL:	648.88
Capital Sanitary Supply	7/11/23	LOCOR WHITE EMBOSS	GENERAL FUND	Police Department	148.08_
				TOTAL:	148.08
Computer Project of IL	7/11/23	ANNUAL OPEN FOX FEE	GENERAL FUND	Police Department	198.00_
				TOTAL:	198.00
Curtis Waddingham	7/11/23	PERSONAL CC REIMBURSEMENT	GENERAL FUND	Parks	45.69_
				TOTAL:	45.69
Heartland Coop	7/11/23	WEED KILLER	ROAD USE TAX	Road Use Tax	166.00_
				TOTAL:	166.00
Iowa Assn of Municipal Utilities	7/11/23	JULY-SEPT 2023 SAFETY TRAI ROAD USE TAX		Road Use Tax	768.37
	7/11/23	JULY-SEPT 2023 SAFETY TRAI WATER UTILITY		Water	768.37
	7/11/23	JULY-SEPT 2023 SAFETY TRAI SEWER UTILITY FUND		Sewer	768.37
	7/11/23	JULY-SEPT 2023 SAFETY TRAI STORM WATER UTILIT		STORM WATER UTILITY	768.37

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	3,073.48
Iowa Concrete Cutting	7/11/23	DIESEL SLAB SAW	SEWER UTILITY FUND	Sewer	500.00_
				TOTAL:	500.00
Iowa League of Cities	7/11/23	MAYOR ASSOC DUES	GENERAL FUND	Finance	30.00_
				TOTAL:	30.00
Jerico Services	7/11/23	DUST CONTROL ON MEADOW	ROAD USE TAX	Road Use Tax	1,827.00_
				TOTAL:	1,827.00
Kiesler Police Supply	7/11/23	FED TACT 223 REM	GENERAL FUND	Police Department	1,253.28_
				TOTAL:	1,253.28
Laser Line Striping	7/11/23	REPAINTING TENNIS COURT LI	GENERAL FUND	Parks	400.00_
				TOTAL:	400.00
Lexipol	7/11/23	POLICE 1 ACADEMY RATE	GENERAL FUND	Police Department	927.00_
				TOTAL:	927.00
Lonneman Contruction	7/11/23	INSTALL OF HEATER & GAS LI	ROAD USE TAX	Road Use Tax	7,588.50_
				TOTAL:	7,588.50
Mainstay Systems Inc.	7/11/23	COMPUTER, DOCKING STATION	GENERAL FUND	Police Department	1,875.00
	7/11/23	QUARTERLY RETAINER & CLOUD	GENERAL FUND	Police Department	1,888.88
	7/11/23	QUARTERLY RETAINER & CLOUD	GENERAL FUND	Fire Department	319.12_
				TOTAL:	4,083.00
McClure Engineering Company	7/11/23	SUBDIVISION REVIEW	GENERAL FUND	Zoning/Compliance/Perm	2,165.00
	7/11/23	WWTP IMPROV	NEW WASTEWTR TRTMN	CAPITAL PROJECTS	5,070.00
	7/11/23	WELL #7	WATER UTIL IMPROV	CAPITAL PROJECTS	3,896.00
	7/11/23	N 15TH BRIDGE REPLACEMENT	N 15TH ST BRIDGE R	CAPITAL PROJECTS	8,446.08
	7/11/23	EVANS PARK TRAIL CONNNECTI	CIRTPA TRAILS	CAPITAL PROJECTS	7,922.00
	7/11/23	WATER TERRITORY NEGOTIATIO	WATER UTILITY	Water	300.00_
				TOTAL:	27,799.08
MidAmerican Energy	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Police Department	769.54
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Police Department	49.00
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Fire Department	15.07
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Street Lighting	4,509.93
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Traffic Control & Safe	32.41
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Library	2,929.04
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Museum	40.97
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Parks	318.59
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Parks	1,308.69
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Pool	5,051.00
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Finance	484.17
	7/11/23	JUNE 2023 SERVICES	GENERAL FUND	Finance	12.27
	7/11/23	JUNE 2023 SERVICES	ROAD USE TAX	Road Use Tax	145.39
	7/11/23	JUNE 2023 SERVICES	WATER UTILITY	Water	6,916.88
	7/11/23	JUNE 2023 SERVICES	SEWER UTILITY FUND	Sewer	1,350.09_
				TOTAL:	23,933.04
Premier Pest Control	7/11/23	MOSQUITO SPRAY 6/29	STORM WATER UTILIT	STORM WATER UTILITY	1,000.00_
				TOTAL:	1,000.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
RICOH USA, Inc.	7/11/23	PD ADDT COPIES JUNE 2023	GENERAL FUND	Police Department	66.00
	7/11/23	QUARTERLY COPIES @ CH	GENERAL FUND	Parks	17.56
	7/11/23	QUARTERLY COPIES @ CH	GENERAL FUND	Finance	17.56
	7/11/23	QUARTERLY COPIES @ CH	GENERAL FUND	Zoning/Compliance/Perm	17.57
	7/11/23	QUARTERLY COPIES @ CH	ROAD USE TAX	Road Use Tax	17.57
	7/11/23	QUARTERLY COPIES @ CH	WATER UTILITY	Water	17.56
	7/11/23	QUARTERLY COPIES @ CH	SEWER UTILITY FUND	Sewer	17.57_
			TOTAL:		171.39
Sam's Club	7/11/23	POWER WHEEL FOR NATIONALS	TRUST AND AGENCY	Recreation Donations	8,547.70_
				TOTAL:	8,547.70
South Dallas Co. Landfill	7/11/23	BRUSH/YARD WASTE	GENERAL FUND	Parks	46.00_
				TOTAL:	46.00
State Hygienic Laboratory	7/11/23	BACTERIA TEST @ POOL	GENERAL FUND	Pool	13.50_
				TOTAL:	13.50
Strauss Security Solutions	7/11/23	POWER PLEX EXIT TRIM	SEWER UTILITY FUND	Sewer	5,349.19_
				TOTAL:	5,349.19
Temporary Vendo	7/11/23	FOUNTAIN/GARDEN MUSEUM	GENERAL FUND	Finance	537.01_
				TOTAL:	537.01
Tiger Tire	7/11/23	TIRE REPAIR	GENERAL FUND	Parks	15.00_
				TOTAL:	15.00
Tyler Technologies, Inc.	7/11/23	INSITE TRANSACTION FEE	WATER UTILITY	Water	148.34
	7/11/23	INSITE TRANSACTION FEE	SEWER UTILITY FUND	Sewer	148.33
	7/11/23	INSITE TRANSACTION FEE	STORM WATER UTILIT	STORM WATER UTILITY	148.33_
				TOTAL:	445.00
UPHDM OCCUPATIONAL MEDICINE	7/11/23	PRE EMPLOYMENT DRUG SCREEN	GENERAL FUND	Parks	107.50
	7/11/23	PRE EMPLOYMENT DRUG SCREEN	GENERAL FUND	Pool	107.50_
				TOTAL:	215.00
USA Blue Book	7/11/23	CHEMICALS	SEWER UTILITY FUND	Sewer	442.34_
				TOTAL:	442.34
Verizon Wireless	7/11/23	PD SRVC 5/12-6/11	GENERAL FUND	Police Department	397.01_
				TOTAL:	397.01
Waste Solutions of IA	7/11/23	PORT A POT FOR POWER WHEEL	GENERAL FUND	Recreation	464.00_
				TOTAL:	464.00
Xenia Rural Water District	7/11/23	WTR @ LIFT STATION	SEWER UTILITY FUND	Sewer	70.49_
				TOTAL:	70.49
			TOTAL:		0.00



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
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## ===== FUND TOTALS =====

001	GENERAL FUND		31,555.02		
110	ROAD USE TAX		11,214.64		
112	TRUST AND AGENCY		8,547.70		
333	NEW WASTEWTR TRTMNT PLNT		5,070.00		
338	WATER UTIL IMPROV P2		3,896.00		
342	N 15TH ST BRIDGE REPLACE		8,446.08		
343	CIRTPA TRAILS		7,922.00		
600	WATER UTILITY		8,696.71		
610	SEWER UTILITY FUND		8,938.54		
615	STORM WATER UTILITY		2,132.99		
670	GARBAGE/RECYCLING UTILITY		34,783.36		

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GRAND TOTAL:			131,203.04		
-----					

TOTAL PAGES: 4

## SELECTION CRITERIA

-----  
SELECTION OPTIONS

VENDOR SET: 01-ADEL  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 7/10/2023 THRU 7/11/2023  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

-----  
PAYROLL SELECTION

PAYROLL EXPENSES: YES  
EXPENSE TYPE: GROSS  
CHECK DATE: 7/10/2023 THRU 7/11/2023

-----  
PRINT OPTIONS

PRINT DATE: Item Date  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L R E P O R T  
SIGNATURE LINES: 0

-----  
PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM: YES

-----

**From:** [website@mg.adeliowa.org](mailto:website@mg.adeliowa.org) on behalf of [Adel Iowa](#)  
**To:** [Carrie Erickson](#); [Sarah Hauser](#)  
**Subject:** New submission from Sound Permit Application for Special Events & the Amplification of Live Performances  
**Date:** Wednesday, June 21, 2023 11:11:30 AM

---

**CAUTION:** This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

**Is this for the amplification of a live performance?**

Yes

**Name**

Brenda Meade

**Applicant's Phone Number**

(515) 778-6809

**Applicant's Email Address**

Squeak6088@yahoo.com

**Applicant's Address**

25018 Eagle Vista Drive  
Adel, Iowa 5000.  
United States  
[Map It](#)

**Have you, the applicant ever been cited for a violation of the Adel Noise Ordinance?**

No

**Property Owner's Name**

Hugh & Brenda Meade

**Property Owner's Address**

25018 Eagle Vista Drive  
Adel, Iowa 50003  
United States  
[Map It](#)

**Address of proposed activity**

25018 Eagle Vista Drive  
Adel, Iowa 50003  
United States  
[Map It](#)

**Describe proposed activity, including times, dates, and number of people attending.**

July 22, 2023; 3:00 pm to 11:00pm  
80 people  
Band will be on back patio

**How will the parking for this event be handled?**

Private parking

**Attach a sketch plan of the proposed layout of the sound amplification equipment, including the orientation to and approximate distances from the adjoining properties.**

- [Property-diagram.jpg](#)

**Have the adjoining property owners/residents been notified of the event for which this permit is requested?**

Yes

**Addresses notified**

The entire Eagle Vista neighborhood is invited.

**Describe what measures will be taken, if any, to minimize the effects of this performance on surrounding property.**

Band will be on patio with sound barrier of the house behind them.

**I have read and agree to the terms above.**

Yes

**Applicant's Signature**

Brenda Meade

**Resolution No. 23-38**

**AMENDING BUILDING ADDRESS CURRENTLY RECORDED AS 103 NORTH  
19<sup>TH</sup> STREET (PARCEL NO. 1130476034), ADEL, IOWA TO 1820 MAIN  
STREET, ADEL, IOWA**

**WHEREAS**, due to a recording error, the commercial warehouse with the Parcel No. 1130476034, was incorrectly assigned the address of 103 North 19<sup>th</sup> Street; and

**WHEREAS**, the industrial Parcel No. 1130451005 was also assigned the address of 103 North 19<sup>th</sup> Street;

**WHEREAS**, the correct address for the commercial warehouse with the Parcel No. 1130476034 is 1820 Main Street.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Adel, Iowa, on this 11<sup>th</sup> day of July, 2023, that the address for the commercial warehouse with the Parcel No. 1130476034 be 1820 Main Street.

Passed and approved this 11<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
James F. Peters, Mayor

Attest: \_\_\_\_\_  
Carrie Erickson, City Clerk

## Summary

**Parcel ID** 1130451005  
**Alternate ID**  
**Property Address** 103 N 19TH ST  
 ADEL  
**Sec/Twp/Rng** 30-79-27  
**Brief** A 2.15AC PARCEL IN SW SE  
**Tax Description**  
 (Note: Not to be used on legal documents)  
**Deed Book/Page** 2003-15095 (8/4/2003)  
**Contract**  
**Book/Page**  
**Gross Acres** 2.03  
**Net Acres** 2.03  
**Adjusted CSR Pts** 0  
**Class** I - Industrial  
 (Note: This is for tax purposes only. Not to be used for zoning.)  
**District** 540000 - 540000 ADEL CITY/ADM SCH  
**School District** ADEL DE SOTO MINBURN CSD



## Owner

**Deed Holder**  
[N W COMPANY](#)  
 6333 NW BEAVER RD  
 JOHNSTON IA 50131  
**Contract Holder**  
**Mailing Address**  
 N W COMPANY  
 6333 NW BEAVER RD  
 JOHNSTON IA 50131

## DBA

N W COMPANY ADEL

## Land

**Lot Area** 2.03 Acres ; 88,427 SF

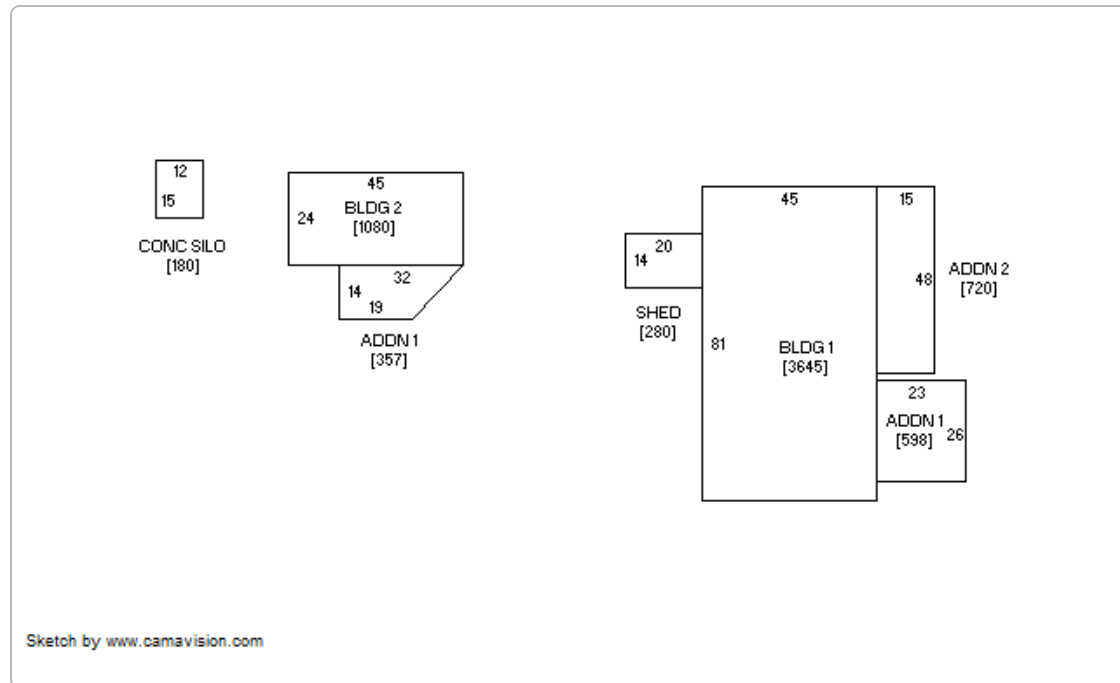
## Commercial Buildings

Type	Story Height	Gross Area	Basement Area	Year Built
Metal Shop - Steel Frame	1	4963	0	1980
Manufacturing (Light)	2	2874	0	1979

## Yard Extras

#1 - (1) CONC SILO / MTL COVER Quantity=1.00, Units=Each, Height=0, Built 1979  
 #2 - (1) Paving - Concrete 5,000 SF, Concrete Parking Lots, Average Pricing, Built 1979  
 #3 - (1) Shed 280 SF, Metal Shed, Average Pricing, Built 1984

## Sketches



## Notes

Title	Note
APPRAISAL	2009-REVALUE. CHANGE CLASS FROM COMMERCIAL TO INDUSTRIAL. OTHER CONCRETE BATCH PARCELS (11-29-465-006) ARE INDUSTRIAL. 03/24/2009 CAC  2008 - MOVED TO NEW MANUAL - REVALUE FOR 2009 ASSESSMENT YEAR  2004 COMBINE BLL #540-01330-02 WITH THIS PARCEL PER JK & DOUG HARMES (OWNER) (08/27/2004).
APPEAL	2009 - BOARD OF REVIEW DENIED PETITION 05/27/09.  05/04/2009 PICKED UP A PROTEST FORM. WC
EXEMPTIONS AND CREDITS	12/02/2013 RECEIVED AN APPLICATION FOR BUSINESS PROPERTY TAX CREDIT. WC

## Sales

Date	Seller	Buyer	Recording	Sale Condition - NUTC	Type	Multi Parcel	Amount
7/31/2003	R-WAY CONCRETE, INC	NW COMPANY	<a href="#">2003-15095</a>	Normal	Deed		\$250,000.00

## Valuation

	2023	2022	2021	2020	2019
Classification	Industrial	Industrial	Industrial	Industrial	Industrial
+ Assessed Land Value	\$88,430	\$88,430	\$88,430	\$88,430	\$88,430
+ Assessed Building Value	\$211,360	\$172,690	\$168,070	\$160,640	\$160,640
+ Assessed Dwelling Value	\$0	\$0	\$0	\$0	\$0
= Gross Assessed Value	\$299,790	\$261,120	\$256,500	\$249,070	\$249,070
- Exempt Value	\$0	\$0	\$0	\$0	\$0
= Net Assessed Value	\$299,790	\$261,120	\$256,500	\$249,070	\$249,070

## Taxation

	2021 Pay 2022-2023	2020 Pay 2021-2022	2019 Pay 2020-2021
+ Taxable Land Value	\$79,587	\$79,587	\$79,587
+ Taxable Building Value	\$151,263	\$144,576	\$144,576
+ Taxable Dwelling Value	\$0	\$0	\$0
= Gross Taxable Value	\$230,850	\$224,163	\$224,163
- Military Credit	\$0	\$0	\$0
= Net Taxable Value	\$230,850	\$224,163	\$224,163
x Levy Rate (per \$1000 of value)	36.56305	37.80419	37.92252

	2021 Pay 2022-2023	2020 Pay 2021-2022	2019 Pay 2020-2021
= Gross Taxes Due	\$8,440.58	\$8,474.30	\$8,500.83
- Ag Land Credit	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00
- Business Property Credit	(\$2,715.77)	(\$2,979.90)	(\$2,912.33)
= Net Taxes Due	\$5,724.00	\$5,494.00	\$5,588.00

Due to Iowa House Bill 2382 we are no longer able to provide information related to property tax credits on real estate properties

## Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2021	March 2023	\$2,862	Yes	3/27/2023	318373
	September 2022	\$2,862	Yes	9/21/2022	
2020	March 2022	\$2,747	Yes	3/28/2022	313806
	September 2021	\$2,747	Yes	9/27/2021	
2019	March 2021	\$2,794	Yes	3/25/2021	207124
	September 2020	\$2,794	Yes	9/25/2020	
2018	March 2020	\$2,720	Yes	4/1/2020	153047
	September 2019	\$2,720	Yes	9/25/2019	
2017	March 2019	\$2,518	Yes	3/27/2019	025826
	September 2018	\$2,518	Yes	9/24/2018	
2016	March 2018	\$2,512	Yes	3/26/2018	023547
	September 2017	\$2,512	Yes	9/25/2017	
2015	March 2017	\$2,469	Yes	3/27/2017	023725
	September 2016	\$2,469	Yes	9/26/2016	

## Homestead Tax Credit and Exemption

[Apply Online for the Homestead Tax Credit and Exemption](#)

## Photos







**No data available for the following modules:** Residential Dwellings, Agricultural Buildings, Ag Soils, Documents, Permits, Board of Review Petition.

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## Summary

**Parcel ID** 1130476034  
**Alternate ID**  
**Property Address** 103 N 19TH ST  
ADEL  
**Sec/Twp/Rng** 30-79-27  
**Brief Tax Description** W74' S211.9' & E90' S127.9' AUD LOT 10 & PARCEL A SE SE  
(Note: Not to be used on legal documents)  
**Deed Book/Page** 2020-28040 (10/12/2020)  
**Contract Book/Page**  
**Gross Acres** 0.00  
**Net Acres** 0.00  
**Adjusted CSR Pts** 0  
**Class** C - Commercial  
(Note: This is for tax purposes only. Not to be used for zoning.)  
**District** 540000 - 540000 ADEL CITY/ADM SCH  
**School District** ADEL DE SOTO MINBURN CSD



## Owner

**Deed Holder**  
KADING PROPERTIES, LLC  
[7008 MADISON AVE](#)  
URBANDALE IA 50322  
**Contract Holder**  
**Mailing Address**  
KADING PROPERTIES, LLC  
7008 MADISON AVE  
URBANDALE IA 50322

## DBA

WAREHOUSE ADEL

## Land

**Lot Area** 0.80 Acres ; 34,768 SF

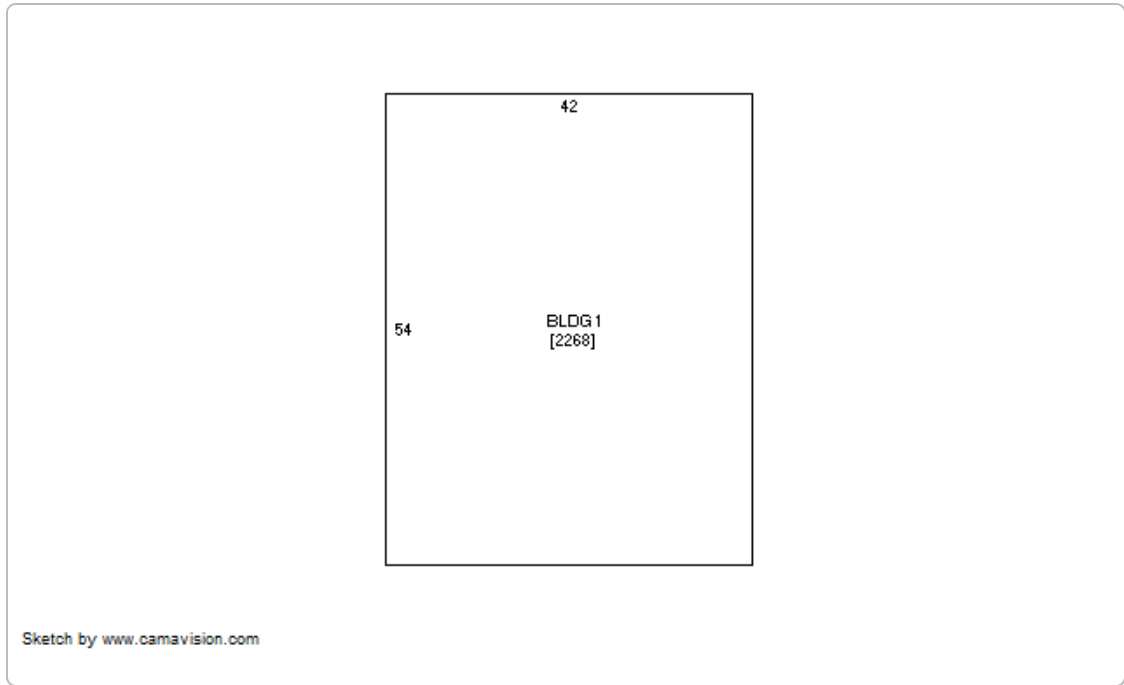
## Commercial Buildings

Type	Story Height	Gross Area	Basement Area	Year Built
Metal Warehouse - Rigid Steel Frame	1	2268	0	1978

## Yard Extras

#1 - (1) Paving - Concrete 2,300 SF, Concrete Parking Lots, Average Pricing, Built 1978

## Sketches



Notes

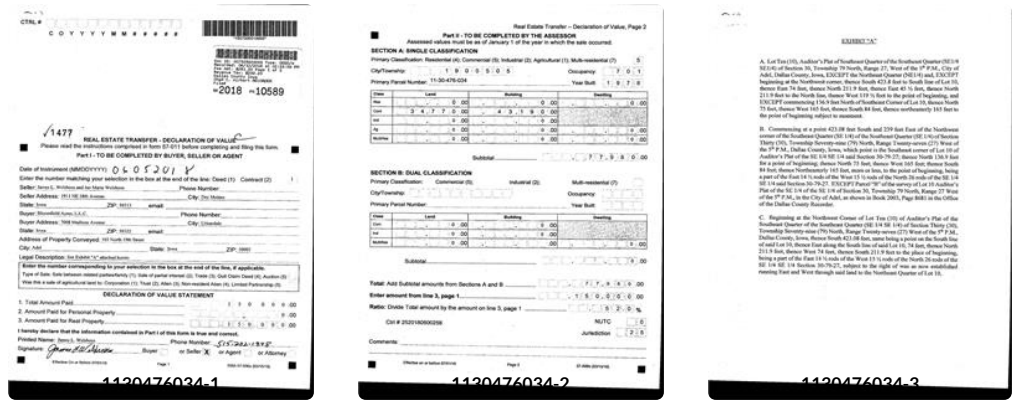
Title	Note
APPRaisal	2021 - REVALUE. BA
	2018 - REVALUE ADEL. CAC
	2008 - MOVED TO NEW MANUAL - REVALUE FOR 2009 ASSESSMENT YEAR
	03/17/2008 - FOR 2008 PARCELS 11-30-476-005, 11-30-476-006 & 11-30-476-026 COMBINED TO FORM THIS PARCEL PER BRIAN ARNOLD. PH

Sales

Date	Seller	Buyer	Recording	Sale Condition - NUTC	Type	Multi Parcel	Amount
10/2/2020	BLOOMFIELD ACRES, LLC	KADING PROPERTIES, LLC	<a href="#">2020-28040</a>	No consideration	Deed		\$0.00
6/5/2018	WELSHONS, JAMES	BLOOMFIELD ACRES LLC	<a href="#">2018-10589</a>	Normal	Deed		\$150,000.00
12/20/2013	RICHARDS, EVA P	WELSHONS, JAMES	<a href="#">2014-870</a>	Normal	Deed		\$60,000.00
5/4/2009	RICHARDS, LOVELL B & EVA	RICHARDS, EVA P	<a href="#">2009-7189</a>	No consideration	Affidavit		\$0.00

Documents

To print an image, click to view then right-click and open in new tab.



## Valuation

	2023	2022	2021	2020	2019
Classification	Commercial	Commercial	Commercial	Commercial	Commercial
+ Assessed Land Value	\$34,770	\$34,770	\$34,770	\$34,770	\$34,770
+ Assessed Building Value	\$72,780	\$60,320	\$57,740	\$43,190	\$43,190
+ Assessed Dwelling Value	\$0	\$0	\$0	\$0	\$0
= Gross Assessed Value	\$107,550	\$95,090	\$92,510	\$77,960	\$77,960
- Exempt Value	\$0	\$0	\$0	\$0	\$0
= Net Assessed Value	\$107,550	\$95,090	\$92,510	\$77,960	\$77,960

## Taxation

	2021 Pay 2022-2023	2020 Pay 2021-2022	2019 Pay 2020-2021
+ Taxable Land Value	\$31,293	\$31,293	\$31,293
+ Taxable Building Value	\$51,966	\$38,871	\$38,871
+ Taxable Dwelling Value	\$0	\$0	\$0
= Gross Taxable Value	\$83,259	\$70,164	\$70,164
- Military Credit	\$0	\$0	\$0
= Net Taxable Value	\$83,259	\$70,164	\$70,164
x Levy Rate (per \$1000 of value)	36.56305	37.80419	37.92252
= Gross Taxes Due	\$3,044.20	\$2,652.49	\$2,660.80
- Ag Land Credit	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00
- Business Property Credit	(\$1,213.28)	(\$989.99)	(\$1,032.56)
= Net Taxes Due	\$1,830.00	\$1,662.00	\$1,628.00

Due to Iowa House Bill 2382 we are no longer able to provide information related to property tax credits on real estate properties

## Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2021	March 2023	\$915	Yes	3/28/2023	318405
	September 2022	\$915	Yes	9/29/2022	
2020	March 2022	\$831	Yes	3/30/2022	313838
	September 2021	\$831	Yes	9/29/2021	
2019	March 2021	\$814	Yes	4/1/2021	207156
	September 2020	\$814	Yes	10/2/2020	
2018	March 2020	\$851	Yes	4/1/2020	153079
	September 2019	\$851	Yes	9/27/2019	
2017	March 2019	\$795	Yes	3/25/2019	024996
	September 2018	\$795	Yes	9/27/2018	
2016	March 2018	\$911	Yes	5/3/2018	023568
	September 2017	\$911	Yes	5/3/2018	
2016	March 2018	\$0	No		023568
	September 2017	\$4	Yes	5/3/2018	
2016	March 2018	\$27	Yes	5/3/2018	023568
	September 2017	\$109	Yes	5/3/2018	
2015	March 2017	\$895	Yes	3/27/2017	024069
	September 2016	\$895	Yes	9/9/2016	

## Homestead Tax Credit and Exemption

[Apply Online for the Homestead Tax Credit and Exemption](#)

## Photos



**No data available for the following modules:** Residential Dwellings, Agricultural Buildings, Ag Soils, Permits, Board of Review Petition.

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Version 3.1.14

Developed by  
 **Schneider**  
GEOSPATIAL

**RESOLUTION NO. 23-39**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM  
OF UNDERSTANDING BETWEEN THE IOWA DEPARTMENT OF  
ADMINISTRATIVE SERVICES AND THE CITY OF ADEL FOR  
PARTICIPATION IN THE INCOME OFFSET PROGRAM**

**WHEREAS**, the Adel City Council has reviewed its accounts receivables and determined that there are delinquent accounts from time to time, and

**WHEREAS**, the Iowa Department of Administrative Services offers a program to assist governmental subdivisions in the collection of delinquent account monies through the State of Iowa, and

**WHEREAS**, the Adel City Council entered into a past agreement with the Iowa Department of Administrative Services on November 10, 2008, and

**WHEREAS**, the Adel City Council deems it necessary and appropriate to enter again into this Memorandum of Understanding with the State of Iowa for the collection of delinquent accounts.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Adel, Iowa, that the Memorandum of Understanding be approved and authorizes the City Administrator to sign said document.

Passed and approved this 11<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
James F. Peters, Mayor

Attest: \_\_\_\_\_  
Carrie Erickson, City Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN THE IOWA DEPARTMENT OF  
REVENUE AND \_\_\_\_\_ REGARDING STATE SETOFF PROGRAM**

**ARTICLE I  
PURPOSE**

- 1.1 The purpose of this memorandum of understanding (“Agreement”) is to define the terms and conditions of [\_\_\_\_\_] (“Participating Agency”)’s participation in the State Setoff Program (“Program”), as administered by the Iowa Department of Revenue (“IDR”). Participating Agency and IDR may individually be referred to as a “Party”, or collectively as “Parties”.

**ARTICLE II  
DEFINITIONS & AUTHORITY**

**2.1 Definitions.**

- 2.1.1 “Credit Vendor” means an agency or entity who submits funds to the Program.
- 2.1.2 “Data” means any information in the possession of or owned by the Participating Agency or IDR that is shared with the other Party under this Agreement.
  - 2.1.2.1 Data may include personal information as defined by Iowa Code section 715C.1(11).
  - 2.1.2.2 IDR shall at no time share federal tax information pursuant to this Agreement. IDR shall only share state tax information as allowed by law.
- 2.1.3 “Debt” means any amount, as measured in money, owed to a Public Agency.
- 2.1.4 “Debt Portal” means the online system through which the Participating Agency will administer its Debt.
- 2.1.5 “Debt Type” means a category of Debt that has become due, owing, and payable under statute, administrative rule, or other lawful means.
- 2.1.6 “Obligor” means as defined in Iowa Code 421.65(1)(a).
- 2.1.7 “Obligor Directory Information” means the Obligor’s Name, Address, Phone Number, and Email Address.
- 2.1.8 “Obligor Information” means any information regarding the Obligor required by IDR, including “Obligor Directory Information”.
- 2.1.9 “Participating Agency” means a Public Agency or the Iowa Judicial Branch (“IJB”), that has entered into an agreement with IDR to participate in the State Setoff Program.
- 2.1.10 “Public Agency” means as defined in Iowa Code 421.65(1)(b).
- 2.1.11 “Public Payment” means as defined in Iowa Code section 421.65(1)(c).
- 2.1.12 “Qualifying Debt” means as defined in Iowa Code section 421.65(1)(d).
- 2.1.13 “Setoff Fee”, as outlined in Section 3.4.4, means the amount paid by the Participating Agency per setoff to IDR for participation in the State Setoff Program.
- 2.1.14 “State Setoff Program” or the “Program” means the program established by Iowa Code section 421.65 to set off against each Public Payment any Qualifying Debt the Obligor owes to a Participating Agency.
- 2.1.15 All monetary amounts referenced in this Agreement and throughout the State Setoff Program shall be in United States Dollars.
- 2.1.16 Unless otherwise specified, references to IDR and Participating Agency shall include their officers, employees, agents, and contractors. FAST Enterprises, LLC (Fast) is a contractor of IDR. Participating Agency authorizes Fast access to Participating Agency Data subject to this Agreement.

- 2.2 **Legal Authority.** This Agreement is entered into pursuant to the authority in Iowa Code section 421.65 and associated administrative rules.

## **ARTICLE III PROGRAM PARAMETERS**

### **3.1 Program Admission.**

- 3.1.1 The Public Agency or IJB wishing to participate in the Program must complete and submit the application as designated by IDR. All required fields must be reported.
- 3.1.2 Contact Persons.
  - 3.1.2.1 The Participating Agency must provide a contact person for operational questions and backup contact person for when the contact person is unavailable. Operational questions constitute questions originating from IDR regarding the processing of setoffs.
  - 3.1.2.2 The Participating Agency must provide a contact person for Obligor questions and backup contact person for when the contact person is unavailable. Obligor questions constitute questions originating from the Obligor regarding the Obligor's Debt or the amount setoff.
  - 3.1.2.3 The Participating Agency must provide the name, title, phone number, and email address of each contact person.
  - 3.1.2.4 The Participating Agency must update and confirm all contact persons and all contact information no less than annually and upon request.
  - 3.1.2.5 All contact persons must ensure that calls and correspondence are handled in a timely manner.
  - 3.1.2.6 Contact person contact information may be updated without a formal amendment to this Agreement by providing written notice to IDR in the manner designated by IDR.

### **3.2 Prior to Submission of Debt.**

- 3.2.1 Participating Agency shall keep a record of all communication with the Obligor until the Debt has been paid in full and the setoff appeal period has expired, or has been removed from the Program.
- 3.2.2 Participating Agency shall provide Obligor with an opportunity to protest or challenge the Debt, in compliance with applicable law and due process.
- 3.2.3 Steps outlined in Sections 3.2.1 and 3.2.2 above must be completed for each Debt prior to that Debt's submission to the Program.
- 3.2.4 Participating Agency's correspondence to Obligor shall include the Participating Agency's obligor contact information. The correspondence shall not include IDR or the Program's operational contact information.
- 3.2.5 Prior to submitting a Debt Type to the Program, a Participating Agency shall provide the Department with a description of the Debt Type(s) and other details regarding each Debt Type as required by the Department. This description(s) shall be submitted with the MOU and any other time a Participating Agency wants to submit a new Debt Type.

### **3.3 Submission of Debt.**

- 3.3.1 All Data required to submit, certify, and maintain debt must be submitted electronically via a process designated by IDR. Submissions must comply with the file layout in Appendix B. IDR may update Appendix B without a formal amendment to this Agreement by providing written notice to the Participating Agency.
- 3.3.2 Participating Agency shall remain the system of record for Debt submitted to the Program.
- 3.3.3 **Character of Debt.**
  - 3.3.3.1 The Debt must be Qualifying Debt.
  - 3.3.3.2 The Debt must be legally collectible and within any applicable statute of limitations.
  - 3.3.3.3 The debts must meet the minimum amount requirement, as in administrative rule. If the amount of the debt is reduced to twice the Setoff Fee, the debt will be removed from the setoff system.



- 3.3.3.4 Obligor Information must include: Name (if individual, First and Last Name), tax identification number, and any other information requested by IDR.
- 3.3.4 Participating Agency must certify all Debt in accordance with Iowa Code section 421.65(2)(a)-(b).
- 3.3.5 All Debt is subject to a recertification process. The recertification process may include, but is not limited to, requiring the Participating Agency to certify that all information is correct and that the Debt is still Qualified Debt. The recertification process will be performed regularly, at the agreement of the Parties, but no less than annually.
- 3.3.6 Participating Agency shall notify the department of any change in the status of the public agency's individual debts submitted to the setoffs program. This notification shall be made no later than five business days of any change in the status of a submitted debt in the manner prescribed by the Department.
- 3.3.7 IDR may reject any Debt that, in IDR's sole judgment, is not feasible, not collectible, or not compliant with applicable law.
  - 3.3.7.1 IDR may reject any Debt if the tax identification number, or other information does not match IDR's record for the Obligor. This will only apply to Obligors of whom IDR has a record.
- 3.4 **Setoff Procedure.**
  - 3.4.1 Debt will be setoff upon a TIN match.
  - 3.4.2 The Debt Portal is intended to be available to the Participating Agency 24 hours a day, 7 days a week, with exceptions for Program maintenance. Participating Agency will be notified of any scheduled maintenance that will interfere with this availability. Unexpected interruptions in availability of the Debt Portal will be remedied by IDR as quickly as possible within IDR availability and priorities.
  - 3.4.3 **Order of Priority for Debt Setoff.** Debt shall be setoff in the order of priority defined in Iowa Code section 421.65(4) and associated administrative rule. The priority determination will be made when the challenge letter is sent to the obligor. A public payment will not be applied to a qualifying debt that is not included on the challenge notice.
    - 3.4.3.1 The Participating Agency shall identify in Appendix C Debts submitted to the Program that will be deposited into the state general fund.
  - 3.4.4 **Setoff Fee.**
    - 3.4.4.1 The Participating Agency will be charged \$7.00 each time a Public Payment is setoff and applied to the Participating Agency's Qualifying Debt. The Setoff Fee shall be retained as defined in section 3.6.7 herein.
    - 3.4.4.2 The Participating Agency shall not collect the Setoff Fee from the same setoff for which the Setoff Fee has been charged.
    - 3.4.4.3 IDR may change the Setoff Fee amount in IDR's sole discretion, upon 60 days' notice to the Participating Agency. Change to the Setoff Fee amount shall not require a formal amendment to this Agreement, nor consent of the Participating Agency.
  - 3.4.5 **Upon Setoff.**
    - 3.4.5.1 IDR will mail a letter to the Obligor at the best address available to IDR at the time of mailing. The letter will inform the Obligor that the Public Payment owed to the Obligor was setoff due to Debt owed to the Participating Agency.
    - 3.4.5.2 IDR will mail a letter to a known co-payee on any setoff of a Public Payment. The letter will include information regarding the opportunity for the co-payee to request a division of the Public Payment. This letter and the letter contemplated in section 3.4.5.1. may be combined.
    - 3.4.5.3 The Obligor will have 15 days from the date of the letter to challenge the setoff. Ground for such challenges will be limited to: (1) mistake of fact, including a mistake

in the identity of the obligor or a mistake in the amount owed, and (2) Debt is not a Qualifying Debt. Additionally, IDR will accept and administer requests to divide a jointly or commonly owned right to payment under Iowa Code section 421.65(2)(f).

### **3.5 Following Setoff**

- 3.5.1 Amounts collected via a successful match will be forwarded periodically to the Participating Agency, reduced by the appropriate Setoff Fee.
- 3.5.2 Amounts collected will be posted to the balance due within the Program Debt Portal. If the amount of the debt is reduced to less than twice the Setoff Fee, the debt will be purged from the Program.
- 3.5.3 Amounts collected via a successful match will be forwarded to the Participating Agency via I/3 Internal Exchange Transaction (IET) or direct deposit. Transfer via check is not available.
- 3.5.4 If the application of a Public Payment to a Qualifying Debt results in an overpayment to the Participating Agency, and the Obligor does not challenge the setoff, the Participating Agency shall refund the overpayment to the Obligor and/or co-payee.
- 3.5.5 If, after the setoff is complete, it is determined that the person(s) whose Public Payment was setoff is not the Obligor, the Public Agency shall refund the setoff amount to the person(s) whose Public Payment was setoff.

### **3.6 Appeals and Challenges.**

- 3.6.1 Challenges will be limited to: (1) mistake of fact, and (2) debt is not a qualifying debt. Additionally, IDR will accept and administer requests to divide a jointly or commonly owned right to payment. The Participating Agency is responsible for all appeals regarding the underlying debt.
- 3.6.2 If an appeal or challenge is filed, IDR shall notify the Participating Agency that a challenge has been received. The Participating Agency shall promptly provide IDR with all information requested by IDR or other information as deemed relevant by the Participating Agency for purposes of the challenge. The Participating Agency shall make every effort to provide such information to IDR prior to the hearing date. Information received by IDR more than 10 days after the challenge received date will not be considered by IDR.
- 3.6.3 Upon receipt of a challenge, IDR shall set a time to occur within ten days of receipt of the challenge to review the relevant facts of the challenge with the Obligor. An alternative time may be set at the request of the Obligor. Following the review, IDR shall determine whether the challenge is successful and communicate the result to the Participating Agency and the Obligor.
- 3.6.4 If a setoff is appealed or challenged by the Obligor, the Participating Agency shall hold the setoff amount until a final determination is made.
- 3.6.5 The Participating Agency must adhere to IDR's determination on a challenge, and has no appeal opportunity.
- 3.6.6 Should the Obligor challenge IDR's determination or the Program in court (e.g. district court, etc.) Participating Agency shall be responsible for any defense, including costs. IDR may provide assistance upon request and at IDR's sole discretion.
- 3.6.7 IDR will retain the Setoff Fee, even if the challenge is successful.

### **3.7 Refunds**

- 3.7.1 In the event an appeal or divide is successful, or a request for divide is accepted, the Participating Agency is responsible for refunding the amount due to the Obligor or co-payee.
- 3.7.2 IDR may request the amount to be refunded to be returned to IDR, rather than refunded to the Obligor or co-payee, if another debt exists for the Obligor or co-payee in the Program. In such a case, the Participating Agency shall return the amount to IDR via I/3 Internal Exchange Transaction (IET) or Automated Clearing House (ACH) Debit.
- 3.7.3 If not notified to return the amount to IDR, the Participating Agency must issue the refund to the Obligor or co-payee within 30 days of notification of successful appeal or challenge, or the acceptance of a request for a divide by IDR.

- 3.7.4 The Participating Agency shall provide evidence that the refund was issued to IDR upon request.

#### **ARTICLE IV CONFIDENTIALITY AND OWNERSHIP OF DATA**

- 4.1 To the extent allowed by applicable law, the Participating Agency shall be considered the custodian of records related to the Debt and any Data submitted in relation to the Debt. Participating Agency shall respond to any open records request filed under chapter 22, regarding Participating Agency's Debt in the Program.
- 4.2 Obligor Information submitted to the Program is confidential and exempt from release under Iowa Code chapter 22. Iowa Code section 421.65(2)(a). Obligor Information is not confidential taxpayer information or return information under Iowa Code section 422.20 or 422.72.
- 4.3 IDR may use Obligor Information to support the Program generally. Obligor Information received from one participating agency or credit vendor may be used to assist the Program as it applies to any other participating agency or credit vendor.
- 4.4 Obligor Directory Information may be used to update IDR's tax information system, and will be used to benefit tax administration, non-tax debt collection, identification services, and the Program.
- 4.5 Notwithstanding Section 4.4 above, Obligor Information shall only be available to persons with a business reason to access the information.

#### **ARTICLE V DURATION AND TERMINATION**

**5.1 Duration.**

- 5.1.1 This Agreement shall be in force upon this document being fully signed (the "Effective Date").
- 5.1.2 The initial term of this Agreement shall be three (3) years from the Effective Date, unless terminated earlier. By mutual written agreement, the parties may annually extend the Agreement for up to three (3) additional one-year terms.
- 5.1.3 This Agreement memorializes all elements of this Agreement and supersedes any previous Agreement or negotiations related to this Agreement, whether oral or in writing. Amendments to the provisions of this Agreement may be made at any time only in writing and by the agreement and signature of all parties hereto.

**5.2 Termination.**

- 5.2.1 **Termination for Cause by IDR.** IDR may terminate this Agreement upon written notice of the Participating Agency's breach of any material term, condition, or provision of this Agreement, if such breach is not cured within the time period specified in IDR's notice of breach or any subsequent notice or correspondence delivered by IDR to Participating Agency, provided that cure is feasible. In addition, IDR may terminate this Agreement effective immediately without penalty or legal liability and without advance notice or opportunity to cure for any of the following reasons:
- 5.2.1.1 Participating Agency, directly or indirectly, furnished any statement, representation, warranty, or certification in connection with this Agreement that is false, deceptive, or materially incorrect or incomplete;
- 5.2.1.2 Participating Agency's or Participating Agency Contractor's officers, directors, employees, agents, subsidiaries, affiliates, contractors, or subcontractors has committed or engaged in fraud, misappropriation, embezzlement, malfeasance, misfeasance, or bad faith;
- 5.2.1.3 Dissolution of Participating Agency or any parent or affiliate of Participating Agency owning a controlling interest in Participating Agency;
- 5.2.1.4 IDR determines or believes Participating Agency has engaged in conduct that has or may expose IDR to material liability;

5.2.1.5 Participating Agency submits Debt that is not legally collectable, is unresponsive to IDR requests, or otherwise not compliant with this Agreement.

The right to terminate this Agreement pursuant to this section shall be in addition to and not exclusive of other remedies available to IDR and, notwithstanding any termination, IDR shall be entitled to exercise any other rights and pursue any remedies available under this Agreement, in law, at equity, or otherwise. Participating Agency shall notify IDR in writing if any of the foregoing events occur that would authorize IDR to immediately terminate this Agreement.

**5.2.2 Termination for Convenience.**

5.2.2.1 Following sixty days written notice, the Participating Agency may terminate this Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation or liability to Participating Agency. Termination for convenience may be for any reason or no reason at all.

5.2.2.2 Following written notice, IDR may terminate this Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation or liability to IDR. IDR may further remove all or any portion of Participating Agency's debt from the State Setoff Program for any or no reason upon written notice. Termination for convenience may be for any reason or no reason at all.

**5.2.3 Termination Due to Lack of Funds or Change in Law.** Notwithstanding anything in this Agreement to the contrary, either party shall, upon written notice, have the right to terminate this Agreement, in whole or in part, without penalty or liability and without any advance notice as a result of any of the following:

5.2.3.1 The legislature, governor, or other applicable governing body fail, in the sole opinion of the terminating party, to appropriate funds sufficient to allow the terminating party to either meet its obligations under this Agreement or to operate as required and to fulfill its obligations under this Agreement;

5.2.3.2 If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by either party to make any payment hereunder are insufficient or unavailable for any other reason as determined by the terminating party in its sole discretion;

5.2.3.3 If the terminating party's authorization to conduct its business or engage in activities or operations related to the subject matter of this Agreement is withdrawn or materially altered or modified;

5.2.3.4 If the terminating party's duties, programs, or responsibilities are modified or materially altered; or

5.2.3.5 If there is a decision of any court, administrative law judge, or arbitration panel or any law, rule, regulation, or order is enacted, promulgated, or issued that materially or adversely affects the terminating party's ability to fulfill any of its obligations under this Agreement.

## **ARTICLE IV ADMINISTRATION**

6.1 This Agreement does not create a separate legal or administrative entity. Any real, personal, or intellectual property used in this cooperative undertaking shall be acquired, held, and disposed of by the Party which originally obtains, purchases, or develops the property.

6.2 During the Agreement period, the agreement managers shall be contacted on all interpretations and problems relating to the Agreement and shall follow the issues through to their resolution. The agreement managers shall also monitor performance under the Agreement. The Participating Agency agreement manager is identified in Appendix A. The IDR agreement manager is Susan Khamtanh, Procurement Officer, 515-281-5694, [susan.khamtanh@iowa.gov](mailto:susan.khamtanh@iowa.gov). Agreement manager contact

information may be updated without a formal amendment to this Agreement by providing written notice to the other Party.

- 6.3 Each Party represents and warrants that it has full authority to enter into this Agreement and that it has not granted and will not grant any right or interest granted to the other party under this Agreement to any person or entity.
- 6.4 **Additional Provisions.** The Parties agree that if an Appendix, Attachment, Addendum, Rider, or Exhibit is attached hereto by the Parties, and referred to herein, then the same shall be deemed incorporated herein by reference.
- 6.5 **Further Assurances and Corrective Instruments.** The Parties agree that they will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Agreement. Participating Agency understands that agreement to amendments may be required to continue participation in the Program. Failure to agree to amendments proposed by IDR may result in the termination of this Agreement and the removal of the Participating Agency's debt from the Program.
- 6.6 **No Actions or Damages.** The Parties agree that neither party may file claims or seek damages under this Agreement.
- 6.7 **Compliance with Iowa Code Chapter 8F.** Participating Agency and IDR shall comply with Iowa Code Chapter 8F with respect to any sub-agreements or contracts it enters into pursuant to this Agreement. Any compliance documentation, including but not limited to certificates, received from contractors by Participating Agency or IDR shall be made available upon request of the other Party.
- 6.8 **Immunity from Liability.** Notwithstanding any provision of this Agreement, nothing in this Agreement shall be construed as waiving any immunity from suit or liability in state or federal court or any other tribunal, including but not limited to sovereign immunity, Eleventh Amendment immunity, or any other immunity from suits or damages, possessed by the Parties or any officer, employee, director, attorney, auditor, contractor, or associate of the Parties.
- 6.9 **Supersedes Former Contracts or Agreements.** This Agreement supersedes all prior Contracts or Agreements between Participating Agency and IDR for the services provided in connection with this Agreement.

Iowa Department of Revenue

[\_\_\_\_\_] ("Participating Agency")

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

## Appendix A

Participating is required to provide contact information for the following contacts. The Primary/Secondary for a particular type (e.g. operational, obligor) of contact may not be the same individual. However, the same individual may hold more than one contact position.

<i>Operational Contact - Primary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Operational Contact - Secondary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Obligor Contact - Primary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Obligor Contact - Secondary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Agreement-Related Notices Should be Sent To:</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>State:</i>	
<i>Zip Code:</i>	

## Appendix B

### Setoff Placement File

The placement file must be named Setoffs#####.txt, where ##### is the Agency Number and Unit Code. If your agency has multiple Unit Codes, use one of them in the file name. Do not change the Unit Code used without notifying IDR prior to placement file submission.

The placement file must contain a list of all the Participating Agency's debt to be placed in the Program. Each record in the file represents one Debt. The placement file is a full replacement, and will overwrite existing debt placements for the Participating Agency under their unit code(s).

The placement file has a fixed width layout

Field Name	Characters	Description
Participating Agency Number (Required)	3	Unique identifier for the Participating Agency who maintains the debt. This is generally a three-digit number, such as "645" or "123", as assigned by IDR. Leading zeros are significant.
Participating Agency Unit Code (Required)	3	Unique identifier for a group within the Participating Agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
Obligor Identification Number Type (Required)	1	Enter the code for the type of ID listed in Obligor ID. 1 = Social Security Number (SSN) 2 = Federal Employer Identification Number (FEIN) 3 = Individual Tax Identification Number (ITIN)
Obligor Identification Number (required)	9	Identification number unique to the Obligor (i.e. SSN, ITIN, or FEIN). Leading zeros are significant
Debt Identification Number (required)	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This should not change. Note: If debt has previously been placed for a combination of Agency Number, Agency Unit Code, Obligor ID, and Debt ID, then the corresponding placement will be updated based on the file.
Obligor Last Name / Entity Name (Required)	50	Last Name of the Obligor (if an Obligor Identification Number Type is SSN or ITIN), or Name of Obligor (if Obligor Identification Number Type is FEIN)
Obligor First Name	50	First name of the Obligor (if an Obligor Identification Number

		Type is SSN or ITIN).  Leave blank if Obligor Identification Number Type is FEIN
Obligor Middle Name	50	Middle name of Obligor (if an Obligor Identification Number Type is SSN or ITIN)  Leave blank if Obligor Identification Number Type is FEIN
Qualified Date (Required)	8	Date the Debt first qualified for the Program  Format: MMDDYYY
Debt Amount (Required)	12	The amount owed to the Participating Agency. Expressed in pennies. Pre-padded with 0s.  Example: \$123.45 should be listed as 000000012345.  Must be \$14 or more.
Description of Debt	50	Description of the Debt. May be displayed on correspondence to the Obligor pertaining to their setoff.  Example: "Parking Ticket 00123-4"



**Appendix C**

List of Debts submitted to the Program that will be deposited into the state general fund when paid:

Debt Type Name	Description
<i>ex. Individual income tax debt</i>	<i>ex. Debt resulting from the tax on an individual's income</i>

# Setoff Participant Guide

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## Purpose

This Guide is intended for agencies that participate in the State of Iowa Setoff Program (i.e., “Participating Agency”). It contains an overview of the program, participation requirements, file layouts, and instructions. All information outlined in this Guide refers to requirements as outlined in Iowa Code 421.65 and Iowa Administrative Code 701, Chapter 26.

## What is the Setoff Program?

The State of Iowa Setoff Program is a method used to collect money on past-due debts owed to the State, Cities, Counties, etc. The Iowa Department of Revenue (IDR) has established procedures to match people and businesses who owe delinquent debts with funds that can be applied toward those debts.

Sources of funds that can be applied to past-due debts via the Setoff Program include, but are not limited to:

- Iowa tax refunds
- Gambling and sports wagering winnings
- Iowa Lottery winnings
- Iowa Medicaid provider payments
- Payments from other State of Iowa agencies

## Participating Agency Requirements

“Participating Agency” refers to a Public Agency or the Iowa Judicial Branch (“IJB”), that has entered into an agreement with the Iowa Department of Revenue to participate in the State Setoff Program.

The initiating event for participation is submission of the application as designated by IDR. Following that application, all participating agencies are required to:

1. Have a signed MOU on file with the Iowa Department of Revenue
2. Place qualified debt in the program
3. Keep their balances up to date
4. Recertify their debt at least annually
5. Upload all documents needed for any challenge processes

### 1. Memorandum of Understanding (MOU)

Prior to participating in the Setoff Program, the participating agency must have a signed MOU on file with IDR. The MOU defines the terms and conditions of the participating agency’s participation in the State Setoff Program. IDR will reject any debts submitted by a public agency prior to the execution date of the MOU in accordance with 701–26.3.

The MOU outlines further requirements of the participating agency in regard to record maintenance, etc.

## 2. Debt Placement

Qualifying debt can be placed into the program in two ways:

1. Log into the Debt Administration Portal
  - a. Full Replace Debts (Bulk)

All agency debt will be replaced with data from the new file or entry, even if debt was originally captured singularly

    - i. Upload a fixed-width file
    - ii. Import a spreadsheet
  - b. Refer a Debt (Single)
- OR
2. Send a fixed-width file with all debts via an encrypted file transfer. Note: A fixed-width file submitted is a full replacement, and will override/update all existing debt placements and their debt in the system.

*Note: One division of an agency cannot submit debt via a file and another submit debt within the Debt Administration Portal unless they are registered with IDR separately.*

## 3. Balance Management

### *Participating Agency to IDR*

It is the responsibility of the participating agency to manage balances. This can be accomplished in three ways:

1. Log into the Debt Administration Portal and make a single update
2. Log into the Debt Administration Portal and upload a fixed-width file or import a spreadsheet of all debt placements
3. Send a file with all debts via an encrypted file transfer

*Note: When IDR applies a setoff payment to a debt, the balance is automatically updated within the Debt Administration Portal until a new file is submitted.*

### *IDR to Participating Agency*

To keep balances up to date in their system of record, participating agencies may extract a file of all setoffs that occurred using one of the following methods:

1. Log into the Debt Administration Portal and run a web report
2. Receive a payment file via an encrypted file transfer

*Note: IDR will not update the balance to reflect the accrual of interest.*

## 4. Debt Recertification

Debts must be recertified at least once annually. This can be accomplished in two ways:

1. Log into the Debt Administration Portal and upload a fixed-width file or import a spreadsheet of all debt placements
2. Send a file with all debts via an encrypted file transfer

## 5. Communicate with IDR when a Challenge Takes Place

The Participating Agency shall promptly provide IDR with all information requested by IDR or other information deemed relevant by the Participating Agency for purposes of the challenge.

## The Setoffs Process

For a visual depiction of the setoff and challenge processes, refer to Appendix A.

### File Processing

All files are processed nightly, with changes reflected the next business day; however, IDR does not process on [State](#) or [Federal holidays](#). Additionally, IDR may choose not to process files on days immediately surrounding Thanksgiving, Christmas, and the New Year.

### Completed Setoff Report

The Completed Setoff Report is available daily within the Debt Administration Portal or the SFTP file transfer. Consider holding funds until the setoff is complete in the event some or all of the funds need to be refunded or returned to IDR. For the file layout, refer to Appendix B.

### Distribution and Fees

IDR has established routine distributions for participating agencies, with associated fees. Currently:

- Weekly distribution of setoff amount less setoff fees
- Distributed via direct deposit or I/3 transfer
- Fee of \$7.00 per distribution
- Participating agency must credit the obligor's account with the full setoff amount

### Encrypted File Transfers

If the option to exchange data via an encrypted file transfer is preferred, contact the IDR setoff team ([IDR-Setoffs@iowa.gov](mailto:IDR-Setoffs@iowa.gov)) for further information.

## The Challenge Process & Divide Requests

Challenges are limited to:

1. *Mistake of fact:*
  - a. Mistake in the identity of the obligor, or
  - b. Mistake in the amount owed
2. *Not a qualified debt*

### Challenges Filed

An obligor has 15 days to submit a challenge to IDR. IDR shall notify the Participating Agency that a challenge has been received either by way of the Debt Administration Portal or secure file

transfer protocol (SFTP). In the event a challenge is received, the Participating Agency shall hold the setoff amount until a final determination is made.

## Respond to Information Request

Agency workers can submit information by logging into the IDR Debt Administration Portal or by completing a "Respond to Information Request" via the non logged in option when receiving challenge communication through SFTP. If not logged in, the agency worker will need to authenticate by providing the following information: Agency Number, Agency Unit Code, Worker Name, Worker Email, Challenge ID, and Setoff ID.

## Challenge Timelines

Obligors must submit a written challenge within 15 days of the date of the notice to the Iowa Department of Revenue by way of GovConnectIowa, email, or written correspondence. If provided via mail, the challenge must be postmarked within 15 days of the date of the notice.

Challenges submitted after the 15 day period (late) will be automatically denied.

## Challenge Outcome Communication

IDR shall determine whether the challenge is successful and communicate the result to both the participating agency and the obligor. Communication to the participating agency will be made via the Debt Administration Portal or through an SFTP file transfer. The Portal or File transfer will tell the participating agency the disposition of the challenge and if the setoff funds should be posted, returned to payee/co-payee, or returned to IDR for other setoffs.

## Divide Requests

IDR will accept and administer requests to divide a jointly or commonly owned right to payment. The participating agency will be notified regarding the divide request if the divide results in a need to refund any portion of the setoff amount to the obligor or co-payee of the payment, refund any portion of the setoff amount to IDR if there is another qualifying debt for setoff, or the need for a hearing is determined.

## Using the Debt Administration Portal

The online Debt Administration Portal allows participating agencies the ability to submit debts, generate reports and resolve mismatched placements. This portal is intended to be available 24 hours a day, seven (7) days a week. IDR maintains this system to support the State of Iowa Setoffs Program.

Training videos will be provided for each participating agency to use on demand, as a supplement to the instructions included in this guide.

## Creating a logon (and logging in)

Instructions to be included at a later date.

## Access Roles

There are different levels of access that can be granted to the Debt Administration Portal and they are defined by roles.

- Administrator: manage the access and roles for the participating agency
- Agency user: submit debt placements, load documents, view challenges, web reports, etc.

## Reports

A variety of reports will be available on demand through the Debt Administration Portal. The instructions for generating, viewing, and downloading reports will be included in future training materials. The planned available reports include:

- Current Debt Placements
- Pending Setoffs
- Challenges
- Setoff Complete, which includes challenge and divide results
- Sent Payment
- Mismatch Placements

## How to Resolve Mismatch Placements

A report will be available in the Debt Administration Portal to note when the obligor first four of the last name and Taxpayer Identification Number (TIN) does not match IDR's records. Consider reviewing the mismatched record and obtaining proof of the correct TIN from the obligor. Once the TIN is confirmed, use the corrected number in your next placement file.

If you have proof from the obligor that the TIN on the placement record is correct, please contact the IDR setoff team ([IDR-Setoffs@iowa.gov](mailto:IDR-Setoffs@iowa.gov)).

## Suggested Website Guidance

The Iowa Department of Revenue website will contain further information regarding the Setoff Program. We will notify all participants when the Setoff webpage is live. We recommend a review of your agency website to ensure references to DAS are removed. You are also encouraged to utilize the italicized verbiage below.

*The State Setoff Program matches people and businesses who owe delinquent (past due) debts with money from casino winnings, sports wagering, or that public agencies are paying (for example, a tax refund). To the extent allowed by law, when a match happens, the Iowa Department of Revenue withholds (setoffs) money to pay the delinquent debt. Iowa Code 421.65 directs the Iowa Department of Revenue to establish and maintain procedures to collect and set off delinquent debt owed.*

*For more information on the Setoff Program, including how it works and frequently asked questions, visit the Iowa Department of Revenue website.*

## Contact Information

IDR has staff committed to the Setoff Program. They are available to answer questions and assist you via email at [IDR-Setoffs@iowa.gov](mailto:IDR-Setoffs@iowa.gov) or phone at 515-281-3114, Monday through Friday, 8:00 am to 4:00 pm CT.

Additionally, you may send mail to:

ATTN: Setoffs

Iowa Department of Revenue

PO Box 3065013

Des Moines IA 50306-0470

## Appendices

### Appendix A

A swim lane diagram of the Setoff Program process as it relates to participating agencies.

### Appendix B

Optional SFTP transfer file layouts: Setoff Placement File, Setoff Payment File, Open Setoff Challenge File, and Completed Setoffs File.

### Appendix C

Letters produced by the Iowa Department of Revenue throughout the Setoff Program process.

**Notice of Setoff of Public Payment** - A notice sent to the obligor that a setoff has occurred, containing their challenge rights.



**Notice of Setoff Challenge Review Conference** - Sent to notify the obligor of their challenge review conference time.

**Setoff Review Decision** - Three separate letters, sent to obligor, dependent on the challenge outcome:

- Obligor wins challenge
- Obligor loses challenge (denied)
- Obligor wins a portion of the challenge. Example: multiple agencies receive monies from the same setoff.

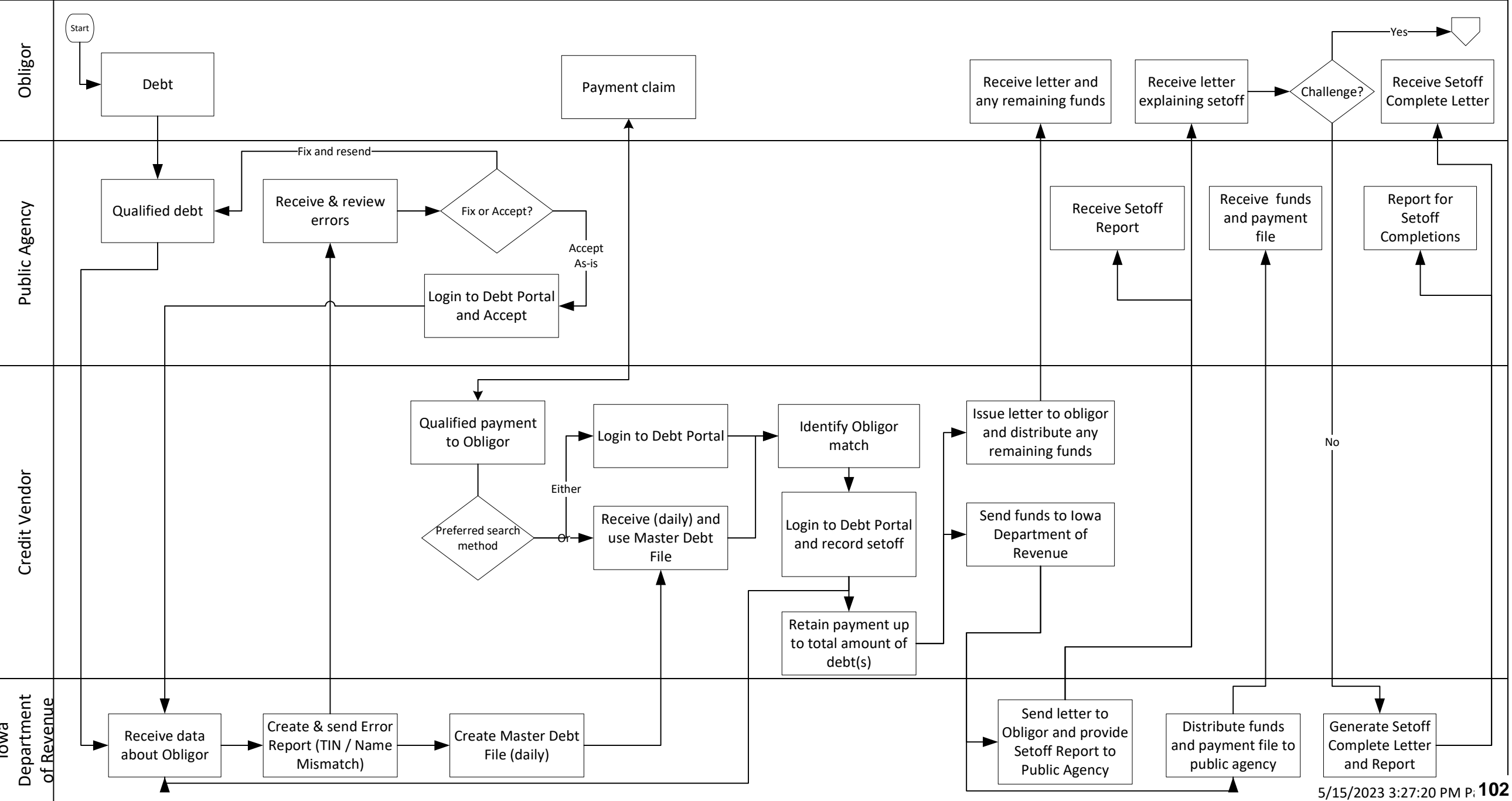
**Notice of Completed Setoff** - Sent to the obligor when the time frame has expired and the setoff can no longer be challenged or divided.

**Notice of Received Challenge** - This letter is specific to judicial debt, and is sent whenever the Department of Revenue receives a related challenge.

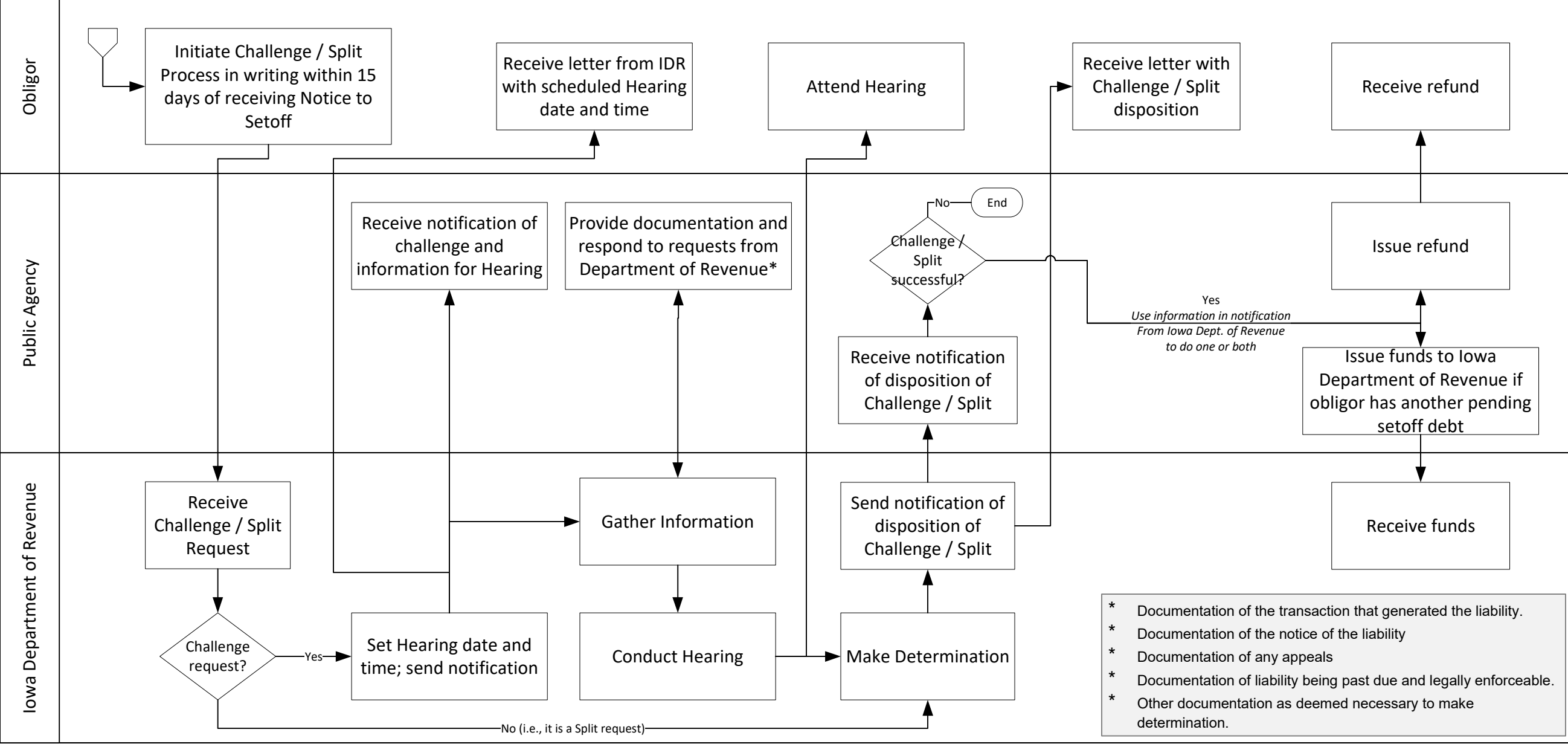
**Division of Payment Decision** - Two separate letters, sent to obligor(s), dependent on the divide request outcome:

- Request approved
- Request denied

# Setoff Process Overview



Challenge / Split Process Overview



## Setoff Placement File

The placement file must be named **Setoffs#####.txt**, where ##### is the Agency Number and Unit Code. If your agency has multiple Unit Codes, please use one of them in the file name.

The placement file must contain a list of all the agency's debt to be placed in setoffs. Each record in the file represents one debt. The placement file is a full replacement, and will override/update existing debt placements for the agency under their unit code(s).

**Note: Some fields may be used in correspondence with the Obligor.**

The placement file has a fixed width layout.

Field Name	Characters	Description
<b>Agency Number (Required)</b>	3	Unique identifier for the agency who maintains the debt. This is generally a three-digit number such as "645" or "123", as assigned by IDR. Leading zeros are significant.
<b>Agency Unit Code (Required)</b>	3	Unique identifier for a group within the agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
<b>Obligor ID Type (Required)</b>	1	ID Type  Options: 1 = SSN 2 = FEIN 3 = ITIN
<b>Obligor ID (Required)</b>	9	ID number unique to the obligor (i.e., SSN, ITIN, or FEIN). Leading zeros are significant.
<b>Debt ID (Required)</b>	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This should not change. <i>Note: If debt has previously been placed for a combination of Agency Number, Agency Unit Code, Obligor ID, and Debt ID, then the corresponding placement will be updated based on the file.</i>
<b>Obligor Last Name / Business Name (Required)</b>	50	Last Name of the person who owes the debt, or Business Name if it's a business
<b>Obligor First Name</b>	50	First name of the person who owes the debt. Leave blank if the ID Type is FEIN.
<b>Obligor Middle Name</b>	50	Middle name of the person who owes the debt. Leave blank if the ID Type is FEIN.

<b>Qualified Date (Required)</b>	8	Date the debt first qualified for setoffs. Required. MMDDYYYY
<b>Debt Amount (Required)</b>	12	The amount owed to the participating agency. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345. Must be $\geq$ \$50.
<b>Description of Debt</b>	50	Description of the debt (E.g., "PARKING TICKET 00123-4").

## Payment File

Debt source agencies may choose to consume a Payment File, and process it to reduce their balances.

Please contact IDR if you would like to consume a Payment File. Please be advised that consuming a Payment File may require IT involvement.

Debt source agencies are required to complete the following steps, in order to consume a Payment File:

- Obtain Secure FTP (SFTP) credentials from IDR.
- Connectivity Testing – Test to ensure a file can be picked up via Secure FTP (SFTP).
- Business Testing – Test to ensure the debt source agency's process can successfully consume the file, and process it to reduce balances.

The payment file contains a list of setoffs that were processed.

The payment file has a fixed width layout.

Field Name	Characters	Description
<b>Setoff ID</b>	20	IDR's unique identifier for the setoff. In IMPACT, this corresponds to the Intercept Processed Key.
<b>Agency Number</b>	3	Unique identifier for the agency who maintains the debt. This is generally a three-digit number such as "645" or "123", as assigned by IDR. Leading zeros are significant.
<b>Agency Unit Code</b>	3	Unique identifier for a group within the agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
<b>Obligor ID Type</b>	1	ID Type  Options: 1 = SSN 2 = FEIN 3 = ITIN
<b>Obligor ID</b>	9	ID number unique to the obligor (I.e., SSN, ITIN, or FEIN). Leading zeros are significant.

<b>Obligor Last Name / Business Name</b>	50	Last name of the obligor, or business name if obligor ID is an FEIN
<b>Obligor First Name</b>	50	First name of the obligor
<b>Obligor Middle Name</b>	50	Middle name of the obligor.
<b>Obligor Street Address</b>	255	First line of the obligor's last known street address
<b>Obligor Street Address 2</b>	255	Second line of the obligor's last known street address, if applicable.
<b>Obligor Unit</b>	30	Unit number of the obligor's last known address
<b>Obligor Unit Type</b>	30	Unit type of the obligor's last known address.  Options: # - # APT - Apartment BLDG - Building FL - Floor LOT - Lot OFC - Office RM - Room STE - Suite TRLR - Trailer UNIT - Unit
<b>Obligor City</b>	100	City of the obligor's last known address
<b>Obligor State</b>	6	State of the obligor's last known address
<b>Obligor Zip</b>	30	Zip code of the obligor's last known address
<b>Obligor Country</b>	6	Country of the obligor's last known address
<b>Debt ID</b>	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This should not change.
<b>Setoff Date</b>	8	Date of the setoff (MMDDYYYY)
<b>Setoff Total Amount</b>	12	Total amount of the setoff, including the fee. Expressed in pennies. Pre-padded with 0's. \$130.45 would be 000000013045.

<b>Setoff Payment Amount</b>	12	Amount of the setoff, less the fee for the setoff. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345.
<b>Setoff Fee Amount</b>	12	Fee amount, assessed by IDR for the setoff. Expressed in pennies. Pre-padded with 0's. \$7 would be 00000000700.
<b>Setoff Source Account Type</b>	3	<p>Source of the setoff</p> <p>Options:</p> <p>BNF - Beneficiary Tax Refund  CEX - Casino or Sports Betting  COM - Composite Tax Refund  CON - Consumer's Use Tax Refund  COR - Corporation Tax Refund  DEX - Vendor Payment  EFD - Electric Fuel - User/Dealer Tax Refund  FID - Fiduciary Tax Refund  FRN - Franchise Tax Refund  HHM - Household Hazardous Materials Tax Refund  IIT - Individual Income Tax Refund  INH - Inheritance Tax Refund  LEX - Iowa Lottery  MEX - Medicaid  MFE - Motor Fuel - Retailer Tax Refund  MFL - Motor Fuel Exporter/Eligible Purchaser Tax Refund  MFO - Motor Fuel - Storage Facility Tax Refund  MFR - Motor Fuel Refund  MFS - Motor Fuel - Supplier/Distributor Tax Refund  MFT - Motor Fuel - Transportation Tax Refund  MFU - Motor Fuel - User/Dealer Tax Refund  MFV - Motor Fuel - Violations Tax Refund  MSC - Miscellaneous Fees Tax Refund  PRT - Partnership Tax Refund  RTR - Retailer's Use Tax Refund  SCP - S Corporation Tax Refund  SLS - Sales and Use Tax Refund  SRC - Refund Claim Tax Refund  WET - Water Service Excise Tax Refund  WTH - Withholding Tax Refund</p>



<b>Setoff Source Department Code</b>	3	Unique identifier of the agency that was the source of the setoff. Only populated if it's a vendor payment (i.e., If Setoff Source Account Type = DEX).  See Appendix A for the list of Department Codes
<b>Disbursement Reference</b>	30	Unique identifier for the payment/transfer to the agency.
<b>Disbursement Date</b>	8	Date of the payment/transfer to the agency. (MMDDYYYY)

DRAFT

## Appendix A - Department Codes

Department	Name
005	Administrative Services, Dept
006	State Accounting Trust Accts
009	Agriculture and Land Stewardship
011	AG- State Fair Division
012	AG- Loess Hills Soil
013	AG- Soil Conservation
014	AG- Development Authority
016	AG- Corn Promotion
018	AG- Egg Council
020	AG- Soybean Promotion
021	AG- Turkey Marketing Council
022	AG- Cattle Promotion Board
034	State Fair
035	AG- State Fair Capitals
063	Income Offset- College Aid
112	Attorney General
113	Attorney General Pros Atty
114	Consumer Advocate
126	Auditor Of State
131	Dept For The Blind
133	Dept For The Blind - Capitals
140	Ethics and Campaign Disclosure
167	Civil Rights Commission
185	Chief Information Officer, Office of
210	Commerce-Capitals
211	Commerce Department
212	Alcoholic Beverages
213	Banking
214	Credit Union
216	Insurance
217	Professional Licensing/Reg
219	Utilities
221	CBC District I
222	CBC District II
223	CBC District III
224	CBC District IV
225	CBC District V
226	CBC District VI
227	CBC District VII

# Iowa Department of REVENUE

**Hoover State Office Building**  
1305 East Walnut Street  
Des Moines, IA 50319  
[tax.iowa.gov](http://tax.iowa.gov)

228	CBC District VIII
229	CBC Statewide
238	Corrections Central Office
239	Corrections Training Academy
240	Community Based Corrections
242	Corrections Fort Madison
243	Corrections Anamosa
244	Corrections Iowa Medical and Classification Center
245	Corrections Newton
246	Corrections Mt Pleasant
247	Corrections Rockwell City
248	Corrections Clarinda
249	Corrections Mitchellville
250	Corrections Industries
251	Corrections Farm Account
252	Corrections Fort Dodge
255	Corrections Capitals
259	Cultural Affairs, Dept Of
265	St Historical Society Capitals
269	Iowa Economic Development Authority
270	Finance Authority
275	Iowa Economic Development Authority Capitals
280	Education, Infrastructure
282	Education, Dept Of
283	Education, Voc Rehab
284	College Aid
285	Education, Iowa Public TV
297	Iowa Department on Aging
301	Office of Energy Independence
309	Workforce Development
310	Employment Serv- Income Offset
333	Information Technology Dept
335	General Services Capitals
336	Iowa Communications Network
337	General Services
338	General Services Fleet and Mail
339	General Services Printing
350	Governor
351	Governor Elect
379	Human Rights, Dept Of
401	Human Services Administration
402	Human Services Community Serv
404	DHS Juv. Home Toledo

# Iowa Department of REVENUE

**Hoover State Office Building**  
1305 East Walnut Street  
Des Moines, IA 50319  
[tax.iowa.gov](http://tax.iowa.gov)

405	DHS Trng School Eldora
406	Civil Commitment Unit for Sexual Offenders
407	Human Services Cherokee
408	Human Services Clarinda
409	Human Services Independence
410	Human Services Mt Pleasant
411	Human Services Glenwood
412	Human Services Woodward
413	Human Services Assistance Pymt
415	Human Services Capitals
427	Inspections and Appeals, Dept Of
428	State Public Defender/DIA
429	Racing Commission - Inspect and Appeals
444	Judicial Department
446	Judicial Capitals
467	Law Enforcement Academy
472	Income Offset- Child Support
479	Income Offset - Over and Recoupment
500	Legislative House
501	Legislative Senate
502	Legislative Joint Expense
503	Legislative Office of Ombudsman
504	Legislative Services Agency
505	Legislative Computer Support
506	Legislative Fiscal Bureau
507	Legislative Service Bureau
509	Administrative Rules
510	Legislative Capital
532	Management, Dept Of
542	Natural Resources, Dept Of
543	Natural Resources, Dept Of
545	Loess Hills Development
547	Parole Board
552	Personnel, Dept Of
553	IPERS
554	IPERS Capitals
572	Public Employment Relations
582	Public Defense, Dept Of
583	Dept of Homeland Security and Emergency Management
584	Public Defense, Capitals
588	Public Health, Dept Of
592	Public Information Board
595	Public Safety, Dept Of

# Iowa Department of REVENUE

**Hoover State Office Building**  
1305 East Walnut Street  
Des Moines, IA 50319  
[tax.iowa.gov](http://tax.iowa.gov)

596	Public Safety, Capitals
601	Rebuild Iowa Office
615	Regents, Board Of
616	Regents, Capital Expenditures
617	Regents, School For Blind
618	Regents, School For Deaf
619	University Of Iowa
620	Iowa State University
621	Univ Of Northern Iowa
625	Revenue
627	Iowa Lottery Authority
635	Secretary Of State
640	Office Of State/Fed Relations
642	Gov Off.Of Drug Ctrl Policy
645	Transportation, Dept Of
646	Transportation, Capitals
654	Executive Council
655	Treasurer Of State
656	Treasurer Of State Ust
657	Trea Of St Tobacco Settlement
660	Uniform State Laws Comm.
670	Veterans Affairs
671	Iowa Veterans Home
672	Iowa Veterans Home Capitals
673	Veterans Affairs Capitals
990	Special Taxes
991	County Billings
992	Excess Quota
993	Private Patients
994	Liquor Transfers
995	Interest
996	Fees
997	Miscellaneous Receipts
998	Transfers General Fund
999	7% Transfer Of Gross
CNV	Conversion Dept
SUB	Other Governmental Entities
VSS	Vendor Self Service

## Open Setoff Challenge File

Debt source agencies may choose to consume a challenge file, and use it to handle challenges and assign cases to workers.

Please contact IDR if you would like to consume a challenge file. Please be advised that consuming a Challenge File may require IT involvement.

Debt source agencies are required to complete the following steps, in order to consume a Challenge File:

- Obtain Secure FTP (SFTP) credentials from IDR.
- Connectivity Testing – Test to ensure a file can be picked up via Secure FTP (SFTP).
- Business Testing – Test to ensure the debt source agency's process can successfully consume the file, and process it.

The challenge file contains a list of all open/unresolved challenges, and includes a description of any documentation that the debt source agency must provide, in order to resolve the challenge.

The challenge file has a fixed width layout.

Field Name	Characters	Description
<b>Setoff ID</b>	20	IDR's unique identifier for the setoff. In IMPACT, this corresponds to the Intercept Processed Key.
<b>Agency Number</b>	3	Unique identifier for the agency who maintains the debt. This is generally a three-digit number such as "645" or "123", as assigned by IDR. Leading zeros are significant.
<b>Agency Unit Code</b>	3	Unique identifier for a group within the agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
<b>Obligor ID Type</b>	1	ID Type  Options: 1 = SSN 2 = FEIN 3 = ITIN
<b>Obligor ID</b>	9	ID number unique to the obligor (i.e., SSN, ITIN, or FEIN). Leading zeros are significant.
<b>Debt ID</b>	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This is the same as the Debt ID that was transmitted in the placement file.
<b>Obligor Last Name / Business Name</b>	50	Last Name of the person who owes the debt, or Business Name if it's a business

<b>Obligor First Name</b>	50	First name of the person who owes the debt. Blank if the ID Type is FEIN.
<b>Obligor Middle Name</b>	50	Middle name of the person who owes the debt. Blank if the ID Type is FEIN.
<b>Challenge ID</b>	20	IDR's unique identifier for the challenge. In IMPACT, this corresponds to the Case ID of the challenge.
<b>Challenge Received Date</b>	8	Date on which IDR received the challenge (MMDDYYYY)
<b>Challenge Hearing Date/Time</b>	14	Date and time of the hearing for the challenge. (MMDDYYYYhhmmss)
<b>Setoff Date</b>	8	Date of the setoff (MMDDYYYY)
<b>Setoff Amount</b>	12	The amount of the setoff, including the fee. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345.
<b>Requires Initial Information (Y/N)?</b>	1	Whether additional information is needed to resolve the challenge.
		Agency workers can submit information by logging into the IDR Debt Portal or by completing a "Respond to Information Request" without logging in. If not logged in, the agency worker will authenticate by providing the following information: Agency Number, Agency Unit Code, Worker Name, Worker Email, Challenge ID, and Setoff ID.

## Completed Setoffs File

Debt source agencies may choose to consume a completed setoffs file, and use it to release funds after the challenge period.

Please contact IDR if you would like to consume a completed setoffs file. Please be advised that consuming a completed setoffs file may require IT involvement.

Debt source agencies are required to complete the following steps, in order to consume a completed setoffs file:

- Obtain Secure FTP (SFTP) credentials from IDR.
- Connectivity Testing – Test to ensure a file can be picked up via Secure FTP (SFTP).
- Business Testing – Test to ensure the debt source agency's process can successfully consume the file, and process it.

The completed setoffs file contains a list of all setoffs where the setoff is past its challenge period or the setoff was challenged and the challenge was resolved.

The completed setoffs file has a fixed width layout.

Field Name	Characters	Description
<b>Setoff ID</b>	20	IDR's unique identifier for the setoff. In IMPACT, this corresponds to the Intercept Processed Key.
<b>Agency Number</b>	3	Unique identifier for the agency who maintains the debt. This is generally a three-digit number such as "645" or "123", as assigned by IDR. Leading zeros are significant.
<b>Agency Unit Code</b>	3	Unique identifier for a group within the agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
<b>Obligor ID Type</b>	1	ID Type  Options: 1 = SSN 2 = FEIN 3 = ITIN
<b>Obligor ID</b>	9	ID number unique to the obligor (i.e., SSN, ITIN, or FEIN). Leading zeros are significant.



<b>Debt ID</b>	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This is the same as the Debt ID that was transmitted in the placement file.
<b>Obligor Last Name / Business Name</b>	50	Last Name of the person who owes the debt, or Business Name if it's a business
<b>Obligor First Name</b>	50	First name of the person who owes the debt. Blank if the ID Type is FEIN.
<b>Obligor Middle Name</b>	50	Middle name of the person who owes the debt. Blank if the ID Type is FEIN.
<b>Setoff Date</b>	8	Date of the setoff (MMDDYYYY)
<b>Setoff Amount</b>	12	The amount of the setoff, including the fee. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345.
<b>Setoff Completed Date</b>	8	Date the setoff was completed (MMDDYYYY). If the setoff was challenged, then this will be the date the disposition was issued to the obligor.
<b>Challenge ID</b>	20	IDR's unique identifier for the challenge. In IMPACT, this corresponds to the Case ID of the challenge. This field will only be populated if the setoff was challenged.
<b>Challenge Disposition</b>	50	Disposition of the challenge. This field will only be populated if the setoff was challenged, and the challenge was resolved.  Examples: Debt Not Qualified Mistake of Fact – Identity Mistake of Fact – Amount Owed Request for Split Challenge Denied
<b>Challenge Payment Amount to Obligor</b>	12	Amount of the setoff that must be issued to the obligor, as a result of the challenge. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345.
<b>Challenge Payment Amount to Spouse</b>	12	Amount of the setoff that must be issued to the obligor's spouse, as a result of the challenge. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345.

<b>Challenge Payment Amount to IDR</b>	12	Amount of the setoff that must be issued to IDR, as a result of the challenge, if the obligor owes other setoffs. Expressed in pennies. Pre-padded with 0's. \$123.45 would be 000000012345.
<b>Spouse Last Name</b>	50	Last name of the spouse. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse First Name</b>	50	First name of the spouse. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Middle Name</b>	50	Middle name of the spouse. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Street Address</b>	255	First line of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Street Address 2</b>	255	Second line of the spouse's mailing address, if applicable. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Unit</b>	30	Unit number of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Unit Type</b>	30	Unit type of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.  Options: # - # APT - Apartment BLDG - Building FL - Floor LOT - Lot OFC - Office RM - Room STE - Suite TRLR - Trailer

		UNIT - Unit
<b>Spouse City</b>	100	City of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse State</b>	6	State of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Zip</b>	30	Zip code of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.
<b>Spouse Country</b>	6	Country of the spouse's mailing address. This field will only be populated if a portion of the setoff is owed to the spouse as a result of a challenge.

DRAFT

For participation in the State of Iowa Setoff Program, you must complete this enrollment form and sign a Memorandum of Understanding. Check the appropriate box(es) for the type of participation you are enrolling in:

☐ Debt Source Agency☐ Credit Vendor**Agency Information**

Agency Name: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Headquarters Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Contact Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Phone Number for Obligor to Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Is this funding deposited into the State of Iowa's General Fund? \_\_\_\_\_ Yes \_\_\_\_\_ No

Accounting String for Disbursement (Required for State Agencies using I/3):  
\_\_\_\_\_**Direct Deposit Information**

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Routing Transit Number: \_\_\_\_\_

Customer Account Number: \_\_\_\_\_

This form can be submitted via [secure email](mailto:idr-setoffs@iowa.gov) at [idr-setoffs@iowa.gov](mailto:idr-setoffs@iowa.gov) or:**Fax:** 515-725-0264 or **Mail:** ATTN: Setoffs

Iowa Department of Revenue

PO Box 3065013

Des Moines IA 50306-0470

**Questions or Assistance:**

Additional information can be found:

- On the Department website ([tax.iowa.gov](http://tax.iowa.gov))
- By emailing the Department ([idr-setoffs@iowa.gov](mailto:idr-setoffs@iowa.gov))
- By calling the Central Collections Unit at 515-281-3114

**Instructions for Setoff Participant Enrollment Form:**

**Accounting String for Disbursement:** The accounting number directing disbursement of funds

**Agency:** The legal name of the agency

**Credit Vendor:** An agency or entity who submits funds to the Setoff Program

**Debt Source Agency:** A Public Agency or the Iowa Judicial Branch, that has entered into an agreement with IDR to submit debts to the State Setoff Program

**FEIN:** Enter the Federal Employer Identification Number for which enrollment is requested

**Obligor:** Defined in Iowa Code 421.65(1)(a)

**Primary Contact:** The primary individual responsible for coordination with IDR



# Activities Department

Rod Wiebers, Director | 801 Nile Kinnick Drive South, Adel, IA 50003 | Phone: (515) 993-4819 | Email: [rwiebers@adm.k12.ia.us](mailto:rwiebers@adm.k12.ia.us)

To Whom It May Concern:

ADM Schools is requesting to use fireworks on the following dates and times as part of the ADM Tiger Varsity Football game. The fireworks used would be similar to what has been used during the past ADM football season.

Below is the schedule of dates and approximates time the fireworks would be used:

- Friday, September 8th at 7:00 PM
- Friday, September 15th at 7:00 PM
- Friday, October 6th at 7:00 PM
- Friday, October 20th at 7:00 PM

ADM will be using a "firework" boom at the beginning of each game and after each touchdown scored by ADM. If approved, we would work proactively to get information out to the community via social media and parents through our school messaging systems so people can be aware of the fireworks each Friday night and know it is coming.

We want to start communicating with the public ASAP and would appreciate an expedited response on this matter if possible. Thank you for your consideration of this request.

Sincerely,

Rod Wiebers  
Activities Director  
ADM Schools





# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY

Elisabeth Mickael

NAME OF BUSINESS(DBA)

Patrick's Restaurant

BUSINESS

(515) 993-3884

ADDRESS OF PREMISES

211 South 7th St

PREMISES SUITE/APT NUMBER

Suite C

CITY

Adel

COUNTY

Iowa

ZIP

50003

MAILING ADDRESS

211 South 7th St

CITY

Adel

STATE

Iowa

ZIP

50003

## Contact Person

NAME

Elisabeth Mickael

PHONE

(515) 249-7774

EMAIL

elisabeth.mayes@gmail.com

## License Information

LICENSE NUMBER

LICENSE/PERMIT TYPE

TERM

STATUS

Special Class C Retail Alcohol License

12 Month

Pending  
Dramshop  
Review

TENTATIVE EFFECTIVE DATE

July 5, 2023

TENTATIVE EXPIRATION DATE

July 4, 2024

LAST DAY OF BUSINESS

SUB-PERMITS

Special Class C Retail Alcohol License

PRIVILEGES



# State of Iowa

Alcoholic Beverages Division

## Status of Business

BUSINESS TYPE

Sole Proprietor

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Elisabeth Mickael	Adel	Iowa	50003	Owner	100.00	Yes

## Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE





# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
MAIN STREET ADEL CHAMBER OF COMMERCE, INC.	Adel Partners	(515) 993-5472		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1016 Main St		Adel	Dallas	50003
MAILING ADDRESS	CITY	STATE	ZIP	
P O Box 73	Adel	Iowa	50003	

## Contact Person

NAME	PHONE	EMAIL
Debra Bengtson	(515) 993-5472	chamber@adelpartners.org

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	5 Day	Pending Dramshop Review

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 11, 2023	Aug 15, 2023	

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



# State of Iowa

Alcoholic Beverages Division

## Status of Business

### BUSINESS TYPE

Nonprofit entity which has a principal office in the State of Iowa.

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Deb Bengtson	Adel	Iowa	50003	President	0.00	Yes

## Insurance Company Information

### INSURANCE COMPANY

Founders Insurance Company

### POLICY EFFECTIVE DATE

### POLICY EXPIRATION DATE

### DRAM CANCEL DATE

### OUTDOOR SERVICE EFFECTIVE DATE

### OUTDOOR SERVICE EXPIRATION DATE

### BOND EFFECTIVE DATE

### TEMP TRANSFER EFFECTIVE DATE

### TEMP TRANSFER EXPIRATION DATE



<b>AGENDA ITEM NO. 6.a</b> <b>AGENDA SECTION: OLD</b> <b>BUSINESS</b>
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## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**AGENDA HEADING:** Consider Approval of Mayor Board and Commission Appointment: Historic Preservation Commission - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one man OR one woman*)

**STAFF/COMMITTEE RECOMMENDATION:**

This item considers having the mayor appoint one resident to fill new term on the City's Historic Preservation Commission.

As of Friday, July 7 at 12:30 p.m., two applications have been received: Deb Christensen and Cori Pickett (incumbent).

Based on the current configuration of the Board, one woman OR one man must be appointed under the State Code's Gender Balance requirements.

City staff will issue any other applications received before the council meeting if possible.

**An application was received by Benjamin Bobier near 2:00 p.m. on Tuesday, July 11th.**

**ATTACHMENTS:**

[Honor The Call To Serve - HPC 2023 \(Round 2\).pdf](#)

[Christensen, Deb - HPC \(2nd Round\).pdf](#)

[Pickett, Cori - HPC \(2nd Round\).pdf](#)

[Bobier, Benjamin - HPC \(2nd Round\).pdf](#)



## HONOR THE CALL TO SERVE

Serving on a City Board or Commission is a great way to become involved in shaping the direction of your community. If you've ever wanted to become a part of the decision-making process, please visit the City's website to complete an application:

<https://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/>  
or contact the City Clerk at 515-993-4525 to request a copy of the application.

### Historic Preservation Commission – One Opening\*

The Historic Preservation Commission promotes the educational, cultural, economic, and general welfare of the public through the recognition, enhancement, and perpetuation of districts and sites of historical and cultural significance. Please see Chapter 25 of the City of Adel Code of Ordinances for further details. Terms are for three (3) years. The commission meets on the third Tuesday of every month at 8:00 p.m. at Adel City Hall.

\*Term ends July 1, 2026. Mayoral appointment with council approval. Gender balance requires the appointment of one man or one woman. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact City Administrator Anthony Brown with any specific questions about the commission.

*Iowa Code 69.16A – Gender Balance requires City boards, commissions, and committees to be gender balanced. After a three-month good faith effort to correct a gender imbalance, all qualified applicants may be considered.*

*We anticipate appointing this position at the July 11, 2023 Adel City Council Meeting. While your attendance is not required, we encourage you to participate in case the Mayor or Council have any additional questions.*

**APPLICATIONS SUBMITTED BY JULY 5 WILL BE INCLUDED  
IN THE COUNCIL PACKET ISSUED ON JULY 7**

**From:** [website@mg.adeliowa.org](mailto:website@mg.adeliowa.org) on behalf of [Adel Iowa](#)  
**To:** [Carrie Erickson](#); [Anthony Brown](#)  
**Subject:** New submission from Application to Serve on a City Board or Commission  
**Date:** Tuesday, June 20, 2023 5:24:12 PM

---

**CAUTION:** This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

**Name**

Debora Christensen

**Address**

317 North 13th Street  
Adel, IA 50003  
[Map It](#)

**Phone**

(515) 770-1336

**Email**

[deboraechristensen@gmail.com](mailto:deboraechristensen@gmail.com)

**I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.**

- Historic Preservation Commission

**How did you hear about the opening(s)?**

- Email

**What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

I actively served on the AHPC for 11 years (last term ended June 2022), attending more than 80% of the meetings, and serving as Commission secretary for most of that time. I have participated in annual trainings, as required of CLGs, most recently attending the Preserve Iowa Summit in June of 2022 held in Mason City. My previous experience on the Commission means that I am well versed the in Commission's mission, projects, and history within the community. I have assisted in grant writing, providing recommendations to the City Council on grant applications, writing (wholly or in part) the annual report, and public education initiatives.

**Briefly describe why you are interested in serving on the Board/Commission:**

It was not my intent to leave the Commission in June 2022, but a mishap in submitting my application meant that the City Council was unaware of my intent or desire to continue. After a recent opening, I was contacted by several current Commission members and asked to return. Many of the projects that the Commission began work on several years ago are just now being realized, so it would be lovely to be able to see those projects through to completion. Returning to the Commission means that I am in a good position to be able to engage and resume this work nearly uninterrupted.

**Other comments and/or information:**

I have been asked to serve on the Dallas County Historic Preservation Board, but have not yet applied so would like to know if doing both is possible or if this would be considered a conflict of interest.

**Signature**

Debora Christensen

**From:** [website@mg.adeliowa.org](mailto:website@mg.adeliowa.org) on behalf of [Adel Iowa](#)  
**To:** [Carrie Erickson](#); [Anthony Brown](#)  
**Subject:** New submission from Application to Serve on a City Board or Commission  
**Date:** Thursday, June 29, 2023 1:39:57 PM

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**CAUTION:** This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

**Name**

Cori Pickett

**Address**

1759 Madison Ct  
Adel, IA 50003-0019  
[Map It](#)

**Phone**

(515) 229-8084

**Email**

[corileigh.pickett@gmail.com](mailto:corileigh.pickett@gmail.com)

**I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.**

- Historic Preservation Commission

**How did you hear about the opening(s)?**

- Other

**What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

I have been serving on the Adel Historic Preservation Commission for 6 years and would like to continue my term and the work we have begun on this board.  
I have over 14 years of experience working for museum, preservation and nonprofits. My experience has included working in conservation at the National Gallery of Art in Washington, DC and for the Hoyt Sherman Place Foundation in Des Moines, Iowa. At Hoyt Sherman Place, I was in charge of the historic mansion and art collection. I have degrees in Studio Art and Art History.

**Briefly describe why you are interested in serving on the Board/Commission:**

AHPC has begun some exciting projects to promote preservation and awareness in the community and I would like to continue to be a part of this work and help out where I can. I would like to see the website go live and see further progress on the walking tour.

**Other comments and/or information:**

I would like to be considered for this commission and hope to see the completion of some of these great projects.

**Signature**

Cori Pickett

**From:** [website@mg.adeliowa.org](mailto:website@mg.adeliowa.org) on behalf of [Adel Iowa](#)  
**To:** [Carrie Erickson](#); [Anthony Brown](#)  
**Subject:** New submission from Application to Serve on a City Board or Commission  
**Date:** Tuesday, July 11, 2023 2:02:52 PM

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**CAUTION:** This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

**Name**

Benjamin Bobier

**Address**

1309 Greene Street  
Adel, Iowa 50003  
[Map It](#)

**Phone**

(515) 423-6092

**Email**

[Thediplomat24@gmail.com](mailto:Thediplomat24@gmail.com)

**I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.**

- Historic Preservation Commission

**How did you hear about the opening(s)?**

- Social Media

**What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

I am a qualified candidate for the historic preservation board. I have a degree in history and a passion for preserving our cultural heritage. I have been a member of the Trust for Historic Preservation for a number of years. I love the community of Adel and the history of our town. My wife and I are members of Living History Farms in town and enjoy going often to various events. I am confident that my experience and passion make me a great candidate for the historic preservation board.

**Briefly describe why you are interested in serving on the Board/Commission:**

I want to be a member of the historic preservation board because I am passionate about preserving and protecting our cultural heritage. I believe that by preserving our history, we are preserving our collective identity and values. Additionally, I am committed to advocating for the preservation of our historical parts of our community in order to ensure their longevity for future generations.

**Other comments and/or information:**

I have always been passionate about preserving and protecting our history and cultural heritage. As a member of the historic preservation board, I would have the opportunity to actively contribute to our community. I believe that preserving our past is essential for understanding our present and for mapping our future. I am excited to be part of this important work.

**Signature**







**AGENDA ITEM NO. 6.b**  
**AGENDA SECTION: OLD**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**AGENDA HEADING:** Consider Approval of Council Board and Commission Appointments: Board of Adjustment - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman*)

**STAFF/COMMITTEE RECOMMENDATION:**

This item considers having the City Council appoint one resident to fill a new term on the City's Board of Adjustment.

As of Friday, July 7 at 12:30 p.m., no applications have been received. On Monday, July 10 an application was received by incumbent Sarah Whittlesey.

Based on the current configuration of the Board, one woman must be appointed under the State Code's Gender Balance requirements.

City staff will issue any applications received before the council meeting if possible.

**ATTACHMENTS:**

[Honor The Call To Serve - BOA 2023 \(Round 2\).pdf](#)  
[Whittlesey, Sarah - BOA \(2nd Round\).pdf](#)



## HONOR THE CALL TO SERVE

Serving on a City Board or Commission is a great way to become involved in shaping the direction of your community. If you've ever wanted to become a part of the decision-making process, please visit the City's website to complete an application:

<https://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commission/>  
or contact Adel City Hall at (515) 993-4525 to request a copy of the application.

### Board of Adjustment – One Opening\*

The Board of Adjustment is responsible for administrative review of decisions made by the zoning officer. The board hears and decides on requests for special exceptions and variances to the Zoning Code. Please see Chapter 165, Sections 16 and 17 of the City of Adel Code of Ordinances for further details. Terms are for five (5) years. The board meets as needed.

**\*Term ends July 1, 2028. Council appointment with council approval. Gender balance requires the appointment of one woman. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact Code Compliance Officer Steve Nichols with any specific questions about the board.**

*Iowa Code 69.16A – Gender Balance requires City boards, commissions, and committees to be gender balanced. After a three-month good faith effort to correct a gender imbalance, all qualified applicants may be considered.*

*We anticipate appointing this position at the July 11, 2023 Adel City Council Meeting. While your attendance is not required, we encourage you to participate in case the Mayor or Council have any additional questions.*

**APPLICATIONS SUBMITTED BY JULY 5 WILL BE INCLUDED  
IN THE COUNCIL PACKET ISSUED ON JULY 7**



## APPLICATION TO SERVE ON A CITY BOARD OR COMMISSION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I am interested in serving on the following Board/Commission:

\_\_\_\_\_

Briefly describe why you are interested in serving on the Board/Commission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What relative experience do you have that you think would be helpful in performing the duties on the Board/Commission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments and/or information:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Please return to City Hall (301 S. 10<sup>TH</sup> ST. or P.O. Box 248, Adel, IA 50003)  
by: \_\_\_\_\_



**AGENDA ITEM NO. 6.c**  
**AGENDA SECTION: OLD**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**AGENDA HEADING:** Consider Approval of Council Board and Commission Appointments: Planning & Zoning Commission - One Opening (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman OR one man*)

**STAFF/COMMITTEE RECOMMENDATION:**

This item considers having the City Council appoint one resident to fill a new term on the City's Planning & Zoning Commission.

As of Friday, July 7 at 12:30 p.m., one application has been received: Patrick Halsey.

Based on the current configuration of the Board, one woman OR one man must be appointed under the State Code's Gender Balance requirements.

City staff will issue any other applications received before the council meeting if possible.

**ATTACHMENTS:**

[Honor The Call To Serve - P&Z 2023 \(Round 2\).pdf](#)

[Halsey, Patrick - P&Z \(2nd Round\).pdf](#)



## HONOR THE CALL TO SERVE

Serving on a City Board or Commission is a great way to become involved in shaping the direction of your community. If you've ever wanted to become a part of the decision-making process, please visit the City's website to complete an application:

<https://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commission/>  
or contact the City Clerk at 515-993-4525 to request a copy of the application.

### Planning & Zoning Commission – One Opening\*

The Planning & Zoning Commission is responsible for making recommendations to the Adel City Council regarding the City of Adel's Comprehensive Plan, land use, changes in zoning, and review of subdivision plans or plats. The commission will ensure the coordinated, adjusted, and harmonious development of the City that best promotes the health, safety, morals, order, convenience, and general welfare of the City. Please see Chapter 23 of the City of Adel Code of Ordinances for further details. Terms are for five (5) years. The commission meets as needed, though typically reserves the second Wednesday of the month at 6:30 p.m. at Adel City Hall.

\*Term ends July 1, 2028. Council appointment with council approval. Gender balance requires the appointment of one man OR one woman. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact Code Compliance Officer Steve Nichols with any specific questions about the commission.

*Iowa Code 69.16A – Gender Balance requires City boards, commissions, and committees to be gender balanced. After a three-month good faith effort to correct a gender imbalance, all qualified applicants may be considered.*

*We anticipate appointing this position at the July 11, 2023 Adel City Council Meeting. While your attendance is not required, we encourage you to participate in case the Mayor or Council have any additional questions.*

**APPLICATIONS SUBMITTED BY JULY 5 WILL BE INCLUDED  
IN THE COUNCIL PACKET ISSUED ON JULY 7**

**From:** [website@mg.adeliowa.org](mailto:website@mg.adeliowa.org) on behalf of [Adel Iowa](#)  
**To:** [Carrie Erickson](#); [Anthony Brown](#)  
**Subject:** New submission from Application to Serve on a City Board or Commission  
**Date:** Friday, June 16, 2023 1:14:41 PM

---

**CAUTION:** This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

**Name**

Patrick Halsey

**Address**

1304 Evans View Dr  
Adel, Iowa 50003-1790  
[Map It](#)

**Phone**

(515) 491-8100

**Email**

[halsey.patrick@gmail.com](mailto:halsey.patrick@gmail.com)

**I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.**

- Planning & Zoning Commission

**How did you hear about the opening(s)?**

- Website

**What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

My previous experience includes serving as a council member for the City of Guthrie Center, IA. I have been employed by the Des Moines Area Regional Transit Authority as a Building Supervisor, Iowa Public Defense as a Public Service Supervisor overseeing all facilities on Camp Dodge. I am currently employed by the City of Urbandale as their Fleet Supervisor overseeing all city departments vehicle purchases and maintenance of over 300 assets. I have also been a volunteer fire fighter for the City of Guthrie Center and Adel.

**Briefly describe why you are interested in serving on the Board/Commission:**

I have been looking for a way to better serve my new community since leaving the Adel Fire Department and returning home from deployments. If I could be of service I would greatly appreciate it.

**Other comments and/or information:**

I look forward to hearing back from the City and I hope I can be of service to the community.

**Signature**

Patrick Halsey



<b>AGENDA ITEM NO. 7.a</b> <b>AGENDA SECTION: NEW</b> <b>BUSINESS</b>
---

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**TO:** Mayor & City Council

**FROM:** Anthony Brown, City Administrator

**AGENDA HEADING:** Consider Approval of Ordinance No. 393, Rezoning Lots 45 & 46 in Eagle Vista Plat 3 along HWY 6 from R-1 (High Density - Single Family Residential District) to C-3 (Highway Commercial District) - First Reading

**STAFF/COMMITTEE RECOMMENDATION:**

The owner and developer, Accurate Land Co. LLC (aka Accurate Development) has requested rezoning for lots 45 and 46 (i.e., just south of HWY 6) from R-1 (residential) to **C-3 (Highway Commercial)**.

The public hearing will be held earlier in this meeting. It was rescheduled from last month due to a legal description issue.

The City's Planning & Zoning Commission met in April and recommended approval of the rezoning request.

In the council packet, the minutes from the commission's meeting provide some public comments and the commission's reasoning.

When the council approved the preliminary plat in June 2021, the developer labeled these two lots as "Future Highway Commercial Development."

While that label is not binding, it signaled the intentions of the developer related to the City's *Envision Adel 2040* future land use plan.

**City staff is recommending approval of Ordinance No. 393 and is supportive of waiving the second and third readings.**

**ATTACHMENTS:**



Ordinance No. 393, Rezoning ordinance Eagle Vista Plat 3 (02216241x7F7E1).pdf  
04-12-2023\_P\_Z\_Minutes\_-\_Eagle\_Vista\_LLc\_rezoning\_lot\_45\_and\_46.pdf  
Chapter\_165.44\_-\_C-3\_Zoning.pdf  
EagleVista3\_Lots4546\_RezoningExhibit\_2023-03-27.pdf

## **ORDINANCE NO. 393**

### **AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF ADEL, IOWA, BY CHANGING THE ZONING CLASSIFICATION OF PROPERTY LOCATED SOUTH OF HIGHWAY 6 ON THE EAST SIDE OF THE RACCOON RIVER FROM R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT)**

NOW, THEREFORE, be it enacted by the City Council of the City of Adel, Iowa:

SECTION 1. ZONING MAP AMENDMENT. The official zoning map of the City of Adel, Iowa, is hereby amended by changing the zoning classification of the following described real property, from its current classification of R-1 (Single Family Residential District) to C-3 (Highway Commercial District) to wit:

LOTS 45 AND 46, EAGLE VISTA PLAT 3, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA.

PROPERTY CONTAINS 7.21 ACRES (314,101 SQUARE FEET).

SECTION 2. NOTATION. The Zoning Administrator shall hereby record the ordinance number and date of passage of this ordinance on the Official Zoning Map.

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

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

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

I, Carrie Erickson, City Clerk of the City of Adel, Iowa, do hereby certify that the foregoing ordinance was passed and approved by the City Council of the City of Adel on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and was published in the \_\_\_\_\_, a newspaper of general circulation in the said City of Adel on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Carrie Erickson, City Clerk



The City of Adel's Planning and Zoning Commission met at Adel City Hall, 301 S. 10<sup>th</sup> Street, on Wednesday, April 12, 2023 at 6:00 p.m.

The Commissioners present were Stephanie Poole, Tim Crannell, Summer Portzen, Tom Waltz, Danielle Roberts, and Code Compliance Officer Steve Nichols. The Commissioners absent were Jonathan Fokken and James West. Also present were Civil Design Advantage representative Doug Mandernach and guests Zach Martin, Michelle Jenkins, and Ben Alison.

**I. Discussion / Possible Action on Rezoning Request from Eagle Vista, LLC to Rezone Lots 45 (4.03 Acres) and Lot 46 (3.20 Acres) Eagle Vista Plat 3 from R-1 (Single Family Residential District) to C-3 (Highway Commercial District).**

Mandernach presented the rezoning request for Eagle Vista, LLC. He showed the two lots from Eagle Vista Plat 3, Lot 45 (4.01 acres) and Lot 46 (3.20 acres). They were requesting the zoning of R-1 (Single Family District) to be changed to C-3 (Highway Commercial District). There were no particular buyers for these lots yet, but they need to be marketable and the C-3 District matches the area along Highway 6.

The Commission was given an email from Crystal Rhoads at 25007 Eagle Vista Drive which showed her concern about heavy traffic from the C-3 District. Rhoads felt the C-1 District would be more appropriate, thinking it would have less traffic.

Some items in C-1 that could also create traffic are grocery stores, eating establishments, and entertainment facilities were noted.

Another email from Matt Ryan at 25035 Eagle Vista Drive was against the approval because of traffic through their neighborhood and the nearby bike trail. The high speeds on Highway 6 were making this area unsafe.

The Commission noted that the Iowa Department of Transportation (DOT) controls speed limits and traffic decisions on Highway 6.

Zach Martin at 25039 Eagle Vista Drive was there to find out more information on the procedure of rezoning. Martin's concern was also traffic flow on Highway 6. Safety was also a concern of what type of businesses might be allowed to be built there.

Michelle Jenkins and Ben Alison from New Hope Church at 25712 Highway 6 had the same concern about safety. Jenkins gave an example from the Dallas County Jail, which is across Highway 6 at 28985 Thin Blue Line Lane. When the County releases individuals from the

jail facility, if no one is there to pick up the released individual, they have walked either to Waukee or Adel. One time, an individual was released and made their way over to the church and tried to enter the church. Jenkins stated that the doors were locked, but she watched this person on a security camera.

Nichols thought this specific concern should be brought to the Dallas County Board of Supervisors or the Dallas County Sheriff's Office.

The Commission did not have any questions for Mandernach.

The Commission believed that the C-3 Highway Commercial District would meet the needs of the City of Adel for tax base and use for this corridor. There is already a C-3 zoning across Highway 6 that was approved earlier by the Commission and by the Adel City Council.

**Portzen motioned to approve the rezoning request from Eagle Vista, LLC to C-3 (Highway Commercial District) from R-1 (Single Family District) and to recommend that the Adel City Council set a Public Hearing. Seconded by Waltz. Motion Passed Unanimously.**

**Meeting Adjourned at 7:00 p.m.**

**Respectfully,**

**Steve Nichols**

#### **165.44 C-3 HIGHWAY COMMERCIAL DISTRICT.**

1. The purpose of this district is to encourage growth and development of business activities and establishments which require highway frontage with a broad use of retail, business, office and service uses. As such, it will attract substantial volumes of traffic, due to its size and the variety of goods offered. It may include supermarkets, department stores, and a large variety of specialty stores, services and office buildings. Because of the substantial volume of traffic and the necessity of maintaining traffic flow on the arterial streets, access must be carefully controlled.

2. Permitted Uses. Only those uses listed below shall be permitted, in accordance with all of the provisions of this district and permitted uses in C-2.

- A. Department stores (SIC 5311), general merchandise stores (SIC 5399), and variety stores (SIC 5331).
- B. Mail order houses (SIC 5961).
- C. Caterers.
- D. Eating and drinking places, including those with live entertainment and dancing (SIC 5812 and 5813).
- E. Freezer and locker meat providers, meat and seafood markets including butchering or processing for retail sale on the premises or for an individual consumer.
- F. Retail bakeries including baking and selling (SIC 5462), and including baking for retail outlets in the metropolitan area owned by the same proprietors as an accessory use.
- G. Retail pet shops.
- H. Furriers, including fur dealing as an accessory to retail sales.
- I. Dry cleaning, including processing.
- J. Locksmiths, gunsmiths, taxidermists, and other miscellaneous repair shops and related services (SIC 7699).
- K. Retail sales and repair of lawn and power mowers.
- L. Retail sale of nursery stock including outdoor storage and sales of same, seeds and fertilizers, and other garden supplies and tools (SIC 5261).
- M. Gasoline service stations, tire dealers, retail sale of gas and oil, filling stations, and car washes subject to the requirements of Subsection 5.
- N. Automobile parts store and including installation of mufflers and similar minor equipment, but not including rebuilding of engines, transmissions, or similar work; machining of parts in such magnitude as to violate the performance standards as measured at the property line; or storage of used parts.
- O. Liquor stores (SIC 5921).
- P. Tobacco stores (SIC 5993).
- Q. Custom cabinetry and furniture.
- R. Furniture upholstery and repair (SIC 7641).
- S. Retail sale and repair of office furniture, typewriters, and other office equipment.
- T. Retail sale of household furniture.
- U. Antique stores.
- V. Motion picture theaters (SIC 7832).
- W. Billiard and pool establishments (SIC 7932).
- X. Bowling alleys (SIC 7933).
- Y. Dance halls, studios, and schools (SIC 7911).
- Z. Beauty and barber schools.
- AA. Funeral homes (SIC 7261).
- BB. Business services (SIC 7300), but not including research and development laboratories (SIC 7391), equipment rental and leasing (SIC 7394), commercial testing laboratories (SIC 7397), or unclassified business services (SIC 7399).
- CC. Labor or trade union halls.
- DD. Theatrical producers and miscellaneous theatrical services (SIC 7922).
- EE. Bands, orchestras, actors, and other entertainers (SIC 7929).
- FF. Job training and vocational rehabilitation services (SIC 8331), individual and family social services (SIC 8322).

GG. Outpatient care facilities (SIC 8081).

3. Accessory Uses. Uses clearly subordinate and customarily incidental to the principal use, including storage of merchandise and preparation of certain products.

4. Conditional Uses.

- A. Auditoriums or assembly areas for more than 100 persons, either as a customary accessory use or a principal use.
- B. Outdoor patios or serving areas for eating and drinking places, provided that no amplified sound shall be permitted.
- C. Veterinarian clinics or animal hospitals providing overnight boarding or lodging.
- D. Business, trade, and secretarial schools (SIC 8244).
- E. General medical and surgical hospitals (SIC 8062).
- F. Other amusement or recreational services not listed as permitted uses.
- G. Consignment shops for retail sale of used clothing and other household items in undamaged, like-new condition.
- H. Automotive repair shops (SIC 7538 and 7539).
- I. Buildings taller than 60 feet in height, subject to solar and fire considerations.

J. Communication towers with a maximum height of 130 feet, located not less than 200 feet from the boundary of any property zoned for residential use or designated for such use by the Comprehensive Plan.

K. Storage facilities.

5. Performance Standards.

A. Storage shall be limited to those inventories, supplies, and equipment necessary to support the principal use and shall not exceed 40 percent of the total gross floor area; further provided that storage shall be wholly contained within the principal building.

B. A minimum of 15 percent of the lot in addition to required landscape setbacks and buffer yards shall be maintained as open space landscaped with grass, trees, shrubs, and other plant material.

C. Certain products may be produced on the premises provided that:

(1) Such production shall be clearly accessory to the retail use of the premises;

(2) All such products shall be sold at retail on the premises on which they are produced, provided that such restriction shall not be construed to prohibit operation of a catering service or similar establishment.

D. No noise, vibration, hazard, glare, air pollutants such as fumes or dust, odor other than that which might originate from food preparation by a bakery or restaurant, or electro-magnetic disturbances shall be generated.

E. No wholesaling shall be permitted, except for certain products such as automotive parts which may be purchased on a largely individual basis for resale as part of a repair service as opposed to bulk shipments and deliveries.

F. Nothing shall be construed to permit any use of an adult entertainment nature.

G. All activities, storage, and display shall be contained within a fully enclosed building, except for uses such as sale of gasoline which by their nature must be conducted outside.

H. All refuse collection areas shall be fully enclosed by a six foot high opaque wood fence or masonry wall. Where the lot abuts property zoned for residential use, a buffer shall be provided between such use.

6. Bulk Regulations. The following requirements shall provide for light and air around permitted uses and building in the C-3 District.

A. Minimum Lot Area: None.

B. Minimum Lot Width: None.

C. Minimum Front Yard: 20 feet.

D. Minimum Side Yards: Adjacent to a street – 20 feet; adjacent to a residential district – 30 feet; otherwise none required.

E. Minimum Rear Yard: Adjacent to residentially zoned property – 30 feet; otherwise none required.

F. Maximum Height: 60 feet, provided that no building immediately south of a residentially zoned property shall exceed a bulk plane having a 14 degree altitude calculated from a horizontal plane extending through a line located 18 feet above the average elevation of the rear lot line when the rear yard abuts a residential district lying to the south, or above the average elevation of the front lot line of a residentially zoned parcel immediately across the street from said building.

G. Maximum floor area ratio (FAR): .500.



## OWNER

DX3 HOLDINGS, LLC  
704 RAPIDS STREET  
ADEL, IOWA 50003

## DEVELOPER

ACCURATE LAND CO LLC  
9500 UNIVERSITY AVENUE, SUITE 2112  
WEST DES MOINES, IOWA 50266  
PH: 515-327-0800  
CONTACT: KEVIN JOHNSON  
EMAIL: KJOHNSON@ACCURATEDEVELOPMENT.COM

## ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC  
3405 S.E. CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
PH: 515-369-4400  
CONTACT: DEAN ROGHAIH  
EMAIL: DROGHAIH@CIVILDESIGNADVANTAGE.COM

## BENCHMARKS

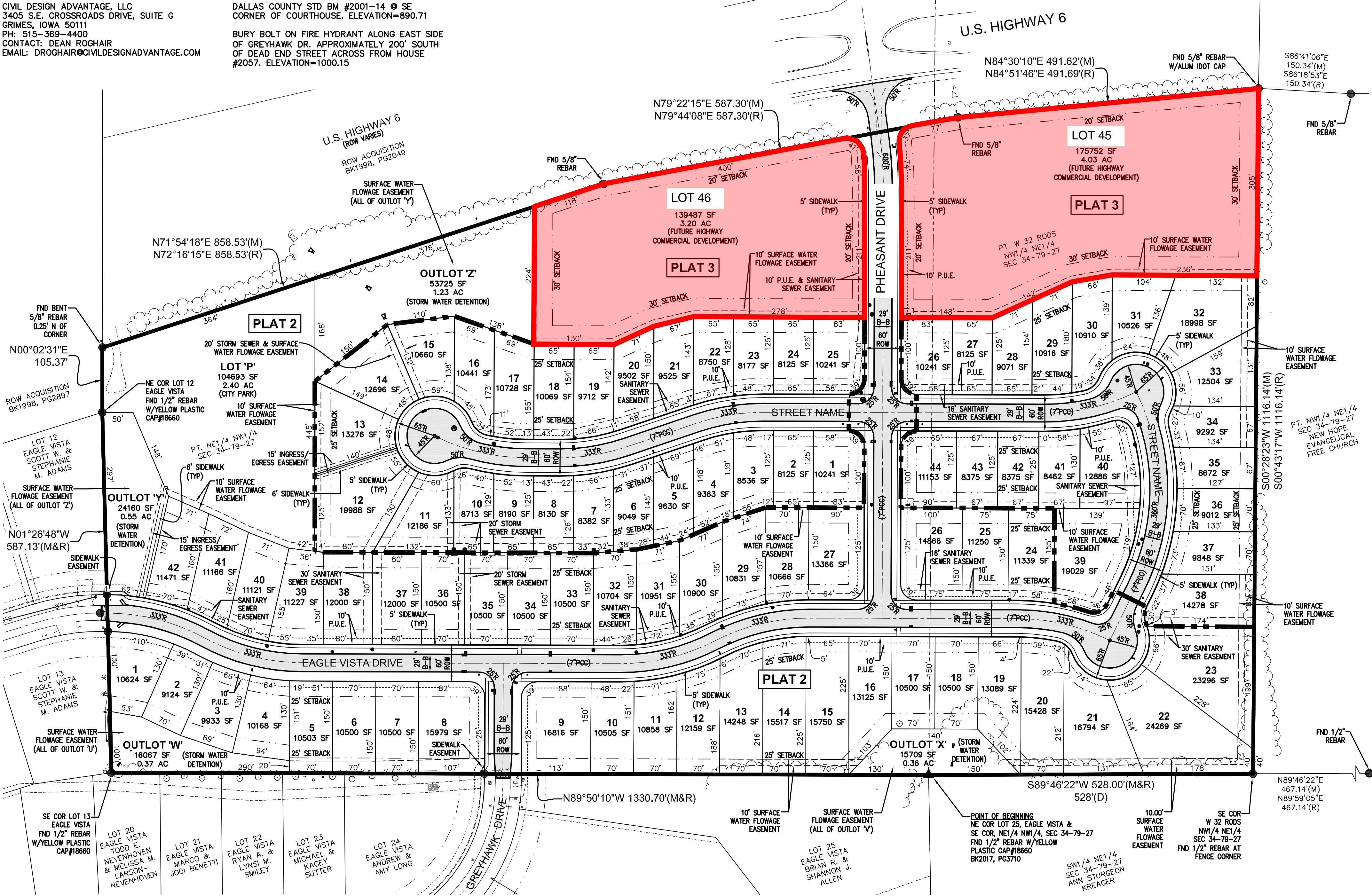
DALLAS COUNTY STD BM #2001-14 SE

CORNER OF COURTHOUSE. ELEVATION=890.71

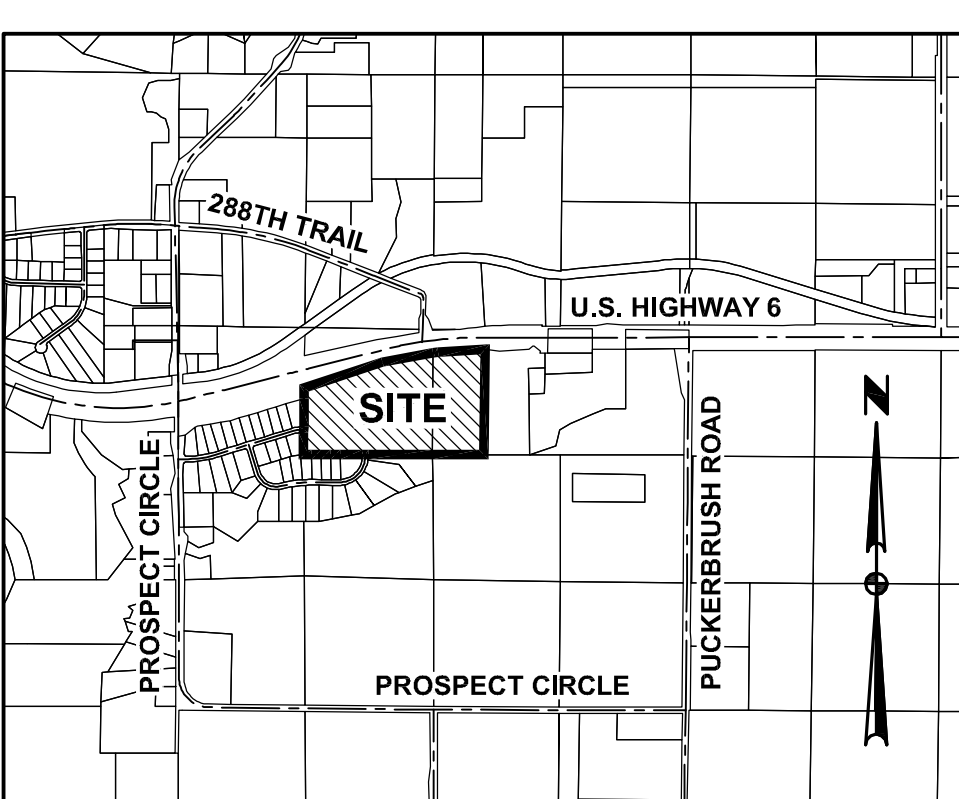
BURY BOLT ON FIRE HYDRANT ALONG EAST SIDE  
OF GREYHAWK DR. APPROXIMATELY 200' SOUTH  
OF DEAD END STREET ACROSS FROM HOUSE  
#2057. ELEVATION=1000.15

## EAGLE VISTA PLAT 2

## PRELIMINARY PLAT



## VICINITY MAP



ADEL, IOWA

## LEGEND

## FEATURES

## PROPOSED

GROUND SURFACE CONTOUR  
TYPE SW-501 STORM INTAKE  
TYPE SW-503 STORM INTAKE  
TYPE SW-505 STORM INTAKE  
TYPE SW-506 STORM INTAKE  
TYPE SW-513 STORM INTAKE  
TYPE SW-401 STORM MANHOLE  
TYPE SW-402 STORM MANHOLE  
TYPE SW-301 SANITARY MANHOLE  
STORM/SANITARY CLEANOUT  
WATER VALVE  
FIRE HYDRANT ASSEMBLY

DETECTABLE WARNING PANEL  
SANITARY SEWER WITH SIZE  
STORM SEWER  
WATERMAIN WITH SIZE  
MINIMUM OPENING ELEVATION  
MINIMUM BASEMENT ELEVATION

## SURVEY

SECTION CORNER  
1/2" REBAR, YELLOW CAP #18660  
(UNLESS OTHERWISE NOTED)  
ROW MARKER  
ROW RAIL  
MEASURED BEARING & DISTANCE  
RECORDED AS  
DEED DISTANCE  
CALCULATED DISTANCE  
CURVE ARC LENGTH  
CENTERLINE  
SECTION LINE  
1/4 SECTION LINE  
1/4 SECTION LINE  
EASEMENT LINE  
LOT LINE  
RIGHT OF WAY  
BUILDING SETBACK  
PLAT BOUNDARY

## EXISTING

GROUND SURFACE CONTOUR  
SANITARY MANHOLE  
WATER VALVE BOX  
FIRE HYDRANT  
WATER CURB STOP  
WELL  
STORM SEWER MANHOLE  
STORM SEWER SINGLE INTAKE  
STORM SEWER DOUBLE INTAKE  
FLARED END SECTION  
DECIDUOUS TREE  
CONIFEROUS TREE  
DECIDUOUS SHRUB  
CONIFEROUS SHRUB  
ELECTRIC POWER POLE  
GUY ANCHOR  
STREET LIGHT  
POWER POLE W/ TRANSFORMER  
UTILITY POLE W/ LIGHT  
ELECTRIC BOX  
ELECTRIC TRANSFORMER  
ELECTRIC MANHOLE OR VAULT  
TRAFFIC SIGN  
TELEPHONE JUNCTION BOX  
TELEPHONE MANHOLE/VAULT  
TELEPHONE POLE  
GAS VALVE BOX  
CABLE TV JUNCTION BOX  
CABLE TV MANHOLE/VAULT  
MAIL BOX  
BENCHMARK  
SOIL BORING  
UNDERGROUND TV CABLE  
GAS MAIN  
FIBER OPTIC  
UNDERGROUND TELEPHONE  
OVERHEAD ELECTRIC  
UNDERGROUND ELECTRIC  
FIELD TILE  
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WATER MAIN W/ SIZE

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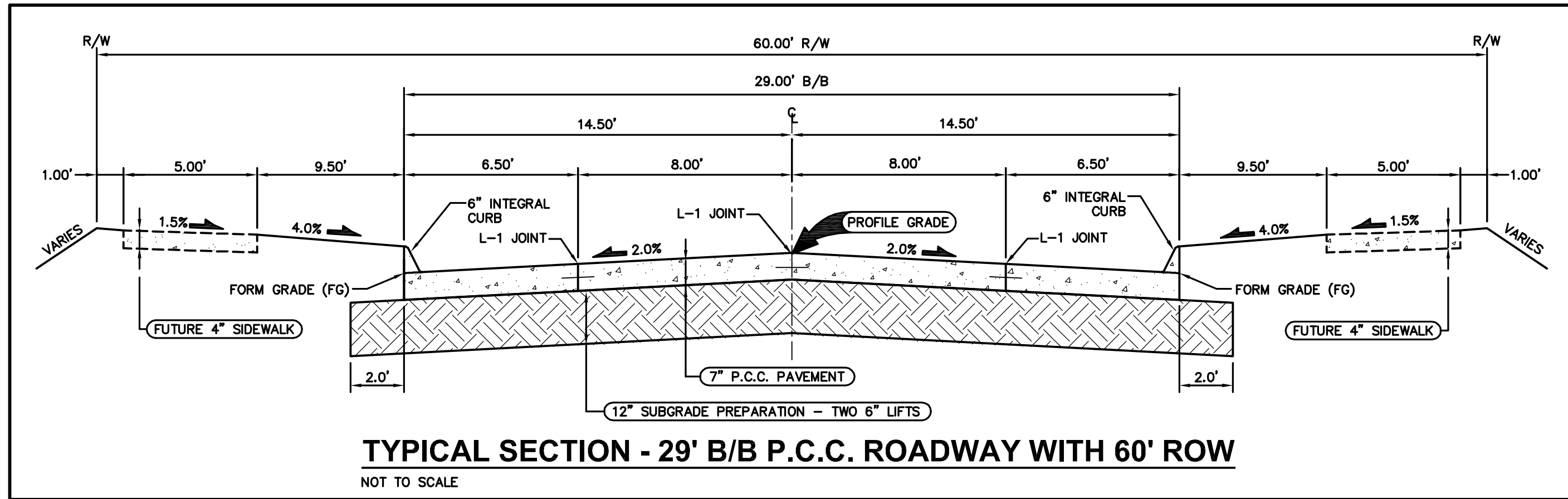
## SET

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# EAGLE VISTA PLAT 2

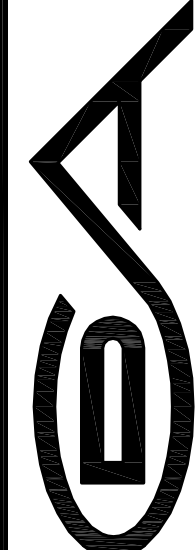
## PRELIMINARY PLAT



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PLOT: 2102.100 DATE: 1/7/2024 10:17 AM  
ENG: JKH  
TECH: RDR

REVISIONS	
DATE	DESCRIPTION
07/07/2021 <td>REVISED LOT NUMBERS</td>	REVISED LOT NUMBERS
06/11/2021 <td>THIRD SUBMITTAL</td>	THIRD SUBMITTAL
06/10/2021 <td>SECOND SUBMITTAL</td>	SECOND SUBMITTAL
04/28/2021 <td>FIRST SUBMITTAL</td>	FIRST SUBMITTAL

3405 S.E. CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
PHONE: (515) 369-4400 FAX: (515) 369-4410  
ENGINEER: RDR

  
CIVIL DESIGN ADVANTAGE  
ADEL, IOWA

**EAGLE VISTA PLAT 2**  
**PRELIMINARY PLAT**

**2**  
**2**  
2102.100





**AGENDA ITEM NO. 7.b**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**TO:** Mayor & City Council

**FROM:** Anthony Brown, City Administrator

**AGENDA HEADING:** Consider Approval of Resolution No. 23-40, Approving Preliminary Plat of Southbridge Plat 5

**STAFF/COMMITTEE RECOMMENDATION:**

This resolution considers approval of a lot in the Southbridge PUD / Plat 5 for townhomes.

The City's Planning & Zoning Commission met last month and recommended approval.

City staff will be meeting with the developer before the meeting to review several items.

**ATTACHMENTS:**

[Resolution No. 23-40, Approval of Preliminary Plat - Southbridge Plat 5.pdf](#)

[P&Z 2023-06-14 Meeting Minutes.pdf](#)

[Southbridge Plat 5 Townhomes PP 2023-06-14.pdf](#)

**Resolution No. 23-40**

**RESOLUTION APPROVING PRELIMINARY PLAT FOR  
SOUTHBRIDGE PLAT 5**

**WHEREAS**, a subdivision plat for a parcel of land was submitted by Robert Cramer with Cramer & Associates, Inc.; hereinafter referred to as the Developer; and

**WHEREAS**, the Developer submitted a preliminary plat, known as Southbridge Plat 5; and

**WHEREAS**, on June 14, 2023, the Planning and Zoning Commission reviewed and recommended Southbridge Plat 5 subject to review by City staff and McClure; and

**WHEREAS**, the preliminary plat's approximate 3.66 acres is zoned R-4 in the Southbridge PUD; and

**WHEREAS**, City staff, McClure Engineering, and the members of the City Council of the City of Adel, Iowa, have reviewed and approved the preliminary plat of Southbridge Plat 5.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Adel, Iowa, that the preliminary plat of Southbridge Plat 5 be formally approved.

Passed and approved this 11<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
James F. Peters, Mayor

Attest: \_\_\_\_\_  
Carrie Erickson, City Clerk



The City of Adel's Planning and Zoning Commission met at Adel City Hall, 301 S. 10<sup>th</sup> Street, on Wednesday, June 14, 2023, at 6:00 p.m.

The Commissioners present were Stephanie Poole, Tim Crannell, Summer Portzen, Jonathan Fokken, Danielle Roberts, and Code Compliance Officer Steve Nichols. The Commissioners absent were Tom Waltz and James West. Also present were Civil Design Advantage representative Doug Mandernach and Robert Cramer.

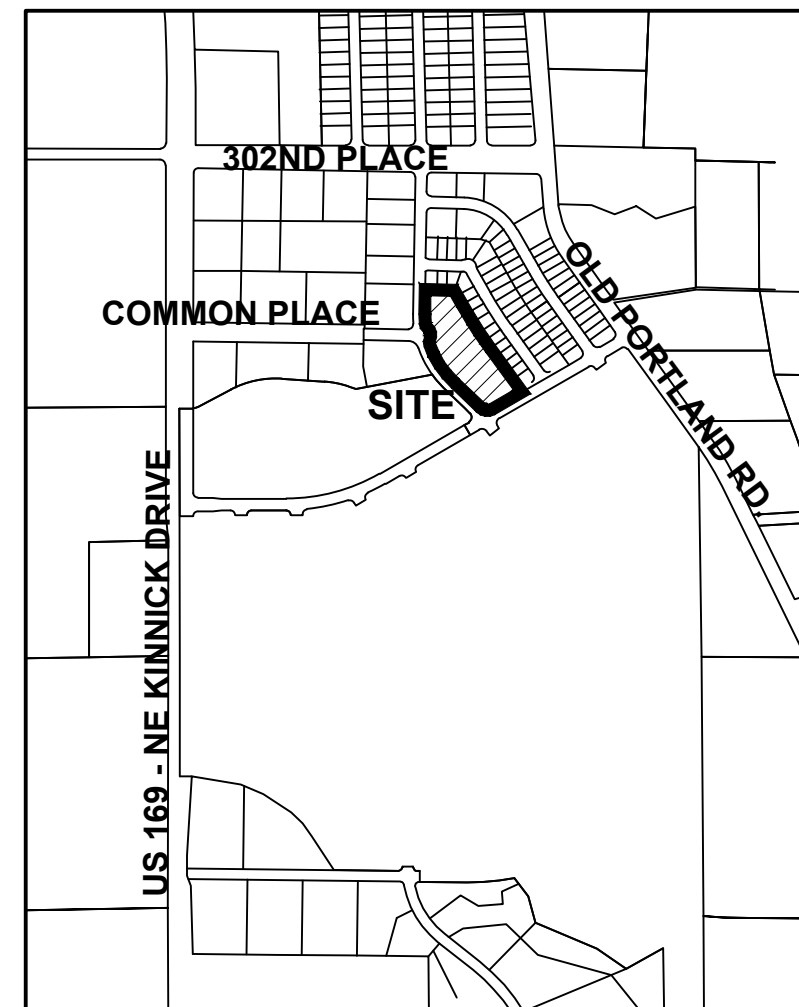
**I. Discussion / Possible Action on Approving Southbridge Preliminary Plat 5 and Make Recommendation to Council.** Cramer and Mandernach presented the Southbridge Plat 5 which is part of section E of the PUD. This area is showing 30 units of townhome type structures. The zoning does allow this type of structure. Only questions involved separation of water and sewer connections. Design guidelines appeared to meet the PUD standards. Park dedication will be in a monetary payment to the Adel Parks and Recreation Department. There was no further discussion. **Fokken made a motion to approve and send to council for approval, second by Portzen. Motion passed unanimously.**

**Meeting Adjourned at 6:30 p.m.**

**Respectfully,**

**Steve Nichols**

NOT TO SCALE



ADEL, IOWA

## OWNER/APPLICANT

CRAMER AND ASSOCIATES  
3100 BROOKSIDE DRIVE  
GRIMES, IA 50111  
CONTACT: ROBERT CRAMER  
EMAIL: RCRAMER@CRAMERBRIDGES.COM  
PH: (515) 265-1447

## ENGINEER

CIVIL DESIGN ADVANTAGE, LLC  
4121 NW URBANDALE DRIVE  
URBANDALE, IA 50322  
CONTACT: DOUG MANDERNACH  
EMAIL: DOUGM@CDA-ENG.COM  
PH: (515) 369-4400

SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC  
4121 NW URBANDALE DRIVE  
URBANDALE, IA 50322  
CONTACT: CHARLIE MCGLOTHLEN  
EMAIL: CHARLIEM@CDA-ENG.COM  
PH. (515) 369-4400

## LEGAL DESCRIPTION

LOT 35, SOUTHBRIDGE PLAT 5

## ZONING

SOUTHBRIDGE PUD

## PROJECT SITE ADDRESS

SOUTHBRIDGE DRIVE  
ADEL, IA 50003

## EXISTING/ PROPOSED USE

UNDEVELOPED / TOWNHOMES

## INDEX OF SHEETS

NO.	DESCRIPTION
	COVER SHEET
C1.1	DIMENSION PLAN
C2.1–C2.2	GRADING PLAN
C3.1	UTILITY PLAN



## UTILITY WARNING

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.

## SUBMITTAL DATES

FIRST SUBMITTAL: 06/09/2023

## CONSTRUCTION SCHEDULE

ANTICIPATED START DATE = 07/01/2023  
ANTICIPATED FINISH DATE = 07/01/2024



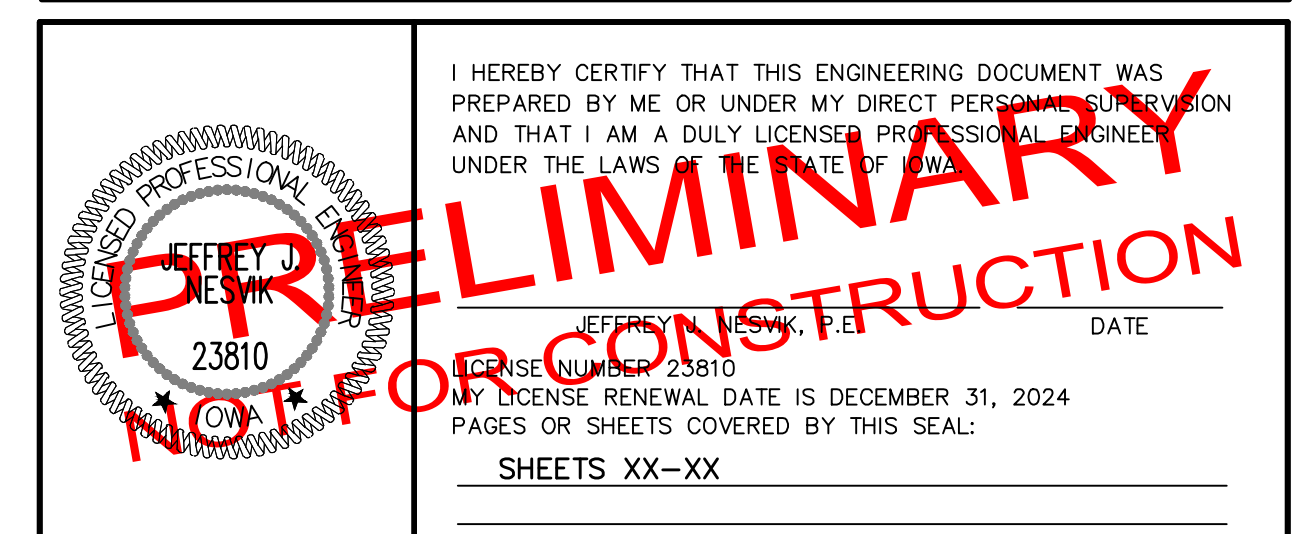
## GENERAL LEGEND

PROPOSED		EXISTING	
PROPERTY BOUNDARY	=====	SANITARY MANHOLE	(S)
SECTION LINE	-----	WATER VALVE BOX	(W)
CENTER LINE	-----	FIRE HYDRANT	(F)
RIGHT OF WAY	-----R/W-----	WATER CURB STOP	(CS)
BUILDING SETBACK	-----	WELL	(WELL)
PERMANENT EASEMENT	-----P/E-----	STORM SEWER MANHOLE	(ST)
TEMPORARY EASEMENT	-----T/E-----	STORM SEWER SINGLE INTAKE	(SS)
TYPE SW-501 STORM INTAKE	[Symbol]	STORM SEWER DOUBLE INTAKE	[Symbol]
TYPE SW-502 STORM INTAKE	[Symbol]	FLARED END SECTION	[Symbol]
TYPE SW-503 STORM INTAKE	[Symbol]	DECIDUOUS TREE	(Tree)
TYPE SW-505 STORM INTAKE	[Symbol]	CONIFEROUS TREE	(Tree)
TYPE SW-506 STORM INTAKE	[Symbol]	DECIDUOUS SHRUB	(Shrub)
TYPE SW-512 STORM INTAKE	[Symbol]	CONIFEROUS SHRUB	(Shrub)
TYPE SW-513 STORM INTAKE	[Symbol]	ELECTRIC POWER POLE	(EPP)
TYPE SW-513 STORM INTAKE	[Symbol]	GUY ANCHOR	(GA)
TYPE SW-401 STORM MANHOLE	(ST)	STREET LIGHT	(SL)
TYPE SW-402 STORM MANHOLE	(ST)	POWER POLE W/ TRANSFORMER	(PPWT)
FLARED END SECTION	[Symbol]	UTILITY POLE W/ LIGHT	(UPL)
TYPE SW-301 SANITARY MANHOLE	(S)	ELECTRIC BOX	(EB)
STORM/SANITARY CLEANOUT	(SC)	ELECTRIC TRANSFORMER	(ET)
WATER VALVE	(WV)	ELECTRIC MANHOLE OR VAULT	(EMV)
FIRE HYDRANT ASSEMBLY	(FHA)	TRAFFIC SIGN	(TS)
SIGN	(S)	TELEPHONE JUNCTION BOX	(TJB)
DETECTABLE WARNING PANEL	[Symbol]	TELEPHONE MANHOLE/VAULT	(TMV)
WATER CURB STOP	(WCS)	TELEPHONE POLE	(TP)
SANITARY SEWER	=====	GAS VALVE BOX	(GV)
SANITARY SERVICE	---S---S---S---	CABLE TV JUNCTION BOX	(CTV)
STORM SEWER	=====	CABLE TV MANHOLE/VAULT	(CTMV)
STORM SERVICE	---ST---ST---	MAIL BOX	(MB)
WATERMAIN WITH SIZE	---8"W---	BENCHMARK	(BM)
WATER SERVICE	---W---W---	SOIL BORING	(SB)
SAWCUT (FULL DEPTH)	[Symbol]	UNDERGROUND TV CABLE	---TV---
SILT FENCE	[Symbol]	GAS MAIN	---G---
USE AS CONSTRUCTED	(UAC)	FIBER OPTIC	---FO---
MINIMUM PROTECTION ELEVATION	MPE	UNDERGROUND TELEPHONE	---T---
		OVERHEAD ELECTRIC	---OE---
		UNDERGROUND ELECTRIC	---E---
		FIELD TILE	---TILE---
		SANITARY SEWER W/ SIZE	---8"S---
		STORM SEWER W/ SIZE	---15"ST---
		WATER MAIN W/ SIZE	---8"W---

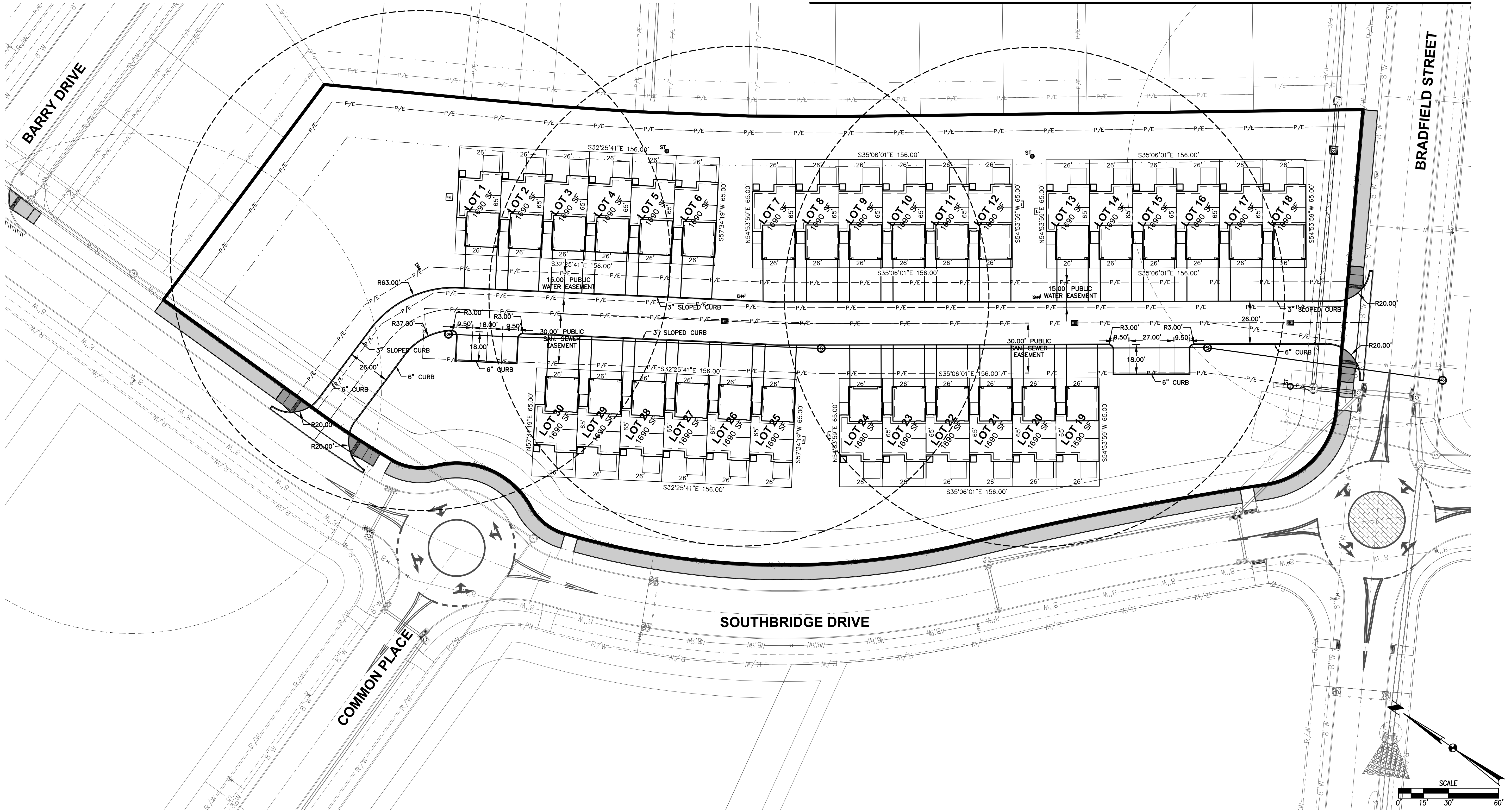
THE PROJECT REQUIRES AN IOWA NPDES PERMIT #2 AND CITY OF ADELGRADING PERMIT. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE PERMITS AND THE INITIAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE CONTRACTORS USE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE SWPPP THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE AND FEDERAL REQUIREMENTS.

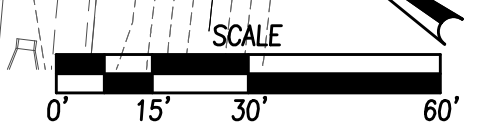
ALL CONSTRUCTION MATERIALS, DUMPSTERS, DETACHED TRAILERS OR SIMILAR ITEMS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN THE PUBLIC R.O.W.

THE 2023 EDITION OF THE SUDAS STANDARD SPECIFICATIONS, THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG) AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.





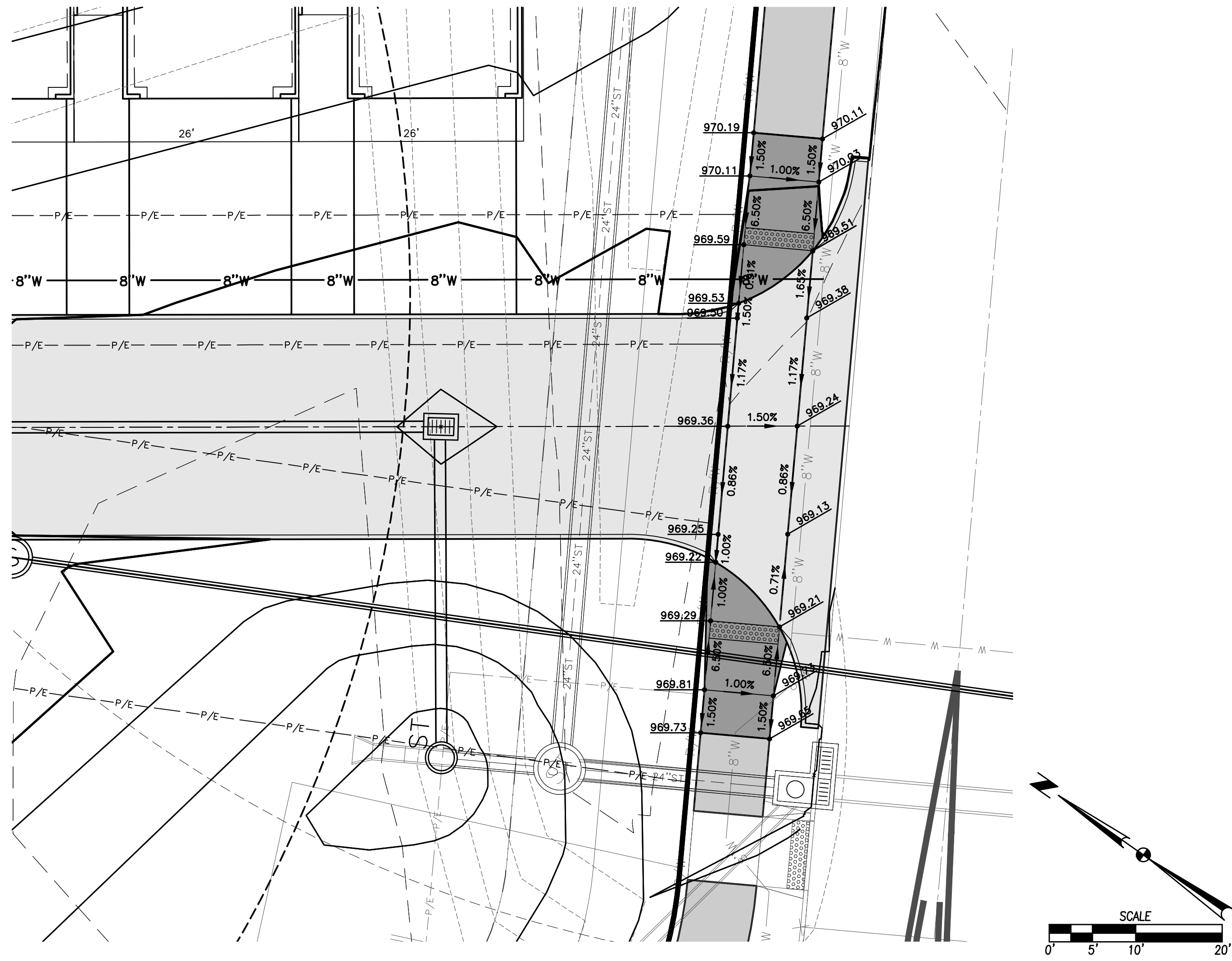
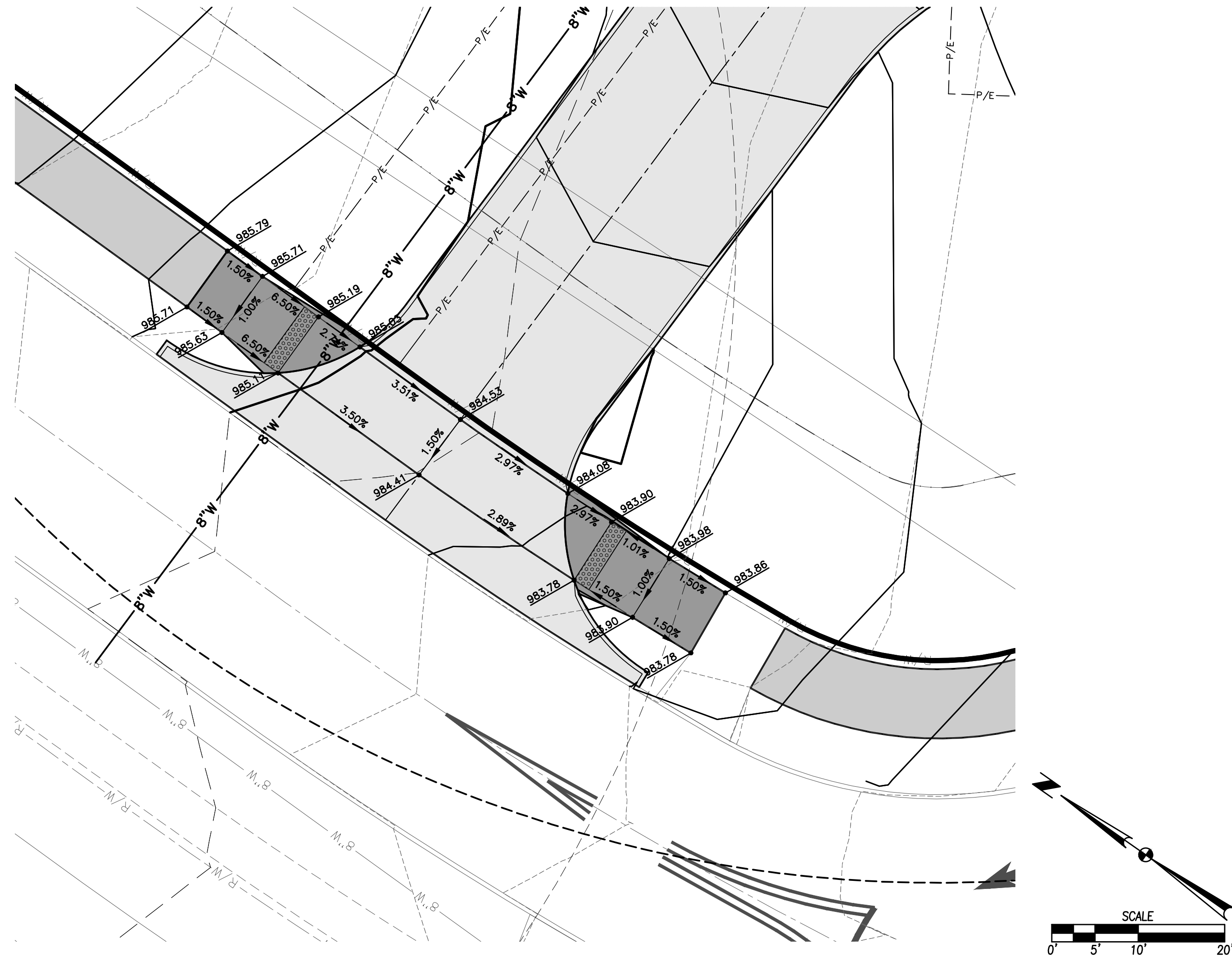




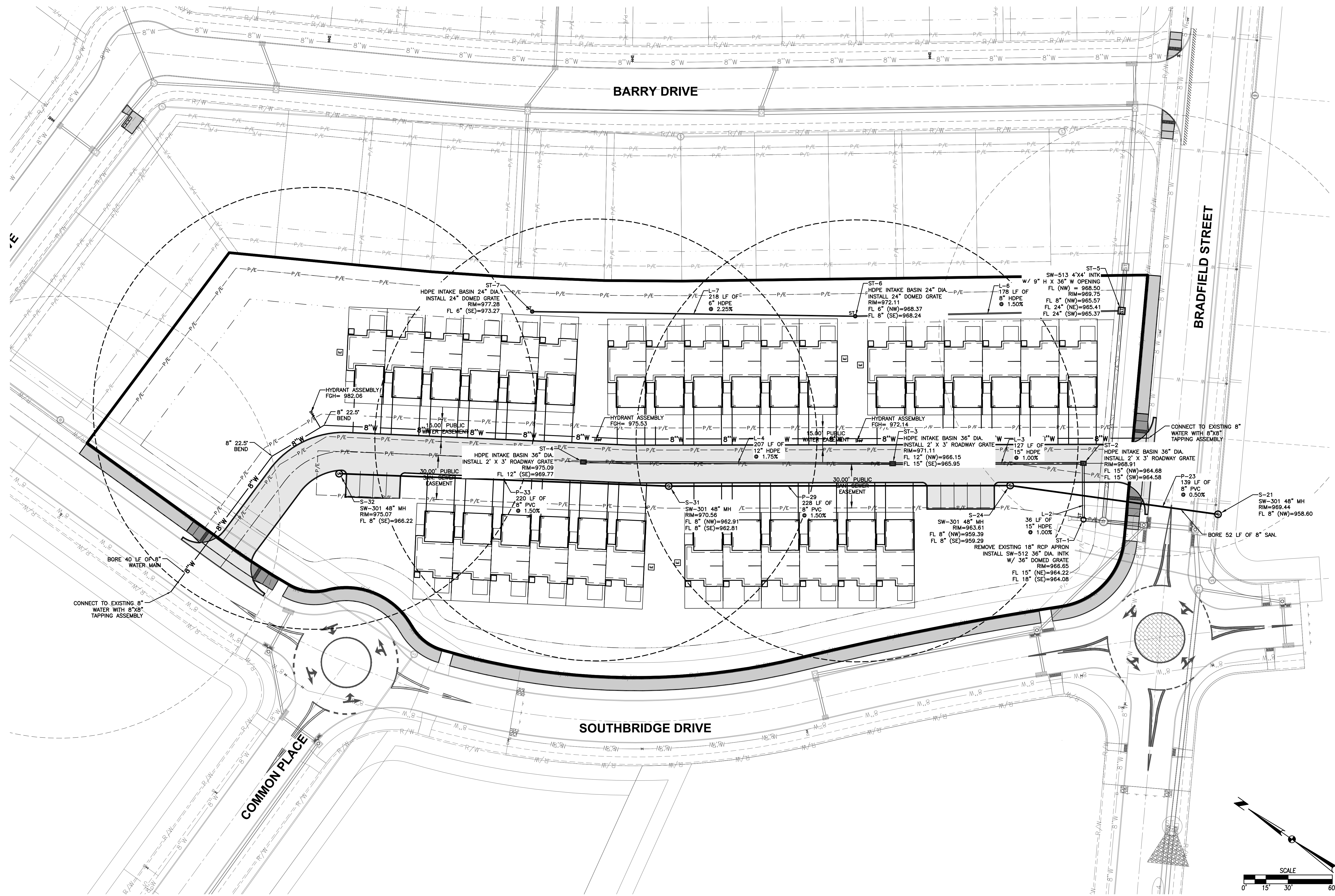
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COMMENT:  
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PLOTTED BY: DOUG MANDERNACH  
COMMENT:  
TECH:  
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**AGENDA ITEM NO. 7.c**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**TO:** Mayor & City Council

**FROM:** Anthony Brown, City Administrator

**AGENDA HEADING:** Consider Approval of Class C Retail Alcohol License for MJ's Hollywood

**STAFF/COMMITTEE RECOMMENDATION:**

This item considers approval of a liquor license for a new business located in the old Keasey's at 911 Court Street.

**ATTACHMENTS:**

[MJ's Hollywood ABD Application.pdf](#)



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Gazel LLC	MJ's Hollywood	(515) 309-9167		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
911 Court Street	Suite 3	Adel	Dallas	50003
MAILING ADDRESS	CITY	STATE	ZIP	
15700 Hickman Road	Clive	Iowa	50325	

## Contact Person

NAME	PHONE	EMAIL
MJ Gazali	(310) 880-5595	mj.gazalis@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
June 15, 2023	June 14, 2024	

SUB-PERMITS

Class C Retail Alcohol License



# State of Iowa

Alcoholic Beverages Division

## PRIVILEGES

Outdoor Service

## Status of Business

### BUSINESS TYPE

Sole Proprietor

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Marwan Gazali	Adel	Iowa	50003	Owner	100.00	Yes

## Insurance Company Information

### INSURANCE COMPANY

Illinois Casualty Co

### POLICY EFFECTIVE DATE

June 15, 2023

### POLICY EXPIRATION DATE

June 14, 2024

### DRAM CANCEL DATE

### OUTDOOR SERVICE EFFECTIVE DATE

### OUTDOOR SERVICE EXPIRATION DATE

### BOND EFFECTIVE DATE

### TEMP TRANSFER EFFECTIVE DATE

### TEMP TRANSFER EXPIRATION DATE



## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**AGENDA HEADING:** Consider Approval of Resolution No. 23-41, Approving Update to Section 3.4 Job Classification of the City of Adel Employee Handbook

**STAFF/COMMITTEE RECOMMENDATION:**

This item considers updating the following classifications under section 3.4 Job Classification of the employee handbook beginning July 1, 2023.

Previous Part-Time Regular Definition

2. Part-time regular employees: A part-time regular employee is an employee who is regularly scheduled to work year-round with a minimum of 30 hours, but less than 40 hours worked per week. This definition does not include seasonal workers, temporary workers, or part-time paid members of the fire department.

Proposed Part-Time Regular Definition

2. Part-time regular employees: A part-time regular employee is an employee who is regularly scheduled to work year-round with a minimum of 20 hours, but less than 40 hours worked per week. This definition does not include seasonal workers, temporary workers, or part-time paid members of the fire department.

Previous Part-Time Limited Definition

3. Part-time provisional employees: A part-time provisional employee is an employee who is scheduled to work year-round with less than 30 hours worked per week. This definition does not include seasonal workers, temporary workers, or part-time paid members of the fire department.

Proposed Part-Time Limited Definition

3. Part-time limited employees: A part-time limited employee is an employee who is scheduled to work year-round with less than 20 hours worked per week. This definition does not include seasonal workers,

temporary workers, or part-time paid members of the fire department.

These updates relate to the employee retention & attraction efforts & would allow those working 20 or more hours per week, previously 30 or more hours per week, to accrue prorated leave benefits.

Additionally, a review of the part-time leave benefits of other metro cities was conducted (summary attached). Included below are some findings.

\*The majority of cities reviewed offer leave benefits to part-time employees regularly scheduled to work at least 20 hours per week.

\*Leave benefits for part-time employees are typically accrued using one of two methods.

- Part-time employees accrue leave benefits at a proration based on regularly scheduled hours.

- Part-time employees averaging at least 30 hours per week but less than 40 accrue leave benefits at a proration of 3/4 the accrual of full-time employees. Part-time employees averaging at least 20 hours per week but less than 30 accrue leave benefits at a proration of 1/2 the accrual of full-time employees.

#### **ATTACHMENTS:**

[Resolution No. 23-41, Approving Update to Section 3.4 Job Classification of the City of Adel Employee Handbook.pdf](#)

[2023.07.11 City of Adel Employee Handbook \(Update to 3.4 Job Classification\).pdf](#)

[11-21-2022 Notes On Employee Retention & Attraction Ideas.pdf](#)

[Part-Time Leave Summary.pdf](#)

**Resolution No. 23-41**

**APPROVING UPDATE TO SECTION 3.4 JOB CLASSIFICATION OF THE  
CITY OF ADEL EMPLOYEE HANDBOOK**

**WHEREAS**, the City of Adel Employee Handbook was last revised in 2022; and

**WHEREAS**, City staff has completed a review and update of Section 3.4 Job Classification of the handbook; and

**WHEREAS**, City staff is recommending the minimum hours worked per week be updated from 30 to 20 hours for part-time regular employees and the hours worked per week be updated from less than 30 to less than 20 for part-time limited employees (formerly part-time provisional employees).

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA** that the update to Section 3.4 Job Classification of the City of Adel Employee Handbook be approved and be effective July 1, 2023.

Passed and approved this 11<sup>th</sup> day of July, 2023.

---

James F. Peters, Mayor

Attest: \_\_\_\_\_  
Carrie Erickson, City Clerk



# Employee Handbook

Our Mission:

To Provide Exceptional and Fiscally Responsible  
Services that Promote Planned, Sustainable Growth  
and a High Quality of Life

**2022-2023 Version**



## **WELCOME TO THE CITY OF ADEL, IOWA**

To Employees of Adel:

The most important resource to the City of Adel is its employees. An interesting and challenging experience awaits you as an employee of the City of Adel, Iowa. The City provides diverse services to the citizens of Adel and the surrounding communities. Each of us shares in the responsibility of making Adel a pleasant and safe place to live.

This handbook has been prepared to answer some of the questions you may have concerning the City and its policies. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are subject to change at the discretion of the City Council, as are all other policies, procedures, benefits, or programs of the City. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor or the City Administrator for assistance.

The contents of this handbook are presented as a matter of information only. This handbook does not, either by itself or in conjunction with any other City documents, policy, procedure, practice, or verbal statement, create an employment contract, express or implied, provide or guarantee employment for any period of time or that employment will be terminated only upon or after certain conditions have been met or have occurred. Bargaining unit agreements govern in the event of a conflict between these policies and the terms of the bargaining agreement.

While it is the hope of the City Council that your employment with the City will be a long and rewarding period for you, it is the policy of the City that all employees are employed "at will," and can be terminated at any time with or without cause or prior notice, unless otherwise required by law. All statements contained in this handbook shall be interpreted to be consistent with this employment-at-will relationship and the requirements of law. No elected official, manager, supervisor, co-employee, or other representative or agent of the City has any authority to modify the "at will" status of any employee unless the modification is expressly made in writing and has been specifically approved in writing by the City Council. Whenever the policies or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of this handbook.

Welcome and congratulations on your employment with the City of Adel. It is our sincere hope that you are successful in your position and that your employment relationship with the City of Adel will be a long and rewarding experience.

James F. Peters,  
**Mayor**

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## **1. INTRODUCTION**

### **1.1 PURPOSE**

The contents of this employee handbook are presented as a matter of information only. It is not a contract, expressed or implied. While the City of Adel believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The City reserves the right to delete from, add to, and / or revise the employee handbook at any time with or without notice. Although the hope is that your employment relationship with us will be long term, your employment is “at will”, meaning either you or the City of Adel may terminate this relationship at any time, for any reason, with or without notice.

### **1.2 WHO IS COVERED BY THIS HANDBOOK?**

This employee handbook applies to all full-time regular and part-time employees as well as seasonal/temporary employees who work for the City of Adel. The City will mention from time to time when a policy or practice may be the same or slightly different for employees who are working under contract terms, or employees working under a collective bargaining agreement. Whenever the policies, terms, conditions or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of this handbook.

### **1.3 HISTORY OF THE CITY OF ADEL**

The original town was surveyed and plotted by the County Surveyor Martin W. Miller and his deputy Alfred D. Jones. The work was completed May 22nd, 1847. Many additions have been made since. The original plot was situated on the level place near the river on land claimed and owned by John Miller. Adel was the first town established in Dallas County.

The town, when first laid out, was called Penoch at the suggestion of the deputy surveyor, A. D. Jones, and retained that name until sometime in 1849 when it was named Adel in honor of a very pretty child. No record has been found in any of the books for the change, but it was probably done by the legislature.

The first house was built by J. C. Corbell in 1847. Ira Sherman sold the first goods in town, and not long after him, Benjamin Green and George B. Warden each opened stores in 1848.

The first brick building erected in town was a small one-story building occupied by G. W. Campbell as a tailor shop.

From these humble beginnings sprung a bustling city with more than 4,000 residents. Adel, with its historic courthouse standing among businesses which line all four sides of its square, has experienced steady growth over the years while maintaining its small-town feel.

As the county seat, Adel's courthouse was, and still is, the centerpiece. The building is a superb example of French chateau architecture and has majestically presided over Adel's central business district since 1902.

Adel is an example of how a city can maintain its unique character while remaining true to its past. The City has a variety of civic groups and organizations, a strong school system, and an Adel Partners / Chamber of Commerce program that help maintain and promote a strong business environment.

A big drawing point each year is the annual Sweet Corn Festival, which brings thousands of people into the community to enjoy free sweet corn and the many events which accompany it.

Adel is one of the few remaining communities with brick streets, and the small village has grown into one of Dallas County's golden locales. Its growth continues, and its inhabitant's view toward the future is reflected in its welcoming sign which reads: "Adel, Growing with Pride."

#### **1.4 CHAIN OF COMMAND**

On the next page you will find the City's chain of command.

Unless otherwise stated in this handbook, this chain of command is used primarily for emergency management and other advisory situations.

## **CITY OF ADEL CHAIN OF COMMAND**

### **CITY DEPARTMENTS**

1. Employee
2. Supervisor
3. City Administrator
4. Mayor
5. Personnel Committee
6. City Council

### **POLICE DEPARTMENT**

1. Patrol officer
2. Sergeant
3. Lieutenant
4. Police Chief
5. Mayor
6. Public Safety Committee
7. City Council

### **FIRE DEPARTMENT**

1. Firefighter
2. Fire Chief
3. Mayor
4. Public Safety Committee
5. City Council

## **2. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The City of Adel is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, genetic disposition, ancestry, national origin, status as a United States Military Veteran or special disabled veteran in accordance with applicable federal laws, disability that does not interfere with job performance with reasonable accommodation, or any other legally protected status.

The Equal Employment Opportunity Officer for this organization shall be the duly elected Mayor. The Mayor has the power to delegate such duties and may, from time to time, do so. The EEO Officer shall be responsible for interpreting, initiating, and justifying the City's activities in this program as they relate to City policies, including contract compliance. Inquiries or grievances may be directed to the City's EEO Officer, the U.S. Equal Employment Opportunities Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Avenue, Suite 500, Milwaukee, Wisconsin 53203-2292, or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa 50319.

The City is committed to administering all personnel actions in compliance with federal and state regulations. The City refrains from using policies that discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training, and education. The City's policies also prohibit harassment of any kind. If any employee feels discriminated against or harassed, the employee should timely bring this matter to the attention of either his/her immediate supervisor or to the Mayor as provided for in this handbook. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.



### **3. COMPENSATION**

#### **3.1 PAY PLAN**

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The City competes for a talented, dedicated workforce in the same labor market as private sector employers. Accordingly, the City frequently assesses the labor market in order to determine the competitiveness of your pay plan. We offer a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you work.

#### **3.2 LICENSE AND CERTIFICATION PAY**

The City will provide additional compensation to an employee's base rate of pay for obtaining and maintaining the following licenses and certifications when they are related to an employee's job duties, but not required of the position:

Water Treatment / Operations Certificate	50 cents per level per hour
Water Distribution Certificate	50 cents per level per hour
Wastewater Treatment / Operations Certificate	50 cents per level per hour
Wastewater Collection Certificate	50 cents per level per hour
Certified Pool Operator License	20 cents per hour
Pesticide Applicator License	20 cents per hour

An employee will receive the additional compensation as set forth above beginning the pay period after the employee has obtained the license or certification.

#### **3.3 WAGE INCREASE POLICY**

Wage increases will be set by the budget committee in conjunction with the personnel committee. The wage and wage increase processes are not subject to the Complaint Resolution Procedure in section 10.

#### **3.4 JOB CLASSIFICATION**

The job classification plan shall consist of the various classification titles as approved by the City Council. The plan shall be administered by the City Administrator to ensure that the job class specifications are accurate and current.

For purposes of salary administration and eligibility for overtime payments and employee benefits, the City classifies its employees as follows:

1. **Full-time regular employees:** Employees hired to work the City's normal 40-hour workweek on a year-round regular basis. Such employees may be "exempt" or "nonexempt" as governed by the Fair Labor Standards Act ("FLSA") and defined below.
2. **Part-time regular employees:** A part-time regular employee is an employee who is regularly scheduled to work year-round with a minimum of ~~30-20~~ hours, but less than 40 hours worked per week. This definition does not include seasonal workers, temporary workers, or part-time paid members of the fire department.
3. **Part-time ~~provisional-limited~~ employees:** A part-time ~~provisional-limited~~ employee is an employee who is scheduled to work year-round with less than ~~30-20~~ hours worked per week. This definition does not include seasonal workers, temporary workers, or part-time paid members of the fire department.
4. **Part-time seasonal employee:** Employees who are hired to work on a seasonal basis not exceeding seven months in each calendar year. Part time seasonal employees may be scheduled to work up to 40 hours per week. However, part-time seasonal employees are not eligible for benefits.
5. **Part-time recreational employee:** Employees who are hired to work on a seasonal basis not exceeding six months in each calendar year at a City-operated recreational facility. Part-time recreational employees are not eligible for benefits.
6. **Volunteer:** An individual who agrees to perform services for the City and does not receive compensation, therefore. Certain volunteers, however, depending on circumstances, may be entitled to reimbursement of expenses, a nominal stipend to assist in the performance of volunteer services, and reasonable limited benefits (such as coverage by workers' compensation insurance).
7. **Nonexempt employees:** Employees who are required by the FLSA to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable state and federal wage and hour laws.
8. **Exempt employees:** Employees who are not required to be paid overtime, in accordance with the FLSA, for work performed beyond forty hours in a workweek. Employees are informed of their initial employment classification as exempt or nonexempt when hired. If you change positions during your employment as a result of a promotion, transfer, or

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otherwise, you will be informed by the City Administrator of any change in your FLSA-exemption status.

### **3.5 PAY PERIODS**

All City employees hired on or after July 1, 2005, are required, as a condition of employment, to participate in direct deposit of the employee's wages in a financial institution of the employee's choice; employees hired before then may be paid by either check or direct deposit. Wage payments are normally paid on a semimonthly basis, usually after 10:30 a.m. on the fifth and twentieth days of each month. If a scheduled payday falls on a Saturday, Sunday, or City-observed holiday, you will be paid on the day preceding the weekend or holiday. Time sheets are to be turned in to the payroll clerk on the morning of the first and sixteenth of each month or the first working day thereafter.

All required deductions from your gross wages, such as for federal, state, and local taxes, and matching Social Security payments, will be computed by a government tax guide table. Employees are also subject to required withholdings for participation in the Iowa Public Employees Retirement System (IPERS). All authorized deductions will be withheld automatically from your paychecks.

Please review your paycheck for potential errors. If you believe there is a mistake, you should immediately report such to your supervisor who will, if necessary, assist you in taking the steps to correct the error.

In the event your paycheck is lost or stolen, please notify your supervisor immediately. Your supervisor will, in turn, notify the City's Finance Director who will attempt to put a stop-payment notice on your check. Unfortunately, however, the City is unable to take responsibility for lost or stolen paychecks, and if it is unable to stop payment on your check, you alone will be responsible for such loss.

The City reserves the right to correct any errors in payroll and recover any money paid in error.

### **3.6 LONGEVITY PAY**

For full-time regular exempt employees, the City provides an annual longevity award payment following your employment anniversary date every year.

Longevity payments will be issued as a separate deposit or paycheck during the pay period immediately following your anniversary date. The longevity payment amount is based on your full years of service with the City. The payment amount is currently \$104.00 multiplied by your full years of completed service (\$104.00 x \_\_\_\_ full years).

Pro-rated longevity payments are only provided upon an eligible employee's IPERS retirement.

For full-time regular non-exempt employees, the City includes a longevity award rate on top of your hourly wage. This amount is \$0.05 multiplied by your full years of service and is factored in overtime calculations. For example, if you have worked here one full year, your hourly wage would include an additional \$0.05. If you have worked here three full years, your hourly wage would include an additional \$0.15.

### **3.7 WAGE GARNISHMENTS**

We expect our employees to meet their financial obligations. Wage garnishments against an employee's salary cause extra work, time, and expense for the City. Accordingly, the City expects you to work towards preventing wage garnishments for failing to satisfy your financial obligations. But, when it is necessary, the City will work with any local, county, state, or federal agencies regarding employee wage garnishments as provided by law.

## 4. LEAVE BENEFITS: WITH AND WITHOUT PAY

### 4.1 UNPAID LEAVE

Full-time regular and part-time regular employees may ask their department head for an absence without pay after six months of service with the City of Adel. The request shall be submitted in writing indicating the reason and length of time of absence. While an employee is on approved unpaid leave, leave benefits will not continue to accrue. During the first ninety (90) days of approved unpaid leave, the Employer will continue to make its contribution to employee insurance plans so long as the employee continues, during that period, to pay the employee's share, if any. Thereafter, if the employee wishes to continue insurance coverage, and if doing so is allowed by the carrier, the employee will be responsible for both the Employer's and the employee's share of premiums. Premiums must be paid directly to the City Finance Director. Arrangements for the time of payment must be made with the City Finance Director prior to the employee going on unpaid leave. An employee's failure to make timely payment of insurance premiums under this Section may result in his or her loss of insurance coverage with the City.

Exceptions to this policy must be approved by the City Administrator or designee.

### 4.2 PAID HOLIDAYS

The City provides paid time off to all full-time regular and part-time regular employees on the following holidays:

1. New Year's Day, January 1
2. Presidents' Day, the third Monday in February
3. Memorial Day, the last Monday in May
4. Independence Day, July 4
5. Labor Day, the first Monday in September
6. Veteran's Day, November 11
7. Thanksgiving Day, the fourth Thursday in November

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8. Friday after Thanksgiving Day

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9. Christmas Eve, December 24

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10. Christmas Day, December 25

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11. Three floating holidays — three floating holidays will be added in January of each year or upon the date of a new employee's hire. Part-time regular employees are provided floating holidays on a prorated basis based on regularly scheduled hours.

If a holiday falls on a part-time regular employee's regularly scheduled workday, they shall be paid pro rata for these holidays based on the number of hours they would normally have been scheduled to work, if any, had the day not been a holiday.

Full-time regular and part-time regular employees shall be paid for each of the holidays set forth in this section occurring during the period in which they are in paid status. An employee required to work on a recognized paid holiday shall be granted compensatory time off or cash, as provided for in section 6.16, at the rate of time and one-half (1 1/2) for all hours worked. Holiday pay will be at the employee's normal pay for the day on which he/she would have been scheduled to work.

To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval has been given for the employee to be on paid leave. An employee on layoff or unpaid leave is not eligible for holiday pay.

If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence.

Paid holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. When Christmas falls on a Monday or a Thursday, the following workday shall be observed as the "Christmas Eve" holiday. When Christmas falls on Tuesday, Wednesday, or Friday, the preceding workday shall be observed as the Christmas Eve holiday. When Christmas falls on Saturday or Sunday, the preceding Friday and the following Monday will be observed as holidays.

The police department will observe the actual dates of the holidays as listed above in Section 4.2 (1) - (10).

#### 4.3 PAID VACATION LEAVE

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, the City provides annual vacation leave to its full-time regular and part-time regular employees. The amount of vacation leave which you accrue depends on your length of service with the City as of your anniversary date. Full-time regular employees accrue vacation leave, beginning with an employee's first day of employment, as follows. Part-time regular employees accrue vacation leave on a prorated basis based on regularly scheduled hours.

Years of Service	Hours Per Month	Equivalent Hours	Annual Days
0 to 5	6 2/3	80	10
5+ to 10	10	120	15
10+ to 15	11 2/3	140	17.5
15+ to 20	13 1/3	160	20
20+ to 25	15	180	22.5
25+	16 2/3	200	25

You will be eligible to take vacation once it accrues on your payroll record or as approved by the City Administrator or designee, or Police Chief for the Police Department.

#### *Vacation Carryover*

Vacation may be taken as time accrues at any point during the year. At the pay period following your anniversary date, any unused vacation hours above your allowable carryover hours will be eliminated according to the schedule below:

Years of Service	Carryover Hours Allowed Beyond Anniversary Date
0 to 5	80
5+ to 10	120
10+ to 15	140
15+ to 20	160
20+ to 25	180
25+	200

#### *Pay in Lieu of Vacation*

Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation, except for an employee's accrued unused vacation leave balance at the time of his or her termination of employment with the City. Employees terminating employment with the City for any reason after twelve months of service with the City are entitled to payment for his or her accrued unused vacation leave balance, up to the employee's maximum allowed annual accrual. An employee who fails to provide the appropriate advance notice of resignation pursuant to Section 6.15 of the Handbook will forfeit his or her ability to receive payment for any accrued, unused vacation leave.

#### *Holiday within Vacation Period*

In the event that a holiday observed by the City falls within an employee's scheduled vacation period, and the employee is regularly entitled to the holiday, the holiday will not be counted against the employee's vacation leave balance.

#### *Vacation Scheduling*

Vacation leaves and schedules must be approved by the employee's supervisor at least two (2) weeks prior to the requested time off when possible. Vacations will be granted within a department on a first come, first served basis after considering the staff coverage needs for each department. Vacation leave shall not be granted for a period longer than two (2) consecutive weeks, except for Police Department employees on a 6 / 3 work schedule. Police Department employees on a 6/3 work schedule shall not be granted vacation for a period longer than twelve (12) days.

#### **4.4 PAID SICK LEAVE**

The City recognizes that inability to work because of illness or injury may cause economic hardship. The City also recognizes that employees may require time off to secure necessary treatment for illnesses, injuries, and/or disabilities. For these reasons, the City provides paid sick leave to its full-time regular and part-time regular employees. Paid sick leave shall accrue at the rate of one (1) workday (8 hours) for each month of service up to a maximum of 120 workdays (960 hours). Part-time employees accrue sick leave on a prorated basis based on regularly scheduled hours.

You shall notify your immediate supervisor at least thirty (30) minutes prior to your regular scheduled reporting time if you are going to be absent. Your supervisor may require a doctor's confirmation of your illness, injury, and/or claim you were under the doctor's care.

No payments are made for accrued unused sick days at the end of any calendar year or in the event of termination.

Use of paid sick leave shall be granted and administered under the following circumstances:

1. Personal illness or to care for an ill or injured family member. Family member in this instance is defined as a spouse, a child, or a parent.
2. Doctor and dental appointments that cannot be scheduled during non-working hours. When possible, employees shall provide two weeks' notice to their immediate supervisor for doctor and dental appointments that are scheduled during working hours. Every effort should be made to minimize disruption to the workday.
3. Sick leave may not be used for cosmetic or elective surgeries.



4. Sick leave shall be chargeable only when used on regularly scheduled workdays or work periods.

Abuse of sick leave or falsification of reasons for requesting sick leave is prohibited and will subject an employee to discipline, up to and including termination of employment. In addition, if the City determines that an employee's use of sick leave was not justifiable under this policy, the sick leave used by the employee may be charged to vacation or be treated as leave without pay.

An employee who calls in sick without any sick leave available and does not report for duty as scheduled will be considered Absent Without Pay (AWOP) and may be subject to discipline in accordance with the City's policies.

Before you will be permitted to return from sick leave, you may be required to present the City with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. Where required, the City will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

#### **4.5 FAMILY MEDICAL LEAVE**

In accordance with the Family and Medical Leave Act, the City will grant unpaid family and medical (FMLA) leave to eligible employees for up to twelve (12) weeks per twelve (12) month period for any one or more of the following reasons:

- The birth of a child and to care for such child within one year of birth or the placement of a child with the employee for adoption or foster care within one year of placement; or
- To care for an immediate family member (spouse, child, or parent including stepchildren and stepparents) of the employee if such immediate family member has a serious health condition; or
- The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

1. **Eligibility.**

To be eligible for FMLA leave, an employee must have at least twelve months of service and have worked at least 1,250 hours over the previous twelve (12) month period. Employees are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of FMLA leave.

2. **Definitions.**

- a. "Twelve Month Period" means a rolling twelve month period measured backward from the date an employee uses FMLA leave (each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months).
- b. "Spouse" does not include unmarried domestic partners. If both spouses work for the City, their total leave in any twelve-month period may be limited to an aggregate of twelve weeks if the leave is taken for either the birth or placement of a child for adoption or foster care or for care of an employee's sick parent.
- c. "Child" means a child either under eighteen (18) years of age, or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.
- d. "Serious Health Condition" means an illness, injury, impairment, or a physical or mental condition that involves:
  - Inpatient care; or
  - Any period of incapacity requiring absence from work, school, or regular daily activities for at least three (3) consecutive days AND that involves continuing treatment by a health care provider; or
  - Continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
  - Prenatal care by a health care provider or incapacity due to pregnancy

### **3. Intermittent or Reduced Schedule Leave**

An employee may take FMLA leave intermittently (a few days or a few hours at a time) or on a reduced schedule basis when medically necessary to care for an immediate family member with a serious health condition or because of a serious health condition of the employee. "Medically necessary" means that there must be a medical need for the leave and the leave can best be accomplished through intermittent leaves or a reduced schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave or a reduced schedule. The employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt the City's operations. If an employee requests reduced or intermittent leave, once the intermittent or reduced leave has been completed, the employee must be transferred back to the same position that the employee held prior to taking the FMLA leave or to an equivalent position. An employee may take leave intermittently or on a reduced schedule for birth or placement for adoption or foster care of a child only with the City Administrator's consent.

#### **4. Notice Requirement**

An employee is required to give thirty (30) days' notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form should be obtained from the City Finance Director. In unexpected or unforeseeable situations, an employee should provide as much notice as possible.

#### **5. Medical Certification**

The employee must give notice of the leave, and the City then requires a certificate be completed by a doctor or practitioner no later than fifteen (15) calendar days after the notice of the leave is given. A "Physician Certification Form" is available from the City Finance Director. The City may also require a second or third opinion at the City's expense. Periodic reports on the employee's status, intent to return to work, and a fitness-for-duty report to return to work will be required.

#### **6. Effect on Benefits**

Taking FMLA leave will not result in the loss of any employee benefit accrued prior to the date on which the leave began. Benefits will continue to accrue during paid leave but will not accrue during unpaid FMLA leave.

#### **7. Continuation of Health Insurance on FMLA Leave**

An employee on FMLA leave may remain a participant in the City's health insurance plan throughout the duration of the leave, as if actively employed. S/he will be required to pay the same cost of coverage as if actively at work. Employee contributions will be required either through payroll deduction or by direct payment to the City. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is paid more than thirty (30) days late. If the employee misses a premium payment and the City pays the employee's contribution, the employee will be required to reimburse the City for the delinquent payment upon return from the leave. In some cases, if an employee does not return to work following an FMLA leave, the City may require reimbursement for the insurance premiums paid during the leave.

#### **8. Return to Work**

An employee returning from leave taken under this provision is entitled to return to the position held when the leave began if that position is vacant. If the position is not vacant, the employee must be returned to an equivalent position with equivalent benefits, pay and other conditions.

#### **9. FMLA for Military Families**

The FMLA includes coverage for eligible employees to care for qualifying service members. Eligible employees may take 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (Military Caregiver Leave). The second type of leave available to certain military families is known as Exigency Leave and entitles eligible employees to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that a qualifying family member is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. For purposes of this policy, adult children are qualifying family members.

Unless otherwise stated in this provision, the FMLA policy described above applies.

Paid leave must be extinguished first before unpaid military family FMLA leave is taken. The paid leave and military FMLA leave shall run concurrently. Both types of military family FMLA leave are subject to certification or other verification requirements. Where an employee fails to timely comply with any such requirements, or where this process establishes time off and absences from work are not covered by FMLA, the FMLA leave may be delayed or denied and any absences and time off may be considered unexcused absences subjecting the employee to disciplinary action, up to and including termination of employment.

a. Injured Service Member (Military Caregiver) Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury which was sustained or aggravated in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty; or a veteran who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty and who was a member of the Armed Forces, including the National Guard or Reserves, at any time within five (5) years of receiving treatment that triggers the need for military caregiver leave. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of twenty-six (26) weeks for all types of FMLA qualifying reasons. The other types of FMLA leave remain subject to the 12-week limit per year.

For Military Caregiver Leave, the employee and employee’s spouse may be limited to a combined total of twenty-six (26) weeks of leave in a 12-month period, including other types of FMLA leave listed above. If a medical certification to support the FMLA Military Caregiver Leave is obtained from a healthcare provider affiliated with the military, such certification will not be subject to second and third opinions.

b. Active Duty Family Leave (Exigency Leave)

Eligible employees are entitled to up to twelve (12) weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of any branch of the Armed Forces, including the National Guard or Reserves, and is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. This leave is subject to the same aggregate twelve (12) weeks of FMLA leave per year as the traditional forms of FMLA leave.

#### **4.6 PREGNANCY LEAVE**

Employees who are disabled from performing their duties because of medical reasons associated with pregnancy or post-delivery problems related to pregnancy, shall be allowed to use their paid leave benefits provided herein on the same basis as employees whose disability is related to other illness or injury. The FMLA policy outlined in this handbook applies. In addition, pursuant to Iowa Code section 216.6(2)(e), any employee who is not eligible for FMLA leave is entitled up to eight weeks of unpaid leave due to the employee’s pregnancy, childbirth, or related medical conditions.

#### **4.7 MILITARY LEAVE**

A military leave of absence will be granted for employees subject to USERRA and Iowa Code section 29A.28 (1) (a). Up to the first thirty (30) days of military leave are granted without loss of pay.

While on extended leave, the employee’s accumulated leave and placement on the salary schedule shall be frozen. While no additional benefits will be provided by the City during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence, the salary of the employee shall be the salary stated on the salary schedule for the step and class for which that employee was appointed at the time of the commencement of the leave.

#### **4.8 BEREAVEMENT LEAVE**

If you are a full-time regular or part-time regular employee and a death occurs in your family, you will be compensated for time lost from your regular work schedule in accordance with the following guidelines:

1. The City may grant up to five days off from work with pay in the event of the death of your spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The City may grant up to one day off from work with pay in the event of the death of your aunt or uncle. The City may grant up to a half day off if you serve as a pall bearer for an individual not otherwise listed above.

2. Requests for bereavement leave should be made in advance to either your immediate supervisor or the City Administrator, specifying the approximate length of leave desired. The length of time requested should reflect such factors as the location of the funeral and the employee's involvement in making the funeral arrangements.
3. Exceptions to this policy may be granted due to special circumstances but require the approval of the City Administrator or designee.

#### **4.9 JURY DUTY**

If you are a full-time regular or part-time regular employee who is summoned to jury duty, the City continues your salary during your active period of jury duty for up to a maximum of fifteen working days per calendar year. You must turn over to the City the allowance you receive from the court for such service (except reimbursement for meals and mileage). If you are not a full-time regular or part-time regular employee, you will be granted time off without pay while serving jury duty. All employees are allowed unpaid time off if subpoenaed to appear in court or in a deposition as a witness.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

The City will make no attempt to have your service on a jury postponed except when the job function is exceptionally vital to the City. If released from jury duty when more than two (2) hours of the employee's regularly scheduled workday remains, the employee will be required to report to work. An employee who is scheduled to work a night shift the night before reporting to jury duty may be excused from their scheduled shift upon approval by their supervisor.

#### **4.10 VOTING LEAVE**

All City employees are entitled to vote in an election. If an employee does not have three consecutive hours of non-working time in the period between the opening and closing of the polls, he or she is entitled to limited paid time off to go vote. Notice must be given, and approval granted by the employee's supervisor, prior to taking leave.

#### **4.11 SPECIAL LEAVE CONSIDERATIONS**

Other than as stated above, no credit for previous years of service will be given as it pertains to the provision/accrual of these leave benefits. Credit will be given for time served should the employee's status change from part-time to full-time.

## **5. EMPLOYEE BENEFITS**

The City has established a variety of employee benefits programs designed to assist eligible employees and their dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, handle job-related or personal problems, and enhance your job-related skills.

This section of the handbook highlights some features of our benefits program. Our group health, dental, disability, and life insurance programs are described more fully in summary plan description booklets, with which you are provided once you are eligible to participate in these programs. Complete descriptions of our group insurance programs are also in the City's master insurance contracts with insurance carriers, which are maintained by the City Clerk / City Finance Director.

The City reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of the City's benefits programs, the respective plan administrator will draft and submit the amendment to the City's personnel committee for review and approval. The respective plan administrator will notify plan participants of all approved amendments or plan terminations.

### **5.1 INSURANCE**

The City makes group insurance available for full-time regular employees and their families. The program is actively monitored to provide a cost-effective foundation upon which you can build the security and well-being required for you and your family. The following is a brief outline of the coverage made available to City employees:

1. Health
2. Dental

3. Life Insurance
4. Short & Long-Term Disability
5. Accident & Critical Illness

## **5.2 CONTINUATION OF HEALTH INSURANCE COVERAGE**

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plan offered by the City, you and your eligible dependents may have the right to continue to participate for up to 18 months at your (or your dependents') expense. The 18-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to 36 months for your spouse and dependent children, if, within that 18-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation period to 36 months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to 29 months.

Your eligible dependents may extend coverage, at their expense, for up to 36 months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium. Failure to make timely payments may result in termination of coverage.

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

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



### 5.3 FLEXIBLE SPENDING ACCOUNT

Full-time regular employees are eligible to participate in the City's **Section 125 Flexible Benefit Cafeteria Plan**. As a part of the City's **Section 125 plan**, any premiums you pay for medical or dental insurance will be deducted from your paycheck on a pretax basis.

Eligible employees may also contribute pretax dollars to a flexible spending account to pay medical costs not covered by insurance and/or dependent care expenses. The Payroll Office will distribute more information prior to the beginning of each plan year.

### 5.4 DEFERRED COMPENSATION PLAN

The City of Adel provides a deferred compensation investment plan for full-time regular employees. Employees may defer, or set aside, a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire. Additionally, a Roth option is available for those who wish to contribute after-tax dollars. Details on the plan and other various investment options are available from the Finance Director.

### 5.5 RETIREMENT

Eligible employees participate in the Iowa Public Employees Retirement System (IPERS). This defined benefit plan provides a retirement benefit to eligible employees upon retirement in accordance with a formula that is currently based on your age, years of service, and the average of your highest five years of wages. All pension benefits and payroll deductions are subject to the requirements of the IPERS pension fund. For additional information, you should contact IPERS at 800-622-3849 or visit the IPERS website at [www.ipers.org/index.html](http://www.ipers.org/index.html).

### 5.6 LENGTH OF SERVICE AWARD

The City appreciates and recognizes the importance of your continuing service with the City. All employees will be presented a Service Award commemorating your service after your 5th, 10th, 15th, 20th, 25th and 30th years of employment with the City.

### 5.7 EMPLOYEE TRAINING

The City encourages its full-time regular employees to attend conferences, seminars, and training sessions of benefit to the employee in enhancing job performance, skills, and knowledge.

A request for approval to attend conferences, seminars or training sessions must be pre-approved by your direct supervisor. Please see the **Policy 2.04.01 - Travel Policy**. A Travel Request Reimbursement Form must be completed and contain signed approval prior to incurring the expense for which you are seeking reimbursement.

## 5.8 TUITION REIMBURSEMENT / PROFESSIONAL DEVELOPMENT

The City encourages full-time regular employees to improve their knowledge, abilities, and skills. Accordingly, an employee may be reimbursed for actual tuition costs not to annually exceed \$2,000. Upon the written request of an employee for educational leave and/or tuition reimbursement, the City Administrator or designee shall conditionally approve or disapprove such a request and forward it to the City Council for final action. In addition to the prerequisite of City Council approval of the employee's request, the requesting employee shall be subject to the following requirements:

1. You must be a non-probationary full-time employee.
2. You must submit a written notice of intent to enroll in a timely manner that will allow the request to be included in the City's budget process. Generally speaking, your notice of intent to enroll must be submitted to the City Administrator or designee no later than December 31 for: (a) the fall semester of the following calendar year, and (b) the spring semester of the following school year.
3. You must submit a **Tuition Reimbursement Request Form**, before enrolling, to the City Administrator or designee for approval.
4. The course shall directly relate to your present position or a position you might attain with the City of Adel.
5. You must submit proof of course completion with a grade of a C or better.
6. Such work must be completed in an officially accredited educational institution or training program.
7. If you are receiving reimbursement for a college course, you are expected to continue working for the City a minimum of three (3) years after the completion of the course. If you terminate employment with the City prior to the three years, you are expected to reimburse the City for the full amount of the reimbursement received. You will be required to sign an agreement stating this prior to receiving any reimbursement for a college course.
8. Participation in the course shall be solely on employee's time unless otherwise pre-authorized by the City Council.

The City Administrator or department head may approve other professional development seminars (i.e., certifications, CEUs, etc.) without City Council approval.

## 5.9 CLOTHING ALLOWANCE

### *Police Department*

The City will have the right to determine initial issuance of uniforms.

After one (1) year of employment, police officers will receive \$750 per year for a clothing allowance. The allowance will be given in two (2) equal installments (\$375 on January 1st and \$375 on July 1st).

Purchases allowed include the original uniform replacement (shirts, pants, ties, jackets, etc.).

An officer who fails to complete one (1) year of employment must return the initial issuance of uniforms to the Chief of Police.

### *Public Works Employees*

The City provides funding to order clothing for full-time regular and part-time regular public works employees. However, each year the City will reimburse each full-time regular and part-time regular public works employee up to \$150.00 for the purchase of work boots deemed necessary by the department head after employee provides a valid proof of purchase. Any amounts over \$150 during the rolling 12-month period shall be paid by the employee. In the event an employee's steel-toed safety boots are irreparably damaged or destroyed in a workplace accident prior to the expiration of the rolling 12-month period, that employee should contact the department head who may, in their discretion, approve a new \$150 safety boot allowance that would start a new rolling 12-month period.

## **6. EMPLOYEE POLICIES**

### **6.1 JOB VACANCY & RECRUITMENT**

The City of Adel recruits the most qualified persons regardless of race, sex, sexual orientation, gender identity, genetic disposition, color, religion, age, ancestry, national origin, or disability (provided such disability does not interfere with job performance with reasonable accommodations).

The City will not hire relatives of full-time regular or part-time regular employees when employment would result in relatives working in the same department or place an employee in a position directly supervised by a relative. A more detailed description of the policy on hiring of relatives is found in section 6.13.

The City Administrator, in consultation with the Personnel Committee and department directors, determines whether each job classification is an open or promotional vacancy. Typically, promotional job classifications are those in which employees in a lower classification would gain the experience to qualify.

### **6.2 MEDICAL EXAMINATIONS**

The City may require you to submit to a job-related medical examination by a health care provider designated by the City. Medical examinations will be conducted after you have been offered a position and before you start work if the medical examination is required of all entering employees in the classification.

You may also be required to submit to a job-related medical examination when necessary to determine if you are still able to perform the essential functions of your position, and to any fitness for duty examinations required by federal, state or local law, or City policy. Also, voluntary medical examinations may be conducted as part of the City's employee health programs.

### **6.3 PROOF OF EMPLOYABILITY**

The City requires all employees to present documented proof of identity and eligibility to work in the United States. Each new employee must present the City with the necessary documents to verify the employee's identity and eligibility to work according to the laws of the United States, which typically include a driver's license and Social Security card. These documents will be

inspected by the employer for their authenticity. The City and employee will complete the form I-9 to attest that the documents have been produced and inspected.

Additionally, the City utilizes E-Verify. E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system through which employers electronically confirm the employment eligibility of their employees.

#### **6.4 JOB POSTING**

The City of Adel, in its employment efforts, will post a notice in all departments, local newspapers, trade and professional journals for a period of ten (10) days.

#### **6.5 PERSONNEL RECORDS**

The City keeps a separate personnel file for each employee that includes the employment application, experience records, and other pertinent information in accordance with recordkeeping requirements and best practices in accordance with state and federal law. These files contain job-related information including payroll deductions, eligibility for benefit programs, compensation history, performance appraisals, disciplinary records, and other personnel related matters.

The City will generally release confidential personnel information only upon the written request and release of the Employee. The City will release non-confidential personnel information in accordance with applicable state law. The City will release any information relating to the results of federally required drug tests in accordance with the applicable law. Pursuant to Iowa Code section 22.7(11)(a)(5), if an employee is demoted, discharged, or resigns in lieu of being terminated, that fact is public record, as well as the documented reasons and rationale for the action.

If you are interested in reviewing the contents of your personnel file, you may do so at a time mutually agreed upon by you and the Finance Director or City Administrator. You will not have access to or be able to review letters of reference received or furnished by the employer or any reference check performed by the City. The Finance Director must be present during your review to preserve the security of your information. You may not remove any item from the file. However, you may, at your own expense, request and receive a copy of the contents of your file, except with respect to those items specified above. The City may charge a reasonable fee for copying the requested items.

Please note that this policy does not apply to any law enforcement files containing pre-hiring and psychological testing results that are required by law to remain confidential.

We would appreciate your help in keeping your records up to date. Please contact the Finance Director if you have any change in the following:

1. Name
2. Address / phone number / personal email address
3. Marital status
4. Beneficiaries
5. Dependents
6. Persons to be notified in the event of an emergency

#### **6.6 PROBATIONARY PERIOD**

Your first six months of employment are a time for both of us to get to know one another. This is intended to be a period in which you can learn the duties of your new job and in which management can evaluate your success in doing so.

Like any other employee, an employee who is currently working during a probationary period can be terminated from employment at any time with or without cause or prior notice during the probationary period. However, termination of employment during a probationary period is without appeal.

The supervisor will discuss with an employee whether he or she has successfully completed the probationary period before the close of business of the last day of the probationary period.

Furthermore, **successful completion of a probationary period does not change an employee's status as an employee at will.**

##### *Exceptions*

All new police officers shall be subject to a one-year probationary period following certification from the law enforcement academy. If a new employee has already been certified at the time of hire, his/her probationary period shall be one-year from date of hire. The probationary period for volunteer firefighters is six-months.

#### **6.7 HOURS OF WORK, LUNCH HOURS, & WORK BREAKS**

The regular workweek for all full-time regular employees, other than those in the Police Department, shall consist of forty hours. The established workweek shall run from 12:01 a.m. Sunday morning until 12:00 a.m. (midnight) the following Saturday night.

The appropriate department head shall determine specific work schedules including days and hours. Given certain departments must regularly operate seven (7) days per week, some employees may be required to work on any day of the week, but such employees will generally not be required to work more than two weekends per month. You are expected to be at your workplace in accordance with approved hours of work, holidays, and leaves. All non-exempt employees must accurately record their time on the appropriate timecard.

Public Works employees who are called back to work or called in to work prior to the normal starting time, other than due to the employee's negligence, will be compensated a minimum of two (2) hours unless such call back is two (2) hours or less prior to his/her shift, in which case the employee will be paid for actual hours worked at the appropriate rate. Call back does not apply when an employee is directed to work beyond his/her regular shift.

#### *Lunch Hours*

An unpaid lunch break approximately halfway through the work shift is allowed. The break is one-half hour for non-exempt employees and one hour for exempt employees. Your supervisor will advise you of your assigned time as the City must maintain adequate work coverage and give appropriate consideration to department needs and regulations.

#### *Work Breaks*

Each employee may take a 15-minute rest break in the morning and another in the afternoon. The direct supervisor is responsible for determining when and where employees take rest breaks. Rest break time does not accrue, if unused it is forfeited.

#### *City Hall Staff Hours*

City Hall staff shall work Monday through Friday, 8:15 a.m. to 4:45 p.m. The City Administrator may allow for flexibility based on individual need and City operations for exempt employees.

#### *Police Department Hours*

The workweek for the Police Department will vary depending on the officer's schedule. Some Police officers work 5 days on / 2 days off and other officers may work 6 days on / 3 days off. The sixth day does not constitute overtime. Overtime is calculated based on hours worked in excess of the normal schedule.

### **6.8 OFFICE ENVIRONMENT**

It is important that your work area is kept neat and clean. We need your cooperation in meeting the City's objective of making the work place a pleasant and safe working environment.

## **6.9 INCLEMENT WEATHER**

If the City Administrator announces by public broadcast that City offices are closed, then only persons designated as “essential personnel” need to report to work. Employees considered “essential personnel” will be notified by their supervisor if they are required to report to work.

All leave or absences due to inclement weather shall be unpaid unless the employee elects to take available vacation, compensatory time, or personal holidays with approval of the supervisor (and in accordance with a bargaining agreement, if applicable).

## **6.10 RESIDENCY REQUIREMENT**

The City of Adel does not require its employees to be residents of the City. Nevertheless, the City of Adel may require that certain critical employees reside within a specified distance outside the City limits that allows them to report to work within a reasonable period of time. If for some reason you cannot meet this requirement, we ask that you consult with your supervisor. Also, some critical employees may have residency requirements written into specific City codes.

## **6.11 OUTSIDE EMPLOYMENT**

You must inform your department director about any outside employment to avoid possible conflict with your City of Adel employment. If outside employment interferes with your work for the City of Adel, you will be asked to resign from one or the other position. In some instances, outside work is forbidden by City or state code. Before beginning any employment work outside of the City of Adel, you must complete the **Part-Time Job Notification Form** and obtain approval from the City Administrator or Chief of Police.

## **6.12 CITY EMPLOYEES AS PART-TIME FIREFIGHTERS**

Full-time regular and part-time regular City employees who are secondarily members of the volunteer fire department and are firefighters and / or emergency medical technicians in the Fire Department may act as second responders to ambulance and first responders to fire calls while on duty if their normal work allows. They will receive only their primary job wages when responding during normal working hours. However, if the call they respond to overlaps their normal working hours, their pay for those extra hours will be provided under the normal fire department stipend policy. City vehicles may be used to respond to calls provided the employee is on duty.

## **6.13 HIRING OF RELATIVES**



It is the policy of the City that applicants who are relatives of full-time regular or part-time regular employees shall not be hired in any capacity (exception: volunteer firefighters and EMS personnel in the Fire Department) or transferred to any position when such employment:

1. Would result in relatives working in the same department.
2. Would place an employee in a position where direct supervisory control would be exercised over or received from a relative.
3. Would place an employee in a position which would grant access to confidential information concerning actual or potential administrative or disciplinary action to be taken against a relative.

Relative shall mean and include: the spouse of the applicant; a domestic partner; persons related to the applicant within the third degree (inclusive) by consanguinity; persons related to the applicant within the third degree (inclusive) by affinity, and their spouses; and those persons hereafter enumerated who are step-relatives of the applicant, and their spouses. Those in the following relationships to applicant shall be deemed “relatives” of the applicant for purposes of this policy: spouses of such persons; parents, sons, daughters, brothers, sisters, and the spouses of such persons; grandparents, grandchildren, and the spouses of such persons; nieces and nephews, great-grandparents, great-grandchildren, and the spouses of such persons; and persons in the same relationship to applicant’s spouse as included in the above.

A marriage of two employees within the same department taking place after hire shall be considered a violation of this policy and shall require the termination of one of the two employees in one of the following ways:

1. Either of the employees may voluntarily resign.
2. The least senior employee shall resign.
3. Either of the employees may be allowed to transfer to another department if a position is available, the employee is qualified, and the approval of the department head is granted. Such termination or transfer shall be effective not later than the date of the marriage.

#### **6.14 VEHICLE & EQUIPMENT POLICY**

If an employee is required to operate a motor vehicle as part of his or her job duties, that employee must maintain a valid operator’s license and be insurable under the City’s liability policy as a condition of continued employment.

#### **6.15 VOLUNTARY RESIGNATION**

The City is proud of our low turnover, so before you consider resigning, please talk it over with your immediate supervisor. Sometimes a misunderstanding can be resolved. If you do decide to leave, you are required to give two to four (2 – 4) weeks advance notice to remain in good standing with the City. The amount of advance notice required depends on the position you hold with the City. Whether you provide proper advance notice of your resignation will be noted on your work record and used for reemployment consideration. In addition, if you fail to provide the appropriate advance notice, you will forfeit your ability to receive payment in your final paycheck for any accrued, unused vacation leave you have at the time of your separation.

It is your responsibility to notify the City of your resignation in a timely manner. If you fail to report to work and/or fail to communicate your work status to your Department Head by the beginning your third scheduled work day after giving notice of your resignation, it is grounds for termination of employment and will be considered a voluntary termination of employment. You also may not use earned leave time during the notice period unless you have received prior approval by the City Administrator. Your last day of employment with the City following your resignation will be considered your last actual working day when you are present.

1. Before leaving employment with the City, you are required to turn in all City property including, but not limited to, manuals, reference materials, keys, tools, equipment, computer hardware and/or software, and any other tangible City property.

## **6.16 OVERTIME & COMPENSATORY TIME**

### *Overtime*

All employees are expected to work overtime when necessary and approved in advance by either the employee's supervisor or the City Administrator. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

All overtime requests must be approved prior to incurring the hours that would result in the payment of overtime or compensatory time. The employer has the right to direct the time of each work period depending upon weather conditions, emergencies, scheduling needs, etc.

Overtime pay calculated at one and one-half times an employee's regular hourly rate of pay will be granted to non-exempt employees who meet the following conditions:

1. For non-Police Department and non-Public Works employees, all hours worked in excess of forty (40) hours in a workweek. Time on paid or unpaid leave shall not be considered as time worked for the purpose of computing overtime.
2. For Public Works employees, all hours worked in excess of forty (40) hours in any workweek or eight (8) hours in a given day. Time on paid or unpaid leave will not be considered as hours worked for the purpose of computing overtime.

3. For Police Department employees, all hours worked in excess of the employee's scheduled shift (either 8 hours or 8.25 hours, depending on where the employee falls in the scheduled work cycle). In addition, the Department follows the guidelines established by the **Fair Labor Standards Act Section 7(k) exemption**. Time on paid vacation leave and/or sick leave shall not count as hours worked for the purpose of computing overtime; leave when an employee is using accrued compensatory time will be considered as hours worked for the purpose of computing overtime.

If a non-exempt employee, other than a police department employee, is required to work on an observed holiday, he/she shall be compensated at the time and one-half rate for all hours actually worked that day.

#### *Compensatory Time*

In lieu of cash payments for overtime worked, non-exempt employees may accrue compensatory time off ("comp time") for overtime hours worked. Comp time will be accrued at the rate of time and one-half (1 ½) per overtime hour worked.

Exempt employees may receive administrative time, which is similar to comp time, for excess hours worked. However, administrative time is not time off that is accrued hour-for-hour whenever an exempt employee works beyond his/her regular schedule; it is simply a means to allow management the discretion and flexibility to grant additional leave to employees when appropriate for working extra time providing services for the City.

#### *Employee Selection of Pay or Comp Time*

Overtime shall be compensated in either cash or comp time at the employee's discretion.

However, except as noted below, a non-exempt employee may only accumulate a maximum of forty-eight (48) hours of comp time. The employer may require comp time be used.

## 7. OCCUPATIONAL SAFETY AND HEALTH

The City of Adel makes every effort to keep your work area safe and free from hazard. The City makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

### 7.1 SAFETY

The City Administrator and department heads are responsible for the fulfilment of departmental goals and objectives as well as the health and welfare of each employee in the department. In this safety policy, the highest priority has been placed on employee safety.

This priority is the responsibility of each department head. It is normal practice for the supervisors to be delegated the authority to carry out safety policies in his or her division, but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be transferred.

It is the responsibility of every department to ensure a safe and healthful atmosphere, safe working conditions, tools, equipment, and work methods for all of its employees. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law.

#### *City's Responsibilities*

In support of this policy, the City will:

1. Make every effort to comply with applicable local, state, and federal laws and regulations.
2. Establish safe work procedures and provide necessary personal protective equipment.
3. Provide funding for appropriate safety training.
4. Encourage employee involvement through a Safety Committee and support their efforts.
5. Investigate and evaluate all accidents to identify causation and identify corrective opportunities to prevent recurrence.
6. Conduct periodic facility safety inspections to identify unsafe conditions and at-risk behaviors.

7. Expect employees to observe all safety procedures and comply with established safety responsibilities outlined in this policy.
8. Establish requirements for work performed by contractors.

#### *Supervisors' Responsibilities*

Supervisors will actively support this policy as an example to those responsible to them. They have a direct responsibility for employee safety and for developing and maintaining a safe work environment.

As a supervisor your personal responsibility is the following:

1. To ensure employees follow all established safety procedures and practices. Provide counseling and administer disciplinary action when appropriate.
2. To provide ongoing employee training on safe work practices and procedures.
3. To investigate all injuries and accidents to identify causation and submit recommendations for preventing recurrence.

#### *Employees' Responsibilities*

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or safety committee. City employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing daily tasks.

The responsibilities of all employees of the City in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor.
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel.
4. Using safety equipment provided by the City at all times.
5. Observing conscientiously all safety rules and regulations at all times.

6. Notifying their supervisors, before the beginning of the workday, of any medication they are taking, that may cause drowsiness or other side effects that could lead to injury to themselves or their coworkers.

Employees violating recognized safety rules, procedures, or standards, or acting in such a manner as to endanger their own or another's personal safety, shall be subject to disciplinary action, up to and including termination.

Each employee's safety commitment must include, but is not limited to, the following:

1. Follow all established safety procedures and ask your supervisor if they are not understood. Employees who ignore or violate these procedures may be subject to disciplinary action.
2. Using the safety equipment that has been provided for use in performing daily work assignments.
3. Wearing the prescribed uniform and safety shoes as required.
4. Not operating equipment for which no training or orientation has been received.
5. Warning coworkers of unsafe conditions or practices they are engaged in, which could lead to or cause an accident.
6. Reporting defective equipment immediately to a supervisor.
7. Reporting dangerous or unsafe conditions that exist in the workplace as well as throughout the City (e.g., defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signals, missing guards on operating equipment, etc.).
8. Reporting of all injuries and accidents regardless of severity.
9. Protect the public from any hazard that is a result of City work (e.g., street repair, sewer cleaning, main break work, etc.).
10. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

## 7.2 WORK-RELATED INJURIES

To provide for payment of your medical expenses and for partial salary continuation in the event of an injury, occupational illness, or hearing loss in the course of employment, you are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the fourth consecutive day of your absence from work. During the first three days of absence, you will receive your normal compensation as an employment benefit. Employees with sick leave benefits may elect to use these benefit hours to make up the difference between their salary and the workers' compensation benefit amount.

If you are injured or become ill on the job, or incur an occupational disease or hearing loss, you must immediately report the condition to your supervisor, department head, or the City Administrator. The employee must complete a **State of Iowa "Employer's First Report of Injury"** through EMC OnCall Nurse. The employee must then report to a medical facility or hospital emergency room **of the City of Adel's choice** for treatment and care. In the event of a serious work-related injury or illness, report immediately to the physician, emergency room or medical facility, for prompt care and attention. This procedure ensures that the City can assist you in obtaining appropriate medical treatment. You are also expected to keep all physician appointments, follow physician's prescribed treatment, and adhere to restrictions both at and away from work. Your failure to follow these requirements may jeopardize your right to benefits in connection with the injury or illness. Questions regarding workers' compensation should be directed to the Finance Director.

The City also has a return to work program to provide guidelines for employees injured on the job who are unable to return to their regular job classification upon returning to work. See **Policy 2.01.01 – Return to Work Program** for details.

### *Accidents on the Job*

Accidents are instances whereby a City employee is injured, causes injuries to co-workers or private citizens, or causes damage to City or private property in the course of their normal business activities. Employees are responsible to report all accidents promptly to their immediate supervisor and fill out and file an incident report form. In some cases, accidents may require a briefing with the City Administrator and / or the department head.

## 7.3 INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed

provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City to comply with all federal, state, and local laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Furthermore, it is our City policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the City.

#### *Procedure for Requesting an Accommodation*

Qualified individuals with disabilities may make requests for reasonable accommodation to the City Administrator. On receipt of an accommodation request, the City administrator will meet with the requesting individual and the individual's supervisor to discuss and identify the precise limitations resulting from the disability and the potential accommodation(s) that the City might be able to make to help overcome those limitations.

The City Administrator, and, if necessary, a medical review officer and/or appropriate management representatives identified as having a need to know (e.g., the individual's supervisor/department head), will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.

The City Administrator will inform the employee of the City's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the City's decision to the City Council by submitting a written statement to the City Administrator along with the reasons for the request.

The City Council will review all employee appeals. After reviewing an employee's appeal, the City Council will notify the City Administrator of its decision, which will be final. The City Administrator will, in turn, notify the individual making the appeal of the Council's decision.



## 8. EMPLOYEE CONDUCT AND WORK RULES

As an integral member of the City team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. To maintain a safe, efficient, and harmonious organization, the rules and regulations listed below have been established for City employees. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and your personal life you refrain from any behavior that might be harmful to you, your coworkers, and / or the City, or that might be viewed unfavorably by the public at large.

Whether you are on or off duty, your conduct reflects on the City. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Each rule reflects a common understanding of what behavior is acceptable for City employees, but these rules are not necessarily the only areas in which disciplinary action may be taken if conduct or circumstances require. These rules may be modified by the City as changing conditions warrant. The City may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. You must also understand that any offense, whether or not it is included in these work rules, may result in disciplinary action, up to and including discharge, without prior warning.

**While it is not possible to list all the offenses for which an Employee will be disciplined, the following are examples of inappropriate, unacceptable conduct that will result in discipline to the employee, up to and including termination from employment with the City:**

1. Theft or willful destruction of property of the City or any employee.
2. Falsifying or supplying false information for the completion of City records.
3. Violating the City's nondiscrimination and/or sexual anti-harassment policy (**Policy 2.02.01**).
4. Use of official position for personal advantage or gain.
5. Wasting time during the workday.
6. Insubordination or refusing to perform work or reasonable instructions.
7. Possession or use of intoxicants or narcotics on City property.
8. Possession of explosives, firearms, or other concealed weapons on the City premises without permission.

9. Intentional punching of another employee's timecard or alteration of timecard.
10. Sleeping during working hours.
11. Soliciting or accepting gratuities from citizens for the performance of your job.
12. Stealing property from coworkers, citizens, or the City.
13. An employee determined to be an aggressor in a fight on City premises.
14. Conviction of a crime carrying a penitentiary sentence.
15. Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
16. Reporting to work under the influence of intoxicants or narcotics.
17. Disorderly conduct including use of profane or abusive language, intimidating, threatening, or provoking fellow employees, or other acts showing lack of respect for other people and property.
18. Deliberate defacing of bulletin boards, material thereon, walls or other properties of the City or fellow employees.
19. Working on personal unrelated work duties on City time.
20. Engaging in excessive, unnecessary, or unauthorized use of City's supplies, particularly for personal purposes.
21. Sabotage, causing damage or destruction of tools, equipment, or other property belonging to the City or fellow employees.
22. Failure to comply with a request of supervisory personnel to submit personal packages being brought onto or out of the work site for inspection.
23. Unauthorized altering or repairing of equipment.
24. Incompetence, inefficiency, or negligence in the performance of duty.
25. Soliciting, collecting, distributing, or selling on City time without authorization.
26. Soliciting, collecting, distributing, or selling City property without written authorization.

27. Unauthorized operation of equipment or use of material or property of City or fellow employees.
28. Smoking in restricted areas.
29. Willful violation of safety and health requirements.
30. Habitual tardiness or absences without just cause.
31. Horseplay including running, pushing, shoving, throwing objects, playing practical jokes, and otherwise disturbing fellow employees.
32. Failure to call and notify the City of an absence prior to the start of work.
33. Leaving workstation unnecessarily.
34. Failure to fill out employee's own timecard in accordance with standard procedure.
35. Failure to be at the work site at starting time or stopping before quitting time.
36. Unauthorized parking, excess speed, or other acts of disregard for fellow employees in moving traffic on City property.
37. Unauthorized use of City telephones except in case of emergencies.
38. Impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by the City.

## **8.1 DISCIPLINARY POLICY**

Discipline is necessary for the efficiency of the City's operations. If your performance, conduct, work habits, overall attitude, or demeanor becomes unsatisfactory in the judgment of your supervisor or other management, whether based on any of the items listed in the immediately preceding section of this handbook, or any other City policies, rules, regulations, or conduct in which you engage, you will be subject to disciplinary action, up to and including possible termination of employment.

This policy establishes broad guidelines designed to achieve fair and equitable treatment of employees. It does not, either by itself or in conjunction with any other City documents, policy, practice, procedure, or verbal statement, create an employment contract, express or implied, or define the employment relationship. It does not establish a rule that requires progressive discipline, or create a contract that employment will not be terminated except for certain offenses or only after certain disciplinary steps have been taken or warnings issued. The City reserves the

right to change this policy from time to time as needs dictate, and to deviate from these guidelines to appropriately address the circumstances of each situation.

Whenever an employee's performance, work habits, attitude, or demeanor becomes unsatisfactory in the judgment of the City, based on violations of either the rules listed above, or other City policies, rules, procedures, or expectations, you will be subject to disciplinary action, up to and including discharge. Certain offenses, if appropriate and justified under the circumstances, may be corrected using progressive discipline:

1. Oral reprimand or warning
2. Written reprimand or warning
3. Suspension with loss of pay
4. Demotion
5. Discharge

If appropriate and justified under the circumstances, following a discussion of the matter, a reasonable time for improvement or correction may be allowed before any further disciplinary action is initiated. In situations where an oral warning has not resulted in the correction of the condition, or where more severe initial action is warranted, the supervisor will have discretion to utilize one of the other available disciplinary measures. Documented oral warnings and written warnings shall be provided to the employee and a copy placed in the employee's personnel file.

In those cases where one or more written reprimands have not proven to be effective, or in those cases where the seriousness of the events or conditions warrant it, and the supervisor desires to impose discipline more severe than a written warning, including suspensions, demotions, and termination, the matter shall be determined by the City Administrator or Police Chief for police department staff. An employee desiring to appeal the decision of the City Administrator or Police Chief shall go directly to Step Three of the Grievance Procedures in section 10.

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 general discipline guidelines explained above.

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

## **8.2 ABSENTEEISM & TARDINESS**

The City expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the City has established sick leave and disability benefits plans to compensate full-time regular employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment. Prorated sick leave has been established for part-time regular employees. (Please consult the appropriate sections of this handbook for information regarding these benefits.)

If you must be absent because of illness or any other cause, you must notify your supervisor by your regularly scheduled starting time or as soon thereafter as possible on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. Failure to properly notify City management results in an unexcused absence. The same procedure applies if you find that you are going to be late.

Your attendance record will be taken into consideration during performance appraisal review. Absenteeism or tardiness that is unexcused or excessive in the judgment of the City is grounds for disciplinary action, up to and including dismissal.

## **8.3 PERSONAL APPEARANCE AND DEMEANOR**

All employees represent the City. Your neat appearance and dress must be consistent with job responsibilities. They help to create a professional atmosphere and reflect a good image of the City and you as an individual.

Discretion in style of dress and behavior is essential to the efficient operation of the City. Employees are, therefore, required to dress in appropriate casual business attire appropriate to the position and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the City of Adel.

Employees are also required to keep their work environment clean and orderly. Before departing at the end of their workday, employees should lock all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

Employees failing to adhere to proper City standards with respect to appearance and demeanor are subject to disciplinary action.

## **8.4 ELECTRONIC COMMUNICATION**

### *Purpose*

The purpose of this policy is to provide guidelines regarding the use of the City's electronic communication systems. For the purposes of this policy, electronic communication includes, but

is not limited to, email, Internet access, voicemail, text messaging, audio and video conferencing, and facsimile messages.

This policy has been adopted to protect City employees who use the electronic communication systems and to protect the City. Inappropriate use of electronic communication may result in embarrassment to the City of Adel and to you.

This policy is applicable to all City employees and officials.

#### *Usage*

Employees are encouraged to utilize electronic communication as an appropriate means of communication and research to improve the quality and productivity of employees. Employees shall use these services responsibly and limited primarily to City business purposes.

Non-exempt employees shall not engage in work-related e-mail during non-work hours unless previously directed by the employee's department head or designee.

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the City.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative.

Employees who are terminated, laid off, or on an extended leave of absence have no rights to the contents of their email messages and are not allowed to access the City's electronic communication systems.

#### *Privacy*

The City reserves the right to monitor electronic communication without prior notification to employees. Users should have no reasonable expectation of privacy in the use of these resources. All electronic communication systems are subject to all state and federal rules and laws, including the **Electronic Communications Privacy Act of 1986**.

All passcodes and passwords are the property of the City. No employee may use a passcode, password, or voicemail access code that has not been issued to that employee or that is unknown to the City.

To ensure that the use of electronic communication systems and business equipment is consistent with the City's legitimate governmental interests, authorized representatives of the City may monitor the use of such equipment from time to time.

#### *Public Information*

Electronic communication is considered to be a public record and may be subject to public disclosure in accordance with applicable law.

#### *Security*

Email, Internet access, and other electronic communication systems may not be secure. This is true for the City's systems as well. Employees using electronic communications systems should assume that their messages can be intercepted or monitored by unauthorized persons.

**Employees using passcodes are required to keep them confidential as they are responsible for the information a password is designed to protect.**

#### *Digital Devices*

The Mayor, City Council, City Administrator, authorized Department Heads, and authorized City Staff are provided a digital device from the City. These devices are the property of the City, and those employees or officials that are assigned such devices are bound by this Electronic Communication Policy and all other applicable policies.

The devices must be properly maintained, in clean and working fashion, and not to be exposed to materials or elements that may lead to damage of the devices. In the event that your assigned device becomes damaged, you must immediately report the damage to the City Administrator.

When a device has been lost, stolen, or damaged, the City shall bear the full cost of repairing or replacing the device. If the device is lost, stolen, or damaged (not including hardware or software system malfunctions) a second time, the City shall bear half the cost of repairing or replacing the device, and the employee or official who has been assigned the device shall bear half the cost. If the device is lost, stolen, or damaged three or more times (not including hardware or software system malfunctions), the employee or official who has been assigned the device shall bear the full cost of repairing or replacing the device. If the device is damaged and under warranty, the repair or replacement of the device shall proceed according to the warranty.

You must create an individual, dedicated sign-on password for your assigned device and keep it on file with the City Administrator and IT staff. The City will create a password for you if you do not make one yourself. No employee or official may use a different password or alter their password unless the new password is provided to the City Administrator and IT staff.

The device may only be used by the employee or official to which that device was issued and assigned.

Personal correspondences, including emails or text messages, sent and received from the digital devices may be subject to public disclosure. Any notes or documents created or edited on the digital devices may also be subject to public disclosure.

In order to limit the perception of wrongdoing, instant messaging, email, or other digital correspondence of any form between members on the digital devices shall not be permitted during a bona fide meeting of the Council, its committees, or any commission or board meeting.

Within three days of an employee or official's separation from the City, the device shall be returned to the City. The employee or official shall not tamper with, delete, or remove any content from the device prior to turning it in. Once the City has received the device, the City shall back it up and "wipe" it (remove all content) or restore it to its factory settings.

#### *Permissible Use*

Employees shall use the electronic communication systems primarily for the purpose of conducting City business relating to the mission, function and work tasks of the City of Adel. Provisions for incidental personal use are outlined later in this policy.

#### *Prohibited Uses*

The City of Adel's electronic communication systems may not be used for illegal or wrongful purposes. Several examples of prohibited activity are listed here:

1. Infringe the copyright or other intellectual property rights of third parties.
2. Violate or infringe on the rights of any other person, including the right to privacy.
3. Distribute defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
4. Violate City regulations prohibiting sexual harassment.
5. Content that promotes, fosters, or perpetuates illegal discrimination of any kind.
6. Restrict or inhibit users from using the system or the efficiency of the electronic communication systems.
7. Solicit funds.
8. Gamble.
9. Promote or distribute political messages.
10. Conduct "spoofing," in which you construct your message so that it appears to be from someone else.



11. Attempt unauthorized access to data, breach security, or intercept any electronic communication on any system without proper authorization

#### *Personal Use*

Employees may use electronic communication systems for personal use provided that the following guidelines are met:

1. It is incidental.
2. It does not interfere with the job performance of the employee or co-workers.
3. It does not generate a direct cost to the City.
4. It is outside of work hours. (i.e. break, lunch, before or after work)

#### *Violations*

The use of the City's electronic communication systems is a privilege afforded to authorized users. This privilege may be revoked at any time for violations of this policy.

The City Administrator or Police Chief will evaluate violations of this policy on a case by case basis. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, which could include termination of employment and criminal prosecution.

### **8.5 HARASSMENT**

The City of Adel is committed to providing all of its employees with a workplace free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of sexual orientation, gender identity, race, color, national origin, religion, sex, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. This prohibition applies to all employees, volunteers, vendors, residents, or citizens of the City. No employee of the City of Adel is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

#### *Sexual Harassment*

See **Policy 2.02.01 – Sexual Anti-Harassment Policy** for details.

#### *Other Types of Harassment*

The City also prohibits other forms of harassment on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. Such prohibited harassment includes, but is not limited to, the following:

1. Verbal conduct such as threats, epithets, derogatory comments, or slurs.
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
3. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
4. Physical conduct such as assault, unwanted touching or blocking normal movement.
5. Retaliation for making harassment reports, threatening to report harassment, or participating in a harassment investigation.

#### *Harassment Complaint Procedure*

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately report that behavior to the City Administrator, Finance Director, or any department head with whom the employee works.

If an employee becomes aware of harassing conduct engaged in or suffered by a City employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferably in writing, to the City Administrator, Finance Director, or any department head with whom the employee works.

Whenever the City is made aware of a situation that may violate this policy, the City will conduct an immediate, thorough, and objective investigation of any harassment claims. If the City determines that prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in prohibited harassment. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating this policy are subject to discipline up to and including termination.

#### *Whistleblower Policy*

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the City or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

The City does not consider conduct in violation of this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.

## **8.6 DRUG FREE WORKPLACE**

### *Policy*

It is the policy of the City of Adel to comply with the **Drug Free Workplace Act of 1988 (Public Law 100-690)** and to ensure a drug-free workplace. This policy is intended to ensure that the mental and physical capabilities of City employees are not impaired by any controlled substances during the performance of their duties.

### *Procedures*

As a condition of employment each employee is required to abide by the following terms:

1. All full-time, part-time, and paid on call prospective employees who hold a safety-sensitive position identified by the City will be required to pass a drug screen test following a conditional offer of employment with the City.
2. Prospective employees who refuse to take the required drug test, or who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the drugs being screened for will be ineligible for City employment and will be removed from all eligibility lists.
3. City employees may not manufacture, distribute, sell, dispense, possess, consume, or use controlled substances in the workplace, or while in the course of his or her employment, or reasonably prior to or during work time, during work breaks, or during the lunch hour, when such employee will, or can reasonably be expected to be, back on the job undertaking work duties immediately following such work break or lunch period. For the purposes of this policy, controlled substances shall be deemed to include alcohol, barbiturates, narcotics, tranquilizers, amphetamines, hallucinogens, marijuana, and all other substances so defined in federal and state criminal statutes.

### *Safety-Sensitive Positions*

Safety-sensitive positions include but are not limited to all of the following:

1. All patrol and investigative police positions, and other police positions as deemed necessary by the Chief of Police.
2. Fire fighter positions.
3. Lifeguard staff.

4. All other employees who will operate heavy equipment, machinery, and/or drive a City-owned vehicle during the course of their normal work duties and/or other positions as identified by the Personnel Committee.

#### *Conditions of Employment*

As a condition of employment, every employee who is employed by the City of Adel is required to abide by the following conditions:

1. Employees shall refrain from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace.
2. Employees are required to report any arrest or conviction under a criminal drug statute for violations occurring either on or off the employer's premises to the employee's supervisor or other appropriate City official within 5 days of such arrest or conviction. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the City may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.
3. In the event that a department head receives notice under the preceding paragraph, the City Administrator or a designated representative shall:
  - a. Notify the appropriate federal agency or agencies providing federal funds, if any, within 10 days of a reported conviction.
  - b. Take appropriate disciplinary action against any employee violating this policy, including the termination of employment, or, in lieu thereof, requiring that the employee complete a substance abuse rehabilitation program approved by the City.

#### *Drug Awareness Program*

The City Administrator is authorized to establish a drug awareness program to inform employees about the following:

1. The dangers of controlled substances in the workplace.
2. The City's policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation programs.
4. The penalties that will be imposed for violating this policy.

#### *Exceptions*

1. The policy described shall not be deemed to be applicable to any employee taking a prescribed dosage of a controlled substance while under the care of a licensed physician.
2. Nothing in this policy shall be deemed to preclude the possession of controlled substances by employees of the Public Safety Department where such possession is necessary in connection with the carrying out of such employee's law enforcement, investigative, or emergency medical treatment and response duties and where such possession is in accordance with all rules, regulations, and policies of the Public Safety Department and with all other applicable local, state, and federal statutes, rules, and regulations.

#### *Acknowledgement*

The City Administrator will give notice to all employees of the adoption of the policy outlined, and to further obtain from each employee an acknowledgement of their being notified of such policy. Employees must sign and return the **Drug Free Workplace Acknowledgement Form**.

### **8.7 SMOKING**

Smoking is not allowed anywhere inside City buildings, grounds (unless in a designated area), vehicles or equipment. Any employee who violates this policy will be subject to disciplinary action, up to and including discharge.

All City workers, visitors, and members of the general public must comply with Iowa's Smokefree Air Act. See Iowa Code Chapter 142D. Additionally, no person shall smoke or use tobacco (including e-cigarettes or vaping devices) in any public building, including City-owned, operated, and/or leased space in buildings and offices, including elevators, stairways, hallways, restrooms, break rooms, conference rooms, or lounge areas.

No person shall smoke or use tobacco in any City-owned, operated and/or leased vehicle or equipment, including cars, trucks, vans, heavy equipment, lawn mowers, etc.

### **8.8 INVESTIGATIONS**

All employees are required to fully cooperate with any member of management, or designee, who is conducting a work-related investigation. Employees will be disciplined for lying to any member of management or providing information to any member of management that is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any member of management, or designee. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by management, and discouraging other individuals who may be contacted by

management from responding to or cooperating with management. “Failing to cooperate” includes, but is not limited to, failing to provide information, documents, or materials requested by management, and providing information, documents, or materials to management that are dishonest, misleading, inaccurate, or incomplete.

## **9. PERFORMANCE APPRAISAL**

Performance evaluations will give you an opportunity to discuss your development with your supervisor. To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. This will allow you to know where you stand in relation to the job requirements. Each supervisor is responsible for the timely and proper completion of an employee performance review and evaluation report.

Performance reports shall be made on the standard form provided by the Finance Director or City Administrator and must be submitted at the specified times:

1. At the end of the probationary period.
2. Annually.
3. Any other interval deemed necessary and/or appropriate by the City Administrator.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

A new police employee will be evaluated every year. The first year for a new police officer includes successful completion of an approved Law Enforcement Academy. The Iowa Law Enforcement Academy shall determine whether a cadet is approved.

In the event the supervisor does not complete timely performance appraisals, it is the employee's responsibility to bring this to the attention of the supervisor. If the appraisal is not done within ten days of the employee's complaint, the employee shall bring the matter to the attention of the City Administrator or, in the case of the police department those supervised by the City Administrator, the Mayor.

## 10. GRIEVANCE PROCEDURES

**NOTE: This Complaint Resolution Procedure DOES NOT APPLY to complaints concerning discriminatory or harassing conduct. Please see Policy 2.02.01 – Sexual Anti-Harassment Policy for the appropriate complaint procedure for these issues. This procedure also does not apply to the wage process policy, for which there is not an avenue of appeal.**

The most important resource to the City of Adel is its employees. Sometimes, all of us experience some type of problem in the workplace. Misunderstandings or conflicts can arise in any organization. We have a problem-resolving procedure that will assure you that your problem will be heard, and appropriate action will be implemented. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or the City, or in which you feel a City policy has been violated, you should follow the procedure described here for bringing your complaint to management's attention. The City will act in good faith to resolve any grievance presented by an employee through this process.

### *Step One*

Discussing the problem with your department head is a necessary first step. Discussion of the problem shall be brought to the attention of the department head within two (2) working days of the incident. Working days are defined as Monday through Friday, excluding weekends and non-working holidays. If, however, the issue is not resolved to your satisfaction at the time of the discussion, you shall notify the department head that you are going to proceed to Step Two. A department head wishing to file a complaint should proceed to Step Three.

### *Step Two*

The employee having a specific complaint shall submit it in writing to his or her department head within five (5) working days of Step One. In an effort to resolve the problem, your department head will consider the facts, conduct an investigation, and also shall meet with you and your supervisor (if applicable) in an attempt to resolve the issue. The department head will respond to all parties involved in writing regarding the issue within the department head's next five (5) working days after receipt of your written grievance.

### *Step Three*

Within five (5) working days after the decision in Step Two, if you are not satisfied with the decision and wish to pursue the complaint further, you may present your written grievance to the City Administrator, who will then call a meeting of the Complaint Resolution Committee. This three-person committee will be chaired by the Mayor and be comprised of the chairperson of the Personnel Committee and a department head designated by the Mayor (other than the complainant's department head).



The Complaint Resolution Committee shall meet within seven (7) working days to discuss and attempt to resolve the issue according to the policies of the City of Adel. The complainant, as well as his or her supervisor and / or department head, shall attend the meeting to discuss all issues. The Committee will render its decision in writing within five (5) working days to all parties involved.

*Step Four*

If you are unsatisfied with the decision of the Complaint Resolution Committee, you may submit your written request to the City Administrator within five working days for a hearing of the City Council. The request shall include your written grievance, all responses, and investigation materials. The request may include a request for a closed session. The City Council will schedule the hearing at its next meeting. Both the complainant and his or her supervisor or department head shall be available for the hearing. The decision of the City Council shall be final and binding. If the City Council elects not to act on the complaint after hearing, the decision of the Complaint Resolution Committee shall be final and binding.

**The City does not tolerate any form of retaliation against employees availing themselves of this procedure. Any employee engaging in, or who encourages others to engage in, any retaliatory conduct against any employee who utilizes this procedure or who assists others in using this procedure, or who participates in an investigation of a grievance, shall be subject to discipline, up to and including possible termination of employment.**

**This procedure shall not be construed as preventing, limiting, or delaying the City from taking disciplinary action against any individual, up to and including termination, in circumstances where the City deems disciplinary action appropriate.**

Grievances involving bargaining unit employees shall be covered by any grievance language in bargaining agreements.

## **11. CAMPAIGN AND ETHICS GUIDELINES**

### **11.1 CAMPAIGN ACTIVITIES**

We encourage you to vote in public elections, which is an expression of your personal opinion. However, pursuant to Section 721.3 of the Iowa Code, candidates or committee members cannot solicit contributions or receive political support from you during work hours.

Employees may voluntarily participate in, or contribute to, the election or appointment of public officials. Political activity, however, must not interfere with your normal work duties. No City employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

The use of any City equipment, including, but not limited to computers, printers, copy machines, postage, and machines and other equipment for the purpose of promoting a specific candidate or political action committee violates Chapter 68A of the Iowa Code. For questions regarding use of public buildings and facilities, refer to Iowa Code chapter 68A and/or contact the Iowa Ethics & Campaign Disclosure Board (<https://ethics.iowa.gov/>).

### **11.2 CANDIDATES FOR OFFICE**

If you become a candidate for any City elective office, you automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until you are no longer a candidate.

If elected, you are required to resign your City position. However, you may be a candidate for a non-partisan office that is not related to your employment. If this is the case, you will not be required to take the leave of absence without pay, as long as you do not campaign while you are on duty as an employee or let your duties interfere with your City job responsibilities.

### **11.3 GIFT & IN-KIND CONTRIBUTIONS**

As an employee of the City of Adel, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Chapter 68B of the Code of Iowa.

## STATEMENT OF RECEIPT

Please read and sign this Statement of Receipt and return the completed sheet to the Finance Director for placement in your official personnel record.






*I have received my copy of the 2022 City of Adel Employee Handbook that outlines personnel policies of the City, and the Manual of Policy and Procedure and all policies per the table of contents. I will familiarize myself with the material in the handbook and understand that I am governed by its contents.*

*I understand that:*

- 1. These policies affect all City employees, except for some minor differences that may pertain to employees who are working under contract terms, or employees working under a collective bargaining agreement.*
- 2. Nothing in the Employee Handbook or Manual of Policy and Procedure is considered as an explicit or implicit employment contract between the City and me.*
- 3. Unless prohibited by the Code of Iowa or expressly agreed and confirmed in writing by both the City, and myself, either the City or myself may terminate my employment at any time for any reason.*
- 4. The City may change, rescind, or add to any policies described in the Employee Handbook or Manual of Policy and Procedure at its discretion.*

Your Signature:	
Your Name (please print):	Date:

Updated 11/21/2022

Tentative Proposal	Idea	Frequency Mentioned	Departments Mentioning Idea	Notes From Staff Submission(s)	Could Idea Be Applied To All?	Audit / Legal Issue?	Operational Impact	Fiscal Impact
	Increasing Wages --- Council Action 06/14/2022	18	CA, Finance, Parks & Recreation, Police, Public Works	Separate one-time cost-of-living adjustment; Use reserves (i.e., General, LOST, RUT, utilities) to offer increase beyond what is budgeted in FY22-23; Implement entire wage increase for those programmed to receive split increases on July 1; Either temporary inflation match/stipend or additional increases; Be competitive with neighboring towns	Yes	N/A	Some administrative burden to analyze; Could need to adjust current job postings; Could do separate cost of living adjustment with reserves; Likely need Union MOU	Would need budget amendment for FY22-23 using reserves; Could impact future ability to hire new staff in FY23-24 unless valuations are healthy
	Vision Insurance --- Council action 11/08/2022	12	Police, Public Works		Yes	N/A	Some administrative burden to implement	Could be relatively affordable, as Cottingham & Butler could help us get a cheaper employee plan; Need to determine if HRA amount is tied to medical deductible
	Modified Working Schedule --- City Hall implemented 09/06/2022; Public Works reviewed but no consensus	11	CA, Finance, Public Works	Four 10-hour days?; 9-hour days (need to change overtime too); City Hall M-Th, 7:15-4:45 and F 7:15-11:15	Maybe	If implemented for Public Works or Police, would need to update overtime policies	Would better align City Hall staff with Public Works staff to take care of issues; Significant boost to morale for some based on ADM's early-out Fridays; Would need to alter council packet process; Could improve access before normal work times; Could impact some residents on Friday afternoon; Not feasible for Police Department unless more staff; Library somewhat doing this since pandemic	Would need to change the overtime policy for Public Works to reflect anything over the new per-day schedule; Could set up an on-call rate for Public Works for working outside of regular schedule
	Increase Holidays --- Council Action 06/14/2022	9	CA, Finance, Public Works	Additional floating holiday for birthday; Birthday, Good Friday	Yes	N/A	Minor administrative burden to set up; Birthday is easier to justify (i.e., given other religious holidays); Could be a significant boost to morale because we would address the time-off request but not go so far to cause staffing issues	Adding another 8-hour floating holiday would be a reasonable idea compared to some of the more costly options on here
	Increasing Longevity	22	CA, Finance, Library, Parks & Recreation, Police, Public Works	Could implement over 3-5 years; Double longevity; Bonuses at 5, 10, 15, 20 years at \$100 per year); \$0.20 per year	Yes	N/A	Minor administrative burden to set up, some burden to analyze; Specifically tied to retention; Timing impact could be delayed for some; Likely need Union MOU	Would need budget amendment for FY22-23 using reserves; Some savings from departing staff, but not spread across all budgets; Average longevity is approximately 7.5 years and will lower with four new hires, but some will be costly (three at 15, one at 23, and one at 26) every year; Increase for non-exempt staff will increase overtime costs as well
	Paid Gym Membership or Stipend	14	Finance, Police, Public Works		Yes	Minimal Risk	Some administrative burden to implement, will need to review insurance if already have; Directly for the health and wellbeing of employees, which should lead to better employees and lower insurance claims; Easier to offer a stipend or negotiate a group rate with one place	Possibly \$40 - \$60 per month per employee (unless we obtain a group / insurance discount), so \$14,400 - \$21,600 per year with 30 employees
	457b Match	13	CA, Finance, Police, Public Works		Yes	Minimal Risk	Some administrative burden to implement; Timing impact would be delayed; Not all employees will participate	Would need to have a cap, as the IRS contribution rate is different for different stages (i.e., in 2022, \$20,500 regular limit, \$27,000 age 50+ limit, and \$41,000 3-year catch up before normal retirement limit); However, even 1% of regular limit is only \$205, which would be \$6,150 max. if all 30 employees reached that limit; Budgeting a simple dollar match (e.g., \$10 per paycheck) would be easier to budget

*	Change Regular Part-Time Status	4	Library	Currently 30 hours, but lower to 20 and provide pro-rated time off; many employers offer pro-rated time off to all staff regardless of hours worked	Yes	Needs Review	Minor administrative burden to implement; Definitions need to make sense; Could benefit all departments in the future, but only a few now	Would make sense at 20 hours a week but not lower; Less costly just for time off, more costly if other benefits
*	Retroactive Credit When Transitioning from Part-Time to Full-Time	4	Library	If someone starts as part-time and then is promoted to full-time, set their start date as the part-time date so they get credit for time off accrual and longevity	Yes	N/A	Already doing this for longevity; Minor administrative burden to implement for time off accrual; Makes sense; Could be a significant morale boost for some	Minimal
*	Foster Importance of Every Position Within City	3	Finance	No one should be made to feel that they are just a receptionist	Yes	N/A	Significant boost to morale for some	Costs would be if someone left the City because of this
*	Monthly In-Service Days for City Hall Staff	3	Finance		Maybe	N/A	Minor administrative burden to implement; Currently do 2-3 a year where we close City Hall to the public, but they are spread out and it is hard to maintain momentum; Could use the third Tuesday of the month because we will have to close for an hour for safety training anyway; Could submit plans of work to show results; Improve team building and morale; Could increase productivity and morale; Could impact some residents	Costs could be minimal unless we bring in training / speakers or do lunches
*	Spruce Up Offices	2	CA, Parks & Recreation	New paint, desks, chairs, furniture, tables; need restrooms	Yes	N/A	Some administrative burden to implement; Some work could disrupt operations for a short period; Some work could be major	Some small purchases may already be included in the budget; Larger costs would require waiting for a new budget or using reserves
*	Concern That This Will Be A Waste Of Time	1	Police	If the City didn't care when we were losing people, why should we believe it will care now?	Maybe	N/A	Could lower morale if no ideas are implemented	Could be a cost if someone leaves because we did not act on these ideas or explain our reasons for not doing them
*	Mental Health Services, Resources, and Benefits	1	CA	Check with Cottingham & Butler	Yes	N/A	Some administrative burden to implement; Significant boost to morale for some; Some may not need it now but will later	Unclear what costs would be
*	Leadership / Executive Coaching and Training	1	CA	For department heads with staff; hire a consultant, utilize a college program (DMAcc, Drake)	Yes	N/A	More administrative burden to implement; Significant boost to morale for some; If classes held during workday, lose some productivity; If classes held outside of workday, may be harder to get participation; Also for superintendents	Unclear what costs would be
*	Make One Day Meeting-Free	1	CA	Mondays? Fridays?	Yes	N/A	Minor administrative burden to implement, but could impact operations if a time-sensitive item comes in; Significant boost to morale	Minimal if any
=	Free or Lower Cost Insurance	15	Parks & Recreation, Police, Public Works		Yes	N/A	Minor administrative burden to set up; Won't impact everyone	May increase costs because more staff sign up; At the mercy of the health insurance market, so future costs unknown
=	Carry Over More Hours Or Pay Out	9	CA, Police, Public Works	Vacation, comp. time, sick time; increase comp. time bank to 80 hours plus	Yes	Needs Review	Significant, as some departments can barely cover time-off requests now; Some staff already forfeit unused vacation hours; Fairness question	If we provided more comp. time, it could lower overtime costs; Some departments would ask for additional staff to cover the extra time being taken off
=	Increase License / Certification Pay	7	Public Works	\$1.00 per hour	Maybe	N/A	Policy would need to be carefully crafted to determine what qualifies; Unclear if this provision is being utilized now	While the cost impact could be relatively minor, there is a fairness question because some positions do not have certifications; Why not put money into wages for all?

=	Bonus and/or Hiring Bonus	5	CA, Finance, Police	One-time bonuses using state / federal COVID funds; One-time "COVID" bonus to current employees as gesture of good faith	Yes	Needs Review	Some administrative burden to implement; Some analysis needed on use of these funds; Fairness question unless no hiring bonus	Cost impact for one-time bonus easy to project; Concern that this idea instead of a permanent increase to wages will be less meaningful; However, a larger amount would be an immediate cash boost and maybe give the City more time to make progress on other items
≠	Lower Years Required for Increased Vacation	8	Parks & Recreation, Public Works	Accrue hours at a sooner rate in employment; 0-3 years at 80 hours, 4-7 years at 120 hours, 8-16 years at 160 hours, 17-24 years at 200 hours, over 25 years 240 hours	Yes	N/A	Minor administrative burden to implement; Concern about staffing issues; Some staff already forfeit unused vacation; We already accelerated this in 2020; We would want to analyze how many hours are being carried over to determine whether staff are just not using their time	Could be some cost to productivity or overtime if others are covering for people away; Some departments would ask for additional staff to cover the extra time being taken off
≠	Switch to PTO Instead of Sick / Vacation Time	4	Library	PTO without distinction; could encourage staff to use PTO more effectively, achieve work-life balance, and reduce burnout	Yes	Needs Review	More administrative burden to implement; Timing impact would be delayed; More research; Concern that this could take away a benefit; What would we do with current Sick Leave balances, as a PTO policy would require drastic reductions?; Unclear how much support for this in other departments; Could be more flexible with sick/family leave instead	Cost impacts are unclear when considering our vacation payout policy and the idea to payout sick time upon retirement
≠	Implement Reserve Officer	1	Police		No	Needs Review	More administrative burden; Policy would need to be carefully crafted; Question of control	Could require a stipend; Training and testing costs
<b>Future</b>	Sick Leave Changes At Retirement	16	CA, Finance, Police, Public Works	Some form; Pay out 50% at retirement with a minimum of 10 years like County; unused sick time to supplement insurance at retirement; pay out all	Yes	Needs Review	More administrative burden to analyze and implement; Timing impact would be delayed; Questions about using employee benefits levy, COBRA policies, and Medicare rules	Difficult to project costs and timing of retirements
<b>Future</b>	Additional Full-Time Staff	10	Library, Parks & Recreation, Police	Open 10-12 hours less per week than other cities and splitting duties; Develop "Building Specialist" for indoor work and some outdoor work, splitting budget based on each building's needs; Not meeting national averages for officers / population	Yes	N/A	More administrative burden to implement; Timing impact would be delayed; Likely every department could benefit from this	With limited funds, the City would likely have to choose between this item and funding some of the other items; Would involve more than just wages (e.g., equipment, vehicles, benefits)
<b>Future</b>	City Insurance After Retirement	7	Public Works	Pay out of pocket but remain on City insurance after retirement	Yes	Needs Review	Some administrative burden to implement; How does Medicare factor into this?	We already offer COBRA for 18 months that does exactly this
<b>Future</b>	Additional Part-Time Staff	6	Library, Parks & Recreation, Police	Relying on volunteers and small part-time numbers but cannot meet needs; For spring and fall grounds maintenance; Potential future full-time officers	Yes	N/A	More administrative burden to implement; Timing impact would be delayed; Already having trouble hiring full-time staff; Not as flexible compared to full-time staff	Cost impact would be reduced if insurance is not offered; Possible that a part-time position would be expected to transition into a full-time position, so projecting that timing and cost would be important
<b>Future</b>	Enhanced Paternity / Maternity Leave	5	Library, Police	Comprehensive parental leave regardless of gender; another idea was one week paid for fathers and 6-8 weeks paid for mothers	Yes	Needs Review	Some administrative burden to implement; Concern about staffing issues; Fairness question	Assuming this would be a new bank of leave that would be fully paid and separate from other leave banks; Would incentivize taking 12 weeks and could require temporary staff; Would make offering short-term disability not needed for this use
<b>Future</b>	Increase Budgets for Continuing Education	5	CA, Library	Send staff to professional development, conferences, and trainings both in and out of state; Only \$800 when other cities budget up to \$7,000; staff needs to get up to 45 hours every three years and finding cheap or free options is difficult	Yes	N/A	Some administrative burden to implement; Timing impact would be delayed; Depends on each department	Costs would be very department-specific; We could make this a priority in the next budget cycle

<b><i>Future</i></b>	Rewards for Not Using Sick Time	2	Finance, Police	Once you reach a certain number of sick days, allow employee to cash in sick days for vacation days (e.g., 3 sick days for 1 vacation day twice annually); Possibly an additional day off, especially when maxed out on sick time	Yes	Minimal Risk	Some administrative burden; Could discourage taking sick days unless we require a bank to be met before use; Concern about staffing issues; Would help because we don't want people to abuse sick leave	Could reduce the liability of cashing out if we also implement that idea
<b><i>Future</i></b>	Implement Step Increase System in 2025	1	Police		Maybe	Needs Review	More administrative burden; Could motivate staff to stay longer to reach certain step goal; Has not been supported in the past because of costs	Difficult to project costs and could limit adding additional staff
<b><i>Future</i></b>	Social Media Presence	1	Police	Help with recruiting, sharing and gathering information, public relations, etc.	Yes	N/A	While setup would be a minor administrative burden, maintaining it could be a significant administrative burden; Policy would need to be carefully crafted; Concern not enough staff to operate it	Staff time and delaying other projects
<b><i>Future</i></b>	Creating Special Assignments	1	Police	K9, SERT, etc.	Maybe	Needs Review	More administrative burden; Concern not enough staff now	If new officers, additional costs
<b><i>Future</i></b>	Hire Water Operator to Assist Pool	1	CA	Partially paid by LOST; dedicated to pool in summer	No	N/A	More administrative burden to implement; Job description and authority would need to be carefully constructed; Similar to Building Maintenance idea	Could be \$50,000 in wages, then benefits; Would need to determine appropriate split with LOST and Water
<b><i>Future</i></b>	Contract Maintenance of Cemeteries	1	Parks & Recreation		No	N/A	Some administrative burden to implement; Quality could improve or degrade depending on contractor and amount of time spent	Unknown cost, but likely higher than current practice
<b>Review</b>	Providing Equipment	5	Finance, Police	Making sure staff is equipped with what they need to be most productive (e.g., software, furniture, etc.); Firearms, outer vest carrier, ballistic vests; could be optional if someone wants to use their own	Maybe	Taxed?	Policy would need to be carefully crafted to determine what qualifies; We already provide the Fire Department will all their gear; We would have more control over the type of equipment if we bought it	Possibly a one-time or infrequent expense using a replacement rotation schedule
<b>Review</b>	Touch-Base Performance Development Meetings Instead of Annual Review	1	CA	No more annual review; 15 minutes once a week or every other week; focus on performance development rather than performance measurement because we do not provide performance raises	Yes	Needs Review	Some administrative burden to implement; Policy on goals and corrective actions would need to be considered; Mainly a time factor	Minimal if any
<b>Review</b>	Paid Quarterly Team Meal	1	Parks & Recreation		Yes	Needs Review	Minor administrative burden to implement; Likely Audit / Legal question (i.e., would need to meet public purpose standards)	Cost would vary by department and whether food is made on-site or at a restaurant
<b>Review/ <i>Future</i></b>	Develop "deputy / assistant" positions	1	CA	For City Administrator and other department-heads; Library has this already; Police has this in role and pay but not name	Maybe	N/A	More administrative burden to implement; Would need to carefully develop job descriptions and duties	Would need to determine if we pay at 85% of head position (i.e., like the Police Department) or whether we use a different guideline
	<del>Offer Paid Days Off for Service / Volunteer Opportunities</del>	<del>7</del>	<del>Finance, Library</del>	<del>Two paid volunteer days annually with a signed form; Instead of using paid time off</del>	<del>Yes</del>		<del>Policy would need to be carefully crafted to determine what qualifies; Could not limit it to Adel organizations; Would we want them to wear an Adel logo?; Could be a significant boost to morale for some staff</del>	<del>Could be minor cost to productivity or overtime if others are covering for people away</del>
	<del>Free City Amenities</del>	<del>7</del>	<del>Finance, Parks &amp; Recreation, Police</del>	<del>Pool passes, recreation leagues, archery license, pet licenses, golf cart permits, wash bay, etc.</del>	<del>Yes</del>		<del>Minor administrative burden to implement; Wash bay has been nixed by Audit and Insurance; Fairness question; Residents / Audit concerned?</del>	<del>Minor cost impact if any; Would we need to report this on their W-2 as wages?</del>
	<del>Events for City Employees and Their Families</del>	<del>3</del>	<del>Finance</del>	<del>BBQ, pool party, kickball team, etc.</del>	<del>Yes</del>		<del>Minor administrative burden to implement; More of a Legal / Audit question; Can simply create a "Fun" Committee and pitch in costs instead of City</del>	<del>Costs could be minimal</del>

	Yearly Stipend for Living Within City Limits	3	Police		Yes		Some administrative burden to implement; Fairness question; Some positions already are required to live inside City limits, but most are not; finding an affordable house within City limits may be challenging	Unclear what costs would be
	Education Incentives	3	Police	Additional pay for levels of education; meaningful tuition reimbursement; college tuition reimbursement	Yes		Fairness question; Morale could be impacted; We already have tuition reimbursement program; Would this encourage staff to return to school to get this incentive?; We have many positions where we only require a high school diploma and those staff are doing a great job already; Policy would need to be carefully crafted to determine what qualifies	Some costs here, but would depend on the rates
	Fuel Stipend	2	CA, Police	For everyone; just for out-of-city workers	Yes		Fairness question; More administrative burden to implement; Policy would need to be carefully crafted to determine criteria	Costs would depend on where people live
	Free employee cemetery space(s)	2	CA, Public Works	For employee, spouse, and children if applicable	Yes		Fairness question; Timing impact would be delayed; some administrative burden to implement; Legal / Audit questions; Could be seen as too creepy!	Costs could be minimal unless you factor in losing the fees of someone else who would have paid for it; Costs would grow if you factored in multiple family members
	Assist with Raccoon Valley Golf Course Membership	1	Police	Corporate membership like other businesses	Yes		Fairness question; Some administrative burden to implement; Unclear on how to justify	Unclear what costs would be
	Donate to Charity of Employee's Choice	1	CA		Yes		There is a State Auditor opinion on using public dollars for contributions and requiring a written agreement, so this is not feasible; More administrative burden to implement; Policy would need to be carefully developed	Unclear what costs would be



## Part-Time Leave Summary

City	2020 Census Population	Average Weekly Hours Required for Eligibility	Paid Holidays	Floating Holidays/ Personal Leave	Vacation Leave	Sick Leave	PTO	Notes
Adel	6,153	20	X	X	X	X		Prorated based on regularly scheduled hours.
Ankeny	67,887	20	X	X	X	X		Prorated based on regularly scheduled hours.
Bondurant	7,365	Minimum Hours Not Indicated			X	X		Part-time employees accrue up to 5 days of vacation leave & 6 days of sick leave.
Carlisle	4,160	Part-Time Leave Benefits Not Offered						
Clive	18,601	20	X	X	X	X		Prorated based on regularly scheduled hours.
Des Moines	214,133	20	X		X	X		Regular part-time employees averaging at least 30 hours per week but less than 40 are eligible to accrue leave benefits at a proration of 3/4 the accrual of regular full-time employees. Regular part-time employees averaging at least 20 hours per week but less than 30 are eligible to accrue leave benefits at a proration of 1/2 the accrual of regular full-time employees.
Grimes	15,392	20	X				X	Prorated based on regularly scheduled hours.
Indianola	15,833	30	X	X	X	X		Permanent part-time employees scheduled at least 30 hours per week accrue leave benefits at rate established in handbook.
Johnston	24,064	20	X				X	Non-exempt part-time employees averaging at least 30 hours per week but less than 40 are eligible to accrue leave benefits at a proration of 3/4 the accrual of regular full-time employees. Non-exempt part-time employees averaging at least 20 hours per week but less than 30 are eligible to accrue leave benefits at a proration of 1/2 the accrual of regular full-time employees.
Norwalk	12,799	20	X				X	Regular part-time employees averaging at least 30 hours per week but less than 40 are eligible to accrue leave benefits at a proration of 3/4 the accrual of regular full-time employees. Regular part-time employees averaging at least 20 hours per week but less than 30 are eligible to accrue leave benefits at a proration of 1/2 the accrual of regular full-time employees.
Pleasant Hill	10,147	Part-Time Leave Benefits Not Offered						
Polk City	5,543	25	X				X	Regular part-time employees regularly working on average 25 hours per week but less than 40, are eligible to receive 1/2 or each of the following full-time related benefits: prorated holidays & paid time off.
Urbandale	45,580	20	X	X	X	X		Permanent part-time employees averaging at least 30 hours per week but less than 40 are eligible to accrue leave benefits at a proration of 3/4 the accrual of regular full-time employees. Permanent part-time employees averaging at least 20 hours per week but less than 30 are eligible to accrue leave benefits at a proration of 1/2 the accrual of regular full-time employees.
Waukee	23,940	Part-Time Leave Benefits Not Offered						
West Des Moines	68,723	20	X	X		X		Regular part-time employees averaging at least 30 hours per week but less than 40 are eligible to accrue leave benefits at a proration of 3/4 the accrual of regular full-time employees. Regular part-time employees averaging at least 20 hours per week but less than 30 are eligible to accrue leave benefits at a proration of 1/2 the accrual of regular full-time employees.
Windsor Heights	5,252	Minimum Hours Not Indicated	X				X	Permanent part-time employees accrue PTO at the rate of 12 hours for every 520 hours worked.

Conclusion: The majority of cities reviewed offer leave benefits to part-time employees regularly scheduled to work at least 20 hours per week. Leave benefits for part-time employees are typically accrued using one of the following methods.

\*Part-time employees accrue leave benefits at a proration based on regularly scheduled hours.

or

\*Part-time employees averaging at least 30 hours per week but less than 40 accrue leave benefits at a proration of 3/4 the accrual of regular full-time employees. Part-time employees averaging at least 20 hours per week but less than 30 accrue leave benefits at a proration of 1/2 the accrual of regular full-time employees.



**AGENDA ITEM NO. 7.e**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**TO:** Mayor & City Council

**FROM:** Anthony Brown, City Administrator

**AGENDA HEADING:** Consider Approval of Pay Application No. 29 for the Adel Wastewater System Improvements 2019 Project - Wastewater Treatment Plant

**STAFF/COMMITTEE RECOMMENDATION:**

This item considers approval of the final pay application for the City's Wastewater Treatment Plant project.

The next item considers accepting the project.

McClure, the City's engineering firm, has reviewed the project and notes that some outstanding items will be completed by Woodruff Construction, the contractor, by October 1.

**City staff is recommending approval.**

**ATTACHMENTS:**

[20718101-00\\_Adel-WWTF\\_Pay-Request\\_29 FINAL\\_To City.pdf](#)  
[20718101\\_Adel WWTF\\_WARRANTY\\_07062023.pdf](#)

## Contractor's Application for Payment No.

## 29 (Twenty-nine) FINAL

**Application Period:** 4/2/2023 to 7/6/2023 **Application Date:** 7/6/2023

<b>To (Owner):</b>	City of Adel, IA 301 S. 10th St - PO Box 248, Adel, IA 50003	<b>From (Contractor):</b>	Woodruff Construction, LLC 1920 Philadelphia St, Suite 102, Ames, Iowa 50010	<b>Via (Engineer):</b>	McClure Engineering Co. 1360 NW 121st St, Clive, IA 50325
<b>Owner's USDA-RD Number:</b>	-	<b>Contractor's Contract Number:</b>	20-084	<b>Engineer's Project Number:</b>	20718101-000
<b>Project:</b>	Adel Wastewater System Improvements 2019		<b>Contract:</b>	Wastewater Treatment Plant Improvements	

Application For Payment - Change Order Summary		
Approved Change Orders		
Number	Additions	Deductions
001	\$ -	\$ -
002	\$ -	\$ -
003	\$ -	\$ -
004	\$ -	\$ 3,492.96
Totals:	\$ -	\$ 3,492.96
Net Change by Change Order:	\$ (3,492.96)	

1. Original Contract Price.....	\$	13,993,250.00
2. Net change by Change Orders.....	\$	(3,492.96)
3. Current Contract Price (Line 1 ± 2).....	\$	13,989,757.04
4. Total Completed and Stored to Date (Column F on Progress Estimate).....	\$	13,989,757.04
5. Retainage		
a. 0.0% X \$ 13,989,757.04 Work Completed.....	\$	-
b. 0.0% X \$ - Stored Material.....	\$	-
c. Early Release of Retainage.....	\$	-
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$	-
6. Amount Eligible to Date (Line 4 - Line 5d).....	\$	13,989,757.04
7. Less Previous Payments (Line 6 from prior Application).....	\$	13,490,269.19
8. Amount Due This Application.....	\$	499,487.85
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above).....	\$	-

### 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.

By: Gant Reimer Date: 7/7/2023

Payment of: \$499,487.85  
(Line 8 or other - attach explanation of the other amount)

is recommended by:  7/7/2023  
(Engineer) (Date)

Payment of: \$499,487.85  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding Agency (if applicable) (Date)

# Progress Estimate - Lump Sum Work

# Contractor's Application

<b>For (Contract):</b>	Wastewater Treatment Plant Improvements				<b>Application Number:</b>	29 (Twenty-nine) FINAL		
<b>Application Period:</b>	4/2/2023	to	7/6/2023		<b>Application Date:</b>	7/6/2023		
A		B	Work Completed		E	F		G
			C	D				
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+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)
<b>Division 01 - General Requirements</b>								
1.01	Bond and Insurance	\$ 391,811.00	\$ 391,811.00	\$ -		\$ 391,811.00	100.00%	\$ -
1.02	Project Mangement/Supervision	\$ 354,189.00	\$ 354,189.00	\$ -		\$ 354,189.00	100.00%	\$ -
1.03	Testing	\$ 48,300.00	\$ 48,300.00	\$ -		\$ 48,300.00	100.00%	\$ -
1.04	Construction Facilities	\$ 44,000.00	\$ 44,000.00	\$ -		\$ 44,000.00	100.00%	\$ -
1.05	Dumpsters	\$ 20,800.00	\$ 20,800.00	\$ -		\$ 20,800.00	100.00%	\$ -
1.06	General and Final Cleaning	\$ 28,700.00	\$ 28,700.00	\$ -		\$ 28,700.00	100.00%	\$ -
1.07	Safety Mangement/Equipment	\$ 22,000.00	\$ 22,000.00	\$ -		\$ 22,000.00	100.00%	\$ -
1.08	Contingency Allowance	\$ 100,000.00	\$ 100,000.00	\$ -		\$ 100,000.00	100.00%	\$ -
<b>Contingency Allowance Usage</b>								
1.08.1	CO-001: PCO-001, PCO-002, PCO-003, PCO-005, PCO-006, PCO-007	\$ 48,615.67	\$ 48,615.67	\$ -		\$ 48,615.67	100.00%	\$ -
1.08.2	CO-002: PCO-008, PCO-008, PCO-011, PCO-012	\$ 9,711.26	\$ 9,711.26	\$ -		\$ 9,711.26	100.00%	\$ -
1.08.3	CO-003: PCO-013, PCO-014A, PCO-015, PCO-016, PCO-020, PCO-021A, PCO-022A, PCO-024	\$ 29,327.78	\$ 29,327.78	\$ -		\$ 29,327.78	100.00%	\$ -
1.08.4	CO-004: CO-004: PCO-025A, PCO-026, PCO-027, PCO-028, Adjustment of As-built Quantities	\$ 12,345.29	\$ 12,345.29	\$ -		\$ 12,345.29	100.00%	\$ -
<b>Division 02 - Demolition</b>								
2.01	Structure Demo	\$ 4,000.00	\$ 4,000.00	\$ -		\$ 4,000.00	100.00%	\$ -
<b>Division 03 - Concrete</b>								
3.01	Cast in Place Concrete Reinforcement	\$ 707,500.00	\$ 707,500.00	\$ -		\$ 707,500.00	100.00%	\$ -
3.02	Cast in Place Concrete	\$ 2,218,000.00	\$ 2,218,000.00	\$ -		\$ 2,218,000.00	100.00%	\$ -
3.03	Precast Concrete	\$ 90,400.00	\$ 90,400.00	\$ -	\$ -	\$ 90,400.00	100.00%	\$ -
<b>Division 04 - Masonry</b>								
4.01	Masonry	\$ 289,850.00	\$ 289,850.00	\$ -	\$ -	\$ 289,850.00	100.00%	\$ -

A		B	Work Completed		E	F		G
			C	D				
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+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)
<b>Division 05 - Metals</b>								
5.01	Metals							
5.01.1	Handrail	\$ 78,500.00	\$ 78,500.00	\$ -		\$ 78,500.00	100.00%	\$ -
5.01.2	Grating	\$ 35,700.00	\$ 35,700.00	\$ -		\$ 35,700.00	100.00%	\$ -
5.01.3	Misc. Metals	\$ 146,650.00	\$ 146,650.00	\$ -		\$ 146,650.00	100.00%	\$ -
<b>Division 06 - Wood &amp; Plastic</b>								
6.01	Blocking	\$ 2,250.00	\$ 2,250.00	\$ -		\$ 2,250.00	100.00%	\$ -
<b>Division 07 - Thermal &amp; Moisture Protection</b>								
7.01	Dampproofing	\$ 9,800.00	\$ 9,800.00	\$ -		\$ 9,800.00	100.00%	\$ -
7.02	Membrane Roofing/Sheet Metal Flashings/Gutters & Downspouts	\$ 76,600.00	\$ 76,600.00	\$ -		\$ 76,600.00	100.00%	\$ -
7.03	Equipment & Access Hatches	\$ 7,750.00	\$ 7,750.00	\$ -		\$ 7,750.00	100.00%	\$ -
7.04	Caulking	\$ 7,700.00	\$ 7,700.00	\$ -		\$ 7,700.00	100.00%	\$ -
<b>Division 8 - Doors and Windows</b>								
8.01	Aluminum Doors, Frames, Windows, Glazing & Hardware							
8.01.1	Aluminum Doors, Frames, & Hardware	\$ 28,550.00	\$ 28,550.00	\$ -		\$ 28,550.00	100.00%	\$ -
8.01.2	Aluminum Windows / Glazing	\$ 7,400.00	\$ 7,400.00	\$ -		\$ 7,400.00	100.00%	\$ -
8.02	Overhead Doors	\$ 37,700.00	\$ 37,700.00	\$ -	\$ -	\$ 37,700.00	100.00%	\$ -
<b>Division 09 - Painting and Coating</b>								
9.01	High Performance Coating	\$ 61,050.00	\$ 61,050.00	\$ -		\$ 61,050.00	100.00%	\$ -
<b>Division 10 - Specialties</b>								
10.01	Signage	\$ 6,300.00	\$ 6,300.00	\$ -		\$ 6,300.00	100.00%	\$ -
10.02	Fire Extinguishers	\$ 1,300.00	\$ 1,300.00			\$ 1,300.00	100.00%	\$ -
<b>Division 14 - Conveying Equipment</b>								
14.01	Hoist & Jib Crane	\$ 26,650.00	\$ 26,650.00	\$ -		\$ 26,650.00	100.00%	\$ -
<b>Division 22 - Plumbing</b>								
22.01	Interior Plumbing	\$ 45,900.00	\$ 45,900.00	\$ -		\$ 45,900.00	100.00%	\$ -
22.02	Sump Pumps	\$ 10,800.00	\$ 10,800.00	\$ -		\$ 10,800.00	100.00%	\$ -
<b>Division 23 - HVAC</b>								
23.01	Heating, Ventilation, & Air Conditioning	\$ 213,200.00	\$ 213,200.00	\$ -	\$ -	\$ 213,200.00	100.00%	\$ -
<b>Division 26 - Electrical</b>								
26.01	Temporary Power	\$ 25,100.00	\$ 25,100.00	\$ -		\$ 25,100.00	100.00%	\$ -
26.02	Service Entrance	\$ 200,850.00	\$ 200,850.00	\$ -	\$ -	\$ 200,850.00	100.00%	\$ -
26.03	Blower Building	\$ 114,550.00	\$ 114,550.00	\$ -		\$ 114,550.00	100.00%	\$ -
26.04	Gear Package	\$ 176,700.00	\$ 176,700.00	\$ -	\$ -	\$ 176,700.00	100.00%	\$ -

A		B	Work Completed		E	F		G
			C	D				
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+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)
26.05	WAS Sludge & FEQ Flowmeters	\$ 6,000.00	\$ 6,000.00	\$ -		\$ 6,000.00	100.00%	\$ -
26.06	SBR Electrical & Contorls	\$ 142,300.00	\$ 142,300.00	\$ -		\$ 142,300.00	100.00%	\$ -
26.07	SBR Site Lighting	\$ 30,200.00	\$ 30,200.00	\$ -		\$ 30,200.00	100.00%	\$ -
26.08	Service Duct Bank to Head Works Building	\$ 55,600.00	\$ 55,600.00	\$ -		\$ 55,600.00	100.00%	\$ -
26.09	Headworks Building	\$ 185,200.00	\$ 185,200.00	\$ -		\$ 185,200.00	100.00%	\$ -
26.10	Influent Pump Station	\$ 24,800.00	\$ 24,800.00	\$ -		\$ 24,800.00	100.00%	\$ -
26.11	Generator & Transfer Switch Package	\$ 309,300.00	\$ 309,300.00	\$ -	\$ -	\$ 309,300.00	100.00%	\$ -
26.12	Generator Installation	\$ 30,200.00	\$ 30,200.00	\$ -		\$ 30,200.00	100.00%	\$ -
26.13	Controls Package	\$ 189,850.00	\$ 189,850.00	\$ -	\$ -	\$ 189,850.00	100.00%	\$ -
26.14	Lighting Package	\$ 67,450.00	\$ 67,450.00	\$ -		\$ 67,450.00	100.00%	\$ -
26.15	UV Structure	\$ 20,950.00	\$ 20,950.00	\$ -		\$ 20,950.00	100.00%	\$ -
<b>Division 28 - Electronic Safety and Security</b>								
28.01	Gas Detection	\$ 36,650.00	\$ 36,650.00	\$ -	\$ -	\$ 36,650.00	100.00%	\$ -
<b>Division 31 - Earthwork</b>								
31.01	Earthwork & Grading	\$ 674,100.00	\$ 674,100.00	\$ -		\$ 674,100.00	100.00%	\$ -
31.02	SBR Subbase	\$ 182,700.00	\$ 182,700.00	\$ -		\$ 182,700.00	100.00%	\$ -
31.03	Site Demolition	\$ 37,100.00	\$ 37,100.00	\$ -		\$ 37,100.00	100.00%	\$ -
31.04	Erosion & Sediment Control	\$ 19,600.00	\$ 19,600.00	\$ -		\$ 19,600.00	100.00%	\$ -
31.05	Auger Cast Piles	\$ 72,500.00	\$ 72,500.00	\$ -		\$ 72,500.00	100.00%	\$ -
<b>Division 32 - Exterior Improvements</b>								
32.01	Concrete Paving	\$ 61,000.00	\$ 61,000.00	\$ -		\$ 61,000.00	100.00%	\$ -
32.02	Concrete Sidewalks	\$ 23,800.00	\$ 23,800.00	\$ -		\$ 23,800.00	100.00%	\$ -
32.03	Chain Link Fence	\$ 8,300.00	\$ 8,300.00	\$ -		\$ 8,300.00	100.00%	\$ -
32.04	Seeding	\$ 32,650.00	\$ 32,650.00	\$ -		\$ 32,650.00	100.00%	\$ -
<b>Division 33 - Utilities</b>								
33.01	Site Utilities - Sewer	\$ 706,000.00	\$ 706,000.00	\$ -	\$ -	\$ 706,000.00	100.00%	\$ -
33.02	Site Utilities - Storm	\$ 30,800.00	\$ 30,800.00	\$ -		\$ 30,800.00	100.00%	\$ -
33.03	Site Utilities - Water	\$ 128,100.00	\$ 128,100.00	\$ -	\$ -	\$ 128,100.00	100.00%	\$ -
33.04	Site Utilities - Structures	\$ 114,150.00	\$ 114,150.00	\$ -	\$ -	\$ 114,150.00	100.00%	\$ -
33.05	Site Blower Piping	\$ 37,000.00	\$ 37,000.00	\$ -	\$ -	\$ 37,000.00	100.00%	\$ -
<b>Division 40 - Process Interconnections</b>								
40.01	Process Piping Materials	\$ 258,700.00	\$ 258,700.00	\$ -	\$ -	\$ 258,700.00	100.00%	\$ -
40.02	Process Valve Materials	\$ 50,400.00	\$ 50,400.00	\$ -		\$ 50,400.00	100.00%	\$ -
40.03	Process Piping Installation	\$ 120,000.00	\$ 120,000.00	\$ -		\$ 120,000.00	100.00%	\$ -
40.04	Process Gates	\$ 43,000.00	\$ 43,000.00	\$ -		\$ 43,000.00	100.00%	\$ -

A		B	Work Completed		E	F		G
			C	D				
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+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)
<b>Division 43 - Process Gas and Liquid Handling, Purification and Storage Equipment</b>								
43.01	Positive Displacement Blowers	\$ 47,750.00	\$ 47,750.00	\$ -		\$ 47,750.00	100.00%	\$ -
<b>Division 46 - Water and Wastewater Equipment</b>								
46.01	Mechanical Stair Screen & Washing Press	\$ 186,350.00	\$ 186,350.00	\$ -	\$ -	\$ 186,350.00	100.00%	\$ -
46.02	Grit Removal Equipment	\$ 375,450.00	\$ 375,450.00	\$ -	\$ -	\$ 375,450.00	100.00%	\$ -
46.04	SBR Treatment System	\$ 3,835,650.00	\$ 3,835,650.00	\$ -	\$ -	\$ 3,835,650.00	100.00%	\$ -
46.05	UV Disinfection Equipment	\$ 209,100.00	\$ 209,100.00	\$ -	\$ -	\$ 209,100.00	100.00%	\$ -
<b>Approved Project Change Orders</b>								
CO-001	CO-001: PCO-001, PCO-002, PCO-003, PCO-005, PCO-006, PCO-007 (Paid from Contingency Allowance above)	\$ -	\$ -	\$ -		\$ -	100.00%	\$ -
CO-002	CO-002: PCO-008, PCO-008, PCO-011, PCO-012 (Paid from Contingency Allowance above)	\$ -	\$ -	\$ -		\$ -	100.00%	\$ -
CO-003	CO-003: PCO-013, PCO-014A, PCO-015, PCO-016, PCO-020, PCO-021A, PCO-022A, PCO-024 (Paid from Contingency Allowance above)	\$ -	\$ -	\$ -		\$ -	100.00%	\$ -
CO-004	CO-004: PCO-025A, PCO-026, PCO-027, PCO-028, Adjustment of As-built Quantities	\$ (3,492.96)	\$ (3,492.96)	\$ -		\$ (3,492.96)	100.00%	\$ -
	<b>Total</b>	\$ 13,989,757.04	\$ 13,989,757.04	\$ -	\$ -	\$ 13,989,757.04	100.00%	\$ -

# Stored Material Summary

# Contractor's Application

For (Contract):	Wastewater Treatment Plant Improvements						Application Number:		29 (Twenty-nine) FINAL	
Application Period:	4/2/2023 to 7/6/2023						Application Date:		7/6/2023	
A	B C			D		E	Subtotal Amount Completed and Stored to Date (D + E)	F		G
Specification Section / Bid Item No.	Supplier Invoice Number	Description of Materials or Equipment Stored	Storage Location	Stored Previously		Amount Stored this Month (\$)		Incorporated in Work		Materials Remaining in Storage (\$) (D + E - F)
				Date Placed into Storage (Month/Year)	Amount (\$)			Date (Month/ Year)	Amount (\$)	
3.03	5057	Precast Hollowcore Planks	Off-Site	Jun-2021	\$ 39,130.00	\$ -	\$ 39,130.00	Dec-2021	\$ 39,130.00	\$ -
4.01	AIA Pay App #1 & #2	Masonry Block	On-site	Jul-2021	\$ 43,725.00	\$ -	\$ 43,725.00	Oct-2021	\$ 43,725.00	\$ -
8.02	AIA Pay App #1	Overhead Doors	Off-Site	Jul-2021	\$ 28,000.00	\$ -	\$ 28,000.00	Feb-2022	\$ 28,000.00	\$ -
23.01	12435 & 209924	HVAC Equipment	Off-Site	Oct-2021	\$ 81,093.00	\$ -	\$ 81,093.00	Dec-2021	\$ 81,093.00	\$ -
26.02	S011974425.001	Service Entrance Wire	On-site	Feb-2022	\$ 60,174.18	\$ -	\$ 60,174.18	May-2022	\$ 60,174.18	\$ -
26.04	Multiple	Gear, Duct, & Lighting	On-site	Aug-2021	\$ 214,719.69	\$ -	\$ 214,719.69	Mar-2022	\$ 214,719.69	\$ -
26.11	E3-94336	Generator & Transfer Switch	Off-Site	Nov-2021	\$ 287,161.25	\$ -	\$ 287,161.25	Feb-2022	\$ 287,161.25	\$ -
26.13	16613 & 16982	Controls	Off-Site	Mar-2022	\$ 140,300.00	\$ -	\$ 140,300.00	Sep-2022	\$ 140,300.00	\$ -
28.01	16746	Gas Detection	On-site	Nov-2021	\$ 13,450.00	\$ -	\$ 13,450.00	May-2022	\$ 13,450.00	\$ -
33.01	Multiple	4" & 24" DIP Pipe (UECO)	On-site	Mar-2021	\$ 100,614.72	\$ -	\$ 100,614.72	Oct-2021	\$ 100,614.72	\$ -
33.03	Multiple	6" PVC Pipe (UECO)	On-site	Dec-2020	\$ 2,945.20	\$ -	\$ 2,945.20	Sep-2021	\$ 2,945.20	\$ -
33.04	MR 00019951	Flow Meter Vault Structure (Forterra)	On-site	Dec-2020	\$ 4,306.00	\$ -	\$ 4,306.00	Mar-2021	\$ 4,306.00	\$ -
33.05	Q162201	Site Blower Piping	On-site	Feb-2022	\$ 6,400.00	\$ -	\$ 6,400.00	May-2022	\$ 6,400.00	\$ -
40.01	12215	Stainless Steel Piping	On-site	Oct-2021	\$ 31,650.00	\$ -	\$ 31,650.00	May-2022	\$ 31,650.00	\$ -
46.01	20481-16726	Stair Screen & Washing Press	Off-Site	Jul-2021	\$ 128,611.00	\$ -	\$ 128,611.00	Jan-2022	\$ 128,611.00	\$ -
46.02	SIN-002508	Grit Control Panel	On-site	Jun-2021	\$ 165,064.00	\$ -	\$ 165,064.00	Jan-2022	\$ 165,064.00	\$ -
46.04	0894275-IN	SBR Treatment System	On-site	Nov-2021	\$ 1,184,103.00	\$ -	\$ 1,184,103.00	Mar-2022	\$ 1,184,103.00	\$ -
46.05	SLS 10308980	UV Equipment	On-site	Jun-2021	\$ 164,305.00	\$ -	\$ 164,305.00	Apr-2022	\$ 164,305.00	\$ -
					\$ -		\$ -			\$ -
					\$ -		\$ -			\$ -
					\$ -		\$ -			\$ -
					\$ -		\$ -			\$ -
					\$ -		\$ -			\$ -
					\$ -		\$ -			\$ -
		Totals			\$ 2,695,752.04	\$ -	\$ 2,695,752.04		\$ 2,695,752.04	\$ -



# Partial Pay Estimates Paid-to-Date

# Contractor's Application

<b>For (Contract):</b>	Adel Wastewater System Improvements 2019 Wastewater Treatment Plant Improvements				<b>Application Number:</b>	29 (Twenty-nine) FINAL
					<b>Application Date:</b>	7/6/2023
<b>Application Period:</b>	From:	4/2/2023	To:	7/6/2023	<b>Contractor:</b>	Woodruff Construction, LLC 1920 Philadelphia St, Suite 102, Ames, Iowa 50010

Original Contract Amount: \$ 13,993,250.00

## Approved Change Orders:

Number	Date	Amount
001	7/13/2021	\$ -
002	2/4/2022	\$ -
003	6/14/2022	\$ -
004	4/11/2023	\$ (3,492.96)

Revised Contract Amount: \$ 13,989,757.04

## Pay Estimates Paid-to-Date

Pay Estimate Number	Date	Amount
001 to 005	10/21/20 to 2/22/21	\$ 2,071,416.08
006 to 010	3/16/2021 to 7/20/2021	\$ 2,067,890.39
011 to 015	8/30/2021 to 1/5/2022	\$ 3,515,773.52
016	2/4/2022	\$ 1,290,506.85
017	2/21/2022	\$ 290,172.13
018	3/23/2022	\$ 382,894.61
019	4/28/2022	\$ 611,031.91
020	5/25/2022	\$ 1,867,067.30
021	6/27/2022	\$ 467,863.30
022	7/22/2022	\$ 234,012.26
023	8/26/2022	\$ 144,104.55
024	9/21/2022	\$ 188,043.33
025	10/26/2022	\$ 106,799.00
026	11/23/2022	\$ 13,015.00
027	12/13/2022	\$ 8,692.50
028 (SUB-FINAL)	4/11/2023	\$ 230,986.46

Total Estimates Paid to Date: \$ 13,490,269.19

029 (FINAL)	7/11/2023	\$ 499,487.85
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Total Construction Cost: \$ 13,989,757.04

Thursday, July 6, 2023

McClure Engineering  
Attn: Danny Wing  
335 SE Oralabor Rd.  
Ankeny, IA 50021

RE: Adel, IA – WWTP Improvements  
SUB: Warranty Acknowledgment

Dear Mr. Wing:


Woodruff Construction acknowledges the warranty letter compiled by McClure Engineering dated 7/6/2023 and agrees to the items on the list and also agrees to have all the items on the list completed by 10/1/2023. Woodruff will communicate the status of completion of the items to McClure and the City of Adel to assure coordination and completion of the work listed in the warranty letter.

Respectfully,




Grant Reimers  
Central Region President  
WOODRUFF CONSTRUCTION

# PROJECT FINAL WALK-THROUGH OUTSTANDING WARRANTY LIST

Project:	Wastewater System Improvements Wastewater Treatment Plant Improvements 2019			Project #:	20718101-000		
Contractor:	Woodruff Construction, Inc.	<b>Status Legend</b> A - Item Complete, Approved by Engineer V - Item Stated Complete, Engineer to Verify NC - Item Not Complete or In Progress W - Warranty Item		Date Generated:	Thursday, July 6, 2023		
Owner:	City of Adel, IA			Date of Last Update:	-		
Engineer:	McClure						
ITEM #	DATE ADDED	ADDED BY	DESCRIPTION	STATUS	COMMENTS	DATE APPROVED	APPROVED BY
1	05/25/23	MEC (SITE)	Address drainage around the south west corner of SBR structure. The walkway and stair approach are filling up with silt, mud and debris.	W	Item was corrected around 5/25/23 and will be monitored through final establishment to site seeding.		
2	05/25/23	MEC (IPS/HDW)	Address exterior stainless steel boxes / strut / conduit strap rusting.	W	Completed, to be monitored from 5/25/23 through Project warranty period.		
3	05/25/23	MEC (SBR)	Stair systems on the SBR; Raise all the stair systems so that the distance of the first step from the ground equals the distance from the SBR to last step.	W	Completed, to be monitored from 5/25/23 through Project warranty period.		
4	05/25/23	MEC (SBR)	Correct toe kick issue throughout SBR Tank.	W	Completed, to be monitored from 5/25/23 through Project warranty period.		
5	05/25/23	MEC (IPS/HDW)	Correct cracking of interior / exterior CMU wall in the Headwork Building Screening Room - West wall, south end at the north side of influent channel into the building.	W	Completed, to be monitored from 5/25/23 through Project warranty period.		
6	05/31/23	MEC (IPS/HDW)	Address rusting and touch up paint to Overhead Hoist trolley and structural steel and repaint as necessary.	W	- Structural Steel has been cleaned and touched up 5/31/23, to be monitored through Project warranty period. - Trolley paint in process of being addressed.		
7	06/20/23	MEC (SITE)	Correct broken slabs / sidewalk panels around the Project site.	W	Item was corrected around 5/25/23 and will be monitored through Project warranty period. - Misc. cracked slabs / panels and differential settlement issues.		
8	07/06/23	MEC (SITE)	Touch up / repair paint on all light poles around site.	W	Completed, to be monitored from 7/6/2023 through Project warranty period.		
9	07/06/23	MEC (ELECTRIC)	Compile and submit all project required testing reports for review and approval.	W	Submitted for Review 7/6/2023, not yet final accepted. - Electrical Hazards Analysis - Cables and Wiring for shorts and grounds - Ground Systems (3x) - Standby Generator load bank testing		
10	07/06/23	MEC (ELECTRIC)	Supply a case of each: (cold galvanizing compound or) zinc chromate paint and PVC coating on coated conduits for Owner's further use and protection on all areas not completely finished.	W	Apply to field cut rigid metal conduit threads or where conduit protective coating is otherwise damaged to maintain protection in accordance with manufacturer's instructions.		
11	01/10/23	MEC (ELEC / HVAC)	Continue SCADA system integration and de-bugging of all systems, as necessary, for full operations to Owner.	W	To be continually addressed as needed. - Mainly issues with Alarms and Win911 Dialer.		
12	01/10/23	MEC (SITE)	Touch up paint on the building interior walls and ceiling as required.	W	Correct finish paint issues in the Headworks and Blower Buildings, as necessary.		

# PROJECT FINAL WALK-THROUGH OUTSTANDING WARRANTY LIST

Project:	Wastewater System Improvements Wastewater Treatment Plant Improvements 2019		Project #:	20718101-000			
Contractor:	Woodruff Construction, Inc.	<b>Status Legend</b> A - Item Complete, Approved by Engineer V - Item Stated Complete, Engineer to Verify NC - Item Not Complete or In Progress W - Warranty Item	Date Generated:	Thursday, July 6, 2023			
Owner:	City of Adel, IA		Date of Last Update:	-			
Engineer:	McClure						
ITEM #	DATE ADDED	ADDED BY	DESCRIPTION	STATUS	COMMENTS	DATE APPROVED	APPROVED BY
13	06/06/23	MEC (SITE)	Complete final sanitary manhole inspections, cleaning, and verifications.	W	- Manhole interiors shall be cleaned for final field inspections from buildup developed from backup EQ Basin water prior to IPS put into service and EQ Basin drained. - Verify operation of tracer wire system. - Verify EQ Basin Return line is debris free and free flowing through Flowmeter SMH.		
14	06/12/23	MEC (SBR)	Investigate and repair actuated valve issues on SBR influent plug valves.	W	This item is awaiting ordered parts as of 6/30/2023. - There have been a handful of influent valve failures ranging from torque out failures, extension stem slippage that have continued to cause process upsets.		
15	01/10/23	MEC (SITE)	Complete pipe painting at Xenia cross-connection water pit on west side of Fuller's Gas Station north of WWTF project site per Change Order #2.	W	Color shall be Tnemec - True Blue (11SF).		
16	03/30/23	MEC (IPS/HDW)	Replace Liquidtight flexible metal conduit (LFMC) installed to Overhead Door Operator with stainless steel wirebraid construction liquidtight flexible metal conduit to comply with 2.3 B. of Section 26 05 30 for use in hazardous locations.	W	KEC Site Observation Report 04/04/2023: Item F.1.a.		
17	04/04/23	KEC (IPS/HDW)	Install power relays in Lighting Controller 1 and photocontrol and connect as per Lighting Controller 1 Wiring Diagram on Drawing No. HW-E1.	W	KEC Site Observation Report 04/04/2023: Item B.5.		
18	05/25/23	MEC (BLOWER)	Supply Blower spare parts as listed under specification 43 11 00.1.7.A.	W	Replace spare filters on site that were damaged during GC storage.		
19	07/06/23	MEC (IPS/HDW)	Investigate and repair the Headworks Building Gas Monitoring System electrical and back-up battery issues.	W	Owner contacted JETCO for correction on / near 6/20/2023.		
20	07/06/23	MEC (IPS/HDW)	Investigate and repair Influent Pump Station's submersible pump #3.	W	Pump has been removed from site for repairs and not yet re-installed.		
21	07/06/23	MEC (SITE)	Correct vertical installation of installed fire hydrant at NW corner SBR.	W	Fire hydrant is significantly leaning to the north.		
22	07/06/23	MEC (SITE)	Investigate and repair man-door hardware issues throughout the Project Site.	W	Owner has denoted to GC about door latch screws not correctly installed / deterring operation.		



<b>AGENDA ITEM NO. 7.f</b> <b>AGENDA SECTION: NEW</b> <b>BUSINESS</b>
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## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**TO:** Mayor & City Council

**FROM:** Anthony Brown, City Administrator

**AGENDA HEADING:** Consider Approval of Resolution No. 23-42, Accepting Wastewater System Improvements, Wastewater Treatment Plant Improvements 2019

**STAFF/COMMITTEE RECOMMENDATION:**

This resolution considers accepting the City's Wastewater Treatment Plant Project.

The previous item is related and considers accepting the final pay application from Woodruff Construction, the contractor.

This project has been years in the making. While construction began in the fall of 2020, the City was notified by USDA-RD of the federal loan and grant funding in August 2018.

That funding was based on prior planning and efforts to respond to the permit requirements from the Iowa Department of Natural Resources in October 2014.

The total construction cost of this project was \$13,989,757.04.

Other costs, which totaled approximately \$2.33 million, included legal, engineering, and interest payments.

McClure and City staff recently reviewed the project.

**City staff is recommending approval.**

**ATTACHMENTS:**

[Resolution No. 23-42, Accepting Wastewater System Improvements - USDA #5 Wastewater Treatment Plant Improvements 2019.pdf](#)  
[20718101\\_Consent to Surety\\_WOODRUFF.pdf](#)

AIA\_20718101\_Release of Claims\_WOODRUFF.pdf

C-626\_20718101\_Statement of Acceptability\_WOODRUFF Signed 7-7-2023.pdf

## NOTICE AND CALL OF PUBLIC MEETING

Governmental Body:       The City Council of the City of Adel, State of Iowa.

Date of Meeting:         \_\_\_\_\_, 20\_\_

Time of Meeting:         \_\_\_\_\_ o'clock \_\_\_\_\_.M.

Place of Meeting:         Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

- ◆       Resolution accepting Wastewater System Improvements, Wastewater Treatment Plant Improvements 2019

Such additional matters as are set forth on the additional \_\_\_\_\_ page(s) attached hereto.  
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

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City Clerk, Adel, Iowa

\_\_\_\_\_, 20\_\_\_\_

The City Council of the City of Adel, State of Iowa, met in \_\_\_\_\_ Session, at \_\_\_\_\_ .M., on the above date.

- ☐ The Council met in person in the Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa.
- ☐ The Council determined that it is impossible and impractical for all members of the Council, other City personnel, and members of the public to be physically present at this meeting due to the COVID-19 pandemic, and that it is necessary to conduct the meeting by electronic means. The Council has provided public access to the electronic meeting.

There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*



Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS", and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor declared the following Resolution duly adopted:

#### RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS

WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_, 2020, the Mayor and Clerk of Adel, Iowa, entered into a construction contract with \_\_\_\_\_ of \_\_\_\_\_, for the construction of certain public improvements generally described as Wastewater System Improvements, Wastewater Treatment Plant Improvements 2019; and

WHEREAS, the contractor has fully completed the construction of the public improvements in accordance with the terms and conditions of the contract and plans and specifications, as shown by the certificate of the Engineer filed with the Clerk on \_\_\_\_\_, 20\_\_:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA:

Section 1. That the report of the Engineer be and the same is hereby approved and adopted, and the public improvements are hereby approved and accepted as having been fully completed in accordance with the plans, specifications and form of contract and the total final construction cost thereof is hereby determined to be \$ \_\_\_\_\_, as shown in the report of the Engineer.

PASSED AND APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF DALLAS

)

I, the undersigned City Clerk of the City of Adel, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the City Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the City hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Clerk, City of Adel, State of Iowa

(SEAL)

**CONSENT OF SURETY  
TO FINAL PAYMENT**  
*AIA Document G707*

OWNER ☐  
ARCHITECT ☐  
CONTRACTOR ☐  
SURETY ☐  
OTHER ☐

Bond Number: **54234716**

TO OWNER: **City of Adel**  
(Name and Address) **301 South 10th Street**  
**Adel, IA 50003**

ARCHITECT'S PROJECT NO:

CONTRACT FOR: **Construction**

CONTRACT DATED:

PROJECT: **Wastewater System Improvements - Wastewater Treatment Plant Improvements**  
(Name and Address) **2019, Adel, IA**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
(Insert name and address of Surety)

**United Fire & Casualty Company**  
**P.O. Box 73909**  
**Cedar Rapids, IA 52407-3909**

, SURETY,

on bond of  
(Insert name and address of Contractor)

**Woodruff Construction, Inc.**  
**1890 Kountry Lane**  
**Fort Dodge, IA 50501**

, CONTRACTOR,

hereby approves final payment to the Contractor and agrees that final payment to the Contractor shall not relieve the Surety of  
any of its obligations to  
(Insert name and address of Owner)

**City of Adel**  
**301 South 10th Street**  
**Adel, IA 50003**

, OWNER,

as set forth in the said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **May 5, 2023**  
(Insert in writing the month followed by the numeric date and year.)



*Stacy Deen*

Witness as to Surety

**United Fire & Casualty Company**

(Surety)

*Anne Crowner*

(Signature of Authorized Representative)

**Anne Crowner, Attorney-in-Fact**

(Title)





UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY  
 (original on file at Home Office of Company – See Certification)

Inquiries: Surety Department  
 118 Second Ave SE  
 Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

CRAIG E. HANSEN, JAY D. FREIERMUTH, BRIAN M. DEIMERLY, CINDY BENNETT, ANNE CROWNER, TIM MCCULLOH, STACY VENN, DIONE R. YOUNG, MICHELLE GRUIS, KATHLEEN BREWER, SETH D. ROOKER, SARA HUSTON, SHELBY GREINER, GINGER HOKE, JOHN CORD, JOE TIERNAN, JENNIFER MARINO, BEN WILLIAMS, KATE ZANDERS, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**"Article VI – Surety Bonds and Undertakings"**

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this

18th day of March, 2022

UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

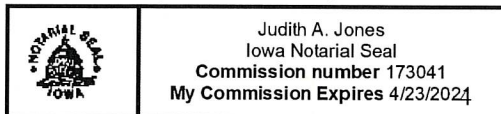
By:   
 Vice President

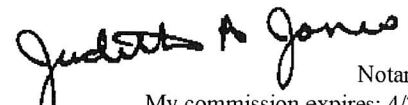


State of Iowa, County of Linn, ss:

On 18th day of March, 2022, before me personally came Dennis J. Richmann

to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.

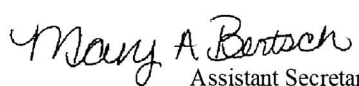


  
 Notary Public  
 My commission expires: 4/23/2024

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations  
 this 5th day of May, 2023.



By:   
 Assistant Secretary,  
 UF&C & UF&I & FPIC



# AIA® Document G706® – 1994

## Contractor's Affidavit of Payment of Debts and Claims

**PROJECT:** (Name and address)  
Adel WWTP Improvements  
2994 Old Paortland Road, Adel IA  
**TO OWNER:** (Name and address)  
City of Adel, IA  
301 S. 10th Street - PO Box 248  
Adel, IA 50003

**ARCHITECT'S PROJECT NUMBER:**  
20718101-000  
**CONTRACT FOR:**  
**CONTRACT DATED:** 9/8/2020

OWNER: ☐  
ARCHITECT: ☐  
CONTRACTOR: ☐  
SURETY: ☐  
OTHER: ☐

**STATE OF:** IA  
**COUNTY OF:** Dallas

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

### EXCEPTIONS:

#### SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose  
Indicate Attachment ☒ Yes ☐ No

*The following supporting documents should be attached hereto if required by the Owner:*

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

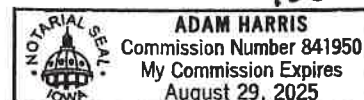
**CONTRACTOR:** (Name and address)  
Woodruff Construction, Inc.  
1890 Kountry Lane  
Fort Dodge, IA

BY:   
(Signature of authorized representative)

Grant Reimers, Central Region President  
(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public   
My Commission Expires: 8/29/25



## NOTICE OF ACCEPTABILITY OF WORK

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**PROJECT:**

Wastewater System Improvements - Wastewater Treatment Plant Impr. 2019

**OWNER:**

City of Adel, IA - Adel, IA 50003

**CONTRACTOR:**

Woodruff Construction, LLC - Ames, Iowa 50010

**OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION:**

N/A

**EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:**

September 8, 2020

**ENGINEER:**

McClure - Clive, IA 50325

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**NOTICE DATE:**

To: City of Adel, IA - Adel, IA 50003

Owner

And To: Woodruff Construction, LLC - Ames, Iowa 50010

Contractor

From: McClure - Clive, IA 50325

Engineer

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated 9/8/2020, and the following terms and conditions of this Notice:

### CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.

3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

7.

BY:



TITLE:

Project Manager/Team Leader

DATED:

7/7/2023





**AGENDA ITEM NO. 7.g**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 11, 2023

**AGENDA HEADING:** Possible Closed Session. The Council May Enter into Closed Session in Accordance with Section 21.5(1)(c), *to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation*, and Iowa Code Section 388.9(1), *to discuss utility pricing strategies or proprietary information if the utility's competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.*

**ATTACHMENTS:**