



**AGENDA  
CITY OF CEDAR FALLS, IOWA  
CITY COUNCIL MEETING  
MONDAY, AUGUST 21, 2023  
7:00 PM AT CITY HALL, 220 CLAY STREET**

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**Call to Order by the Mayor**

**Roll Call**

**Pledge of Allegiance**

**Approval of Minutes**

1. Regular meeting of August 7, 2023.

**Agenda Revisions**

**Special Presentations**

**Public Forum.** (Speakers will have one opportunity to speak for up to 5 minutes on topics relevant to City business.)

**Staff Updates**

**Special Order of Business**

2. Public hearing on the proposed conveyance of certain vacated city right-of-way along Hudson Road.
  - a) Receive and file proof of publication of notice of hearing. (Notice published 08/12/2023)
  - b) Written communications filed with the City Clerk.
  - c) Staff comments.
  - d) Public comments.
  - e) Resolution approving the conveyance and authorizing execution of a Quit Claim Deed conveying certain vacated city right-of-way along Hudson Road to David and Tamara Nicol.
3. Public hearing on proposed amendments to Chapter 26, Zoning, of the Code of Ordinances relative to parking requirements for institutional uses in the Downtown Character District (CD-DT).
  - a) Receive and file proof of publication of notice of hearing. (Notice published 08/12/2023)
  - b) Written communications filed with the City Clerk.
  - c) Staff comments.
  - d) Public comments.
  - e) Pass an ordinance amending Chapter 26, Zoning, of the Code of Ordinances relative to parking requirements for institutional uses in the Downtown Character District (CD-DT), upon its first consideration. (requires 5 aye votes)

## Old Business

4. Pass Ordinance #3036, amending Chapter 3, Advertising, of the Code of Ordinances relative to political signs, upon its third & final consideration.
5. Pass Ordinance #3037, amending Chapter 2, Administration, of the Code of Ordinances relative to salaries for elected officials, upon its third & final consideration.
6. Pass Ordinance #3038, amending Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances relative to establishing temporary long-term daily permits for municipal parking lots or facilities, upon its second consideration.
7. Pass Ordinance #3039, amending Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances relative to prohibiting parking on certain portions of Dakota Street, upon its second consideration.

OR

Suspend the rules requiring ordinances to be considered at three separate meetings (requires at least six aye votes), and pass the ordinance upon its third & final consideration.

8. Pass Ordinance #3040, amending Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances relative to establishing a 4-way stop at the intersection of Center Street & Lone Tree Road, upon its second consideration.

**Consent Calendar:** (The following items will be acted upon by voice vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

9. Receive and file the City Council Standing Committee minutes of August 7, 2023 relative to the following items:
  - a) Retiring/Expiring TIF Districts and Process of Releasing Funds.
  - b) Pedestrian Crosswalks on University Avenue, Center Street & 12th Street.
10. Receive and file a communication from the Civil Service Commission relative to the certified list for the position of Traffic Technician.
11. Receive and file Personnel Policies for the City of Cedar Falls that have been reformatted to the new standard policy format.
12. Approve the following applications for retail alcohol licenses:
  - a) Whiskey Road Tavern & Grill, 402 Main Street, Class C retail alcohol & outdoor service - renewal.
  - b) B & B West, 3105 Hudson Road, Class E retail alcohol - renewal.
  - c) Panther Travel Center, 1525 West Ridgeway Avenue, Class E retail alcohol - renewal.
  - d) River Place Plaza, 200 East 2nd Street – Plaza, Special Class C retail alcohol & outdoor service – temporary expansion of outdoor service area. (September 2-3, 2023)
  - e) Metro Mart, 103 Franklin Street, Class E retail alcohol - new.

**Resolution Calendar:** (The following items will be acted upon by roll call vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

13. Resolution Calendar with items considered separately.
14. Resolution calling for a public referendum to authorize the imposition of a local sales and services tax in the City of Cedar Falls, Iowa, at the rate of one percent (1%), to be effective on January 1, 2026.
15. Resolution approving and adopting the rate of \$3.89 per \$1,000 taxable value for the Downtown Cedar Falls Self-Supported Municipal Improvement District (SSMID) for FY2025.

- [16.](#) Resolution approving and authorizing execution of a Termination of Agreement for Private Development, and approving and accepting a Warranty Deed, relative to an Agreement for Private Development with Wayne Estates, LLC.
- [17.](#) Resolution approving and accepting Diamond Arts & History grant funding from the Cedar Falls Community Foundation relative to developing an Art & Culture Mobile Tour project.
- [18.](#) Resolution approving and authorizing execution of a Change Order relative to a Community Development Block Grant (CDBG) Rental Rehabilitation Project at 1009 West 3rd Street.
- [19.](#) Resolution approving the preliminary plat of Ashworth North Subdivision.
- [20.](#) Resolution approving and authorizing submission of an application to the Iowa Department of Homeland Security and Emergency Management (IDHSEM) for hazard mitigation relative to purchasing repetitive loss (RL) and severe repetitive loss (SRL) properties in northern Cedar Falls.
- [21.](#) Resolution approving and authorizing execution of Amendment Number Four to the Subaward Agreement with the Iowa Department of Homeland Security and Emergency Management (IDHSEM) for an extension of the Voluntary Property Acquisition Program funded through the Hazard Mitigation Grant Program relative to the Northern Cedar Falls Flood Buyout Program.
- [22.](#) Resolution approving the Certificate of Completion and accepting the work of Owen Contracting, Inc. for the 2022 Alley Reconstruction Project, and approving and authorizing the transfer of funds from Storm Water Bond Fund to the Street Construction Fund.
- [23.](#) Resolution receiving and filing, and approving and accepting the bid of Boulder Contracting, LLC, in the amount of \$74,473.50, being the only bid received for the 2023 Sidewalk Assessment Project – Zone 1.
- [24.](#) Resolution approving and authorizing execution of a Cooperative Agreement for Construction Projects with Black Hawk County relative to the West Viking Road Reconstruction Project.
- [25.](#) Resolution approving and authorizing execution of a License Agreement with Unite Private Networks relative to installing a fiber optic telecommunications system within the public right-of-way along Technology Parkway.
- [26.](#) Resolution setting September 5, 2023 as the date of public hearing to consider entering into an Agreement for Private Development, and to consider conveyance of certain city-owned real estate to Cedar Falls Partners, LLC.

#### **Ordinances**

- [27.](#) Pass an ordinance amending Chapter 2, Administration, of the Code of Ordinances relative to establishing a Bicycle and Pedestrian Commission, upon its first consideration.

#### **Allow Bills and Claims**

- [28.](#) Allow Bills and Claims for August 21, 2023.

#### **Council Updates and Announcements**

#### **Council Referrals**

#### **Executive Session**

29. Executive Session to discuss Legal Matters per Iowa Code 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.

#### **Adjournment**

**CITY HALL  
CEDAR FALLS, IOWA, AUGUST 7, 2023  
REGULAR MEETING, CITY COUNCIL  
MAYOR ROBERT M. GREEN PRESIDING**

- The City Council of the City of Cedar Falls, Iowa, met in Regular Session, pursuant to law, the rules of said Council and prior notice given each member thereof, at 7:00 P.M. on the above date. Members present: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Absent: None. Mayor Green led the Pledge of Allegiance.
- 54387 - It was moved by Harding and seconded by Schultz that the minutes of the Regular Meeting of July 17, 2023 be approved as presented and ordered of record. Motion carried unanimously.
- 54388 - Michael Blackwell, Cedar Falls, referenced the 24/7 Wall Street Journal Report regarding the worst cities for Black Americans to live and expressed his concerns and hopefulness for the future.
- 54389 - Mayor Green announced that in accordance with the public notice of July 22, 2023, this was the time and place for a public hearing on the proposed revised plans, specifications, form of contract & estimate of cost for the 2023 Sidewalk Assessment Project - Zone 1. It was then moved by Schultz and seconded by Harding that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.
- 54390 - The Mayor then asked if there were any written communications filed to the proposed project. Upon being advised that there were no written communications on file, the Mayor then called for oral comments. City Engineer Wicke provided a summary of the proposed project. There being no one else present wishing to speak about the proposed project, the Mayor declared the hearing closed and passed to the next order of business.
- 54391 - It was moved by Harding and seconded by Kruse that Resolution #23,259, approving and adopting the revised plans, specifications, form of contract & estimate of cost for the 2023 Sidewalk Assessment Project - Zone 1, be adopted. Following questions and comments by Councilmembers Ganfield, Schultz, Harding and Kruse, and responses by City Engineer Wicke and City Administrator Gaines, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Resolution #23,259 duly passed and adopted.
- 54392 - Mayor Green announced the continuation of a public hearing to consider entering into an Agreement for Private Development, and to consider conveyance of certain city-owned real estate to Ryan Companies US, Inc. Economic Development Coordinator Graham provided a brief summary of the agreement. There being no one else present wishing to speak about the agreement and conveyance, the Mayor declared the hearing closed and passed to the next order

of business.

- 54393 - It was moved by Kruse and seconded by Dunn that Resolution #23,260, approving and authorizing execution of an Agreement for Private Development, and approving and authorizing execution of a Deed Without Warranty conveying certain city-owned real estate to Ryan Companies US, Inc, be adopted. Following questions by Councilmembers Ganfield and Harding, and responses by Economic Development Coordinator Graham and City Attorney Rogers, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Resolution #23,260 duly passed and adopted.
- 54394 - It was moved by Kruse and seconded by Harding that Ordinance #3031, amending the Zoning Map by removing approximately 2.26 acres of property located at 702 LeClair Street from the C-1, Commercial Zoning District and placing the same in the PC-2, Planned Commercial Zoning District, be passed upon its third and final consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Ordinance #3031 duly passed and adopted.
- 54395 - It was moved by Kruse and seconded by Schultz that Resolution #23,261, approving and authorizing execution of a PC-2, Planned Commercial Zoning District Developmental Procedures Agreement with Randy W. Howe Revocable Trust, and approving a PC-2, Planned Commercial Master Plan relative to construction of a warehouse/storage building, be adopted. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Resolution #23,261 duly passed and adopted.
- 54396 - It was moved by Kruse and seconded by Ganfield that Ordinance #3032, amending Chapter 26, Zoning, of the Code of Ordinances relative to allowance of vinyl siding on residential buildings with six or fewer dwelling units in the Neighborhood Frontages within the CD-DT, Downtown Character District, be passed upon its third and final consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Ganfield, Sires. Nay: Harding, Dunn. Motion carried. The Mayor then declared Ordinance #3032 duly passed and adopted.
- 54397 - It was moved by Kruse and seconded by Harding that Ordinance #3034, amending Chapter 19, Streets and Sidewalks, of the Code of Ordinances relative to removal of snow and ice, be passed upon its third and final consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted.

Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Ordinance #3034 duly passed and adopted.

54398 - It was moved by Ganfield and seconded by Kruse that Ordinance #3035, amending Chapter 23, Traffic and Motor Vehicle, of the Code of Ordinances relative to prohibiting parking on certain portions of Bluebell Road, be passed upon its third and final consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Ordinance #3035 duly passed and adopted.

54399 - It was moved by Kruse and seconded by Harding that Ordinance #3036, amending Chapter 3, Advertising, of the Code of Ordinances relative to political signs, be passed upon its second consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried.

54400 - It was moved by Kruse and seconded by Harding that Ordinance #3037, amending Chapter 2, Administration, of the Code of Ordinances relative to salaries for elected officials, be passed upon its second consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, Kruse, Harding, Ganfield, Dunn. Nay: deBuhr, Sires. Motion carried.

54401 - It was moved by Kruse and seconded by Dunn that the following items on the Consent Calendar be received, filed and approved:

Receive and file the City Council Standing Committee minutes of July 17, 2023 relative to the following items:

- a) Grow Cedar Valley Update.
- b) Parking Permits for Downtown Residents.
- c) City Council Emails on City Website.
- d) Request for 4-Way Stop at the Lone Tree and Center Street Intersection.

Receive and file Departmental Monthly Reports of June 2023.

Approve a request for a temporary sign/banner to be located on city-owned property at 205 West 1st Street for 60 days.

Approve the following applications for retail alcohol licenses:

- a) Main Street Sweets, 307 Main Street, Special Class B retail native wine – renewal.
- b) Amigo, 5809 University Avenue, Class C retail alcohol & outdoor service - renewal.
- c) The Pump Haus Pub & Grill, 311 Main Street, Class C retail alcohol & outdoor service - renewal.
- d) Wilbo, 118 Main Street, Class C retail alcohol & outdoor service - renewal.

- e) Live to 9, 200 Block of State Street and 100 Block of East 2nd Street including adjacent sidewalks, Special Class C retail alcohol & outdoor service – 5-day permit.
- f) Kwik Star, 4515 Coneflower Parkway, Class B retail alcohol - new.

Motion carried unanimously.

- 54402 - It was moved by Schultz and seconded by Harding to approve the following recommendations of the Mayor relative to the appointment of members to Boards and Commissions:
- a) Nick Evens, Utilities Board of Trustees, term ending 08/31/2027.
  - b) Sandy Thomas, Visitors & Tourism Board, term ending 07/01/2026.

Following comments by Mr. Evens and Councilmembers Harding and Schultz, the motion carried unanimously.

- 54403 - It was moved by Kruse and seconded by Harding that the following resolutions be introduced and adopted:

Resolution #23,262, approving and authorizing execution of Memorandum of Understanding with the Iowa Department of Revenue relative to participation in the State Setoff Program.

Resolution #23,263, approving and authorizing execution of a Master Services Agreement with CivicPlus relative to content management software for the City's web site.

Resolution #23,264, approving and authorizing execution of an Agreement with ByWater Solutions relative to an Integrated Library System (ILS) for the Waterloo and Cedar Falls Public Libraries.

Resolution #23,265, approving and authorizing execution of an Agreement with Tree Town Consultants, LLC for the purchase and training of a dual-purpose police dog.

Resolution #23,266, approving and authorizing execution of a First Amendment to the Wellness Program Services Agreement with TMA @ Your Service, LLC, d/b/a "Wellworks For You" relative to a platform for the City's employee wellness program.

Resolution #23,267, approving and authorizing execution of an Offer to Buy Real Estate and Acceptance for 8,000 square feet of city-owned property adjacent to 6317 Development Drive within the West Viking Road Industrial Park.

Resolution #23,268, approving and authorizing execution of an Owner-Occupied Rehabilitation Contract with Daniels Home Improvement relative to a Community Development Block Grant (CDBG) housing rehabilitation project.

Resolution #23,269, approving and authorizing execution of an Agreement with Iowa Northland Regional Council of Governments (INRCOG) for administration

and technical services related to Community Development Block Grant (CDBG) Funding Project Delivery for FY2024 (Federal Fiscal Year 2023).

Resolution #23,270, approving and authorizing execution of an Agreement with Iowa Northland Regional Council of Governments (INRCOG) for technical services related to Home Investment Partnerships Program (HOME) Funding Project Delivery for FY2024 (Federal Fiscal Year 2023).

Resolution #23,271, approving and authorizing the expenditure of funds for the purchase of a pickup truck for the Parks Section.

Resolution #23,272, approving and authorizing submission of an Application for Site-Specific Traffic Safety Improvement Program (TSIP) funding to the Iowa Department of Transportation (IDOT) relative to the Prairie Parkway and Viking Road Intersection Improvements Project.

Resolution #23,273, approving and authorizing execution of a License Agreement with Windstream Intellectual Property Services, LLC relative to installing a fiber optic telecommunications system within the public right-of-way along Leverage Road.

Resolution #23,274, approving the Certificate of Completion for the 2021 Public Sidewalk Repair and Infill Project.

Resolution #23,275, approving the Certificate of Completion and accepting the work of Peterson Contractors, Inc. for the 2021 Street Construction Project, and approving and authorizing the transfer of funds from the Street Construction Fund, GO 2022, Sanitary Sewer Rental Fund and Golf Improvement Fund to the Street Repair Fund (LOST).

Resolution #23,276, approving the Certificate of Completion and accepting the work of Peterson Contractors, Inc. for the 2022 Street Construction Project, and approving and authorizing the transfer of funds from the Street Construction Fund, GO 2022, Sanitary Sewer Rental Fund and Golf Improvement Fund to the Street Repair Fund (LOST).

Resolution #23,277, approving the Certificate of Completion and accepting the work of Benton's Sand & Gravel, Inc. for the Clay Street Park Water Quality Improvements Project.

Resolution #23,278, setting August 21, 2023 as the date of public hearing on the proposed conveyance of certain vacated city right-of-way along Hudson Road.

Resolution #23,279, setting August 21, 2023 as the date of public hearing on proposed amendments to Chapter 26, Zoning, of the Code of Ordinances relative to parking requirements for institutional uses in the Downtown Character District (CD-DT).

Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion



carried. The Mayor then declared Resolutions #23,262 through #23,279 duly passed and adopted.

- 54404 - It was moved by Kruse and seconded by Harding that Ordinance #3038, amending Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances relative to establishing temporary long-term daily permits for municipal parking lots or facilities, be passed upon its first consideration. Following questions by Councilmember deBuhr, and responses by Administrative & Parking Supervisor Breitbach, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, Kruse, Harding, Ganfield, Sires, Dunn. Nay: deBuhr. Motion carried.
  
- 54405 - It was moved by Kruse and seconded by Harding that Ordinance #3039, amending Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances relative to prohibiting parking on certain portions of Dakota Street, be passed upon its first consideration. Following questions by Councilmembers deBuhr and Schultz, responses by City Engineer Wicke and Administrative & Parking Supervisor Breitbach, and additional comments by Dr. William Henninger, UNI, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, Kruse, Harding, Sires, Dunn. Nay: deBuhr, Ganfield. Motion carried.
  
- 54406 - It was moved by Dunn and seconded by Schultz that Ordinance #3040, amending Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances relative to establishing a 4-way stop at the intersection of Center Street & Lone Tree Road, be passed upon its first consideration. Following comments by Councilmember Kruse, it was moved by Kruse and seconded by Ganfield to postpone consideration to the October 2, 2023 City Council meeting to allow completion of a pedestrian study. Following questions and comments by Councilmembers deBuhr, Schultz, Dunn, Kruse, Harding and Ganfield, Mayor Green, and Cedar Falls residents Amy Jardon, Jim Newcomb and Mark Suchy, and responses by Public Works Director Schrage and City Administrator Gaines, it was moved by Schultz to call the question. Motion to call the question carried unanimously. The motion to postpone failed 2-5, with Schultz, Harding, Ganfield, Sires and Dunn voting Nay. Following additional comments and questions by Councilmembers Harding, deBuhr, Schultz and Kruse, and Amy Jardon, responses by Schrage, City Attorney Rogers and Community Development Director Sheetz, and closing comments by Mayor Green, the Mayor put the question on the original motion and upon call of the roll, the following named Councilmembers voted. Aye: Schultz, Harding, Ganfield, Sires, Dunn. Nay: deBuhr, Kruse. Motion carried.
  
- 54407 - It was moved by Kruse and seconded by Ganfield that the bills and claims of August 7, 2023 be allowed as presented, and that the Controller/City Treasurer be authorized to issue City checks in the proper amounts and on the proper funds in payment of the same. Upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried.

54408 - It was moved by Kruse and seconded by Schultz to adjourn to Executive Session to discuss Property Acquisition per Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property; and to discuss the City Administrator's performance pursuant to Iowa Code Section 21.5(1)(i) and City Code Section 2-217. Upon call of the roll, the following named Councilmembers voted. Aye: Schultz, deBuhr, Kruse, Harding, Ganfield, Sires, Dunn. Nay: None. Motion carried.

The City Council adjourned to Executive Session at 8:25 P.M.

Mayor Green reconvened the Council meeting at 10:14 P.M.

54409 - It was moved by Dunn and seconded by Sires that the meeting be adjourned at 10:15 P.M. Motion carried unanimously.

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Jacqueline Danielsen, MMC, City Clerk



## DEPARTMENT OF COMMUNITY DEVELOPMENT

**PLANNING & COMMUNITY SERVICES**  
 220 CLAY STREET  
 PH: 319-273-8606  
 FAX: 319-273-8610

**INSPECTION SERVICES**  
 220 CLAY STREET  
 PH: 319-268-5161  
 FAX: 319-268-5197

**RECREATION & COMMUNITY PROGRAMS**  
 110 E. 13<sup>TH</sup> STREET  
 PH: 319-273-8636  
 FAX: 319-273-8656

**VISITORS & TOURISM/  
 CULTURAL PROGRAMS**  
 6510 HUDSON ROAD  
 PH: 319-268-4266  
 FAX: 319-277-9707

### MEMORANDUM

**TO:** Mayor Robert M. Green and City Council  
**FROM:** Thom Weintraut, Planner III  
**DATE:** August 21, 2023  
**SUBJECT:** Public Hearing to consider offers to purchase and to convey vacated right-of-way along Hudson Road

**REQUEST:** Consideration of offer(s) to purchase and to convey vacated portion of Hudson Road (Case #VAC23-001)

**LOCATION:** 1,728 sq. ft. of public property located on the west side of Hudson Road approximately 200 feet north of the intersection of Ashworth Drive.

#### PROPOSAL

David A. Nicol has requested a vacation of 1,728 sq. ft. of the public right-of-way located on the west side of Hudson Road approximately 200 feet north of the Ashworth Drive intersection. Council held a public hearing on May 15 on an ordinance to vacate the subject right-of-way and on June 20, the Council adopted said ordinance. The City notified persons who were to be given preference to purchase the vacated right-of-way according to the provisions of Section 306.23, Iowa Code. An offer to purchase the vacated ROW along with certified checks made payable to the City of Cedar Falls for the fair market value of \$7,000 were received from Mike Nicols. Fair market value was determined by independent appraisal with reductions for easements retained.

#### RECOMMENDATION

Staff recommends approval of a resolution to convey the vacated real estate, subject to establishment of a perpetual utility easement and further subject to existing easements of record, all as shown on the attached vacation plat, to David Nicols for the fair market value of \$7,000 and to authorize the Mayor and the City Clerk to execute a Quit Claim Deed for the described real estate and to deliver said Quit Claim Deed to the Grantee.

**Attachments:** Resolution to Convey Vacated ROW and execute a Quit Claim Deed  
 Right of Way Vacation Plat

Prepared by: Thomas Weintraut, Planning III, 220 Clay St., Cedar Falls, IA 50613 (319) 273-8600

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A QUIT CLAIM DEED CONVEYING VACATED RIGHT-OF-WAY ALONG HUDSON ROAD IN CEDAR FALLS, IOWA, SUBJECT TO RESERVATION OF A PUBLIC UTILITY EASEMENT OVER SAID RIGHT-OF-WAY

WHEREAS, the City Council held a public hearing on May 15, 2023, regarding an ordinance to vacate a portion of Hudson Road right-of-way, as legally described below, retaining perpetual easements, with the intent to make this land available for sale and conveyance according to State law; and

WHEREAS, on June 20, 2023, the City Council adopted an ordinance vacating the aforementioned portion of right-of-way along Hudson Road, retaining a perpetual public utility easement over said vacated right-of-way; and

WHEREAS, an offer to purchase the vacated right-of-way, attached hereto, along with a certified check made payable to the City of Cedar Falls for the fair market value of \$7,000.00 were received from David A. and Tamara M. Nicol, husband and wife, on July 7, 2023, with fair market value being determined by independent appraisal by Rally Appraisal, LLC dated February 10, 2023, that took into account the easement retained; and

WHEREAS, David A. and Tamara M. Nicol, being current owners of land adjacent to said vacated right-of-way, are entitled to preference as to any bid made equaling or exceeding the fair market value of the vacated right-of-way under Iowa Code § 306.23; and

WHEREAS, no other bids were received within the statutory 60-day period for receiving bids after certified mail notice of vacation was provided by the City to owners of land adjacent to the vacated right-of-way at the time the right-of-way was acquired by the City and also to current owners of land adjacent to the vacated right-of-way.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cedar Falls, Iowa, that the real estate described below is hereby conveyed, subject to establishment of a perpetual public utility easement over said real estate and further subject to existing easements of record, all as shown on the vacation plat attached hereto, and incorporated herein; and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute a Quit Claim Deed for said described real estate accordingly to David A. and Tamara M. Nicol, 3019 Lovejoy Drive, Cedar Falls, Iowa 50613, and to deliver said Quit Claim Deed to said Grantees, and to do any other things and to execute any other documents as may be necessary to convey such real estate.

LEGAL DESCRIPTION

That part of the Southeast Quarter of the Northwest Quarter of Section No. 26, Township 89 North, Range 14 West of the Fifth Principal Meridian, City of Cedar Falls, County of Black Hawk, State of Iowa, described as follows:

Beginning at the Southeast corner of Lot 13 of Prairie Winds 4<sup>TH</sup> Addition in the City of Cedar Falls, Iowa which is on the present West right-of-way line of Hudson Road; thence North 89°16'12" East along the East prolongation of the South line of said Prairie Winds 4<sup>th</sup> Addition, 21.73 feet; thence South 00°30'40" East, 80.20 feet to the present West right-of-way of Hudson Road, 21.55 feet: thence North 00°38'32" West along the present West right-of-way line of Hudson Road, 80.20 feet to the Point of Beginning.

Contains 1,735 Square Feet or 0.04 Acre

ADOPTED this 21<sup>st</sup> day of August 2023.

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST: \_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk

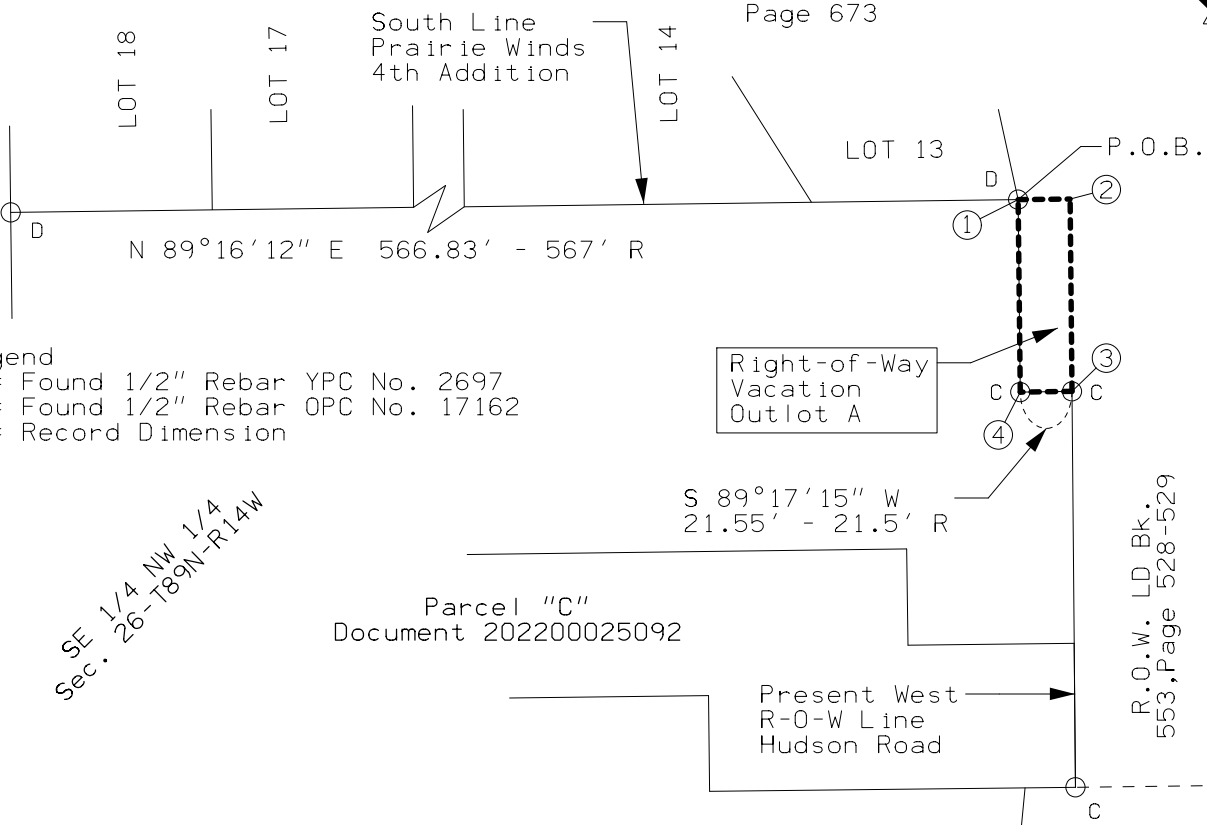
Reserved for County Recorder's Use

| Index Legend |  |
|--------------|--|
| Location:    | Part of SE 1/4 of the NW 1/4, Sec. 26-T89N-R14W<br>Cedar Falls, Black Hawk Co., Iowa |
| Requestor:   | City of Cedar Falls  |
| Proprietor:  | City of Cedar Falls  |
| Surveyor:    | Michael R. Fagle   |
| Company:     | AECOM<br>Michael R. Fagle, 501 Sycamore Street, Suite 222,<br>Waterloo, Iowa, 50703  |
| Return To:   | AECOM, mike.fagle@aecom.com - 319-874-6595   |

**Right-of-Way Vacation Plat**  
Part of the Southeast 1/4 of the Northwest 1/4  
Section 26, Township 89 North, Range 14 West of the 5th P.M.  
City of Cedar Falls, County of Black Hawk, State of Iowa

Right-of-Way Vacation  
Outlot A  
Contains 1735 S.F. or 0.04 Acre

Prairie Winds 4th Addition



Legend  
C = Found 1/2" Rebar YPC No. 2697  
D = Found 1/2" Rebar OPC No. 17162  
R = Record Dimension

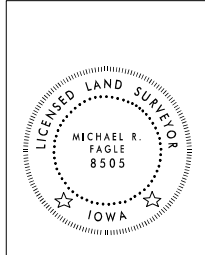
SE 1/4 NW 1/4  
Sec. 26-T89N-R14W

|   |    |   |   |    |   |    |   |    |   |   |        |
|---|----|---|---|----|---|----|---|----|---|---|--------|
| 1 | To | 2 | N | 89 | ° | 16 | ' | 12 | " | E | 21.73  |
| 2 | To | 3 | S | 00 | ° | 30 | ' | 40 | " | E | 80.20' |
| 4 | To | 5 | S | 89 | ° | 17 | ' | 15 | " | W | 21.55' |
| 5 | To | 6 | N | 00 | ° | 38 | ' | 32 | " | W | 80.20' |

SE Cor. NW 1/4 of Sec. 26-89-14W Fnd. 1/2" Rebar in Monument Box Per Misc. Bk. 333, Page 311



Date Revised 7-07-2023  
Date of Survey 6-08-2021



I hereby certify that this Land Surveying document was prepared by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

*Michael R. Fagle*  
7-07-2023  
Date

MICHAEL R. FAGLE  
License number 8505  
My license renewal date is December 31, 2024  
Pages or sheets covered by this sea  
Sheets 1 and 2 of 2



## DESCRIPTION OF RIGHT-OF-WAY VACATION – OUTLOT A

That part of the Southeast Quarter of the Northwest Quarter of Section No. 26, Township 89 North, Range 14 West of the Fifth Principal Meridian, City of Cedar Falls, County of Black Hawk, State of Iowa, described as follows:

Beginning at the Southeast corner of Lot 13 of Prairie Winds 4<sup>th</sup> Addition in the City of Cedar Falls, Iowa which is on the present West right-of-way line of Hudson Road; thence North 89° 16' 12" East along the East prolongation of the South line of said Prairie Winds 4<sup>th</sup> Addition, 21.73 feet; thence South 00° 30' 40" East, 80.20 feet to the present West right-of-way line of Hudson Road; thence South 89° 17' 15" West along the present West right-of-way line of Hudson Road, 21.55 feet; thence North 00° 38' 32" West, along the present West right-of-way line of Hudson Road, 80.20 feet to the Point of Beginning.

Containing 1,735 Square Feet or 0.04 Acre

NOTE: The South line of Prairie Winds 4<sup>th</sup> Addition is assumed to bear North 89° 16' 12" East for this description.

**APPRAISAL REPORT**

**OF**

**+/- 1,734 Square Feet of Unused Right-of-Way**

**Hudson Road  
Cedar Falls, Iowa 50613**

**File # C23B2WH07**

**PREPARED FOR:**

**Dave Nicol**

**AS OF:**

**February 10, 2023, As Is, Fee Simple Interest**

**RALLY APPRAISAL, LLC**

**JAMES A. HERINK  
CERTIFIED GENERAL REAL PROPERTY APPRAISER**

**209 FRANKLIN STREET, SUITE A-3  
CEDAR FALLS, IOWA 50613  
PHONE: (319) 266-9373  
[www.rallyappraisal.com](http://www.rallyappraisal.com)**



(Intentionally Left Blank)



## Rally Appraisal, L.L.C.

Cedar Falls Office • 209 Franklin Street, Suite A-3 • Cedar Falls, IA 50613

Clint Cota, SRA -- Office Manager

Phone: (319) 266-9373

Jim Herink -- Senior Appraiser

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Adam Horan

David D. Passmore, MAI – Commercial Manager

Ryan Meyers

Jon Wienhold

March 2, 2023

Dave Nicol

RE: +/- 1,734 Square Feet of Unused Right-of-Way, Hudson Road, Cedar Falls, Iowa 50613

Dear Client:

As requested, I have personally inspected and appraised the unused right-of-way referenced above. The purpose of this appraisal report is to conclude an opinion of the *As Is*, fee simple market value of the subject as of the inspection, on February 10, 2023. The intended use of this appraisal is for client to determine the subject's fair market value and the intended user is Dave Nicol. This appraisal is not intended for any other use or for use by others.

The subject is a tract of unused right-of-way that is assumed to contain 1,734 square feet. It is located in a residential area of Cedar Falls along a north / south arterial. It is not within a specific zoning district since it is a city-owned right-of-way. The owner of the adjacent property, who is also the client, is in the process of re-zoning the adjacent property to R-1, One and Two-Unit Residential. Therefore, the value estimate herein is based on the extraordinary assumption that the site is zoned R-1, One and Two Unit Residential, which is the zoning district of the majority of the nearby properties.

This appraisal report is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. As such, it may only present summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the opinion of value. Additional supporting documentation concerning the data, reasoning, and analyses may be retained in file.

### **I certify that, to the best of my knowledge and belief:**

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analysis, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice and FIRREA.
- Mr. James Herink made a personal inspection of the property.
- No one provided significant real property appraisal assistance to the person signing this certification.
- I have performed within the context of the competency provision of the Uniform Standards of Professional Appraisal Practice.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

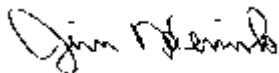
The estimated *As Is* market value of the fee simple interest in subject property as of February 10, 2023 is as follows:

**SEVEN THOUSAND DOLLARS**  
**\$7,000, *As Is***

This transmittal letter and certification of appraisal precede the appraisal report, further describing the subject property and containing the reasoning and pertinent data leading to the opinion of value. Your attention is directed to the “General Underlying Assumptions” and “Limiting Conditions”, which are considered usual for this type assignment and have been included at the beginning of the report.

Please contact us if you have any questions.

Sincerely,




---

James Herink  
Certified General Real Property Appraiser, CG02627

## GENERAL UNDERLYING ASSUMPTIONS

### Legal Matters:

The legal description used in this report is assumed to be correct, but it may not necessarily have been confirmed by survey. No responsibility is assumed in connection with a survey or for encroachments or overlapping or other discrepancies that might be revealed thereby. Any sketches included in the report are only for the purpose of aiding the reader in visualizing the property and are not necessarily a result of a survey.

No responsibility is assumed for an opinion of legal nature, such as to ownership of the property or condition of title.

The appraisers assume the title to the property to be marketable; that, unless stated to the contrary, the property is appraised as an unencumbered fee which is not used in violation of acceptable ordinances, statutes or other governmental regulations.

Confidential Information - information that is either: identified by the client as confidential when providing it to an appraiser and that is not available from any other source; or classified as confidential or private by applicable law or regulation\*. \*NOTICE: For example, pursuant to the passage of the Gramm-Leach-Bliley Act in November 1999, some public agencies have adopted privacy regulations that affect appraisers. As a result, the Federal Trade Commission issued a rule focused on the protection of "non-public personal information" provided by consumers to those involved in financial activities "found to be closely related to banking or usual in connection with the transaction of banking." These activities have been deemed to include "appraising real or personal property." (Quotations are from the Federal Trade Commission, Privacy of Consumer Financial Information; Final Rule, 16 CFR Part 313)

### Unapparent Conditions:

The appraisers assume that there are no hidden or unapparent conditions of the property, subsoil or structures which would render it more or less valuable than otherwise comparable property. The appraisers are not experts in determining the presence or absence of hazardous substance, defined as all hazardous or toxic materials, waste, pollutants or contaminants (including, but not limited to, asbestos, PCB, UFFI, or other raw materials or chemicals) used in construction or otherwise present on the property.

The appraisers assume no responsibility for any engineering studies or analysis which would be required to conclude or discover the presence or absence of such substances or for loss as a result of the presence of such substances, or for unapparent conditions. The client is urged to retain an expert in this field, if desired. The value estimate is based on the assumption that the subject property is not so affected.

### Information and Data:

Information and opinions furnished to the appraisers and contained in the report were obtained from sources considered reliable and believed to be true and correct. However, no warranty is given for the accuracy of such items furnished the appraisers.

All mortgages, liens, encumbrances, and servitudes have been disregarded unless so specified within the appraisal report. The subject property is appraised as though under responsible ownership and competent management.

Zoning and Licenses:

It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconforming use has been stated, defined and considered in the valuation.

It is assumed that the subject property complies with all applicable federal, state and local environmental regulations and laws unless noncompliance is stated, defined and considered in the valuation.

It is assumed that the information relating to the location of or existence of public utilities that has been obtained through a verbal inquiry from the appropriate utility authority, or has been ascertained from visual evidence is correct. No warranty has been made regarding the exact location or capacities of public utility systems.

It is assumed that all licenses, consents or other legislative or administrative authority from local, state or national governmental or private entity or organization have been, or can be, obtained or renewed for any use on which the value estimate contained in the valuation report is based.

The appraisers will not be required to give testimony or appear in court due to preparing the appraisal with reference to the subject property in question, unless prior arrangements have been made.

Possession of the report does not carry with it the right of publication. Out-of-context quoting from or partial reprinting of this appraisal report is not authorized. Further, neither all nor any part of this appraisal report shall be disseminated to the general public by the use of media for public communication without the prior written consent of the appraisers signing this appraisal report.

Disclosure of the contents of this report is governed by the By-Laws and Regulations of the Appraisal Institute. Neither all nor any part of the contents of this report shall be conveyed to any person or entity, other than the appraiser's client, through advertising, solicitation materials, public relations, news, sales, or any other media without the written consent and approval of the author, particularly as to valuation conclusions, the identity of the appraiser with which they are connected, or any reference to the Appraisal Institute or to the MAI designation. Further, the appraiser assumes no obligation, liability, or accountability to any third party. If this report is placed in the hands of anyone but the client, client shall make such party aware of all the assumptions and limiting conditions of the assignment.

The distribution of the total valuation in this report, between land and improvements, is applicable only as a part of the whole property. The land value, or the separate value of the improvements, must not be used in conjunction with any other appraisal or estimate and is invalid if so used.

No environmental or concurrency impact studies were either requested or made in conjunction with this appraisal report. The appraisers, thereby, reserve the right to alter, amend, revise, or rescind any of the value opinions based upon any subsequent environmental or concurrency impact studies, research or investigation.

The Americans with Disabilities Act ("ADA") became effective January 26, 1992. The appraisers have not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since the appraisers have no direct evidence relating to this issue, possible noncompliance with the requirements of ADA in estimating the value of the property has not been considered.

An appraisal related to an estate in land that is less than the whole fee simple estate applies only to the fractional interest involved. The value of this fractional interest plus the value of all other fractional interests may or may not equal the value of the entire fee simple estate considered as a whole.

The appraisal report related to a geographical portion of a larger parcel is applied only to such geographical portion and should not be considered as applying with equal validity to other portions of the larger parcel or tract. The value for such geographical portions plus the value of all other geographical portions may or may not equal the value of the entire parcel or tract considered as an entity.

The appraisal is subject to any proposed improvements or additions being completed as set forth in the plans, specifications, and representations referred to in the report, and all work being performed in a good and workmanlike manner. The appraisal is further subject to the proposed improvements or additions being constructed in accordance with the regulations of the local, county, and state authorities. The plans, specifications, and representations referred to are an integral part of the appraisal report when new construction or new additions, renovations, refurbishing, or remodeling applies.

If this appraisal is used for mortgage loan purposes, the appraisers invite attention to the fact that (1) the equity cash requirements of the sponsor have not been analyzed, (2) the loan ratio has not been suggested, and (3) the amortization method and term have not been suggested.

The function of this report is not for use in conjunction with a syndication of real property. This report cannot be used for said purposes and, therefore, any use of this report relating to syndication activities is strictly prohibited and unauthorized. If such an unauthorized use of this report takes place, it is understood and agreed that *Rally Appraisal, LLC* has no liability to the client and/or third parties.

Acceptance of and/or use of this appraisal report constitutes acceptance of the foregoing General Underlying Assumptions and General Limiting Conditions. The appraisers' duties, pursuant to the employment to make the appraisal, are complete upon delivery and acceptance of the appraisal report. However, any corrections or errors should be called to the attention of the appraisers within 60 days of the delivery of the report.

This report is intended for use only by the identified client and identified other known intended users stated within the cover letter. Use of this report by others is not intended by the appraiser.

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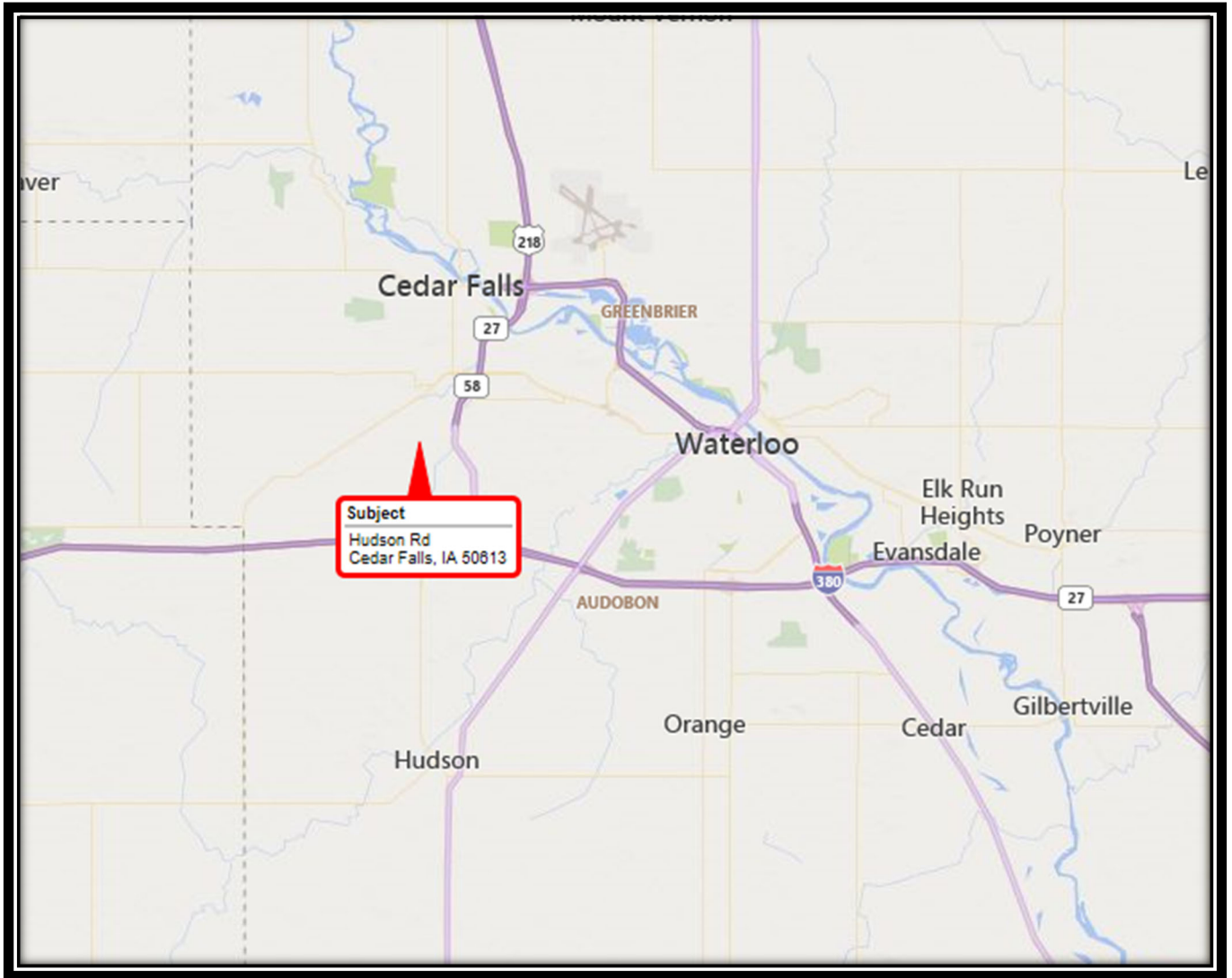
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# LOCATION MAP





**SUBJECT PHOTOS**



**SUBJECT LOOKING WEST**



**HUDSON ROAD LOOKING NORTH**

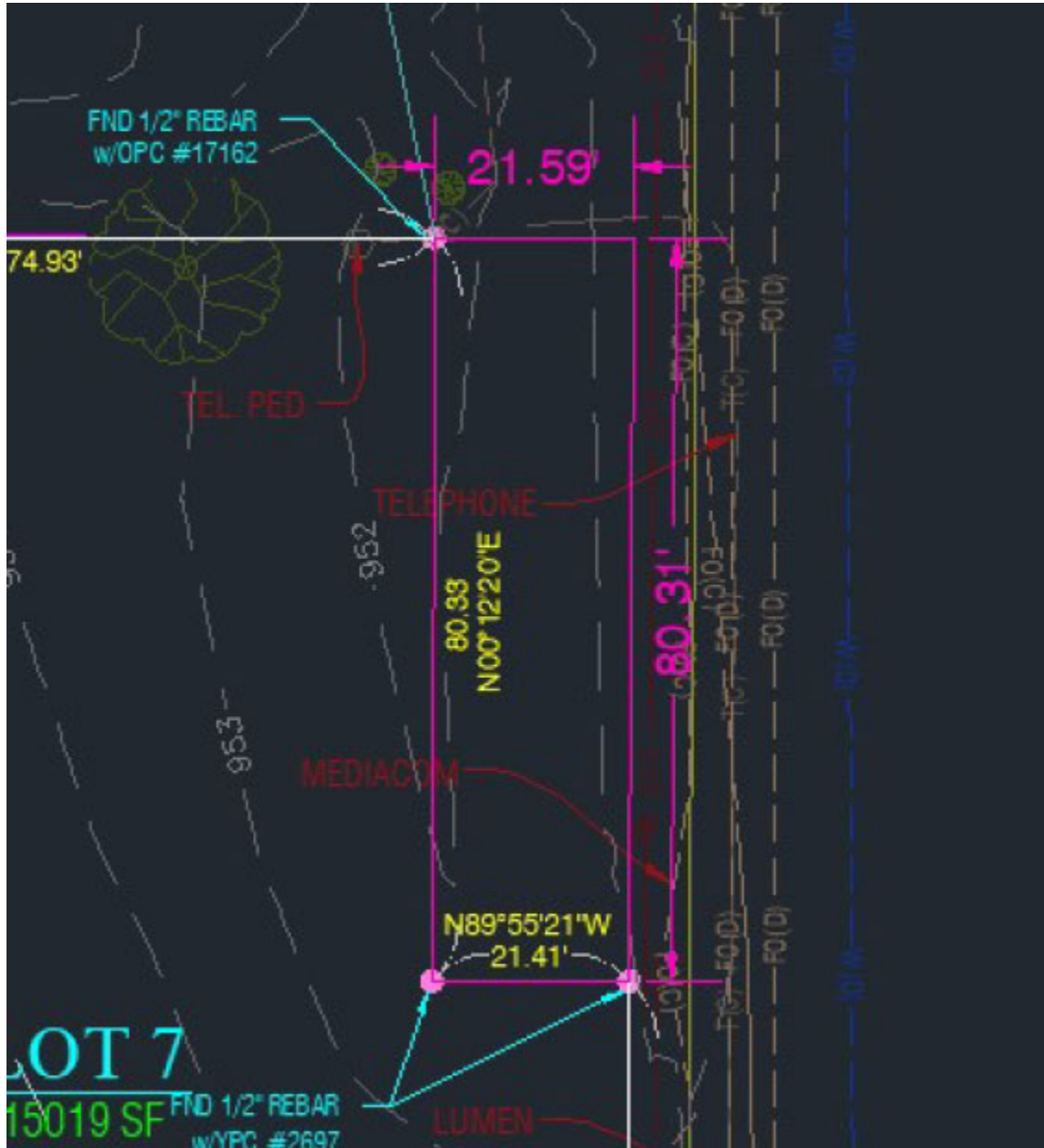


**HUDSON ROAD LOOKING SOUTH**

**AERIAL PHOTO (ESTIMATE ONLY)**



SITE AREA PROVIDED BY THE CLIENT



## SUMMARY OF SALIENT DATA

|                                   |   |
|-----------------------------------|---|
| <b>PROPERTY TYPE:</b>             | Unused right-of-way   |
| <b>PROPERTY LOCATION:</b>         | West side of Hudson Road, just north of Ashworth Drive, Cedar Falls, Iowa 50613 |
| <b>OWNER:</b>                     | City of Cedar Falls   |
| <b>DATE OF VALUATION:</b>         | February 10, 2023   |
| <b>DATE OF REPORT:</b>            | March 2, 2023   |
| <b>PROPERTY RIGHTS APPRAISED:</b> | Fee Simple Interest, <i>As Is</i>   |
| <b>SITE DATA:</b>                 | 1,734 Square Feet   |
| <b>IMPROVEMENT DATA:</b>          | None  |
| <b>ZONING:</b>                    | R-1, One & Two Unit Residential   |
| <b>HIGHEST AND BEST USE:</b>      | Residential   |
| <b>VALUE INDICATIONS:</b>         |   |
| <b>COST APPROACH:</b>             | Not Developed   |
| <b>SALES COMPARISON APPROACH:</b> | \$7,000, <i>As Is</i>   |
| <b>INCOME APPROACH:</b>           | Not Developed   |
| <b>FINAL VALUE ESTIMATE:</b>      | <b>\$7,000, <i>As Is</i></b>  |

## SCOPE OF REPORT

### **Intended use, user, and effective date of value:**

The scope of the appraisal is the type and extent of research and analysis in an appraisal or appraisal review assignment. It encompasses the necessary research and analysis to prepare a report in accordance with the intended use, the Standards of Professional Practice of the Appraisal Institute, and the Uniform Standards of Professional Appraisal Practice Foundation.

This appraisal is prepared for the Dave Nicol to determine the subject's fair market value. This report represents my analysis and conclusion of the estimated *As Is* market value of the fee simple interest in the subject property, as of February 10, 2023.

### **Appraisal Process and Inspection:**

The subject property was inspected on February 10, 2023. The photographs of the subject included in this report were also taken on February 10, 2023. The appraiser walked and drove around the site and viewed multiple aerial photos.

In developing approaches to value, the market data were collected from the assessor's office files, other appraisers, realtors, or persons knowledgeable to the subject property and marketplace. Attempts were made to confirm sales data with at least one of the parties involved in the transaction.

Regional, city, county and neighborhood data were based upon information available from the city, county and Iowa Economic Development.

Information about the subject property was obtained by inspecting the interior and exterior of the property, interviews, and public records.

In estimating the highest and best use of the property, an analysis was made of data compiled in the steps noted above. In addition, a study of the market in the subject area has been made to determine the economic feasibility of the subject property.

The subject property is a tract of right-of-way in a residential area of Cedar Falls. The best indicator of value is the sales approach and this will be the only approach developed herein, since it is the primary approach used by market participants.

The appraiser is not a building or environmental inspector. An inspection was made of the visible areas at the time of the inspection. The site is assumed to be stable and free of any environmental contamination and there are no encroachments by the subject property or on the subject property unless otherwise stated in this report.

The appraiser is not qualified to:

- Make a determination whether the subject property meets current ADA guidelines
- Detect if the subject site contains any environmental contamination
- Survey the subject property to verify actual size or to make a determination as to whether the subject property encroaches on another property or another property is encroaching on the subject property

If there is any question regarding any of these issues, it is the responsibility of the client to obtain verification from qualified sources.

**Type of Report and Definition of Value:**

The appraiser is estimating the *As Is* market value of the fee simple interest in the subject property.

**Fee Simple Estate:** Absolute ownership unencumbered by any other interest or estate, subject only to the limitation imposed by the government powers of taxation, eminent domain, police power, and escheat.

**Leased Fee Estate:** An ownership interest held by a landlord with the rights of use and occupancy conveyed by lease to others. The rights of the lessor (the leased fee owner) and the leased fee are specified by contract terms contained within the lease.

In this report, I have been asked to estimate the value of the **Fee Simple Interest** in the subject property, *As Is*.

**Assignment Results:** An appraiser's opinions or conclusions, not limited to value, that were developed when performing an appraisal assignment, an appraisal review assignment, or a valuation service other than an appraisal or appraisal review.

Comment: Physical characteristics are not assignment results.

**Definition of Market Value:**

Market value, as herein used, is defined as follows:

The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1) Buyer and seller are typically motivated;
- 2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- 3) A reasonable time is allowed for exposure in the open market;
- 4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. <sup>1</sup>

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<sup>1</sup> [Code Federal Regulations, Title XI, Part 34.42 (FIRREA)]



**Assignment Conditions:**

The appraisal assignment is based on the assumptions/conditions outlined below. Pursuant to the requirement within Uniform Standards of Professional Appraisal Practice (USPAP, 2020-2021, extended into 2023 Edition) Standards Rule 2-2 (a) (xi), it is stated here that the use of these extraordinary assumptions and/or hypothetical conditions may affect the assignment results.

**Extraordinary Assumption:** an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions and conclusions.

Comment: Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property such as market conditions or trends; or about the integrity of data used in an analysis.

The appraiser is making the following extraordinary assumptions:

- The information provided to the appraiser by the client is true, complete, and not misleading.
- There is no environmental contamination to the subject site from past uses.
- The subject is zoned R-1, One and Two-Unit Residential
- The subject contains 1,734 square feet

**Hypothetical Condition:** a condition directly related to a specific assignment, which is contrary to what exists but is used for the purpose of analysis.

- This report was not subject to any hypothetical conditions.

**Estimated Marketing Time: 3-6 months**

Market data indicates the anticipated marketing time for the subject is **6 months**. This is based on historical marketing periods of other similar properties that have sold in this market and other similar market areas. However, the list price and the marketing effort are paramount to getting a sale within the indicated marketing time. Properties which are over-priced often experience extended marketing times.

**Exposure Time:** is defined as “an opinion, based on supporting market data, of the length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal”.<sup>2</sup>

In case of the subject, exposure time is determined to be **3 months**.

---

<sup>2</sup> *Uniform Standards of Professional Appraisal Practices & Advisory Opinions*, Appraisal Standards Board, The Appraisal Foundation, 2020-2023.  
Rally Appraisal, L.L.C.

## COMPETENCY PROVISION

**James Herink** is a Certified General Real Property Appraiser currently certified by the State of Iowa and has been appraising commercial real estate for the past ten years.

Mr. Herink has been appraising residential and multi-family properties for 14 years. He is a graduate of Denver University, with a Bachelor's Degree in Journalism. He is currently taking courses from the Appraisal Institute and working towards a future designation. He successfully achieved General Certification in August of 2012.

The appraiser has appraised retail properties, light industrial, mini-storage, warehouses and multi-family properties in the past nine years and is familiar with the processes of valuation. The appraiser is seeking guidance from other knowledgeable persons within Rally Appraisal who have experience with valuation of this type as well.

A list of qualifications and a list of various property types appraised are in the addendum section of this report.

**APPRAISAL:**<sup>3</sup>

(Noun) the act or process of developing an opinion of value; an opinion of value.  
 (Adjective) of or pertaining to appraising and related functions such as appraisal practice or appraisal services.

Comment: An appraisal is numerically expresses as a specific amount, as a range of numbers, or as a relationship (e.g., not more than, not less than) to a previous value opinion or numerical benchmark (e.g., assessed value, collateral value).

**TYPE OF REPORT:**

According to the Uniform Standards of Professional Appraisal Practice, Standards Rule 2-2, an appraisal report must be prepared under one the following two options: Appraisal Report or Restricted Appraisal Report. These two report types are described as follows:

***Appraisal Report:***

Should contain a summary of all information significant to the solution of the appraisal problem. “Summarize” is the distinguishing term related to the Appraisal Report.

***Restricted Appraisal Report:***

Should contain a brief statement of information significant to the solution of the appraisal problem. “State” is the distinguishing term related to the Restricted Appraisal Report.

This is an **Appraisal Report**, which is intended to comply with the reporting requirements set forth under Standards Rule 2-2 (a) of the Uniform Standards of Professional Appraisal Practice (USPAP) for an Appraisal Report. As such, it presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser’s opinion of value. Supporting documentation concerning data, reasoning, and analyses is retained in the appraiser’s files. The depth of discussion contained in this report is specific to the needs of the client and for the intended use as stated in the scope of work. The appraiser is not responsible for unauthorized use of this report.

<sup>3</sup> *Uniform Standards of Professional Appraisal Practice and Advisory Opinions*, 2020-23 Edition, Appraisal Standards Board, The Appraisal Foundation, page 3.  
 Rally Appraisal, L.L.C.

## IDENTIFICATION OF THE PROPERTY

### **Legal Description:**

To be determined

### **Owner of Record:**

City of Cedar Falls

### **Property History:**

The subject has not been sold or transferred in the last three years per the assessor's records. It has not been listed for sale in the last 12 months on any of the listing services available to the appraiser. There are no known pending sales contracts on the subject as of the effective date of this report.

### **Encroachment/Encumbrance:**

There were no apparent issues with encroachments or encumbrances noted at the time of the inspection.

## **ASSESSED VALUE & TAXES**

The subject is owned by the City of Cedar Falls and not subject to taxation and does not have an assessed value. The assessed land values of nearby residential lots range from \$2.86 to \$4.95 per square foot. If the subject were taxed, it would likely be in this range. The appraiser recommends the client monitor future assessments.

## THE APPRAISAL PROCESS

The appraisal process is the orderly gathering, organizing and analyzing of factual data, in order to estimate a logical conclusion of a defined value as of a given date. The valuation process begins when an appraiser fully identifies the appraisal problem and ends when he/she reports the solution to the client. The valuation process is accomplished by following specific steps; the number of steps used depends on the nature of the appraisal assignment and the data available.

The first step is defining the appraisal problem, which involves determining the following considerations:

1. Identification of real estate
2. Identification of the property rights to be appraised
3. Date of value estimate
4. Use of appraisal
5. Definition of value
6. Other limiting conditions

Once the appraisal problem is defined, the appraiser collects and analyzes data that affects the market value of the subject property. The necessary data to be gathered includes general data for the region, community and neighborhood in which the subject property is located. This general data includes socio-economic, governmental, and environmental information. Also, specific data is gathered for the subject property and possible comparable properties. This specific data includes site and improvements, sales and listings, costs and depreciation, income/expense and capitalization rate information. It is most desirable to use specific data within close proximity of the property to be appraised, but is sometimes necessary to search beyond neighborhood or community boundaries in order to find sufficient and/or reliable data. The examination of the data should lead to an understanding of the interrelationships specific area. It also provides raw data from which to extract numerical measurements and other evidence of market trends.

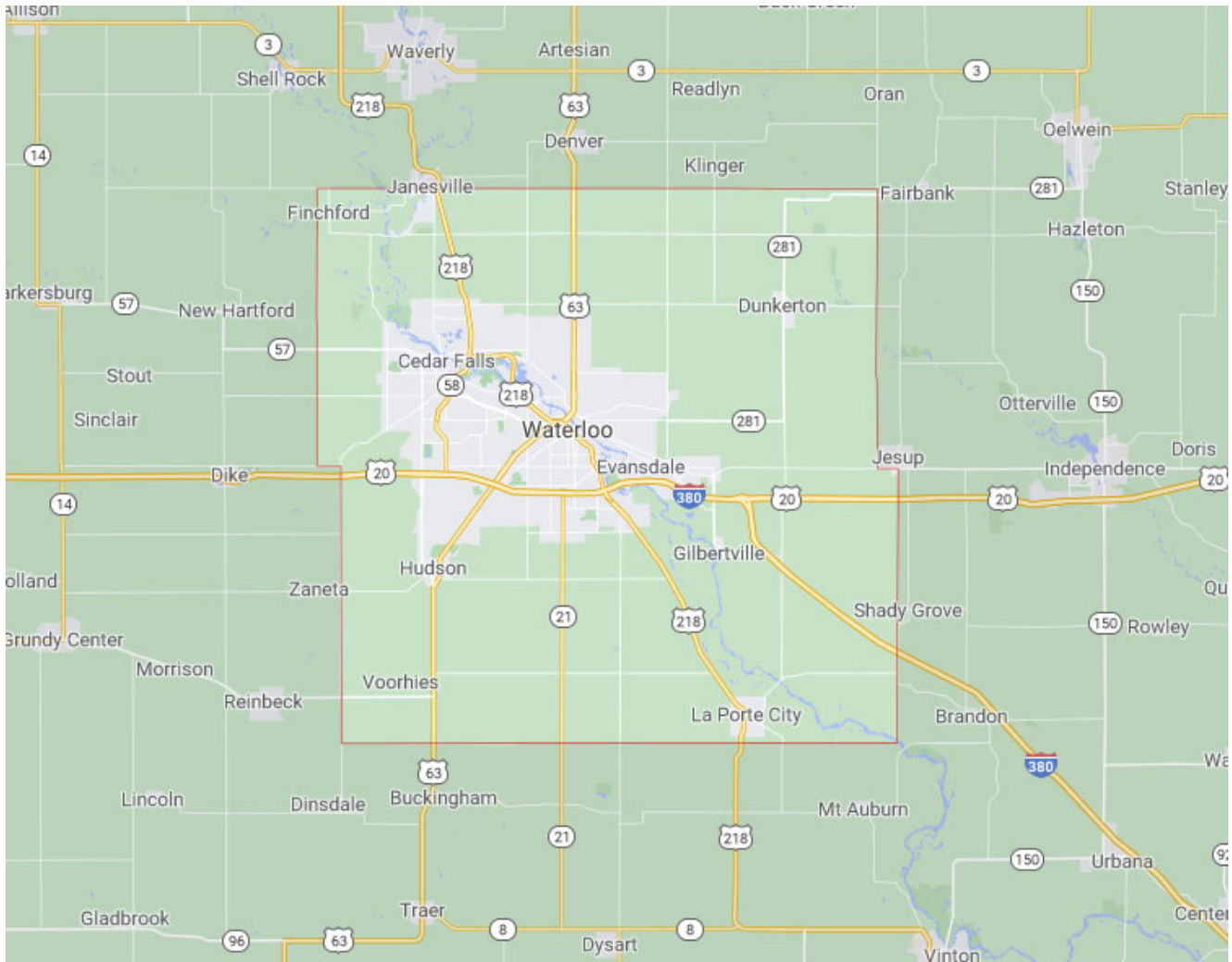
The next step in this process is to analyze and estimate the highest and best use for the subject site, as vacant, and as improved (in the case of improved properties).

Then the specific data is analyzed and used in one or more of the three standard approaches to value that are generally recognized by the appraisal community. The most common titles for these approaches are The Cost Approach, The Direct Sales Comparison Approach, and The Income Approach.

The final step in the appraisal process is the reconciliation of the value indications given by each of the applied approaches into a single dollar figure. When all three approaches are used, the appraiser examines the spread among the three, separate indications. A wide spread may indicate that one or more of the approaches is not truly applicable to the appraisal problem. The appraiser must always consider the relative dependability and applicability of each approach in reconciling the value indications into a final estimate of defined value. In the reconciliation, the appraiser considers the following critical factors: which of the approaches is based upon the greatest amount of reliable data, which approach most closely reflects the actual attitudes of typical buyers and sellers, and which approach (s) is most pertinent given the objective of the appraisal. The reconciliation also provides an opportunity to resolve variations and inconsistencies among the value indications and the methods with which they were derived.

The report of defined value provides the client with a summary of the data analyzed, the methods used, and the reasoning that led to the value estimate.

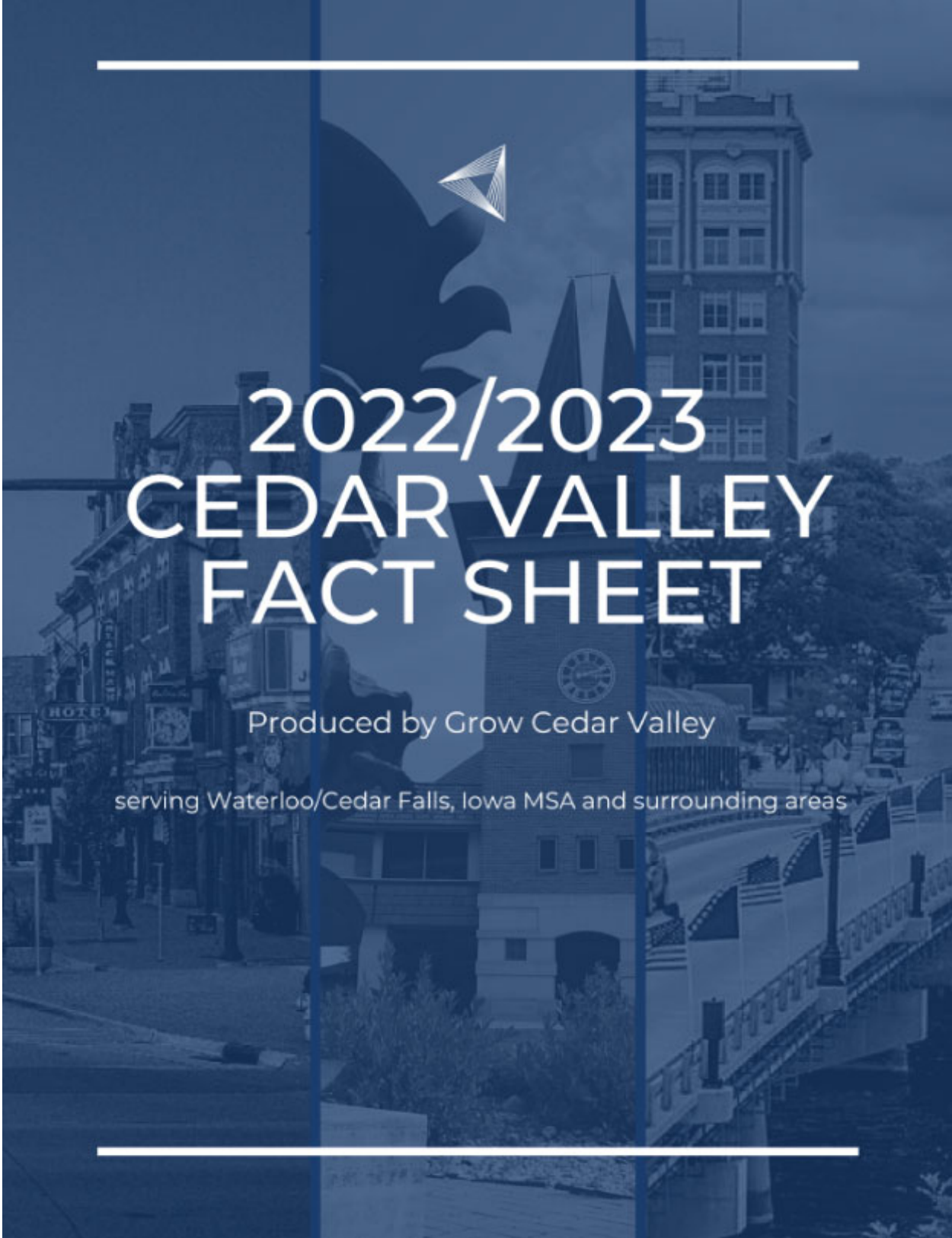
## COMMUNITY DATA



### Overview

The Waterloo/Cedar Falls metro area includes the communities of Waterloo, Cedar Falls, Evansdale, and the outlying communities of Elk Run Heights, Hudson, Washburn and Raymond. The population, education and household statistics for the Waterloo/Cedar Falls metro area as reported by the Cedar Valley Alliance are on the following pages.





# THE Cedar Valley OF IOWA



Courtesy of Cedar Falls Tourism & Visitors Bureau & Experience Waterloo



The Cedar Valley area in Northeast Iowa includes a total population of 250,000. The area is home to one of three Iowa Board of Regents universities, a four-year private college, innovative public and private Pre-K and K-12 schools, and nationally recognized historic downtown districts.

Life in the Cedar Valley is enhanced by an extensive system of recreational trails and bicycle paths, numerous municipal and state parks, golf courses, a variety of museums, music and cultural festivals, and a state-of-the-art performing arts center.

The Cedar Valley is within a day's drive of all major Midwest markets, with a 50 minute direct commercial flights to/from Chicago O'Hare.

## CLIMATE

Avg. Temp (F)

Spring: March-May  
Avg. Temp: 48.4

Summer: June-August  
Avg. Temp: 71.6

Fall: September-November  
Avg. Temp: 49.9

Winter: December-February  
Avg. Temp: 21.4

## RAIN & SNOW

Spring: April - June  
Avg. Rain: 13.1" Avg. Snow: 1.5"

Summer: July - September  
Avg. Rain: 11.7" Avg. Snow: 0"

Fall: October - December  
Avg. Rain: 5.7" Avg. Snow: 9"

Winter: January - March  
Avg. Rain: 3.9" Avg. Snow: 18.3"

Source: weatherbase.com

## 2022

### POPULATION



|         |                          |
|---------|--------------------------|
| 168,323 | Cedar Falls-Waterloo MSA |
| 130,434 | Black Hawk County        |
| 42,327  | Cedar Falls              |
| 8,018   | Evansdale                |
| 3,512   | La Porte City            |
| 2,574   | Hudson                   |
| 70,438  | Waterloo                 |
| 25,651  | Bremer County            |
| 12,986  | Waverly                  |
| 21,409  | Buchanan County          |
| 14,226  | Butler County            |
| 11,796  | Chickasaw County         |
| 19,064  | Fayette County           |
| 12,239  | Grundy County            |
| 16,741  | Tama County              |
| 251,558 | Cedar Valley Region      |

Source: EMSI 2022

## HEALTH CARE



UnityPoint Health Waterloo: 204 Beds  
 MercyOne Waterloo Medical Center: 366 Beds  
 MercyOne Sartori Memorial Hospital: 100 Beds  
 Waverly Health Care: 25 Beds

## RECREATION & SPORTING OPPORTUNITIES

- 40 Public Parks
- 3 Dog Parks
- 10 Golf Courses
- 5 Disc Golf Courses
- 7 Public Swimming Pools/  
Aquatic Centers
- 30 Public Tennis Courts
- 23 Softball/Baseball Diamonds
- 1 Ice Skating/Hockey Arenas  
(indoors)
- 12:560+ Campgrounds: Sites
- 15 Public Boat Launches
- 5 Soccer Complexes: Fields  
(outdoor)
- 1 Soccer Fields (indoor)
- 1 Inclusive Park
- 1 Theme Park (outdoor)
- 2 Water Parks (outdoor)

• Figures reflect Black Hawk County & City of Waverly

## ARTS & CULTURE

- 15 Museums
- 7 Public Libraries
- 2 Art Museums
- 8 Performing Arts Venues
- 2 Youth Museums
- 2 Symphony Orchestras

## TRANSPORTATION

- Interstate Highways  
I-380
- Federal Highways  
US 20, 63, 218
- State Highways  
IA 21, 51, 58, 218
- Mass Transit  
MET Transit
- Passenger Air Service  
Waterloo Regional  
Airport
- Municipal Airports - 9

## Employment

Employment and cost of living factors, including the area’s largest employers, are shown below. The U.S. Bureau of Labor Statistics is indicating an overall unemployment rate for Black Hawk County of 3.3% as of December, 2022. This is compared with 3.1% for the entire state of Iowa and 3.6% for the United States.



Courtesy of: L-R Experience Waterloo, Lost Island Theme Park & Cedar Falls Tourism & Visitors Bureau

THE CEDAR VALLEY OF IOWA

# Grow Here

## MAJOR EMPLOYERS

|                                  |       |
|----------------------------------|-------|
| John Deere                       | 5,000 |
| UnityPoint Health                | 3,162 |
| Tyson Fresh Meats                | 3,000 |
| MercyOne                         | 2,597 |
| Waterloo Community Schools       | 1,900 |
| Target Distribution Centers      | 1,800 |
| University of Northern Iowa      | 1,650 |
| VGM Group                        | 1,400 |
| Hy-Vee Food Stores               | 1,256 |
| Western Home Communities         | 891   |
| Cedar Falls Community Schools    | 879   |
| Bertch Cabinet Manufacturing     | 725   |
| Veridian Credit Union            | 626   |
| CUNA Mutual Group                | 550   |
| Omega Cabinetry                  | 550   |
| Central Rivers Area Educ. Agency | 530   |
| LSB/LSBX                         | 500   |
| Peterson Contractors, Inc        | 500   |
| Wartburg College                 | 500   |
| Viking Pump                      | 491   |
| Martin Brothers Distribution     | 450   |
| Cedar Valley Medical Specialists | 405   |
| CBE Companies, Inc               | 400   |
| NewAldaya Lifescapes             | 370   |
| City of Cedar Falls              | 366   |
| Black Hawk County                | 348   |
| The Isle Casino Hotel            | 267   |
| Trinity Rail Maintenance Service | 250   |
| ConAgra Foods                    | 230   |

Data Collected May-October 2022 from those reporting includes FT and PT.

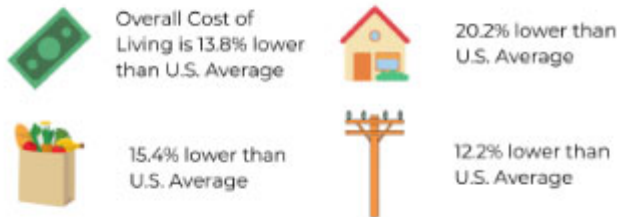
Job Opportunities:  
[livethevalley.com/jobs](http://livethevalley.com/jobs)  
[growcedarvalley.com/jobs](http://growcedarvalley.com/jobs)

### LIVE THE VALLEY

Live the Valley is a website, magazine and social media platform offering a look into what it is like to live and work in the Cedar Valley including an interactive cost of living calculator. For more information, visit [www.livethevalley.com](http://www.livethevalley.com)



### COST OF LIVING



Source: COLI, 2021 Annual Avg. Cost of Living Index, Waterloo/Cedar Falls, IA MSA

### ONLINE RESOURCES

Moving or Visiting the Cedar Valley  
[livethevalley.com](http://livethevalley.com)  
[cedarfallstourism.org](http://cedarfallstourism.org)  
[experiencewaterloo.com](http://experiencewaterloo.com)  
[waverlywelcomehome.com](http://waverlywelcomehome.com)

Industrial/Office Site Selection Resources  
[growcedarvalley.com/economic-development](http://growcedarvalley.com/economic-development)

## TOP INDUSTRY STATS FOR THE CEDAR VALLEY

Transportation & Warehousing  
 \$60,648 | 4.4%

Healthcare & Social Assistance  
 \$55,189 | 13.2%

Finance & Insurance  
 \$82,806 | 4.0%

Manufacturing  
 \$85,166 | 17.2%

Retail Trade  
 \$36,833 | 11.0%

Source: EMSI 2022 - Average Salary / % of workforce

THE CEDAR VALLEY OF IOWA

# Learn Here



Courtesy of: Experience Waterloo & Waterloo Community Schools

The Cedar Valley boasts strong public and private educational systems from early childhood education to Ph.D. programs. The Cedar Valley is the only region in the world with a collective emphases on developing leadership and employability skills in PreK-12 schools with Leader in Me®. The Cedar Valley is also home to River Hills School, a public sponsored special school for students with moderate, severe, and profound developmental disabilities employing innovative strategies serving students from kindergarten through age 21.

## PRIMARY EDUCATION

| School                        | Enrollment | Avg. ACT Score |
|-------------------------------|------------|----------------|
| Cedar Falls                   | 5,808      | 24.6           |
| Cedar Valley Catholic Schools | 1,018      | 20.8           |
| Hudson                        | 767        | 23.1           |
| Jesup                         | 1,060      | 24.0           |
| Waterloo                      | 10,741     | 20.8           |
| Waverly-Shell Rock            | 2,335      | 23.6           |
| State Composite               | 485,630*   | 21.5           |
| National Composite            | 48.3M*     | 20.3           |

Source: 2021 - NCES.edu.gov & Waterloo Courier 12/2021

\* Students enrolled in public schools.

## EDUCATION ATTAINMENT

|                         | CV    | IA    | US    |
|-------------------------|-------|-------|-------|
| High School Diploma +   | 93.1% | 92.3% | 88.7% |
| Some College, No Degree | 20.9% | 20.5% | 20%   |
| Bachelor's Degree +     | 27.2% | 30%   | 33.6% |

Source: EMSI 2022 (CV = Cedar Valley)



Courtesy of: Cedar Falls Tourism & Visitors Bureau  
Robotic League Competition at University of N. Iowa

## HIGHER EDUCATIONAL INSTITUTIONS

| Enrollment | Institution   |
|------------|---|
| 9,217      | University of Northern Iowa - Regent University         |
| 5,085      | Hawkeye Community College - Community/Technical College |
| 1,541      | Wartburg College - Private                              |
| 552        | Allen College - Health Sciences Programs                |
| 400        | Upper Iowa University - Private                         |

Source: 2021 - NCES.edu.gov

**Education**

The Waterloo/Cedar Falls metro area is currently served by two public school districts: Cedar Falls Community School District and the Waterloo Community School District. There are also a few parochial schools in Waterloo and Cedar Falls. The community of Hudson has its own school district.

Cedar Falls is home to the University of Northern Iowa. The University of Northern Iowa is a four-year state university with an approximate enrollment of 9,300 students.

Hawkeye Community College is a two-year college, located on the south side of Waterloo, with an enrollment of approximately 5,250.

**Transportation**

For decades, Waterloo/Cedar Falls had been known as the largest metropolitan area in the country without a link to the interstate system. The first link came in 1985 when Interstate 380 was completed, that connects Waterloo and Cedar Falls to Cedar Rapids and Interstate 80 to the south. The second link came in the early 2000's when the Avenue of the Saints was completed within the metro area. This avenue is a four-lane expressway that connects St. Paul Minnesota to St. Louis Missouri. Additionally, US Highway 20, a four-lane expressway running east/west connects Waterloo and Cedar Falls to Dubuque to the east and Interstate 35 to west. The stretch of US Highway 20 from west of the metro area to Interstate 35 was completed in 2003. These three highways are known as the "Golden Triangle" and have helped spur growth in both Waterloo and Cedar Falls during the last few decades.

There are multiple railroads in the metro area.

The Waterloo Municipal Airport on the north side of the metro area provides air service.

**Conclusion**

The Waterloo/Cedar Falls metro area experienced a major economic downturn in the late 1970s and early 1980s with the community's largest employer, John Deere, laying off several thousand employees. Rath Packing, another major employer, also shut down their facility in Waterloo about the same time, laying off several thousand more workers.

Over the past two decades, this metro area has been making progress-recovering jobs lost during that economic downturn.

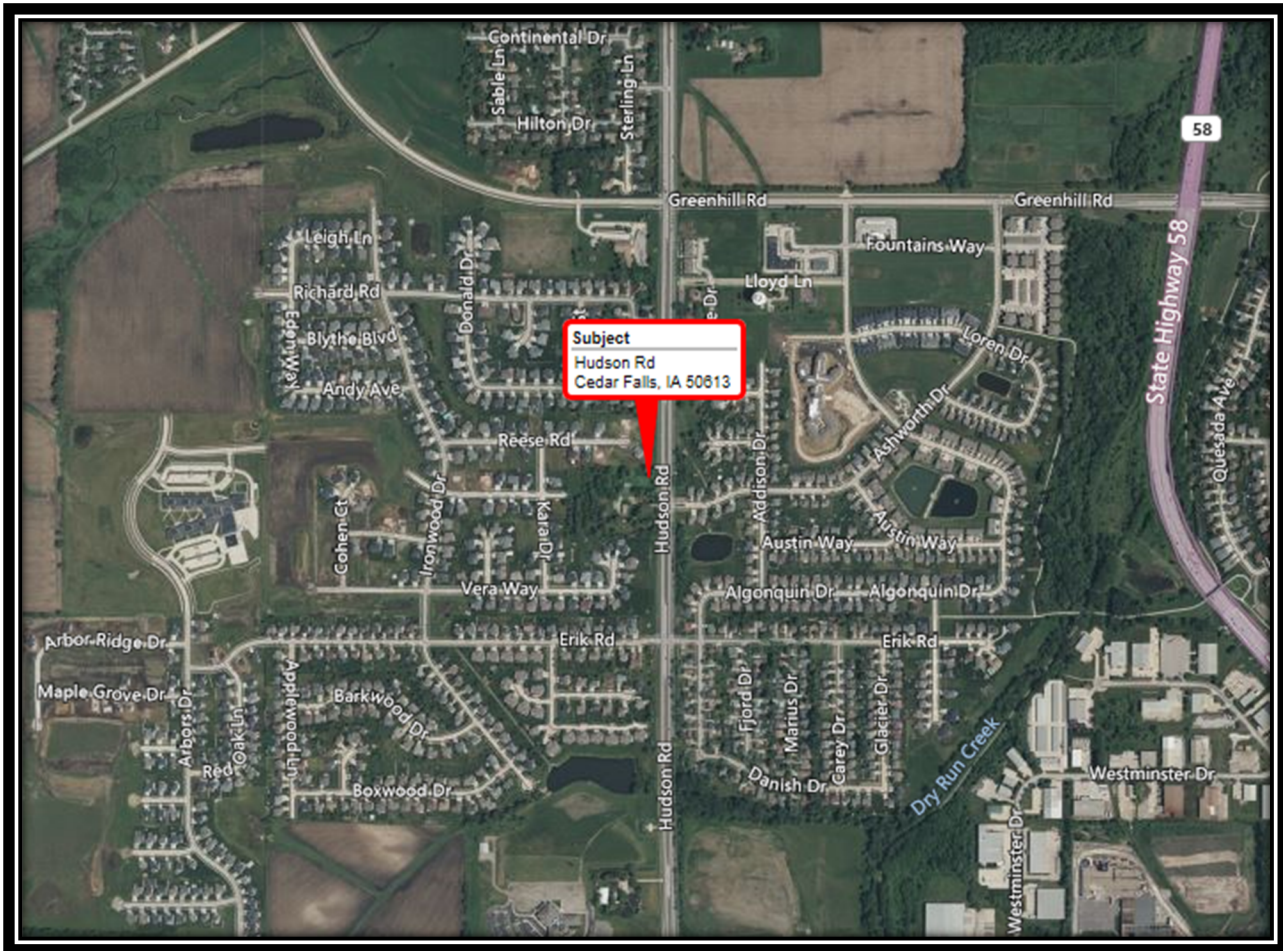
The Cedar Falls Industrial Park has been rapidly expanding over the past decade with several local businesses relocating and new businesses coming into the area. This office park has an aggregate employment base of approximately 5,000 jobs.

There has been some growth with IBP, now Tyson's, on the northeast side of Waterloo in the past decade with a recent multimillion dollar expansion announced that will create more than 200 jobs. The Isle of Capri Casino in Waterloo in 2008 creating nearly 800 jobs.

There are several apartment projects on the west side of Cedar Falls that have been developed in the past 10-15 years that are oriented to students of the university.

The population projections reported by the Cedar Valley Alliance online may be unjustified, given the amount of growth in this area. At the very least, the population is expected to remain stable for this metro area with a potential slight increase in population.

## NEIGHBORHOOD DATA



### Adjoining Property Uses

|              |               |
|--------------|---------------|
| <b>North</b> | Single Family |
| <b>South</b> | Single Family |
| <b>East</b>  | Single Family |
| <b>West</b>  | Single Family |

### Neighborhood Composition

The subject is located on the southwest edge of Cedar Falls, which has been rapidly expanding during the last ten years with single family, condominiums and twin home properties. The Cedar Falls School District opened a new elementary school in the neighborhood in the fall of 2018, which has been a major draw to the area. The predominate land use in the neighborhood is single-family residential with some multi-family and commercial along the arterials.

### Neighborhood Boundaries

The neighborhood boundaries are considered to be Union Road to the west, Viking Road to the south, State Highway 58 to the east and University Avenue to the north.

### **Transportation Linkages and Major Arterials**

The subject fronts Hudson Road, the main north/south arterial in this part of the Cedar Falls. Hudson Road intersects with US Highway 20, approximately two miles south of the subject's location and State Highway 57 (West 1st Street), approximately four miles north of the subject's location. The City of Cedar Falls recently extended Greenhill Road from where it stopped by Hudson Road, just north of the subject, to link up with West 27th Street. This is an attempt to alleviate the traffic congestion along Hudson Road during events at the University of Northern Iowa. The new extension will provide access to the undeveloped areas in the subject's immediate neighborhood and will likely only increase demand. Overall, the subject's linkages are favorable.

### **Neighborhood Trends**

Growth has been steady on the west side of Cedar Falls since vacant land is available. In the last ten years a few new single-family subdivisions have been developed due to the strong demand for new housing units. There are a few newer subdivisions in the works on the west side of town and its expected the growth will continue at its current pace into the foreseeable future. The extension of Greenhill Road from Hudson Road to West 27<sup>th</sup> Street will most likely lead to more growth on the area due to the improved traffic flow on the west side of the community.

### **Proposed Development**

Two large residential subdivisions are in the works on the west side of Cedar Falls. Skogman Homes and Panther Development have added more than 350 residential lots to the market in the last decade years and hold the rights for additional land for future development. These subdivisions surround a new elementary school constructed by the Cedar Falls School District that opened in 2018.

In the multi-family sector, there have been more than 400 units constructed along Greenhill Road in both Cedar Falls and Waterloo since 2011. The newest complex was recently completed and contains 79 units within a single, four-story building. The demand for multi-family in Cedar Falls has been strong during the last few years with most complexes being 100% occupied within 30-60 days of completion.

The most intensive commercial development in Cedar Falls is occurring southeast of the subject off Viking Road near the intersection with State Highway 58. This area is anchored by big-box retailers such as Target, Fleet and Farm, Hobby Lobby, Wal-Mart and Menards.

### **Neighborhood Comments**

The subject property is a developing neighborhood on the southwest side of Cedar Falls. The neighborhood has seen steady growth in the last ten years and growth is expected to continue at a similar pace into the near future.



## MARKET ANALYSIS

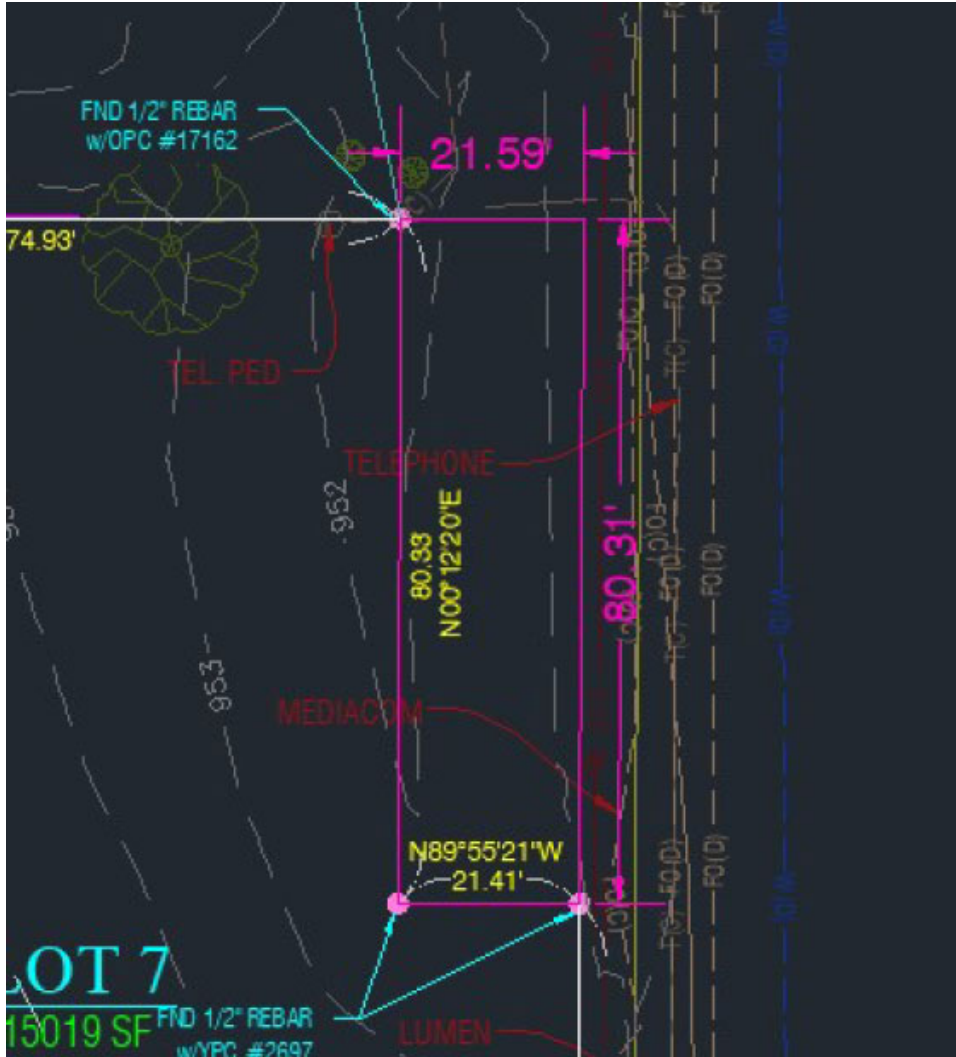
The subject property consists of a tract of unused right-of-way on the west side of Hudson Road just north of Ashworth Drive. It is approximately 21' x 80' and contains 1,734 square feet. It is within a developing residential area, which contains mostly single-family homes plus some condominiums. Since the subject is a narrow strip of land with marginal utility, it would likely only be attractive to a limited number of buyers, such as an adjacent property owner or local municipality. This factor limits its marketability.

**SITE DESCRIPTION:**

**AERIAL PHOTO (ESTIMATE ONLY)**



### SITE AREA PROVIDED BY THE CLIENT



**Location**

West side of Hudson Road just north of Ashworth Drive, Cedar Falls, Iowa 50613

**Shape/Size**

Rectangle with a width of 80.31' and a depth of 21.41, per the information provided by the client, which is not an actual survey. The total site area of the subject is estimated to be 1,734 square feet.

**Topography/Soil Condition:**

The subject is a mostly level and the soil is assumed adequate to support any improvements allowed by zoning.

**Utilities:**

- Electricity            Yes
- Natural Gas         Yes
- City Water            Yes
- Sanitary Sewer     Yes

**Visibility/Access**

The subject is located along Hudson Road, a main north / south road on the west side of Cedar Falls. It has average visibility and access.

**Flood Zone:**

Panel: 19013C0277F  
Zone: Zone X; Area of minimal flood hazard  
Date July 18, 2011 (See Flood Map Below)

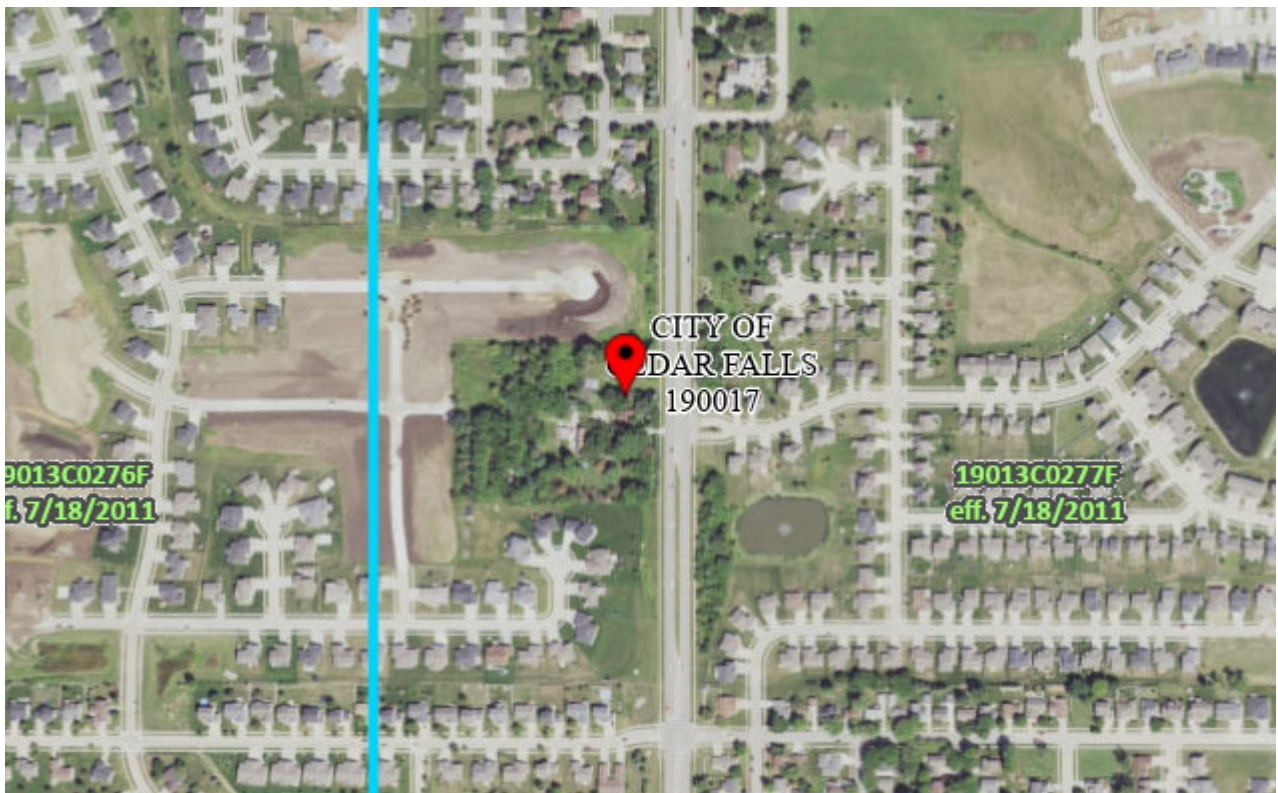
**Zoning:**

No zoning, since the subject is a right-of-way owned by the city. The majority of the surrounding properties are zoned R-1, One and Two-Unit Residential.

**Comments:**

The subject is a mostly level, narrow parcel, which parallels a north / south arterial. It has adequate access, visibility and all utilities are available. Per FEMA, the subject is not in the flood plain. The property is assumed adequate to support any improvements allowed by zoning.

**Flood Map**



## HIGHEST AND BEST USE ANALYSIS

Highest and Best Use is defined as:

“The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible and that results in the highest value.”<sup>4</sup>

The competitive market forces, where the subject property is located, determine whether the current use is the highest and best use of the subject property, not the appraiser, developer, or property owner.

The subject consists of a tract of city-owned right-of-way along an arterial. Its current use is consistent with the surrounding property uses.

Although potential exists for industrial development, the smaller size and lack of depth of the tract limits its use potential. The subject would most likely only appeal to an extremely narrow set of buyers, such as an adjacent property owner.

The subject property is physically possible, legally permissible, and is financially feasible although it is not income producing. The maximally productive use is to hold the land for future development.

The site, as vacant and ready for development, is the highest and best use until there is demand for change to an improved use.

### **Most Likely User / Timing of Use**

The most probable buyer for the subject would an owner-occupied user and the typical marketing time is 3 to 6 months for this property type.

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<sup>4</sup> *The Appraisal of Real Estate, Fifteenth Edition*  
Rally Appraisal, L.L.C.

## VALUATION METHODOLOGY

The valuation process is used to develop a well-supported estimate of a defined value, which is based upon consideration of all pertinent general and specific data. Appraisers estimate property value by applying specific appraisal procedures, which reflect three distinct methods for analyzing data mathematically cost, direct sales comparison, and income capitalization.

All three standard approaches to value will be considered herein The Cost Approach, The Direct Sales Comparison Approach and The Income Approach. All approaches will be processed and included whenever the data is sufficient. However, there are instances when data is inadequate for an approach. In such cases, an explanation will be provided as to why the approach was deleted.

The Cost Approach involves estimating the land value based on market sales and adding the depreciated cost of the improvements. The estimated cost is based on Marshall and Swift online service and/or the owner's actual cost for proposed construction projects. The estimated replacement cost represents the cost of functional replacement cost and not reproduction cost. Depreciation is based on the economic age-life method and supported based on market sales. The cost approach is best used on newer properties where the amount of depreciation is less and makes this approach more reliable.

The Direct Sales Comparison Approach requires the gathering of data as similar to the subject property as possible and provides an indication of value through the comparative process. The approach compares units that have sold, with the subject as a unit, recognizing differences of individual characteristics of each property. Determining the degree of comparability between market data and the subject involves their similarity with respect to many valuation factors including physical characteristics. Adjustments are made for market recognized differences. The sales comparison approach is most useful when a number of similar properties have sold recently or are currently for sale in the subject property's market.

The Income Approach is a capitalization of the subject property's typical net income stream in order to indicate a market value for the subject property. This capitalization is the method, which recognizes and measures the present worth of the future benefits of property ownership, such as net income. This approach then reflects current market rents, when applicable, and competitive operating expenses. In the appraisal of income producing property, the net income stream is a major motivating factor in the purchase process. The typical purchaser/investor will look at the property's ability to produce net income in order to provide a competitive return on invested capital, as well as, provide for any debt service. This approach is most influential when comparable rental and expense information is readily available.

It should be noted that, while all applicable approaches should have some reasonable correlation, specific adjustments will not be exactly the same in each approach. This is because each approach indicates that market value of the subject property by measuring different types of market data and different market participants. For example, the location adjustment for the subject site in Cost Approach may not be the same amount of adjustment (\$ or %) as in the Direct Sales Comparison Approach. This is because the purchasers of vacant land look at the land as having a larger choice of improvements or uses; it has greater possible utility as a vacant site. The purchaser of an existing improved property is 'locked' into a smaller number of choices that are limited by the existing improvements. In the Income Approach, a prospective tenant will determine an even different interpretation of that location based upon his or her own desires and the particular leasable space and not the whole improvement or not the consideration of the vacant site.

Detailed explanations and processes for each reliable approach follow in the report. It is suggested that all data be studied prior to evaluation.

## **EXPLANATION OF THE COST APPROACH**

The subject is a strip of unused right-of-way. It is being valued using the direct sales comparison approach and the cost approach will not be developed. Omission of the cost approach does not impact the final value estimate.

## **EXPLANATION OF THE DIRECT SALES COMPARISON APPROACH**

The Direct Sales Comparison Approach is a method of arriving at an indication of value by comparison of sale properties as a unit, with the Subject Property as a unit.

This method is most representative of the actions of persons involved in real estate transactions. However, the comparisons shown in the report are judgments of the appraiser, based on cumulative market data, and experience of the appraiser. These adjustments are not intended to express, or imply, the actual reasoning used by the seller or purchaser of a particular property.

Application of this method required analysis of the sale properties, as well as, of the Subject Property. Careful selection of sale properties which have the most similarity and which are the most influential is paramount to this process. It also requires careful consideration of the differences of various factors found in the individual sale property, and the property being appraised.

Narrative comparisons may include dollar or percentage adjustments, which provide guidance to the values indicated by each sale, as well as the appraiser's conclusion of value indicated by this approach.

The comparisons will be made on a table format with narrative explanations to the adjustments below the table. The adjustments will be tabulated for each sale property separately.

After arriving at an indicated value by each sale, the group of sales will be recapped on the same page, which will provide the reader a convenient illustration of the differences within the group of sales, along with the differences of net adjustments.

The reconciliation of the sales is a narrative discussion of the influence of the various sale properties, and gives a conclusion as to which sale, or sales, has been considered to be most influential toward the indication of value for this approach.



## Valuation – SALES COMPARISON APPROACH

The appraiser researched land sales in Cedar Falls for lots with similar use potential to the subject. The Multiple Listing Service and the Black Hawk County Assessors records were researched and the following sales were discovered and analyzed.

### LAND SALES SUMMARY TABLE

| No | Address             | City        | Sale Date | Sales Price | Size (SF) | Price/SF       |               |
|----|---------------------|-------------|-----------|-------------|-----------|----------------|---------------|
| 1  | 4906 Kara Dr        | Cedar Falls | Nov-22    | \$70,000    | 12,420    | \$5.64         |               |
| 2  | 2025 Ashworth Dr    | Cedar Falls | Jan-22    | \$89,000    | 12,780    | \$6.96         |               |
| 3  | 1901 Green Creek Rd | Cedar Falls | Feb-22    | \$70,000    | 19,730    | \$3.55         |               |
| 4  | 4224 Shocker Rd     | Cedar Falls | Sep-22    | \$66,250    | 9,800     | \$6.76         |               |
| 5  | 4407 Shocker Rd     | Cedar Falls | Jul-22    | \$67,000    | 9,525     | \$7.03         |               |
|    |                     |             |           |             |           | <b>Low</b>     | <b>\$3.55</b> |
|    |                     |             |           |             |           | <b>High</b>    | <b>\$7.03</b> |
|    |                     |             |           |             |           | <b>Average</b> | <b>\$5.99</b> |

#### Summary:

The sales in the chart above are all single-family lots in Cedar Falls that have sold in the last 12 months. They are within neighborhoods in Cedar Falls similar to the subject's location and are considered to be the best available, most recent, and provide a favorable indication to value the subject property. The typical buyer would likely consider all five of the sales, if all were available.

#### Summary

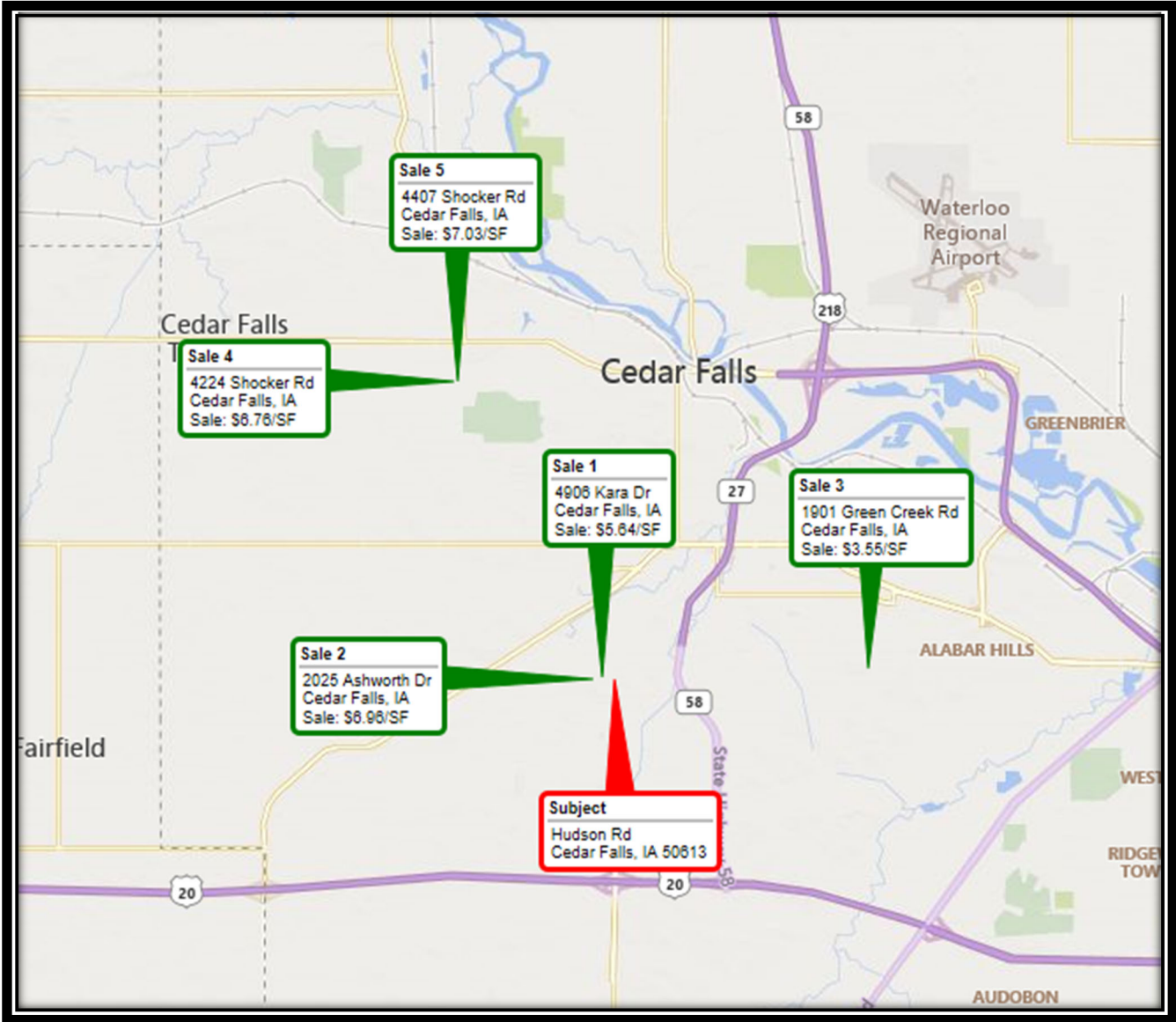
The sales indicate a range of value for the subject property from \$3.55 to \$7.03 per square foot, with average of \$5.99 per square foot. The final value estimate for the subject is toward the lower range since it fronts a primary arterial, which would deter many buyers.

$$\underline{\$4.00 \times 1,734 = \$6,936}$$

The estimated *As Is* market value of the fee simple interest in subject, by the sales approach, rounds \$7,000.

**SEVEN THOUSAND DOLLARS**  
**\$7,000, *As Is***

### LAND SALES MAP



### Land Sale Photos



4906 Kara Drive



2025 Ashworth Drive



1901 Green Creek Road



4224 Shocker Road



4407 Shocker Road

## Valuation – Income Approach - DIRECT CAPITALIZATION

### Income Approach Summary:

The subject property is being valued as a residential lot and is not income producing. The income approach is not being developed in this report because it is not applicable. Omission of the income approach does not affect the credibility of this appraisal report.

## RECONCILIATION & FINAL VALUE CONCLUSION

The value indicated by application of each of the utilized approaches is:

|                           |                                   |
|---------------------------|-----------------------------------|
| Cost Approach             | Not Processed                     |
| Sales Comparison Approach | \$7,000, Fee Simple, <i>As Is</i> |
| Income Approach           | Not Processed                     |

The sales comparison approach is the only applicable approach to value. This approach indicates the following *As Is* value of the subject as of February 10, 2023.

**SEVEN THOUSAND DOLLARS**  
**\$7,000, *As Is***

# ADDENDA



**APPRAISAL QUALIFICATIONS – RALLY APPRAISAL**

James A Herink  
209 Franklin Street, Suite A-3  
Cedar Falls, IA 50613  
(319) 266-9373

STATE OF IOWA GENERAL CERTIFICATION #CG02627

**Education:**

1993 - High School, Leigh Community Schools, Leigh, Nebraska  
1999 - Bachelor of Arts, University of Denver, Denver, Colorado

**Employment History:**

Rally Appraisal, LLC, Certified General Appraiser 07/04-Present  
Hamilton College, Admissions Representative 03/03-06/04  
KWWL-TV, News Producer 05/01-03/03  
KLR/KJSK Radio, News Director 06/00-05/01

**Appraisal Courses:**

|   |   |
|---|---|
| Appraisal Principles 2004                           | Basic Hotel Appraising 2018                 |
| USPAP Certification 2004                            | Avoiding Mortgage Fraud for Appraisers 2018 |
| National USPAP Updated 2007                         | 2018-2019 7-Hour USPAP Update               |
| Appraiser FHA Today 2008                            | The Income Approach: An Overview 2020       |
| Rapo & REO Valuation 2008                           | Appraisal of Self-Storage Facilities 2020   |
| Effective Appraisal Writing 2008                    | Appraisal of Industrial Incubators 2020     |
| National USPAP Update 2012                          | 2020-2021 7-Hour USPAP Update               |
| Making Sense of GIMs, OARs and DCF 2014             |   |
| Appraising FHA Today 2014                           |   |
| National USPAP Update 2014                          |   |
| Supervisory Appraiser Trainee Appraiser Course 2016 |   |
| National USPAP Update 2016                          |   |
| Basic Hotel Appraising 2016                         |   |
| Expert Witness of Commercial Appraisers 2016        |   |
| Appraisal of Owner-Occupied Comm. Properties 2018   |   |

**Seminars Attended:**

Appraisal Principles and Procedure: 2004  
General Appraisal Income Approach Part 1 2009  
General Appraisal Income Approach Part 2 2009  
General Sales Comparison Approach, 2010  
Real Estate Financing Statistics and Valuation Modeling 2010  
General Appraisal Report Writing 2010  
General Appraisal Cost Approach 2011  
General Appraisal Highest & Best Use 2011

**Types of Properties Appraised:**

Residential, small income, vacant land, new construction, REO, all types of industrial, farm land, recreational land, multi-family, residential and commercial subdivisions, eminent domain mini-storage, office buildings, manufactured home parks, special use properties, auto dealerships, retail, funeral homes, CBD, hotels, hog confinement, dairy and cattle farms, special purpose properties and car washes.



STATE OF IOWA  
IOWA DEPARTMENT OF COMMERCE  
PROFESSIONAL LICENSING AND REGULATION

This is to certify that the below named has been granted a certification  
as: Certified General Appraiser.

Certification Number: CG02627 Expires: June 30, 2024

Status: Active

Mr. James Anthony Herink  
Rally Appraisal, LLC  
209 Franklin Street, Suite A3  
Cedar Falls, Iowa 50613

**State of Iowa**  
Real Estate Appraiser Examining Board  
Certifies  
**James Herink**  
having given satisfactory evidence of professional qualifications  
as required by the Code of Iowa is duly authorized  
to practice in the State of Iowa as a Certified General Appraiser.  
In witness thereof the Board grants Certification Number CG02627.  
This 7th day of June, 2006



  
 Amanda Luscombe  
Chair

  
 Fred Geder  
Vice Chair

# DEPARTMENT OF COMMUNITY DEVELOPMENT



City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
Phone: 319-273-8606  
Fax: 319-273-8610  
www.cedarfalls.com

## MEMORANDUM Planning & Community Services Division

**TO:** Mayor Robert M. Green and City Council  
**FROM:** Karen Howard, AICP, Planning & Community Services Manager  
**DATE:** August 7, 2023  
**SUBJECT:** Zoning Code Text Amendment – Parking for Civic/Institutional Uses in Downtown Character District (TA23-002)

### Background

The City received an inquiry from St. Patrick Catholic Church about constructing a new parking lot on a property they recently acquired that is located on the north side of 7<sup>th</sup> Street between Washington Street and Main Street. The property is across Clay Street from St. Patrick’s School and across 7<sup>th</sup> Street from St. Patrick’s Church. The school, church, and vacant property are located in the Urban General (UG) frontage area within the Downtown Character District. The property is currently vacant land with no buildings. Previously another church was located on the site but has since been demolished.



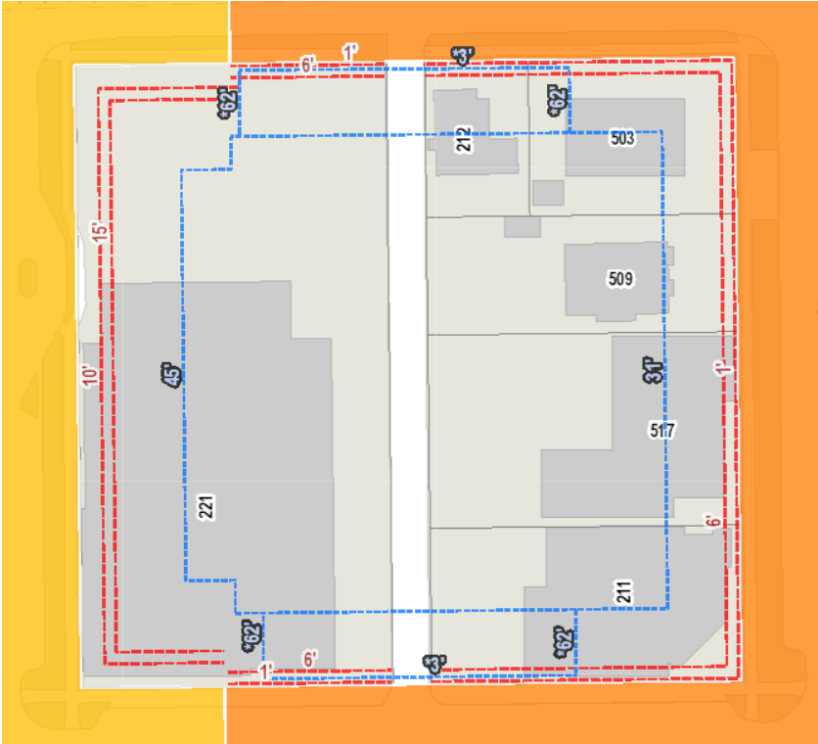
St. Patrick’s would like to use the lot for parking but in the future may build a daycare or other building on the site. There are a couple of challenges the church has identified regarding future use of the property. They have indicated that the 2-story minimum height requirement for a new building may be problematic, as they are only contemplating a 1-story daycare center in the future. Secondly, in most zoning districts, as is the case here, parking is not generally allowed without a principal use on the property and the location of parking is based on setback standards relative to the

principal buildings and uses on the site. The question is whether civic and institutional uses should be treated differently as they are generally located on larger or contiguous parcels, as you can see in the image above for St. Patrick’s school and church, Lincoln Elementary and the Methodist Church. Also, is the 2-story minimum height standard in the UG, UG2, and Storefront areas of the Downtown Character District problematic, given the small size of many properties and parking requirements for upper story uses.

**Analysis**

Parking Location Standards

The intent of the Urban General and Storefront frontages in the Downtown Character District is to encourage buildings to be built close to the street so that street frontages are lined with buildings to support a pedestrian-friendly, mixed-use district. To achieve that goal, the regulating plan for the Downtown Character District contains a build-to line at the fronts of lots indicating where buildings should be aligned along the street. The parking setback line in the Urban General, Urban General 2, and Storefront frontages is generally about 30 feet behind the build-to line (RBL) indicating where parking can be located. Along the side streets (generally the numbered streets that run perpendicular to the mid-block alleys), there is an area where parking can be placed closer to the street if it is enclosed within a building. See an excerpt from the Downtown regulating plan below with the red lines indicating the build-to area and the blue line representing the parking setback line. Parking can be located anywhere behind the blue lines.



It should be noted that parking lots in all zoning districts must be set back from streetside lot lines and abutting properties and screened with trees and shrubs. Following is a list of the parking setback rules for various zoning districts:

- In residential zoning districts no parking is allowed in the front yard (area between the principal buildings and the street), required front yard or required side yards. Required side yards are generally 10% of the lot width. Required front yards in these zones:
  - R-1: 30 feet
  - R-2, R-3: 25 feet
  - R-4: 20 feet
- MU – Mixed Use District: 30 feet from major streets, 20 feet from interior streets and accessways
- HWY-1 Commercial District: 20 feet
- C or M Districts: 5 feet, but 10 feet when abutting a residential district

There are several civic and institutional uses in the Downtown Character District, including St. Patrick Church and School, First Methodist Church, First Presbyterian Church, and Lincoln Elementary School. Civic and Institutional uses such as churches and schools are often designed with open spaces, parking areas, and playgrounds in a campus-like setting, which in the downtown area often involves multiple adjacent properties. While Civic Buildings as designated on the regulating plan and as defined in the code, are exempt from certain standards in the new Character District Code, there is no specific exemption for parking lots, particularly when located on a separate lot from the principal use.

The intent of the Downtown Character District Code is to facilitate development that is consistent with the adopted Downtown Vision Plan. One of the major objectives of the Vision Plan is to encourage future development that helps preserve the character of the Downtown area. Churches and schools and other institutional uses are important to the character and livability of the downtown neighborhoods. Since they operate differently than commercial or residential uses, different rules may be warranted, provided they ensure that surrounding residential properties and public areas such as parks and public sidewalks are buffered from vehicular areas and glare from lights.

#### Minimum Building Height in the Downtown Character District

The 2-story minimum building height standard in the UG, UG2, and Storefront Areas is intended to ensure a minimum building scale along downtown streets, similar to the main street character along the parkade. The minimum height encourages development that fully utilizes downtown sites and building up instead of spreading out preserves larger areas behind for needed parking. That being said, there are many small

properties downtown where requiring a second story may require more parking than what is possible on the site, making redevelopment challenging. There are also sites where mixed-use, storefront-type development is not desired by the property owner, such as the case with many civic and institutional uses.

## Discussion of Solutions

### Minimum Building Height

Staff have heard from several property owners that a second story would be challenging and was not within the anticipated scope of their project. With such a small downtown area in Cedar Falls, the challenges of requiring a minimum building height may outweigh the benefits. Staff recommends eliminating the minimum height standard from the code. **At the Planning and Zoning Commission meeting on May 24, the Commission expressed concern about eliminating the 2-story minimum height requirement in all cases and recommended either leaving the code as is or coming up with an exception process whereby waiver of the second story could be considered on a case-by-case basis based on specific standards. Staff agreed to bring back some ideas at a later date for consideration.**

### Parking Location Standards

To provide more flexibility for civic and institutional uses in the Downtown Character District, staff suggests consideration of creating a special rule that would allow parking to be located forward of the parking setback line on the regulating plan, but with certain conditions that would ensure that parking areas are buffered and screened with landscaping and trees from public sidewalks and abutting properties. The following language is provided for consideration:

On lots owned by and used for an allowed Civic or Institutional Use, parking may be located forward of the parking setback line, provided that:

1. The parking area is on a lot that contains the subject Institutional or Civic Use or directly abuts or is across the street or alley from the Civic or Institutional Use;
2. The parking area is setback a minimum of 10' from any streetside lot line and parking setbacks from common lot lines according to the requirements of code shall apply;
3. The parking area shall be landscaped according to the standards in Section 26-220(i), General landscaping of parking within all districts;
4. If the lot shares a common lot line with a Neighborhood Small or Medium frontage lot, or a lot in a R-1 or R-2 District, the parking lot shall be set back a minimum of 5 feet from the common lot line and screened according to the standards in Section 26-220(i), General landscaping of parking areas within all districts.

5. When a principal building is constructed on the site, the building must meet all standards and requirements, as applicable.

### **PLANNING & ZONING COMMISSION RECOMMENDATION:**

After a public hearing on June 14, 2023 meeting, on a vote of 2-5, the Planning and Zoning Commission denied TA23-002, proposed zoning code text amendments to the parking setback requirements for civic and institutional uses in the Downtown Character District.

Therefore, approval will require a 2/3<sup>rd</sup> majority vote of City Council.

(Note: Per direction of the Planning and Zoning Commission, discussions about amending the minimum height standards were postponed until a later date to allow time for staff to develop some alternative language for consideration).

### **PLANNING & ZONING COMMISSION MINUTES**

#### **Discussion 5/24/2023**

Commission moved to the next item, a zoning code text amendment regarding parking and minimum building height for institutional uses in CD-DT. Chair Lynch introduced the item and Ms. Howard provided background information. She explained that the discussion was prompted by an inquiry from St. Patrick's Church about using a vacant lot for a surface parking lot. The property is in the Urban General Frontage of the Downtown Character District. She noted that the church indicated that sometime in the future they may build a new daycare on the site but for now would like to use the entirety of the lot for parking. She noted that accessory uses, such as parking, are not allowed without a principal use in any zone in the City with a few exceptions. She noted that parking area setbacks in most zones are relative to the principal buildings on the site. Also, the two-story minimum building height in the UG, UG2 and Storefront areas may be problematic as well. Ms. Howard displayed an image of an excerpt of the downtown regulating plan to demonstrate how parking setback areas are delineated on the Downtown Character District Regulating Plan. She discussed parking setbacks in other zoning districts as a comparison to the Downtown Character District code. She noted that the question is whether there should be some additional flexibility for parking for civic/institutional uses in the Downtown Character District to allow parking forward of the parking setback lines on the regulating plan. She noted that there are a number of churches and schools in the Downtown Character District with campus-like settings that extend over multiple properties. She noted that institutional uses are important to the character of the neighborhood and this may warrant different rules, but it is important to ensure surrounding development is respected. This might be achieved by creating a landscaped buffer between parking areas and public sidewalks and adjacent properties. She also discussed the pros and cons of the minimum two-story height standard and spoke about solutions that could allow

for more flexibility for Civic and Institutional uses. At this time the item will be for discussion by the Commission.

Mr. Larson made a motion to set a public hearing for the June 14, 2023 meeting. Ms. Crisman seconded the motion.

Mr. Leeper stated that he struggles with this request and is concerned about making all sorts of exceptions to the rules in the new code. He feels it sets a bad precedent.

Mr. Larson likes the points of challenge with the new code as they give an opportunity to consider all options, but he also feels that after going through the exhaustive process of creating the zoning code that it's important to stick to it. He believes that the parking matter, regardless of how you feel about it, drives the building height situation. He also feels that public/non-profit and private development sectors should follow the same rules.

Ms. Crisman feels that the whole vibe of the downtown area is the character of density so starting to make exceptions will undo that. She would like to stay with the current rules and let them work as they are.

Ms. Lynch agreed with the previous sentiments.

Mr. Larson asked about potentially coming up with a formula for height exceptions to allow for consideration of individual projects based on the size of the site being considered.

After further discussion, Mr. Larson revised his motion to set the date for a public hearing for the parking amendments only and to leave the question of minimum height until a later date. Ms. Crisman seconded the motion. The motion was approved unanimously with 7 ayes (Alberhasky, Crisman, Grybovych, Larson, Leeper, Lynch and Stalnaker), and 0 nays.



**Discussion  
6/14/2023**

The first item of business was a zoning text amendment regarding parking for institutional uses in CD-DT. Acting Chair Hartley introduced the item and Ms. Howard provided background information. She explained that the item was presented at the last meeting and gave a brief recap of the information. An inquiry from St. Patrick's about using a vacant lot for a surface parking lot prompted the discussion as the property is in the Urban General Frontage of the Downtown Character District. They may build a new daycare building in the future. The accessory uses, such as parking, are not allowed without a principal use. Parking setback in most zones is relative to the principal buildings on the site. The question becomes whether parking for civic and institutional uses be treated differently. Urban General encourages buildings close to the street with parking located behind to create a pedestrian-friendly mixed-use district. The parking setback from the street is about 30 feet in this zoning district. Allowance can be made for additional area along side streets if it is behind a building wall, such as in a garage or in a parking facility. She provided examples of parking setbacks in other zoning districts.

Ms. Howard explained that there are a number of churches and schools in the Downtown Character District with campus-like settings on multiple properties. Institutional uses are important to the character of the neighborhood and may warrant different rules, but it is also important to ensure surrounding development is respected. Buffering parking areas from public sidewalks and adjacent properties would help to do that. She discussed the solutions that were discussed at the previous meeting that would allow for more flexibility for civic and institutional uses. Staff recommends allowing more flexibility for these types of uses and creating a special rule that would allow parking forward of the parking setback line with the conditions outlined in the staff report and/or with any modifications or additional comments from the Commission.

Paul Dimarco, 1707 E. Bremer Avenue, Waverly, spoke as a parishioner of St. Patrick's. He discussed different projects that he has been a part of with the church and asked the Commission to consider support for the proposed zoning changes. He thanked staff and the Commission for all their work and support of the community. He believes the additional parking would assist in reducing parking needs and loads on the neighbors, as well as Main Street events.

Mr. Larson feels it makes sense but still has concerns about a different set of rules for civic and institutional uses.

Mr. Leeper feels that the timing is a challenge as the code was just updated and this is the first project coming through. To make a change right away doesn't allow the code a chance to work as it has been laid out.

Ms. Crisman agreed to their sentiments, stating that while one location might need the additional space, it doesn't mean that all of the other locations will need the additional parking. If the rules are changed, it would be allowed for all of them. She would prefer not to change the code.

Mr. Larson asked about the possibility of a variance. Ms. Howard explained that anyone has a right to request a variance, but the bar is set high to show that

you don't have any use of the property because of zoning rules. It would be difficult to meet a variance standard in this case.

Ms. Crisman asked if the property was included in the parking study. Ms. Howard was uncertain but believed it was outside the area of the downtown study.

Ms. Crisman made a motion to approve the item as recommended. Mr. Larson seconded the motion. The motion was denied with 2 ayes (Alberhasky and Hartley), and 5 nays (Crisman, Larson, Leeper, Moser and Stalnaker).

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING PARAGRAPH 26-193.1A.6., ON-SITE/OFF-STREET VEHICLE PARKING AND ACCESS, AND ALSO ADDING ASSOCIATED CROSS-REFERENCES THROUGH-OUT SECTION 26-193, BUILDING FORM STANDARDS, OF DIVISION 2, SPECIFIC DISTRICTS, OF ARTICLE III, DISTRICTS AND DISTRICT REGULATIONS, OF CHAPTER 26, ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA TO ADD AN EXCEPTION TO THE PARKING SETBACK REQUIREMENTS FOR CIVIC AND INSTITUTIONAL USES IN THE DOWNTOWN CHARACTER DISTRICT.**

WHEREAS, paragraph 26-193.1A.6 of the Cedar Falls Code of Ordinances, sets forth certain standards for on-site/off-street vehicle parking and access in the Downtown Character District; and

WHEREAS, there are certain exceptions listed to the parking setback requirements within said paragraph to provide flexibility in certain circumstances and under certain conditions; and

WHEREAS, the Planning and Zoning Commission considered a request to amend this paragraph to add an exception that would allow parking to be located forward of the parking setback line for Civic and Institutional Uses in the Downtown Character District, provided certain conditions are met; and

WHEREAS, the Planning and Zoning Commission recommended denial of this request in order to better preserve the pedestrian-oriented intent of the district and to encourage downtown properties to be used primarily for active building uses; and

WHEREAS, at least a 2/3<sup>rd</sup> majority of the City Council deems it in the best interest of the community to approve the proposed amendments despite the Planning and Zoning Commission's disapproval;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, THAT:

*Section 1: Paragraph 26-193.1A.6c., On-Site/Off-Street Vehicle Parking and Access, within Division 2, Specific Districts, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new subparagraph (iii), as follows:*

- (iii). On lots owned by and used for a permitted Civic or Institutional Use, parking may be located forward of the parking setback line, provided that:
  - (a) The parking area is on a lot that contains the subject Civic or Institutional Use or directly abuts or is across the street or alley from the subject Civic or Institutional Use; and
  - (b) The parking area is set back a minimum of ten (10) feet from any streetside lot line. This streetside setback area shall be used for landscape screening and trees; screening shrubs shall be minimum 18 inches in height at planting and spaced appropriately to form at

- maturity a continuous, effective visual screen 3 to 4 feet in height to provide a buffer between the parking area and the STREET SPACE. In addition, canopy shade trees meeting the standards in Section 26-195.4F, Street Tree Specifications, shall be planted at an average spacing not greater than 50 feet on center within the streetside setback area; and
- (c) If the lot is located on a Neighborhood Small or Neighborhood Medium frontage lot or shares a common lot line with a Neighborhood Small or Neighborhood Medium frontage lot or shares a common lot line with a lot in an R-1 or R-2 District, the parking area shall be set back a minimum of 5 feet from any common lot line and screened with shrubs to form a continuous, effective visual screen as specified in paragraph (b) above; and
- (d) The parking complies with the vision triangle restrictions in Section 26-220(e)(7); and
- (e) When a principal building is constructed on the site, the building must be constructed according to the regulating plan and meet all standards and requirements, as applicable.

*Section 2: Paragraph 26-193.2F.4., Rear Lot Area, within Division 2, Specific Districts, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new paragraph c., as follows:*

- c. See also additional parking location exceptions specified in 26.193.1A.6.

*Section 3: Paragraph 26-193.4F.3., Rear Lot Area, within Division 2, Specific Districts, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new paragraph c., as follows:*

- c. See also additional parking location exceptions specified in 26.193.1A.6.

*Section 4: Paragraph 26-193.5E.3., Rear Lot Area, within Division 2, Specific Districts, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new paragraph c., as follows:*

- c. See also additional parking location exceptions specified in 26.193.1A.6.

INTRODUCED: \_\_\_\_\_ August 21, 2023 \_\_\_\_\_

PASSED 1<sup>ST</sup> CONSIDERATION: \_\_\_\_\_

PASSED 2<sup>ND</sup> CONSIDERATION: \_\_\_\_\_

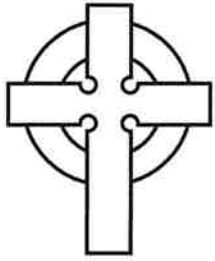
PASSED 3<sup>RD</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk



## **Saint Patrick Catholic Church**

**705 Main Street • Cedar Falls, Iowa 50613**

August 9, 2023

City Council Members and to Whom it May Concern,

St. Patrick Catholic Church is in support of the proposed code amendment, providing institutional and civic organizations the opportunity for strategic flexibility regarding property use.

As you are aware, St. Patrick Catholic Church acquired the property at 7<sup>th</sup> and Washington in January 2023. We have been interested in this parcel for a long time and owning this property allows for growth of our parish, whether it be to provide additional parking, some green space for our children, or the future site of a building to support the mission of our parish and school. However, the setbacks noted in the current code would significantly reduce the number of spaces for a proposed parking lot, in addition, perimeter parking screen walls referenced in the code could pose a safety issue as there would be no clear line of sight for students regularly crossing the street between the church and school. Also, the requirement referencing the need for new buildings to have a two-story building requirement would greatly reduce the feasibility to construct a potential daycare facility or other use for us on the site due to both cost and usage restrictions for young children in a two-story facility. With an amendment to the code allowing institutional and civic organizations flexibility, planning for future improvements affords a uniform feel and look to our existing campus, allows us the opportunity to enhance the safety of our students, parishioners, staff, and neighbors to our campus by alleviating the need for as much on street parking as we require today, while still complementing the current character of downtown Cedar Falls.

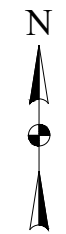
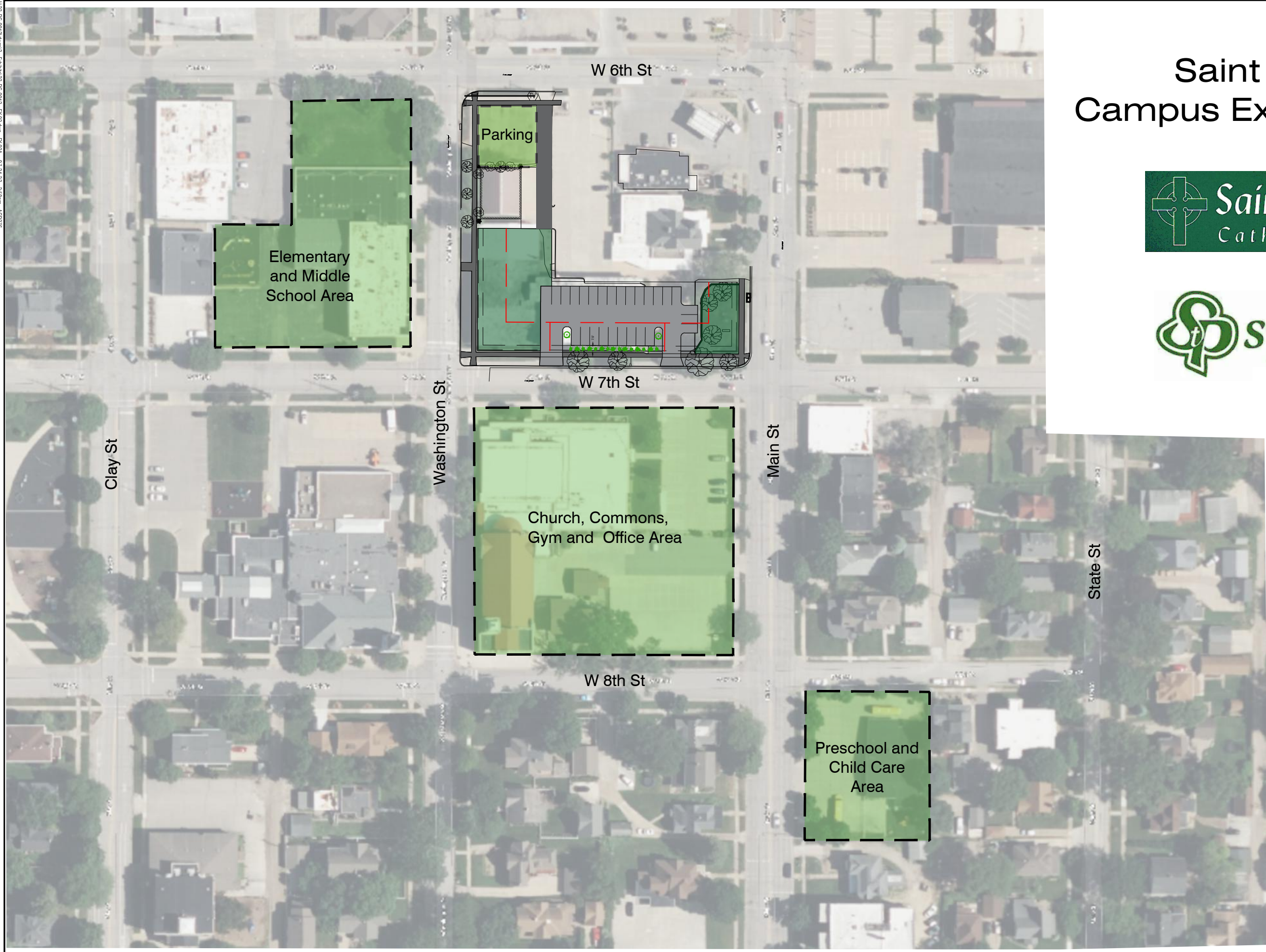
St. Patrick Catholic Church, through its mission, has supported its parishioners and the community of Cedar Falls at this location since 1856. We look forward to working with the City of Cedar Falls as we continue to build a foundation for our future.

Sincerely,

Fr. Ivan Nienhaus

Phone: 319-266-3523 Fax 319-266-2179 [www.saintpatrickcf.org](http://www.saintpatrickcf.org)

# Saint Patrick Campus Exhibit 7/24/23



SCALE 1"=100'  
0 100'

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615 Main Street • P.O. Box 542 • Cedar Falls, Iowa 50613 • (319) 266-3525  
www.richardsonfuneralservice.com • richardsonfuneralservice@gmail.com  
Michael J. Sulentic • Paul H. Van Gorp • Donald J. Richardson

August 1, 2023

City of Cedar Falls

To Whom It May Concern

As a neighboring property owner to St. Patrick Catholic Church, Richardson Funeral Service is in favor of the empty lot being converted into a parking lot with future possibilities of adding a physical structure. This will enhance the neighborhood and help with the current parking issues on Saturday and Sunday. The elimination of parking on Main St. will only add to the congestion. As businesses in the downtown district, we all work together with these current issues.

Regards,

Michael J Sulentic

A handwritten signature in black ink that reads "Michael J. Sulentic". The signature is written in a cursive style with a long, sweeping underline.



**FIRST UNITED**  
METHODIST CHURCH

718 CLAY STREET CEDAR FALLS, IA 50613

Rev. Scott Keele Kober  
718 Clay St.  
Cedar Falls, IA 50613

July 27, 2023

Father Ivan Nienhaus, St. Patrick Catholic Church  
705 Main Street  
Cedar Falls, IA 50613

Subject: Support for Zoning Variance

Father Ivan,

I hope this letter finds you well. As a fellow neighbor and member of Cedar Falls community, and following a discussion I have had with our Board of Trustees Chair. I am writing to express my support for the zoning variance application that your church is submitting.

I understand that the zoning variance application seeks to address parking concerns, a common challenge in any growing community. By expanding the parking facilities, your church can not only enhance the overall safety and accessibility of its premises but also reduce the impact of parking congestion on our streets. This proactive approach to mitigating potential traffic issues demonstrates your church's commitment to being a responsible and considerate member of our neighborhood.

Furthermore, I am excited to learn about your plans for future childcare services within the church campus. Accessible and high-quality childcare is a pressing need for many families in our area, and your initiative to increase such services showcases your dedication to the well-being of the community.

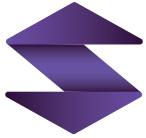
If there is any way that I can offer additional support or if you need further endorsements from other community members, please do not hesitate to contact me.

Thank you for your dedication to making our community a better place for everyone. May you find success in your efforts to secure the zoning variance, and may Saint Patrick's congregation continue to thrive and positively impact the lives of many.

Warmest regards,

Rev. Scott Keele Kober





**STRUCTURE**  
REAL ESTATE

201 Washington Street, Cedar Falls, IA  
t. 319-260-2016  
structurecedarvalley.com

**To whom it may concern,**

**I am in favor of our city council considering some small alterations to the downtown form-based code. While those involved in the form based code did a wonderful job (in my opinion), I believe that code is not and will not be perfect for any and all situations. I don't think that an amendment to the newly adopted code should be a concern, but just that the code is imperfect and incapable of encompassing every situation. I would take the stance that institutional and educational entities and campuses should be heard when expansion to adjacent parcels is needed and possible.**

**Respectfully,**

**Brian Wingert  
Structure Real Estate, Partner  
201 Washington St  
Cedar Falls, IA**



DEPARTMENT OF FINANCE AND BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613  
PHONE 319-273-8600  
FAX 319-268-5126

**MEMORANDUM**  
Legal Services Division

**TO:** Mayor Green, City Council  
**FROM:** Kevin Rogers, City Attorney  
**DATE:** August 8, 2023  
**SUBJECT:** Political sign ordinance amendment

Section 3-64 of the Code of Ordinances addressing political signs is unlawful in a couple of respects. Courts have held that requiring a permit and fee for posting political signs on private property is an unconstitutional abridgment of First Amendment rights. Also, it is a similar unlawful abridgment to impose a deadline for removing such signs from private property.

Campaign signs may not be placed on public property according to State law. State law also prohibits the placement of campaign signs near polling places as provided in the current ordinance. That is why no changes to those provisions of the current ordinance are recommended.

Attached to this Memorandum please find proposed ordinance changes to bring Sec. 3-64 into legal compliance. It should be noted that at my recommendation the provisions to be stricken have not been enforced since we learned of the problems with the ordinance.

I recommend approval of the changes.

Please feel free to contact me if you have any questions. Thank you.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE REPEALING SECTION 3-64, POLITICAL SIGNS, OF ARTICLE II, SIGNS, OF CHAPTER 3, ADVERTISING, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING IN LIEU THEREOF A NEW SECTION 3-64, POLITICAL SIGNS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 3-64, Political Signs, of Article II, Signs, of Chapter 3, Advertising, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 3-64, Political Signs, is enacted in lieu thereof, as follows:

**Sec. 3-64. Political signs.**

~~Any person who desires to post political signs within the city limits shall first obtain a temporary sign permit. All of such signs must be removed within one week after the election which the signs refer to. A political sign shall not be attached to any city property, nor shall any such~~ No political sign shall be posted on the premises of any polling place or within 300 feet of any outside door of any building affording access to any room where the polls are held, or any outside door of any building to any hallway, corridor, stairway or other means of reaching the room where the polls are held, except that this prohibition shall not apply to the posting of signs on private property not a polling place.

(Code 2017, § 3-65)

INTRODUCED: \_\_\_\_\_  
PASSED 1<sup>ST</sup> CONSIDERATION: \_\_\_\_\_  
PASSED 2<sup>ND</sup> CONSIDERATION: \_\_\_\_\_  
PASSED 3<sup>RD</sup> CONSIDERATION: \_\_\_\_\_  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Danielsens, MMC, City Clerk

**ORDINANCE NO. 3036**

AN ORDINANCE REPEALING SECTION 3-64, POLITICAL SIGNS, OF ARTICLE II, SIGNS, OF CHAPTER 3, ADVERTISING, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING IN LIEU THEREOF A NEW SECTION 3-64, POLITICAL SIGNS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 3-64, Political Signs, of Article II, Signs, of Chapter 3, Advertising, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 3-64, Political Signs, is enacted in lieu thereof, as follows:

**Sec. 3-64. Political signs.**

No political sign shall be posted on the premises of any polling place or within 300 feet of any outside door of any building affording access to any room where the polls are held, or any outside door of any building to any hallway, corridor, stairway or other means of reaching the room where the polls are held, except that this prohibition shall not apply to the posting of signs on private property not a polling place.

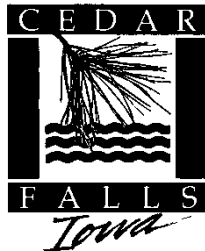
(Code 2017, § 3-65)

INTRODUCED: \_\_\_\_\_ July 17, 2023  
PASSED 1<sup>ST</sup> CONSIDERATION: \_\_\_\_\_ July 17, 2023  
PASSED 2<sup>ND</sup> CONSIDERATION: \_\_\_\_\_ August 7, 2023  
PASSED 3<sup>RD</sup> CONSIDERATION: \_\_\_\_\_  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Danielsens, MMC, City Clerk



## DEPARTMENT OF FINANCE &amp; BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613  
319-273-8600  
FAX 319-268-5126

**INTEROFFICE MEMORANDUM**

Financial Services Division

**TO:** Mayor Green and City Council Members  
**FROM:** Lisa Roeding, Controller/City Treasurer  
**DATE:** May 18, 2023  
**SUBJECT:** Council Salary Ordinance

Please find attached proposed changes to Section 2-47 of the Code of Ordinances relating to the Salary of Councilmembers. These changes were discussed during the Committee of the Whole meeting on April 17, 2023.

The effects of Section 2-47 changes are to establish \$8,500 ~~\$12,000~~ as the annual rate of pay beginning January 1, 2024, and to use October as the month of the federal consumer price index rate (CPI-U) to calculate the annual increase, which will be effective beginning January 1, 2025.

Please feel free to contact me with any questions.

CC: Jennifer Rodenbeck, Director of Finance & Business Operations  
Ron Gaines, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE INCREASING THE SALARY OF COUNCIL MEMBERS BY REPEALING SECTION 2-47, SALARY OF MEMBERS, OF DIVISION 1, GENERALLY, OF ARTICLE II, CITY COUNCIL, OF CHAPTER 2, ADMINISTRATION, AND ENACTING IN LIEU THEREOF A NEW SECTION 2-47, SALARY OF MEMBERS OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 2-47, Salary of Members, of Division I, Generally, of Article II, City Council, of Chapter 2, Administration, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 2-47, Salary of Members, is enacted in lieu thereof, as follows:

**Sec. 2-47. - Salary of members.**

Each councilmember of the city shall receive an annual salary of ~~\$8,500.00~~~~\$12,000.00~~~~\$4,098.60~~ as of January 1, 2024, and ~~beginning after~~ January 1, 2025, 2000 an annual salary adjustment shall be awarded equal to the ~~latest calendar year annual~~ federal consumer price index rate (CPI-U) for the month of October that precedes the effective date of the annual salary adjustment awarded at the start of each fiscal year. Said salary shall be payable in such manner as the council shall by motion direct.

(Code 2017, § 2-43; Ord. No. 2085, § 1, 2-13-1995; Ord. No. 2250, § 1, 1-11-1999)

INTRODUCED: \_\_\_\_\_

PASSED 1<sup>ST</sup> CONSIDERATION: \_\_\_\_\_

PASSED 2<sup>ND</sup> CONSIDERATION: \_\_\_\_\_

PASSED 3<sup>RD</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Daniels, MMC, City Clerk

**ORDINANCE NO. 3037**

AN ORDINANCE INCREASING THE SALARY OF COUNCIL MEMBERS BY REPEALING SECTION 2-47, SALARY OF MEMBERS, OF DIVISION 1, GENERALLY, OF ARTICLE II, CITY COUNCIL, OF CHAPTER 2, ADMINISTRATION, AND ENACTING IN LIEU THEREOF A NEW SECTION 2-47, SALARY OF MEMBERS OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 2-47, Salary of Members, of Division I, Generally, of Article II, City Council, of Chapter 2, Administration, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 2-47, Salary of Members, is enacted in lieu thereof, as follows:

**Sec. 2-47. - Salary of members.**

Each councilmember of the city shall receive an annual salary of \$8,500.00 as of January 1, 2024, and beginning January 1, 2025, an annual salary adjustment shall be awarded equal to the federal consumer price index rate (CPI-U) for the month of October that precedes the effective date of the annual salary adjustment. Said salary shall be payable in such manner as the council shall by motion direct.

INTRODUCED: \_\_\_\_\_ July 17, 2023

PASSED 1<sup>ST</sup> CONSIDERATION: \_\_\_\_\_ July 17, 2023

PASSED 2<sup>ND</sup> CONSIDERATION: \_\_\_\_\_ August 7, 2023

PASSED 3<sup>RD</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Daniels, MMC, City Clerk



## FINANCE &amp; BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613  
319-273-8600  
FAX 319-268-5126

**MEMORANDUM**

Public Records Division

**TO:** Honorable Mayor Green and City Council Members  
**FROM:** Marcie Breitbach, Administrative & Parking Supervisor  
**DATE:** August 8, 2023  
**SUBJECT:** Parking Permits - Ordinance Amendments

Please find attached proposed ordinance amendments that were discussed at the July 17, 2023 Finance & Business Operations Committee meeting. This ordinance clarifies the current 48-hour parking limit and provides an option for temporary long-term parking permits for the municipal parking lots.

Additionally, this ordinance also includes a clean-up item for Section 23-411, correcting a reference to the Central Business District, which is now known as the Downtown Character District.

Please feel free to contact me with questions regarding these proposed amendments. Thank you.



## ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE (1) REPEALING SECTIONS 23-418, PARKING PERMITS FOR MUNICIPAL PARKING LOTS OR PARKING FACILITIES; AND (2) SECTION 23-411, PARKING ENFORCEMENT DISTRICTS DESCRIBED; AND ENACTING IN LIEU THEREOF NEW SECTIONS 23-418, PARKING PERMITS FOR MUNICIPAL PARKING LOTS OR PARKING FACILITIES AND 23-411, PARKING ENFORCEMENT DISTRICTS DESCRIBED, ALL CONTAINED IN DIVISION 2, PARKING ENFORCEMENT DISTRICTS, EQUIPMENT, OPERATIONS AND FACILITIES, OF ARTICLE IV, STOPPING, STANDING AND PARKING, OF CHAPTER 23, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA;

*Section 1.* Section 23-418, Parking permits for municipal parking lots and parking facilities, of Division 2, Parking enforcement districts, equipment, operations and facilities, of Article IV, Stopping, Standing and Parking, of Chapter 23, Stopping, standing and parking, of the Code of Ordinances of the City of Cedar Falls, Iowa is hereby repealed in its entirety and a new Section 23-418, Parking permits for municipal parking lots and parking facilities, is enacted in lieu thereof, as follows:

**Sec. 23-418. Parking permits for municipal parking lots or parking facilities.**

(a) Generally. The owner or operator of a motor vehicle may obtain a parking permit for use in the off-street municipal parking lots or facilities. Parking permits may be assigned to a specific parking lot or facility, and may vary in price. Parking permit fees shall be established from time to time by resolution of the city council. The parking permits ~~are~~ ~~is~~ to be displayed ~~and visible through in the lower left hand corner of the~~ windshield of the vehicle unless the owner or operator of the vehicle has properly registered the license plate of the vehicle to be associated with a virtual parking permit through the parking enforcement agency designated by the city.

(b) Monthly permit. The purchase and proper display/registration of a monthly parking permit, as required in this subsection shall entitle the motor vehicle to be parked in the designated off-street municipal parking lot or facility for a period of up to 48 consecutive hours for the month purchased without penalty. Monthly permitted vehicles parked beyond the 48-hour limit without moving are in violation of this subsection and are subject to citation for overtime parking and removal by tow at owner's expense. An additional daily parking permit must be purchased separately for temporary long-term parking beyond the 48-hour limit.

(c) Daily permit (temporary long-term). In addition to a monthly parking permit, a daily parking permit may be purchased by monthly permit holders for temporary long-term parking in the same municipal parking lot or facility as the monthly parking permit. The purchase and proper display/registration of a daily parking permit entitles the motor vehicle to be parked in the designated off-street municipal parking lot or facility, without moving the vehicle, for the designated dates purchased, without penalty or removal by tow.

Section 2. Section 23-411, Parking enforcement districts described, of Division 2, Parking enforcement districts, equipment, operations and facilities, of Article IV, Stopping, Standing and Parking, of Chapter 23, Stopping, standing and parking, of the Code of Ordinances of the City of Cedar Falls, Iowa is hereby repealed in its entirety and a new Section 23-411, Parking enforcement districts described, is enacted in lieu thereof, as follows:

**Sec. 23-411. Parking enforcement districts described.**

The following named and described districts, lying within the corporate limits of the city, shall constitute a parking enforcement district.

- (1) Downtown parking enforcement district, being the boundaries described in section 26-191489 as the Downtown Character District (CD-DT), ~~Central Business District (CBD) overlay zoning district.~~
- (2) College Hill parking enforcement district, being the boundaries described in section 26-181, College Hill Neighborhood (CHN) overlay zoning district.

INTRODUCED: \_\_\_\_\_ August 7, 2023 \_\_\_\_\_  
 PASSED 1<sup>st</sup> CONSIDERATION: \_\_\_\_\_ August 7, 2023 \_\_\_\_\_  
 PASSED 2<sup>nd</sup> CONSIDERATION: \_\_\_\_\_  
 PASSED 3<sup>rd</sup> CONSIDERATION: \_\_\_\_\_  
 ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

**ATTEST:**

\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk

## ORDINANCE NO. 3038

AN ORDINANCE (1) REPEALING SECTIONS 23-418, PARKING PERMITS FOR MUNICIPAL PARKING LOTS OR PARKING FACILITIES; AND (2) SECTION 23-411, PARKING ENFORCEMENT DISTRICTS DESCRIBED; AND ENACTING IN LIEU THEREOF NEW SECTIONS 23-418, PARKING PERMITS FOR MUNICIPAL PARKING LOTS OR PARKING FACILITIES AND 23-411, PARKING ENFORCEMENT DISTRICTS DESCRIBED, ALL CONTAINED IN DIVISION 2, PARKING ENFORCEMENT DISTRICTS, EQUIPMENT, OPERATIONS AND FACILITIES, OF ARTICLE IV, STOPPING, STANDING AND PARKING, OF CHAPTER 23, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA;

*Section 1.* Section 23-418, Parking permits for municipal parking lots and parking facilities, of Division 2, Parking enforcement districts, equipment, operations and facilities, of Article IV, Stopping, Standing and Parking, of Chapter 23, Stopping, standing and parking, of the Code of Ordinances of the City of Cedar Falls, Iowa is hereby repealed in its entirety and a new Section 23-418, Parking permits for municipal parking lots and parking facilities, is enacted in lieu thereof, as follows:

### **Sec. 23-418. Parking permits for municipal parking lots or parking facilities.**

- (a) *Generally.* The owner or operator of a motor vehicle may obtain a parking permit for use in the off-street municipal parking lots or facilities. Parking permits may be assigned to a specific parking lot or facility and may vary in price. Parking permit fees shall be established from time to time by resolution of the city council. The parking permits are to be displayed and visible through the windshield of the vehicle unless the owner or operator of the vehicle has properly registered the license plate of the vehicle to be associated with a virtual parking permit through the parking enforcement agency designated by the city.
- (b) *Monthly permit.* The purchase and proper display/registration of a monthly parking permit, as required in this subsection shall entitle the motor vehicle to be parked in the designated off-street municipal parking lot or facility for a period of up to 48 consecutive hours for the month purchased without penalty. Monthly permitted vehicles parked beyond the 48-hour limit without moving are in violation of this subsection and are subject to citation for overtime parking and removal by tow at owner's expense. An additional daily parking permit must be purchased separately for temporary long-term parking beyond the 48-hour limit.
- (c) *Daily permit (temporary long-term).* In addition to a monthly parking permit, a daily parking permit may be purchased by monthly permit holders for temporary long-term parking in the same municipal parking lot or facility as the monthly parking permit. The purchase and proper display/registration of a daily parking permit entitles the motor vehicle to be parked in the designated off-street municipal parking lot or facility, without moving the vehicle, for the designated dates purchased, without penalty or removal by tow.

Section 2. Section 23-411, Parking enforcement districts described, of Division 2, Parking enforcement districts, equipment, operations and facilities, of Article IV, Stopping, Standing and Parking, of Chapter 23, Stopping, standing and parking, of the Code of Ordinances of the City of Cedar Falls, Iowa is hereby repealed in its entirety and a new Section 23-411, Parking enforcement districts described, is enacted in lieu thereof, as follows:

**Sec. 23-411. Parking enforcement districts described.**

The following named and described districts, lying within the corporate limits of the city, shall constitute a parking enforcement district.

- (1) Downtown parking enforcement district, being the boundaries described in section 26-191 as the Downtown Character District (CD-DT).
- (2) College Hill parking enforcement district, being the boundaries described in section 26-181, College Hill Neighborhood (CHN) overlay zoning district.

INTRODUCED: \_\_\_\_\_ August 7, 2023

PASSED 1<sup>st</sup> CONSIDERATION: \_\_\_\_\_ August 7, 2023

PASSED 2<sup>nd</sup> CONSIDERATION: \_\_\_\_\_

PASSED 3<sup>rd</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

**ATTEST:**

\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk



## DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-268-5161  
 Fax: 319-268-5197  
[www.cedarfalls.com](http://www.cedarfalls.com)

### MEMORANDUM Engineering Division

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** David Wicke, PE, City Engineer

**DATE:** August 7, 2023

**SUBJECT:** Updates to City Code Section 23-374 – Parking Prohibited on Specific Streets  
 And  
 Updates to City Code Section 23-379 – Limited Parking on Specific Streets

The no parking ordinance on University Avenue frontage road north of University Avenue (Dakota Street) from W. 31<sup>st</sup> Street to its westerly terminus currently exists on both the northerly and southerly sides of the street. UNI has requested to allow limited parking on the northerly side of the street. This would allow students to park on the street to attend classes held at the UNI owned house located at 8712 University Ave. (frontage road). The southerly side of the street within these same limits would remain no parking.

The Engineering Division is recommending that the current no parking that exists on the northerly side of University Avenue frontage road (Dakota Street) from 31<sup>st</sup> Street to its western terminus be allowed for a duration of 90 minutes. This will allow students to park on the street for the duration of scheduled classes.

The Engineering Division is proposing changes to (1) City Code Section 23-374 – Parking Prohibited on Specific Streets to remove the no parking on the northerly side of the frontage road; and (2) City Code Section 23-379 – Limited Parking on Specific Streets to allow for limited parking so the code will match the proposed limits of the parking request along the frontage road. Please see the attached changes to City Code Section 23-374 – Parking Prohibited on Specific Streets and City Code Section 23-379 – Limited Parking on Specific Streets.

The Engineering Division of the Public Works Department recommends approval to set the newly defined area to allow limited on-street parking. This area is shown on the attached exhibit.

If you have any questions or need additional information, please feel free to contact me.

xc: Chase Schrage, Director of Public Works

Item 7.



W31st St

W31st St

31st St Trall

Ohio St

Dakota St

Panther Ln

Dakota St

University Ave

3213  
3215

1313  
1315

8712

8702

8736

Dakota St

University Ave

1310

Panther Ln

1431

1421  
1423

1410

**Sec. 23-374. Parking prohibited on specific streets.**

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the streets or portions of streets enumerated in this section.

| Street  | Portion Where Parking Prohibited  |
|---|---|
| <i>Frontage roads along the north side of University Avenue</i> | On both sides of said frontage road from the east curb line of Valley Park Drive east to the end of said frontage road at the entrance to the Holiday Inn Motel.  |
|   | <del><i>On the south side of the frontage road (Dakota Street) from the south curb line of West 31<sup>st</sup> Street (UNI Institutional Road), west to the end of said frontage road (Dakota Street). On both sides of frontage road from the west curb line of Ohio Street (UNI Institutional Road) west to the east curb line of Hudson Road.</i></del> |
|   | On both sides of the frontage road along the north side of University Avenue between Main Street and Tremont Street, from the most westerly curb cut on said frontage road, west to the end of said frontage road.  |

(Ord. No. 2945, § 2, 6-17-2019; Ord. No. 2991, §§ 1, 2, 6-7-2021; Ord. No. 3013, § 1, 7-18-2022; Ord. No. 3017, § 1, 10-3-2022)

**Sec. 23-379. Limited parking on specific streets.**

When signs are erected giving notice thereof, no person shall park a vehicle on the following streets or portions of streets for a period longer than the time limit specified in this section.

| Street  | Portion Where Parking Prohibited  |
|---|---|
| <i>Frontage roads along the north side of University Avenue</i> | <i>On the north side of the frontage road (Dakota Street) from 35 feet southwest of the south curb line of West 31<sup>st</sup> Street (UNI Institutional Road), west to the end of said frontage road (Dakota Street), parking shall be limited to a 90-minute period.</i> |

(Ord. No. 2962, § 1, 2-3-2020)



**ORDINANCE NO. 3039**

AN ORDINANCE (1) AMENDING SECTION 23-374, PARKING PROHIBITED ON SPECIFIC STREETS, OF DIVISION 1, GENERALLY, OF ARTICLE IV, STOPPING, STANDING AND PARKING, OF CHAPTER 23, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, BY STRIKING THE UNNUMBERED SUBSECTION ENTITLED "FRONTAGE ROADS ALONG THE NORTH SIDE OF UNIVERSITY AVENUE" , AND ENACTING A NEW UNNUMBERED SUBSECTION OF THE SAME TITLE; AND (2) AMENDING SECTION 23-379, LIMITED PARKING ON SPECIFIC STREETS, OF DIVISION 1, GENERALLY, OF ARTICLE IV, STOPPING, STANDING AND PARKING, OF CHAPTER 23, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, BY ADDING A NEW UNNUMBERED SUBSECTION ENTITLED "FRONTAGE ROADS ALONG THE NORTH SIDE OF UNIVERSITY AVENUE" ALLOWING LIMITED PARKING ON PORTIONS OF THE FRONTAGE ROAD (DAKOTA STREET) ALONG THE NORTH SIDE OF UNIVERSITY AVENUE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. The unnumbered subsection entitled "Frontage roads along the north side of University Avenue" in Section 23-374, Parking Prohibited on Specific Streets, of Division 1, Generally, of Article IV, Stopping, Standing and Parking, of Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby stricken in its entirety and a new unnumbered subsection of the same title is enacted in lieu thereof, as follows:

| <i>Street</i>  | <i>Portion Where Parking Prohibited</i>  |
|--|--|
| Frontage roads along the north side of University Avenue | <p>On both sides of said frontage road from the east curb line of Valley Park Drive east to the end of said frontage road at the entrance to the Holiday Inn Motel.</p> <p>On the south side of the frontage road (Dakota Street) from the south curb line of West 31<sup>st</sup> Street (UNI Institutional Road), west to the end of said frontage road (Dakota Street.)</p> <p>On both sides of the frontage road along the north side of University Avenue between Main Street and Tremont Street, from the most westerly curb cut on said frontage road, west to the end of said frontage road.</p> |

Section 2. Section 23-379, Limited parking on specific streets, of Division 1, Generally, of Article IV, Stopping, Standing and Parking, of Chapter 23, Traffic and Motor Vehicles, is hereby amended by adding a new unnumbered subsection, entitled "Frontage roads along the north side of University Avenue", as follows:

| <i>Street</i>  | <i>Portion Where Parking Prohibited</i>  |
|--|--|
| Frontage roads along the north side of University Avenue | On the north side of the frontage road (Dakota Street) from 35 feet southwest of the south curb line of West 31 <sup>st</sup> Street (UNI Institutional Road), west to the end of said frontage road (Dakota Street), parking shall be limited to a 90-minute period |

INTRODUCED: \_\_\_\_\_ August 7, 2023 \_\_\_\_\_

PASSED 1<sup>st</sup> CONSIDERATION: \_\_\_\_\_ August 7, 2023 \_\_\_\_\_

PASSED 2<sup>nd</sup> CONSIDERATION: \_\_\_\_\_

PASSED 3<sup>rd</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk



## DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-268-5161  
 Fax: 319-268-5197  
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**MEMORANDUM**  
*Engineering Division*

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** Brett Armstrong, E.I., Civil Engineer II

**DATE:** August 7, 2023

**SUBJECT:** Update to City Code Section 23-231 – Through Streets Designated

Submitted for council approval is the ordinance change regarding Center Street through street designation.

The intended street crossing at Center Street and Lone Tree will be marked with a 4-way stop after Council Decision following committee of the whole meeting on July 17<sup>th</sup>, 2023.

After conducting a traffic study, the engineering department recommended adding additional signage for the existing 2-way stop intersection. City Council then voted instead to change the Lone Tree and Center Street intersection to a 4-way stop.

The Engineering Division is proposing changes to City Code Section 23-231 – Through Streets Designated so the code matches the changes that have been decided. Please see the attached changes for City Code Section 23-231 – Through Streets Designated.

If you have any questions or concerns, please feel free to ask.

xc: Chase Schrage, Director of Public Works  
 David Wicke, PE, City Engineer

### Sec. 23-231. Through streets designated.

The following streets and parts of streets are hereby declared to be through streets:

| Street                | Portion of Street<br>Designated as Arterial<br>Through Street  |
|-----------------------|--|
| First Street          | From Main Street west to the city limits.  |
| Second Street         | From Iowa Street to Hudson Road, except for Walnut Street and Division Street.   |
| Fourth Street         | From Franklin Street west to Pheasant Drive, except at Walnut Street, at Hudson Road, and at its intersection With Angie Drive and Holmes Drive. |
| Sixth Street          | From Main Street west to Sartori Hospital, except at Franklin Street.  |
| Seventh Street (West) | At the intersection of Division Street.  |
|                       | At the intersection of Franklin Street.  |
| Eighth Street (West)  | From College Street west to Hudson Road, except at Division Street.  |
|                       | At the intersection of Barrington Drive.   |
|                       | At the intersection of Franklin Street.  |
| Ninth Street          | From College Street west to the west line of Division Street, except at Division Street.   |
| Tenth Street          | From College Street west to the west line of Division Street, except at Division Street.   |
| 11th Street           | From College Street west to the end of College Street, except at Division Street.  |
| 12th Street (East)    | From Main Street east to the end of 12th Street (East).  |
| 12th Street (West)    | From Main Street west to the city limits, except at Walnut Street, College Street, Hudson Road and Union Road.                                   |
| 13th Street (East)    | From Waterloo Road to Main Street east to Waterloo Road.   |
| 14th Street (East)    | From Main Street east to Waterloo Road.  |
| 18th Street           | From Waterloo Road west to Hudson Road, except at Main Street and College Street.  |
| 19th Street (West)    | From College Street to Hudson Road, except at its two intersections with Merner Avenue.  |
| 22nd Street           | From Main Street to Campus Street, except at Walnut Street and College Street.   |

|                      |  |
|----------------------|--|
| 23rd Street (West)   | From College Street to Hudson Road, except at Campus Street.   |
| 27th Street          | From Main Street west to College Street, and from Hudson Road west to the city limits.                                   |
| Barnett Drive        | From West Fourth Street to West 12th Street.   |
| Belle Avenue         | From Rainbow Drive to Waterloo Road.   |
| Bergstrom Boulevard  | From South Main Street Road to South Lawn Road, except at South Main Street and South Lawn Road.                         |
| Big Woods Road       | From Independence Avenue to the north city limits, except at Lake Street and Dunkerton Road.                             |
| Boulder Drive        | From Orchard Drive to University Avenue.   |
| Briarwood Drive      | From Orchard Drive south and east to Orchard Hill Drive.   |
| Campus Street        | From West 18th Street to the south line of West 23rd Street.   |
| Carlton Drive        | From Orchard Drive to Maplewood Drive.   |
|                      | From Orchard Drive south to Briarwood Drive.   |
| Cedar Heights Drive  | From Rainbow Drive south to the south city limits, except at University Avenue.  |
| Center Street        | <del>From First Street to the north city limits.</del> From First Street to north city limits, except at Lone Tree Road. |
| Clay Street          | From First Street to 18th Street, except at Second Street, Third Street, Sixth Street and 12th Street.                   |
| College Street       | From Sixth Street to end of street south of 29th Street, except at 12th Street, 18th Street and University Avenue.       |
| Crescent Drive       | From Highland Drive west to the end of said Crescent Drive.  |
| Division Street      | From First Street to 12th Street, except at Fourth Street, Eighth Street, Ninth Street, Tenth Street and 11th Street.    |
| Dunkerton Road       | From Center Street to the east city limits.  |
| Eastpark Road        | From Orchard Drive south and east to Briarwood Drive.  |
| Ellen Street (North) | From First Street north to South Park Road.  |
| Enterprise Drive     | From Viking Road to Chancellor Drive.  |
| Franklin Street      | From First Street south to University Avenue, except at Sixth Street, 12th Street, 18th Street and Seerley Boulevard.    |
| Grand Boulevard      | From Waterloo Road to the intersection at Galloway Avenue, except at Edwards Street and Park Drive.                      |
| Grant Street         | From Jefferson Street east to McKinley Street.   |

|                          |  |
|--------------------------|--|
| Hawthorne Drive          | From Waterloo Road east to Neola Street, except at Rownd Street.   |
| Highland Drive           | From First Street to Fourth Street.  |
| Hudson Road              | From First Street south to the city limits, except at University Drive.  |
| Independence Avenue      | From Lincoln Street to Big Woods Road, except at the intersection of the railroad tracks which cross Independence Avenue.                                      |
| Knoll Ridge Drive        | From Orchard Drive south to Briarwood Drive.   |
| Lake Street              | From Central Avenue to Leverage Road, except at Big Woods Road.  |
| Laurinda Drive           | From Orchard Drive south to Elmridge Drive.  |
| Lantz (East)             | From Center Street to Jackson Avenue.  |
| Leversee Road            | From Lincoln Street to the north city limits, except at the intersection of the railroad tracks which cross Independence Avenue, and except at Dunkerton Road. |
| Lilac Lane               | From Rownd Street to Boulder Drive, except at McClain Drive.   |
| Lincoln Street           | From the city limits to North Main Street.   |
| Lone Tree Road           | From Ford Road to Big Woods Road, except at Center Street.   |
|                          | Lone Tree Road from Ford Road to Leverage Road, except at Center Street.   |
| Longview (East)          | From Central Avenue to Center Street.  |
| Madison Street           | From Valley Park Drive to Waterloo Road.   |
| Main Street              | From its intersection with North Main Street and Lincoln Street to University Avenue.  |
| Main Street (North)      | From its intersection with Lincoln Street and Main Street to Independence Avenue.  |
| Main Street Road (South) | From University Avenue to the south city limits, except at Ridgeway Avenue.  |
| Maplewood Drive          | From Rownd Street to Boulder Drive, except at McClain Drive and Carlton Drive.   |
| McClain Drive            | From University Avenue to its southerly limit, except at Orchard Drive.  |
| Newman Avenue            | From Waterloo Road east to Gibson Street.  |
| Orchard Drive            | From South Main Street to the east city limits, except at Rownd Street and Cedar Heights Drive (South).  |
| Pleasant Drive           | From Rownd Street east to the city limits, except at Cedar Heights Drive.  |

|                   |   |
|-------------------|---|
| Rainbow Drive     | From Waterloo Road to the east city limits.   |
| Ridgeway Avenue   | From the east city limits to the west city limits, except at Hudson Road.   |
| Rownd Street      | From Rainbow Drive south to the city limits, except at University Avenue and Hawthorne Drive.   |
| Scenic Street     | From University Avenue to Pleasant Drive.   |
| Seerley Boulevard | From Main Street to College Street and from Main Street east to Royal Drive, except at Valley Park Drive.   |
| South Lawn Road   | At its intersection with Bergstrom Boulevard.   |
|                   | At the intersection of Bergstrom Boulevard and at the intersection of Stanwood Drive.   |
| State Street      | From East 13th Street to the intersection of First Street.  |
| Sunset Boulevard  | At the intersection of Willow Lane  |
| Tremont Street    | From West 9th Street to West 12th Street.   |
|                   | From West 20th Street to West 22nd Street.  |
| Tucson Drive      | From the north line of University Avenue to the south line of Orchard Drive.  |
| Union Road        | From the south city limits to the north city limits, except at Dike Road, West 27th Street, West 12th Street and West First Street.                         |
| University Drive  | From the east city limits to the west city limits, except at Hudson Road.   |
| U.S. Highway 20   | From the east city limits to the west city limits.  |
| Valley High Drive | From Rownd Street to Cedar Heights Drive.   |
| Valley Park Drive | From University Avenue north to East 18th Street, except at East Seerley Boulevard.   |
| Veralta Drive     | From University Avenue to Green Hill Road, except at Valley High Drive and Orchard Drive.   |
| Victory Drive     | From Waterloo Road north to Rainbow Drive, except at Hawthorne Drive.   |
| Walnut Street     | From First Street to the end of the street south of 29th Street, except at Sixth Street, 12th Street, 18th Street, Seerley Boulevard and University Avenue. |
| Washington Street | From First Street to 18th Street, except at Sixth Street and 12th Street.   |
| Waterloo Road     | From University Avenue to Main Street.  |
| Western (East)    | From Central Avenue to Jackson Avenue.  |

(Code 2017, § 26-170; Ord. No. 1929, § 1, 1-2-1991; Ord. No. 1973, § 1, 5-11-1992; Ord. No. 1997, § 2, 10-19-1992; Ord. No. 2070, § 3, 11-14-1994; Ord. No. 2104, § 1, 5-8-1995; Ord. No. 2116, § 1, 9-11-1995; Ord. No. 2295, § 1, 3-

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27-2000; Ord. No. 2311, § 1, 10-23-2000; Ord. No. 2384, § 1, 7-8-2002; Ord. No. 2390, § 1, 8-12-2002; Ord. No. 2407, § 1, 12-9-2002; Ord. No. 2441, § 1, 8-11-2003; Ord. No. 2494, § 1, 11-15-2004; Ord. No. 2511, §§ 1, 2, 4-11-2005; Ord. No. 2512, §§ 1—3, 4-11-2005; Ord. No. 2514, § 1, 4-11-2005; Ord. No. 2574, § 1, 5-22-2006; Ord. No. 2863, § 1, 5-16-2016; Ord. No. 2970, § 1, 10-5-2020)



**ORDINANCE NO. 3040**

AN ORDINANCE MAINTAINING CENTER STREET AS AN ARTERIAL THROUGH STREET FROM FIRST STREET TO THE NORTH CITY LIMITS, BUT ADDING AN EXCEPTION AT LONE TREE ROAD BY STRIKING THE UNNUMBERED SUBSECTION ENTITLED CENTER STREET AND CORRESPONDING DESIGNATION IN SECTION 23-231, THROUGH STREETS DESIGNATED, OF DIVISION 3, RIGHT-OF-WAY, OF ARTICLE III, OPERATION, OF CHAPTER 23, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING A NEW UNNUMBERED SUBSECTION ENTITLED CENTER STREET AND CORRESPONDING DESIGNATION IN LIEU THEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

*Section 1.* The unnumbered Subsection entitled Center Street and corresponding designation, of Section 23-231, Through Streets Designated, of Division 3, Right-of-Way, of Article III, Operation, of Chapter 23, Traffic and Motor Vehicles, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new unnumbered subsection entitled Center Street, and corresponding designation, are hereby enacted in lieu thereof, as follows:

| <i>Street</i> | <i>Portion of Street<br/>Designated as Arterial<br/>Through Street</i> |
|---------------|--|
| Center Street | From First Street to the north city limits, except at Lone Tree Road.  |

INTRODUCED: \_\_\_\_\_ August 7, 2023

PASSED 1<sup>st</sup> CONSIDERATION: \_\_\_\_\_ August 7, 2023

PASSED 2<sup>nd</sup> CONSIDERATION: \_\_\_\_\_

PASSED 3<sup>rd</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Danielsens, MMC, City Clerk

**MEETING OF STANDING COMMITTEES**

City Hall, 220 Clay Street

August 7, 2023

The meeting of Standing Committees met at City Hall at 5:20 p.m. on August 7, 2023, with the following Committee persons in attendance: Councilmembers Susan deBuhr, Kelly Dunn, Simon Harding, Daryl Kruse, Dustin Ganfield, Gil Schultz, and Dave Sires. Staff members from all City Departments and members of the community attended in person.

**Finance & Business Operations Committee:**

Chair Dunn called the meeting to order and introduced the only item on the Finance & Business Operations Committee, Retiring/Expiring TIF Districts and Process of Releasing Funds, and introduced Finance and Business Operations Director, Jennifer Rodenbeck. Director Rodenbeck explained that on May 1, 2023, Council motioned to refer discussion of retiring or expiring tax increment financing (TIF) districts and the process of releasing funds to the Finance & Business Operations Committee. Director Rodenbeck presented the process for TIF certifications, timing of TIF reporting, the five active TIF districts, projects, revenues, and expiration dates for each active TIF district, as well as the benefits of utilizing TIFs. Councilmembers and staff discussed: inflation value, expiration on TIFs, incentives in a TIF district, base values and removing properties from within a TIF, and the Economic Development fund.

**Public Works Committee:**

Chair Schultz called the meeting to order and introduced the only item on the Public Works Committee Agenda, Pedestrian Crosswalks on University Avenue, Center Street, and 12<sup>th</sup> Street, and introduced City Engineer, David Wicke. Mr. Wicke explained that on February 6, 2023, Council motioned to refer discussion of pedestrian crosswalks at University Avenue and Center Street to the Public Works Committee. Mr. Wicke provided four different types of crosswalks and their criteria, current locations and benefits of Rectangular Rapid Flashing Beacons (RRFBs), as well as the data collection analysis for RRFB placement at Center Street, University Avenue, and 12<sup>th</sup> Street. Mr. Wicke stated that 12<sup>th</sup> Street at Quail Ridge requirements were not met for the following items: use as an interim measure for a RRFB, crash data supports use and minimum volumes, number of vehicles and speed. Mr. Wicke stated the City recommends installation of "Pedestrian Crossing Ahead" signs on 12<sup>th</sup> Street. Councilmembers and staff discussed: flashing light patterns, length of flash time, color of lights on RRFBs, flashing speed limit signs, and school crossing determinations. Chair Shultz called for public comment. Dan Pickar, Cedar Falls; expressed concern for the speed limit at 12<sup>th</sup> Street at Quail Ridge, stating the danger of the posted speed limit in regard to pedestrian crossing. Mr. Wicke provided results of the 2022 speed study for 12<sup>th</sup> Street.. Councilmembers and staff discussed: speed limit determinations and further explanation of Mr. Wicke's recommendations and reasoning for alternative signage on 12<sup>th</sup> Street. Councilman Harding inquired about a 24-hour camera study of the 12<sup>th</sup> Street intersection for an additional pedestrian count. Mr. Wicke stated the installation of signs and pavement markings will be completed in future at 12<sup>th</sup> Street at Quail Ridge.

Meeting adjourned at 6:45 p.m.

Minutes by Shianne Bellinger, Administrative Assistant

**CIVIL SERVICE COMMISSION**  
City of Cedar Falls  
CEDAR FALLS, IOWA

August 9, 2023

Honorable Mayor Green and City Council  
City Hall, 220 Clay Street  
Cedar Falls, IA 50613

Mayor Green and City Council Members:

The Civil Service Commission of the City of Cedar Falls, Iowa approved and authorized administration of a testing instrument for the position of Traffic Technician. Listed below are the names of the top ranked candidates with their combined average test scores and applicable Veteran's Preference points. Tied scores are presented in alphabetical order, if applicable.

| <b>Rank</b> | <b>Name</b>     | <b>Combined Averaged Score</b> | <b>Veteran's Preference Points</b> | <b>Total Points With Preference</b> |
|-------------|-----------------|--------------------------------|------------------------------------|-------------------------------------|
| 1           | Luke Uhlenhopp  | 331                            |                                    | 331                                 |
| 2           | Nathan Alderman | 216                            |                                    | 216                                 |
| 3           | Justin Speakar  | 191                            |                                    | 191                                 |

Respectfully Submitted,

  
Paul Lee, Commission Chairperson

\_\_\_\_\_  
Crystal Ford, Commissioner

  
Cathy Showalter, Commissioner

Orig: Jacque Danielsen, City Clerk

Cc: Chase Schrage, Dir. of Public Works; Brian Heath, Operations & Maintenance Mgr.  
Civil Service Records



DEPARTMENT OF FINANCE AND BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613  
PHONE 319-273-8600  
FAX 319-268-5126

**MEMORANDUM**  
Human Resources Division

**TO:** Mayor Green & City Council Members  
**FROM:** Bailey Schindel, Human Resources Manager  
**DATE:** August 3, 2023  
**SUBJECT:** Newly Formatted Personnel Policy Manual

Attached to this Memorandum are sections 2100-2400 of the Personnel Policy Manual for receipt and file. These sections have been updated to the new standard policy template. There are no changes to the subject matter of these policies.

If you have any questions regarding the manual, please feel free to contact me.

CC: Jennifer Rodenbeck, Director of Finance & Business Operations



# Personnel Policies

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**2100:**

**EMPLOYMENT**



## CFD 2100: Personnel Policy – Introduction

*Approved June 1, 2015 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the policy of the City of Cedar Falls that this Manual be used as a presentation of the basic personnel Policies, Practices, and Procedures for the organization.

### DEFINITIONS:

- “Shall” or “will” should be interpreted as mandatory and the word “may” as permissive.
- “Supervisor” means an individual with the authority to assign, direct, and review the work of two or more subordinates.
- “Immediate family” means the employee’s spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, aunt, uncle, niece, nephew, first cousin, and any person residing in the employee’s household.

### PROCEDURES:

#### 1. General Procedures.

- A. This Manual contains general statements of City Policy and should not be read as including the fine details of each Policy, or as forming an express or implied contract or promise that the Policies discussed in it will be applied in all cases.
- B. Nothing in this Manual should be considered as creating an express or implied contract or promise concerning the Policies or Practices that the City has implemented or will implement in the future. Accordingly, the City retains the right to establish, change, and abolish its Policies, Practices, rules, and regulations at will and as it sees fit.
- C. The City may add to the Policies discussed in the Manual or revoke or modify them from time to time. It will try to keep the Manual current, but there may be times when Policy will change before this material can be revised.

2. **Manual not a contract.** This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

3. **Managerial Discretion.** The City retains the sole discretion to exercise all managerial functions, including the rights:

- A. To hire, dismiss, assign, supervise, and discipline employees.
- B. To determine and change starting times, quitting times, and shift structure.

- C. To transfer employees within departments or into other departments and other classifications, where permitted by law.
- D. To determine and change the size and qualifications of the work force.
- E. To determine and change methods by which its operations are to be carried out.
- F. To determine and change the nature, location, services rendered, quantity, quality and continued operations of all City operations.
- G. To assign duties to employees in accordance with the City's needs and requirements and to carry out all ordinary administrative and management functions.

#### 4. **Employees' Obligations and Other Policies and Procedures.**

- A. Employees are required to know and follow the Policies in this Manual. In addition, there may be specific Departmental Procedures and Policies, including, but not limited to, Risk Management Policies, which are applicable.
  - B. Department Directors may adopt, amend and rescind Departmental Administrative Policies and Procedures not in conflict with these Policies as necessary for proper departmental administration.
  - C. Employees are expected to comply with any City and Departmental Policies and Procedures, as well as any applicable ordinances, laws and collective bargaining agreement. Failure to do so may be grounds for disciplinary action, up to and including termination.
  - D. To the extent there is no conflict with any collective bargaining agreement, ordinances, state law, federal law, Civil Service Code, Civil Service rules and regulations, City Policies and Departmental Procedures are applicable. The provisions of any collective bargaining agreement, to the extent they address specific issues contained within this Manual, shall take precedence.
  - E. Employees of the Cedar Falls Public Library are bound by the Policies in this manual except to the extent any Policies conflict with Policies and Procedures established by the Library Board of Trustees, in which case Library Policy shall be applicable.
5. **Scope.** This manual shall apply to all employees except as specifically noted in particular policies. Some benefits or policies may only apply to full-time employees as noted in individual policies. To the extent certain policies are relevant or applicable, this manual also applies to elected officials.

**ADOPTED / AMENDED:** 7/1/06, 6/1/15, 3/1/23 (Administrative Update)

## CFD 2101: Personnel Policy – Equal Employment Opportunity

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated by reason of race, religion, color, sex, sexual orientation, gender identity, genetic information, age, national origin, disability, military status or any other characteristic which may be protected by applicable federal or state law with respect to wages, hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment.

### **PROCEDURES:**

#### **1. General Procedures.**

- A. Any communication from an applicant for employment, an employee, a government agency, or an attorney, concerning any equal employment opportunity matter should be referred to the City Attorney for action.
- B. While overall authority for implementing this Policy is assigned to the Financial Services and Legal Division, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Employees who believe they are the victims of discrimination have a responsibility to promptly report this fact to their supervisor, Personnel Specialist, and/or the City Attorney. If the complaint is against the City Attorney, the employee may communicate directly to the Director of Finance & Business Operations.
- C. Complaints of discrimination will be handled and investigated under the Grievance Procedure (CFD 2413), unless special procedures are considered appropriate, such as referral to the Iowa Civil Rights Commission or another outside investigator. All complaints of discrimination will be investigated promptly and in as impartial and confidential manner as possible, and a timely resolution of each complaint should be reached and communicated to the parties involved. The City prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.

**ADOPTED / AMENDED: 1/23/12, 6/1/15**

## CFD 2102: Personnel Policy – Harassment-Free Workplace

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to promote a productive work environment and not to tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, embarrassing or hostile environment.

### **PROCEDURES:**

#### **1. Productive Work Environment.**

- A. Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity.
- B. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, sexual orientation, gender identity, or sex.
- C. Special attention must be paid to the prohibition of sexual harassment.

#### **2. Management Responsibilities.**

- A. Each Supervisor, Manager, Department Director, and the City Administrator have a responsibility to keep the workplace free from any form of harassment, including sexual harassment. No Supervisor, Manager, Director, or City Administrator is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
- B. Sexual Harassment Definition: Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and it is against the City's Policies for any employee to sexually harass another employee by:
  - 1). Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's employment; or
  - 2). Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
  - 3). Creating an intimidating, hostile or offensive working environment by such conduct.
- C. Examples of Sexually Harassing Conduct: Other sexually harassing or offensive conduct in the workplace, whether committed by Supervisors, Managers, Department Directors, City Administrator, elected officials, nonsupervisory employees, or nonemployees is also prohibited. Such conduct includes, but is not limited to:

- 1). Verbal or written: Demand for sexual favors; sexual innuendoes; suggestive comments; jokes of a sexual nature; sexual propositions or advances; threats; offensive language; repeated and unwanted pressures for a date; demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body; any written, recorded or electronically transmitted messages (such as email, instant messaging, and Internet materials) which are demeaning, insulting, intimidating or sexually suggestive;
  - 2). Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
  - 3). Physical: Unwanted physical conduct of any kind including touching, pinching, fondling, brushing the body, coerced sexual intercourse, assault.
- D. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, written, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. Sexual harassment by any employee, manager, supervisor, or non-employee will not be tolerated.
- E. Other Harassment: Any of the above conduct, or other offensive conduct, directed at individuals because of their race, gender, sexual orientation, gender identity, national origin, religion, disability, pregnancy, age, physical condition, appearance or military status also is prohibited. Any of the above conduct, or other offensive conduct, directed at other individuals, regardless of their status, is prohibited. In addition, any offensive horseplay, pranks or practical jokes are prohibited (see also CFD 2401: Employee Behavior, Section 2.K).

### 3. Reporting Harassment.

- A. Any employee who believes that a Supervisor's, Manager's, Department Director's, City Administrator's, other employee's or nonemployee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the employee's Supervisor, Manager, Department Director, or City Administrator.
- B. Reports of harassment by co-employees or non-employees should be made to a Supervisor; however, reports may be made to any manager, Director, or the City Administrator.
- C. Female employees may, at their own discretion, choose to file sexual harassment complaints with a female management employee, and to have another female employee assist them throughout the course of the investigation.

### 4. Investigation of Complaints.

- A. Complaints of harassment are to be handled and investigated under the City's grievance policy, unless alternate procedures are deemed appropriate. Regardless, all complaints of

harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation.

- B. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses.
- C. A timely resolution of each complaint is to be reached and communicated to the parties involved.
- D. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

#### 5. **Disciplinary Consequences.**

- A. Any employee, Supervisor, Manager, Department Director, or the City Administrator who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including discharge.
- B. The City prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including discharge.
- C. Results of investigations involving non-employees who are found to have engaged in harassment of an employee, will be turned over to the City Administrator for appropriate action.

6. **Possible Criminal Prosecution.** This Policy is not intended to be a substitute for criminal prosecution of criminal acts of harassment. Such acts are subject to separate, outside investigation by the appropriate law enforcement authorities.

#### 7. **Additional Considerations.**

- A. The question of whether a particular action or incident is a purely personal, social relationship without a discriminatory effect on employment requires a factual determination based on all facts in the matter.
- B. The City trusts that all employees will continue to act responsibly to establish and maintain a pleasant working environment free from discrimination and harassment.
- C. Employees are encouraged to raise questions regarding discrimination or harassment with their Supervisor or the Legal Services Division.

**ADOPTED / AMENDED:** 7/1/06, 1/23/12, 6/1/15, 3/1/23 (Administrative Update)

## CFD 2103: Personnel Policy – Drug-Free Workplace

*Approved July 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### PURPOSE:

The purpose of this policy is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale, and use of illegal drugs (with the exception of legitimate police activities such as properly maintaining evidence on City premises).

### POLICY:

It is the policy of the City of Cedar Falls to maintain a workplace that is free from the effects of drug and alcohol abuse. Employees are expected to report to work in a mental and physical condition capable of performing their duties.

Within the framework of State and Federal law, it is the policy of the City of Cedar Falls to conduct drug and alcohol testing of all applicants for full-time positions. The City may, at its own discretion, require testing of selected full-time, temporary and part-time positions. The City recognizes that drug and alcohol abuse can pose a serious threat to employees, and others, and establishes this policy to help maintain a safe, healthy, injury-free work environment.

### DEFINITIONS:

- “Abuse” of alcohol, a legal, or an illegal drug: Any use of alcohol, substances, a legal, or an illegal drug, which impairs an individual’s faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions).
- “Alcohol”: Ethanol, isopropanol, or methanol.
- “Commercial Motor Vehicle”: means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
  - Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds or;
  - Has a gross vehicle weight rating of 26,001 or more pounds; or
  - Is designed to transport 16 or more passengers including the driver; or
  - Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR §72, subpart F).
- “DOT Driver”: means any person who operates a commercial motor vehicle and any person who is required to possess and maintain a CDL for their job classification. This includes,

but is not limited to: full time, regularly employed drivers; casual; intermittent or occasional drivers; leased drivers and independent; owner-operator contractors who are either directly employed by or under lease to the City of Cedar Falls or who operate a commercial motor vehicle at the direction of or with the consent of the City of Cedar Falls.

- “Drug”: Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the Federal Controlled Substances Act, 21 U.S.C. 801 et seq. Also, an over-the-counter medication that is being abused.
- “Employee”: means a person in the service of the City of Cedar Falls.
- “Good Faith”: means reasonable reliance on facts, or that which is held out to be factual, without the intent to be deceived, and without reckless, malicious, or negligent disregard for the truth.
- “Legal Drug”: A drug for which the employee has a valid prescription, or over-the-counter drug.
- “Licensed Medical Practitioner”: means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
- “Medical Review Officer”: means a licensed physician, osteopathic physician, chiropractor, nurse practitioner, or physician assistant authorized to practice in any state of the United States, who is responsible for receiving laboratory results generated by an employer’s drug or alcohol testing program, and who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with the individual’s medical history and any other relevant biomedical information.
- “Prospective Employee/Applicant”: A person who has made application, whether written or oral, to the City of Cedar Falls to become an employee; or a current employee transferring to a DOT position from a Non-DOT position.
- “Reasonable Suspicion Drug or Alcohol Testing”: means drug or alcohol testing based upon evidence that an employee is using or has used alcohol or other drugs in violation of the employer’s written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to, any of the following:
  - Observable phenomena while at work such as direct observation of alcohol or drug use or abuse of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
  - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - A report of alcohol or other drug use provided by a reliable and credible source.



- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the current employer.
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars.
- Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- "Safety-Sensitive Position": means a job wherein an accident could cause loss of human life, serious bodily injury, or significant property or environmental damage, including a job with duties that include immediate supervision of a person in a job that meets the requirements of this paragraph.
- "Safety-Sensitive Function": means all the time from the time a DOT driver begins to work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. DOT safety sensitive functions shall include:
  - All time at an employer location, terminal, facility, or other property, or on any other public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
  - All time inspecting equipment as required by 49 CFR §392.7 and §392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
  - All time spent at the driving controls of a commercial motor vehicle in operation.
  - All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR §393.76).
  - All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
  - All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- "Refuse to Submit": means that after an individual has been notified to provide a specimen for drug and/or alcohol testing, the individual does, but is not limited to the following:

- Fails to provide a sufficient test specimen of breath, saliva or urine without a valid medical explanation.
  - Tampers with or attempts to adulterate the specimen.
  - Interferes with the collection procedure.
  - Does not immediately report to the collection site.
  - Does not remain readily available for testing in post-accident testing situations.
  - Refuses to complete and sign a chain of custody form during the specimen collection process.
  - Fails to remain at the testing site until the testing process is complete.
  - Fails to permit a directly observed or monitored collection if required.
- “Sample”: A sample from the human body capable of revealing metabolites, such as urine or saliva. “Sample” does not include blood, except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the discretion of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer.
  - “Unannounced Drug or Alcohol Testing”: means testing for the purposes of detecting drugs or alcohol which is conducted on a periodic basis, without advance notice of the test to employee, other than employees whose duties include responsibility for administration of the employer’s drug or alcohol testing program, subject to testing prior to the day of testing, and without individualized suspicion. The selection of employees to be tested from the pool of employees subject to testing shall be done based on a neutral and objective selection process and shall be made by a computer-based random number generator that is matched with employees’ social security numbers, payroll identification numbers, or other comparable identifying numbers in which each member of the employee population subject to testing has an equal chance of selection for initial testing, regardless of whether the employee has been selected or tested previously. The random selection process shall be conducted through a computer program that records each selection attempt by date, time, and employee number.

## **PROCEDURES:**

### **1. General Guidance.**

- A. The City of Cedar Falls values its employees and recognizes their need for a safe and healthy work environment. Establishment of a drug-free policy is consistent with the City’s desired culture and is in the best interest of the City of Cedar Falls.
- B. The use of illegal drugs and controlled substance abuse, on or off duty, is inconsistent with the law-abiding behavior expected of all citizens. In addition, illegal drug use and controlled

substance abuse inflicts a terrible toll on the Nation's productive resources and the health and well-being of workers.

- C. Employees who use illegal drugs or are engaged with controlled substances on or off duty tend to be less safe, less productive, less reliable, and are prone to greater absenteeism, resulting in the potential for increased cost, delay, and risk in the City's business.
- D. Employees of the City of Cedar Falls have the right to work in a drug-free environment.
- E. For these reasons, the City of Cedar Falls will not tolerate illegal drug use, sale, or possession, or controlled substance abuse by its employees.
- F. The City of Cedar Falls is committed to maintaining a safe workplace free from the influence of illegal drugs and controlled substance abuse. In addition, the City will comply with the requirements of the Drug Free Workplace Act of 1988, the drug-free work force rules promulgated by the U.S. Department of Defense, U.S. Department of Transportation, and all other Federal agencies as well as all other Federal, State, and local laws and regulations.
- G. In the event that Federal, State, local and/or applicable regulations are amended, this Policy shall be deemed to have been amended automatically at that time, without the need for redrafting, in order to reflect and be consistent with Federal, State, local and/or applicable regulations. In such case, the City of Cedar Falls reserves the right to apply the amended requirements immediately, and without giving prior notice to individuals covered by this policy, unless such notice is required by Federal, State, local and/or applicable regulations,
- H. The Department of Transportation (DOT)/Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing requirements were established to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.
- I. The City of Cedar Falls recognizes that the use and abuse of drugs and alcohol pose a very serious threat to the health, safety, and well-being of the organization and our community. Substance abuse jeopardizes the safety of our roadways and workplaces causing serious accidents and casualties. The DOT/FMCSA has issued regulations that govern the use of drugs and alcohol by commercial motor vehicle drivers, and which also require the City to conduct mandatory drug and alcohol testing of driver/driver applicant at the times and under the conditions described in this Policy.
- J. It is the City's intention to comply fully with the DOT/FMCSA's regulations as set forth in Title 49, Code of Federal Regulations, Parts 382 and 40 governing drug and alcohol use and testing. The requirements of DOT/FMCSA's regulations have been incorporated into this Policy.
- K. No part of this Policy or any of the procedures hereunder, is however, intended to limit the City's right to manage its workplace or discipline its employees. Nor is it a guarantee of employment, continued employment, or of terms or conditions of employment.

2. **Scope.** This policy applies consistently to all groups of employees unless specified otherwise. Some groups of employees (such as DOT drivers and DOT driver-applicants) are subject to additional requirements or are exempted from other requirements as regulated by Federal, State, local and/or applicable laws.
3. **DOT/FMCSA Programs.**
  - A. Employees who hold a Commercial Drivers License (CDL) and who operate a commercial motor vehicle (CMV), or prospective drivers referred to as DOT driver-applicants, are subject to DOT drug and alcohol testing regulations. Participation in the City's controlled substances and alcohol testing program is a requirement of each DOT driver, and therefore is a condition of employment. DOT drivers must be in compliance with all DOT drug and alcohol testing regulations while performing DOT safety-sensitive functions.
  - B. Periods of the workday when compliance is required under DOT drug and alcohol testing regulations include, but are not limited to, whenever a DOT driver is on duty, whenever a DOT driver is performing, or just about to perform a safety-sensitive function; and whenever a driver is otherwise engaged in City business. City business includes, but is not limited to:
    - 1). Work performed on or in City property including a City vehicle.
    - 2). Work performed on or in a non-City vehicle being used for conducting City business.
    - 3). Meal and break times.
    - 4). At times otherwise specified in this Policy.
4. **Work Rules.**
  - A. **Prescription Drugs.** An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber (such as a dentist) and only if the drug is taken in accordance with the prescriber's directions. All prescription drugs must be kept in the container in which they were received from the pharmacy or other dispenser. Use of a legal drug, in which the prescription is not in the name of the user (prescribed for another individual), is considered "abuse" of a legal drug.
  - B. **Over-the-Counter Drugs.** An employee may bring to work and take an over-the counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician.
  - C. **Notification.** An employee must notify their supervisor whenever he or she is using a prescription or over-the-counter drug, which potentially may affect safety or work performance. In making this determination, the employee should rely on the warnings or cautions that are received with the particular lawful drug. The City of Cedar Falls does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the

drug. The City of Cedar Falls reserves the right to take appropriate action including relieving an employee from work if the use of the drug is impairing or is deemed likely to impair the employee's faculties or work performance.

D. Abuse. Abuse of legal drugs or illegal drug use will not be tolerated.

E. Impairment during Work Hours.

- 1). An employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.
- 2). An employee whose faculties are impaired during work hours due to the effects of the use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline.

F. Prohibited Conduct:

- 1). An employee, including elected officials, bringing or attempting to bring onto City premises, property, or work site, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage while on City business or at any time during the hours between the beginning and ending of the employee's work day, whether or not on duty, and whether or not on City business or property.
- 2). The use, possession, consumption, manufacture, distribution, transfer, attempting to transfer, sale or attempting to sell illegal drugs while on City business or at any time during the hours between the beginning and ending of the employee's work day, whether or not on duty and whether or not on City business or property.
- 3). Controlled substance abuse while on City business or at any time during the hours between the beginning and ending of the employee's work day, whether or not on duty and whether or not on City business or property.
- 4). Storing any illegal drug in a locker, desk, automobile, or other repository on City premises.
- 5). Being under the influence of an illegal drug or engaging in controlled substance abuse on City premises, or in City-supplied vehicles, or while on City business, or during working hours.
- 6). Testing positive for controlled substances without a reasonable medical explanation or legal basis for use.
- 7). Switching or adulterating any urine sample submitted for testing, or submitting a false sample for testing.
- 8). The use, possession, sale, or distribution of alcohol, or being under the influence of alcohol on City premises, or in City-supplied vehicles, or on City business, whether

during working or nonworking hours.

- 9). Refusing consent to testing or refusing to submit a urine sample for testing when required by a City representative.
- 10). Failing, when requested by the City, to enroll in any alcohol or other drug treatment or counseling program and failing to adhere to the requirements of the program.
- 11). Being convicted under any criminal drug statute for a violation occurring in the workplace or outside of the workplace while conducting employer business.
- 12). Failing to notify City of any conviction under any criminal drug statute within five days of the event.
- 13). Failing to comply with rules and regulations promulgated under any testing programs maintained by the City pursuant to such rules and regulations.
- 14). A DOT driver reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of .02 or higher.
- 15). A DOT driver using alcohol while performing safety-sensitive functions.
- 16). A DOT driver performing safety-sensitive functions within four hours after using alcohol.
- 17). A DOT driver using alcohol for eight (8) hours following a DOT accident, or until they undergo a post-accident alcohol test, whichever occurs first.
- 18). A DOT driver refusing to submit to a required drug and/or alcohol test.
- 19). A DOT driver reporting for duty or remaining on duty which requires the performance of safety-sensitive functions when the DOT driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- 20). A DOT driver reporting for duty, remaining on duty or performing safety-sensitive functions, if the driver tests positive for controlled substances.

#### **5. FMCSA CDL Drug and Alcohol Clearinghouse.**

- A. All DOT drivers and DOT driver-applicants are subject to and must comply with FMCSA CDL Drug and Alcohol Clearinghouse ("Clearinghouse") laws, rules, and regulations as well as this policy.
- B. DOT driver-applicants must provide written consent for the City to conduct pre-employment Clearinghouse queries. Such applicants must also provide specific consent to the Clearinghouse for the City to access all information resulting from a full query. Such applicants must also provide written consent for the City to obtain drug and alcohol information from previous employers. Forms for required written consents shall be provided

by the City. These requirements are a condition of consideration for employment with the City.

- C. DOT employees must provide written consent for the City to conduct Clearinghouse queries on an annual basis. DOT employees also must, as often as requested by the City, provide specific consent to the Clearinghouse for the City to access all information resulting from a full query. Forms for required written consent shall be provided by the City. Failure to provide such consents may result in suspension of all of the employee's safety sensitive functions, or discipline up to and including termination of employment, or both.
- D. The following information collected and maintained by the City shall be reported to the Clearinghouse:
- 1). a verified positive, adulterated or substituted drug test result;
  - 2). an alcohol confirmation test with a concentration of 0.04 or higher;
  - 3). a refusal to submit to any drug or alcohol test;
  - 4). actual knowledge on the part of the City of a drug or alcohol violation;
  - 5). on duty alcohol use;
  - 6). pre-duty alcohol use in violation of federal regulations;
  - 7). post-accident alcohol use in violation of federal regulations;
  - 8). controlled substance use in violation of federal regulations;
  - 9). a substance abuse professional's report of the successful completion of a return-to-duty test;
  - 10). a negative return-to-duty test;
  - 11). the City's report of follow-up testing.
- E. Improper access, use or release of any information accessed in the Clearinghouse may result in civil or criminal penalties and/or may result in discipline up to and including termination of employment.

## 6. **Disciplinary Action – Consequences for Violating this Policy.**

- A. Prospective Employee or DOT Driver-Applicant Discipline in Connection With a Drug or Alcohol Test:
- 1). Prospective employees or DOT Driver-Applicants are required to undergo a drug screen. A prospective employee or DOT driver-applicant's positive drug test result or the refusal to submit to testing will result in the City's refusal to hire the prospective employee or DOT driver-applicant.

- 2). Prospective employees or DOT Driver-applicants must receive a negative drug test result without any integrity flaws as a condition of employment. Prospective employees or DOT Driver-applicants receiving a negative drug test result with the integrity flaw “low specific gravity and creatinine level,” will be provided the opportunity to retest one time.
  - 3). The City’s refusal to hire does not prevent the prospective employee or DOT driver-applicant from later initiating another inquiry with the City.
- B. Current Employee Discipline in Connection with Drug and/or Alcohol Possession, Transfer or Use, Other Than Use Detected by a Drug Test: Except as provided under Work Rules-Legal Use, an employee bringing or attempting to bring onto City premises, property, or work site, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage, or any prescription drug or any form of controlled substance while on City business or at any time during the hours between the beginning and ending of the employee’s work day, whether or not on duty, and whether or not on City business or property, is guilty of misconduct and is subject to discipline including discharge or suspension without pay, even for the first offense.
- C. Current Employee Discipline in Connection With a Drug and/or Alcohol Test: Employees may be required to undergo a drug and/or alcohol test under certain circumstances. The following is a list of uniform requirements for what action the City will take against the employee upon receipt of a confirmed positive drug and/or alcohol test result, or upon the employee’s refusal to submit to such testing. Any action taken against the employee is based only on the results of the drug and/or alcohol test.
- 1). Refusal to Submit to Alcohol Test (non-DOT employees other than post-accident testing):
    - a. An employee’s first refusal to submit to an alcohol test when requested to do so, will result in being immediately removed from a safety-sensitive position and result in a one-day suspension without pay and/or until a SAP evaluation and return to duty with negative results are completed.
    - b. The employee must submit to an employer-approved substance evaluation and comply with the recommendations, which may include but is not limited to rehabilitation, treatment or counseling through EAP.
    - c. The program may require additional alcohol testing. An employee’s refusal to submit to an alcohol test, when requested to do so a second time, will result in termination.
  - 2). Refusal to Submit to Alcohol Test (DOT employees other than post-accident testing):
    - a. A DOT driver’s refusal to submit to an alcohol test when requested to do so, will result in the employee being immediately removed from performing safety-sensitive functions and result in a one-day suspension without pay and/or until a SAP evaluation and return to duty with negative results are completed.



- b. An evaluation by a Substance Abuse Professional is required and the employee must comply with the treatment prescribed by the Substance Abuse Professional. Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02.
    - c. The DOT employee will be subject to (6) six unannounced follow up tests in the first 12 months of safety sensitive duty following their return. A DOT driver's refusal to submit to an alcohol test, when requested to do so a second time, will result in termination.
- 3). First Positive Alcohol Test (non-DOT drivers):
  - a. An employee's first confirmed positive alcohol test (of .04 or higher) will result in the employee being immediately suspended without pay for a period of 24 hours and will result in being immediately removed from a safety-sensitive position.
  - b. If the employee performs in a safety-sensitive position, the employee must successfully pass a return to work test with a reading under .04 prior to being allowed to return to duty.
- 4). Second Positive Alcohol Test (non-DOT drivers):
  - a. If an employee tests positive for alcohol on a second occasion, the employee will be suspended for five (5) days without pay and will be immediately removed from a safety-sensitive position.
  - b. If the employee performs in a safety-sensitive position, the employee must successfully pass a return to work test with a reading under .04 prior to being allowed to return to duty. Subsequent offenses will result in termination.
- 5). Alcohol Test with Results of .02-.039 (DOT drivers only):
  - a. A DOT driver's first alcohol result of .02-.039 will result in the immediate suspension of the employee without pay for a period of 24 hours and will result in the employee being immediately removed from performing safety-sensitive functions.
  - b. A DOT driver's second confirmed alcohol test of .02-.039 will result in suspension without pay for two (2) days; the third offense will result in a five (5) day suspension without pay; and any subsequent offenses will result in termination.
- 6). Positive Alcohol Test with Results of .04 or higher (DOT drivers):
  - a. A DOT driver's confirmed positive alcohol test of .04 or higher will result in the employee being immediately removed from performing safety-sensitive functions.
  - b. An evaluation by a Substance Abuse Professional is required and the employee must comply with the treatment prescribed by the Substance Abuse Professional.

Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02.

- c. The DOT employee will be subject to six (6) unannounced follow up tests in the first 12 months of safety sensitive duty following their return. All DOT driver's will be suspended for two (2) days without pay and/or until a SAP evaluation and return to duty with negative results are completed for the first offense; suspended without pay for five (5) days and/or until a SAP evaluation and return to duty with negative results are completed for the second offense; and the third offense will result in termination.
- 7). Refusal to Submit to Drug Test (All non-DOT employees other than post-accident testing):
- a. An employee's refusal to submit to a drug test when requested to do so, will result in being immediately removed from a safety-sensitive position and will result in a suspension without pay for five (5) days and/or until a SAP evaluation and return to duty with negative results are completed.
  - b. Prior to returning to work the employee must complete a substance abuse evaluation through an employer approved program. An employee's refusal to submit to a drug test, when requested to do so a second time, will result in termination.
- 8). Refusal to Submit to Drug Test (All DOT employees other than post-accident testing):
- a. A DOT driver's refusal to submit to a drug test when requested to do so, will result in the employee being immediately removed from performing safety-sensitive functions and will result in a suspension without pay for five (5) days and/or until a SAP evaluation and return to duty with negative results are completed.
  - b. An evaluation by a Substance Abuse Professional is required and the employee must comply with the treatment prescribed by the Substance Abuse Professional. Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty test with a negative result.
  - c. The DOT employee will be subject to (6) six unannounced follow up tests in the first 12 months of safety sensitive duty following their return. A DOT driver's refusal to submit to a drug test, when requested to do so a second time, will result in termination.
- 9). Positive Drug Test:
- a. A non-DOT employee's first confirmed positive drug test will result in the employee being removed from a safety-sensitive position and will be suspended for five (5) days without pay and/or until a SAP evaluation and return to duty with negative results are completed. The employee will be required to undergo a substance abuse evaluation through an employer approved program and comply with all treatment

recommendations.

- b. A DOT employee's first confirmed positive drug test will result in the employee being removed from safety-sensitive functions, and will be suspended for five (5) days without pay and/or until a SAP evaluation and return to duty with negative results are completed. An evaluation by a Substance Abuse Professional is required and the employee must comply with the treatment prescribed by the Substance Abuse Professional. Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty test with a negative result. The DOT employee will be subject to (6) six unannounced follow up tests in the first 12 months of safety sensitive duty following their return.
- c. All employees will be immediately terminated for the second offense positive drug test.

10).Refusal to Submit to Alcohol and/or Drug Testing (Post-accident):

- a. An employee's refusal to submit to alcohol and/or drug testing post-accident will result in immediate termination.
- b. Following termination, DOT employees must comply with DOT regulations to maintain the employee's CDL.

11).Pre-result Suspension under Reasonable Suspicion Circumstances:

- a. Prior to the City receiving the results of an alcohol or drug test conducted under Reasonable Suspicion Circumstances, the employee will be placed on immediate administrative leave without pay.
- b. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay and interest, as provided in Iowa Code.

**7. Drug and Alcohol Testing Methodology and Procedures.**

A. Substances to be Tested and Type of Specimen:

- 1). Drugs – The City has determined to conduct controlled substance, or "drug" testing, in an attempt to discourage and prevent employees from illegally using drugs, be it the use of an illegal drug or the abuse of a legal drug. A urine specimen will be collected and tested for the presence of a drug or metabolites of the following substances at or above the concentrations set forth by DOT Rule 49 CFR Part 40:
  - a. Marijuana
  - b. Cocaine
  - c. Opiates - opium and codeine derivatives
  - d. Phencyclidine – PCP

- e. Amphetamines and Methamphetamines
- 2). Alcohol – The City has determined to conduct alcohol testing in an attempt to prevent employees from abusing alcohol. A breath alcohol and/or saliva specimen will be collected and tested for the presence of:
    - a. Alcohol (Ethanol, isopropanol, or methanol)
    - b. For current employees a confirmed alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test result and violates this policy.
    - c. For DOT drivers, a confirmed alcohol concentration level of .02 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, violates this policy. DOT drivers will be immediately removed from performing safety-sensitive functions.
- B. Scheduling of Tests:
- 1). Current Employees – Drug and alcohol testing for current employees shall normally occur during, or immediately before or after, a regular work period. The time required for testing, including travel time, is considered work time for purposes of the Federal Labor Standards Act (FLSA), compensation and benefits.
  - 2). DOT Drivers – Alcohol testing for DOT drivers shall normally occur during, or immediately before or after, performing safety-sensitive functions.
- C. Costs of Tests:
- 1). Prospective Employees and DOT driver-applicants – The cost of the initial drug test and confirmation will be paid by the City.
  - 2). Current Employees – The actual costs for testing, other than for a second, confirmatory test if one is requested as provided by law, are paid by the City. If the drug and/or alcohol sample collection is conducted at a place other than the employee's normal work site, the City will provide transportation, or pay reasonable transportation costs to the employee.
  - 3). DOT Drivers – The cost of the initial drug test and confirmation will be paid by the City under pre-employment, reasonable suspicion, post-accident, and random circumstances. Split specimen tests and drug or alcohol tests conducted for return-to-work and/or follow-up circumstances will be paid for by the DOT driver.
- D. Communication of Test Results:
- 1). Drugs.
    - a. The laboratory will report the analysis of the initial, confirmatory, and second confirmatory or "split specimen" urine drug screen test results directly to the medical

review officer (MRO). The MRO shall review and interpret all test results, including quantitative and qualitative results, to ensure the chain of custody is complete and sufficient. Prior to reporting positive test results, the MRO will provide prospective employees, current employees, DOT driver-applicants, and DOT drivers an opportunity to confidentially discuss information which may be relevant to the drug test, including identification of prescription or nonprescription drugs currently used or any other relevant medical information. To the extent feasible, the testing shall only measure and the records concerning the testing shall only make use of information regarding drugs in the body. The MRO or his representative shall report the drug test results directly to the City's drug testing coordinator or designee. Test results shall remain confidential and will not be released unless the donor's specific permission is obtained or as provided by Federal, State, and or local regulations.

- b. Positive drug test results will be communicated to prospective employees in writing, and include the name and address of the MRO who made the report and the prospective employee's right to request records.
  - c. Positive drug test results will be communicated to current employees by certified mail, return receipt requested. The written notification of a positive test result will include the employee's right to request and obtain a second confirmatory test of the previously collected sample at an approved laboratory of the employee's choice at the employee's expense.
  - d. The City will notify DOT drivers and driver-applicants of the result of a controlled substance test. The City will notify DOT drivers which controlled substance(s) were verified as positive.
- 2). Alcohol – The certified Breath Alcohol Technician (BAT) or Saliva Testing Technician (STT) performing the alcohol test shall report the results directly to the City's alcohol testing coordinator or designee. Test results shall remain confidential and will not be released unless the donor's specific permission is obtained or as provided by Federal, State, and/or local regulations.

#### E. Integrity of the Testing Process.

- 1). The collection of samples shall be performed under sanitary conditions and with regard for the privacy of the individual from whom the specimen is being obtained and in a manner reasonably calculated to preclude contamination or substitution of the specimen.
- 2). Urine drug specimens shall be split into two components at the time of the collection in the presence of the individual from who the sample or specimen is collected. One portion shall be used for initial laboratory analysis and confirmation of initial positive test results and the second portion shall allow for a second, independent confirmatory test or "split specimen test" showing presence only of a drug metabolite in the urine at the time the collection was performed.
- 3). Sample collection, storage, transportation, and reporting shall follow strict chain of

custody documentation and procedures to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided.

- 4). An individual submitting to a drug test will be provided the opportunity to record any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information.
- 5). All confirmatory drug testing shall be conducted at a laboratory certified by the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA).
- 6). Drug or alcohol testing shall include confirmation of any initial positive test results. Confirmation shall be by use of a different chemical process than was used in the initial screen for drugs. A medical review officer (MRO) shall, prior to the results being reported to an employer, review and interpret any confirmed positive test results, including both quantitative and qualitative test results, to ensure that the chain of custody is complete and sufficient on its face and that any information provided by the individual is taken into consideration.

F. Circumstances under Which a Prospective Employee Will Be Tested:

- 1). Pre-employment.
  - a. The City will conduct a drug test designed to prevent hiring individuals who use controlled substances or who abuse legal drugs. Prospective employees and/or DOT driver-applicants may be subject to testing for drugs as a condition of hiring. A prospective employee or DOT driver-applicant's positive drug test result or the refusal to submit to testing will result in the City's refusal to hire the prospective employee or DOT driver-applicant.
  - b. Prospective employees and/or DOT driver-applicants must receive a negative drug test result without any integrity flaws as a condition of employment. Prospective employees and/or DOT driver-applicants receiving a negative drug test result with the integrity flaw "low specific gravity and creatinine level" will be provided the opportunity to retest one time. The City's refusal to hire does not prevent the prospective employee or DOT driver-applicant from later initiating another inquiry with the City.

G. Circumstances under Which a Current Employee Will Be Tested:

- 1). Reasonable Suspicion. A current employee or DOT driver may be required to submit to a drug and/or alcohol test if the City has suspicion that the individual is using or has used drugs and/or alcohol in violation of the City's written policy. Such observations must be personally observed and documented by at least one City supervisor who has received training according to regulation.
- 2). For current employees, this evidence must be drawn from specific objective and

articulable facts and reasonable inferences drawn from those facts in light of experience. Examples that might support the decision to test current employees under reasonable suspicion circumstances include but are not limited to:

- a. Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired to alcohol or drug use.
  - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - c. A report, by a reliable and credible source, of alcohol and/or drug use.
  - d. Evidence that an individual has tampered with any alcohol and/or drug test during the employee's employment with the current employer.
  - e. Evidence that an employee has caused an accident resulting in personal injury other than minor injuries requiring only first aid treatment. (See post-accident testing policy).
  - f. Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- 3). The City's determination for reasonable suspicion testing of DOT drivers must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors indicating drug and/or alcohol use.
  - 4). Individuals notified to submit to a reasonable suspicion test will be expected to report to the collection site immediately. Individuals will be escorted to the collection site by the City. In the event of a positive alcohol test, the City may attempt to contact the individual's spouse, another member of the family, or another person designated by the individual, in order to make arrangements for transporting the individual to their home after the test is completed. In the event that the City is unable to contact the driver's spouse, family member or another designated person, the City may make arrangements for transporting the individual home by cab or other suitable means. If the individual rejects the City's efforts in this regard and instead insists on driving their personal vehicle, the City reserves the right to take whatever means are appropriate to prevent this, including contacting appropriate law enforcement personnel and imposing disciplinary action, up to and including discharge.
  - 5). An individual who is required to take a reasonable suspicion drug and/or alcohol test will be considered by the City as unqualified to work and placed on immediate suspension, pending the results of his/her drug and/or alcohol test.
  - 6). Post-accident – The City may require current employees to submit to drug and/or alcohol testing in investigating occurrences that result in personal injury, including death, or property damage, as follows:

- a. For occurrences in the workplace caused by a City employee which result in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Iowa Code Chapter 88, the City employee causing the occurrence must submit to a drug and alcohol test as soon as practicable after the occurrence.
  - b. For occurrences on a public road involving DOT drivers, performing safety-sensitive functions at the time of the occurrence, or involving any City employee operating a vehicle or equipment in the course and scope of the employee's work for the City, the DOT driver or other City employee, as the case may be, must submit to a drug and alcohol test as soon as practicable after an occurrence that meets one of the following conditions:
    - (a) An occurrence which involves the death of a human being.
    - (b) In conjunction with the occurrence, the DOT driver or other City employee receives a citation for a moving violation and a person is injured because of the occurrence and the injuries require immediate medical treatment away from the scene of the occurrence.
    - (c) In conjunction with the occurrence, the DOT driver or other City employee receives a citation for a moving violation and one or more motor vehicles involved in the occurrence incur disabling damage and must be transported away from the occurrence scene.
  - c. DOT drivers and other City employees are prohibited from using alcohol for eight (8) hours following any occurrence as described in this policy or until undergoing a drug and alcohol test.
  - d. For DOT drivers and other City employees involved in an occurrence for which drug and alcohol testing must be performed under this policy, if a citation is not issued within eight (8) hours after such occurrence, no alcohol testing shall be performed. If a citation is not issued within thirty-two (32) hours after such occurrence, no drug testing shall be performed.
- 7). Random Testing for DOT drivers – DOT drivers are subject to periodic, unannounced drug and/or alcohol testing. DOT drivers are entered into a pool of individuals required to submit to DOT random testing. To perform the selection of DOT drivers for testing from the pool of individuals subject to such testing, the City utilizes a computer-based random number generator that is matched with employee identification numbers. Selection of DOT drivers are reasonably spread throughout the calendar year with each DOT driver having an equal chance of being selected each time selections are made. Upon notification, the DOT driver must proceed immediately to the collection site for testing. A DOT driver shall only be subject to random testing for alcohol while performing safety-sensitive function, just before the DOT driver is to perform, or just after the Driver has ceased performing such functions.



- 8). Federal Laws/Regulations – The City will conduct any other drug or alcohol testing as required by a Federal, State or local law or as required by law enforcement.
- 9). Rehabilitation Testing – The City may require a current employee to undergo drug or alcohol testing at least six times per year, without any prior notice, during or following completion of drug or alcohol rehabilitation, without any prior notice that such a test will be conducted.
- 10). Return-to-Duty Testing – The City may require a DOT driver to submit to a return-to-duty test in order to resume safety-sensitive functions. Return-to-duty testing is done after a DOT driver has: 1) engaged in prohibited conduct concerning alcohol and/or drug use; 2) has completed an evaluation by a DOT qualified Substance Abuse Professional (SAP); 3) is complying with the recommended treatment program as prescribed by the SAP; and, 4) is ready to return to performing safety-sensitive functions.
- 11). Follow-Up Testing – The City may require a DOT driver to submit to follow-up testing for drugs and/or alcohol as directed by the Substance Abuse Professional (SAP). Unannounced follow-up testing is required for DOT drivers that have: 1) previously been engaged in prohibited conduct concerning alcohol and/or drug use; 2) have completed an evaluation by a DOT certified SAP; 3) are complying with recommended treatment as prescribed by the SAP; 4) has undergone a return-to-duty test; and, 5) has returned to performing safety-sensitive functions. A minimum of six drug and/or alcohol tests in a twelve-month period is required.

## 8. Training.

- A. Supervisors designated to make reasonable suspicion determinations for drug or alcohol testing under this policy shall attend a minimum of two hours of initial training and to attend, on an annual basis thereafter, a minimum of one hour of subsequent training.
- B. The training shall include, but not be limited to, information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of employee alcohol and other drug abuse, and the referral of employees who abuse alcohol or other drugs to the EAP or to the SAP.

## 9. Employee Assistance Program.

- A. The City is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include emotional and mental disorders, family and marital difficulties, abuse of alcohol or drugs, etc.
- B. Employees whose job performance problems are not related to a lack of skill and who do not respond satisfactorily to the usual disciplinary procedures may be in need of the attention of professionals.
- C. With proper treatment, many troubled employees can be restored to a satisfactory level of job performance. However, if the underlying problems or situation are ignored, they may

worsen with time, eventually rendering the person unemployable.

- D. To help avoid this loss of human resources, the City offers an Employee Assistance Program (EAP) for employees and their dependents as part of its employee services. The EAP provides confidential evaluation, referral and short-term counseling at no cost to employees whose personal or health problems are interfering with their job performance.
- E. Confidentiality is assured. No information regarding the nature of the personal problem will be made to supervisors, nor will it be included in the permanent personnel file.
- F. The purposes and practices of the City's disciplinary rules and the EAP are distinctly separate in their applications. An employee's decision to seek prior assistance from the EAP will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. On the other hand, the fact that an employee has been using the EAP will not be a defense to imposition a disciplinary action where facts showing a violation of City policy are obtained outside the EAP.
- G. It is the responsibility of each employee to seek assistance from the EAP before disciplinary action. Once a violation of the City's rules has come to the City's attention, subsequently using the EAP on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.
- H. Through the EAP, the City will provide appropriate evaluation and referral to treatment, if appropriate. Employees undergoing such treatment will be granted leave with a conditional return to work depending on successful completion of the appropriate treatment program.
- I. Except as otherwise required by law, the cost of the substance abuse treatment itself is the responsibility of the employee.
- J. Referrals – An employee may obtain access to the EAP through self-referral or a referral by a supervisor.
  - 1). Self-Referral – In a self-referral the employee contacts the EAP counselor directly. The employee is assured that no one in the City will be notified.
  - 2). Supervisory Referral – It is the responsibility of the City's supervisors to appropriately confront an employee whenever they see changes in performance that suggest an employee problem. Supervisors should not attempt to diagnose the nature of the employee's problems. However, they should be alert to changes in behavior that may signal a problem such as:
    - a. Absenteeism
    - b. Chronic lateness
    - c. Personality Change

- d. Decline in Work Quality
  - e. Unusual Behavior
  - f. Difficult or Uncooperative Employees
- 3). The supervisor may suggest that the employee voluntarily seek help (informal referral) from the City's EAP or may decide that the severity of the observed problem is such that an involuntary referral to the EAP should be made (formal referral).
- a. Informal Referral – In an informal referral, the supervisor should inform the employee of the benefits provided by the EAP and give the employee adequate contact information. In an informal referral, the EAP counselor will not tell the supervisor whether the employee used the EAP and will not divulge any information to the supervisor about the visit.
  - b. Formal Referral – A formal referral can take place at any time during the disciplinary procedure. Through a formal referral, the supervisor directs the employee to make use of the EAP. Failure to use the EAP may result in disciplinary action up to and including termination. In a formal referral, the supervisor (or another representative designated by the City) should contact the EAP counselor to discuss the problems that led to the referral. The EAP counselor will ask the employee to sign a waiver allowing the counselor to call the supervisor and tell them whether the employee saw the counselor and followed recommendations. No other information is revealed to the supervisor. In circumstances where termination may occur, the employee may be asked to sign an acknowledgement letter indicating that the failure to go to the EAP and follow recommendations will result in termination.
- K. Employee Assistance Services – The City has established a resource file of employee assistance services providers, substance abuse programs, mental health providers, and other persons, entities or organizations which are available to assist employees with personal or behavioral problems including substance abuse issues.

**ADOPTED / AMENDED:** 6/1/15, 7/18/16, 1/6/20, 7/6/20, 3/1/23 (Administrative Update)

## CFD 2104: Personnel Policy – Hiring and Rehiring

*Approved October 17, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications and ability to do the job to be filled.

### **DEFINITIONS:**

- **Immediate Family:** the employee's spouse (including domestic partner or common law spouse), siblings (including step), parents(including step, foster, legal guardian, and in-laws), children (including step, foster, ward, and in-laws), and any other person residing in the employee's household of a non-platonic relationship. Any other relationship not mentioned above causing a conflict of interest will be handled as determined by the City Administrator.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. At the Department Director's discretion, job openings may be filled from within, if qualified internal applicants are known to be available. In addition, the City normally will give consideration to any known qualified individuals who are on layoff status.
- B. If candidates from within the City are to be considered for job openings, the Finance & Business Operations Department will post full-time openings at least ten days before the application deadline on City bulletin boards in accordance with Iowa Law and will post openings for part-time positions as least five days before the application deadline. Civil Service laws and collective bargaining agreements shall govern when applicable.
- C. If candidates from outside City employment are to be considered for job openings, the Finance & Business Operations Department will be responsible for recruiting the candidates and should use recruitment methods and sources it considers appropriate to fill the openings. Civil Service laws and collective bargaining agreements shall govern when applicable.
- D. If the background, medical or any other subsequent investigation discloses any misrepresentation on the resume or application form, or information indicating that the individual is not suited for employment with the City, the applicant will be refused employment or, if already employed, may be terminated (see also *CFD 2105: Medical Procedures*.)
- E. If the candidate in consideration for hire or rehire is an immediate family member of a current employee or would otherwise create a conflict of interest, the situation will be handled pursuant to *CFD 2121: Nepotism Prohibition*.

## 2. Starting Pay for New Hires.

- A. New employees generally will be hired at the starting rate assigned to their job range. Supervisors may recommend higher or lower starting rates depending on an applicant's experience or skill level or other competitive considerations.
- B. These recommendations must be reviewed and approved before implementation by the Department Director (or the City Administrator if a director position) and the Director of Finance & Business Operations.

## 3. Re-Employment Considerations.

- A. Former employees who left City employment in good standing may be considered for reemployment.
- B. Former employees who resigned or retired without proper advance written notice pursuant to *CFD 2113: Termination of Employment*, or *CFD 2114: Retirement*, or who were dismissed for disciplinary reasons will not be considered for reemployment.
- C. A former employee who is reemployed will be considered a new employee from the date of employment unless the break in service is less than thirty days and the employee is reemployed in the same or equivalent position.

**ADOPTED / AMENDED:** 1/1/05, 7/1/06, 2/13/12, 6/1/15, 3/1/19, 10/17/22

## CFD 2105: Personnel Policy – Medical Procedures

*Approved January 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls that applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever Management determines that these are necessary for the safe or efficient operation of the City and/or in compliance with Federal mandates.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Successful applicants for employment may be required, as a condition of employment, to pass a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate for a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined at City expense.
- B. Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee transferred to a new position, is exposed to toxic or unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform job duties.
- C. The City may require job applicants and current employees to take a test to determine the presence of drugs, narcotics, or alcohol, in accordance with and as required by State and Federal laws (see also *CFD 2103: Drug-Free Workplace*).
- D. Employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs. Police and Fire employees are required to comply with all physical examinations and wellness programs as directed by their Department.
- E. Medical examinations required by the City will be paid for by the City and must be performed by a physician or other healthcare provider at a licensed medical facility designated or approved by the City. Records of medical examinations paid for by the City are the property of the City, and the examination records are to be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulations, will be made available to the employee, relevant insurance companies, and the employee's doctor. Nothing in this policy should be construed as impacting coverage or payments under the City's group health insurance plan.
- F. Employees who need to use prescription drugs or narcotics while at work must report this requirement to their supervisor if the use might impair their ability to perform the job safely

and effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged unable to perform their jobs safely and properly while taking prescribed drugs or narcotics.

- G. The City reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees (see also *CFD 2351: Attendance and Punctuality* and *CFD 2354: Leaves of Absence*).
- H. Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report to their supervisors who will arrange referral for examination, treatment, and recording of the incident. Time spent by an employee in waiting for and receiving this medical attention will be considered hours worked for pay purposes. Employees who fail to report work-related injuries are subject to discipline, up to and including discharge, and may jeopardize any right to workers' compensation benefits (see also *CFD 2302: Employee Safety*).
- I. Unless deemed medically unnecessary or inappropriate by a health care professional designated by the City for such purpose, failure for any reason to successfully complete a City required examination or evaluation, including all associated tests and procedures, shall result in immediate removal from work duties, or continuation of leave from work duties, until successful completion of such evaluation or examination. Unreasonable failure to submit to such examination or evaluation at the time and date scheduled by the City shall be considered an unsuccessful completion of such examination or evaluation as of the date and time of the scheduled examination or evaluation. Employees may be allowed to use paid benefit time during any absences caused by failure to successfully complete such examination or evaluation, at the discretion of the Department Director.

**ADOPTED / AMENDED:** 6/1/15, 3/1/19, 1/6/20

## CFD 2106: Personnel Policy – Probationary Period

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls that all new full-time, part-time and all present employees transferred to a new job are to be carefully monitored and evaluated for an initial probationary period. After satisfactory completion of the probationary period, those employees will be evaluated as provided for in *CFD 2152: Performance Appraisals*.

### PROCEDURES:

#### 1. General Guidance.

- A. Normally, the probationary period for new employees is six months. The probationary period for new civil service police officers and firefighters is determined by Iowa Code Chapter 400. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or deportment are to be brought to the employee's attention for correction. The probationary period may be extended at the discretion of the supervisor.
- B. Supervisors should prepare a written evaluation of the employee's job performance by the end of the first three months and at the end of six months on the new job. Each evaluation should include a recommendation as to whether the employee should continue in the position. Copies of the evaluations are to be forwarded to the Department Director and the Financial Services Division for inclusion in the employee's personnel file.
- C. Employees will be allowed to continue in their new positions if they are given both a satisfactory evaluation and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 30-day increments to demonstrate their ability to do the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance. Employees are not guaranteed any position for any specified period of time. Employees may be terminated at any time during and after the probationary period, with or without cause and with or without notice (see also *CFD 2100: Personnel Policies Introduction*).
- D. Supervisors may recommend the termination of a probationary employee at any time. A recommendation for termination should be submitted in writing to the Department Director (or the City Administrator if a director position), the Director of Finance & Business Operations, and the City Attorney for review and should include an evaluation and a listing of actions taken to assist the employee. Action to terminate must have the prior approval of the Department Director, City Administrator, and the City Attorney.
- E. Transferred employees who are unable to perform satisfactorily in their new jobs may, at the discretion of management, be returned to their original jobs.



F. Newly hired employees are eligible for benefits in accordance with other benefits policies and plan documents.

**ADOPTED / AMENDED:** 7/1/06, 1/1/08, 6/1/15

## CFD 2107: Personnel Policy – Transfer

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls that it may, at its own discretion, initiate or approve employee job transfers from one job to another or from one location to another within the restrictions established by Chapter 400 of the Code of Iowa and applicable collective bargaining agreements.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City shall have the ability to require employees to make either a temporary or long term job transfer in order to accommodate the City's needs.
- B. Employees may request a voluntary job transfer. However, to be eligible for voluntary transfer, employees must meet the requirements of the new position, must have held their current position for at least six months, must have a satisfactory performance record, and must have no adverse disciplinary action during the same period.
- C. Job openings for which management seeks candidates from within the City will be posted on employees' bulletin boards. From time to time, Management may, as it considers appropriate, make transfers without posting notice.
- D. Eligible employees who request a transfer will be considered by management.
- E. Requests for transfer normally should be handled as follows:
  - 1). The employee should submit a written request to the Finance & Business Operations Department. The request should include the reason for the transfer and the department and specific job that the employee wants. Requests based on posted job openings must comply with the Procedures described in *CFD 2108: Promotion* and should be initiated prior to the application deadline.
  - 2). The Finance & Business Operations Department should determine whether the requested job or a suitable job opening exists and whether the employee is eligible. If the opening exists and the employee is eligible, the request for transfer will be sent to the employee's supervisor.
  - 3). The supervisor should forward the request for transfer to the employee's Department Director with a recommendation for approval or disapproval. The recommendation will be reviewed by the Department Director and the Director of Finance & Business Operations.
  - 4). If the employee is eligible for a job opening, the candidate will interview with the

- Department Director or designee who has the job opening. The candidate will be allowed time off with pay for job interviews related to the transfer.
- 5). The Department Director with the job opening will make the final transfer decision, subject to the approval of the Director of Finance & Business Operations.
  - 6). Supervisors and Department Directors may initiate the procedure and propose employees for a position.
- F. Transferred employees will be subject in their new positions to the provisions of *CFD 2106: Probationary Period*. In addition, transferred employees may be required to have a medical examination to insure that they are physically able to perform the duties of the new position.
- G. Pay for transferred employees will be handled as follows:
- 1). Employees transferred to a job with the same salary range will continue to receive their existing rate of pay.
  - 2). Employees who are transferred for disciplinary reasons, lack of work, budgetary reasons (transfer in lieu of layoff), reorganization, or at their own request, to a job in a lower salary range will be paid at the lower rate commencing with the start of the new job.
  - 3). Employees transferred to a new job due to reorganization or elimination of a position and fall within a lower salary range will continue to receive their current rate of pay until they fall within the new salary range.
- H. Transfers involving employees moving into, out of, or within any unit covered by a collective bargaining agreement must conform to the provisions of the agreement.

**ADOPTED / AMENDED:** 7/1/06, 6/1/15, 3/1/19

## CFD 2108: Personnel Policy – Promotion

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls to hire employees for entry-level positions, to provide training and development for employees when necessary, and to offer employees promotions to higher-level positions when appropriate. The City will engage in outside recruitment for promotional positions. In limited cases, only internal recruitment may be an option, such as for re-organizational purposes wherein outside recruitment is not necessary.

### PROCEDURES:

#### 1. General Guidance.

- A. All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their Supervisor and Department Director.
- B. An employee's basic eligibility for promotion will be determined by the requirements of the new job. In addition, the employee must have an overall satisfactory performance record.
- C. Job openings and promotions for which management seeks candidates from within the City will be posted on employee bulletin boards for at least ten days prior to the application deadline. When job openings or promotion opportunities are posted:
  - 1). Interested employees must initiate written notification to the Finance & Business Operations Department by the application deadline.
  - 2). Supervisors and Department Directors may initiate the procedure within the same time period and propose employees for the position; and
  - 3). The Finance & Business Operations Department may, at its discretion, or by the direction of higher management, solicit outside candidates during or after the posting period.
- D. Current employee candidates for job openings and promotions will be considered for the position as outlined in *CFD 2107: Transfer*. Applicants recruited from outside the City will be considered for employment as outlined in *CFD 2104: Hiring and Rehiring*.
- E. Current employee candidates for promotion will usually be screened and selected on the basis of attendance and work records, performance appraisals, and job-related qualifications including aptitude or achievement tests, continuing education and progress toward an advanced degree. For positions within the City's Civil Service System, candidates must be certified eligible for promotion by the Civil Service Commission. In addition, employees seeking promotion may be required to have a medical examination, including a drug test (see *CFD 2105: Medical Procedures*).

- F. Newly promoted employees will be subject, where required, to the provisions of *CFD 2106: Probationary Period*.
- G. Pay for promoted employees will normally be the minimum pay range for the new position, or the employee may be offered a 3% - 7% increase over their current pay. If market conditions require higher pay for the promotional position, the higher pay rate shall be approved by the Department Director (or the City Administrator if a director position) and the Director of Finance & Business Operations.
- H. Seniority will not be a factor for determining transfer, promotion, interim or acting status, or layoff or recall, except as required by an applicable collective bargaining agreement.

**ADOPTED / AMENDED:** 7/1/06, 6/1/15, 3/1/19

## CFD 2109: Personnel Policy – Hours of Work

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls to establish the time and duration of working hours as required by workload and service needs, the efficient management of human resources, and any applicable law.

### PROCEDURES:

#### 1. General Guidance.

- A. The normal workweek is Saturday through Friday, beginning at 12:00 a.m. Saturday and ending at 11:59 p.m. the following Friday, and consisting of forty hours within that framework. Fire, Police, Water Reclamation, and Park/Public Works personnel who are on-call may have varying schedules. The normal workday will consist of eight hours of work, and management may allow an unpaid meal break. Rest or coffee breaks, if allowed by management, are considered time worked for all employees.
- B. The scheduled hours for employees will be determined by each Department Director, or Division Manager. The Department Director or Division Manager will inform employees of their daily work schedule, including meal periods and rest or coffee breaks, if allowed, and of any changes that are considered necessary or desirable by the City (see also *CFD 2352: Rest Breaks* and *CFD 2353: Meal Breaks*).
- C. Department Directors or Division Managers may schedule overtime or extra shifts when it is necessary. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) in the particular job for which overtime is required. Employees are not permitted to work overtime without the prior approval of their Supervisor, Division Manager, or Department Director (see also *CFD 2157: Overtime*).
- D. Employee attendance at lectures, meetings, and training programs will be considered hours of work if attendance is requested by management and will normally be paid at the regular, non-overtime rate.
- E. Department Directors or Division Managers, at their discretion, may allow nonexempt employees to make-up lost time during a given workweek. However, make-up will not be allowed if the lost time is the result of conditions the employee could control, if there is no work the employee is qualified to do, or if adequate supervision is not available.
- F. All nonexempt employees are required to complete an individual time record showing the daily hours worked. Time records cover one pay period and must be completed by the close of each workday. The following points should be considered in filling out time records:
  - 1). Employees should record their starting time, time out for lunch, time in from lunch,

- quitting time, total hours worked for each workday; and type of work activity with amount of time spent on each activity;
- 2). Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
  - 3). Employees are required to take scheduled lunch or meal breaks;
  - 4). Employee time records should be checked and signed by the supervisor involved. Unworked time for which an employee is entitled to be paid (i.e., paid absences, paid holidays or paid vacation time) should be entered on the time record. Authorized overtime must also be identified by the supervisor;
  - 5). Unapproved absences will not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence; and
  - 6). Filling out another employee's time record, except where authorized, or falsifying any time record is prohibited and is grounds for disciplinary action, up to and including termination.
- G. Personnel employed in executive, administrative, or professional capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance and time spent on particular categories of activities in order to be accountable for public projects and for payroll purposes. In addition, exempt employees will not receive overtime compensation, but occasionally may be eligible for compensatory time-off after working abnormally long hours, as authorized by City Council.
- H. Exempt personnel may be allowed to work from home, in limited circumstances and when deemed appropriate and authorized by the Division Manager, Department Director (or City Administrator if a director position), and Director of Finance & Business Operations.
- I. Shift Differential Pay: Non-union police or public safety management employees assigned to a police shift shall receive additional compensation for hours worked during second and third shifts as provided in the collective bargaining agreement for union police shift employees. Non-union fire or public safety management employees assigned to a fire shift shall receive no such additional compensation.
- J. For Policies and Procedures regarding pay practices, see CFD 2151 – 2159.

**ADOPTED / AMENDED:** 7/1/06, 6/1/15, 3/1/19

## CFD 2110: Personnel Policy – Outside Employment

*Approved June 1, 2015 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

### PROCEDURES:

#### 1. General Guidance.

A. The City requires that employees' activities and conduct away from the job must not conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the City. Employees must obtain approval from their Division Manager and Department Director (or City Administrator if a director) prior to accepting outside employment when there is a potential conflict of interest or when the outside employment would impede or interfere with job performance (see also *CFD 2407: Conflicts of Interest*). In determining whether outside employment creates an unacceptable compromise, situations that an unacceptable employment conflict shall be deemed to exist includes, but is not limited to the following:

- 1). The outside employment involves the use of the City's time, facilities, equipment, and supplies, or the use of the City's badge, uniform, business card, or other evidence of office or employment. As provided by Iowa Code, this restriction does not apply to off-duty police officers who provide private duty security while carrying their badge or wearing their official uniform, provided that the employee has secured the prior approval of the Police Chief to engage in the employment (see *CFD 5121: Secondary Employment*).
- 2). The outside employment involves the receipt of, promise of, or acceptance of money or other consideration by the employee, or a member of the employee's immediate family, from anyone other than the City for the performance of any act that the employee would be required or expected to perform as a part of the person's regular duties or during the hours that the person performs service or work for the City.
- 3). The outside employment is subject to the official control, inspection, review, audit, or enforcement authority of the employee, during the performance of the employee's duties of office or employment.
- 4). If the outside employment is employment described in comment 1.A.1) or 1.A.2), the employee shall immediately cease the employment. If the outside employment is described in comment 1.A.3), the employee shall take one of the following courses of action:
  - a. Cease the outside employment.



- b. Publicly disclose the existence of the employment conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment.
  
- B. For the purpose of this Policy, "official action" or "official duty" includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, granting any license or permit, determining the facts or law in a contested case or rule making proceeding, conducting any inspection or providing any other official service or thing that is not made available generally to members of the public to further the interests of the outside employment.
  
- C. Employees who have accepted outside employment are not eligible for paid sick or personal absence when the absence is used to work on the outside job or is the result of an injury sustained on that job. Fraudulent use of sick leave or personal absences will result in disciplinary action up to and including discharge.
  
- D. For further guidance, employees are further directed to review and comply with *CFD 2407: Conflicts of Interest*.

**ADOPTED / AMENDED: 6/1/15**

# CFD 2111: Personnel Policy – Temporary and Part-Time Employees

*Approved June 1, 2015 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

## **POLICY:**

It is the policy of the City of Cedar Falls to supplement the regular work force as needed with temporary or part-time employees, or other forms of flexible staffing.

## **DEFINITIONS:**

- A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period of time, not exceeding six months during any one calendar year.
- A part-time employee is an individual who is hired for an indefinite period, but who works thirty-two hours per week or less in a normal workweek. Other special purpose employees, or other flexible staffing classifications or arrangements may be added as needed (See: Special Purpose & Seasonal Salary Schedule and Workshops / Sessions / Events Pay Plan).

## **PROCEDURES:**

### **1. General Guidance.**

- A. Temporary and part-time positions generally will be filled as follows:
  - 1). The Director of the Department with the need will attempt to fill the position by transfers from within the department.
  - 2). If the position cannot be filled from within the department, then the Department Director will submit a request to the Finance & Business Operations Department. The Finance & Business Operations Department will then try to satisfy the request by the transfer of qualified employees from other departments.
  - 3). If necessary to hire temporary or part-time personnel from outside the City, the procedure contained in CFD 2104: Hiring will be used.
- B. Regular full-time employees who are given temporary transfers are not considered temporary employees unless, in fact, their job has been eliminated and only temporary employment is available.
- C. The City may use students, CSOs, fire volunteers, police reservists, and other similar applicants for flexible staffing purposes, as permitted by law. When considered necessary, those applicants will be required to provide a certificate of age and a work permit.
- D. Eligibility of temporary or part-time employees for paid absences, vacation, holidays and other benefits is governed by Policies contained elsewhere in this manual. An employee whose status changes from full-time to part-time may use any days of paid absence, vacation, or holiday earned as a full-time employee. An employee whose status changes

from temporary or part-time to full-time will be considered hired full-time on the date of the status change for purposes of paid absences (vacation, pro-rated sick leave, and floating holidays) or longevity eligibility.

- E. Positions within the Special Purpose & Seasonal Salary Schedule and Workshops/Sessions/Events Pay Plan are not eligible for pro-rated holiday pay. Cafeteria plan and 457 deferred compensation plan eligibility are based on the number of hours worked per week on a regular basis. IPERS qualifications and eligibility requirements are governed by IPERS law.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2112: Personnel Policy – Layoff and Recall

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls that, if it must reduce employment because of adverse economic or other conditions, layoffs and recall from layoff will be conducted consistent with City requirements, the law, and in accordance with the procedures set forth below.

### PROCEDURES:

#### 1. General Guidelines.

- A. The City will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. In the event that a layoff is expected, the City will attempt to communicate information about an impending layoff as soon as possible. However, management reserves the right to alter the layoff procedure and withhold information about the layoff as permitted by law in order to protect the City's business interests.
- B. Temporary layoffs will be handled according to the provisions of this Policy. Permanent layoffs will be made according to this Policy and *CFD 2113: Termination of Employment*.
- C. Employees within each affected Department will usually be selected for layoff in the following order:
  - 1). New employees covered under *CFD 2106: Probationary Period* are to be laid off first.
  - 2). Other employees within each affected Department will be selected for layoff based upon needed work and budget constraints. Normally, but within management discretion, employees will be laid off based upon factors including, but not limited to, the following:
    - a. Demonstrated current and past performance;
    - b. Promotion potential and transferability of skills to other positions within the Department or Division.
- D. Employees selected for layoff will be given as much notice as is required by law, collective bargaining agreement, or as much as is reasonable under the circumstances. Employees will be informed of the reason for the layoff and the estimated length of the layoff. In certain circumstances, the City may choose to terminate the employment immediately for the employee selected for layoff and will compensate the employee for the number of days equal to the amount of notice required under *CFD 2113: Termination of Employment*.
- E. Employees who are laid off will be maintained on a recall list for one year or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the layoff list,

employees must report to the Financial Services Division if they become unavailable for recall. Employees who fail to keep a current home address on record with the Financial Services Division will lose their recall rights.

- F. Employees will be recalled according to need and their classification and ability to do the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address furnished by the employee to the Financial Services Division. Unless an employee responds to the recall notice within seven calendar days following receipt of the notice, or its attempted delivery, the employee's name will be removed from the recall list and the employee will cease to have any job rights with the City.
- G. Credit for retirement benefits will continue to accumulate during any layoff of 30 days or less. Employees laid off for more than 30 days and subsequently recalled within one year from the date of layoff will be credited with the years of service accumulated as of the date of layoff.
- H. No vacation or days of paid absence will be accrued during layoff. When an employee returns to work following recall, however, the employee may use any vacation or days of paid absence accumulated but not used at the time of layoff. Vacation pay equal to the number of days accrued during the vacation year, minus the number of days taken, will be paid at the time of layoff, if the layoff is expected to exceed 30 days.
- I. The Personnel Policy Manual provides information regarding the continuation of certain other benefits during layoff. The Financial Services Division will answer any questions concerning these benefits.
- J. To the extent not covered herein, the relevant provisions of any collective bargaining agreement apply to union employees.
- K. The City reserves the right to alter the layoff procedure without notice to employees as circumstances warrant changes to the procedure.

**ADOPTED / AMENDED: 6/1/15, 3/1/19**

## CFD 2113: Personnel Policy – Termination of Employment

*Approved July 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; the permanent reduction in the work force; or for disciplinary purposes outlined in other sections of these Policies. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.

### PROCEDURES:

#### 1. General Guidance.

- A. Employees must give written notice of their intent to resign or retire. Failure to give timely written notice of resignation or retirement may result in forfeiture of non-vested City benefits, no payment for accrued vacation, and ineligibility for reemployment. Notice requirements for retiring employees are found in *CFD 2114: Retirement*. The following notices of resignation are required, unless waived or modified in writing by the City Administrator:
  - 1). Department Directors and Division Managers must give at least four weeks' written notice of the last day work duties will be performed;
  - 2). All other employees must give at least two weeks' notice of the last date that work duties will be performed.
- B. Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit. Consideration may be given in unusual circumstances or the employee's incapacitation preventing notification.
- C. In certain circumstances, the City may choose to require that employees leave employment immediately upon receipt of notice and employee will receive their pay until termination of notice period. Employees placed on such leave shall be required to immediately return all City identification cards, badges, keys, tools, manuals, City issued firearms and all other City property. During the period of such leave employees shall not have access to City buildings or facilities without advance authorization from the Department director, unless for a legitimate purpose unrelated to the employment or job duties of the employees.
- D. At the time of resignation, employees may be allowed to use all earned vacation time and compensatory time for the current year, in order to extend their effective termination date. This practice will be allowed upon approval of the Department Director (or City Administrator if a director position) and Financial Services Division. Accrued vacation time may not be used to extend the effective termination date. Although vacation which is earned between the last date that work duties will be performed and the effective termination date may extend the effective termination date, vacation which is accrued during that time may not extend the

effective termination date, but instead will be paid in a lump sum upon termination along with vacation that accrued prior to the last date that work duties were performed and earned but unused vacation.

- E. Neither paid nor unpaid time off work may be used to satisfy the notice requirements set forth in this policy, unless employees are on an approved leave, or as approved in advance by the Department Director (or City Administrator if a director position) and the Financial Services Division.
- F. For Policies and Procedures leading up to discharge for disciplinary reasons, see *CFD 2409: Disciplinary Procedures*.
- G. For Policies and Procedures governing termination as a result of retirement, see *CFD 2114: Retirement*.
- H. For Policies and Procedures governing termination of an employment contract, see *CFD 2115: Employment Agreements*.
- I. For Policies and Procedures governing a permanent reduction in force, see *CFD 2112: Layoff and Recall*.
- J. The Financial Services Division will attempt to have the final paycheck for the terminating employees available on the first payday following the last regular paycheck the employee received. The terminating employee must return all City identification cards, keys, tools (where applicable), manuals, or other property belonging to the City. If the employee owes the City any money or is responsible for any lost or damaged property or unused uniform allowance, those accounts are to be settled as originally agreed or by deduction from final pay.
- K. For Policies and Procedures governing severance payments, see *CFD 2159: Severance Pay*.
- L. Subject to any collective bargaining agreements and civil service rules and regulations, terminating employees may be eligible for future employment if notice is provided pursuant to comment (1) and if recommended by their supervisor and approved by the Financial Services Division. Terminating employees who wish to be considered for future employment should inform the Financial Services Division. Terminating employees lose all seniority rights upon leaving the City, regardless of the cause for termination, unless the break in service is less than thirty days and the employee is reemployed in the same or equivalent position.
- M. The termination of employment of qualifying veterans shall comply with Iowa Code § 35C.6.
- N. Requests for employment references should be made in writing to the Financial Services Division and should include an authorization by the employee for the release of the requested information.
- O. Termination and discharge procedures are only guidelines and do not create a legal contract

between the City and its employees. The City reserves the right to implement its Policies and Procedures as it sees fit.

**ADOPTED / AMENDED:** 6/1/15, 3/1/19, 1/6/20, 7/6/20



## CFD 2114: Personnel Policy – Retirement

*Approved January 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls that employees are eligible for normal retirement when satisfying the requirement of the Iowa Public Employee Retirement System (IPERS), or in the case of civil service police officers and firefighters when satisfying the requirements of the Municipal Fire and Police Retirement System of Iowa (MFPRSI).

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees who have been employed for at least five years may elect to vest their retirement with the City and may be eligible for retirement benefits upon reaching the age of fifty-five.
- B. Employees who choose to take normal retirement are requested to give the Financial Services Division as much advance notice of their intent as possible, but at least 90 days advance written notice is required. Employees who have given notice of either normal or early retirement may be called upon to help in the training of their replacements.
  - 1). The notice required in this policy is notice of the last date that work duties will be performed.
  - 2). Neither paid nor unpaid time off work may be used to satisfy the notice requirements set forth in this policy, unless employees are on an approved leave, or as approved in advance by the Department Director (or City Administrator if a director position).
  - 3). Earned vacation time.
    - a. At the time of retirement, employees may be allowed to use all earned vacation time and compensatory time for the current year, in order to extend their effective retirement date. This practice will be allowed upon approval of the Department Director (or City Administrator if a director position) and the Financial Services Division.
    - b. Accrued vacation time may not be used to extend the effective retirement date.
    - c. Although vacation which is earned between the last date that work duties will be performed and the effective retirement date may extend the effective retirement date, vacation which is accrued during that time may not extend the effective retirement date, but instead will be paid in a lump sum upon retirement along with vacation that accrued prior to the last date that work duties were performed and earned but unused vacation.

- 4). Failure to give timely written notice of retirement may result in forfeiture of non-vested City benefits and forfeiture of severance pay (see *CFD 2159: Severance Pay*) and no payment of accrued vacation benefits (see *CFD 2256: Vacations*).
- C. Mandatory retirement age for certain jobs.
- 1). The City may, at its discretion, set a mandatory retirement age for certain jobs where age is a bona fide occupational qualification and where that qualification is reasonably necessary to the normal operation of the City's business.
  - 2). Employees may extend their employment with the City, beyond their normal retirement age, for specific periods, not exceeding one year, with the approval of their Department Director, City Administrator, Mayor, and City Council.
- D. The City may require mandatory retirement of employees who meet the following requirements as outlined in 29 U.S.C. §631(c):
- 1). is at least 65 years of age;
  - 2). is employed in a bona fide executive or high policymaking position for the two-year period immediately before retirement; and
  - 3). is entitled to an immediate non-forfeitable annual retirement benefit from an employer pension, savings, or deferred compensation plan, or any combination of those plans, which equals in the aggregate at least \$44,000 per year. 29 U.S.C. §631(c)(1).
  - 4). The City is not obligated to exercise this option of mandatory retirement for qualified employees, and the City may, in its discretion, make retirement decisions based upon the best interest of the City.
- E. Employees who qualify for retirement under this policy may be eligible to receive pension, health, and various other benefits in accordance with the provisions of the City's employee benefit plans. Retiring employees are eligible to receive pay for unused earned vacation and accrued unused vacation on a pro rata basis for the number of days they worked during their employment year. In addition, retiring employees are eligible to receive pay for unused accrued compensatory time and floating holidays on a pro rata basis for the number of days the retiring employee worked during the fiscal year (see also *CFD 2159: Severance Pay*).

**ADOPTED / AMENDED:** 1/1/09, 6/1/15, 3/1/19, 1/6/20

## CFD 2115: Personnel Policy – Employment Agreements

*Approved May 22, 2003 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls that it may execute, at its sole discretion, written employment agreements with certain of its employees. Employees protected by the civil service laws of the state, or a collective bargaining agreement, will not have separate employment agreements, with the exception of newly hired Police Officers' Training Reimbursement Agreement with the City.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The Mayor, or designee, with prior City Council approval, are the only City representatives authorized to enter into a written employment agreement on behalf of the City with any prospective employee.
- B. Written employment agreements, when used, normally will set out the important terms and conditions of an individual's employment. These terms and conditions generally include:
  - 1). The length of time that the agreement will last and how, if at all, it can be renewed;
  - 2). The job title and/or job description, reserving to the City the right to change the employee's duties as the City's interest require;
  - 3). The employee's salary;
  - 4). Any other forms of compensation, such as vehicle allowances, housing allowances, travel expenses, training and professional development expenses, health insurance, or pensions; and
  - 5). Provisions for the termination of employment.
- C. Employment agreements covered by this Policy may include, depending on individual circumstances, any or all of the following elements:
  - 1). Patents, Inventions, and Copyrights: The agreement should specify who owns the rights to any patents, inventions, and copyrights obtained by the employee during employment, or as a result of work done while employed, and any royalties or other payments resulting from such items. Under normal circumstances, these items are City property and, if held in the employee's name, should be assigned to the City.
  - 2). Special Transfers: Coverage should specify how any problems or extraordinary circumstances arising from out-of-the ordinary transfers, will be handled.

- 3). Employment Agency Fees: Coverage should specify that payment of, or reimbursement for, employment agency fees by the City will only be made when agreed to in advance in writing and may be contingent upon the completion of a satisfactory period of employment.
- 4). Relocation Expenses: The agreement should specify that payment of, or reimbursement for, relocation expenses by the City will only be made when agreed to in advance in writing and may be contingent upon the completion of a satisfactory period of employment after relocation. Relocation expenses which may be considered include moving expenses, transportation and lodging. Any tax consequences of such payment will be governed by IRS rules and regulations.
- 5). Travel Expenses: The agreement should specify what, if any, travel expenses will be reimbursed by the City. Travel expenses may include food, temporary lodging and transportation. Any tax consequences of such payment will be governed by IRS rules and regulations.
- 6). Conflicts of Interest: The agreement should specify that *CFD 2407: Conflicts of Interest Policy* must be followed scrupulously and should reaffirm that all employees are required to avoid activities that conflict with, or that appear to conflict with, the City's interests while they are employed by the City.
- 7). Consulting Assignments: Coverage should specify whether the employee is being given a post-employment consulting agreement as an added inducement to stay with the City until retirement. However, the provision should be subject to cancellation if the employee elects early retirement or if the City's changing circumstances require it. In addition, the provision should be voided automatically if the employee is terminated for cause or because of death or inability to perform the job.
- 8). Special Training and Education: Coverage should specify that employees who are selected for an extended period of training or education paid for by the City will be required to return to work for the City at the conclusion of the program. Employees who do not return to work, or who return but terminate the employment relationship with the City, whether voluntarily or otherwise, within one year of course completion, will be required to reimburse the City for the costs of the training or education.
- 9). Confidential Data: Coverage should specify that all employees having access to the City's confidential data are required to safeguard that information and not disclose it to anyone who is not authorized to know it.
- 10). Arbitration and Mediation: This provision should specify whether the City and the employee agree to submit any dispute over the terms, conditions, or termination of employment to non-binding mediation, or to binding arbitration before an arbitrator from a recognized arbitration service. The provision of arbitration, if included, should also state that arbitration precludes the right to pursue legal action in any state or federal court and is the employees' exclusive remedy. The City reserves the right to seek injunctions and/or damages in court to enforce any confidentiality, patent, or copyright

assignment.

- 11). Special market conditions and salary: If unique market conditions require payment outside of the applicable job classification, the Agreement shall address those factors and the resulting salary.
  - 12). Other benefits: The agreement should specify whether any other benefits plans or programs are applicable.
- D. The City may elect to share employees with other municipalities as needed, in which case, an Agreement shall be entered into between the municipalities addressing such shared arrangement.

**ADOPTED / AMENDED: 5/22/03**

## CFD 2116: Personnel Policy – Orientation and Training

*Approved June 1, 2015 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide orientation programs for new employees and to conduct or support training programs as deemed appropriate.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The Finance & Business Operations Department, or other City Divisions as appropriate, will provide new employees with orientation programs consisting of the completion of required employment forms and the explanation of policies, procedures and benefits.
- B. Supervisors may approve employee participation in continuing education and/or training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily.
- C. The Department Director (or City Administrator if a director) must approve employee participation in special programs, either external or in-house, dealing with supervisory, professional, or management development; cost reduction; quality improvement or compliance with government regulations.
- D. The City may consider the feasibility of sponsoring or conducting special programs for groups of employees when continuing education and in-service programs are required for licensing or for recertification of a license. Under those circumstances, it will apply for approval of the licensing authority and will attempt to comply with all requirements established by that authority. However, it may at its discretion cancel, modify, or withdraw from any certification or program.
- E. The City will provide special training programs for safety and health matters when considered necessary or as required by Government regulation.
- F. The City, to the extent feasible, will maintain a library of self-instructional programs and materials for employee use. Said materials may be kept in the offices of the affected departments or divisions.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2117: Personnel Policy – Serious Diseases

*Approved June 1, 2015 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls that employees with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees, citizens, suppliers, or members of the public.

### PROCEDURES:

1. **Applicability.** Serious diseases for the purpose of this Policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immuno-deficiency virus ("HIV"), and acquired immune deficiency syndrome ("AIDS").
2. **General Guidance.**
  - A. The City will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
  - B. Employees afflicted with a serious disease are to be treated no differently than any other employee. Therefore, if the serious disease affects their ability to perform assigned duties, those employees will be treated like other employees who have disabilities which limit their job performance (see *CFD 2102: Harassment-Free Workplace*).
  - C. Employees who are diagnosed as having a serious disease and who want an accommodation should inform their Supervisor or the Department of Finance & Business Operations of their condition as soon as possible. Supervisors and the Department of Finance & Business Operations should review with the employee City Policy on issues such as employee assistance, leaves and disability, infection control, requesting and granting accommodations, the City's continuing expectation regarding the employee's performance and attendance, and available benefits.
  - D. Employees who have a serious disease and who want an accommodation should provide the Department of Finance & Business Operations with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The City may also require a doctor's certification of the employee's ability to perform job duties. Additionally, the City may request that the employee undergo a medical examination.
  - E. The City will attempt to maintain the confidentiality of the diagnosis and medical condition of employees with serious diseases, unless otherwise required by law. Information relating to an employee's serious disease will be treated as confidential and ordinarily will not be disclosed to other employees.

- F. The City and employees will comply with applicable occupational safety regulations concerning exposure to blood or other potentially infectious materials. Employees must report potential exposure incidents to their Supervisor. Universal precautions, engineering and work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.
- G. Employees concerned about being infected with a serious disease by a coworker, customer, or other person should convey this concern to their Supervisor or the Department of Finance & Business Operations. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a Supervisor, will be subject to discipline, up to and including termination (see *CFD 2102: Harassment-Free Workplace* and *CFD 2401: Employee Behavior*). In addition, where there is little or no evidence of risk of infection to the concerned employee, the employee's continued refusal, after consultation with supervisory personnel, may result in discipline, up to and including termination.

**ADOPTED / AMENDED: 6/1/15**



# CFD 2118: Personnel Policy – Disclosure of Mental Health Information

*Approved May 15, 2003 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

## **POLICY:**

It is the Policy of the City of Cedar Falls to treat mental health information as confidential. Disclosure of mental health information is restricted to the terms of this Policy.

## **DEFINITION:**

- Mental Health Information: any oral, written, or recorded information identifying an individual receiving professional services related to diagnosis, condition, or treatment of a person's mental or emotional condition.

## **PROCEDURES:**

### **1. General Guidance.**

- A. As an employer, the City will not disclose nor permit the unauthorized disclosure of mental health information. Employees who come into contact with mental health information during the course of their employment must keep such information confidential. This includes, but is not limited to, return to work authorizations signed by mental health practitioners. When disclosure of written mental health information is unavoidable, each employee handling the information shall initial each document, and shall maintain the notation with the written record of mental health information.
- B. Any employee asked to disclose mental health information first will provide the recipient with a statement informing them that disclosure may be made only with the written authorization of the affected individual or that individual's legal representative. In addition, the statement shall contain notice that the unauthorized disclosure of mental health information is unlawful, and that civil damages and criminal penalties may be brought for unlawful disclosure.
- C. An employee, or employee's dependent, eighteen years of age or older, or that person's legal representative may authorize, in writing, the disclosure of their mental health information. The written authorization shall:
  - 1). Specify the mental health information to be disclosed. Specify the person, or persons, authorized to receive the mental health information. Specify the purpose for which the information may be used, both at the time of disclosure, and in the future.
  - 2). Inform the recipient of the mental health information that the affected person retains the right to inspect the disclosed information at any time.
  - 3). Notify the recipient of mental health information that the disclosure is subject to revocation at any time.

- 4). Outline the conditions of revocation.
  - 5). Specify the length of time the authorization is valid.
  - 6). Contain the date the authorization was signed.
- D. Employees are hereby instructed to maintain the confidentiality of mental health information. Disclosure is restricted to the extent necessary to process claims or to process return to work orders issued by a mental health practitioner or facility. Employees who engage in the unauthorized disclosure of mental health information are subject to prosecution and penalties as provided by law.
- E. Each employee whose job assignment has them handling mental health information is required, as a condition of employment, to execute a disclosure statement acknowledging that they have been informed of the Iowa law pertaining to the disclosure of mental health information. (See statement on following page.)

**ADOPTED / AMENDED: 5/15/03**

## MENTAL HEALTH INFORMATION DISCLOSURE STATEMENT

This statement confirms that I have been advised of the provisions of the state law described in Chapter 228, Code of Iowa, pertaining to the disclosure of mental health information. I am aware that the City of Cedar Falls, Iowa is a self-funded employer located in the State of Iowa, and I agree to the following:

1. I will maintain the confidentiality of mental health information.
2. I will comply with the limitations of use, which are restricted to the extent necessary to administer claims, to conduct utilization review or quality review, to conduct audits of paid claims, or other lawful reasons.
3. To destroy mental health information when it is no longer needed.
4. I am aware that, if found guilty in a court of law of unlawfully disclosing mental health information, I may be subject to a fine and other penalties as provided by law.

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Employee Name (Print)

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Employee Signature

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Date

## **CFD 2119: Personnel Policy – Residency**

*Approved November 25, 2013 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to set reasonable maximum distances that “critically essential employees” may live outside the city limits.

### **DEFINITION:**

- Critically Essential Employee: all Public Works supervisors, Parks supervisors, and any employee required to respond to an emergency, as identified in Comment (3).

### **PROCEDURES:**

#### **1. General Guidance.**

- A. All critically essential employees shall reside within a drive of thirty (30) minutes of their principal place of employment.
  - 1). Public Works employees: the principal place of employment is 2200 Technology Parkway.
  - 2). Water Reclamation employees: the principal place of employment is 501 E. 4th Street.
  - 3). Parks employees: the principal place of employment is 2200 Technology Parkway.
- B. Any employee who is required to respond to an emergency must stay within a thirty (30) minute response range.
- C. New employees, or newly appointed employees, have one (1) year from the date of their employment or appointment to comply with these residency requirements.

**ADOPTED / AMENDED:** 11/12/12, 11/25/13

## CFD 2120: Personnel Policy – Personnel Records

*Approved January 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to maintain personnel records for applicants, employees, and past employees in order to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City strives to balance its needs to obtain, use and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by federal, state or local law.
- B. The Legal and Financial Services Divisions are responsible for overseeing the record keeping for all personnel information and will specify what information should be collected and how it should be stored and secured.
- C. Employees have a responsibility to make sure their personnel records are up to date and should notify the Financial Services Division in writing of any changes in at least the following:
  - 1). Name;
  - 2). Address;
  - 3). Telephone Number;
  - 4). Marital status (for benefit and tax withholding purposes only);
  - 5). Number of dependents;
  - 6). Addresses, telephone number, and social security numbers of dependents and spouse or former spouse (for insurance purposes only);
  - 7). Beneficiary designations for any of the City's insurance, disability, and pension plans; and
  - 8). Persons to be notified in case of emergency.
  - 9). In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes if the change results in a decrease in the number of dependents.

- D. Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to a Personnel Specialist and will be scheduled at a mutually convenient time. Records deemed to contain sensitive or confidential management plans or information may be excluded from the inspection, and all inspection must be conducted in the presence of a Personnel Specialist. A reasonable charge, not to exceed the actual cost to the City and in accordance with the City's fee schedule, will be made for copies of records made by the employee. In the alternative, employees may inspect an electronic version of their personnel records, and if any pages of the personnel file are printed, the employee shall reimburse the City in accordance with the City's fee schedule for the actual costs of pages printed.
- E. Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request to a Personnel Specialist that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.
- F. Only supervisory and management employees who have an employment-related need-to-know for information about another employee may inspect the files of that employee. Such an inspection must be approved by a Personnel Specialist and will be recorded in the file inspected.
- G. Employees are to refer all requests from outside the City for personnel information concerning applicants, employees, and past employees to the Legal Division. The Legal Division normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who have a need to know specific employee information. In addition, exceptions may be made to release limited general information, including:
- 1). Employment dates;
  - 2). Position held;
  - 3). Location of job site; and
  - 4). Pay rate.
- H. For purposes of health insurance, employees must notify the Financial Services Division in writing within 30 days of any changes in at least the following:
- 1). birth, adoption or placement for adoption of a child;
  - 2). divorce, legal separation, or annulment;
  - 3). employee's dependent child loses eligibility for health insurance coverage;
  - 4). employee loses eligibility for coverage under Medicaid or CHIP program (hawk-I plan);
  - 5). employee becomes eligible for premium assistance under Medicaid or CHIP.

**ADOPTED / AMENDED:** 1/1/08, 6/1/15, 1/6/20

## CFD 2121: Personnel Policy – Nepotism Prohibition

*Approved October 17, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to be committed to employment and advancement based on qualifications and merit. This policy serves to define the City's standards for employment of relatives working for the City, and to safeguard against conflicts of interest or favoritism, whether real or perceived, which compromise the public interest.

### **DEFINITION:**

- Immediate family: The employee's spouse (including domestic partner or common law spouse), siblings (including step) parents (including step, foster, legal guardian, and in-laws), children (including step, foster, ward, and in-laws), and any other person residing in the employee's household of a non-platonic relationship. Any other relationship not mentioned above causing a conflict of interest will be handled as determined by the City Administrator.

### **PROCEDURES:**

#### **1. Applicability.**

- A. These criteria will apply to all employment decisions including: hiring, rehiring, assigning, transferring, promoting, or demoting an employee.
- B. Instances of indirect supervision may occur between supervisor/subordinate. This policy pertains to direct supervision only, unless a conflict of interest is otherwise created.

#### **2. Consideration for employment.**

- A. A member of an employee's immediate family will not be considered for employment by the City if such employment would:
  - 1). Create a direct supervisor/subordinate relationship; or
  - 2). Create a conflict of interest as determined by the City Administrator.
- B. A member of an employee's immediate family may be considered for employment by the City if the immediate family member possesses all the qualifications for the position and if:
  - 1). No direct supervisor/subordinate relationship or conflict of interest is created (see above); and
  - 2). The immediate family member is assigned to a different Department than the employee; or
  - 3). If assigned to the same Department the immediate family member is assigned to a



different Division than the employee; or

- 4). If assigned to the same Division the immediate family member is assigned to a different Shift or Section than the employee.

### 3. Notification.

- A. Employees who marry or become immediate family (as defined above) during the course of employment are required to inform their supervisor of the relationship as soon as possible, but no later than 14 days after the relationship is established.
- B. Violation of this policy will subject the employee(s) to disciplinary action, up to and including termination. Employees who violate this policy forfeit their right of transfer or reassignment.

### 4. Resolution.

- A. Should the above situation occur, a decision will be made by management within 30 days of notification regarding which employee shall transfer or be reassigned, if possible, or which employee will terminate employment.
- B. Factors to be considered in this determination include, but are not limited to: position held, rank, seniority, past performance and fulltime employment status.
- C. The transfer, reassignment, or termination decision made by management shall be finalized and effective within a maximum of 90 days from the date in which the immediate family relationship was established.
- D. When one immediate family member leaves City employment, re-employment rights while the other immediate family member remains are determined by the considerations in 2.A and 2.B above.

### 5. Exemptions.

- A. Exceptions to this policy may be considered provided an immediate family member is not a direct supervisor and as approved by the City Administrator, upon the favorable recommendation of the Department Director.
- B. Employees hired prior to July 1, 2004, are exempt from application of this policy section to the extent it applies to their current position.

**ADOPTED / AMENDED: 10/17/22**

## CFD 2122: Personnel Policy – Remote Work

*Approved March 7, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to provide remote work arrangements to employees when it is mutually beneficial to both the City and the employee. The City recognizes that offering flexible work arrangements can increase productivity, reduce turnover, and improve employee morale. Remote work is defined as any work arrangement that allows an employee to work outside of the employee's primary worksite at an alternate location, on a regular basis, at least one day a week, pursuant to an approved Remote Work Agreement. Employees must be able to carry out the same duties, assignments, and other work obligations at their alternate location as they do when working on the City's premises. Employees must be available to attend scheduled meetings and participate in other required office activities as needed.

### **PROCEDURES:**

#### **1. General Procedures.**

- A. Approval of a remote work arrangement shall be made on a case-by-case basis. The nature of the work performed, the employee's past work performance, as well as the remote work location must be taken into consideration by the supervisor to determine remote work feasibility before entering into a Remote Work Agreement. The state or locality in which an employee chooses to reside may be a factor in determining if remote work will be approved. Remote work is not an entitlement nor is it a City-wide benefit.
- B. Remote work is not a substitute for child or other dependent care. Remote workers shall make or maintain regular childcare, adult care, or similar personal arrangements to permit concentration on work assignments during agreed upon work hours.
- C. Employees requesting a remote work arrangement shall complete and sign the Remote Work Agreement prior to commencing remote work. All remote work agreements are subject to approval by the Department Director.
- D. On a case-by-case basis, the City will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for business purposes only. Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.
- E. The remote working employee shall establish an appropriate work environment within their alternate location. Consistent with the City's expectations of information security for employees working at the office, remote working employees are expected to ensure the

protection of City information and to maintain the security of confidential information accessible from the employee's alternate location. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

- F. Occasional out-of-office work arrangements for two work weeks or less may be allowed on a case-by-case basis if approved by an employee's department director. A formal Remote Work Agreement is not required for these occasional remote work arrangements.
- G. Voluntary remote work agreements may be discontinued, without cause, at any time, at the request of either the employee or the City. When practicable, either the City or the employee should provide a two week notice of termination of the agreement. When remote work is an expected condition of employment, the remote work agreement may only be discontinued at the option of the City.

**ADOPTED / AMENDED: 3/7/22, 3/1/23 (Administrative Update)**

## Remote Work Agreement

Before completing this form, the employee requesting a remote work arrangement must review the Remote Work Policy. The nature of the work performed, as the employee’s past work performance, and the remote work location must be assessed by the supervisor to determine remote work feasibility before entering into a remote work agreement. All remote work agreements are subject to approval by the Department Director. Remote work is neither an entitlement nor an organization-wide benefit.

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee’s remote work arrangement. Each remote work arrangement is unique depending on the needs of the position, supervisor, and employee.

### A. EMPLOYEE INFORMATION

|   |   |
|---|---|
| Employee Name:                                | Click here to enter text.                             |
| Job Title:                                    | Click here to enter text.                             |
| Department:                                   | Click here to enter text.                             |
| Supervisor:                                   | Click here to enter text.                             |
| Location where remote work will be performed: | Click here to enter text.                             |
| Remote work arrangement effective dates:      | Click here to enter text. - Click here to enter text. |

### B. POSITION SUMMARY

The general expectation for a remote work arrangement is that the employee will effectively accomplish the employee’s regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below, or enter N/A.

### C. TELEWORK DETAILS

|  |                           |
|--|---------------------------|
| Remote Work Schedule (days/hours):   | Click here to enter text. |
| Equipment owned by the employee that will be used at the alternate worksite:   | Click here to enter text. |
| Equipment owned by the City that will be used at the alternate worksite:   | Click here to enter text. |
| If the employee supervises others, how will the employee meet & maintain the employee’s supervisory responsibilities while working remotely:   | Click here to enter text. |
| Identify any distractions from the employee’s work at the alternate worksite. How will the employee manage these distractions to maintain productivity and quality while working remotely? | Click here to enter text. |
| Other conditions of the remote work agreement (if applicable):   | Click here to enter text. |

**D. ACKNOWLEDGEMENTS AND APPROVALS**

Voluntary remote work agreements may be discontinued, without cause, at any time, at the request of either the employee or the City. When practicable, either the City or the employee should provide a two week notice of termination of the agreement. When remote work is an expected condition of employment, the remote work agreement may only be discontinued at the option of the City.

This completed agreement will be retained by Human Resources in the employee's personnel file.

The undersigned hereby enter into this agreement with a full understanding and acceptance of the terms and conditions herein specified. Employee agrees to properly track all hours worked and in accordance with Fair Labor Standards Act (FLSA) guidelines.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

Last Updated: 06/2021

## CFD 2123: Personnel Policy – Sexual Abuse Prevention

*Approved December 19, 2022 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls that sexual abuse in the workplace or at any activity sponsored by the City shall not be permitted or allowed. Mandatory procedures are set forth for those who have learned of or are a witness to sexual abuse.

### DEFINITIONS:

- **Sexual Abuse:** Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior prohibited by the City.

### PROCEDURES:

1. **Possible Signs of Sexual Abuse.** There are a number of “red flags” that suggest someone is being sexually abused. Signs of sexual abuse may take the form of physical or behavioral evidence.
2. **Reporting Procedure.**
  - A. Any representative of the City who learns of sexual abuse being committed in the workplace or at any activity sponsored by the City must immediately report it to his or her department head and to the Human Resources Division. Representatives of the City may include employees, elected officials, volunteers and instructors and coaches.
  - B. If the victim is an adult other than an elderly adult (age 60 or over), the Human Resources Manager or designee must immediately report the abuse to the police. If the victim is an elderly adult or child, the Human Resources Manager or designee must immediately report the abuse to the DHS Abuse Hotline at 1-800-362-2178. If the elderly adult or child is in imminent danger the Human Resources Manager or designee must immediately call 911. The Human Resources Manager shall immediately notify appropriate family members of the victim of suspected child abuse.
3. **Investigation and Follow Up.**
  - A. The City takes allegations of sexual abuse seriously. If an allegation is reported against a City employee, elected official or volunteer, the City will promptly, thoroughly and impartially investigate to determine whether there is a reasonable basis to believe that sexual abuse has been committed. The City investigation may be undertaken by an internal team or the City may hire an independent third party. The City will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and the City may refer the complaint and the result of its own investigation to those agencies. The City reserves the right to place the subject of the investigation on an involuntary leave of absence or reassign that person to

responsibilities that do not involve personal contact with individuals. To the fullest extent possible, but consistent with the City's legal obligation to report suspected abuse to appropriate authorities, the City will endeavor to keep the identities of the alleged victims and investigation subject confidential, as allowed by law.

- B. If the investigation substantiates the allegation, this policy allows the City to impose discipline, up to and including termination of employment.

#### 4. **Retaliation Prohibited.**

- A. The City prohibits retaliation against anyone who in good faith reports sexual abuse, alleges that sexual abuse is being committed or participates in the investigation of alleged abuse. Intentionally false or malicious accusations of sexual abuse are prohibited.
- B. Anyone who improperly retaliates against an individual who has made a good-faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination of employment.

**ADOPTED / AMENDED: 12/19/22**

## CFD 2124: Personnel Policy – Office of Ombudsman

*Approved January 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the policy of the City of Cedar Falls that all employees and officials are encouraged to disclose, to the extent not expressly prohibited by law, improper governmental actions. Every employee and official has the right to report to the State Ombudsman information concerning an alleged improper governmental action.

### DEFINITIONS:

- **Improper Government Action:** Any action by an employee or official in the performance of their duties that:
  - A. Is in violation of any federal, state or local law or rule;
  - B. Is an abuse of authority;
  - C. Is of substantial and specific danger to the public health or safety;
  - D. Is a gross waste of public funds.

Improper government action does not include personnel actions, including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of applicable collective bargaining and civil service laws, alleged labor agreement violations, reprimands, or any other personnel action taken under authority of state law.

### PROCEDURES:

1. It is the purpose of this policy to provide employees and City officials with a means by which to report improper governmental action, to protect those employees and officials who make good-faith reports to appropriate governmental bodies and to ensure that there will be no retaliation for having made such reports.
2. Pursuant to the Iowa Ombudsman Act, Iowa Code Chapter 2C, the State Ombudsman's Office has authority to investigate complaints about improper action or inaction taken by governmental entities. The State Ombudsman's Office is a non-partisan agency and can be contacted in any of the following ways:

#### Telephone

(515) 281-3592  
(888) 426-6283 (toll-free nationwide)  
(515) 242-6007 (fax)  
(515)242-50654 (TTY – Teletypewriter)

#### Write or Visit

Office of Ombudsman  
Ola Babcock Miller Building  
1112 East Grand  
Des Moines, Iowa 50319  
Email: [ombudsman@legis.iowa.gov](mailto:ombudsman@legis.iowa.gov)



**2150:**

**PAY PRACTICES**

## CFD 2151: Personnel Policy – Pay Procedures

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Direct deposit is required for all employees except Seasonal and those exempt by a collective bargaining agreement. Employees will be paid on a bi-weekly basis every other Friday. If the regular payday occurs on a holiday, employees will be paid on the last working day of the Financial Services Division before the regular payday.
- B. Paychecks and pay stub will be available for the Department Directors or their designee to pick up in the Financial Services Division at 8:00 a.m. of payday, or as specified by union contract.
- C. Employees on each payday will receive, in addition to their check or direct deposit stub, a statement showing gross pay, deductions, net pay, and benefit accrual information. It is the responsibility of the employee to periodically review their accruals to ensure they are in agreement with the information. State and Federal taxes, as well as pension withholdings required by Federal and Iowa law, will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation, such as garnishments. Employees may elect to have additional deductions taken from their pay only if they authorize the deductions in writing and it is approved by the Financial Services Division.
- D. Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Financial Services Division immediately. In the case of mistake on the part of Finance, the error will be remedied promptly. If the mistake was on the part of the employee, it will be corrected on the next paycheck. In the case of loss or theft, the Financial Services Division will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and the City cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.
- E. For policies and procedures regarding on-call and reporting pay, see *CFD 2109: Hours of Work*. For policies and procedures governing pay upon termination, see *CFD 2113: Termination of Employment*, *CFD 2159: Severance Pay* and *CFD 2114: Retirement*.
- F. Annual adjustments to compensation to which employees may be entitled to shall become effective for the pay period that begins between the dates of June 24 and July 7, inclusive

of each year. All other adjustments to compensation become effective as approved by the Division Manager, Department Director, City Administrator, and Finance & Business Operations Department.

- G. Employees should discuss any questions or concerns regarding their rate of pay and/or the City's salary administration program with their Supervisor, Division Manager, Department Director, City Administrator, or Financial Services Division.
- H. Employees must sign their individual timesheets. Employees who turn in false timesheets shall be subject to discipline, up to and including termination.

**ADOPTED / AMENDED: 2/13/12, 6/1/15**

## CFD 2152: Personnel Policy – Performance Appraisals

*Approved March 1, 2019 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls that the job performance of each employee be evaluated periodically by the employee's Supervisor.

### **PROCEDURES:**

#### **1. Reasons for Appraisal.**

A. Performance appraisals will be completed upon the following occasions:

- 1). By the end of the first three months on the job as well as at the end of six months of the probationary period;
- 2). In conjunction with the annual salary review or on the anniversary date of employment;
- 3). When the employee is transferred or promoted to a new job;
- 4). When the employee is given a new assignment under a new Supervisor, the previous Supervisor will complete an appraisal unless the new Supervisor has held direct supervision over the employee for at least 60 days;
- 5). At the time of the employee's termination, if a disciplinary or termination report is not prepared; and,
- 6). When a reduction in staff is necessary.

B. If a performance appraisal has been completed within one month of the above occasions, a new appraisal does not have to be completed, except in cases involving discipline or termination.

#### **2. General Guidance.**

- A. Factors to be considered include the experience and training of the employee, the job classification, and the employee's attainment of previously set objectives and goals. Other factors that should be considered include, but are not limited to, knowledge of the job, quality and quantity of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, public relations, and acceptance of responsibility.
- B. The written appraisal should include the Supervisor's comments and recommendations, an action plan for the employee, and performance goals for the next evaluation period.
- C. Department Directors (or City Administrator for directors) will review each Supervisor's written evaluation to help assure that the evaluation has been properly completed in as fair and objective a manner as possible.

- D. The Supervisor and employee must meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee will be given the opportunity to examine the evaluation and make written comments about any aspect of it. Following the appraisal meeting, the employee shall acknowledge receipt of a copy of the written evaluation by signing the document. Signing the written evaluation form does not necessarily imply that the employee agrees with the evaluation results, but simply indicates the employee is aware of the rating given and discussed the evaluation with the Supervisor. The Supervisor must sign the written evaluation form and forward it to the Finance & Business Operations Department to review for completeness and inclusion in the employee's personnel file.
- E. Employee request for review.
- 1). In addition to adding written comments to their performance appraisal, employees may request a review. (Written evaluations are not subject to the grievance procedure.)
  - 2). Written comments by employees shall become part of the performance appraisal.
  - 3). Stage one of the review process shall be with the Division Manager. Such a request for stage one review shall be made in writing to the reviewing authority within seven (7) calendar days from the initial supervisor meeting in which the appraisal was discussed. Stage two of the review process shall be with the Department Director, stage three with the City Administrator, and stage four with the Mayor. All requests for review past stage one shall be made in writing within seven (7) calendar days from the decision of the reviewing authority at the previous stage.
  - 4). Failure to meet the deadlines established in this policy shall be deemed a waiver of performance appraisal review. If the employee requesting the review is a Division Manager, the review process shall begin with the Department Director.
  - 5). At any stage in the review process, the reviewing authority may make notations to the evaluation to address disputed facts or unfair and improper administration of the evaluation instrument.
- F. Information derived from the performance appraisal may be one factor which is considered when making decisions affecting training, pay, promotion, transfer, or continued employment. Any compensation decisions will be based on performance, the employee's salary within their own pay range, and budget considerations.
- G. Employees who are employed in shared positions or in different capacities between different departments or divisions will receive two scores on the respective performance appraisals. The scores will be averaged on a pro rata basis and compensation will be determined by the prorated score.
- H. The Procedures discussed in this Policy are only guidelines. The City may, in its sole discretion, modify or revoke them in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and the City retains the right to determine whether and how they will be applied, depending on the circumstances. These

Procedures do not guarantee employment for any length of time, nor do they guarantee annual compensation raises. Compensation decisions will be based on performance, salary pay ranges and budgetary considerations.

**ADOPTED / AMENDED:** 1/1/08, 6/1/15, 3/1/19

## CFD 2153: Personnel Policy – Salary Administration

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to pay compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must consider the City's overall financial condition and competitive position in the job market.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The Financial Services Division is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a job code and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance. Council review and approval will be obtained before implementing any new or revised pay plan.
- B. The Financial Services Division will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policy and to determine the relative competitive position of the City's pay structure.
- C. New employees generally will be hired at the starting rate assigned to their job range. Supervisors may recommend higher or lower starting rates depending on an applicant's experience or skill level or other competitive considerations. These recommendations must be reviewed and approved before implementation by the appropriate Department Director and the Financial Services Division.
- D. Supervisors are responsible for conducting a performance evaluation with each employee at least annually. Compensation decisions will be based on performance, the employee's salary within their own pay range, and budget considerations (see also *CFD 2154: Performance-Based (Merit) Pay*).
- E. Supervisors, when conducting performance evaluations, should show employees the relationship between pay and performance, length of service, and other significant factors. In addition, supervisors should make clear that overall compensation includes many noncash benefits, such as, vacations, holidays, sick leave, bereavement leave, military leave, and jury duty, and that the City contributes to FICA, Medicare, health insurance, life insurance, long term disability, workers compensation and pension benefits on behalf of each employee.
- F. Employees who have questions about the City's salary administration and benefits program should direct their concern to their supervisor, department director, or the Financial Services Division.

**ADOPTED / AMENDED: 6/1/15**



## CFD 2154: Personnel Policy – Performance-Based (Merit) Pay

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to provide performance-based pay to all non-union full-time employees and all non-union part-time employees (excluding part-time employees that are classified as seasonal and/or special purpose).

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The Department of Finance & Business Operations is responsible for annually collecting the performance ratings for each employee from all Department Directors and from the City Administrator for the directors.
- B. An employee's performance-based pay increase is based on several factors: their position in their pay band, the performance rating received by their supervisor, and the performance rating of all other eligible employees in their department.
- C. A matrix for each department is developed by the Department of Finance & Business Operations and is based on the factors outlined in (2) and an average is calculated for each matrix. The results of the matrix generate the amount of percentage increase for each eligible employee.
- D. New employees who are eligible for performance-based pay, but who begin employment subsequent to February 1, will not be eligible immediately for a performance-based pay increase. These employees will normally receive the average increase used in the matrix, unless other increases are outlined in their terms for employment. The employee will then be eligible for a performance base increase the subsequent fiscal year.
- E. Employees who are above the maximum rate of their pay band will not receive their performance-based pay increase and will remain "frozen" until their pay rate falls within the range of their respective pay band.
- F. Employees who are at or near the maximum rate of their pay band will receive their performance-based pay increase. However, their rate of pay will only be increased to the maximum rate of their respective pay band.
- G. Employees who are below the minimum rate of their pay band will first have their rate of pay increased to the minimum rate and then receive their performance-based pay increase based on the new minimum rate.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2155: Personnel Policy – Job Classification

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to maintain a system for classification and compensation of its employees in order to establish a consistent basis for measuring and ranking the relative worth of each job.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The Department of Finance & Business Operations is responsible for developing and administering the job classification program.
- B. Written job classifications will be prepared and maintained for each full-time and part-time position in the City. Each job will be evaluated and ranked using a standardized rating system that measures the job content and/or worth of the job in the internal workplace and external marketplace.
- C. All existing jobs are to be assigned a grade or classification based on their relative worth as determined by the evaluation.
- D. Each grade or classification has a salary range assigned to it and provides for a spread from the minimum to a maximum rate. Employee compensation within any labor grade or classification is based on factors such as merit, performance, experience, length of service, and external market factors.
- E. The Department of Finance & Business Operations should evaluate all new positions and review on a periodic basis all job classifications and evaluate to assure that they accurately reflect current conditions.
- F. When employees are reclassified and their new salary range is lower than their preceding salary range, the employee's pay shall be frozen until their new job classification salary range is risen to the level of the frozen pay rate.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2156: Personnel Policy – Acting and Temporary Positions

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to establish pay and benefit procedures for employees who temporarily serve in an acting capacity in a full-time or a permanent part time job classification due to a position vacancy. Such acting positions shall be effective after serving in the position for a period longer than 20 calendar days.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. In the event of a full-time or permanent part time position vacancy caused by a resignation, termination, death, leave of absence, or otherwise, an employee may be temporarily assigned to the duties of a higher position, at the sole discretion of management.
- B. Employees serving in an acting capacity due to a full-time or permanent part time position vacancy shall be reclassified to an interim position and be paid at the minimum pay rate of the pay band of the acting or interim position or 3% higher than the employee's former pay rate, whichever is greater, beginning with the 21st calendar day that the employee serves in the acting capacity. Upon completion of the interim position, the employee's pay rate shall return to the employee's former pay rate unless a pay increase to the employee's original position was experienced during the period that the employee was serving in the interim position.
- C. Employees temporarily serving in a lower job classification shall not have pay decreased.
- D. Employees serving in the acting capacity for longer than 90 days shall receive applicable benefits and prorated benefit time, as governed by applicable policies and benefit plans.
- E. The applicable provisions of a collective bargaining agreement shall exclusively govern for any employees who are temporarily assigned to the duties of a higher position and who are otherwise covered by the collective bargaining agreement.
- F. Employees serving in an acting capacity and then who are selected into that new position, their probationary period (in accordance with *CFD 2106: Probationary Period*) shall begin on the date they enter into the new permanent position. In addition, if an employee is placed into an acting position during their initial probationary period, the probationary period time will be extended to include the time in the acting position.
- G. If employment ends for any reason while an employee is serving in an interim or acting position, post-termination payment of wages, salary and benefits shall be based upon the employee's permanent position rate of pay and not the acting or interim rate of pay.

**ADOPTED / AMENDED:** 1/01/09, 6/01/15, 3/1/19

## CFD 2157: Personnel Policy - Overtime

*Approved January 3, 2023 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls to pay overtime to non-exempt hourly employees when appropriate and required by the law. The provisions of any applicable collective bargaining agreements shall apply and this policy shall not apply for any bargaining unit employees.

### PROCEDURES:

1. **Overtime Rates.** Non-exempt employees will be paid for overtime work as follows:
  - A. **Holiday Rates:** When an employee, not a shift worker, is called to work on a day being observed by the City as a holiday, and the employee is not otherwise scheduled to work, they shall be paid time and one-half for the time worked. Such pay shall be in addition to holiday pay (see also *CFD 2253: Holidays*).
  - B. **Overtime/Work Week:** Employees shall receive time and one-half for hours worked beyond 40 hours in a work week. Holidays, other than “floating holidays,” shall be included as “time worked” for purposes of calculating the 40 hours. Sick leave, workers’ compensation time off, vacation, floating holidays, and comp time are not included as “time worked” for purposes of calculating the 40 hours. Employees will not be paid overtime for call back, whether prior to or after a shift, until an employee has worked 40 hours in a work week.
  - C. **Continuous Time Worked:** Employees shall receive double time for continuous time worked (including time for meals) after sixteen (16) consecutive hours of work and until relieved from duties for at least eight (8) consecutive hours.
  - D. **Consecutive Time Worked:** Employees having worked sixteen (16) or more consecutive hours shall be relieved as early as possible, dependent upon service requirements. If any portion of the relieved period falls within their regular scheduled workday, straight time pay shall be rendered for those hours.
  - E. **Call to Work on Day Off:** When an employee is called to work on a regular day off, they shall be paid at the overtime rate of time and one-half for the actual hours worked. If an employee voluntarily postpones a vacation day to work, they shall be paid straight time. If an employee is provided at least 12 hours notice prior to a planned vacation day or regular day off that they will be required to postpone the vacation day or regular day off in order to report to work, they shall be paid straight time. If an employee is provided with less than 12 hours notice prior to a planned vacation day that they will be required to postpone the vacation day in order to work, they shall be paid at the overtime rate of time and one-half for the actual hours worked.

- F. Part-time and seasonal employees in Parks and Public Works Divisions shall be paid overtime in accordance with this Policy (See §2.2 and 2.3 of Park/Public Works collective bargaining agreement).
- G. Exempt Classes: No overtime, or compensatory time off, will be paid to exempt employees, except as provided for in Comment (J).
- H. Equally Distributed Overtime: Insofar as practical, all overtime work shall be distributed equally between regular employees in a classification and approved by the employee's Supervisor consistent with official operations.
- I. Compensatory Time Off:
- 1). In lieu of any paid overtime provision, an employee may, at their election, choose to apply for compensatory time off. Compensatory time off will be earned at the rate of time and one-half for all hours worked over forty (40) in a week.
  - 2). Department Directors may limit the amount of accumulated compensatory time off within their respective departments, subject to the restrictions of maximum accumulations set forth in Federal law.
  - 3). Requests for compensatory time leave will be granted within a reasonable time so long as it does not unduly disrupt the departments' operations.
  - 4). Accrued balances of compensatory time at the termination of employment will be paid at a rate not less than the average rate received by the employee over the last three years of employment or the final regular rate, whichever is higher.
- J. Shift Pay:
- 1). For public safety supervisors assigned to second shift in the police division, they shall receive additional pay in the amount of \$20 per pay period.
  - 2). For public safety supervisors assigned to third shift in the police division, they shall receive additional pay in the amount of \$28 per pay period.
  - 3). For public safety supervisors assigned to the fire division 24-hour shift, effective January 7, 2023, they shall receive additional pay per pay period based on the following calculation:
    - a.  $\text{Midpoint of pay band} \times 144 \text{ hr.} = \text{annual dollar amount} / 26 \text{ payrolls} = \text{bi-weekly amount}$
    - b. Examples of shift pay for public safety supervisors assigned to the fire division 24-hour shift shown below based on FY23 pay band. Should public safety supervisors switch shifts and/or divisions within a pay period, the shift pay may be prorated. Note: rates shown in examples may change annually based on pay band.

| Position       | Calculation   |
|----------------|---|
| Fire Captain   | (\$39.593 x 144 hr. = \$5,701.39 (annually) / 26 payrolls = \$219.28) |
| PSS-Lieutenant | (\$42.644 x 144 hr. = \$6140.74 (annually) / 26 payrolls = \$236.18)  |
| PSS-Captain    | (\$48.737 x 144 hr. = \$7018.13 (annually) / 26 payrolls = \$269.93)  |

K. Extra Pay for Catastrophic Events, Natural Disasters, and Exigent Circumstances:

- 1). In the event grants are available, or there is a catastrophic event, natural disaster or other exigent circumstances that necessitate exempt employees working extraordinary hours, extra pay, which may or may not be computed on a time and a half basis, may be paid to these exempt employees, upon City Council approval.
  - 2). Considerations by City Council will include, but are not limited to, whether the expense of the extra pay is reimbursable by the Federal Emergency Management Agency or some other governmental reimbursement program as well as the nature of the exigent circumstances and the duration of such events or circumstances.
2. **Checking E-mail during off work hours.** Employees are not allowed to check email during off work hours unless a supervisor has approved such practice in advance and agreed to pay overtime.

**ADOPTED / AMENDED:** 1/1/05, 1/1/09, 1/23/12, 1/3/19, 1/6/20, 1/3/23

## CFD 2158: Personnel Policy – Longevity Pay

*Approved January 1, 2005 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the policy of the City of Cedar Falls to provide longevity pay for all full-time employees.

### PROCEDURES:

#### 1. General Guidance.

A. All full-time employees shall receive longevity pay in accordance with the following schedule:

| Years of Continuous Service | \$/Month |
|-----------------------------|----------|
| 0 through 4 years           | None     |
| 5 through 7 years           | 15.00    |
| 8 through 10 years          | 25.00    |
| 11 through 13 years         | 35.00    |
| 14 through 16 years         | 45.00    |
| 17 through 19 years         | 55.00    |
| 20 through 22 years         | 65.00    |
| 23 through 25 years         | 75.00    |
| 26 through 28 years         | 85.00    |
| 29 through 31 years         | 95.00    |
| 32 through 34 years         | 105.00   |
| 35 years and over           | 115.00   |

- B. For part-time employees who go to full-time status, longevity pay is not paid until after the employee has been a full-time employee for a full four years.
- C. Former union employees who are promoted to non-union management positions shall be given credit for all years of full-time service with the City.

**ADOPTED / AMENDED: 1/1/05**

## CFD 2159: Personnel Policy – Severance Pay

*Approved March 7, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide severance pay to qualifying terminating employees in accordance with the below guidelines.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees hired on or before July 1, 1983, have the sick leave severance program they elected in writing and filed with the Financial Services Division. Non-union employees hired on or before July 1, 1983, have the option to elect the formula set forth in Comment #2 by filing a written election with the Financial Services Division no later than June 30, 2004.
- B. Full-time employees hired after July 1, 1983, and before July 1, 1989, will be paid for unused sick leave remaining as of their termination date using the following formula:
  - 1). 0 – 720 hours remaining: No severance pay
  - 2). More than 720 hours but equal to or less than 1440 hours remaining: 100% payment for the hours remaining over 720 hours up to a maximum of 1440 hours
  - 3). More than 1440 hours remaining: 50% payment for the remaining hours
  - 4). Example: 400 hours remaining equals No severance pay
  - 5). Example: 1200 hours remaining equals 480 hours of severance pay:  $(1200 - 720 = 480 \times 100\% = 480)$
  - 6). Example: 2000 hours remaining equals 1000 hours of severance pay:  $(50\% \times 2000 = 1000)$
- C. A “day” of unused sick leave for 8-hour work day employees is equal to 8 hours for purposes of this policy.
- D. A “day” of unused sick leave for less than 8-hour work day employees is equal to the hours normally worked for purposes of this policy.
- E. A “day” of unused sick leave for more than 8 hour work day employees is equal to 8 hours for purposes of this policy. This would include eligible 24 hour shift employees.
- F. Employees hired after July 1, 1989 are not eligible for any sick leave severance benefits to be paid to them in cash. However, effective July 1, 2004, employees hired after July 1, 1989 who are non-union, and who have given timely written notice of resignation or retirement in accordance with *CFD 2113: Termination of Employment* and *CFD 2114:*



*Retirement*, shall be eligible to use any sick leave accruals remaining after application of the formula set forth in Paragraph B for future medical insurance premiums for the employee and, if eligible, the employee's spouse and/or children. For purposes of this policy the term "medical insurance" shall include group health and prescription coverage, but not dental, vision, or any other coverage. Also for purposes of this policy, initial and continued eligibility for payment of future medical insurance premiums for the employee's spouse and children is determined in the same way as eligibility for coverage is determined according to the terms of the City's group medical insurance policy in effect at the time eligibility is being determined. Any payments for medical insurance premiums shall be made in accordance with any IRS publications and regulations in effect at the time of the employee's severance. Any payments or reimbursements shall be made in accordance with the Accounting Policies and Procedures of the Financial Services Division.

- G. Part-time employees shall be eligible for sick leave severance calculated in accordance with the formula set forth in Paragraph B above, but such eligible part-time employees shall be paid for remaining sick leave in a lump sum cash payment, and not payment for medical insurance premiums.
- H. Any sick leave casual day that was earned within one year of termination shall be forfeited upon termination. Employees are not eligible for any sick leave casual day benefits effective July 1, 2004.
- I. Employees who have completed the probationary period shall receive their accrued vacation time benefits on the basis of the number of days accrued on a pro-rata basis of time worked during the fiscal year. However, new employees will not receive accrued vacation benefits if they leave City employment prior to their one-year anniversary (see also *CFD 2256: Vacations*).
- J. Employees who have completed the probationary period shall receive any accrued floating holiday pay on the basis of the number of days accrued on a pro-rata basis of time worked during the fiscal year.
- K. Non-exempt employees shall receive compensation for any unused, accrued compensatory time.
- L. Any benefit time off which is used in excess of that which is earned or accrued at the time of termination shall be paid back to the City by deduction from the final paycheck or will be billed to the terminating employee and shall be paid back to the City no later than 10 days from receipt of final paycheck.
- M. All severance benefits of an eligible employee or former employee that have been earned but not used at the time of the employee or former employee's death shall be paid to the employee's estate.
- N. Employees may elect to split their severance payment between two tax years or have it held in escrow for payment of benefits as allowed by Federal law and in accordance with any plans which may be implemented by the City.

- O. Benefit plan termination options will be discussed with the Financial Services Division during the employee's pre-departure meeting.
- P. Employees may receive a severance estimate once per calendar year upon request to the Financial Services Division.
- Q. Employees whose status changes from part-time to full-time shall be credited with the sick days earned while part-time. Employees whose status changes from full-time to part-time shall be paid in a lump sum under the formula in Paragraph B above if eligible, and such payment shall include sick days earned while working full-time. Employees whose status changes from union member to non-union member shall be credited with sick days earned while a union member.
- R. Employees shall be required to show reasonable proof of medical insurance as required by the Financial Services Division in order to be reimbursed.

**ADOPTED / AMENDED:** 3/22/04, 6/1/15, 7/18/16, 3/1/19, 1/6/20, 3/7/22

**2200:**  
**EXPENSES**

## CFD 2201: Personnel Policies – Auto, Vehicle, and Equipment Usage and Driving

*Approved January 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide vehicles for business use, to allow employees and elected and appointed officials to drive on City business, to reimburse for business use of personal vehicles, and to maintain standards for safety according to the guidelines below. “Vehicles” for purposes of this policy includes “automobile” and “equipment.”

### **PROCEDURES:**

#### **1. Vehicle Usage in General.**

- A. Employees may not drive vehicles for City business without the prior approval of their supervisor. Before approving a driver, the supervisor must check the employee's driving record, verify the existence of a valid driver's license, and make sure the employee is eligible for coverage under any applicable City insurance.
- B. Employees holding jobs designated as requiring regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, such employees must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For all other jobs, driving is considered only an incidental function of the position.
- C. City vehicles will be assigned to those departments which have demonstrated a continuing need for them. Additional vehicles are maintained in a motor pool for use as needed. Rental cars also may be used by employees traveling out-of-town on City business, subject to supervisory approval.
- D. Employees who need transportation in the course of their normal work may be assigned a City vehicle for their use. Employees who may be assigned a City vehicle include: City Administrator, Fire Chief, Community Development Director, Police Chief, Assistant Police Chief, Public Safety Services Director, Public Works Director, Recreation & Programs Division Manager, Operations and Maintenance Division Manager, Water Reclamation Division Manager, Sanitation Section Supervisor, Street Section Supervisor, Fleet Maintenance Supervisor, Waste Water Treatment Plant Supervisor, Finance & Business Operations Director, Park Section Supervisor, Traffic Operations Supervisor and Building Maintenance Supervisor. All other employees needing transportation for City business may use vehicles assigned to their department or those drawn from the motor pool. As a last alternative, when no City vehicles are available, employees may use their own vehicles for business purposes, but only with the prior approval of their supervisor.
- E. Employees who drive a vehicle on City business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any City or

legal standards for insurance, maintenance, and safety. Employees are responsible for any driving infractions or fines as a result of their driving.

- F. Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
- G. To the extent possible, employees should avoid use of cellular phones, mobile devices, DVD players, laptops, ear buds, head phones, or other electronic devices, while driving and operating City vehicles and equipment. When a cellular phone or mobile device must be used, employees should pull over to the side of the road until the call and/or message is completed. In the alternative, employees should use hands-free cellular phone or mobile devices. There shall be no texting or sending electronic messages by employees while driving and operating City vehicles and equipment.
- H. There shall be no smoking in City vehicles.
- I. Employees may not use City vehicles for non-business purposes except when such use is incidental to the business purpose such as when on or near the route of a business purpose, or for an authorized break, or with prior approval of the Department Director.
- J. Employees driving on City business may claim reimbursement for parking fees and tolls actually incurred. In addition, employees driving City vehicles may claim reimbursement for gasoline, and other expenses directly incurred for business purposes. These claims shall be documented by presenting cash receipts to the Financial Services Division.
- K. Employees must obtain approval from their Department Director to use their personal vehicles for approved business purposes. Upon approval, the employee shall be required to sign a waiver related to the use of the employee's personal vehicle for city business. Employees may be allowed mileage reimbursement, if applicable, upon approval by the Department Director (or City Administrator for directors). If mileage reimbursement is approved it will be equal to the Internal Revenue Service maximum mileage allowance for the use. If an employee is given a mileage allowance, the mileage shall be computed from the point of departure or the employee's work site, whichever is closest to the point of destination. Employees will not be reimbursed for any expenses incurred while driving personal vehicles to and from work. Mileage incurred while using the employee's personal vehicle for health care visits in connection with workers compensation, short or long term disability, or police and firefighter disability claims, are not considered city business for purposes of this policy.
- L. Employees must report any accident, theft, or damage involving a City vehicle or a personal vehicle used on City business to their supervisor and the Legal Services Division, regardless of the extent of damage or lack of injuries. Such reports must be made immediately or as soon as possible after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make

any statements other than in reply to questions of investigating officers. See Comment #4.

- M. Time spent by nonexempt employees (those subject to the wage and hour provisions of the Fair Labor Standards Act) in driving a City or personal vehicle on City business during normal working hours (excluding traveling to and from work at the beginning and end of the workday) is considered hours worked for pay purposes.
- N. Non-City employees are not authorized to drive City vehicles. Non-City employees may be a passenger in City vehicles for the purpose of conducting City business and with the prior approval of the Department Director (see also *CFD 2203: Travel*).

2. **Traffic Citations and Operation of City-owned Vehicles.** Federal, State and local laws control traffic on the public roads. These laws control what drivers are required to do as they relate to moving traffic, safety and weights and measures when operating City vehicles. This policy is intended to ensure compliance with these laws and the safe handling and operating of City vehicles and to fix responsibility for the payment of traffic citations.

A. Management Responsibility:

- 1). The Directors of each department whose employees operate City-owned vehicles shall provide to their respective employees, who at any time operate City-owned vehicles, all equipment and training which is necessary to ensure the safe and lawful operation of all City-owned vehicles by such employees.
- 2). The Director of Public Works Department shall ensure that each City-owned vehicle which can only be operated by a person with a commercial driver's license (CDL) to be clearly marked in the driver's compartment of each vehicle. The Directors shall ensure that each vehicle subject to weight restrictions shall have the weight restrictions clearly marked in the driver's compartment of the vehicle and on the outside of the vehicle in a conspicuous place. This posting of the weight restriction shall constitute notice to all city employees that the vehicle shall at no time be operated on the public streets or highways in excess of the maximum gross weight restrictions marked in and on the vehicle. These Directors shall be responsible to advise all city employees in their respective departments that the operator of the vehicle is responsible for obeying all laws pertaining to the safe operation of the vehicle, for use of all required safety equipment, and for strict compliance with all laws or regulations pertaining to weight restrictions with respect to such vehicles. These Directors shall be responsible for informing all city employees in their respective departments that the operator of a vehicle is responsible for any fines, surcharges and court costs which are imposed as a result of any convictions for any traffic citations issued to the driver when the driver is operating a City-owned vehicle on the public streets or highways in violation of law or the provisions of this policy.
- 3). The Directors of each department shall ensure that all drivers of City-owned vehicles subject to gross weight restrictions shall be given the opportunity to weigh such vehicles prior to the vehicles being operated on public streets or highways. The weighing of vehicles shall include the use of portable scales, transfer station scales, or private

scales at quarries or co-ops, prior to the vehicles being operated on the public streets or highways.

B. Supervisor & Mechanic Responsibilities:

- 1). All supervisors in the Public Work Department shall be responsible for training all drivers of City-owned vehicles in the proper method of weighing vehicles subject to weight restrictions, use of scales, and inspection of vehicles for safety and equipment violations.
- 2). No supervisor or mechanic shall knowingly allow a City employee to operate a City-owned vehicle in violation of the law. If a supervisor directs a driver to operate a City-owned vehicle knowing that such vehicle is in violation of the law, the supervisor shall be solely responsible for all fines, surcharges, and costs and any applicable legal fees resulting from such citations.
- 3). If a mechanic or supervisor knowingly permits a driver to operate a City-owned vehicle in violation of the law, such supervisor or mechanic shall be responsible, along with the driver, for all fines, surcharges, costs and any applicable legal fees resulting from such citation.

C. Driver Responsibilities:

- 1). Each City employee who operates any City-owned vehicle in the course of their duties as a City employee shall be properly licensed by the State of Iowa for the use of the specific vehicle being operated, including having a valid commercial driver's license (CDL), if applicable.
- 2). Each City employee shall obey all traffic laws and regulations at all times when operating any City-owned vehicle.
- 3). Each City employee shall conduct daily inspections of any City-owned vehicle prior to its use, with such inspection to be documented in accordance with applicable departmental policies and procedures. Each City employee is responsible for immediately notifying his or her supervisor or mechanic of any equipment or safety malfunctions or defects in the vehicle which violate federal, state or local laws, prior to the vehicle being operated. If a city employee fails to conduct the required inspection or fails to report any malfunctions or defects, the employee shall be responsible for any fines, surcharges and costs, and any applicable legal fees, which result from citations issued for any such safety malfunctions or defects.
- 4). If a City employee is issued a citation for a traffic, over-weight or equipment violation, the employee shall immediately notify their supervisor of the issuance of the citation. The City reserves the right to impose disciplinary action, up to and including dismissal, for violations of this policy by any City employee. The facts and circumstances of each case shall be reviewed by management and the Risk Management Committee, along with the work record of the employee, in considering what appropriate disciplinary action should be taken with respect to such violation.

- 5). No City employee shall operate any City-owned vehicle in violation of weight restrictions which are marked in or on any City-owned vehicle. It shall be the responsibility of the driver to ensure that the vehicle is not operated on a public street or highway in excess of the legal weight limitations. Each City employee who operates a vehicle subject to weight limitations shall be responsible for weighing of the vehicle prior to operating the vehicle on a public street or highway, in order to ensure full compliance with all applicable laws. If a City employee is cited for a traffic violation or overweight violation, all fines, surcharges, court costs, along with any applicable legal fees, if any, shall be the responsibility of the operator.
  - 6). A refusal by a City employee to operate a vehicle contrary to law shall not subject the employee to any disciplinary action.
  - 7). Each City employee who operates City-owned vehicles, each mechanic who works on City-owned vehicles, and each supervisor having supervisory authority over City employees who operate vehicles, shall be required to acknowledge in writing that they have been given a copy of this policy, that the employee has been trained in conducting safety inspections, and has been given training necessary to ensure safe and lawful operation of all City-owned vehicles. For new employees, this policy shall be implemented with respect to such employee prior to that employee being directed to operate any City-owned vehicle.
3. **Driving Record.** The City is participating in a self-insured retention program for losses incurred as part of daily operations. One of the biggest areas of loss exposure is in vehicle operations. Driving City vehicles involves considerable responsibility and will be monitored accordingly. Drivers are expected to perform in a safe manner, and to maintain a current license and a good driving record that is deemed insurable. Driving habits off the job reflect an overall approach and a general attitude toward driving. Courts have held public entities liable for damages and injuries to third parties, if the jurisdiction knew or should have known that the employee was an unfit driver. This policy establishes both a pre-employment and an annual monitoring program of employee driving records.
- A. Prospective employees who will be required to drive as part of their duties will have driving records reviewed as a condition of employment. Those required to have a chauffeur's license or commercial driver's license (CDL) must maintain the license as a condition of continued employment.
  - B. All employees will have their driving record reviewed on a calendar year basis. The review will examine the employee's driving history and determine insurability in conjunction with information provided by the City insurance advisor.
  - C. Employee driving records will be kept as part of the personnel file and shall be confidential. Exceptions to this will be in the case where department/division heads must counsel and alert employees as to the seriousness of their driving violations. Driving related training will be mandatory and training attendance records will be kept in employee personnel files.
  - D. Violations recorded during the period under review will be examined as to frequency and



severity and will be handled as listed under the criteria for discipline section.

- E. Any employee who must be licensed to drive as part of their essential job duties shall be subject to immediate discharge for the loss of driving privileges or the loss of insurability. Rulings on work permits will be made by Risk Management Committee. Employees must immediately report any loss of driving privileges or pending/potential loss of driving privileges to their supervisor. If it is in the City's best interest and if work conditions permit, employees may be given unpaid administrative leave for a maximum of 90-180 days until the employee is able to return to work with driving privileges restored. Employees on unpaid administrative leave for this purpose may use accrued benefit time off (vacation and compensatory time).

#### 4. **Motor Vehicle Accidents Discipline.**

- A. Driving City vehicles involves considerable responsibility and will be monitored closely. Drivers are expected to perform in a safe manner and to maintain a current license. Drivers must maintain a good driving record that is deemed insurable.
- B. The purpose of this policy is to establish general guidelines for issuing discipline when accidents occur while employees are driving in the course of their duties.
- C. All accidents, regardless of whether another person or vehicle is involved, must be immediately reported by the employee to their immediate supervisor.
- D. All accidents that occur while an employee is on City business, regardless of whether employee was in a personal vehicle or City vehicle, must be reported by the employee to their immediate supervisor.
- E. Employees must immediately call the police if:
  - 1). The accident involves another person, either as a pedestrian, bicyclist, driver or passenger in a vehicle, regardless of the extent of the property damaged or whether there are any claimed injuries;
  - 2). The accident involves damage to another person's property, regardless of the amount of damage;
  - 3). The accident involves damage to City property if the amount of damage appears to be in the amount of \$1,000 or more.
- F. Discipline, up to and including discharge, will be given depending upon the circumstances. Factors to be considered include, but are not limited to:
  - 1). Whether the accident or damage occurred in the normal course of the employee's job duties and is a result of carrying out those duties in a reasonable manner.
  - 2). The extent to which the accident was preventable.
  - 3). Whether other persons were placed in danger.

- 4). The employee's disciplinary history and driving record while employed with the City.
- 5). Whether safety rules were violated.
- 6). The extent to which the employee's actions constituted negligence, recklessness, inattentiveness or carelessness.
- 7). Whether a traffic ticket was issued is not a dispositive factor in determining whether discipline will be given.
- 8). Whether the accident was caused by unavoidable circumstances not under the control of the employee.

G. The above statements are guidelines only when considering appropriate discipline. The City reserves the right to take appropriate action, up to and including discharge, when the conduct, behavior or reputation of the employee is such that the presence of the employee in the workforce is not in the best interest of the City.

#### 5. **Volunteers, Elected and Appointed Officials Driving for City Business.**

- A. A volunteer or elected or appointed official for the City may be granted permission to use a City vehicle for City business under the following conditions:
- 1). The volunteer or elected or appointed official must be given permission by the Department Director or City Administrator, as the case may be.
  - 2). Prior to driving a City vehicle the volunteer or elected or appointed official shall allow the City to make a copy of their driver's license and upon review the City determines the volunteer or elected or appointed official has an acceptable driving history.
- B. A volunteer or elected or appointed official for the City may be granted permission to use their personal vehicle for City business under the following conditions:
- 1). The volunteer or elected or appointed official must be given permission by the Department Director or City Administrator, as the case may be.
  - 2). Prior to driving a personal vehicle for City business the volunteer or elected or appointed official must provide the City with a copy of their insurance coverage; allow the City to make a copy of their driver's license to determine if the volunteer or elected or appointed official has an acceptable driving history; and sign a liability waiver.
- C. The volunteer or elected or appointed official shall only drive for City business on assignments or duties directly authorized by the Department Director or City Administrator, as the case may be. Mileage reimbursement, if applicable, may be paid upon approval. The terms of this Policy 2201 referring to employees also apply to volunteers and elected and appointed officials unless by their context they obviously do not apply.

**ADOPTED / AMENDED:** 1/1/05, 7/1/06, 1/1/08, 2/13/12, 11/12/12, 6/1/15, 7/18/16, 3/1/19, 1/6/20

## WAIVER AND INDEMNIFICATION AGREEMENT

I, the undersigned, \_\_\_\_\_, an employee of the City of Cedar Falls, Iowa (hereinafter "the City"), acknowledge that I am attending a convention or meeting at \_\_\_\_\_, \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I understand that the City is paying for certain of the costs and expenses associated with my attendance at this meeting or convention. I also understand that it is the policy of the City that I should use a City-owned vehicle for transportation to and from this meeting or convention where at all possible. I further understand that the City is willing to provide a City-owned vehicle to this convention or meeting, but that I have requested permission to use my own private automobile for personal reasons, and that the City has agreed to reimburse me for the cost of said travel, if applicable.

In consideration of the City's agreement to allow me to use my own private automobile for transportation, and to reimburse my mileage, I hereby release the City and its agents, officers, employees and insurers, from any and all liability to me and any of my passengers, arising out of the operation and use by me or my passengers of my private automobile for transportation purposes to and from the convention or meeting. For myself, and for any passengers claiming by, through or under me, and our respective assigns, I hereby waive the right to make any such claim against the City, its agents, employees, or insurers, for any damages arising out of the operation or use of my vehicle during the trip. I further agree to indemnify and hold the City, its agents, officers, employees and insurers, harmless against any claims, demands, costs of action and expenses which the City, its agents, officers, employees and insurers, may incur as a result of the operation and use of my private automobile for this trip, including, but not limited to, reasonable attorneys' fees.

I hereby acknowledge that I have carefully read the foregoing Release and Indemnification Agreement, that I am voluntarily signing the same, and I acknowledge receipt of a copy hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Department Director signature)

\_\_\_\_\_

(Employee signature)

## CEDAR FALLS PUBLIC VOLUNTEER DRIVERS FORM

I, the undersigned, \_\_\_\_\_ (name),  
acknowledge that I have volunteered for the City of Cedar Falls, Iowa (hereinafter “the City”).

- I may need to use my own personal vehicle in the course of my volunteer work. In which case, I hereby release the City and its agents, officers, employees and insurers, from any and all liability arising out of my use of my personal vehicle for these volunteer activities. I hereby waive the right to make any such claim against the City, its agents, employees, or insurers, for any damages arising out of these volunteer activities. I further agree to indemnify and hold the City, its agents, officers, employees and insurers, harmless against any claims, demands, costs of action and expenses which the City, its agents, officers, employees and insurers, may incur as a result of my volunteer activities with my personal vehicle, including, but not limited to, reasonable attorneys’ fees.
- I verify that I am currently a licensed driver in the State of Iowa. I have provided the City with a copy of my driver’s license.
- I verify that I have proof of insurance on my vehicle. I have provided the City with a copy of my proof of insurance.

I hereby acknowledge that I have carefully read the foregoing Form, that I am voluntarily signing the same, and I acknowledge receipt of a copy hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Department Director signature)      (Volunteer signature)

## CFD 2202: Personnel Policy – Meal Reimbursement

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide, pay, or reimburse employees for business-related meals according to the guidelines below.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees required to travel outside the metro area on City business may be reimbursed for the cost of all meals during their travel in accordance with *CFD 2203: Travel*. Reimbursement for meals and expenses for seminars and events within the metro area may be allowed if approved by the Department Director (or by City Administrator for directors).
- B. Nonexempt employees will be provided with or reimbursed for a meal when a minimum of two hours of unscheduled overtime is worked. The meal period is not paid time or overtime with the City.
- C. Employees, City Council members, and Board and Commission members participating in approved business meetings during meal periods may be provided free on-site food service only in circumstances where employees or members are unable to leave the premises for regular meals.
- D. Employees eligible for meal reimbursement must present a bona fide receipt or other satisfactory documentation as approved by the Financial Services Division for the covered meal. The bona fide receipt turned in must reflect the itemized purchased items, and it shall not be a charge slip that only reflects the total amount charged. For reimbursement, the cost of the meal must be reasonable. Meal reimbursement shall include any gratuity actually paid, but in no case more than 15%. (Financial Services may allow for rounding up to \$1.00 when determining the 15% maximum.) The eligible employee's supervisor must approve all meal expense documentation and send it to the Financial Services Division for final approval, processing and payment.
- E. State regulations prohibit reimbursement for liquor expenses associated with meals.

**ADOPTED / AMENDED:** 1/01/09, 6/1/15

## CFD 2203: Personnel Policy – Travel

*Approved July 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls that business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees holding jobs that require travel are expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position, but may be required.
- B. All requests for overnight and out-of-state travel must be approved by the City Administrator, or in the absence of the City Administrator, the Director of Finance and Business Operations. Other travel requests must be approved by the Department Director. All non-budgeted travel requests are approved by the City Administrator and Department Director. Travel request forms are available from the Financial Services Division and must be completed and approved prior to travel.
- C. City Administrator, Department Directors and their Assistants are encouraged to attend National, State, and local events that are within the range of responsibilities of that particular Department. Active participation such as holding offices in National and State organizations is also encouraged.
- D. Upon completion of the career development experience out-of-state, each employee shall complete a "Travel Assessment Report" for inclusion in the Travel Reading File.
- E. A Travel Reading File is located in the Mayor's office with Council members having access for their review. The file contains information in the form of: (a) a copy of the Request for Travel, and (b) a copy of the Travel Assessment Report.
- F. All travel requests are to be reviewed by the Department Director (or by City Administrator for directors) using the following described travel guidelines as a basis for approval or disapproval of the request:
  - 1). Federal, State or local mandated training: Required training for licensing, certification, or other qualifications.
  - 2). Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will incorporate and require new or little used skills which can be readily acquired only by outside training.
  - 3). Legislative/Intergovernmental: Meetings that appear to hold high potential for long-term

- positive or negative effect(s) upon the City and/or Department.
- 4). National, Regional, or State conferences and workshops: Attendance contingent upon quality of workshop/conference as this relates to staff member's current job responsibilities.
  - 5). Officer in Professional Organization: Employee serves as an officer in their respective professional organization. (Requires prior approval and encouragement by the City Administrator, and Department Director, where applicable.)
  - 6). Continuing education: Required education to maintain licensing or professional status.
- G. Under normal circumstances, employees should make all of their own travel arrangements for transportation and lodging. Employees may be required to use a travel agency specified by the City if those arrangements would be more economical. In addition, all mileage or usage credits awarded by transportation, credit card, and other travel service companies are to be assigned to the City.
- H. The City may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most expedient mode of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments. Also, key employees who are traveling together should try to schedule transportation and lodging separately to minimize risks from accidents.
- I. Employees must provide their supervisor with a copy of their itinerary before leaving on business travel.
- J. Employees who travel and request payment from the City for travel expense must comply with the following:
- a. Travel expenses, such as lodging, parking, and meals will be paid by the employee at the time of the travel, and the City will reimburse the employee after receiving bona fide receipts and the completion of a "Request for Travel and Statement of Expenses" form by the employee. The bona fide receipt turned in must reflect the itemized purchased items, and it shall not be a charge slip that only reflects the total amount charged. The Financial Services Division shall determine the appropriate documentation regarding parking, automobile expenses, lodging and meals.
  - b. The federal approved maximums for reimbursement of meal expenses shall be used as a guideline. Employees must submit their receipts to the Financial Services Division for authorization of reimbursement. An exception to the above limits would be a meal that is included as part of a meeting or seminar. The total amount of the meal will be paid in that case. If a meal is included in the price of a meeting or seminar and the employee chooses to purchase a meal elsewhere, the employee shall be responsible for the expense of that meal unless medical reasons require that the employee separately purchase a meal.
  - c. Pre-billed expenses, such as airfare, lodging and registrations will be prepaid to the

vendor if advance payment is requested by the employee and the City is billed by the vendor. Mileage will be reimbursed, when appropriate, at the current Federal rate for mileage reimbursement.

- d. If airfare would be more economical than driving a vehicle, but the employee chooses to drive their personal vehicle, the employee may be reimbursed the expense of the airfare with approval of the Department Director.
  - e. The employee shall submit to the Department Director within 30 days bona fide receipts for all travel and education expenses, including meals. The employee shall not be reimbursed by the City for any expense not documented by receipt or without an attached travel assessment.
  - f. The Department Director and Financial Services Division shall be responsible for determining cash receipts' authenticity and eligibility for reimbursement. An adjustment to the meal expense may be made at this time upon the approval of the Controller/City Treasurer.
  - g. State regulations prohibit reimbursement for liquor expenses associated with meals.
- K. Employees traveling on City business and driving a City vehicle may appropriately use the City vehicle for incidental purposes while not on City business when traveling out-of-town.
- L. Travel expenses of a spouse, or other dependent, will not be paid or reimbursed and are the employee's personal responsibility. Further, non-City employees and the employee's spouse or other dependent, are not authorized to drive or be a passenger in City vehicles without the prior approval of the Department Director. Immediate family members may be allowed to travel with an employee in a City vehicle provided a waiver of liability form (available from the Legal Division) is signed and with the approval of the Department Director.
- M. As defined by the Fair Labor Standards Act (FLSA), actual travel time spent by nonexempt employees in traveling away from home on City business during normal working hours is considered hours worked for pay purposes. See 209: Hours of Work.
- N. Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and follow all of the City's policies and rules. Employees violating this policy or any other City policies while traveling on City business should be subject to discipline, up to and including termination.

**ADOPTED / AMENDED:** 1/1/08, 1/1/09, 6/1/15, 7/6/20



### RELEASE AND INDEMNIFICATION ACKNOWLEDGEMENT

#### IMMEDIATE FAMILY MEMBER

The undersigned, \_\_\_\_\_, an employee (hereinafter "employee") of the City of Cedar Falls, Iowa (hereinafter "the City"), and \_\_\_\_\_, an immediate family member of employee (hereinafter "family member") acknowledge that employee is attending a convention or meeting at \_\_\_\_\_ (location) \_\_\_\_\_, \_\_\_\_\_ (City/State) on the date(s) of \_\_\_\_\_.

We understand that the City is paying for certain of the costs and expenses associated with employee's attendance at this meeting or convention. We also understand that it is the policy of the City that employees should use a City-owned vehicle for transportation to and from this meeting or convention where at all possible. We acknowledge that City Policy # 403(12) states that immediate family members may be allowed to travel with an employee in a City vehicle provided a waiver of liability form is signed and with the approval of the Department Director.

In consideration of the City's agreement to allow employee to use a City-owned vehicle for transportation and to allow an immediate family member to travel with the employee, the family member hereby releases the City and its agents, officers, employees and insurers, from any and all liability to family member, arising out of the operation and use by employee of the City-owned vehicle for transportation purposes to and from the convention or meeting. Family member hereby waives the right to make any such claim against the City, its agents, employees, or insurers, for any damages arising out of the operation or use of the City-owned vehicle during the trip. Family member further agrees to indemnify and hold the City, its agents, officers, employees and insurers, harmless against any claims, demands, costs of action and expenses which the City, its agents, officers, employees and insurers, may incur as a result of the employee's operation and use of the City-owned vehicle for this trip, including, but not limited to, reasonable attorneys' fees.

I hereby acknowledge that I have carefully read the foregoing Release and Indemnification Acknowledgement, that I am voluntarily signing the same, and I acknowledge receipt of a copy hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Family Member (If under the age of 18, then both parents must sign this Waiver on behalf of the minor.) Parent (if required)

Approved by:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Department Director

### RELEASE AND INDEMNIFICATION ACKNOWLEDGEMENT NON-EMPLOYEE RIDER

The undersigned, \_\_\_\_\_ (Name),  
\_\_\_\_\_ (Organization/Company), and the City of Cedar  
Falls, Iowa (hereinafter “the City”) hereby acknowledge that  
\_\_\_\_\_ (Name), is traveling with  
\_\_\_\_\_ (Employee Name), employee for the City, to  
the \_\_\_\_\_ (Name of  
Event) in \_\_\_\_\_, \_\_\_\_\_ (City/Town, State) on  
\_\_\_\_\_ (Date(s)).

I understand that the City is providing the transportation for my attendance to the  
\_\_\_\_\_ (Event)  
in \_\_\_\_\_, \_\_\_\_\_ (City/Town, State) (hereinafter “the trip”).

In consideration of the City’s arrangements for transportation and attendance for the trip, I hereby release the City and its agents, officers, employees and insurers, from any and all liability arising out of the trip. I hereby waive the right to make any such claim against the City, its agents, employees, or insurers, for any damages arising out of the trip. I further agree to indemnify and hold the City, its agents, officers, employees and insurers, harmless against any claims, demands, costs of action and expenses which the City, its agents, officers, employees and insurers, may incur as a result of the trip, including, but not limited to, reasonable attorneys’ fees.

I hereby acknowledge that I have carefully read the foregoing Release and Indemnification Acknowledgement, that I am voluntarily signing the same, and I acknowledge receipt of a copy hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

Signature of Rider

\_\_\_\_\_

Signature of Employee

Approved by: \_\_\_\_\_ Department Director

## CFD 2204: Personnel Policy – Memberships, Licenses, and Certifications

*Approved July 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to encourage employees to participate in the activities of certain community organizations and professional associations. The terms “community organizations” and “professional associations,” as used in this Policy, do not include union activities or employee organizations.

### **PROCEDURES:**

#### **1. Community Organizations.**

- A. Employees are encouraged to seek membership in community organizations where such membership will promote the City's interests and enhance its image in the community. However, employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to the City's interests, or place the employee in a position of serving conflicting interests. Employee participation in community organizations shall not take precedence over employment duties for the City.
- B. The City may identify certain community organizations in which it wants to be represented and then designate the employees that it will sponsor for membership in such organizations. Employees so designated will represent the City in the organization and will be expected to promote the City's interests.
- C. Employee participation in community organization activities will not be considered as hours worked for pay purposes unless it is at the City's request or under its direction and control. Occasional, incidental tasks, excluding solicitation, for approved community organizations may be done during the workday with Department Director approval. Limited use of City property for such activities may be allowed with Department Director approval.
- D. The City will normally consider the following factors in selecting organizations for representation and in designating employees to be sponsored for membership:
  - 1). The nature and purpose of the club or organization;
  - 2). The benefit derived by the City from employee representation;
  - 3). The cost to the City;
  - 4). The extent to which the City has representation in the club or organization; and
  - 5). The employee's job responsibilities, length of service, and overall qualifications for membership.

- E. The City will review its representation in community organizations and its sponsorship of employees for membership on a periodic basis and will make changes whenever it deems appropriate.
- F. Employees who are sponsored for membership in community organizations are eligible for reimbursement for certain expenses. Reimbursable expenses include dues, special charges and/or initiation fees. All employees who are not designated and sponsored for membership in community organizations are responsible for their own expenses, unless their activities qualify for business reimbursement under other City policy.
- G. Employees must agree to pay back to the City any membership fees or equity interests paid or reimbursed by the City that is refunded when membership ends. The pay back of these fees or interests is to be due whenever employment or membership ends, whichever occurs first.
- H. Employees whose membership is sponsored by the City are encouraged to participate in community organizations for business purposes. Employees are required to keep detailed records of their use of the organizations and any expenses.

## 2. Professional Associations.

- A. Employees are encouraged to participate in trade and professional associations that promote City goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with the City's interest.
- B. The City may identify certain trade and professional associations in which it wants to be represented and then designate the employees it will sponsor for membership in such associations. Employees so designated will represent the City in the association and will be expected to participate actively and promote the City's interests.
- C. The following factors will normally be considered in selecting associations for representation and in designating employees to be sponsored for membership:
  - 1). The nature and purpose of the association;
  - 2). The benefit to be derived by the City's support and from employee participation;
  - 3). The cost to the City;
  - 4). The extent to which the City is already represented in the association; and
  - 5). The employee's job responsibilities, length of service, and overall qualifications for membership.
  - 6). Whether the membership enhances and counts toward maintaining registration as a professional person. (See Comment (3)(b) below).

- D. Membership will be reviewed on a periodic basis to determine the City's representation in and support of professional associations and the City will make changes whenever it deems appropriate.
- E. Memberships in professional organizations are of value to the City in ensuring that employees have access to current information and trends related to municipal operations. Whenever possible, memberships of value to the City should be held in the City's name as opposed to an individual employee or multiple employees with the same membership. All memberships held for the purpose of obtaining subscriptions should be held in the City's name.
- F. If individual memberships are required by a professional organization, an employee may submit a request for membership to their Department Director (or City Administrator if a director) who may approve the request and forward it to the City Administrator for final approval.
- G. Additional memberships may be held by employees for special situations, with the City Administrator's approval, for reasons such as those required for conference registration or reduced rates in literary materials, lodging, and travel.
- H. Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes for employees classified as nonexempt under the Fair Labor Standards Act, unless it is at the City's request or under its direction and control. Occasional, incidental tasks, excluding solicitation, for approved professional associations may be done during the workday with Department Director approval. Limited use of City property for such activities may be allowed with Department Director approval.
- I. Department Directors are responsible for planning, budgeting, and approving the expenses of their employees' participation in association activities. The City will pay or reimburse the approved and reasonable expenses of employees sponsored for membership in trade and professional organizations. Employees not sponsored for association membership are eligible for reimbursement of similar activities expenses if participation in the activity is approved in advance by their supervisor and/or Department Director.
- J. Employees must have their supervisor's advance approval before seeking or accepting any official position in a trade or professional association. If approval is granted, the supervisor should also determine the degree to which the employee is eligible for compensation for working time lost and for reimbursement of expenses incurred in performing official duties.
- K. Employees are encouraged to contribute articles, present papers, and give speeches or presentations to trade and professional associations. However, employees must obtain prior approval of their supervisor for any communication that might represent the City's position on any subject involving any information that is confidential.

### 3. Professional Licenses and Certifications.

- A. Employee's expenses for professional licenses and certifications shall be paid by the City if

the licenses and certifications are required by the employee's job classification or if the licenses and certifications are beneficial to the completion of job duties and in the City's best interest as deemed and approved by the Department Director (City Administrator if a director).

- B. As a condition of continuing employment, an employee must maintain any licenses or certification credentials specified in the current class specification for the employee's job, or required by federal, state or City law. Failure to maintain such required credentials shall be grounds for termination of employment.
- C. In the case of newly appointed employees, the individual must, as a condition of continuing employment, obtain any required licenses or credentials within the time period specified in the job classification or by the Department Director. Failure to obtain such required credentials shall be grounds for immediate termination of employment.

**ADOPTED / AMENDED:** 6/1/15, 7/6/20

**2250:**

**BENEFITS**

## CFD 2251: Personnel Policy – Insurance Benefits

*Approved January 6, 2020 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide eligible employees with certain insurance benefits. For specific details of benefits, employees are referred to the insurance plan documents. Provisions in plan documents take precedence over any statements in this policy.

### **PROCEDURES:**

#### **1. Health Insurance.**

- A. Health insurance is available to all full-time employees and their dependents (as defined by plan documents).
- B. The City may pay a portion of the premium and the employee will pay, via payroll deduction authorized by the employee in writing, the remainder of the premium. If, for any pay period, there are insufficient wages due and payable to the employee to cover the premium to be withheld, the employee must submit to the City, not later than the employees' normal payday, the amount of premium owed by the employee. If the premiums for such health insurance are increased, or decreased, the City reserves the right to alter the share of premium cost to be paid by employees.
- C. Prescription drug insurance is offered to employees covered by the health insurance plan.
- D. Health and prescription drug deductibles and co-insurance payments for dependents will be paid by the employee.
- E. Employee's health and prescription drug deductibles and co-insurance payments may be reimbursed pursuant to a §105 Plan and as determined by City Council and the collective bargaining process.

#### **2. Life Insurance.**

- A. The City will purchase life insurance for eligible full-time employees which, in the event of the death of an employee while employed by the City, will provide a benefit of one times the employee's annual base wage.
- B. The City will pay the premium for eligible employees; however, the City reserves the right to alter or discontinue this benefit.
- C. Collective bargaining agreements govern this benefit for employees covered by the bargaining unit.

#### **3. Accidental Death and Dismemberment Insurance.**



- A. The City will purchase Accidental Death Insurance and Accidental Dismemberment Insurance for eligible full-time employees.
- B. The City will pay the premium for eligible employees; however, the City reserves the right to alter or discontinue this benefit.

**4. Long Term Disability Insurance.**

- A. The City will purchase long term disability insurance for eligible full-time employees which, in the event the employee is disabled from working, and otherwise qualifies for benefits, will pay a monthly benefit of a percentage of their monthly earnings subject to a maximum monthly benefit as provided for in the plan document.
- B. The City will pay the premium for eligible employees; however, the City reserves the right to alter or discontinue this benefit.

**5. Dental Insurance.**

- A. Dental insurance is available to all full-time employees and their dependents (as defined by plan documents), when required minimum participation has been met.
- B. The employee shall pay the full cost of the premium via payroll deduction authorized by the employee in writing.
- C. If, for any pay period, there are insufficient wages due and payable to the employee to cover the premium to be withheld, the employee must submit to the City, not later than the employees' normal payday, the amount of premium owed by the employee.
- D. If the premiums for such dental insurance are increased, or decreased, the employee's premium will change to the new amount. Deductibles and co-insurance payments for the employee and dependents shall be paid by the employee.

**6. Effective Dates of Coverage.**

- A. Coverage of an employee under the health insurance program shall commence thirty-one (31) days after the employee begins employment with the City.
- B. Coverage under life insurance and accidental death and dismemberment commences with the date of hire.
- C. Coverage under long-term disability insurance begins the first of the month following the date of hire.
- D. Coverage under life insurance, accidental death and dismemberment insurance and long-term disability insurance shall terminate upon date of termination of City employment.
- E. Health insurance coverage terminates upon the last day of the month in which employee terminates employment with the City.

- F. Termination within the meaning of this section does not terminate any benefit any employees may have under the law or as a retiree of the City.

**7. Retirees Coverage.**

- A. Nothing in this Article shall be construed as preventing retired employees from voluntarily continuing in force, at their own expense, an existing contract for both the employees and their families for which they are qualified by law.
- B. Effective July 1, 2020, retirees will no longer be eligible for medical and prescription drug insurance and dental insurance coverage on the City's group plans upon reaching the age of 65 or becoming eligible for Medicare, whichever occurs first.

**8. Scope of City Responsibility.**

- A. The City reserves the right to alter, modify or discontinue any of these insurance benefits at its sole discretion.
- B. Employees should review insurance plan documents for full details concerning participation, coverage, limitations and filing of claims. It is the employee's responsibility to file claims properly and promptly.
- C. The City is not responsible for or liable for the payment of any insurance benefits. The City's responsibility is limited to the payment of the necessary portion of premiums to purchase the insurance described in section (1) through (4). It has no liability for the failure or refusal of the insurance carrier to honor an employee's claim or to pay benefits and no such action on the part of the insurance carrier shall be attributable to the City.
- D. No dispute arising under or relating to Insurance Benefits shall be subject to the Grievance Procedures, except an allegation that the City has failed to pay any portion of the premium required to purchase the insurance coverage.

**9. Workers' Compensation Benefits and City's Lien Against Third Parties.**

- A. The City shall have the right to a lien or a credit for all workers' compensation benefits paid to an employee that are the result of a third party's actions.
- B. Iowa law provides that the City is entitled to a credit or lien for any and all workers' compensation benefits against any payment received by an employee from a third party or its insurance carrier.
- C. If an employee receives any payments from a third party or their insurance carrier for injuries sustained while in the course of employment for the City, the employee must obtain written approval from the City prior to settlement of the claim with the third party.
- D. Employees who are contacted by a third party or its insurance company in order to negotiate a settlement of their claim must inform their supervisor, Department Director (or

City Administrator if a director) and the City Attorney immediately.

**ADOPTED / AMENDED:** 1/23/12, 6/1/15, 3/1/19, 1/6/20

## CFD 2252: Personnel Policy – Employee Assistance Program

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide to all City employees the benefit of the Employee Assistance Program (EAP), which provides confidential assessment and referral services for employees and dependents as outlined below.

### **PROCEDURES:**

1. **Eligibility.** This program is available to all City employees, spouses, and other immediate family members of employees.
2. **Services.** Services include professional counseling and consultations for up to three (3) 60 minute sessions for each presenting incident or episode (“initial period”).
3. **Confidentiality.**
  - A. All records of services provided shall be confidential medical records and will be maintained by the health care facility and not the City.
  - B. Reports to management on the utilization of EAP services shall be done on an anonymous basis, including only the number of employees and dependents served.
4. **Employee Cost.**
  - A. There is no cost to employees and dependents served during the initial period.
  - B. Fees for additional services beyond the initial period shall be the responsibility of the employee and/or immediate family member, or as provided in any applicable health insurance policy.
5. **Employee Attendance.**
  - A. Employees will not receive pay for use of the EAP program during work hours but employees may use paid benefit time if available.
  - B. Employees are not required to identify the EAP when notifying supervisors of absences for such services.

**ADOPTED / AMENDED:** 6/23/03, 3/1/19

## CFD 2253: Personnel Policy – Holidays

*Approved March 7, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

### **PROCEDURES:**

1. **Schedule.** The City's schedule of observed holidays during each calendar year shall be:

- A. New Year's Day.
- B. Good Friday.
- C. Memorial Day.
- D. Independence Day (July 4).
- E. Labor Day.
- F. Thanksgiving Day.
- G. Friday after Thanksgiving Day.
- H. Christmas Day.
- I. When Christmas Day falls on a Saturday, December 24 and December 27 will be observed as holidays. When Christmas Day falls on a Sunday, December 23 and December 26 will be observed as holidays. When Christmas Day falls on a Tuesday, Wednesday, Thursday or Friday, Christmas Eve (December 24) will also be observed as a holiday. When Christmas Day falls on a Monday, December 22 will also be observed as a holiday, and;
- J. Three (3) Floating Holidays (see Comment #9 for eligibility, pro-rating and usage).

2. **Holiday Pay.**

- A. Full-time employees are eligible to receive their regular rate of pay for each holiday.
- B. Part-time employees working on a consistent year-round basis are eligible to receive holiday pay only for holidays outlined in Part (1)(A) through (I) above. Holiday pay for these part-time employees will be paid on a pro rata basis, based upon the number of normal hours worked in a pay period.
- C. Part-time, non-union employees shall also receive three (3) floating holidays. Part-time, non-union employees' floating holiday benefits will be paid on a pro rata basis based upon

the number of hours actually worked in the prior year computed as of the fiscal year.

- D. Part-time employees on lay-off are not eligible to receive holiday pay.
- E. Positions listed within the "Special Purpose & Seasonal Salary Schedule" and "Workshops/Sessions/Events Pay Plan" are not eligible for holiday pay benefits.
- F. As defined by *CFD 2111: Temporary and Part-time Employees*, temporary and seasonal employees are not eligible for pro-rated holiday pay.

### 3. Eligibility.

- A. To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the workdays immediately preceding and immediately following the day on which the holiday is observed.
- B. If an eligible employee is absent on one or both days because of illness or injury, the City reserves the right to verify the reason for the absence before approving holiday pay (see also *CFD 2105: Medical Procedures*).
- C. A holiday that occurs on a Saturday or Sunday generally will be observed by the City on either the preceding Friday or following Monday.
- D. The City recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the City's regular holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the conduct of the City's business and if the employee's supervisor approves. Employees may use accumulated days of paid absence or "floating" holidays on such occasions, or they may take such time off as an unpaid, excused absence.

### 4. Scheduling Work on a Holiday.

- A. The City may schedule work on an observed holiday as it deems necessary.
- B. Normally, work on an observed holiday will be paid as if it were a regularly scheduled day. Employees scheduled to work on a holiday will be given the option of receiving pay for the hours worked for the day plus their holiday pay, or employees may take another "floating" holiday equivalent to the hours worked, with the prior approval of their supervisor, at another time during the same fiscal year.
- C. See *CFD 2157: Overtime* for holiday rates paid to employees not scheduled to work but called in to work on a holiday.

### 5. Public Safety Holiday Observation.

- A. Non-union police and public safety management shift employees assigned to 6-3 shifts will not observe the holidays outlined in Part 1 above. Instead, these employees will observe

the same number of holidays as "floating" holidays. However, the total number of such "floating" holidays shall not exceed eleven (11) in any fiscal year (90.75 hours).

- B. Non-union fire and public safety management shift employees assigned to 24 hour shifts will not observe the holidays outlined in Part 1 above. Instead, these employees will observe seven (7) holidays per fiscal year as "floating" holidays (168 hours).
- C. If a non-union public safety management shift employee is reassigned to a different shift, entitlement to holidays is recalculated at the time of shift reassignment. Such employee's entitlement to holidays for the remainder of the fiscal year after reassignment is based upon the ratio that the number of holiday hours not taken prior to reassignment bears to the total number of holiday hours available in the fiscal year prior to reassignment. This ratio is applied to the total number of holiday hours available in the same fiscal year in the new assignment. If reassigned to non-shift, named holiday hours remaining in the fiscal year after reassignment shall be deducted from the total remaining holiday hours. For example, if a non-union public safety management shift employee was assigned to a 6-3 shift and used 33 floating holiday hours, and then was reassigned to a 24 hour shift, such employee would have 106.9 hours of floating holiday remaining during the same fiscal year ( $90.75 - 33 = 57.75/90.75 = .636 \times 168 \text{ hours} = 106.9 \text{ hours after rounding}$ ). The same employee reassigned to non-shift on December 1 would have 24 floating holiday hours remaining, plus the remaining named holiday hours during the same fiscal year ( $90.75 - 33 = 57.75/90.75 = .636 \times 88 = 55.968$ , less 32 named holiday hours remaining in the fiscal year = 24 hours after rounding). For those non-union public safety management shift employees assigned to non-shift, total named holidays in a fiscal year may be as many as nine (9), depending upon the year as set forth in 1 (a) – (i) above. For purposes of this policy the term "non-union public safety management shift employees" includes battalion chiefs, fire captains, police captains, police lieutenants, public safety supervisor captains and public safety supervisor lieutenants.

## 6. Floating Holidays.

- A. Floating holidays may be taken by eligible employees any time after six (6) months of employment and after receiving approval of the division manager.
- B. Floating holidays are pro-rated for eligible employees hired after the fiscal year begins. Eligible employees must take floating holidays on or after the date the fiscal year begins through the last day of the same fiscal year.
- C. Carryover of floating holidays will not be permitted unless otherwise specified by union contract or if an employee is hired during the second half of the fiscal year and the employee will not meet the six (6) month employment requirement. In the latter case, the employee will be allowed to take their pro-rated floating holiday after they become eligible to take them, but must take them on or before the last day of the fiscal year in which they become eligible to take the pro-rated holiday. If hired during the month of December, floating holiday hours may be carried over if approved by the Department Director.

7. **Veteran's Day Observation.** Veteran's Day is not a City observed holiday: City will comply with Iowa Code 91A.5A as follows:
- A. Certain qualified veterans, if they otherwise would have been required to work on November 11, may be granted time off for that day unless it would impact public health or safety or would cause the City to experience significant economic or operational disruption. Such time off shall be without pay, but the qualified veteran may use paid benefit time other than sick leave to cover such absence.
  - B. The qualified veteran must provide written notice to the veteran's supervisor of intent to take time off work at least 30 days prior to Veteran's Day. If requested, the veteran must provide to the City a federal certificate of release or discharge from active duty, or similar documentation for determining the veteran's eligibility.
  - C. The City shall notify the requesting veteran at least 10 days prior to Veteran's Day whether or not the requested time off work will be granted.
8. **Limitations on Holiday Combinations.** Employees may not take holidays or combine holidays with other benefit time, or with scheduled days off, which results in more than sixteen (16) consecutive calendar days off from work for non-shift employees, more than twenty-two (22) consecutive calendar days off for 24 hour shift employees, or more than twenty-one (21) consecutive calendar days off for 6-3 shift employees, unless otherwise approved by the Department Director, or unless for an approved leave of absence.

**ADOPTED / AMENDED:** 7/1/06, 1/1/08, 1/23/12, 3/1/19, 1/6/20, 3/7/22



## CFD 2254: Personnel Policy – Educational Assistance

*Approved October 17, 2022 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the policy of the City of Cedar Falls to provide educational assistance opportunities to city employees in accordance with the guidelines established below and as funding availability allows.

### PROCEDURES:

#### 1. Program eligibility.

- A. Funding limitations may preclude the City from offering any educational assistance. The City reserves the right to alter, modify or discontinue this program at any time

Employees, to be eligible for educational assistance, must have regular full-time or permanent part-time status and at least one year of service. Educational assistance related to the employee's present job and/or work-related licensure or certification may be provided to any employee within the first year of employment if approved by employee's manager and director. Decisions on whether to grant educational assistance will be determined on an individual basis.

- B. Eligible employees will be reimbursed or the City will directly pay for courses of study which the City determines are directly related to the employee's present job, are required to maintain work related licensure or certification, or which will enhance the employee's current work performance. These training and continuing education classes shall be approved by the employee's manager and director prior to attendance.

- C. The City also offers educational assistance that relates to the pursuit of a degree that may allow the employee potential for advancement to a position within the City and to which the individual has a reasonable expectation of advancing.

- D. To be eligible for reimbursement, courses or programs must be offered by accredited institutions of learning or individuals, groups or organizations generally recognized as competent, authoritative and professional in their course offerings.

#### 2. Application for Assistance.

- A. Employees desiring tuition related educational assistance shall complete the Tuition Assistance Approval Form and must receive a positive recommendation from the employee's manager and then obtain approval from the City's Executive Management Team or designee before enrollment. Supervisors must note the funding for the assistance before making a positive recommendation.

- B. The City's educational assistance committee and supervisors normally are to consider the following factors in evaluating requests for educational assistance:

- 1). The nature and purpose of the course of study.

- 2). The benefits to be derived by the employee and the City.
- 3). The employee's level of responsibility and length of service.
- 4). The estimated tuition cost.
- 5). Any potential lost time or productivity while the employee participates in the program.
- 6). Availability of necessary funding.

### 3. Reimbursement Criteria.

- A. In order to be reimbursed, the employee must successfully complete the course with a "C" or higher grade (or a "Passing" grade if a Pass/Fail class), and if the course recognizes successful completion with an acknowledgement, certificate, license or diploma, the same must be attained by the employee. In any case the employee shall be required to provide proof of successful completion. The City may choose to make payment directly to the person or entity offering the course rather than reimburse the employee.
- B. Employees may be required to enter into an agreement with the City which may impose conditions on reimbursement different than or in addition to those contained in this policy.
- C. Employees seeking reimbursement for tuition related educational expenses must first submit a Tuition Reimbursement form that has been approved by their manager and director to the Department of Finance & Business Operations, sufficient proof of the grades, and receipts for the expenses incurred. The City will then reimburse to the employee the applicable percentage of the cost of tuition, textbooks, registration, and laboratory and library fees. However, employees who take courses at the specific request or direction of management may be reimbursed for all costs in advance.

### 4. Termination of Employment Considerations.

#### A. Reimbursement to the Employee.

- 1). Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the full amount of the costs incurred up to the date of termination.
- 2). Employees who, prior to completing an approved course, voluntarily leave the City or are terminated for reasons other than those listed above will not be reimbursed for the expenses associated with the courses.

#### B. Reimbursement to the City.

- 1). If, within 48 months of receiving any tuition reimbursement, an employee voluntarily terminates their employment, or if employment is terminated for any act or failure to act that is in contravention of law, City policies, or if in the judgment of the City the employee is deemed unsuitable or unfit for employment, then the employee shall repay the City for the tuition reimbursement.
- 2). The amount repaid to the City will be prorated by month based on 48 months. For

example, if an employee leaves employment 24 months after receiving the reimbursement, the employee will be required to repay the City 50% of the tuition reimbursement (24/48 months). The employee shall repay the City through a payroll deduction and/or personal check.

3). The City may pursue repayment after the employee's employment is terminated.

#### 5. Tuition Awards.

- A. The maximum amount of tuition-related educational assistance a regular full-time employee may apply for in a given calendar year is \$5,250. This coincides with the maximum non-taxable amount of tuition reimbursement allowed under Federal Code.
- B. The maximum amount of tuition-related educational assistance a permanent part-time employee may apply for in a given calendar year will be pro-rated based on the number of hours worked, not to exceed a maximum reimbursement of \$3,806.25.
- C. Employees should refer to state tax laws for taxability of educational assistance.

#### 6. Class Attendance.

- A. Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours (for educational leaves of absence, see *CFD 2354: Leaves of Absence*).
- B. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.

7. **Recordkeeping.** Records of all educational programs completed by each employee will be maintained by the Department of Finance & Business Operations.

**ADOPTED / AMENDED:** 6/1/15, 3/1/19, 1/6/20, 10/17/22

## CFD 2255: Personnel Policy – Service Awards

*Approved January 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to recognize extended service to the City by presenting service awards to eligible employees in accordance with the guidelines set forth below.

### **PROCEDURES:**

#### **1. Eligibility.**

- A. All full-time and part-time employees, and year-around special purpose employees are eligible to receive a service pin upon completion of five years of service and at the end of every five years of service after that.
- B. Service does not have to be continuous to count toward service credit for the award.

#### **2. Presentation.**

- A. The service award generally will be presented to the individual on the anniversary date of the employee's date of employment. If this date falls on a Saturday, Sunday, or holiday, the award will be presented on the next regularly scheduled workday.
- B. The Financial Services Division will be responsible for identifying those employees to be honored, notifying the mayor or other presenter, ordering the awards, and arranging for appropriate announcements of awards internally, and when appropriate, externally.

#### **3. Award.**

- A. All full-time and part-time employees, excluding special purpose and seasonal employees, are eligible to receive a watch upon the completion of fifteen (15) years of service. If an employee waives eligibility for a watch upon completion of fifteen (15) years of service, the employee may elect to receive a watch on or before the employee's retirement or resignation from employment.
- B. Police Department employees, upon retirement or resignation after at least fifteen (15) years of service, are eligible to receive free their badge mounted on a plaque.
- C. Tax consequences may occur with these service awards and are the sole responsibility of the employee.

**ADOPTED / AMENDED:** 11/12/12, 6/1/15, 1/6/20

## CFD 2256: Personnel Policy – Vacation

*Approved March 7, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to grant annual vacations with pay to full-time and part-time, non-union employees, excluding seasonal and special purpose employees, according to the guidelines below. The provisions of any applicable collective bargaining agreement shall apply in place of the guidelines below.

### **DEFINITIONS:**

- **Accrue:** To accumulate but not yet earn. Vacation accrues based upon the ratio that the number of days since date of hire or the most recent anniversary date bears to the total number of days of vacation to be earned on the next anniversary date, calculated on a daily basis.
- **Earn:** To have available for use all accumulated vacation time. Vacation time is earned on the first anniversary after the date of hire, and on each anniversary date thereafter as provided in the guidelines below.

### **PROCEDURES:**

#### **1. Vacation Time Earned.**

- A. Unless otherwise specified by Union contract, all full-time employees and part-time, non-union employees (other than seasonal and special purpose employees) will be granted vacations with pay on the following basis:
  - 1). Completion of one year of service -- Two work weeks.
  - 2). Completion of six years of service -- Three work weeks.
  - 3). Completion of twelve years of service -- Four work weeks.
  - 4). Completion of eighteen years of service -- Five work weeks.
- B. The number of weeks of vacation and the availability of those weeks may vary from the schedule above if other arrangements are made as a condition of employment as approved by the Department Director (or City Administrator if a director position). For employees with any other arrangements made as a condition of employment, the schedule above shall be adjusted so that an additional work week of vacation shall be added to the vacation already granted at the completion of six years, twelve years and eighteen years of service, up to a maximum of five total weeks of vacation. If a new employee leaves City employment for any reason and prior to the employee's one-year anniversary date, any vacation time taken by the employee shall be paid back to the City in the form of a deduction from the

employee's final paycheck. New employees who leave City employment prior to their one-year anniversary shall also not receive any accrued vacation benefits on their final paycheck.

- C. Part-time, non-union employees' vacation benefits will be earned on a pro rata basis based upon the number of hours actually worked in the prior year computed as of their anniversary date. This calculation is as follows: actual hours worked/2080 hours per year. However, the maximum hours worked in the above calculation is 1508 even if the actual hours worked exceeds that amount.
- D. Part-time, non-union employees whose status changes to full-time, non-union status shall be granted credit for all years of service in their part-time non-union positions for purposes of computing vacation time entitlement. Years of service as a part-time, union employee or special purpose/seasonal employee shall not be credited for purposes of computing vacation time entitlement.

## 2. **Vacation Time Payment.**

- A. Vacation time earned will be figured on the basis of the employment year and shall include the total straight paid time the employee has worked for the City since the date of last employment anniversary. Unless otherwise specified in a Union contract, when an employee has completed the probationary period and has passed the employee's one year anniversary date, but employment with the City is terminated for any reason, said employee shall be compensated for earned but unused vacation time as well as accrued vacation time on the basis of the number of vacation days accrued. Military duty will be figured as working time for calculating vacation accrual (see also CFD 2357: Military Leave).
- B. Employees may not use accrued, but unearned, vacation time prior to their anniversary date except when special circumstances warrant and as approved by the Division Manager and Department Director (or City Administrator if a director position).
- C. The City's Risk Management committee may also approve the use of accrued, but unearned vacation time.

## 3. **Non-union public safety management employees.**

- A. Non-union public safety management shift employees assigned to a 6-3 shift shall accrue and earn vacation as follows:
  - 1). Completion of one year of service -- 2 work weeks (99 hours)
  - 2). Completion of six years of service -- 3 work weeks (148.5 hours)
  - 3). Completion of twelve years of service -- 4 work weeks (198 hours)
  - 4). Completion of eighteen years of service -- 5 work weeks (247.5 hours)

- B. Non-union public safety management shift employees assigned to a 24 hour shift shall accrue and earn vacation as follows:
- 1). Completion of one year of service -- 6 tour days (144 hours)
  - 2). Completion of seven years of service -- 9 tour days (216 hours)
  - 3). Completion of twelve years of service -- 12 tour days (288 hours)
  - 4). Completion of twenty years of service -- 15 tour days (360 hours)
- C. If a non-union public safety management shift employee is reassigned to a different shift, entitlement to vacation is recalculated at the time of shift reassignment. Such employee's entitlement to vacation for the remainder of the year after reassignment is based upon the ratio that the hours of vacation remaining prior to reassignment bear to the total number of vacation hours available prior to reassignment. That ratio is applied to the total number of vacation hours available for the entire year in the new assignment. For example, a non-union public safety management shift employee assigned to a 6-3 shift who is in their 4th year of service and who has used 20 hours of vacation and is reassigned to a 24 hour shift is entitled to 108.9 additional hours of vacation for the remainder of the year ( $99 - 24 = 75/99 = .756 \times 144 = 108.9$  hours after rounding). For purposes of this policy in the event of reassignment, entitlement to vacation shall not be reduced, even if years of completion of service would suggest fewer weeks in the employee's current shift.

#### 4. **Vacation Requests.**

- A. Employees will request vacation periods giving a first and second choice. Division Managers or Department Directors will respect wishes of the employees insofar as needs of the City and service will permit.
- B. Division seniority shall govern in the choice of vacation periods, provided such choice has been exercised between January 1st and March 30th annually.
- C. Vacation requests for more than two consecutive work weeks must be approved by the Department Director.
- D. For purposes of this policy a "work week" is considered to be three (3) scheduled work days for 24 hour shift employees, five (5) scheduled work days for non-shift employees, and six (6) scheduled work days for 6-3 shift employees.

5. **Vacation Accumulation.** Vacation time shall not accumulate from year to year and annual leave must be used by the end of the employment year following the anniversary date on which it was earned, unless the application for vacation has been refused or the extension is approved as provided in Comment (6).

#### 6. **Vacation Carryover Guidelines.**

- A. City Administrator, Directors, Managers, Police Captains, and Fire Battalion Chiefs may carryover one full year of earned vacation, for one year past the employee's anniversary date. If the vacation is unused following the end of the one-year period, the vacation will be voided. Under unusual circumstances, such as certain serious medical conditions, and with the prior approval of the City's Risk Management Committee, extensions beyond those set forth in this subsection (b) may be allowed.
- B. All other employees may carryover up to five (5) work days or one work week (49.5 hours if a 6-3 shift; 72 hours if a 24 hour shift) of vacation past the employee's anniversary date. If vacation is unused following the end of the three-month carry-over period, the vacation will be voided. Under unusual circumstances, such as certain serious medical conditions, and with the prior approval of the City's Risk Management Committee, extensions beyond those set forth in this subsection (b) may be allowed.

**7. Maximum Paid Vacation Periods.**

- A. Regardless of availability of earned vacation time, the maximum an employee may take at any one time cannot exceed five (5) times the number of workdays in the employee's work week, regardless of Department Director approval. This limitation shall not apply to a retiring employee (in accordance with *CFD 2114: Retirement*), or to an employee on an approved leave of absence.

- 8. Minimum Vacation Requirements.** Vacations for periods of less than one-half (1/2) hour or as established by department policy, shall not be granted.

- 9. Use of Other Benefit Time.** Employees may not combine vacation with other benefit time such as regular holidays, floating holidays, government days or compensatory time, or with scheduled days off, which results in more than sixteen (16) consecutive calendar days off from work for non-shift employees, more than twenty-two (22) consecutive calendar days off for 24 hour shift employees, or more than twenty-one (21) consecutive calendar days off for 6-3 shift employees, unless otherwise approved by the Department Director, or unless for an approved leave of absence.

**10. Approval of Vacation.**

- A. All vacation requests are subject to approval.
- B. Requests for vacation days shall be submitted in writing to the Department Director or Division Manager and approved at least twenty-four (24) hours prior to the beginning of the vacation unless mutual agreement has been reached between the employee and the Department Director.

**ADOPTED / AMENDED:**

1/1/05, 7/1/06, 1/1/08, 11/25/13, 6/1/15, 7/18/16, 3/1/19, 1/6/20, 7/6/20, 3/7/22



## CFD 2257: Personnel Policy – Employee Wellness

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to support a wellness/wellbeing program with related activities for full-time and year-round permanent part-time employees, reserves/volunteers, elected officials, and retirees enrolled in the City's health plan. The City recognizes that effectively serving the community depends in part upon the wellbeing of the above individuals.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City has authorized the formation of a City wellness committee whose mission is to provide opportunities and programs for employees to engage in activities that promote wellness and wellbeing.
- B. Certain individuals may be offered reduced rates on annual membership fees to the Cedar Falls Recreation Center and passes to other City sponsored fitness activities. Such reduced rates must be approved on an annual basis. These individuals are as follows:
  - 1). Full-time employees (individual and family).
  - 2). Elected officials (individual and family).
  - 3). Police Reserves who have served the City for at least one year with no break in service and who meet departmental work requirements (individual and family).
  - 4). Part-time employees who work 20 hours or more per week year-round (individual and family).
  - 5). Retirees enrolled in the City's health plan in good standing (individual only unless family members are also enrolled in the retiree's health plan in which case family is also eligible).
- C. Reduced rates on influenza immunizations and health screenings may be offered from time to time to these eligible individuals.

**ADOPTED / AMENDED: 3/1/19**

**2300:**

**WORK AREAS**

## CFD 2301: Personnel Policy – Solicitation

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to prohibit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the City, can be detrimental to employee efficiency, can be annoying to employees, and can pose a threat to security.
- B. The Director of Finance & Business Operations is responsible for administering this policy and for enforcing its provisions. Employees will be subject to disciplinary actions, up to and including termination, for violations of this policy.
- C. Persons who are not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers properly identified to the Director of Finance & Business Operations), or engaging in any other solicitation, distribution, or similar activity on City premises.
- D. The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives. However, employees will not be discriminated against because of their willingness or unwillingness to participate.
- E. The City will permit employees to engage in solicitation or distribution of literature for a group or organization, including charitable organizations, only in accordance with the following restrictions:
  - 1). Prior to engaging in any solicitation or distribution of literature, employees must obtain written authorization from their Department Director and the Director of Finance & Business Operations. Approval is discretionary and will be determined on a case-by-case basis.
  - 2). The sale of merchandise for personal profit is prohibited on City premises.
  - 3). Solicitation and distribution of literature are prohibited during the working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized meal break.

- 4). Distribution of literature is prohibited in work areas at all times.
  - 5). If the activity is approved in accordance with 1.E. (1) above, any discussions, sign-up sheets, and literature must be limited to the designated break room during employees' break time.
  - 6). The distribution of literature in such a manner as to cause litter on City property is prohibited.
  - 7). Off-duty employees are not allowed to return to the interior or working areas of the City premises until their next scheduled work time, except as a customer of the City.
  - 8). Supervisors must use caution when approaching subordinate employees to solicit or distribute literature and are discouraged from doing so except in limited circumstances.
- F. The City maintains bulletin boards to communicate City information to employees and to post notices required by law. These bulletin boards are for the posting of City information and notices only, and only persons designated by the Director of Finance & Business Operations may place notices on or take down material from the bulletin boards. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other City property is prohibited.
- G. See also CFD 2307: Maintenance of Work Areas.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2302: Personnel Policy – Employee Safety

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City to comply with all applicable federal and state health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the City or by federal or state law.

### **PROCEDURES:**

#### **1. General Guidance.**

A. The City's policy is aimed at minimizing the exposure of employees, citizens and other visitors to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

B. The responsibilities of all employees in this regard include:

- 1). Exercising maximum care and good judgment at all times to prevent accidents and injuries.
- 2). Reporting immediately to supervisors and seeking first aid for all injuries, regardless of how minor. Any injury, no matter how slight, must be reported to supervisors immediately.
- 3). Reporting unsafe conditions, equipment or practices to supervisory personnel.
- 4). Using safety equipment provided by the City at all times.
- 5). Conscientiously observing all safety rules and regulations at all times;
- 6). Notifying their supervisors, before the beginning of the work day of medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers.

C. Employees are provided with an Injury/Illness procedure memo upon hire and are required to refer to that memo.

2. **Training.** The City will provide safety and job training programs and it shall be a condition of employment that each employee participates actively therein, if such programs are conducted during normal working hours. Off duty training programs, unless otherwise required by the Department Director, shall be conducted on a voluntary basis. The Department of Finance & Business Operations shall maintain attendance records for such programs.

3. **Reporting.** Employees must report to their supervisor and the Department of Finance & Business Operations all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees, citizens or visitors. Employees are encouraged to submit suggestions to their supervisor and the Department of Finance & Business Operations concerning safety and health matters.
4. **Personal Protective Equipment.** The City will provide special clothing or equipment, or reimburse for it, when such clothing or equipment is required by law or by City policy. Employees are responsible for the proper use and maintenance of such clothing and equipment.
  - A. **Safety Shoes.**
    - 1). The City will provide OSHA or ANSI approved safety shoes for all full-time employees in all classifications where safety requires their use, as determined by their department director, in the following manner.
    - 2). On initial hiring and as needed thereafter, each employee will be provided with a purchase order along with a list of approved vendors from whom safety shoes may be purchased.
    - 3). The cost of such purchases shall be in the same amount as established in the Collective Bargaining Agreement between the City and Teamsters Union Local No. 238 (Park and Public Works Divisions) that applies as of the date of purchase.
  - B. **Safety Glasses.**
    - 1). Employees working in areas where safety glasses are required will be reimbursed the cost of purchasing safety glasses in the same amount as established in the Collective Bargaining Agreement between the City and Teamsters Union Local No. 238 (Park and Public Works Divisions) that applies as of the date of purchase.
    - 2). The cost of examination and prescriptions will be borne by the employee.
    - 3). **Safety Glasses Limitations.**
      - a. Employees may purchase safety glasses, frames and fittings from the vendor of their choice. Any and all charges exceeding the amounts set forth above are the responsibility of the employee and will not be reimbursed by the City. Claims for reimbursement must be filed with the employee's department for approval and payment.
      - b. There is a limit of one (1) pair of safety glasses within a twenty-four (24) month period.
    - 4). **Non-prescription Eye Protection.** Non-prescription eye protection such as: goggles, visor shields and safety glasses will be provided by the employee's department.

C. Reimbursement for the above referenced special clothing or equipment shall remain consistent with any applicable collective bargaining agreements.

**5. Required Medical Examination.**

A. Employees may be required to submit to medical examinations and tests at intervals determined by the length of their time on the job and whenever there is reason to believe that they were unduly exposed to toxic substances or harmful physical agents.

B. Copies of the OSHA regulation requiring access to employee exposure and medical records are available in the Finance & Business Operations office for examination.

**6. Disciplinary Action for Violation.** Violations of City safety rules, regulations, or procedures will result in disciplinary action, up to and including, termination.

**ADOPTED / AMENDED:** 6/1/15, 3/1/19

## CFD 2303: Personnel Policy – Smoking

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to comply with all applicable federal and state regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City recognizes that smoking in the workplace can adversely affect employees. Smoking is prohibited inside all enclosed City facilities. The Department of Finance & Business Operations is responsible for implementing and monitoring smoking regulations, and supervisors are expected to enforce the regulations. The smoking policy applies to employees during working time and to citizens and visitors while on City property.
- B. Smoking is prohibited in all City vehicles (see also *CFD 2201: Auto, Vehicle and Equipment Usage and Driving*).
- C. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers with regard to the smoking policy.
- D. Smokers have a special obligation to keep outside smoking areas litter-free and not to abuse break and work rules.
- E. Complaints about smoking issues should be resolved at the lowest level possible, but may be processed through the City's grievance procedure.
- F. Employees who violate the policy will be subject to discipline.
- G. A "vapor product", as that term is defined in Iowa Code Section 453A.1(28), shall not be used inside any city owned or occupied building or within 25 feet from any entrance to any such building, or in or on any city owned or leased vehicle or equipment.

**ADOPTED / AMENDED:** 6/1/15, 3/1/19



## CFD 2304: Personnel Policy – Security

*Approved January 23, 2012 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City of Cedar Falls to make reasonable efforts to provide for the security of its property, its employees, and authorized visitors to its premises.

### PROCEDURES:

1. **Removal of City Property from Premises.**
  - A. City property or equipment may not be removed from the premises without written authorization from a Division Manager or Department Head. Employees who want to take City property or equipment off premises must have their supervisor's written authorization.
  - B. Employees are responsible for the proper care and return of all City property and equipment assigned to their possession.
  - C. Employees shall be responsible for reimbursing the City for all damages as a result of returning inoperable or damaged equipment and property.
2. **City Rights and Authorities.** Employees are subject to search, surveillance, and interrogation whenever the City deems such action must be taken to maintain security. This includes, but is not limited to:
  - A. Inspections of all personal property brought on the City's premises, such as vehicles, packages, briefcases, back packs, purses, bags, and wallets.
  - B. Inspection the contents of lockers, storage areas, file cabinets, desks, and work stations at any time.
  - C. Removal of all City property and other items which are in violation of City rules and policies.
  - D. Requesting that employees take a polygraph examination when the City is investigating economic losses such as those resulting from theft, embezzlement, sabotage, or similar economic injury. No disciplinary action will be taken against any employee solely on the basis of the results of a polygraph examination or for a refusal to take a polygraph examination.
3. **Security Clearances.** Employees working in sensitive or high security jobs must meet any applicable special security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet and/or comply with any special security requirements is grounds for termination of employment or rejection of an applicant.
4. **Employee Access.** Employees may enter or remain on the City's premises outside their

normal working hours only when they have been authorized to do so by their supervisor.

**5. Employee Responsibilities.**

- A. Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on the City premises and while away from the premises on business. The City assumes no responsibility for loss, damage, or theft of personal property except as cited in *CFD 2306: Personal Property*.
- B. Employees are expected to know and comply with their Department's or Division's security procedures and are expected to report any violations or potential problems to the Police Department. Violations of City security rules or procedures will result in disciplinary action, up to and including termination. In addition, illegal acts committed by employees may be presented to the proper authorities for prosecution.
- C. Employees shall make all reasonable efforts to keep City equipment free from theft or vandalism.

**ADOPTED / AMENDED: 1/23/12**

## **CFD 2305: Personnel Policy – Parking**

*Approved June 23, 2003 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to provide parking facilities, when practical, for the benefit and convenience of its employees, citizens, customers, and visitors.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City will provide parking for as many employees as practical. Special spaces will be designated for certain employees, citizens, customers, and visitors. Off-street parking may not be provided at all locations. Employees are expected to obey the City's parking laws when using street parking.
- B. Employees are expected to observe the parking rules. The parking lot is considered part of the City premises; therefore, all City policies and rules apply to employees and their vehicles while on the lot.
- C. Employees who use the City parking lot do so at their own risk. The City assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while on the parking lot.
- D. Parking stickers will be distributed to certain employees, the Mayor and City Council members who, from time to time, may be required to park near City Hall longer than the posted limits. Parking enforcement personnel will not mark or ticket these vehicles.

**ADOPTED / AMENDED: 6/23/03**

## CFD 2306: Personnel Policy – Personal Property

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. The City recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may be disruptive to the workflow or pose a safety risk to other employees.
- B. Employees are strictly prohibited from bringing knives, explosives, guns or any other weapons onto City premises. This prohibition shall not apply to Police Department employees with department issued or approved weapons. Violations of this policy will result in discipline up to and including termination.
- C. Employees are expected to exercise reasonable care to safeguard personal items brought to work. The City is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
- D. Any loss, theft or damage of personal property necessary for the performance of an employee's job duties shall be reimbursed by the City if reasonable and as determined by the circumstances, provided the damage is not due to employee negligence.
- E. The City may assign each employee a locker or storage area for safekeeping small personal effects during working hours. In addition, closets in designated areas are available for the storage of outerwear. Employees are responsible for maintaining their lockers or storage areas in a clean and sanitary manner, and should keep them locked at all times. The City will supply locks and keys and will retain a passkey to all locks. In addition, the City will provide and retain keys for file cabinets, desks, and other workstations. Employees may not place their own locks on any storage facility.
- F. To maintain security and protect against theft, the City reserves the right to inspect all personal property brought on the City's property, including but not limited to, vehicles, packages, briefcases, back packs, purses, bags, and wallets. In addition, the City may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and remove any City property and other items violating City rules and policies.
- G. Articles of personal property found on the premises should be returned to the owner, if known, or turned in to the Department of Finance & Business Operations. Inquiries should be directed to the Department of Finance & Business Operations.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2307: Personnel Policy – Maintenance of Work Areas

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the Policy of the City that work areas and break rooms be clean and orderly at all times.

### PROCEDURES:

1. **Employee Responsibilities.** Employees are responsible for maintaining their work areas in a clean and orderly fashion. Each employee shall, at a minimum, do the following:
  - A. Place coats, boots, umbrellas, and other items of clothing in designated areas so that workstations are not unnecessarily cluttered;
  - B. Consume any food or beverages only in designated employee rest areas so that work areas are kept free of food and related litter (See 703: Meal Breaks) and clean up area after preparation and consumption of food and beverages; and
  - C. Prior to the end of the workday, clean and store all tools and equipment and properly secure any items, papers, or information of value.
  - D. The City will attempt to maintain the temperature, lighting, and noise level of its facilities at a comfortable level for employees yet appropriate for the nature of its operations. Employees should inform their supervisor of any concerns about working conditions.
  - E. Employees must abide by the smoking restrictions established and may not smoke in any City facility, building, vehicle, automobile or equipment (see also *CFD 2201: Automobile, Vehicle and Equipment Usage and Driving* and *CFD 2303: Smoking.*)
  - F. Candles / open flames shall only be allowed at City facilities during ceremonial events.
2. **General Guidance.** Each department is responsible through its division managers and supervisors to ensure that these rules for maintenance, operation, and use are strictly followed:
  - A. Employees shall treat the building and all equipment with care and respect. Abuse of City facilities or equipment will not be tolerated and disciplinary action will be taken if it is determined that an employee has abused City property.
  - B. City buildings, facilities and equipment shall not be defaced by placing any materials or scratching symbols on the equipment or buildings.
  - C. Items shall not be taped, tacked, pinned or affixed to doors, windows, walls or equipment.
  - D. Items may be hung on the walls if they are specifically approved as appropriate by the division manager. Wall hangings shall normally be limited to those items that specifically represent the City, division, and are within the context of the design scheme for the building in which they will be located.

- E. All bulletin boards shall only have items affixed that are specifically related to City business. Employees shall not violate this standard and it is a responsibility of each department, division, manager, and supervisor to ensure that items are not placed on bulletin boards that are not related to City business or authorized by the City. It is the responsibility of employees and supervisors to immediately remove any materials that are in violation of this policy.
- F. Employees are allowed to have personal items that are not contrary to City policy or in conflict with the City's mission at their workstations and may affix these items in the areas that are appropriately designed to display the items. Materials shall not be taped, tacked, or pinned on the faces of cabinetry, file cabinets, or any other parts of a workstation or wall.
- G. All changes in building attachments, new purchases of office equipment, changes in locks, windows, doors, carpeting, or any other item that is a piece of equipment of a portion of the building require specific approval of the Public Works Department prior to purchase or installation. It is not within the purview of any department or division to make alterations in equipment or buildings without this approval.
- H. Generally it is the intent of the City to ensure that all office equipment and furniture are standardized for exchangeability and maintenance efficiencies. Equipment should not be purchased unless it has been approved by the Department Director, Director of Finance & Business Operations, and Building Maintenance Supervisor.
- I. Movement of individuals from varying work stations requires the approval of the department director and must comply with the overall organizational plan that promotes efficiency of operation and orientation of employees in specific work areas for productivity.
- J. Any employee that notices that portions of the City building or equipment need repair or maintenance shall immediately contact their supervisor so that corrective actions may be made to complete the work as expeditiously as possible.
- K. Building security is of critical importance. Employees that move within their work areas shall ensure sure that when work areas are entered or left that the areas are secured if access is intended to be controlled. Disciplinary actions shall be taken when employees fail to lock specified work areas, disclose keypad codes, break computer security, lose keys, leave files or cabinets unlocked, or are careless in maintaining building security.
- L. Supervisor shall ensure that work areas remain neat and clean. For employees to complete many work projects, areas can on occasion become disheveled. It is the responsibility of employees, under the supervision of their supervisors, that once the work is completed, the areas are returned to a neat, clean appearance.
- M. Items shall not be stored or displayed on the top of work station file compartments or under work surface areas unless approved by the Division Manager.
- N. Scented candles, air fresheners, room deodorizers or similar products in the work area, or in company owned vehicles, are prohibited unless approved by the employee's supervisor.

## CFD 2308: Personnel Policy – Concussion and Head Injury

*Approved December 19, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

The City of Cedar Falls recognizes the seriousness of concussions and head injuries and takes seriously its obligation to address concussions and head injuries suffered by employees in the course of employment and individuals participating in City-sponsored sports and other recreational activities. This policy requires all City Departments to take steps to prevent and address concussions and head injuries suffered by employees and those individuals, including minors (under the age of 18), participating in City-sponsored activities.

### **DEFINITIONS:**

- **Concussion:** a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can result from a fall or from individuals colliding with each other, the ground, or with obstacles. Concussions can occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness. A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Continuing to work or participate with a concussion or symptoms of a brain injury leaves a person especially vulnerable to greater injury and even death.
- B. City employees as well as contractors and volunteers who are involved in City-sponsored sports and recreational activities shall be provided with this policy, including the signs and symptoms of concussion or head injury, and shall become familiar with them.
- C. Before a minor will be allowed to participate in a City-sponsored sports or recreational activity the minor's parent or guardian shall be provided with a copy of this policy, including the signs and symptoms of concussion or head injury (attached), and shall acknowledge in writing understanding of this policy and acceptance of the terms of this policy.
- D. Any employee or participant who demonstrates signs or symptoms of a concussion or head injury shall be immediately removed from work activities or participation in a City sponsored event.
- E. All City employees, as well as contractors and volunteers who are involved in City-sponsored sports or recreational activities, and parents or guardians of minor participants, and the participants themselves, must report to a City representative any signs or symptoms of concussion or head injury observed in themselves or others.



- F. The parent or guardian of a minor participant who shows signs or symptoms of a concussion or head injury shall be notified as soon as possible after the incident.
  - G. When in doubt, sit them out. City employees, contractors and volunteers are not expected to make medical diagnoses or render medical treatment. They are only required to use their best judgment based on observations and reports of signs or symptoms. They should always err on the side of caution when deciding whether an employee or participant should be removed from work activities or participation.
2. **Return to Work Activities/Participation.** An employee or participant who has demonstrated signs or symptoms of concussion or of a head injury and has been removed from work activities or participation may not return to work activities or participation until:
- A. A minimum of twenty-four hours has passed since the last sign or symptom of concussion or head injury has occurred; and
  - B. The employee or participant has been evaluated by a licensed health care provider and the health care provider has in writing cleared return to work or participation

**ADOPTED / AMENDED: 12/19/22**

## Concussion Signs and Symptoms

Children and teens who show or report one or more of the signs and symptoms listed below, or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body, may have a concussion or more serious brain injury.

### Concussion Signs Observed

- Can’t recall events *prior to* or *after* a hit or fall.
- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (*even briefly*).
- Shows mood, behavior, or personality changes.

### Concussion Symptoms Reported

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down”.

Signs and symptoms generally show up soon after the injury. However, you may not know how serious the injury is at first and some symptoms may not show up for hours or days. For example, in the first few minutes the child or teen might be a little confused or a bit dazed, but an hour later the child might not be able to remember how he or she got hurt.

Parents should continue to check for signs of concussion right after the injury and a few days after the injury. If the child or teen’s concussion signs or symptoms get worse, parents should take him or her to the emergency department right away.

**2350:**

**ABSENCE**

## CFD 2351: Personnel Policy – Attendance and Punctuality

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow, productivity and service, and will not be tolerated.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Supervisors will notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.
- B. Employees should notify their immediate supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. Such notification should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification must be made to the Division Manager or Department Director. If the employee is unable to notify the supervisor, Division Manager or Department Director, then employees shall contact the Personnel Specialist. Voice mail messages and emails are initially acceptable when personal contact cannot be made with a Supervisor, Division Manager, Department Director or Personnel Specialist. However, employees must also continue to contact supervisors, managers and directors until the employee personally speaks to someone. All notifications shall be made by the employee, unless an emergency prevents personal notification. Employees are required to provide a telephone number where they can be reached when absent from work.
- C. Employees are to be compensated during authorized absences in accordance with the policies contained in this Personnel Policy Manual. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not receive compensation for time missed because of tardiness or early departure if the time missed exceeds ten minutes after starting time or before quitting time. Failure to notify the City properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action, up to and including termination.
- D. Employees who are delayed in reporting for work more than thirty minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition considered unfit for work, whether for illness or any other reason, will not be allowed to work. In all of the above circumstances, employees will not be allowed to use benefit time off and the absence shall be unpaid.

- E. Employees generally are expected to report for work during inclement weather conditions if the City does not declare an emergency closing. If the City does declare an emergency closure, employees shall not report to work, unless directed to do so by their Division Manager or Department Director. If employees have already reported to work when the emergency closure is declared, then employees shall receive pay for the hours worked prior to closure. Employees shall not receive pay for hours that had been scheduled but not worked due to the closure. Permission may be granted to employees by the Division Manager or Department Director to continue working after emergency closure as circumstances require. Nonexempt employees who are unable to report to work or wish to leave work early because of weather conditions may be granted an authorized unpaid absence or may be allowed to use earned benefit time. If the employee notifies their supervisor or other person designated by the Department Director no later than starting time of the particular workday, an earned and unused vacation day or floating holiday may be taken. Nonexempt employees who are late because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.
- F. Employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the full-time employee works more than forty hours during the workweek or the part-time employee works more than their normal or designated workweek hours.
- G. Employees must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work.
- H. Employees must obtain permission from their supervisor in order to leave the City premises during working hours. This restriction does not apply to authorized unpaid lunch periods.
- I. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.
- J. Employees who are absent from work for three consecutive days without giving proper notice to the City will be considered as having voluntarily quit. At that time, the City will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

**ADOPTED / AMENDED: 6/1/15, 3/1/19**

## CFD 2352: Personnel Policy – Rest and Lactation Breaks

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide rest breaks when appropriate during the course of each workday in accordance with the guidelines set forth below.

### **PROCEDURES:**

#### **1. Rest Breaks.**

- A. At the discretion of the Division Manager, employees may receive, unless job conditions do not permit, a rest break of fifteen minutes at approximately the middle of every four hours of work not interrupted by a meal period.
- B. Supervisors are responsible for scheduling the time for employee rest breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.
- C. Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their time cards. However, employees are expected to be punctual in starting and ending their breaks and will be subject to disciplinary action for tardiness.
- D. Employees who choose to remain at work during rest breaks are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked.
- E. Rest breaks must be taken in designated non-work areas. Employees are not permitted to leave the City's premises during this period, unless authorized to do so by their supervisor.
- F. Employees on rest break are not permitted to interfere with fellow employees who are continuing to work.

#### **2. Lactation Breaks.**

- A. Reasonable break time shall be provided for an employee to express breast milk for her nursing child for up to one (1) year after the child's birth, each time such employee has need to express milk.
- B. A place shall be provided (other than a bathroom) that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

**ADOPTED / AMENDED:** 2/13/12, 6/1/15

## CFD 2353: Personnel Policy – Meal Breaks

*Approved June 23, 2003 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to provide meal breaks when appropriate.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Full-time employees are allowed a meal break near the middle of the workday. In departments operating on single shifts, the break will be thirty or sixty minutes, as determined by the employee's Division Manager. In departments operating on two or three shifts, the meal break will be thirty minutes or less, depending on operating requirements.
- B. Part-time employees may receive a meal break as circumstances dictate and as determined in the sole discretion of the Division Manager.
- C. Supervisors are responsible for balancing work loads and scheduling meal breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.
- D. Employees required to work more than ten hours in any workday will be allowed a second meal break no later than six hours after returning from their first meal break.
- E. Nonexempt employees (those not exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act), except firefighters assigned to a 24 hour shift, will not be compensated for their meal breaks unless they are required to work during their meal break. Nonexempt employees, except firefighters assigned to twenty-four shifts, must sign out and back in on their time cards for all meal breaks.
- F. Employees who leave the City's premises during their meal break must check out when leaving and check back in when returning. Generally, employees may not leave early or extend meal breaks beyond their assigned period. Employees will be subject to discipline if tardy in returning from a meal break.
- G. A dining area is provided for employees in most work areas to use during meal periods. No employee is to consume any meals in work areas unless the employee is specifically required to remain at a workstation during meal breaks.
- H. Employees on meal breaks are not permitted to interfere with other employees who are continuing to work.
- I. Within reason and at the discretion of Department Directors and Division Managers, beverages and non-odorous small snacks may be consumed in work areas.
- J. On occasion, potlucks and meals may be prepared and served on City premises for special

events and meetings.

- K. Food/beverages may be prohibited in certain work areas, at the discretion of Department Directors and Division Managers, due to safety concerns or abuse of this policy.

**ADOPTED / AMENDED: 6/23/03**



## CFD 2354: Personnel Policy – Leaves of Absence

*Approved October 17, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the policy of the City of Cedar Falls to grant employees extended leaves of absence under certain circumstances. Except as stated below, employees will not receive compensation during a leave of absence.

### DEFINITIONS:

- 12 Month Period: Calculated as the “rolling” 12 month period measured backward from the date an employee uses any FMLA leave.
- Spouse:
  - All individuals in legal marriages as defined or recognized in a state where the individual was married (“place of celebration”), and includes individuals in same-sex and common law marriages. A spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if it could have been entered into in at least one state. If both spouses work for the City, and are both eligible for FMLA leave, both spouses will be limited to a combined total of 12 weeks of FMLA leave in a 12 month period for anyone or all of the following reasons: birth of a child and bonding with the newborn child; placement of a child with the employee for adoption or foster care and bonding with newly-placed child; or to care for a parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of the employee’s spouse or child, or because of the employee’s own serious health condition.
  - Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as “military caregiver leave”) if each spouse is a parent, spouse, son or daughter, or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.
  - Child: A person either under 18 years of age, or 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, stepchild, a legal ward, or a child of a person standing in loco parentis. The age limitation does not apply to employees applying for a FMLA military related leave.
- Serious Health Condition: An illness, injury, impairment or a physical or mental condition that involves:

- conditions requiring an overnight stay in a hospital or other medical care facility; or
- conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication); or
- chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; or
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

## PROCEDURES:

1. **Family and Medical Leave.** The City will comply with the provisions of the federal Family and Medical Leave Act (hereinafter referred to as "FMLA") as described by U.S. Department of Labor requirements<sup>1</sup>.
  - A. In accordance with FMLA, the City will grant unpaid family and medical leave to eligible employees for up to 12 weeks per 12 month period for any one or more of the following reasons:
    - 1). The birth of a child or placement of a child with the employee for adoption or foster care. Birth and bonding must be taken as a continuous block of leave unless the Director allows intermittent leave.
    - 2). To care for a spouse, child, or parent who has a serious health condition; or
    - 3). For a serious health condition that makes the employee unable to perform the essential functions of their job.
    - 4). For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.
  - B. An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. The single 12-month period for leave to care for a covered service member (both current service members and veterans) with a serious injury or illness begins on the first day you take leave for this reason and ends 12 months later, regardless of the 12- month period established by your employer for other types of FMLA leave. Eligible employees are entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." (Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than to care for a covered service member.)

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<sup>1</sup> Department of Labor: [dol.gov/agencies/whd/fmla](http://dol.gov/agencies/whd/fmla)

C. FMLA Eligibility. To be eligible for FMLA leave, an employee must be employed by the City for at least 12 months and have worked at least 1,250 hours for the City over the 12 month period immediately preceding the leave. The 12 months of employment do not have to be consecutive. Employees applying for and granted a FMLA leave 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.

D. Intermittent or Reduced Leave:

- 1). An employee may take leave intermittently (minimum of 15 minute increments) or on a reduced leave schedule 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 an intermittent or reduced leave schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. 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 leave schedule for birth or placement for adoption or foster care of a child only with the Director's approval. Leave due to qualifying exigencies may also be taken on an intermittent basis.

E. Employee Notice Requirement:

- 1). An employee is generally required to give thirty (30) days' notice in the event of a foreseeable leave. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for FMLA leave that was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

F. A "Leave of Absence Request" form should be obtained from the Human Resources Division, completed by the employee, signed by their supervisor and Department Director, and returned to the Human Resources Division for processing and forwarding of additional forms that may be required to complete as explained below.

G. Response to Employees:

- 1). As a FMLA covered employer, the City will provide employees with a Notice of Eligibility and Rights & Responsibilities form within five business days of receiving a leave request or becoming aware of the need for FMLA leave.
- 2). The City's response will establish whether the employee is eligible for FMLA leave and will notify the employee of their rights and responsibilities under the FMLA.

#### H. Certification and Designation.

- 1). The City may require certification in support of the leave from a healthcare provider no later than fifteen (15) calendar days after applicable Department of Labor form(s) are provided for the employee's own or a qualified family member's serious health condition. Upon receipt, the employee will be notified by Human Resources whether the leave will be designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement. Military related leave requests require completion of the applicable Department of Labor form available from and returned to Human Resources staff.
- 2). For an employee's own medical leave, the City may require a second or third opinion at the City's expense as well as periodic reports on the employee's status.
- 3). If the employee has not returned medical certification within 15 calendar days as stated on the Notice of Eligibility and Rights & Responsibilities, the City is not aware of extenuating circumstances, and the City is unable to determine if the need for leave qualifies for FMLA, the City will notify the employee in writing that the FMLA leave request has been denied, using the Designation Notice.
- 4). When an employee is on leave and information received by Human Resources deems it to meet FMLA criteria, the City shall designate the leave as FMLA without receiving a FMLA leave request from the employee and without requiring the completion of the applicable medical certification form. Where applicable, employees who are on any approved leave of absence, whether work related or not, who also qualify for FMLA leave shall be required to use FMLA leave concurrently with such other leave of absence.

#### I. Return to Work Authorization

- 1). A release to duty from the employee's health care provider must be provided to the Human Resources Division prior to returning to work. If a fitness-for-duty appointment is deemed necessary by the City based on position duties, the employee will be asked to have a fitness-for-duty examination by a health care provider selected by the City, at the City's expense.

#### J. Effect on Benefits:

- 1). Vacation, seniority and other benefits will continue to accrue during an unpaid leave unless such leave exceeds thirty (30) consecutive calendar days, in which case no benefits shall accrue during the entire leave. Accrual of benefits for employees on

intermittent leave or on a reduced work schedule may be calculated on a pro-rata basis in proportion to their work schedule. No proration of benefit accruals shall occur if employees maintain full-time work status (at least 32 hours per week) or the equivalent of full-time work status is covered with the use of earned benefits.

2). Continuation of Health Insurance.

- a. 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. The employee 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 more than 30 days late. The City will provide written notice to the employee that the payment has not been received and allow at least 15 days after the date of the letter before coverage stops. 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. If an employee does not return to work, the City may require reimbursement for the share of the premiums it paid during the FMLA leave.

3). Return to Work:

- a. An employee returning from FMLA leave 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. Employees are required to provide at least 72 hours advance notice of their return to work after such leave, unless this requirement is waived by the employee's supervisor and by the Human Resources Division.

**2. Other Leaves of Absences:**

- A. Employees generally are eligible for leaves of absence if they have completed at least 12 months of service, or as specified by law.
- B. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the City in conjunction with applicable federal and state law and in accordance with the City's best interest.
- C. Requests for a leave of absence or any extension of a leave shall generally be submitted in writing to the employee's Department Director 30 days prior to commencement of the leave period, or as soon as is practicable. The final decision concerning the request will be made by the Department Director, after consultation with the Human Resources Division. All employees on approved leave are expected to report any change of status in their need for a leave or their intention to return to work to their Department Director.
- D. The following types of leaves will be considered:

- 1). Extended Family and Medical Leave (Non-FMLA).
  - a. In cases where an employee is not eligible for FMLA leave and the employee's leave duration would typically qualify for FMLA, the employee may be granted a leave of absence.
  - b. Approval for such leave must be granted by the Department Director or by the City's Risk Management Committee if the leave exceeds two (2) consecutive weeks. The length of any such leave will be governed by individual circumstances, but in most cases such extended leave should not exceed 12 weeks in any 12 month period. At least 72 hours' notice is required in advance of the employee's return to work date, unless this requirement is waived by the employee's Department Director and by the Human Resources Division.
- 2). Pregnancy not covered under FMLA: Pregnant employees who are not eligible for FMLA leave shall be granted a leave of absence for the period that the employee is disabled because of the pregnancy, childbirth or other related medical conditions, or for eight weeks as provided by Iowa law, whichever is less.
- 3). Other sick leave not covered under FMLA: See *CFD 2356: Sick Leave*.
- 4). Personal Leave of Absence: Employees may be granted a leave of absence to attend to personal matters in cases in which the City determines that an extended period of time away from the job will be in the best interests of the employee and the City.
- 5). Military Leave of Absence: See *CFD 2357: Military Leave*.
- 6). Educational Leave of Absence: Employees who want to continue their education in preparation for added responsibilities with the City may be granted an educational leave of absence, if in accordance with the City's best interest and at the discretion of the employee's Department Director.
- 7). Public Office Leave of Absence: Employees who are candidates for municipal, county, state, or federal office shall be granted leave upon request for the period from 30 days or less prior to a contested primary, special or general election, until the day after the election. Employees who are elected or appointed to public office shall be granted leave for such public office upon request. Public office leaves of absence shall be without pay.
- 8). Bereavement Leave: Full-time and permanent part-time employees may be allowed up to five (5) working days absence with pay in case of the death of a member of the employee's immediate family.
  - a. For the purpose of this policy "immediate family" includes the employee's spouse (including domestic partner or common law spouse), siblings (including step), parents (including step, foster, legal guardian, and in-laws), children (including step, foster, ward and in-laws), and any person residing in the employee's household of a non-platonic relationship.

- b. In the event of the death of a brother-in-law, sister-in-law, grandparent or grandchild of the employee or the employee's spouse, the employee is allowed up to three (3) working days absence with pay.
  - c. Bereavement leave absences are intended to include all travel. However, in circumstances involving unusually long traveling distances, department directors may extend bereavement absences up to three (3) additional days with pay.
  - d. Bereavement leave shall not be taken in less than one day increments.
  - e. For permanent part-time employees, a regular scheduled day off work may not be used in combination with bereavement leave to extend consecutive days off to more than five (5) days.
  - f. Non-union public safety management shift employees shall be allowed bereavement leave as set forth in this policy regardless of the shift to which they are assigned. For purposes of this policy for such employees, the term "working days" means one calendar day regardless of the number of hours scheduled. Transfer of such employees while on bereavement leave shall not affect entitlement to such leave. For purposes of this policy the term "non-union public safety management shift employees" includes battalion chiefs, fire captains, police captains, police lieutenants, public safety supervisor captains and public safety supervisor lieutenants.
- 9). Workers' Compensation: Employees who are injured in the course of their employment with the City shall receive benefits and leave in accordance with Iowa Code Chapter 85.
- 10). Police/Fire Disability Leave: Eligible public safety department personnel may be granted leave for duty related conditions in accordance with Iowa Code Chapter 411.
- E. Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military, public service, or otherwise as permitted by law.

### 3. Use of paid benefit time and other benefits while on leave.

- A. Every employee on a sick leave, Non-FMLA leave, or FMLA leave who is not maintaining full-time work status or who is not covering absences with earned benefit time up to at least full-time work status equivalent will be required to use all floating holidays, vacation, compensatory time, sick leave/casual days, and sick days while on leave.
- B. Earned benefit time shall be used until exhausted. Use of accrued, but unearned vacation may then be used when special circumstances warrant and as approved (see also *CFD 2256: Vacations*). If all benefit time has been exhausted, and the employee is not covered by FMLA, the employee may be subject to termination of employment.
- C. Emergency response exception:

- 1). Employees who require a medical absence for an injury arising out of service as a volunteer fire fighter or emergency medical responder during a period of an emergency response may choose to take the medical leave as unpaid up to a maximum of 12 weeks; and shall not be required to use accrued paid leave (sick, vacation or comp time) for medical absence as a result of the injury.
  - 2). After 12 weeks of unpaid leave the employee shall be required to take paid benefit time as defined in this section.
  - 3). The employee shall still be required to follow all other policies and rules of the City related to medical leave and FMLA leave.
- D. Employees covered by the City's long term disability or workers' compensation insurance may supplement their pay up to 100% of their normal wages.
- E. Every employee on a personal or educational leave of absence will be required to use all compensatory time, floating holidays and vacation days while on leave. Earned benefit time shall be used until exhausted prior to the use of accrued, but unearned vacation.
- F. Employees who are candidates for public office must use earned paid benefit time during the public service leave of absence. Employees who are elected or appointed to a position entitling them to a public service leave of absence may, if they choose, use earned paid benefit time during the leave. If earned paid benefit time is exhausted during a public office leave of absence, or if eligible employees choose not to use paid benefit time, the leave or remainder of the leave shall be without pay.
- G. The City will provide health insurance and other benefits to employees on leave as required by law. No paid benefit time shall accrue during periods of unpaid leave, unless otherwise specified by union contract.
- H. Holidays (named and floating holidays) will be designated as FMLA leave when a holiday falls during a week in which an employee is taking the full week of FMLA leave or in cases when an employee takes less than a full week but they are expected or were scheduled to work the holiday.
- I. Policies related to required use and carry over of paid benefit time shall apply when employees are on leaves of absence.
- J. Availability of paid benefit time is no guarantee of continued employment.
- 4. Return from Leave of Absence.**
- A. Employees returning from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, if required by law. However, in order to be reinstated to their same job or equivalent job, employees must return to work within 12 weeks after the expiration of an approved sick leave or FMLA leave, or for employees who do not qualify for FMLA leave, within 12 weeks of their first absence.



- B. This time may be extended upon recommendation of the Department Director and approval by the City Administrator for good cause, such as availability of additional earned sick leave. Employees who have taken personal, educational or public service leave cannot be guaranteed employment upon expiration of leave.
- C. Employees returning from a sick leave may be required to provide certification of their ability to perform the essential functions of their job, with or without reasonable accommodation and may be required to complete a fitness-for-duty examination or evaluation with the City's medical provider.
- D. Employees are required to provide at least 72 hours advance notice of their return to work after such leaves, unless this requirement is waived by the employee's supervisor and by the Human Resources Division.
- E. Employees returning from a military leave must also comply with all of the reinstatement requirements specified by federal law.
- F. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though s/he were not on leave at the time of the reduction in force.

**5. Special Leave of Absence for Arrest and Incarceration.**

- A. Employees who are unable to report for work because of arrest and incarceration will be placed on a special personal leave of absence. If the employee is unable to secure bail, the leave of absence will continue until final disposition of the charges.
- B. If the employee is freed on bail, a decision whether to allow the resumption of active employment pending disposition of the charges will be made by the employee's Department Director and the Director of Finance & Business Operations. They will determine whether reinstatement would be consistent with the City's needs and requirements. Likewise, when an employee is convicted of a crime, the employee's Department Director and the Director of Finance & Business Operations will determine if it is in the best interests of the City to allow resumption to active employment or termination.

6. **Voluntary Quit.** If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

7. **Resource.** Department of Labor: <https://www.dol.gov/agencies/whd/fmla>

**ADOPTED / AMENDED:** 1/1/05, 7/1/06, 1/1/09, 4/09, 1/23/12, 2/13/12, 11/12/12, 11/25/13, 6/1/15, 3/1/19, 1/6/20, 7/6/20, 11/2/20, 3/7/22, 10/17/22

## APPLICATION FOR FAMILY OR MEDICAL LEAVE

Name: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Anticipated Leave: \_\_\_\_\_

Expected Date of Return to Work: \_\_\_\_\_

**General Reason for Leave** (Serious Health Condition for Self, Serious Health Condition for Family Member, Birth of Child, Placement of a Child, Exigency, etc.):

\_\_\_\_\_  
\_\_\_\_\_

A leave request based upon an employee's own serious health condition or the serious health condition of the employee's spouse, child or parent must be accompanied by a verifying medical certification from a physician.

By signing below, employee acknowledges that failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been approved in writing by the City.

Employee further acknowledges that restoration to employment is subject to the following conditions:

1. As a condition of restoration, an **employee returning from leave due to an employee's own serious health condition, must provide written certification from their health care provider**, certifying the ability to perform the essential functions of their job, with or without a reasonable accommodation, and may be required to complete a fitness-for-duty evaluation with the City's physician, prior to the employee's return to work.
2. Every attempt will be made to restore an employee returning from leave to their original position. If the employee's original position is unavailable, the employee will be placed in an equivalent position with equivalent pay and benefits.
3. An employee returning from family and medical leave shall not be entitled to the accrual of any seniority or employment benefits during the unpaid period of leave. Seniority accrues in accordance with applicable collective bargaining agreements and Personnel Policies.

4. An employee returning from leave must provide at least 72 hours advance notice of the employee's return to work date, unless this requirement is waived by the employee's supervisor and by the Financial Services Division.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**DETAILED EXPLANATION FOR LEAVE**

Leave Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

Director of Finance & Business Operations: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICATION FOR FAMILY OR MEDICAL LEAVE (NON-FMLA)

Name: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Anticipated Leave: \_\_\_\_\_

Expected Date of Return to Work: \_\_\_\_\_

**General Reason for Leave** (Serious Health Condition for Self, Serious Health Condition for Family Member, Birth of Child, Placement of a Child, Exigency, etc.):

\_\_\_\_\_  
\_\_\_\_\_

A leave request based upon an employee's own serious health condition or the serious health condition of the employee's spouse, child or parent must be accompanied by a verifying medical certification from a physician.

By signing below, employee acknowledges that failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been approved in writing by the City.

Employee further acknowledges that restoration to employment is subject to the following conditions:

1. As a condition of restoration, an **employee returning from leave due to an employee's own serious health condition, must provide written certification from their health care provider**, certifying the ability to perform the essential functions of their job, with or without a reasonable accommodation, and may be required to complete a fitness-for-duty evaluation with the City's physician, prior to the employee's return to work.

2. An employee returning from leave must provide at least 72 hours advance notice of the employee's return to work date, unless this requirement is waived by the employee's supervisor and by the Financial Services Division.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**DETAILED EXPLANATION FOR LEAVE**

Leave Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

Director of Finance & Business Operations: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICATION FOR EXTENDED LEAVE (OTHER)

Name: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Anticipated Leave: \_\_\_\_\_

Expected Date of Return to Work (Maximum 12 weeks): \_\_\_\_\_

Reason for Leave (Explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** For leaves of absence due to Personal, Military, Educational or Public Service. An employee returning from leave must provide at least 72 hours advance notice of the employee’s return to work date, unless this requirement is waived by the employee’s supervisor and by the Financial Services Division. (See Personnel Policy 704: Leave of Absence)

By signing below, employee acknowledges that failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been approved in writing by the City.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Finance & Business Operations: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_

## CFD 2355: Personnel Policy – Court Duty

*Approved March 1, 2019 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to grant paid leave to full-time and permanent part-time employees for assigned work time lost while serving on jury duty or witness duty in accordance with the guidelines below. Payment for permanent part-time employees shall be pro-rated based upon the work hours that had been scheduled prior to such leave. Other part-time and temporary employees are not eligible for paid leave for court duty.

### **PROCEDURES:**

#### **1. General Guidelines.**

- A. If any full-time or permanent part-time employee is called for jury or witness duty other than on City matters, the City will grant the leave and pay the difference between the court pay and the employee's regular pay (if the court pay is less than regular pay).
- B. If an employee is required to testify as a witness on City matters, the employee should receive their appropriate rate of pay.

#### **2. Reimbursement Procedure.** Full-time and permanent part-time City employees must follow the procedure below to receive reimbursement.

- A. Employees must advise their supervisor as soon as possible. Employees must provide the jury summons or witness subpoena to their supervisor.
- B. Employees must record the court duty hours completed their department time sheet.
- C. Employees should cash/deposit the check they receive from the County since it will include daily reimbursement rate, mileage, and parking. The employee then must provide a check back to the City of Cedar Falls' Financial Services Division for the daily reimbursement rate as determined by the County for the days that they were absent from work. If they were not scheduled to work on the days they reported for duty, they do not need to reimburse the City for that day.
- D. Employees must report to work within one hour of being released from jury duty or witness duty unless less than one hour remains in the workday.

#### **3. Employees who are a party in a lawsuit.**

- A. Employees shall not be paid by the City if the court action involves the employee as a party unless the employee was named in their official capacity as a City employee.
- B. Employees who are a party to a lawsuit other than in their official capacity as a City employee must use any accrued vacation/floating holiday/casual day pay or compensatory



time, and if no accrued benefit time is available, then the employee must take unpaid leave.

- C. Employees who bring a lawsuit against the City shall not be paid for any court duty, and must use any accrued vacation/floating holiday/casual day pay or compensatory time, and if no accrued benefit time is available, then the employee must take unpaid leave.

**ADOPTED / AMENDED: 6/1/15, 3/1/19**

## CFD 2356: Personnel Policy – Sick Leave

*Approved July 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to grant its full-time employees and part-time non-union employees (excluding seasonal and special purpose) paid sick leave during times of incapacitation for work or for the birth, adoption or foster placement of a child in accordance with the procedures below.

### **PROCEDURES:**

#### **1. Sick Leave Credited.**

A. Sick leave shall be earned by the employee as follows:

- 1). After first seven (7) days of employment-- One (1) day
- 2). After thirty (30) days of employment-- One (1) additional day
- 3). After each month of employment-- One (1) additional day

B. At the end of the first year, thirteen (13) days shall have been earned. After the first year of employment, an additional one (1) day shall be earned for each additional month of employment. There is no limit on the accumulation of sick leave. Upon beginning employment, the employee shall be credited with the first year's sick leave of thirteen (13) days. If employment is terminated during the first year, any sick leave used above the amount earned shall be deducted from the employee's last paycheck.

C. Part-time, non-union employees' sick leave benefits will be paid on a pro rata basis based upon the number of hours actually worked in the prior year computed as of their anniversary date. Part-time, non-union employees' accrual of sick leave benefits will accrue on an annual basis rather than a monthly basis.

#### **2. Use of Sick Leave.**

A. Sick leave shall be used only for personal illness, personal injury, medical appointments with members of the medical profession, and an illness or injury of a member of the immediate family, which includes the following: the spouse, children, grandchildren, brothers, sisters, parents and grandparents of both the employee and spouse.

B. Sick leave may also be taken for the birth, adoption or foster placement of a child as provided for in the federal Family and Medical Leave Act (FMLA).

C. In emergency situations, sick leave may be used for other purposes if approved in advance by the City Administrator.

### 3. Sick Leave/Benefit Notification.

- A. The employee will receive straight time for each work day that said employee is absent while on sick leave to the extent of earned sick leave; but not more sick benefit per week than employee's pay for a normal work week.
- B. Sick leave is in no way to be construed as additional vacation time.
- C. Sick leave shall not be granted unless the supervisor or other persons as established by each department has been notified by not later than the starting time of the particular workday. Such notification should include a reason for the absence and an indication of when the employee is expected to return to work.
- D. If the supervisor is unavailable, the employee must contact the Division Manager or Department Director. If the employee is unable to notify the supervisor, Division Manager or Department Director, then the employee should contact the Personnel Specialist.
- E. Voice mail messages, text messages and emails are initially acceptable when personal contact cannot be made with a supervisor, Division Manager, Department Director, or Personnel Specialist, but the employee must continue to contact supervisors, managers and directors until the employee personally speaks to someone.
- F. Employees are required to personally notify unless emergency prevents personal notification.
- G. Employees are required to provide a telephone number where they can be reached when absent from work.

### 4. Non-FMLA Extended Family and Medical Leave.

- A. An employee who is sick or injured and unable to work, or who has an immediate family member who is sick or injured and requires the care of the employee, or in the event of the birth of a child or placement with the employee of a child for adoption or foster care, which will result in absence from work for two consecutive weeks or more, may be granted a leave of absence if the employee does not qualify for FMLA leave, if work conditions and other circumstances permit.
- B. If the need for leave is foreseeable, the employee is required to provide at least thirty (30) days advance notice to the employee's supervisor of the need for leave.
- C. When such long term non-FMLA leave is unforeseeable, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures until extended leave is granted.
- D. Approval for such leave must be granted by management and by the City's Risk Management Committee.

- E. An immediate family member for purposes of this policy means spouse, child or parent of the employee.
  - F. Except for the birth of a child or placement with the employee of a child for adoption or foster care, an employee on extended family or medical leave shall provide as soon as practicable a certification from a health care provider stating that the condition prevents the employee from performing the essential functions of the employee's job, or if applicable, supporting the need for leave to care for the immediate family member.
  - G. The length of any such leave will be governed by individual circumstances, but in no event shall such extended leave exceed twelve weeks in any twelve month period.
  - H. At least 72 hours' notice is required in advance of the employee's return to work date, unless this requirement is waived by the employee's supervisor and by the Financial Services Division.
5. **Vacation and Sick Leave.** If an employee is scheduled for vacation and becomes ill or injured to the extent they must seek medical attention, the employee may be allowed to switch vacation leave to sick leave, subject to Department Director approval and written documentation from a member of the medical profession.
6. **Use of Paid Benefits After Sick Leave is Exhausted.** If any earned paid benefit time remains after sick leave benefits have been exhausted, such earned paid benefit time shall then be used until exhausted. Accrued but unearned vacation may then be used when special circumstances warrant and as approved (see also *CFD 2256: Vacations*).
7. **Substantiation of Sick Leave.** At the discretion of the department head, sick leave covering a period in excess of two (2) working days must be substantiated by a written statement from a member of the medical profession, stating the nature of the sickness or injury, and that the employee is again physically able to perform their duties. Substantiation of birth, adoption or foster placement of a child may also be required. (see also *CFD 2351: Attendance and Punctuality*; *CFD 2354: Leaves of Absence*; and *CFD 2105: Medical Procedures*.)
8. **Injury On-The-Job and Return to Work.** Any employee who is injured on the job will not be allowed to return to work until the Legal Services Division is presented with a written statement from a member of the medical profession stating that the employee is able to perform the essential functions of the job as the same may be temporarily modified. All accidents and injuries must be reported to the employee's supervisor immediately.
9. **Other Injuries/Illnesses and Return to Work.** Employees who have had a non-occupational illness or injury will not be allowed to return to work unless the Legal Services Division is presented with a written statement from a member of the medical profession stating that the employee is able to perform the essential functions of the job as the same may be temporarily modified, depending upon the needs of the position and the nature and extent of any activity restrictions. Any temporary assignments under this policy must have the prior approval of the City's Risk Management Committee. Employees may be required to complete a fitness for duty exam by the City's health care provider before returning to work in any capacity. (See also *CFD*

2354: Leaves of Absence).

10. **Abuse of Sick Leave.** Employees who abuse sick leave shall be subject to discipline, up to and including termination.
11. **Sick Leave Accumulation and Accrual.** No lump sum payment may be made for unused sick leave, except as provided in *CFD 2159: Severance Pay*, to qualifying employees.
12. **Non-Union Public Safety Personnel.**
  - A. Non-union public safety management shift employees assigned to a 6-3 shift shall accrue and earn sick leave as follows: 8.25 hours for each month of employment on the shift.
  - B. Non-union public safety management shift employees assigned to a 24 hour shift shall accrue and earn sick leave as follows: 24 hours for each month of employment on the shift.
  - C. Non-union public safety shift management employees assigned to non-shift shall accrue and earn sick leave as follows: 8 hours for each month of employment on the non-shift.
  - D. Sick leave accrual and earning is calculated or recalculated at the time of shift assignment and only completed months of employment are included in such calculation or recalculation.
  - E. For purposes of this policy the term “non-union public safety management shift employees” includes battalion chiefs, fire captains, police captains, police lieutenants, public safety supervisor captains and public safety supervisor lieutenants.
  - F. Use of sick leave shall be converted to hours regardless of the police or fire shift to which the non-union public safety management shift employees are assigned. Use of sick leave shall be as provided in this policy.

**ADOPTED / AMENDED:** 3/22/04, 1/1/05, 7/1/06, 6/1/15, 3/1/19, 1/6/20, 7/6/20

## CFD 2357: Personnel Policy – Military Leave

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to provide military leave for its employees in compliance with Iowa Code Chapter 29 and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

### **PROCEDURES:**

#### **1. Eligible Employees.**

- A. This policy is prepared in accordance with and closely follows Iowa Code §29A.28 and USERRA. All employees (other than those who are in “brief nonrecurrent” positions; i.e., temporary employees employed for six months or less) who are members of the uniformed (military) services, or who are or may be otherwise inducted into the military service of the State of Iowa or the United States, when ordered by proper authority to state or federal service, will be entitled to a leave of absence from City employment for the period of such active state or federal service, without loss of status, efficiency rating, or seniority. Employees will receive their regular (normal) weekly pay regardless of shift configuration for the first 30 days of training leave or active duty each calendar year, as provided and further defined below in Section 2. Service means duty on a voluntary or involuntary basis.

#### **2. Days Allowed.**

- A. The first 30 days of absence as stated in the State Code are defined as 30 calendar days per calendar year unless defined otherwise by the state legislature. The days need not be consecutive.
  - 1). Normally, all dates included in the employee’s call to duty orders, including weekend duty, will be counted toward the 30 calendar days per calendar year. Weekend short-term In-active Duty Training days do not count toward the 30 calendar days per calendar year allotment and will not be charged as unpaid military leave of absence and shall not be compensated, unless the employee was scheduled to be on-call that weekend, or those days were normally scheduled workdays. Example: If the employee is on military leave only on scheduled days off, such as weekend training or IDT (Inactive Duty Training), those days do not count against the thirty days of leave provided by Iowa Code §29A.28 and will not be compensated, unless the employee was scheduled to be on-call that weekend.
  - 2). Leave less than 30 consecutive days: In accordance with Iowa Code §29A.28 (2003), where state active duty, active state service or federal service is for a period less than thirty consecutive days, a leave of absence under this section shall only be required for those days that the civil employee would normally perform services for the City. Example: If the employee is on military duty for fourteen days, only those days that the

employee normally would be scheduled to work and perform services for the City will be counted against the thirty days of annual paid military leave.

3). Leave longer than 30 consecutive days: In accordance with Iowa Code §29A.28 (2003), where state active duty, active state service or federal service is for a period longer than thirty days, the first thirty calendar days, regardless of the employee's shift configuration, shall count toward the leave of absence. The employee shall receive their regular paycheck for those first thirty days of the leave of absence. Example: If an employee is on military duty for forty calendar days consecutively beginning on Saturday, all of the first thirty days count towards the leave provided by Iowa Code § 29A.28 regardless of the employee's shift configuration. The employee shall receive their regular paycheck for those first thirty of the forty calendar days as if they were actively working for the City.

4). Any portion of a day is counted as one day.

5). Necessary travel time is considered duty and counted as military leave.

B. Regular part-time employees will receive paid leave for the number of hours normally scheduled to work on the days absent during the 30 days of leave per calendar year.

C. Any leave required beyond the 30 days will be reported as unpaid military leave, unless the employee chooses to use accrued vacation, sick leave casual days, holidays or compensatory time in lieu of unpaid military leave. However, pursuant to Section 4316 (d) of the USERRA, an employee cannot be forced to use benefit time for military service.

### 3. Notification Process:

A. All employees in a uniformed (military) service shall provide their employer (i.e. supervisor or Division Manager) with advance notice of military service. Notice may be either written or verbal, but orders should be turned in to the supervisor or Division Manager at the earliest possible time to be used as a source document for payroll and proper accounting of time. The Department of Defense has stated that it "strongly recommends that advance notice to civilian employers be provided at least 30 days prior to departure for uniformed service when it is feasible to do so." The notice may be provided by the employee or by an appropriate officer of the branch in which the employee will be serving. The Division Manager shall forward the notice to the Finance and Business Operations Department.

B. No notice is required if:

1). Military necessity, as defined in the regulations of the Secretary of Defense, prevents the giving of notice; or

2). The giving of notice is otherwise impossible or unreasonable.

C. Annual/Monthly Training.

- 1). During September of each year all members of organized reserve and National Guard units should submit their schedule for annual training and monthly drill dates, if they are available to them, for the entire upcoming military fiscal year (October 1 of the current year to September 30 of the following year). Any changes in the annual training or the monthly drill dates should be submitted to the member's supervisor or Division Manager as soon as possible, after the member receives notice of the change. The Division Manager shall forward the annual training and monthly drill dates to the Finance and Business Operations Department.
- 2). A request for a military leave of absence along with duty orders shall be submitted to the supervisor or Division Manager as soon as possible, normally not less than 30 calendar days prior to annual training date, to allow for the Departments to prepare and adjust work scheduling and planning as needed. The Division Manager shall forward the request and duty orders to the Finance and Business Operations Department.
- 3). Specific duty orders (written or verbal) shall be submitted to the supervisor and Division Manager for review prior to the annual/monthly training dates to allow for proper Department coordination, planning, and scheduling. If the training or active duty service period creates a substantial and severe hardship on their Department, the Department Director should fully document and substantiate that hardship and provide that documentation to the Finance and Business Operations Department to notify the appropriate authorities to request and attempt to obtain relief from that employee's military service obligation.

#### 4. Reporting Back to Work.

- A. An employee returning under honorable conditions to employment of the City from military service of not more than five years will have re-employment rights providing such employee returns to work as outlined below:
  - 1). Service of 1-30 days. The employee must report to the City not later than the beginning of the first full regularly scheduled workday on the first full calendar day following the completion of the military service, and the expiration of eight hours after a period allowing for safe transportation from the place of military service to the employee's residence. Example: if an employee completes his or her period of service and arrives home at 10:00 p.m., the City cannot require the employee to report to work until the beginning of the next full regularly scheduled work period that begins at least eight hours after arriving home (no earlier than 6:00 a.m. the next morning). If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible.
  - 2). Military Service Fitness Exam. The time limit for reporting back to work for a person who is absent from work in order to take a fitness for military service examination is the same as the one above for persons who are absent for 1 to 30 days. This period will apply regardless of the length of the person's absence.



- 3). Service of 31-180 days. An application for re-employment must be submitted no later than fourteen (14) days after completion of a person's military service. The submitting of an application is necessary to show and record the specific intent for re-employment. If submission of a timely application is impossible or unreasonable through no fault of a person, the application must be submitted as soon as possible. If the 14th day falls on a day the offices are not open or there is otherwise no one available to accept the application, the time extends to the next business day.
  - 4). Service of 181 days or more. An application for re-employment must be submitted no later than ninety (90) days after completion of a person's military service. The submitting of an application is necessary to show and record the specific intent for re-employment. If the 90th day falls on a day the offices are not open or there is otherwise no one available to accept the application, the time extends to the next business day.
  - 5). Disability incurred or aggravated. The reporting application deadlines are extended for up to two years for persons who are hospitalized or convalescing because of a disability incurred or aggravated during the period of military service. The two-year period will be extended by the minimum time required to accommodate a circumstance beyond an individual's control that would make reporting within the two-year period impossible or unreasonable.
  - 6). A member's re-employment rights are not automatically forfeited if the member fails to report to work or apply for re-employment within the time limits, but the member will then be subject to the City's rules governing unexcused absences.
  - 7). Section 4312(f) of the USERRA provides that the employer has the right to request that a person who is absent for a period of service of 31 days or more to provide documentation showing that:
    - a. the person's application for re-employment is timely;
    - b. the person has not exceeded the five-year service limitation; and
    - c. the person's separation from service was other than disqualifying under Section 4304.
  - 8). Unavailable documentation. Under USERRA, pursuant to Section 4312(f)(3)(A), if a person does not provide satisfactory documentation because it's not readily available or doesn't exist, the employer still must promptly re-employ the person. However, if, after re-employing the person, documentation becomes available that shows one or more re-employment requirements were not met, the employer may terminate the person. The termination would be effective as of that moment. It would not operate retroactively.
- B. Placement of eligible persons in a job after they have returned: Except with respect to persons who have a disability incurred in or aggravated by military service, the position into which a person is reinstated is based on the length of a person's military service.

- 1). 1 to 90 days. USERRA Section 4313 (a) (1) (A) & (B). A person whose military service lasted 1 to 90 days must be “promptly re-employed” in the following order of priority:
    - a. Pursuant to Section 4313 (a) (1): (A) in the job the person would have held had the person remained continuously employed, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer to qualify the person; or, (B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
    - b. Pursuant to Section 4313 (a)(4): If the employee cannot become qualified for either position described above (other than for a disability incurred in or aggravated by the military service) even after reasonable employer efforts, the person is to be re-employed in a position that is the nearest approximation to the positions described above (in that order) which the person is able to perform, with full seniority.
    - c. With respect to the first two positions, employers do not have the option of offering other jobs of equivalent seniority, status, and pay.
  - 2). 91 or more days. USERRA Section 4313 (a) (2). The law requires employers to promptly re-employ persons returning from military service of 91 or more days in the following order of priority:
    - a. Pursuant to Section 4313(a)(2): (A) In the job the person would have held had the person remained continuously employed, or a position of like seniority status and pay, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer to qualify the person; or, (B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status, and pay the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
    - b. Pursuant to Section 4313 (a)(4): If the employee cannot become qualified for the position either in (A) or (B) above: in any other position of lesser status and pay, but that most nearly approximates the above positions (in that order) that the employee is qualified to perform with full seniority.
- C. The City will make a reasonable effort to qualify returning service members who are not qualified for re-employment positions that they otherwise would be entitled to hold for reasons other than a disability incurred or aggravated by military service. Refresher and any training necessary to update a returning employee’s skills will be provided where the employee is no longer qualified due to technological advances. Training will not be required if it is an undue hardship for the City. If reasonable efforts fail to qualify a person for the first and second re-employment positions in the above schemes, the person must be placed in

a position of equivalent or nearest approximation and pay that the person is qualified to perform.

- D. Pursuant to USERRA Section 4313 (a), returning service members must be “promptly re-employed.” “Prompt re-employment” will depend on the circumstances of each individual case. Reinstatement after weekend National Guard duty will generally be the next regularly scheduled working day. However, reinstatement following five years of active duty may require giving notice to an incumbent employee who has occupied the service member’s position and who might possibly have to vacate that position.
- E. Each returning service member shall be placed back onto the seniority list at the point the person would have occupied if the person had remained continuously employed. The position may not necessarily be the same job the person previously held. For instance, if the person would have been promoted with reasonable certainty had the person not been absent, the person would be entitled to that promotion upon reinstatement. However, the position could be at a lower level than the one previously held, it could be a different job, or it could conceivably be in a layoff status.

## 5. **Seniority.**

- A. An employee on military leave will accumulate seniority during the period of absence. Re-employed service members are entitled to the seniority and all rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed. A right or benefit is seniority-based if it is determined by or accrues with length of service. A right or benefit is not seniority-based if it is compensation for work performed or it is subject to a significant contingency.

## 6. **Rights not based on seniority USERRA Section 4316 (b).**

- A. Departing service members will be treated as if they are on a leave of absence for purposes of non-seniority based benefits.
- B. The returning employees shall be entitled not only to non-seniority rights and benefits available at the time they left for military service, but also those that became effective during their service.

## 7. **Pension Contributions and 457 Account Contributions.**

- A. Under USERRA, pursuant to Section 4318, if a person has been absent for military service for 91 or more days, an employer may delay making retroactive pension contributions until the person submits satisfactory documentation (See Comment 4(A)(8) above). However, contributions will still have to be made for persons who are absent for 90 or fewer days.
- B. Pension service credits will continue during a military leave of absence.
- C. Under USERRA, employees returning from military leave will be allowed up to three times the period of the absence to make up for missed contributions. The City will only make

matching contributions to the extent the returning employee makes required contributions to the plan.

**8. Vacation, Holidays, Sick Leave and Casual Day.**

- A. Employees on paid military leave shall continue to accrue vacation, holidays, sick leave and casual days during periods of paid time off during the military leave. These benefits shall not accrue during any periods of unpaid time off during the military leave.
- B. Employees may use, but are not required to use, vacation, holidays, comp time and casual days during their military leave. Sick days may not be used during military leave.
- C. The period of time of military service shall be included in calculating an employee's seniority for purposes of determining seniority-based benefits.

**9. Pay Increases.** Pay increases scheduled to take effect during an employee's military leave will become effective upon return to employment.

**10. Insurance Continuation.**

- A. The City's contribution to insurance benefits will terminate at the end of the month in which the leave without pay begins.
- B. Pursuant to USERRA, the employee may also elect to continue coverage for a period that is shorter of the following two periods: the 24-month period beginning on the date on which the employee's absence begins; or the period beginning on the date on which the employee's absence begins and ending on the date on which the employee fails to return to the job or apply for reemployment. If the employee leaves work for military service without electing continuing coverage, the health plan coverage will be terminated during military service; however, coverage will be reinstated when the employee returns to work, if requested by the employee.
- C. The amount the employee must pay for continuing health care coverage varies according to how long the employee is absent and whether the employee is using paid leave or unpaid leave: If the employee performs military service of fewer than 31 days and/or is on paid leave, the employee will only pay the employee's share, if any, for coverage. If the employee serves for 31 days or longer and is on unpaid leave, they may be required to pay up to 102 percent of the full premium (the employee's share plus the employer's share) for coverage. In either case, the payment obligation begins on the first day of the continuation coverage.
- D. For further information regarding health care coverage, please contact the Plan Administrator and consult the Health Plan Document.
- E. An employee may elect to continue coverage under the group life/accidental death & dismemberment and long-term disability insurance during the months in which leave is without pay. The monthly premium must be paid to the City by the first of the month

beginning with the first month in which unpaid leave begins.

- F. For further guidance contact the Finance and Business Operations Department or refer to the current “Non-Technical Resource Guide to the Uniformed Service Employment and Reemployment Rights Act (USERRA),” from the U.S. Department of Labor Veterans Employment and Training Service (copies are available from the Finance and Business Operations Department), or call Employer Support of the Guard and Reserve (ESGR) toll-free at 1-800-336-4590, or go to the ESGR Information website at [www.esgr.org](http://www.esgr.org).

**ADOPTED / AMENDED: 7/1/06, 6/1/15**

**2400:**

**CONDUCT**

## CFD 2401: Personnel Policy – Employee Behavior

*Approved January 16, 2017 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### POLICY:

It is the policy of the City of Cedar Falls that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the City and for the benefit and safety of all employees. Employees are expected to accept certain responsibilities in matters of personal conduct and exhibit a high degree of personal integrity, honesty, and truthfulness at all times. Conduct (regardless of whether it is specifically listed below) that interferes with operations, that discredits the City, or that is offensive to or viewed as unfavorable by the public or co-workers will not be tolerated.

### PROCEDURES:

1. **Expected Employee Behavior.** Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the City. Such conduct includes, but is not limited to:
  - A. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time.
  - B. Giving proper advance notice whenever unable to work or report on time;
  - C. Complying with all City safety and security regulations;
  - D. Smoking only at times and in places not prohibited by law or City rules;
  - E. Wearing clothing appropriate for the work being performed;
  - F. Eating meals only during meal periods and only in designated eating areas;
  - G. Maintaining cleanliness and order in the workplace and work areas;
  - H. Treating all citizens, customers, visitors, suppliers and coworkers in a courteous, professional and helpful manner; and demonstrating a considerate, friendly and constructive attitude;
  - I. Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the City's best interest;
  - J. Performing assigned tasks efficiently and in accord with established quality standards;
  - K. Reporting to management suspicious, unethical, or illegal conduct by co-workers, customers, or suppliers;
  - L. Reporting to management any threatening or potentially violent behavior by coworkers,

citizens, customers, visitors or suppliers;

M. Cooperating with City investigations.

N. Being honest and truthful in all statements made to other City employees, suppliers, customers, and general public.

O. Following all policies and procedures adopted by the City.

2. **Prohibited Employee Behavior.** The following conduct is prohibited and may subject the individual involved to disciplinary action, up to and including termination:

A. The reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on City premises, except for police officers when possession is part of their assigned duties;

B. The use of profanity or abusive language;

C. The possession of explosives, firearms or other weapons on City property, except police officers in the course of their duties;

D. Insubordination or the refusal by an employee to follow management's instructions concerning job related matters;

E. Fighting or assault on other City employees, customers, citizens, suppliers or any other person on City premises;

F. Theft, destruction, defacement, or misuse of City property or property of an employee, citizen, supplier or customer;

G. Gambling on City property;

H. Falsifying, altering, misuse or misrepresentation of any City record or report, such as an application for employment, a medical report, a work record, a time record, an expense account, an absence report, and receiving records;

I. Threatening or intimidating City employees, customers, citizens, suppliers, or any other person on City property;

J. Smoking where prohibited by law or City rules;

K. Horseplay, pranks, or practical jokes;

L. Unauthorized sleeping on the job;

M. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;



- N. Recklessness or gross negligence resulting in an accident or the threat of a serious accident;
- O. Improper attire, hygiene or inappropriate personal appearance;
- P. Engaging in any form of sexual or other harassment;
- Q. Violation of City policies on solicitation or distribution;
- R. Improper disclosure of confidential information;
- S. Making false, inaccurate, or misleading statements or misrepresentations about another City employee, elected or appointed public official, citizen, customer, City operation, practice, policy, or other matters;
- T. Misuse and/or abuse of sick leave;
- U. Making a false claim against the City, including but not limited to, property loss claims and workers compensation claims.
- V. Violation of City policies in *CFD 2406: Technology Resource Acceptable Use*.
- W. Violation of any other City policies not specifically addressed above.

### 3. **Additional Considerations.**

- A. Any off-duty conduct including, but not limited to, being arrested for operating a motor vehicle while intoxicated, that jeopardizes an employee's ability to perform essential job duties will subject the employee to disciplinary action, up to and including termination.
- B. The examples in Section 2 above, are illustrative of the type of behavior that will not be permitted but are not intended to be an all-inclusive listing. Any violation of the City's policies or any conduct considered inappropriate or unsatisfactory, at management's discretion, will subject the employee to disciplinary action, up to and including termination. Questions about this policy should be directed to the City Attorney.
- C. Employees required to wear city designated uniforms for employment, or those wearing clothing with the City logo upon it, shall only wear the designated uniform or clothing while on duty during working hours. Employees may wear uniforms for special events as approved by the Department Director.

**ADOPTED / AMENDED:** 1/23/12, 11/12/12, 6/1/15, 1/16/17

## CFD 2402: Personnel Policy – Employee Personal Appearance

*Approved March 1, 2019 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

### **PROCEDURES:**

#### **1. General Guidelines.**

- A. Employees are expected at all times to present a professional, business like image to customers, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- B. Any employees who have regular contact with the public must comply with the following personal appearance standards:
  - 1). Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Clothing must be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas. The unauthorized wearing of suggestive attire or of dungarees, shorts, T shirts and similar items of casual attire is not permitted, as they do not present a businesslike appearance. Clothing should not have inappropriate advertising or slogans, as determined by the Division Manager or Department Director. Jeans that are not ripped, tattered or worn-out and sandals may be worn on occasion with approval of Division Manager or Department Director.
  - 2). Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
  - 3). Sideburns, moustaches, and beards should be neatly trimmed.
  - 4). Tattoos and body piercings (other than earrings) should not be visible if there is a complaint filed by an employee or a member of the public. The complaint must be investigated by the employee's supervisor and Department Director and result in a "founded" conclusion. A "founded" conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive or otherwise inappropriate when considering the circumstances, job duties and work environment.
- C. The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety, comfort, and consideration for co-workers, but should still be as neat and business like as working conditions permit.

- D. All employees are expected to maintain a basic and proper level of hygiene, regardless of position within the City. Excessive use of perfume, cologne, after shave, lotion, hair spray or other similar products should be avoided in consideration of other employees and the public.
- E. Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job.
- F. Specific Departmental procedures and policies may be applicable. Division Managers and Department Directors are responsible for enforcing the guidelines in their department and will have the authority to make judgment calls for inappropriate dress. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

**ADOPTED / AMENDED: 3/1/19**

## CFD 2403: Personnel Policy – Employee Personal Finances

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to require employees to meet and discharge their financial obligations in a timely manner.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees should manage their personal finances so that they do not adversely impact job performance or the City's image in the community. The failure of employees to meet financial obligations may impose an administrative and financial burden on the City in terms of extra bookkeeping and the need to respond to and comply with court processes.
- B. The City will not disclose employee financial information to outside parties without express written permission from the employee, except as required by law. Employees who become financially obligated to the City will be expected to enter into a written acknowledgment of the obligation at the time it is incurred. Such obligations could arise from pay or expense advances, shortages, or breakage of City property.
- C. The City may undertake credit checks of applicants for employment in accordance with *CFD 2104: Hiring and Rehiring*. In addition, the City may conduct credit checks on current employees being considered for promotions or transfers to positions where financial status may have an impact on an employee's qualifications to perform the job.
- D. The City Clerk or Controller/City Treasurer are the only persons authorized to receive a writ of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Financial Services Division or its designated representative is to notify the affected employee immediately and then deduct the required amount from the employee's earnings. The amount deducted, however, will not exceed that permitted by law.
- E. No employee will be terminated because of the fact that their earnings have been subjected to garnishment for one indebtedness. However, repeated garnishments for more than one indebtedness may result in discipline, up to and including termination, depending on the circumstances of the case and any restrictions under state law.
- F. The City will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2404: Personnel Policy – Customer Service

*Approved June 23, 2003 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the Policy of the City of Cedar Falls to be citizen and service oriented and to require employees to treat citizens, as well as all persons who come in contact with the City, in a courteous and respectful manner at all times.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. All employees have an obligation to represent the City in a positive fashion and to make citizens and all other persons feel as comfortable as possible in dealing with the City.
- B. Employees with public contact are expected to know the City's services and to learn the wants and needs of citizens. These employees should attempt to educate the public about the use of the City's services and should seek new ways to serve the public.
- C. Employees are encouraged to report recurring public-related problems to their supervisor and to make suggestions for changes in City policies or operating procedures to solve problems.
- D. Employees should be prepared to listen carefully to public inquires and complaints and then deal with them in a responsive, professional manner. If a controversy arises, the employee should attempt to explain City policy in a clear, yet deferential manner. If a person becomes unreasonable, abusive, or harassing and the employee cannot resolve the problem, the person should be referred to the employee's supervisor.
- E. Employees should be particularly courteous and thoughtful when using the telephone. Positive telephone contact can enhance goodwill, while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:
  - 1). When answering the telephone, use a pleasant tone of voice, give the name of the department or division, and identify yourself;
  - 2). If the person with whom the caller wishes to speak is on another line or otherwise unavailable, ask if the caller wants to leave a message or be transferred to the person's voice mail;
  - 3). Always provide the caller with the direct phone number for the person to whom they wish to call; and
  - 4). When a caller leaves a name, number, or message, make sure it is recorded correctly and given promptly to the appropriate individual.

F. To measure and evaluate public service, the City may access and monitor employee telephone conversations made in the normal course of business.

**ADOPTED / AMENDED: 6/23/03**

## CFD 2405: Personnel Policy – Mobile Device Allowance

*Approved January 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to provide for the use of cellular telephones and other mobile devices by certain employees and elected officials.

### **PROCEDURES:**

#### **1. Cell Phones and Other Mobile Devices.**

- A. This policy applies to cellular telephones and other mobile electronic devices capable of voice communication (“mobile devices”).
- B. The City recognizes a substantial business reason for the use of mobile devices by certain City employees and City officials in the performance of their duties. Department Directors will determine which employees in their department require the use of mobile devices. It will be the responsibility of the Director to justify and budget for the use of mobile devices. The City Administrator will determine which City officials will be offered the use of mobile devices. All such devices shall be issued on a strictly non-compensatory basis.
- C. The City will supply a City-owned mobile device to designated City management employees and City officials or will provide the designated employees and officials with a monthly allowance in their paycheck to offset the expense of a personal mobile device. The determination of which management employees and officials will be supplied with mobile devices and which will be provided a monthly allowance shall be made by the Department Director in consultation with the Financial Services Division.
- D. As a condition of receiving a monthly allowance for use of a personal mobile device or for issuance of a City owned mobile device, the mobile number for such device shall be made available to the public in any manner the City deems necessary or appropriate.
- E. Nothing in this policy shall be interpreted to require or allow non-exempt employees to monitor or use mobile devices for conducting City business while off work, unless permission is granted from the employees’ supervisor.

#### **2. Monthly Allowance.**

- A. The mobile device used will be the personal property of the employee or official and therefore the employee or official will be responsible for the capital cost of the device and the decision whether to carry insurance on the device at the employee or official’s own expense. The employee or official, at his or her own expense, may add extra services or equipment features as desired.
- B. The monthly allowance shall be in the amount set forth in the Accounting Policies &

Procedures and Purchasing Manual. These employees and officials must be on call 24 hours, 7 days a week unless on authorized leave or vacation. If an employee or official who is provided a mobile device allowance chooses to turn the device off during off-duty hours or chooses to not answer the device, he or she may lose the allowance and discipline may occur.

- C. Additional specified employees that have been designated by their Department Director, that are required to carry a mobile device due to the fact that they are heavy daily users, will also receive an allowance. This allowance shall be in the amount set forth in the Accounting Policies & Procedures and Purchasing Manual. These employees will be required to have the device on at all times for City business while at work and if on call, 24 hours, 7 days a week. If they do not have the device on or choose to not answer the device, they may lose their allowance and discipline may occur.
- D. The allowance amount shall not exceed the actual cost the employee or official is paying for the employee's or official's cellular service.
- E. The equipment allowance for each employee or official shall be in the amount set forth in the Accounting Policies & Procedures and Purchasing Manual. This equipment allowance can be used by the employee or official for the cost of the phone or the cost of accessories (chargers, belts, clips, etc.).
- F. Employees and officials receiving the allowance will be allowed to make and receive personal calls on the mobile device since it is the employee's or official's personal property. However, these personal calls shall not interfere with work, as already provided by city policy.
- G. A cellular telephone authorization form shall be completed by the employee and reviewed and signed by the Division Manager (if applicable) and Department Director. The completed form shall then be forwarded to the Controller/City Treasurer.
- H. The allowance shall continue until the Controller/City Treasurer is notified in writing by the Department Director to discontinue the allowance or until the time that the employee's employment with the City is terminated.
- I. The employees and officials receiving the monthly allowance must notify his or her own supervisor and the Controller/City Treasurer each time the mobile device number or mobile device provider is changed.
- J. Initially, the employee or official will be required to submit documentation verifying the mobile device number and the cost of the plan to ensure that the allowance does not exceed the cost of the plan amount. If an employee or official changes the device number, he or she shall be required to notify Financial Services immediately and provide the appropriate documentation.
- K. On a periodic basis, the Financial Services Division will review the allowance amount to ensure that it is a reasonable. The allowance will be added to the second payroll of each



month.

### 3. Provided Mobile Devices.

- A. Any City owned mobile device issued to City employees or City officials shall be used for City business only, and not for personal use other than in an emergency.
- B. The City shall retain ownership of the issued mobile device, and the device may be subject to inspection, forensic examination, recall, or confiscation at any time. There should be no expectation of privacy whatsoever regarding any information contained on the device by those who are issued a City owned device. In addition, any information contained on the device may be subject to an open records request.
- C. The employee or official who is issued the device may be responsible to reimburse the City for loss or theft of or damage to the device that occurs while issued to the employee or official, depending upon the circumstances, at the sole discretion of the Department Director or City Administrator.
- D. Use of the device shall be subject to *CFD 2406: Technology Resources Acceptable Use*.
- E. No changes to the operating system, programs, applications, service provider or any other changes to the mobile device's operation are allowed to be made to City owned devices without the express permission of the Department Director or City Administrator. Generally such changes, if any, will be made by or under the supervision of the Information Systems Division of the City of Cedar Falls.
- F. Issued mobile devices shall be returned to the Financial Services Division upon termination of employment for any reason.

**ADOPTED / AMENDED:** 6/1/15, 7/18/16, 3/1/19, 1/6/20

## CFD 2406: Personnel Policy – Technology Resources Acceptable Use

*Approved June 1, 2015 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

The City of Cedar Falls provides employees with electronic business tools that connect to the City's technology infrastructure. The Technology Resources Acceptable Use Policy guides employee use of these electronic resources at work in City facilities, as well as at remote locations.

### **DEFINITIONS:**

- **Technology resources:** Refers to physical equipment; programs, programming languages, instructions, routines or configurations required to perform work using physical equipment; communication services and other types of technology provided for conducting City business; including but not limited to computers and computer networks; computer files; printers and copiers; hand held computing devices; cell phones and services; telephone systems; business software and device operating systems and configurations; audio, video and photographic equipment and media; e-mail and voice mail systems; social media; storage media; Internet; Intranet; Extranet; courier services; facsimiles; pagers; two-way radio equipment; all devices and software that connect to and/or are part of the City's technology infrastructure.
- **Remote locations:** Any location other than the employee's usual work environment, including but not limited to employees' homes, educational workshops or conferences, vendor and/or prospective contractor site, hotels, and airports.
- **Data:** Information such as records, images, email, voice messages or other textual or graphic material stored on or accessible through technology resources whether that data resides on City resources or is accessible through the Internet or other online services through the use of City technology resources.
- **User:** Employees, volunteers, independent contractors, interns, consultants, agents, and third parties working on behalf of the City who have access to City technology resources.
- **User ID:** A unique identity assigned to a user.
- **Password:** A string of characters that allows access to a technology resource.
- **Media:** A device, such as hard drive, CD, DVD, USB Thumb or micro drive, Zip drive, Floppy drive, tape or other capable of data or image storage.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Access to technology resources of the City is provided for purposes related to City business operations, professional development and association, and as otherwise approved by the City Administrator. The City encourages the use of these resources because they make employees and City business more efficient and effective. These resources are City property and their purpose is to facilitate City business. Department Directors will determine who on their staff is provided access to these resources.

## 2. Proper Use.

- A. Every employee with access to these resources has a responsibility to maintain and enhance the City's public image and to use the City's technology resources in a productive manner. Supervisors are responsible for instructing employees on the proper use of the technology resources used by the City for both internal and external business. Misuse of City technology resources is not productive work during city time, and is disruptive to other employees. Violation of the City's property rights with respect to technology resources includes, but is not limited to:

- A. Theft or vandalism to software, data, media and electronic services as well as physical equipment;
- B. Copying City-owned or licensed software or data for personal or external use;
- C. Attempting to modify City-owned or licensed software without approval from the Information Systems (IS) Manager;
- D. Attempting access to Operating System prompts or executing Operating System commands without approval from the IS Manager;
- E. Attempting to damage or disrupt operation of technology resources;
- F. Attempting to intentionally access or modify data files, databases, directories, software or configuration settings without proper authorization;
- G. Attempting to circumvent or subvert security measures;

## 3. Misconduct.

- A. Use of City computing resources for purposes other than those intended by the City department granting access to these resources, includes, but is not limited to:
  - A. Allowing access to technology resources by unauthorized persons;
  - B. Using City resources for external or personal purposes, including but not limited to operating a personal business; conducting an external job search; soliciting or persuading for personal or commercial ventures; campaigning for political causes or candidates; promoting, advertising or soliciting funds or membership in religious causes or private organizations, playing games; obtaining information which has no relevance

to city business such as sporting events, jokes, cartoons, chain letters and participating in chat rooms;

- C. Transmission, retrieval or storage of communications or other materials of a discriminatory or harassing nature; with derogatory or inflammatory remarks regarding race, color, sex, age, disability, religion, national origin or political belief; or with abusive, profane or offensive language;
- D. Visiting non work-related sites, including but not limited to chat rooms or other social media, pornographic or sexually explicit sites; personal shopping or engaging in any illegal activity including but not limited to gambling; unless for the purpose of criminal investigation or enforcement of City policy;
- E. Invading the privacy of an individual by using electronic means to ascertain confidential information;
- F. Copying or altering another user's software without permission from the Information Systems Manager;
- G. Copying or altering another user's data without permission from that user;
- H. Knowingly accepting or using software or data which has been obtained by illegal means; i.e., the City's technology resources shall not be used to send, receive, upload or download copyrighted materials, trade secrets, proprietary financial information, or similar materials without specific prior authorization;
- I. Downloading any programs or documents from other sources unless pre-approved by the Information Systems Manager;
- J. Intercepting network traffic for any purpose unless engaged in authorized network administrative duties;
- K. Using City technology resources for illegal or otherwise inappropriate purposes. Examples of this include, but are not limited to: transmission, retrieval or storage of violent, threatening, inflammatory, defrauding, harassing, abusive, profane, demeaning, insulting, intimidating, discriminatory, obscene, illegal, immoral, or sexually suggestive materials, remarks or messages. No transmission, retrieval or storage of materials, remarks or messages regarding an individual's race, color, sex, age, disability, religion, national origin or political belief, or with abusive, profane or offensive language are permitted. Employees are prohibited from using technology resources to obtain information regarding any of these prohibited uses unless for the purpose of criminal investigation or enforcement of City policy;
- L. Deliberately using the technology resources to disrupt the productivity of other users or technology resources. Disruptions include, but are not limited to: distribution of unsolicited advertising or entertainment objects, personal business promotion and propagation of malware and viruses;

- M. Using technology resources for purposes of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others.
- N. Any use that that compromises the integrity of the City and its business.
- O. Using the City's technology resources in the commission of a crime.
- P. Use of the City's technology resources that violate CFD 2102 Harassment-Free Workplace policy, CFD 2401 Employee Behavior policy, or any other policy set forth in the City of Cedar Falls' Employee's Policy and Procedures Manual.

#### 4. **Charges.**

- A. Communications services and equipment may have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication.
- B. Employees should consult their supervisor if there is a question about the proper mode of communication.

#### 5. **User IDs and Passwords.**

- A. Many of the City's technology resources require that each user have a unique identity, referred to as a user ID, protected by a password, to gain access to the system. This password must conform to the requirements of the system and be changed periodically as prompted by the system. The password may be changed as frequently as desired or as required due to password disclosure. The user ID is used to represent a user in various activities, to provide access to particular technology resources based on duties and purpose for requiring such access. As such, these identities are an instrument of identification and misuse constitutes forgery or misrepresentation.
- B. Conduct that involves misuse of identities includes but is not limited to:
  - A. Allowing another individual to use the identity and password;
  - B. Using another individual's identity and password even if the individual has neglected to safeguard his or her computer identity.
  - C. Applying passwords to files without the consent of the Information Systems Manager.

#### 6. **Acquisition and Use of Technology.**

- A. The City of Cedar Falls recognizes technology resources as productivity tools with potentially unlimited capabilities. Individual departments and divisions may experience differing degrees of efficiency resulting from technology implementation.
- B. Justification of needs is essential. Justifiable uses for technology are those uses that

effectively solve a customer service problem involving productivity or information availability.

- C. The following uses for a computer are recommended and promoted by City:
- A. To increase productivity,
  - B. To improve an existing service,
  - C. To offer a new service,
  - D. To reduce costs and/or to provide for the utilization of more efficient and cost effective techniques, procedures, and methodologies,
  - E. To provide records that can be made available to other technology resources.
- D. All technology resources must be approved and processed (ordered) by Information Systems. Approval is needed as part of the annual budget or on adjustments to that approved budget.
7. **Training.** Proper training is crucial to the success of any technological system. Consequently, prior to installation, it is imperative that users become familiar with selected products. Therefore, training from vendor or Information Systems personnel is mandatory.
8. **Installation.** The Information Systems Division assists users in determining placement of technology resources. Information Systems will provide installation and testing of resources. Once resources are installed, they should not be moved or replaced.
9. **Care and Maintenance.**
- A. Users must insure that technology resources are not exposed to extremes of heat or cold, dust, smoke, or other potential contaminants.
  - B. Drinks and food should be kept away from equipment and storage media.
  - C. Media is particularly sensitive to heat, water, or magnets; care should be exercised when handling them. Information Systems shall be advised of any malfunctions arising with technology resources.
10. **Restrictions.** Technology creates special environments in which certain restrictions must be observed. The following apply to all user departments within the City:
- A. **Authorized Use:** Technology resources are provided for City business only. Personal and other non-City uses are not authorized, however incidental personal usage that does not violate any of the other terms of this policy may be permitted on an occasional basis. All business and personal usage is considered public information and is subject to disclosure at any time.

- B. **Personal use:** Employees' use of City technology resources for personal purposes is allowed on a limited basis. Limited, incidental, personal use is permitted; however, employees may not use City communications services and equipment for extensive personal or non-City business purposes. When personal use is necessary, employees must properly log any user charges and promptly reimburse the City for them. However, whenever possible, personal use that incurs user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account. Employees should limit personal use of City technology resources as much as possible. In addition, frivolous use of the City's technology resources is not allowed. City technology resources may not be removed from the premises without prior authorization from the employee's supervisor. City technology resources removed from the premises shall be used only for work related purposes and shall be returned to the City premises as soon as the work related purposes are accomplished.
- C. **Authorized resources:** Only technology purchased/acquired by the City is to be operated on technology owned by the City. Only Information Systems is authorized to install technology resources.
- D. **Off-Site Use:** Since technology resources are purchased for specific departmental needs, they are not to be transported from their approved locations unless the move is associated with the proper conduct of City business. This restriction is applicable to data, media, programs, documentation and equipment. Exceptions would be technology purchased for its portability and/or available from Information Systems on a checkout basis.
- E. **Technology Development Ownership:** Any technology developed by the City is the property of the City of Cedar Falls and shall not be sold or given to anyone without written consent.
- F. **Copyright Protection:** Through the purchase or acquisition of technology resources, the City automatically must comply with provisions of copyright laws. These laws, to which all technology users must adhere, are usually found in accompanying manuals or on the provider's web site. These laws generally prohibit the copying of programs for use other than backup.
- G. **Emergency Contacts:** Employees who do not have direct access to City technology resources should make provisions to have emergency or other necessary incoming messages routed to their supervisor or to the Personnel Specialist, if the supervisor is not accessible. Although the City will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.
11. **Security and Data Integrity.** The placement of a technology resources in a user area and the mobility of the equipment and associated media create special user concerns, as outlined below:
- A. The user must ensure that all equipment is located in a secure area where opportunities for theft are minimized.

- B. The user must insure that only authorized personnel have access to technology resources and that they are used only for legitimate items of City business.
  - C. Employees should not remain logged into unattended systems for long periods of time. This creates an opportunity for unauthorized users to access the system. Every user shall log off hardware and data services every day at the close of business and as required for extended periods away from the equipment, i.e. during lunch breaks, to prevent unauthorized access.
  - D. An employee requiring access to the system shall be referred to Information Systems by the employee's supervisor with an explanation of the access privileges desired.
  - E. Maintenance of the user's access privileges will remain the responsibility of the Information Systems Manager in conjunction with departmental needs.
  - F. Data files must be safeguarded from unauthorized access.
  - G. It is the responsibility of employees having custody of records classified by law as confidential to appropriately protect that confidentiality. The ability to load a large amount of data for transmission via an easily transported medium (magnetic media or storage devices), Internet or email makes it imperative that confidential data be carefully controlled and safeguarded.
  - H. Users are required to request that Information Systems run virus scan processes on any files introduced to the system via magnetic media, download or email.
12. **Accessibility.** Many computer systems are shared by City staff and need to be available for use. Screen saver passwords inhibit the ability to share systems and prevent Information Systems staff from completing maintenance work and are prohibited.
13. **Component Disposal.** When a user department no longer has use for a technology resource, the components should be transferred to the Information Systems Division through the appropriate property transfer process. The Information Systems Division will maintain a repository of technology components and will supply user departments with available components as needed.
14. **Security and Privacy Expectations.**
- A. The City routinely monitors usage patterns of its technology resources. The reasons for this monitoring are many, including cost analysis/allocation and the management of the City's network and attached appliances.
  - B. All technology resources and their contents are the property of the City of Cedar Falls. All passwords, user ID's, documents and messages created and/or transmitted by City employees are the property of the City of Cedar Falls.
  - C. The City reserves the right to monitor and audit all electronic transmissions conducted via



the City's technology resources. Employees should have no expectation of privacy when it comes to use of the City's technology resources.

- D. The City reserves the right to monitor, inspect, copy, review, and store at any time and without notice any and all usage of the City's technology resources, and any and all files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored in connection with employee usage.
- E. The City reserves the right to disclose email, text, documents, usage logs and images to regulators, the courts, law enforcement, and other third parties without the employee's consent.

#### **15. Data Storage and Transfer.**

- A. To maintain the integrity and security of the City's data, all electronic files, documents, images, and other data elements shall be stored on the City's server resources in areas designated by the City's Information Systems Division.
- B. Employees may not store data on the local computer's hard drive, CD, DVD, USB Thumb or micro drive, Zip drive, Floppy drive, or any other external storage device without authorization from the Information Systems Division.
- C. Data may be stored temporarily on portable media for off-site work requirements, training, business presentations and similar events where access to the City's server resources is not readily available.

#### **16. Communications.**

- A. Technology resources are provided to employees for business purposes and are governed by the same use and prohibited uses as the City's other technology resources. As with all other employee work product, communications are the property of the City and therefore are not considered private.
- B. Each employee is responsible for the content of all text, audio or images placed or sent over the City's system.
- C. The City's communication systems are intended for official business usage only. Incidental usage that does not violate any of the other terms in this policy may be permitted on an occasional basis.
- D. All business or personal incidental usage is considered public information and subject to disclosure at any time.

#### **17. Identity.**

- A. No communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another City.

- B. All communication using the City's systems should contain the employee's name and title or position.

18. **Responsibility.** Any information sent by an employee to another individual outside of the City using the City's technology resources are statements that reflect on the City. Personal disclaimers do not absolve the message or the sender from City affiliation.

19. **Monitoring of Technology Use.**

- A. All City technology, including the messages and work product produced, transmitted or stored by them, are the sole property of the City.
- B. The City may access and monitor employee use of technology resources as it considers appropriate.
- C. Employees should have no expectation of privacy with respect to information stored in or transmitted to or from city-provided technology resources.
- D. The City reserves the right to access messages whenever there is a legitimate purpose to do so, whether during the completion of normal City business, upon employee termination, if required by law, or in the course of an audit or investigation.
- E. When a supervisor reasonably suspects misuse of City technology resources, the Department Director shall contact the Information Systems Division, the Director of Finance and Business Operations and the City Attorney in order to proceed with an audit.

20. **Confidential, Proprietary, and Personal Information.**

- A. Confidential, proprietary and personal Information must be protected.
- B. Unless authorized to do so by the City Administrator or his designee, employees are prohibited from using the City's technology resources to transmit confidential information to outside parties.
- C. Employees may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the City, employees, citizens, suppliers, and other business associates and partner organizations.
- D. Confidential information includes but is not limited to confidential financial data, credit card numbers, Social Security numbers, employee performance reviews, salary details, and passwords.
- E. Employees should not assume electronic communications are totally private and should transmit highly confidential data by secure methods.

21. **Disciplinary Actions.** Anyone found in violation of this policy will be subjected to disciplinary action that could result in termination of system access, termination of employment and/or criminal prosecution, if appropriate.

22. **Police Conduct.** Nothing in this policy should be construed to limit the Police Department's ability to conduct investigations in the course of regular police activities.
23. **Criminal Violation.** Employees are reminded that Chapter 721.2 of the Code of Iowa states that it is a serious misdemeanor if any public officer, employee, or any person acting under color of public office or employment knowingly uses or permits any other person to use the property owned by the City for any private purposes for personal gain.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2407: Personnel Policy – Conflicts of Interest

*Approved July 6, 2020 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to prohibit its elected and appointed officials and all employees from engaging in any activity, practice, or act that unlawfully conflicts with, or appears to conflict with, the interests of the City. To comply with State law, the City of Cedar Falls requires all full-time, permanent part-time and certain special purpose employees and elected and appointed City officials to sign an annual declaration of compliance with this Conflicts of Interest Policy. Since it is impossible to describe all of the situations that may cause or give the appearance of an unlawful conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear cut examples City (see also *CFD 2110: Outside Employment*).

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees and City officials are expected to represent the City in a positive and ethical manner. Thus, employees and City officials have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Employees and City officials are required to sign a form containing a special statement acknowledging their understanding of and adherence to this policy on an annual basis. This form must be returned to the Department of Finance & Business Operations by January 1st of every year. Employees failing to return the form in a timely manner shall be subject to disciplinary action.
- B. Employees are not to engage in, directly or indirectly either on or off the job, any conduct that is disloyal, disruptive, or damaging to the City. Such prohibited activity also includes any illegal acts in restraint of trade.
- C. Employees, other than off-duty police officers, are not to accept any employment relationship with any organization that does business with the City. This prohibition on employment includes serving as an advisor or consultant to any such organization, unless that activity is conducted as a representative of the City (see also *CFD 2110: Outside Employment*). Employees must discuss any outside employment and potential conflicts of interest with their Department Director and City Attorney for a determination of appropriateness of the outside activity or employment prior to the employee engaging in the activity.
- D. Employees and City officials must disclose any financial interest they or their immediate family have in any firm, business or organization that does business with the City. The City may require divestiture of such interest if it deems the interest to be in conflict with its best interests.

- E. Employees and City officials and their immediate family are not to accept gifts or services, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the City. The meaning of gifts for purposes of this policy includes the acceptance of entertainment, free long distance travel and lodging, and objects or produce with a value of \$3.00 or higher.
- F. Employees and City officials are not to give, offer, or promise, directly or indirectly, anything of value to any citizen, representative of a customer, of a potential customer, business entity, organization, or of a financial institution in connection with any transaction or business that the City may have with such citizen, customer, potential customer, business entity, organization or financial institution.
- G. Employees and City officials may learn or become aware of information about the City that, if known to the public, might affect the decision of a reasonable investor to buy, sell, or hold securities issued by the City. Employees and City officials are prohibited from misusing such material inside information prior to public disclosure by purchasing or selling the City's securities for their own account or for accounts of members of their immediate family. In addition, employees and City officials are not to disclose inside information to anyone, either inside or outside the organization, who does not have a lawful right to know it.
- H. Employees and City officials should exercise care so that no personal correspondence appears to be an official communication of the City. All outgoing correspondence should be accurate, appropriate, and work-related. Personalized City stationery and business cards may only be issued by the City. Employees and City officials are discouraged from using the City's address for receiving personal mail or other personal packages. Employees and City officials shall not use City stationery or postage for personal letters. Employees and City officials are prohibited from use of their job title for any purpose unrelated to City business.
- I. Any conflict or potential conflict of interest must be disclosed in writing to the City. For employees, failure to do so will result in discipline, up to and including termination.

**ADOPTED / AMENDED:** 1/1/08, 1/23/12, 6/1/15, 7/18/16, 7/6/20

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to my supervisor. I have an obligation to fully comply with the City’s Policy on Conflicts of Interest and the City’s Policy on Outside Employment, and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have previously disclosed, in writing, any and all potential conflicts of interest to my supervisor. All potential conflicts of interest are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further affirmatively state that I have previously discussed with my Department Director and the City Attorney all employment outside of my employment with the City prior to beginning such outside employment. All outside employment is as follows:

\_\_\_\_\_

(Name and Address of Employer)

(Position/Job Duties)

OR

\_\_\_\_\_ (No potential conflict of interest/No outside employment to disclose by employee)

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

Reviewed by: \_\_\_\_\_  
Division Manager                      Date

Reviewed by: \_\_\_\_\_  
Department Director                      Date

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City’s Policy on Conflicts of Interest (Personnel Policy: 807) and the City’s Policy on Outside Employment (Personnel Policy: 210), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If none, please so state)

\_\_\_\_\_

\_\_\_\_\_

Elected Official signature

Date

Revised 7/1/14, 7/18/16, 5/3/18

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST  
FOR BOARD MEMBERS & COMMISSIONERS**

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I further acknowledge that if I have a conflict of interest I shall recuse myself from any action that pertains to the subject matter of the conflict of interest.

I affirmatively state that I have disclosed, in writing, any and all current and potential conflicts of interest to the City Administrator and the City Attorney. I shall disclose any conflict of interest that arises after the date of my signature on this Disclosure which is not listed below, as soon as I recognize such conflict of interest. The disclosure shall be to the City Administrator and the City Attorney or, if such conflict of interest arises under circumstances that make it impossible or impractical to disclose in advance, I will recuse myself from any action that pertains to the subject matter of the conflict of interest and make such disclosure as soon as possible or practical. All current and potential conflicts of interest are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If none, please so state)

\_\_\_\_\_  
Board Member or Commissioner Signature

\_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

Revised 7/1/14, 7/18/16, 5/3/18, 12/17/19



## CFD 2408: Personnel Policy – Confidential Nature of City Affairs

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls that its internal business affairs, particularly confidential information, represent proprietary assets that each employee has a continuing obligation to protect.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Information designated as confidential is to be discussed with no one outside the City of Cedar Falls and only discussed within the City of Cedar Falls on a "need to know" basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the City, its employees, its customers, and its suppliers. This responsibility is not intended to impede normal business communications, relationships, and public information, but is intended to alert employees to their obligation to use discretion to safeguard internal City affairs.
- B. Elected officials and employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary City property for which they are personally responsible. Elected officials and employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Elected officials and employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.
- C. Each Department Director is responsible for coordinating the security and control of City information in their respective departments, and for approving any exceptions to this policy. Department Directors are responsible for identifying information that should be classified as confidential and should then develop procedures to secure and control the information. Once information has been designated as confidential, it should be clearly identified as such and properly secured. A list of employees authorized to have access to the information should be prepared, and all access should be logged.
- D. All media inquiries and other inquiries of a general nature should be referred to Department Directors or designees. In addition, all press releases, publications, speeches, or other official declarations must be approved in advance by the Department Directors, City Administrator, or the Public Information Officer. Inquiries seeking references or other information concerning current or former employees should be referred to the Financial Services Division. Inquiries concerning taxation or economic impact on the City should be referred to the City Administrator's Office.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2409: Personnel Policy – Disciplinary Procedures

*Approved December 05, 2022 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls that all employees are expected to comply with the City's standards of behavior and performance and that any noncompliance with these standards must be remedied. Discipline shall be at the discretion of the City.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. An employee who fails to maintain proper standards of conduct as set forth in these Policies and Procedures or in departmental rules and regulations, shall be subject to disciplinary action up to and including discharge. Examples of non-compliance that may result in disciplinary action include, but are not limited to, neglect of duties, disobedience of orders, willful misconduct, failure to cooperate with internal investigations, violation of any policies or departmental rules, or failure to properly perform the duties of the employee's position. The suspension, demotion or discharge of an employee holding Civil Service rights may be appealed to the Civil Service Commission as provided in Chapter 400 of the Code of Iowa. Non-Civil Service employees may appeal disciplinary actions through the grievance procedures. (See also CFD 2413: Grievance Procedure.)
- B. The City shall normally use progressive discipline to provide employees with notice of deficiencies and an opportunity to improve. The City reserves the right to bypass the progressive disciplinary procedures as required by the situation.
- C. Before disciplinary action is contemplated, an investigatory interview with the employee shall be conducted by the employee's supervisor, the Human Resources Manager, or by an outside party. At any investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of City rules and regulations, the following procedures shall normally apply:
  - 1). Prior to the interview, the employee who is suspected of violating City rules and regulations will be told in general terms what the interview is about. The employee shall be advised that they will have the opportunity to defend their position.
  - 2). If the employee is represented by a union, the employee has the right to have a union representative present at the interview, provided the employee requests such representation.
  - 3). If the employee is not represented by a union, the employee may have a coworker present at the interview, provided the employee requests such representation.
- D. Departments shall work with the Human Resources Manager to review the results of the

investigation and to recommend any disciplinary action to the City Administrator.

- E. The City Administrator shall review and approve all recommendations of discipline before any final action is taken.
- F. Probationary, temporary, seasonal, and special purpose employees may be terminated immediately at any time without regard to the procedures set forth herein.

2. **Forms of Discipline.** All of the following forms of discipline including verbal warnings will be documented in the employee's personnel file. Any of the following procedures may be implemented whether employee is experiencing the same problem repeatedly or a series of unrelated problems.

- A. **Verbal Warning.** The supervisor shall issue a verbal warning which shall be documented to put the employee on notice that the employee's performance or conduct is substandard and to advise the employee of the expected improvement of conduct. Following a verbal warning, continued substandard conduct or performance may warrant a higher degree of discipline.
- B. **Written Warning.** In the case of a more serious offense or in the case where an employee's performance or conduct has not improved as a result of one or more verbal warnings, the supervisor shall issue a written warning. This written record puts the employee on formal notice that the employee's performance or conduct is unacceptable. It also documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Following written warnings, continued substandard conduct or performance may warrant a higher degree of discipline.
- C. **Suspension.** In the case of serious or intentional transgression, or in the case where an employee's performance or conduct has not improved as a result of prior discipline, an employee may be suspended without pay. The employee shall receive a written notice of the suspension which documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Following suspension, continued substandard conduct or performance may warrant a higher degree of discipline. Employees suspended from work for more than five (5) working days shall not accrue any employee benefits during the suspension. All employees, regardless of whether or not they are exempt under the Fair Labor Standards Act, shall be subject to suspension of one or more workdays without pay for violation of these policies.
- D. **Suspension.** In the case of serious or intentional transgression, or in the case where an employee's performance or conduct has not improved as a result of prior discipline, an employee may be suspended without pay. The employee shall receive a written notice of the suspension which documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Following suspension, continued substandard conduct or performance may warrant a higher degree of discipline. Employees suspended from work for more than five (5) working days shall not accrue any employee benefits during the suspension. All employees, regardless of whether or not they are exempt under the Fair Labor Standards Act, shall be subject to suspension of one or more workdays

without pay for violation of these policies.

E. Discharge. This may occur after several of the above forms of discipline have been implemented or it may occur immediately in cases involving serious misconduct.

**3. Demotion.**

A. In unusual circumstances, a demotion may be warranted. An employee who is demoted must possess the minimum qualifications for the lower position. The employee shall be given timely written notice of the demotion and the reasons for the action.

B. The employee may be allowed to retain the same rate of pay in the lower position as was held in the higher position before the demotion, providing that the employee's rate of pay is not higher than the maximum rate of pay for the lower position. Upon the Department Director's recommendation and with the approval of the Director of Finance & Business Operations, further reduction in pay may be ordered.

**4. Utilization of the Grievance Procedure.** Employees may utilize the grievance procedure if they believe the imposed disciplinary action was the result of any matter that may be considered an appropriate grievance as set forth in 903: Grievance Procedure.

**5. Public Record.** Documented reasons and rationale for final disciplinary action imposed on an employee resulting in resignation in lieu of discharge, demotion or discharge may be a public record.

**ADOPTED / AMENDED:** 1/1/05, 6/1/15, 7/18/16, 3/1/19, 12/5/22

## CFD 2410: Personnel Policy – Notification of Arrest and Other Governmental Actions

*Approved July 18, 2016 by the Cedar Falls City Council  
Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to expect that employees will perform their assigned jobs, respect and follow City policies, and obey the law.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify their immediate supervisor and the Department of Finance & Business Operations. Notification must occur within five (5) business days of notification to the employee.
- B. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.
- C. Employees who have any contact with minor children must notify their immediate supervisor and the Department of Finance & Business Operations of any child abuse complaints filed against them. Employees must notify their immediate supervisor and the Department of Finance & Business Operations regarding the findings in any complaint against them alleging child abuse. Notification must occur within five (5) business days of notification to employee.
- D. Information relating to arrests, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file. Employees who do not notify the City as required by this policy may be subject to disciplinary action up to and including termination.

**ADOPTED / AMENDED: 7/18/16**

## CFD 2411: Personnel Policy – Employee Use of Social Media

*Approved January 16, 2017 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### PURPOSE:

The purpose of this policy is to establish guidelines for access to and use of social media.

### DEFINITIONS:

- **Social Media:** All means of communicating or posting content of any kind on the Internet.
- **Personal Social Media:** social media sites that are not owned or controlled by the City, including Facebook, YouTube, Instagram, TikTok, LinkedIn, and Twitter.
- **Personal Devices:** Cellular phones, tablets, computers and other instruments of internet access not owned, possessed or controlled by the City.

### PROCEDURES:

#### 1. Access to City Social Media Sites With Personal Devices.

- A. All official City of Cedar Falls presences on Social Media sites or services are considered an extension of the City's information networks and are governed by *CFD 1024: Social Media Access and Use* and *CFD 2406: Technology Resources Acceptable Use*. These policies strictly prohibit the use of City technology resources for personal use.
- B. Content posted by employees to City Social Media sites must be professional and courteous to the City, employees, citizens, suppliers, and other business associates and partner organizations.
- C. Employees may not engage in illegal harassment or use threatening, defamatory or sexually explicit language or engage in unlawful discrimination or other unlawful or inappropriate conduct when posting to City Social Media sites.
- D. When accessing City social media sites on authorized City business with Personal Devices, employees must clearly identify themselves as City employees as circumstances require.
- E. Employees should explicitly and conspicuously identify any communication posted by employees to City Social Media sites, other than for expressly authorized City business, as being made in an individual capacity and not as a representative of the City.

#### 2. Access to and Use of Personal Social Media.

- A. This Policy is in no way intended to govern an employee's private, personal use of Social Media technology, nor to restrict any rights under the National Labor Relations Act.
- B. Discretion must be exercised so that Social Media access and use does not adversely

affect the employee's job performance, the performance of other employees, or otherwise adversely affect the functions of the City, employees, citizens, suppliers, and other business associates and partner organizations.

- C. In any Personal Social Media communication in which the employee reasonably may be identified as a City employee, the communication should explicitly and conspicuously state that it is being made individually and not as a representative of the City.
- D. Employees may not use any City email address to register online for any personal use.
- E. Employees are prohibited from posting content pertaining to City business on Personal Social Media and specifically as follows:
  - 1). Graphics created by or at the request of the City.
  - 2). Photographs or videos taken by or at the request of the City.
  - 3). Data files.
  - 4). City seals, logos, trademarks, patches, badges, or other identifying symbols of the City.
  - 5). Accounts of events that occur within the City.
  - 6). Any other content or information that is identifiable to the City is restricted for use according to City and/or departmental policies.
- F. For all access to and use of all Social Media the following shall apply:
  - 1). Employees shall not post or in any way refer to confidential or proprietary City information, nor confidential personnel or health information of City employees.
  - 2). Employees must otherwise comply with all laws and all policies of the City.
  - 3). Employees may not access nor use Personal Social Media accounts during work hours other than during authorized breaks.
  - 4). Employee access to and use of Personal Social Media is at the employee's own risk and the City will not hold harmless or indemnify employees for claims resulting from improper use of Personal Social Media.
  - 5). Employees who are subject to administrative investigations may be required to provide the City with access to the employee's social media accounts when the subject of the investigation is directly, narrowly and specifically related to the employee's performance or ability to perform the employee's function within the City, or when the subject of the investigation is potentially adverse to the operation, morale or efficiency of the City or its employees.

3. **Discipline.** Violation of this Policy may result in discipline up to and including termination.

**ADOPTED / AMENDED: 1/16/17**



## CFD 2412: Personnel Policy – Participation in Community Affairs

*Approved June 1, 2015 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls to encourage employees to participate in the community service affairs of charitable, educational, religious, fraternal, and civic organizations (see also CFD 2204: Memberships, Licenses and Certifications).

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employee participation in community activities must not adversely affect the employee's job performance, be detrimental to the City's interests, or place the employee in the position of serving conflicting interests.
- B. Time spent on community affairs, when not undertaken at the request of management, should normally be outside of the employee's regular working hours and, therefore, will not be considered hours of work for pay purposes.
- C. The City may identify certain community activities in which it wants to be represented and then designate the employees it will sponsor for participation or membership in such organizations. Employees so designated will represent the City in the organization and will be expected to promote the City's interests. Under these circumstances, time spent on the community activity will be considered hours worked for pay purposes. The City will use the guidelines in *CFD 2204: Memberships, Licenses and Certifications* for selecting community organizations for representation.
- D. Employee-initiated participation in community affairs that involves an extended period of time away from the job should be handled in accordance with the provisions contained in 704: Leaves of Absence. Likewise, reimbursement for the expenses or fees involved in community activities shall be handled in accordance with *CFD 2204: Memberships, Licenses and Certifications*.
- E. Employees have the responsibility when expressing opinions in a public forum to make clear whether the opinion is a personal one or one representing the City. Any public communication which might be considered as representing the City's position must be approved in advance by the Public Information Officer, City Administrator, or the Mayor, or designee. Employees are not to discuss internal confidential affairs in any public forum.
- F. The City does not make contributions or expenditures in connection with any election to political office or in connection with any primary election, political convention, or caucus held to select candidates for political office.
- G. Employees planning to campaign for, seek, or accept appointment to public office must give

prior notice of their intentions to the Finance & Business Operations Department. The Finance & Business Operations Department will review with the employee the City's continuing requirements to avoid conflicts of interest and to maintain satisfactory attendance, effort, and performance standards. Employees engaging in political activities must do so as individuals on their own time, not as representatives of the City, and may make no representation otherwise.

- H. No one may solicit funds or election petition signatures from employees on City property.
- I. In addition to the City's policies, each employee seeking an elected office, or appointment to a state board, commission, task force or committee must abide by Chapter 55, Leave of Absence for Candidacy and Public Service, Code of Iowa, Chapter 400 Civil Service, and Chapter 721 Official Misconduct, Code of Iowa, as amended.

**ADOPTED / AMENDED: 6/1/15**

## CFD 2413: Personnel Policy – Grievance Procedure

*Approved December 19, 2022 by the Cedar Falls City Council*

*Received and Filed August 21, 2023 by the Cedar Falls City Council*

### **POLICY:**

It is the policy of the City of Cedar Falls that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution or grievance procedure. The City will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

### **DEFINITIONS:**

- “Appropriate Grievance”: is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters that may be considered appropriate grievances under this policy include:
  - A belief that City policies, practices, rules, regulations, or procedures have been applied in a manner arbitrarily detrimental to an employee;
  - Treatment considered unfair by an employee, such a coercion, reprisal, harassment, or intimidation;
  - Alleged discrimination because of race, color, sex, age, religion, national origin, military status, or disability; and
  - Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, holidays, job classification, pay band assignment, or seniority.

### **PROCEDURES:**

#### **1. General Guidance.**

- A. Employees covered by a union contract may not utilize this grievance procedure to the extent the matter is addressed by the union contract and/or its grievance procedures.
- B. Employees should notify the City, in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. However, if an employee files a claim with the civil service commission based upon the same facts and circumstances, any grievance brought under this policy shall be immediately dismissed with no further action taken by the City.
- C. The grievance procedure has a maximum of four steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right to appeal. A decision becomes binding on all parties whenever the employee does not file a timely appeal or when a decision is

made in the final step and the right to appeal no longer exists.

D. Employees who believe they have an appropriate grievance shall proceed as follows:

- 1). Step One – Within five working days of the date of the event giving rise to the grievance, employee shall deliver the written grievance to the Division Manager. The written grievance shall explicitly outline the (1) facts and background of the grievance; (2) alleged violation by management; (3) denied action/resolution. The Division Manager shall, within five working days of receipt of the grievance, meet and discuss the grievance with the employee. The Division Manager shall provide a written response to the grievance within five working days of the meeting. (If the grievance is against the Division Manager, the grievance may be filed with the Department Director.)
- 2). Step Two – If the Division Manager's decision fails to resolve the grievance, the employee may, within five working days of receipt of the Division Manager's decision, file a written appeal with the Department Director. The Department Director shall, within five working days, meet and discuss the grievance with the employee. Within five working days of this meeting, the Department Director shall provide a written response to the employee. (If the grievance is against the Department Director, or if Step One was handled by the Department Director, the grievance shall be filed with the City Administrator.)
- 3). Step Three – Within five working days of receipt of the Department Director's response, the employee may appeal the decision to the Grievance Panel. The Grievance Panel shall consist of the City Administrator and all Department Directors, or the Department Director's designated alternate, with the exception of the Department Director involved in the grievance. The Grievance Panel shall hold a hearing within 10 business days of receipt of the appeal, unless the time period is extended by the Grievance Panel for good cause. The Grievance Panel will take the necessary steps to review and investigate the grievance and will issue a written, final and binding decision based upon the majority vote of those Panel members who heard the appeal. If the grievance is filed by the City Administrator, it shall move directly to Step Four.
- 4). Step Four – Within five working days of receipt of the Grievance Panel's response, the employee may appeal the decision to the Finance & Business Operations Committee of the City Council. The Finance & Business Operations Committee shall hold a hearing within fifteen business days of receipt of the appeal, unless the time period is extended by the Finance & Business Operations Committee for good cause. The Finance & Business Operations Committee will take the necessary steps to review and investigate the grievance and will issue a written, final, and binding decision.

E. The time frame for the City's response shall normally be five working days unless the City elects to extend the time frame in which to respond. The grieving party will be notified of any necessary time extensions.

- F. The grievance hearing in Step Four may be closed pursuant to Iowa Code § 21.5(1)(i). The closed session will only be held upon an affirmative public vote of either two-thirds of the members of the body or all the members present at a meeting. A closed session may be held only to the extent it is necessary to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- G. The Human Resources Manager will coordinate training and support to supervisors, managers, and department directors in dealing with employee grievances. In addition, employees are encouraged to consult with the Human Resources Manager, their supervisors, or other members of management, on a less formal basis regarding employee complaints or disputes when appropriate.
- H. Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as City policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.
- I. Information concerning an employee grievance is confidential. Supervisors, managers, department directors, and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who supply necessary background information or advice.
- J. Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.
- K. Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper procedure if an employee raises grievances in bad faith or solely for the purpose of delay or harassment, or repeatedly raises unfounded grievances. Implementation of the grievance procedure by an employee does not limit the right of the City to proceed with any disciplinary action that is not in retaliation for the proper use of the grievance procedure.
- L. The City may, at its discretion, refuse to proceed with any complaint it determines is improper under this policy.

**ADOPTED / AMENDED:** 7/1/06, 6/1/15, 3/1/19, 1/6/20, 12/19/22



**DEPARTMENT OF PUBLIC SAFETY SERVICES**

**POLICE OPERATIONS  
CITY OF CEDAR FALLS  
4600 SOUTH MAIN STREET  
CEDAR FALLS, IOWA 50613**

319-273-8612

**MEMORANDUM**

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**To:** Mayor Green and City Councilmembers  
**From:** Craig Berte, Public Safety Services Director  
Mark Howard, Police Chief  
**Date:** August 14, 2023  
**Re:** Retail Alcohol License Applications

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Police Operations has received applications for retail alcohol licenses. We find no records that would prohibit these licenses and recommend approval.

Name of Applicants:

- a) Whiskey Road Tavern & Grill, 402 Main Street, Class C retail alcohol & outdoor service - renewal.
- b) B & B West, 3105 Hudson Road, Class E retail alcohol - renewal.
- c) Panther Travel Center, 1525 West Ridgeway Avenue, Class E retail alcohol - renewal.
- d) River Place Plaza, 200 East 2nd Street – Plaza, Special Class C retail alcohol & outdoor service – temporary expansion of outdoor service area. (September 2-3, 2023)
- e) Metro Mart, 103 Franklin Street, Class E retail alcohol - new.



## DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS & PARKS DIVISION  
2200 TECHNOLOGY PARKWAY  
CEDAR FALLS, IOWA 50613  
319-273-8629  
FAX 319-273-8632

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**MEMORANDUM**

**TO:** Mayor Robert M. Green and Cedar Falls City Council  
**FROM:** Chase Schrage, Director, Public Works Department  
**DATE:** August 11, 2023  
**SUBJECT:** Local Option Sales Tax

Enclosed is a resolution for the local option sales tax for the purpose of street reconstruction and rehabilitation to begin January 1, 2026. The current program is set to expire on December 31, 2025. This resolution would be to continue with option tax program beginning January 1, 2026 until repealed. The local option sales tax has been a proven method for Cedar Falls to continually stay ahead of our degrading infrastructure.

The local option sales tax began in 1991 and without this program, the City will be forced into alternative options for infrastructure repair. These options may include the use of property taxes to make repairs (bond sales) or rely on special assessments to the adjacent property owners. This program has received strong support from voters over the last 30 years.

The Department of Public Works recommends that the City Council approve this resolution for the continuation of the local options sales tax. Let me know if you have any questions.

## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION CALLING FOR A PUBLIC REFERENDUM TO AUTHORIZE THE IMPOSITION OF A  
LOCAL SALES AND SERVICES TAX IN THE CITY OF CEDAR FALLS, IOWA,  
AT THE RATE OF ONE PERCENT (1%), TO BE EFFECTIVE ON JANUARY 1, 2026**

**WHEREAS**, Chapter 423B of the 2023 Code of Iowa authorizes the imposition of certain local option taxes after an election in which the majority of the electors vote in the affirmative, and

**WHEREAS**, the City Council of the City of Cedar Falls, Iowa declares its intent to hold a special county-wide election for the purpose of permitting the electorate to pass upon the proposition of imposing a one percent (1%) local sales and services tax for Black Hawk County according Chapter 423B.1(3)(b) of the 2023 Code of Iowa.

**NOW THEREFORE**, be it resolved by the City Council of the City of Cedar Falls, Iowa:

Section 1. That the County Commissioner of Elections of Black Hawk County is hereby directed to give notice of submitting to the voters of the City of Cedar Falls, Iowa, for November 7, 2023, the following proposition:

“To authorize the imposition of a local sales and services tax in the City of Cedar Falls, Iowa, at the rate of one percent (1%), to be effective on January 1, 2026, until repealed.”

Section 2. That revenue from the local sales and services tax is to be allocated in the City of Cedar Falls, Iowa as follows:

Zero percent (0%) of said local sales and services tax is to be used for property tax relief.

One hundred percent (100%) of the revenue generated in the City of Cedar Falls, Iowa during each fiscal year from said local sales and services tax is to be allocated for reconstruction/repair/replacement of existing streets, curbs, structures, storm sewers and sanitary sewers as they relate to streets within the corporate limits of the City of Cedar Falls, Iowa.

**BE IT FURTHER RESOLVED**, that the funds received from the local sales and services tax are to be considered additional funds to be allocated for reconstruction/repair/replacement of existing streets, curbs, structures, storm sewers and sanitary sewers as they relate to streets within the corporate limits of the City of Cedar Falls, Iowa, and not as replacement funds for the present funding levels as authorized by the City Council of the City of Cedar Falls, Iowa.

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to provide a certified copy of this Resolution to the County Commissioner of Elections of Black Hawk County and to the Board of Supervisors of Black Hawk County.

**ADOPTED** this 21<sup>st</sup> day of August, 2023

\_\_\_\_\_  
Robert M. Green, Mayor

**ATTEST:**

\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk





August 8, 2023

CEDAR FALLS COMMUNITY MAIN STREET, INC. IS A VOLUNTEER-DRIVEN, NOT-FOR-PROFIT ORGANIZATION ESTABLISHED TO FOSTER ECONOMIC VITALITY, AND TO PROMOTE THE HISTORIC IMAGE AND CHARACTER OF THE DOWNTOWN, WHILE IMPROVING THE QUALITY OF LIFE IN CEDAR FALLS.

Item 15.

Jacque Danielsen  
City Clerk  
City of Cedar Falls  
220 Clay Street  
Cedar Falls, IA 50613

2023-2024  
BOARD OF  
DIRECTORS:

- BRENT JOHNSON, PRES
- KATE DUNNING
- ANN EASTMAN
- LEXIE HEATH
- DEANNA HOFFMANN
- CORY KENT
- JENNY LEEPER
- DAN LYNCH
- EMILEE NEDOBA
- HELEN PEARCE
- LAUREN RIENSCHKE
- MARK SHOWALTER
- BRAD STROUSE
- EX-OFFICIO
- WYNETTE FROEHNER
- STEPHANIE SHEETZ

RE: Downtown Cedar Falls Self-Supported Municipal Improvement District (SSMID)

Dear Ms. Danielsen:

The downtown SSMID was originally established in 1987 with the purpose to provide funding for Community Main Street, Inc. (CMS). Downtown property owners have opted to renew SSMID, as required by the State statute, every five years since inception with the intent to continue financial support of CMS.

Under the provisions for the SSMID district established for the period of July 1, 2022 and ending June 30, 2027. Cedar Falls Community Main Street is responsible to determine the SSMID millage rate each year. CMS would propose that the SSMID collected for the FY2025 at the rate of \$3.89 per \$1000 of assessed property value for commercial properties within the district. This rate provides funding equal to the previous SSMID period.

During the budgeting period for FY2025, CMS will review this financial position in relationship to an anticipated commercial property tax rollback to determine the millage rate for collection during that fiscal time-frame. Going forward, we will annually assess the rate as required by the SSMID ordinance ending June 30, 2027.

Please feel free to contact me at 277-0213 if you have any questions. Thank you.

Sincerely,

*Kim Bear*

Kim Bear  
Executive Director  
Community Main Street





## ADMINISTRATION

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8600  
 Fax: 319-273-8610  
[www.cedarfalls.com](http://www.cedarfalls.com)

## MEMORANDUM

**TO:** Honorable Mayor Robert M. Green and City Council  
**FROM:** Shane Graham, Economic Development Coordinator  
**DATE:** August 14, 2023  
**SUBJECT:** Wayne Estates, LLC – Acceptance of Warranty Deed and Termination of Agreement for Private Development

On February 21, 2022, City Council approved an Agreement for Private Development with Wayne Estates, LLC to construct a new 16,000 square foot building for a warehouse/office facility to be located along Technology Parkway within the West Viking Road Industrial Park (see attached map). The terms of the Agreement called for the City to donate a 2.14-acre lot to Wayne Estates, LLC, in exchange for the developer to construct a building with a minimum assessed tax valuation of \$2,225,000.

The Agreement indicated a completion date of the project of June 1, 2023. The developer has indicated to City staff that due to financial reasons, the project will not move forward at this time. Therefore, Wayne Estates, LLC is requesting to terminate the approved Agreement for Private Development and Minimum Assessment Agreement and to deed the 2.14-acre property back to the City.

Attached is a Termination of Agreement for Private Development, which was drafted by the developer's attorney and reviewed by City Attorney Kevin Rogers. Also attached is a proposed deed to the property, which was found to be acceptable by City Attorney Rogers. A title opinion and title report for the property have been provided to the City, which finds that the property to be deeded back to the City will be done so free and clear of any liens or encumbrances.

It is recommended that City Council accept the Warranty Deed from Wayne Estates, LLC, and approve the Termination of Agreement for Private Development with Wayne Estates, LLC.

If you have any questions regarding this project, please feel free to let me know.

xc: Kevin Rogers, City Attorney



Wayne Estates, LLC  
16,000 sq. ft.  
Warehouse/Office Facility

Item 16.  
**N**

Venture Way

**Bossard**

**Ashley  
Furniture  
Distribution  
Center**

Development Dr

Capital Way

**Hawkeye  
Corrugated  
Box**

**Zuidberg**

Production Dr

Technology Pl

Technology Pkwy

**D. LaPorte**

**Air King**

**Project Location**



**WARRANTY DEED**  
(CORPORATE/BUSINESS ENTITY GRANTOR)

For the consideration of One Dollar(s) and other valuable consideration, Wayne Estates, L.L.C., a limited liability company organized and existing under the laws of Iowa, does hereby Convey to City of Cedar Falls, Iowa, a municipal corporation organized and existing under the laws of Iowa, the following described real estate in Black Hawk County, Iowa:

Lot 15, West Viking Road Industrial Park Phase IV, City of Cedar Falls, Black Hawk County, Iowa; subject to the conditions, covenants and restrictions contained in the Unified Highway 58 Corridor Urban Renewal Plan approved by Cedar Falls City Council Resolution No. 8196 approved and adopted on November 12, 1990 (Ordinance No. 1923), amended a first time by Resolution No. 10,224 on November 13, 1995 (Ordinance No. 2122), amended a second time by Resolution No. 13,862 on November 17, 2003 (Ordinance No. 2461), amended a third time by Resolution No. 18,377 on December 10, 2012 (Ordinance No. 2785), amended a fourth time by Resolution No. 19,263 on November 3, 2014, amended a fifth time by Resolution No. 19,963 on April 18, 2016, amended a sixth time by Resolution No. 21,079 on May 7, 2018 (Ordinance No. 2923), amended a seventh time by Resolution No. 21,368 on December 17, 2018 (Ordinance No. 2953), and amended an eight time by Resolution No. 22,205 on December 21, 2020, and further subject to restrictive covenants, ordinances and limited access provisions of record, if any, and to existing easements of record.

There is no known private burial site, well, solid waste disposal site, underground storage tank, hazardous waste, or private sewage disposal system on the property as described in Iowa Code Section 558.69, and therefore the transaction is exempt from the requirement to submit a groundwater hazard statement.


**This deed is exempt according to Iowa Code 428A.2(6).**

The grantor hereby covenants with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and it covenants to Warrant and Defend the real estate against the lawful claims of all persons, except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated: July 31, 2023.

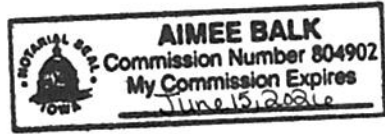
Wayne Estates, L.L.C., an Iowa limited liability company

By   
Anthony Gougler, Manager

STATE OF IOWA, COUNTY OF BLACK HAWK

This record was acknowledged before me on July 31, 2023, by Anthony Gougler, as Manager, of Wayne Estates, L.L.C. a limited liability company.

Aimee Balk  
Signature of Notary Public



### Termination of Agreement for Private Development

This Termination of Agreement for Private Development ("Agreement") is made and entered into as of this 31 day of July, 2023, by and between Wayne Estates, L.L.C., (hereinafter "Developer"), and the City of Cedar Falls, Iowa, a municipality (hereinafter "City").

Whereas, Developer and City entered into an Agreement for Private Development dated February 21, 2022 relating to the Developer's construction of a building and site improvements on:

Lot 15, West Viking Road Industrial Park Phase IV, City of Cedar Falls, Black Hawk County, Iowa (hereinafter "Property"); and

Whereas, Developer and the City entered into a Minimum Assessment Agreement dated February 21, 2022 setting minimum standards for development of the Property; and

Whereas, Developer and City wish to formally terminate the Agreement for Private Development and the Minimum Assessment Agreement.

Now, therefore, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. The Agreement for Private Development and any amendments thereto, and the Minimum Assessment Agreement are hereby terminated and of no further force and effect. Neither Developer nor the City, nor any successors in interest, shall have any further obligation or liability to the other under the terms of the Private Development Agreement, any amendments thereto, or the Minimum Assessment Agreement.

This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument. This Agreement shall be recorded and shown of record against the subject Property.

In witness whereof, signatures of the parties hereto by their duly authorized representatives have been made on the day and date first written above.

Wayne Estate, L.L.C.

City of Cedar Falls, Iowa

By:   
\_\_\_\_\_  
Anthony Gougler, Manager

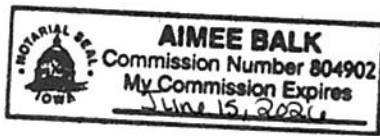
By: \_\_\_\_\_  
\_\_\_\_\_

ATTEST

By: \_\_\_\_\_  
Jacqueline Danielsen, City Clerk

STATE OF IOWA )  
 ) ss:  
COUNTY OF BLACK HAWK )

This record was acknowledged before me on the 31 day of July, 2023,  
by Anthony Gougler, Manager, Wayne Estates, L.L.C., an Iowa limited liability company.



Aimee Balk  
Notary Public in and for the State of Iowa

STATE OF IOWA )  
 ) ss:  
COUNTY OF BLACK HAWK )

This record was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 2023,  
by \_\_\_\_\_, and Jacqueline Danielsen as City Clerk, of the City of  
Cedar Falls, Iowa.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## DEPARTMENT OF COMMUNITY DEVELOPMENT

VISITORS, TOURISM AND CULTURAL PROGRAMS  
 6510 HUDSON ROAD  
 CEDAR FALLS, IOWA 50613  
 PH: 319-268-4266  
 FAX: 319-277-9707

## MEMORANDUM

**TO:** Mayor Green and City Council  
**FROM:** Cory Hurless, Cultural Programs Supervisor  
**DATE:** August 3, 2023  
**SUBJECT:** Cedar Falls Community Foundation - Diamond Arts and History grant award

On August 1, the Hearst Center was awarded \$3,000 from the Cedar Falls Community Foundation through the Diamond Arts and History grant opportunity. Our request focused on supporting expenses related to developing a mobile "Culture and Art Tour" to educate citizens and visitors about the City's Public Art Collection, the Hearst's Sculpture Garden, and to design games and quizzes for youth to explore and learn about local art. We plan to pilot this new engagement tool in 2024 in time for the spring/summer tourism season.

The grant does have a match requirement. Friends of the Hearst holds an annual allocation in memory of Clara Trapp to be used for marketing/advertising, and we will use up to \$1,000 from the Trapp fund for marketing this new mobile tour program. We will seek funds from the Public Art Committee for signage updates if needed for Public Art on display around the city. The remaining match will come from in-kind staff time.

The Cedar Falls Community Foundation's Diamond Arts & History Fund provides an annual opportunity to apply for monetary support for interactive and multisensory projects in the arts or the history of Cedar Falls.

Staff requests approval of the grant agreement. Please reach out if you have any questions.

**CC:** Jennifer Pickar, Tourism and Cultural Programs Manager  
 Stephanie Houk Sheetz, Community Development Director



# Cedar Falls Art & Culture Mobile Tour

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*2023 Diamond Arts & History Fund*

## ***James & Meryl Hearst Center for the Arts***

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304 W. Seerley Blvd.  
Cedar Falls, IA 50613

heather.skeens@cedarfalls.com  
O: 319-273-8641

## ***Cory Hurless***

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304 West Seerley Boulevard  
Cedar Falls, IA 50613

cory.hurless@cedarfalls.com  
O: 319-273-8641

# Application Form

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## *Application - Diamond Arts & History Fund*

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The form saves automatically and need not be completed in one sitting. There is also a save button at the bottom of the page. The site does time out if not used for 90 minutes.

### **Project Name\***

Cedar Falls Art & Culture Mobile Tour

### **Applicant Organization's Mission Statement\***

What is the mission of the applicant organization?

The Hearst Center opens doors to the humanities and creative arts.

### **Who is the project/program manager? Include contact information.\***

Cory Hurless, Cultural Programs Supervisor

319-268-5550

cory.hurless@cedarfalls.com

### **What is the project/program manager's role in the applicant organization?\***

I serve as the Director of the Hearst Center for the Arts, working in the Tourism & Cultural Programs Division within the City of Cedar Falls. I oversee the Hearst's facilities, operations, programs, and staff. I direct the annual program of art exhibits, events, education, marketing, and finance/development for the organization.

### **Describe Project/Program Manager's qualifications to lead this project/program.\***

I have been an art director and curator for approximately 9 years, in my last role as art director for the City of Austin's airport art and music programs I developed and launched wayfinding and mobile art tours for the Austin-Bergstrom International Airport. For those projects, I was the lead on procuring a vendor, developing app navigation and architecture, creating graphics and writing text. I storyboarded and developed multiple art tours on the app, children's interactive activities such as scavenger hunts and quizzes. I crafted the project schedule and launch timeline, worked with staff on media talking points, promotion and advertising for the public roll-out of the new tech. I oversaw the production of how-to videos to teach the public how to utilize the apps, which were launched on the company website, YouTube, and social media outlets. I also oversaw the maintenance of the apps after launch, wrote a policy and procedure manual for keeping up with content. I monitored public engagement through analytics provided by the vendor.

### **Board Approval\***

Upload board minutes or other documentation confirming that this grant application has approval of the governing body of applicant's organization.

ACB 062823 Minutes.docx

### IRS Determination Letter\*

Upload applicant organization's IRS determination letter of non-profit status. If IRS determination letter is not available, upload a letter from an officer of applicant organization explaining the organization's non-profit status.

CityCFW9.pdf

### If not a 501(c)(3)

If applicant organization is NOT a 501(c)(3) or government organization, explain how the project/program legally qualifies as a charitable purpose.

The Hearst is part of the City of Cedar Falls Community Development Department, a local government entity.

### 990\*

Upload applicant organization's most recently filed 990 tax return. If the organization is not required to file form 990, attach a copy of its most recent fiscal year end financial statement that has been approved by its governing body.

2023 Budget Report.pdf

### Total Amount Requested\*

If the total requested is to be paid out over more than one year, please indicate below.

\$3,000.00

### Duration of grant\*

Over how many years would the total amount requested be paid out?

One Year

### Project/Program Budget\*

Upload a budget for the project/program, including:

- Expenses by category and amount
- Funding sources by category and amount
- For each funding source, if not yet secured, indicate progress toward securing funding
- Identify the specific part(s) of this program/project that would be funded by this grant or if this is general support.

CedarFallsArt&CultureMobileTour\_Grant Budget.xlsx

### Budget Narrative\*

Is there anything else about the budget you want to tell us?

Please verify that no one associated with the project/program is a recipient of funds in payment of goods or services.

Confirmed, no one associated with the project/program is a recipient of funds in payment of goods or services for this project.

## Project/Program Description\*

Purpose of the project/program: goals and objectives.

How will it serve the people of Cedar Falls?

What is the target audience and estimated number of people who will be served or impacted by the project?

What is the anticipated impact?

How will success be measured?

How is this project consistent with the purpose of the fund to which you are applying?

As part of our ongoing efforts to draw attention to the Art & Culture programs in Cedar Falls, provide an accessible resource for arts education, and increase engagement with our prolific public art collection and Hearst Sculpture Garden; we wish to develop a mobile-friendly art tour. This project was spurred on by public comments and interest in having such a resource, and was one of my first suggestions for marketing and communications improvements at the Hearst. In my professional past, I have led the development of virtual art tours using different platforms – from utilizing in-house staff to design website landing pages to building apps. I learned through my experiences in this realm that the most important feature of a successful cellphone tour is having professionally designed navigation architecture for your tour – so that it is easy for the end-user to click/touch around the platform to explore and find what they want. In 2019 I worked with an outside vendor called Engage by Cell to develop a public art, gallery, and music performance mobile tour for my previous employer – including scavenger hunts and quizzes for youth and adult audiences. The launch campaign and mobile tour I developed was successful, creating interest in self-guided tours – including interest from school groups to use the tours in their programming. The platform provided audiences with wayfinding options to better locate where public art was situated around the city.

Our goal with this pilot project is to develop a CF Public Art mobile tour and selfie scavenger hunt, Hearst Sculpture garden scavenger hunt, and art quizzes for youth over the fall of 2023. We will also create signage for all the public artworks with a QR code so that users can easily connect to the tours, and design a social media campaign to advertise the new offerings. A soft launch of the mobile tour will take place in the new year 2024, with the largest advertising effort to take place in spring/summer for the height of tourism and travel to the area.

The Engage by Cell platform allows users to take surveys to gauge satisfaction and feedback. Users can also connect selfies to Facebook, where we can see if people are engaging with the programming. The platform provides back-end analytics to see how many users engage with each cell phone tour. A current metric to measure against to see if the mobile tour is successful will be comparing this new data with our average sculpture garden monthly attendance (250 persons per month yearly average). Currently there is no way to accurately ascertain engagement with public artwork located outside of the Hearst property, so we are hopeful that this tool will provide a benchmark to analyze what the public responds positively to. The data may aid in future decisions of where to place public art in the city of Cedar Falls. If after the pilot period, end of summer 2024, we find fewer end users than we clock-in at the Hearst Sculpture Garden, we will evaluate continuing the program for another year. We have high hopes in the pilot's success, expanding the mobile tour offerings to other private/public entities, the trail systems, and seeking continued funding for the continuation of the Art & Culture Mobile Tour once we have the data to present that the program is successful and a positive return on investment.

We hope this project will bring attention to the City's art collection and the Hearst, and help bolster the community's view of the Hearst as our hub for local and regional art. We would like to utilize technology to boost interest in investing in the arts, mirroring what is done in other communities around the country. This grant request does fit the purpose of the Diamond Art & History fund to stimulate lifelong learning by providing interactive or multi-sensory experiences in the fine arts or the history of Cedar Falls through our efforts to use mobile technology as an engagement and education tool, innovating the delivery of information outside of the walls and limited operating hours of the Hearst center to local residents and visitors via a method that a vast majority of the public receive and digest info any time of day/night - their phones.

### Focus Area\*

Please choose the focus area that most closely matches the purpose and/or impact area of your project/program.

Arts & Local History

### Geographic Area Served\*

Please select the geographic area your project/program will impact or enhance.

Cedar Falls

### Project/Program Begin Date\*

When will the project/program begin?

11/01/2023

### Project/Program End Date\*

When will the project/program be complete?

11/30/2024

### Anything else?

Is there anything else you want to tell us?

This is a pilot public engagement program, and if proven successful with quantifiable analytic data, we would have an excellent case to seek sponsorships or funding from other partner organizations to continue and expand mobile tour offerings for Cedar Falls and the greater Cedar Valley.

### What if all funding is not received?\*

If this project/program does not receive all anticipated funding, will it go forward? How will it go forward?

Without funding from the CFCF, I would need to seek alternate grant opportunities to assist with this project (other foundations or competitive grant applications), alternatively, I can also seek to request the additional funding from the Art & Culture Board and Public Art Committee, which would impact funding earmarked already for artist commissions through the public art fund and Capital Improvement plans for the Berg fund. The timeline for the project would also be impacted, and it would have to roll out later than anticipated.

### Name and title of person making this request\*

Cory Hurless, Cultural Programs Supervisor

## File Attachment Summary

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### *Applicant File Uploads*

- ACB 062823 Minutes.docx
- CityCFW9.pdf
- 2023 Budget Report.pdf
- CedarFallsArt&CultureMobileTour\_Grant Budget.xlsx

Present: Toni Wilson Wood, Peter Berendzen, Matthew Wilson, Kate Brennan Hall, Cory Hurless, and members of the public: Matthew Hundley, Andrew Malone, Andrew Schroll, and Jon Van Allen. Also present were members of the Friends of the Hearst: Wendy Bowman, Dale Schrad, Sandra Luttcgens-Van Allen, Mary Brammer, and Molly Taiber.

Meeting was called to order at 5:14 p.m.

**Approval of Agenda:** Motion to approve the agenda by P. Berendzen and second by M. Wilson. Motion approved.

**Approval of Minutes:** Motion to approve April 26 meeting and May 10 special session minutes by T. Wilson-Wood and second by P. Berendzen. Motion approved.

**Public Comment:** NA

**New Business:**

The nominating committee brought forth a motion to approve ACB officers, M. Wilson as the new ACB President, P. Berendzen as Vice President, T. Wilson-Wood as Treasurer, and L. Finke will remain Secretary. Motion to approve slate of officers by P. Berendzen, seconded by T. Wilson-Wood. Motion approved.

**Monthly Reports:**

**Financial Report:** M. Wilson will provide new Treasurer with information and transition log in information to continue to monitor financial statements. Wilson is still researching new CD options and will provide information gathered thus far to new Treasurer.

**President's Report:** K. Brennan Hall opened up the discussion of the Master Plan presentation to the Friends of the Hearst Group to discuss. She asked the group what works in the Master Plan and what might need tweaking. Below are comments from the group: overall interesting façade in residential area public building in residential area, fine line to walk between elevating this gem and residential area, Impressed by façade—some public still thinks it's just a house. The night time and day time presentation—glad to see it's getting away from the 'house' look Curious about comments sent to the architect. C. Hurless has no update because they are working on adding in comments—2nd discussion will have to come to the board, proposed August 30 —with a price estimate for concepts. Wendy Bowman and Sandra Luttcgens-Van Allen mentioned the Main level is public level—gallery, etc., and then classrooms and day to day creative below. Stairs not grand, the gallery and recital hall possible to have them connect. C. Hurless mentioned that OPN is working on new concept for recital hall to be with the gallery so it's not so odd to have them not together. What didn't work in masterplan? Andrew Shroll mentioned the following—having recital space and gallery on same level with lobby. Lobby crucial to redesign---front part of the building. Lobby as communal space before/after events, serving food, have enough space to be inviting, kitchen nearby, thought façade was uninviting to public walking by, gallery could have the design of the façade instead; move recital space upstairs, are we ok with not having a two story tall recital space, is it ok to give on recital height (acoustics). All on one level to make it more usable. Natural light in lobby, gallery space Elevator/stair case inviting to where classrooms and studios are located, flow out to patio could be improved, think more functionally for the flow, depending on weather, time of year, etc. K. Brennan Hall—what staff person is going to be cleaning up the upper patio, could use space for something else, more office space, natural light for them to work in balcony area would be out to the left in Mae Latta, not add on to this side, trade off to office space. Dale Schrad - As an artist, doing a lot of travelling, visiting a lot of places—gift shop absent from masterplan—people want to take home a piece of the experience—a place where people can get a memory, and also a way to make some more money-- C. Hurless mentioned Gift shop would be an additional staff—if the ask is for education versus gift shop. Dale Schrad mentioned the gift shop could bring in additional money—can we justify hiring an additional person to manage the gift shop, Gift shop always was an afterthought here. If we are thinking bigger we should think about different. Mary Brammer asked about parking on the east side? To take the pressure off the street, people would go to the classrooms directly from the parking lot, so that people don't have to go into the gallery. She also suggested communication with lady next door—possible to buy that property next door to assist in relieving the parking issue.

Good to keep the back area—blend the old with the new. C. Hurless mentioned—leaving what is here in the new v will keep the legacy of James Hearst in the Hearst. More classrooms is what we need, big ceramics studio. 12,000 sq ft Now, 20,000 sq ft in proposal. Friends asked C.Hurless what is the big expense besides the expansion, Hurless replied Expense—art storage is huge—requirements of permanent art storage is currently not being met and the micro-climate required involves expensive upgrades—climate control is expensive, the new area would be under the house, double the size of the permanent storage. M.Wilson mentioned the two artist studios, right above performance art space—glass doors perhaps not conducive to getting work done—should be a private space.

The group expressed concern about what direction the master plan is going in—any feedback along the way—sneak preview? Concepts to see if it should be priced out, would like various ideas from architects—rough sketches that the ACB and Friends could look at and have enough time to bring comments back in before the next iteration.

After the conclusion of this Master Plan discussion, K. Brennan Hall reported that 3 ACB applicants were interviewed by the ACB President, Mayor Pro Tem, and Community Development Director, 1 candidate is being interviewed by the mayor, and will be presented at the July 17 Council for approval.

Supervisor's Report: Proposed to ACB a request to apply for a CFCF Grant – the Diamond Art & History Fund to ask for \$3,000 to pilot a new mobile culture and art tour, to promote awareness of the Public Art in Cedar Falls as well as provide unique education opportunities with scavenger hunts and quizzes for youth audiences. Motion to approve by P. P. Berendzen, seconded by M. Wilson. Motion approved to proceed with grant opportunity. Hurless also reported a new vacancy at the Hearst, Education Coordinator Angie Hickok has accepted a full-time opportunity at the Grout Museum. Hurless is working with the city to post the vacancy in July. Hurless is updating the design of the Hearst Brochures, with the new design roll out to occur with the upcoming fall brochure. She updated the group on what events were happening at the Hearst.

Friends of the Hearst: Friends are working on organizing their annual meeting, slated for August 3. They are also interviewing prospective new members. Starting July 1, the minimum membership donation to receive discounted benefits through the Friends will be \$50, more is always encouraged.

Public Art Committee: Did not meet in June.

### **Old Business:**

Hearst bylaws committee report from M.Wilson and K. Brennan Hall: Article 1, instead of replicate what is in code, we reference the sections of the code, with a hyperlink to the code in the digital copy. Article 2, officers, a couple minor changes in responsibilities that were outdated or unneeded, added in secretary. Next step—one more meeting to commit and then present to the whole board and then vote on bylaws.

Motion to move the August ACB meeting to the 5<sup>th</sup> Wednesday, August 30 for the OPN presentation. Motion by M. Wilson, seconded by P.Berendzen. Motion approved. July ACB meeting will take place July 26.

Motion to adjourn meeting by T. Wilson-Wood, seconded by M. Wilson. Meeting adjourned at 6:40pm.



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**City of Cedar Falls**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ **local government**

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) **2**  
 Exemption from FATCA reporting code (if any) **C**  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**220 Clay Street**

**6** City, state, and ZIP code  
**Cedar Falls, IA 50613**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

|                                |   |  |   |   |   |   |   |   |   |   |
|--------------------------------|---|--|---|---|---|---|---|---|---|---|
| Social security number         |   |  |   |   |   |   |   |   |   |   |
|                                |   |  | - |   |   |   |   |   |   |   |
| or                             |   |  |   |   |   |   |   |   |   |   |
| Employer identification number |   |  |   |   |   |   |   |   |   |   |
| 4                              | 2 |  | - | 6 | 0 | 0 | 4 | 3 | 3 | 2 |

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here: Signature of U.S. person ▶ *[Handwritten Signature]* Date ▶ *9/16/18*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

ACCOUNT NUMBER ACCOUNT DESCRIPTION ANNUAL REVISED BUDGET MTD ACTUAL YTD ACTUAL REMAINING BALANCE RECEIVED

GENERAL FUND

REVENUE

Table with columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, ANNUAL REVISED BUDGET, MTD ACTUAL, YTD ACTUAL, REMAINING BALANCE, RECEIVED. Rows include 101-2280-323.03-00 CULTURAL, 101-2280-356.11-00 CULTURAL-ART SHOW, 101-2280-356.12-00 CULTURAL-REGISTRATION FEE, 101-2280-356.13-00 CULTURAL-MEMBERSHIPS, 101-2280-356.14-00 CULTURAL-FACILITY RENTAL, 101-2280-356.15-00 CULTURAL-GIFT SHOP SALES, 101-2280-356.16-00 CULTURAL-ART WORK SALES, 101-2280-356.17-00 MISCELLANEOUS, 101-2280-356.18-00 CULTURAL-FRIENDS/ACB, 101-2280-371.43-00 FRIENDS OF HEARST REIMB., 101-2280-373.04-00 DONATIONS-HEARST, 101-2280-373.04-01 DONATIONS- SMALL.

\* REVENUE

EXPENDITURE

Table with columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, ANNUAL REVISED BUDGET, MTD ACTUAL, YTD ACTUAL, REMAINING BALANCE, RECEIVED. Rows include 101-2280-423.61-01 FULL-TIME, 101-2280-423.61-03 OVERTIME, 101-2280-423.61-50 ASSISTANTS, 101-2280-423.61-54 INSTRUCTORS, 101-2280-423.61-56 COMMUNITY PROGRAM PERS., 101-2280-423.61-57 HEARST SPECIAL PROJECTS, 101-2280-423.61-59 ART SHO, 101-2280-423.61-60 PROJECT PERSONNEL (GRANTS), 101-2280-423.62-01 PAYROLL, 101-2280-423.62-02 SEVERANCE, 101-2280-423.64-01 HEALTH INS. PREMIUMS, 101-2280-423.64-02 HEALTH INS. REIMBURSEMENT, 101-2280-423.64-03 LIFE INSURANCE, 101-2280-423.64-04 LTD INSURANCE, 101-2280-423.64-05 WORKMAN'S COMP. INS., 101-2280-423.64-06 UNEMPLOYMENT INSURANCE, 101-2280-423.65-01 F.I.C.A., 101-2280-423.66-01 I.P.E.R.S., 101-2280-423.67-01 457 EMPLOYER CONTRIBUTION, 101-2280-423.71-01 OFFICE SUPPLIES, 101-2280-423.72-11 DUES, BOOKS, MAGAZINES, 101-2280-423.72-25 MILEAGE, 101-2280-423.72-70 CLASSROOM SUPPLIES, 101-2280-423.72-71 GALLERY SUPPLIES, 101-2280-423.72-72 PRODUCTS FOR RESALE, 101-2280-423.72-73 GROUNDS SUPPLIES, 101-2280-423.72-74 SERVICE/VOLUNTEER SUPP., 101-2280-423.72-99 POSTAGE, 101-2280-423.73-01 REPAIR & MAINT. SUPPLIES, 101-2280-423.81-01 PROFESSIONAL SERVICES.

CULTURAL BOARD REPORT  
FOR FISCAL YEAR 2023  
FOR THE MONTH OF MAY 2023

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION       | ANNUAL<br>REVISED<br>BUDGET | MTD<br>ACTUAL | YTD<br>ACTUAL | REMAINING<br>BALANCE | RECEIVED |
|------------------------------|---------------------------|-----------------------------|---------------|---------------|----------------------|----------|
| 101-2280-423.81-06           | PRINTING & PUBLICATION    | 7,500.00                    | 282.00        | 5,032.62      | 2,467.38             | 67       |
| 101-2280-423.81-12           | COMPUTER SERVICES         | 18,960.00                   | 1,580.00      | 17,380.00     | 1,580.00             | 92       |
| 101-2280-423.81-60           | EXHIBITION FEES           | 4,800.00                    | .00           | 4,706.50      | 93.50                | 98       |
| 101-2280-423.81-61           | PROMOTIONS                | 6,000.00                    | 250.33        | 3,654.85      | 2,345.15             | 61       |
| 101-2280-423.82-01           | TELEPHONE                 | 1,500.00                    | 125.21        | 987.01        | 512.99               | 66       |
| 101-2280-423.83-01           | TRAINING & TRAVEL         | .00                         | .00           | .00           | .00                  | 0        |
| 101-2280-423.83-04           | DUES & MEMBERSHIPS        | 750.00                      | .00           | 145.00        | 605.00               | 19       |
| 101-2280-423.83-05           | TRAVEL (FOOD/MILEAGE/LOD) | 1,800.00                    | .00           | 334.59        | 1,465.41             | 19       |
| 101-2280-423.83-06           | EDUCATION                 | 1,000.00                    | 194.97        | 267.31        | 732.69               | 27       |
| 101-2280-423.84-01           | OPERATING INSURANCE       | 1,680.00                    | 140.00        | 1,540.00      | 140.00               | 92       |
| 101-2280-423.85-01           | UTILITIES                 | 13,400.00                   | 577.52        | 10,927.82     | 2,472.18             | 82       |
| 101-2280-423.86-01           | REPAIR & MAINTENANCE      | 3,000.00                    | .00           | 947.04        | 2,052.96             | 32       |
| 101-2280-423.87-05           | VEHICLE MAINTENANCE FUND  | 4,080.00                    | 340.00        | 3,740.00      | 340.00               | 92       |
| 101-2280-423.88-21           | PUBLIC ART COMMITTEE      | 20,000.00                   | 704.67        | 18,572.89     | 1,427.11             | 93       |
| 101-2280-423.89-01           | MISCELLANEOUS             | 500.00                      | 600.00        | 735.00        | 235.00               | 147      |
| 101-2280-423.89-08           | BUS TRIPS/PROGRAMMING     | .00                         | .00           | .00           | .00                  | 0        |
| 101-2280-423.89-14           | REFUNDS                   | 7,000.00                    | 805.00        | 7,605.00      | 605.00               | 109      |
| 101-2280-423.89-15           | CREDIT CARD CHARGES       | 1,500.00                    | 625.27        | 1,943.41      | 443.41               | 130      |
| 101-2280-423.89-33           | FRIENDS SUPPORTED PROGRAM | 10,000.00                   | 379.69        | 6,314.85      | 3,685.15             | 63       |
| 101-2280-423.89-49           | FRIENDS/HEARST MEMBERSHIP | .00                         | .00           | .00           | .00                  | 0        |
| 101-2280-423.92-01           | STRUCTURE IMPROV & BLDGS  | 30,000.00                   | .00           | .00           | 30,000.00            | 0        |
| 101-2280-423.93-01           | EQUIPMENT                 | 4,000.00                    | 36.99         | 2,531.51      | 1,468.49             | 63       |
| <hr/>                        |                           |                             |               |               |                      |          |
| * EXPENDITURE                |                           | 588,440.00                  | 39,794.39     | 469,806.98    | 118,633.02           | 80       |
| ** V & T - CULTURAL SERVICES |                           | 393,990.00                  | 78,700.01     | 247,091.30    | 146,898.70           | 63       |
| <hr/>                        |                           |                             |               |               |                      |          |
| REVENUE                      |                           | 30,000.00                   | .00           | 11,519.15     | 18,480.85            | 38       |
| 101-1199-343.01-00           | CULTURAL GRANTS           | .00                         | .00           | 322.60        | 322.60               | 0        |
| 101-1199-343.01-01           | VENDOR COMMISSIONS        | .00                         | .00           | .00           | .00                  | 0        |
| <hr/>                        |                           |                             |               |               |                      |          |
| * REVENUE                    |                           | 30,000.00                   | .00           | 11,841.75     | 18,158.25            | 39       |
| <hr/>                        |                           |                             |               |               |                      |          |
| EXPENDITURE                  |                           | 30,000.00                   | .60           | 3,082.71      | 26,917.29            | 10       |
| 101-1199-421.31-10           | GRANTS - CULTURAL SERVICE | .00                         | .00           | 200.90        | 200.90               | 0        |
| 101-1199-421.31-11           | CULTURAL-VNDR COMMISSIONS | .00                         | .00           | 3,144.00      | 3,144.00             | 0        |
| 101-1199-421.31-12           | GRANTS-CULT IAC GEN OP    | .00                         | .00           | .00           | .00                  | 0        |
| <hr/>                        |                           |                             |               |               |                      |          |
| * EXPENDITURE                |                           | 30,000.00                   | .60           | 6,427.61      | 23,572.39            | 21       |
| ** ADMIN/LEGAL               |                           | .00                         | .60           | 5,414.14      | 5,414.14             | 0        |
| *** GENERAL FUND             |                           | 393,990.00                  | 78,700.61     | 241,677.16    | 152,312.84           | 61       |
| HEARST CAPITAL               |                           |                             |               |               |                      |          |
| <hr/>                        |                           |                             |               |               |                      |          |
| REVENUE                      |                           | .00                         | .00           | .00           | .00                  | 0        |
| 298-0000-300.00-00           | CASH CARRYOVER            | .00                         | .00           | .00           | .00                  | 0        |
| 298-0000-355.10-00           | CULTURAL CAPITAL FEES     | 25,000.00                   | 4,466.22      | 12,807.49     | 12,192.51            | 51       |
| 298-0000-361.01-00           | CHECKING ACCT INTEREST    | .00                         | 237.94        | 1,901.74      | 1,901.74             | 0        |
| 298-0000-361.03-00           | CD/INVESTMENT INTEREST    | .00                         | 524.32        | 2,310.14      | 2,310.14             | 0        |
| 298-0000-371.08-00           | PUBLIC ART                | 26,500.00                   | .00           | 32,983.84     | 6,483.84             | 124      |
| 298-0000-373.04-00           | DONATIONS-HEARST          | .00                         | 90.00         | 9,137.00      | 9,137.00             | 0        |
| 298-0000-373.04-02           | DONATIONS- LARGE/ESTATES  | .00                         | .00           | .00           | .00                  | 0        |

CULTURAL BOARD REPORT  
FOR FISCAL YEAR 2023  
FOR THE MONTH OF MAY 2023

| ACCOUNT NUMBER                               | ACCOUNT DESCRIPTION | ANNUAL REVISED BUDGET | MTD ACTUAL | YTD ACTUAL | REMAINING BALANCE | \$ RECEIVED |
|--|---------------------|-----------------------|------------|------------|-------------------|-------------|
| * REVENUE                                    |                     |                       |            |            |                   |             |
| ** HEARST CAPITAL                            |                     | 51,500.00-            | 5,318.48-  | 59,140.21- | 7,640.21          | 115         |
|  |                     | 51,500.00-            | 5,318.48-  | 59,140.21- | 7,640.21          | 115         |
| EXPENDITURE                                  |                     |                       |            |            |                   |             |
| 298-2280-423.88-21 PUBLIC ART COMMITTEE      |                     | 26,000.00             | .00        | 26,000.00  | .00               | 100         |
| 298-2280-423.88-56 PUBLIC ART CAPITAL MAINT  |                     | .00                   | .00        | .00        | .00               | 0           |
| 298-2280-423.89-39 ITEMS PURCHASED-DONATIONS |                     | 500.00                | .00        | 4,256.75-  | 3,756.75-         | 851         |
| 298-2280-423.92-01 STRUCTURE IMPROV & BLDGS  |                     | 25,000.00             | .00        | .00        | 25,000.00         | 0           |
| * EXPENDITURE                                |                     |                       |            |            |                   |             |
| ** V & T - CULTURAL SERVICES                 |                     | 51,500.00             | .00        | 30,256.75  | 21,243.25         | 59          |
| *** HEARST CAPITAL                           |                     | 51,500.00             | .00        | 30,256.75  | 21,243.25         | 59          |
| CAPITAL PROJECTS                             |                     | .00                   | 5,318.48-  | 28,883.46- | 28,883.46         | 0           |
| REVENUE                                      |                     |                       |            |            |                   |             |
| 443-0000-362.06-00 224 W SEERLEY HOUSE       |                     | .00                   | 2,835.00-  | 7,195.00-  | 7,195.00          | 0           |
| * REVENUE                                    |                     |                       |            |            |                   |             |
| ** CAPITAL PROJECTS                          |                     | .00                   | 2,835.00-  | 7,195.00-  | 7,195.00          | 0           |
| EXPENDITURE                                  |                     |                       |            |            |                   |             |
| 443-1220-431.94-33 PROPERTY ACQUISITION      |                     | .00                   | 121.14     | 2,413.90   | 2,413.90-         | 0           |
| 443-1220-431.94-71 CONCRETE REPAIR-HEARST    |                     | .00                   | .00        | .00        | .00               | 0           |
| * EXPENDITURE                                |                     |                       |            |            |                   |             |
| ** CAPITAL PROJECTS                          |                     | .00                   | 121.14     | 2,413.90   | 2,413.90-         | 0           |
| *** CAPITAL PROJECTS                         |                     | .00                   | 121.14     | 2,413.90   | 2,413.90-         | 0           |
|  |                     | .00                   | 2,713.86-  | 4,781.10-  | 4,781.10          | 0           |

Cedar Falls Art & Culture Mobile Tour

**Expenses**

| Expenses   | Grant Funding \$3,000 | Project Cost-Sharing        |  | Notes   |
|--|-----------------------|-----------------------------|--|---|
|  | Grant Funding         | Hearst Center contributions | Secured In-kind contributions from 3rd parties |   |
| Engage by Cell mobile tour platform subscription                         | \$2,750               |                             |  | Quote from vendor: Engage by Cell for 1 year subscription   |
| Printing/Signage for tour touchpoints                                    | \$ 250.00             | \$ 250.00                   | \$ 500.00                                      | Public Art Committee funding for sculpture signage  |
| Marketing, Social Media Ads, print ads                                   |                       | \$ 500.00                   | \$ 1,000.00                                    | Friends of the Hearst and the CF Art & Culture Board = Trapp Marketing fund and Berg if needed for tourism brochure |
| Hearst Staff Development & Launch; app design, graphics, launch planning |                       | \$ 5,787.50                 |  | Hurless, Drennan, Haigh, Hines  |
| Content maintenance over program timeframe                               |                       | \$ 458.40                   |  | Haigh   |
|  |                       |                             |  | <b>Total Project Cost</b>   |
| <b>Totals</b>  | <b>\$ 3,000.00</b>    | <b>\$ 6,995.90</b>          | <b>\$ 1,500.00</b>                             | <b>\$ 11,495.90</b>   |



## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8600  
 Fax: 319-268-5126  
 www.cedarfalls.com

### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Honorable Mayor Robert M. Green  
**FROM:** Michelle Pezley, AICP, Planner III  
**DATE:** August 21, 2023  
**SUBJECT:** CDBG Rental-Occupied Repair change order

Cedar Falls is a recipient of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds that support several programs, including housing rehabilitation and repair for income-qualifying residents.

On June 5, 2023, City Council approved the contract with Daniel's Home Improvement and Construction Co. to do repairs at 1009 W 3<sup>rd</sup> Street through the CDBG Rental-Occupied Repair funds. The City Council also approved the agreement with the property owners to place a five-year forgivable loan on the property.

During the remodel, after the contractor removed the front stairs, there was noticeable damage to the siding of the house. At further inspection, they found that there was damage to the foundation and a joist needs reinforcement, which will involve considerable additional work. In addition, the two storm doors that were part of the project description in the original contract were not included in the total cost of the project. It will cost an additional \$5,125 to complete the project. Since this additional cost is over 10% of the cost of the original contract, it requires City Council's approval. The detailed change order is attached. The total cost of the project with the changeover is \$17,128, which is well within the program's budget.

Staff recommends that the City Council approve the change order as proposed.

Please contact staff with any questions. Thank you.

Xc: Stephanie Houk Sheetz, AICP, Director of Community Development  
 Karen Howard, AICP, Planning & Community Services Manager

**Exhibit A: Scope of Work (Changes from 11/7/22 Contract in Strikethrough and Underline)**  
**Change Order 2 for above contract proposed 8/3/23**  
 1009 W. 3rd Street  
 Cedar Falls, IA 50613

| Line Item | Scope of Work  | Rehab Manual Section | Original Cost       | Updated Cost |
|-----------|--|----------------------|---------------------|--------------|
| 1         | For each of the two front entrances, remove the <u>front</u> concrete steps on the <u>right side</u> entrance and a section of the old concrete landing approximately eight feet wide in front of the door. Fill in the exposed end of the remaining landing with concrete block, brick or concrete. Remove the excess dirt and regrade to provide slope away from the house. Remove two shrubs in front of the landing. | 200                  | <del>\$ 5,375</del> | \$ 3,500     |
| 2         | For each of the two front entrances on the right side, pour a 4" thick concrete pad approximately 8' x 12' to align with existing concrete steps coming up from the that extends out to meet existing sidewalk.  | 300                  | <del>\$ 5,375</del> | \$ 1,623     |
| 3         | For each of the two front entrances on the right side, install a set of precast concrete steps with a landing on the new pad, include a wrought iron handrail.   | 300.2<br>2000.2      | <del>\$ 3,975</del> | \$ 3,650     |
| 4         | Install a section of guardrail on the open end of the landing. It may be metal or composite.   | 300.2<br>2000.2      | <del>\$ 875</del>   | \$ -         |
| 5         | Replace the left right front entrance doors with prehung steel doors. Each door shall resemble a traditional paneled residential door and have a small window. Include a lockset and painting the entire door, jambs and trim. Requires Lead Safe Work Practices   | 900                  | \$ -                | \$ 3,000     |
| 6         | Install an aluminum combination storm door on each of the two front entrances. Consult with owner about which sides should have hinges. Needs to be added into original contract figure.   |                      | \$ -                | \$ 1,050     |

|  |  |                          |                           |
|--|--|--------------------------|---------------------------|
| <p>Additional charges for foundation repairs found after work began on the property. Repairs to include the following:<br/>                 Removing duct work to access joist<br/>                 Jacking up the floor 1-2 inches<br/>                 Installing 2x10 or 2x12 against remaining joist<br/>                 Reinstalling Duct work<br/> <b>OUTSIDE WORK:</b><br/>                 Coring out existing beam and installing new ribbon 2x10 against it<br/>                 Cutting out bad sill plates<br/>                 Installing new 1/2" lag bolts from outside to inside<br/>                 Installing 3/4" plywood with steel siding</p> |  |                          | <p>\$ 3,975</p>           |
| <p>8a Building Permits.</p>  |  | <p><del>\$ 273</del></p> | <p>\$ 230</p>             |
| <p>8b Additional build permit costs will add \$100.</p>  |  |                          | <p>\$100</p>              |
| <p>Total: \$</p>   |  | <p><del>15,873</del></p> | <p><b>\$17,128.00</b></p> |

Cont'd on next page →



Bartelt Rentals L.C. 1009 W. 3rd St - Change Order and Updated Scope of Work, cont'd

Owner Signature: Bartelt Rentals L.C.

Date

*8-15-2023*

Contractor Signature: Daniels Home Improvement

Date

*8-15-2023*

INRCOG Signature

Date

*8-3-23*

City Signature

Date

ALTERNATES

|  |                    |                               |             |
|--|--------------------|-------------------------------|-------------|
| <p><b>1</b> For each of the two front entrances, build a set of wood steps with a 4' x 4' landing. The risers are to be treated wood and the treads, deck and handrail/guardrail are to be composite (Trex or equiv.). <del>This alternate would replace Line Item 3.</del></p>                |                    | <p><del>\$ 5,000.00</del></p> | <p>\$ -</p> |
| <p><b>2</b> Remove the front left concrete steps and a section of the landing approximately eight feet wide in front of the front left door. Fill in the exposed end of the remaining landing with concrete block, brick or concrete. <del>This alternate would replace Line Item 1.</del></p> |                    | <p><del>\$ 8,500.00</del></p> | <p>\$ -</p> |
| <p><b>3</b> Pour a 4" thick concrete pad approximately 8' x 12' to align with existing front left concrete steps coming up from the sidewalk. <del>This alternate would replace Line Item 2.</del></p>   | <p>300<br/>600</p> | <p><del>\$ 4,500.00</del></p> | <p>\$ -</p> |
| <p><b>4</b> For the front left entrance, build a set of wood steps with a 4' x 4' landing. The risers are to be treated wood and the treads, deck and handrail/guardrail are to be composite (Trex or equiv.). <del>This alternate would replace Line Item 3.</del></p>                        |                    | <p><del>\$ 2,500.00</del></p> | <p>\$ -</p> |
| <p><b>5</b> Remove the front right entrance door, frame in and insulate. Cover the interior with sheetrock and finish to match existing wall. Cover the exterior with 1/2" OSB and cement fiber shingle siding (Hard Board or equivalent).</p>   |                    | <p><del>\$ 1,800.00</del></p> | <p>\$ -</p> |

terior paint is NOT lead-based as confirmed by testing. However, the interior IS presumed to contain lead-based paint; therefore certain items are noted where the disturbance of lead paint is expected. ONLY PERSONS WHO HAVE BEEN TRAINED AND CERTIFIED MAY CONDUCT WORK FOR THE LINE ITEMS SPECIFIED.

Lead safe work practices include but may not be limited to:

- Protecting occupants by informing them of times and locations of lead hazard reduction activities in advance of such work, so that special alternative housing arrangements can be made prior to safe lead clearance testing, if required.
- Preparing worksite by having all necessary material and labor to do the work in a safe, efficient manner that will not unnecessarily delay completion and clearance testing if required.
- Control and contain all paint chips, dust and residue by laying down tarps and completely sealing off affected rooms.
- Disposing of lead paint chips, dust and residue as required by landfill.



## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8606  
 Fax: 319-273-8610  
 www.cedarfalls.com

### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** Thom Weintraut, AICP, Planner III  
 Matt Tolan, EI, Civil Engineer II  
 Brett Armstrong, EI, Engineer

**DATE:** August 21, 2023

**SUBJECT:** Ashworth North Preliminary Plat

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**REQUEST:** Request to approve the preliminary plat for Ashworth North Subdivision, Case #PP23-002

**PETITIONER:** David Nicol, developer; CGA Engineering, Engineer

**LOCATION:** The property is located on the west side of Hudson Road across from the intersection of Hudson Road and Ashworth Drive.

#### PROPOSAL

The petitioner has submitted a preliminary application to subdivide approximately 2.0 acres into seven (7) lots. The property is located on the north side of the future extension of Ashworth Drive east from Prairie Winds 4<sup>th</sup> Addition to complete the connection to Hudson Road.

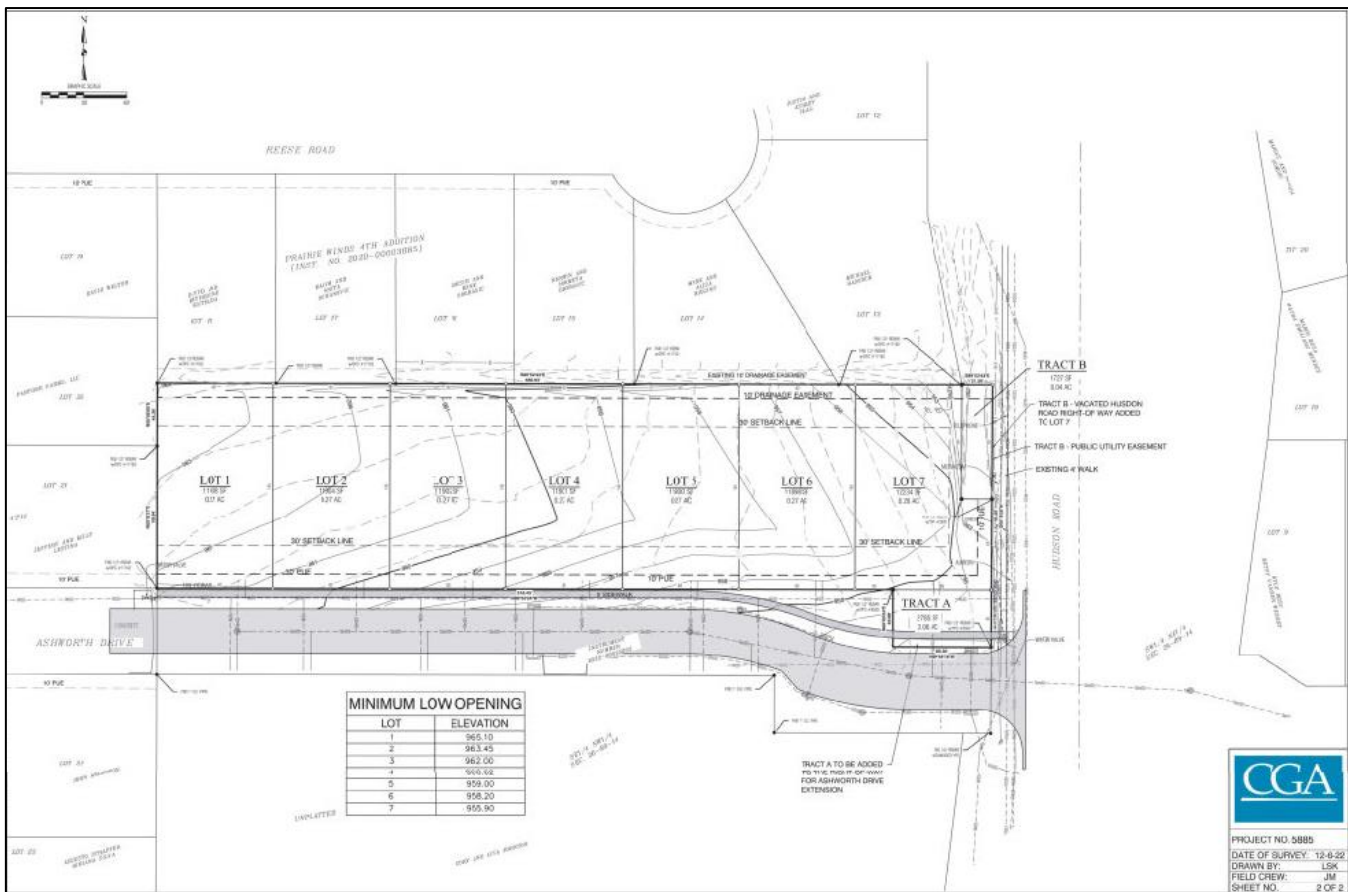
#### BACKGROUND

The property was part of a 3.07-acre farmstead that contained a house built in 1918. In April 2022, the City purchased the south 0.89-acre portion of the Nicol's property to connect Ashworth Drive in Prairie Winds 4<sup>th</sup> Addition eastward to Hudson Road. Ashworth Drive is a critical street connection in this area of the city, providing an east-west street connection from Greenhill Road through Greenhill Village to Hudson Road and from Hudson Road through the Prairie Winds Subdivision to Arbors Drive next to Aldrich Elementary School and will extend further west as the city expands. The City Council approved a request to rezone this property from A-1 Agriculture District to R-1 Residence District on May 15, 2023. The Council also approved the vacation of 1,727 square feet of right-of-way (Tract B) at the northwest corner of the property along Hudson Road. The Council approved a purchase agreement for Tract "A" on July 17, 2023, and currently the closing documents are being prepared. Once conveyed to the City it will become a part of the Ashworth Drive ROW, which will be reflected as such on the final plat. On August 21, 2023, the Council will conduct a public hearing to convey the vacated ROW in the NE corner of the plat (Tract B) to Mr. Nicol, which will then be

incorporated into Lot 7 on the final plat.

**ANALYSIS**

The petitioner, David Nicol, proposes a preliminary plat for an approximately two (2) acre parcel that was created after the city purchased the southern portion of the property to build the extension of Ashworth Drive between Prairie Winds 4<sup>th</sup> Addition and Hudson Road. In addition, the City is installing utilities along with the road construction to provide redundancies in utility services. The City has provided sanitary and water service hook-ups along both sides of the street for this development and any future development along the south side of Ashworth Drive. The developer will be required to extend private service lines to each lot as homes are built. The only remaining public infrastructure to be installed is a public sidewalk, which will be constructed by the developer or lot owners at the time the dwelling units are built.



Tract “A” of this subdivision is being purchased by the City as part of the street and utility construction. Tract “B” is the right-of-way that has been vacated by the City, which Mr. Nicol has made an offer to the purchase. Once conveyed to Mr. Nicol, the intent is to incorporate this land into Lot 7 on the final plat. Staff notes that utility easements will be retained.

The lots exceed the minimum lot area of 9,000 square feet for the R-1 Residence District. The average lot size for Ashworth North is approximately 11,950 square feet, which is similar in size to the adjacent lots in Prairie Winds 4<sup>th</sup> Addition. The front and rear setbacks are provided on the plat and are consistent with the R-1 Residence District requirement of 30 feet. The side yard setbacks will be determined by the lot width as per the R-1 District requirements.

Regarding stormwater management, this is an infill site and to ensure surface water flows to the

10-foot drainage easement at the rear of the lots, the City Engineer has requested the entire site be graded accordingly before the construction of any houses begin.

The staff is working with the applicant to revise and finalize the Deed of Dedication, which will be approved as part of the final plat. A draft is in the packet. The applicant has supplied the following required documents for a preliminary plat including the Surveyor Certificate, Black Hawk County Auditor approval of the subdivision name, and a soil analysis for the site.

### PROCESS

Typically, approval of a preliminary plat would allow the applicant to proceed with the construction and installation of required public infrastructure, but because the infrastructure is being installed by the City, the only improvements the developer will need to complete is the site grading to manage stormwater prior to final platting and the installation of sidewalks as lots develop.

No lot sales or new construction may begin until a final plat is approved by the City Council. Since the City is providing the public infrastructure, a final plat cannot be submitted until the construction the street project is near completion.

### NEIGHBOR NOTICE

A courtesy notice was sent to nearby property owners was mailed on July 18, 2023.

### TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities (CFU) personnel, has noted the following:

All lots shall be graded at one time before any lot is sold to ensure the drainage easement meets the above comments and is protected from disruption when construction take place.

CFU states that water, electric, gas, and communications utility services are available in accordance with the service policies of CFU. The developer will need to make refundable investments for the installation of the electric and gas utilities to and throughout the addition. For a ten-year period after the installation, CFU will refund a portion of the refundable investments based upon the number of new service connections to the electric and gas distribution systems. There is no interest paid on the refundable investments and the total refunds will not exceed the original investment amounts. CFU will install the communication utility fiber system to serve the addition. Water will be installed as part of the City of Cedar Falls Ashworth Extension Project. See attached Developer Information Sheet for detailed information regarding utility installations.

### PLANNING AND ZONING RECOMMENDATION

Planning and Zoning found all comments related to the preliminary plat have been addressed, recommends approval, subject to

- 1) Conformance to all city staff recommendations and technical requirements.

## PLANNING AND ZONING

Discussion  
and  
Recommendation  
7/26/2023

Acting Chair Hartley introduced the item and Mr. Weintraut provided background information. He explained that the site is on the west side of Hudson Road and that the developer is seeking approval for the preliminary plat submitted. He discussed drainage plans, sidewalk installation, and utilities. Staff recommends approval when all preliminary plat comments have been addressed.

Mr. Leeper made a motion to approve the item. Ms. Crisman seconded the motion. The motion was approved unanimously with 7 ayes (Alberhasky, Crisman, Grybovych, Hartley, Larson, Leeper and Moser), and 0 nays.

Attachments:    Location map  
                     Preliminary Plat



# PRELIMINARY PLAT ASHWORTH NORTH SUBDIVISION CEDAR FALLS, IOWA

**SURVEYOR AND ENGINEER**

TRAVIS R STEWART, P.L.S.  
ADAM C DATERS, P.E.  
CLAPSADDLE-GARBER ASSOCIATES, INC.  
5106 NORDIC DRIVE  
CEDAR FALLS, IOWA 50613  
PHONE 319-266-0258

**SURVEY REQUESTED BY:**

DAVID NICOL  
3019 LOVEJOY DRIVE  
CEDAR FALLS, IOWA 50613

**OWNERS OF RECORD**

DAVID & TAMARA NICOL  
3019 LOVEJOY DRIVE  
CEDAR FALLS, IOWA 50613

CITY OF CEDAR FALLS  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613

**SHEET INDEX**

SHEET 1 COVER SHEET  
SHEET 2 PRELIMINARY PLAT

**ZONING INFORMATION:**

CURRENT: R-1, SINGLE FAMILY RESIDENTIAL  
FRONT YARD SET BACK 30 FEET  
SIDE YARD SET BACK 5 FEET  
REAR YARD SET BACK 30 FEET

**TRACT SUMMARY:**

TRACT A - ASHWORTH DRIVE RIGHT-OF-WAY  
  
TRACT B - HUDSON ROAD RIGHT-OF-WAY TO BE VACATED AND ADDED TO LOT 7 AND TO BE A PUBLIC UTILITY EASEMENT

**FLOODPLAIN:**

ZONE X  
AREA OF MINIMAL FLOOD HAZARD  
FIRM MAP NUMBER 19013C0277F  
EFFECTIVE JULY 18, 2011.

**PREPARED DATE:**

MAY 2023

**NOTE:**

ALL BEARINGS ARE THE RESULT OF G.P.S. OBSERVATIONS USING IaRCS: ZONE 5 WATERLOO

**CLOSURE:**

- ALL SUBDIVISION BOUNDARIES ARE WITHIN THE 1:10,000 ERROR OF CLOSURE REQUIREMENT  
- ALL LOTS ARE WITHIN THE 1:5000 ERROR OF CLOSURE REQUIREMENT.



**VICINITY MAP**  
NOT TO SCALE

**LEGAL DESCRIPTION**

A PART OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF SECTION NO. 26, TOWNSHIP 89 NORTH, RANGE 14 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CITY OF CEDAR FALLS, BLACK HAWK COUNTY, IOWA.

MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF LOT 13 PRAIRIE WINDS 4TH ADDITION, RECORDED AS INSTRUMENT NUMBER 2020-0003885, IN THE OFFICE OF THE RECORDER, BLACK HAWK COUNTY, IOWA; THENCE S89°52'43"E, 21.59 FEET TO THE WEST RIGHT-OF-WAY LINE OF HUDSON ROAD; THENCE S00°19'58"W, 185.26 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF SAID HUDSON ROAD; THENCE N89°48'18"W, 69.30 FEET; THENCE N00°03'24"E, 40.08 FEET; THENCE N89°53'24"W, 518.45 FEET; THENCE N00°05'13"E, 100.94 FEET; THENCE N00°08'00"E, 44.26 FEET; THENCE S89°52'43", 566.93 FEET TO THE POINT OF BEGINNING, CONTAINING 2.02 ACRES MORE OR LESS. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

**LOT TABLE**

| LOT          | ACRES       | SQ FT         |
|--------------|-------------|---------------|
| 1            | 0.27        | 11,908        |
| 2            | 0.27        | 11,904        |
| 3            | 0.27        | 11,902        |
| 4            | 0.27        | 11,901        |
| 5            | 0.27        | 11,900        |
| 6            | 0.27        | 11,898        |
| 7            | 0.28        | 12,234        |
| TRACT *A*    | 0.06        | 2,785         |
| TRACT *B*    | 0.04        | 1,727         |
| <b>TOTAL</b> | <b>2.02</b> | <b>88,159</b> |

**LEGEND**

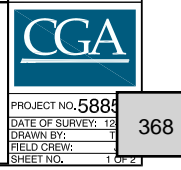
- |          |          |                                    |
|----------|----------|------------------------------------|
| EXISTING | PROPOSED |                                    |
|          |          | EVERGREEN TREE                     |
|          |          | DECIDUOUS TREE                     |
|          |          | SHRUBS (BUSHES)                    |
|          |          | TREE LINE                          |
|          |          | SIGN (TYPE AS NOTED)               |
|          |          | FENCE                              |
|          |          | SILT FENCE                         |
|          |          | CONTOUR LINE                       |
|          |          | WATERLINE                          |
|          |          | WATER VALVE                        |
|          |          | FIRE HYDRANT                       |
|          |          | SANITARY SEWER LINE                |
|          |          | STORM SEWER LINE                   |
|          |          | MANHOLE                            |
|          |          | CLEANOUT                           |
|          |          | INTAKE                             |
|          |          | BEEHIVE INTAKE                     |
|          |          | GAS LINE                           |
|          |          | GAS VALVE                          |
|          |          | OVERHEAD ELECTRICAL LINE           |
|          |          | BURIED ELECTRICAL LINE             |
|          |          | POWER POLE                         |
|          |          | STREET LIGHT                       |
|          |          | ELECTRICAL BOX/TRANSFORMER         |
|          |          | TELEPHONE LINE                     |
|          |          | TELEPHONE PEDESTAL                 |
|          |          | SECTION/R.O.W. LINE                |
|          |          | BOUNDARY LINE                      |
|          |          | PROPERTY LINE                      |
|          |          | EASEMENT LINE                      |
|          |          | SETBACK LINE                       |
|          |          | R.O.W. RAIL OR LOT CORNER          |
|          |          | CONCRETE MONUMENT                  |
|          |          | GOVERNMENT CORNER MONUMENT         |
|          |          | PARCEL OR LOT CORNER MONUMENT      |
|          |          | TEMP. CONSTRUCTION EASEMENT CORNER |
|          |          | SURVEY CONTROL POINT               |

J:\6885\imges2\_Survey\Preliminary Plat\6885 - Preliminary Plat Sheet 1 5.19.23.dwg - Landscape - 07-05-23 - 7:38pm - Ikoosmann

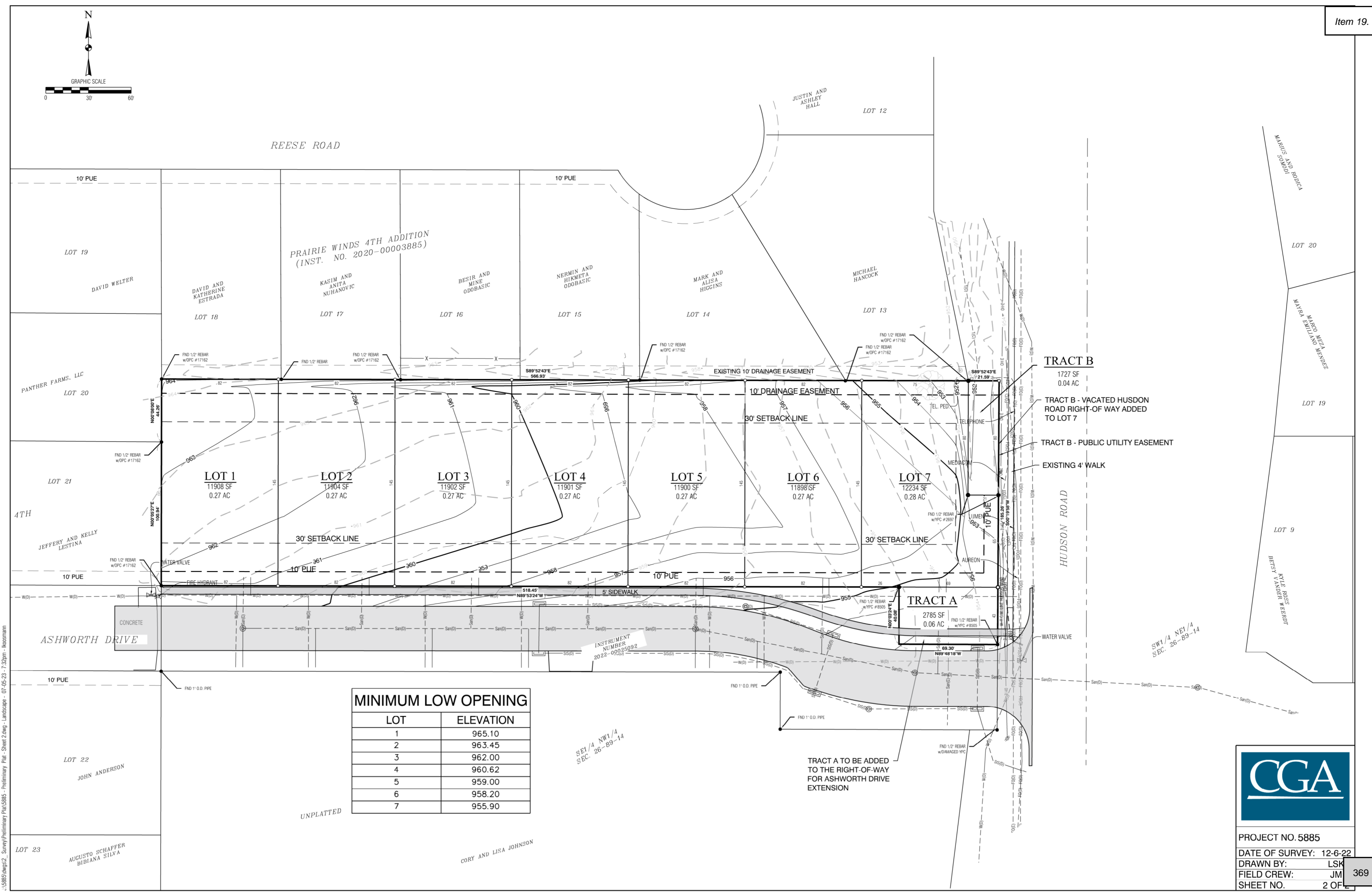
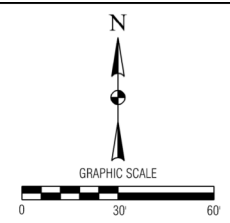
|  |  |
|--|--|
|  | TO THE BEST OF MY KNOWLEDGE, THIS PRELIMINARY PLAT CONFORMS TO THE PRELIMINARY PLAT REQUIREMENTS OF THE CITY OF CEDAR FALLS, IA (NOT TO BE USED FOR CONSTRUCTION)<br>MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024<br><br>Adam C Daters, PE<br>Date _____ |
|  | THIS PRELIMINARY PLAT PERIMETER BOUNDARY WAS PREPARED UNDER MY DIRECT SUPERVISION (NOT TO BE A RECORDED DOCUMENT)<br>MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023<br><br>Travis R Stewart, PLS<br>Date _____   |
| PROJECT NO. 5884<br>DATE OF SURVEY: 12<br>DRAWN BY: 1<br>FIELD CREW: 1<br>SHEET NO. 1 OF 2 | 368  |

|       |  |
|-------|--|
|       | (I) = RECORDED AS  |
| FOUND | ▲ PLS CORNER (as noted)  |
|       | ● NO.4 BAR WITH OPC #17162 UNLESS NOTED OTHERWISE                              |
| SET   | △ PLS CORNER - 1/2" DIAMETER x 30" IRON REBAR w/ORANGE PLASTIC ID CAP (#17162) |
|       | ○ 1/2" DIAMETER x 30" IRON REBAR w/ORANGE PLASTIC ID CAP (#17162)              |

|  |
|--|
|  |
|--|







| MINIMUM LOW OPENING |           |
|---------------------|-----------|
| LOT                 | ELEVATION |
| 1                   | 965.10    |
| 2                   | 963.45    |
| 3                   | 962.00    |
| 4                   | 960.62    |
| 5                   | 959.00    |
| 6                   | 958.20    |
| 7                   | 955.90    |

INSTRUMENT NUMBER 2022-02025092  
 SE 1/4 NW 1/4 SEC. 26-89-14

TRACT A TO BE ADDED TO THE RIGHT-OF-WAY FOR ASHWORTH DRIVE EXTENSION



PROJECT NO. 5885  
 DATE OF SURVEY: 12-6-22  
 DRAWN BY: LSK  
 FIELD CREW: JM  
 SHEET NO. 2 OF 2

\L6885\dwg2\_Survey\Preliminary Plat\6885 - Preliminary Plat - Sheet 2.dwg - Landscape - 07-05-23 - 7:32pm - Hoosmann


**DEPARTMENT OF COMMUNITY DEVELOPMENT**

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8600  
 Fax: 319-273-8610  
[www.cedarfalls.com](http://www.cedarfalls.com)

**INTEROFFICE MEMORANDUM**

*Planning & Community Services Division*

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** Thomas Weintraut, AICP, Planner III

**DATE:** August 21, 2023

**SUBJECT:** Resolution to submit an application for a Hazard Mitigation Grant to purchase Repetitive Loss and Severe Repetitive Loss properties in Northern Cedar Falls

In March 2023, The Iowa Department Homeland Security & Emergency Management (IDHSEM) contacted the City regarding a competitive Hazard Mitigation Grant opportunity to fund the purchase of three (3) repetitive loss (RL) and six (6) severe repetitive loss (SRL) properties. The grant will not require a local match since it specifically targets RL and SRL properties currently covered under a National Flood Insurance Policy. IDHSEM stated the Federal portion of the grant could include the maximum allowable replacement housing benefit of \$31K per property if the local market conditions support it. There are eight (8) properties in the Cedar River floodway and one (1) property in the Big Woods Lake area that are listed as RL or SRL. The eligible properties for the grant have a total assessed value of \$3.2 million.

Currently, staff is moving forward in the process to complete a Hazard Mitigation Grant application to purchase the nine (9) RL and SRL properties. As with previous buyout programs, these acquisitions are voluntary, the property owner can decline participation any time right up to closing. Again, this grant will not require a financial match from the City as the program is intended to remove properties which currently participate in the NFIP meeting the definition of RL or SRL properties. The funding contribution is provided by FEMA (90%) and the State of Iowa (10%). The deadline to submit the grant is September 15, 2023.

Our most recent experience with the 2021 buyout program started with nine (9) property owners who were initially interested in selling their properties. After receiving the property appraisals, only four (4) owners chose to participate. One owner, who had repeatedly expressed interest in selling their property, ultimately declined the offer because they had difficulty finding a comparable property in Cedar Falls matching the purchase offer price on their existing home. One owner who did sell their property stated they would be moving in with a relative due to the difficulty finding a comparable house they could afford in the Cedar Falls market.

Staff spoke with IDHSEM regarding the difficulty that property owners were having finding comparable properties in Cedar Falls housing market. IDHSEM asked if the City would like to consider offering replacement housing incentives, in addition to FEMA, to homeowners who might be reluctant to sell because of replacement housing costs. Offering an incentive in addition to FEMA's may make our application more competitive and more likely to be funded if housing relocation funds are warranted to meet local housing costs. In addition, IDHSEM stated that if the housing market did not warrant the incentive, as determined by FEMA, the City would not be obligated to provide the incentive.

Since the Federal and State governments amended the 2022 grant agreement eliminating the local match requirement, there is currently \$342,147 in the City's capital account for floodplain buyouts. Staff would recommend using \$171,000 (\$19,000 per property) from the City's flood buyout account along with the Federal allocation of \$31,000 to provide up to \$50,000 in assistance in finding replacement housing in Cedar Falls, if necessary.

The administration of the grant would be similar to the previous buyout grants. If the City is awarded a grant, the next step would be for the City to enter into an agreement with the IDHSEM and begin the process of contacting property owners to gauge their interest in selling their property.

The Department of Community Development recommends that City Council approve the resolution to submit an application to the Iowa Department of Homeland Security and Emergency Management for a Hazard Mitigation Grant to purchase three (3) repetitive loss and six (6) severe repetitive loss properties with an allocation of up to \$19,000 per property, if necessary, for housing relocation assistance for property owners. If you have questions, please contact the Community Development Department.

xc: Karen Howard, AICP, Planning and Community Services Manager  
Stephanie Houk Sheetz, AICP, Director of Community Development  
Jennifer Rodenbeck, Director of Finance and Business Operations


**DEPARTMENT OF COMMUNITY DEVELOPMENT**

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8600  
 Fax: 319-273-8610  
[www.cedarfalls.com](http://www.cedarfalls.com)

**MEMORANDUM**
***Planning & Community Services Division***

**TO:** Honorable Mayor Robert M. Green and City Council  
**FROM:** Thomas Weintraut, AICP, Planner III  
**DATE:** August 21, 2023  
**SUBJECT:** Extension of the Timeline to Complete the Hazard Mitigation Grant for Northern Cedar Falls Flood Buyout Program

In May 2019, the City submitted a notice of intent to the Iowa Department of Homeland Security Emergency Management (IDHSEM) for a Hazard Mitigation Grant to purchase 15 properties in the North Cedar Neighborhood. July 2019, the City Council adopted Resolution 21,609 approving and authorizing the application for a Hazard Mitigation Grant and the local match of \$259,080 (15%) of a total project cost of \$1,622,297.

The grant application was put on hold because of 2019-2020 flooding in other portions of Iowa. In March 2021, HSEMD notified the City there would be funding available to move forward. Staff reached out to property owners to determine if there was still interest in participation in the program. On August 10, 2021, the grant was approved to purchase nine (9) properties with \$1,498,040 total funding available with a local match of \$224,706 (15%) and on October 4, 2021, City Council passed Resolution 22,527 to provide the matching funds for the grant. Only four (4) property owners chose to participate.

In late September 2022, the City entered into a second amendment to the agreement reducing the City's matching portion of the grant from \$224,706 (15%) to \$0, a change resulting in the Federal Government assuming the City's cost.

In early November IHSEMD contacted the City to determine whether any of the property owners who had not shown interest in selling in 2021 might want to reconsider selling since the project was being completely funded by Federal and State agencies. The City sent letters on November 9, 2022, to again extend the opportunity to property owners to participate in the buyout and asked interested owners to respond by December 1, 2022. There are two (2) property owners who are interested in selling. December 19, 2022, Council approved Resolution 23,012 authorizing amendment three (3) to the subaward agreement with IDHSEM.

The City did not receive the approval to the change of scope for the additional two (2) property purchases from IDHSEM until August 10, 2023. The previous amendment to the

project is set to expire on September 30, 2023. To complete all the work necessary for these two additional buyouts another amendment to the agreement is needed, which will extend the grant through April 1, 2024.

The Department of Community Development recommends that the City Council adopt a resolution approving a fourth amendment to the Grant Agreement and Administrative Plan for the Voluntary Property Acquisition Program funded under the Hazard Mitigation Grant Program to extend the grant through April 1, 2024. If you have any questions, please contact the Community Development Department.

xc: Karen Howard, AICP, Planning & Community Services Manager  
Stephanie Houk Sheetz, AICP, Director of Community Development  
Jennifer Rodenbeck, Director of Finance and Business Operations

Amendment Number Four

## SUBAWARD AGREEMENT

Between

Iowa Department of Homeland Security and Emergency Management

And

City of Cedar Falls

**SUBAWARD AGREEMENT NO: HMGP-DR-4557-0003****PROJECT TITLE: Cedar Falls - Property Acquisitions****AMENDED FEDERAL FUNDS OBLIGATED AMOUNT: \$852,809.04**

This is Amendment Number Four to the above-referenced Subaward Agreement (AGREEMENT) between Iowa Department of Homeland Security and Emergency Management (HSEMD) and City of Cedar Falls (SUBRECIPIENT). The original AGREEMENT was executed on 10/11/2021.

Page 1 of 12, **Section I. SCOPE OF WORK**, paragraphs 1-2, of said AGREEMENT is amended to read:

**This Subaward Agreement (AGREEMENT) is to provide the City of Cedar Falls (SUBRECIPIENT) with federal assistance from the Hazard Mitigation Grant Program and applicable non-federal matching funds for the above referenced hazard mitigation grant. The total subaward is \$986,809.60.**

Project Costs – The federal share shall not exceed **\$852,809.04** or **(90%)** of the actual allowable subaward costs, whichever is less. The state share shall not exceed **\$94,756.56** or **(10%)** of the actual allowable costs, whichever is less.

**Section I. SCOPE OF WORK**, amended to include EHP Standard Conditions and EHP Special Conditions as paragraphs 5-15.

**EHP Standard Conditions:**

A change to the approved scope of work (SOW) requires prior approval from FEMA. The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP subrecipient SOW shall be reviewed by all state and federal agencies participating in the NEPA process. NEPA sign off for all SOW additions or amendments is essential before the revised SOW can be approved by FEMA or implemented by the HMGP subrecipient.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may impact federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

**EHP Special Conditions:**

- **National Historic Preservation Act (NHPA):** In the event that archaeological deposits (e.g., soils, middens, refuse, storage pits, privies, wells, cisterns, features, artifacts, or other remnants of human activity) are encountered during ground disturbing activities, work in the vicinity of the discovery shall stop immediately and all reasonable measures shall be taken to avoid or minimize harm to the discovery, all archaeological finds shall be protected, and access to the area shall be prohibited. The Sub-applicant shall immediately inform the Iowa Department of Homeland Security and Emergency Management (HSEMD), which shall notify FEMA and FEMA will consult with the Iowa State Historic Preservation Office (SHPO) and other potential consulting parties including Native American Tribes and the Office of the State Archaeologist (OSA). Work in sensitive areas may not resume until an archaeologist who

meets the Secretary of the Interior's Professional Qualifications Standards determines the extent and historic significance of the discovery and consultations are completed. Work may not resume at or around the delineated archaeological deposit until the Sub-applicant is notified by HSEMD.

- **National Historic Preservation Act (NHPA):** In the event that human remains are encountered, all work shall stop immediately, and local law enforcement shall be notified. The Sub-applicant shall inform the Iowa Department of Homeland Security and Emergency Management (IHSEMD) immediately, will secure all remains, and will restrict access to the area. IHSEMD shall notify FEMA, and FEMA will notify the Iowa State Historic Preservation Officer (SHPO) and the 2 Office of the State Archaeologist (OSA). In cases where human remains are determined to be Native American, FEMA shall also consult with the appropriate Tribal representative(s). Additionally, FEMA shall follow the guidelines outlined in the ACHP Policy Statement Regarding the Treatment of Burial Sites, Human Remains, and Funerary Objects (February 23, 2007) and any State-specific policies that may be enforced.
- **National Historic Preservation Act (NHPA):** All borrow or fill material must be obtained from pre-existing stockpiles or commercially procured sources.
- **Executive Order 11990 – Wetlands:** Construction activities and equipment storage are not to be located in or impact any adjacent wetlands. All materials and equipment should be staged outside of the wetland on paved or previously disturbed areas.
- **Executive Order 11990 – Wetlands:** The applicant shall ensure that best management practices are implemented to prevent erosion and sedimentation to surrounding, nearby or adjacent wetlands. This includes equipment storage and staging of construction to prevent erosion and sedimentation to ensure that wetlands are not adversely impacted per the Clean Water Act and Executive Order 11990.
- **Resource Conservation and Recovery Act (RCRA):** If any asbestos containing material, lead based paint, and/or other toxic materials are found during construction activities, the applicant must comply with all federal, state, and local abatement and disposal requirements.
- **Resource Conservation and Recovery Act (RCRA):** Unusable equipment, debris and material shall be disposed of in an approved manner and location. In the event significant items (or evidence thereof) are discovered during implementation of the project, applicant shall handle, manage, and dispose of petroleum products, hazardous materials and toxic waste in accordance with the requirements and to the satisfaction of the governing local, state and federal agencies.
- **Monitored Endangered Species Act (ESA):** If work is not completed by April 1, 2024, additional FEMA Environmental and Historic Preservation review is required. Do not carry out work after April 1, 2024, without notifying FEMA that work was not completed prior to that date. Work after April 1, 2024, must only be reinitiated following additional FEMA EHP review.

**Exhibit B:** Scope of Work, **Total Budget**, of said AGREEMENT is amended as attached.

All other paragraphs in said AGREEMENT remain unchanged.

IN WITNESS WHEREOF, HSEMD, the SUBRECIPIENT, and the AUTHORIZED REPRESENTATIVE have executed this AGREEMENT by the signatures of authorized persons of the entities and on the date indicated below:

Iowa Department of Homeland Security and Emergency Management:

City of Cedar Falls:

\_\_\_\_\_

Dennis Harper  
Alternate GAR

\_\_\_\_\_

Date

\_\_\_\_\_

Rob Green  
Mayor

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Representative (Optional)

\_\_\_\_\_

Date



### Exhibit B: Scope of Work

#### Amended Scope of Work

**Scope of Work:** To mitigate damages caused by flooding, this project proposes to acquire and demolish/convert to open space 15 (6 approved) residential properties susceptible to flooding from the Cedar River. The project will be implemented in accordance with 44 CFR part 80. The properties included in this project are as follows:

**Description of Proposed Project:**

| #  | Address             | City        | State | Zip   | Amount       |
|----|---------------------|-------------|-------|-------|--------------|
| 4  | 627 Clair St        | Cedar Falls | Iowa  | 50613 | \$95,000.00  |
| 6  | 628 Longview St     | Cedar Falls | Iowa  | 50613 | \$135,000.00 |
| 8  | 1027 Clair St       | Cedar Falls | Iowa  | 50613 | \$78,000.00  |
| 9  | 824 Cottage Row Rd  | Cedar Falls | Iowa  | 50613 | \$170,000.00 |
| 11 | 1218 Cottage Row Rd | Cedar Falls | Iowa  | 50613 | \$147,000.00 |
| 12 | 1824 Cottage Row Rd | Cedar Falls | Iowa  | 50613 | \$238,000.00 |

#### Total Budget

| Cost Type                            | Amount              |
|--------------------------------------|---------------------|
| Acquisition Costs for All Properties | \$863,000.00        |
| Asbestos & Demolition                | \$69,438.00         |
| Legal, Closing, Permits and Fees     | \$8,331.60          |
| Pre-Award – Appraisals               | \$6,796.00          |
| <b>Total Project</b>                 | <b>\$947,565.60</b> |
| Management Costs                     | \$39,244.00         |
| <b>Total Award</b>                   | <b>\$986,809.60</b> |



Pogones, Jonathan &lt;jonathan.pogones@iowa.gov&gt;

## PAS SOW Amendment Approval Letter - DR-4557-IA-003 Cedar Falls - Property Acquisitions

1 message

FEMA-R7-MT-HMA &lt;fema-r7-mt-hma@fema.dhs.gov&gt;

Fri, Jul 21, 2023 at 12:57 PM

To: "Pogones, Jonathan" &lt;jonathan.pogones@iowa.gov&gt;

Cc: "mathew.noble@iowa.gov" &lt;mathew.noble@iowa.gov&gt;, "steve.oberbroeckling2@iowa.gov"

&lt;steve.oberbroeckling2@iowa.gov&gt;, "Hartline, Casey" &lt;Casey.Hartline@fema.dhs.gov&gt;, FEMA-R7-MT-HMA &lt;fema-r7-mt-hma@fema.dhs.gov&gt;

Dusty,

RE: FEMA-4557-0003 Cedar Falls – Property Acquisitions

In accordance with Iowa's PAS Operational Agreement, this email serves as notification that FEMA has accepted your April 17, 2023 approval for a scope of work modification which includes the activation of two (2) properties (1218 Cottage Row Road, 1824 Cottage Row Road) and the deactivation of five (5) properties (215 McKinley, 2126 W. Lone Tree, 2027 Center St, **705 Clair St**, **1020 Cottage Row Rd.**) located in the City of Cedar Falls. The revised scope of work will result in a decrease in the federal share for the project referenced above. FEMA has de-obligated federal funds in the amount of \$460,107.36, the chart below reflects the updated funding summary.

| Summary of Funding | Federal        | Non-Federal   | Total          |
|--------------------|----------------|---------------|----------------|
| Original           | \$1,312,916.40 | \$145,879.60  | \$1,458,796.00 |
| Amendment          | (\$460,107.36) | (\$51,123.04) | (\$511,230.40) |
| Total              | \$852,809.04   | \$94,756.56   | \$947,565.60   |

Work schedule due dates are based on the proposed work schedule submitted in NEMIS and documented in the project sub-application. These due dates are based on the date of funding obligation. FEMA will not establish activity completion timeframes for individual projects included in HMGP grants made available for disasters declared on or after July 12, 2013. Instead, recipients and sub-recipients are responsible for ensuring that projects are completed within the overall HMGP period of performance. The period of performance end date for FEMA-4557 DR is February 13, 2026.

**Standard Conditions:**

- A change to the approved scope of work (SOW) requires prior approval from FEMA. The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP subrecipient SOW shall be reviewed by all state and federal agencies participating in the NEPA process. NEPA sign off for all SOW additions or amendments is essential before the revised SOW can be approved by FEMA or implemented by the HMGP subrecipient. Item 21.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may impact federal funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

### Special Conditions:

- National Historic Preservation Act (NHPA): In the event that archaeological deposits (e.g., soils, middens, refuse, storage pits, privies, wells, cisterns, features, artifacts, or other remnants of human activity) are encountered during ground disturbing activities, work in the vicinity of the discovery shall stop immediately and all reasonable measures shall be taken to avoid or minimize harm to the discovery, all archaeological finds shall be protected, and access to the area shall be prohibited. The Sub-applicant shall immediately inform the Iowa Department of Homeland Security and Emergency Management (HSEMD), which shall notify FEMA and FEMA will consult with the Iowa State Historic Preservation Office (SHPO) and other potential consulting parties including Native American Tribes and the Office of the State Archaeologist (OSA). Work in sensitive areas may not resume until an archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards determines the extent and historic significance of the discovery and consultations are completed. Work may not resume at or around the delineated archaeological deposit until the Sub-applicant is notified by HSEMD.
- National Historic Preservation Act (NHPA): In the event that human remains are encountered, all work shall stop immediately, and local law enforcement shall be notified. The Sub-applicant shall inform the Iowa Department of Homeland Security and Emergency Management (IHSEMD) immediately, will secure all remains, and will restrict access to the area. IHSEMD shall notify FEMA, and FEMA will notify the Iowa State Historic Preservation Officer (SHPO) and the 2 Office of the State Archaeologist (OSA). In cases where human remains are determined to be Native American, FEMA shall also consult with the appropriate Tribal representative(s). Additionally, FEMA shall follow the guidelines outlined in the ACHP Policy Statement Regarding the Treatment of Burial Sites, Human Remains, and Funerary Objects (February 23, 2007) and any State-specific policies that may be enforced.
- National Historic Preservation Act (NHPA): All borrow or fill material must be obtained from pre-existing stockpiles or commercially procured sources.
- Executive Order 11990 – Wetlands: Construction activities and equipment storage are not to be located in or impact any adjacent wetlands. All materials and equipment should be staged outside of the

wetland on paved or previously disturbed areas.

Item 21.

- Executive Order 11990 – Wetlands: The applicant shall ensure that best management practices are implemented to prevent erosion and sedimentation to surrounding, nearby or adjacent wetlands. This includes equipment storage and staging of construction to prevent erosion and sedimentation to ensure that wetlands are not adversely impacted per the Clean Water Act and Executive Order 11990.
- Resource Conservation and Recovery Act (RCRA): If any asbestos containing material, lead based paint, and/or other toxic materials are found during construction activities, the applicant must comply with all federal, state, and local abatement and disposal requirements.
- Resource Conservation and Recovery Act (RCRA): Unusable equipment, debris and material shall be disposed of in an approved manner and location. In the event significant items (or evidence thereof) are discovered during implementation of the project, applicant shall handle, manage, and dispose of petroleum products, hazardous materials and toxic waste in accordance with the requirements and to the satisfaction of the governing local, state and federal agencies.
- Monitored Endangered Species Act (ESA): If work is not completed by April 1, 2024, additional FEMA Environmental and Historic Preservation review is required. Do not carry out work after April 1, 2024, without notifying FEMA that work was not completed prior to that date. Work after April 1, 2024, must only be reinitiated following additional FEMA EHP review.

Quarterly progress reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports.

If you should have any questions concerning this action, please contact Casey Hartline, Acting Hazard Mitigation Assistance Branch Chief, at (816) 260-9069 or [Casey.Hartline@fema.dhs.gov](mailto:Casey.Hartline@fema.dhs.gov).

Thank you,

R7 HMA Review Team

Hazard Mitigation Assistance Branch | Region 7

Federal Emergency Management Agency

[fema.gov](https://www.fema.gov)

[FEMA-R7-MT-HMA@fema.dhs.gov](mailto:FEMA-R7-MT-HMA@fema.dhs.gov)



DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor Robert M. Green and City Council
FROM: Brett Armstrong, Civil Engineer II
DATE: August 14, 2023
SUBJECT: 2022 Alley Reconstruction Project
Project No. RC-000-3268
Project Final Acceptance

The 2022 Alley Reconstruction Project is completed and ready for final acceptance. This project involved reconstruction of six (6) alleys, three (3) of which are concrete and three (3) are permeable alleys. This project was under contract with Owen Contracting, Inc. of Cedar Falls, Iowa. This item was 108 in the FY22 Fiscal Year CIP and included funds from item 110 in the FY21 Fiscal Year CIP. Attached please find the following final documents:

- Final Pay Estimate (Retainage Release)
- Copy of Maintenance Bond, Owen Contracting, Inc

The following lien waivers have been received, reviewed by the Engineering Division, and are on file with the City Clerk:

Table with 2 columns: Owen Contracting, Inc. Suppliers (Benton's Ready Mix Concrete, Logan Contractors Supply) and Owen Contracting, Inc. subcontractors (Aspro, Service Signing LC, Matthias Landscaping, Midland Concrete Products, Foster's Inc., Benton's Sand and Gravel, Leymaster Tile, Northern Iowa Construction Products, Utility Equipment, Basic Materials Corporation).

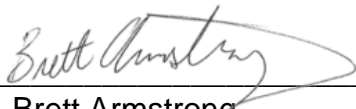
This project was funded by the Storm Water fund, Street Construction and State funding, and below is a breakdown of final contract costs by the funding source:

| <b>Funding Source</b>    | <b>Attributed Costs</b> |
|--------------------------|-------------------------|
| Strom Water Fund         | \$85,000.00             |
| State Funding            | \$52,500.00             |
| Street Construction Fund | \$394,731.28            |

With Council approval, a transfer of funds from the following funding sources to the Street Construction Fund will be made per Iowa Code 545-2.5.

| <b>Funding Source</b> | <b>Attributed Costs</b> |
|-----------------------|-------------------------|
| Strom Water Bond Fund | \$85,000.00             |

I certify that the public improvements for the 2022 Alley Reconstruction Project was completed in reasonable compliance with the project plans and specifications.

  
Brett Armstrong  
8/14/23  
Date

xc: Chase Schrage, Director of Public Works  
David Wicke, P.E., City Engineer  
Lisa Roeding, Controller/City Treasurer

# Performance, Payment, and Maintenance Bond

SURETY BOND NO. 54242712

KNOW ALL BY THESE PRESENTS:

That we, Owen Contracting, Inc., as Principal (hereinafter the "Contractor" or "Principal" and United Fire & Casualty Company as Surety are held and firmly bound unto CITY OF CEDAR FALLS, IOWA, as Obligee (hereinafter referred to as "the Owner"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of Five hundred eight thousand one hundred thirty three and 06/100ths (\$ 508,133.06), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the 6<sup>th</sup> day of June, 2022, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

**2022 Alley Reconstruction Project  
Paving / Pavers / Storm Sewer  
Project RC-000-3268**

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. PERFORMANCE: The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor's default or failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. PAYMENT: The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:

- A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of  2  year (s) from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
- B. To keep all work in continuous good repair; and
- C. To pay the Owner's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Owner all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

**Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.**

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Owner including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Owner's staff attorneys), and all costs and expenses of litigation as they are incurred by the Owner. It is intended the Contractor and Surety will defend and indemnify the Owner on all claims made against the Owner on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Owner will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.



In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in the Iowa District Court for Black Hawk County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. RC-000-3268

Witness our hands, in triplicate, this 6<sup>th</sup> day of June, 2022.

**Surety Countersigned By:**

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code


\_\_\_\_\_  
Company Telephone Number

**FORM APPROVED BY:**

\_\_\_\_\_  
Attorney for Owner

**PRINCIPAL:**

Owen Contracting, Inc.  
Contractor

By:   
Signature  
President  
Title

**SURETY:**

United Fire & Casualty Company  
Surety Company

By:   
Signature Attorney-in-Fact Officer

Joseph I. Schmit  
Printed Name of Attorney-in-Fact Officer

AssuredPartners Great Plains, LLC  
Company Name




4200 University Ave, Suite 200  
Company Address

West Des Moines, IA 50266  
City, State, Zip Code

515-244-0166  
Company Telephone Number

**NOTE:**

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

|  |   |  |                                   |
|--|---|--|-----------------------------------|
|   | <b>CONTRACTOR'S APPLICATION FOR PAYMENT</b>                     | <b>No. 11</b>  | <b>Pay Application</b>            |
| <b>2022 Alley Reconstruction Project</b>   |   | Application Period: <b>11/03/22</b> to <b>08/03/23</b> | Application Date: <b>08/03/23</b> |
| Project Number: <b>RC-000-3268</b>   | To (Owner): <b>City of Cedar Falls</b>                          | Via (Engineer): <b>Brett Armstorg</b>                  |                                   |
| Contract Completion Date: <b>10/14/22</b>  | From (Contractor): <b>Owen Contracting</b>                      | Civil Engineer II                                      |                                   |
| <b>Change Order Summary</b>  |   |  |                                   |
| Approved Change Orders:  |   |  |                                   |
| Number   | Additions (a)   | Deductions (b)   |                                   |
| 1  | \$ 7,150.00   | \$ -   |                                   |
| 2  | \$ 5,328.00   | \$ -   |                                   |
| 3  | \$ -  | \$ -   |                                   |
| 4  | \$ -  | \$ -   |                                   |
| 5  | \$ -  | \$ -   |                                   |
| 6  | \$ -  | \$ -   |                                   |
| 7  | \$ -  | \$ -   |                                   |
| 8  | \$ -  | \$ -   |                                   |
| 9  | \$ -  | \$ -   |                                   |
| 10   | \$ -  | \$ -   |                                   |
| 11   | \$ -  | \$ -   |                                   |
| 12   | \$ -  | \$ -   |                                   |
| 13   | \$ -  | \$ -   |                                   |
| 14   | \$ -  | \$ -   |                                   |
| 15   | \$ -  | \$ -   |                                   |
| Totals   | \$ 12,478.00  | \$ -   |                                   |
| <b>Net Change by Change Orders</b>   |   |  |                                   |
| (a) + (b) = (c)  | \$  | 12,478.00  |                                   |
| <b>Contractor's Certification</b>  |   |  |                                   |
| The undersigned Contractor certifies that: (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 Work covered by prior Applications for Payment; (2) title of 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 are covered by a Bond acceptable to Owner indemnifying Owner against such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective. |   |  |                                   |
| By (Contractor):    | Date: <b>8/7/23</b> <span style="float: right;">Joe Owen</span> |  |                                   |
| 1. ORIGINAL CONTRACT PRICE . . . . .   |   | \$   | 508,133.06                        |
| 2. NET CHANGE BY CHANGE ORDERS (c) . . . . .   |   | \$   | 12,478.00                         |
| 3. CURRENT CONTRACT PRICE . . . . .  |   | \$   | 520,611.06                        |
| 4. TOTAL COMPLETED AND STORED TO DATE<br>(Total Column F on Progress Estimate) . . . . .   |   | \$   | 532,231.28                        |
| 5. RETAINAGE   |   |  |                                   |
| a.   | 0% x \$ 532,231.28 Work Completed . . . . .                     | \$   | -                                 |
| b.   | 5% x \$ - Stored Materials . . . . .                            | \$   | -                                 |
| c.   | Total Retainage (Line 5a + Line 5b) . . . . .                   | \$   | -                                 |
| 6. CUMULATIVE LIQUIDATED DAMAGES CHARGED   |   |  |                                   |
| 0  | Days x Per Day . . . . .  | \$   | -                                 |
| 7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c - Line 6) . . . . .   |   | \$   | 532,231.28                        |
| 8. LESS PREVIOUS PAYMENTS (Line 7 From Prior Application) . . . . .  |   | \$   | 505,619.72                        |
| 9. AMOUNT DUE THIS APPLICATION . . . . .   |   | \$   | 26,611.56                         |
| 10. BALANCE TO DATE, PLUS RETAINAGE (Line 7 + Line 5c) . . . . .   |   | \$   | 532,231.28                        |
| 11. % OF COMPLETION  |   |  |                                   |
| Original Contract Price  | (Line 10 ÷ Line 1)  | 105%   |                                   |
| Current Contract Price   | (Line 10 ÷ Line 3)  | 102%   |                                   |
| Payment of: \$   | <b>26,611.56</b>  | (Line 9 or Other: Attach Explanation if Other Amount)  |                                   |
| Is Respectfully Submitted:    | Date: <b>8/7/2023</b>   | Brett Armstorg, Civil Engineer II                      |                                   |

| CONTRACTOR'S APPLICATION FOR PAYMENT |  |      |                     |              |                     |                                     |                                    |                                       |                                      |                               |  |  | No. 11                      |                         | Estimate       |  |
|--------------------------------------|--|------|---------------------|--------------|---------------------|-------------------------------------|------------------------------------|---------------------------------------|--------------------------------------|-------------------------------|--|--|-----------------------------|-------------------------|----------------|--|
| 2022 Alley Reconstruction Project    |  |      | Application Period: |              | 11/03/22            |                                     | to                                 |                                       | 08/03/23                             |                               | Application Date:  |  | 08/                         |                         | Item 22.       |  |
| Project Number: RC-000-3268          |  |      | To (Owner):         |              | City of Cedar Falls |                                     | Via (Engineer):                    |                                       | Brett A                              |                               | Civil Engineer II  |  |                             |                         |                |  |
| Contract Completion Date: 10/14/22   |  |      | From (Contractor):  |              | Owen Contracting    |                                     |                                    |                                       |                                      |                               |  |  |                             |                         |                |  |
| A                                    | B  | C    | D                   | E            | F                   | G                                   | H                                  | I                                     | J                                    | K                             | L  | M  | N                           | O                       | P              |  |
| Bid Item Number                      | Item Description                                   | Unit | Bid Quantity        | Unit Price   | Bid Value           | Previous Pay Application Quantities | Current Pay Application Quantities | Current Pay Application Value (E x H) | Estimated Quantity Installed (G + H) | Total Completed Value (E x J) | Value of Materials Presently Stored (Column M on Stored Materials) | Total Completed and Stored to Date (K + L) | % Original Contract (M + F) | Balance to Date (F - M) | Item Completed |  |
| 1                                    | CLEARING AND GRUBBING                              | LS   | 1.00                | \$ 1,000.00  | \$ 1,000.00         | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 1,000.00                   | \$ -   | \$ 1,000.00                                | 100%                        | \$ -                    | X              |  |
| 2                                    | TOPSOIL, FURNISH & SPREAD                          | CY   | 196.00              | \$ 40.00     | \$ 7,840.00         | 103.00                              | -                                  | \$ -                                  | 103.00                               | \$ 4,120.00                   | \$ -   | \$ 4,120.00                                | 53%                         | \$ 3,720.00             | X              |  |
| 3                                    | EXCAVATION, CLASS 10, ROADWAY WASTE                | CY   | 1,239.00            | \$ 15.00     | \$ 18,585.00        | 1,267.00                            | -                                  | \$ -                                  | 1,267.00                             | \$ 19,005.00                  | \$ -   | \$ 19,005.00                               | 102%                        | \$ (420.00)             | X              |  |
| 4                                    | MODIFIED SUBBASE, 6"                               | SY   | 2,041.00            | \$ 15.00     | \$ 30,615.00        | 2,124.10                            | -                                  | \$ -                                  | 2,124.10                             | \$ 31,861.50                  | \$ -   | \$ 31,861.50                               | 104%                        | \$ (1,246.50)           | X              |  |
| 5                                    | SUBDRAIN CLEANOUT, TYPE A-1, 6"                    | EACH | 6.00                | \$ 500.00    | \$ 3,000.00         | 6.00                                | -                                  | \$ -                                  | 6.00                                 | \$ 3,000.00                   | \$ -   | \$ 3,000.00                                | 100%                        | \$ -                    | X              |  |
| 6                                    | VALVE EXTENSION                                    | EACH | 1.00                | \$ 200.00    | \$ 200.00           | -                                   | -                                  | \$ -                                  | -                                    | \$ -                          | \$ -   | \$ -                                       | 0%                          | \$ 200.00               | X              |  |
| 7                                    | 7" CURB & GUTTER, P.C.C., 2.5' WIDE                | LF   | 368.00              | \$ 60.00     | \$ 22,080.00        | 378.00                              | -                                  | \$ -                                  | 378.00                               | \$ 22,680.00                  | \$ -   | \$ 22,680.00                               | 103%                        | \$ (600.00)             | X              |  |
| 8                                    | REMOVAL OF DRIVEWAY                                | SY   | 390.00              | \$ 9.00      | \$ 3,510.00         | 460.00                              | -                                  | \$ -                                  | 460.00                               | \$ 4,140.00                   | \$ -   | \$ 4,140.00                                | 118%                        | \$ (630.00)             | X              |  |
| 9                                    | REMOVAL OF SIDEWALK                                | SY   | 179.00              | \$ 9.00      | \$ 1,611.00         | 192.00                              | -                                  | \$ -                                  | 192.00                               | \$ 1,728.00                   | \$ -   | \$ 1,728.00                                | 107%                        | \$ (117.00)             | X              |  |
| 10                                   | SIDEWALK, 6", P.C.C.                               | SY   | 179.00              | \$ 155.00    | \$ 27,745.00        | 207.00                              | -                                  | \$ -                                  | 207.00                               | \$ 32,085.00                  | \$ -   | \$ 32,085.00                               | 116%                        | \$ (4,340.00)           | X              |  |
| 11                                   | DRIVEWAY, 6", P.C.C.                               | SY   | 751.00              | \$ 92.25     | \$ 69,279.75        | 776.00                              | -                                  | \$ -                                  | 776.00                               | \$ 71,586.00                  | \$ -   | \$ 71,586.00                               | 103%                        | \$ (2,306.25)           | X              |  |
| 12                                   | DRIVEWAY, GRANULAR, 1" ROADSTONE                   | SY   | 116.70              | \$ 12.00     | \$ 1,400.40         | 132.00                              | -                                  | \$ -                                  | 132.00                               | \$ 1,584.00                   | \$ -   | \$ 1,584.00                                | 113%                        | \$ (183.60)             | X              |  |
| 13                                   | REMOVAL OF CURB & GUTTER                           | LF   | 368.00              | \$ 8.00      | \$ 2,944.00         | 377.00                              | -                                  | \$ -                                  | 377.00                               | \$ 3,016.00                   | \$ -   | \$ 3,016.00                                | 102%                        | \$ (72.00)              | X              |  |
| 14                                   | ENGINEERING FABRIC                                 | SY   | 1,451.00            | \$ 3.75      | \$ 5,441.25         | 1,451.00                            | -                                  | \$ -                                  | 1,451.00                             | \$ 5,441.25                   | \$ -   | \$ 5,441.25                                | 100%                        | \$ -                    | X              |  |
| 15                                   | SUBDRAIN, 6" PLASTIC PERFORATED                    | LF   | 933.00              | \$ 9.00      | \$ 8,397.00         | 933.00                              | -                                  | \$ -                                  | 933.00                               | \$ 8,397.00                   | \$ -   | \$ 8,397.00                                | 100%                        | \$ -                    | X              |  |
| 16                                   | SUBDRAIN, 8" PLASTIC PERFORATED                    | LF   | 441.00              | \$ 35.00     | \$ 15,435.00        | 441.00                              | -                                  | \$ -                                  | 441.00                               | \$ 15,435.00                  | \$ -   | \$ 15,435.00                               | 100%                        | \$ -                    | X              |  |
| 17                                   | STORAGE AGGREGATE, 8"                              | SY   | 1,114.00            | \$ 14.00     | \$ 15,596.00        | 1,114.00                            | -                                  | \$ -                                  | 1,114.00                             | \$ 15,596.00                  | \$ -   | \$ 15,596.00                               | 100%                        | \$ -                    | X              |  |
| 18                                   | FILTER AGGREGATE, 4"                               | SY   | 1,114.00            | \$ 9.00      | \$ 10,026.00        | 1,114.00                            | -                                  | \$ -                                  | 1,114.00                             | \$ 10,026.00                  | \$ -   | \$ 10,026.00                               | 100%                        | \$ -                    | X              |  |
| 19                                   | PERMEABLE INTERLOCKING PAVERS, CLAY BRICK          | SF   | 3,318.00            | \$ 13.07     | \$ 43,366.26        | 3,309.00                            | -                                  | \$ -                                  | 3,309.00                             | \$ 43,248.63                  | \$ -   | \$ 43,248.63                               | 100%                        | \$ 117.63               | X              |  |
| 20                                   | 6", P.C.C. PAVEMENT                                | SY   | 2,789.00            | \$ 53.85     | \$ 150,187.65       | 2,819.00                            | -                                  | \$ -                                  | 2,819.00                             | \$ 151,803.15                 | \$ -   | \$ 151,803.15                              | 101%                        | \$ (1,615.50)           | X              |  |
| 21                                   | TRAFFIC CONTROL                                    | LS   | 1.00                | \$ 5,000.00  | \$ 5,000.00         | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 5,000.00                   | \$ -   | \$ 5,000.00                                | 100%                        | \$ -                    | X              |  |
| 22                                   | HYDRAULIC SEEDING                                  | SF   | 10,539.00           | \$ 1.25      | \$ 13,173.75        | 14,403.00                           | -                                  | \$ -                                  | 14,403.00                            | \$ 18,003.75                  | \$ -   | \$ 18,003.75                               | 137%                        | \$ (4,830.00)           | X              |  |
| 23                                   | WATTLE, STRAW, 9"                                  | LF   | 100.00              | \$ 8.00      | \$ 800.00           | 20.00                               | -                                  | \$ -                                  | 20.00                                | \$ 160.00                     | \$ -   | \$ 160.00                                  | 20%                         | \$ 640.00               | X              |  |
| 24                                   | INLET PROTECTION DEVICE                            | EACH | 2.00                | \$ 365.00    | \$ 730.00           | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 365.00                     | \$ -   | \$ 365.00                                  | 50%                         | \$ 365.00               | X              |  |
| 25                                   | INLET PROTECTION DEVICE, MAINTENANCE               | EACH | 2.00                | \$ 85.00     | \$ 170.00           | -                                   | 1.00                               | \$ 85.00                              | 1.00                                 | \$ 85.00                      | \$ -   | \$ 85.00                                   | 50%                         | \$ 85.00                | X              |  |
| 26                                   | MOBILIZATION                                       | LS   | 1.00                | \$ 36,000.00 | \$ 36,000.00        | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 36,000.00                  | \$ -   | \$ 36,000.00                               | 100%                        | \$ -                    | X              |  |
| 27                                   | PATCH, HMA(ST) SURFACE, 1/2", PG58-28S             | TONS | 20.00               | \$ 225.00    | \$ 4,500.00         | 21.72                               | -                                  | \$ -                                  | 21.72                                | \$ 4,887.00                   | \$ -   | \$ 4,887.00                                | 109%                        | \$ (387.00)             | X              |  |
| 28                                   | INTAKE, SINGLE FLAT                                | EACH | 2.00                | \$ 4,000.00  | \$ 8,000.00         | 2.00                                | -                                  | \$ -                                  | 2.00                                 | \$ 8,000.00                   | \$ -   | \$ 8,000.00                                | 100%                        | \$ -                    | X              |  |
| 29                                   | INTAKE, SW-512 (CASE1) WITH SW-604 TYPE 4A CASTING | EACH | 1.00                | \$ 1,500.00  | \$ 1,500.00         | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 1,500.00                   | \$ -   | \$ 1,500.00                                | 100%                        | \$ -                    | X              |  |
| 8000                                 | SAW CUT, REMOVE AND REPLACE 7", P.C.C. PAVEMENT    | LS   | 1.00                | \$ 6,528.00  | \$ 6,528.00         | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 6,528.00                   | \$ -   | \$ 6,528.00                                | 100%                        | \$ -                    | X              |  |
| 8001                                 | ADDITIONAL GRADING                                 | LS   | 1.00                | \$ 622.00    | \$ 622.00           | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 622.00                     | \$ -   | \$ 622.00                                  | 100%                        | \$ -                    | X              |  |
| 8002                                 | REMOVAL AND REPLACEMENT OF DRIVEWAY                | LS   | 1.00                | \$ 5,328.00  | \$ 5,328.00         | 1.00                                | -                                  | \$ -                                  | 1.00                                 | \$ 5,328.00                   | \$ -   | \$ 5,328.00                                | 100%                        | \$ -                    | X              |  |
|                                      |  |      |                     |              | <b>Totals</b>       | \$ 520,611.06                       |                                    | \$ 85.00                              |                                      | \$ 532,231.28                 | \$ -   | \$ 532,231.28                              |                             | \$ (11,620.22)          |                |  |


**DEPARTMENT OF PUBLIC WORKS**

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-268-5161  
 Fax: 319-268-5197  
 www.cedarfalls.com

**MEMORANDUM**  
*Engineering Division*

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** Brett Armstrong, E.I., Civil Engineer II

**DATE:** August 21<sup>st</sup>, 2023

**SUBJECT:** 2023 Sidewalk Assessment Project  
 City Project Number: SW-000-3301  
 Bid Opening

On Friday, August 10<sup>th</sup>, 2023, at 10:00 A.M., bids were received and opened for the 2023 Sidewalk Assessment Project. A total of one (1) bid(s) was received, with Boulder Contracting LLC. the apparent low bidder:

|                                    | <i>Base Bid</i>     |
|------------------------------------|---------------------|
| <b><u>Engineering Estimate</u></b> | <b>\$104,724.40</b> |
| <b>Boulder Contracting, LLC</b>    | <b>\$74,473.50</b>  |

The Engineer's Estimate for this project was \$104,724.40. Boulder Contracting LLC. of Grundy Center, Iowa submitted the low bid in the amount of \$74,473.50. Attached is a bid tabulation for your reference. The project will be funded through assessment of the corresponding property owners.

The Engineering Division of the Public Works Department recommends acceptance of the lowest bid from Boulder Contracting LLC. in the amount of \$74,473.50. On September 5<sup>th</sup>, 2023, the Contract, Bonds, and Insurance Certificate will be submitted for City Council approval.

xc: Chase Schrage, Director of Public Works  
 David Wicke, P.E., City Engineer

| <b>BID TABULATION</b>                       |              |  |       |          |                   |                     |                          |                    |
|---|--------------|--|-------|----------|-------------------|---------------------|--------------------------|--------------------|
| 2023 Sidewalk Assessment Project (#8588906) |              |  |       |          |                   |                     |                          |                    |
| Owner: Cedar Falls IA, City of              |              |  |       |          |                   |                     |                          |                    |
| Solicitor: Cedar Falls IA, City of          |              |  |       |          |                   |                     |                          |                    |
| 08/11/2023 10:00 AM CDT                     |              |  |       |          |                   |                     |                          |                    |
| Line Item                                   | Item Code    | Item Description   | UofM  | Quantity | Engineer Estimate |                     | Boulder Contracting, LLC |                    |
|   |              |  |       |          | Unit Price        | Extension           | Unit Price               | Extension          |
|   |              |  |       |          |                   | \$104,724.40        |                          | \$74,473.50        |
| 1   | 2010-108-D-3 | OFF SITE TOPSOIL   | Cu Yd | 26.34    | \$100.00          | \$2,634.00          | \$225.00                 | \$5,926.50         |
| 2   | 7030-108-A-0 | REMOVAL OF SIDEWALK                                      | Sq Yd | 367.9    | \$90.00           | \$33,111.00         | \$43.00                  | \$15,819.70        |
| 3   | 7030-108-E-0 | SIDEWALK REPLACEMENT, P.C.C., CLASS "C", 4 INCH          | Sq Yd | 357.28   | \$125.00          | \$44,660.00         | \$95.00                  | \$33,941.60        |
| 4   | 7030-108-E-0 | SIDEWALK REPLACEMENT, P.C.C., CLASS "C", 6 INCH          | Sq Yd | 10.62    | \$150.00          | \$1,593.00          | \$255.00                 | \$2,708.10         |
| 5   | 8030-108-A-0 | TEMPORARY TRAFFIC CONTROL                                | LS    | 1        | \$15,000.00       | \$15,000.00         | \$8,000.00               | \$8,000.00         |
| 6   | 9010-108-B-0 | SEEDING, FERTILIZING, AND MULCHING FOR HYDRAULIC SEEDING | Sq Ft | 1404.8   | \$5.50            | \$7,726.40          | \$5.75                   | \$8,077.60         |
| <b>Base Bid Total:</b>                      |              |  |       |          |                   | <b>\$104,724.40</b> |                          | <b>\$74,473.50</b> |

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**MEMORANDUM**  
***Engineering Division***

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** Matthew Tolan, EI, Civil Engineer II

**DATE:** August 14, 2023

**SUBJECT:** Black Hawk County Cooperative Agreement  
West Viking Road Reconstruction  
City Project No. RC-362-3212

Enclosed is a proposed Cooperative Agreement between the City of Cedar Falls and Black Hawk County for the West Viking Road Reconstruction Project. The agreement outlines the responsibilities between the City and the County with regards to design, right-of-way acquisition, financial contribution, construction, and future maintenance of West Viking Road from Union Road to the City Limits near Production Drive.

The City of Cedar Falls has entered into previous cooperative project agreements with Black Hawk County. The proposed Agreement follows the terms and conditions set forth in the earlier agreements. The County also will contribute \$350,000 towards the project. This agreement is also in accordance with the existing 28E agreement already established between the City and County.

The Engineering Division of the Public Works Department recommends your approval of this proposed Cooperative Agreement with Black Hawk County.

xc: David Wicke, PE, City Engineer  
Chase Schrage, Director of Public Works

**Black Hawk County Engineer's Office  
Cooperative Agreement  
For Construction Projects**

|             |                                      |
|-------------|--------------------------------------|
| Location    | <u>W. Viking Road</u>                |
| Work Type   | <u>W. Viking Road Reconstruction</u> |
| Project No. | <u>RC-362-3212</u>                   |

This Agreement is entered into by and between City of Cedar Falls, hereinafter designated the "City" and the Black Hawk County, Iowa, hereafter designated the "County" on the 8<sup>th</sup> day of August, 2023.

The City proposes to establish or make improvements to West Viking Road from Production Drive to South Union Road. The existing roadway shall be reconstructed to a 27' wide concrete urban roadway section, hereafter designated the "Project"

In the area of the Project, the jurisdiction of the County over West Viking Road is as follows: the north 33' starting from the centerline of the road beginning at the intersection of South Union Road and West Viking Road (Station 10+14) and continuing easterly to the Cedar Falls City Limits (Station 49+90).

In the area of the Project, the jurisdiction of the City over West Viking Road is as follows: the south 33' starting from the centerline of the road beginning at the intersection of South Union Road and West Viking Road (Station 10+14) and continuing easterly to the Cedar Falls City Limits (Station 49+90). The public land within the City's and County's Jurisdiction shall be known as Rights-Of-Way, hereafter designated as 'ROW'.

The City and the County are willing to jointly participate in said Project, in the manner hereinafter provided.

This Agreement reflects the current concept of the Project, which is subject to modification by mutual agreement between the City and the County.

This Agreement is entered into in accordance with that certain 28E Agreement between the City of Cedar Falls and Black Hawk County For Maintenance of Certain Rights-of-Way dated on or about July 17, 2023.

Therefore, it is agreed as follows:

**1. Project Information**

- a. The City shall be the lead local governmental agency for carrying out the provisions of this Agreement.
- b. All notices required under this Agreement shall be made in writing to the City's and/or the County's contact person. The City's contact person shall be the City Engineer, David Wicke P.E.  
The County's contact person shall be the County Engineer, Catherine Nicholas, P.E.

**2. Project Design**

- a. The City shall be responsible for the design of all proposed improvements.

The City shall review and approve the plans before letting and review and approve the contract cost before the contract is approved by the City.



- b. The Project plans, specifications and engineer's cost estimate shall be prepared and certified by the City.

### **3. Project Rights of Way**

a. The City shall be responsible for providing the ROW acquisition services for all proposed improvements. The City will acquire ROW in the County's name for areas within the County's Jurisdiction, and shall acquire ROW in the City's name for areas within the City's Jurisdiction.

b. The County shall provide all known and existing plans, specifications and data pertaining to the Project that may affect the Project. Unless otherwise noted by the County, the City may rely upon the plans, specifications and data provided by the County as being accurate and complete.

c. The County shall provide all permits and approvals that the County has authority to provide, to the extent necessary to complete the Project.

d. The County shall provide all necessary forms and/or documents to complete each acquisition and/or provide the services of County's attorney to supervise, review and approve any and all legal documents prepared by the City.

e. The City shall perform the following task for closings: Provide title opinions; prepare and distribute payments to owners and tenants; prepare closing statements; prepare 1099 tax forms; record all pertinent documents.

f. For areas within the jurisdiction of the County, the City shall use acquisition forms and documents provided by the County or prepare acquisition documents under the direction, review and approval of the County's legal department.

g. The City will make a good faith effort to acquire the necessary property within 90 days after a written offer has been submitted to the owner and tenant, if any. Negotiations shall be considered complete upon occurrence of one of the following: (1) the parties accept the offer, (2) the parties accept an administrative settlement, (3) the parties fail or refuse to accept the offer or administrative settlement, and/or (4) in the judgment of the City, negotiations have reached an impasse.

h. The City shall notify the County of every parcel on which negotiations have reached an impasse or which cannot be acquired by negotiated agreement at the completion of the negotiations phase of the work. If the County is to condemn, the City will deliver as much of the file to the County as is necessary for the County's condemnation attorneys to begin preparation for the condemnation of the parcel. The County will provide written notice to the parties that the parcel is being prepared for condemnation. The County, when notified in writing by the City, will continue in an attempt to negotiate an agreement after notice has been sent that condemnation is being prepared, but before notice of condemnation has been served. If the City is to condemn, the City shall keep the County updated as to the progress of any continued negotiation and condemnation proceedings.

i. Each party is responsible for all additional costs associated with additional services after negotiations with property owners have reached an impasse with respect to each property adjoining the party's respective ROW. Such additional costs shall include, but not necessarily be limited to, pursuing condemnation, including any appeals.

### **4. Project Costs**

- a. The County shall contribute \$350,000.00 toward the Project costs as shown on Exhibit A, which the County agrees is fair and reasonable for the County's portion of costs for the Project.

- b. Remaining Project costs shall be borne by the City.

## 5. Bid Letting

- a. The Project will be let by the City of Cedar Falls in accordance with its normal letting procedures.
- b. The City shall be the contracting authority for the Project.

## 6. Construction & Maintenance

- a. The City shall be responsible for the daily inspection of the Project, including compilation of a daily log of materials, equipment, and labor used on the project.
- b. The City shall comply with the procedures and responsibilities for materials testing and construction inspection according to the 2023 edition of the Iowa "Statewide Urban Design and Specifications" (SUDAS) and the City of Cedar Falls' 2023 Supplemental Specifications to the 2023 edition of SUDAS.

## 7. Payments and Reimbursements

- a. The City shall be responsible for making timely payments to the contractor(s) for all Project costs incurred in the development and construction of the Project.
- b. After completion of the Project, the City will submit an invoice to the County in the amount of \$350,000. Payment shall be due sixty (60) days from the County's receipt of the invoice.

## 8. General Provisions

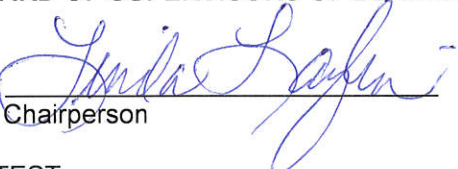
- a. The City shall maintain records, documents, and other evidence in support of the work performed under the terms of this Agreement. All accounting practices applied and all records maintained shall be in accordance with generally accepted accounting principles and procedures.
- b. If any part of this Agreement is found to be void and unenforceable then the remaining provisions of this Agreement shall remain in effect.
- c. This Agreement is not assignable without the prior written consent of the parties.
- d. It is the intent of both parties that no third-party beneficiaries are created by this Agreement.
- e. In the case of any dispute or disagreement between the parties regarding any of the provisions of this Agreement, the parties agree to meet and confer in an attempt to resolve any differences or disagreements. In the event such meetings and conferences are not successful in resolving all such disputes or disagreements, the parties agree to submit any remaining matters to non-binding mediation, with each party being responsible for fifty percent (50%) of the costs of the mediator. The parties agree that arbitration shall not be utilized and shall not be a remedy for resolving any dispute or disagreements between the parties with respect to this Agreement. Should non-binding mediation be unsuccessful in resolving all such disputes or disagreements, either party may institute legal proceedings in court to resolve such matters.
- f. This Agreement may be executed in two (2) counterparts, each of which so executed will be deemed to be an original.

g. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed written amendment to this document, signed by the parties.

---

**IN WITNESS WHEREOF**, each of the parties hereto have executed this Agreement as of the date first stated above.

**BOARD OF SUPERVISORS OF BLACK HAWK COUNTY:**

By:   
Chairperson

ATTEST:

By:   
County Auditor

**CITY OF CEDAR FALLS:**

By: \_\_\_\_\_  
City of Cedar Falls Mayor

ATTEST:

By: \_\_\_\_\_  
City Clerk

**DEPARTMENT OF PUBLIC WORKS**

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
Phone: 319-268-5161  
Fax: 319-268-5197  
[www.cedarfalls.com](http://www.cedarfalls.com)

**MEMORANDUM**  
***Engineering Division***

**TO:** Honorable Mayor Robert M. Green and City Council

**FROM:** Matthew Tolan, EI, Civil Engineer II

**DATE:** August 14, 2023

**SUBJECT:** Fiber Optic License Agreement  
Unite Private Networks  
Technology Parkway

Enclosed is a proposed License Agreement between the City of Cedar Falls and Unite Private Networks to install an additional long-distance telecommunications system consisting of fiber optic cable within the public right-of way of the City, to extend and upgrade services owned by Unite Private Networks along Technology Parkway.

The City of Cedar Falls has entered into previous license agreements with Unite Private Networks. The proposed License Agreement follows the terms and conditions set forth in the earlier agreements and is intended to protect the City of Cedar Falls right-of way and manage and regulate in a manner consistent with federal and state law.

The Engineering Division of the Public Works Department recommends your approval of this proposed License Agreement.

xc: David Wicke, PE, City Engineer  
Chase Schrage, Director of Public Works  
Lisa Roeding, Controller/City Treasurer

Prepared by: Kevin Rogers, City Attorney, 220 Clay St., Cedar Falls, IA 50613, (319)273-8600

### LICENSE AGREEMENT

THIS LICENSE AGREEMENT (hereinafter the "Agreement"), is entered into by and between the City of Cedar Falls, Iowa, an Iowa municipality, whose address is 220 Clay Street, Cedar Falls, Iowa 50613 (hereinafter the "City"), and Unite Private Networks, a Delaware limited liability company, whose address is 120 W 12<sup>th</sup>, 11<sup>th</sup> Floor, Kansas City, MO 64105, (hereinafter "Licensee").

Whereas, Licensee desires to acquire a license to construct, operate and maintain a certain communications systems within the City, the City is willing to grant such a license on certain terms and conditions, and the parties desire to reduce the agreement to writing.

NOW, THEREFORE, BE IT MUTUALLY COVENANTED AND AGREED BY THE PARTIES AS FOLLOWS:

1. Grant of License. City hereby grants Licensee a non-exclusive, limited license to construct, operate, maintain, inspect and repair a (*describe system with specificity*)(hereinafter the "System") within the public right-of-way of the City, as generally depicted on Exhibit "A" attached hereto, and the parties agree that for purposes of this Agreement, the system route consists of (*generally describe route*), subject to all rights and powers of the City under federal and Iowa law and Cedar Falls city ordinances, and subject to the terms and conditions set forth in this Agreement. Licensee acknowledges and understands that this license is non-exclusive, limited and subject to termination as provided in this Agreement. Any connections by Licensee to any other facilities, or to other persons, businesses or entities, shall require an application by Licensee to the City for a separate license within a reasonable time after Licensee furnishes to City all information and documentation in support of Licensee's request for an additional license as may be reasonably required by this form of Agreement or by any ordinance subsequently adopted by the City as described in Section 5.

The facilities shall consist of placement of two 36"x 24"x36" handholes, one adjacent to the existing CFU handhole located at the southwest corner of Technology Parkway and Waterway Avenue and one 2" HDPE conduit crossing Technology Parkway to the north at which point the second handhole will be placed .

All of the underground cable shall be placed at a minimum depth of 42 inches (42") below ground level, unless approved by Licensor in writing.

Licensee shall obtain all necessary permits from the Iowa Department of Transportation for boring under any state or federal highways along the route, and any necessary consent from other jurisdictions and railroads as necessary for additional boring.

The minimum clearance between the duct and sewers, culverts and/or waterways shall be 36 inches (36").

2. Term of License. The term of the license granted to Licensee hereunder shall commence on the 7<sup>th</sup> of August 2023, and shall continue for a term of one (1) year ("Initial Term"), and shall continue for successive, one-year terms pursuant to the terms of Section 3(b) below.

### 3. Management Fee.

a. Licensee shall pay to City a management fee as allowed by Iowa Code § 480A.3 in the amount of \$157.99 payable upon execution of this Agreement, for the management costs attributable to Licensee's requested use of City right-of-way. Said management fee shall cover only the fee for the Initial Term of this Agreement set forth in Section 2. Licensee agrees that the management fee is the City's estimate of the actual costs imposed on the City in connection with Licensee's application to use City right-of-way, and Licensee agrees that it will not take any action, nor voluntarily provide support to any third-party action, to challenge the validity or reasonableness of such fee under applicable law. In addition to the management fee, Licensee shall pay permit fees and such other regulatory fees as may be required by applicable City ordinance.

b. Thereafter, Licensee shall pay an annual management fee for the continued inspection and monitoring of Licensee's system, in an amount not to exceed \$15.00 payable by Licensee to the City, for a one (1) year period following the conclusion of the Initial Term provided in Section 2, and continuing for succeeding one (1) year terms ("Renewal Terms"), until termination of the license as described in Sections 4 or 21 of this Agreement. Licensee agrees that the annual management fee is the City's estimate of the right-of-way management costs imposed on the City in connection with Licensee's occupancy of, and activities in and upon, the City right-of-way, and Licensee agrees that it will not take any action, nor voluntarily provide support to any third-party action, to

challenge the validity or reasonableness of such annual management fee under applicable law. The annual management fee shall be payable annually no later than the beginning of each Renewal Term. In addition to the annual management fee, Licensee shall pay permit fees and such other regulatory fees as may be required by applicable City ordinance. The amount of the annual management fee shall be subject to review and modification based upon the reasonable costs to City to administer and manage Licensee's continued use of the City right-of-way for each succeeding Renewal Term.

4. Removal of Facilities and System. Licensee shall remove its System and all facilities and infrastructure related thereto, upon the occurrence of any one of the following events:
- a. Licensee ceases to do business in the State of Iowa; or
  - b. Licensee abandons its System, or discontinues use of the System for a consecutive period of twelve (12) months; or
  - c. The end of the economic life of Licensee's System and the need for its replacement; or
  - d. Licensee defaults in the performance of its duties and obligations under this Agreement, and fails to timely cure such default as provided in Section 21 of this Agreement.

Upon the happening of any one or more of the following events, Licensee shall promptly, and in no event later than ninety (90) days from the happening, remove its System and all facilities and all related infrastructure from the City right-of-way at Licensee's sole cost.

5. Reserved.

6. Scope of License. The license granted to Licensee in this Agreement shall only cover the initial installation of Licensee's System, facilities and related infrastructure, and any repair to such System. This Agreement shall not entitle Licensee to replace the facilities, to expand the facilities to any additional portions of the City right-of-way beyond those specifically described on Exhibit "A," or to perform any other work or construction activity within the City right-of-way beyond that specifically provided for in this Agreement. Any such additional work beyond that described in this Agreement shall require the negotiation and execution of a new License Agreement between the City and the Licensee.

7. Licensee Contractors. The requirements of this Agreement shall apply to all persons, firms or corporations performing work for the Licensee under a contract, subcontract or other type of work order.

8. Joint Trench/Boring. Before commencement of the work of installation of Licensee's facilities, if Cedar Falls Utilities has notified the City that it desires to relocate any portion of its telecommunications facilities from above-ground infrastructure to underground infrastructure along all or any part of the route described and identified in Exhibit "A" attached hereto, and City has notified Licensee of its desire to cooperate in such construction no later than 30 calendar days after Licensee has submitted its initial construction plans to the City, then Licensee agrees to cooperate with Cedar Falls Utilities to place its fiber optic cable in a joint trench or common boring hole with Cedar Falls Utilities. Licensee agrees to share the cost of such joint trench or common boring with Cedar Falls Utilities on a basis which is fair, reasonable, and competitively neutral and non-discriminatory, as long as the costs of doing so result in overall savings to both Cedar Falls Utilities and Licensee hereunder. If Licensee intends to construct facilities, Licensee will contact Cedar Falls Utilities and Cedar Falls Utilities will inform Licensee of plans to install underground infrastructure and allow Licensee the opportunity to share the cost of such joint trench or common boring with Licensee on a basis which is fair, reasonable, competitively neutral, and non-discriminatory, as long as the costs of doing so result in overall savings to both Cedar Falls Utilities and Licensee hereunder.

9. Repair Work. Before commencing any repair work to Licensee's System involving any excavation or disturbance of the ground within the City right-of-way, Licensee shall file with the City Community Development Department an application for a permit for such repair work, accompanied by a map, detailed plan or specifications showing the proposed location of the repair work with reference to streets, alleys and the location of other utilities within the right-of-way, the size and dimension of the facilities to which the repair work will be done, and the distance above or beneath the surface of the ground that the proposed repair work will involve. Licensee shall obtain all necessary permits from the City and pay all necessary permit fees and costs associated therewith, as are provided for by City ordinances, regulations, policies and procedures then in effect. If the proposed repair work shall interfere with the reasonable and proper use of any public improvements or any existing public utility system component or other structure upon or under the public right-of-way, the City shall within thirty (30) days after the filing of such map, plan or specifications, furnish Licensee with the changes necessary to eliminate any interference with a public utility system facility and require Licensee to amend its application for a permit for such repair work. Once such map, plan or specifications have been properly modified to meet the City's reasonable requirements, the City shall issue a permit authorizing Licensee to proceed with the repair work in accordance with the approved map, plan or specifications. No construction shall be commenced by Licensee before issuance of all necessary permits and payment of all necessary fees, unless the repairs involve emergency repairs, whereupon Licensee shall meet and confer with the City regarding the repair work and the reason for the emergency nature of the repair, unless Licensee is unable to contact the City before the repairs must be done, in which case Licensee shall make only such repairs as are necessary to remove the emergency, and shall notify the City thereof as soon as possible and shall meet and confer with the City in an expeditious manner regarding the nature of the repair work.



10. Relocation at Request of City or City Utilities. In the event that either the City, or its municipal utilities (hereinafter the "City Utilities"), undertakes any construction, reconstruction, repair, replacement, relocation underground, or other modifications to City or City Utilities public infrastructure facilities within the right-of-way, and such undertaking cannot be reasonably be accomplished without the relocation of part or all, as the case may be, of Licensee's System, Licensee shall, upon reasonable notice to Licensee, remove and relocate such part or all of its System, facilities and related infrastructure, and, if requested by the City or the City Utilities, Licensee shall relocate its facilities in a joint trench, joint conduit, or similar joint underground structure, all at Licensee's expense. Licensee shall promptly complete such removal or relocation, and in no event shall Licensee complete such removal or relocation more than 90 days after notice by the City, unless a longer time period is agreed upon in advance by the City in its sole discretion. Licensee shall comply with all provisions of City's ordinances, now existing or hereafter enacted, including without limitation the City's existing underground ordinance. All such costs of relocation of the Licensee's facilities shall be at Licensee's sole cost and expense. In the event Licensee fails to act within a reasonable time to remove and relocate its System, facilities and related infrastructure, the City or the City Utilities may cause such System, facilities and related infrastructure of Licensee to be removed and relocated, and the costs thereof shall be paid by Licensee.

11. Relocation at Request of Other Provider. If a utility provider other than the City or the City Utilities obtains a permit from the City for installation or relocation of its utility facilities within the public right-of-way that reasonably requires the relocation of part or all, as the case may be, of Licensee's facilities, such costs of relocation shall be borne by the other utility provider, not by Licensee or by the City or the City Utilities. Relocation shall be completed as set forth in Section 10.

12. Approval of State of Iowa. In the course of installation of Licensee's facilities, if any approval from the State of Iowa is required, Licensee shall obtain such approval at its sole cost and expense before commencing the work that requires State of Iowa approval.

13. License Complies with Federal and State Law. Licensee specifically agrees that license granted to it under this Agreement does not create an unreasonable barrier to interstate or intrastate commerce, is in accord with the City's right to regulate the use of its public right-of-way in a competitively neutral and non-discriminatory manner, and that this license complies with all applicable federal and state laws, including without limitation Title 47, United States Code Sections 2153(a) and 253(b).

14. Bond. Licensee shall post a bond with the City in an amount at least equal to the total cost of installation of Licensee's System and all facilities and infrastructure related thereto within the public right-of-way, or the cost of installation of that portion of Licensee's System which its permit covers, whichever is applicable, in a form and of a

content reasonably acceptable to City, and in compliance with the City's ordinances, regulations, policies and procedures.

15. Additional Requirements Relative to Installation and Repair Work. In the process of installation of the Licensee's facilities, or the repair of any portion of Licensee's system, any excavation or obstruction made or placed in the public right-of-way at any time or for any purpose by Licensee shall be properly barricaded to comply, at a minimum, with requirements set forth in the Manual on Uniform Traffic Control Devices (MUTCD). Licensee shall provide to the City for the City's approval, prior to commencement of any installation or repair, written plans and specifications which shall include, at a minimum, requirements set forth in the Statewide Urban Design and Specification Program (SUDAS). Any pavement removed or damaged, and all other disturbed areas in the public right-of-way shall be properly and adequately replaced in accordance with the specifications of the City Engineer, all at Licensee's sole cost and expense. Licensee shall at its sole cost and expense repair any private property, public utility system component, public improvement or other public property damaged by Licensee's work, in a manner reasonably acceptable to the City Engineer. If Licensee fails to do such work after seven (7) days' notice in writing to do so from the City, the City may make such repairs at the expense of the Licensee, and Licensee shall pay said costs to City.

16. No Restriction on City Rights. Nothing in this Agreement shall restrict the right of City or the City Utilities to engage in any work within the City right-of-way, whether occupied by Licensee's facilities or otherwise. Without limiting the generality of the foregoing, the City and the City Utilities reserve the right to install any public infrastructure that may be deemed necessary or proper by the City or the City Utilities anywhere within the City right-of-way, whether occupied by Licensee or not. The City may also permit others to install facilities within the public right-of-way and the City shall not be liable to the Licensee for any damages arising out of any work by others.

17. Licensee's Facilities. Licensee's facilities erected by the Licensee within the City right-of-way shall conform to established grades of streets, alleys and sidewalks, and shall be so located as to cause no interference with other public utilities located in or upon the public right-of-way, and to cause no interference with the rights of property owners whose properties adjoin the public right-of-way. Licensee shall not place its facilities anywhere on the public right-of-way where those facilities will interfere with the normal use or maintenance of any public improvement, including but not limited to streets, alleys, sidewalks, traffic control devices, sanitary sewers, storm sewers, storm drains or water drains, electrical transmission lines, any other public utility facility of the City, the City Utilities or any other public utility provider.

18. Iowa One Call System. Upon request, Licensee agrees to assist the City or others in locating underground facilities which are part of Licensee's system, and to do so in a timely manner but not more than forty-eight (48) hours after the time of request. Licensee agrees to enroll as a member of the "Iowa One Call System," and shall respond to all requests and notifications made to such system.

19. Powers of City. Nothing in this Agreement shall be construed to limit any right or power of the City in any manner whatsoever, whether relating to the City public right-of-way or any other rights and powers of the City. Nothing in this Agreement shall be construed to create a special duty by the City to any owner or operator of a communications system within the right-of-way. Nothing in this Agreement shall be construed to create any property interest or right to occupy space within the right-of-way.

20. Plans and Specifications. Attached hereto, marked "Exhibit "B," are Licensee's approved construction drawings. Upon completion of the installation of Licensee's facilities, Licensee shall promptly furnish to the City complete and accurate copies of "as built" plans and specifications relating to its facilities located within the City right-of-way. Licensee shall keep complete and accurate maps and records of the locations and operations of its facilities and furnish copies thereof to the City upon request.

21. Violations of Agreement.

a. Upon receipt of information by the City that Licensee has violated any term or condition of this Agreement or any provisions of City ordinances, regulations, policies or procedures that regulate Licensee or its use of public right-of-way, the City shall notify Licensee of such violation. If the City determines that a default exists with respect to Licensee's conduct, the City shall notify the Licensee of the default, and the Licensee shall cure such default within ten (10) days of receipt of such notice, provided, however, where the default cannot reasonably be cured within such ten (10)-day period, if Licensee proceeds promptly to begin curing the default with due diligence, the time for curing such default shall be extended for such period of time as is reasonably required for Licensee to completely cure such default.

b. If Licensee fails to cure a default within the ten (10)-day period, or within such reasonable extension of the ten (10)-day period as is required to cure such default, the City shall have any and all rights and remedies afforded by law, including, but not limited to, the right to proceed as follows:

- (1) Declare this Agreement terminated; or
- (2) Seek specific performance; or
- (3) Cure the default of Licensee by correcting the default and charging the reasonable costs or such work to Licensee; or
- (4) Commence litigation for damages for the default; or

- (5) Obtain an injunction against Licensee continuing to operate its facilities covered by this license until such default is remedied; or
- (6) Any combination of the foregoing remedies, or any other remedies afforded at law or in equity.

22. Liability, Indemnification and Insurance. The Licensee covenants to indemnify, defend, and save the City and its officers, agents and employees, and the City Utilities, harmless from any and all damages arising directly from the exercise of the rights granted herein. The Licensee agrees to require contractors and subcontractors engaged in work for the Licensee within the public right-of-ways or on public property to maintain in effect during the term of work liability insurance in comprehensive form and in the amounts determined under the City of Cedar Falls Insurance Requirements for Contractors, as the same may be modified from time to time. Licensee agrees to accept the risk of having its communications systems and equipment upon the public right-of-way, including the possible risk of damage or injury to its system or equipment, and agrees to release and discharge the City and the City Utilities of any liability for damage or injury to Licensee's equipment, except to the extent caused by the City's or the City Utilities' gross negligence. In no event shall the City or the City Utilities be liable for any consequential damages arising out of any damage or injury to Licensee's equipment placed in the right-of-way.

23. Severability. In the event that a court of competent jurisdiction shall adjudge any provision or provisions hereof invalid or illegal, or direct a change by the Licensee in any matter or thing herein contained, such an invalidity or illegality or change shall in no way affect the remaining provisions of this Agreement or their validity or legality, and this Agreement in all other respects shall continue in full force and effect, as if said provision or provisions had not been so adjudged invalid or illegal, or such change had not been directed, or shall at the City's option, cause a termination of this Agreement.

24. Assignment. Licensee shall not assign or otherwise transfer this Agreement or any of the rights granted to Licensee hereunder to any third party without the prior written consent of the City, which consent shall not be unreasonably withheld. In the event Licensee is merged into or consolidated with another entity, or another entity purchases substantially all of the assets of Licensee, then such party into which Licensee is merged or with which Licensee is consolidated or the entity which purchases substantially all of the assets of Licensee shall become the successor to Licensee upon a showing to the reasonable satisfaction of the City that such third party has the financial capability to perform all of the Licensee's duties and responsibilities provided for in this Agreement, and provided, further, that the rights of Licensee shall not be expanded, increased, or altered by such merger, consolidation or purchase, with such third party being limited to only those rights specifically granted to Licensee pursuant to the terms of this Agreement.

25. Vacation of Public Right-of-Way. As long as Licensee is in compliance with the terms of this Agreement, the City shall not, by ordinance or otherwise, vacate any public rights-of-way in which Licensee has installed its facilities without reserving such rights as may be necessary to allow Licensee the continued use of such property for operation of its facilities in accordance with the terms of this Agreement, provided, however, that nothing in this section shall in any way limit the right of the City to require Licensee to remove and relocate its facilities elsewhere within the public right-of-way as provided for in this Agreement.

26. Transfer of Title. If Licensee abandons its System for a period of twelve (12) months or longer, then at City's option, the City may effectuate a transfer of all Licensee's right, title and interest in and to the System. Abandonment shall be presumed if Licensee has not filed with the office of the City Community Development Department a notice of continued use within thirty (30) days after City's written request for the same, which request shall not be made more than once during any consecutive twelve (12) month period. City shall deliver to Licensee a written notice of City's intent to effectuate a transfer of title, and shall permit Licensee a period of thirty (30) days from the date of the delivery in which to provide written notice of non-abandonment. Absent such action by Licensee, the City may file in the public land record of Black Hawk County, Iowa, a notice of transfer of title. Licensee shall not be entitled to any compensation from the City for a transfer as contemplated by this section.

27. Delivery of Notices. Except as may be expressly provided herein, any notices hereunder shall be in writing and shall be delivered via certified mail and addressed as follows, unless indicated otherwise in the future:

If to the City: City of Cedar Falls, Iowa  
Attn: City Clerk  
220 Clay Street  
Cedar Falls, IA 50613

If to Licensee: Unite Private Networks  
Attn: Charlene White, VP of Real Estate  
120 W 12<sup>th</sup> St, 11<sup>th</sup> Floor  
Kansas City, MO 64105

28. Federal, State and Local Laws. This Agreement is subject to all applicable federal, state and local laws, including without limitation, The Communications Act of 1934, as amended, The Telecommunications Act of 1996, as amended, Chapter 480A, Code of Iowa, and Chapter 27, Utilities, of the Code of Ordinances of the City of Cedar Falls, Iowa.

29. Governing Law; Legal Action. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. In any legal proceedings to interpret, construe or enforce this Agreement, the parties hereby agree and consent (a)

to irrevocably submit to the jurisdiction and venue of the Iowa District Court in and for Black Hawk County, over any action or proceeding to enforce or defend any matter arising from or related to this Agreement; (b) to irrevocably waive, to the fullest extent a party may effectively do so, the defense of any inconvenient forum to the maintenance of any such action or proceeding; and (c) not to institute any legal action or proceeding against the other party, concerning any matter arising out of or relating to this Agreement, in any court other than the one specified in this section.

30. General Provisions. This Agreement, together with any exhibits referenced herein, together constitute the entire agreement of the parties with respect to the subject matter hereof. It may not be modified or amended except by a written instrument signed by both parties. This Agreement is binding upon the parties and the permitted successors, assigns and transferees of each party.

In witness whereof, this Agreement is entered into effective as the 18<sup>th</sup> day of July, 2023.

UNITE PRIVATE NETWORKS, LLC  
By Charlene White  
Charlene White, VP of Real Estate

CITY OF CEDAR FALLS, IOWA  
By \_\_\_\_\_  
Robert M. Green

LICENSEE

ATTEST:  
\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk

STATE OF MISSOURI            )  
  )  
COUNTY OF JACKSON        )

This instrument was acknowledged before me on July 18, 2023, by Charlene White, the VP of Real Estate of Unite Private Networks, LLC.

Daniel B Rippee  
Notary Public in and for said State

My Commission Expires:  
02-09-2025



STATE OF IOWA                )  
  )  
COUNTY OF BLACK HAWK    )

This instrument was acknowledged before me on \_\_\_\_\_, 2023,  
by Robert M. Green, as Mayor, and Jacqueline Danielsen, MMC, as City Clerk, of the  
City of Cedar Falls, Iowa, an Iowa municipality.

\_\_\_\_\_  
Notary Public in and for said State

My Commission Expires:  
\_\_\_\_\_

**EXHIBIT A**  
**TEXT DESCRIPTION OF ALIGNMENT FOR UNITE PRIVATE NETWORKS FIBER OPTIC CABLE**  
**INSTALLATION IN CEDAR FALLS**

The facility shall consist of one (1) one and a quarter (1¼") inch diameter High-Density Polyethylene (HDPE) duct with 24 count fiber cable installed at minimum depths of: sixty (60") inches below public roadways, forty-eight (48") inches below private driveways, and forty-two (42") inch "plan depths" in grassed areas.

In general terms, within the north and south right-of-way of Technology Parkway and more particularly described as follows:

1. The facility shall begin at an existing CFU handhole located 45' south of the centerline of Technology Parkway, and 59' west of the centerline of Waterway Ave, as shown on sheet "1 of 2", Exhibit B, which is attached to this Exhibit A.
2. Then west 15', underpass the existing east west storm sewer by twenty-four (24") inch minimum, underpass existing east west gas by eighteen (18") minimum and maintaining a minimum depth of 42" in the grassed right-of-way, to a proposed UPN handhole at 35' to centerline of Technology Pkwy and 66' to the centerline of Waterway Ave.
3. From the Proposed UPN HH then 69' northwest, crossing Technology Parkway, underpass the existing east-west water main by twenty-four (24") inch minimum, and at 60" minimum depth to proposed handhole on the north side of Technology Parkway.
4. Then continuing northeast 35' at a minimum 42" deep and out of the City of Cedar Falls right-of-way. Proposed fiber continues north on private property.



**APPROVAL TO CONSTRUCT**

No. 1309 Technology Parkway

Dated 7/18/2023

CITY OF CEDAR FALLS  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

By *Matthew Tolson*

City of Cedar Falls Notes:

\*Contractor must submit a Right-Of-Way permit (at no additional cost to the established utility agreement) to Inspection Services at Cedar Falls City Hall or by utilizing [www.cf1stop.com](http://www.cf1stop.com)

\*Contractor required to pothole and spot every utility crossing along the alignment.

# EXHIBIT B:

# 30173 CBE TECHNOLOGY 1309 TECHNOLOGY PKWY, CEDAR FALLS

E  
D  
C  
B  
A

  
NewCom gets the extra mile!  
6000 GRAND AVENUE  
DES MOINES, IA 50312  
(515) 274-9611



1511 BALTIMORE AVENUE  
2ND FLOOR  
KANSAS CITY, MO 64108  
(866) 813-3608

Cedar Falls  
Black Hawk County  
CBE Technology  
1309 Technology Pkwy

| NO | DATE       | REVISIONS         | BY  | CHK | APPD |
|----|------------|-------------------|-----|-----|------|
| B  | 06-12-2023 | ISSUED FOR REVIEW | TJW | TJW | TJW  |
| A  | 05-09-2023 | ISSUED FOR REVIEW | TJW | SMK | SMK  |

SCALE: 1" = 50'    DESIGNED BY: S. KELLY    DRAWN BY: T. WILLIAMS



|                              |              |     |
|------------------------------|--------------|-----|
| <b>CBE TECHNOLOGY</b>        |              |     |
| <b>COVER PAGE: EXHIBIT B</b> |              |     |
| PRINTED                      | SHEET NUMBER | REV |
| 5/9/2023                     | CV-1         | B   |



**GENERAL NOTES**

- WITHIN THESE PLANS AND SPECIFICATIONS, "OWNER" IMPLIES UNITE PRIVATE NETWORKS, UNLESS OTHERWISE NOTED. WITHIN THESE PLANS AND SPECIFICATIONS, "ENGINEER" IMPLIES NEWCOM TECHNOLOGIES, UNLESS OTHERWISE NOTED.
- THE TERMS "CONTRACTOR" AND "G.C." REFER TO THE OWNER'S GENERAL CONTRACTOR AND THE GENERAL CONTRACTOR'S SUB-CONTRACTORS. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE DIVISION OF WORK AMONG SUB-CONTRACTORS.
- THE WORK IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR UNLESS NOTED OTHERWISE
- THE LOCATIONS OF UNDERGROUND STRUCTURES OR FACILITIES SHOWN ON THESE PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME OF PREPARATION AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT. THE CONTRACTOR MUST COMPLETE LOCATE REQUESTS 72 HOURS PRIOR TO BEGINNING OF CONSTRUCTION. 811, OR (800) 292-8989, OR HTTP://WWW.IOWAONECALL.COM
- THE PROJECT SITE SHALL BE RESTORED TO ITS ORIGINAL CONDITION BY THE CONTRACTOR TO THE APPROVAL OF THE OWNER'S REPRESENTATIVE AND LOCAL PUBLIC JURISDICTION. RESTORATION OF VEGETATION TO PRE-EXISTING CONDITIONS AND SEEDING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. PC CONCRETE AND HOT MIX ASPHALT SHALL COMPLY WITH SUDAS OR PUBLIC JURISDICTION STANDARDS, WHICHEVER IS STRICTER.
- THE WORK DELINEATED IN THESE DRAWINGS AND DESCRIBED IN THE SPECIFICATIONS SHALL CONFORM TO CODES, STANDARD AND REGULATIONS THAT HAVE JURISDICTION IN THE STATE(S) OF IOWA. THE COUNTY(S) OF BLACK HAWK AND THE CITY(S) OF CEDAR FALLS.
- REQUIREMENTS AND REGULATIONS PERTAINING TO R.F. SAFETY CODES AND PRACTICES MUST BE INCORPORATED IN THE WORK EVEN THOUGH THEY MAY NOT BE LISTED INDIVIDUALLY AND SEPARATELY IN EITHER THE DRAWINGS OR SPECIFICATIONS.
- COMPARE FIELD CONDITIONS WITH ENGINEERING DRAWINGS. ANY DISCREPANCIES SHALL BE DIRECTED TO THE ENGINEER FOR CLARIFICATION PRIOR TO FABRICATION AND/OR CONSTRUCTION. SUBMIT NECESSARY SHOP DRAWINGS PRIOR TO FABRICATION FOR APPROVAL BY THE ENGINEER. NO INFORMATION OR DETAIL ON THESE SHEETS MAY BE USED WITHOUT PERMISSION OF THE ENGINEER.
- SAFETY MEASURES: THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR THE CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF THE PERSONS AND PROPERTY AND FOR INDEPENDENT ENGINEERING REVIEW OF THESE CONDITIONS. THE ENGINEER'S JOB SITE REVIEW IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES.
- ANY AND ALL SPlice LOCATIONS MUST CONTAIN AN 8' GROUND ROD.
- ALL NEW UNDERGROUND INSTALLATIONS MUST CONTAIN A #12 LOCATE WIRE.
- PROVIDE TRAFFIC CONTROL IN ACCORDANCE WITH THE MUTCD.

FOR ALL PUBLIC RIGHT OF WAY AND PUBLIC PROPERTIES;  
ALL CONDUITS AND FIBER OPTIC CABLE SHALL BE PLACED AT A MINIMUM DEPTH OF:

- SIXTY (60") INCHES BELOW A LINE FROM SIX (6") INCHES ABOVE STREET GUTTER TO SIX (6") INCHES ABOVE STREET GUTTER ON PUBLIC STREETS AND SIXTY (60") INCHES MIN. BELOW AN ALLEY'S CURRENT OR PROPOSED CROSS SECTION LOW POINT OF ALLEYS, FOR THE ENTIRE ALLEY WIDTH
- FORTY-EIGHT (48") INCHES MIN. BELOW ALL DRIVEWAYS, RECREATIONAL TRAILS, SIDEWALKS, AND LONGITUDINAL RURAL DITCH LINES IN PUBLIC RIGHT-OF-WAYS
- FORTY-TWO (42") INCHES MIN. IN THE GRASSED, SUBURBAN SECTION, PUBLIC RIGHT-OF-WAYS
- TWELVE (12") INCHES MIN. BELOW PUBLIC STREET LONGITUDINAL SUBDRAINS,
- TWENTY-FOUR (24") INCHES MIN. BELOW PUBLIC STORM SEWERS, PUBLIC CULVERTS AND/OR PUBLIC WATERWAY FLOWLINE(S) BEING CROSSED, AND AT A MINIMUM CLEARANCE DISTANCE OF TWO (2) FEET FROM ELECTRICAL UTILITIES AND ONE HALF (1 1/2) FEET FROM ALL OTHER UTILITIES.

**PERMIT TRACKING**

| TRACKING # | ENTITY              | TYPE                | PERMIT # | STATUS |
|------------|---------------------|---------------------|----------|--------|
| UPN-5879   | CITY OF CEDAR FALLS | RIGHT OF WAY PERMIT |          |        |
|            |                     |                     |          |        |
|            |                     |                     |          |        |

I hereby certify that this engineering document was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Printed or Typed Name \_\_\_\_\_

License Number \_\_\_\_\_

My License Renewal Date is December 31, \_\_\_\_\_

Pages or Sheets Covered by this Seal: \_\_\_\_\_



**CALL BEFORE YOU DIG**  
(811)  
72 HOURS NOTICE REQUIRED  
The utilities displayed on this drawing are in approximate locations. Unite Private Networks disclaims any responsibility for the accuracy of this information. All utilities must be verified with the proper authorities prior to any excavation.

**PROJECT INFORMATION**

SITE NAME: CBTE TECHNOLOGY  
 SITE ADDRESS: 1309 TECHNOLOGY PKWY CEDAR FALLS, IA  
 COUNTY: BLACK HAWK  
 LATITUDE: VARIES  
 LONGITUDE: VARIES

**PROJECT DESCRIPTION:**

- INSTALLATION OF ONE 1-1/4" SDR 13.5 HDPE CONDUIT
- INSTALLATION OF SINGLE 96 COUNT FIBER OPTIC CABLE

**CONTACTS**

**CITY OF CEDAR FALLS:** 220 CLAY STREET CEDAR FALLS, IA 50613  
 CONTACT: MATTHEW TOLAN  
 OFFICE: (319) 268-5164  
 EMAIL: matthew.tolan@cedarfalls.com

**UNITE PRIVATE NETWORKS:** 1415 28TH STREET, SUITE 240 WEST DES MOINES, IA 50266  
 CONTACT: BRENT STRIEGEL  
 CELL: (319) 491-4760  
 EMAIL: brent.striegel@upnfiber.com

**NEWCOM TECHNOLOGIES:** 6000 GRAND AVENUE DES MOINES, IA 50312  
 CONTACT: Taylor Williams  
 OFFICE: (515) 633-1517  
 EMAIL: twilliams@newcomtech.com

**CFU GAS & WATER:** 1 UTILITY PARKWAY PO BOX 769 CEDAR FALLS, IA 50613  
 CONTACT: TRAVIS SCHRAGE  
 OFFICE: (319) 268-5336  
 EMAIL: travis.schrage@cfunet.net

**CFU COMMUNICATIONS:** CONTACT: QUINCY MCGRANE  
 EMAIL: quincy.mcgrange@cfunet.net

**CFU ELECTRICAL:** CONTACT: ADAM OLTMANN  
 EMAIL: adam.oltmann@cfunet.net

**CITY OF CEDAR FALLS WATER RECLAMATION:** CONTACT: TYLER GRIFFIN  
 OFFICE: (319) 268-5559  
 EMAIL: typer.griffin@cedarfalls.com

**MATERIAL TAKE OFF**

| ITEM  | AMOUNT        |
|---|---------------|
| 24 COUNT FIBER OPTIC CABLE                      | 1,364 L.F.    |
| IN EXISTING CONDUIT - OTHER                     | 0 L.F.        |
| IN EXISTING CONDUIT - UPN                       | 0 L.F.        |
| IN NEW CONDUIT                                  | 1,364 L.F.    |
| ON AERIAL POLES                                 | 0 L.F.        |
| 96 COUNT FIBER OPTIC CABLE                      | 0 L.F.        |
| IN EXISTING CONDUIT - OTHER                     | 0 L.F.        |
| IN EXISTING CONDUIT - UPN                       | 0 L.F.        |
| IN NEW CONDUIT                                  | 0 L.F.        |
| ON AERIAL POLES                                 | 0 L.F.        |
| 1-1/4" SCH 13.5 HDPE CONDUIT                    | 1,139 L.F.    |
| 36" X 24" X 36" HANDHOLE                        | 2             |
| 48" X 30" X 36" HANDHOLE                        | 0             |
| 3' X 3' X 3' MANHOLE                            | 0             |
| TYCO 450B SPlice CASE AND 8' GROUND ROD         | 1             |
| PANEL   | 0             |
| <b>SPlicing</b>                                 | <b>AMOUNT</b> |
| LOCATIONS                                       | xx            |
| BURNS   | xx            |
| <b>ROAD/SIDE WALK REPAIR</b>                    | <b>AMOUNT</b> |
| SIDEWALK - CONCRETE                             | 0 SQ. FT.     |
| STREET - CONCRETE                               | 0 SQ. FT.     |
| STREET - ASPHALT                                | 0 SQ. FT.     |
| OTHER   | 0 SQ. FT.     |
| <b>RUNNING LINE</b>                             |               |
| <b>SUPPORT STRUCTURE</b>                        | <b>AMOUNT</b> |
| 1-1/4" HDPE CONDUIT - BORE/OPEN CUT - 1 CONDUIT | 1,139 L.F.    |
| 1-1/4" HDPE CONDUIT - BORE/OPEN CUT - 2 CONDUIT | 0 L.F.        |
| EXISTING CONDUIT - UPN                          | 0 L.F.        |
| EXISTING CONDUIT - OTHER                        | 0 L.F.        |
| AERIAL PLANT                                    | 0 L.F.        |

**SHEET INDEX**

| SHEET     | SHEET DESCRIPTION                       |
|-----------|---|
| OVERVIEW  | CBTE TECHNOLOGY - OVERVIEW - 5 PAGES    |
| MAP 01-02 | CBTE TECHNOLOGY - FIBER ROUTE - 3 PAGES |
| XXX       | XXX                                     |
| XXX       | XXX                                     |
| XXX       | XXX                                     |
| XXX       | XXX                                     |

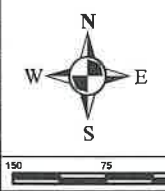
6000 GRAND AVENUE  
DES MOINES, IA 50312  
(515) 274-9611

1511 BALTIMORE AVENUE  
2ND FLOOR  
KANSAS CITY, MO 64108  
(866) 813-3608

**Cedar Falls  
Black Hawk County  
CBE Technology  
1309 Technology Pkwy**

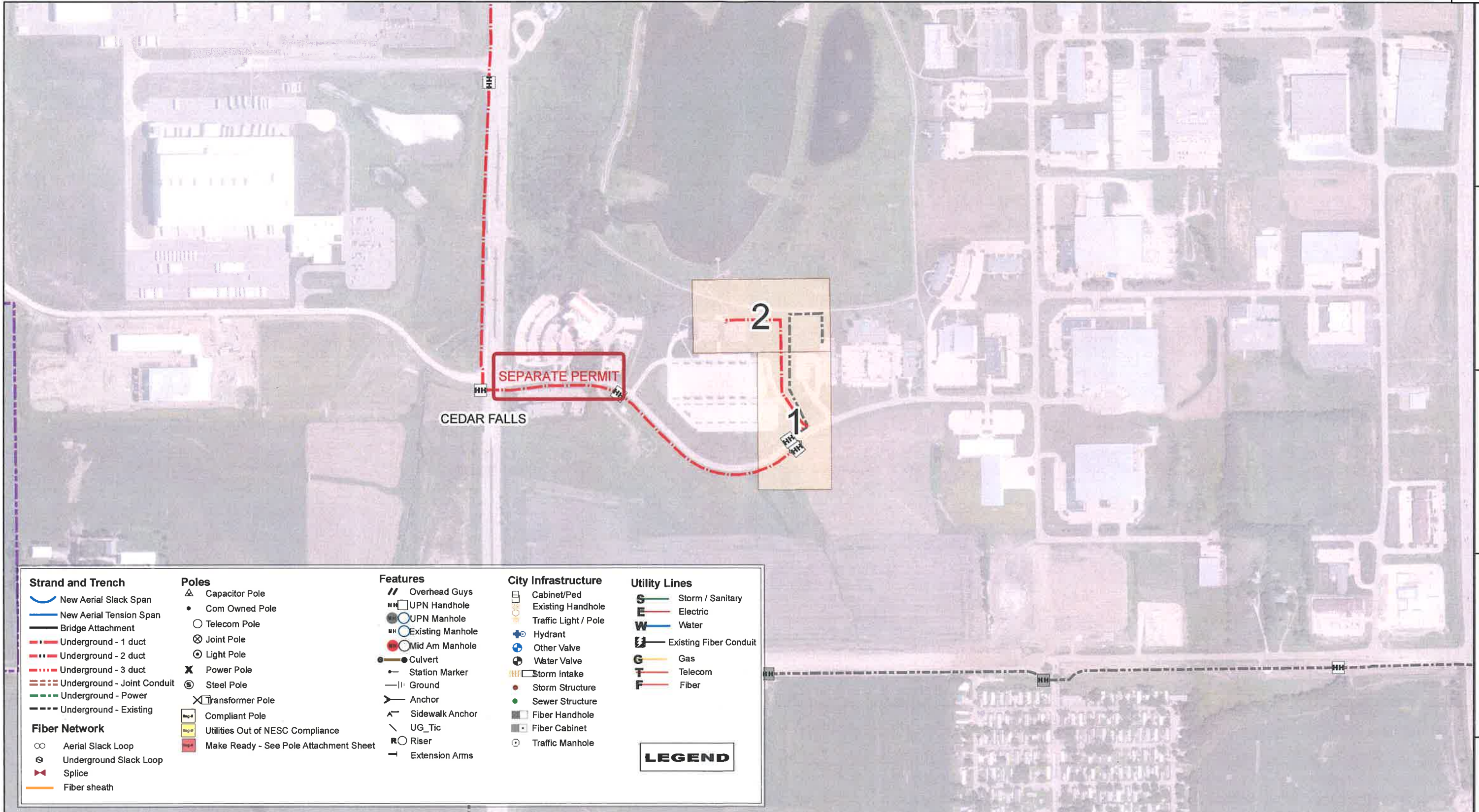
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SCALE: 1" = 150'    DESIGNED BY: T.WILLIAMS    DRAWN BY: T.WILLIAMS



**CBE TECHNOLOGY  
GENERAL NOTES**

| PRINTED   | SHEET NUMBER | REV |
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| 6/12/2023 | GN-1         | B   |



|  |  |  |   |  |
|--|--|--|---|--|
| <b>Strand and Trench</b><br>New Aerial Slack Span<br>New Aerial Tension Span<br>Bridge Attachment<br>Underground - 1 duct<br>Underground - 2 duct<br>Underground - 3 duct<br>Underground - Joint Conduit<br>Underground - Power<br>Underground - Existing<br><b>Fiber Network</b><br>Aerial Slack Loop<br>Underground Slack Loop<br>Splice<br>Fiber sheath | <b>Poles</b><br>Capacitor Pole<br>Com Owned Pole<br>Telecom Pole<br>Joint Pole<br>Light Pole<br>Power Pole<br>Steel Pole<br>Transformer Pole<br>Compliant Pole<br>Utilities Out of NESC Compliance<br>Make Ready - See Pole Attachment Sheet | <b>Features</b><br>Overhead Guys<br>UPN Handhole<br>UPN Manhole<br>Existing Manhole<br>Mid Am Manhole<br>Culvert<br>Station Marker<br>Ground<br>Anchor<br>Sidewalk Anchor<br>UG_Tic<br>Riser<br>Extension Arms | <b>City Infrastructure</b><br>Cabinet/Ped<br>Existing Handhole<br>Traffic Light / Pole<br>Hydrant<br>Other Valve<br>Water Valve<br>Storm Intake<br>Storm Structure<br>Sewer Structure<br>Fiber Handhole<br>Fiber Cabinet<br>Traffic Manhole | <b>Utility Lines</b><br>Storm / Sanitary<br>Electric<br>Water<br>Existing Fiber Conduit<br>Gas<br>Telecom<br>Fiber |
|--|--|--|---|--|

**LEGEND**

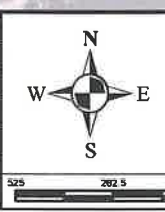
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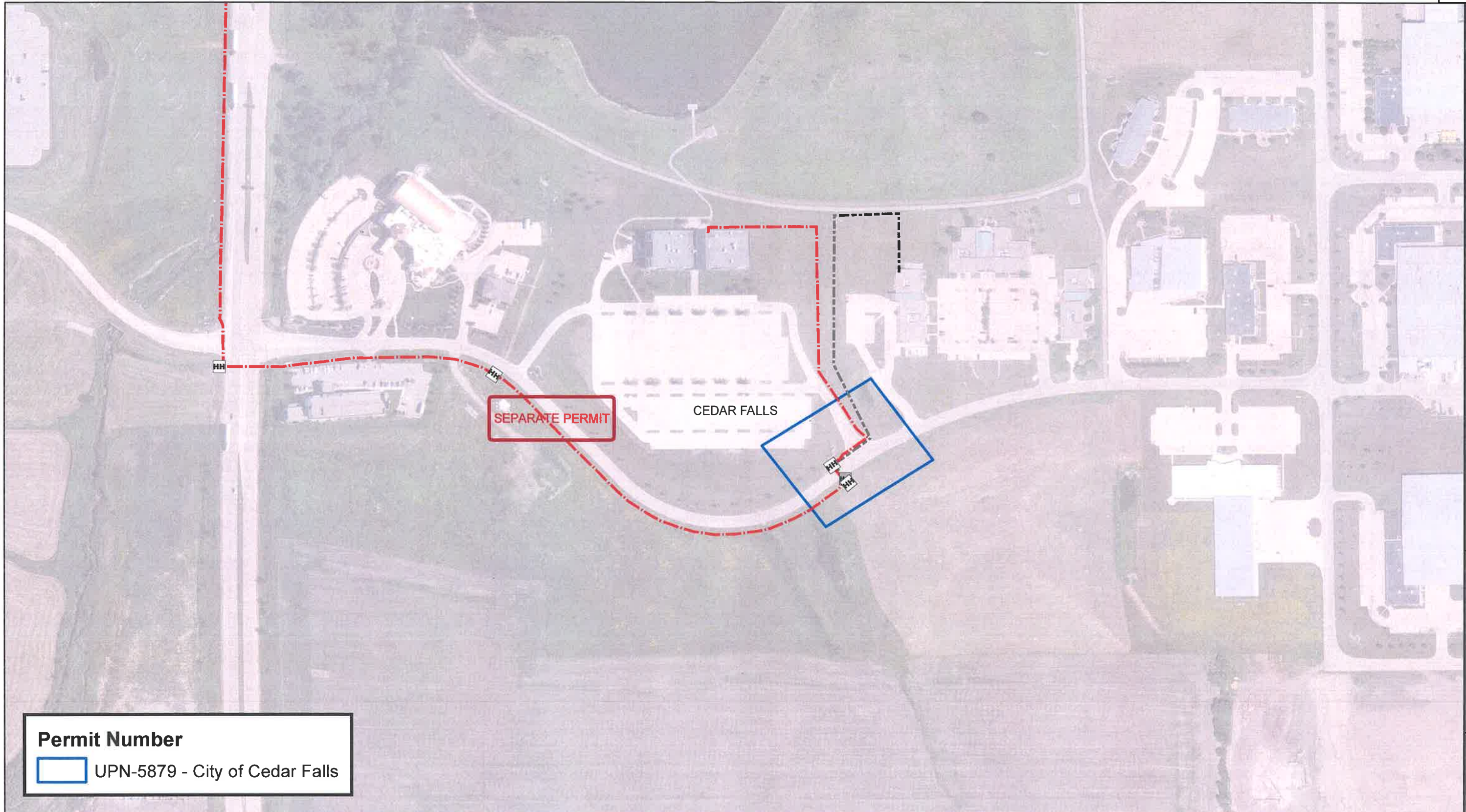
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SCALE: 1" = 500'  
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DRAWN BY: T. WILLIAMS



**CBE TECHNOLOGY  
OVERVIEW**

|          |              |     |
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**Permit Number**  
 UPN-5879 - City of Cedar Falls

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SCALE: 1" = 250'    DESIGNED BY: S KELLY    DRAWN BY: T.WILLIAMS



|   |                      |          |
|---|----------------------|----------|
| <b>CBE TECHNOLOGY<br/>PERMIT BOUNDARY</b> |                      |          |
| PRINTED<br>5/9/2023                       | SHEET NUMBER<br>PB-1 | REV<br>B |



**SURFACE QUALITY DATA (CL/ASCE 38-02)**

**QUALITY LEVEL -- A** - EXPOSE SELECTED SUBSURFACE UTILITIES TO OBTAIN THREE-DIMENSIONAL INFORMATION. USE MINIMALLY INTRUSIVE EXCAVATION METHODS, SUCH AS VACUUM EXCAVATION. DEPICT RESULTING INFORMATION. THIS IS QUALITY LEVEL A (QL-A) INFORMATION.

**QUALITY LEVEL -- B** - USE APPROPRIATE SURFACE GEOPHYSICAL METHODS (I.E., PIPE AND CABLE LOCATORS, TERRAIN CONDUCTIVITY METHODS, RESISTIVITY MEASUREMENTS, METAL DETECTORS, GROUND PENETRATING RADAR, ETC.) TO DESIGNATE EXISTING SUBSURFACE UTILITIES OR TO TRACE A PARTICULAR UTILITY SYSTEM. THIS PROVIDES TWO-DIMENSIONAL HORIZONTAL INFORMATION. PLACE PAINT MARKS ON THE GROUND. PLACE IDENTIFICATION FLAGS OR STAKES ON THE PAINT MARKS OR CODING ON THE PAVEMENT AT 50-FOOT INTERVALS AND SURVEY TO PROJECT CONTROL. DEPICT RESULTING INFORMATION VIA COMPUTER-AIDED DESIGN AND DRAFTING (CADD) OR MANUAL PLOTTING ONTO THE CLIENT'S PLAN SHEETS, GEOGRAPHIC INFORMATION SYSTEM (GIS) DATABASES, OR OTHER APPROPRIATE DOCUMENTS. THIS IS QUALITY LEVEL B (QL-B) INFORMATION. IF REQUESTED BY THE PROJECT OWNER, ALSO PERFORM SURVEYING AND DEPICT INFORMATION ABOUT AERIAL UTILITIES

**QUALITY LEVEL -- C** - MAKE FIELD OBSERVATIONS TO IDENTIFY VISIBLE ABOVE-GROUND UTILITY FEATURES. SURVEY AND PLOT RESULTING INFORMATION. THIS IS QUALITY LEVEL C (QL-C) INFORMATION.

**QUALITY LEVEL -- D** - OBTAIN EXISTING UTILITY INFORMATION FROM OTHER SOURCES. REVIEW ALL INFORMATION THAT CAN BE OBTAINED AND PLOT IT ON A UTILITY COMPOSITE DRAWING OR EQUIVALENT. THIS IS QUALITY LEVEL D (QL-D) INFORMATION.

| EXISTING SUBSURFACE UTILITY DATA (CI/ASCE 38-02) |                       |                 |                 |                 |                 |
|--|-----------------------|-----------------|-----------------|-----------------|-----------------|
| UTILITY  | UTILITY NAME          | QUALITY LEVEL A | QUALITY LEVEL B | QUALITY LEVEL C | QUALITY LEVEL D |
| ELECTRIC   | CEDAR FALLS UTILITIES |                 |                 | X               | X               |
| GAS  | CEDAR FALLS UTILITIES |                 |                 | X               | X               |
| SANITARY   | CITY OF CEDAR FALLS   |                 |                 | X               | X               |
| STORM  | CITY OF CEDAR FALLS   |                 |                 | X               | X               |
| WATER  | CEDAR FALLS UTILITIES |                 |                 | X               | X               |
| ELECTRIC   | MIDAMERICAN ENERGY    |                 |                 | X               | X               |
| STORM  |                       |                 |                 |                 |                 |
| WATER  |                       |                 |                 |                 |                 |
| COMMUNICATIONS                                   | UNKNOWN               |                 |                 | X               | X               |
| COMMUNICATIONS                                   |                       |                 |                 |                 |                 |
| COMMUNICATIONS                                   |                       |                 |                 |                 |                 |
| COMMUNICATIONS                                   |                       |                 |                 |                 |                 |
| COMMUNICATIONS                                   |                       |                 |                 |                 |                 |
| COMMUNICATIONS                                   |                       |                 |                 |                 |                 |
| COMMUNICATIONS                                   |                       |                 |                 |                 |                 |

All pole line clearances are engineered in compliance with customer/pole owner and NESC Rule 232 clearance limits

**National Electric Safety Code Recital**


| Minimum Clearance of communication Conductors (Local rules may differ from NESC) |  |         |
|--|--|---------|
| Rule 232 Category  | Description  | Minimum |
| -1   | Track rails of railroads, except overhead electrified  | 23.5'   |
| -2   | Roads, streets, alleys, non-residential driveways, parking lots and other areas subject to truck traffic | 15.5'   |
| -3   | Residential Driveways  | 15.5'   |
| -4   | Other land traversed by vehicles   | 15.5'   |
| -5   | Spaces or ways accesible to pedestrians or restricted 8' vehicle clearance                               | 9.5'    |
| -6   | Water areas not suitable for sail boating  | 14'     |
| -7   | Water areas suitable for sail boating  |         |
|  | - less than 20 acres   | 17.5'   |
|  | - 20 to 200 acres  | 25.5'   |
|  | - 200 to 2000 acres  | 31.5'   |
|  | - over 2000 acres  | 37.5'   |

**Environmental conditions:**

The condition below which produces the largest final sag will be used  
**120° F, no wind displacement and final sag**  
 or  
**32° F, no wind displacement, final sag and ice loading for specific zone**



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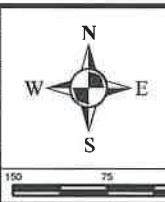
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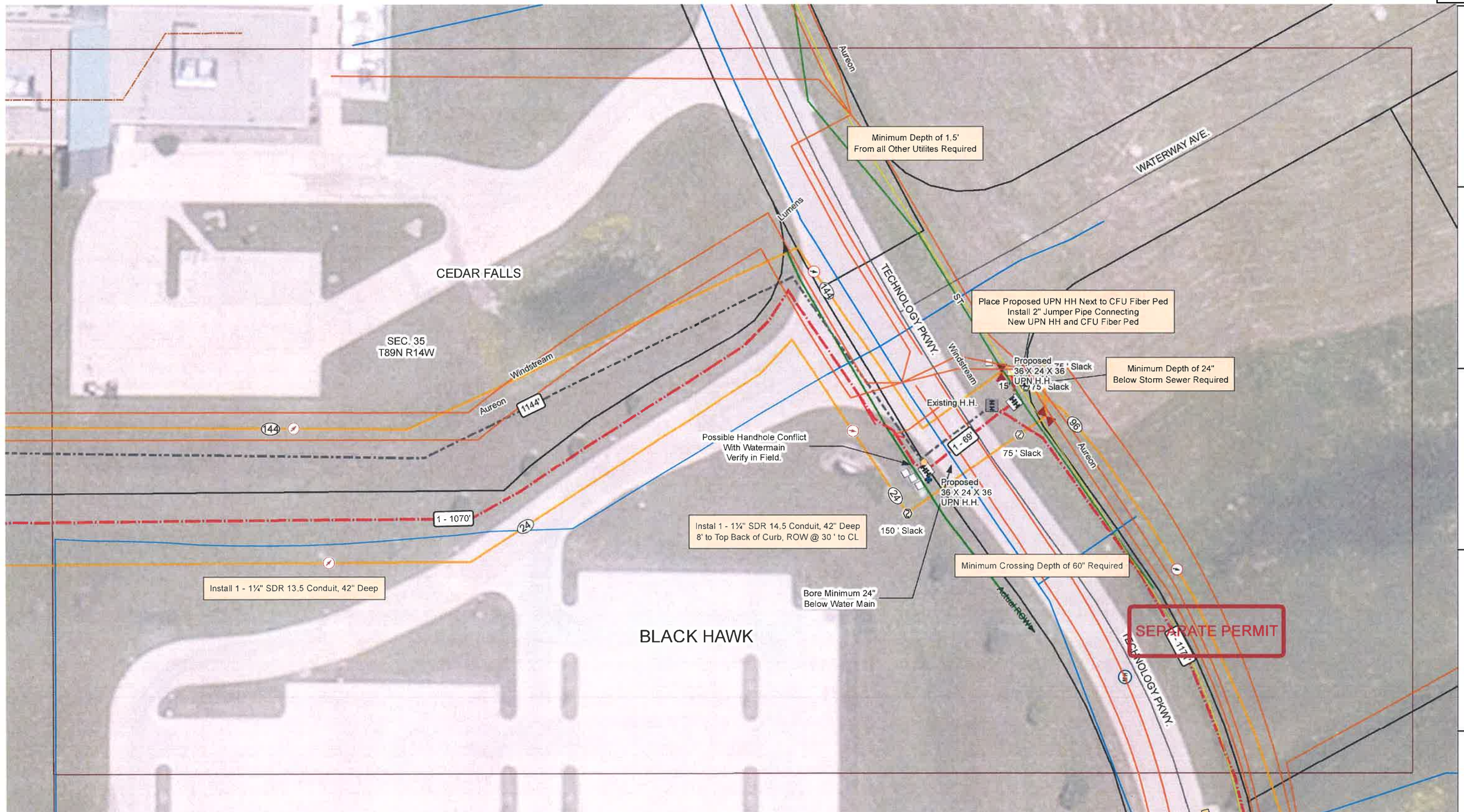
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DRAWN BY: T. WILLIAMS



**CBE TECHNOLOGY**  
**SURFACE QUALITY DATA**

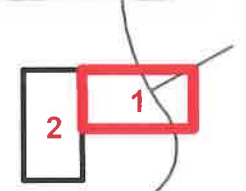
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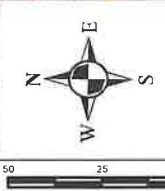
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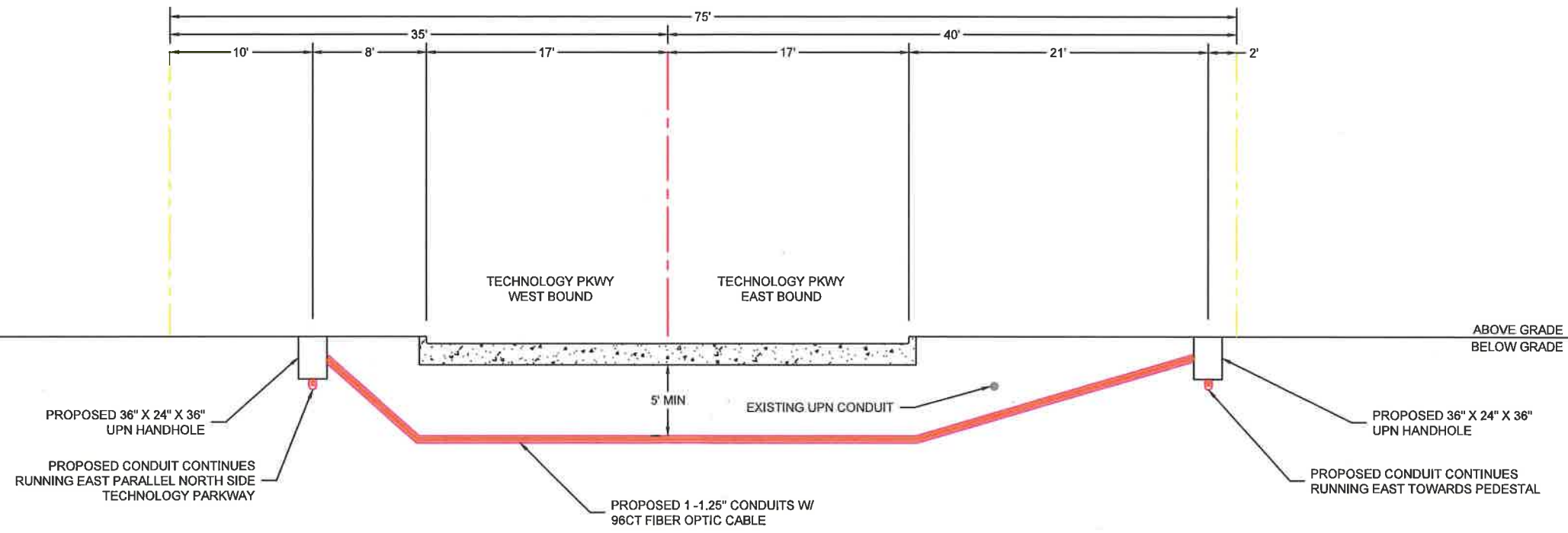
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| <b>CBE TECHNOLOGY</b>     |              |     |
| <b>CONSTRUCTION PLANS</b> |              |     |
| PRINTED                   | SHEET NUMBER | REV |
| 6/12/2023                 | Sheet 1 of 2 | B   |

TECHNOLOGY PARKWAY CROSSING  
FACING NORTH EAST



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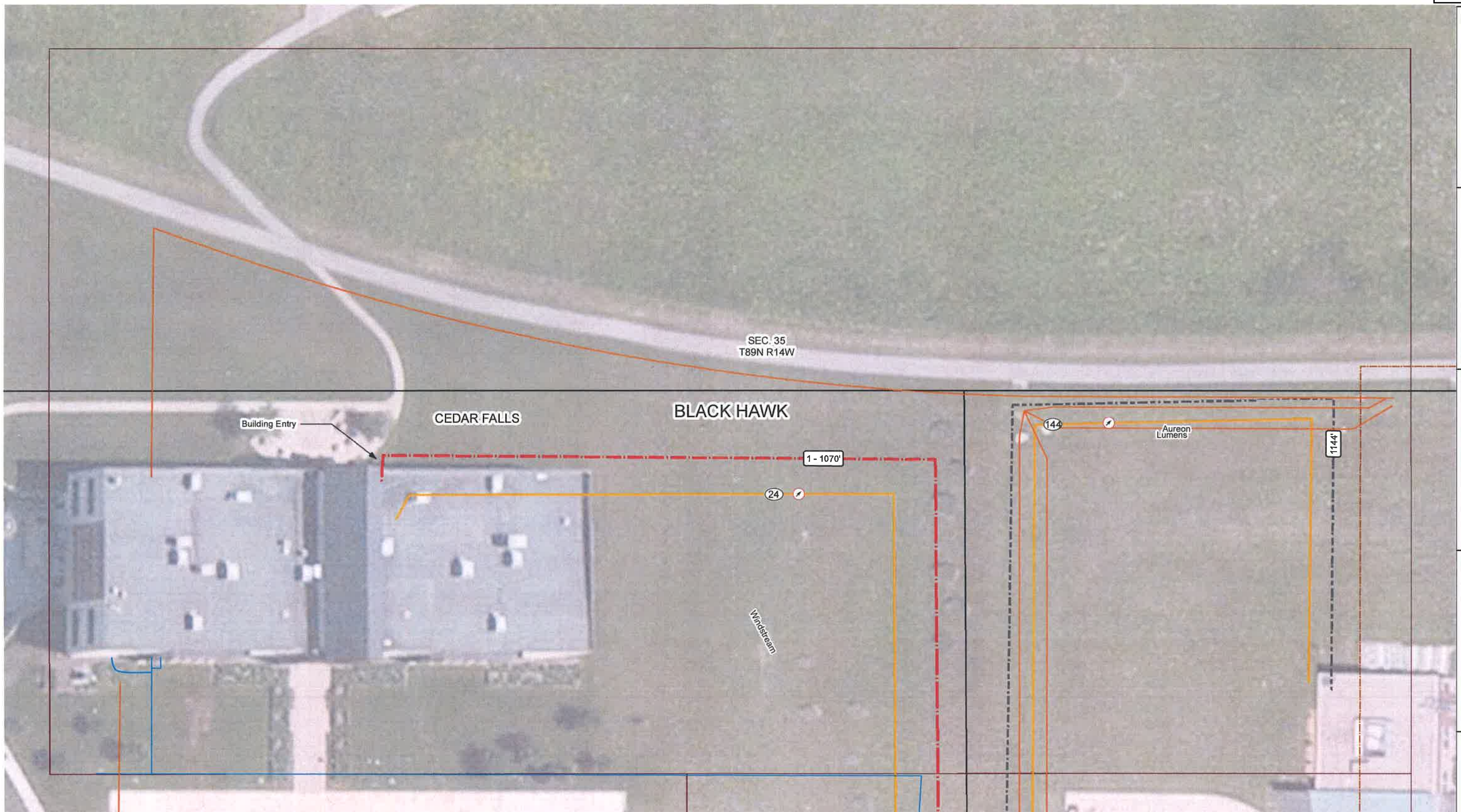
**CEDAR FALLS  
BLACK HAWK COUNTY  
CBE TECHNOLOGY**

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| A                | 06-08-2023 | ISSUED FOR REVIEW        | MJG                 | TW  | TW    |
| NO.              | DATE       | REVISIONS                | BY                  | CHK | APP'D |
| SCALE: 1" TO 10' |            | DESIGNED BY: T. WILLIAMS | DRAWN BY: M. GIBSON |     |       |

**CBE TECHNOLOGY**  
**TECHNOLOGY PKWY CROSSING DETAIL**

|            |              |     |
|------------|--------------|-----|
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| 06/08/2023 | 1A OF 2      | A   |

ORIENTATION:



E

D

C

B

A

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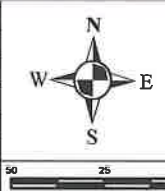
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**2**  
TECHNOLOGY  
PKWY.

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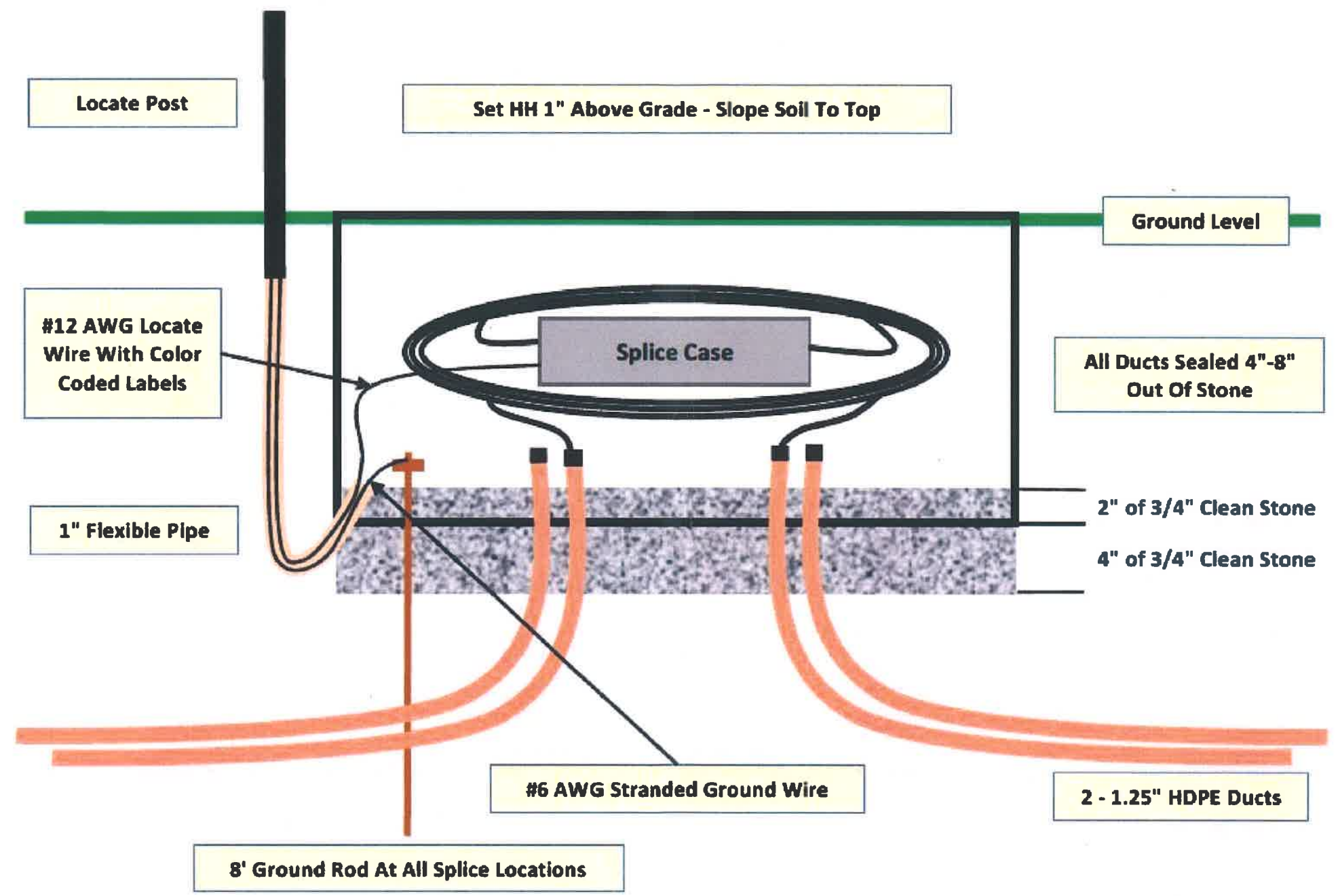
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**CBE TECHNOLOGY**  
**CONSTRUCTION PLANS**  
PRINTED: 6/12/2023    SHEET NUMBER: Sheet 2 of 2    REV: B



### Handhole Typical Diagram



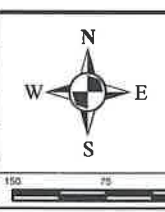
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**CBE TECHNOLOGY**  
**HANDHOLE SPECS**

|          |               |     |
|----------|---------------|-----|
| PRINTED  | SHEET NUMBER  | REV |
| 5/9/2023 | Sheet 2A of 2 | B   |

11 X 17 "ANSI B" SIZE



## ADMINISTRATION

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
Phone: 319-273-8600  
Fax: 319-273-8610  
[www.cedarfalls.com](http://www.cedarfalls.com)

## MEMORANDUM

**TO:** Honorable Mayor Robert M. Green and City Council  
**FROM:** Shane Graham, Economic Development Coordinator  
**DATE:** August 14, 2023  
**SUBJECT:** Transfer of Lot 17, West Viking Road Industrial Park Phase III; Lots 1, 2 and 3, West Viking Road Industrial Park Phase IV; and Lots 17 and 18, West Viking Road Industrial Park Phase V, City of Cedar Falls, Black Hawk County, Iowa (Contains 11.79 acres more or less)

Staff would like to request that a public hearing be scheduled for September 5, 2023 to address the proposed transfer of the above referenced City owned real estate to Cedar Falls Partners, LLC. The proposed project would consist of an approximate 87,000 square foot building to be constructed along Innovation Drive and Development Drive in the West Viking Road Industrial Park. Additional information pertaining to the land transaction and the Agreement for Private Development will be provided to City Council prior to the public hearing.

If you have any questions, please feel free to contact me.



Project Location

Venture Way

Innovation Dr

Venture Way

Development Dr

Capital Way

Technology Pkwy

D. LaPorte

Bossard

Hawkeye  
Corrugated  
Box



Prepared by: Shane Graham, Economic Development Coordinator, 220 Clay Street, Cedar Falls, IA 50613, (319) 268-5160

RESOLUTION NO. \_\_\_\_\_

RESOLUTION SETTING DATE OF PUBLIC HEARING (1) TO CONSIDER ENTERING INTO A PROPOSED AGREEMENT FOR PRIVATE DEVELOPMENT BETWEEN THE CITY OF CEDAR FALLS, IOWA, AND CEDAR FALLS PARTNERS, LLC; AND (2) TO CONSIDER CONVEYANCE OF CERTAIN CITY-OWNED REAL ESTATE TO CEDAR FALLS PARTNERS, LLC, PURSUANT TO SAID PROPOSED AGREEMENT

WHEREAS, the City Council of the City of Cedar Falls, Iowa, has received a proposal from Cedar Falls Partners, LLC, a Delaware limited liability company (the "Developer"), to enter into a proposed Agreement for Private Development (the "Agreement") between the City of Cedar Falls, Iowa, and Cedar Falls Partners, LLC on terms which include:

- (1) Conveyance of certain city-owned real estate legally described as consisting of all that certain parcel or parcels of land located generally in the City of Cedar Falls, County of Black Hawk, State of Iowa, more particularly described as follows:

Lot 17, West Viking Road Industrial Park Phase III; Lots 1, 2 and 3, West Viking Road Industrial Park Phase IV; Lots 17 and 18, West Viking Road Industrial Park Phase V, City of Cedar Falls, Black Hawk County, Iowa (Contains 11.79 acres more or less);

and

- (2) Entering into a Minimum Assessment Agreement whereby the minimum actual taxable value of the land and improvements to be constructed on the Development Property would be established at an amount not less than \$9,270,000.00 for a period through December 31, 2035;

and

WHEREAS, as required by law, a hearing is to be held by the City Council of the City of Cedar Falls, Iowa, to consider entering into the proposed Agreement for Private Development and conveyance of the Development Property to the Developer pursuant to the terms of said Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that a hearing be held on the 5<sup>th</sup> day of September, 2023, at 7:00 p.m., in the Council Chambers of the City Hall of the City of Cedar Falls, Iowa, 220 Clay Street, Cedar Falls, Iowa, to consider entering into a proposed Agreement for Private Development between the City of Cedar Falls, Iowa, and Cedar Falls Partners, LLC, and to consider conveyance of the Development Property to the Developer on certain terms as set forth in the proposed agreement. A copy of the proposed agreement is on file in the Office of the Cedar Falls City Clerk. The City Clerk is hereby directed to publish said notice of said public hearing.

ADOPTED this 21<sup>st</sup> day of August, 2023.

---

Robert M. Green, Mayor

ATTEST:

---

Jacqueline Danielsen, MMC, City Clerk

CERTIFICATE

STATE OF IOWA )  
 )  
COUNTY OF BLACK HAWK: ) SS:

I, Jacqueline Danielsen, City Clerk of the City of Cedar Falls, Iowa, hereby certify that the above and foregoing is a true and correct typewritten copy of Resolution No. \_\_\_\_\_ duly and legally adopted by the City Council of said City on the 21<sup>st</sup> day of August, 2023.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the official seal of the City of Cedar Falls, Iowa this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jacqueline Danielsen  
City Clerk of Cedar Falls, Iowa



## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8606  
 Fax: 319-273-8610  
 www.cedarfalls.com

### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Honorable Mayor Robert M Green and City Council  
**FROM:** Chris Sevy, AICP, Planner I  
**DATE:** August 21, 2023  
**SUBJECT:** Text Amendment – Establishment of Bicycle and Pedestrian Commission  
 (Proposed Ordinance and Bylaws)

#### INTRODUCTION

Since as far back as their 2016 annual report, one of the priority recommendations of the Bicycle and Pedestrian Advisory Committee has been to elevate the committee to a standing commission. This recommendation has been noted by the Mayor and Council and was considered at the most recent goal-setting where staff was directed to prepare the proposal for Council's formal consideration. In collaboration with different departments, with the City Attorney, and with the Bicycle and Pedestrian Advisory Committee, staff has prepared a code amendment and bylaws which are included as attachments to this memo.

#### BACKGROUND & ANALYSIS

The Bicycle and Pedestrian Advisory Committee functions as an ad hoc committee and the current iteration of the committee was initially established by Mayor Jon Crews in 2009. It has no formal bylaws and is not established by code. As such, there has been some confusion regarding appointment of members or term of membership, with some members being appointed by a Mayor without any defined term of service or formal approval by Council. In some regards, it has functioned as a volunteer committee. Since they often consider and provide recommendations relating to public interest such as infrastructure and policy, City staff has been treating them no different than a board or commission: providing staff resources, publishing agendas and minutes, meeting monthly, and generally abiding by open meeting laws. However, they are listed separate from boards or commissions on our website, and perhaps have been more akin to a task force in their official capacity.

The responsibilities and contributions of the committee have been invaluable in increasing the usability of our infrastructure and facilities over the years. The execution of these duties has also led to:

- Greater education for the community;
- Broader promotion of our excellent recreational amenities;
- Staff awareness of practical issues with facilities or infrastructure; and
- Notable improvements to our bicycle and pedestrian networks.

While the knowledge and experience of the current membership of the committee already lends credibility to their recommendations, the primary advantage to formalizing a commission is that the Mayor can recommend members, and the Council can review and appoint persons to the commission with well-defined terms of service, a proper defined scope of responsibility, and expectations typical of all who serve on our boards and commissions. The hope of the committee is to not only be made "official," but to raise the perceived credibility of their recommendations by giving elected officials a say in the make-up of this new commission.

### PROPOSED ORDINANCE & BYLAWS

The proposed ordinance and bylaws were modeled after standard language contained in the existing ordinances and bylaws governing other boards and commissions at the City. The specific provisions meriting deeper consideration are the powers and duties granted or delegated to the Bicycle and Pedestrian Commission by Council. Each power and duty is outlined below with some brief discussion of the implications of each.

- a) *To adopt rules governing the commission's organization and procedure as may be deemed necessary.*

This is standard language which grants the right to adopt bylaws and make changes to them by vote of the commission. Bylaws cannot conflict with the ordinance or other applicable laws but in every other respect a board or commission may update or adopt bylaws that guide and govern how the board or commission operates.

- b) *To develop and provide resources and events to educate citizens and promote safety and well-being for pedestrians, cyclists, and users of other active transportation modes.*

The committee has been involved in articles for the *Courier*, articles for *Currents*, content for Channel 15, and educational events during May Bike Month and at elementary schools. The commission will be expected to continue these efforts.

- c) *To enhance the economic development of the city by promoting the practical and recreational utility of the Cedar Falls pedestrian and bicycle networks.*

The remarkable extent of our trail network has long been an important piece of attracting people to the city. In that vein, greater use by those that live here and greater discovery by those that visit has been a strong goal of the committee. The commission will be expected to continue that promotion especially with inclusion along the Great American Rail Trail and events such as the *Des Moines Register's* Annual Great Bicycle Ride Across Iowa (RAGBRAI).

- d) *To provide feedback and recommendations to the City Engineer regarding the usability and condition of current and proposed active transportation infrastructure and networks.*

This is a very practical role filled by the committee where staff is made aware of issues and problems as they arise. The committee has also played an important role in the review and refinement of planned routes for construction/reconstruction in the City's



Capital Improvements Program (CIP) and within new subdivisions as they are being considered for approval. The commission will be expected to continue that effort as solicited by City Staff for all modes of active transportation, including both walking and biking.

- e) *To review and recommend to the City policies, programs, rules, and regulations related to active transportation modes. Also identify opportunities to seek recognition on behalf of the City of Cedar Falls for the exceptional aspects of the City's active transportation network.*

The committee has provided recommendations to Staff and Council regarding how we should regulate the use of ebikes. They have also provided feedback regarding scooter companies seeking to operate in Cedar Falls. As the landscape for active transportation modes changes, so too will policies, programs, rules, and regulations. The commission will be expected to review and provide recommendations as new issues and questions arise. As for opportunities to seek recognition, they will be expected to continue the efforts in applying for our Bicycle Friendly Community status among other designations that the City may qualify for. These designations make the city more aware of common best practices and typically come with recommendations of how to improve and upgrade our status.

#### RECOMMENDATION

The Bicycle and Pedestrian Advisory Committee reviewed and discussed the proposed code language and bylaws at their August 1st meeting and unanimously requests approval of the ordinance amendment establishing the proposed commission. Once applications for the new Commission have been reviewed and members have been appointed, this will effectively dissolve the committee as currently constituted.

Attachments: Proposed Ordinance  
Proposed Bylaws

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ARTICLE IV, BOARDS AND COMMISSIONS, OF CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, TO CREATE A NEW BICYCLE AND PEDESTRIAN COMMISSION AND ESTABLISH THE REGULATIONS AND POWERS AND DUTIES FOR SAID COMMISSION.**

WHEREAS, one of the annual priority recommendations of the Bicycle and Pedestrian Advisory Committee has long been to elevate the ad hoc committee to a standing commission; and

WHEREAS, the role of the Bicycle and Pedestrian Advisory Committee has been akin to that of other boards and commissions often considering and providing recommendations relating to public interest; and

WHEREAS, the process of appointment and term of membership for the Bicycle and Pedestrian Advisory Committee has never been codified; and

WHEREAS, the Bicycle and Pedestrian Advisory Committee has reviewed the proposed amendment and unanimously recommends approval; and

WHEREAS, the City Council deems it in the best interest of the community to create a new Bicycle and Pedestrian Commission;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, THAT:

*Section 1: Paragraph 2-277, Information to be provided to mayor and council, within Division 1, Generally, of Article IV, Boards and Commissions, of Chapter 2, Administration, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new subparagraph (19), as follows:*

(19) Bicycle and Pedestrian Commission

*Section 2: Article IV, Boards and Commissions, of Chapter 2, Administration, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new Division 7, entitled, Bicycle and Pedestrian Commission, which shall include Sections 2-460 through 2-466 (previously reserved), as follows:*

DIVISION 7. Bicycle and Pedestrian Commission

**Sec. 2-460. Created.**

There is hereby established in the city a bicycle and pedestrian commission.

**Sec. 2-461. Powers and duties.**

The powers and duties of the Bicycle and Pedestrian Commission are as follows:

- (a) To adopt rules governing the commission's organization and procedure as may be deemed necessary.
- (b) To develop and provide resources and events to educate citizens and promote safety and well-being for pedestrians, cyclists, and users of other active transportation modes.
- (c) To enhance the economic development of the city by promoting the practical and recreational utility of the Cedar Falls pedestrian and bicycle networks.
- (d) To provide feedback and recommendations to the City Engineer regarding the usability and condition of current and proposed active transportation infrastructure and networks.
- (e) To review and recommend to the City policies, programs, rules, and regulations related to active transportation modes. Also identify opportunities to seek recognition on behalf of the City of Cedar Falls for the exceptional aspects of the City's active transportation network.

**Sec. 2-462. Appointment of members; term of office.**

- (a) The Bicycle and Pedestrian Commission shall be comprised of seven members at least 18 years of age who shall be residents of the city.
- (b) The members shall be qualified by general knowledge or experience in matters related to active transportation.
- (c) Members shall not hold any elective position in the city.
- (d) The members shall be appointed by the mayor, subject to approval of the city council.
- (e) The term of office of the members of the Bicycle and Pedestrian Commission shall be four (4) years, however, when the Commission is initially established, terms shall be staggered so that no more than three (3) members' terms expire each year. Any vacancy occurring on the Commission shall be filled by appointment by the Mayor, with approval of the City Council, for the unexpired term.
- (f) An effort shall be made to appoint members to the commission who represent various active transportation modes, prioritizing a balance of pedestrian interests with those of cyclists, and also backgrounds representing the community at-large.

**Sec. 2-463. Compensation of commissioners.**

The Bicycle and Pedestrian Commissioners shall serve without compensation.

**Sec. 2-464. Chairperson; Vice-Chairperson**

The commission shall elect a chairperson and vice-chairperson from among its members to serve one-year terms.

**Sec. 2-465. Record of meetings**

The Bicycle and Pedestrian Commission shall keep a record of all its meetings, which record shall be permanent and kept up to date.

**Sec. 2-466. Annual report.**

After the close of the calendar year, the Bicycle and Pedestrian Commission shall make an annual report to the city council of its proceedings, the progress of its work over the prior year, and the attendance of its members.

INTRODUCED: \_\_\_\_\_ August 21, 2023 \_\_\_\_\_

PASSED 1<sup>ST</sup> CONSIDERATION: \_\_\_\_\_

PASSED 2<sup>ND</sup> CONSIDERATION: \_\_\_\_\_

PASSED 3<sup>RD</sup> CONSIDERATION: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Robert M. Green, Mayor

ATTEST:

\_\_\_\_\_  
Jacqueline Danielsen, MMC, City Clerk

## **BY-LAWS OF THE CEDAR FALLS BICYCLE AND PEDESTRIAN COMMISSION**

### **ARTICLE I. Name**

The Cedar Falls Bicycle and Pedestrian Commission is the advisory body that works with staff and the Cedar Falls City Council to improve the experience of pedestrians and cyclists in the community.

### **ARTICLE II. Mission**

The mission of the Commission is to improve the quality of life, general health, safety, and welfare in Cedar Falls through the increased opportunity for safe walking, bicycling, and other active modes as viable means of transportation and physical and recreational activity.

### **ARTICLE III. Powers and Duties**

The powers and duties of the Bicycle and Pedestrian Commission are provided for in Section 2-455 of the Cedar Falls Code of Ordinances.

### **ARTICLE IV. Bicycle and Pedestrian Commission**

Section 1      Membership of the commission; appointment of members.

The number of members and the appointment thereof shall be as provided for in Section 2-456 of the Cedar Falls Code of Ordinances.

Section 2      Term of office of commission members.

The term of office of the members of the Bicycle and Pedestrian Commission shall be as provided for in Section 2-456 of the Cedar Falls Code of Ordinances.

Section 3      Training

From time to time, commissioners may identify training opportunities the City may consider funding. Requests shall be made in advance to the Director of Community Development or their designee and will be approved as the Community Development budget allows.

Section 4      Absence of members from commission meetings.

Regular attendance by Commission members shall be expected at all Commission meetings. Excessive absences shall be a basis for the Commission Chair to recommend to the Mayor that the seat be vacated and a new appointment be made for the unexpired term.

Excessive absences shall be more than three (3) meetings with or without excuses or explanation in a calendar year.

Section 5      Ex Officio Members.

a) Iowa Northland Regional Council of Governments shall be invited to appoint a representative of its organization to serve as an Ex Officio member of the Cedar Falls Bicycle and Pedestrian Commission.

- b) Cedar Valley Cyclists shall be invited to appoint a representative of its organization to serve as an Ex Officio member of the Cedar Falls Bicycle and Pedestrian Commission.
- c) The Cedar Valley Association for Soft Trails shall be invited to appoint a representative of its organization to serve as an Ex Officio member of the Cedar Falls Bicycle and Pedestrian Commission.
- d) The Cedar Falls School District shall be invited to appoint a representative of its organization to serve as an Ex Officio member of the Cedar Falls Bicycle and Pedestrian Commission.
- e) The Cedar Valley Bicycle Collective shall be invited to appoint a representative of its organization to serve as an Ex Officio member of the Cedar Falls Bicycle and Pedestrian Commission.
- f) Ex Officio representatives shall be appointed by their respective organizations in December, or when positions are vacant, with terms commencing the following January 1, and continuing until their successors are appointed by their respective organizations. Ex Officio members shall serve on the Bicycle and Pedestrian Commission without voting privileges.

## Section 6 Officers

- a) The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson, who shall be elected at the December meeting each year, with their term of office commencing the following January 1, and continuing for one (1) year or until their successors are elected, and the Chairperson may not serve more than two terms consecutively. A nominating committee consisting of two (2) members not currently holding office shall be appointed by the Chairperson at the October meeting each year. The Committee shall report the names of its nominees for officers at the November meeting each year.
- b) The Chairperson shall preside at all meetings of the commission, work closely with City staff, be a public spokesperson for the commission and generally perform all duties associated with that office. The Chairperson is encouraged to serve two consecutive terms, particularly where they have just completed their first and only term.
- c) In the event of the absence or disability of the Chairperson, or of a vacancy in that office, the Vice-Chairperson shall assume and perform the duties and functions of the Chairperson.
- d) The Community Development Director or their designee shall be responsible for recording minutes of all meetings.

## ARTICLE V. Meetings

Section 1 Regular meetings of the commission shall be held monthly, generally on the first Tuesday of the month at 5:15 p.m. provided there is business to be transacted.

Section 2 Special meetings may be called by the Chairperson or at the request of four commission members during a regularly scheduled meeting, for the transaction of business as stated in the notice of the special meeting. All members shall be notified

in writing of such meetings in accordance with Section 7 of this Article. The conduct of special meetings shall follow all regular meeting requirements.

- Section 3 A quorum for the transaction of business at any meeting of the commission shall consist of a majority of all voting members of the commission, present in person, unless otherwise provided by State or local proclamation. Voting by proxy shall not be allowed.
- Section 4 Unless otherwise specified by law or these by-laws, motions may be passed by simple majority vote of the quorum.
- Section 5 Except as otherwise provided for in these By-laws, proceedings of all meetings shall be governed by the latest edition of “Robert’s Rules of Order.”
- Section 6 A record of all commission meetings and committee meetings shall be kept. Agendas and Minutes of the commission meetings shall be submitted to the Cedar Falls City Clerk to maintain public records of the commission.
- Section 7 Notice of and agenda for each commission meeting shall be given as provided by law. Notice of, and agenda for, each regular meeting of the commission, shall be emailed to each commission member at least three (3) days in advance of the date of the meeting.
- Section 8 All meetings shall be open to the public and notice thereof shall be posted as required by law, including at City Hall and on the electronic City Calendar.

#### **ARTICLE VI. Committees**

The commission shall have the authority by majority vote of the quorum to establish committees as it deems necessary from time to time to accomplish specific tasks outside of regular meetings and reviews. These tasks may include event planning and execution, community education efforts, assessment and inventory of current infrastructure, applications for community recognition, and any other applicable tasks that further the mission of the commission. These committees may be comprised of no more than three voting members of the Commission who may also solicit the help of additional persons who are not on the commission, but committees shall be comprised of at least one voting member of the commission. All members of each committee shall be appointed by the Chairperson and confirmed by majority vote of the quorum. Committees shall make recommendations to the commission for action but shall not take action themselves, except as specifically authorized by the commission.

#### **ARTICLE VII. Review of By-Laws**

Any changes to the by-laws shall require a majority vote of the entire voting membership of the board.

# DAILY INVOICES FOR 8/21/23 COUNCIL MEETING

Item 28.

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ACCOUNT ACTIVITY LISTING

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| GROUP NBR  | PO NBR | ACCTG PER. | ----TRANSACTION---- | CD DATE | NUMBER | DESCRIPTION                | DEBITS | CREDITS | CURRENT BALANCE | POST DT |
|--|--------|------------|---------------------|---------|--------|----------------------------|--------|---------|-----------------|---------|
| FUND 101 GENERAL FUND  |        |            |                     |         |        |                            |        |         |                 |         |
| 101-1028-441.89-17 MISCELLANEOUS SERVICES / BANK SERVICE CHARGES     |        |            |                     |         |        |                            |        |         |                 |         |
| 108  |        | 01/24 AP   | 07/26/23            | 0006996 |        | FARMERS STATE BANK         | 20.00  |         | 08/02/23        |         |
|  |        |            |                     |         |        | VOYA OUTGOING WIRE         |        |         |                 |         |
|  |        |            |                     |         |        | 07/28/23 PAYROLL           |        |         |                 |         |
| 108  |        | 01/24 AP   | 07/14/23            | 0006995 |        | FARMERS STATE BANK         | 20.00  |         | 08/02/23        |         |
|  |        |            |                     |         |        | OUTGOING WIRE FEE          |        |         |                 |         |
|  |        |            |                     |         |        | US BANK CD                 |        |         |                 |         |
| 108  |        | 01/24 AP   | 07/12/23            | 0006994 |        | FARMERS STATE BANK         | 20.00  |         | 08/02/23        |         |
|  |        |            |                     |         |        | VOYA OUTGOING WIRE         |        |         |                 |         |
|  |        |            |                     |         |        | 07/14/23 PAYROLL           |        |         |                 |         |
|  |        |            |                     |         |        | ACCOUNT TOTAL              | 60.00  | .00     | 60.00           |         |
| 101-1158-441.83-03 TRANSPORTATION&EDUCATION / OUTINGS/DINNERS/AWARDS |        |            |                     |         |        |                            |        |         |                 |         |
| 146  |        | 02/24 AP   | 07/26/23            | 0398955 |        | CEDAR VALLEY UNITED WAY    | 35.00  |         | 08/01/23        |         |
|  |        |            |                     |         |        | CVUW CAMPAIGN KICKOFF      |        |         |                 |         |
|  |        |            |                     |         |        | LUNCH-MAYOR                |        |         |                 |         |
|  |        |            |                     |         |        | ACCOUNT TOTAL              | 35.00  | .00     | 35.00           |         |
| 101-1199-441.81-03 PROFESSIONAL SERVICES / RECORDING FEES            |        |            |                     |         |        |                            |        |         |                 |         |
| 218  |        | 02/24 AP   | 08/10/23            | 0398999 |        | BLACK HAWK CO.RECORDER     | 12.00  |         | 08/11/23        |         |
|  |        |            |                     |         |        | RCD: ORDINANCE 3031        |        |         |                 |         |
|  |        |            |                     |         |        | REZONE 2.26 ACRES          |        |         |                 |         |
| 160  |        | 02/24 AP   | 08/02/23            | 0398960 |        | BLACK HAWK CO.RECORDER     | 7.00   |         | 08/03/23        |         |
|  |        |            |                     |         |        | RCD:LIEN RELEASE           |        |         |                 |         |
|  |        |            |                     |         |        | D.ARENDS-2404 ROYAL DRIVE  |        |         |                 |         |
| 160  |        | 02/24 AP   | 08/02/23            | 0398960 |        | BLACK HAWK CO.RECORDER     | 7.00   |         | 08/03/23        |         |
|  |        |            |                     |         |        | RCD:LIEN RELEASE           |        |         |                 |         |
|  |        |            |                     |         |        | BUCKLEY JACKSON-923 ELLEN  |        |         |                 |         |
|  |        |            |                     |         |        | ACCOUNT TOTAL              | 26.00  | .00     | 26.00           |         |
| 101-2205-432.88-17 OUTSIDE AGENCIES / CEDAR FALLS BAND               |        |            |                     |         |        |                            |        |         |                 |         |
| 218  |        | 02/24 AP   | 08/10/23            | 0399001 |        | CEDAR FALLS MUNICIPAL BAND | 84.78  |         | 08/11/23        |         |
|  |        |            |                     |         |        | PROPERTY TAX PAYMENT       |        |         |                 |         |
|  |        |            |                     |         |        | BAND                       |        |         |                 |         |
|  |        |            |                     |         |        | ACCOUNT TOTAL              | 84.78  | .00     | 84.78           |         |
| 101-2245-442.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS     |        |            |                     |         |        |                            |        |         |                 |         |
| 146  |        | 02/24 AP   | 06/26/23            | 0398957 |        | HOWARD, KAREN              | 648.00 |         | 08/01/23        |         |
|  |        |            |                     |         |        | RMB:APA DUES & MEMBERSHIP  |        |         |                 |         |
|  |        |            |                     |         |        | ACCOUNT TOTAL              | 648.00 | .00     | 648.00          |         |
| 101-2253-423.89-14 MISCELLANEOUS SERVICES / REFUNDS                  |        |            |                     |         |        |                            |        |         |                 |         |
| 218  |        | 02/24 AP   | 08/09/23            | 0399007 |        | STERN, KELLY               | 75.00  |         | 08/11/23        |         |
|  |        |            |                     |         |        | REFUND-SHELTER DEPOSIT     |        |         |                 |         |
| 160  |        | 02/24 AP   | 08/02/23            | 0398963 |        | CEDAR RIVER FESTIVAL GROUP | 75.00  |         | 08/03/23        |         |
|  |        |            |                     |         |        | REFUND-SHELTER DEPOSIT     |        |         |                 |         |
| 160  |        | 02/24 AP   | 08/02/23            | 0398965 |        | ZANE RUGER                 | 75.00  |         | 08/03/23        |         |
|  |        |            |                     |         |        | REFUND-SHELTER DEPOSIT     |        |         |                 |         |



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|---|--------|------------|----|----------|-----------------------------|--|----------|---------|----------------------------|
| FUND 101 GENERAL FUND   |        |            |    |          |                             |  |          |         |                            |
| 101-2253-423.89-14  |        |            |    |          |                             | MISCELLANEOUS SERVICES / REFUNDS                 |          |         |                            |
| 160   |        | 02/24      | AP | 08/02/23 | 0398964                     | JAMES LANGEL<br>REFUND-SECURITY DEPOSIT          | 500.00   |         | 08/03/23                   |
|   |        |            |    |          |                             | BEACH HOUSE                                      |          |         |                            |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 725.00   | .00     | 725.00                     |
| 101-2280-423.89-14 MISCELLANEOUS SERVICES / REFUNDS                     |        |            |    |          |                             |  |          |         |                            |
| 171   |        | 02/24      | AP | 08/01/23 | 0398991                     | KATRINA MORAN<br>REFUND-SECURITY DEPOSIT         | 207.50   |         | 08/07/23                   |
|   |        |            |    |          |                             | LESS OVER ALLOTTED TIME                          |          |         |                            |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 207.50   | .00     | 207.50                     |
| 101-4511-414.82-01 COMMUNICATION / TELEPHONE                            |        |            |    |          |                             |  |          |         |                            |
| 218   |        | 02/24      | AP | 07/19/23 | 0399009                     | VERIZON WIRELESS<br>WIRELESS SRV:6/22-8/19/23    | 232.05   |         | 08/11/23                   |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 232.05   | .00     | 232.05                     |
| 101-4511-414.85-01 UTILITIES / UTILITIES                                |        |            |    |          |                             |  |          |         |                            |
| 218   |        | 02/24      | AP | 08/01/23 | 0399002                     | CEDAR FALLS UTILITIES<br>UTILITIES THRU 08/01/23 | 2,923.01 |         | 08/11/23                   |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 2,923.01 | .00     | 2,923.01                   |
| 101-5521-415.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES              |        |            |    |          |                             |  |          |         |                            |
| 218   |        | 02/24      | AP | 08/01/23 | 0399002                     | CEDAR FALLS UTILITIES<br>UTILITIES THRU 08/01/23 | 37.46    |         | 08/11/23                   |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 37.46    | .00     | 37.46                      |
| 101-5521-415.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD) |        |            |    |          |                             |  |          |         |                            |
| 171   |        | 02/24      | AP | 07/13/23 | 0398993                     | YASUDA, KAREN<br>RMB:MEALS NCIC CERT.            | 31.80    |         | 08/07/23                   |
|   |        |            |    |          |                             | DES MOINES;STOLL/YASUDA                          |          |         |                            |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 31.80    | .00     | 31.80                      |
| 101-5521-415.85-01 UTILITIES / UTILITIES                                |        |            |    |          |                             |  |          |         |                            |
| 218   |        | 02/24      | AP | 08/01/23 | 0399002                     | CEDAR FALLS UTILITIES<br>UTILITIES THRU 08/01/23 | 2,553.53 |         | 08/11/23                   |
|   |        |            |    |          |                             | ACCOUNT TOTAL                                    | 2,553.53 | .00     | 2,553.53                   |
| 101-5521-415.86-05 REPAIR & MAINTENANCE / EQUIPMENT REPAIRS             |        |            |    |          |                             |  |          |         |                            |

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|---|--------|------------|----|----------|--------------------|--|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND   |        |            |    |          |                    |  |          |         |                 |          |
| 101-5521-415.86-05  |        |            |    |          |                    | REPAIR & MAINTENANCE / EQUIPMENT REPAIRS |          |         |                 |          |
| 218   |        | 02/24 AP   |    | 08/01/23 | 0399002            | CEDAR FALLS UTILITIES                    | 111.52   |         |                 | 08/11/23 |
|   |        |            |    |          |                    | UTILITIES THRU 08/01/23                  |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL                            | 111.52   | .00     | 111.52          |          |
| 101-5521-415.89-40 MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE |        |            |    |          |                    |  |          |         |                 |          |
| 171   |        | 02/24 AP   |    | 07/22/23 | 0398992            | MCNAMARA, SHEA                           | 29.95    |         |                 | 08/07/23 |
|   |        |            |    |          |                    | RMB:UNIFORM ALLOWANCE TARGET             |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL                            | 29.95    | .00     | 29.95           |          |
| 101-6613-433.85-01 UTILITIES / UTILITIES                      |        |            |    |          |                    |  |          |         |                 |          |
| 218   |        | 02/24 AP   |    | 08/01/23 | 0399002            | CEDAR FALLS UTILITIES                    | 173.68   |         |                 | 08/11/23 |
|   |        |            |    |          |                    | UTILITIES THRU 08/01/23                  |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL                            | 173.68   | .00     | 173.68          |          |
| 101-6616-446.85-01 UTILITIES / UTILITIES                      |        |            |    |          |                    |  |          |         |                 |          |
| 218   |        | 02/24 AP   |    | 08/01/23 | 0399002            | CEDAR FALLS UTILITIES                    | 769.60   |         |                 | 08/11/23 |
|   |        |            |    |          |                    | UTILITIES THRU 08/01/23                  |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL                            | 769.60   | .00     | 769.60          |          |
| 101-6625-432.81-44 PROFESSIONAL SERVICES / USGS RIVER GAUGE   |        |            |    |          |                    |  |          |         |                 |          |
| 191   |        | 02/24 AP   |    | 08/01/23 | 0398995            | CENTURYLINK                              | 60.22    |         |                 | 08/09/23 |
|   |        |            |    |          |                    | CEDAR RIVER GAUGE-JUL'23                 |          |         |                 |          |
| 146   |        | 02/24 AP   |    | 07/21/23 | 0398958            | MIDAMERICAN ENERGY                       | 10.35    |         |                 | 08/01/23 |
|   |        |            |    |          |                    | FINCHFORD RIVER GAUGE 06/21-07/21/23     |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL                            | 70.57    | .00     | 70.57           |          |
| 101-6633-423.85-01 UTILITIES / UTILITIES                      |        |            |    |          |                    |  |          |         |                 |          |
| 218   |        | 02/24 AP   |    | 08/01/23 | 0399002            | CEDAR FALLS UTILITIES                    | 696.45   |         |                 | 08/11/23 |
|   |        |            |    |          |                    | UTILITIES THRU 08/01/23                  |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL                            | 696.45   | .00     | 696.45          |          |
|   |        |            |    |          |                    | FUND TOTAL                               | 9,415.90 | .00     | 9,415.90        |          |

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|---|--------|------------|----|------------------|--|----------|---------|-------------------------|
| FUND 203 TAX INCREMENT FINANCING                              |        |            |    |                  |  |          |         |                         |
| 203-0000-487.50-05 TRANSFERS OUT / TRANSFERS - TIF            |        |            |    |                  |  |          |         |                         |
| 218   |        | 02/24 AP   |    | 08/10/23         | 0399003 DEBT SERVICE                             | 5,643.67 |         | 08/11/23                |
|   |        |            |    |                  | PROPERTY TAX PAYMENT IND. PARK TIF               |          |         |                         |
| 218   |        | 02/24 AP   |    | 08/10/23         | 0399000 CAPITAL PROJECTS FUND                    | 186.02   |         | 08/11/23                |
|   |        |            |    |                  | PROPERTY TAX PAYMENT TIF-DOWNTOWN                |          |         |                         |
| 218   |        | 02/24 AP   |    | 08/10/23         | 0399000 CAPITAL PROJECTS FUND                    | 77.73    |         | 08/11/23                |
|   |        |            |    |                  | PROPERTY TAX PAYMENT TIF-PINNACLE PR             |          |         |                         |
| 218   |        | 02/24 AP   |    | 08/10/23         | 0399000 CAPITAL PROJECTS FUND                    | 549.96   |         | 08/11/23                |
|   |        |            |    |                  | PROPERTY TAX PAYMENT TIF-SOUTH CF                |          |         |                         |
|   |        |            |    |                  | ACCOUNT TOTAL                                    | 6,457.38 | .00     | 6,457.38                |
|   |        |            |    |                  | FUND TOTAL                                       | 6,457.38 | .00     | 6,457.38                |
| FUND 206 STREET CONSTRUCTION FUND                             |        |            |    |                  |  |          |         |                         |
| 206-6637-436.85-01 UTILITIES / UTILITIES                      |        |            |    |                  |  |          |         |                         |
| 218   |        | 02/24 AP   |    | 08/01/23         | 0399002 CEDAR FALLS UTILITIES                    | 1,736.76 |         | 08/11/23                |
|   |        |            |    |                  | UTILITIES THRU 08/01/23                          |          |         |                         |
|   |        |            |    |                  | ACCOUNT TOTAL                                    | 1,736.76 | .00     | 1,736.76                |
| 206-6647-436.85-01 UTILITIES / UTILITIES                      |        |            |    |                  |  |          |         |                         |
| 218   |        | 02/24 AP   |    | 08/01/23         | 0399002 CEDAR FALLS UTILITIES                    | 2,342.96 |         | 08/11/23                |
|   |        |            |    |                  | UTILITIES THRU 08/01/23                          |          |         |                         |
|   |        |            |    |                  | ACCOUNT TOTAL                                    | 2,342.96 | .00     | 2,342.96                |
|   |        |            |    |                  | FUND TOTAL                                       | 4,079.72 | .00     | 4,079.72                |
| FUND 215 HOSPITAL FUND  |        |            |    |                  |  |          |         |                         |
| FUND 216 POLICE BLOCK GRANT FUND                              |        |            |    |                  |  |          |         |                         |
| FUND 217 SECTION 8 HOUSING FUND                               |        |            |    |                  |  |          |         |                         |
| FUND 223 COMMUNITY BLOCK GRANT                                |        |            |    |                  |  |          |         |                         |
| FUND 224 TRUST & AGENCY                                       |        |            |    |                  |  |          |         |                         |
| FUND 242 STREET REPAIR FUND                                   |        |            |    |                  |  |          |         |                         |
| 242-1240-431.98-45 CAPITAL PROJECTS / MAIN STREET RECONSTRUCT |        |            |    |                  |  |          |         |                         |
| 160   |        | 02/24 AP   |    | 08/02/23         | 0398961 BLACK HAWK CO.RECORDER                   | 22.00    |         | 08/03/23                |
|   |        |            |    |                  | 3283-MAIN ST.RECONSTRUCT. RESOLUTION #23,113     |          |         |                         |
|   |        |            |    |                  | PROJECT#: 023283                                 |          |         |                         |
| 160   |        | 02/24 AP   |    | 08/02/23         | 0398961 BLACK HAWK CO.RECORDER                   | 5.00     |         | 08/03/23                |
|   |        |            |    |                  | 3283-MAIN ST.RECONSTRUCT. DEED FEE-D & J INVEST. |          |         |                         |
|   |        |            |    |                  | PROJECT#: 023283                                 |          |         |                         |
|   |        |            |    |                  | ACCOUNT TOTAL                                    | 27.00    | .00     | 27.00                   |

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|------------------------------------|--------|------------|----|----------|--|------------------------|----------|---------|----------------------------|
| FUND 242 STREET REPAIR FUND        |        |            |    |          |  |                        |          |         |                            |
|                                    |        |            |    |          | FUND TOTAL   |                        | 27.00    | 0.00    | 27.00                      |
| FUND 254 CABLE TV FUND             |        |            |    |          |  |                        |          |         |                            |
| FUND 258 PARKING FUND              |        |            |    |          |  |                        |          |         |                            |
| FUND 261 TOURISM & VISITORS        |        |            |    |          |  |                        |          |         |                            |
|                                    |        |            |    |          | 261-2291-423.85-01 UTILITIES / UTILITIES                     |                        |          |         |                            |
|                                    | 218    |            |    | 02/24 AP | 08/01/23 0399002   | CEDAR FALLS UTILITIES  | 732.51   |         | 08/11/23                   |
|                                    |        |            |    |          | UTILITIES THRU 08/01/23                                      |                        |          |         |                            |
|                                    |        |            |    |          | ACCOUNT TOTAL  |                        | 732.51   | 0.00    | 732.51                     |
|                                    |        |            |    |          | FUND TOTAL   |                        | 732.51   | 0.00    | 732.51                     |
| FUND 262 SENIOR SERVICES & COMM CT |        |            |    |          |  |                        |          |         |                            |
| FUND 291 POLICE FORFEITURE FUND    |        |            |    |          |  |                        |          |         |                            |
|                                    |        |            |    |          | 291-5521-415.89-41 MISCELLANEOUS SERVICES / POLICE EQUIPMENT |                        |          |         |                            |
|                                    | 218    |            |    | 02/24 AP | 08/09/23 0398998   | BLACK HAWK CO.ATTORNEY | 326.02   |         | 08/11/23                   |
|                                    |        |            |    |          | JAMARI KLINE FOREFEIT.                                       |                        |          |         |                            |
|                                    | 218    |            |    | 02/24 AP | 08/09/23 0399006   | PROSECUTING ATTORNEYS  | 326.02   |         | 08/11/23                   |
|                                    |        |            |    |          | JAMARI KLINE FOREFEIT.                                       |                        |          |         |                            |
|                                    | 146    |            |    | 02/24 AP | 05/09/23 0398959   | PUSH PEDAL PULL-CDR    | 7,162.00 |         | 08/01/23                   |
|                                    |        |            |    |          | TREADMILL-PRECOR TRM835                                      | RE-ISSUE CK#143501     |          |         |                            |
|                                    |        |            |    |          | ACCOUNT TOTAL  |                        | 7,814.04 | 0.00    | 7,814.04                   |
|                                    |        |            |    |          | FUND TOTAL   |                        | 7,814.04 | 0.00    | 7,814.04                   |
| FUND 292 POLICE RETIREMENT FUND    |        |            |    |          |  |                        |          |         |                            |
| FUND 293 FIRE RETIREMENT FUND      |        |            |    |          |  |                        |          |         |                            |
| FUND 294 LIBRARY RESERVE           |        |            |    |          |  |                        |          |         |                            |
| FUND 295 SOFTBALL PLAYER CAPITAL   |        |            |    |          |  |                        |          |         |                            |
| FUND 296 GOLF CAPITAL              |        |            |    |          |  |                        |          |         |                            |
| FUND 297 REC FACILITIES CAPITAL    |        |            |    |          |  |                        |          |         |                            |
| FUND 298 HEARST CAPITAL            |        |            |    |          |  |                        |          |         |                            |
| FUND 311 DEBT SERVICE FUND         |        |            |    |          |  |                        |          |         |                            |
| FUND 402 WASHINGTON PARK FUND      |        |            |    |          |  |                        |          |         |                            |
| FUND 404 FEMA                      |        |            |    |          |  |                        |          |         |                            |
| FUND 405 FLOOD RESERVE FUND        |        |            |    |          |  |                        |          |         |                            |
| FUND 407 VISION IOWA PROJECT       |        |            |    |          |  |                        |          |         |                            |
| FUND 408 STREET IMPROVEMENT FUND   |        |            |    |          |  |                        |          |         |                            |

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|--------------------|--------|------------|----|-------|---------------------|---|--------|---------|-----------------|----------|
| FUND 410           |        |            |    |       |                     | CORONAVIRUS LOCAL RELIEF                            |        |         |                 |          |
| FUND 430           |        |            |    |       |                     | 2004 TIF BOND                                       |        |         |                 |          |
| FUND 431           |        |            |    |       |                     | 2014 BOND   |        |         |                 |          |
| FUND 432           |        |            |    |       |                     | 2003 BOND   |        |         |                 |          |
| FUND 433           |        |            |    |       |                     | 2001 TIF  |        |         |                 |          |
| FUND 434           |        |            |    |       |                     | 2000 BOND   |        |         |                 |          |
| FUND 435           |        |            |    |       |                     | 1999 TIF  |        |         |                 |          |
| FUND 436           |        |            |    |       |                     | 2012 BOND   |        |         |                 |          |
| FUND 437           |        |            |    |       |                     | 2018 BOND   |        |         |                 |          |
| FUND 437           |        |            |    |       |                     | 2018 BOND   |        |         |                 |          |
| FUND 437           |        |            |    |       |                     | 2018 BOND   |        |         |                 |          |
| FUND 437           |        |            |    |       |                     | 2018 BOND   |        |         |                 |          |
| FUND 437           |        |            |    |       |                     | 2018 BOND   |        |         |                 |          |
| FUND 438           |        |            |    |       |                     | 2020 BOND FUND                                      |        |         |                 |          |
| 438-1220-431.98-83 |        |            |    |       |                     | CAPITAL PROJECTS / CEDAR HGTS DRIVE RECON           |        |         |                 |          |
| 160                |        |            |    | 02/24 | AP 08/02/23 0398961 | BLACK HAWK CO.RECORDER                              | 22.00  |         |                 | 08/03/23 |
|                    |        |            |    |       |                     | 3171-CEDAR HEIGHTS RECON. RESOLUTION #23,254        |        |         |                 |          |
| PROJECT#:          |        |            |    |       |                     | 023171  |        |         |                 |          |
| 160                |        |            |    | 02/24 | AP 08/02/23 0398961 | BLACK HAWK CO.RECORDER                              | 22.00  |         |                 | 08/03/23 |
|                    |        |            |    |       |                     | 3171-CEDAR HEIGHTS RECON. WARRANTY DEED-BECK BRUNK  |        |         |                 |          |
| PROJECT#:          |        |            |    |       |                     | 023171  |        |         |                 |          |
| 160                |        |            |    | 02/24 | AP 08/02/23 0398961 | BLACK HAWK CO.RECORDER                              | 5.00   |         |                 | 08/03/23 |
|                    |        |            |    |       |                     | 3171-CEDAR HEIGHTS RECON. DEED FEE-AARON BECK BRUNK |        |         |                 |          |
| PROJECT#:          |        |            |    |       |                     | 023171  |        |         |                 |          |
| 160                |        |            |    | 02/24 | AP 08/02/23 0398961 | BLACK HAWK CO.RECORDER                              | 22.00  |         |                 | 08/03/23 |
|                    |        |            |    |       |                     | 3171-CEDAR HEIGHTS RECON. WARRANTY DEED-C.JENNINGS  |        |         |                 |          |
| PROJECT#:          |        |            |    |       |                     | 023171  |        |         |                 |          |
| 160                |        |            |    | 02/24 | AP 08/02/23 0398961 | BLACK HAWK CO.RECORDER                              | 5.00   |         |                 | 08/03/23 |
|                    |        |            |    |       |                     | 3171-CEDAR HEIGHTS RECON. DEED FEE-CLARK JENNINGS   |        |         |                 |          |
| PROJECT#:          |        |            |    |       |                     | 023171  |        |         |                 |          |
|                    |        |            |    |       |                     | ACCOUNT TOTAL                                       | 76.00  | .00     | 76.00           |          |
|                    |        |            |    |       |                     | FUND TOTAL  | 76.00  | .00     | 76.00           |          |
| FUND 439           |        |            |    |       |                     | 2022 BOND FUND                                      |        |         |                 |          |
| FUND 443           |        |            |    |       |                     | CAPITAL PROJECTS                                    |        |         |                 |          |
| FUND 472           |        |            |    |       |                     | PARKADE RENOVATION                                  |        |         |                 |          |
| FUND 473           |        |            |    |       |                     | SIDEWALK ASSESSMENT                                 |        |         |                 |          |
| FUND 483           |        |            |    |       |                     | ECONOMIC DEVELOPMENT                                |        |         |                 |          |
| FUND 484           |        |            |    |       |                     | ECONOMIC DEVELOPMENT LAND                           |        |         |                 |          |
| FUND 541           |        |            |    |       |                     | 2018 STORM WATER BONDS                              |        |         |                 |          |
| FUND 544           |        |            |    |       |                     | 2008 SEWER BONDS                                    |        |         |                 |          |
| FUND 545           |        |            |    |       |                     | 2018 SEWER BONDS                                    |        |         |                 |          |

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|--|-----|----------|---------------------|----------|---|----------|---------|----------|
| NBR  | NBR | PER.     | CD                  | DATE     | NUMBER                                    |          |         | BALANCE  |
|  |     |          |                     |          |   |          |         | POST DT  |
| FUND 546 SEWER IMPROVEMENT FUND                                |     |          |                     |          |   |          |         |          |
| FUND 547 SEWER RESERVE FUND                                    |     |          |                     |          |   |          |         |          |
| FUND 548 1997 SEWER BOND FUND                                  |     |          |                     |          |   |          |         |          |
| FUND 549 1992 SEWER BOND FUND                                  |     |          |                     |          |   |          |         |          |
| FUND 550 2000 SEWER BOND FUND                                  |     |          |                     |          |   |          |         |          |
| FUND 551 REFUSE FUND   |     |          |                     |          |   |          |         |          |
| 551-6685-436.85-01   |     |          |                     |          | UTILITIES / UTILITIES                     |          |         |          |
| 218  |     | 02/24 AP |                     | 08/01/23 | 0399002 CEDAR FALLS UTILITIES             | 1,736.76 |         | 08/11/23 |
|  |     |          |                     |          | UTILITIES THRU 08/01/23                   |          |         |          |
|  |     |          |                     |          | ACCOUNT TOTAL                             | 1,736.76 | .00     | 1,736.76 |
| 551-6685-436.86-34 REPAIR & MAINTENANCE / BILLING & COLLECTING |     |          |                     |          |   |          |         |          |
| 218  |     | 02/24 AP |                     | 08/01/23 | 0399002 CEDAR FALLS UTILITIES             | 6,603.32 |         | 08/11/23 |
|  |     |          |                     |          | UTILITIES THRU 08/01/23                   |          |         |          |
|  |     |          |                     |          | ACCOUNT TOTAL                             | 6,603.32 | .00     | 6,603.32 |
|  |     |          |                     |          | FUND TOTAL                                | 8,340.08 | .00     | 8,340.08 |
| FUND 552 SEWER RENTAL FUND                                     |     |          |                     |          |   |          |         |          |
| 552-6665-436.73-36   |     |          |                     |          | OTHER SUPPLIES / SAN. LIFT STATION SUPP.  |          |         |          |
| 146  |     | 02/24 AP |                     | 05/24/23 | 0398956 GRAYBAR                           | 181.37   |         | 08/01/23 |
|  |     |          |                     |          | ELECTRICAL SUPPLIES RE-ISSUE CK#143446    |          |         |          |
|  |     |          |                     |          | ACCOUNT TOTAL                             | 181.37   | .00     | 181.37   |
| 552-6665-436.83-06 TRANSPORTATION&EDUCATION / EDUCATION        |     |          |                     |          |   |          |         |          |
| 2281   |     | 12/23 AP |                     | 08/03/23 | 0398996 KOCH, JOHN                        | 160.00   |         | 08/09/23 |
|  |     |          |                     |          | RMB:REG.PUMP MAINT.COURSE ONLINE TRAINING |          |         |          |
|  |     |          |                     |          | ACCOUNT TOTAL                             | 160.00   | .00     | 160.00   |
| 552-6665-436.85-01 UTILITIES / UTILITIES                       |     |          |                     |          |   |          |         |          |
| 218  |     | 02/24 AP |                     | 08/01/23 | 0399002 CEDAR FALLS UTILITIES             | 2,500.05 |         | 08/11/23 |
|  |     |          |                     |          | UTILITIES THRU 08/01/23                   |          |         |          |
|  |     |          |                     |          | ACCOUNT TOTAL                             | 2,500.05 | .00     | 2,500.05 |
| 552-6665-436.86-34 REPAIR & MAINTENANCE / BILLING & COLLECTING |     |          |                     |          |   |          |         |          |
| 218  |     | 02/24 AP |                     | 08/01/23 | 0399002 CEDAR FALLS UTILITIES             | 6,603.33 |         | 08/11/23 |
|  |     |          |                     |          | UTILITIES THRU 08/01/23                   |          |         |          |
|  |     |          |                     |          | ACCOUNT TOTAL                             | 6,603.33 | .00     | 6,603.33 |

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|--|-----|----------|-------------------|----------|---------|---|-----------|---------|-----------|
| NBR  | NBR | PER.     | CD                | DATE     | NUMBER  | DESCRIPTION                                       |           |         | BALANCE   |
|  |     |          |                   |          |         |   |           |         | POST DT   |
| FUND 552 SEWER RENTAL FUND                                   |     |          |                   |          |         |   |           |         |           |
| 552-6665-436.92-18   |     |          |                   |          |         | STRUCTURE IMPROV & BLDGS / I/I REDUCTION PROJECT  |           |         |           |
| 218  |     | 02/24 AP |                   | 08/09/23 | 0399005 | MARY NOLTING                                      | 653.17    |         | 08/11/23  |
|  |     |          |                   |          |         | RMB:REMOVAL CROSS CONNECT                         |           |         |           |
|  |     |          |                   |          |         | SAN. SEWER  |           |         |           |
| PROJECT#:  |     |          |                   |          | 023291  |   |           |         |           |
| ACCOUNT TOTAL  |     |          |                   |          |         |   | 653.17    | .00     | 653.17    |
| FUND TOTAL   |     |          |                   |          |         |   | 10,097.92 | .00     | 10,097.92 |
| FUND 553 2004 SEWER BOND                                     |     |          |                   |          |         |   |           |         |           |
| FUND 555 STORM WATER UTILITY                                 |     |          |                   |          |         |   |           |         |           |
| 555-6630-432.86-34   |     |          |                   |          |         | REPAIR & MAINTENANCE / BILLING & COLLECTING       |           |         |           |
| 218  |     | 02/24 AP |                   | 08/01/23 | 0399002 | CEDAR FALLS UTILITIES                             | 6,603.33  |         | 08/11/23  |
|  |     |          |                   |          |         | UTILITIES THRU 08/01/23                           |           |         |           |
| ACCOUNT TOTAL  |     |          |                   |          |         |   | 6,603.33  | .00     | 6,603.33  |
| FUND TOTAL   |     |          |                   |          |         |   | 6,603.33  | .00     | 6,603.33  |
| FUND 570 SEWER ASSESSMENT                                    |     |          |                   |          |         |   |           |         |           |
| FUND 606 DATA PROCESSING FUND                                |     |          |                   |          |         |   |           |         |           |
| 606-1078-441.81-43   |     |          |                   |          |         | PROFESSIONAL SERVICES / LIBRARY COMPUTER SERVICES |           |         |           |
| 160  |     | 02/24 AP |                   | 07/10/23 | 0398962 | CEDAR FALLS UTILITIES                             | 15.00     |         | 08/03/23  |
|  |     |          |                   |          |         | LIBRARY DOMAIN NAME                               |           |         |           |
|  |     |          |                   |          |         | STATIC IP ADDRESS                                 |           |         |           |
| ACCOUNT TOTAL  |     |          |                   |          |         |   | 15.00     | .00     | 15.00     |
| 606-1078-441.82-10 COMMUNICATION / TELEPHONE HOLDING ACCOUNT |     |          |                   |          |         |   |           |         |           |
| 191  |     | 02/24 AP |                   | 08/01/23 | 0398995 | CENTURYLINK                                       | 72.22     |         | 08/09/23  |
|  |     |          |                   |          |         | CITY PHONE SERV.-AUG'23                           |           |         |           |
| 218  |     | 02/24 AP |                   | 07/19/23 | 0399008 | VERIZON WIRELESS                                  | 739.89    |         | 08/11/23  |
|  |     |          |                   |          |         | WIRELESS SRV:7/20-8/19/23                         |           |         |           |
| ACCOUNT TOTAL  |     |          |                   |          |         |   | 812.11    | .00     | 812.11    |
| 606-1078-441.82-30 COMMUNICATION / FIBER OPTICS              |     |          |                   |          |         |   |           |         |           |
| 160  |     | 02/24 AP |                   | 07/10/23 | 0398962 | CEDAR FALLS UTILITIES                             | 3,315.00  |         | 08/03/23  |
|  |     |          |                   |          |         | FIBERPOINT:6/11-7/10/23                           |           |         |           |
| ACCOUNT TOTAL  |     |          |                   |          |         |   | 3,315.00  | .00     | 3,315.00  |
| FUND TOTAL   |     |          |                   |          |         |   | 4,142.11  | .00     | 4,142.11  |

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|--|--------|------------|----|-------|-----------------------------|---|------------|---------|----------------------------|
| FUND 680 HEALTH INSURANCE FUND                           |        |            |    |       |                             |   |            |         |                            |
| 680-1902-457.51-01 INSURANCE / HEALTH INSURANCE          |        |            |    |       |                             |   |            |         |                            |
| 2280   |        |            |    | 12/23 | AP 08/01/23 0007008         | WELLMARK IOWA                                     | 63,973.10  |         | 08/08/23                   |
|  | 108    |            |    | 01/24 | AP 07/31/23 0006993         | HEALTH CLAIMS PROCESSING<br>EXPRESS SCRIPTS, INC. | 93,219.65  |         | 08/02/23                   |
|  | 108    |            |    | 01/24 | AP 07/28/23 0007007         | RX CLAIMS PROCESSING<br>WELLMARK IOWA             | 48,904.91  |         | 08/02/23                   |
|  | 108    |            |    | 01/24 | AP 07/24/23 0006992         | HEALTH CLAIMS PROCESSING<br>EXPRESS SCRIPTS, INC. | 18,259.02  |         | 08/02/23                   |
|  | 108    |            |    | 01/24 | AP 07/21/23 0007006         | RX CLAIMS PROCESSING<br>WELLMARK IOWA             | 71,516.97  |         | 08/02/23                   |
|  | 108    |            |    | 01/24 | AP 07/17/23 0006991         | HEALTH CLAIMS PROCESSING<br>EXPRESS SCRIPTS, INC. | 9,349.59   |         | 08/02/23                   |
|  | 108    |            |    | 01/24 | AP 07/14/23 0007005         | RX CLAIMS PROCESSING<br>WELLMARK IOWA             | 63,701.55  |         | 08/02/23                   |
|  |        |            |    |       |                             | HEALTH CLAIMS PROCESSING                          |            |         |                            |
|  |        |            |    |       |                             | ACCOUNT TOTAL                                     | 368,924.79 | .00     | 368,924.79                 |
| 680-1902-457.51-06 INSURANCE / DENTAL INSURANCE          |        |            |    |       |                             |   |            |         |                            |
|  | 108    |            |    | 01/24 | AP 07/03/23 0006990         | DELTA DENTAL OF IOWA<br>JULY 2023 DENTAL          | 8,335.48   |         | 08/02/23                   |
|  |        |            |    |       |                             | ACCOUNT TOTAL                                     | 8,335.48   | .00     | 8,335.48                   |
|  |        |            |    |       |                             | FUND TOTAL  | 377,260.27 | .00     | 377,260.27                 |
| FUND 681 HEALTH SEVERANCE                                |        |            |    |       |                             |   |            |         |                            |
| 681-1902-457.51-10 INSURANCE / HEALTH SEVERANCE PAYMENTS |        |            |    |       |                             |   |            |         |                            |
|  | 191    |            |    | 02/24 | AP 08/08/23 0398997         | REGENOLD, SHARON K.<br>RMB:JULY 2023 HEALTH SEV.  | 266.40     |         | 08/09/23                   |
|  |        |            |    |       |                             | ACCOUNT TOTAL                                     | 266.40     | .00     | 266.40                     |
|  |        |            |    |       |                             | FUND TOTAL  | 266.40     | .00     | 266.40                     |
| FUND 682 HEALTH INSURANCE - FIRE                         |        |            |    |       |                             |   |            |         |                            |
| FUND 685 VEHICLE MAINTENANCE FUND                        |        |            |    |       |                             |   |            |         |                            |
| FUND 686 PAYROLL FUND                                    |        |            |    |       |                             |   |            |         |                            |
| 686-0000-222.01-00 PAYROLL LIABILITY / FEDERAL TAXES     |        |            |    |       |                             |   |            |         |                            |
|  | 108    |            |    | 01/24 | AP 07/31/23 0007002         | UNITED STATES TREASURY<br>FEDERAL WITHHOLDING TAX | 74,177.97  |         | 08/02/23                   |
|  | 108    |            |    | 01/24 | AP 07/17/23 0007001         | UNITED STATES TREASURY<br>FEDERAL WITHHOLDING TAX | 75,130.74  |         | 08/02/23                   |
|  |        |            |    |       |                             | ACCOUNT TOTAL                                     | 149,308.71 | .00     | 149,308.71                 |



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| GROUP   | PO  | ACCTG         | ---TRANSACTION--- |          |         | DESCRIPTION                   | DEBITS     | CREDITS | CURRENT          | POST DT |
|---|-----|---------------|-------------------|----------|---------|-------------------------------|------------|---------|------------------|---------|
| NBR   | NBR | PER.          | CD                | DATE     | NUMBER  |                               |            | BALANCE | ---              |         |
| FUND 686 PAYROLL FUND   |     |               |                   |          |         |                               |            |         |                  |         |
| 686-0000-222.02-00 PAYROLL LIABILITY / STATE WITHHOLDING        |     |               |                   |          |         |                               |            |         |                  |         |
| 108   |     | 01/24 AP      |                   | 07/31/23 | 0006998 | IOWA DEPT.OF REVENUE          | 30,464.50  |         | 08/02/23         |         |
|   |     |               |                   |          |         | STATE WITHHOLDING TAX         |            |         | 07/28/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/17/23 | 0006997 | IOWA DEPT.OF REVENUE          | 30,754.02  |         | 08/02/23         |         |
|   |     |               |                   |          |         | STATE WITHHOLDING TAX         |            |         | 07/14/23 PAYROLL |         |
|   |     | ACCOUNT TOTAL |                   |          |         |                               | 61,218.52  | .00     | 61,218.52        |         |
| 686-0000-222.03-00 PAYROLL LIABILITY / FICA                     |     |               |                   |          |         |                               |            |         |                  |         |
| 108   |     | 01/24 AP      |                   | 07/31/23 | 0007002 | UNITED STATES TREASURY        | 95,773.38  |         | 08/02/23         |         |
|   |     |               |                   |          |         | SS & MQGE/MEDICARE TAX        |            |         | 07/28/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/17/23 | 0007001 | UNITED STATES TREASURY        | 96,535.86  |         | 08/02/23         |         |
|   |     |               |                   |          |         | SS & MQGE/MEDICARE TAX        |            |         | 07/14/23 PAYROLL |         |
|   |     | ACCOUNT TOTAL |                   |          |         |                               | 192,309.24 | .00     | 192,309.24       |         |
| 686-0000-222.05-00 PAYROLL LIABILITY / OTHER DEDUCTIONS PAYABLE |     |               |                   |          |         |                               |            |         |                  |         |
| 191   |     | 02/24 AP      |                   | 08/09/23 | 0398994 | BLACK HAWK CO.SHERIFF         | 74.60      |         | 08/09/23         |         |
|   |     |               |                   |          |         | GARNISHMENT #STA0229042       |            |         |                  |         |
| 108   |     | 01/24 AP      |                   | 07/31/23 | 0006989 | COLLECTION SERVICES CENTER    | 544.01     |         | 08/02/23         |         |
|   |     |               |                   |          |         | CHILD SUPPORT PAYMENTS        |            |         | 07/28/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/28/23 | 0007000 | ISOLVED BENEFIT SERVICES, INC | 6,485.15   |         | 08/02/23         |         |
|   |     |               |                   |          |         | CAFETERIA PLAN                |            |         | 07/28/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/26/23 | 0007004 | VOYA FINANCIAL                | 14,006.75  |         | 08/02/23         |         |
|   |     |               |                   |          |         | EMPLOYEE 457 CONTRIBUTION     |            |         | 07/28/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/17/23 | 0006988 | COLLECTION SERVICES CENTER    | 544.01     |         | 08/02/23         |         |
|   |     |               |                   |          |         | CHILD SUPPORT PAYMENTS        |            |         | 07/14/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/14/23 | 0006999 | ISOLVED BENEFIT SERVICES, INC | 6,485.15   |         | 08/02/23         |         |
|   |     |               |                   |          |         | CAFETERIA PLAN                |            |         | 07/14/23 PAYROLL |         |
| 108   |     | 01/24 AP      |                   | 07/12/23 | 0007003 | VOYA FINANCIAL                | 14,006.75  |         | 08/02/23         |         |
|   |     |               |                   |          |         | EMPLOYEE 457 CONTRIBUTION     |            |         | 07/14/23 PAYROLL |         |
|   |     | ACCOUNT TOTAL |                   |          |         |                               | 42,146.42  | .00     | 42,146.42        |         |
|   |     | FUND TOTAL    |                   |          |         |                               | 444,982.89 | .00     | 444,982.89       |         |
| FUND 687 WORKERS COMPENSATION FUND                              |     |               |                   |          |         |                               |            |         |                  |         |
| FUND 688 LTD INSURANCE FUND                                     |     |               |                   |          |         |                               |            |         |                  |         |
| FUND 689 LIABILITY INSURANCE FUND                               |     |               |                   |          |         |                               |            |         |                  |         |
| FUND 724 TRUST & AGENCY   |     |               |                   |          |         |                               |            |         |                  |         |
| 724-0000-487.50-01 TRANSFERS OUT / TRANSFERS TO GENERAL FUND    |     |               |                   |          |         |                               |            |         |                  |         |
| 218   |     | 02/24 AP      |                   | 08/10/23 | 0399004 | GENERAL FUND                  | 4,581.87   |         | 08/11/23         |         |
|   |     |               |                   |          |         | PROPERTY TAX PAYMENT          |            |         | T & A TRANSFER   |         |
|   |     | ACCOUNT TOTAL |                   |          |         |                               | 4,581.87   | .00     | 4,581.87         |         |

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| GROUP    | PO                 | ACCTG  | ---TRANSACTION--- |      |             |             | DEBITS     | CREDITS | CURRENT    |
|----------|--------------------|--------|-------------------|------|-------------|-------------|------------|---------|------------|
| NBR      | NBR                | PER.   | CD                | DATE | NUMBER      | DESCRIPTION |            |         | BALANCE    |
|          |                    |        |                   |      |             |             |            |         | POST DT    |
| FUND 724 | TRUST & AGENCY     |        |                   |      |             |             |            |         |            |
|          |                    |        |                   |      | FUND TOTAL  |             | 4,581.87   | .00     | 4,581.87   |
| FUND 727 | GREENWOOD CEMETERY | P-CARE |                   |      |             |             |            |         |            |
| FUND 728 | FAIRVIEW CEMETERY  | P-CARE |                   |      |             |             |            |         |            |
| FUND 729 | HILLSIDE CEMETERY  | P-CARE |                   |      |             |             |            |         |            |
| FUND 790 | FLOOD LEVY         |        |                   |      |             |             |            |         |            |
|          |                    |        |                   |      | GRAND TOTAL |             | 884,877.42 | .00     | 884,877.42 |

# COUNCIL INVOICES FOR 8/21/23 MEETING

Item 28.

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| GROUP NBR  | PO NBR | ACCTG PER. | ---TRANSACTION---<br>CD DATE | NUMBER  | DESCRIPTION                   | DEBITS | CREDITS | CURRENT<br>BALANCE<br>POST DT |
|--|--------|------------|------------------------------|---------|-------------------------------|--------|---------|-------------------------------|
| FUND 101 GENERAL FUND                                  |        |            |                              |         |                               |        |         |                               |
| 101-1008-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES   |        |            |                              |         |                               |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 22.78  |         | 08/15/23                      |
|  |        |            |                              |         | COPY PAPER                    |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 4.90   |         | 08/15/23                      |
|  |        |            |                              |         | SCISSORS/STAPLES/BINDER       |        |         |                               |
| 153  |        | 02/24 AP   | 08/01/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | .97    |         | 08/15/23                      |
|  |        |            |                              |         | NOTEBOOKS,POST ITS,           |        |         |                               |
| 153  |        | 02/24 AP   | 08/01/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 1.52   |         | 08/15/23                      |
|  |        |            |                              |         | COPY PAPER                    |        |         |                               |
| 183  |        | 02/24 AP   | 08/01/23                     | 0000000 | ADVANCED BUSINESS SYSTEMS, IN | 199.50 |         | 08/15/23                      |
|  |        |            |                              |         | POSTAGE METER INK             |        |         |                               |
| 153  |        | 02/24 AP   | 07/25/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | .21    |         | 08/15/23                      |
|  |        |            |                              |         | BLUE BALLPOINT PENS           |        |         |                               |
| 183  |        | 02/24 AP   | 07/20/23                     | 0000000 | STOREY KENWORTHY              | 28.01  |         | 08/15/23                      |
|  |        |            |                              |         | #10 REGULAR ENVELOPES         |        |         |                               |
|  |        |            |                              |         | ACCOUNT TOTAL                 | 257.89 | .00     | 257.89                        |
| 101-1026-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES   |        |            |                              |         |                               |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 5.70   |         | 08/15/23                      |
|  |        |            |                              |         | COPY PAPER                    |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 1.46   |         | 08/15/23                      |
|  |        |            |                              |         | SCISSORS/STAPLES/BINDER       |        |         |                               |
|  |        |            |                              |         | ACCOUNT TOTAL                 | 7.16   | .00     | 7.16                          |
| 101-1028-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES   |        |            |                              |         |                               |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 28.49  |         | 08/15/23                      |
|  |        |            |                              |         | COPY PAPER                    |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 4.91   |         | 08/15/23                      |
|  |        |            |                              |         | SCISSORS/STAPLES/BINDER       |        |         |                               |
| 183  |        | 02/24 AP   | 07/20/23                     | 0000000 | STOREY KENWORTHY              | 2.34   |         | 08/15/23                      |
|  |        |            |                              |         | #10 REGULAR ENVELOPES         |        |         |                               |
| 183  |        | 02/24 AP   | 07/20/23                     | 0000000 | STOREY KENWORTHY              | 28.05  |         | 08/15/23                      |
|  |        |            |                              |         | #10 REGULAR ENVELOPES         |        |         |                               |
|  |        |            |                              |         | ACCOUNT TOTAL                 | 63.79  | .00     | 63.79                         |
| 101-1028-441.73-99 OTHER SUPPLIES / EMERGENCY SUPPLIES |        |            |                              |         |                               |        |         |                               |
| 168  |        | 02/24 AP   | 07/03/23                     | 0143734 | US BANK                       | 107.90 |         | 08/07/23                      |
|  |        |            |                              |         | AMZN MKTP US*M04KU7NP3        |        |         |                               |
|  |        |            |                              |         | KN95 FACE MASKS               |        |         |                               |
|  |        |            |                              |         | ACCOUNT TOTAL                 | 107.90 | .00     | 107.90                        |
| 101-1038-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES   |        |            |                              |         |                               |        |         |                               |
| 223  |        | 02/24 AP   | 08/08/23                     | 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 17.10  |         | 08/15/23                      |

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| GROUP NBR  | PO NBR | ACCTG PER.                | CD | DATE     | TRANSACTION NUMBER | DESCRIPTION                                    | DEBITS | CREDITS | CURRENT BALANCE | POST DT |
|--|--------|---------------------------|----|----------|--------------------|--|--------|---------|-----------------|---------|
| FUND 101 GENERAL FUND  |        |                           |    |          |                    |  |        |         |                 |         |
| 101-1038-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES               |        |                           |    |          |                    | continued                                      |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT                  | 1.82   |         | 08/15/23        |         |
|  |        | COPY PAPER                |    |          |                    |  |        |         |                 |         |
| 183  |        | 02/24 AP                  |    | 07/20/23 | 0000000            | SCISSORS/STAPLES/BINDER<br>CLIPS/LETTER OPENER | 35.06  |         | 08/15/23        |         |
|  |        | #10 REGULAR ENVELOPES     |    |          |                    |  |        |         |                 |         |
| ACCOUNT TOTAL  |        |                           |    |          |                    |  | 53.98  | .00     | 53.98           |         |
| 101-1038-441.81-09 PROFESSIONAL SERVICES / HUMAN RIGHTS COMMISSION |        |                           |    |          |                    |  |        |         |                 |         |
| 2277   |        | 12/23 AP                  |    | 06/22/23 | 0143734            | US BANK  | 126.15 |         | 08/07/23        |         |
|  |        | ETSY.COM - SINCPROMO      |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT                  | 2.28   |         | 08/15/23        |         |
|  |        | COPY PAPER                |    |          |                    |  |        |         |                 |         |
| 183  |        | 02/24 AP                  |    | 07/20/23 | 0000000            | STOREY KENWORTHY                               | 2.34   |         | 08/15/23        |         |
|  |        | #10 REGULAR ENVELOPES     |    |          |                    |  |        |         |                 |         |
| ACCOUNT TOTAL  |        |                           |    |          |                    |  | 130.77 | .00     | 130.77          |         |
| 101-1038-441.81-53 PROFESSIONAL SERVICES / JOB NOTICES             |        |                           |    |          |                    |  |        |         |                 |         |
| 2277   |        | 12/23 AP                  |    | 06/28/23 | 0143734            | US BANK  | 375.00 |         | 08/07/23        |         |
|  |        | APWA - WORK ZONE          |    |          |                    |  |        |         |                 |         |
| 2277   |        | 12/23 AP                  |    | 06/28/23 | 0143734            | US BANK  | 375.00 |         | 08/07/23        |         |
|  |        | APWA - WORK ZONE          |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:CIVIL CAD/GIS TECH |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:EDUCATION COORD.   |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:ENGINEERING TECHII |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:COMM. SERV. SPECT  |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:SENIOR LIBRARIAN   |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:PT OFFICE ASST.    |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:REC. POSITIONS     |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/29/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 55.95  |         | 08/15/23        |         |
|  |        | JOB AD:AQUATICS           |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/27/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:CIVIL CAD/GIS TECH |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/27/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:PT LIBRARY ASST.   |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/27/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:PT LIB. COMM. CTR  |    |          |                    |  |        |         |                 |         |
| 223  |        | 02/24 AP                  |    | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                  | 26.95  |         | 08/15/23        |         |
|  |        | JOB AD:EDUCATION COORD.   |    |          |                    |  |        |         |                 |         |

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| GROUP NBR             | PO NBR | ACCTG PER. | CD | DATE     | TRANSACTION NUMBER | DESCRIPTION                                      | DEBITS | CREDITS | CURRENT BALANCE | POST DT   |
|-----------------------|--------|------------|----|----------|--------------------|--|--------|---------|-----------------|-----------|
| FUND 101 GENERAL FUND |        |            |    |          |                    |  |        |         |                 |           |
| 101-1038-441.81-53    |        |            |    |          |                    | PROFESSIONAL SERVICES / JOB NOTICES              |        |         |                 | continued |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:ENGINEERING TECHII                        |        |         |                 |           |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:COMM. SERV. SPECLT                        |        |         |                 |           |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT LIBRARY ASST.                          |        |         |                 |           |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT LIB. COMM. CTR                         |        |         |                 |           |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:SENIOR LIBRARIAN                          |        |         |                 |           |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 55.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT OFFICE ASST                            |        |         |                 |           |
| 223                   |        |            | AP | 07/25/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 55.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:REC. POSITIONS                            |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:CIVIL CAD/GIS TECH                        |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>ONLINE          | 450.00 |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | MONTHLY DIGITAL IMPRESSNS                        |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT CONTENT COORD.                         |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:EDUCATION COORD.                          |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:ENGINEERING TECHII                        |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:COMM. SERV. SPECLT                        |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT LIBRARY ASST.                          |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT LIB. COMM. CTR                         |        |         |                 |           |
| 223                   |        |            | AP | 07/22/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 26.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:SENIOR LIBRARIAN                          |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | CEDAR VALLEY SAVER, INC.<br>07/20/23 DISPLAY/WEB | 75.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT CONTENT COORD.                         |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | CEDAR VALLEY SAVER, INC.<br>07/20/23 DISPLAY/WEB | 75.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT EDU. COORDIN.                          |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | CEDAR VALLEY SAVER, INC.<br>07/20/23 DISPLAY/WEB | 75.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT LIB.ASST-REF.                          |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | CEDAR VALLEY SAVER, INC.<br>07/20/23 DISPLAY/WEB | 75.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:PT LIB.ASST-COMM.                         |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | CEDAR VALLEY SAVER, INC.<br>07/20/23 DISPLAY/WEB | 75.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:ENGINEERING TECHII                        |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | CEDAR VALLEY SAVER, INC.<br>07/20/23 DISPLAY/WEB | 75.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:COMM. SERV. SPECLT                        |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>ONLINE          | 39.00  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | SEARCH BOOST                                     |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT<br>COURIER         | 55.95  |         |                 | 08/15/23  |
|                       |        |            |    |          |                    | JOB AD:ENGINEERING TECHII                        |        |         |                 |           |
| 223                   |        |            | AP | 07/20/23 | 0000000            | COURIER COMMUNICATIONS-ADVERT                    | 55.95  |         |                 | 08/15/23  |

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|-----------------------|--------|------------|----|-------|---------------------|--|----------|---------|-----------------|-----------|
| FUND 101 GENERAL FUND |        |            |    |       |                     |  |          |         |                 |           |
| 101-1038-441.81-53    |        |            |    |       |                     | PROFESSIONAL SERVICES / JOB NOTICES                    |          |         |                 | continued |
| 223                   |        |            |    | 02/24 | AP 07/20/23 0000000 | JOB AD:COMM. SERV. SPECTL<br>COURIER                   | 55.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/20/23 0000000 | JOB AD:PT LIB. COMM. CTR<br>COURIER                    | 55.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/18/23 0000000 | JOB AD:SENIOR LIBRARIAN<br>COURIER                     | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/18/23 0000000 | JOB AD:CIVIL CAD/GIS TECH<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/18/23 0000000 | JOB AD:PT CODE ENFORC OFF<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/18/23 0000000 | JOB AD:EDUCATION COORD.<br>COURIER                     | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/15/23 0000000 | JOB AD:PT CONTENT COORD.<br>COURIER                    | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/15/23 0000000 | JOB AD:CIVIL CAD/CIS TECH<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/15/23 0000000 | JOB AD:PT CODE ENFORC OFF<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/15/23 0000000 | JOB AD:PT CONTENT COORD.<br>COURIER                    | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/15/23 0000000 | JOB AD:EDUCATION COORD.<br>COURIER                     | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/13/23 0000000 | JOB AD:EDUCATION COORD.<br>COURIER                     | 55.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/13/23 0000000 | JOB AD:CIVIL CAD/CIS TECH<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/12/23 0000000 | JOB AD:CIVIL CAD/CIS TECH<br>COURIER                   | 5,000.00 |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/11/23 0000000 | 25 MAX GOLD JOB POSTINGS<br>EMPLOYMENT PACKAGES        | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/11/23 0000000 | JOB AD:PT CODE ENFORC OFF<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/11/23 0000000 | JOB AD:PT CONTENT COORD.<br>COURIER                    | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/10/23 0000000 | JOB AD:EDUCATION COORD.<br>COURIER                     | 1,400.00 |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/08/23 0000000 | 14 FACEBOOK CAMPAIGNS<br>EMPLOYMENT PACKAGES           | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/08/23 0000000 | JOB AD:COMM. SERV. SUPVR.<br>COURIER                   | 26.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/08/23 0000000 | JOB AD:CIVIL CAD/GIS TECH<br>COURIER                   | 55.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/08/23 0000000 | JOB AD:PT CODE ENFORC.OFF<br>COURIER                   | 55.95    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/08/23 0000000 | JOB AD:PT CONTENT COORD.<br>COURIER                    | 75.00    |         |                 | 08/15/23  |
| 223                   |        |            |    | 02/24 | AP 07/06/23 0000000 | JOB AD:CAD/GIS TECH<br>COURIER                         | 26.95    |         |                 | 08/15/23  |
| 168                   |        |            |    | 02/24 | AP 07/05/23 0143734 | JOB AD:COMM. SERV. SUPVR.<br>US BANK                   | 119.95   |         |                 | 08/07/23  |
| 223                   |        |            |    | 02/24 | AP 07/04/23 0000000 | LINKEDIN RECRUITER 845779<br>RECRUITER LITE-7/4-8/4/23 | 1,450.00 |         |                 | 08/15/23  |
|                       |        |            |    |       |                     | MOBILE LOCATION TARGETING<br>AMP DIGITAL               |          |         |                 |           |

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| GROUP NBR   | PO NBR | ACCTG PER. | CD | DATE  | TRANSACTION NUMBER  | DESCRIPTION                         | DEBITS    | CREDITS | CURRENT BALANCE | POST DT   |
|---|--------|------------|----|-------|---------------------|-------------------------------------|-----------|---------|-----------------|-----------|
| FUND 101 GENERAL FUND   |        |            |    |       |                     |                                     |           |         |                 |           |
| 101-1038-441.81-53  |        |            |    |       |                     | PROFESSIONAL SERVICES / JOB NOTICES |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 07/01/23 0000000 | COURIER COMMUNICATIONS-ADVERT       | 26.95     |         |                 | 08/15/23  |
|   |        |            |    |       |                     | JOB AD:COMM. SERV. SUPVR.           |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 07/01/23 0000000 | COURIER COMMUNICATIONS-ADVERT       | 26.95     |         |                 | 08/15/23  |
|   |        |            |    |       |                     | JOB AD:CIVIL CAD/GIS TECH           |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 06/29/23 0000000 | COURIER COMMUNICATIONS-ADVERT       | 26.95     |         |                 | 08/15/23  |
|   |        |            |    |       |                     | JOB AD:COMM. SERV. SUPVR.           |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 06/29/23 0000000 | COURIER COMMUNICATIONS-ADVERT       | 55.95     |         |                 | 08/15/23  |
|   |        |            |    |       |                     | JOB AD:CIVIL CAD/GIS TECH           |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 06/27/23 0000000 | COURIER COMMUNICATIONS-ADVERT       | 26.95     |         |                 | 08/15/23  |
|   |        |            |    |       |                     | JOB AD:COMM. SERV. SUPVR.           |           |         |                 |           |
|   |        |            |    |       |                     | ACCOUNT TOTAL                       | 11,481.30 | 0.00    |                 | 11,481.30 |
| 101-1038-441.81-56 PROFESSIONAL SERVICES / EMPLOYEE WELLNESS PROG   |        |            |    |       |                     |                                     |           |         |                 |           |
| 2277  |        |            |    | 12/23 | AP 06/26/23 0143734 | US BANK                             | 1,094.15  |         |                 | 08/07/23  |
|   |        |            |    |       |                     | 4IMPRINT                            |           |         |                 |           |
|   |        |            |    |       |                     | WELLNESS COOLER PACKS               |           |         |                 |           |
|   |        |            |    |       |                     | ACCOUNT TOTAL                       | 1,094.15  | 0.00    |                 | 1,094.15  |
| 101-1038-441.81-99 PROFESSIONAL SERVICES / CIVIL SERVICE COMMISSION |        |            |    |       |                     |                                     |           |         |                 |           |
| 183   |        |            |    | 02/24 | AP 08/07/23 0000000 | CARLSON DETTMANN CONSULTING L       | 275.00    |         |                 | 08/15/23  |
|   |        |            |    |       |                     | CIVIL SERVICE REVIEW                |           |         |                 |           |
|   |        |            |    |       |                     | CIVIL CAD/GIS TECH                  |           |         |                 |           |
|   |        |            |    |       |                     | ACCOUNT TOTAL                       | 275.00    | 0.00    |                 | 275.00    |
| 101-1048-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                |        |            |    |       |                     |                                     |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 08/08/23 0000000 | OFFICE EXPRESS OFFICE PRODUCT       | 3.42      |         |                 | 08/15/23  |
|   |        |            |    |       |                     | COPY PAPER                          |           |         |                 |           |
| 223   |        |            |    | 02/24 | AP 08/08/23 0000000 | OFFICE EXPRESS OFFICE PRODUCT       | .91       |         |                 | 08/15/23  |
|   |        |            |    |       |                     | SCISSORS/STAPLES/BINDER             |           |         |                 |           |
|   |        |            |    |       |                     | CLIPS/LETTER OPENER                 |           |         |                 |           |
| 183   |        |            |    | 02/24 | AP 07/20/23 0000000 | STOREY KENWORTHY                    | 2.34      |         |                 | 08/15/23  |
|   |        |            |    |       |                     | #10 REGULAR ENVELOPES               |           |         |                 |           |
|   |        |            |    |       |                     | ACCOUNT TOTAL                       | 6.67      | 0.00    |                 | 6.67      |
| 101-1048-441.72-11 OPERATING SUPPLIES / DUES, BOOKS, MAGAZINES      |        |            |    |       |                     |                                     |           |         |                 |           |
| 183   |        |            |    | 02/24 | AP 08/01/23 0000000 | THOMSON REUTERS - WEST              | 741.54    |         |                 | 08/15/23  |
|   |        |            |    |       |                     | WESTLAW INFORMATION                 |           |         |                 |           |
|   |        |            |    |       |                     | 07/01/23-07/31/23                   |           |         |                 |           |
|   |        |            |    |       |                     | ACCOUNT TOTAL                       | 741.54    | 0.00    |                 | 741.54    |
| 101-1048-441.81-29 PROFESSIONAL SERVICES / LEGAL CONSULTANTS        |        |            |    |       |                     |                                     |           |         |                 |           |
| 2279  |        |            |    | 12/23 | AP 07/21/23 0000000 | AHLERS AND COONEY, P.C.             | 1,551.00  |         |                 | 08/15/23  |
|   |        |            |    |       |                     | LGL:JUDICIAL REVIEW                 |           |         |                 |           |
|   |        |            |    |       |                     | 06/16/23-06/30/23                   |           |         |                 |           |

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|---|--------|----------------------|----|--------------|--------------------|---------------------------|-----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND   |        |                      |    |              |                    |                           |           |         |                 |         |
| 101-1048-441.81-29 PROFESSIONAL SERVICES / LEGAL CONSULTANTS          |        |                      |    |              |                    |                           | continued |         |                 |         |
| ACCOUNT TOTAL   |        |                      |    |              |                    |                           | 1,551.00  | .00     | 1,551.00        |         |
| 101-1060-423.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                  |        |                      |    |              |                    |                           |           |         |                 |         |
| 2278  |        | 12/23 AP             |    | 06/30/23     | 0143734            | US BANK                   | 6.83      |         | 08/07/23        |         |
|   |        | AMZN MKTP            |    | US*ZQ0XD2EP3 |                    | DOUBLE SIDED TAPE         |           |         |                 |         |
| ACCOUNT TOTAL   |        |                      |    |              |                    |                           | 6.83      | .00     | 6.83            |         |
| 101-1060-423.72-75 OPERATING SUPPLIES / DISPLAY                       |        |                      |    |              |                    |                           |           |         |                 |         |
| 2278  |        | 12/23 AP             |    | 06/28/23     | 0143734            | US BANK                   | 253.00    |         | 08/07/23        |         |
|   |        | MICHAELS STORES      |    | 1246         |                    | FRAMNG RAJA CHARI DISPLAY |           |         |                 |         |
| ACCOUNT TOTAL   |        |                      |    |              |                    |                           | 253.00    | .00     | 253.00          |         |
| 101-1060-423.72-99 OPERATING SUPPLIES / POSTAGE                       |        |                      |    |              |                    |                           |           |         |                 |         |
| 172   |        | 02/24 AP             |    | 07/18/23     | 0143734            | US BANK                   | 8.56      |         | 08/07/23        |         |
|   |        | USPS PO              |    | 1814940913   |                    | POSTAGE                   |           |         |                 |         |
| ACCOUNT TOTAL   |        |                      |    |              |                    |                           | 8.56      | .00     | 8.56            |         |
| 101-1060-423.81-91 PROFESSIONAL SERVICES / LICENSES & SERVICE CONTRT  |        |                      |    |              |                    |                           |           |         |                 |         |
| 172   |        | 02/24 AP             |    | 07/12/23     | 0143734            | US BANK                   | 85.00     |         | 08/07/23        |         |
|   |        | INTUIT *QBOOKS       |    | ONLINE       |                    | QUICKBOOKS MONTHLY SUB.   |           |         |                 |         |
| ACCOUNT TOTAL   |        |                      |    |              |                    |                           | 85.00     | .00     | 85.00           |         |
| 101-1060-423.83-06 TRANSPORTATION&EDUCATION / EDUCATION               |        |                      |    |              |                    |                           |           |         |                 |         |
| 172   |        | 02/24 AP             |    | 07/07/23     | 0143734            | US BANK                   | 306.00    |         | 08/07/23        |         |
|   |        | AMERLIBASSOC         |    | ECOMMERCE    |                    | FY24 ALA MEMBERSHP(STERN) |           |         |                 |         |
| ACCOUNT TOTAL   |        |                      |    |              |                    |                           | 306.00    | .00     | 306.00          |         |
| 101-1060-423.89-33 MISCELLANEOUS SERVICES / FRIENDS SUPPORTED PROGRAM |        |                      |    |              |                    |                           |           |         |                 |         |
| 2278  |        | 12/23 AP             |    | 06/30/23     | 0143734            | US BANK                   | 12.95     |         | 08/07/23        |         |
|   |        | AMZN MKTP            |    | US*D87FP8DE3 |                    | FOTL:YOUTH-BLACKLIGHT     |           |         |                 |         |
| 2278  |        | 12/23 AP             |    | 06/28/23     | 0143734            | US BANK                   | 50.00     |         | 08/07/23        |         |
|   |        | SQ *CEDAR VALLEY     |    | PRIDE FE     |                    | FOTL:OUTREACH-BOOTH AT    |           |         |                 |         |
| 2278  |        | 12/23 AP             |    | 06/22/23     | 0143734            | US BANK                   | 50.97     |         | 08/07/23        |         |
|   |        | AMAZON.COM*QJ5599AV3 |    |              |                    | FOTL:YOUTH-YOUTH BOOKS    |           |         |                 |         |
| 172   |        | 02/24 AP             |    | 07/17/23     | 0143734            | US BANK                   | 84.95     |         | 08/07/23        |         |
|   |        | AMAZON.COM*I17MR02S3 |    |              |                    | FOTL:ADULT-ADULT BOOKS    |           |         |                 |         |
| 172   |        | 02/24 AP             |    | 07/11/23     | 0143734            | US BANK                   | 14.99     |         | 08/07/23        |         |



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| GROUP NBR   | PO NBR | ACCTG PER.                | CD | DATE                      | TRANSACTION NUMBER | DESCRIPTION                       | DEBITS   | CREDITS | CURRENT BALANCE | POST DT |
|---|--------|---------------------------|----|---------------------------|--------------------|-----------------------------------|----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND   |        |                           |    |                           |                    |                                   |          |         |                 |         |
| 101-1060-423.89-33 MISCELLANEOUS SERVICES / FRIENDS SUPPORTED PROGRAM continued |        |                           |    |                           |                    |                                   |          |         |                 |         |
| 172   |        | HY-VEE CEDAR FALLS 1052   |    | 02/24 AP 07/10/23 0143734 |                    | US BANK FOTL:YA-SNACKS            | 96.00    |         | 08/07/23        |         |
| 172   |        | AMZN MKTP US*N322Z4963    |    | 02/24 AP 07/10/23 0143734 |                    | US BANK FOTL:ADULT-FLASH DRIVES   | 72.54    |         | 08/07/23        |         |
| 172   |        | HY-VEE CEDAR FALLS 1052   |    | 02/24 AP 07/05/23 0143734 |                    | US BANK FOTL:YA-SNACKS            | 4.98     |         | 08/07/23        |         |
| 172   |        | AMZN MKTP US*L83IS13G3    |    | 02/24 AP 07/05/23 0143734 |                    | US BANK FOTL:COLAB-GIFT TAGS      | 6.99     |         | 08/07/23        |         |
|   |        | AMZN MKTP US*6T5DX3H83    |    |                           |                    | FOTL:COLAB-ENVELOPES              |          |         |                 |         |
| ACCOUNT TOTAL   |        |                           |    |                           |                    |                                   | 394.37   | .00     | 394.37          |         |
| 101-1060-423.89-34 MISCELLANEOUS SERVICES / ENDOWMENT SUPPORTED PROG.           |        |                           |    |                           |                    |                                   |          |         |                 |         |
| 2278  |        | 12/23 AP 06/27/23 0143734 |    |                           |                    | US BANK                           | 255.09   |         | 08/07/23        |         |
| 2278  |        | AMAZON.COM*OH3WX3AK3      |    | 12/23 AP 06/23/23 0143734 |                    | US BANK BERG 2 RMB SLP '23-YOUTH  | 46.52    |         | 08/07/23        |         |
| 2278  |        | AMZN MKTP US*ZC9W99DZ3    |    | 12/23 AP 06/22/23 0143734 |                    | US BANK RAY 2 RMB CV BOOK FEST-   | 77.94    |         | 08/07/23        |         |
| 2278  |        | AMZN MKTP US*BL0H09IW3    |    | 12/23 AP 06/22/23 0143734 |                    | US BANK RAY 2 RMB CV BOOK FEST-   | 243.00   |         | 08/07/23        |         |
| 2278  |        | AMZN MKTP US*O41I235Z3    |    | 12/23 AP 06/22/23 0143734 |                    | US BANK RAY 2 RMB CV BOOK FEST-   | 13.47    |         | 08/07/23        |         |
| 2278  |        | AMZN MKTP US*SX4592F83    |    | 12/23 AP 06/21/23 0143734 |                    | US BANK RAY 2 RMB CV BOOK FEST-   | 80.40    |         | 08/07/23        |         |
| 172   |        | AMAZON.COM*O09WZ5FE3 AMZN |    | 02/24 AP 07/12/23 0143734 |                    | US BANK BERG 2 RMB SLP '23-GLUE   | 127.00   |         | 08/07/23        |         |
| 172   |        | SQ *CEDAR VALLEY ARBORETU |    | 02/24 AP 07/11/23 0143734 |                    | US BANK BERG 2 RMB SLP '23-FEES 4 | 5.99     |         | 08/07/23        |         |
| 172   |        | AMAZON.COM*JF4DZ7YF3 AMZN |    | 02/24 AP 07/10/23 0143734 |                    | US BANK BERG 2 RMB SLP '23-YOUTH  | 29.99    |         | 08/07/23        |         |
| 172   |        | AMZN MKTP US*QG0I64KI3 AM |    | 02/24 AP 07/10/23 0143734 |                    | US BANK RAY 2RMB CV CHILDRN BOOK- | 9.99     |         | 08/07/23        |         |
| 172   |        | AMZN MKTP US*TW84U1WY2 AM |    | 02/24 AP 07/03/23 0143734 |                    | US BANK RAY 2RMB CV CHILDRN BOOK- | 207.37   |         | 08/07/23        |         |
|   |        | AMZN MKTP US*CS9AY4413    |    |                           |                    | BERG 2RMB BRDNG ROLLOUT-          |          |         |                 |         |
| ACCOUNT TOTAL   |        |                           |    |                           |                    |                                   | 1,096.76 | .00     | 1,096.76        |         |
| 101-1061-423.81-91 PROFESSIONAL SERVICES / LICENSES & SERVICE CONTRT            |        |                           |    |                           |                    |                                   |          |         |                 |         |
| 172   |        | 02/24 AP 07/04/23 0143734 |    |                           |                    | US BANK                           | 960.00   |         | 08/07/23        |         |
|   |        | MOBILE BEACON             |    |                           |                    | 1 YEAR DATA SERVICE (X8)          |          |         |                 |         |
| ACCOUNT TOTAL   |        |                           |    |                           |                    |                                   | 960.00   | .00     | 960.00          |         |
| 101-1061-423.89-19 MISCELLANEOUS SERVICES / CO-LAB MATERIALS                    |        |                           |    |                           |                    |                                   |          |         |                 |         |
| 2278  |        | 12/23 AP 06/26/23 0143734 |    |                           |                    | US BANK                           | 6.00     |         | 08/07/23        |         |

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| GROUP NBR             | PO NBR | ACCTG PER. | CD | DATE  | TRANSACTION NUMBER  | DESCRIPTION  | DEBITS | CREDITS | CURRENT BALANCE | POST DT   |
|-----------------------|--------|------------|----|-------|---------------------|--|--------|---------|-----------------|-----------|
| FUND 101 GENERAL FUND |        |            |    |       |                     |  |        |         |                 |           |
| 101-1061-423.89-19    |        |            |    |       |                     | MISCELLANEOUS SERVICES / CO-LAB MATERIALS                    |        |         |                 | continued |
| 2278                  |        |            |    | 12/23 | AP 06/23/23 0143734 | AMZN MKTP US*V75JO3RL3<br>IRON CLEANER<br>US BANK            | 8.99   |         | 08/07/23        |           |
|                       |        |            |    |       |                     | AMZN MKTP US*PJ7UN9LI3<br>SEWNG MACHNE PRESSER FEET          |        |         |                 |           |
|                       |        |            |    |       |                     | ACCOUNT TOTAL  | 14.99  | .00     | 14.99           |           |
| 101-1061-423.89-20    |        |            |    |       |                     | MISCELLANEOUS SERVICES / ADULT BOOKS                         |        |         |                 |           |
| 2278                  |        |            |    | 12/23 | AP 06/22/23 0143734 | AMAZON.COM*PV9482YS3 AMZN<br>ADULT BOOKS<br>US BANK          | 16.95  |         | 08/07/23        |           |
| 2278                  |        |            |    | 12/23 | AP 06/22/23 0143734 | AMAZON.COM*B07GI36C3 AMZN<br>ADULT BOOKS<br>US BANK          | 10.93  |         | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/17/23 0143734 | AMAZON.COM*2E8YZ11R3 AMZN<br>ADULT BOOKS<br>US BANK          | 35.98  |         | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/10/23 0143734 | AMAZON.COM*604D76EG3 AMZN<br>ADULT BOOKS<br>US BANK          | 29.99  | 2.17    | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/10/23 0143734 | AMAZON.COM AMZN.COM/BILL<br>REFUND ON ADULT BOOKS<br>US BANK | 29.99  |         | 08/07/23        |           |
|                       |        |            |    |       |                     | ACCOUNT TOTAL  | 93.85  | 2.17    | 91.68           |           |
| 101-1061-423.89-21    |        |            |    |       |                     | MISCELLANEOUS SERVICES / YOUNG ADULT BOOKS                   |        |         |                 |           |
| 172                   |        |            |    | 02/24 | AP 07/17/23 0143734 | AMAZON.COM*I17MR02S3<br>YOUNG ADULT BOOKS<br>US BANK         | 35.97  |         | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/17/23 0143734 | AMAZON.COM*YC3P528Y3<br>YOUNG ADULT BOOKS<br>US BANK         | 35.06  |         | 08/07/23        |           |
|                       |        |            |    |       |                     | ACCOUNT TOTAL  | 71.03  | .00     | 71.03           |           |
| 101-1061-423.89-22    |        |            |    |       |                     | MISCELLANEOUS SERVICES / YOUTH BOOKS                         |        |         |                 |           |
| 2278                  |        |            |    | 12/23 | AP 06/22/23 0143734 | AMAZON.COM*154YK3IY3 AMZN<br>YOUTH BOOKS<br>US BANK          | 11.98  |         | 08/07/23        |           |
| 2278                  |        |            |    | 12/23 | AP 06/22/23 0143734 | AMAZON.COM*ZP9NT7KL3<br>YOUTH BOOKS<br>US BANK               | 38.59  |         | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/17/23 0143734 | AMAZON.COM*KK2DB6ZZ3<br>YOUTH BOOKS<br>US BANK               | 41.68  |         | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/11/23 0143734 | AMAZON.COM*5Z4WQ9I73<br>YOUTH BOOKS<br>US BANK               | 41.67  |         | 08/07/23        |           |
| 172                   |        |            |    | 02/24 | AP 07/11/23 0143734 | AMAZON.COM*XG0DT4GF3<br>YOUTH BOOKS<br>US BANK               | 10.76  |         | 08/07/23        |           |
|                       |        |            |    |       |                     | ACCOUNT TOTAL  | 144.68 | .00     | 144.68          |           |
| 101-1061-423.89-24    |        |            |    |       |                     | MISCELLANEOUS SERVICES / ADULT AUDIO                         |        |         |                 |           |
| 2278                  |        |            |    | 12/23 | AP 06/23/23 0143734 | AMAZON.COM*9A0Q65053<br>ADULT CD MUSIC                       | 11.07  |         | 08/07/23        |           |

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|---|--------|-------------------------|----|----------|--------------------|-------------------------------|----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND   |        |                         |    |          |                    |                               |          |         |                 |         |
| 101-1061-423.89-24 MISCELLANEOUS SERVICES / ADULT AUDIO                 |        |                         |    |          |                    | continued                     |          |         |                 |         |
| ACCOUNT TOTAL   |        |                         |    |          |                    |                               | 11.07    | .00     | 11.07           |         |
| 101-1061-423.89-25 MISCELLANEOUS SERVICES / ADULT VIDEO                 |        |                         |    |          |                    |                               |          |         |                 |         |
| 2278  |        | 12/23 AP                |    | 06/22/23 | 0143734            | US BANK                       | 22.99    |         | 08/07/23        |         |
|   |        | AMAZON.COM*7B3957ND3    |    |          | AMZN               | ADULT VIDEOS                  |          |         |                 |         |
| 2278  |        | 12/23 AP                |    | 06/22/23 | 0143734            | US BANK                       | 22.96    |         | 08/07/23        |         |
|   |        | AMAZON.COM*PY6P01D53    |    |          |                    | ADULT VIDEOS                  |          |         |                 |         |
| ACCOUNT TOTAL   |        |                         |    |          |                    |                               | 45.95    | .00     | 45.95           |         |
| 101-1061-423.89-47 MISCELLANEOUS SERVICES / LIBRARY OF THINGS           |        |                         |    |          |                    |                               |          |         |                 |         |
| 172   |        | 02/24 AP                |    | 07/10/23 | 0143734            | US BANK                       | 29.96    |         | 08/07/23        |         |
|   |        | AMZN MKTP US*B04XY1KV3  |    |          |                    | 4 & 6" GRIFITI BANDS          |          |         |                 |         |
| 172   |        | 02/24 AP                |    | 07/07/23 | 0143734            | US BANK                       | 17.98    |         | 08/07/23        |         |
|   |        | AMZN MKTP US*1B17P7QY3  |    |          |                    | 12" GRIFITI BANDS             |          |         |                 |         |
| ACCOUNT TOTAL   |        |                         |    |          |                    |                               | 47.94    | .00     | 47.94           |         |
| 101-1118-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                    |        |                         |    |          |                    |                               |          |         |                 |         |
| 223   |        | 02/24 AP                |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 1.14     |         | 08/15/23        |         |
|   |        | COPY PAPER              |    |          |                    |                               |          |         |                 |         |
| 223   |        | 02/24 AP                |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .91      |         | 08/15/23        |         |
|   |        | SCISSORS/STAPLES/BINDER |    |          |                    | CLIPS/LETTER OPENER           |          |         |                 |         |
| 183   |        | 02/24 AP                |    | 08/02/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 9.01     |         | 08/15/23        |         |
|   |        | MECHANICAL PENCILS/LEAD |    |          |                    |                               |          |         |                 |         |
| 183   |        | 02/24 AP                |    | 07/20/23 | 0000000            | STOREY KENWORTHY              | 2.34     |         | 08/15/23        |         |
|   |        | #10 REGULAR ENVELOPES   |    |          |                    |                               |          |         |                 |         |
| 168   |        | 02/24 AP                |    | 07/06/23 | 0143734            | US BANK                       | 113.98   |         | 08/07/23        |         |
|   |        | AMZN MKTP US*VL16T2QK3  |    |          |                    | TABLE PROTECTOR/DK CALEND     |          |         |                 |         |
| ACCOUNT TOTAL   |        |                         |    |          |                    |                               | 127.38   | .00     | 127.38          |         |
| 101-1118-441.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS        |        |                         |    |          |                    |                               |          |         |                 |         |
| 2277  |        | 12/23 AP                |    | 06/29/23 | 0143734            | US BANK                       | 1,200.00 |         | 08/07/23        |         |
|   |        | ICMA ONLINE             |    |          |                    | FY24 DUES-R GAINES            |          |         |                 |         |
| ACCOUNT TOTAL   |        |                         |    |          |                    |                               | 1,200.00 | .00     | 1,200.00        |         |
| 101-1118-441.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD) |        |                         |    |          |                    |                               |          |         |                 |         |
| 168   |        | 02/24 AP                |    | 07/17/23 | 0143734            | US BANK                       | 347.80   |         | 08/07/23        |         |
|   |        | DELTA AIR 0062127242677 |    |          |                    | FLIGHT:ICMA ANNUAL CONF.      |          |         |                 |         |
| ACCOUNT TOTAL   |        |                         |    |          |                    |                               | 347.80   | .00     | 347.80          |         |

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|---|-----|----------|----------|-------------|--------|--------------------------------------|----------|---------|----------|----------|----|
| NBR   | NBR | PER.     | CD       | DATE        | NUMBER |                                      |          |         | BALANCE  |          |    |
| FUND 101 GENERAL FUND   |     |          |          |             |        |                                      |          |         |          |          |    |
| 101-1118-441.83-06  |     |          |          |             |        | TRANSPORTATION&EDUCATION / EDUCATION |          |         |          |          |    |
| 2277  |     | 12/23 AP | 06/29/23 | 0143734     |        | US BANK                              | 915.00   |         |          | 08/07/23 |    |
|   |     |          |          |             |        | ICMA ONLINE                          |          |         |          |          |    |
|   |     |          |          |             |        | REG:ICMA ANNL CONFERENCE             |          |         |          |          |    |
|   |     |          |          |             |        | ACCOUNT TOTAL                        | 915.00   | .00     | 915.00   |          |    |
| 101-1158-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                    |     |          |          |             |        |                                      |          |         |          |          |    |
| 223   |     | 02/24 AP | 08/08/23 | 0000000     |        | OFFICE EXPRESS OFFICE PRODUCT        | 1.14     |         |          | 08/15/23 |    |
|   |     |          |          |             |        | COPY PAPER                           |          |         |          |          |    |
| 223   |     | 02/24 AP | 08/08/23 | 0000000     |        | OFFICE EXPRESS OFFICE PRODUCT        | .91      |         |          | 08/15/23 |    |
|   |     |          |          |             |        | SCISSORS/STAPLES/BINDER              |          |         |          |          |    |
| 183   |     | 02/24 AP | 07/20/23 | 0000000     |        | STOREY KENWORTHY                     | 2.34     |         |          | 08/15/23 |    |
|   |     |          |          |             |        | #10 REGULAR ENVELOPES                |          |         |          |          |    |
|   |     |          |          |             |        | ACCOUNT TOTAL                        | 4.39     | .00     | 4.39     |          |    |
| 101-1199-421.31-10 HUMAN DEVELOPMENT GRANTS / GRANTS - CULTURAL SERVICE |     |          |          |             |        |                                      |          |         |          |          |    |
| 181   |     | 02/24 AP | 07/29/23 | 0000000     |        | BEDFORD GALLERY                      | 3,500.00 |         |          | 08/15/23 |    |
|   |     |          |          |             |        | 2ND PAYMENT FOR EXHIBIT              |          |         |          |          |    |
|   |     |          |          |             |        | PERSONAL TO POLITICAL                |          |         |          |          |    |
|   |     |          |          |             |        | ACCOUNT TOTAL                        | 3,500.00 | .00     | 3,500.00 |          |    |
| 101-1199-441.72-19 OPERATING SUPPLIES / PRINTING                        |     |          |          |             |        |                                      |          |         |          |          |    |
| 2279  |     | 12/23 AP | 07/06/23 | 0000000     |        | COURIER LEGAL COMMUNICATIONS         | 111.30   |         |          | 08/15/23 |    |
|   |     |          |          |             |        | NOTICE-PUBLIC MTGS/HEARGS            |          |         |          |          |    |
| 2279  |     | 12/23 AP | 07/01/23 | 0000000     |        | COURIER LEGAL COMMUNICATIONS         | 161.12   |         |          | 08/15/23 |    |
|   |     |          |          |             |        | 6/20 MTG-BILLS/RECEIPTS              |          |         |          |          |    |
| 2279  |     | 12/23 AP | 06/24/23 | 0000000     |        | COURIER LEGAL COMMUNICATIONS         | 60.40    |         |          | 08/15/23 |    |
|   |     |          |          |             |        | ORDINANCE NO. 3030                   |          |         |          |          |    |
| 183   |     | 02/24 AP | 07/29/23 | 0000000     |        | COURIER LEGAL COMMUNICATIONS         | 181.07   |         |          | 08/15/23 |    |
|   |     |          |          |             |        | 7/17 MTG-MINUTES/BILLS               |          |         |          |          |    |
| 183   |     | 02/24 AP | 07/22/23 | 0000000     |        | COURIER LEGAL COMMUNICATIONS         | 45.66    |         |          | 08/15/23 |    |
|   |     |          |          |             |        | PH NTC-23 SIDEWALK ASSESS            |          |         |          |          |    |
| 183   |     | 02/24 AP | 07/06/23 | 0000000     |        | COURIER LEGAL COMMUNICATIONS         | 54.54    |         |          | 08/15/23 |    |
|   |     |          |          |             |        | PH NTC-RYAN COMPANIES US             |          |         |          |          |    |
|   |     |          |          |             |        | ACCOUNT TOTAL                        | 614.09   | .00     | 614.09   |          |    |
| 101-1199-441.81-02 PROFESSIONAL SERVICES / AUDIT                        |     |          |          |             |        |                                      |          |         |          |          |    |
| 183   |     | 02/24 AP | 07/31/23 | 0000000     |        | EIDE BAILLY, LLP                     | 7,000.00 |         |          | 08/15/23 |    |
|   |     |          |          |             |        | INTERIM AUDIT WORK-FY23              |          |         |          |          |    |
|   |     |          |          |             |        | THROUGH JULY 31 2023                 |          |         |          |          |    |
|   |     |          |          |             |        | ACCOUNT TOTAL                        | 7,000.00 | .00     | 7,000.00 |          |    |
| 101-1199-441.89-13 MISCELLANEOUS SERVICES / CONTINGENCY                 |     |          |          |             |        |                                      |          |         |          |          |    |

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|--|--------|------------|----------|---------|---------------------------------|--------------------------------------|----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND  |        |            |          |         |                                 |                                      |          |         |                 |         |
| 101-1199-441.89-13   |        |            |          |         |                                 | MISCELLANEOUS SERVICES / CONTINGENCY |          |         |                 |         |
| 2279   |        | 12/23 AP   | 06/30/23 | 0000000 |                                 | BERENS-TATE CONSULTING GROUP         | 3,000.00 |         | 08/15/23        |         |
|  |        |            |          |         |                                 | ARBIT.REBATE SERIES 2018             |          |         |                 |         |
| 2277   |        | 12/23 AP   | 06/22/23 | 0143734 |                                 | US BANK                              | 39.95    |         | 08/07/23        |         |
|  |        |            |          |         |                                 | AMAZON.COM*VF1MM8UC3 AMZN            |          |         |                 |         |
|  |        |            |          |         |                                 | (5)ROBERT'S RULES OF ORDR            |          |         |                 |         |
|  |        |            |          |         |                                 | ACCOUNT TOTAL                        | 3,039.95 | .00     | 3,039.95        |         |
| 101-2205-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES           |        |            |          |         |                                 |                                      |          |         |                 |         |
| 153  |        | 02/24 AP   | 08/01/23 | 0000000 |                                 | OFFICE EXPRESS OFFICE PRODUCT        | .97      |         | 08/15/23        |         |
|  |        |            |          |         |                                 | NOTEBOOKS,POST ITS,                  |          |         |                 |         |
| 153  |        | 02/24 AP   | 08/01/23 | 0000000 |                                 | OFFICE EXPRESS OFFICE PRODUCT        | 2.29     |         | 08/15/23        |         |
|  |        |            |          |         |                                 | COPY PAPER                           |          |         |                 |         |
| 153  |        | 02/24 AP   | 07/25/23 | 0000000 |                                 | OFFICE EXPRESS OFFICE PRODUCT        | .21      |         | 08/15/23        |         |
|  |        |            |          |         |                                 | BLUE BALLPOINT PENS                  |          |         |                 |         |
|  |        |            |          |         |                                 | ACCOUNT TOTAL                        | 3.47     | .00     | 3.47            |         |
| 101-2205-432.72-19 OPERATING SUPPLIES / PRINTING               |        |            |          |         |                                 |                                      |          |         |                 |         |
| 183  |        | 02/24 AP   | 07/20/23 | 0000000 |                                 | STOREY KENWORTHY                     | 2.34     |         | 08/15/23        |         |
|  |        |            |          |         |                                 | #10 REGULAR ENVELOPES                |          |         |                 |         |
|  |        |            |          |         |                                 | ACCOUNT TOTAL                        | 2.34     | .00     | 2.34            |         |
| 101-2205-432.72-99 OPERATING SUPPLIES / POSTAGE                |        |            |          |         |                                 |                                      |          |         |                 |         |
| 153  |        | 02/24 AP   | 07/20/23 | 0000000 |                                 | PROFESSIONAL OFFICE SERVICES         | 350.00   |         | 08/15/23        |         |
|  |        |            |          |         |                                 | UNI FRESHMAN WELCOME MAIL            |          |         |                 |         |
|  |        |            |          |         |                                 | ACCOUNT TOTAL                        | 350.00   | .00     | 350.00          |         |
| 101-2235-412.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES           |        |            |          |         |                                 |                                      |          |         |                 |         |
| 153  |        | 02/24 AP   | 08/01/23 | 0000000 |                                 | OFFICE EXPRESS OFFICE PRODUCT        | 8.06     |         | 08/15/23        |         |
|  |        |            |          |         |                                 | NOTEBOOKS,POST ITS,                  |          |         |                 |         |
| 153  |        | 02/24 AP   | 08/01/23 | 0000000 |                                 | OFFICE EXPRESS OFFICE PRODUCT        | 9.50     |         | 08/15/23        |         |
|  |        |            |          |         |                                 | COPY PAPER                           |          |         |                 |         |
| 153  |        | 02/24 AP   | 07/25/23 | 0000000 |                                 | OFFICE EXPRESS OFFICE PRODUCT        | 1.79     |         | 08/15/23        |         |
|  |        |            |          |         |                                 | BLUE BALLPOINT PENS                  |          |         |                 |         |
| 183  |        | 02/24 AP   | 07/20/23 | 0000000 |                                 | STOREY KENWORTHY                     | 11.69    |         | 08/15/23        |         |
|  |        |            |          |         |                                 | #10 REGULAR ENVELOPES                |          |         |                 |         |
|  |        |            |          |         |                                 | ACCOUNT TOTAL                        | 31.04    | .00     | 31.04           |         |
| 101-2235-412.71-07 OFFICE SUPPLIES / CODE ENFORCEMENT SUPPLIES |        |            |          |         |                                 |                                      |          |         |                 |         |
| 153  |        | 02/24 AP   | 07/20/23 | 0000000 |                                 | PROFESSIONAL OFFICE SERVICES         | 250.00   |         | 08/15/23        |         |
|  |        |            |          |         |                                 | UNI FRESHMAN WELCOME MAIL            |          |         |                 |         |

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|--|--------|------------|----|----------|--------------------|--|--------|---------|-----------------|----------|
| FUND 101 GENERAL FUND  |        |            |    |          |                    |  |        |         |                 |          |
| 101-2235-412.71-07 OFFICE SUPPLIES / CODE ENFORCEMENT SUPPLIES   |        |            |    |          |                    | continued  |        |         |                 |          |
| ACCOUNT TOTAL  |        |            |    |          |                    |  | 250.00 | .00     | 250.00          |          |
| 101-2235-412.72-19 OPERATING SUPPLIES / PRINTING                 |        |            |    |          |                    |  |        |         |                 |          |
| 153  |        | 02/24 AP   |    | 07/24/23 | 0000000            | STOREY KENWORTHY INSPECTION CARDS                            | 648.40 |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |  | 648.40 | .00     | 648.40          |          |
| 101-2245-442.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES             |        |            |    |          |                    |  |        |         |                 |          |
| 153  |        | 02/24 AP   |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT NOTEBOOKS,POST ITS, HILIGHTERS | 3.87   |         |                 | 08/15/23 |
| 153  |        | 02/24 AP   |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT COPY PAPER                     | 7.58   |         |                 | 08/15/23 |
| 153  |        | 02/24 AP   |    | 07/25/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT BLUE BALLPOINT PENS            | .86    |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |  | 12.31  | .00     | 12.31           |          |
| 101-2245-442.72-19 OPERATING SUPPLIES / PRINTING                 |        |            |    |          |                    |  |        |         |                 |          |
| 183  |        | 02/24 AP   |    | 07/20/23 | 0000000            | STOREY KENWORTHY #10 REGULAR ENVELOPES                       | 35.06  |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |  | 35.06  | .00     | 35.06           |          |
| 101-2245-442.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES |        |            |    |          |                    |  |        |         |                 |          |
| 2279   |        | 12/23 AP   |    | 07/18/23 | 0000000            | DENTONS DAVIS BROWN PC LGL:RE:IMMIGRATION 06/13/23           | 38.00  |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |  | 38.00  | .00     | 38.00           |          |
| 101-2245-442.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS |        |            |    |          |                    |  |        |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/28/23 | 0143734            | US BANK AMERICAN PLANNING A PLANNING DUES/MEMBERSHIPS        | 100.00 |         |                 | 08/07/23 |
| 2277   |        | 12/23 AP   |    | 06/26/23 | 0143734            | US BANK AMERICAN PLANNING A PLANNING DUES/MEMBERSHIPS        | 100.00 |         |                 | 08/07/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |  | 200.00 | .00     | 200.00          |          |
| 101-2245-442.83-06 TRANSPORTATION&EDUCATION / EDUCATION          |        |            |    |          |                    |  |        |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/22/23 | 0143734            | US BANK AMERICAN PLANNING A ONE PATH ASSESSMENT              | 255.00 |         |                 | 08/07/23 |
| 2277   |        | 12/23 AP   |    | 06/21/23 | 0143734            | US BANK  | 255.00 |         |                 | 08/07/23 |

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|---|--------|------------|----|----------|---------------------------------|-------------------------------|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND                                   |        |            |    |          |                                 |                               |          |         |                 |          |
| 101-2245-442.83-06 TRANSPORTATION&EDUCATION / EDUCATION |        |            |    |          |                                 | continued                     |          |         |                 |          |
| AMERICAN PLANNING A                                     |        |            |    |          |                                 | ONE PATH ASSESSMENT           |          |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |          |                                 |                               | 510.00   | .00     | 510.00          |          |
| 101-2253-423.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES    |        |            |    |          |                                 |                               |          |         |                 |          |
| 154   |        | 02/24 AP   |    | 07/27/23 | 0000000                         | OFFICE EXPRESS OFFICE PRODUCT | 75.98    |         |                 | 08/15/23 |
| OFFICE COPY PAPER                                       |        |            |    |          |                                 |                               |          |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |          |                                 |                               | 75.98    | .00     | 75.98           |          |
| 101-2253-423.72-28 OPERATING SUPPLIES / CAMP SUPPLIES   |        |            |    |          |                                 |                               |          |         |                 |          |
| 2282  |        | 12/23 AP   |    | 08/07/23 | 0000000                         | CEDAR FALLS COMMUNITY SCHOOLS | 4,091.77 |         |                 | 08/15/23 |
| CAMP BUSING 2023  |        |            |    |          |                                 |                               |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/28/23 | 0143734                         | US BANK                       | 84.29    |         |                 | 08/07/23 |
| WM SUPERCENTER #1005                                    |        |            |    |          |                                 | SNACKS-CAMP HANSEN            |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/28/23 | 0143734                         | US BANK                       | 20.98    |         |                 | 08/07/23 |
| HY-VEE CEDAR FALLS 1052                                 |        |            |    |          |                                 | SNACKS-CAMP CEDAR HEIGHTS     |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/28/23 | 0143734                         | US BANK                       | 92.35    |         |                 | 08/07/23 |
| WM SUPERCENTER #753                                     |        |            |    |          |                                 | SNACKS-CAMP CEDAR HEIGHTS     |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/27/23 | 0143734                         | US BANK                       | 71.14    |         |                 | 08/07/23 |
| WAL-MART #0753  |        |            |    |          |                                 | SNACKS- ALDRICH CAMP          |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/27/23 | 0143734                         | US BANK                       | 147.59   |         |                 | 08/07/23 |
| WM SUPERCENTER #753                                     |        |            |    |          |                                 | SNACKS-CAMP CEDAR HEIGHTS     |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/26/23 | 0143734                         | US BANK                       | 41.78    |         |                 | 08/07/23 |
| AMZN MKTP US*242J47JN3                                  |        |            |    |          |                                 | PENCIL SHARPNER-CAMP          |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/22/23 | 0143734                         | US BANK                       | 54.66    |         |                 | 08/07/23 |
| WAL-MART #0753  |        |            |    |          |                                 | SNACKS/CHALK/DICE-CAMP        |          |         |                 |          |
| 2277  |        | 12/23 AP   |    | 06/21/23 | 0143734                         | US BANK                       | 71.84    |         |                 | 08/07/23 |
| WM SUPERCENTER #753                                     |        |            |    |          |                                 | SNACKS-CAMP HANSEN            |          |         |                 |          |
| 154   |        | 02/24 AP   |    | 07/27/23 | 0000000                         | GET AIR WATERLOO              | 1,372.00 |         |                 | 08/15/23 |
| CAMP TRIP   |        |            |    |          |                                 |                               |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/20/23 | 0143734                         | US BANK                       | 6.10     |         |                 | 08/07/23 |
| WM SUPERCENTER #1005                                    |        |            |    |          |                                 | SNACKS CAMP HANSEN            |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/19/23 | 0143734                         | US BANK                       | 80.74    |         |                 | 08/07/23 |
| WM SUPERCENTER #753                                     |        |            |    |          |                                 | SNACKS CAMP HANSEN            |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/18/23 | 0143734                         | US BANK                       | 62.02    |         |                 | 08/07/23 |
| WM SUPERCENTER #753                                     |        |            |    |          |                                 | SNACKS CAMP ALDRICH           |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/18/23 | 0143734                         | US BANK                       | 73.65    |         |                 | 08/07/23 |
| WM SUPERCENTER #753                                     |        |            |    |          |                                 | SNACKS/HAND SANITIZER         |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/17/23 | 0143734                         | US BANK                       | 8.75     |         |                 | 08/07/23 |
| DOLLAR TREE   |        |            |    |          |                                 | PLATES/SPOONS-CAMP HANSEN     |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/17/23 | 0143734                         | US BANK                       | 66.35    |         |                 | 08/07/23 |
| WM SUPERCENTER #1005                                    |        |            |    |          |                                 | SNACK CAMP HANSEN             |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/17/23 | 0143734                         | US BANK                       | 50.30    |         |                 | 08/07/23 |
| WAL-MART #0753  |        |            |    |          |                                 | SNACKS/WATER GUNS-CAMP        |          |         |                 |          |
| 168   |        | 02/24 AP   |    | 07/12/23 | 0143734                         | US BANK                       | 53.46    |         |                 | 08/07/23 |
| WAL-MART #0753  |        |            |    |          |                                 | SNACKS CAMP ALDRICH           |          |         |                 |          |

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| GROUP NBR  | PO NBR | ACCTG PER. | CD | DATE     | TRANSACTION NUMBER | DESCRIPTION                  | DEBITS   | CREDITS | CURRENT BALANCE | POST DT  |
|--|--------|------------|----|----------|--------------------|------------------------------|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND  |        |            |    |          |                    |                              |          |         |                 |          |
| 101-2253-423.72-28 OPERATING SUPPLIES / CAMP SUPPLIES          |        |            |    |          |                    | continued                    |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/12/23 | 0143734            | US BANK                      | 53.88    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WM SUPERCENTER #1005         |          |         |                 |          |
|  |        |            |    |          |                    | SNACK CAMP HANSEN            |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/11/23 | 0143734            | US BANK                      | 78.61    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | AMAZON.COM*BL6489KN3 AMZN    |          |         |                 |          |
|  |        |            |    |          |                    | COLORS/MARKERS/SOCCERBALL    |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/11/23 | 0143734            | US BANK                      | 84.31    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WAL-MART #0753               |          |         |                 |          |
|  |        |            |    |          |                    | SNACK- CAMP CEDAR HEIGHTS    |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/07/23 | 0143734            | US BANK                      | 74.48    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WAL-MART #0753               |          |         |                 |          |
|  |        |            |    |          |                    | SNACKS-CAMP CEDAR HEIGHTS    |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/06/23 | 0143734            | US BANK                      | 22.30    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WM SUPERCENTER #753          |          |         |                 |          |
|  |        |            |    |          |                    | SNACKS CAMP ALDRICH          |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/04/23 | 0143734            | US BANK                      | 181.29   |         |                 | 08/07/23 |
|  |        |            |    |          |                    | AMAZON.COM*YD6TU4HT3 AMZN    |          |         |                 |          |
|  |        |            |    |          |                    | COLORS/MARKERS/SOCCERBALL    |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/03/23 | 0143734            | US BANK                      | 6.98     |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WM SUPERCENTER #753          |          |         |                 |          |
|  |        |            |    |          |                    | SNACKS CAMP ALDRICH          |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                | 6,951.62 | .00     | 6,951.62        |          |
| 101-2253-423.72-31 OPERATING SUPPLIES / YOUTH SPORTS EQUIPMENT |        |            |    |          |                    |                              |          |         |                 |          |
| 197  |        | 02/24 AP   |    | 07/27/23 | 0000000            | COOLEY SANITATION LLC        | 74.64    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PORTA POTTY-UNI TENNIS       |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/17/23 | 0143734            | US BANK                      | 199.92   |         |                 | 08/07/23 |
|  |        |            |    |          |                    | AMZN MKTP US*8H5678S03       |          |         |                 |          |
|  |        |            |    |          |                    | EQUIPMENT BAGS               |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                | 274.56   | .00     | 274.56          |          |
| 101-2253-423.72-32 OPERATING SUPPLIES / ADULT SPORTS EQUIPMENT |        |            |    |          |                    |                              |          |         |                 |          |
| 2282   |        | 12/23 AP   |    | 06/21/23 | 0000000            | PANTHER VOLLEYBALL CAMPS LLC | 308.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | VOLLEYBALLS                  |          |         |                 |          |
| 197  |        | 02/24 AP   |    | 07/28/23 | 0000000            | COOLEY SANITATION LLC        | 95.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PORTA POTTY-UNI BASEBALL     |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                | 403.00   | .00     | 403.00          |          |
| 101-2253-423.72-41 OPERATING SUPPLIES / THE FALLS CONCESSIONS  |        |            |    |          |                    |                              |          |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/08/23 | 0000000            | PAPA JOHN'S PIZZA            | 49.50    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | 6 PIZZAS                     |          |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/08/23 | 0000000            | PAPA JOHN'S PIZZA            | 74.25    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | 9 PIZZAS                     |          |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/07/23 | 0000000            | PAPA JOHN'S PIZZA            | 74.25    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | 9 PIZZAS                     |          |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/07/23 | 0000000            | MARTIN BROS.DISTRIBUTING     | 358.58   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | ICE POPS/CHEESE SAUCE/HOT    |          |         |                 |          |
|  |        |            |    |          |                    | DOGS/SYRUP/BUNDS/BOSCO       |          |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/05/23 | 0000000            | PAPA JOHN'S PIZZA            | 41.25    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | 5 PIZZAS                     |          |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/05/23 | 0000000            | PAPA JOHN'S PIZZA            | 74.25    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | 9 PIZZAS                     |          |         |                 |          |



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|---|--------|---------------------|----|----------|--------------------|--------------------------|-----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND                   |        |                     |    |          |                    |                          |           |         |                 |         |
| 101-2253-423.72-41 OPERATING SUPPLIES / |        |                     |    |          |                    | THE FALLS CONCESSIONS    | continued |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/04/23 | 0000000            | PAPA JOHN'S PIZZA        | 41.25     |         | 08/15/23        |         |
|   |        | 5 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/04/23 | 0000000            | PAPA JOHN'S PIZZA        | 140.25    |         | 08/15/23        |         |
|   |        | 17 PIZZAS           |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/04/23 | 0000000            | MARTIN BROS.DISTRIBUTING | 47.96     |         | 08/15/23        |         |
|   |        | 4 SNOW CONE SYRUP   |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/03/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/03/23 | 0000000            | PAPA JOHN'S PIZZA        | 66.00     |         | 08/15/23        |         |
|   |        | 8 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/03/23 | 0000000            | ATLANTIC COCA-COLA       | 198.96    |         | 08/15/23        |         |
|   |        | COKE ORDER          |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/03/23 | 0000000            | MYERS-COX COMPANY        | 1,255.88  |         | 08/15/23        |         |
|   |        | CONCESSION SUPPLIES |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/02/23 | 0000000            | PAPA JOHN'S PIZZA        | 49.50     |         | 08/15/23        |         |
|   |        | 6 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/02/23 | 0000000            | PAPA JOHN'S PIZZA        | 41.25     |         | 08/15/23        |         |
|   |        | 5 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/01/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 194                                     |        | 02/24 AP            |    | 08/01/23 | 0000000            | PAPA JOHN'S PIZZA        | 41.25     |         | 08/15/23        |         |
|   |        | 5 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/31/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/31/23 | 0000000            | PAPA JOHN'S PIZZA        | 49.50     |         | 08/15/23        |         |
|   |        | 6 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/30/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/30/23 | 0000000            | PAPA JOHN'S PIZZA        | 49.50     |         | 08/15/23        |         |
|   |        | 6 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/29/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/29/23 | 0000000            | PAPA JOHN'S PIZZA        | 16.50     |         | 08/15/23        |         |
|   |        | 2 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/28/23 | 0000000            | MARTIN BROS.DISTRIBUTING | 229.70    |         | 08/15/23        |         |
|   |        | HOT DOGS/CANDY      |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/28/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/28/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/27/23 | 0000000            | MYERS-COX COMPANY        | 2,270.99  |         | 08/15/23        |         |
|   |        | CONCESSIONS         |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/27/23 | 0000000            | PAPA JOHN'S PIZZA        | 74.25     |         | 08/15/23        |         |
|   |        | 9 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/27/23 | 0000000            | PAPA JOHN'S PIZZA        | 33.00     |         | 08/15/23        |         |
|   |        | 4 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/26/23 | 0000000            | PAPA JOHN'S PIZZA        | 24.75     |         | 08/15/23        |         |
|   |        | 3 PIZZAS            |    |          |                    |                          |           |         |                 |         |
| 154                                     |        | 02/24 AP            |    | 07/26/23 | 0000000            | PAPA JOHN'S PIZZA        | 49.50     |         | 08/15/23        |         |

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|--|--------|------------|----|-------|---------------------|---|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND  |        |            |    |       |                     |   |          |         |                 |          |
| 101-2253-423.72-41 OPERATING SUPPLIES / THE FALLS CONCESSIONS    |        |            |    |       |                     | continued                                       |          |         |                 |          |
| 154  |        |            |    | 02/24 | AP 07/26/23 0000000 | PAPA JOHN'S PIZZA                               | 74.25    |         |                 | 08/15/23 |
|  |        |            |    |       |                     | 6 PIZZAS  |          |         |                 |          |
| 154  |        |            |    | 02/24 | AP 07/26/23 0000000 | MARTIN BROS.DISTRIBUTING                        | 230.28   |         |                 | 08/15/23 |
|  |        |            |    |       |                     | BOSCO STICKS,POPCORN,<br>SCNO CONE SYRUP, CANDY |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/18/23 0143734 | US BANK   | 21.07    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | O DONNELL ACE HARDWARE<br>ZIPLOC BAGS           |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/14/23 0143734 | US BANK   | 239.57   |         |                 | 08/07/23 |
|  |        |            |    |       |                     | AMZN MKTP US*JS2057B03<br>HOT DOG ROLLER        |          |         |                 |          |
|  |        |            |    |       |                     | ACCOUNT TOTAL                                   | 6,436.99 | .00     |                 | 6,436.99 |
| 101-2253-423.72-49 OPERATING SUPPLIES / CHILD CARE SUPPLIES      |        |            |    |       |                     |   |          |         |                 |          |
| 2277   |        |            |    | 12/23 | AP 06/30/23 0143734 | US BANK   | 120.71   |         |                 | 08/07/23 |
|  |        |            |    |       |                     | AMZN MKTP US*ED8EW2K63<br>SLIDE/PLAYROOM SET    |          |         |                 |          |
|  |        |            |    |       |                     | ACCOUNT TOTAL                                   | 120.71   | .00     |                 | 120.71   |
| 101-2253-423.72-50 OPERATING SUPPLIES / SPECIAL PROGRAM SUPPLIES |        |            |    |       |                     |   |          |         |                 |          |
| 2277   |        |            |    | 12/23 | AP 06/21/23 0143734 | US BANK   | 84.41    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | WAL-MART #0753<br>WATER GUNS/BALLS-TOT CAMP     |          |         |                 |          |
|  |        |            |    |       |                     | ACCOUNT TOTAL                                   | 84.41    | .00     |                 | 84.41    |
| 101-2253-423.73-17 OTHER SUPPLIES / THE FALLS POOL CHEMICALS     |        |            |    |       |                     |   |          |         |                 |          |
| 154  |        |            |    | 02/24 | AP 07/27/23 0000000 | ACCO UNLIMITED CORPORATION                      | 2,005.20 |         |                 | 08/15/23 |
|  |        |            |    |       |                     | CHEMICALS                                       |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/20/23 0143734 | US BANK   | 19.81    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | AMZN MKTP US*C76QZ2PC3<br>TESTING REAGENT       |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/07/23 0143734 | US BANK   | 32.07    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | O DONNELL ACE HARDWARE<br>MURIATIC ACID         |          |         |                 |          |
|  |        |            |    |       |                     | ACCOUNT TOTAL                                   | 2,057.08 | .00     |                 | 2,057.08 |
| 101-2253-423.73-55 OTHER SUPPLIES / MEDIA                        |        |            |    |       |                     |   |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/17/23 0143734 | US BANK   | 25.00    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | FACEBK RM9W6QFR72<br>FACEBOOK ADS               |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/17/23 0143734 | US BANK   | 20.95    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | FACEBK UJJ4BUPR72<br>FACEBOOK ADS               |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/14/23 0143734 | US BANK   | 25.00    |         |                 | 08/07/23 |
|  |        |            |    |       |                     | FACEBK FUMM4RPQ72<br>FACEBOOK ADS               |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/11/23 0143734 | US BANK   | 305.65   |         |                 | 08/07/23 |
|  |        |            |    |       |                     | 4IMPRINT<br>REC AD/BANNER                       |          |         |                 |          |
| 168  |        |            |    | 02/24 | AP 07/03/23 0143734 | US BANK   | 165.52   |         |                 | 08/07/23 |
|  |        |            |    |       |                     | ANYPROMO.COM<br>STRESS BALLS                    |          |         |                 |          |

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|--|--------|------------|----|----------|--------------------|-------------------------------|-----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND  |        |            |    |          |                    |                               |           |         |                 |          |
| 101-2253-423.73-55 OTHER SUPPLIES / MEDIA <span style="float: right;">continued</span> |        |            |    |          |                    |                               |           |         |                 |          |
| ACCOUNT TOTAL  |        |            |    |          |                    |                               | 542.12    | .00     | 542.12          |          |
| 101-2253-423.86-30 REPAIR & MAINTENANCE / MAINTENANCE & UPKEEP                         |        |            |    |          |                    |                               |           |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/04/23 | 0000000            | ARAMARK                       | 26.25     |         |                 | 08/15/23 |
| REC CTR MATS   |        |            |    |          |                    |                               |           |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/03/23 | 0000000            | IWMC                          | 58.00     |         |                 | 08/15/23 |
| WATER MANAGEMENT SERVICE   |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/20/23 | 0143734            | US BANK                       | 27.68     |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE MPR LAMPS REPAIR  |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/18/23 | 0143734            | US BANK                       | 30.65     |         |                 | 08/07/23 |
| SMARTSIGN TORNADO SHELTER SIGN   |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/18/23 | 0143734            | US BANK                       | 20.47     |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE SIMPLE GREEN, SCRUB PADS  |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/04/23 | 0143734            | US BANK                       | 98.98     |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE VEG KILLER/ GARDEN  |        |            |    |          |                    |                               |           |         |                 |          |
| ACCOUNT TOTAL  |        |            |    |          |                    |                               | 262.03    | .00     | 262.03          |          |
| 101-2253-423.86-31 REPAIR & MAINTENANCE / THE FALLS REPAIR & MAINT.                    |        |            |    |          |                    |                               |           |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/23/23 | 0143734            | US BANK                       | 8.77      |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE CASHIER LEFT KEYS AND   |        |            |    |          |                    |                               |           |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/02/23 | 0000000            | CARRICO AQUATIC RESOURCES INC | 70.40     |         |                 | 08/15/23 |
| CHEMICAL CONTROLLER VALVE  |        |            |    |          |                    |                               |           |         |                 |          |
| 194  |        | 02/24 AP   |    | 08/02/23 | 0000000            | ROYALTURF INC                 | 393.75    |         |                 | 08/15/23 |
| LANDSCAPING MAINTENANCE  |        |            |    |          |                    |                               |           |         |                 |          |
| 194  |        | 02/24 AP   |    | 07/31/23 | 0000000            | TUBE PRO INC                  | 4,682.50  |         |                 | 08/15/23 |
| 150 INNER TUBES  |        |            |    |          |                    |                               |           |         |                 |          |
| 154  |        | 02/24 AP   |    | 07/28/23 | 0000000            | PLUMB TECH INC.               | 3,910.11  |         |                 | 08/15/23 |
| LR/ZD HEATER REPAIR SHOWER HEATER REPAIR   |        |            |    |          |                    |                               |           |         |                 |          |
| 154  |        | 02/24 AP   |    | 07/27/23 | 0000000            | KEYSTONE LABORATORIES, INC.   | 56.25     |         |                 | 08/15/23 |
| JULY '23 WATER TEST  |        |            |    |          |                    |                               |           |         |                 |          |
| 154  |        | 02/24 AP   |    | 07/26/23 | 0000000            | CARRICO AQUATIC RESOURCES INC | 2,809.13  |         |                 | 08/15/23 |
| ANODE RODS AND GASKETS LAP POOL FILTER   |        |            |    |          |                    |                               |           |         |                 |          |
| 154  |        | 02/24 AP   |    | 07/26/23 | 0000000            | ROYALTURF INC                 | 2,720.00  |         |                 | 08/15/23 |
| FINAL 1/3 MULCH  |        |            |    |          |                    |                               |           |         |                 |          |
| 194  |        | 02/24 AP   |    | 07/22/23 | 0000000            | POLK'S LOCK SERVICE, INC.     | 80.00     |         |                 | 08/15/23 |
| FILTER ROOM DOOR REPAIR  |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/18/23 | 0143734            | US BANK                       | 18.69     |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE CONCESSIONS HOSE  |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/13/23 | 0143734            | US BANK                       | 54.76     |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE ANIMAL CLIPS  |        |            |    |          |                    |                               |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/06/23 | 0143734            | US BANK                       | 13.98     |         |                 | 08/07/23 |
| O DONNELL ACE HARDWARE FUSES FOR LR UV   |        |            |    |          |                    |                               |           |         |                 |          |
| ACCOUNT TOTAL  |        |            |    |          |                    |                               | 14,818.34 | .00     | 14,818.34       |          |

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|--|--------|------------|----|----------|--------------------|--|-----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND  |        |            |    |          |                    |  |           |         |                 |          |
| 101-2253-423.87-04 RENTALS / CF SCHOOL FACILITIES                  |        |            |    |          |                    |  |           |         |                 |          |
| 2282   |        | 12/23 AP   |    | 06/30/23 | 0000000            | CEDAR FALLS COMMUNITY SCHOOLS FACILITY USAGE 2022-2023                                       | 15,000.00 |         |                 | 08/15/23 |
|  |        |            |    |          |                    | ACCOUNT TOTAL  | 15,000.00 | .00     | 15,000.00       |          |
| 101-2253-423.89-06 MISCELLANEOUS SERVICES / INDOOR POOL OPERATIONS |        |            |    |          |                    |  |           |         |                 |          |
| 2282   |        | 12/23 AP   |    | 06/30/23 | 0000000            | CEDAR FALLS COMMUNITY SCHOOLS POOL USUAGE 2022-2023  | 26,605.49 |         |                 | 08/15/23 |
|  |        |            |    |          |                    | ACCOUNT TOTAL  | 26,605.49 | .00     | 26,605.49       |          |
| 101-2280-423.72-11 OPERATING SUPPLIES / DUES, BOOKS, MAGAZINES     |        |            |    |          |                    |  |           |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/29/23 | 0143734            | US BANK  | 61.71     |         |                 | 08/07/23 |
| 2277   |        | 12/23 AP   |    | 06/21/23 | 0143734            | AMAZON.COM*4BSOU9KI3 AMZN ART LESSON BOOKS<br>NATIONAL ART EDU ASSN ART ED MAGAZINE SUBSCRIP | 20.00     |         |                 | 08/07/23 |
|  |        |            |    |          |                    | ACCOUNT TOTAL  | 81.71     | .00     | 81.71           |          |
| 101-2280-423.72-70 OPERATING SUPPLIES / CLASSROOM SUPPLIES         |        |            |    |          |                    |  |           |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/20/23 | 0143734            | US BANK  | 35.95     |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/19/23 | 0143734            | MICHAELS #9490 CLEAR JUMBO GEMS<br>US BANK   | 115.52    |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/14/23 | 0143734            | AMZN MKTP US*T565N1RW3 MAGNETS, GLASS GEMSTONES<br>US BANK                                   | 105.02    |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/14/23 | 0143734            | WM SUPERCENTER #753 JARS FOR CANDLES, PAPER<br>US BANK                                       | 91.94     |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/10/23 | 0143734            | MICHAELS STORES 1246 SOY WAX FOR CANDLES<br>US BANK  | 227.86    |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/10/23 | 0143734            | WAL-MART #0753 SNACKS, WATERCOLOR, BOXES<br>US BANK  | 42.97     |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/10/23 | 0143734            | AMZN MKTP US*3T3NR9EN3 CHARMS<br>US BANK   | 47.96     |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/07/23 | 0143734            | AMZN MKTP US*A79JP63W3 CHARMS<br>US BANK   | 135.98    |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/07/23 | 0143734            | AMZN MKTP US*404FK7AD3 EPOXY FOR ART OF SCIENCE<br>US BANK                                   | 116.27    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | ACCOUNT TOTAL  | 919.47    | .00     | 919.47          |          |
| 101-2280-423.72-74 OPERATING SUPPLIES / SERVICE/VOLUNTEER SUPP.    |        |            |    |          |                    |  |           |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/21/23 | 0143734            | US BANK  | 6.48      |         |                 | 08/07/23 |
| 168  |        | 02/24 AP   |    | 07/13/23 | 0143734            | HY-VEE CEDAR FALLS 1052 WATER, ICE FOR PROGRAMS<br>US BANK                                   | 29.60     |         |                 | 08/07/23 |

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|---|--------|------------|----|---------------------------|---------|---|----------|---------|----------------------------|
| FUND 101 GENERAL FUND   |        |            |    |                           |         |   |          |         |                            |
| 101-2280-423.72-74 OPERATING SUPPLIES / SERVICE/VOLUNTEER SUPP.   |        |            |    |                           |         | continued   |          |         |                            |
| HY-VEE CEDAR FALLS 1052   |        |            |    |                           |         | SUPPLIES - PARTY ON PATIO                         |          |         |                            |
| ACCOUNT TOTAL   |        |            |    |                           |         |   | 36.08    | .00     | 36.08                      |
| 101-2280-423.73-01 OTHER SUPPLIES / REPAIR & MAINT. SUPPLIES      |        |            |    |                           |         |   |          |         |                            |
| 181   |        | 02/24 AP   |    | 08/02/23                  | 0000000 | DIRECT APPLIANCE & TV CENTER                      | 195.91   |         | 08/15/23                   |
| 168   |        | 02/24 AP   |    | 07/10/23                  | 0143734 | US BANK   | 63.20    |         | 08/07/23                   |
| PPG PAINTS 9836   |        |            |    |                           |         | GRAFFITI CLEANER                                  |          |         |                            |
| ACCOUNT TOTAL   |        |            |    |                           |         |   | 259.11   | .00     | 259.11                     |
| 101-2280-423.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES  |        |            |    |                           |         |   |          |         |                            |
| 181   |        | 02/24 AP   |    | 08/04/23                  | 0000000 | ARAMARK   | 13.74    |         | 08/15/23                   |
| MAT SERVICE   |        |            |    |                           |         |   |          |         |                            |
| ACCOUNT TOTAL   |        |            |    |                           |         |   | 13.74    | .00     | 13.74                      |
| 101-2280-423.81-06 PROFESSIONAL SERVICES / PRINTING & PUBLICATION |        |            |    |                           |         |   |          |         |                            |
| 181   |        | 02/24 AP   |    | 08/09/23                  | 0000000 | KAREN'S PRINT-RITE                                | 84.40    |         | 08/15/23                   |
| 181   |        | 02/24 AP   |    | 08/04/23                  | 0000000 | THURS PAINTERS POSTCARDS<br>SECOND RUN            | 425.00   |         | 08/15/23                   |
| 181   |        | 02/24 AP   |    | 07/27/23                  | 0000000 | THURS PAINTERS POSTCARDS<br>LEVERAGE PRINTING INC | 1,711.25 |         | 08/15/23                   |
| FALL 2023 BROCHURE  |        |            |    |                           |         |   |          |         |                            |
| ACCOUNT TOTAL   |        |            |    |                           |         |   | 2,220.65 | .00     | 2,220.65                   |
| 101-2280-423.81-61 PROFESSIONAL SERVICES / PROMOTIONS             |        |            |    |                           |         |   |          |         |                            |
| 2277  |        | 12/23 AP   |    | 06/30/23                  | 0143734 | US BANK   | 93.44    |         | 08/07/23                   |
| 168   |        | 02/24 AP   |    | 07/20/23                  | 0143734 | FACEBK 2E5QXRTYN2<br>US BANK                      | 55.00    |         | 08/07/23                   |
| BUSY BEAVER BUTTON CO.  |        |            |    |                           |         | THURSDAY PAINTERS BUTTONS                         |          |         |                            |
| ACCOUNT TOTAL   |        |            |    |                           |         |   | 148.44   | .00     | 148.44                     |
| 101-2280-423.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS  |        |            |    |                           |         |   |          |         |                            |
| 2277  |        | 12/23 AP   |    | 06/21/23                  | 0143734 | US BANK   | 60.00    |         | 08/07/23                   |
| NATIONAL ART EDU ASSN   |        |            |    |                           |         | NAEA - 1 YR MEMBERSHIP                            |          |         |                            |
| ACCOUNT TOTAL   |        |            |    |                           |         |   | 60.00    | .00     | 60.00                      |
| 101-2280-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE    |        |            |    |                           |         |   |          |         |                            |

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|---|--------|------------|----|---------------------------|---------|---|--------|---------|-----------------|----------|
| FUND 101 GENERAL FUND   |        |            |    |                           |         |   |        |         |                 |          |
| 101-2280-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE        |        |            |    |                           |         | continued   |        |         |                 |          |
| 181   |        |            |    | 02/24 AP 08/02/23         | 0000000 | DIRECT APPLIANCE & TV CENTER<br>DISHWASHER REPAIR LABOR | 125.00 |         |                 | 08/15/23 |
|   |        |            |    |                           |         | ACCOUNT TOTAL   | 125.00 | .00     | 125.00          |          |
| 101-2280-423.89-33 MISCELLANEOUS SERVICES / FRIENDS SUPPORTED PROGRAM |        |            |    |                           |         |   |        |         |                 |          |
| 168   |        |            |    | 02/24 AP 07/20/23         | 0143734 | US BANK   | 195.00 |         |                 | 08/07/23 |
|   |        |            |    |                           |         | IOWA MUSEUM ASSOCIATIO REG:IMA ANNUAL CONFERENCE        |        |         |                 |          |
| 168   |        |            |    | 02/24 AP 07/20/23         | 0143734 | US BANK   | 195.00 |         |                 | 08/07/23 |
|   |        |            |    |                           |         | IOWA MUSEUM ASSOCIATIO REG:IMA ANNUAL CONFERENCE        |        |         |                 |          |
|   |        |            |    |                           |         | ACCOUNT TOTAL   | 390.00 | .00     | 390.00          |          |
| 101-2280-423.93-01 EQUIPMENT / EQUIPMENT                              |        |            |    |                           |         |   |        |         |                 |          |
| 168   |        |            |    | 02/24 AP 07/18/23         | 0143734 | US BANK   | 123.96 |         |                 | 08/07/23 |
|   |        |            |    |                           |         | AMZN MKTP US*KD5XY7YE3 ROUND TABLES FOR EVENTS          |        |         |                 |          |
|   |        |            |    |                           |         | ACCOUNT TOTAL   | 123.96 | .00     | 123.96          |          |
| 101-4511-414.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                  |        |            |    |                           |         |   |        |         |                 |          |
| 223   |        |            |    | 02/24 AP 08/08/23         | 0000000 | OFFICE EXPRESS OFFICE PRODUCT                           | 9.12   |         |                 | 08/15/23 |
|   |        |            |    |                           |         | COPY PAPER  |        |         |                 |          |
| 183   |        |            |    | 02/24 AP 07/20/23         | 0000000 | STOREY KENWORTHY  | 4.68   |         |                 | 08/15/23 |
|   |        |            |    |                           |         | #10 REGULAR ENVELOPES                                   |        |         |                 |          |
|   |        |            |    |                           |         | ACCOUNT TOTAL   | 13.80  | .00     | 13.80           |          |
| 101-4511-414.72-02 OPERATING SUPPLIES / LAUNDRY                       |        |            |    |                           |         |   |        |         |                 |          |
| 145   |        |            |    | 02/24 AP 08/04/23         | 0000000 | ARAMARK   | 7.25   |         |                 | 08/15/23 |
|   |        |            |    |                           |         | TOWELS - 1718 MAIN                                      |        |         |                 |          |
| 145   |        |            |    | 02/24 AP 08/04/23         | 0000000 | ARAMARK   | 24.60  |         |                 | 08/15/23 |
|   |        |            |    |                           |         | MATS & TOWELS -PSS BLDG                                 |        |         |                 |          |
| 145   |        |            |    | 02/24 AP 07/21/23         | 0000000 | ARAMARK   | 24.60  |         |                 | 08/15/23 |
|   |        |            |    |                           |         | MATS & TOWELS - PSS BLDG                                |        |         |                 |          |
| 145   |        |            |    | 02/24 AP 07/21/23         | 0000000 | ARAMARK   | 7.25   |         |                 | 08/15/23 |
|   |        |            |    |                           |         | TOWELS - 1718 MAIN                                      |        |         |                 |          |
|   |        |            |    |                           |         | ACCOUNT TOTAL   | 63.70  | .00     | 63.70           |          |
| 101-4511-414.72-07 OPERATING SUPPLIES / EMS/RESCUE SUPPLIES           |        |            |    |                           |         |   |        |         |                 |          |
| 2277  |        |            |    | 12/23 AP 06/26/23         | 0143734 | US BANK   | 169.99 |         |                 | 08/07/23 |
|   |        |            |    |                           |         | AMZN MKTP US*A88G45RP3 TACMED BAG-NEW EMS TRUCK         |        |         |                 |          |
|   |        |            |    |                           |         | ACCOUNT TOTAL   | 169.99 | .00     | 169.99          |          |

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|-----------------------|--------|------------|----|-------|---------------------|---|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND |        |            |    |       |                     |   |          |         |                 |          |
| 101-4511-145          |        | 414.72-09  |    | 02/24 | AP 07/25/23 0000000 | EQUIPMENT REPAIR<br>SANDRY FIRE SUPPLY, L.L.C.<br>SCBA TESTING & REPAIR 2023 ANNUAL SERVICE       | 3,655.00 |         |                 | 08/15/23 |
|                       |        |            |    |       | ACCOUNT TOTAL       |   | 3,655.00 | .00     | 3,655.00        |          |
| 101-4511-168          |        | 414.72-10  |    | 02/24 | AP 07/10/23 0143734 | FIRE PREVENTION<br>US BANK<br>AMAZON.COM*7M3VB7UE3 WATER FIGHT-KIDS ACADEMY                       | 48.16    |         |                 | 08/07/23 |
|                       |        |            |    |       | ACCOUNT TOTAL       |   | 48.16    | .00     | 48.16           |          |
| 101-4511-145          |        | 414.72-11  |    | 02/24 | AP 08/07/23 0000000 | DUES, BOOKS, MAGAZINES<br>NATIONAL FIRE PROTECTION ASSO<br>MEMB.RENEWAL INDIV+NATL FIRE CODE SUBS | 1,727.50 |         |                 | 08/15/23 |
|                       |        |            |    |       | ACCOUNT TOTAL       |   | 1,727.50 | .00     | 1,727.50        |          |
| 101-4511-145          |        | 414.72-20  |    | 02/24 | AP 07/27/23 0000000 | OFFICERS EQUIPMENT<br>ENTENMANN-ROVIN CO.   | 150.25   |         |                 | 08/15/23 |
| 145                   |        |            |    |       | 02/24               | AP 07/20/23 0000000   | 67.50    |         |                 | 08/15/23 |
|                       |        |            |    |       | ACCOUNT TOTAL       |   | 217.75   | .00     | 217.75          |          |
| 101-4511-2277         |        | 414.73-10  |    | 12/23 | AP 06/22/23 0143734 | OTHER SUPPLIES / HEADQUARTER SUPPLIES<br>US BANK  | 79.98    |         |                 | 08/07/23 |
| 145                   |        |            |    |       | 02/24               | AP 07/18/23 0000000   | 19.99    |         |                 | 08/15/23 |
|                       |        |            |    |       | ACCOUNT TOTAL       |   | 99.97    | .00     | 99.97           |          |
| 101-4511-144          |        | 414.81-01  |    | 02/24 | AP 08/04/23 0000000 | PROFESSIONAL SERVICES / PROFESSIONAL SERVICES<br>BENCHMARK SOLUTIONS, LLC                         | 1,193.51 |         |                 | 08/15/23 |
| 168                   |        |            |    |       | 02/24               | AP 07/12/23 0143734   | 3.00     |         |                 | 08/07/23 |
| 168                   |        |            |    |       | 02/24               | AP 07/11/23 0143734   | 3.00     |         |                 | 08/07/23 |
| 168                   |        |            |    |       | 02/24               | AP 07/07/23 0143734   | 6.00     |         |                 | 08/07/23 |
| 144                   |        |            |    |       | 02/24               | AP 07/01/23 0000000   | 8,500.00 |         |                 | 08/15/23 |

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| GROUP NBR   | PO NBR | ACCTG PER. | CD | DATE  | TRANSACTION NUMBER  | DESCRIPTION                  | DEBITS   | CREDITS | CURRENT BALANCE | POST DT |
|---|--------|------------|----|-------|---------------------|------------------------------|----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND   |        |            |    |       |                     |                              |          |         |                 |         |
| 101-4511-414.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES        |        |            |    |       |                     | continued                    |          |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |       |                     |                              | 9,705.51 | .00     | 9,705.51        |         |
| 101-4511-414.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD) |        |            |    |       |                     |                              |          |         |                 |         |
| 2277  |        |            |    | 12/23 | AP 06/26/23 0143734 | US BANK                      |          | 83.41   | 08/07/23        |         |
|   |        |            |    |       | CASEYS #3610        | CREDIT-MEALS-FIRE-ZIRCON     |          |         |                 |         |
| 2277  |        |            |    | 12/23 | AP 06/23/23 0143734 | US BANK                      | 83.41    |         | 08/07/23        |         |
|   |        |            |    |       | CASEYS #3610        | MEALS-FIRE @ 2200 ZIRCON     |          |         |                 |         |
| 2277  |        |            |    | 12/23 | AP 06/23/23 0143734 | US BANK                      | 77.56    |         | 08/07/23        |         |
|   |        |            |    |       | CASEYS #3610        | MEALS-FIRE @ 2200 ZIRCON     |          |         |                 |         |
| 145   |        |            |    | 02/24 | AP 07/27/23 0000000 | FAREWAY STORES INC. #190     | 44.80    |         | 08/15/23        |         |
|   |        |            |    |       |                     | BOTTLED WATER                |          |         |                 |         |
|   |        |            |    |       |                     | OPAL LANE FIRE RESPONSE      |          |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |       |                     |                              | 205.77   | 83.41   | 122.36          |         |
| 101-4511-414.83-06 TRANSPORTATION&EDUCATION / EDUCATION                 |        |            |    |       |                     |                              |          |         |                 |         |
| 145   |        |            |    | 02/24 | AP 07/31/23 0000000 | FIRE SERVICE TRNG. BUREAU    | 50.00    |         | 08/15/23        |         |
|   |        |            |    |       |                     | CERT FEE-FIRE OFFCR2-ROSS    |          |         |                 |         |
| 145   |        |            |    | 02/24 | AP 07/26/23 0000000 | FIRE SERVICE TRNG. BUREAU    | 50.00    |         | 08/15/23        |         |
|   |        |            |    |       |                     | CERT FEES-FF1 LUCK           |          |         |                 |         |
| 145   |        |            |    | 02/24 | AP 07/26/23 0000000 | FIRE SERVICE TRNG. BUREAU    | 50.00    |         | 08/15/23        |         |
|   |        |            |    |       |                     | CERT FEES-FF2 FOR HOEFT      |          |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |       |                     |                              | 150.00   | .00     | 150.00          |         |
| 101-4511-414.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE          |        |            |    |       |                     |                              |          |         |                 |         |
| 2277  |        |            |    | 12/23 | AP 06/27/23 0143734 | US BANK                      | 44.72    |         | 08/07/23        |         |
|   |        |            |    |       |                     | AMZN MKTP US*1L2AV2F73       |          |         |                 |         |
|   |        |            |    |       |                     | 2 METAL SPOUTS-GAS CANS      |          |         |                 |         |
| 2279  |        |            |    | 12/23 | AP 06/21/23 0000000 | PROSHIELD FIRE & SECURITY    | 400.00   |         | 08/15/23        |         |
|   |        |            |    |       |                     | INSP/RECHARGE/REPAIR         |          |         |                 |         |
|   |        |            |    |       |                     | 1718 MAIN FIRE EXTINGUISH    |          |         |                 |         |
| 145   |        |            |    | 02/24 | AP 07/20/23 0000000 | PROSHIELD FIRE & SECURITY    | 339.00   |         | 08/15/23        |         |
|   |        |            |    |       |                     | INSP/RECHARGE/REPAIR         |          |         |                 |         |
|   |        |            |    |       |                     | 1718 MAIN                    |          |         |                 |         |
| 168   |        |            |    | 02/24 | AP 07/03/23 0143734 | US BANK                      | 28.90    |         | 08/07/23        |         |
|   |        |            |    |       |                     | AMZN MKTP US*MF0M61153       |          |         |                 |         |
|   |        |            |    |       |                     | 2 CHARGING CORDS             |          |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |       |                     |                              | 812.62   | .00     | 812.62          |         |
| 101-4511-414.86-50 REPAIR & MAINTENANCE / SERVICE CONTRACTS             |        |            |    |       |                     |                              |          |         |                 |         |
| 145   |        |            |    | 02/24 | AP 07/24/23 0000000 | MIDWEST BREATHING AIR L.L.C. | 524.45   |         | 08/15/23        |         |
|   |        |            |    |       |                     | QTRLY AIR TEST;REPAIRS       |          |         |                 |         |
|   |        |            |    |       |                     | 4600 S. MAIN ST.             |          |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |       |                     |                              | 524.45   | .00     | 524.45          |         |
| 101-4511-414.89-40 MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE           |        |            |    |       |                     |                              |          |         |                 |         |



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|---|--------|------------|----|-------|---------------------|-------------------------------|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND   |        |            |    |       |                     |                               |          |         |                 |          |
| 101-4511-414.89-40 MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE |        |            |    |       |                     | continued                     |          |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/27/23 0143734 | US BANK                       | 165.60   |         |                 | 08/07/23 |
|   |        |            |    |       |                     | BADGEANDWALLET.COM            |          |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/27/23 0143734 | US BANK                       |          | 570.44  |                 | 08/07/23 |
|   |        |            |    |       |                     | LIGHTHOUSE UNIFORMS INC       |          |         |                 |          |
| 145   |        |            |    | 02/24 | AP 08/03/23 0000000 | GALLS, LLC                    | 78.45    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | FIRE UNIFORM-SCHULTZEN        |          |         |                 |          |
| 168   |        |            |    | 02/24 | AP 07/07/23 0143734 | US BANK                       | 569.60   |         |                 | 08/07/23 |
|   |        |            |    |       |                     | PY *SHIRT SHACK INC.          |          |         |                 |          |
|   |        |            |    |       |                     | FIRE SHIRTS-INVENTORY         |          |         |                 |          |
|   |        |            |    |       |                     | ACCOUNT TOTAL                 | 813.65   | 570.44  | 243.21          |          |
| 101-4511-414.93-01 EQUIPMENT / EQUIPMENT                      |        |            |    |       |                     |                               |          |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/26/23 0143734 | US BANK                       | 81.34    |         |                 | 08/07/23 |
|   |        |            |    |       |                     | WPSG                          |          |         |                 |          |
| 145   |        |            |    | 02/24 | AP 07/31/23 0000000 | KELTEK INCORPORATED           | 2,578.00 |         |                 | 08/15/23 |
|   |        |            |    |       |                     | #540 QSIREN/SPKR INSTALL      |          |         |                 |          |
| 168   |        |            |    | 02/24 | AP 07/03/23 0143734 | US BANK                       | 16.45    |         |                 | 08/07/23 |
|   |        |            |    |       |                     | AMZN MKTP US*ZY32S1G83        |          |         |                 |          |
|   |        |            |    |       |                     | MIC KEEPER-501                |          |         |                 |          |
|   |        |            |    |       |                     | ACCOUNT TOTAL                 | 2,675.79 | .00     | 2,675.79        |          |
| 101-5521-415.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES          |        |            |    |       |                     |                               |          |         |                 |          |
| 223   |        |            |    | 02/24 | AP 08/08/23 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 5.70     |         |                 | 08/15/23 |
|   |        |            |    |       |                     | COPY PAPER                    |          |         |                 |          |
| 144   |        |            |    | 02/24 | AP 07/26/23 0000000 | OFFICE EXPRESS OFFICE PRODUCT | 268.20   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | COPY PAPER;PENS               |          |         |                 |          |
| 168   |        |            |    | 02/24 | AP 07/20/23 0143734 | US BANK                       | 47.22    |         |                 | 08/07/23 |
|   |        |            |    |       |                     | AMZN MKTP US*ML0PA53N3        |          |         |                 |          |
| 183   |        |            |    | 02/24 | AP 07/20/23 0000000 | STOREY KENWORTHY              | 4.68     |         |                 | 08/15/23 |
|   |        |            |    |       |                     | #10 REGULAR ENVELOPES         |          |         |                 |          |
|   |        |            |    |       |                     | ACCOUNT TOTAL                 | 325.80   | .00     | 325.80          |          |
| 101-5521-415.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES    |        |            |    |       |                     |                               |          |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/22/23 0143734 | US BANK                       | 79.98    |         |                 | 08/07/23 |
|   |        |            |    |       |                     | SCHEELS CEDAR FALLS           |          |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/21/23 0143734 | US BANK                       | 64.07    |         |                 | 08/07/23 |
|   |        |            |    |       |                     | FAREWAY STORES                |          |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/21/23 0143734 | US BANK                       | 125.00   |         |                 | 08/07/23 |
|   |        |            |    |       |                     | INTOXIMETERS INC              |          |         |                 |          |
| 145   |        |            |    | 02/24 | AP 08/04/23 0000000 | ARAMARK                       | 18.61    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | MATS - PSS BUILDING           |          |         |                 |          |
| 144   |        |            |    | 02/24 | AP 08/03/23 0000000 | KWIK TRIP, INC.               | 880.00   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | 200 CAR WASH CARDS-PD         |          |         |                 |          |
| 144   |        |            |    | 02/24 | AP 08/03/23 0000000 | KWIK TRIP, INC.               |          | 96.00   |                 | 08/15/23 |
|   |        |            |    |       |                     | CREDIT/DISCOUNT FROM PREV     |          |         |                 |          |

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|-----------------------|--------|------------|----|----------|-------------------------------|---|----------|---------|-----------------|-----------|
| FUND 101 GENERAL FUND |        |            |    |          |                               |   |          |         |                 |           |
| 101-5521-415.72-01    |        |            |    |          |                               | OPERATING SUPPLIES / OPERATING SUPPLIES       |          |         |                 | continued |
| 144                   |        | 02/24 AP   |    | 08/03/23 | 0000000                       | SHRED-IT USA                                  | 71.10    |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | ON-SITE DOC. DESTRUCTION                      |          |         |                 |           |
|                       |        |            |    |          |                               | 7/17/23 SERVICE 8155882755                    |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 08/01/23 | 0000000                       | THOMSON REUTERS - WEST                        | 299.93   |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | INVESTIGATIVE SOFTWARE                        |          |         |                 |           |
|                       |        |            |    |          |                               | 7/1/23-7/31/23                                |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/31/23 | 0000000                       | MARTIN BROS.DISTRIBUTING                      | 82.18    |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | KITCH. SUPPLIES;PLATES                        |          |         |                 |           |
| 145                   |        | 02/24 AP   |    | 07/21/23 | 0000000                       | ARAMARK                                       | 18.61    |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | MATS - PSS BUILDING                           |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/20/23 | 0000000                       | MARTIN BROS.DISTRIBUTING                      | 146.62   |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | KITCH. SUPPLIES;CUPS/FORK                     |          |         |                 |           |
|                       |        |            |    |          |                               | ACCOUNT TOTAL                                 | 1,786.10 | 96.00   |                 | 1,690.10  |
|                       |        |            |    |          |                               |   |          |         |                 |           |
| 101-5521-415.72-08    |        |            |    |          |                               | OPERATING SUPPLIES / CAMERA & PHOTO EQUIPMENT |          |         |                 |           |
| 168                   |        | 02/24 AP   |    | 07/04/23 | 0143734                       | US BANK                                       | 57.76    |         |                 | 08/07/23  |
|                       |        |            |    |          |                               | AMZN MKTP US*JW1IN3KK3                        |          |         |                 |           |
|                       |        |            |    |          |                               | 4 USB WALL CHARGERS                           |          |         |                 |           |
|                       |        |            |    |          |                               | ACCOUNT TOTAL                                 | 57.76    | .00     |                 | 57.76     |
|                       |        |            |    |          |                               |   |          |         |                 |           |
| 101-5521-415.72-20    |        |            |    |          |                               | OPERATING SUPPLIES / OFFICERS EQUIPMENT       |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 08/01/23 | 0000000                       | EMBLEM ENTERPRISES, INC.                      | 1,521.85 |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | 1500 CF POLICE PATCHES                        |          |         |                 |           |
|                       |        |            |    |          |                               | ACCOUNT TOTAL                                 | 1,521.85 | .00     |                 | 1,521.85  |
|                       |        |            |    |          |                               |   |          |         |                 |           |
| 101-5521-415.72-29    |        |            |    |          |                               | OPERATING SUPPLIES / SWAT EQUIPMENT           |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/19/23 | 0000000                       | SCHEELS ALL SPORTS                            | 3,199.98 |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | 2 CFR T3X TAC A1 RIFLES;                      |          |         |                 |           |
|                       |        |            |    |          |                               | TRADE CREDIT FOR 2 RIFLES                     |          |         |                 |           |
|                       |        |            |    |          |                               | ACCOUNT TOTAL                                 | 3,199.98 | .00     |                 | 3,199.98  |
|                       |        |            |    |          |                               |   |          |         |                 |           |
| 101-5521-415.81-01    |        |            |    |          |                               | PROFESSIONAL SERVICES / PROFESSIONAL SERVICES |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 08/04/23 | 0000000                       | BENCHMARK SOLUTIONS, LLC                      | 1,193.52 |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | BENCHMARK MGMT SOFTWARE                       |          |         |                 |           |
|                       |        |            |    |          |                               | 9/3/2023 - 03/02/2024                         |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/31/23 | 0000000                       | MYERS, LAURA                                  | 350.00   |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | PSO HIRE;POLYGRAPH-CHASE                      |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/25/23 | 0000000                       | HAWKEYE POLYGRAPH                             | 350.00   |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | PSO HIRE;POLYGRAPH-BROWN                      |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/23/23 | 0000000                       | CENTER FOR BEHAVIORAL HEALTH,                 | 250.00   |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | MMPI EVAL; BRIAN RIOS                         |          |         |                 |           |
|                       |        |            |    |          |                               | PSO NEW HIRE                                  |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/18/23 | 0000000                       | IOWA LAW ENFORCEMENT ACADEMY                  | 150.00   |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | MMPI EVAL;RIO-CASTANEDA                       |          |         |                 |           |
| 144                   |        | 02/24 AP   |    | 07/01/23 | 0000000                       | TARGETSOLUTIONS LEARNING, LLC                 | 3,000.00 |         |                 | 08/15/23  |
|                       |        |            |    |          |                               | VECTORSOLUTIONS SOFTWARE                      |          |         |                 |           |
|                       |        |            |    |          |                               | 7/1/2023 - 06/30/2024                         |          |         |                 |           |
|                       |        |            |    |          |                               | ACCOUNT TOTAL                                 | 5,293.52 | .00     |                 | 5,293.52  |

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| GROUP NBR   | PO NBR | ACCTG PER.               | CD | DATE     | -----TRANSACTION-----<br>NUMBER | DESCRIPTION                  | DEBITS    | CREDITS   | CURRENT BALANCE<br>POST DT |          |
|---|--------|--------------------------|----|----------|---------------------------------|------------------------------|-----------|-----------|----------------------------|----------|
| FUND 101 GENERAL FUND                                       |        |                          |    |          |                                 |                              |           |           |                            |          |
| 101-5521-415.83-08 TRANSPORTATION&EDUCATION / ACADEMY       |        |                          |    |          |                                 |                              |           |           |                            |          |
| 2277  |        | 12/23 AP                 |    | 06/28/23 | 0143734                         | US BANK                      | 50.91     |           | 08/07/23                   |          |
|   |        | CASEYS #3896             |    |          |                                 | FUEL-CR LAW ENF. ACADEMY     |           |           |                            |          |
| 2277  |        | 12/23 AP                 |    | 06/21/23 | 0143734                         | US BANK                      | 40.72     |           | 08/07/23                   |          |
|   |        | CASEYS #3294             |    |          |                                 | FUEL-CR LAW ENF. ACADEMY     |           |           |                            |          |
| 168   |        | 02/24 AP                 |    | 07/20/23 | 0143734                         | US BANK                      | 50.35     |           | 08/07/23                   |          |
|   |        | CASEYS #3896             |    |          |                                 | FUEL-CR LAW ENF. ACADEMY     |           |           |                            |          |
| 168   |        | 02/24 AP                 |    | 07/13/23 | 0143734                         | US BANK                      | 49.70     |           | 08/07/23                   |          |
|   |        | CASEYS #3896             |    |          |                                 | FUEL-CR LAW ENF. ACADEMY     |           |           |                            |          |
| 168   |        | 02/24 AP                 |    | 07/05/23 | 0143734                         | US BANK                      | 51.03     |           | 08/07/23                   |          |
|   |        | CASEYS #3896             |    |          |                                 | FUEL-CR LAW ENF. ACADEMY     |           |           |                            |          |
|   |        | ACCOUNT TOTAL            |    |          |                                 |                              |           | 242.71    | .00                        | 242.71   |
| 101-5521-415.86-05 REPAIR & MAINTENANCE / EQUIPMENT REPAIRS |        |                          |    |          |                                 |                              |           |           |                            |          |
| 2277  |        | 12/23 AP                 |    | 06/23/23 | 0143734                         | US BANK                      | 121.00    |           | 08/07/23                   |          |
|   |        | KUSTOM SIGNALS           |    |          |                                 | REPAIR RADAR FOR PD #19      |           |           |                            |          |
| 168   |        | 02/24 AP                 |    | 07/18/23 | 0143734                         | US BANK                      | 151.80    |           | 08/07/23                   |          |
|   |        | AMZN MKTP US*N93034XY3   |    |          |                                 | 4 BIKE TIRES-BIKE PATROL     |           |           |                            |          |
|   |        | ACCOUNT TOTAL            |    |          |                                 |                              |           | 272.80    | .00                        | 272.80   |
| 101-5521-425.81-20 PROFESSIONAL SERVICES / HUMANE SOCIETY   |        |                          |    |          |                                 |                              |           |           |                            |          |
| 2285  |        | 12/23 AP                 |    | 06/12/23 | 0143722                         | WATERLOO, CITY OF            |           | 6,203.40  | 08/09/23                   |          |
|   |        | ACCT. SPLIT CORRECTION   |    |          |                                 | ANIMAL CALLS;5/1-5/31/23     |           |           |                            |          |
| 2285  |        | 12/23 AP                 |    | 06/12/23 | 0143722                         | WATERLOO, CITY OF            | 5,999.70  |           | 08/09/23                   |          |
|   |        | ANIMAL CALLS;5/1-5/31/23 |    |          |                                 |                              |           |           |                            |          |
| 144   |        | 02/24 AP                 |    | 08/01/23 | 0000000                         | WATERLOO, CITY OF            | 10,070.55 |           | 08/15/23                   |          |
|   |        | ANIMAL CALLS;7/1-7/31/23 |    |          |                                 |                              |           |           |                            |          |
|   |        | ACCOUNT TOTAL            |    |          |                                 |                              |           | 16,070.25 | 6,203.40                   | 9,866.85 |
| 101-6613-433.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES  |        |                          |    |          |                                 |                              |           |           |                            |          |
| 2284  |        | 12/23 AP                 |    | 06/30/23 | 0000000                         | NAPA AUTO PARTS              | 71.15     |           | 08/15/23                   |          |
|   |        | NAPA PARTS               |    |          |                                 |                              |           |           |                            |          |
| 180   |        | 02/24 AP                 |    | 08/01/23 | 0000000                         | BENTON'S SAND & GRAVEL, INC. | 84.81     |           | 08/15/23                   |          |
|   |        | CEMETERY LANDSCAPING     |    |          |                                 | ROCK                         |           |           |                            |          |
| 200   |        | 02/24 AP                 |    | 07/31/23 | 0000000                         | BENTON'S SAND & GRAVEL, INC. | 50.33     |           | 08/15/23                   |          |
|   |        | CEMETERY ROCK SIDEWALK   |    |          |                                 | REPAIR                       |           |           |                            |          |
| 180   |        | 02/24 AP                 |    | 07/27/23 | 0000000                         | BENTON'S READY MIX CONCRETE, | 567.00    |           | 08/15/23                   |          |
|   |        | GREENWOOD CEMETERY       |    |          |                                 | SIDEWALK REPAIR-N. COLLEG    |           |           |                            |          |
| 200   |        | 02/24 AP                 |    | 07/25/23 | 0000000                         | MENARDS-CEDAR FALLS          | 76.98     |           | 08/15/23                   |          |
|   |        | CEMETERY HYDRANT         |    |          |                                 |                              |           |           |                            |          |
|   |        | ACCOUNT TOTAL            |    |          |                                 |                              |           | 850.27    | .00                        | 850.27   |

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|--|--------|------------|----|----------|---------------------------------|-------------------------------|-----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND                                      |        |            |    |          |                                 |                               |           |         |                 |         |
| 101-6616-446.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES |        |            |    |          |                                 |                               |           |         |                 |         |
| 2284   |        | 12/23 AP   |    | 06/30/23 | 0000000                         | NAPA AUTO PARTS               | 4,290.76  |         | 08/15/23        |         |
|  |        |            |    |          |                                 | NAPA PARTS                    |           |         |                 |         |
| 2277   |        | 12/23 AP   |    | 06/26/23 | 0143734                         | US BANK                       | 47.72     |         | 08/07/23        |         |
|  |        |            |    |          |                                 | AMZN MKTP US*803439KR3        |           |         |                 |         |
|  |        |            |    |          |                                 | LIGHT BULBS                   |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062501                          |                               |           |         |                 |         |
| 201  |        | 02/24 AP   |    | 08/02/23 | 0000000                         | OFFICE EXPRESS OFFICE PRODUCT | 87.98     |         | 08/15/23        |         |
|  |        |            |    |          |                                 | LINERS                        |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062514                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 4,500.00  |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062501                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 700.00    |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062509                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 7,125.00  |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062507                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 3,165.00  |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062511                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 770.00    |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062508                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 10,425.00 |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062503                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 1,865.00  |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062506                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 1,500.00  |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062505                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | FRESH START CLEANING SOLUTION | 300.00    |         | 08/15/23        |         |
|  |        |            |    |          |                                 | JANITORIAL SERVICE AND        |           |         |                 |         |
|  |        |            |    |          |                                 | CARPET CLEANING               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062515                          |                               |           |         |                 |         |
| 183  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | THOMPSON SHOES                | 175.00    |         | 08/15/23        |         |
|  |        |            |    |          |                                 | SAFETY SHOES-M BUCK           |           |         |                 |         |
|  |        |            |    |          |                                 | P.O. 56874                    |           |         |                 |         |
| 201  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | OFFICE EXPRESS OFFICE PRODUCT | 16.29     |         | 08/15/23        |         |
|  |        |            |    |          |                                 | GLOVES                        |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062506                          |                               |           |         |                 |         |
| 201  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | OFFICE EXPRESS OFFICE PRODUCT | 284.60    |         | 08/15/23        |         |
|  |        |            |    |          |                                 | ROLL TOWELS AND TISSUE        |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062507                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 07/31/23 | 0000000                         | OFFICE EXPRESS OFFICE PRODUCT | 69.00     |         | 08/15/23        |         |
|  |        |            |    |          |                                 | GLOVES                        |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062514                          |                               |           |         |                 |         |
| 186  |        | 02/24 AP   |    | 07/31/23 | 0000000                         | OFFICE EXPRESS OFFICE PRODUCT | 49.63     |         | 08/15/23        |         |
|  |        |            |    |          |                                 | WIPES DISPENSER               |           |         |                 |         |
| PROJECT#:  |        |            |    |          | 062507                          |                               |           |         |                 |         |

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|--|--------|------------|----|-------------------------------|---------|--|-----------|---------|-----------------|-----------|
| FUND 101 GENERAL FUND                                      |        |            |    |                               |         |  |           |         |                 |           |
| 101-6616-446.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES |        |            |    |                               |         | continued  |           |         |                 |           |
|  | 186    |            |    | 02/24 AP 07/31/23             | 0000000 | OFFICE EXPRESS OFFICE PRODUCT TISSUES AND LINERS     | 36.52     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062514  |  |           |         |                 |           |
|  | 186    |            |    | 02/24 AP 07/26/23             | 0000000 | MENARDS-CEDAR FALLS COVE BASE ADHESIVE/SQUARE        | 23.85     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062511  |  |           |         |                 |           |
|  | 186    |            |    | 02/24 AP 07/25/23             | 0000000 | OFFICE EXPRESS OFFICE PRODUCT LINERS, TOWELS, TISSUE | 527.92    |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062507  |  |           |         |                 |           |
|  | 200    |            |    | 02/24 AP 07/25/23             | 0000000 | ECHO GROUP, INC. LIGHT BULBS                         | 233.10    |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062510  |  |           |         |                 |           |
| ACCOUNT TOTAL  |        |            |    |                               |         |  | 36,192.37 | .00     |                 | 36,192.37 |
| 101-6616-446.73-06 OTHER SUPPLIES / BUILDING REPAIR        |        |            |    |                               |         |  |           |         |                 |           |
|  | 201    |            |    | 02/24 AP 08/07/23             | 0000000 | O'DONNELL ACE HARDWARE DRAIN REPAIR                  | 14.38     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062516  |  |           |         |                 |           |
|  | 201    |            |    | 02/24 AP 08/04/23             | 0000000 | O'DONNELL ACE HARDWARE DRAIN REPAIR                  | 3.38      |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062516  |  |           |         |                 |           |
|  | 201    |            |    | 02/24 AP 08/02/23             | 0000000 | JOHNSTONE SUPPLY OF WATERLOO UTILITY KNIFE DRIVER    | 44.49     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062506  |  |           |         |                 |           |
|  | 180    |            |    | 02/24 AP 08/01/23             | 0000000 | CORY'S PAINTING, L.L.C. PAINTING AND WALL REPAIR     | 547.54    |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062511  |  |           |         |                 |           |
|  | 201    |            |    | 02/24 AP 08/01/23             | 0000000 | O'DONNELL ACE HARDWARE SCREWS                        | 4.79      |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062501  |  |           |         |                 |           |
|  | 200    |            |    | 02/24 AP 07/31/23             | 0000000 | O'DONNELL ACE HARDWARE SCREW DRIVERS                 | 37.38     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062506  |  |           |         |                 |           |
|  | 200    |            |    | 02/24 AP 07/31/23             | 0000000 | O'DONNELL ACE HARDWARE SCREWS                        | 14.05     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062506  |  |           |         |                 |           |
|  | 200    |            |    | 02/24 AP 07/31/23             | 0000000 | O'DONNELL ACE HARDWARE MOUNTING TAPE                 | 13.98     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062501  |  |           |         |                 |           |
|  | 186    |            |    | 02/24 AP 07/25/23             | 0000000 | O'DONNELL ACE HARDWARE SCREWS                        | 4.78      |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062505  |  |           |         |                 |           |
|  | 186    |            |    | 02/24 AP 07/24/23             | 0000000 | MENARDS-CEDAR FALLS SCREWS                           | 22.44     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062505  |  |           |         |                 |           |
|  | 186    |            |    | 02/24 AP 07/24/23             | 0000000 | O'DONNELL ACE HARDWARE DREMEL BRUSHES AND HOOKS      | 31.67     |         |                 | 08/15/23  |
| PROJECT#:  |        |            |    |                               | 062505  |  |           |         |                 |           |

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|--|--------|------------|----|----------|-------------------------------|--------------------------------|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND                                    |        |            |    |          |                               |                                |          |         |                 |          |
| 101-6616-446.73-06 OTHER SUPPLIES / BUILDING REPAIR      |        |            |    |          |                               | continued                      |          |         |                 |          |
| 200  |        | 02/24      | AP | 07/24/23 | 0000000                       | PLUMB SUPPLY COMPANY, LLC      | 282.80   |         |                 | 08/15/23 |
|  |        |            |    |          |                               | URINAL                         |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062505                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 07/21/23 | 0000000                       | POLK'S LOCK SERVICE, INC.      | 60.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | LOCK REPAIR-FIRE DEPT.         |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062510                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 07/21/23 | 0000000                       | POLK'S LOCK SERVICE, INC.      | 240.94   |         |                 | 08/15/23 |
|  |        |            |    |          |                               | LATCH REPLACEMENT              |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062510                        | FIRE STATION                   |          |         |                 |          |
| 186  |        | 02/24      | AP | 07/19/23 | 0000000                       | FERGUSON ENTERPRISES, INC.     | 39.54    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | URINAL GASKETS                 |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062505                        |                                |          |         |                 |          |
|  |        |            |    |          |                               | ACCOUNT TOTAL                  | 1,362.16 | .00     | 1,362.16        |          |
| 101-6616-446.73-41 OTHER SUPPLIES / CIVIL DEFENSE SIRENS |        |            |    |          |                               |                                |          |         |                 |          |
| 201  |        | 02/24      | AP | 07/25/23 | 0000000                       | RADIO COMMUNICATIONS CO., INC. | 335.17   |         |                 | 08/15/23 |
|  |        |            |    |          |                               | SIREN SWITCHES                 |          |         |                 |          |
|  |        |            |    |          |                               | ACCOUNT TOTAL                  | 335.17   | .00     | 335.17          |          |
| 101-6616-446.81-08 PROFESSIONAL SERVICES / PEST CONTROL  |        |            |    |          |                               |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 49.19    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062511                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 24.96    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062508                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 77.50    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062514                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 26.75    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062505                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 85.60    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062515                        |                                |          |         |                 |          |
| 200  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 32.10    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062510                        |                                |          |         |                 |          |
| 201  |        | 02/24      | AP | 08/01/23 | 0000000                       | PLUNKETT'S PEST CONTROL, INC   | 42.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                               | PEST CONTROL                   |          |         |                 |          |
| PROJECT#:  |        |            |    |          | 062506                        |                                |          |         |                 |          |
|  |        |            |    |          |                               | ACCOUNT TOTAL                  | 338.10   | .00     | 338.10          |          |

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|-----------------------|--------|------------|----|----------|--------------------|---|-----------|---------|-----------------|---------|
| FUND 101 GENERAL FUND |        |            |    |          |                    |   |           |         |                 |         |
| 101-6616-446.86-02    |        |            |    |          |                    | REPAIR & MAINTENANCE / BUILDINGS & GROUNDS      |           |         |                 |         |
| 2284                  |        | 12/23 AP   |    | 05/19/23 | 0000000            | POLK'S LOCK SERVICE, INC.                       | 4,720.00  |         | 08/15/23        |         |
|                       |        |            |    |          |                    | ADA OPENERS AND INSTALL                         |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062503             |   |           |         |                 |         |
| 2284                  |        | 12/23 AP   |    | 05/19/23 | 0000000            | CHRISTIE DOOR COMPANY                           | 826.25    |         | 08/15/23        |         |
|                       |        |            |    |          |                    | OVERHEAD DOOR REPAIR                            |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062506             |   |           |         |                 |         |
| 201                   |        | 02/24 AP   |    | 08/04/23 | 0000000            | ARAMARK   | 130.90    |         | 08/15/23        |         |
|                       |        |            |    |          |                    | MAT SERVICE SHOP TOWELS                         |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062506             |   |           |         |                 |         |
| 201                   |        | 02/24 AP   |    | 08/04/23 | 0000000            | ARAMARK   | 31.35     |         | 08/15/23        |         |
|                       |        |            |    |          |                    | MAT SERVICE                                     |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062501             |   |           |         |                 |         |
| 201                   |        | 02/24 AP   |    | 08/01/23 | 0000000            | WOODMAN CONTROLS COMPANY                        | 5,538.84  |         | 08/15/23        |         |
|                       |        |            |    |          |                    | BUILDING CONTROL SYSTEM PM AGREEMENT            |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062503             |   |           |         |                 |         |
| 180                   |        | 02/24 AP   |    | 07/28/23 | 0000000            | BLACKHAWK SPRINKLERS, INC.                      | 2,026.49  |         | 08/15/23        |         |
|                       |        |            |    |          |                    | FIRE SPRINKLER REPAIR                           |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062506             |   |           |         |                 |         |
| 200                   |        | 02/24 AP   |    | 07/28/23 | 0000000            | HAWKEYE ALARM & SIGNAL CO.                      | 1,045.00  |         | 08/15/23        |         |
|                       |        |            |    |          |                    | FIRE ALARM BOARD REPLACE MENT REPAIR-REC CENTER |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062507             |   |           |         |                 |         |
| 186                   |        | 02/24 AP   |    | 07/24/23 | 0000000            | NATIONAL ELEVATOR INSPECTION                    | 80.00     |         | 08/15/23        |         |
|                       |        |            |    |          |                    | ELEVATOR INSPECTION HEARST CENTER               |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062505             |   |           |         |                 |         |
| 180                   |        | 02/24 AP   |    | 07/19/23 | 0000000            | AIRE SERV.OF THE CEDAR VALLEY                   | 399.00    |         | 08/15/23        |         |
|                       |        |            |    |          |                    | HVAC REPAIR                                     |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062509             |   |           |         |                 |         |
| 201                   |        | 02/24 AP   |    | 07/03/23 | 0000000            | STICKFORT ELECTRIC CO., INC.                    | 600.00    |         | 08/15/23        |         |
|                       |        |            |    |          |                    | ADA OPENER WIRING                               |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062503             |   |           |         |                 |         |
|                       |        |            |    |          |                    | ACCOUNT TOTAL                                   | 15,397.83 | .00     | 15,397.83       |         |
|                       |        |            |    |          |                    |   |           |         |                 |         |
| 101-6616-446.86-14    |        |            |    |          |                    | REPAIR & MAINTENANCE / MECH EQUIPMENT SERVICING |           |         |                 |         |
| 2277                  |        | 12/23 AP   |    | 06/26/23 | 0143734            | US BANK   | 55.79     |         | 08/07/23        |         |
|                       |        |            |    |          |                    | AMZN MKTP US*0V2M24K13                          |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062501             |   |           |         |                 |         |
|                       |        |            |    |          |                    | FILTER HOIST - ROOF TOP                         |           |         |                 |         |
|                       |        |            |    |          |                    | ACCOUNT TOTAL                                   | 55.79     | .00     | 55.79           |         |
|                       |        |            |    |          |                    |   |           |         |                 |         |
| 101-6616-446.93-01    |        |            |    |          |                    | EQUIPMENT / EQUIPMENT                           |           |         |                 |         |
| 2279                  |        | 12/23 AP   |    | 07/31/23 | 0000000            | KOCH CONSTRUCTION, INC.                         | 1,360.00  |         | 08/15/23        |         |
|                       |        |            |    |          |                    | EXTERIOR REPAIRS-V&T CTR                        |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062509             |   |           |         |                 |         |
| 180                   |        | 02/24 AP   |    | 07/20/23 | 0000000            | AIRE SERV.OF THE CEDAR VALLEY                   | 11,000.00 |         | 08/15/23        |         |
|                       |        |            |    |          |                    | NEW RAQUETBALL COURT                            |           |         |                 |         |
|                       |        | PROJECT#:  |    |          | 062507             |   |           |         |                 |         |
|                       |        |            |    |          |                    | EQUIPMENT CIP#164                               |           |         |                 |         |

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|---|--------|---|----|----------|--------------------|-------------------------------|-----------|---------|-----------------|---------|
| -----   |        |   |    |          |                    |                               |           |         |                 |         |
| FUND 101 GENERAL FUND   |        |   |    |          |                    |                               |           |         |                 |         |
| 101-6616-446.93-01 EQUIPMENT / EQUIPMENT <span style="float: right;">continued</span> |        |   |    |          |                    |                               |           |         |                 |         |
| ACCOUNT TOTAL   |        |   |    |          |                    |                               | 12,360.00 | .00     | 12,360.00       |         |
| 101-6623-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE                        |        |   |    |          |                    |                               |           |         |                 |         |
| 201   |        | 02/24 AP                                      |    | 07/31/23 | 0000000            | TESTAMERICA LABORATORIES, INC | 21.00     |         | 08/15/23        |         |
|   |        | PRO SHOP WATER TEST                           |    |          |                    |                               |           |         |                 |         |
| 201   |        | 02/24 AP                                      |    | 07/24/23 | 0000000            | TOBEN DRAINAGE, LLC           | 350.00    |         | 08/15/23        |         |
|   |        | PHEASANT RIDGE GOLF DRAIN REPAIR              |    |          |                    |                               |           |         |                 |         |
| ACCOUNT TOTAL   |        |   |    |          |                    |                               | 371.00    | .00     | 371.00          |         |
| 101-6625-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                                  |        |   |    |          |                    |                               |           |         |                 |         |
| 153   |        | 02/24 AP                                      |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 11.93     |         | 08/15/23        |         |
|   |        | NOTEBOOKS,POST ITS, HIGHLIGHTERS              |    |          |                    |                               |           |         |                 |         |
| 153   |        | 02/24 AP                                      |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 9.50      |         | 08/15/23        |         |
|   |        | COPY PAPER                                    |    |          |                    |                               |           |         |                 |         |
| 153   |        | 02/24 AP                                      |    | 07/25/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 2.65      |         | 08/15/23        |         |
|   |        | BLUE BALLPOINT PENS                           |    |          |                    |                               |           |         |                 |         |
| 183   |        | 02/24 AP                                      |    | 07/20/23 | 0000000            | STOREY KENWORTHY              | 46.75     |         | 08/15/23        |         |
|   |        | #10 REGULAR ENVELOPES                         |    |          |                    |                               |           |         |                 |         |
| 168   |        | 02/24 AP                                      |    | 07/19/23 | 0143734            | US BANK                       | 26.44     |         | 08/07/23        |         |
|   |        | AMZN MKTP US*KV4042JX3 LABEL MACHINE TAPE     |    |          |                    |                               |           |         |                 |         |
| ACCOUNT TOTAL   |        |   |    |          |                    |                               | 97.27     | .00     | 97.27           |         |
| 101-6625-432.72-17 OPERATING SUPPLIES / UNIFORMS                                      |        |   |    |          |                    |                               |           |         |                 |         |
| 162   |        | 02/24 AP                                      |    | 07/25/23 | 0000000            | SERVICEWEAR APPAREL, INC.     | 36.43     |         | 08/15/23        |         |
|   |        | HOODED SWEATSHIRT-A KANE                      |    |          |                    |                               |           |         |                 |         |
| 168   |        | 02/24 AP                                      |    | 07/17/23 | 0143734            | US BANK                       | 51.99     |         | 08/07/23        |         |
|   |        | NORTH AMERICAN SAFETY HI VISION SAFETY SHIRTS |    |          |                    |                               |           |         |                 |         |
| ACCOUNT TOTAL   |        |   |    |          |                    |                               | 88.42     | .00     | 88.42           |         |
| 101-6625-432.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES                               |        |   |    |          |                    |                               |           |         |                 |         |
| 183   |        | 02/24 AP                                      |    | 08/01/23 | 0000000            | THOMPSON SHOES                | 175.00    |         | 08/15/23        |         |
|   |        | SAFETY SHOES-A VAN RADEN P.O. 56875           |    |          |                    |                               |           |         |                 |         |
| ACCOUNT TOTAL   |        |   |    |          |                    |                               | 175.00    | .00     | 175.00          |         |
| 101-6625-432.73-05 OTHER SUPPLIES / OPERATING EQUIPMENT                               |        |   |    |          |                    |                               |           |         |                 |         |
| 162   |        | 02/24 AP                                      |    | 08/01/23 | 0000000            | UBBEN BUILDING SUPPLY, INC.   | 1,000.00  |         | 08/15/23        |         |
|   |        | LATH,1X4,WASHERS                              |    |          |                    |                               |           |         |                 |         |
| ACCOUNT TOTAL   |        |   |    |          |                    |                               | 1,000.00  | .00     | 1,000.00        |         |



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|--|--------|------------|----|----------|--------------------|---|----------|---------|-----------------|----------|
| FUND 101 GENERAL FUND                                      |        |            |    |          |                    |   |          |         |                 |          |
| 101-6625-432.83-04   |        |            |    |          |                    | TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 08/01/23 | 0000000            | SECRETARY, STATE OF IOWA                      | 30.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PUBLIC NOTARY APP-TERHUNE                     |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                                 | 30.00    | .00     | 30.00           |          |
| 101-6633-423.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES |        |            |    |          |                    |   |          |         |                 |          |
| 2284   |        | 12/23 AP   |    | 06/30/23 | 0000000            | NAPA AUTO PARTS                               | 1,505.25 |         |                 | 08/15/23 |
|  |        |            |    |          |                    | NAPA PARTS                                    |          |         |                 |          |
| 2284   |        | 12/23 AP   |    | 05/17/23 | 0000000            | WAPSIE PINES LAWN CARE/LANDSC                 | 79.12    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PLANTS  |          |         |                 |          |
| 200  |        | 02/24 AP   |    | 08/07/23 | 0000000            | BUILDERS SELECT LLC                           | 56.99    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | ISLAND PARK DISC COURSE                       |          |         |                 |          |
| 200  |        | 02/24 AP   |    | 08/07/23 | 0000000            | O'DONNELL ACE HARDWARE                        | 9.54     |         |                 | 08/15/23 |
|  |        |            |    |          |                    | NUTS AND BOLTS                                |          |         |                 |          |
| 201  |        | 02/24 AP   |    | 08/04/23 | 0000000            | MILLER FENCE CO., INC.                        | 235.60   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | FENCE REPAIR                                  |          |         |                 |          |
| 201  |        | 02/24 AP   |    | 08/04/23 | 0000000            | SIGNS BY TOMORROW                             | 682.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | DISC COURSE SIGNS ISLAND                      |          |         |                 |          |
| 201  |        | 02/24 AP   |    | 08/02/23 | 0000000            | ZIMCO SUPPLY CO.                              | 92.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | HYDRO MULCH                                   |          |         |                 |          |
| 180  |        | 02/24 AP   |    | 08/01/23 | 0000000            | BENTON BUILDING CENTER                        | 25.98    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | ISLAND PARK BATHROOM                          |          |         |                 |          |
| 180  |        | 02/24 AP   |    | 08/01/23 | 0000000            | BUILDERS SELECT LLC                           | 47.96    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | KUEHNS PARK BENCH REPAIR                      |          |         |                 |          |
| 186  |        | 02/24 AP   |    | 08/01/23 | 0000000            | O'DONNELL ACE HARDWARE                        | 38.88    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | KUEHNS PARK BENCH REPAIR                      |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 08/01/23 | 0000000            | THOMPSON SHOES                                | 175.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | SAFETY SHOES-T SIRE                           |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 08/01/23 | 0000000            | BROWN'S SHOE FIT                              | 175.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | SAFETY SHOES-B HAAG                           |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 08/01/23 | 0000000            | BROWN'S SHOE FIT                              | 165.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | SAFETY SHOES-K ARMSTRONG                      |          |         |                 |          |
| 180  |        | 02/24 AP   |    | 07/31/23 | 0000000            | BENTON BUILDING CENTER                        | 11.65    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PARKS SUPPLY SAW BLADES                       |          |         |                 |          |
| 186  |        | 02/24 AP   |    | 07/31/23 | 0000000            | CULLIGAN WATER CONDITIONING                   | 23.25    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | WATER FOR CEMETERY                            |          |         |                 |          |
| 186  |        | 02/24 AP   |    | 07/31/23 | 0000000            | CULLIGAN WATER CONDITIONING                   | 8.74     |         |                 | 08/15/23 |
|  |        |            |    |          |                    | WATER FOR 606 UNION RD                        |          |         |                 |          |
| 201  |        | 02/24 AP   |    | 07/31/23 | 0000000            | STOKES WELDING                                | 300.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | BENCH REPAIR                                  |          |         |                 |          |
| 201  |        | 02/24 AP   |    | 07/31/23 | 0000000            | TESTAMERICA LABORATORIES, INC                 | 21.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | BEACH HOUSE WATER TEST                        |          |         |                 |          |
| 201  |        | 02/24 AP   |    | 07/31/23 | 0000000            | ZIMCO SUPPLY CO.                              | 290.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | CHEMICAL                                      |          |         |                 |          |
| 180  |        | 02/24 AP   |    | 07/28/23 | 0000000            | BUILDERS SELECT LLC                           | 70.94    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | ISLAND PARK DROP TOLIET                       |          |         |                 |          |
| 180  |        | 02/24 AP   |    | 07/28/23 | 0000000            | BUILDERS SELECT LLC                           | 353.76   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PARK PADLOCKS ELECTRICAL                      |          |         |                 |          |

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|---|--------|---------------|----|----------|--------------------|--|----------|-----------|-----------------|-----------|--|
| FUND 101 GENERAL FUND   |        |               |    |          |                    |  |          |           |                 |           |  |
| 101-6633-423.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES              |        |               |    |          |                    | continued  |          |           |                 |           |  |
| 200   |        | 02/24         | AP | 07/28/23 | 0000000            | MENARDS-CEDAR FALLS                              | 71.16    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ROOF REPAIR ISLAND PARK                          |          |           |                 |           |  |
| 201   |        | 02/24         | AP | 07/28/23 | 0000000            | MENARDS-CEDAR FALLS                              | 313.90   |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ISLAND PARK BATHROOM ROOF REPAIR                 |          |           |                 |           |  |
| 186   |        | 02/24         | AP | 07/27/23 | 0000000            | DIAMOND VOGEL PAINT - #52                        | 110.16   |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ISLAND PARK BATHROOM REPAIR                      |          |           |                 |           |  |
| 180   |        | 02/24         | AP | 07/26/23 | 0000000            | BENTON BUILDING CENTER                           | 31.57    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ISLAND PARK BATHROOM REPAIR                      |          |           |                 |           |  |
| 180   |        | 02/24         | AP | 07/26/23 | 0000000            | BUILDERS SELECT LLC                              | 24.76    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | DOCK REPAIR PRAIRIE LAKES                        |          |           |                 |           |  |
| 200   |        | 02/24         | AP | 07/26/23 | 0000000            | MENARDS-CEDAR FALLS                              | 219.66   |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | PRAIRIE LAKES DOCK REPAIR                        |          |           |                 |           |  |
| 200   |        | 02/24         | AP | 07/26/23 | 0000000            | O'DONNELL ACE HARDWARE                           | 21.86    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | DOCK REPAIR PRAIRIE LAKES                        |          |           |                 |           |  |
| 180   |        | 02/24         | AP | 07/25/23 | 0000000            | BENTON'S READY MIX CONCRETE, 58 TRAIL REPAIR     | 1,529.00 |           | 08/15/23        |           |  |
| 186   |        | 02/24         | AP | 07/24/23 | 0000000            | DIAMOND VOGEL PAINT - #52                        | 145.44   |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ISLAND PARK BATHROOM REPAIR                      |          |           |                 |           |  |
| 200   |        | 02/24         | AP | 07/20/23 | 0000000            | PLUMB SUPPLY COMPANY, LLC                        | 30.59    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | NORDIC BATHROOM REPAIR                           |          |           |                 |           |  |
| 186   |        | 02/24         | AP | 07/18/23 | 0000000            | LANDSCAPE FORMS INC                              | 5,850.00 |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | BENCH REPLACEMENT COLLEGE HILL                   |          |           |                 |           |  |
| 200   |        | 02/24         | AP | 07/18/23 | 0000000            | BENTON BUILDING CENTER                           | 17.64    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ISLAND PARK BATHROOM                             |          |           |                 |           |  |
| 200   |        | 02/24         | AP | 07/18/23 | 0000000            | BENTON BUILDING CENTER                           | 56.95    |           | 08/15/23        |           |  |
|   |        |               |    |          |                    | ISLAND PARK BATHROOM                             |          |           |                 |           |  |
| 168   |        | 02/24         | AP | 07/06/23 | 0143734            | US BANK  | 113.39   |           | 08/07/23        |           |  |
|   |        |               |    |          |                    | AMZN MKTP US*HR72F4BC3 AM ROUND UP GEL FOR PARKS |          |           |                 |           |  |
|   |        | ACCOUNT TOTAL |    |          |                    |  |          | 12,903.74 | .00             | 12,903.74 |  |
|   |        |               |    |          |                    |  |          |           |                 |           |  |
| 101-6633-423.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD) |        |               |    |          |                    |  |          |           |                 |           |  |
| 168   |        | 02/24         | AP | 07/18/23 | 0143734            | US BANK  | 122.36   |           | 08/07/23        |           |  |
|   |        |               |    |          |                    | GLACIER CANYON LLC CIMS CONFERENCE HOTEL         |          |           |                 |           |  |
|   |        | ACCOUNT TOTAL |    |          |                    |  |          | 122.36    | .00             | 122.36    |  |
|   |        |               |    |          |                    |  |          |           |                 |           |  |
| 101-6633-423.83-06 TRANSPORTATION&EDUCATION / EDUCATION                 |        |               |    |          |                    |  |          |           |                 |           |  |
| 168   |        | 02/24         | AP | 07/18/23 | 0143734            | US BANK  | 60.00    |           | 08/07/23        |           |  |
|   |        |               |    |          |                    | RAMAKER AND ASSOCIATES CIMS CONFERENCE 10/1/2023 |          |           |                 |           |  |
|   |        | ACCOUNT TOTAL |    |          |                    |  |          | 60.00     | .00             | 60.00     |  |
|   |        |               |    |          |                    |  |          |           |                 |           |  |
| 101-6633-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE          |        |               |    |          |                    |  |          |           |                 |           |  |
| 2277  |        | 12/23         | AP | 06/22/23 | 0143734            | US BANK  | 632.07   |           | 08/07/23        |           |  |
|   |        |               |    |          |                    | SPRINKLER WAREHOUSE IRRIGATION PARTS             |          |           |                 |           |  |

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|-----------------------------------|--------|------------|----|----------|--------------------|---|------------|-----------|-----------------|----------|
| FUND 101 GENERAL FUND             |        |            |    |          |                    |   |            |           |                 |          |
| 101-6633-423.86-01                |        |            |    |          |                    | REPAIR & MAINTENANCE / REPAIR & MAINTENANCE |            |           |                 |          |
| 200                               |        | 02/24 AP   |    | 07/28/23 | 0000000            | COOLEY PUMPING, LLC                         | 115.00     |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | PORTA POTTY                                 |            |           |                 |          |
|                                   |        |            |    |          |                    | ACCOUNT TOTAL                               | 747.07     | .00       | 747.07          |          |
|                                   |        |            |    |          |                    | FUND TOTAL                                  | 248,291.88 | 6,955.42  | 241,336.46      |          |
| FUND 203 TAX INCREMENT FINANCING  |        |            |    |          |                    |   |            |           |                 |          |
| FUND 206 STREET CONSTRUCTION FUND |        |            |    |          |                    |   |            |           |                 |          |
| 206-6637-436.72-16                |        |            |    |          |                    | OPERATING SUPPLIES / TOOLS                  |            |           |                 |          |
| 201                               |        | 02/24 AP   |    | 08/03/23 | 0000000            | MENARDS-CEDAR FALLS                         | 19.94      |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | TAPE MEASURE                                |            |           |                 |          |
|                                   |        |            |    |          |                    | ACCOUNT TOTAL                               | 19.94      | .00       | 19.94           |          |
| 206-6637-436.72-17                |        |            |    |          |                    | OPERATING SUPPLIES / UNIFORMS               |            |           |                 |          |
| 201                               |        | 02/24 AP   |    | 07/25/23 | 0000000            | SERVICEWEAR APPAREL, INC.                   | 37.62      |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | UNIFORMS                                    |            |           |                 |          |
|                                   |        |            |    |          |                    | ACCOUNT TOTAL                               | 37.62      | .00       | 37.62           |          |
| 206-6637-436.72-54                |        |            |    |          |                    | OPERATING SUPPLIES / BUILDING SUPPLIES      |            |           |                 |          |
| 186                               |        | 02/24 AP   |    | 07/28/23 | 0000000            | O'DONNELL ACE HARDWARE                      | 25.38      |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | EXPANDING FOAM                              |            |           |                 |          |
|                                   |        |            |    |          |                    | ACCOUNT TOTAL                               | 25.38      | .00       | 25.38           |          |
| 206-6637-436.72-57                |        |            |    |          |                    | OPERATING SUPPLIES / ICE CONTROL            |            |           |                 |          |
| 190                               |        | 02/24 AP   |    | 07/20/23 | 0143760            | BRAD DEERY FORD                             |            | 22,180.00 |                 | 08/09/23 |
|                                   |        |            |    |          |                    | ACCOUNT/DESCR. CORRECTION                   |            |           |                 |          |
|                                   |        |            |    |          |                    | SNOW REMOVAL TRUCK AND                      |            |           |                 |          |
|                                   |        |            |    |          |                    | ACCOUNT TOTAL                               | .00        | 22,180.00 | 22,180.00-      |          |
| 206-6637-436.72-60                |        |            |    |          |                    | OPERATING SUPPLIES / SAFETY SUPPLIES        |            |           |                 |          |
| 183                               |        | 02/24 AP   |    | 08/01/23 | 0000000            | THOMPSON SHOES                              | 175.00     |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | SAFETY SHOES-R HENRY                        |            |           |                 |          |
|                                   |        |            |    |          |                    | P.O. 56864                                  |            |           |                 |          |
| 183                               |        | 02/24 AP   |    | 08/01/23 | 0000000            | THOMPSON SHOES                              | 175.00     |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | SAFETY SHOES-R MILLER                       |            |           |                 |          |
|                                   |        |            |    |          |                    | P.O. 56871                                  |            |           |                 |          |
| 183                               |        | 02/24 AP   |    | 08/01/23 | 0000000            | BROWN'S SHOE FIT                            | 175.00     |           |                 | 08/15/23 |
|                                   |        |            |    |          |                    | SAFETY SHOES-J YEAROUS                      |            |           |                 |          |
|                                   |        |            |    |          |                    | P.O. 56869                                  |            |           |                 |          |
|                                   |        |            |    |          |                    | ACCOUNT TOTAL                               | 525.00     | .00       | 525.00          |          |

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|---|--------|------------|----|----------|--------------------|--|----------|---------|-----------------|----------|
| FUND 206 STREET CONSTRUCTION FUND                   |        |            |    |          |                    |  |          |         |                 |          |
| 206-6637-436.73-06 OTHER SUPPLIES / BUILDING REPAIR |        |            |    |          |                    |  |          |         |                 |          |
| 201   |        | 02/24 AP   |    | 08/02/23 | 0000000            | MENARDS-CEDAR FALLS                                      | 7.99     |         |                 | 08/15/23 |
|   |        |            |    |          |                    | CORD END   |          |         |                 |          |
|   |        |            |    |          |                    | ACCOUNT TOTAL  | 7.99     | .00     | 7.99            |          |
| 206-6637-436.73-28 OTHER SUPPLIES / SIDEWALKS       |        |            |    |          |                    |  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/27/23 | 0000000            | BENTON'S READY MIX CONCRETE,<br>TRAIL-GREENHILL RD       | 364.50   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | ACCOUNT TOTAL  | 364.50   | .00     | 364.50          |          |
| 206-6637-436.73-30 OTHER SUPPLIES / BRIDGES         |        |            |    |          |                    |  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/26/23 | 0000000            | BENTON'S READY MIX CONCRETE,<br>TRAIL ABUTMENT-GREENHILL | 327.25   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | ACCOUNT TOTAL  | 327.25   | .00     | 327.25          |          |
| 206-6637-436.73-32 OTHER SUPPLIES / STREETS         |        |            |    |          |                    |  |          |         |                 |          |
| 2284  |        | 12/23 AP   |    | 06/30/23 | 0000000            | NAPA AUTO PARTS  | 356.81   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | NAPA PARTS   |          |         |                 |          |
| 201   |        | 02/24 AP   |    | 08/05/23 | 0000000            | ASPRO, INC.  | 1,023.06 |         |                 | 08/15/23 |
|   |        |            |    |          |                    | ASPHALT  |          |         |                 |          |
| 201   |        | 02/24 AP   |    | 08/05/23 | 0000000            | ASPRO, INC.  | 260.31   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | PATCHER  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 08/01/23 | 0000000            | BUILDERS SELECT LLC                                      | 4.59     |         |                 | 08/15/23 |
|   |        |            |    |          |                    | FORMS  |          |         |                 |          |
| 200   |        | 02/24 AP   |    | 07/31/23 | 0000000            | BMC AGGREGATES L.C.                                      | 399.94   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | SPRAY PATCH  |          |         |                 |          |
| 200   |        | 02/24 AP   |    | 07/31/23 | 0000000            | BMC AGGREGATES L.C.                                      | 533.00   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | SPRAY PATCHER  |          |         |                 |          |
| 200   |        | 02/24 AP   |    | 07/31/23 | 0000000            | MENARDS-CEDAR FALLS                                      | 63.90    |         |                 | 08/15/23 |
|   |        |            |    |          |                    | FORM LUMBER  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/29/23 | 0000000            | ASPRO, INC.  | 1,680.96 |         |                 | 08/15/23 |
|   |        |            |    |          |                    | ASPHALT  |          |         |                 |          |
| 186   |        | 02/24 AP   |    | 07/28/23 | 0000000            | MENARDS-CEDAR FALLS                                      | 89.46    |         |                 | 08/15/23 |
|   |        |            |    |          |                    | FORMS  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/22/23 | 0000000            | ASPRO, INC.  | 246.84   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | HOT MIX ASPHALT  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/22/23 | 0000000            | ASPRO, INC.  | 312.12   |         |                 | 08/15/23 |
|   |        |            |    |          |                    | HOT MIX ASPHALT  |          |         |                 |          |
| 200   |        | 02/24 AP   |    | 07/22/23 | 0000000            | BMC AGGREGATES L.C.                                      | 1,596.10 |         |                 | 08/15/23 |
|   |        |            |    |          |                    | SHOULDER ROCK  |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/21/23 | 0000000            | BENTON'S READY MIX CONCRETE,<br>CFU PATCH-RIVER RIDGE RD | 1,390.00 |         |                 | 08/15/23 |
|   |        |            |    |          |                    | PROJECT#: 062436   |          |         |                 |          |
| 180   |        | 02/24 AP   |    | 07/21/23 | 0000000            | BENTON'S READY MIX CONCRETE,                             | 405.00   |         |                 | 08/15/23 |

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| FUND 206 STREET CONSTRUCTION FUND                                       |        |            |    |                   |                    |                                 |            |         |                 |         |
| 206-6637-436.73-32 OTHER SUPPLIES / STREETS                             |        |            |    |                   |                    | continued                       |            |         |                 |         |
| 180   |        |            |    | 02/24 AP 07/20/23 | 0000000            | BENTON'S READY MIX CONCRETE,    | 729.75     |         | 08/15/23        |         |
| BOXOUTS-QUAIL RIDGE RD  |        |            |    |                   |                    |                                 |            |         |                 |         |
| CFU PATCH-N DIVISION ST.  |        |            |    |                   |                    |                                 |            |         |                 |         |
| PROJECT#: 062436  |        |            |    |                   |                    |                                 |            |         |                 |         |
| 186   |        |            |    | 02/24 AP 07/19/23 | 0000000            | LOGAN CONTRACTORS SUPPLY, INC., | 3,000.00   |         | 08/15/23        |         |
| DOWELS  |        |            |    |                   |                    |                                 |            |         |                 |         |
| 180   |        |            |    | 02/24 AP 07/15/23 | 0000000            | BMC AGGREGATES L.C.             | 838.74     |         | 08/15/23        |         |
| ROADSTONE FOR SHOULDERS   |        |            |    |                   |                    |                                 |            |         |                 |         |
| 180   |        |            |    | 02/24 AP 07/15/23 | 0000000            | BMC AGGREGATES L.C.             | 1,656.35   |         | 08/15/23        |         |
| ROCK FOR PATCHING AND SHOULDERS   |        |            |    |                   |                    |                                 |            |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |                   |                    |                                 | 14,586.93  | .00     | 14,586.93       |         |
| 206-6637-436.87-05 RENTALS / VEHICLE MAINTENANCE FUND                   |        |            |    |                   |                    |                                 |            |         |                 |         |
| 201   |        |            |    | 02/24 AP 07/20/23 | 0000000            | STAR EQUIPMENT, LTD.            | 1,000.00   |         | 08/15/23        |         |
| CONCRETE BREAKER  |        |            |    |                   |                    |                                 |            |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |                   |                    |                                 | 1,000.00   | .00     | 1,000.00        |         |
| 206-6637-436.92-81 STRUCTURE IMPROV & BLDGS / PERMEABLE ALLEY PROGRAM   |        |            |    |                   |                    |                                 |            |         |                 |         |
| 2274  |        |            |    | 12/23 AP 08/03/23 | 0000000            | OWEN CONTRACTING INC.           | 26,611.56  |         | 08/15/23        |         |
| 3268-2022 ALLEY RECON RETAINAGE   |        |            |    |                   |                    |                                 |            |         |                 |         |
| PROJECT#: 023268  |        |            |    |                   |                    |                                 |            |         |                 |         |
| 162   |        |            |    | 02/24 AP 08/02/23 | 0000000            | VIETH CONSTRUCTION CORPORATIO   | 47,061.23  |         | 08/15/23        |         |
| 3298-2023 ALLEY RECON   |        |            |    |                   |                    |                                 |            |         |                 |         |
| PROJECT#: 023298  |        |            |    |                   |                    |                                 |            |         |                 |         |
| 162   |        |            |    | 02/24 AP 07/31/23 | 0000000            | TERRACON CONSULTANTS, INC.      | 401.72     |         | 08/15/23        |         |
| 3298-2023 ALLEY RECON THROUGH 07/22/23                                  |        |            |    |                   |                    |                                 |            |         |                 |         |
| PROJECT#: 023298  |        |            |    |                   |                    |                                 |            |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |                   |                    |                                 | 74,074.51  | .00     | 74,074.51       |         |
| 206-6637-436.92-93 STRUCTURE IMPROV & BLDGS / WEST 27TH ST IMPROVEMENTS |        |            |    |                   |                    |                                 |            |         |                 |         |
| 2274  |        |            |    | 12/23 AP 07/18/23 | 0000000            | AECOM TECHNICAL SERVICES, INC   | 10,210.14  |         | 08/15/23        |         |
| 3240-W 27TH ST RECON THROUGH 06/30/23                                   |        |            |    |                   |                    |                                 |            |         |                 |         |
| PROJECT#: 023240  |        |            |    |                   |                    |                                 |            |         |                 |         |
| 206   |        |            |    | 02/24 AP 08/09/23 | 0000000            | PETERSON CONTRACTORS            | 107,966.13 |         | 08/15/23        |         |
| 3240-W 27TH STREET RECON  |        |            |    |                   |                    |                                 |            |         |                 |         |
| PROJECT#: 023240  |        |            |    |                   |                    |                                 |            |         |                 |         |
| ACCOUNT TOTAL   |        |            |    |                   |                    |                                 | 118,176.27 | .00     | 118,176.27      |         |
| 206-6637-436.93-01 EQUIPMENT / EQUIPMENT                                |        |            |    |                   |                    |                                 |            |         |                 |         |
| 186   |        |            |    | 02/24 AP 07/31/23 | 0000000            | BODENSTEINER IMPLEMENT CO.      | 9,900.00   |         | 08/15/23        |         |
| ROADWAY SHOULDER MOWER PW03285  |        |            |    |                   |                    |                                 |            |         |                 |         |

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|--|--------|------------|----|----------|--------------------|---|------------|-----------|-----------------|----------|
| FUND 206 STREET CONSTRUCTION FUND                          |        |            |    |          |                    |   |            |           |                 |          |
| 206-6637-436.93-01 EQUIPMENT / EQUIPMENT                   |        |            |    |          |                    |   |            |           |                 |          |
| 190  |        | 02/24 AP   |    | 07/20/23 | 0143760            | BRAD DEERY FORD<br>SNOW REMOVAL TRUCK AND<br>EQUIPMENT PW                         | 22,180.00  |           |                 | 08/09/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |   | 32,080.00  | .00       | 32,080.00       |          |
| 206-6647-436.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES |        |            |    |          |                    |   |            |           |                 |          |
| 2284   |        | 12/23 AP   |    | 06/30/23 | 0000000            | NAPA AUTO PARTS   | 140.27     |           |                 | 08/15/23 |
| 201  |        | 02/24 AP   |    | 08/09/23 | 0000000            | NAPA PARTS<br>O'DONNELL ACE HARDWARE  | 248.56     |           |                 | 08/15/23 |
| 201  |        | 02/24 AP   |    | 07/29/23 | 0000000            | CAULK AND KNIVES<br>UNITED PARCEL SERVICE   | 116.26     |           |                 | 08/15/23 |
| 186  |        | 02/24 AP   |    | 07/26/23 | 0000000            | TRAFFIC RETURN ALPHA<br>ECHO GROUP, INC.  | 600.00     |           |                 | 08/15/23 |
| 186  |        | 02/24 AP   |    | 07/25/23 | 0000000            | ELECTRICAL METER<br>ECHO GROUP, INC.  | 39.58      |           |                 | 08/15/23 |
| 186  |        | 02/24 AP   |    | 07/25/23 | 0000000            | ELECTRICAL SUPPLIES<br>MENARDS-CEDAR FALLS<br>CONNECTORS                          | 9.78       |           |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |   | 1,154.45   | .00       | 1,154.45        |          |
| 206-6647-436.72-62 OPERATING SUPPLIES / PAINT              |        |            |    |          |                    |   |            |           |                 |          |
| 186  |        | 02/24 AP   |    | 07/28/23 | 0000000            | DIAMOND VOGEL PAINT - #64/#55   | 13.02      |           |                 | 08/15/23 |
| 186  |        | 02/24 AP   |    | 07/25/23 | 0000000            | PAINT-TRAFFIC WHITE<br>DIAMOND VOGEL PAINT - #64/#55<br>MASKING TAPE/ROLLERS/TARP | 30.87      |           |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |   | 43.89      | .00       | 43.89           |          |
| 206-6647-436.73-12 OTHER SUPPLIES / TRAFFIC SIGNALS        |        |            |    |          |                    |   |            |           |                 |          |
| 201  |        | 02/24 AP   |    | 08/04/23 | 0000000            | TRAFFIC CONTROL CORPORATION<br>SIGNAL BASES                                       | 1,400.00   |           |                 | 08/15/23 |
| 201  |        | 02/24 AP   |    | 08/02/23 | 0000000            | TRAFFIC CONTROL CORPORATION<br>SIGNAL POLES                                       | 4,800.00   |           |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |   | 6,200.00   | .00       | 6,200.00        |          |
| FUND TOTAL   |        |            |    |          |                    |   | 248,623.73 | 22,180.00 | 226,443.73      |          |

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|--|--------|----------------------------------|----|----------|--------------------|-------------------------------|--------|---------|-----------------|----------|--|
| FUND 215 HOSPITAL FUND   |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| FUND 216 POLICE BLOCK GRANT FUND                                 |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| FUND 217 SECTION 8 HOUSING FUND                                  |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 217-2214-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES             |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 223  |        | 02/24 AP                         |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 3.42   |         |                 | 08/15/23 |  |
|  |        | COPY PAPER                       |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 1.61   |         |                 | 08/15/23 |  |
|  |        | NOTEBOOKS,POST ITS, HIGHLIGHTERS |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 1.52   |         |                 | 08/15/23 |  |
|  |        | COPY PAPER                       |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 07/25/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 28.71  |         |                 | 08/15/23 |  |
|  |        | ENVELOPES 9X12/6X9,PENS          |    |          |                    |                               |        |         |                 |          |  |
|  |        | ACCOUNT TOTAL                    |    |          |                    |                               |        | 35.26   | 0.00            | 35.26    |  |
| 217-2214-432.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES       |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 183  |        | 02/24 AP                         |    | 07/20/23 | 0000000            | STOREY KENWORTHY              | 2.34   |         |                 | 08/15/23 |  |
|  |        | #10 REGULAR ENVELOPES            |    |          |                    |                               |        |         |                 |          |  |
|  |        | ACCOUNT TOTAL                    |    |          |                    |                               |        | 2.34    | 0.00            | 2.34     |  |
| 217-2214-432.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 08/01/23 | 0000000            | ONE SOURCE THE BACKGROUND CHE | 422.65 |         |                 | 08/15/23 |  |
|  |        | JUL'23 APPLICANTS SEC 8          |    |          |                    |                               |        |         |                 |          |  |
|  |        | ACCOUNT TOTAL                    |    |          |                    |                               |        | 422.65  | 0.00            | 422.65   |  |
|  |        | FUND TOTAL                       |    |          |                    |                               |        | 460.25  | 0.00            | 460.25   |  |
| FUND 223 COMMUNITY BLOCK GRANT                                   |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 223-2224-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES             |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 223  |        | 02/24 AP                         |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 2.28   |         |                 | 08/15/23 |  |
|  |        | COPY PAPER                       |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .32    |         |                 | 08/15/23 |  |
|  |        | NOTEBOOKS,POST ITS, HIGHLIGHTERS |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .38    |         |                 | 08/15/23 |  |
|  |        | COPY PAPER                       |    |          |                    |                               |        |         |                 |          |  |
| 153  |        | 02/24 AP                         |    | 07/25/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .07    |         |                 | 08/15/23 |  |
|  |        | BLUE BALLPOINT PENS              |    |          |                    |                               |        |         |                 |          |  |
|  |        | ACCOUNT TOTAL                    |    |          |                    |                               |        | 3.05    | 0.00            | 3.05     |  |
| 223-2224-432.72-19 OPERATING SUPPLIES / PRINTING                 |        |                                  |    |          |                    |                               |        |         |                 |          |  |
| 183  |        | 02/24 AP                         |    | 07/20/23 | 0000000            | STOREY KENWORTHY              | 2.34   |         |                 | 08/15/23 |  |
|  |        | #10 REGULAR ENVELOPES            |    |          |                    |                               |        |         |                 |          |  |
|  |        | ACCOUNT TOTAL                    |    |          |                    |                               |        | 2.34    | 0.00            | 2.34     |  |

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| FUND 223 COMMUNITY BLOCK GRANT  |        |                           |    |                  |                                       |          |         |                 |         |  |
| 223-2224-432.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES      |        |                           |    |                  |                                       |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 428.95   |         | 08/15/23        |         |  |
|   |        | FFY22 ENT AGENCY AWARDS   |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 829.13   |         | 08/15/23        |         |  |
|   |        | FFY22 PLAN & REPORTS      |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
|   |        | ACCOUNT TOTAL             |    |                  |                                       | 1,258.08 | .00     | 1,258.08        |         |  |
| 223-2224-432.89-57 MISCELLANEOUS SERVICES / NBRHD ACCESSBLTY IMPRVMT  |        |                           |    |                  |                                       |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 1,206.69 |         | 08/15/23        |         |  |
|   |        | FFY21 ENT.SIDEWALKS       |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
|   |        | PROJECT#: 023248          |    |                  |                                       |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 599.59   |         | 08/15/23        |         |  |
|   |        | FFY22 ENT SIDEWALKS       |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
|   |        | PROJECT#: 023315          |    |                  |                                       |          |         |                 |         |  |
|   |        | ACCOUNT TOTAL             |    |                  |                                       | 1,806.28 | .00     | 1,806.28        |         |  |
| 223-2224-432.89-58 MISCELLANEOUS SERVICES / NEIGHBORHOOD BEAUTIFICATN |        |                           |    |                  |                                       |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 409.68   |         | 08/15/23        |         |  |
|   |        | FFY22 TREE REPLACE        |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
|   |        | PROJECT#: 023326          |    |                  |                                       |          |         |                 |         |  |
|   |        | ACCOUNT TOTAL             |    |                  |                                       | 409.68   | .00     | 409.68          |         |  |
| 223-2234-432.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES      |        |                           |    |                  |                                       |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 2,388.14 |         | 08/15/23        |         |  |
|   |        | FFY22 SINGLE FAMILY REHAB |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 134.42   |         | 08/15/23        |         |  |
|   |        | FFY22 RENT REHAB          |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
|   |        | ACCOUNT TOTAL             |    |                  |                                       | 2,522.56 | .00     | 2,522.56        |         |  |
| 223-2244-432.89-84 MISCELLANEOUS SERVICES / HOME PROGRAM              |        |                           |    |                  |                                       |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 543.87   |         | 08/15/23        |         |  |
|   |        | FFY22 HOME REHAB          |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
| 2273  |        | 12/23 AP                  |    | 06/30/23         | 0000000 IOWA NORTHLAND REGIONAL CO. O | 262.13   |         | 08/15/23        |         |  |
|   |        | FFY22 HOME ENVIR HABITAT  |    |                  | JUNE EXPENSES                         |          |         |                 |         |  |
|   |        | ACCOUNT TOTAL             |    |                  |                                       | 806.00   | .00     | 806.00          |         |  |
|   |        | FUND TOTAL                |    |                  |                                       | 6,807.99 | .00     | 6,807.99        |         |  |



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| GROUP NBR   | PO NBR | ACCTG PER. | CD | DATE     | TRANSACTION NUMBER | DESCRIPTION   | DEBITS       | CREDITS | CURRENT BALANCE | POST DT                   |
|---|--------|------------|----|----------|--------------------|---|--------------|---------|-----------------|---------------------------|
| FUND 224 TRUST & AGENCY   |        |            |    |          |                    |   |              |         |                 |                           |
| FUND 242 STREET REPAIR FUND   |        |            |    |          |                    |   |              |         |                 |                           |
| 242-1240-431.92-25  |        |            |    |          |                    | STRUCTURE IMPROV & BLDGS / CEDAR HEIGHTS AREA RECON |              |         |                 |                           |
| 2279  |        | 12/23      | AP | 07/24/23 | 0000000            | AHLERS AND COONEY, P.C.                             | 168.00       |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | LGL:023271:N.CDR HTS                                |              |         |                 | 06/20/23                  |
| PROJECT#:   |        |            |    |          |                    | 023271  |              |         |                 |                           |
| 2274  |        | 12/23      | AP | 07/18/23 | 0000000            | AECOM TECHNICAL SERVICES, INC                       | 14,569.37    |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3271-N CEDAR HEIGHTS PH1                            |              |         |                 | 06/10-06/30/23            |
| PROJECT#:   |        |            |    |          |                    | 023271  |              |         |                 |                           |
| 162   |        | 02/24      | AP | 08/02/23 | 0000000            | SCHMITT CONSTRUCTION CO.INC.,                       | 37,736.38    |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3271-N CEDAR HEIGHTS PH1                            |              |         |                 |                           |
| PROJECT#:   |        |            |    |          |                    | 023271  |              |         |                 |                           |
| 162   |        | 02/24      | AP | 07/31/23 | 0000000            | TERRACON CONSULTANTS, INC.                          | 174.96       |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3271-N CEDAR HEIGHTS PH1                            |              |         |                 | RIDGEWOOD SLOPE-07/21/23  |
| PROJECT#:   |        |            |    |          |                    | 023271  |              |         |                 |                           |
| ACCOUNT TOTAL   |        |            |    |          |                    |   | 52,648.71    | .00     | 52,648.71       |                           |
| 242-1240-431.92-44 STRUCTURE IMPROV & BLDGS / STREET RECONSTRUCTION |        |            |    |          |                    |   |              |         |                 |                           |
| 162   |        | 02/24      | AP | 08/07/23 | 0000000            | PETERSON CONTRACTORS                                | 285,854.83   |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3299-2023 STREET RECON                              |              |         |                 |                           |
| PROJECT#:   |        |            |    |          |                    | 023299  |              |         |                 |                           |
| 162   |        | 02/24      | AP | 07/31/23 | 0000000            | TERRACON CONSULTANTS, INC.                          | 297.72       |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3299-2023 STREET RECON                              |              |         |                 | MADISON, THROUGH 07/22/23 |
| PROJECT#:   |        |            |    |          |                    | 023299  |              |         |                 |                           |
| ACCOUNT TOTAL   |        |            |    |          |                    |   | 286,152.55   | .00     | 286,152.55      |                           |
| 242-1240-431.98-45 CAPITAL PROJECTS / MAIN STREET RECONSTRUCT       |        |            |    |          |                    |   |              |         |                 |                           |
| 162   |        | 02/24      | AP | 08/08/23 | 0000000            | PETERSON CONTRACTORS                                | 971,464.50   |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3283-MAIN ST RECONSTRUCT                            |              |         |                 |                           |
| PROJECT#:   |        |            |    |          |                    | 023283  |              |         |                 |                           |
| 162   |        | 02/24      | AP | 07/31/23 | 0000000            | TERRACON CONSULTANTS, INC.                          | 1,761.02     |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | 3283-MAIN ST RECONSTRUCT                            |              |         |                 | THROUGH 07/22/23          |
| PROJECT#:   |        |            |    |          |                    | 023283  |              |         |                 |                           |
| ACCOUNT TOTAL   |        |            |    |          |                    |   | 973,225.52   | .00     | 973,225.52      |                           |
| FUND TOTAL  |        |            |    |          |                    |   | 1,312,026.78 | .00     | 1,312,026.78    |                           |
| FUND 254 CABLE TV FUND  |        |            |    |          |                    |   |              |         |                 |                           |
| 254-1088-431.72-01  |        |            |    |          |                    | OPERATING SUPPLIES / OPERATING SUPPLIES             |              |         |                 |                           |
| 2277  |        | 12/23      | AP | 06/27/23 | 0143734            | US BANK   | 108.93       |         |                 | 08/07/23                  |
|   |        |            |    |          |                    | AMZN MKTP US*ZA0ET0PO3                              |              |         |                 | AA BATTERIES/BATT.-GO PRO |
| 223   |        | 02/24      | AP | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT                       | 4.56         |         |                 | 08/15/23                  |
|   |        |            |    |          |                    | COPY PAPER  |              |         |                 |                           |
| 223   |        | 02/24      | AP | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT                       | 1.46         |         |                 | 08/15/23                  |

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|---|--------|------------|----|-------|-----------------------------|--|--------|---------|-----------------|----------|
| FUND 254 CABLE TV FUND  |        |            |    |       |                             |  |        |         |                 |          |
| 254-1088-431.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES              |        |            |    |       |                             | continued  |        |         |                 |          |
| 153   |        |            |    | 02/24 | AP 08/01/23 0000000         | SCISSORS/STAPLES/BINDER<br>OFFICE EXPRESS OFFICE PRODUCT | 1.52   |         |                 | 08/15/23 |
| 183   |        |            |    | 02/24 | AP 07/20/23 0000000         | COPY PAPER<br>STOREY KENWORTHY                           | 2.34   |         |                 | 08/15/23 |
| 168   |        |            |    | 02/24 | AP 07/12/23 0143734         | #10 REGULAR ENVELOPES<br>US BANK                         | 206.24 |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/12/23 0143734         | AMAZON.COM*VL9II7PV3<br>US BANK                          | 470.60 |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/11/23 0143734         | B&H PHOTO 800-606-6969<br>US BANK                        | 9.00   |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/11/23 0143734         | ENVATO 66176668<br>US BANK                               | 6.00   |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/11/23 0143734         | ENVATO 66176668<br>US BANK                               | 2.00   |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/04/23 0143734         | ENVATO 66176668<br>US BANK                               | 81.68  |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/03/23 0143734         | AMZN MKTP US*MN7Z196J3<br>US BANK                        | 34.65  |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/03/23 0143734         | AMAZON.COM*9512U8423 AMZN<br>US BANK                     | 42.26  |         |                 | 08/07/23 |
|   |        |            |    |       |                             | AMAZON.COM*ZG26C1RR3 AMZN<br>BATTERY-PANASONIC LUMIX     |        |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |       |                             |  | 971.24 | .00     | 971.24          |          |
| 254-1088-431.72-11 OPERATING SUPPLIES / DUES, BOOKS, MAGAZINES          |        |            |    |       |                             |  |        |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/26/23 0143734         | US BANK  | 149.00 |         |                 | 08/07/23 |
| 2277  |        |            |    | 12/23 | AP 06/22/23 0143734         | STORY BLOCKSVIDEO<br>US BANK                             | 128.27 |         |                 | 08/07/23 |
|   |        |            |    |       |                             | DROPBOX NBCSWSTRJ8YK<br>DROPBOX PLUS                     |        |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |       |                             |  | 277.27 | .00     | 277.27          |          |
| 254-1088-431.73-01 OTHER SUPPLIES / REPAIR & MAINT. SUPPLIES            |        |            |    |       |                             |  |        |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/21/23 0143734         | US BANK  | 130.81 |         |                 | 08/07/23 |
|   |        |            |    |       |                             | DKC*DIGI KEY CORP<br>(25) BNC CONNECTOR PLUG             |        |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |       |                             |  | 130.81 | .00     | 130.81          |          |
| 254-1088-431.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD) |        |            |    |       |                             |  |        |         |                 |          |
| 2277  |        |            |    | 12/23 | AP 06/26/23 0143734         | US BANK  | 10.98  |         |                 | 08/07/23 |
| 2277  |        |            |    | 12/23 | AP 06/23/23 0143734         | CASEYS #1887<br>US BANK                                  | 8.00   |         |                 | 08/07/23 |
| 168   |        |            |    | 02/24 | AP 07/05/23 0143734         | CASEYS #1887<br>US BANK                                  | 630.23 |         |                 | 08/07/23 |
|   |        |            |    |       |                             | DJI DRONES<br>DJI MAVIC DRONE EXT.WARR.                  |        |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |       |                             |  | 649.21 | .00     | 649.21          |          |

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|--|--------|------------|----|----------|--------------------|-------------------------------|----------|---------|-----------------|----------|
| FUND 254 CABLE TV FUND                                       |        |            |    |          |                    |                               |          |         |                 |          |
| 254-1088-431.93-01 EQUIPMENT / EQUIPMENT                     |        |            |    |          |                    |                               |          |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/30/23 | 0143734            | US BANK                       | 69.93    |         |                 | 08/07/23 |
|  |        |            |    |          |                    | (3) ADAPTER STRIPS            |          |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/28/23 | 0143734            | US BANK                       | 954.68   |         |                 | 08/07/23 |
|  |        |            |    |          |                    | BOOMSET/TRIPOD ADAPTER        |          |         |                 |          |
| 2277   |        | 12/23 AP   |    | 06/26/23 | 0143734            | US BANK                       |          | 3.47    |                 | 08/07/23 |
|  |        |            |    |          |                    | REFUND TAX-INV900169004       |          |         |                 |          |
| 223  |        | 02/24 AP   |    | 08/01/23 | 0000000            | TUNEDGE, INC.                 | 450.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                    | 8/1/23-8/1/24                 |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/14/23 | 0143734            | US BANK                       | 699.99   |         |                 | 08/07/23 |
|  |        |            |    |          |                    | PORTABLE POWER STATION        |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/14/23 | 0143734            | US BANK                       | 131.50   |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WATER PROOF CASES             |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/11/23 | 0143734            | US BANK                       | 155.68   |         |                 | 08/07/23 |
|  |        |            |    |          |                    | WHIRLWIND LINE SPLITTER       |          |         |                 |          |
| 168  |        | 02/24 AP   |    | 07/06/23 | 0143734            | US BANK                       | 1,317.60 |         |                 | 08/07/23 |
|  |        |            |    |          |                    | BLK MAGIC URSA VIEWFINDER     |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                 | 3,779.38 | 3.47    | 3,775.91        |          |
|  |        |            |    |          |                    | FUND TOTAL                    | 5,807.91 | 3.47    | 5,804.44        |          |
| FUND 258 PARKING FUND  |        |            |    |          |                    |                               |          |         |                 |          |
| 258-5531-435.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES         |        |            |    |          |                    |                               |          |         |                 |          |
| 223  |        | 02/24 AP   |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 3.42     |         |                 | 08/15/23 |
|  |        |            |    |          |                    | COPY PAPER                    |          |         |                 |          |
| 223  |        | 02/24 AP   |    | 08/08/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .91      |         |                 | 08/15/23 |
|  |        |            |    |          |                    | CLIPS/LETTER OPENER           |          |         |                 |          |
| 153  |        | 02/24 AP   |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 3.22     |         |                 | 08/15/23 |
|  |        |            |    |          |                    | HIGHLIGHTERS                  |          |         |                 |          |
| 153  |        | 02/24 AP   |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 2.28     |         |                 | 08/15/23 |
|  |        |            |    |          |                    | COPY PAPER                    |          |         |                 |          |
| 153  |        | 02/24 AP   |    | 07/25/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .72      |         |                 | 08/15/23 |
|  |        |            |    |          |                    | BLUE BALLPOINT PENS           |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 07/20/23 | 0000000            | STOREY KENWORTHY              | 11.69    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | #10 REGULAR ENVELOPES         |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                 | 22.24    | .00     | 22.24           |          |
| 258-5531-435.81-48 PROFESSIONAL SERVICES / CONTRACT SERVICES |        |            |    |          |                    |                               |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 07/31/23 | 0000000            | IPS GROUP, INC                | 50.00    |         |                 | 08/15/23 |
|  |        |            |    |          |                    | (2 PAY STATIONS)              |          |         |                 |          |
| 183  |        | 02/24 AP   |    | 07/31/23 | 0000000            | IPS GROUP, INC                | 1,980.65 |         |                 | 08/15/23 |
|  |        |            |    |          |                    | PARKING CITATION FEES         |          |         |                 |          |
|  |        |            |    |          |                    | JULY 2023                     |          |         |                 |          |
|  |        |            |    |          |                    | ACCOUNT TOTAL                 | 2,030.65 | .00     | 2,030.65        |          |

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|--|--------|------------|----|-------|---------------------------------|--------------------------|----------|---------|-----------------|---------|
| FUND 258 PARKING FUND                                      |        |            |    |       |                                 |                          |          |         |                 |         |
| FUND TOTAL   |        |            |    |       |                                 |                          | 2,052.89 | .00     | 2,052.89        |         |
| FUND 261 TOURISM & VISITORS                                |        |            |    |       |                                 |                          |          |         |                 |         |
| 261-2291-423.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES |        |            |    |       |                                 |                          |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/30/23 0143734             | US BANK                  | 63.22    |         | 08/07/23        |         |
|  |        |            |    |       |                                 | WAL-MART #0753           |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/30/23 0143734             | US BANK                  | 169.12   |         | 08/07/23        |         |
|  |        |            |    |       |                                 | COFFEE POT / FILTERS     |          |         |                 |         |
|  |        |            |    |       |                                 | TST* BAMBINOS WATERLOO   |          |         |                 |         |
|  |        |            |    |       |                                 | HOSTED MOTORCOACH AT VC  |          |         |                 |         |
|  |        |            |    |       |                                 | PROJECT#: 032422         |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/29/23 0143734             | US BANK                  | 8.00     |         | 08/07/23        |         |
|  |        |            |    |       |                                 | SQ *HURTS DONUT COMPANY  |          |         |                 |         |
|  |        |            |    |       |                                 | SPECIAL DIET ROLLS FOR   |          |         |                 |         |
|  |        |            |    |       |                                 | PROJECT#: 032422         |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/28/23 0143734             | US BANK                  | 52.33    |         | 08/07/23        |         |
|  |        |            |    |       |                                 | SAMSCLUB #6514           |          |         |                 |         |
|  |        |            |    |       |                                 | SUPPLIES FOR HOSTING     |          |         |                 |         |
|  |        |            |    |       |                                 | PROJECT#: 032422         |          |         |                 |         |
| ACCOUNT TOTAL  |        |            |    |       |                                 |                          | 292.67   | .00     | 292.67          |         |
| 261-2291-423.72-99 OPERATING SUPPLIES / POSTAGE            |        |            |    |       |                                 |                          |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/26/23 0143734             | US BANK                  | 25.37    |         | 08/07/23        |         |
|  |        |            |    |       |                                 | THE UPS STORE 5189       |          |         |                 |         |
|  |        |            |    |       |                                 | SHIP CF-WLOO VISITOR     |          |         |                 |         |
| 168  |        |            |    | 02/24 | AP 07/18/23 0143734             | US BANK                  | 24.97    |         | 08/07/23        |         |
|  |        |            |    |       |                                 | THE UPS STORE 5189       |          |         |                 |         |
|  |        |            |    |       |                                 | SHIP POCKET GUIDES TO    |          |         |                 |         |
| ACCOUNT TOTAL  |        |            |    |       |                                 |                          | 50.34    | .00     | 50.34           |         |
| 261-2291-423.73-53 OTHER SUPPLIES / WEBSITE/CRM            |        |            |    |       |                                 |                          |          |         |                 |         |
| 192  |        |            |    | 02/24 | AP 08/03/23 0000000             | IDSS GLOBAL LLC          | 1,500.00 |         | 08/15/23        |         |
|  |        |            |    |       |                                 | QRTRLY SUBSCRIP SEPT-NOV |          |         |                 |         |
| ACCOUNT TOTAL  |        |            |    |       |                                 |                          | 1,500.00 | .00     | 1,500.00        |         |
| 261-2291-423.73-54 OTHER SUPPLIES / PROMOTIONAL ITEMS      |        |            |    |       |                                 |                          |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/29/23 0143734             | US BANK                  | 185.11   |         | 08/07/23        |         |
|  |        |            |    |       |                                 | DRI*UPRINTING            |          |         |                 |         |
|  |        |            |    |       |                                 | STICKERS FOR RAGBRAI     |          |         |                 |         |
| ACCOUNT TOTAL  |        |            |    |       |                                 |                          | 185.11   | .00     | 185.11          |         |
| 261-2291-423.73-55 OTHER SUPPLIES / MEDIA                  |        |            |    |       |                                 |                          |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/28/23 0143734             | US BANK                  | 15.00    |         | 08/07/23        |         |
|  |        |            |    |       |                                 | FACEBK J8MCFQX5V2        |          |         |                 |         |
|  |        |            |    |       |                                 | FACEBOOK BOOST-JAY ALLEN |          |         |                 |         |
| 2277   |        |            |    | 12/23 | AP 06/27/23 0143734             | US BANK                  | 500.00   |         | 08/07/23        |         |
|  |        |            |    |       |                                 | IN *MIDWEST PHOTO GUY    |          |         |                 |         |
|  |        |            |    |       |                                 | VIDEO SHOOT OF BIEN VENU |          |         |                 |         |
|  |        |            |    |       |                                 | PROJECT#: 032423         |          |         |                 |         |
| 168  |        |            |    | 02/24 | AP 07/10/23 0143734             | US BANK                  | 6.83     |         | 08/07/23        |         |

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|--|--------|---------------------------|----|-------------------|--------------------|--------------------------------|----------|---------|-----------------|----------|
| FUND 261 TOURISM & VISITORS                                |        |                           |    |                   |                    |                                |          |         |                 |          |
| 261-2291-423.73-55 OTHER SUPPLIES / MEDIA                  |        |                           |    |                   |                    | continued                      |          |         |                 |          |
| 168  |        | FACEBK M87FKPFFB2         |    | 02/24 AP 07/10/23 | 0143734            | US BANK FACEBOOK BOOST-CONTENT | 34.45    |         |                 | 08/07/23 |
|  |        | FACEBK LYWRTSKGB2         |    |                   |                    | FACEBOOK BOOST - CONTENT       |          |         |                 |          |
| ACCOUNT TOTAL  |        |                           |    |                   |                    |                                | 556.28   | .00     | 556.28          |          |
| 261-2291-423.83-06 TRANSPORTATION&EDUCATION / EDUCATION    |        |                           |    |                   |                    |                                |          |         |                 |          |
| 168  |        | 02/24 AP 07/04/23         |    | 0143734           |                    | US BANK TEMPEST INTERACTIVE    | 275.00   |         |                 | 08/07/23 |
|  |        | PROJECT#: 032424          |    |                   |                    | REG:UPPERMIDWEST CVB CONF      |          |         |                 |          |
| ACCOUNT TOTAL  |        |                           |    |                   |                    |                                | 275.00   | .00     | 275.00          |          |
| 261-2291-423.85-23 UTILITIES / BUILDING MAINTENANCE        |        |                           |    |                   |                    |                                |          |         |                 |          |
| 192  |        | 02/24 AP 08/04/23         |    | 0000000           |                    | ARAMARK MAT SERVICE            | 7.80     |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |                           |    |                   |                    |                                | 7.80     | .00     | 7.80            |          |
| 261-2291-423.85-50 UTILITIES / COMMUNITY AWARENESS         |        |                           |    |                   |                    |                                |          |         |                 |          |
| 2277   |        | 12/23 AP 06/22/23         |    | 0143734           |                    | US BANK SUPPLIES FOR MINI-GOLF | 11.02    |         |                 | 08/07/23 |
| 153  |        | AMZN MKTP US*LV2IA3WI3    |    | 02/24 AP 07/20/23 | 0000000            | PROFESSIONAL OFFICE SERVICES   | 1,309.93 |         |                 | 08/15/23 |
|  |        | UNI FRESHMAN WELCOME MAIL |    |                   |                    |                                |          |         |                 |          |
| ACCOUNT TOTAL  |        |                           |    |                   |                    |                                | 1,320.95 | .00     | 1,320.95        |          |
| 261-2291-423.85-51 UTILITIES / EVENTS, BIDS, & SPONSORS    |        |                           |    |                   |                    |                                |          |         |                 |          |
| 168  |        | 02/24 AP 07/12/23         |    | 0143734           |                    | US BANK WM SUPERCENTER #753    |          | 7.68    |                 | 08/07/23 |
|  |        |                           |    |                   |                    | RETURN FRAMES-DID NOT USE      |          |         |                 |          |
| ACCOUNT TOTAL  |        |                           |    |                   |                    |                                | .00      | 7.68    | 7.68            |          |
| FUND TOTAL   |        |                           |    |                   |                    |                                | 4,188.15 | 7.68    | 4,180.47        |          |
| FUND 262 SENIOR SERVICES & COMM CT                         |        |                           |    |                   |                    |                                |          |         |                 |          |
| 262-1092-423.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES |        |                           |    |                   |                    |                                |          |         |                 |          |
| 2278   |        | 12/23 AP 06/28/23         |    | 0143734           |                    | US BANK MICHAELS STORES 1246   | 119.00   |         |                 | 08/07/23 |
| 2278   |        | 12/23 AP 06/21/23         |    | 0143734           |                    | US BANK AMAZON.COM*PQ3QT3I63   | 15.98    |         |                 | 08/07/23 |
|  |        |                           |    |                   |                    | FRAMNG RAJA CHARI DISPLAY      |          |         |                 |          |
|  |        |                           |    |                   |                    | REGULAR COFFEE                 |          |         |                 |          |
| ACCOUNT TOTAL  |        |                           |    |                   |                    |                                | 134.98   | .00     | 134.98          |          |

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| FUND 262 SENIOR SERVICES & COMM CT                                     |        |            |    |                           |         |   |              |         |                 |         |
| 262-1092-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE         |        |            |    |                           |         |   |              |         |                 |         |
| 10   |        | 02/24      | AP | 08/04/23                  | 0000000 | ARAMARK                                       | 7.80         |         | 08/15/23        |         |
|  |        |            |    |                           |         | COMM. CENTER MAT SERVICE                      |              |         |                 |         |
| 10   |        | 02/24      | AP | 07/21/23                  | 0000000 | ARAMARK                                       | 7.80         |         | 08/15/23        |         |
|  |        |            |    |                           |         | COMM. CENTER MAT SERVICE                      |              |         |                 |         |
| 10   |        | 02/24      | AP | 07/07/23                  | 0000000 | ARAMARK                                       | 7.80         |         | 08/15/23        |         |
|  |        |            |    |                           |         | COMM. CENTER MAT SERVICE                      |              |         |                 |         |
|  |        |            |    |                           |         | ACCOUNT TOTAL                                 | 23.40        | .00     | 23.40           |         |
| 262-1092-423.89-08 MISCELLANEOUS SERVICES / BUS TRIPS/PROGRAMMING      |        |            |    |                           |         |   |              |         |                 |         |
| 10   |        | 02/24      | AP | 08/01/23                  | 0000000 | MASMAR, MANDY SUE                             | 120.00       |         | 08/15/23        |         |
|  |        |            |    |                           |         | SENIOR LINE DANCING FOR JULY '23              |              |         |                 |         |
| 10   |        | 02/24      | AP | 07/25/23                  | 0000000 | HEARST CENTER FOR THE ARTS                    | 140.00       |         | 08/15/23        |         |
|  |        |            |    |                           |         | ART ACTIVITY ON 7/20                          |              |         |                 |         |
|  |        |            |    |                           |         | ACCOUNT TOTAL                                 | 260.00       | .00     | 260.00          |         |
|  |        |            |    |                           |         | FUND TOTAL                                    | 418.38       | .00     | 418.38          |         |
| FUND 291 POLICE FORFEITURE FUND  |        |            |    |                           |         |   |              |         |                 |         |
| FUND 292 POLICE RETIREMENT FUND  |        |            |    |                           |         |   |              |         |                 |         |
| FUND 293 FIRE RETIREMENT FUND  |        |            |    |                           |         |   |              |         |                 |         |
| FUND 294 LIBRARY RESERVE   |        |            |    |                           |         |   |              |         |                 |         |
| FUND 295 SOFTBALL PLAYER CAPITAL                                       |        |            |    |                           |         |   |              |         |                 |         |
| FUND 296 GOLF CAPITAL  |        |            |    |                           |         |   |              |         |                 |         |
| FUND 297 REC FACILITIES CAPITAL  |        |            |    |                           |         |   |              |         |                 |         |
| 297-2253-423.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS |        |            |    |                           |         |   |              |         |                 |         |
| 202  |        | 02/24      | AP | 08/08/23                  | 0000000 | CEDAR FALLS COMMUNITY SCHOOLS                 | 1,400,000.00 |         | 08/15/23        |         |
|  |        |            |    |                           |         | AQUATIC CENTER CONST PH 1 NEW CFHS NATATORIUM |              |         |                 |         |
|  |        |            |    |                           |         | ACCOUNT TOTAL                                 | 1,400,000.00 | .00     | 1,400,000.00    |         |
|  |        |            |    |                           |         | FUND TOTAL                                    | 1,400,000.00 | .00     | 1,400,000.00    |         |
| FUND 298 HEARST CAPITAL  |        |            |    |                           |         |   |              |         |                 |         |
| 298-2280-423.89-39 MISCELLANEOUS SERVICES / ITEMS PURCHASED-DONATIONS  |        |            |    |                           |         |   |              |         |                 |         |
| 2277   |        | 12/23      | AP | 06/30/23                  | 0143734 | US BANK                                       | 159.76       |         | 08/07/23        |         |
|  |        |            |    |                           |         | WAL-MART #0753 BEADS, PLATES, PLASTER,        |              |         |                 |         |
| 2277   |        | 12/23      | AP | 06/26/23                  | 0143734 | US BANK                                       | 104.48       |         | 08/07/23        |         |
|  |        |            |    |                           |         | HOBBY-LOBBY #0135 BANDANAS, ACRYLIC PAINT     |              |         |                 |         |
| 2277   |        | 12/23      | AP | 06/26/23                  | 0143734 | US BANK                                       | 5.72         |         | 08/07/23        |         |
|  |        |            |    |                           |         | WAL-MART #0753 PLASTIC BAGS                   |              |         |                 |         |
| 2277   |        | 12/23      | AP | 06/26/23                  | 0143734 | US BANK                                       | 103.62       |         | 08/07/23        |         |
|  |        |            |    |                           |         | WM SUPERCENTER #753 RUBBING ALCOHOL, MARKERS  |              |         |                 |         |

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|---|--------|------------|----|---------------------------|---------|---------------------------|-----------|---------|----------------------------|
| FUND 298 HEARST CAPITAL   |        |            |    |                           |         |                           |           |         |                            |
| 298-2280-423.89-39 MISCELLANEOUS SERVICES / ITEMS PURCHASED-DONATIONS |        |            |    |                           |         | continued                 |           |         |                            |
| 2277  |        |            |    | 12/23 AP 06/26/23         | 0143734 | US BANK                   | 53.94     |         | 08/07/23                   |
|   |        |            |    |                           |         | MICHAELS STORES 1246      |           |         |                            |
|   |        |            |    |                           |         | AIR DRY CLAY              |           |         |                            |
| 2277  |        |            |    | 12/23 AP 06/23/23         | 0143734 | US BANK                   | 109.14    |         | 08/07/23                   |
|   |        |            |    |                           |         | WM SUPERCENTER #753       |           |         |                            |
|   |        |            |    |                           |         | RUBBING ALCOHOL, BANDANAS |           |         |                            |
| 2277  |        |            |    | 12/23 AP 06/22/23         | 0143734 | US BANK                   | 105.54    |         | 08/07/23                   |
|   |        |            |    |                           |         | DBC*BLICK ART MATERIAL    |           |         |                            |
|   |        |            |    |                           |         | BLOCK PRINTING INK        |           |         |                            |
| 2277  |        |            |    | 12/23 AP 06/21/23         | 0143734 | US BANK                   | 8.00      |         | 08/07/23                   |
|   |        |            |    |                           |         | HY-VEE CEDAR FALLS 1052   |           |         |                            |
|   |        |            |    |                           |         | SNACKS FOR YOUTH CAMPS    |           |         |                            |
| 2277  |        |            |    | 12/23 AP 06/21/23         | 0143734 | US BANK                   | 34.90     |         | 08/07/23                   |
|   |        |            |    |                           |         | MENARDS CEDAR FALLS IA    |           |         |                            |
|   |        |            |    |                           |         | PLASTER OF PARIS DRY MIX  |           |         |                            |
| 168   |        |            |    | 02/24 AP 07/20/23         | 0143734 | US BANK                   | 100.00    |         | 08/07/23                   |
|   |        |            |    |                           |         | KINEMA                    |           |         |                            |
|   |        |            |    |                           |         | FILM SCREENING LICENSE    |           |         |                            |
| 168   |        |            |    | 02/24 AP 07/03/23         | 0143734 | US BANK                   | 63.35     |         | 08/07/23                   |
|   |        |            |    |                           |         | MENARDS CEDAR FALLS IA    |           |         |                            |
|   |        |            |    |                           |         | PLASTER, SHELF LINER,     |           |         |                            |
|   |        |            |    |                           |         | ACCOUNT TOTAL             | 848.45    | .00     | 848.45                     |
|   |        |            |    |                           |         | FUND TOTAL                | 848.45    | .00     | 848.45                     |
| FUND 311 DEBT SERVICE FUND  |        |            |    |                           |         |                           |           |         |                            |
| FUND 402 WASHINGTON PARK FUND   |        |            |    |                           |         |                           |           |         |                            |
| FUND 404 FEMA   |        |            |    |                           |         |                           |           |         |                            |
| 404-1220-431.95-86 BOND FUND PROJECTS / CENTER STREET STREETScape     |        |            |    |                           |         |                           |           |         |                            |
| 162   |        |            |    | 02/24 AP 07/19/23         | 0000000 | WHITE CAP, LP             | 1,471.32  |         | 08/15/23                   |
|   |        |            |    |                           |         | 3206-CENTER STREETScape   |           |         |                            |
|   |        |            |    |                           |         | ADA WARNING PLATES        |           |         |                            |
|   |        |            |    |                           |         | PROJECT#: 023206          |           |         |                            |
|   |        |            |    |                           |         | ACCOUNT TOTAL             | 1,471.32  | .00     | 1,471.32                   |
|   |        |            |    |                           |         | FUND TOTAL                | 1,471.32  | .00     | 1,471.32                   |
| FUND 405 FLOOD RESERVE FUND   |        |            |    |                           |         |                           |           |         |                            |
| FUND 407 VISION IOWA PROJECT  |        |            |    |                           |         |                           |           |         |                            |
| FUND 408 STREET IMPROVEMENT FUND                                      |        |            |    |                           |         |                           |           |         |                            |
| FUND 410 CORONAVIRUS LOCAL RELIEF                                     |        |            |    |                           |         |                           |           |         |                            |
| FUND 430 2004 TIF BOND  |        |            |    |                           |         |                           |           |         |                            |
| 430-1220-431.97-64 TIF BOND PROJECTS / VIKING ROAD EXTENSION          |        |            |    |                           |         |                           |           |         |                            |
| 206   |        |            |    | 02/24 AP 08/02/23         | 0000000 | PETERSON CONTRACTORS      | 69,855.35 |         | 08/15/23                   |
|   |        |            |    |                           |         | 3189-W VIKING IND.PARK V  |           |         |                            |
|   |        |            |    |                           |         | PROJECT#: 023189          |           |         |                            |
|   |        |            |    |                           |         | ACCOUNT TOTAL             | 69,855.35 | .00     | 69,855.35                  |
| 430-1220-431.97-83 TIF BOND PROJECTS / TIF LEGAL FEES                 |        |            |    |                           |         |                           |           |         |                            |

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| NBR  | NBR | PER.     | CD                    | DATE     | NUMBER                                       |                           |           | BALANCE    |                           |
| FUND 430 2004 TIF BOND   |     |          |                       |          |  |                           |           |            |                           |
| 430-1220-431.97-83   |     |          |                       |          | TIF BOND PROJECTS / TIF LEGAL FEES           | continued                 |           |            |                           |
| 183  |     | 02/24 AP |                       | 07/24/23 | 0000000                                      | AHLERS AND COONEY, P.C.   | 85.50     |            | 08/15/23                  |
|  |     |          |                       |          |  | LGL:CONTESTED SERV. AREA  |           |            | 07/11/23-07/13/23         |
|  |     |          |                       |          | ACCOUNT TOTAL                                | 85.50                     | .00       | 85.50      |                           |
| 430-1220-431.98-48 CAPITAL PROJECTS / HUDSON ROAD/RIDGEWAY INT |     |          |                       |          |  |                           |           |            |                           |
| 162  |     | 02/24 AP |                       | 08/02/23 | 0000000                                      | KW ELECTRIC, INC.         | 44,554.15 |            | 08/15/23                  |
|  |     |          |                       |          |  | 3294-VARIOUS INTERSECTION |           |            |                           |
|  |     |          |                       |          | PROJECT#:                                    | 023294                    |           |            |                           |
|  |     |          |                       |          | ACCOUNT TOTAL                                | 44,554.15                 | .00       | 44,554.15  |                           |
|  |     |          |                       |          | FUND TOTAL                                   | 114,495.00                | .00       | 114,495.00 |                           |
| FUND 431 2014 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 432 2003 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 433 2001 TIF  |     |          |                       |          |  |                           |           |            |                           |
| FUND 434 2000 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 435 1999 TIF  |     |          |                       |          |  |                           |           |            |                           |
| FUND 436 2012 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 437 2018 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 437 2018 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 437 2018 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 437 2018 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 437 2018 BOND   |     |          |                       |          |  |                           |           |            |                           |
| FUND 438 2020 BOND FUND  |     |          |                       |          |  |                           |           |            |                           |
| 438-1220-431.98-23   |     |          |                       |          | CAPITAL PROJECTS / GREENHILL RD & S MAIN INT |                           |           |            |                           |
| 2274   |     | 12/23 AP |                       | 03/23/23 | 0000000                                      | SHIVE-HATTERY             | 601.20    |            | 08/15/23                  |
|  |     |          |                       |          |  | 3228-GREENHILL/S MAIN INT |           |            | SERVICES THROUGH 03/17/23 |
|  |     |          |                       |          | PROJECT#:                                    | 023228                    |           |            |                           |
| 162  |     | 02/24 AP |                       | 08/08/23 | 0000000                                      | PETERSON CONTRACTORS      | 84,965.62 |            | 08/15/23                  |
|  |     |          |                       |          |  | 3228-GREENHILL/S MAIN INT |           |            |                           |
|  |     |          |                       |          | PROJECT#:                                    | 023228                    |           |            |                           |
|  |     |          |                       |          | ACCOUNT TOTAL                                | 85,566.82                 | .00       | 85,566.82  |                           |
|  |     |          |                       |          | FUND TOTAL                                   | 85,566.82                 | .00       | 85,566.82  |                           |
| FUND 439 2022 BOND FUND  |     |          |                       |          |  |                           |           |            |                           |



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| FUND 443 CAPITAL PROJECTS                                      |        |            |    |          |                                 |  |              |         |                 |          |
| 443-1220-431.92-24   |        |            |    |          |                                 | STRUCTURE IMPROV & BLDGS / HIGH SCHOOL POOL      |              |         |                 |          |
| 202  |        | 02/24 AP   |    | 08/08/23 | 0000000                         | CEDAR FALLS COMMUNITY SCHOOLS                    | 2,100,000.00 |         |                 | 08/15/23 |
|  |        |            |    |          |                                 | AQUATIC CENTER CONST PH 1                        |              |         |                 |          |
|  |        |            |    |          |                                 | NEW CFHS NATATORIUM                              |              |         |                 |          |
|  |        |            |    |          |                                 | ACCOUNT TOTAL                                    | 2,100,000.00 | .00     | 2,100,000.00    |          |
| 443-1220-431.98-88 CAPITAL PROJECTS / ASHWORTH DR TO HUDSON RD |        |            |    |          |                                 |  |              |         |                 |          |
| 162  |        | 02/24 AP   |    | 08/02/23 | 0000000                         | SCHMITT CONSTRUCTION CO.INC.,                    | 113,693.24   |         |                 | 08/15/23 |
|  |        |            |    |          |                                 | 3244-ASHWORTH DR EXT.                            |              |         |                 |          |
|  |        |            |    |          |                                 | PROJECT#: 023244                                 |              |         |                 |          |
|  |        |            |    |          |                                 | ACCOUNT TOTAL                                    | 113,693.24   | .00     | 113,693.24      |          |
|  |        |            |    |          |                                 | FUND TOTAL                                       | 2,213,693.24 | .00     | 2,213,693.24    |          |
| FUND 472 PARKADE RENOVATION                                    |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 473 SIDEWALK ASSESSMENT                                   |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 483 ECONOMIC DEVELOPMENT                                  |        |            |    |          |                                 |  |              |         |                 |          |
| 483-2245-432.92-24   |        |            |    |          |                                 | COMMUNITY DEVELOPMENT / STRUCTURE IMPROV & BLDGS |              |         |                 |          |
| 202  |        | 02/24 AP   |    | 08/08/23 | 0000000                         | CEDAR FALLS COMMUNITY SCHOOLS                    | 500,000.00   |         |                 | 08/15/23 |
|  |        |            |    |          |                                 | AQUATIC CENTER CONST PH 1                        |              |         |                 |          |
|  |        |            |    |          |                                 | NEW CFHS NATATORIUM                              |              |         |                 |          |
|  |        |            |    |          |                                 | ACCOUNT TOTAL                                    | 500,000.00   | .00     | 500,000.00      |          |
|  |        |            |    |          |                                 | FUND TOTAL                                       | 500,000.00   | .00     | 500,000.00      |          |
| FUND 484 ECONOMIC DEVELOPMENT LAND                             |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 541 2018 STORM WATER BONDS                                |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 544 2008 SEWER BONDS                                      |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 545 2018 SEWER BONDS                                      |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 546 SEWER IMPROVEMENT FUND                                |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 547 SEWER RESERVE FUND                                    |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 548 1997 SEWER BOND FUND                                  |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 549 1992 SEWER BOND FUND                                  |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 550 2000 SEWER BOND FUND                                  |        |            |    |          |                                 |  |              |         |                 |          |
| FUND 551 REFUSE FUND   |        |            |    |          |                                 |  |              |         |                 |          |
| 551-6685-426.81-20   |        |            |    |          |                                 | PROFESSIONAL SERVICES / HUMANE SOCIETY           |              |         |                 |          |
| 2285   |        | 12/23 AP   |    | 06/12/23 | 0143722                         | WATERLOO, CITY OF                                | 203.70       |         |                 | 08/09/23 |
|  |        |            |    |          |                                 | DEER DISPOSAL;5/1-5/31/23                        |              |         |                 |          |
| 144  |        | 02/24 AP   |    | 08/01/23 | 0000000                         | WATERLOO, CITY OF                                | 407.40       |         |                 | 08/15/23 |
|  |        |            |    |          |                                 | DEER DISPOSAL:7/1-7/31/23                        |              |         |                 |          |
|  |        |            |    |          |                                 | ACCOUNT TOTAL                                    | 611.10       | .00     | 611.10          |          |

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|--|--------|------------|----|----------|--------------------|---------------------------------|--------|---------|-----------------|----------|
| FUND 551 REFUSE FUND   |        |            |    |          |                    |                                 |        |         |                 |          |
| 551-6685-436.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES         |        |            |    |          |                    |                                 |        |         |                 |          |
| 180  |        | 02/24      | AP | 07/26/23 | 0000000            | CAROLINA SOFTWARE, INC. STATION | 766.90 |         |                 | 08/15/23 |
| 168  |        | 02/24      | AP | 07/14/23 | 0143734            | US BANK                         | 7.00   |         |                 | 08/07/23 |
| 168  |        | 02/24      | AP | 07/12/23 | 0143734            | US BANK                         | 20.93  |         |                 | 08/07/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |                                 | 794.83 | .00     | 794.83          |          |
| 551-6685-436.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES   |        |            |    |          |                    |                                 |        |         |                 |          |
| 200  |        | 02/24      | AP | 07/31/23 | 0000000            | CULLIGAN WATER CONDITIONING     | 15.50  |         |                 | 08/15/23 |
| 200  |        | 02/24      | AP | 07/31/23 | 0000000            | CULLIGAN WATER CONDITIONING     | 15.50  |         |                 | 08/15/23 |
| 200  |        | 02/24      | AP | 07/18/23 | 0000000            | POLK'S LOCK SERVICE, INC.       | 238.08 |         |                 | 08/15/23 |
| 201  |        | 02/24      | AP | 07/06/23 | 0000000            | STOREY KENWORTHY                | 570.00 |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |                                 | 839.08 | .00     | 839.08          |          |
| 551-6685-436.72-16 OPERATING SUPPLIES / TOOLS                |        |            |    |          |                    |                                 |        |         |                 |          |
| 200  |        | 02/24      | AP | 07/31/23 | 0000000            | O'DONNELL ACE HARDWARE          | 17.34  |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |                                 | 17.34  | .00     | 17.34           |          |
| 551-6685-436.72-17 OPERATING SUPPLIES / UNIFORMS             |        |            |    |          |                    |                                 |        |         |                 |          |
| 201  |        | 02/24      | AP | 07/25/23 | 0000000            | SERVICEWEAR APPAREL, INC.       | 56.43  |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |                                 | 56.43  | .00     | 56.43           |          |
| 551-6685-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES      |        |            |    |          |                    |                                 |        |         |                 |          |
| 183  |        | 02/24      | AP | 08/01/23 | 0000000            | BROWN'S SHOE FIT                | 153.00 |         |                 | 08/15/23 |
| ACCOUNT TOTAL  |        |            |    |          |                    |                                 | 153.00 | .00     | 153.00          |          |
| 551-6685-436.73-01 OTHER SUPPLIES / REPAIR & MAINT. SUPPLIES |        |            |    |          |                    |                                 |        |         |                 |          |
| 186  |        | 02/24      | AP | 07/27/23 | 0000000            | O'DONNELL ACE HARDWARE          | 29.38  |         |                 | 08/15/23 |
| 186  |        | 02/24      | AP | 07/26/23 | 0000000            | MENARDS-CEDAR FALLS             | 85.64  |         |                 | 08/15/23 |

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|--|--------|------------|----|-------|-----------------------------|---|-----------|---------|--------------------|---------|
| FUND 551 REFUSE FUND   |        |            |    |       |                             |   |           |         |                    |         |
| 551-6685-436.73-01 OTHER SUPPLIES / REPAIR & MAINT. SUPPLIES           |        |            |    |       |                             | continued   |           |         |                    |         |
| ACCOUNT TOTAL  |        |            |    |       |                             |   | 115.02    | .00     | 115.02             |         |
| 551-6685-436.73-05 OTHER SUPPLIES / OPERATING EQUIPMENT                |        |            |    |       |                             |   |           |         |                    |         |
| 2284   |        |            |    | 12/23 | AP 06/30/23 0000000         | NAPA AUTO PARTS<br>NAPA PARTS                           | 743.50    |         | 08/15/23           |         |
| ACCOUNT TOTAL  |        |            |    |       |                             |   | 743.50    | .00     | 743.50             |         |
| 551-6685-436.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS       |        |            |    |       |                             |   |           |         |                    |         |
| 2277   |        |            |    | 12/23 | AP 06/30/23 0143734         | US BANK<br>FSP*IOWA RECYCLING ASSOCI                    | 175.00    |         | 08/07/23           |         |
| ACCOUNT TOTAL  |        |            |    |       |                             |   | 175.00    | .00     | 175.00             |         |
| 551-6685-436.86-36 REPAIR & MAINTENANCE / TRANSFER STATION MAINT.      |        |            |    |       |                             |   |           |         |                    |         |
| 200  |        |            |    | 02/24 | AP 08/08/23 0000000         | C & C WELDING & SANDBLASTING<br>TRANSFER STATION REPAIR | 3,078.93  |         | 08/15/23           |         |
| ACCOUNT TOTAL  |        |            |    |       |                             |   | 3,078.93  | .00     | 3,078.93           |         |
| 551-6685-436.87-02 RENTALS / MATERIAL DISPOSAL/HANDLIN                 |        |            |    |       |                             |   |           |         |                    |         |
| 201  |        |            |    | 02/24 | AP 08/04/23 0000000         | WEIKERT IRON AND METAL                                  | 2,289.00  |         | 08/15/23           |         |
| 200  |        |            |    | 02/24 | AP 07/29/23 0000000         | LIBERTY TIRE RECYCLING, LLC                             | 556.11    |         | 08/15/23           |         |
| 186  |        |            |    | 02/24 | AP 07/15/23 0000000         | LIBERTY TIRE RECYCLING, LLC                             | 778.33    |         | 08/15/23           |         |
| ACCOUNT TOTAL  |        |            |    |       |                             |   | 3,623.44  | .00     | 3,623.44           |         |
| 551-6685-436.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS |        |            |    |       |                             |   |           |         |                    |         |
| 200  |        |            |    | 02/24 | AP 07/20/23 0000000         | MOBILFY<br>RECYCLING SITE CAMERAS                       | 2,835.00  |         | 08/15/23           |         |
| ACCOUNT TOTAL  |        |            |    |       |                             |   | 2,835.00  | .00     | 2,835.00           |         |
| FUND TOTAL   |        |            |    |       |                             |   | 13,042.67 | .00     | 13,042.67          |         |

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|---|--------|------------|----|-------|---------------------|---|----------|---------|-----------------|----------|
| FUND 552 SEWER RENTAL FUND                              |        |            |    |       |                     |   |          |         |                 |          |
| 552-6655-436.73-27                                      |        |            |    |       | 0000000             | OTHER SUPPLIES / IOWA ONE CALL              |          |         |                 |          |
| 2284  |        |            |    | 12/23 | AP 07/24/23 0000000 | IOWA ONE CALL                               | 506.70   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | JUNE 2023 IOWA ONE CALLS                    |          |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |       |                     |   | 506.70   | .00     | 506.70          |          |
| 552-6665-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES |        |            |    |       |                     |   |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 08/07/23 0000000 | UNITED RENTALS (NORTH AMERICA               | 850.00   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | MULTIGAS CONFINED SPACE METER               |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 08/05/23 0000000 | UNITED PARCEL SERVICE                       | 18.02    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | UNITED RENTALS RETURN                       |          |         |                 |          |
| 183   |        |            |    | 02/24 | AP 08/01/23 0000000 | THOMPSON SHOES                              | 175.00   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | SAFETY SHOES-J TIMMERMAN P.O. 56870         |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/28/23 0000000 | CAMPBELL SUPPLY WATERLOO                    | 77.96    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | HYDRATION ELECTROLYTE                       |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/19/23 0000000 | CAMPBELL SUPPLY WATERLOO                    | 41.50    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | SAFETY GLASSES                              |          |         |                 |          |
| ACCOUNT TOTAL   |        |            |    |       |                     |   | 1,162.48 | .00     | 1,162.48        |          |
| 552-6665-436.73-05 OTHER SUPPLIES / OPERATING EQUIPMENT |        |            |    |       |                     |   |          |         |                 |          |
| 2284  |        |            |    | 12/23 | AP 06/30/23 0000000 | NAPA AUTO PARTS                             | 9.54     |         |                 | 08/15/23 |
|   |        |            |    |       |                     | NAPA PARTS                                  |          |         |                 |          |
| 2283  |        |            |    | 12/23 | AP 06/29/23 0000000 | MENARDS-CEDAR FALLS                         | 121.87   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | LIMEAWAY, GLASS CLEANER YELLOW JACKET TRAPS |          |         |                 |          |
| 2283  |        |            |    | 12/23 | AP 06/20/23 0000000 | O'DONNELL ACE HARDWARE                      | 12.69    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | INSECT FOGGER                               |          |         |                 |          |
| 2283  |        |            |    | 12/23 | AP 06/20/23 0000000 | O'DONNELL ACE HARDWARE                      | 63.66    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | TOURIST PARK PARTS                          |          |         |                 |          |
| 2283  |        |            |    | 12/23 | AP 06/19/23 0000000 | O'DONNELL ACE HARDWARE                      | 74.12    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | INSECT KILLERS                              |          |         |                 |          |
| 2283  |        |            |    | 12/23 | AP 06/08/23 0000000 | BENTON BUILDING CENTER                      | 12.22    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | HOSE NOZZLE                                 |          |         |                 |          |
| 2283  |        |            |    | 12/23 | AP 06/07/23 0000000 | O'DONNELL ACE HARDWARE                      | 44.06    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | DAWN SOAP, AA BATTERIES                     |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/31/23 0000000 | MENARDS-CEDAR FALLS                         | 74.99    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | LUMBER, NUTS, BOLTS                         |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/31/23 0000000 | O'DONNELL ACE HARDWARE                      | 70.32    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | NUTS AND BOLTS                              |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/28/23 0000000 | GRAINGER PARTS                              | 540.83   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | DETENTION BASIN SUMP PUMP                   |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/28/23 0000000 | MENARDS-CEDAR FALLS                         | 40.70    |         |                 | 08/15/23 |
|   |        |            |    |       |                     | PLUMBING SUPPLIES-PVC                       |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/25/23 0000000 | ENGINEERED AIR                              | 101.88   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | BIO BLOWER RELAY                            |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/21/23 0000000 | CAMPBELL SUPPLY WATERLOO                    | 220.60   |         |                 | 08/15/23 |
|   |        |            |    |       |                     | DRAIN BAGS                                  |          |         |                 |          |
| 195   |        |            |    | 02/24 | AP 07/21/23 0000000 | GRAINGER PARTS                              | 1,568.11 |         |                 | 08/15/23 |

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|--|--------|-------------------------------------|----|----------|---------------------------------|-----------------------------|----------|---------|-----------------|----------|
| FUND 552 SEWER RENTAL FUND                                       |        |                                     |    |          |                                 |                             |          |         |                 |          |
| 552-6665-436.73-05 OTHER SUPPLIES / OPERATING EQUIPMENT          |        |                                     |    |          |                                 | continued                   |          |         |                 |          |
| VARIOUS CONTACTORS   |        |                                     |    |          |                                 |                             |          |         |                 |          |
| ACCOUNT TOTAL  |        |                                     |    |          |                                 |                             | 2,955.59 | .00     | 2,955.59        |          |
| 552-6665-436.73-06 OTHER SUPPLIES / BUILDING REPAIR              |        |                                     |    |          |                                 |                             |          |         |                 |          |
| 2283   |        | 12/23 AP                            |    | 06/27/23 | 0000000                         | O'DONNELL ACE HARDWARE      | 52.97    |         |                 | 08/15/23 |
|  |        | PVC CONDUIT/ELBOW                   |    |          |                                 |                             |          |         |                 |          |
| 2283   |        | 12/23 AP                            |    | 06/19/23 | 0000000                         | O'DONNELL ACE HARDWARE      | 32.98    |         |                 | 08/15/23 |
|  |        | GFCI OUTLET                         |    |          |                                 |                             |          |         |                 |          |
| 2283   |        | 12/23 AP                            |    | 06/08/23 | 0000000                         | O'DONNELL ACE HARDWARE      | 21.38    |         |                 | 08/15/23 |
|  |        | ANT KILLER                          |    |          |                                 |                             |          |         |                 |          |
| 2283   |        | 12/23 AP                            |    | 05/04/23 | 0000000                         | CHRISTIE DOOR COMPANY       | 50.00    |         |                 | 08/15/23 |
|  |        | DOOR REPAIR                         |    |          |                                 |                             |          |         |                 |          |
| ACCOUNT TOTAL  |        |                                     |    |          |                                 |                             | 157.33   | .00     | 157.33          |          |
| 552-6665-436.73-31 OTHER SUPPLIES / LAB SUPPLIES & EQUIPMENT     |        |                                     |    |          |                                 |                             |          |         |                 |          |
| 195  |        | 02/24 AP                            |    | 07/28/23 | 0000000                         | MIDLAND SCIENTIFIC, INC.    | 247.89   |         |                 | 08/15/23 |
|  |        | LAB SUPPLIES                        |    |          |                                 |                             |          |         |                 |          |
| ACCOUNT TOTAL  |        |                                     |    |          |                                 |                             | 247.89   | .00     | 247.89          |          |
| 552-6665-436.74-05 SEWER SUPPLIES / OPER EQUIP-COLLECTIONS SY    |        |                                     |    |          |                                 |                             |          |         |                 |          |
| 195  |        | 02/24 AP                            |    | 07/25/23 | 0000000                         | CAMPBELL SUPPLY WATERLOO    | 229.00   |         |                 | 08/15/23 |
|  |        | HYDRO GREASE GUN                    |    |          |                                 |                             |          |         |                 |          |
| ACCOUNT TOTAL  |        |                                     |    |          |                                 |                             | 229.00   | .00     | 229.00          |          |
| 552-6665-436.74-36 SEWER SUPPLIES / SUPPLIES/SANITARY SEWERS     |        |                                     |    |          |                                 |                             |          |         |                 |          |
| 195  |        | 02/24 AP                            |    | 07/27/23 | 0000000                         | JIM JOLLY SALES, INC        | 1,871.37 |         |                 | 08/15/23 |
|  |        | TOURIST LS CHECK VALVE              |    |          |                                 |                             |          |         |                 |          |
| 201  |        | 02/24 AP                            |    | 07/25/23 | 0000000                         | UTILITY EQUIPMENT COMPANY   | 1,807.92 |         |                 | 08/15/23 |
|  |        | 4" MANHOLES                         |    |          |                                 |                             |          |         |                 |          |
| 186  |        | 02/24 AP                            |    | 07/21/23 | 0000000                         | MENARDS-CEDAR FALLS         | 53.61    |         |                 | 08/15/23 |
|  |        | MANHOLE CAULK                       |    |          |                                 |                             |          |         |                 |          |
| ACCOUNT TOTAL  |        |                                     |    |          |                                 |                             | 3,732.90 | .00     | 3,732.90        |          |
| 552-6665-436.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS |        |                                     |    |          |                                 |                             |          |         |                 |          |
| 195  |        | 02/24 AP                            |    | 07/21/23 | 0000000                         | IOWA DEPT-NATURAL RESOURCES | 1,275.00 |         |                 | 08/15/23 |
|  |        | ANNUAL NPDES WASTE WATER PERMIT FEE |    |          |                                 |                             |          |         |                 |          |
| ACCOUNT TOTAL  |        |                                     |    |          |                                 |                             | 1,275.00 | .00     | 1,275.00        |          |

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|--|--------|--------------------------------------|----|----------|--------------------|-------------------------------|------------|------------|-----------------|------------|--|
| FUND 552 SEWER RENTAL FUND   |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 552-6665-436.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE         |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 195  |        | 02/24 AP                             |    | 07/31/23 | 0000000            | MIDWEST OVERHEAD CRANE        | 470.98     |            | 08/15/23        |            |  |
|  |        | UV CRANE REPAIR                      |    |          |                    |                               |            |            |                 |            |  |
| 195  |        | 02/24 AP                             |    | 07/26/23 | 0000000            | AUTOMATIC SYSTEMS CO.         | 1,110.00   |            | 08/15/23        |            |  |
|  |        | SCADA REPAIR                         |    |          |                    |                               |            |            |                 |            |  |
| 195  |        | 02/24 AP                             |    | 07/19/23 | 0000000            | PLUMB TECH INC.               | 339.83     |            | 08/15/23        |            |  |
|  |        | BACKFLOW PREVENTION REPLA CEMENT     |    |          |                    |                               |            |            |                 |            |  |
|  |        | ACCOUNT TOTAL                        |    |          |                    |                               |            | 1,920.81   | .00             | 1,920.81   |  |
| 552-6665-436.86-12 REPAIR & MAINTENANCE / TOWELS                       |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 195  |        | 02/24 AP                             |    | 08/04/23 | 0000000            | ARAMARK                       | 30.46      |            | 08/15/23        |            |  |
|  |        | RUGS AND TOWELS                      |    |          |                    |                               |            |            |                 |            |  |
|  |        | ACCOUNT TOTAL                        |    |          |                    |                               |            | 30.46      | .00             | 30.46      |  |
| 552-6665-436.86-29 REPAIR & MAINTENANCE / LAB & TESTING                |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 2283   |        | 12/23 AP                             |    | 07/31/23 | 0000000            | TESTAMERICA LABORATORIES, INC | 797.00     |            | 08/15/23        |            |  |
|  |        | LAB TESTING: JUN-JUL                 |    |          |                    |                               |            |            |                 |            |  |
| 195  |        | 02/24 AP                             |    | 08/08/23 | 0000000            | KEYSTONE LABORATORIES, INC.   | 139.00     |            | 08/15/23        |            |  |
|  |        | LAB TESTING-7/19 SAMPLE              |    |          |                    |                               |            |            |                 |            |  |
| 195  |        | 02/24 AP                             |    | 08/08/23 | 0000000            | KEYSTONE LABORATORIES, INC.   | 139.00     |            | 08/15/23        |            |  |
|  |        | LAB TESTING-7/24 SAMPLE              |    |          |                    |                               |            |            |                 |            |  |
|  |        | ACCOUNT TOTAL                        |    |          |                    |                               |            | 1,075.00   | .00             | 1,075.00   |  |
| 552-6665-436.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 2283   |        | 12/23 AP                             |    | 08/02/23 | 0000000            | MUNICIPAL PIPE TOOL CO., INC. | 188,031.85 |            | 08/15/23        |            |  |
|  |        | CIPP LINING PROJECT 2023 SA-000-3316 |    |          |                    |                               |            |            |                 |            |  |
|  |        | PROJECT#: 023316                     |    |          |                    |                               |            |            |                 |            |  |
|  |        | ACCOUNT TOTAL                        |    |          |                    |                               |            | 188,031.85 | .00             | 188,031.85 |  |
|  |        | FUND TOTAL                           |    |          |                    |                               |            | 201,325.01 | .00             | 201,325.01 |  |
| FUND 553 2004 SEWER BOND   |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| FUND 555 STORM WATER UTILITY   |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 555-6630-432.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES             |        |                                      |    |          |                    |                               |            |            |                 |            |  |
| 153  |        | 02/24 AP                             |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 1.29       |            | 08/15/23        |            |  |
|  |        | NOTEBOOKS, POST ITS, HILIGHTERS      |    |          |                    |                               |            |            |                 |            |  |
| 153  |        | 02/24 AP                             |    | 08/01/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | 1.90       |            | 08/15/23        |            |  |
|  |        | COPY PAPER                           |    |          |                    |                               |            |            |                 |            |  |
| 153  |        | 02/24 AP                             |    | 07/25/23 | 0000000            | OFFICE EXPRESS OFFICE PRODUCT | .29        |            | 08/15/23        |            |  |
|  |        | BLUE BALLPOINT PENS                  |    |          |                    |                               |            |            |                 |            |  |
| 183  |        | 02/24 AP                             |    | 07/20/23 | 0000000            | STOREY KENWORTHY              | 4.68       |            | 08/15/23        |            |  |

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| GROUP  | PO    | ACCTG | ----     | TRANSACTION | ----   |                               |          |         |                 |
|--|-------|-------|----------|-------------|--------|-------------------------------|----------|---------|-----------------|
| NBR  | NBR   | PER.  | CD       | DATE        | NUMBER | DESCRIPTION                   | DEBITS   | CREDITS | CURRENT BALANCE |
|  |       |       |          |             |        |                               |          |         | POST DT         |
| FUND 555 STORM WATER UTILITY   |       |       |          |             |        |                               |          |         |                 |
| 555-6630-432.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES             |       |       |          |             |        | continued                     |          |         |                 |
| #10 REGULAR ENVELOPES  |       |       |          |             |        |                               |          |         |                 |
| ACCOUNT TOTAL  |       |       |          |             |        |                               | 8.16     | .00     | 8.16            |
| 555-6630-432.73-34 OTHER SUPPLIES / STORM SEWERS                       |       |       |          |             |        |                               |          |         |                 |
| 186  | 02/24 | AP    | 07/28/23 | 0000000     |        | O'DONNELL ACE HARDWARE        | 5.99     |         | 08/15/23        |
|  |       |       |          |             |        | CONCRETE FOR COLLAR           |          |         |                 |
| 180  | 02/24 | AP    | 07/27/23 | 0000000     |        | BENTON'S READY MIX CONCRETE,  | 187.00   |         | 08/15/23        |
|  |       |       |          |             |        | STORM INTAKE-IRVING ST.       |          |         |                 |
| 180  | 02/24 | AP    | 07/26/23 | 0000000     |        | BENTON'S READY MIX CONCRETE,  | 187.00   |         | 08/15/23        |
|  |       |       |          |             |        | STORM COLLAR-GREENHILL RD     |          |         |                 |
| 201  | 02/24 | AP    | 07/24/23 | 0000000     |        | TOBEN DRAINAGE, LLC           | 350.00   |         | 08/15/23        |
|  |       |       |          |             |        | CHERRYWOOD SUB DRAIN          | CLEANING |         |                 |
| ACCOUNT TOTAL  |       |       |          |             |        |                               | 729.99   | .00     | 729.99          |
| 555-6630-432.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS |       |       |          |             |        |                               |          |         |                 |
| 162  | 02/24 | AP    | 08/09/23 | 0000000     |        | PETERSON CONTRACTORS          | 4,034.17 |         | 08/15/23        |
|  |       |       |          |             |        | 3215-OLIVE ST BOX CULVERT     |          |         |                 |
| PROJECT#:  |       |       |          |             |        | 023215                        |          |         |                 |
| ACCOUNT TOTAL  |       |       |          |             |        |                               | 4,034.17 | .00     | 4,034.17        |
| FUND TOTAL   |       |       |          |             |        |                               | 4,772.32 | .00     | 4,772.32        |
| FUND 570 SEWER ASSESSMENT  |       |       |          |             |        |                               |          |         |                 |
| FUND 606 DATA PROCESSING FUND  |       |       |          |             |        |                               |          |         |                 |
| 606-1078-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES                   |       |       |          |             |        |                               |          |         |                 |
| 223  | 02/24 | AP    | 08/08/23 | 0000000     |        | OFFICE EXPRESS OFFICE PRODUCT | 3.42     |         | 08/15/23        |
|  |       |       |          |             |        | COPY PAPER                    |          |         |                 |
| 183  | 02/24 | AP    | 08/01/23 | 0000000     |        | OFFICE EXPRESS OFFICE PRODUCT | 229.89   |         | 08/15/23        |
|  |       |       |          |             |        | DRY ERASE BOARD-WORK ROOM     |          |         |                 |
| 183  | 02/24 | AP    | 07/20/23 | 0000000     |        | STOREY KENWORTHY              | 2.34     |         | 08/15/23        |
|  |       |       |          |             |        | #10 REGULAR ENVELOPES         |          |         |                 |
| ACCOUNT TOTAL  |       |       |          |             |        |                               | 235.65   | .00     | 235.65          |
| 606-1078-441.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES             |       |       |          |             |        |                               |          |         |                 |
| 2277   | 12/23 | AP    | 06/26/23 | 0143734     |        | US BANK                       | 221.56   |         | 08/07/23        |
|  |       |       |          |             |        | AMZN MKTP US*AE7WQ51I3        |          |         |                 |
| 168  | 02/24 | AP    | 07/11/23 | 0143734     |        | US BANK                       | 55.05    |         | 08/07/23        |
|  |       |       |          |             |        | AMZN MKTP US*9I8LC5H13        |          |         |                 |
| 168  | 02/24 | AP    | 07/03/23 | 0143734     |        | US BANK                       | 85.55    |         | 08/07/23        |
|  |       |       |          |             |        | AMZN MKTP US*VW9X40LJ3        |          |         |                 |
|  |       |       |          |             |        | BLURAY PLYR-INVESTIGATION     |          |         |                 |

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| GROUP   | PO  | ACCTG                     | ---- | TRANSACTION     | ----    |                               |           |         | CURRENT  |
|---|-----|---------------------------|------|-----------------|---------|-------------------------------|-----------|---------|----------|
| NBR   | NBR | PER.                      | CD   | DATE            | NUMBER  | DESCRIPTION                   | DEBITS    | CREDITS | BALANCE  |
|   |     |                           |      |                 |         |                               |           |         | POST DT  |
| FUND 606 DATA PROCESSING FUND                                       |     |                           |      |                 |         |                               |           |         |          |
| 606-1078-441.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES          |     |                           |      |                 |         | continued                     |           |         |          |
| 168   |     | 02/24 AP                  |      | 07/03/23        | 0143734 | US BANK                       | 37.37     |         | 08/07/23 |
|   |     | AMZN MKTP                 |      | US*JB1A15U13    |         | WIRELESS MICE/ADAPTOR-P&Z     |           |         |          |
| ACCOUNT TOTAL   |     |                           |      |                 |         |                               | 399.53    | .00     | 399.53   |
| 606-1078-441.81-40 PROFESSIONAL SERVICES / PUBLIC INFORMATION PROG. |     |                           |      |                 |         |                               |           |         |          |
| 2277  |     | 12/23 AP                  |      | 06/26/23        | 0143734 | US BANK                       | 99.00     |         | 08/07/23 |
|   |     | STK*BIGSTOCKPHOTO.COM     |      |                 |         | ONLINE IMAGE SUBSCRIPTION     |           |         |          |
| ACCOUNT TOTAL   |     |                           |      |                 |         |                               | 99.00     | .00     | 99.00    |
| 606-1078-441.82-10 COMMUNICATION / TELEPHONE HOLDING ACCOUNT        |     |                           |      |                 |         |                               |           |         |          |
| 183   |     | 02/24 AP                  |      | 07/22/23        | 0000000 | GORDON FLESCH COMPANY         | 1,083.25  |         | 08/15/23 |
|   |     | COPIERS/24629-MPS01       |      |                 |         | 7/22/23-8/21/23               |           |         |          |
| ACCOUNT TOTAL   |     |                           |      |                 |         |                               | 1,083.25  | .00     | 1,083.25 |
| 606-1078-441.83-06 TRANSPORTATION&EDUCATION / EDUCATION             |     |                           |      |                 |         |                               |           |         |          |
| 223   |     | 02/24 AP                  |      | 08/11/23        | 0000000 | PROFESSIONAL DEVELOPMENT ACAD | 3,000.00  |         | 08/15/23 |
|   |     | REG:ENTERPRISE CYBERSECUR |      |                 |         | ONLINE-SORENSN & WILLIAMS     |           |         |          |
| ACCOUNT TOTAL   |     |                           |      |                 |         |                               | 3,000.00  | .00     | 3,000.00 |
| 606-1078-441.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE      |     |                           |      |                 |         |                               |           |         |          |
| 168   |     | 02/24 AP                  |      | 07/19/23        | 0143734 | US BANK                       | 51.98     |         | 08/07/23 |
|   |     | AMZN MKTP                 |      | US*4E9KF1YJ3 AM |         | SSD REPLACEMENT-SCOTT         |           |         |          |
| 168   |     | 02/24 AP                  |      | 07/18/23        | 0143734 | US BANK                       | 43.07     |         | 08/07/23 |
|   |     | AMZN MKTP                 |      | US*VS6TO2QN3    |         | MEMORY REPLACEMENT-SCOTT      |           |         |          |
| 168   |     | 02/24 AP                  |      | 07/03/23        | 0143734 | US BANK                       | 47.99     |         | 08/07/23 |
|   |     | AMAZON.COM*RE2SW60T3 AMZN |      |                 |         | SSD REPLCMT-JEN'S DESKTOP     |           |         |          |
| ACCOUNT TOTAL   |     |                           |      |                 |         |                               | 143.04    | .00     | 143.04   |
| 606-1078-441.86-10 REPAIR & MAINTENANCE / SOFTWARE SUPPORT AGREEMTS |     |                           |      |                 |         |                               |           |         |          |
| 2277  |     | 12/23 AP                  |      | 06/26/23        | 0143734 | US BANK                       |           | 27.72   | 08/07/23 |
|   |     | ANIMOTO INC               |      |                 |         | TAX REFUND-ANNL SUBSCRIPT     |           |         |          |
| 2279  |     | 12/23 AP                  |      | 05/22/23        | 0000000 | OAKLAND CORPORATION           | 19.13     |         | 08/15/23 |
|   |     | LASERFICHE SUBSCRIPTION   |      |                 |         | TRADE-IN                      |           |         |          |
| 223   |     | 02/24 AP                  |      | 08/09/23        | 0000000 | IP PATHWAYS, LLC              | 7,149.75  |         | 08/15/23 |
|   |     | DELL MAINTENANCE          |      |                 |         |                               |           |         |          |
| 223   |     | 02/24 AP                  |      | 07/31/23        | 0000000 | IP PATHWAYS, LLC              | 5,733.76  |         | 08/15/23 |
|   |     | DR AS A SERVICE           |      |                 |         | MONTHLY BILLING JULY 2023     |           |         |          |
| 183   |     | 02/24 AP                  |      | 07/24/23        | 0000000 | OAKLAND CORPORATION           | 31,830.00 |         | 08/15/23 |
|   |     | LASERFICHE SUBSCRIPTION   |      |                 |         | RENEWAL                       |           |         |          |



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|---|--------|---------------------------|----|--------------|---------------------------------|---------------------------|------------|---------|----------------------------|
| FUND 606 DATA PROCESSING FUND                                       |        |                           |    |              |                                 |                           |            |         |                            |
| 606-1078-441.86-10 REPAIR & MAINTENANCE / SOFTWARE SUPPORT AGREEMTS |        |                           |    |              |                                 |                           | continued  |         |                            |
| ACCOUNT TOTAL   |        |                           |    |              |                                 |                           | 44,732.64  | 27.72   | 44,704.92                  |
| 606-1078-441.93-01 EQUIPMENT / EQUIPMENT                            |        |                           |    |              |                                 |                           |            |         |                            |
| 2277  |        | 12/23 AP                  |    | 06/26/23     | 0143734                         | US BANK                   | 33.56      |         | 08/07/23                   |
|   |        | AMZN MKTP                 |    | US*7432632C3 |                                 | MIN DP TO HDMI ADAPTERS   |            |         |                            |
| 2279  |        | 12/23 AP                  |    | 06/13/23     | 0000000                         | INTECONNEX                | 138,232.94 |         | 08/15/23                   |
|   |        | DOOR ACCESS PROJECT       |    |              |                                 |                           |            |         |                            |
| 168   |        | 02/24 AP                  |    | 07/19/23     | 0143734                         | US BANK                   | 45.88      |         | 08/07/23                   |
|   |        | AMZN MKTP                 |    | US*4E9KF1YJ3 | AM                              | SCREWDRIVER KIT-PC/LAPTOP |            |         |                            |
| 168   |        | 02/24 AP                  |    | 07/11/23     | 0143734                         | US BANK                   | 215.92     |         | 08/07/23                   |
|   |        | AMZN MKTP                 |    | US*A00EB96J3 |                                 | BACKPACKS FOR LAPTOPS     |            |         |                            |
| ACCOUNT TOTAL   |        |                           |    |              |                                 |                           | 138,528.30 | .00     | 138,528.30                 |
| FUND TOTAL  |        |                           |    |              |                                 |                           | 188,221.41 | 27.72   | 188,193.69                 |
| FUND 680 HEALTH INSURANCE FUND                                      |        |                           |    |              |                                 |                           |            |         |                            |
| 680-1902-457.51-01 INSURANCE / HEALTH INSURANCE                     |        |                           |    |              |                                 |                           |            |         |                            |
| 183   |        | 02/24 AP                  |    | 08/01/23     | 0000000                         | PDCM INSURANCE            | 3,541.67   |         | 08/15/23                   |
|   |        | BENEFITS CONSULTING SERV. |    |              |                                 | AUGUST 2023               |            |         |                            |
| ACCOUNT TOTAL   |        |                           |    |              |                                 |                           | 3,541.67   | .00     | 3,541.67                   |
| FUND TOTAL  |        |                           |    |              |                                 |                           | 3,541.67   | .00     | 3,541.67                   |
| FUND 681 HEALTH SEVERANCE   |        |                           |    |              |                                 |                           |            |         |                            |
| FUND 682 HEALTH INSURANCE - FIRE                                    |        |                           |    |              |                                 |                           |            |         |                            |
| FUND 685 VEHICLE MAINTENANCE FUND                                   |        |                           |    |              |                                 |                           |            |         |                            |
| 685-6698-446.72-05 OPERATING SUPPLIES / GAS & OIL                   |        |                           |    |              |                                 |                           |            |         |                            |
| 2284  |        | 12/23 AP                  |    | 06/30/23     | 0000000                         | NAPA AUTO PARTS           | 464.64     |         | 08/15/23                   |
|   |        | NAPA PARTS                |    |              |                                 |                           |            |         |                            |
| 201   |        | 02/24 AP                  |    | 08/02/23     | 0000000                         | NORTHLAND PRODUCTS CO.    | 68.00      |         | 08/15/23                   |
|   |        | USED OIL COLLECTION       |    |              |                                 |                           |            |         |                            |
| 200   |        | 02/24 AP                  |    | 07/31/23     | 0000000                         | AIRGAS USA, LLC           | 99.61      |         | 08/15/23                   |
|   |        | WELDING AND CUTTING GAS   |    |              |                                 |                           |            |         |                            |
| 186   |        | 02/24 AP                  |    | 07/24/23     | 0000000                         | NORTHLAND PRODUCTS CO.    | 3,219.60   |         | 08/15/23                   |
|   |        | HYDRAULIC FLUID FOR       |    |              |                                 | ANNUAL SERVICE #3050      |            |         |                            |
| 201   |        | 02/24 AP                  |    | 07/17/23     | 0000000                         | SAFETY-KLEEN SYSTEMS, INC | 1,117.60   |         | 08/15/23                   |
|   |        | USED OIL GAS DISPOSAL     |    |              |                                 |                           |            |         |                            |
| 201   |        | 02/24 AP                  |    | 07/11/23     | 0000000                         | SAM ANNIS & CO.           | 84.92      |         | 08/15/23                   |
|   |        | PROPANE                   |    |              |                                 |                           |            |         |                            |
| ACCOUNT TOTAL   |        |                           |    |              |                                 |                           | 5,054.37   | .00     | 5,054.37                   |

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| GROUP  | PO  | ACCTG    | ---TRANSACTION--- |          |         | DESCRIPTION                    | DEBITS    | CREDITS | CURRENT   |
|--|-----|----------|-------------------|----------|---------|--------------------------------|-----------|---------|-----------|
| NBR  | NBR | PER.     | CD                | DATE     | NUMBER  |                                |           | BALANCE |           |
| -----  |     |          |                   |          |         |                                |           |         |           |
|  |     |          |                   |          |         |                                |           |         |           |
| -----  |     |          |                   |          |         |                                |           |         |           |
| POST DT -----  |     |          |                   |          |         |                                |           |         |           |
| FUND 685 VEHICLE MAINTENANCE FUND                                |     |          |                   |          |         |                                |           |         |           |
| 685-6698-446.72-16 OPERATING SUPPLIES / TOOLS                    |     |          |                   |          |         |                                |           |         |           |
| 2284   |     | 12/23 AP |                   | 06/30/23 | 0000000 | NAPA AUTO PARTS                | 75.52     |         | 08/15/23  |
|  |     |          |                   |          |         | NAPA PARTS                     |           |         |           |
|  |     |          |                   |          |         | ACCOUNT TOTAL                  | 75.52     | .00     | 75.52     |
| 685-6698-446.72-17 OPERATING SUPPLIES / UNIFORMS                 |     |          |                   |          |         |                                |           |         |           |
| 201  |     | 02/24 AP |                   | 07/25/23 | 0000000 | SERVICEWEAR APPAREL, INC.      | 112.86    |         | 08/15/23  |
|  |     |          |                   |          |         | UNIFORMS                       |           |         |           |
|  |     |          |                   |          |         | ACCOUNT TOTAL                  | 112.86    | .00     | 112.86    |
| 685-6698-446.73-04 OTHER SUPPLIES / VEHICLE SUPPLIES             |     |          |                   |          |         |                                |           |         |           |
| 2284   |     | 12/23 AP |                   | 06/30/23 | 0000000 | NAPA AUTO PARTS                | 39,764.03 |         | 08/15/23  |
|  |     |          |                   |          |         | NAPA PARTS                     |           |         |           |
| 2277   |     | 12/23 AP |                   | 06/27/23 | 0143734 | US BANK                        | 16.65     |         | 08/07/23  |
|  |     |          |                   |          |         | FLEET FARM 5600                |           |         |           |
|  |     |          |                   |          |         | PETROLEM JELLY FOR SHOP        |           |         |           |
| 201  |     | 02/24 AP |                   | 08/02/23 | 0000000 | KELTEK INCORPORATED            | 771.72    |         | 08/15/23  |
|  |     |          |                   |          |         | TOW LIGHT AND MOUNT #046       |           |         |           |
| 201  |     | 02/24 AP |                   | 08/01/23 | 0000000 | COVERUP, LTD.                  | 530.00    |         | 08/15/23  |
|  |     |          |                   |          |         | TRUXODO BED COVER #046         |           |         |           |
| 201  |     | 02/24 AP |                   | 07/28/23 | 0000000 | ROCKMOUNT RESEARCH-ALLOYS, INC | 707.01    |         | 08/15/23  |
|  |     |          |                   |          |         | THREAD REPAIR KITS             |           |         |           |
|  |     |          |                   |          |         | ACCOUNT TOTAL                  | 41,789.41 | .00     | 41,789.41 |
| 685-6698-446.86-04 REPAIR & MAINTENANCE / RADIO & COMMUNICATIONS |     |          |                   |          |         |                                |           |         |           |
| 200  |     | 02/24 AP |                   | 07/28/23 | 0000000 | PRECISE MRM LLC                | 1,040.00  |         | 08/15/23  |
|  |     |          |                   |          |         | AVL FEES                       |           |         |           |
|  |     |          |                   |          |         | ACCOUNT TOTAL                  | 1,040.00  | .00     | 1,040.00  |
| 685-6698-446.87-08 RENTALS / WORK BY OUTSIDE AGENCY              |     |          |                   |          |         |                                |           |         |           |
| 201  |     | 02/24 AP |                   | 07/26/23 | 0000000 | RASMUSSEN CO., THE             | 250.00    |         | 08/15/23  |
|  |     |          |                   |          |         | #372 TOW TO PW                 |           |         |           |
| 186  |     | 02/24 AP |                   | 07/24/23 | 0000000 | MIDWEST OVERHEAD CRANE         | 725.98    |         | 08/15/23  |
|  |     |          |                   |          |         | ANNUAL LIFT AND CRANE          |           |         |           |
|  |     |          |                   |          |         | INSPECTIONS                    |           |         |           |
| 201  |     | 02/24 AP |                   | 07/24/23 | 0000000 | RASMUSSEN CO., THE             | 90.00     |         | 08/15/23  |
|  |     |          |                   |          |         | #292 TOW TO PW                 |           |         |           |
| 180  |     | 02/24 AP |                   | 07/20/23 | 0000000 | D & D TIRE INC.                | 1,510.00  |         | 08/15/23  |
|  |     |          |                   |          |         | FD503 STEERS                   |           |         |           |
| 201  |     | 02/24 AP |                   | 07/19/23 | 0000000 | RASMUSSEN CO., THE             | 75.00     |         | 08/15/23  |
|  |     |          |                   |          |         | PD20 TO PW                     |           |         |           |
| 180  |     | 02/24 AP |                   | 07/17/23 | 0000000 | D & D TIRE INC.                | 135.00    |         | 08/15/23  |
|  |     |          |                   |          |         | FD540 VALVE STEM REPAIR        |           |         |           |
| 180  |     | 02/24 AP |                   | 07/17/23 | 0000000 | D & D TIRE INC.                | 280.00    |         | 08/15/23  |

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|---|-----|-------|-------------------|----------|---------|-------------------------|--------------|-----------|-------------------|
| NBR   | NBR | PER.  | CD                | DATE     | NUMBER  | DESCRIPTION             |              |           | BALANCE           |
|   |     |       |                   |          |         |                         |              |           | POST DT           |
| FUND 685 VEHICLE MAINTENANCE FUND                   |     |       |                   |          |         |                         |              |           |                   |
| 685-6698-446.87-08 RENTALS / WORK BY OUTSIDE AGENCY |     |       |                   |          |         | continued               |              |           |                   |
|   |     | #383  | RRO               |          |         |                         |              |           |                   |
| 180   |     | 02/24 | AP                | 07/17/23 | 0000000 | D & D TIRE INC.         | 400.00       |           | 08/15/23          |
|   |     | #373  | RFO               |          |         |                         |              |           |                   |
| ACCOUNT TOTAL                                       |     |       |                   |          |         |                         | 3,465.98     | .00       | 3,465.98          |
| FUND 685-6698-446.93-01 EQUIPMENT / EQUIPMENT       |     |       |                   |          |         |                         |              |           |                   |
| 200   |     | 02/24 | AP                | 07/31/23 | 0000000 | PRO-LINER               | 1,150.00     |           | 08/15/23          |
|   |     |       |                   |          |         | BED LINER AND UNDERCOAT |              |           | #046              |
| ACCOUNT TOTAL                                       |     |       |                   |          |         |                         | 1,150.00     | .00       | 1,150.00          |
| FUND TOTAL  |     |       |                   |          |         |                         | 52,688.14    | .00       | 52,688.14         |
| FUND 686 PAYROLL FUND                               |     |       |                   |          |         |                         |              |           |                   |
| FUND 687 WORKERS COMPENSATION FUND                  |     |       |                   |          |         |                         |              |           |                   |
| FUND 688 LTD INSURANCE FUND                         |     |       |                   |          |         |                         |              |           |                   |
| FUND 689 LIABILITY INSURANCE FUND                   |     |       |                   |          |         |                         |              |           |                   |
| 689-1902-457.51-05 INSURANCE / LIABILITY INSURANCE  |     |       |                   |          |         |                         |              |           |                   |
| 2279  |     | 12/23 | AP                | 07/21/23 | 0000000 | AHLERS AND COONEY, P.C. | 26,740.80    |           | 08/15/23          |
|   |     |       |                   |          |         | LGL:SCOTT DIX V. CF     |              |           | 06/14/23-07/13/23 |
| PROJECT#: 012024                                    |     |       |                   |          |         |                         |              |           |                   |
| ACCOUNT TOTAL                                       |     |       |                   |          |         |                         | 26,740.80    | .00       | 26,740.80         |
| FUND TOTAL  |     |       |                   |          |         |                         | 26,740.80    | .00       | 26,740.80         |
| FUND 724 TRUST & AGENCY                             |     |       |                   |          |         |                         |              |           |                   |
| FUND 727 GREENWOOD CEMETERY P-CARE                  |     |       |                   |          |         |                         |              |           |                   |
| FUND 728 FAIRVIEW CEMETERY P-CARE                   |     |       |                   |          |         |                         |              |           |                   |
| FUND 729 HILLSIDE CEMETERY P-CARE                   |     |       |                   |          |         |                         |              |           |                   |
| FUND 790 FLOOD LEVY                                 |     |       |                   |          |         |                         |              |           |                   |
| GRAND TOTAL   |     |       |                   |          |         |                         | 6,635,084.81 | 29,174.29 | 6,605,910.52      |