

## **NOTICE OF A REGULAR MEETING BONDURANT CITY COUNCIL JANUARY 3, 2023**

**NOTICE IS HEREBY GIVEN** that a Regular Meeting of the City Council will be held at 6:00 PM on January 3, 2023, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open and the public is encouraged to attend.

### **AGENDA**

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Perfecting and Approval of the Agenda
5. Consent Agenda:  
*All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.*
  - a. Approval of City Council Meeting Minutes of December 19, 2022
  - b. Claims List
  - c. Applications for City Council Approval
  - d. Recieve & File - Mayor Pro Tem appointment of Robert Pfeffer effective January 1, 2023
  - e. - Resolution approving modified Water Disconnect Policy
  - f. - Resolution requesting ownership transfer of the Iowa Department of Transportation-owned NE Jorie Way to the City of Bondurant for public roadway purposes
  - g. - Resolution approving an invoice for street lighting from Mid-American energy for the placement of streetlights for the newly constructed Commerce Parkway, SW and 35th Street, SW project in the amount of \$196,181.96
  - h. - Resolution authorizing the disposal of Surplus Property (Signs)
6. Guests requesting to address the City Council
  - a. Presentation of Bondurant Community Library Annual Report (Jill Sanders, Library Director)
  - b. Polk County Sheriff's Report
7. **Public Hearing**

The Bondurant City Council maintains the right to waive the first and second readings of ordinances presented and may pass the third and final reading of the same ordinance within the same council meeting.

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (515) 967-2418 or [shagan@cityofbondurant.com](mailto:shagan@cityofbondurant.com), no fewer than two business days prior to the meeting to enable the City of Bondurant to make reasonable arrangements to assure accessibility or language assistance for the meeting.

- a. PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00062-000-000 and 140/00050-002-000
  - b. PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Parcel 170/00002-000-000
  - c. PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00052-005-000, 140/00053-000,000, and 140/00054-001-000
  - d. PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Lots 1 and Outlot Z of the Timmins Acres Final Plat and on Parcels 140/00058-000-000 and 140/00057-001-000
  - e. PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on the following Parcels 230/00463-000-000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, and 230/00466-001-000
8. Action Items
- a. - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00062-000-000 and 140/00050-002-000
  - b. - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Parcel 170/00002-000-000
  - c. - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00052-005-000, 140/00053-000,000, and 140/00054-001-000
  - d. - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Lots 1 and Outlot Z of the Timmins Acres Final Plat and on Parcels 140/00058-000-000 and 140/00057-001-000
  - e. - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation

The Bondurant City Council maintains the right to waive the first and second readings of ordinances presented and may pass the third and final reading of the same ordinance within the same council meeting.

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finalization, on the following Parcels 230/00463-000-000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, and 230/00466-001-000

- f. - Discussion and possible consideration of Resolution approving City of Bondurant Employee Handbook
- 9. Discussion Items -
  - a. New Year's Eve Fireworks
  - b. Discussion of automatic Liquor License Renewals
  - c. Discussion of Request from Impact Community Action Partnership
- 10. Reports / Comments and appropriate action thereon:
  - a. Mayor
  - b. Council Members
  - c. Administrator
  - d. Directors
- 11. **Closed Session**- Pursuant to Iowa Code 21.5.1(j) to discuss property acquisition and 21.5.1(c) potential or pending litigation
- 12. Adjournment

The Bondurant City Council maintains the right to waive the first and second readings of ordinances presented and may pass the third and final reading of the same ordinance within the same council meeting.

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BONDURANT CITY COUNCIL

Minutes

December 19, 2022

Bondurant City Council

1. Roll Call

Present: Mayor Doug Elrod, Council Member Tara Cox, Council Member Angela McKenzie, Council Member Bob Pepper, Council Member Matt Sillanpaa, Council Member Chad Driscoll

City Officials Present: City Administrator Marketa Oliver, City Clerk Shelby Hagan, Planning & Community Development Director Maggie Murray, Public Works Director John Horton, Fire Chief Aaron Kreuder, Library Director Jill Sanders, City Engineer Greg Roth, City Attorney Erin Clanton

2. Call to Order and Declaring a Quorum

Mayor Elrod called the meeting to order at 06:00 PM and declared a quorum.

3. Abstentions declared

None.

4. Perfecting and Approval of the Agenda

Motion by Pepper, seconded by Cox, to approve the agenda. Vote on Motion 5-0. Motion carried.

5. Consent Agenda:

*All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.*

a. Applications for City Council Approval

b. Claims List and Treasurer's Report

c. Receive and File - Parks and Recreation Board Meeting Minutes from September 15, 2022 and November 17, 2022

d. Approval of City Council Meeting Minutes of December 5, 2022

e. R-221219-282- Consideration of a Resolution approving the Policies and Procedures related to the use of Ballistic Gear for Bondurant Emergency Services

*\*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

- f. R-221219-283- Resolution approving amended contract with Veenstra & Kimm for Professional Services related to the Water Tower Project in an amount not to exceed \$104,500
- g. R-221219-284- Resolution approving an update to Professional Services Agreement to Veenstra & Kimm, Inc. for the Construction Services Agreement for HWY 65/Hubbell Avenue Pedestrian Underpass Project in the amount of \$28,340
- h. R-221219-285- Resolution approving change order #7 for the replacement of culvert outlets change needed for the Hwy 65 Underpass Project TAP-T-0747(613)—8V-77
- i. R-221219-286- Resolution setting date of Public Hearing to review an application for a State Revolving Fund loan for February 6, 2023 at 6:00 p.m.
- j. R-221219-287- Resolution affixing a date for a public hearing for January 17, 2023 to consider a rezoning from the Medium Industrial (M-2) District to the Central Business (C-4) District and the High Density Residential (R-3) District at Parcel 231/00220-017-000 (excluding the southern portions of this parcel that front 2nd Street SE and are currently zoned Medium Density Residential (R-2))
- k. R-221219-288- Resolution of endorsement for the City of Bondurant's application to the State of Iowa for the Building Resilient Infrastructure and Communities (BRIC) Scoping Grant Application for the Grant Street South Realignment and Stormwater Improvements Project
- l. R-221219-289- Resolution authorizing the City of Bondurant to submit an application for funding from the Federal Surface Transportation Block Grant Program (STBG) to the Des Moines Area Metropolitan Planning Organization (MPO) for the partial funding of the construction of the Grant Street South Realignment Project and further approving the application which obligates the City of Bondurant to matching funds for the construction of said project
- m. R-221219-290- Resolution approving 28E Agreement for the Safety Coalition of Central Iowa Cities Shared Services Agreement
- n. R-221219-291- Resolution approving Amendment Number Three of the Department of Homeland Security Subaward Agreement for Generator Project

*\*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

- o. R-221219-292- Resolution ratifying the use of the roll call number as the adopting Resolution Number for the 2021-2022 City Street Finance Report
  - p. R-221219-293- Resolution of endorsement for the City of Bondurant's grant application request to the Polk County Community Betterment Grant Program for the BRSC to Park Side Trail Connection Project
  - q. R-221219-294- Resolution approving the Featherstone Plat 2 Final Plat
  - r. R-221219-295- Resolution ordering approving change order #2, #3, and #4 for additional work related to the Franklin Street Water Main Project in the amount of \$4,366.50
  - s. R-221219-296- Resolution approving pay application #2 to Thorpe Contracting LLC. for the Franklin Street Water Main Project in the amount of \$146,623.96
  - t. R-221219-297- Resolution approving pay application #5 to Synergy Contracting for the Eagle Park Restoration and Ditch #2 Bid Pack #2 in the amount of \$127,537.02  
Motion by Driscoll, seconded by Pepper, to Approve the Consent Agenda.  
Roll Call: Ayes: Cox, McKenzie, Pepper, Sillanpaa, Driscoll. Nays: None.  
Absent: None. Motion carried 5-0.
6. Guests requesting to address the City Council  
None.
7. **Public Hearing**
- a. PUBLIC HEARING - regarding the SE Water Study Annexation Area, an 80/20 annexation within two miles of the City of Altoona's and the City of Mitchellville's city limits  
Mayor Elrod opened the public hearing at 06:05 PM.  
  
Planning & Community Development Director Murraray provided an overview of the annexation.  
  
Frank Smith, attorney representing the City of Altoona, stated that the City of Altoona supports the annexation if the alternative resolution excluding the ROW near I-80 is adopted.  
  
TJ Craig, 9056 NE 70th Avenue, expressed his concerns regarding the

water runoff fee.

Mayor Elrod closed the public hearing at 06:11 PM.

8. Action Items

- a. R-221219-298- Resolution approving the SE Water Study Annexation Area, an 80/20 annexation within two miles of the City of Altoona's and the City of Mitchellville's city limits  
Motion by Cox, seconded by Pfeffer, to Approve R-221219-298 excluding the I-80 ROW. Roll Call: Ayes: Cox, McKenzie, Pfeffer, Sillanpaa, Driscoll. Nays: None. Absent: None. Motion carried 5-0.
- b. O-221121-215 - (Third and Final Reading) Ordinance amending Sections 178.02, 178.03, and 178.06 of the Zoning Code and to Section 180.05 of the Subdivision Code regarding basements  
Motion by Pfeffer, seconded by Cox, to Approve the third and final reading of O-221121-215. Roll Call: Ayes: Cox, Pfeffer, Sillanpaa, Driscoll. Nays: McKenzie. Absent: None. Motion carried 4-1.
- c. O-221121-214 - (Third and Final Reading) Ordinance Amending Chapter 75 regarding ATVs and UTVs  
Motion by Driscoll, seconded by Sillanpaa, to Approve the third and final reading of O-221121-214. Roll Call: Ayes: Cox, McKenzie, Sillanpaa, Driscoll. Nays: Pfeffer. Absent: None. Motion carried 4-1.

9. Discussion Items -

- a. 2024 Bonding  
City Administrator Oliver moved this item to a future meeting.
- b. Golf Cart Ordinance Renewal  
City Administrator Oliver presented a report to the council. The council expressed interest in renewing the golf cart ordinance.

10. Reports / Comments and appropriate action thereon:

- a. Mayor  
DART gathering update, recognized city staff for recent work.
- b. Council Members  
Cox - None.  
Driscoll - None.  
Pfeffer - None.  
McKenzie - WRA Board meeting tomorrow.  
Sillanpaa - P&Z update.
- c. Administrator  
Pacesetter Award, Nicole received her Masters Degree.

- d. Directors
  - Horton - Be weather aware this week, project updates.
  - Murray - None.
  - Kreuder - None.
  - Sanders - None.
- 11. **Closed Session**- Pursuant to Iowa Code 21.5.1(j) to discuss property acquisition and 21.5.1(c) potential or pending litigation  
Deleted.
- 12. Adjournment
  - Motion by Pepper, seconded by Cox, to adjourn at 06:37 PM. Vote on Motion 5-0. Motion carried.

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Shelby Hagan, City Clerk

ATTEST:

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Doug Elrod, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the City Council on December 19, 2022, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subject were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

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Doug Elrod, Mayor



# Check Register

Packet: APPKT00691 - 12/21/22 FOR MEETING ON 1/3/22

By Check Number

| Vendor Number                          | Vendor Name                     | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|----------------------------------------|---------------------------------|--------------|--------------|-----------------|----------------|------------|
| <b>Bank Code: AP Bank Code-AP Bank</b> |                                 |              |              |                 |                |            |
| 2682                                   | ADVENTURE PLAYGROUND SYSTEMS    | 12/21/2022   | Regular      | 0.00            | 7,719.00       | 61394      |
| 2600                                   | AIRGAS USA, LLC                 | 12/21/2022   | Regular      | 0.00            | 55.08          | 61395      |
| 0020                                   | ALTOONA ACE HARDWARE            | 12/21/2022   | Regular      | 0.00            | 21.98          | 61396      |
| 2680                                   | ALTOONA HY-VEE                  | 12/21/2022   | Regular      | 0.00            | 220.84         | 61397      |
|                                        | **Void**                        | 12/21/2022   | Regular      | 0.00            | 0.00           | 61398      |
| 2228                                   | AMERICAN PUBLIC WORKS ASSOCIAT  | 12/21/2022   | Regular      | 0.00            | 382.00         | 61399      |
| 2687                                   | AT&T MOBILITY                   | 12/21/2022   | Regular      | 0.00            | 1,396.66       | 61400      |
| 2199                                   | BENTLEY RIDGE TREE FARM & NURS  | 12/21/2022   | Regular      | 0.00            | 4,170.00       | 61401      |
| 1537                                   | BOUND TREE MEDICAL LLC          | 12/21/2022   | Regular      | 0.00            | 516.52         | 61402      |
|                                        | **Void**                        | 12/21/2022   | Regular      | 0.00            | 0.00           | 61403      |
| 0577                                   | CAPITAL CITY EQUIPMENT          | 12/21/2022   | Regular      | 0.00            | 954.59         | 61404      |
| 1228                                   | CINTAS CORPORATION #762         | 12/21/2022   | Regular      | 0.00            | 358.60         | 61405      |
|                                        | **Void**                        | 12/21/2022   | Regular      | 0.00            | 0.00           | 61406      |
| 2316                                   | CROWN TROPHY                    | 12/21/2022   | Regular      | 0.00            | 24.75          | 61407      |
| 2554                                   | DES MOINES PARKS AND RECREATION | 12/21/2022   | Regular      | 0.00            | 75.00          | 61408      |
| 0459                                   | GALLS LLC                       | 12/21/2022   | Regular      | 0.00            | 68.00          | 61409      |
| 2593                                   | GET SOME GUNS LLC               | 12/21/2022   | Regular      | 0.00            | 975.49         | 61410      |
| 2362                                   | GOVERNMENT FINANCE OFFICERS ASS | 12/21/2022   | Regular      | 0.00            | 150.00         | 61411      |
| 0783                                   | GREATER DES MOINES PARTNERSHIP  | 12/21/2022   | Regular      | 0.00            | 25.00          | 61412      |
| 0193                                   | HAWKEYE TRUCK EQUIPMENT         | 12/21/2022   | Regular      | 0.00            | 3,695.71       | 61413      |
| 0224                                   | IOWA DEPT OF TRANSPORTATION     | 12/21/2022   | Regular      | 0.00            | 213.14         | 61414      |
| 2223                                   | IMAGE 360                       | 12/21/2022   | Regular      | 0.00            | 697.97         | 61415      |
| 1602                                   | JERICO SERVICES INC             | 12/21/2022   | Regular      | 0.00            | 10,500.00      | 61416      |
| 0251                                   | MICROBAC LABORATORIES, INC      | 12/21/2022   | Regular      | 0.00            | 55.00          | 61417      |
| 2340                                   | KOCH OFFICE GROUP               | 12/21/2022   | Regular      | 0.00            | 39.00          | 61418      |
| 2681                                   | MACLEAN ENTERPRISES, LLC        | 12/21/2022   | Regular      | 0.00            | 5,145.00       | 61419      |
| 2409                                   | MERCY NORTH PHARMACY            | 12/21/2022   | Regular      | 0.00            | 537.80         | 61420      |
| 2545                                   | MIDWEST ALARM SERVICES          | 12/21/2022   | Regular      | 0.00            | 156.00         | 61421      |
| 2650                                   | MIDWEST CRITICAL POWER LLC      | 12/21/2022   | Regular      | 0.00            | 3,145.00       | 61422      |
| 0308                                   | MUNICIPAL SUPPLY                | 12/21/2022   | Regular      | 0.00            | 3,539.08       | 61423      |
| 0286                                   | METRO WASTE AUTHORITY           | 12/21/2022   | Regular      | 0.00            | 39,584.34      | 61424      |
| 0324                                   | O'HALLORAN INTERNATIONAL INC    | 12/21/2022   | Regular      | 0.00            | 258.04         | 61425      |
| 2552                                   | SMITHGROUP, INC                 | 12/21/2022   | Regular      | 0.00            | 6,759.86       | 61426      |
| 0452                                   | STAPLES CREDIT PLAN             | 12/21/2022   | Regular      | 0.00            | 464.04         | 61427      |
| 2686                                   | SWEEPER PARTS SALES             | 12/21/2022   | Regular      | 0.00            | 809.80         | 61428      |
| 2683                                   | TELEFLEX LLC                    | 12/21/2022   | Regular      | 0.00            | 1,765.50       | 61429      |
| 2673                                   | THORPE CONTRACTING, LLC         | 12/21/2022   | Regular      | 0.00            | 146,623.96     | 61430      |
| 2475                                   | TNT LANDSCAPING & NURSERY       | 12/21/2022   | Regular      | 0.00            | 8,625.00       | 61431      |
| 2239                                   | UPHDM OCCUPATIONAL MEDICINE     | 12/21/2022   | Regular      | 0.00            | 154.75         | 61432      |
| 2595                                   | VENDNOVATION, LLC               | 12/21/2022   | Regular      | 0.00            | 50.00          | 61433      |
| 1679                                   | VISION ELECTRIC LLC             | 12/21/2022   | Regular      | 0.00            | 4,750.00       | 61434      |
| 2312                                   | WITMER PUBLIC SAFETY GROUP      | 12/21/2022   | Regular      | 0.00            | 318.99         | 61435      |
| 2654                                   | JENCO CONSTRUCTION INC.         | 12/07/2022   | Bank Draft   | 0.00            | 94,953.66      | DFT0001997 |
| 1522                                   | SYNERGY CONTRACTING LLC         | 12/07/2022   | Bank Draft   | 0.00            | 178,686.48     | DFT0001998 |
| 0144                                   | DES MOINES WATER WORKS          | 01/02/2023   | Bank Draft   | 0.00            | 36,043.71      | DFT0001999 |
| 0387                                   | TREASURER - STATE OF IOWA       | 12/16/2022   | Bank Draft   | 0.00            | 1,827.09       | DFT0002004 |
| 0387                                   | TREASURER - STATE OF IOWA       | 12/16/2022   | Bank Draft   | 0.00            | 7,092.97       | DFT0002005 |

## Check Register

Packet: APPKT00691-12/21/22 FOR MEETING ON 1/3/22

|                      |                    |                     |                     |                        |                       |               |
|----------------------|--------------------|---------------------|---------------------|------------------------|-----------------------|---------------|
| <b>Vendor Number</b> | <b>Vendor Name</b> | <b>Payment Date</b> | <b>Payment Type</b> | <b>Discount Amount</b> | <b>Payment Amount</b> | <b>Number</b> |
| 2254                 | TCM BANK NA        | 12/20/2022          | Bank Draft          | 0.00                   | 1,261.11              | DFT0002006    |

## Bank Code AP Bank Code Summary

| <b>Payment Type</b> | <b>Payable<br/>Count</b> | <b>Payment<br/>Count</b> | <b>Discount</b> | <b>Payment</b>    |
|---------------------|--------------------------|--------------------------|-----------------|-------------------|
| Regular Checks      | 62                       | 39                       | 0.00            | 255,001.49        |
| Manual Checks       | 0                        | 0                        | 0.00            | 0.00              |
| Voided Checks       | 0                        | 3                        | 0.00            | 0.00              |
| Bank Drafts         | 6                        | 6                        | 0.00            | 319,865.02        |
| EFT's               | 0                        | 0                        | 0.00            | 0.00              |
|                     | <b>68</b>                | <b>48</b>                | <b>0.00</b>     | <b>574,866.51</b> |

**Fund Summary**

| <b>Fund</b> | <b>Name</b> | <b>Period</b> | <b>Amount</b>     |
|-------------|-------------|---------------|-------------------|
| 999         | POOLED CASH | 12/2022       | 538,822.80        |
| 999         | POOLED CASH | 1/2023        | 36,043.71         |
|             |             |               | <hr/>             |
|             |             |               | <b>574,866.51</b> |



# Payroll Check Register

## Checks

Pay Period: 12/5/2022-12/18/2022

Packet: PYPKT00373 - 12/05-12/18/2022 PAID 12/23/2022

Payroll Set: CITY OF BONDURANT, IA - 01

| Employee | Employee # | Check Type | Date | Amount | Number |
|----------|------------|------------|------|--------|--------|
|----------|------------|------------|------|--------|--------|

\*\*\* No Checks Created In This Packet \*\*\*



# Payroll Check Register

## Direct Deposits

Packet: PYPKT00373 - 12/05-12/18/2022 PAID 12/23/2022  
Payroll Set: CITY OF BONDURANT, IA - 01

| Employee                  | Employee #           | Date       | Amount   | Number |
|---------------------------|----------------------|------------|----------|--------|
| BAAS, JAMIE               | <a href="#">4147</a> | 12/23/2022 | 278.83   | 103265 |
| BAILEY, BOYCE E           | <a href="#">7104</a> | 12/23/2022 | 1,318.16 | 103266 |
| BERGESON, JOHN W          | <a href="#">7121</a> | 12/23/2022 | 1,770.39 | 103267 |
| BRIGGS, ASHTON S          | <a href="#">1511</a> | 12/23/2022 | 768.05   | 103268 |
| BRUCE, EMMA               | <a href="#">3141</a> | 12/23/2022 | 550.56   | 103269 |
| BUCKLIN, JEFFERY D        | <a href="#">1562</a> | 12/23/2022 | 665.58   | 103270 |
| CARPENTER, JOHN C         | <a href="#">5129</a> | 12/23/2022 | 1,574.52 | 103271 |
| CHAPA, DAISY Y            | <a href="#">1584</a> | 12/23/2022 | 816.62   | 103272 |
| COLLISON, PATRICK F       | <a href="#">5103</a> | 12/23/2022 | 2,037.97 | 103273 |
| CORY, JOHN P              | <a href="#">7120</a> | 12/23/2022 | 1,435.89 | 103274 |
| CRITTENDEN, MATTHEW       | <a href="#">1567</a> | 12/23/2022 | 423.62   | 103275 |
| DOMINGUEZ, MATTHEW P      | <a href="#">1513</a> | 12/23/2022 | 784.70   | 103276 |
| EHLE, AANNA N             | <a href="#">1575</a> | 12/23/2022 | 1,480.17 | 103277 |
| GERDNER, RONALD L         | <a href="#">7122</a> | 12/23/2022 | 1,499.90 | 103278 |
| GILSON, DUSTY ALAN        | <a href="#">7124</a> | 12/23/2022 | 1,471.70 | 103279 |
| HAGAN, SHELBY L           | <a href="#">5118</a> | 12/23/2022 | 2,398.17 | 103280 |
| HARMISON, TROY G          | <a href="#">1503</a> | 12/23/2022 | 1,667.85 | 103281 |
| HIGGINS, DAVID P.         | <a href="#">7105</a> | 12/23/2022 | 1,463.89 | 103282 |
| HORTON, JOHN C            | <a href="#">7112</a> | 12/23/2022 | 100.00   | 103283 |
| HORTON, JOHN C            | <a href="#">7112</a> | 12/23/2022 | 3,211.81 | 103283 |
| HUFF, TIMOTHY J           | <a href="#">1559</a> | 12/23/2022 | 1,687.86 | 103284 |
| HURST, MORGHAN            | <a href="#">1570</a> | 12/23/2022 | 452.75   | 103285 |
| JESS, JENE' N             | <a href="#">5123</a> | 12/23/2022 | 3,344.23 | 103286 |
| JOHNSON, ANNASTASHA       | <a href="#">5130</a> | 12/23/2022 | 1,330.00 | 103287 |
| KING, CHRISTINA M         | <a href="#">3143</a> | 12/23/2022 | 591.40   | 103288 |
| KLINKER-FELD, MICHELL M   | <a href="#">3135</a> | 12/23/2022 | 2,086.90 | 103289 |
| KOOIKER, ASHTON BRENT     | <a href="#">7123</a> | 12/23/2022 | 1,415.11 | 103290 |
| KREUDER, AARON M          | <a href="#">1441</a> | 12/23/2022 | 3,369.98 | 103291 |
| LUING, TIFFANY A          | <a href="#">5133</a> | 12/23/2022 | 1,996.04 | 103292 |
| LUNDQUIST, BRADLEY D      | <a href="#">1555</a> | 12/23/2022 | 612.46   | 103293 |
| MANGUM, MEGAN SUSANNA     | <a href="#">3142</a> | 12/23/2022 | 1,230.66 | 103294 |
| MARSHMAN, CRAIG A         | <a href="#">5125</a> | 12/23/2022 | 1,587.18 | 103295 |
| MERRILL, SARAH J          | <a href="#">1590</a> | 12/23/2022 | 1,441.29 | 103296 |
| MILLER, BRODY E           | <a href="#">1582</a> | 12/23/2022 | 587.40   | 103297 |
| MORRIS, REBECCA L         | <a href="#">1504</a> | 12/23/2022 | 2,575.91 | 103298 |
| MURRAY, MARGARET          | <a href="#">5126</a> | 12/23/2022 | 3,166.11 | 103299 |
| OLIVER, MARKETA S         | <a href="#">8403</a> | 12/23/2022 | 300.00   | 103300 |
| OLIVER, MARKETA S         | <a href="#">8403</a> | 12/23/2022 | 3,396.80 | 103300 |
| PEZLEY, ISAAC J           | <a href="#">5132</a> | 12/23/2022 | 2,070.67 | 103301 |
| PHIPPS-BUCKLIN, CHANTEL E | <a href="#">4145</a> | 12/23/2022 | 400.84   | 103302 |
| REYNOLDS, RAY A           | <a href="#">1537</a> | 12/23/2022 | 1,096.38 | 103303 |
| SANDERS, JILL C           | <a href="#">3128</a> | 12/23/2022 | 2,994.95 | 103304 |
| SCHINCKE, MEGAN           | <a href="#">3137</a> | 12/23/2022 | 787.02   | 103305 |
| SCHINCKE, MEGAN           | <a href="#">3137</a> | 12/23/2022 | 337.29   | 103305 |
| SPOERRY, DANIELLE M       | <a href="#">1527</a> | 12/23/2022 | 1,311.36 | 103306 |
| SUMMERS, ALAN C           | <a href="#">1534</a> | 12/23/2022 | 1,348.58 | 103307 |
| VAN HOUTEN, NICOLE M      | <a href="#">5121</a> | 12/23/2022 | 1,430.63 | 103308 |



# Payroll Check Register

## Report Summary

Packet: PYPKT00373 - 12/05-12/18/2022 PAID 12/23/2022  
Payroll Set: CITY OF BONDURANT, IA - 01

| Type            | Count     | Amount           |
|-----------------|-----------|------------------|
| Regular Checks  | 0         | 0.00             |
| Manual Checks   | 0         | 0.00             |
| Reversals       | 0         | 0.00             |
| Voided Checks   | 0         | 0.00             |
| Direct Deposits | 47        | 68,668.18        |
| <b>Total</b>    | <b>47</b> | <b>68,668.18</b> |



# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00693 - PYPKT00373 - 12/05-12/18/2022 PAID  
12/23/2022

| Payable #                          | Payable Type                | Post Date | Payable Date        | Due Date | Discount Date | Amount                 | Tax      | Shipping    | Discount      | Total      |
|------------------------------------|-----------------------------|-----------|---------------------|----------|---------------|------------------------|----------|-------------|---------------|------------|
| Payable Description                | Bank Code                   |           |                     |          | On Hold       |                        |          |             |               |            |
| Vendor: <a href="#">2304 - EBS</a> |                             |           |                     |          |               |                        |          |             | Vendor Total: | 23,243.74  |
| <a href="#">INV0002619</a>         | Invoice                     | 1/1/2023  | 1/1/2023            | 1/1/2023 | 1/1/2023      | 1,554.65               | 0.00     | 0.00        | 0.00          | 1,554.65   |
| DELTA DENTAL PAYMENT               | AP Bank Code - AP Bank      |           |                     |          | No            | Payment Date: 1/1/2023 |          | Bank Draft: |               | DFT0002007 |
| Items                              |                             |           |                     |          |               |                        |          |             |               |            |
| Item Description                   | Commodity                   |           | Units               | Price    | Amount        | Tax                    | Shipping | Discount    |               | Total      |
| DELTA DENTAL PAYMENT               | Service                     |           | 0.00                | 0.00     | 1,554.65      | 0.00                   | 0.00     | 0.00        |               | 1,554.65   |
| Distributions                      |                             |           |                     |          |               |                        |          |             |               |            |
| Account Number                     | Account Name                |           | Project Account Key |          | Amount        | Percent                |          |             |               |            |
| <a href="#">112-050-2125</a>       | DENTAL INSURANCE            |           |                     |          | 1,554.65      | 100.00%                |          |             |               |            |
| <a href="#">INV0002624</a>         | Invoice                     | 1/1/2023  | 1/1/2023            | 1/1/2023 | 1/1/2023      | 17,077.61              | 0.00     | 0.00        | 0.00          | 17,077.61  |
| HEALTH INSURANCE WELLMARK          | AP Bank Code - AP Bank      |           |                     |          | No            | Payment Date: 1/1/2023 |          | Bank Draft: |               | DFT0002012 |
| Items                              |                             |           |                     |          |               |                        |          |             |               |            |
| Item Description                   | Commodity                   |           | Units               | Price    | Amount        | Tax                    | Shipping | Discount    |               | Total      |
| HEALTH INSURANCE WELLMARK          | Service                     |           | 0.00                | 0.00     | 17,077.61     | 0.00                   | 0.00     | 0.00        |               | 17,077.61  |
| Distributions                      |                             |           |                     |          |               |                        |          |             |               |            |
| Account Number                     | Account Name                |           | Project Account Key |          | Amount        | Percent                |          |             |               |            |
| <a href="#">112-050-2124</a>       | HEALTH INSURANCE WITHHOLDIN |           |                     |          | 17,077.61     | 100.00%                |          |             |               |            |
| <a href="#">INV0002625</a>         | Invoice                     | 1/1/2023  | 1/1/2023            | 1/1/2023 | 1/1/2023      | 932.66                 | 0.00     | 0.00        | 0.00          | 932.66     |
| EBS ADMIN COST                     | AP Bank Code - AP Bank      |           |                     |          | No            | Payment Date: 1/1/2023 |          | Bank Draft: |               | DFT0002013 |
| Items                              |                             |           |                     |          |               |                        |          |             |               |            |
| Item Description                   | Commodity                   |           | Units               | Price    | Amount        | Tax                    | Shipping | Discount    |               | Total      |
| EBS ADMIN COST                     | Service                     |           | 0.00                | 0.00     | 932.66        | 0.00                   | 0.00     | 0.00        |               | 932.66     |
| Distributions                      |                             |           |                     |          |               |                        |          |             |               |            |
| Account Number                     | Account Name                |           | Project Account Key |          | Amount        | Percent                |          |             |               |            |
| <a href="#">112-050-2124</a>       | HEALTH INSURANCE WITHHOLDIN |           |                     |          | 932.66        | 100.00%                |          |             |               |            |
| <a href="#">INV0002627</a>         | Invoice                     | 1/1/2023  | 1/1/2023            | 1/1/2023 | 1/1/2023      | 933.17                 | 0.00     | 0.00        | 0.00          | 933.17     |
| LIFE & DIS PRINCIPAL               | AP Bank Code - AP Bank      |           |                     |          | No            | Payment Date: 1/1/2023 |          | Bank Draft: |               | DFT0002015 |
| Items                              |                             |           |                     |          |               |                        |          |             |               |            |
| Item Description                   | Commodity                   |           | Units               | Price    | Amount        | Tax                    | Shipping | Discount    |               | Total      |
| LIFE & DIS PRINCIPAL               | Service                     |           | 0.00                | 0.00     | 933.17        | 0.00                   | 0.00     | 0.00        |               | 933.17     |
| Distributions                      |                             |           |                     |          |               |                        |          |             |               |            |
| Account Number                     | Account Name                |           | Project Account Key |          | Amount        | Percent                |          |             |               |            |
| <a href="#">112-050-2124</a>       | HEALTH INSURANCE WITHHOLDIN |           |                     |          | 933.17        | 100.00%                |          |             |               |            |
| <a href="#">INV0002628</a>         | Invoice                     | 1/1/2023  | 1/1/2023            | 1/1/2023 | 1/1/2023      | 2,486.00               | 0.00     | 0.00        | 0.00          | 2,486.00   |
| SELF FUNDED DEDUCTABLE INSURANCE   | AP Bank Code - AP Bank      |           |                     |          | No            | Payment Date: 1/1/2023 |          | Bank Draft: |               | DFT0002016 |
| Items                              |                             |           |                     |          |               |                        |          |             |               |            |
| Item Description                   | Commodity                   |           | Units               | Price    | Amount        | Tax                    | Shipping | Discount    |               | Total      |
| SELF FUNDED DEDUCTABLE INSURANCE   | Service                     |           | 0.00                | 0.00     | 2,486.00      | 0.00                   | 0.00     | 0.00        |               | 2,486.00   |
| Distributions                      |                             |           |                     |          |               |                        |          |             |               |            |
| Account Number                     | Account Name                |           | Project Account Key |          | Amount        | Percent                |          |             |               |            |
| <a href="#">112-050-2124</a>       | HEALTH INSURANCE WITHHOLDIN |           |                     |          | 2,486.00      | 100.00%                |          |             |               |            |
| <a href="#">INV0002629</a>         | Invoice                     | 1/1/2023  | 1/1/2023            | 1/1/2023 | 1/1/2023      | 259.65                 | 0.00     | 0.00        | 0.00          | 259.65     |
| VISION AVISES                      | AP Bank Code - AP Bank      |           |                     |          | No            | Payment Date: 1/1/2023 |          | Bank Draft: |               | DFT0002017 |

## Payable Register

Packet: APPKT00693 - PYPKT00373 - 12/05-12/18/2022 PAID 12/23/2022

| Payable #                    | Payable Type       | Post Date | Payable Date | Due Date | Discount Date | Amount  | Tax      | Shipping | Discount | Total |
|------------------------------|--------------------|-----------|--------------|----------|---------------|---------|----------|----------|----------|-------|
| Payable Description          | Bank Code          |           |              |          | On Hold       |         |          |          |          |       |
| <b>Items</b>                 |                    |           |              |          |               |         |          |          |          |       |
| Item Description             | Commodity          |           | Units        | Price    | Amount        | Tax     | Shipping | Discount | Total    |       |
| VISION AVISES                | Service            |           | 0.00         | 0.00     | 259.65        | 0.00    | 0.00     | 0.00     | 259.65   |       |
| <b>Distributions</b>         |                    |           |              |          |               |         |          |          |          |       |
| Account Number               | Account Name       | Project   | Account Key  |          | Amount        | Percent |          |          |          |       |
| <a href="#">112-050-2132</a> | VISION WITHHOLDING |           |              |          | 259.65        | 100.00% |          |          |          |       |

Vendor: [1274 - ICMA-RC SERVICES LLC](#)

Vendor Total: 821.98

|                            |                        |            |            |            |            |                          |      |             |            |        |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------------|--------|
| <a href="#">INV0002622</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/31/2022 | 12/23/2022 | 455.00                   | 0.00 | 0.00        | 0.00       | 455.00 |
| Payroll Deduction          | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/31/2022 |      | Bank Draft: | DFT0002010 |        |

| <b>Items</b>                 |              |         |             |       |        |         |          |          |        |  |
|------------------------------|--------------|---------|-------------|-------|--------|---------|----------|----------|--------|--|
| Item Description             | Commodity    |         | Units       | Price | Amount | Tax     | Shipping | Discount | Total  |  |
| Payroll Deduction            | NA           |         | 0.00        | 0.00  | 455.00 | 0.00    | 0.00     | 0.00     | 455.00 |  |
| <b>Distributions</b>         |              |         |             |       |        |         |          |          |        |  |
| Account Number               | Account Name | Project | Account Key |       | Amount | Percent |          |          |        |  |
| <a href="#">001-050-2130</a> | ICMA-RC      |         |             |       | 455.00 | 0%      |          |          |        |  |

|                            |                        |            |            |            |            |                          |      |             |            |        |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------------|--------|
| <a href="#">INV0002623</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/31/2022 | 12/23/2022 | 366.98                   | 0.00 | 0.00        | 0.00       | 366.98 |
| DEFERRED COMPENSATION      | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/31/2022 |      | Bank Draft: | DFT0002011 |        |

| <b>Items</b>                 |              |         |             |       |        |         |          |          |        |  |
|------------------------------|--------------|---------|-------------|-------|--------|---------|----------|----------|--------|--|
| Item Description             | Commodity    |         | Units       | Price | Amount | Tax     | Shipping | Discount | Total  |  |
| DEFERRED COMPENSATION        | Service      |         | 0.00        | 0.00  | 366.98 | 0.00    | 0.00     | 0.00     | 366.98 |  |
| <b>Distributions</b>         |              |         |             |       |        |         |          |          |        |  |
| Account Number               | Account Name | Project | Account Key |       | Amount | Percent |          |          |        |  |
| <a href="#">001-050-2130</a> | ICMA-RC      |         |             |       | 366.98 | 0%      |          |          |        |  |

Vendor: [0238 - IOWA WORKFORCE DEVELOPMENT](#)

Vendor Total: 158.93

|                            |                        |            |            |            |            |                          |      |             |            |        |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------------|--------|
| <a href="#">INV0002633</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/23/2022 | 12/23/2022 | 158.93                   | 0.00 | 0.00        | 0.00       | 158.93 |
| Unemployment Insurance     | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/23/2022 |      | Bank Draft: | DFT0002021 |        |

| <b>Items</b>                 |                   |         |             |       |        |         |          |          |        |  |
|------------------------------|-------------------|---------|-------------|-------|--------|---------|----------|----------|--------|--|
| Item Description             | Commodity         |         | Units       | Price | Amount | Tax     | Shipping | Discount | Total  |  |
| Unemployment Insurance       | NA                |         | 0.00        | 0.00  | 158.93 | 0.00    | 0.00     | 0.00     | 158.93 |  |
| <b>Distributions</b>         |                   |         |             |       |        |         |          |          |        |  |
| Account Number               | Account Name      | Project | Account Key |       | Amount | Percent |          |          |        |  |
| <a href="#">112-050-2122</a> | STATE WITHHOLDING |         |             |       | 158.93 | 100.00% |          |          |        |  |

Vendor: [0239 - IPERS](#)

Vendor Total: 15,321.15

|                            |                        |            |            |            |            |                          |      |             |            |        |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------------|--------|
| <a href="#">INV0002626</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/23/2022 | 12/23/2022 | 580.01                   | 0.00 | 0.00        | 0.00       | 580.01 |
| Payroll Contribution       | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/23/2022 |      | Bank Draft: | DFT0002014 |        |

| <b>Items</b>                 |                   |         |             |       |        |         |          |          |        |  |
|------------------------------|-------------------|---------|-------------|-------|--------|---------|----------|----------|--------|--|
| Item Description             | Commodity         |         | Units       | Price | Amount | Tax     | Shipping | Discount | Total  |  |
| Payroll Contribution         | NA                |         | 0.00        | 0.00  | 580.01 | 0.00    | 0.00     | 0.00     | 580.01 |  |
| <b>Distributions</b>         |                   |         |             |       |        |         |          |          |        |  |
| Account Number               | Account Name      | Project | Account Key |       | Amount | Percent |          |          |        |  |
| <a href="#">112-050-2123</a> | IPERS WITHHOLDING |         |             |       | 580.01 | 100.00% |          |          |        |  |

|                            |                        |            |            |            |            |                          |      |             |            |           |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------------|-----------|
| <a href="#">INV0002630</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/23/2022 | 12/23/2022 | 14,741.14                | 0.00 | 0.00        | 0.00       | 14,741.14 |
| Payroll Contribution       | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/23/2022 |      | Bank Draft: | DFT0002018 |           |

| <b>Items</b>                 |                   |         |             |       |          |         |          |          |          |  |
|------------------------------|-------------------|---------|-------------|-------|----------|---------|----------|----------|----------|--|
| Item Description             | Commodity         |         | Units       | Price | Amount   | Tax     | Shipping | Discount | Total    |  |
| Payroll Contribution         | NA                |         | 0.00        | 0.00  | 3,923.94 | 0.00    | 0.00     | 0.00     | 3,923.94 |  |
| <b>Distributions</b>         |                   |         |             |       |          |         |          |          |          |  |
| Account Number               | Account Name      | Project | Account Key |       | Amount   | Percent |          |          |          |  |
| <a href="#">112-050-2123</a> | IPERS WITHHOLDING |         |             |       | 3,923.94 | 100.00% |          |          |          |  |

## Payable Register

Packet: APPKT00693 - PYPKT00373 - 12/05-12/18/2022 PAID 12/23/2022

| Payable #                    | Payable Type      | Post Date | Payable Date | Due Date    | Discount Date | Amount  | Tax      | Shipping | Discount  | Total |
|------------------------------|-------------------|-----------|--------------|-------------|---------------|---------|----------|----------|-----------|-------|
| Payable Description          | Bank Code         |           |              |             | On Hold       |         |          |          |           |       |
| Items                        |                   |           |              |             |               |         |          |          |           |       |
| Item Description             | Commodity         |           | Units        | Price       | Amount        | Tax     | Shipping | Discount | Total     |       |
| Payroll Contribution         | NA                |           | 0.00         | 0.00        | 10,817.20     | 0.00    | 0.00     | 0.00     | 10,817.20 |       |
| Distributions                |                   |           |              |             |               |         |          |          |           |       |
| Account Number               | Account Name      |           | Project      | Account Key | Amount        | Percent |          |          |           |       |
| <a href="#">112-050-2123</a> | IPERS WITHHOLDING |           |              |             | 10,817.20     | 100.00% |          |          |           |       |

Vendor: [1512 - IRS USATAXPYMT](#)

Vendor Total: 21,596.84

|                            |                        |            |            |            |            |                          |      |             |      |            |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------|------------|
| <a href="#">INV0002632</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/23/2022 | 12/23/2022 | 21,596.84                | 0.00 | 0.00        | 0.00 | 21,596.84  |
| Federal Tax Withheld       | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/23/2022 |      | Bank Draft: |      | DFT0002020 |

| Items                        |                           |  |         |             |           |         |          |          |           |  |
|------------------------------|---------------------------|--|---------|-------------|-----------|---------|----------|----------|-----------|--|
| Item Description             | Commodity                 |  | Units   | Price       | Amount    | Tax     | Shipping | Discount | Total     |  |
| Social Security Withholding  | NA                        |  | 0.00    | 0.00        | 11,548.82 | 0.00    | 0.00     | 0.00     | 11,548.82 |  |
| Distributions                |                           |  |         |             |           |         |          |          |           |  |
| Account Number               | Account Name              |  | Project | Account Key | Amount    | Percent |          |          |           |  |
| <a href="#">112-050-2121</a> | FICA/MEDICARE WITHHOLDING |  |         |             | 11,548.82 | 100.00% |          |          |           |  |

| Items                        |                           |  |         |             |          |         |          |          |          |  |
|------------------------------|---------------------------|--|---------|-------------|----------|---------|----------|----------|----------|--|
| Item Description             | Commodity                 |  | Units   | Price       | Amount   | Tax     | Shipping | Discount | Total    |  |
| Medicare Withholding         | NA                        |  | 0.00    | 0.00        | 2,739.24 | 0.00    | 0.00     | 0.00     | 2,739.24 |  |
| Distributions                |                           |  |         |             |          |         |          |          |          |  |
| Account Number               | Account Name              |  | Project | Account Key | Amount   | Percent |          |          |          |  |
| <a href="#">112-050-2121</a> | FICA/MEDICARE WITHHOLDING |  |         |             | 2,739.24 | 100.00% |          |          |          |  |

| Items                        |                     |  |         |             |          |         |          |          |          |  |
|------------------------------|---------------------|--|---------|-------------|----------|---------|----------|----------|----------|--|
| Item Description             | Commodity           |  | Units   | Price       | Amount   | Tax     | Shipping | Discount | Total    |  |
| Federal Tax Withheld         | NA                  |  | 0.00    | 0.00        | 7,308.78 | 0.00    | 0.00     | 0.00     | 7,308.78 |  |
| Distributions                |                     |  |         |             |          |         |          |          |          |  |
| Account Number               | Account Name        |  | Project | Account Key | Amount   | Percent |          |          |          |  |
| <a href="#">670-050-2120</a> | FEDERAL WITHHOLDING |  |         |             | 11.22    | 0.15%   |          |          |          |  |
| <a href="#">741-050-2120</a> | FEDERAL WITHHOLDING |  |         |             | 305.88   | 4.19%   |          |          |          |  |
| <a href="#">610-050-2120</a> | FEDERAL WITHHOLDING |  |         |             | 667.03   | 9.13%   |          |          |          |  |
| <a href="#">600-050-2120</a> | FEDERAL WITHHOLDING |  |         |             | 732.73   | 10.03%  |          |          |          |  |
| <a href="#">110-050-2120</a> | FEDERAL WITHHOLDING |  |         |             | 820.68   | 11.23%  |          |          |          |  |
| <a href="#">001-050-2120</a> | FEDERAL WITHHOLDING |  |         |             | 4,771.24 | 65.28%  |          |          |          |  |

Vendor: [2249 - Kabel Business Industries](#)

Vendor Total: 1,993.12

|                            |                        |            |            |            |            |                          |      |             |      |            |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------|------------|
| <a href="#">INV0002620</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/23/2022 | 12/23/2022 | 1,950.62                 | 0.00 | 0.00        | 0.00 | 1,950.62   |
| Payroll Deduction          | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/23/2022 |      | Bank Draft: |      | DFT0002008 |

| Items                        |                         |  |         |             |          |         |          |          |          |  |
|------------------------------|-------------------------|--|---------|-------------|----------|---------|----------|----------|----------|--|
| Item Description             | Commodity               |  | Units   | Price       | Amount   | Tax     | Shipping | Discount | Total    |  |
| Payroll Deduction            | NA                      |  | 0.00    | 0.00        | 1,950.62 | 0.00    | 0.00     | 0.00     | 1,950.62 |  |
| Distributions                |                         |  |         |             |          |         |          |          |          |  |
| Account Number               | Account Name            |  | Project | Account Key | Amount   | Percent |          |          |          |  |
| <a href="#">820-050-2131</a> | SELF-FUNDED WITHHOLDING |  |         |             | 1,950.62 | 100.00% |          |          |          |  |

|                            |                        |            |            |          |            |                        |      |             |      |            |
|----------------------------|------------------------|------------|------------|----------|------------|------------------------|------|-------------|------|------------|
| <a href="#">INV0002621</a> | Invoice                | 12/23/2022 | 12/23/2022 | 1/6/2023 | 12/23/2022 | 42.50                  | 0.00 | 0.00        | 0.00 | 42.50      |
| FSA ADMIN FEE              | AP Bank Code - AP Bank |            |            |          | No         | Payment Date: 1/6/2023 |      | Bank Draft: |      | DFT0002009 |

| Items                            |                         |  |         |             |        |         |          |          |       |  |
|----------------------------------|-------------------------|--|---------|-------------|--------|---------|----------|----------|-------|--|
| Item Description                 | Commodity               |  | Units   | Price       | Amount | Tax     | Shipping | Discount | Total |  |
| FLEX SPENDING ADMINISTRATION FEE | Service                 |  | 0.00    | 0.00        | 42.50  | 0.00    | 0.00     | 0.00     | 42.50 |  |
| Distributions                    |                         |  |         |             |        |         |          |          |       |  |
| Account Number                   | Account Name            |  | Project | Account Key | Amount | Percent |          |          |       |  |
| <a href="#">820-050-2131</a>     | SELF-FUNDED WITHHOLDING |  |         |             | 42.50  | 0%      |          |          |       |  |

Vendor: [1832 - TREASURER - STATE OF IOWA](#)

Vendor Total: 4,039.50

|                            |                        |            |            |            |            |                          |      |             |      |            |
|----------------------------|------------------------|------------|------------|------------|------------|--------------------------|------|-------------|------|------------|
| <a href="#">INV0002631</a> | Invoice                | 12/23/2022 | 12/23/2022 | 12/23/2022 | 12/23/2022 | 4,039.50                 | 0.00 | 0.00        | 0.00 | 4,039.50   |
| State Tax Withholding      | AP Bank Code - AP Bank |            |            |            | No         | Payment Date: 12/23/2022 |      | Bank Draft: |      | DFT0002019 |

## Payable Register

Packet: APPKT00693 - PYPKT00373 - 12/05-12/18/2022 PAID 12/23/2022

| Payable #                    | Payable Type      | Post Date | Payable Date        | Due Date | Discount Date | Amount  | Tax      | Shipping | Discount | Total |
|------------------------------|-------------------|-----------|---------------------|----------|---------------|---------|----------|----------|----------|-------|
| Payable Description          | Bank Code         |           |                     |          | On Hold       |         |          |          |          |       |
| Items                        |                   |           |                     |          |               |         |          |          |          |       |
| Item Description             | Commodity         |           | Units               | Price    | Amount        | Tax     | Shipping | Discount | Total    |       |
| State Tax Withholding        | NA                |           | 0.00                | 0.00     | 4,039.50      | 0.00    | 0.00     | 0.00     | 4,039.50 |       |
| Distributions                |                   |           |                     |          |               |         |          |          |          |       |
| Account Number               | Account Name      |           | Project Account Key |          | Amount        | Percent |          |          |          |       |
| <a href="#">670-050-2122</a> | STATE WITHHOLDING |           |                     |          | 13.84         | 0.34%   |          |          |          |       |
| <a href="#">600-050-2122</a> | STATE WITHHOLDING |           |                     |          | 373.90        | 9.26%   |          |          |          |       |
| <a href="#">741-050-2122</a> | STATE WITHHOLDING |           |                     |          | 152.83        | 3.78%   |          |          |          |       |
| <a href="#">610-050-2122</a> | STATE WITHHOLDING |           |                     |          | 342.05        | 8.47%   |          |          |          |       |
| <a href="#">001-050-2122</a> | STATE WITHHOLDING |           |                     |          | 2,750.57      | 68.09%  |          |          |          |       |
| <a href="#">110-050-2122</a> | STATE WITHHOLDING |           |                     |          | 406.31        | 10.06%  |          |          |          |       |

Payable Summary

| Type         | Count | Gross     | Tax  | Shipping | Discount | Total     | Manual Payment | Balance |
|--------------|-------|-----------|------|----------|----------|-----------|----------------|---------|
| Invoice      | 15    | 67,175.26 | 0.00 | 0.00     | 0.00     | 67,175.26 | 67,175.26      | 0.00    |
| Grand Total: |       | 67,175.26 | 0.00 | 0.00     | 0.00     | 67,175.26 | 67,175.26      | 0.00    |

**Account Summary**

| <b>Account</b>               | <b>Name</b>         | <b>Amount</b>   |
|------------------------------|---------------------|-----------------|
| <a href="#">001-050-2120</a> | FEDERAL WITHHOLDING | 4,771.24        |
| <a href="#">001-050-2122</a> | STATE WITHHOLDING   | 2,750.57        |
| <a href="#">001-050-2130</a> | ICMA-RC             | 821.98          |
| <b>Total:</b>                |                     | <b>8,343.79</b> |

| <b>Account</b>               | <b>Name</b>         | <b>Amount</b>   |
|------------------------------|---------------------|-----------------|
| <a href="#">110-050-2120</a> | FEDERAL WITHHOLDING | 820.68          |
| <a href="#">110-050-2122</a> | STATE WITHHOLDING   | 406.31          |
| <b>Total:</b>                |                     | <b>1,226.99</b> |

| <b>Account</b>               | <b>Name</b>                  | <b>Amount</b>    |
|------------------------------|------------------------------|------------------|
| <a href="#">112-050-2121</a> | FICA/MEDICARE WITHHOLDING    | 14,288.06        |
| <a href="#">112-050-2122</a> | STATE WITHHOLDING            | 158.93           |
| <a href="#">112-050-2123</a> | IPERS WITHHOLDING            | 15,321.15        |
| <a href="#">112-050-2124</a> | HEALTH INSURANCE WITHHOLDING | 21,429.44        |
| <a href="#">112-050-2125</a> | DENTAL INSURANCE             | 1,554.65         |
| <a href="#">112-050-2132</a> | VISION WITHHOLDING           | 259.65           |
| <b>Total:</b>                |                              | <b>53,011.88</b> |

| <b>Account</b>               | <b>Name</b>         | <b>Amount</b>   |
|------------------------------|---------------------|-----------------|
| <a href="#">600-050-2120</a> | FEDERAL WITHHOLDING | 732.73          |
| <a href="#">600-050-2122</a> | STATE WITHHOLDING   | 373.90          |
| <b>Total:</b>                |                     | <b>1,106.63</b> |

| <b>Account</b>               | <b>Name</b>         | <b>Amount</b>   |
|------------------------------|---------------------|-----------------|
| <a href="#">610-050-2120</a> | FEDERAL WITHHOLDING | 667.03          |
| <a href="#">610-050-2122</a> | STATE WITHHOLDING   | 342.05          |
| <b>Total:</b>                |                     | <b>1,009.08</b> |

| <b>Account</b>               | <b>Name</b>         | <b>Amount</b> |
|------------------------------|---------------------|---------------|
| <a href="#">670-050-2120</a> | FEDERAL WITHHOLDING | 11.22         |
| <a href="#">670-050-2122</a> | STATE WITHHOLDING   | 13.84         |
| <b>Total:</b>                |                     | <b>25.06</b>  |

| <b>Account</b>               | <b>Name</b>         | <b>Amount</b> |
|------------------------------|---------------------|---------------|
| <a href="#">741-050-2120</a> | FEDERAL WITHHOLDING | 305.88        |
| <a href="#">741-050-2122</a> | STATE WITHHOLDING   | 152.83        |
| <b>Total:</b>                |                     | <b>458.71</b> |

| <b>Account</b>               | <b>Name</b>             | <b>Amount</b>   |
|------------------------------|-------------------------|-----------------|
| <a href="#">820-050-2131</a> | SELF-FUNDED WITHHOLDING | 1,993.12        |
| <b>Total:</b>                |                         | <b>1,993.12</b> |



# State of Iowa

Alcoholic Beverages Division

## Applicant

|                           |                             |                |        |       |
|---------------------------|-----------------------------|----------------|--------|-------|
| NAME OF LEGAL ENTITY      | NAME OF BUSINESS(DBA)       | BUSINESS       |        |       |
| CASEY'S MARKETING COMPANY | CASEY'S GENERAL STORE #1861 | (515) 957-8910 |        |       |
| ADDRESS OF PREMISES       | PREMISES SUITE/APT NUMBER   | CITY           | COUNTY | ZIP   |
| 1455 GRANT STREET SOUTH   |                             | Bondurant      | Polk   | 50035 |
| MAILING ADDRESS           | CITY                        | STATE          | ZIP    |       |
| 1 SE CONVENIENCE BLVD     | Ankeny                      | Iowa           | 50021  |       |

## Contact Person

|                 |                |                         |
|-----------------|----------------|-------------------------|
| NAME            | PHONE          | EMAIL                   |
| Madison Paulson | (515) 381-5974 | madi.paulson@caseys.com |

## License Information

|                |                                |          |                              |
|----------------|--------------------------------|----------|------------------------------|
| LICENSE NUMBER | LICENSE/PERMIT TYPE            | TERM     | STATUS                       |
| LE0002858      | Class E Retail Alcohol License | 12 Month | Submitted to Local Authority |

|                          |                           |                      |
|--------------------------|---------------------------|----------------------|
| TENTATIVE EFFECTIVE DATE | TENTATIVE EXPIRATION DATE | LAST DAY OF BUSINESS |
| Mar 1, 2023              | Feb 29, 2024              |                      |

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



# State of Iowa

Alcoholic Beverages Division

## Status of Business

BUSINESS TYPE

Corporation

## Ownership

### • Individual Owners

| NAME                                   | CITY     | STATE | ZIP   | POSITION            | % OF OWNERSHIP | U.S. CITIZEN |
|----------------------------------------|----------|-------|-------|---------------------|----------------|--------------|
| BRIAN JOHNSON                          | JOHNSTON | Iowa  | 50131 | VICE PRESIDENT      | 0.00           | Yes          |
| DOUGLAS BEECH                          | ANKENY   | Iowa  | 50021 | ASSISTANT SECRETARY | 0.00           | Yes          |
| SAMUEL JAMES                           | ANKENY   | Iowa  | 50021 | PRESIDENT           | 0.00           | Yes          |
| 42-0935283 CASEY'S GENERAL STORE, INC. | ANKENY   | Iowa  | 50021 | OWNER               | 100.00         | Yes          |
| SCOTT FABER                            | Johnston | Iowa  | 50131 | SECRETARY           | 0.00           | Yes          |
| ERIC LARSEN                            | Ankeny   | Iowa  | 50023 | TREASURER           | 0.00           | Yes          |

## Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE



# State of Iowa

Alcoholic Beverages Division

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE



# State of Iowa

Alcoholic Beverages Division

## Applicant

|                            |                           |                |        |       |
|----------------------------|---------------------------|----------------|--------|-------|
| NAME OF LEGAL ENTITY       | NAME OF BUSINESS(DBA)     | BUSINESS       |        |       |
| FAREWAY STORES, INC.       | Fareway Stores, Inc. #236 | (515) 433-5336 |        |       |
| ADDRESS OF PREMISES        | PREMISES SUITE/APT NUMBER | CITY           | COUNTY | ZIP   |
| 114 Brick Street Southeast |                           | Bondurant      | IA     | 50035 |
| MAILING ADDRESS            | CITY                      | STATE          | ZIP    |       |
| 715 8th Street             | Boone                     | Iowa           | 50036  |       |

## Contact Person

|               |                |                                 |
|---------------|----------------|---------------------------------|
| NAME          | PHONE          | EMAIL                           |
| Tracey Wilson | (515) 432-2623 | storelicenses@farewaystores.com |

## License Information

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

|                          |                           |                      |
|--------------------------|---------------------------|----------------------|
| TENTATIVE EFFECTIVE DATE | TENTATIVE EXPIRATION DATE | LAST DAY OF BUSINESS |
| Jan 5, 2023              | Jan 4, 2024               |                      |

|                                |
|--------------------------------|
| SUB-PERMITS                    |
| Class E Retail Alcohol License |

PRIVILEGES



## Status of Business

BUSINESS TYPE

Corporation

## Ownership

### • Individual Owners

| NAME                                                                         | CITY   | STATE | ZIP   | POSITION     | % OF OWNERSHIP | U.S. CITIZEN |
|------------------------------------------------------------------------------|--------|-------|-------|--------------|----------------|--------------|
| The Fareway Control Trust                                                    | Boone  | Iowa  | 50036 | Trust        | 57.03          | Yes          |
| Fred E Vitt Control Trust                                                    | Boone  | Iowa  | 50036 | Trust        | 11.09          | Yes          |
| VARIOUS INDIVIDUALS, TRUSTS EACH HOLDING LESS THAN FIVE PERCENT OF THE STOCK | Boone  | Iowa  | 50036 | Stockholders | 31.88          | Yes          |
| Garrett S Piklapp                                                            | Huxley | Iowa  | 50124 | President    | 0.00           | Yes          |
| JEFF DIGHTON                                                                 | Boone  | Iowa  | 50036 | Treasurer    | 0.00           | Yes          |

## Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



# State of Iowa

Alcoholic Beverages Division

**Tax Abatement Applications**  
**January 3, 2023**  
**City of Bondurant**

| Name           | Address                  | Closing Date | Cost      |
|----------------|--------------------------|--------------|-----------|
| Nathan Burgett | 3317 Wolf Creek Road, SW | 11/12/2021   | \$283,110 |
|                |                          |              |           |
|                |                          |              |           |
|                |                          |              |           |
|                |                          |              |           |
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|                |                          |              |           |
|                |                          |              |           |



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 5.d.  
For Meeting of 1/3/2023  
**Motion**

**TITLE:** Recieve & File - Mayor Pro Tem appointment of Robert Pfeffer effective January 1, 2023

**CONTACT PERSON:**

Marketa Oliver, City Administrator

**BRIEF HISTORY & ANALYSIS:** Mayor Elrod has appointed Council Member Robert Pfeffer as Mayor Pro Tem, beginning January 1, 2023. The purpose of this item is to receive and file the appointment.

**FUNDING SOURCE:** NA

**STAFF RECOMMENDATION:** Receive and file the appointment.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 5.e.  
For Meeting of 1/3/2023  
**Resolution**

**TITLE:** - Resolution approving modified Water Disconnect Policy

**CONTACT PERSON:**

Jene Jess, Finance Director  
Marketa Oliver, City Administrator

**BRIEF HISTORY & ANALYSIS:** In December of 2017, the City Council approved a written Water Disconnect/Reconnect Policy and Procedure that went into effect in February of 2018. Prior to adopting the new policy, the City called out Public Works employees after hours for water reconnections (the cost of which was approximately \$100) and had experienced numerous times when payments made after hours were with checks that were returned for insufficient funds or where the customer indicated a drop box payment has been made, only to find out the payment had not been made. Council adopted the policy which indicates that service will be connected the next business day because in addition to having a consistent payment date (the 15<sup>th</sup> of each month) customers have a business week or more to pay delinquent bills, prior to any disconnection of service.

Now that the policy has been in place for nearly five years, there are a few adjustments that staff recommend to streamline the policy. Staff also reviewed policies and procedures of other utilities in the region in making the recommended changes. The updated policy is attached.

**FUNDING SOURCE:** Water

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 230103-01

CITY OF BONDURANT  
RESOLUTION NO. 230103-01

RESOLUTION ADOPTING UPDATED WATER DISCONNECT/RECONNECT POLICY

WHEREAS the City of Bondurant operates enterprise funds for various utilities; AND

WHEREAS payment for utility bills is due the 15<sup>th</sup> of every month when this day falls on a day when the office is closed it will be the following business day; AND

WHEREAS the disconnect date is the 23<sup>rd</sup> of every month, when this day falls on a day when the office is closed it will be the following business day; and

WHEREAS it is occasionally necessary for the City to terminate water services for nonpayment of utility bills; and

WHEREAS the City Council thinks it is best practice to adopt guidelines and policies for water service disconnect and reconnect procedures.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the attached "Water Disconnect/Reconnect Policy Procedure" as detailed in Exhibit A, is adopted and effective January 1, 2023.

Passed this 3<sup>rd</sup> day of January 2023

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Council Action | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Cox            |      |      |         |        |
| Driscoll       |      |      |         |        |
| McKenzie       |      |      |         |        |
| Peffer         |      |      |         |        |
| Sillanpaa      |      |      |         |        |

## Exhibit A

### Water Disconnect/Reconnect Policy Procedure - Effective February 22, 2018 January 1, 2023

The City sends utility bills on the last day of the month. Payment for this bill is due the 15<sup>th</sup> of the month. If payment is not received by the 8:00 a.m. on the 16<sup>th</sup> of the month, a 10% penalty is applied to the account. The shut-off date is the 23<sup>rd</sup> of each month. Whenever these dates fall on a day when the office is closed it will be the following business day. ~~must be more than a week after the bill due date, but the specific date is determined annually by the Utility Billing Clerk. A calendar of shut-off dates must be provided to internal personnel, posted to the City's website at the beginning of the year, and available on the City's website for reference throughout the year. The shut-off date should also be included on the utility bill post card mailed to the resident. A non-payment fee of \$50.00 is charged to any account on which payment has not been received by 8:30 a.m. on the day of the shut-off date.~~

Following are procedures for staff to follow for water service disconnects and reconnections:

1. Water bills will be mailed out on or before the first business day of the month and are due on the 15<sup>th</sup> of every month. ~~The Utility Billing Clerk will establish a schedule of monthly shut-off dates for the following calendar year no later than November 15th.~~
2. ~~The calendar will be published on the City's website no later than December 30th for the following year.~~
3. ~~The Utility Bill will include the disconnect date.~~
4. ~~The Utility Billing Clerk will maintain a list of any resident who must have access to water at all times due to medical conditions.~~
5. On the 16<sup>th</sup> of the month, the Utility Billing Clerk will generate a list of any residents who have unpaid utility bills and send a notice to those residents indicating their water will be disconnected and include the date on which that will happen if the bill is not paid. If payment is not received by the 8:00 a.m. on the 16<sup>th</sup> of the month, a 10% penalty is applied to the account. When this day falls on a day when the office is closed it will be the following business day.
6. Disconnect day is the 23<sup>rd</sup> of each month. At 8:30 a.m., on the water disconnect date, any utility account with an unpaid bill will be charged a \$50.00 non-payment fee regardless of disconnection of service and city staff will begin to shut off water at locations, ~~other than those listed as medically necessary.~~ When this day falls on a day when the office is closed it will be the following business day.
7. As utility account payments are made, water will be turned on during the day. Accounts that remain delinquent at the end of the business day will have service restored, after payment, on the next regular business day.



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 5.f.  
For Meeting of 1/3/2023  
**Resolution**

**TITLE:** - Resolution requesting ownership transfer of the Iowa Department of Transportation-owned NE Jorie Way to the City of Bondurant for public roadway purposes

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** The attached resolution requests ownership of the Iowa Department of Transportation-owned NE Jorie Way to the City of Bondurant for public roadway purposes. NE Jorie Way was constructed by the Iowa Department of Transportation as part of the construction of Interstate 80 when it eliminated a portion of NE 62nd Avenue through the area of Interstate 80. City of Bondurant ownership of NE Jorie Way is preferred, as a portion of the water mains associated with the water tower proposed along NE 88th Street will be routed along this area.

The City has created an acquisition plat for this area as previously, the deed still have NE Jorie Way connected with Interstate 80.

**FUNDING SOURCE:** N/A for roadway ownership

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 230103-02
2. Pages from Plat and Description Only

CITY OF BONDURANT  
RESOLUTION NO. 230103-02

RESOLUTION REQUESTING OWNERSHIP TRANSFER OF THE IOWA  
DEPARTMENT OF TRANSPORTATION-OWNED NE JORIE WAY TO THE CITY OF  
BONDURANT FOR PUBLIC ROADWAY PURPOSES

WHEREAS, NE Jorie Way is owned by the Iowa Department of Transportation; AND

WHEREAS, the City of Bondurant ownership of NE Jorie Way, as shown in Attachment A, is requested, for the efficient operations of city roadway maintenance; AND

WHEREAS, the City of Bondurant acknowledges the transfer of NE Jorie Way is for public roadway purposes; AND

WHEREAS, the City of Bondurant acknowledges the City will be required to provide NE Jorie Way at no cost back to the Iowa Department of Transportation if ever requested by the Iowa Department of Transportation in the future for the purposes of Interstate 80 expansion.

NOW, THEREFORE, BE IT RESOLVED that the Bondurant City Council requests ownership transfer of the Iowa Department of Transportation-owned NE Jorie Way to the City of Bondurant for public roadway purposes.

Passed and approved by the City Council of the City of Bondurant, Iowa, this 3<sup>rd</sup> day of January 2023.

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Name      | Yay | Nay | Abstain | Absent |
|-----------|-----|-----|---------|--------|
| Cox       |     |     |         |        |
| Driscoll  |     |     |         |        |
| McKenzie  |     |     |         |        |
| Peffer    |     |     |         |        |
| Sillanpaa |     |     |         |        |

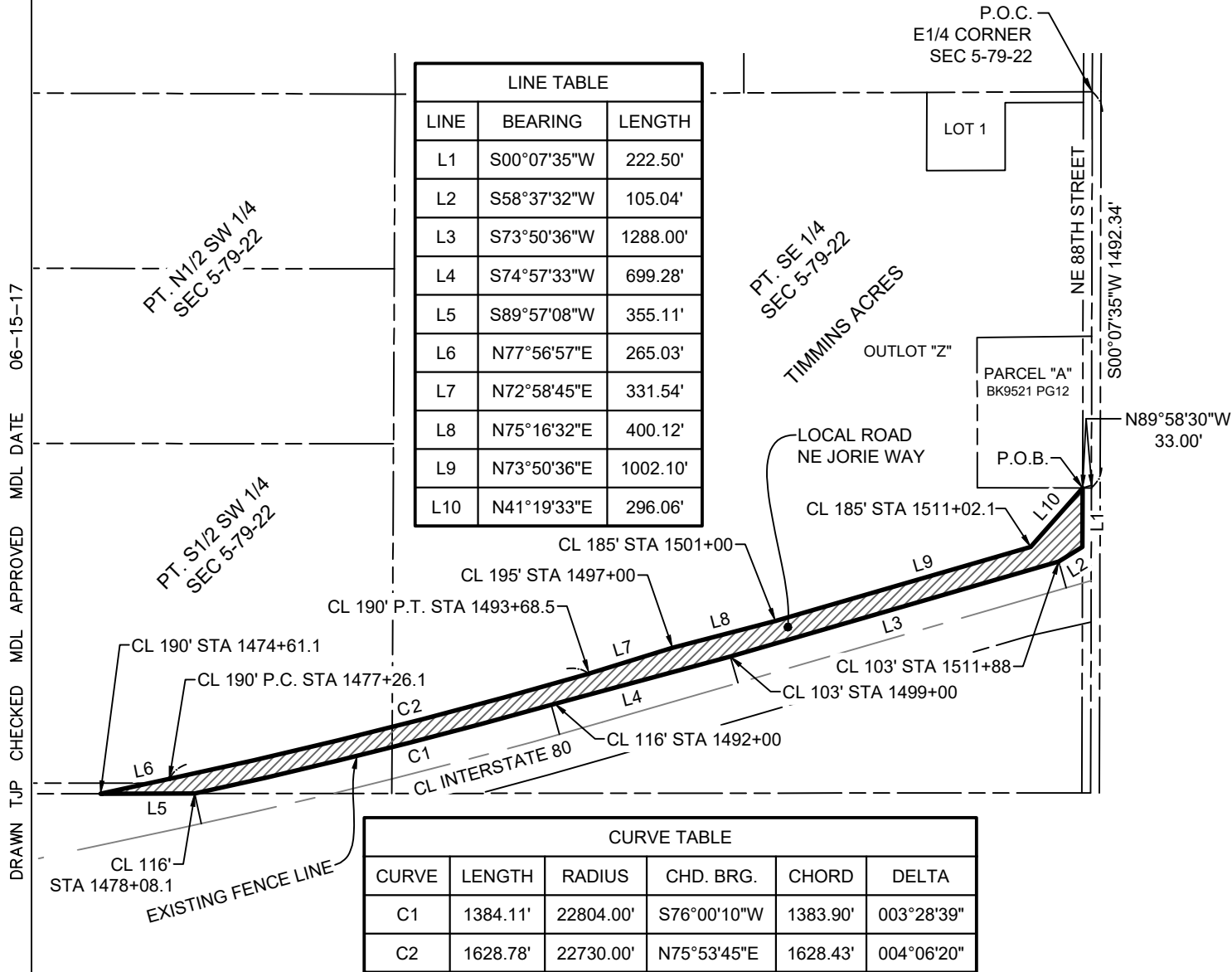
EXHIBIT

LEGAL DESCRIPTION:

A PART OF THE SOUTHEAST QUARTER AND PART OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

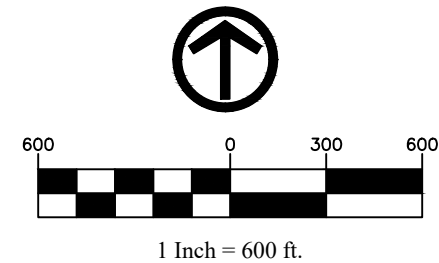
COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 5; THENCE SOUTH 00°07'35" WEST ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER, 1492.34 FEET; THENCE NORTH 89°58'30" WEST, 33.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF NE 88th STREET, AND THE POINT OF BEGINNING; THENCE SOUTH 00°07'35" WEST, 222.50 FEET; THENCE SOUTH 58°37'32" WEST, 105.04 FEET; THENCE SOUTH 73°50'36" WEST, 1288.00 FEET; THENCE SOUTH 74°57'33" WEST, 699.28 FEET; THENCE SOUTHWEST ALONG A CURVE CONCAVE TO THE NORTH WHOSE RADIUS IS 22,804.00 FEET, WHOSE ARC LENGTH IS 1,384.11 FEET AND WHOSE CHORD BEARS SOUTH 76°00'10" WEST, 1,383.90 FEET TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 5; THENCE SOUTH 89°57'08" WEST ALONG SAID SOUTH LINE, 355.11 FEET TO THE NORTH RIGHT-OF-WAY LINE OF INTERSTATE 80 AS SHOWN ON THE CONDEMNATION RECORDED IN BOOK 3230, PAGE 419 AND BOOK 3216, PAGE 1 IN THE POLK COUNTY RECORDER'S OFFICE; THENCE NORTH 77°56'57" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 265.03 FEET; THENCE NORTHEAST, ALONG SAID NORTH RIGHT-OF-WAY LINE AND A CURVE CONCAVE TO THE NORTH WHOSE RADIUS IS 22,730.00 FEET, WHOSE ARC LENGTH IS 1,628.78 FEET AND WHOSE CHORD BEARS NORTH 75°53'45" EAST, 1,628.43 FEET; THENCE NORTH 72°58'45" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 331.54 FEET; THENCE NORTH 75°16'32" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 400.12 FEET; THENCE NORTH 73°50'36" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 1002.10 FEET; THENCE NORTH 41°19'33" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 296.06 FEET TO THE POINT OF BEGINNING AND CONTAINING 6.94 ACRES.

FOR THE PURPOSE OF THIS DESCRIPTION, ALL BEARING AND DISTANCES ARE REFERENCED TO NAD83(2011) IA SPCS SOUTH ZONE, US SURVEY FOOT.



NOTE:  
INFORMATION CREATED FROM CONDEMNATION  
RECORDED IN BOOK 3230, PAGE 419 AND BOOK  
3216, PAGE 1

| LEGEND |                               |
|--------|-------------------------------|
| (M)    | MEASURED BEARING OR DIMENSION |
| (R)    | RECORDED BEARING OR DIMENSION |
| -----  | SECTION LINE                  |
| -----  | PROPERTY LINE                 |



2ND STREET NE AND PLEASANT STREET NE



A PART OF THE SOUTHEAST QUARTER AND PART OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 5; THENCE SOUTH 00°07'35" WEST ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER, 1492.34 FEET; THENCE NORTH 89°58'30" WEST, 33.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF NE 88<sup>TH</sup> STREET, AND THE POINT OF BEGINNING; THENCE SOUTH 00°07'35" WEST, 222.50 FEET; THENCE SOUTH 58°37'32" WEST, 105.04 FEET; THENCE SOUTH 73°50'36" WEST, 1288.00 FEET; THENCE SOUTH 74°57'33" WEST, 699.28 FEET; THENCE SOUTHWEST ALONG A CURVE CONCAVE TO THE NORTH WHOSE RADIUS IS 22,804.00 FEET, WHOSE ARC LENGTH IS 1,384.11 FEET AND WHOSE CHORD BEARS SOUTH 76°00'10" WEST, 1,383.90 FEET TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 5; THENCE SOUTH 89°57'08" WEST ALONG SAID SOUTH LINE, 355.11 FEET TO THE NORTH RIGHT-OF-WAY LINE OF INTERSTATE 80 AS SHOWN ON THE CONDEMNATION RECORDED IN BOOK 3230, PAGE 419 AND BOOK 3216, PAGE 1 IN THE POLK COUNTY RECORDER'S OFFICE; THENCE NORTH 77°56'57" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 265.03 FEET; THENCE NORTHEAST, ALONG SAID NORTH RIGHT-OF-WAY LINE AND A CURVE CONCAVE TO THE NORTH WHOSE RADIUS IS 22,730.00 FEET, WHOSE ARC LENGTH IS 1,628.78 FEET AND WHOSE CHORD BEARS NORTH 75°53'45" EAST, 1,628.43 FEET; THENCE NORTH 72°58'45" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 331.54 FEET; THENCE NORTH 75°16'32" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 400.12 FEET; THENCE NORTH 73°50'36" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 1002.10 FEET; THENCE NORTH 41°19'33" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE, 296.06 FEET TO THE POINT OF BEGINNING AND CONTAINING 6.94 ACRES.

FOR THE PURPOSE OF THIS DESCRIPTION, ALL BEARING AND DISTANCES ARE REFERENCED TO NAD83(2011) IA SPCS SOUTH ZONE, US SURVEY FOOT.



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 5.g.  
For Meeting of 1/3/2023  
**Resolution**

**TITLE:** - Resolution approving an invoice for street lighting from Mid-American energy for the placement of streetlights for the newly constructed Commerce Parkway, SW and 35th Street, SW project in the amount of \$196,181.96

**CONTACT PERSON:**

John Horton, Public Works Director

**BRIEF HISTORY & ANALYSIS:** On the February 22nd 2022 agenda, the City Council approved the street lighting proposal from MidAmerican Energy for the placement of street lights along the newly constructed Commerce Parkway SW and 35th St. SW on the former Rosenburger parcel. The proposal was in the amount of \$158,999.37. By tariff, the City is required to pay the actual cost of installation for projects exceeding \$100K dollars. This resolution is to approve the invoice the City received from MidAmerican Energy. The final invoice is \$37,182.59 higher than the estimated proposal that was approved previously by council. The invoice in the amount of \$196,181.96 represents the actual cost of labor and materials used to install this street lighting.

**FUNDING SOURCE:** TIF/Bond Funding

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 230103-03
2. Invoice for payment - Bondurant - Streetlights - 2907117

CITY OF BONDURANT  
RESOLUTION NO. 230103-03

RESOLUTION APPROVING INVOICE FOR STREET LIGHTING INSTALLTION FOR  
THE COMMERCE PARKWAY AND 35<sup>TH</sup> ST SW PROJECT TO MIDAMERICAN  
ENERGY IN THE AMOUNT OF \$196,181.96

WHEREAS the invoice for street light installation along Commerce Parkway and 35<sup>th</sup> ST. SW was submitted on December 14<sup>th</sup>, 2022; AND

WHEREAS the invoice is for actual labor and materials used for the project; AND

WHEREAS City Staff have reviewed the invoice for accuracy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the invoice for street light installation along Commerce Parkway and 35<sup>th</sup> St. SW in the amount of \$196,181.96 is hereby approved.

Passed this 3<sup>rd</sup> day of January 2022,

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Name      | Yay | Nay | Abstain | Absent |
|-----------|-----|-----|---------|--------|
| Cox       |     |     |         |        |
| Driscoll  |     |     |         |        |
| McKenzie  |     |     |         |        |
| Peffer    |     |     |         |        |
| Sillanpaa |     |     |         |        |



MidAmerican Energy  
PO BOX 657  
Des Moines, IA 50306

# INVOICE

December 14, 2022

City of Bondurant  
Attention: John Horton  
jhorton@cityofbondurant.com

**RE: Installation of streetlights on Commerce Pkwy SW, Bondurant  
WMIS # 2907117**

Dear John Horton:

MidAmerican Energy has completed the work for the above referenced project. The total amount due for this project is **\$196,181.96.**

Please send payment of **\$196,181.96** to:

MidAmerican Energy Company  
Attn: Matt Novy - DMCC  
PO Box 657  
Des Moines, IA 50306

Sincerely,  
MidAmerican Energy Company

Matt Novy  
Customer Project Coordinator



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 5.h.  
For Meeting of 1/3/2023  
**Resolution**

**TITLE:** - Resolution authorizing the disposal of Surplus Property (Signs)

**CONTACT PERSON:**

Marketa Oliver, City Administrator

**BRIEF HISTORY & ANALYSIS:**

**Attached is a resolution authorizing the disposal of signs. Previously, the City Council authorized the disposal of vintage street signs by selling them. The City attempted to sell all of vintage street signs in 2020 via the City website and Facebook marketplace. While there was a good deal of interest, only one of the seven signs was sold. Additionally, the City has a dog park sign that is unusable due to printing errors. City staff would like to offer the signs free of charge or throw them away. The**

**resolution approves of disposing the signs through these methods.**

**FUNDING SOURCE:** NA

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 230103-04

CITY OF BONDURANT  
RESOLUTION NO. 230103-04

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY – CITY  
SIGNS

WHEREAS the City of Bondurant is in possession of vintage street signs and a dog park sign that is unusable due to printing errors; AND

WHEREAS the City has previously made an effort to sell the vintage street signs; AND

WHEREAS the City would like to offer the signs free of charge or throw away remaining signs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Bondurant, Iowa:

1. The signs are hereby deemed to be surplus property with no value; and
2. City staff is hereby authorized to dispose of the surplus property through the methods described above.

Passed this 3rd day of January 2023,

\_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Council<br>Action | Ayes | Nays | Abstain | Absent |
|-------------------|------|------|---------|--------|
| Cox               |      |      |         |        |
| Driscoll          |      |      |         |        |
| McKenzie          |      |      |         |        |
| Peffer            |      |      |         |        |
| Sillanpaa         |      |      |         |        |



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.a.  
For Meeting of 1/3/2023  
**Public Hearing**

**TITLE:** PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00062-000-000 and 140/00050-002-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

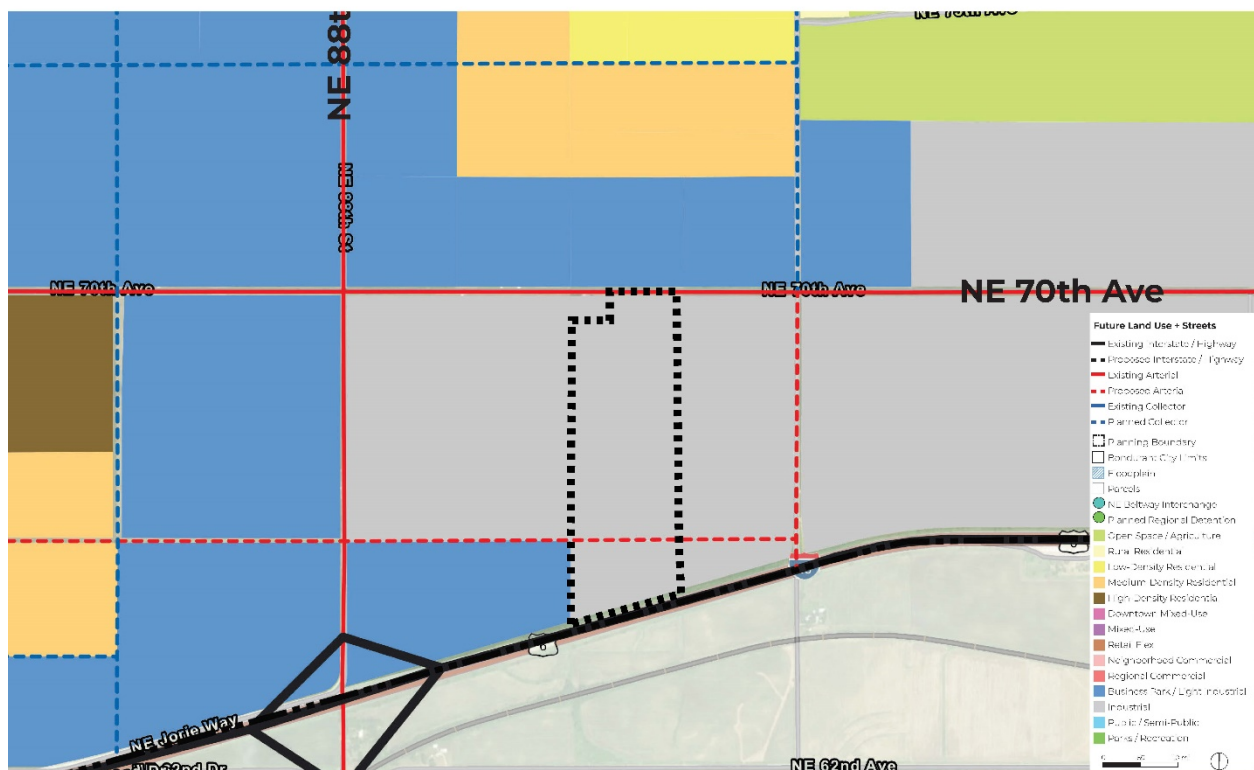
**BRIEF HISTORY & ANALYSIS:** The City has received a voluntary annexation request for the two parcels of land owned by David Ross, Stephen Ross and Jorene King shown in yellow below. These two parcels are [140/00062-000-000](#) and [140/00050-002-000](#).



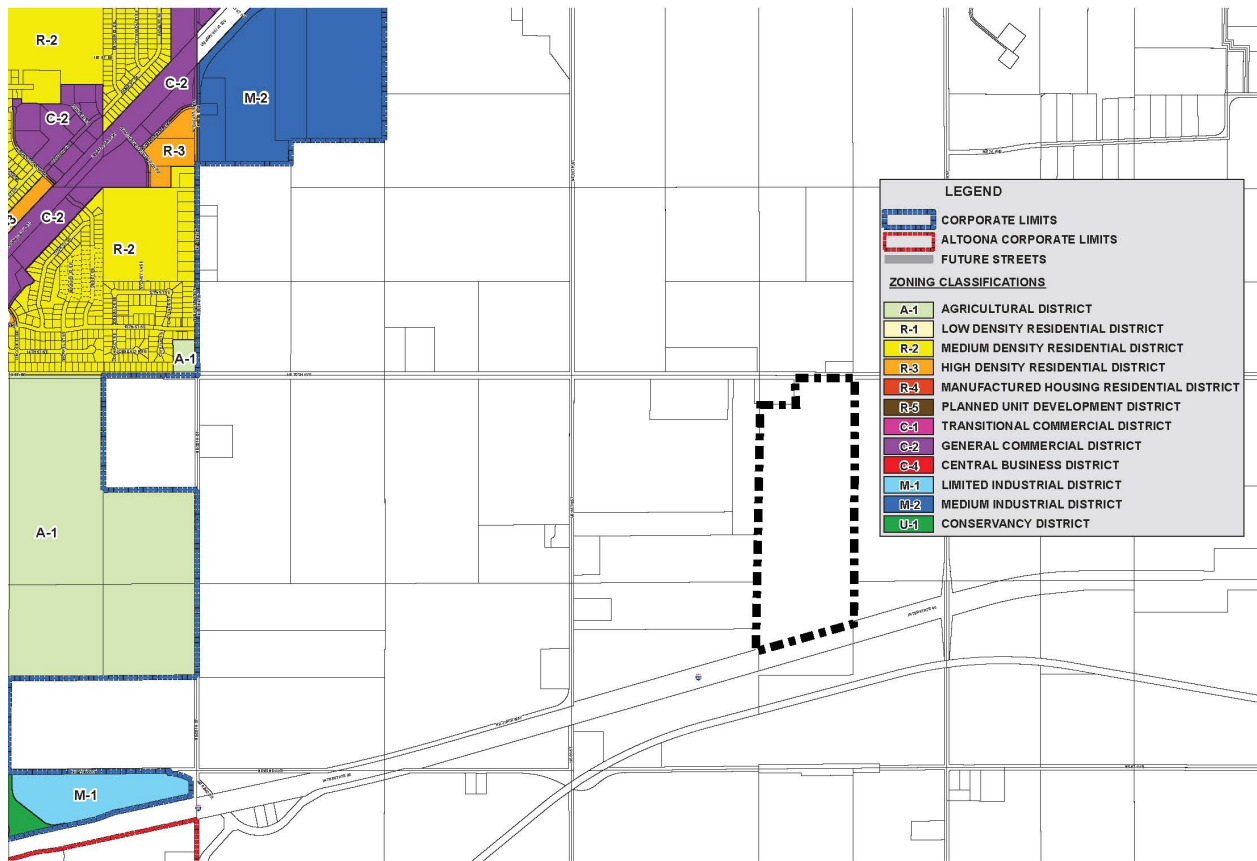
As conditions of the owner in signing the annexation petition, the following is noted on the annexation petition:

- The City agrees to initiate a rezoning of this property from Agricultural (A-1) to Limited Industrial (M-1).

The City's Future Land Use Map, which guides potential rezoning requests but is not the regulatory tool like the Zoning Ordinance/Map, currently guides this Ross-King parcel as Industrial. The Ross-King property is outlined in black below. There is Business Park/Light Industrial (blue shading) located north and southwest of the Ross-King property.



Per Section 177.07.7 of the Zoning Code, when land is considered for annexation, it is automatically zoned as being within the City's Agricultural (A-1) District unless a rezoning request is also being considered at the same time. The rezoning being considered is that the land be zoned Medium Industrial (M-2). The zoning designation of M-2 will not become effective until after the annexation has been finalized. The Ross-King property is outlined in black below.



### **Analysis:**

When considering rezoning requests, the Planning & Zoning Commission should take into account the following: Comprehensive Plan, Consistency with the Zoning Code, Spot Zoning, and Public Input.

#### ***Comprehensive Plan***

When a City considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map. The Future Land Use Map shows the property to be zoned as Industrial. The properties located to the north and southwest have been designated as Business Park/Light Industrial.

#### ***Consistency with the Zoning Code***

This item will be reviewed in detail if/when a site plan application is received for the portion requested for M-2 zoning.

#### ***Spot Zoning***

To determine whether illegal spot zoning has occurred, the courts consider the rezoning takes into account the following:

1. The characteristics of surrounding property.

2. The community's comprehensive plan.
3. The protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power)

Objectives of the Comprehensive Plan support industrial development along the Interstate 80 corridor, and the Future Land Use Map currently guides for industrial development along the interstate corridor east and west of the current area proposed for rezoning and Future Land Use Map updating. The rezoning request for the Ross-King property is consistent with the Future Land Use Map.

*Public Input*

As is required by the City's Zoning Code, letters were sent to property owners within 200' of the requested rezoning. No official petitions against the rezoning request have been received by the City. The November 10, 2022 Planning & Zoning Commission meeting minutes, [found here](#), summarize any public comment received during the Commission's public hearing.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

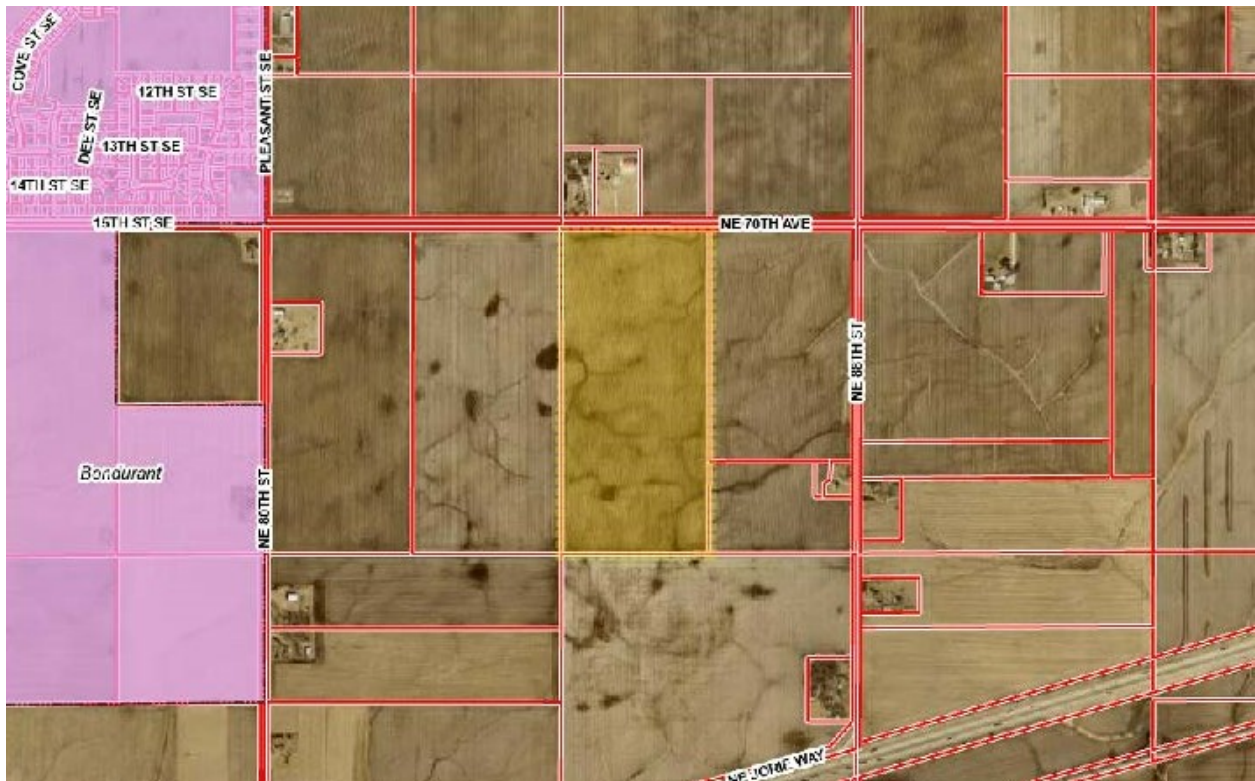
Item No. 7.b.  
For Meeting of 1/3/2023  
**Public Hearing**

**TITLE:** PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Parcel 170/00002-000-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

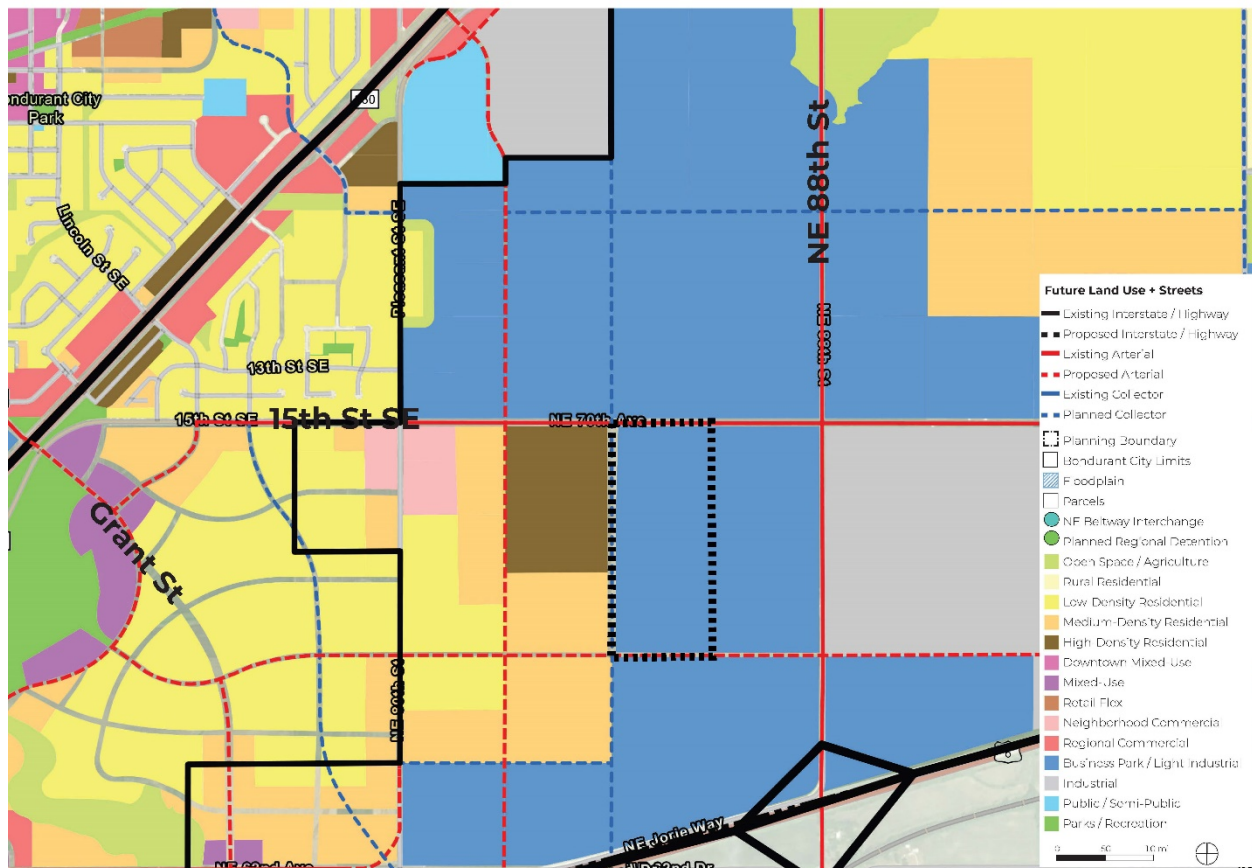
**BRIEF HISTORY & ANALYSIS:** The City has received a voluntary annexation request for the parcel of land owned by CEG Land LLC shown in yellow below. This is Parcel [170/00002-000-000](#).



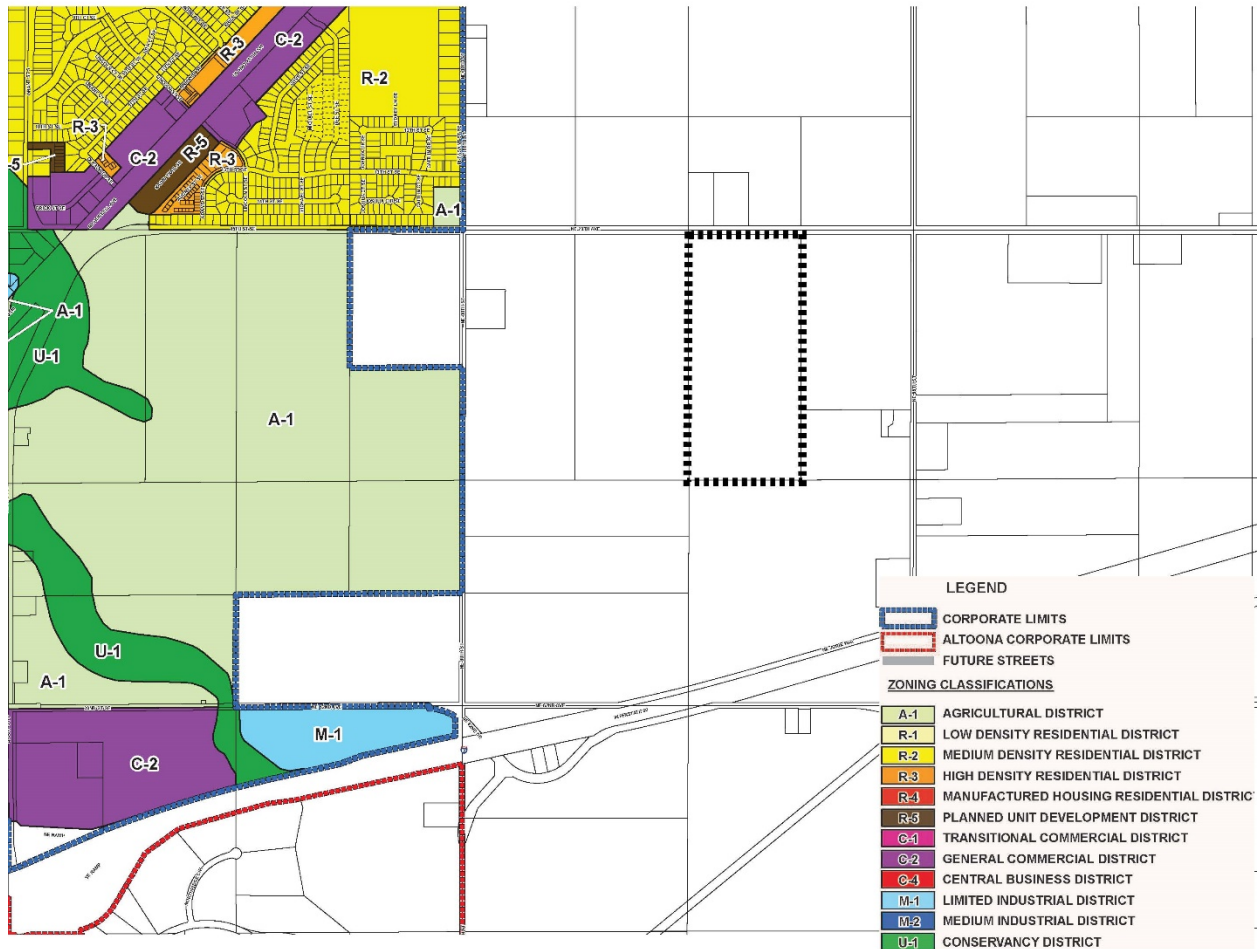
As a condition of the owner in signing the annexation petition, the following was noted on the annexation petition:

- The City agrees to initiate a rezoning of this property from Agricultural (A-1) to Limited Industrial (M-1).

The City's Future Land Use Map, which guides potential rezoning requests but is not the regulatory tool like the Zoning Ordinance/Map, currently guides this CEG Land LLC parcel as Business Park/Light Industrial. The CEG Land LLC property is outlined in black below. There is Business Park/Light Industrial located north, east and south of the CEG Land LLC property. West of the CEG Land LLC property the Future Land Use map has identified High Density Residential and Medium Density Residential uses.



Per Section 177.07.7 of the Zoning Code, when land is considered for annexation, it is automatically zoned as being within the City's Agricultural (A-1) District unless a rezoning request is also being considered at the same time. The rezoning being considered is that the land be zoned Light Industrial (M-1). The zoning designation of M-1 will not become effective until after the annexation has been finalized. The CEG Land LLC property is outlined in black below.



### **Analysis:**

When considering rezoning requests, the Planning & Zoning Commission should take into account the following: Comprehensive Plan, Consistency with the Zoning Code, Spot Zoning, and Public Input.

#### *Comprehensive Plan*

When a City considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map. The Future Land Use Map shows the property to be zoned as Business Park/Light Industrial. The properties located to the north, east and south have also been designated as Business Park/Light Industrial. High Density and Medium Density residential have been designated on the property directly to the west of the CEG Land LLC property.

#### *Consistency with the Zoning Code*

This item will be reviewed in detail if/when a site plan application is received for the portion requested for M-1 zoning.

#### *Spot Zoning*

To determine whether illegal spot zoning has occurred, the courts consider the rezoning takes into account the following:

1. The characteristics of surrounding property.
2. The community's comprehensive plan.
3. The protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power)

Objectives of the Comprehensive Plan support industrial development along the Interstate 80 corridor, and the Future Land Use Map currently guides for industrial development along the interstate corridor and Business Park/Light Industrial for surrounding properties. The rezoning request for the CEG Land LLC property is consistent with the Future Land Use Map.

#### *Public Input*

As is required by the City's Zoning Code, letters were sent to property owners within 200' of the requested rezoning. No official petitions against the rezoning request have been received by the City. The November 10, 2022 Planning & Zoning Commission meeting minutes, [found here](#), summarize any public comment received during the Commission's public hearing.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.c.  
For Meeting of 1/3/2023  
**Public Hearing**

**TITLE:** PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00052-005-000, 140/00053-000-000, and 140/00054-001-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

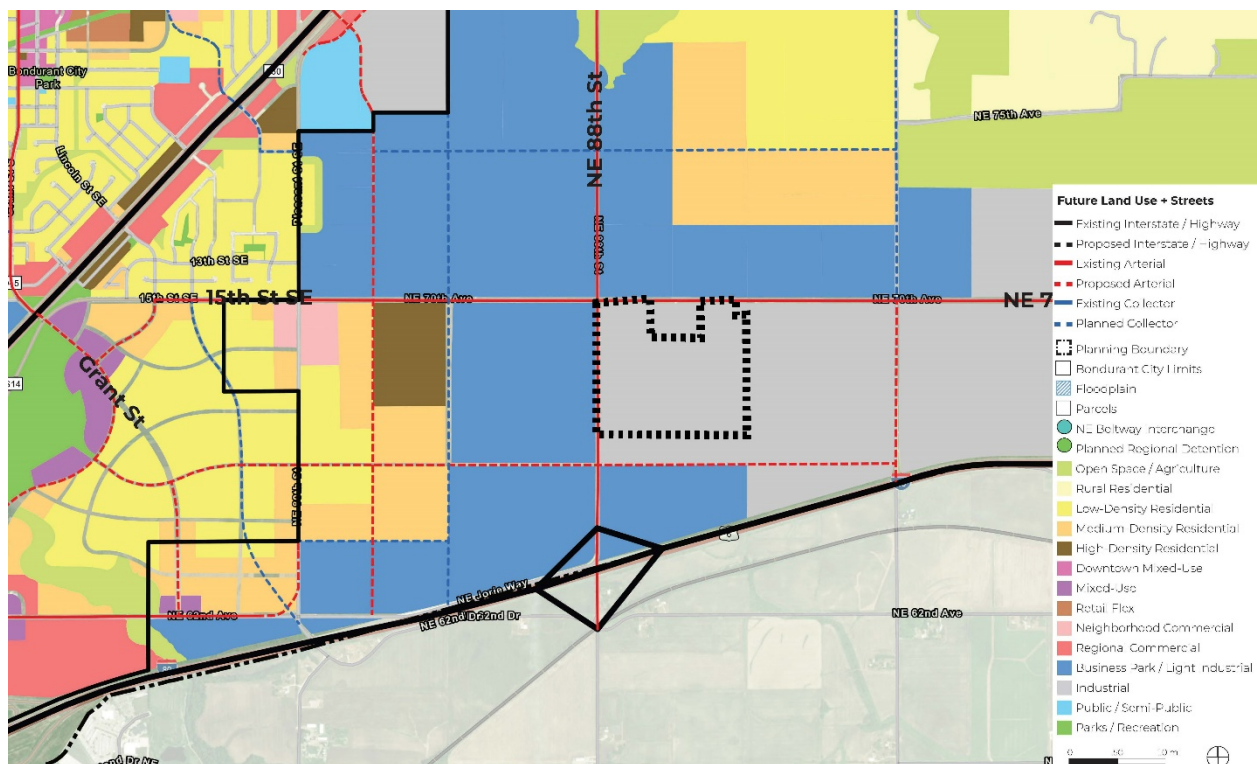
**BRIEF HISTORY & ANALYSIS:** The City has received a voluntary annexation request for the parcels of land owned by CEG Land LLC shown in yellow below. These are parcels [140/00052-005-000](#), 140/00053-000-000, and [140/00054-001-000](#).



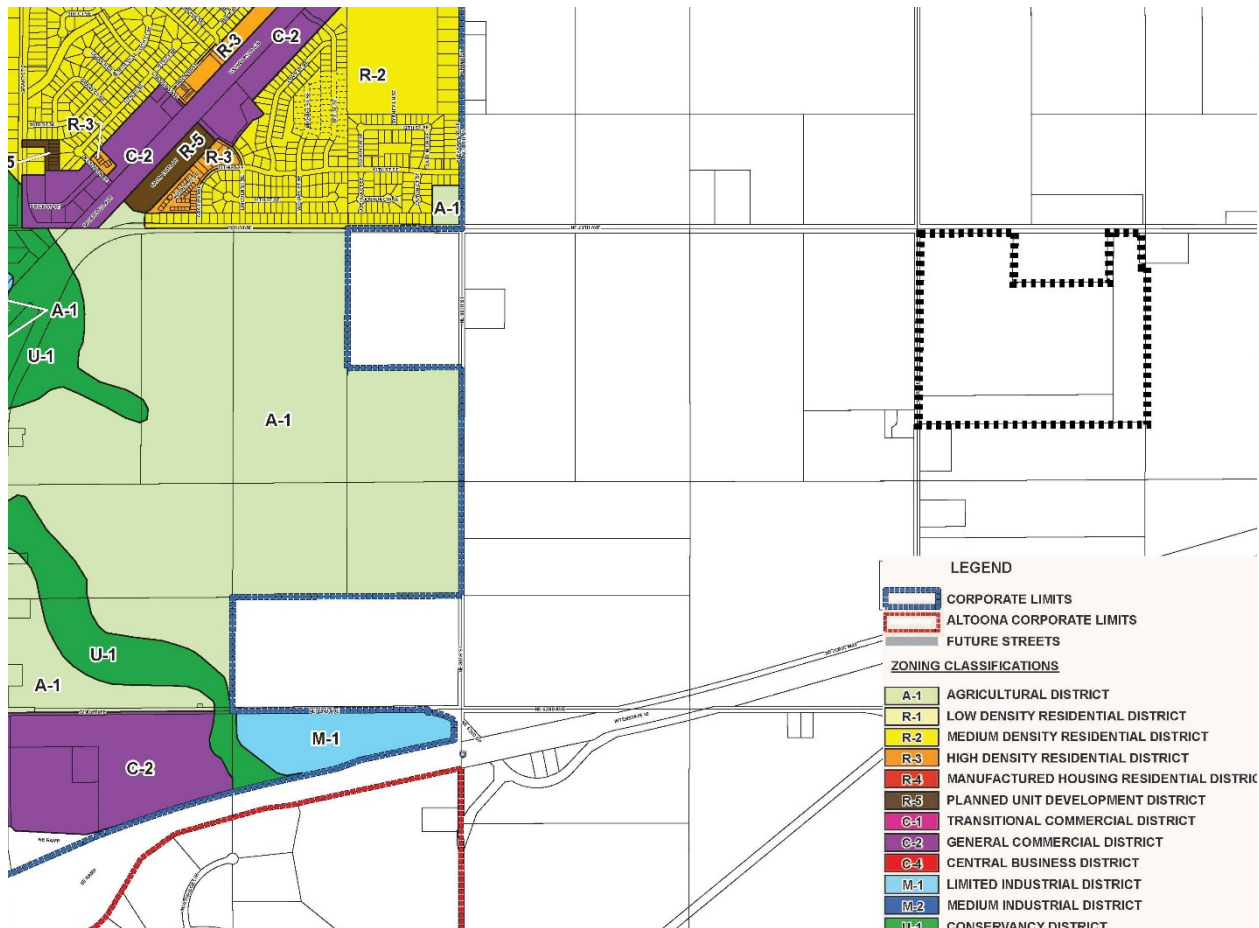
As a condition of the owner in signing the annexation petition, the following is noted on the annexation petition:

- The City agrees to initiate a rezoning of this property from Agricultural (A-1) to Medium Industrial (M-2).

The City's Future Land Use Map, which guides potential rezoning requests but is not the regulatory tool like the Zoning Ordinance/Map, currently guides this CEG Land LLC parcel as Industrial. The CEG Land LLC property is outlined in black below. There is Business Park/Light Industrial located north, west and south of the CEG Land LLC property. East of the CEG Land LLC property the Future Land Use map has identified additional Industrial properties.



Per Section 177.07.7 of the Zoning Code, when land is considered for annexation, it is automatically zoned as being within the City's Agricultural (A-1) District unless a rezoning request is also being considered at the same time. The rezoning being considered is that the land be zoned Medium Industrial (M-2). The zoning designation of M-2 will not become effective until after the annexation has been finalized. The CEG Land LLC property is outlined in black below.



### **Analysis:**

When considering rezoning requests, the Planning & Zoning Commission should take into account the following: Comprehensive Plan, Consistency with the Zoning Code, Spot Zoning, and Public Input.

#### ***Comprehensive Plan***

When a City considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map. The Future Land Use Map shows the property to be zoned as Industrial. The properties to the east, have been designated as Industrial while the properties to the north, west and south have been designated as Business Park/Light Industrial.

#### ***Consistency with the Zoning Code***

This item will be reviewed in detail if/when a site plan application is received for the portion requested for M-2 zoning.

#### ***Spot Zoning***

To determine whether illegal spot zoning has occurred, the courts consider the rezoning takes into account the following:

1. The characteristics of surrounding property.
2. The community's comprehensive plan.
3. The protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power)

Objectives of the Comprehensive Plan support industrial development along the Interstate 80 corridor, and the Future Land Use Map currently guides for industrial development along the interstate corridor and to the east of the CEG Land LLC property. The rezoning request for the CEG Land LLC property is consistent with the Future Land Use Map.

*Public Input*

As is required by the City's Zoning Code, letters were sent to property owners within 200' of the requested rezoning. No official petitions against the rezoning request have been received by the City. The November 10, 2022 Planning & Zoning Commission meeting minutes, [found here](#), summarize any public comment received during the Commission's public hearing.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.d.  
For Meeting of 1/3/2023  
**Public Hearing**

**TITLE:** PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Lots 1 and Outlot Z of the Timmins Acres Final Plat and on Parcels 140/00058-000-000 and 140/00057-001-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** The City has received a voluntary annexation request for the parcel of land owned by Don Timmins and the City of Bondurant shown in yellow below. These are parcels [170/00010-003-000](#), [140/00058-000-000](#), and [140/00057-001-000](#).

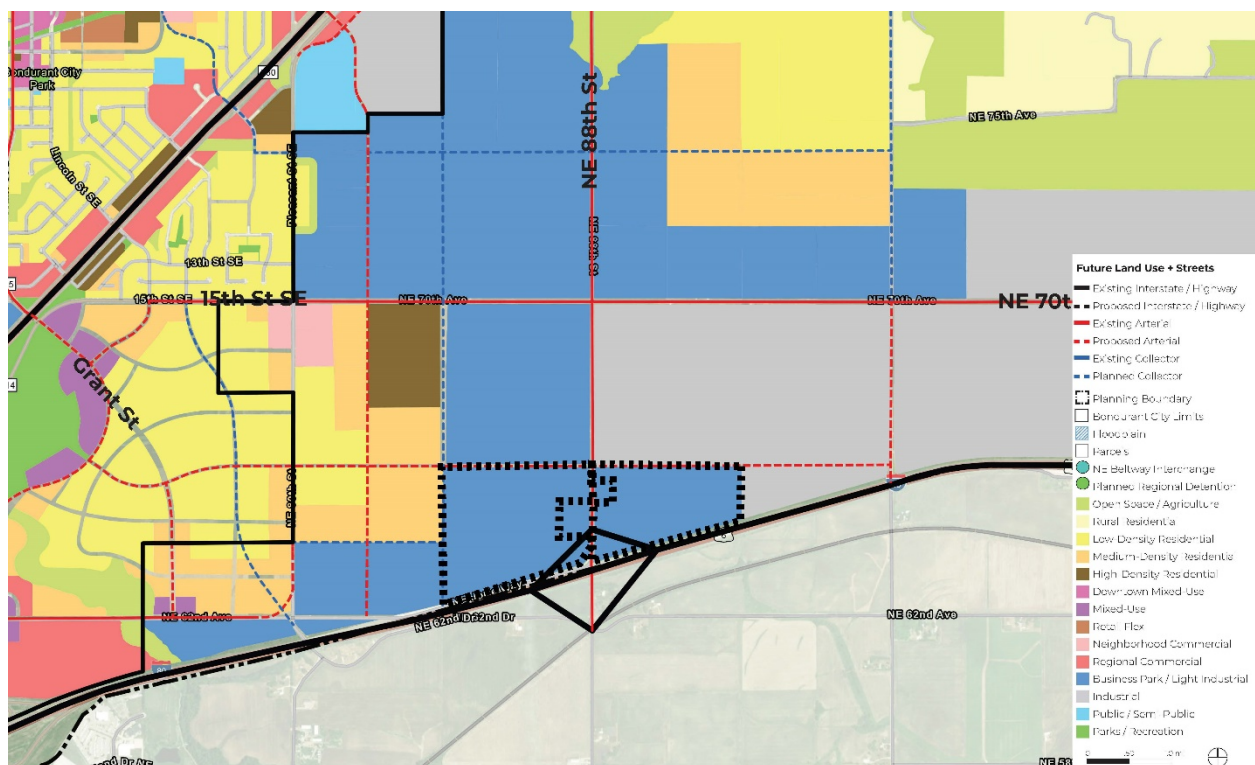


As conditions of the owners in signing the annexation petition, the following is noted on the annexation petition:

- The City agrees to initiate a rezoning of this property from Agricultural (A-1) to Limited Industrial (M-1).

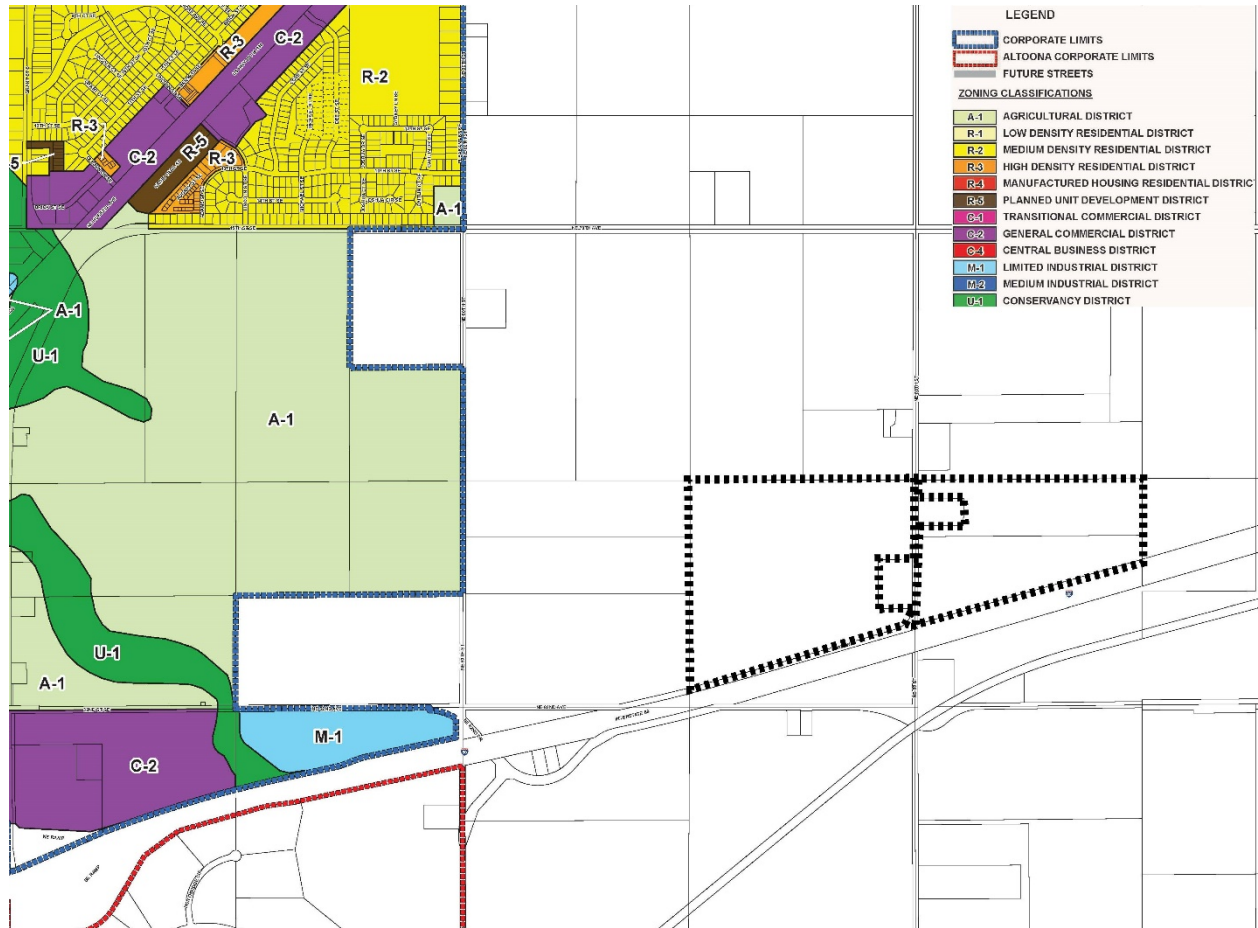
The City of Bondurant has recently purchased 2.27 acres from Timmins in the northeast corner of the property located on the west side of NE 88<sup>th</sup> Street. The City of Bondurant has plans of placing a new water tower on this property.

The City's Future Land Use Map, which guides potential rezoning requests but is not the regulatory tool like the Zoning Ordinance/Map, currently guides this Timmins/City of Bondurant parcels as Business Park/Light Industrial. The Timmins/City of Bondurant property is outlined in black below. There is Business Park/Light Industrial located west and north-northwest of the Timmins/City of Bondurant property. North-northeast and east of the Timmins/City of Bondurant property the Future Land Use map has identified Industrial uses.



Per Section 177.07.7 of the Zoning Code, when land is considered for annexation, it is automatically zoned as being within the City's Agricultural (A-1) District unless a rezoning request is also being considered at the same time. The rezoning being considered is that the land be zoned Light Industrial (M-1). The zoning designation of M-

1 will not become effective until after the annexation has been finalized. The Timmins/City of Bondurant property is outlined in black below.



### **Analysis:**

When considering rezoning requests, the Planning & Zoning Commission should take into account the following: Comprehensive Plan, Consistency with the Zoning Code, Spot Zoning, and Public Input.

#### ***Comprehensive Plan***

When a City considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map. The Future Land Use Map shows the property to be zoned as Business Park/Light Industrial. The properties adjacent to the Timmins/City of Bondurant parcels are designated as either Industrial or Business Park/Light Industrial.

#### ***Consistency with the Zoning Code***

This item will be reviewed in detail if/when a site plan application is received for the portion requested for M-1 zoning.

#### ***Spot Zoning***

To determine whether illegal spot zoning has occurred, the courts consider the rezoning takes into account the following:

1. The characteristics of surrounding property.
2. The community's comprehensive plan.
3. The protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power)

Objectives of the Comprehensive Plan support industrial development along the Interstate 80 corridor, and the Future Land Use Map currently guides for industrial development along the interstate corridor and Business Park/Light Industrial for surrounding properties. The rezoning request for the Timmins/City of Bondurant property is consistent with the Future Land Use Map.

#### *Public Input*

As is required by the City's Zoning Code, letters were sent to property owners within 200' of the requested rezoning. No official petitions against the rezoning request have been received by the City. The November 10, 2022 Planning & Zoning Commission meeting minutes, [found here](#), summarize any public comment received during the Commission's public hearing.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.e.  
For Meeting of 1/3/2023  
**Public Hearing**

**TITLE:** PUBLIC HEARING - regarding a request for rezoning from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on the following Parcels 230/00463-000-000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, and 230/00466-001-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

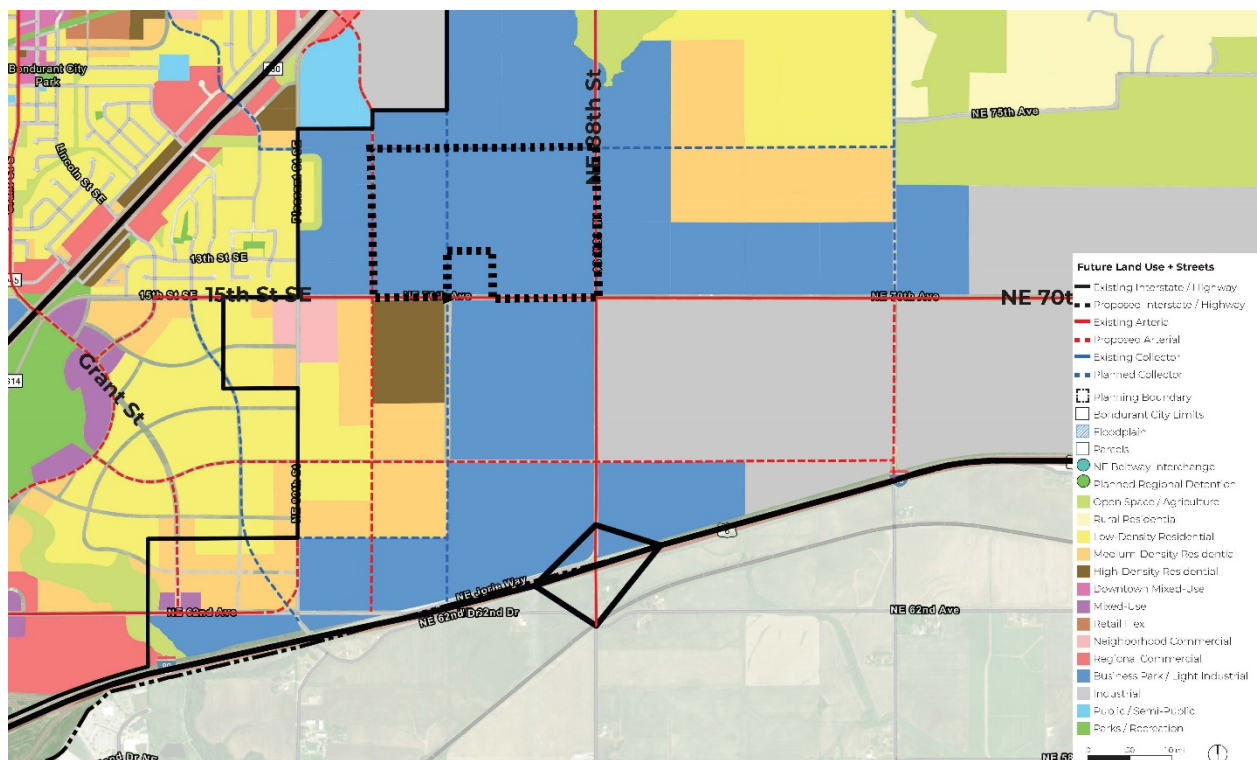
**BRIEF HISTORY & ANALYSIS:** The City has received a voluntary annexation request for the parcel of land owned by Netrix LLC shown in yellow below. This area includes the following parcels: [230/00463-000-000](#), [230/00464-002-003](#), [230/00466-004-000](#), [230/00466-003-000](#), and [230/00466-004-000](#).



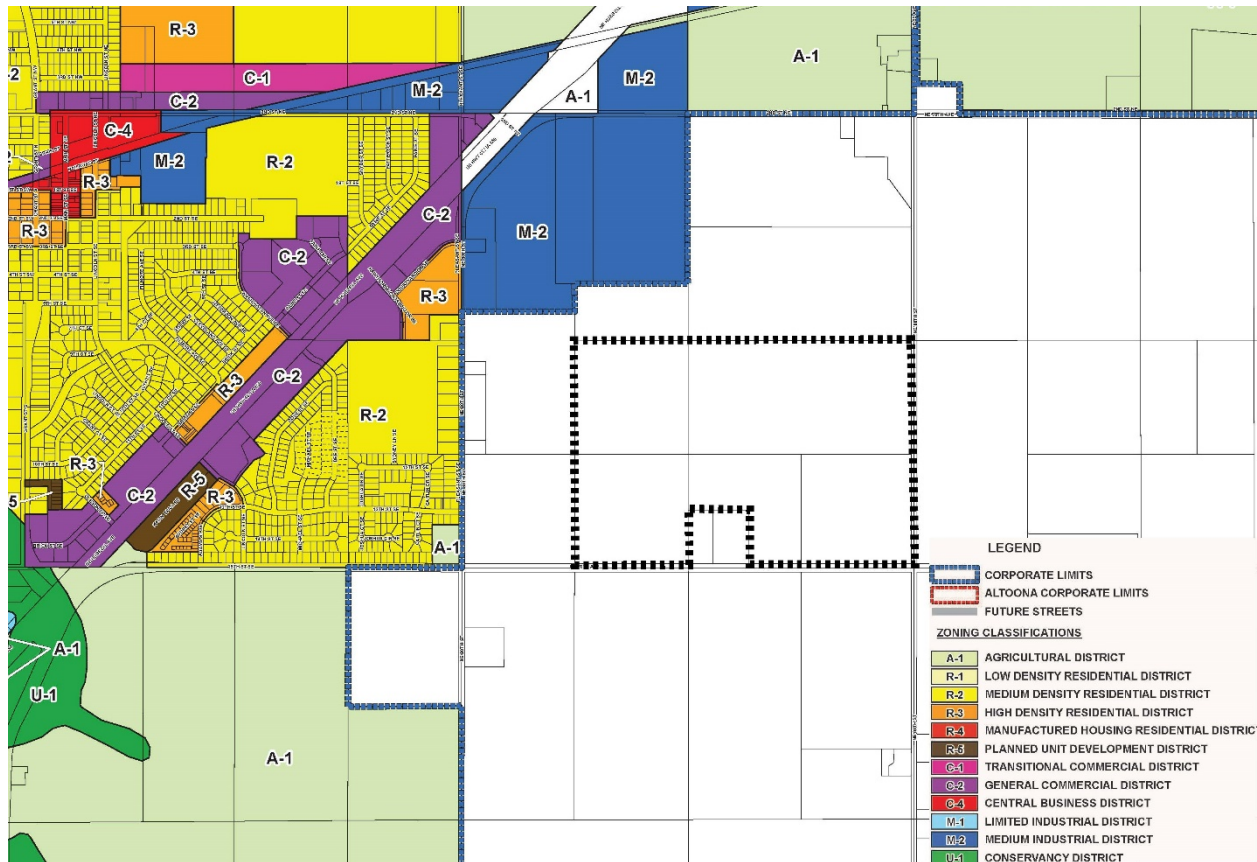
As conditions of the owner in signing the annexation petition, the following is noted on the annexation petition:

- The City agrees to initiate a rezoning of this property from Agricultural (A-1) to Limited Industrial (M-1).

The City's Future Land Use Map, which guides potential rezoning requests but is not the regulatory tool like the Zoning Ordinance/Map, currently guides these Netrix LLC parcels as Business Park/Light Industrial. The Netrix LLC property is outlined in black below. There is Business Park/Light Industrial located on all sides of the Netrix LLC property. South-southwest of the Netrix LLC property the Future Land Use map has identified High Density Residential use.



Per Section 177.07.7 of the Zoning Code, when land is considered for annexation, it is automatically zoned as being within the City's Agricultural (A-1) District unless a rezoning request is also being considered at the same time. The rezoning being considered is that the land be zoned Light Industrial (M-1). The zoning designation of M-1 will not become effective until after the annexation has been finalized. The Netrix LLC property is outlined in black below.



## **Analysis:**

When considering rezoning requests, the Planning & Zoning Commission should take into account the following: Comprehensive Plan, Consistency with the Zoning Code, Spot Zoning, and Public Input.

### ***Comprehensive Plan***

When a City considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map. The Future Land Use Map shows the property to be zoned as Business Park/Light Industrial. The properties located to the north, east, west and south have also been designated as Business Park/Light Industrial. High Density residential have been designated on the property to the south-southwest of the Netrix LLC property.

### ***Consistency with the Zoning Code***

This item will be reviewed in detail if/when a site plan application is received for the portion requested for M-1 zoning.

### ***Spot Zoning***

To determine whether illegal spot zoning has occurred, the courts consider the rezoning takes into account the following:

1. The characteristics of surrounding property.

2. The community's comprehensive plan.
3. The protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power)

Objectives of the Comprehensive Plan support industrial development along the Interstate 80 corridor, and the Future Land Use Map currently guides for industrial development along the interstate corridor and Business Park/Light Industrial for surrounding properties. The rezoning request for the Netrix LLC property is consistent with the Future Land Use Map.

*Public Input*

As is required by the City's Zoning Code, letters were sent to property owners within 200' of the requested rezoning. No official petitions against the rezoning request have been received by the City. The November 10, 2022 Planning & Zoning Commission meeting minutes, [found here](#), summarize any public comment received during the Commission's public hearing.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 221205-274

CITY OF BONDURANT  
RESOLUTION NO. 221205-274

RESOLUTION AFFIXING A DATE FOR A PUBLIC HEARING FOR JANUARY 3, 2023, TO CONSIDER A REQUEST FOR REZONING FROM THE AGRICULTURAL (A-1) DISTRICT TO THE LIMITED INDUSTRIAL (M-1) DISTRICT, PENDING ANNEXATION FINALIZATION, ON THE FOLLOWING PARCELS: 230/00463-000-000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, AND 230/00466-001-000

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA:

That the City Council of the City of Bondurant, Iowa, hereby proposes to change the zoning from Agricultural (A-1) to Limited Industrial (M-1), pending annexation finalization, on property described as follows:

THE NORTH ONE HALF OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN, EXCEPT BEGINNING 50 FEET NORTH OF THE SOUTHWEST CORNER, THENCE NORTH 622.1 FEET, THENCE EAST 702 FEET, THENCE SOUTH 622.1 FEET, THENCE WEST 698.46 FEET TO THE POINT OF BEGINNING; AND

THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN.

BE IT FURTHER RESOLVED THAT: A public hearing will be held on the 3<sup>rd</sup> day of January, 2023 at 6:00 p.m. at the Bondurant City Center at 200 2<sup>nd</sup> Street NE, Bondurant, Polk County, Iowa at which time the Council will hear public comments on the proposed change in rezoning of said property.

BE IT FINALLY RESOLVED THAT: The City Clerk is hereby directed to publish notice of said hearing, as required by law.

Passed this 5<sup>th</sup> day of December 2022,

By: \_\_\_\_\_  
Tara Cox, Mayor Pro Tem

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

---

Shelby Hagan, City Clerk

| Council<br>Action | Ayes | Nays | Abstain | Absent |
|-------------------|------|------|---------|--------|
| Cox               |      |      |         |        |
| Driscoll          |      |      |         |        |
| McKenzie          |      |      |         |        |
| Peffer            |      |      |         |        |
| Sillanpaa         |      |      |         |        |

### **NOTICE OF PUBLIC HEARING**

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on January 3, 2023 in the Bondurant City Center at 200 2nd Street NE, Bondurant, Polk County, Iowa, to hear a request to rezone property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on property described as follows:

THE NORTH ONE HALF OF THE SOUTHEAST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN,  
EXCEPT BEGINNING 50 FEET NORTH OF THE SOUTHWEST CORNER, THENCE  
NORTH 622.1 FEET, THENCE EAST 702 FEET, THENCE SOUTH 622.1 FEET,  
THENCE WEST 698.46 FEET TO THE POINT OF BEGINNING; AND

THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN.

All interested parties are encouraged to attend.

SHELBY HAGAN,  
CITY CLERK



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 8.a.  
For Meeting of 1/3/2023  
**Ordinance**

**TITLE:** - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Medium Industrial (M-2) District, pending annexation finalization, on Parcels 140/00062-000-000 and 140/00050-002-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** For Brief History & Analysis, see corresponding public hearing agenda statement.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. ORDINANCE NO. 230103-200

CITY OF BONDURANT  
ORDINANCE NO. 230103-200

ORDINANCE REGARDING APPROVAL OF THE REQUEST FOR REZONING FROM  
THE AGRICULTURAL (A-1) DISTRICT TO THE MEDIUM INDUSTRIAL (M-2)  
DISTRICT, PENDING ANNEXATION FINALIZATION, ON PARCELS 140/00062-000-  
000 AND 140/00050-002-000

**BE IT ENACTED** by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. **PURPOSE.** The purpose of this ordinance is to change the zoning from Agricultural (A-1) to Medium Industrial (M-2), on the following property located in Bondurant, Polk County, Iowa as described as follows:

THE WEST FRACTIONAL HALF OF THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 79 NORTH, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA EXCEPT A PARCEL DESCRIBED AS: BEGINNING AT THE NORTHWEST CORNER OF THE WEST FRACTIONAL ONE-HALF OF THE NORTHEAST FRACTIONAL QUARTER OF SECTION 4, TOWNSHIP 79 NORTH, RANGE 22 WEST OF THE 5TH P.M. THENCE EAST 494 FEET ALONG THE NORTH LINE OF SAID SECTION, THENCE SOUTH PARALLEL WITH THE SECTION LINE A DISTANCE OF 400 FEET, THENCE WEST PARALLEL WITH THE NORTH SECTION LINE 494 FEET, THENCE NORTH TO THE POINT OF BEGINNING; AND

THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 79 NORTH, RANGE 22 WEST OF THE 5TH P.M., IN POLK COUNTY, IOWA, LYING NORTH OF INTERSTATE HIGHWAY 80.

Section 2. **FINDINGS.** The City Council of the City of Bondurant, hereby makes the following findings:

1. That the Planning & Zoning Commission held a public hearing on November 10, 2022, and voted on recommended approval.
2. That the zoning change will create consistency between the City's Future Land Use Map and Official Zoning Map
3. That the zoning change will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
4. That the public notice of this intended change has been published as required by law.

Section 3. **HEREBY REZONED.** The property, above described, is hereby rezoned to Medium Industrial (M-2).

Section 4. **REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. **SEVERABILITY.** If any section, provisions, sentence, clause, phrase, or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall

not affect the validity of the ordinance as a whole or any provision, section subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 5. **EFFECTIVE DATE.** This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF BONDURANT, POLK COUNTY, IOWA

\_\_\_\_\_  
DOUG ELROD, MAYOR

ATTEST:

\_\_\_\_\_  
SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION: January 3, 2023

SECOND CONSIDERATION:

THIRD CONSIDERATION:

# CLERK'S CERTIFICATE

I, Shelby Hagan, hereby certify that the foregoing Ordinance No., was published as required by law on the .

---

Shelby Hagan  
City Clerk



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 8.b.  
For Meeting of 1/3/2023  
**Ordinance**

**TITLE:** - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Parcel 170/00002-000-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** For Brief History & Analysis, see corresponding public hearing agenda statement.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. ORDINANCE NO. 230103-201

CITY OF BONDURANT  
ORDINANCE NO. 230103-201

ORDINANCE REGARDING APPROVAL OF THE REQUEST FOR REZONING FROM  
THE AGRICULTURAL (A-1) DISTRICT TO THE LIMITED INDUSTRIAL (M-1)  
DISTRICT, PENDING ANNEXATION FINALIZATION, ON PARCEL 170/00002-000-  
000.

**BE IT ENACTED** by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. PURPOSE. The purpose of this ordinance is to change the zoning from Agricultural (A-1) to Limited Industrial (M-1), on the following property located in Bondurant, Polk County, Iowa as described as follows:

THE WEST ONE-HALF (W 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION FIVE (5), TOWNSHIP SEVENTY-NINE (79) NORTH, RANGE TWENTY-TWO (22) WEST OF THE FIFTH P.M.

Section 2. FINDINGS. The City Council of the City of Bondurant, hereby makes the following findings:

1. That the Planning & Zoning Commission held a public hearing on November 10, 2022, and voted on recommended approval.
2. That the zoning change will create consistency between the City's Future Land Use Map and Official Zoning Map
3. That the zoning change will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
4. That the public notice of this intended change has been published as required by law.

Section 3. HEREBY REZONED. The property, above described, is hereby rezoned to Limited Industrial (M-1).

Section 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. SEVERABILITY. If any section, provisions, sentence, clause, phrase, or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 5. EFFECTIVE DATE. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF BONDURANT, POLK COUNTY, IOWA

---

DOUG ELROD, MAYOR

ATTEST:

---

SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION: January 3, 2023

SECOND CONSIDERATION:

THIRD CONSIDERATION:

# CLERK'S CERTIFICATE

I, Shelby Hagan, hereby certify that the foregoing Ordinance No., was published as required by law on the .

---

Shelby Hagan  
City Clerk



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 8.d.  
For Meeting of 1/3/2023  
**Ordinance**

**TITLE:** - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on Lots 1 and Outlot Z of the Timmins Acres Final Plat and on Parcels 140/00058-000-000 and 140/00057-001-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** For Brief History & Analysis, see corresponding public hearing agenda statement.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. ORDINANCE NO. 230103-203

CITY OF BONDURANT  
ORDINANCE NO. 230103-203

ORDINANCE REGARDING APPROVAL OF THE REQUEST FOR REZONING FROM  
THE AGRICULTURAL (A-1) DISTRICT TO THE LIMITED INDUSTRIAL (M-1)  
DISTRICT, PENDING ANNEXATION FINALIZATION, ON LOT 1 AND OUTLOT Z OF  
THE TIMMINS ACRES FINAL PLAT AND ON PARCELS 140/00058-000-000 AND  
140/00057-001-000.

**BE IT ENACTED** by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. PURPOSE. The purpose of this ordinance is to change the zoning from Agricultural (A-1) to Limited Industrial (M-1), on the following property located in Bondurant, Polk County, Iowa as described as follows:

THE SOUTH 120 ACRES OF THE SW ¼ LYING NORTH OF INTERSTATE HIGHWAY 80 LESS .92 ACRES OF ROAD IN SECTION 4, TOWNSHIP 79, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND THE NORTH 40 ACRES OF THE SW ¼ OF SECTION 4, TOWNSHIP 79, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, EXCEPT THEREFROM THE SOUTH 311 FEET OF THE NORTH 530 FEET OF THE WEST 561.66 FEET; AND

OUTLOT Z OF TIMMINS ACRES IN POLK COUNTY, IOWA; AND

LOT 1 OF TIMMINS ACRES IN POLK COUNTY, IOWA.

Section 2. FINDINGS. The City Council of the City of Bondurant, hereby makes the following findings:

1. That the Planning & Zoning Commission held a public hearing on November 10, 2022, and voted on recommended approval.
2. That the zoning change will create consistency between the City's Future Land Use Map and Official Zoning Map
3. That the zoning change will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
4. That the public notice of this intended change has been published as required by law.

Section 3. HEREBY REZONED. The property, above described, is hereby rezoned to Limited Industrial (M-1).

Section 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. SEVERABILITY. If any section, provisions, sentence, clause, phrase, or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section subsection,

sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 5. EFFECTIVE DATE. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF BONDURANT, POLK COUNTY, IOWA

\_\_\_\_\_  
DOUG ELROD, MAYOR

ATTEST:

\_\_\_\_\_  
SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION: January 3, 2023

SECOND CONSIDERATION:

THIRD CONSIDERATION:

# CLERK'S CERTIFICATE

I, Shelby Hagan, hereby certify that the foregoing Ordinance No., was published as required by law on the .

---

Shelby Hagan  
City Clerk



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 8.e.  
For Meeting of 1/3/2023  
**Ordinance**

**TITLE:** - (First Reading) Ordinance rezoning property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on the following Parcels 230/00463-000-000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, and 230/00466-001-000

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** For Brief History & Analysis, see corresponding public hearing agenda statement.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** The Planning & Zoning Commission held a public hearing during their meeting on November 10, 2022 and voted on recommended rezoning approval, pending annexation finalization.

Staff recommends approval of the first ordinance reading.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. ORDINANCE NO. 230103-204
2. RESOLUTION NO. 221205-274

CITY OF BONDURANT  
ORDINANCE NO. 230103-204

ORDINANCE REGARDING APPROVAL OF THE REQUEST FOR REZONING FROM  
THE AGRICULTURAL (A-1) DISTRICT TO THE LIMITED INDUSTRIAL (M-1)  
DISTRICT, PENDING ANNEXATION FINALIZATION, ON PARCELS 230/00463-000-  
000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, AND 230/00466-  
001-000.

**BE IT ENACTED** by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. PURPOSE. The purpose of this ordinance is to change the zoning from Agricultural (A-1) to Limited Industrial (M-1), on the following property located in Bondurant, Polk County, Iowa as described as follows:

THE NORTH ONE HALF OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN, EXCEPT BEGINNING 50 FEET NORTH OF THE SOUTHWEST CORNER, THENCE NORTH 622.1 FEET, THENCE EAST 702 FEET, THENCE SOUTH 622.1 FEET, THENCE WEST 698.46 FEET TO THE POINT OF BEGINNING; AND

THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN.

Section 2. FINDINGS. The City Council of the City of Bondurant, hereby makes the following findings:

1. That the Planning & Zoning Commission held a public hearing on November 10, 2022, and voted on recommended approval.
2. That the zoning change will create consistency between the City's Future Land Use Map and Official Zoning Map
3. That the zoning change will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
4. That the public notice of this intended change has been published as required by law.

Section 3. HEREBY REZONED. The property, above described, is hereby rezoned to Limited Industrial (M-1).

Section 4. **REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. **SEVERABILITY.** If any section, provisions, sentence, clause, phrase, or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 5. **EFFECTIVE DATE.** This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF BONDURANT, POLK COUNTY, IOWA

\_\_\_\_\_  
DOUG ELROD, MAYOR

ATTEST:

\_\_\_\_\_  
SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION: January 3, 2023

SECOND CONSIDERATION:

THIRD CONSIDERATION:

CLERK'S CERTIFICATE

I, Shelby Hagan, hereby certify that the foregoing Ordinance No., was published as required by law on the .

---

Shelby Hagan  
City Clerk

CITY OF BONDURANT  
RESOLUTION NO. 221205-274

RESOLUTION AFFIXING A DATE FOR A PUBLIC HEARING FOR JANUARY 3, 2023, TO CONSIDER A REQUEST FOR REZONING FROM THE AGRICULTURAL (A-1) DISTRICT TO THE LIMITED INDUSTRIAL (M-1) DISTRICT, PENDING ANNEXATION FINALIZATION, ON THE FOLLOWING PARCELS: 230/00463-000-000, 230/00464-002-003, 230/00466-003-000, 230/00466-004-000, AND 230/00466-001-000

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA:

That the City Council of the City of Bondurant, Iowa, hereby proposes to change the zoning from Agricultural (A-1) to Limited Industrial (M-1), pending annexation finalization, on property described as follows:

THE NORTH ONE HALF OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN, EXCEPT BEGINNING 50 FEET NORTH OF THE SOUTHWEST CORNER, THENCE NORTH 622.1 FEET, THENCE EAST 702 FEET, THENCE SOUTH 622.1 FEET, THENCE WEST 698.46 FEET TO THE POINT OF BEGINNING; AND

THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN.

BE IT FURTHER RESOLVED THAT: A public hearing will be held on the 3<sup>rd</sup> day of January, 2023 at 6:00 p.m. at the Bondurant City Center at 200 2<sup>nd</sup> Street NE, Bondurant, Polk County, Iowa at which time the Council will hear public comments on the proposed change in rezoning of said property.

BE IT FINALLY RESOLVED THAT: The City Clerk is hereby directed to publish notice of said hearing, as required by law.

Passed this 5<sup>th</sup> day of December 2022,

By: \_\_\_\_\_  
Tara Cox, Mayor Pro Tem

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

---

Shelby Hagan, City Clerk

| Council Action | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Cox            |      |      |         |        |
| Driscoll       |      |      |         |        |
| McKenzie       |      |      |         |        |
| Peffer         |      |      |         |        |
| Sillanpaa      |      |      |         |        |

### **NOTICE OF PUBLIC HEARING**

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on January 3, 2023 in the Bondurant City Center at 200 2nd Street NE, Bondurant, Polk County, Iowa, to hear a request to rezone property from the Agricultural (A-1) District to the Limited Industrial (M-1) District, pending annexation finalization, on property described as follows:

THE NORTH ONE HALF OF THE SOUTHEAST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN,  
EXCEPT BEGINNING 50 FEET NORTH OF THE SOUTHWEST CORNER, THENCE  
NORTH 622.1 FEET, THENCE EAST 702 FEET, THENCE SOUTH 622.1 FEET,  
THENCE WEST 698.46 FEET TO THE POINT OF BEGINNING; AND

THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN; AND

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 32,  
TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE FIFTH PRINCIPAL MERIDIAN.

All interested parties are encouraged to attend.

SHELBY HAGAN,  
CITY CLERK



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 8.f.  
For Meeting of 1/3/2023  
**Resolution**

**TITLE:** - Discussion and possible consideration of Resolution approving City of Bondurant Employee Handbook

**CONTACT PERSON:**

Marketa Oliver, City Administrator  
Jene Jess, Finance Director

**BRIEF HISTORY & ANALYSIS:** City staff have been working to update the Employee Handbook for several months. A good deal of the handbook is updating or adding language to comply with current State and Federal law or incorporating policies that have been previously adopted but were not in the handbook already. Such areas where language was added include:

- Voting leave (comply with State/Federal law);
- Lactation breaks (comply with State/Federal law);
- Benefits Termination (comply with State/Federal law);
- Salary advances (addressing the fact that the City of Bondurant does not permit advances);
- Workplace violence (comply with State/Federal law);
- Employment records (comply with State/Federal law);
- Safe Harbor Policy for Exempt employees (comply with State/Federal law);
- Procurement Policy (new to the handbook but not a new policy);
- Credit Card Policy (new to the handbook but not a new policy); and
- Employment Posters 9new to the handbook; but not new policy).

There are some material changes encompassed in the handbook. More significant changes include:

- The addition of MLK as a holiday that was discussed approximately 18 months ago;
- Language related to residency requirements for essential/public safety employees;
- Remote Working language (codifying current practice);

- The addition of proportionate leave accrual for permanent, part-time employees (to keep Bondurant competitive in the labor market);
- Streamlined bereavement leave from 5 days or 3 days depending on level of consanguinity to 4 days for the listed relatives (language also clarifies that the leave is to fulfill obligations or attend memorial services);
- Language clarifying how the city handles/will handle travel time for non-exempt employees when attending training;
- Direct deposit language (codifying current practice);
- Employee Assistance Program (highlighting the Employee Assistance Program benefits provided through our insurance consortium);
- Social Media policy;
- Policy related to portable communication devices;
- Added the prohibition of chewing tobacco to the policy;
- Conflict of Interest policy; and
- Exit interviews (setting the expectation that the City will conduct exit interviews).

The handbook has been reviewed by Department Directors and the City Attorney.

**FUNDING SOURCE:** The handbook applies to all permanent and part-time, non-elected and non-library city employees. There are separate policies for paid-per-call staff and the Library Board of Directors approves policies for the Library staff.

**STAFF RECOMMENDATION:** Discuss, modify as appropriate and approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 230103-05
2. Employee Handbook

CITY OF BONDURANT  
RESOLUTION NO. 230103-05

RESOLUTION ADOPTING EMPLOYEE HANDBOOK

WHEREAS the City of Bondurant strives to embrace best human resource practices; AND

WHEREAS it is important to review and update the employee handbook to keep current with State and Federal laws and regulations; AND

WHEREAS the employee handbook serves as a tool that governs a wide variety of working conditions, benefits, and expectations; and

WHEREAS staff have been working several months to update the City of Bondurant Employee Handbook; and

WHEREAS the draft handbook has been reviewed by Department Directors and the City Attorney.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the attached City of Bondurant Employee Handbook is hereby adopted and effective January 3, 2023.

Passed this 3<sup>rd</sup> day of January 2023

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Council Action | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Cox            |      |      |         |        |
| Driscoll       |      |      |         |        |
| McKenzie       |      |      |         |        |
| Peffer         |      |      |         |        |
| Sillanpaa      |      |      |         |        |

# City of Bondurant

## Employee Handbook



**Bondurant**  
*Life Connecting*

12/27/2022

## **ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with the City of Bondurant. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and the Finance & Employee Services Director also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The City of Bondurant adheres to the policy of employment at will, which permits the City or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No City representative other than The City Council may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate City documents. Employees should check with City to determine which documents are controlling over any statement made in this handbook or by any member of management.

This handbook states only general City guidelines. The City may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and The City Council.

This handbook supersedes all prior handbooks.

## Table of Contents

|                                                                                                          |           |
|----------------------------------------------------------------------------------------------------------|-----------|
| <b>Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT</b>                                                    | <b>6</b>  |
| 1-1. INTRODUCTION                                                                                        | 6         |
| 1-2. INTRODUCTION TO THE CITY OF BONDURANT                                                               | 6         |
| 1-3. ORGANIZATION CHART                                                                                  | 7         |
| 1-4. AUTHORITY                                                                                           | 8         |
| 1-5. EQUAL EMPLOYMENT OPPORTUNITY                                                                        | 8         |
| 1-6. NON-HARASSMENT                                                                                      | 9         |
| 1-7. DRUG-FREE AND ALCOHOL-FREE WORKPLACE                                                                | 11        |
| 1-8. DRUG TESTING                                                                                        | 13        |
| 1-9. WORKPLACE VIOLENCE                                                                                  | 13        |
| 1-10. WORK RULES AND DISCIPLINARY ACTION                                                                 | 14        |
| 1-11. RESIDENCY REQUIREMENT                                                                              | 15        |
| <b>Section 2 - OPERATIONAL POLICIES</b>                                                                  | <b>16</b> |
| 2-1. EMPLOYEE CLASSIFICATIONS                                                                            | 16        |
| 2-2. TRIAL PERIOD                                                                                        | 16        |
| 2-3. YOUR EMPLOYMENT RECORDS                                                                             | 16        |
| 2-4. WORKING HOURS AND SCHEDULE                                                                          | 17        |
| 2-5. REMOTE WORK/TELECOMMUTING                                                                           | 18        |
| 2-6. TIMEKEEPING PROCEDURES                                                                              | 20        |
| 2-7. OVERTIME                                                                                            | 22        |
| 2-8. TRAVEL TIME FOR NON-EXEMPT EMPLOYEES, AUTHORIZATION AND<br>EXPENSES FOR NON-EXEMPT/EXEMPT EMPLOYEES | 22        |
| 2-9. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES                                                             | 24        |
| 2-10. YOUR PAYCHECK                                                                                      | 25        |
| 2-11. DIRECT DEPOSIT                                                                                     | 25        |
| 2-12. SALARY ADVANCES                                                                                    | 26        |
| 2-13. PERFORMANCE REVIEW                                                                                 | 26        |
| 2-14. RECORD RETENTION                                                                                   | 26        |
| 2-15. JOB POSTINGS                                                                                       | 26        |
| 2-16. REDUCTION AND RECALLS IN WORKFORCE                                                                 | 27        |
| 2-17. PRE-EMPLOYMENT AND CONTINUING EMPLOYMENT PHYSICALS                                                 | 27        |
| <b>Section 3 - BENEFITS</b>                                                                              | <b>28</b> |
| 3-1. BENEFITS OVERVIEW                                                                                   | 28        |
| 3-2. PAID HOLIDAYS                                                                                       | 28        |
| 3-3. PAID VACATIONS                                                                                      | 29        |

## Table of Contents

|                                                                                  |    |
|----------------------------------------------------------------------------------|----|
| 3-4. SICK DAYS                                                                   | 30 |
| 3-5. LACTATION BREAKS                                                            | 31 |
| 3-6. WORKERS' COMPENSATION                                                       | 32 |
| 3-7. JURY DUTY                                                                   | 33 |
| 3-8. BEREAVEMENT LEAVE                                                           | 33 |
| 3-9. VOTING LEAVE                                                                | 33 |
| 3-10. INSURANCE PROGRAMS                                                         | 34 |
| 3-11. EMPLOYEE ASSISTANCE PROGRAM                                                | 35 |
| 3-12. DEFERRED COMPENSATION (457 B) PLAN                                         | 35 |
| 3-13. WELLNESS PROGRAM                                                           | 35 |
| 3-14. IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM                                   | 36 |
| 3-15. BENEFITS TERMINATION                                                       | 37 |
| 3-16. PROFESSIONAL DEVELOPMENT: TRAINING, CERTIFICATIONS, AND MEMBERSHIPS        | 37 |
| Section 4 - LEAVES OF ABSENCE                                                    | 39 |
| 4-1. PERSONAL LEAVE                                                              | 39 |
| 4-2. MILITARY LEAVE                                                              | 39 |
| 4-3. FAMILY AND MEDICAL LEAVE                                                    | 40 |
| 4-4. LEAVE SHARING/DONATION POLICY                                               | 40 |
| Section 5 - GENERAL STANDARDS OF CONDUCT                                         | 42 |
| 5-1. PUNCTUALITY AND ATTENDANCE                                                  | 42 |
| 5-2. USE OF COMMUNICATIONS AND COMPUTER SYSTEMS                                  | 42 |
| 5-3. USE OF SOCIAL MEDIA                                                         | 43 |
| 5-4. PERSONAL AND COMPANY-PROVIDED PORTABLE COMMUNICATION DEVICES                | 43 |
| 5-5. INSPECTIONS                                                                 | 45 |
| 5-6. SMOKING                                                                     | 45 |
| 5-7. SOLICITATION AND DISTRIBUTION                                               | 45 |
| 5-8. BULLETIN BOARDS AND EMPLOYEE SHARED SERVICES                                | 45 |
| 5-9. CONFIDENTIAL COMPANY INFORMATION                                            | 45 |
| 5-10. CONFLICT OF INTEREST AND BUSINESS ETHICS                                   | 46 |
| 5-11. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY | 46 |
| 5-12. HEALTH AND SAFETY                                                          | 47 |
| 5-13. HIRING RELATIVES/EMPLOYEE RELATIONSHIPS                                    | 48 |

## **Table of Contents**

|                                                     |           |
|-----------------------------------------------------|-----------|
| <b>5-14. EMPLOYEE DRESS AND PERSONAL APPEARANCE</b> | <b>48</b> |
| <b>5-15. PUBLICITY/STATEMENTS TO THE MEDIA</b>      | <b>49</b> |
| <b>5-16. OPERATION OF VEHICLES</b>                  | <b>49</b> |
| <b>5-17. EXIT INTERVIEWS</b>                        | <b>49</b> |
| <b>5-18. CODE OF ETHICS AND BEHAVIORAL CONDUCT</b>  | <b>49</b> |
| <b>5-19. PROCUREMENT POLICY</b>                     | <b>50</b> |
| <b>5-20. CREDIT CARD POLICY</b>                     | <b>57</b> |
| <b>5-21. REFERENCES</b>                             | <b>59</b> |
| <b>5-22. IF YOU MUST LEAVE US</b>                   | <b>59</b> |
| <b>5-23. A FEW CLOSING WORDS</b>                    | <b>59</b> |
| <b>5-24. WORKPLACE CONDUCT</b>                      | <b>59</b> |
| <b>Section 6 - EMPLOYMENT POSTERS</b>               | <b>61</b> |
| <b>6-1. MINIMUM WAGE</b>                            | <b>61</b> |
| <b>6-2. FMLA</b>                                    | <b>62</b> |
| <b>6-3. OSHA</b>                                    | <b>63</b> |
| <b>6-4. POLYGRAPH</b>                               | <b>64</b> |
| <b>6-5. TITLE VI</b>                                | <b>65</b> |
| <b>GENERAL HANDBOOK ACKNOWLEDGMENT</b>              | <b>66</b> |
| <b>RECEIPT OF NON-HARASSMENT POLICY</b>             | <b>67</b> |

## **Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT**

### **1-1. INTRODUCTION**

For employees who are commencing employment with City of Bondurant ("City of Bondurant" or "the City"), on behalf of City of Bondurant, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at City of Bondurant. We understand that it is our employees who provide the services that our citizens rely upon, and who will enable us to create new opportunities in the years to come. You are a part of a team effort that is committed to providing its best effort on behalf of the citizens for whom we work. It is their tax dollars and fees that pay us and allow us to plan and staff the right people to help meet their needs.

The objectives of the City of Bondurant are to provide you with a competitive work environment, a safe workplace that respects the differences of all its employees, and a work site in which you are pleased to work. If you have any ideas on how to improve services or your job, please let your supervisor know. The City of Bondurant embraces the concept of continual improvement. As the City of Bondurant changes, so do our jobs and our responsibilities to the citizens of the community.

You have this handbook for future reference. The City will notify you of changes in the policy as they are adopted by the Council. If you have questions about certain policies or their interpretation in this handbook, contact the City Administrator or designee to get clarification. The City of Bondurant is committed to having a positive environment with a teamwork approach.

The Mayor and City Council develop policy for the City, and serve as the elected representatives of the community. The City of Bondurant incorporates a multiple-purpose organization consisting of Fire, EMS, Law Enforcement, Public Works (Streets, Utilities and Buildings & Grounds), Library Services, Parks and Recreation, Community Development, and Administrative Services.

Marketa Oliver, City Administrator

### **1-2. INTRODUCTION TO THE CITY OF BONDURANT**

The City of Bondurant was founded in 1884. Bondurant had a low growth rate until the 2000's, with a rapid growth caused by new construction and annexation. At the last US Census 2020, the City of Bondurant was the second fastest growing city in Iowa.

The City exists to provide services to the citizens of the community. The City provides many services. Some are more traditional, such as fire protection, water/sewer services and maintenance of safe and adequate streets. Other services are more recent in origin, such as community planning, maintenance of building standards, and parks and recreational programming. Some services are provided in partnership with public and private partners, such as law enforcement, provided through a contractual arrangement with the Polk County Sheriff's Office and community planning through a partnership with a local engineering firm. Revenues to pay for many of these services derive from levying taxes on the community, primarily property tax. Users provide revenues for other services, such as water and sewer.

All the services the City provides are important to the citizens of the community. The quality of life in Bondurant depends upon the services provided by the City and the quality of the services depends on how well we do our jobs.

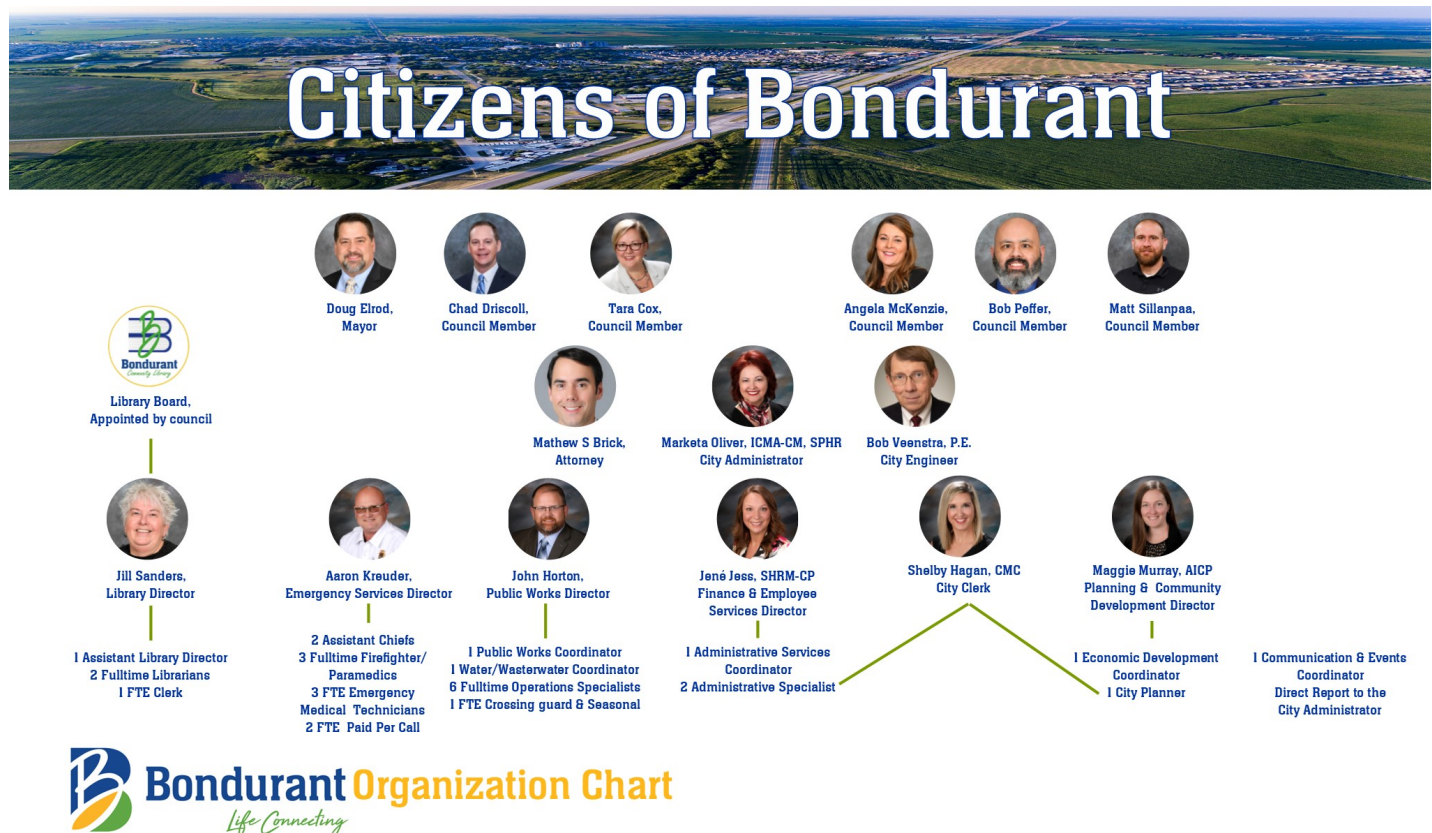
The City of Bondurant operates under a Council/Mayor form of government with an appointed City Administrator.

The City Council is the legislative and policymaking body of the City of Bondurant, and consists of five (5) members elected at large for staggered terms. The Council passes ordinances, adopts resolutions, approves a budget submitted by the City Administrator and Finance Director, appoints the City Administrator and the City Attorney and sets policies. The Council also appoints representatives of the statutory boards and commissions.

The Mayor is the chief elected official of Bondurant's government and coordinates activities between the appointed officials and the Council.

The City Administrator is the chief appointed administrative officer of the City. The City Administrator is responsible to the Mayor and Council and has the power or duties for carrying out certain functions.

### 1-3. ORGANIZATION CHART



## **1-4. AUTHORITY**

Except as otherwise specifically provided, this manual applies to all employees of the City. However, this manual does not apply to elected officials; the City Attorney, members of City boards, commissions and committees or volunteer personnel.

Employees of the City shall be covered by the policies outlined in this Handbook, except for specific exceptions to these policies granted by an individual contract or agreement with the City Council or hiring authority, either in writing or by resolution.

Standard operating procedures of the City of Bondurant may vary somewhat between departments. This is necessary because of various duties and hours required of some departments, and various state and federal regulations that must be followed.

Each Department Head may establish separate policies for the purpose of handling matters applicable to a specific department. Such policies shall not; however, conflict with the policies established by the City and must be approved by the City Administrator.

The City of Bondurant recognizes that the attitude, efficiency and productivity of employees depend in large part upon a pleasant working environment, where equitable treatment and respectful relationships exist. Employees shall be kept informed of policies and procedures, which affect their duties or conditions of employment, and they shall be encouraged to offer suggestions for work improvement. Employees have certain responsibilities to the City. They are expected to work a full day and to do their part in maintaining good working relationships with supervisors and fellow employees and with citizens. Employees are expected to preserve and respect the corporate image of the City. The City's reputation is a valuable corporate asset. Illegal, unethical or inappropriate behavior will not be tolerated. Failure to meet these responsibilities by any employee of the City shall be cause for disciplinary action and ultimately lead to the possibility of dismissal.

This Handbook is not an employment contract. It is intended solely to give employees a short description of the benefits and working conditions of the City. Any representations made by a City official that are contrary to this Handbook shall have no force or effect. The City of Bondurant is an employment-at-will employer. If at any time there should be conflict between a policy in this Handbook and an applicable state or federal statute, or both, the terms of the Agreement or statute will govern. Personnel policies are at the discretion of the City of Bondurant and may be withdrawn, applied, or amended at any time.

## **1-5. EQUAL EMPLOYMENT OPPORTUNITY**

The City of Bondurant is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, or genetic information. This policy extends to all terms, conditions and privileges of employment, as well as the use of all Employer facilities and participation in all Employer-sponsored activities as follows: 1. Recruitment, advertising, and job application procedures; 2. Hiring, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring; 3. Rates of pay or any other form of compensation and changes in compensation; 4.

Job assignments, job classifications, organizational structure, position descriptions, lines of progression, and seniority lists; 5. Leaves of absence, sick leave, or any other leave; 6. Fringe benefits, available by virtue of employment, whether or not administered by the City. 7. Selection and financial support for training, including apprenticeships, professional meetings, conferences, and other related activities and selection for leaves of absence to pursue training; 8. Activities sponsored by a covered entity including social, and recreational programs; and 9. Any other term, condition, or privilege of employment. Harassment, retaliation, coercion, interference, or intimidation of any employee is strictly forbidden and any employee who experiences such behavior should report it immediately to his or her supervisor, Department Head, or the City Administrator. The City of Bondurant's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The City will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the City's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Finance & Employee Services Director to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The City then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The City will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The City's decision regarding the request within a reasonable period. The City treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Finance & Employee Services Director. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Finance & Employee Services Director. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

## **1-6. NON-HARASSMENT**

It is the City of Bondurant's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by the City of Bondurant.

The purpose of this policy is to ensure that no one harasses another individual in the workplace, including while on City premises, while on City business (whether or not on City premises) or while representing the City. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;

10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

## **Reporting Procedures**

Employees are encouraged to express their objection to behaviors that could constitute sexual harassment to the person engaging in the behavior. If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the City Administrator. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact any member of management. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy, such as the Mayor or a member of Council.

## **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

## **Retaliation Prohibited**

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

## **1-7. DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect City property, and to ensure efficient operations, the City of Bondurant has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the City.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol or open containers of alcohol by an individual anywhere on City premises, while on City business (whether or not on City premises) or while representing the City, is strictly prohibited. Employees and other individuals who work for the City also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner

authorized the employee or individual to report to work. Additionally, the use of alcohol within the prohibited time frame before work ("Safety Sensitive" employees, employees who hold a Commercial Driver's License and employees whose duties include operation of a City vehicle or who carry a firearm) is prohibited. Employees in those circumstances are restricted from reporting to work within four hours after having consumed alcohol, unless expressly permitted by a supervisor. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any City employee, including themselves.

Employees must notify the City within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the City will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the City.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the City, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the City's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the City has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the City's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

## **1-8. DRUG TESTING**

As used in this policy "drug test" means any blood, urine, saliva, breath or skin tissue test conducted for the purpose of detecting the presence of chemical substance in an individual. In the event the city has reason to believe that an employee's faculties are impaired on the job in violation of this policy, the employee shall be required to submit to chemical testing of blood, breath or urine sample.

The test sample withdrawn from the employee shall be analyzed at a laboratory testing facility approved under the rules adopted by the Iowa Department of Public Health, or in the case of alcohol breath testing, the Polk County Sheriff. Should it be necessary to drive to a testing site, the employee is not permitted to drive themselves. To avoid possible injury from driving impaired the employee must be transported for off-site testing by another staff member or the Polk County Sheriff.

Drug testing of employees required to possess a commercial driver's license (CDL) as well as operates fire trucks or ambulances will be conducted in accordance with applicable federal law and the City's Substance Abuse Policy.

If the test results are positive, the employee has the right to request an alternate method of analysis. The second analysis being at the employee's expense. When possible and practical, a second test shall use a portion of the same test sample withdrawn from the employee for use in the first test.

An employee shall be accorded a reasonable opportunity to rebut or explain the results of a blood test. The City may request additional testing to confirm those explanations.

The first time an employee's drug test indicates the presence of alcohol or drugs, the City will provide substance abuse evaluation and treatment if recommended, with the cost apportioned as provided under City's employee benefit plan. No disciplinary action against the employee due to the employee's positive drug test shall be taken. If the employee fails to undergo substance abuse evaluation required or fails to successfully complete substance abuse treatment when recommended, the employee shall be discharged. Any substance abuse evaluation and treatment provided by the City shall take place under a program approved by the Iowa Department of Public Health or accredited by the Joint Commission on Accreditation of Hospitals. An employee must sign a waiver to release the evaluation and or treatment results.

An employee who refuses to sign such release will be subject to immediate discharge.

An employee who refuses to consent to or to submit to testing will be subject to immediate discharge. An employee having a second positive test will also be subject to immediate discharge.

## **1-9. WORKPLACE VIOLENCE**

The City of Bondurant is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to City and personal property.

The City of Bondurant does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, the City of Bondurant specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual.

However, the City of Bondurant does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in City policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any City employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto City premises.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede the City of Bondurant's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the City determines, after an appropriate good faith investigation, that someone has violated this policy, the City will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the City to be aware of any potential danger in its offices. Indeed, the City wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

## **1-10. WORK RULES AND DISCIPLINARY ACTION**

The City reserves the right to discipline employees as it may be deemed by the Department Head to be necessary and appropriate. Such discipline measures may include:

1. Verbal Counseling - The employee's supervisor may give the employee a verbal warning, a record of which will be placed in the employee's personnel file.
2. Written Reprimand - If unsatisfactory conduct continues, the employee's supervisor may issue a written warning and a possible referral to EAP.

3. Suspension - If sufficient improvement has not been made, the conduct continues or the situation warrants, the employee may be suspended without pay. The maximum number of hours an employee may be suspended without pay is forty (40) hours by the Department Head and eighty (80) hours with the approval of the City Administrator.
4. Demotion - Demotion is permanent removal from one job to a job in a lower classification or a pay decrease. This may occur as a result of a violation of a standard of behavior and a preservation of the City's corporate image that the City expects all employees to observe.
5. Termination - If conduct continues or the severity of the situation warrants, the City may terminate employment.

In the event an investigation is undertaken, an employee may be placed on administrative leave with pay. This does not constitute a disciplinary action, but the investigation may lead to a disciplinary action.

While discipline is normally progressive in nature, each case shall be considered in conjunction with the severity of the offense or conduct and need not follow the progression. Unpaid suspensions of employees who are exempt under the Fair Labor Standards Act shall be for periods of complete workweeks in accordance with the provisions of the act.

#### **1-11. RESIDENCY REQUIREMENT**

All employees, except the City Administrator, Public Works Director, and Emergency Services Director will be allowed to reside outside the city limits. Essential employees may have residency restrictions regarding response time radius to the city limits, as determined by the Department Head and City Administrator.

Each employee must meet his or her respective residency requirement within twelve (12) months of his or her appointment to City employment. Should an employee establish residency outside of the required area of residency in violation of this policy, the employee shall be deemed to have voluntarily resigned from employment.

Every employee that is subject to this policy shall maintain an up-to-date current residence address in their employment file.

For the purpose of this policy, "residence" shall mean the actual domicile of the employee where that employee normally eats, sleeps, and maintains the normal personal and household effects necessary for day-to-day living. "Residence" shall not include a place secured solely for the purpose of meeting the requirements of this policy, which is maintained in addition to the employee's actual place of residence outside the designated response requirement.

Any consideration for an exemption of the residency requirement is subject to review by the City Manager and respective Department Head.

## Section 2 - OPERATIONAL POLICIES

### 2-1. EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all City of Bondurant employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for City benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-2. TRIAL PERIOD

**The first year** of employees' employment is an introductory period. This is an opportunity for the City of Bondurant to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by the City. The City may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

City of Bondurant will conduct a formal performance review at the end of the introductory period.

### 2-3. YOUR EMPLOYMENT RECORDS

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by logging into the Employee Shared Services Portal @

<https://ess.tyler-incode.com/bondurantia/Account/LogOn?userIsUnauthorized=False&ReturnUrl=%2Fbondurantia>

to make any changes. Employees also should add to the Employee Shared Services profile and record any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause

a severe health or safety risk or other significant problem.

## **2-4. WORKING HOURS AND SCHEDULE**

The City of Bondurant normally is open for business from 8 to 4:30, Monday through Friday. Specific departments hours of operation may vary and are set by their Department Head as directed by the Council.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the City, at some point the City of Bondurant may need to change individual work schedules on either a short-term or long-term basis.

Full-time employees work forty (40) hours per week. Full-time employees receive a thirty (30) minute or one (1) hour meal period as determined by their Department schedule and are paid for thirty (30) minutes of the meal period, provided that a minimum of four hours and fifteen minutes are worked in a day. Employees also receive two, 15-minute unpaid rest periods during each full workday. Employees may have the option to combine rest periods (both paid and unpaid), depending on their schedule as assigned by their supervisor.

Emergency Services employees are excluded from this section as all hours worked are paid, and they are able to take rest and meal periods at the discretion of the department head.

The appropriate department head will establish weekly schedules and rest periods for part-time employees.

Daily and weekly work schedules may be changed at the discretion of the City to meet varying conditions and workload.

### **Inclement Weather and Worksite Closing**

Because the City serves citizens, City offices will typically remain open during regularly scheduled hours. In rare and extreme circumstances, such as severe snowstorm (blizzard conditions as determined by the National Weather Service), or other severe weather conditions, such as a tornado or flooding conditions, it may be necessary to close City offices or there may be city employees who are unable to make it to work. For those events, the following policy will be in effect:

1. An employee will be allowed to charge such an absence, to vacation, sick, or compensatory time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay with supervisor approval.
2. In the event a severe snowstorm or other severe weather conditions should occur the day before or on the day after one of the observed holidays, holiday pay would be paid to all eligible employees, whether or not they worked the day before or the day after the holiday.
3. Employees in departments that serve the public during severe weather related to weather activities, such as snow plowing, are expected to report to work during severe weather conditions.

## **2-5. REMOTE WORK/TELECOMMUTING**

The City of Bondurant may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the City. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the City at any time and at the discretion of the City. Employees also may discontinue the arrangement but may not be guaranteed office space at the City's location.

### **At-Will Employment**

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the City or employee without notice, cause, or liability.

### **Hours of Work**

Employees will work full time from home. Scheduled hours of work will be set by the employees manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the City's timekeeping system and take rest and meal breaks as if in the City's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their manager or supervisor.

### **Location**

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any City-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the City.

### **Duties**

Employees are expected to follow all existing City policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the City remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked and the employee may be subject to discipline up to and including termination. Employees are expected to follow existing City policies with respect to scheduled and unscheduled time off,

including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

### **Accidents and Injuries**

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on City premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The City assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

### **Equipment**

Employees agree to use electronic equipment that has been encrypted and meets all of the City's security requirements. If the City provides equipment for home use, employees agree to provide a secure location for City-owned equipment and will not use, or allow others to use, such equipment for purposes other than City business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the City. The City will bear the expense of removal of any such equipment, linkages, and installations provided by the City upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the City from any damage or liability incurred in the installing or removal of the equipment provided by the City.

### **Return of City Property**

All equipment, records, and materials provided by the City will remain City property. Employees agree to return City equipment, records, and materials upon request. All City equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

### **Expenses**

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the City will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

### **Confidentiality**

Employees agree that they are subject to the City's policies prohibiting the nonbusiness use or dissemination of the City's confidential business information. Employees will take all appropriate steps to safeguard the City's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the City's confidential information includes all public records identified in Iowa Code Section 22.7, including but not limited to, personnel files, medical records, trade secrets, attorney work product, library records, public health reports, and any other information or document as directed by the City Administrator or law.

## Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact their Department Head.

## 2-6. TIMEKEEPING PROCEDURES

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, by clocking in and out using the City's time clock portal Executime @

<https://bondurantia.executime.com/ExecuTime/TimeEntryClockInOut.do>

### Executime

#### Regular Fulltime Employees (Excluding Fire/EMS)

Clock In & Out at the Beginning and End of Every Shift

#### System Setup Basis

| General                                                                           | Public Works                                                                      |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 8.5 Hour Day                                                                      | 9 Hour Day                                                                        |
| 30 Minute Meal Break Paid, Earned After Working 4 Hours and 15 Minutes of the Day | 30 Minute Meal Break Paid, Earned After Working 4 Hours and 15 Minutes of the Day |
| 2, 15-Minute Rest Breaks Unpaid                                                   | 2, 15-Minute and 1, 30-Minute Rest Breaks UnPaid                                  |
| Paid For 8 Hours Worked                                                           | Paid for 8 Hours Worked                                                           |

- Overtime and/or Comp Time Accrual **Must Be** Preapproved By Supervisors
- Vacation, Sick, and Comp Time Taken Do Not Count to Calculate Overtime
- Holiday Hours are Earned in 4, and 8 Hour Increments and Do Count to Calculate Overtime
- Time Worked on a Holiday is Calculated at Overtime Rates
- Comp Time Can Be Requested In Lieu of Overtime and is Earned 1.5 hours for Every 1 H Worked Overtime
- Meal breaks auto-deduct from the timesheet, so no need to clock in/out for regularly scheduled meal breaks (except Library Department employees)
- If worked through meal break exclude the auto-deduction and request the appropriate paid break time (except Library Department employees)

Flex Time Hours from One Day to the Next, In the Same Week to Avoid Unauthorized Overtime

### Part-time and Seasonal (Excluding Fire/EMS)

Clock In & Out at the Beginning and End of Every Shift

#### System Setup Basis

| Part-time                                                                         | Seasonal Public Works                                                             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| As need and Available                                                             | 9 Hour Day                                                                        |
| 30 Minute Meal Break Paid, Earned After Working 4 Hours and 15 Minutes of the Day | 30 Minute Meal Break Paid, Earned After Working 4 Hours and 15 Minutes of the Day |
| Upon Supervisor Discretion and Unpaid                                             | 2, 15-Minute and 1, 30-Minute Rest Breaks UnPaid                                  |
| Paid For Hours Worked                                                             | Paid for 8 Hours Worked                                                           |

- Overtime and/or Comp Time Accrual **Must Be** Preapproved By Supervisors
- Time Worked on a Holiday is Calculated at Overtime Rates
- Comp Time Can Be Requested In Lieu of Overtime and is Earned 1.5 hours for Every 1 Hour Worked Overtime

Flex Time Hours from One Day to the Next, In the Same Week to Avoid Unauthorized Overtime

### Regular Fulltime Employees (Fire/EMS)

Clock In & Out at the Beginning and End of Every Shift

#### System Setup Basis

| Fire/EMS                      |
|-------------------------------|
| 10 Hour Work Day              |
| Breaks Are Taken on the Clock |
| Paid For 10 Hours Worked      |

- Overtime and Comp Time Accruals **Must Be** Preapproved By Supervisors
- Vacation, Sick and Comp Time Do Not Count to Calculate Overtime
- Holiday Hours are Earned in 4, and 8 Hour Increments and Do Count to Calculate Overtime
- Time Worked on a Holiday is Calculated at Overtime Rates
- Comp Time Can Be Requested In Lieu of Overtime and is Earned 1.5 hours for Every 1 Hour Worked Overtime

Flex Time Hours from One Day to the Next, In the Same Week to Avoid Unauthorized Overtime

### Regular Part-time Employees (Fire/EMS)

Clock In & Out at the Beginning and End of Every Shift

#### System Setup Basis

|                                      |
|--------------------------------------|
| <b>Fire/EMS</b>                      |
| <b>As needed and Available</b>       |
| <b>Breaks Are Taken on the Clock</b> |
| <b>Paid For Hours Worked</b>         |

- Overtime and/or Comp Time Accrual **Must Be** Preapproved By Supervisors
- Time Worked on a Holiday is Calculated at Overtime Rates
- Comp Time Can Be Requested In Lieu of Overtime and is Earned 1.5 hours for Every 1 Hour Worked Overtime

Flex Time Hours from One Day to the Next, In the Same Week to Avoid Unauthorized Overtime

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

## **2-7. OVERTIME**

Periodically, overtime work by employees may be necessary to maintain City operations. Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law. An employee can request "Comp Time" in lieu of overtime and earn 1.5 hours for every hour worked of overtime. Holidays shall be counted as work time for purposes of determining overtime. Vacation, sick time, and comp time pay should not be considered hours worked because they do not count toward the calculation of overtime. The maximum compensatory time accumulation is sixty (60) hours. The City may choose to cash out compensatory balances at any time.

Employees may work overtime only with prior management authorization, except for emergencies.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

## **2-8. TRAVEL TIME FOR NON-EXEMPT EMPLOYEES, AUTHORIZATION AND EXPENSES FOR NON-EXEMPT/EXEMPT EMPLOYEES**

### **Overnight, Out-of-Town Trips**

Non-exempt employees will be compensated for time spent traveling during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise

non-compensable travel time; however, such work should be limited absent advance management authorization.

### **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip to and from home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

### **Travel Authorization and Expense Guidelines**

Any travel outside the employee's normal worksite will need pre-authorization from either the Department Head or the City Administrator. Any out-of-state travel needs both the approval of the appropriate Department Head and the City Administrator. Requests for approval should include the date, purpose, location and cost projections for travel.

Officials and employees shall be entitled to reimbursement for expenses which may lawfully be incurred when they are required to make necessary out-of-pocket expenses within or without the City, of a nature beyond those normally associated with the performance of the routine official duties of such individuals, for purposes which principally promote, develop or publicize the City's best interests.

Transportation, lodging, and meals shall be the most reasonable and economical method of travel considering: distance, travel time, number of persons making trip, duration of stay, other commitments and other factors as may be appropriate.

?Expenses for lodging, airfare, auto rental, registration fees shall be supported by a bill, statement, or other evidence of such expenses incurred and attached to the Travel Expense Record/Reimbursement Request submitted by any such official or employee.

Following completion of travel, a Travel Expense Record/Reimbursement Request must be submitted and must be signed by the City Administrator prior to any reimbursement.

Mileage reimbursement shall be based on the current IRS rate in effect when using a privately

owned automobile.

Plane reservations must be made at least three weeks prior to traveling in economy class whenever possible. If employee preference requires a different mode of transportation, the City will only incur the expense of the least expensive mode of travel.

Should an employee choose to drive to a meeting/conference venue instead of flying, the employee will be reimbursed for the price of the plane ticket or mileage, whichever is lower. Additionally, an employee choosing to drive will only be granted the time to accomplish the quickest form of travel. Any additional time off will be subtracted from the employee's annual leave bank.

Lodging expenses shall be reasonable and comparable to the average cost of lodging in the area in which the travel is taking place, or as determined by the City Administrator. Whenever an employee travels with family members, the City will incur no more than the single room hotel/motel rate.

Expenses for meals shall be reasonable and comparable to the average cost of the area in which the travel is taking place, or as determined by the City Administrator. Expenses for alcoholic beverages are not eligible for reimbursement and should be paid for on separate tabs of the meal whenever possible.

## **2-9. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES**

It is the City of Bondurant's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the City of Bondurant. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- Full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- The first or last week of employment in the event the employee works less than a full week; and
- Any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- An absence because the City has decided to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Finance & Employee Services Director or any other supervisor in the City of Bondurant with whom the employee feels comfortable.

## **2-10. YOUR PAYCHECK**

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the City of Bondurant is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Finance & Employee Services Director immediately so the City can resolve the matter amicably.

## **2-11. DIRECT DEPOSIT**

The City of Bondurant requires most employees to use direct deposit. Direct Deposit updates can be made using the Employee Shared Services portal @

<https://ess.tyler-incode.com/bondurantia/Account/LogOn?userIsUnauthorized=False&ReturnUrl=%2Fbondurantia>

Pay stub will be emailed to employees

## **2-12. SALARY ADVANCES**

The City of Bondurant does not permit advances on paychecks or against accrued paid time off.

## **2-13. PERFORMANCE REVIEW**

Depending on the employee's position and classification, the City of Bondurant endeavors to review performance annually. Typical procedures include the employee submitting a self review prior to the evaluation. A positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the City encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## **2-14. RECORD RETENTION**

The City of Bondurant acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the City and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the The City Administrator to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the City that may have an impact on record retention protocols.

## **2-15. JOB POSTINGS**

To the extent required by law, whenever possible, when a position becomes available, a notice of such an opening will be posted for at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications.

City of Bondurant is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. For current employees to be eligible consideration for an open position, employees must meet the following requirements:

- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, the application instruction on the posting must be completed in order to be considered for the position.

Any honorably discharged veteran, as defined in Chapter 35C of the Code of Iowa, shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications.

## **2-16. REDUCTION AND RECALLS IN WORKFORCE**

If it becomes necessary in the City's judgment to reduce the number of employees, layoffs will be made by the City based upon the needs of the City, in its sole discretion. The City is not required to take into consideration factors such as on the basis of status, qualifications, length of service and performance evaluations, but on skills and professional attributes needed by the organization. Employees on layoff are not eligible for holidays, vacation, sick leave, or city group insurance programs. City paid medical insurance coverage terminates at the end of the calendar month or as established by the current health insurance plan. However, employees may continue coverage at their own expense (See Continuation of Health Coverage).

An employee must return to work within three workdays of the notification to report to work, or his/her employment will be terminated, unless other arrangements are made with the department head. Employment of employees who are not called back to work within six months will be terminated.

## **2-17. PRE-EMPLOYMENT AND CONTINUING EMPLOYMENT PHYSICALS**

Prospective eligible employees may be required to submit to a pre-employment physical examination by a qualified physician designated by the City. This examination must be completed after a conditional offer of employment is made but prior to the start of employment. The expense of the physical will be borne by the City.

The City may, from time to time, require certain employees to undergo a medical examination to demonstrate their ability to continue employment. The expense of the physical will be borne by the City. Any employee refusing to submit to an examination when requested shall be deemed to have voluntarily resigned from City employment.

## Section 3 - BENEFITS

### 3-1. BENEFITS OVERVIEW

In addition to good working conditions and competitive pay, it is the City of Bondurant's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the City of Bondurant provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Finance & Employee Services Director. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the City of Bondurant (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the City intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have general questions regarding benefits, they should contact the Finance & Employee Services Director. To make changes, file for benefits, COBRA, or find forms, contact Becca Corbett at BCorbett@holmesmurphy.com, 515-381-7449

For coverage questions, Vicky McCoy at vmccoy@ebs-tpa.com, 319-758-8476 or Margie Baxter at mbaxter@ebs-tpa.com, 319-758-8459

### 3-2. PAID HOLIDAYS

Full-time employees will be paid for the following holidays:

New Year's Eve Close @12pm

New Year's Day

President's Day

Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving  
Additional Christmas Holiday Close @ 12pm  
Christmas Eve  
Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of over-time for the actual time they work that day.

Part-time employees who do not work on a holiday listed above will not receive "holiday pay."

Part-time employees who work on a holiday will receive pay at a rate of overtime for hours worked on the holiday.

If a holiday falls within an eligible employee's approved vacation, sick, jury duty, or bereavement period, the eligible employee will be paid for the holiday (at the regular straight-time rate) rather the vacation or sick day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. However, employees whose normal schedule includes weekends will observe the actual holiday.

To be eligible the employee must actually work, or be on approved leave, the last scheduled workday before and the first scheduled workday after the holiday. If you are absent due to illness on the day before or after a holiday, you must present proof of illness satisfactory to the City in order to be eligible for holiday pay

### **3-3. PAID VACATIONS**

The City of Bondurant appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. The City of Bondurant fully encourages employees to get this rest by taking vacation time.

Full-time employees are eligible for paid vacation based upon their anniversary dates of hire according to the following schedule. Department Heads receive the vacation accruals as listed below, plus five (5) days, however, no employee will accrue more than 25 days.

| <b><u>Length of Continuous Service</u></b> | <b><u>Vacation</u></b>               |
|--------------------------------------------|--------------------------------------|
| <b>One (1) year</b>                        | <b>10 Days (6.67 Hours Monthly)</b>  |
| <b>Five (5) years</b>                      | <b>15 Days (10 Hours Monthly)</b>    |
| <b>Ten (10) years</b>                      | <b>20 Days (13.33 Hours Monthly)</b> |
| <b>Twenty (20) years</b>                   | <b>25 Days (16.67 Hours Monthly)</b> |

Part-time employees are eligible for vacation pay of five (5) days, earned at 3.33 hours per month.

### **Terms**

Vacation becomes available on the first day of the month after it has accrued. It accrues monthly on the second pay period cycle. Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, the City reserves the right to choose who may take vacation during that period. The decision will be based on the City's needs for operation. Vacation requests must be submitted to managers at least two (2) weeks in advance of the requested vacation dates.

### **Carryover**

Vacation becomes available on the first day of the month after it has accrued. Employees may not accrue vacation time in excess of an amount equal to 150% of the employee's annual eligibility.

### **Vacation Pay upon Termination**

If your employment with the City is terminated for any reason during your first year of service, no vacation is due upon termination. If your employment is terminated voluntarily (not for cause) after your first year of service, you will be paid for unused earned vacation up to the amount equal to 150% of the employee's annual eligibility. If an employee fails to give management a written two (2) week notices (10 business days), all earned vacation time will be forfeited. Pay out rate (up to the maximum vacation allowed to be accrued under this paragraph) is at the employee's current rate of pay. Vacation cannot be taken during a two (2) week notice period.

### **Accrual of Vacation during Unpaid Leaves**

Vacation will not accrue during unpaid leaves of absence.

## **3-4. SICK DAYS**

Full-time employees are eligible to receive up to twelve (12) paid sick days each year, one (1) per month. Part-time employees are eligible to receive up to six (6) paid sick days each year, one half day (.5) per month. Sick leave does not accrue during any unpaid leave of absence.

### **Use of Sick Leave**

If the employees will be out of work due to illness, they must call in and notify their supervisor as early as possible, but at least by one (1) hour to the start of the workday. If the employees call in sick for three (3) or more consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work. An approved medical release may be required before the employee returns to work. A Department Head may order sick leave in the event that he/she has

determined that an employee has exhibited an inability to safely perform his/her duties. The Department Head may require an evaluation prior to the employee's return to work.

Sick days may be used to care for a family member's (including civil union partners') illness or for any other reason required by applicable state or local law. An eligible employee may use sick leave benefits for an absence due to his/her own illness or injury, or that of a birth/foster child, parent or in-law, spouse, grandchild, grandparent or step-family of the employee

### **Holidays During Sick Leave**

If a holiday falls while an employee is on a paid sick leave day, they will be paid holiday pay, if eligible, and the day will not be deducted from accumulated sick leave.

### **Carryover**

Sick Leave becomes available on the first day of the month after it has accrued. Employees may not accrue Sick Leave in excess of an amount equal to 1200 hours.

### **Conversion of Sick Leave upon Retirement**

Upon retirement, the employee will be paid for 50% of their remaining accumulated sick time hours, up to a hundred fifty (150) days as twelve hundred (1200) hours. Retirement is determined by an employee's eligibility for retirement benefits and a minimum of 7 years employed with the City. Employee must give management at least two (2) weeks notice, ten business days, prior to retirement to be eligible for payout. Termination of employment, other than retirement, for any reason is not eligible for sick leave payout.

### **Abuse of Sick Leave**

Abuse of the sick leave benefit will not be allowed. Verifiable uses where sickness or injury requires time away from work are to be expected. If sick leave appears to be abused, the employer may require the employee to submit competent proof of the necessity for such absence. If an employee misses several days over a twelve (12) month period, one (1) day at a time, then an attendance problem may exist. As a general rule of practice, excessive use of the benefit will be considered if an employee has six (6) or more occurrences, (unrelated to a chronic, documented illness) of absence using the sick leave benefit within a given twelve (12) month period. Should this situation take place, a counseling session will be scheduled to investigate the reason for the absences. Following the counseling session, a documentation of discussion will be drafted summarizing the conversation and identifying steps to be taken to reduce the number of absences in the future. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

## **3-5. LACTATION BREAKS**

The City of Bondurant will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The City may not be able to provide additional break time if doing so would seriously

disrupt the City's operations, subject to applicable law. Please consult the Finance & Employee Services Director with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### **3-6. WORKERS' COMPENSATION**

On-the-job injuries are covered by the City of Bondurant's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow the City procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Steps to take when an issue arises for workers' compensation

- 1. If the injury is life-threatening, call 911 and seek medical attention immediately.**
2. Employees must notify management immediately
3. Call Company Nurse Injury Hotline (888-770-0928) with supervisor present (Group Code IA056).
4. Company Nurse will gather information and help assess proper treatment. Failure to adhere to the evaluator's recommendation could result in disciplinary actions.
5. If the employee needs to be seen by a doctor, the following facilities are designated. In these cases the employees should be transported by a staff member using a City vehicle.
  - a. Ankeny Unitypoint Urgent Care - 3625 North Ankeny Blvd, Ste F
  - b. Concentra - 2100 Dixon St, Ste E, Des Moines
  - c. Iowa Methodist Occupational Medicine - Ankeny - 1810 SW Birch Cl, Ste 111
  - d. Mercy Hospital Emergency - 1111 6th Ave, Des Moines
  - e. Iowa Methodist Medical Center - 1200 Pleasant St, Des Moines
6. Let Company Nurse know which facility the employee will be going to. They will fax a case notice to the facility, so they know the employee is on their way.
7. Any paperwork received at the facility should be shared with management.
8. Worker's compensation benefits start three days after the facility initial visit.

### **3-7. JURY DUTY**

The City of Bondurant realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the City during such week.

### **3-8. BEREAVEMENT LEAVE**

The death of a family member is a time when employees wish to be with their families. If the employee is full-time and loses a close relative, the employee will be allowed paid time off of up to 4 days to assist in attending to obligations and commitments. Obligations and commitments include attendance at memorial services. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, child, parent, sibling, grandparent, grandchild, in-law versions of the previously listed, and any other relative living in the same household as the employee or any other relation required by applicable law. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, the City of Bondurant may require verification of death. Once an employee has exhausted the bereavement benefit, they may use an additional 3 days of sick leave for obligations and commitments, including attendance at memorial services.

### **3-9. VOTING LEAVE**

In accordance with state and federal voting rights laws, you are allowed to have a block of three continuous hours in which to exercise your right to vote. If your work hours, on a day that the polls are open would not normally allow you to vote, you must make a request in writing, to your supervisor, prior to voting day, for time off to vote. Your supervisor will advise you of the time that you may be off to vote. The City's scheduled workday normally allows an employee the required time to vote either prior to or following his/her work on that day. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

### **3-10. INSURANCE PROGRAMS**

Full-time employees may participate in the City of Bondurant's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

#### **When Coverage Begins**

Coverage for eligible employees is effective on the first day of the month following employment. The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the City. Details of the plan are explained in the City group health insurance plan booklet. If you do not elect plan coverage for your dependents within five (5) days of employment, you may do so at a later date subject to the requirements and conditions of the insurance carrier. Please see the Plan booklet for details on enrolling your eligible dependents.

#### **When Coverage Ends**

Insurance coverage terminates on the last day of the month following termination or as established by the current health insurance plan. Please review the policy set forth in this handbook regarding continuing health insurance benefits after termination of employment

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Finance & Employee Services Director with any further questions.

#### **Coverage Types**

The city offers the following benefits to its full time employees. Offerings may change at any time at the discretion of the City of Bondurant.

1. Health Insurance and Prescription Drug coverage: The City pays for the full cost of the employee's coverage and approximately 80% for dependent's cost. The employee is responsible for approximately 20% of dependent coverage cost and employee's share will be auto-deducted from pay bi-weekly (24 periods a year). The City is a member of an insurance consortium and self funds a portion of the deductible.
2. Flexible Spending Account: The City affords its full time employees the ability to contribute amounts from their paycheck towards Health and/or Dependent Care up to the IRS limits. The city does not contribute to these plans and employee contributions will be auto-deducted from pay bi-weekly (24 periods a year).
3. Dental Insurance: The City pays for the full cost of the employee's coverage and approximately 80% for dependent's cost. The employee is responsible for approximately 20% of dependent coverage cost and employee's share will be auto-deducted from pay bi-weekly (24 periods a year).
4. Vision Insurance: The City pays for the full cost of the employee's coverage and approximately 80% for dependent's cost. The employee is responsible for approximately 20% of dependent coverage cost and employee's share will be auto-deducted from pay bi-weekly (24 periods a year).
5. Basic Life and AD&D: The City provides at no cost to the employee a flat benefit amount of

\$50,000.

6. Voluntary Life By-up: The City affords its full time employees the ability to contribute amounts from their paycheck towards an additional life insurance plan. Coverage amounts are available for spouses and dependents. The city does not contribute to these plans and employee contributions will be auto-deducted from pay bi-weekly (24 periods a year).

Full-time employees are eligible to participate in the Short and Long-Term Disability plan, subject to all terms and conditions of the agreement between City of Bondurant and the insurance carrier. This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

7. Short Term Disability: The City pays for a supplementary benefit that covers 60% of weekly salary, up to \$100 in the case of short term disability of the employee. The maximum benefit is 13 weeks, at no cost to the employee.

8. Long Term Disability: The City pays for a supplementary benefit that covers 60% of monthly salary, up to \$6,000 in the case of long term disability of the employee.

Open enrollment for all coverage is available annually and life-changing events qualify for changes mid-year to coverage. For greater details about coverage and plans contact the City's insurance Client Service Consultant, Joan Nagel 515-974-5933, [jnagel@holmesmurphy.com](mailto:jnagel@holmesmurphy.com) or the Finance Director.

### **3-11. EMPLOYEE ASSISTANCE PROGRAM**

City of Bondurant provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing, as well as many other resources. Further details can be obtained through Human Resources.

### **3-12. DEFERRED COMPENSATION (457 B) PLAN**

Eligible employees who are Full-time are able to participate in the City of Bondurant's deferred compensation plan. For 457(b) plans, contributions to 457(b) plans are subject to Social Security tax at the time they are deferred from the employee's pay. The City of Bondurant does not make contributions to the plan.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Finance & Employee Services Director if there are any further questions.

### **3-13. WELLNESS PROGRAM**

The City of Bondurant is dedicated to promoting good health and overall wellness to all City employees. Healthy employees can result in long-term lower health care and lower Workers' Compensation costs and improved overall productivity. Interested employees can become members of a Wellness Committee. Wellness benefits are available to employees (full-time and regular part-

time), elected officials, and family members.

The City may from time to time sponsor activities, which are aimed at improving the overall physical and mental health and wellness of its employees. These activities may be provided at the discretion of the City Administrator and/or any employee committees so established for that purpose. Examples of such activities include but are not limited to: flu shots, dissemination of information, periodic presentations by wellness specialists, group activities, sponsorships of special programs, supplies, etc.

#### Flu Shots

Employees and elected officials can receive a flu shot free of charge. Family members covered by the City's insurance can also receive a flu shot free for charge.

#### Tobacco Cessation

While the City encourages all employees to avoid the use of tobacco products, we realize that this can be a difficult and expensive process. In order to help employees cover the costs associated with quitting, the City offers employees a cost-sharing program where the City pays up to \$10 per month for up to 6 months per calendar year for the use of prescription or over the counter products that assist in tobacco use cessation.

#### Live Healthy Iowa

Employees wishing to participate in the Live Healthy Iowa Challenge Bondurant team will receive a free registration.

#### Special Programming

From time to time, the Wellness Committee will coordinate special programming, such as nutritional education; exercise classes; etc. This programming could be open to all city employees, including paid on call employees, depending on the program.

#### Wellness Benefits

The City recognizes that the organization is harmed when city employees report to work when ill. Therefore, the City offers sick leave as outlined in the Personnel Policy Handbook in order to promote wellness. Additionally, the City recognizes the value and importance of relaxation and that taking a physical as well as mental break from work promotes wellness and productivity. To that end, the City offers vacation and holidays as outlined in the Personnel Policy Handbook.

#### Health Screenings

Employees are offered occasional health screenings as part of the wellness program.

### **3-14. IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

The Iowa Public Employees' Retirement System (IPERS) is a *defined benefit plan* and has a "*qualified plan*" status under Federal Internal Revenue Code § 401(a). The principal purpose of IPERS is to provide an adequate retirement plan for public employees. Contributions are made to IPERS for an employee's public service by both the member and employer. Employees are required to contribute to IPERS through payroll deductions. An employee's position or job classification determines the

contribution rate applied to the member's covered wage.

To create a profile account, designate beneficiaries, find forms, estimate your pension, and more follow the link below.

<https://member.ipers.org/prd/app?service=external/MemberPages:MemberLogin>

### **3-15. BENEFITS TERMINATION**

Upon notice of resignation, termination, or retirement being received by the department director, applicable information regarding continuation of insurance coverage, benefits payout, IPERS benefit or refund, final check, and other information can be forwarded to the employee. The Finance & Employee Services Director can provide information to terminating employees, answer questions, and assist employees; however, it is the employee's responsibility to complete and mail all forms to the applicable agency.

### **3-16. PROFESSIONAL DEVELOPMENT: TRAINING, CERTIFICATIONS, AND MEMBERSHIPS**

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization. An employee's work performance is vital to the success of our organization. Providing professional development to our employees is an investment in their careers and our organization's future. Employees are encouraged to continue their formal education through participation in educational programs offered during off-duty/non-working hours. Employees may be eligible to pursue professional development and networking opportunities during duty/working hours of employment, as determined by their department head or the City Administrator. This policy applies to all City employees. The City encourages employees to enhance their knowledge and skills and to network with other professionals. The City recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. This policy is subject to annual budgets established for external training and memberships. This is to assist in performing the essential job functions and increase contribution to the organization.

The City may use any resources available including outside consultants including internal subject matter experts to provide training needs. Department Directors should work to ensure employees are provided the opportunity to receive additional training, certifications and memberships relevant to their current position or a position directly recruited for by the City. Employees and department heads should collaborate to build a continuous professional development culture. It's an employee's responsibility to seek new learning opportunities. It's a department head's responsibility to coach their staff and identify employee development needs.

**Training:** Training is defined as any work-related program, seminar, conference, convention, course or workshop attended by an employee whose expenses are funded by the City while the employee is in a paid status with the City.

**Certification:** Certifications indicate competency of a set of standards and must be renewed with continuing education. Certifications also show the employee has the specific knowledge or skills needed to perform a job. Typically, an employee earns these credentials after they have completed their education or continued training.

**Memberships:** Membership requires a City staff member to belong to an organization or association that is job related. Membership comes with fees or dues paid by the City on behalf of a City program or individual employee to be a member thereof.

Professional development expenses may be paid directly or reimbursed by the City, as dictated by the budget and at the discretion of the City Administrator for the following:

- A. Professional exams and exam preparation courses
- B. Certificate programs and credentials
- C. Courses offered by an accredited institution, including e-learning
- D. Workshops, seminars, and conferences
- E. Membership in professional organizations
- F. Magazine and professional journal subscriptions

All employee development efforts should respect cost and time limitations, as well as individual and departmental needs. Leaves of absence without pay for educational purposes may be granted, at the discretion of the department director and approved by the City Administrator or governing body.

#### **Training & Meetings:**

City-sponsored training and meetings relating directly to the workplace should generally be arranged during regularly scheduled work hours. A department director may change the standard work hours to accommodate attendance at these training activities and meetings. Such training shall be recorded as time worked within the meaning of this policy. Attendance at non-mandatory training must be preapproved by your department head.

The department heads and the City Administrator will conduct a training needs assessment as needed. Training programs should be relevant to personal and/or job interests as well as provide the opportunity to interact with peers.

#### **Certifications:**

The City may require certifications for applicable positions within the organization for regulatory purposes or as required by law. The employee must maintain the required certifications as part of the terms and conditions of employment. The City may approve professional certification programs for positions within the organization at the discretion of the department head and City Administrator.

#### **Memberships:**

Employees may request direct payment or reimbursement for membership dues from a professional association. The association selected must have a direct relationship to the job the employee performs and be approved by the department head.

#### **Professional journals, publications, or magazine subscriptions:**

If employees want subscriptions to professional journals, publications, or magazines, they should make a request to their department head.

## Section 4 - LEAVES OF ABSENCE

### 4-1. PERSONAL LEAVE

If employees are ineligible for any other leave of absence, the City of Bondurant, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. The City of Bondurant will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the City in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the City will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Short-Term Disability Leave of Absence benefits provided through City-sponsored insurance.

### 4-2. MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive a military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave. The first 30 calendar days of military leave each calendar year shall be without loss of regular pay. The employee shall submit a copy of their orders to the City Clerk's office. The dates indicated on the orders will be the basis for counting towards the 30 days, regardless of the number of days scheduled to work. The City will continue and pay for health/dental coverage for employees called to active military duty for a period of up to 12 months, with the employee maintaining voluntary deductions.

Eligible employees required to attend yearly Reserves or National Guard duty are entitled to apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that the City of Bondurant can maintain proper coverage while employees are away.

#### **4-3. FAMILY AND MEDICAL LEAVE**

Employees are entitled to an unpaid leave of absence of up to twelve (12) weeks for in accordance with the Family and Medical Leave Act. The City of Bondurant may require verification of disability. Timely notice of leave is required. Leave runs concurrently with any other leave provided by the City. Employees may use accrued time off for this purpose. For forms and question refer to the Finance Director.

#### **4-4. LEAVE SHARING/DONATION POLICY**

##### Policy Statement

The City of Bondurant recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/vacation time. To address this need, all eligible employees will be allowed to donate sick/vacation time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

##### Eligibility

Employees who donate sick/vacation time must be employed with the City for a minimum of one year.

##### Guidelines

Employees who would like to make a request to receive donated sick/vacation time from their co-workers must have a situation that meets the following criteria;

1. Family Health Related Emergency - Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. For purposes of this Policy, immediate family member is defined as a spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

2. Other Personal Crisis - A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's residence such as a fire or severe storm.

Employees who donate sick/vacation time from their unused balance must adhere to the following requirements:

1. Donation Minimum - Four (4) hours.
2. Donation Maximum - Forty (40) hours or no more than 50% of your current balance,

whichever is less.

Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees can not borrow against future sick/vacation time to donate.

Employees who receive donated sick/vacation time may receive no more than 160 hours (4 weeks) within a rolling 12 month period.

Employees who are currently on an approved leave of absence can not donate sick/vacation time.

#### Procedure

Employees who would wish to donate sick/vacation time to a coworker must complete a Donation of Sick/Vacation Time Request Form.

All forms should be returned to the City Administrator.

Donated time will be given/received on an hour for hour basis.

#### Approval

Requests to donate sick/vacation time must be approved by the City Administrator. Donation requests which are denied may be appealed to the City Council.

Sick/vacation time donated that is in excess of the time off needed will be returned to the donor. When multiple donors share leave with an employee in excess of the time off needed, returns of time will be based on the percentage of the overall donation allocated by the donor.

## **Section 5 - GENERAL STANDARDS OF CONDUCT**

### **5-1. PUNCTUALITY AND ATTENDANCE**

Employees are hired to perform important functions at the City of Bondurant. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than one (1) hour prior to the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the City.

### **5-2. USE OF COMMUNICATIONS AND COMPUTER SYSTEMS**

The City of Bondurant's communication and computer systems are intended primarily for business purposes; however limited personal usage will not normally lead to discipline if it does not hinder performance of job duties or violate any other City policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the City of Bondurant systems.

The City of Bondurant may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the City deems it appropriate to do so. The reasons for which the City may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that City operations continue appropriately during the employee's absence.

Further, the City of Bondurant may review Internet usage to ensure that such use with City property, or communications sent via the Internet with City property, are appropriate. The reasons for which the City may review employees' use of the Internet with City property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that City operations continue appropriately during the employee's absence.

The City may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The City's policies prohibiting harassment, in their entirety, apply to the use of City's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the City's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

### **5-3. USE OF SOCIAL MEDIA**

The City of Bondurant respects the right of any employee to maintain a personal blog, web page, or to create a personal account on a social network, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect City interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with City equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the City and also expresses either a political opinion or an opinion regarding the City's actions that could pose an actual or potential conflict of interest with the City, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the City's position.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

### **5-4. PERSONAL AND COMPANY-PROVIDED PORTABLE COMMUNICATION DEVICES**

City of Bondurant-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the City's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a City-provided or personal device, employees must comply with applicable City guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a City-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, City information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of City information. This is the only way currently possible to ensure that all City information is removed from the device at the time of termination. The removal of City information is crucial to ensure compliance with the City's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a City-issued device, the City's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **Portable Communication Device Use While Driving**

Employees who drive on City business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees should refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-5. INSPECTIONS**

The City of Bondurant reserves the right to require employees while on City property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on City or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, purses, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the City or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## **5-6. SMOKING**

Smoking, including the use of e-cigarettes and chewing tobacco, is prohibited on City premises and in all City vehicles.

## **5-7. SOLICITATION AND DISTRIBUTION**

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for City of Bondurant. Solicitation of any kind by non-employees on City premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the City is prohibited at all times. Distribution of literature by non-employees on City premises is prohibited at all times.

## **5-8. BULLETIN BOARDS AND EMPLOYEE SHARED SERVICES**

Important notices and items of general interest are continually posted on City of Bondurant bulletin boards and Employee Shared Services

<https://ess.tyler-incode.com/bondurantia/Account/LogOn?userIsUnauthorized=False&ReturnUrl=%2Fbondurantia>.

Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at City of Bondurant. To avoid confusion, employees should not post or remove any material from the bulletin board.

## **5-9. CONFIDENTIAL COMPANY INFORMATION**

During the course of work, employees may become aware of confidential information about the City of Bondurant's business, including but not limited to information regarding City finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the City's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to the City of Bondurant's competitors or general public. Any employee who improperly copies, removes (whether physically or

electronically), uses or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## **5-10. CONFLICT OF INTEREST AND BUSINESS ETHICS**

It is the City of Bondurant's policy that all employees avoid any conflict between their personal interests and those of the City. The purpose of this policy is to ensure that the City's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the City.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the City, by any employee who is in a position to directly or indirectly influence either the City's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the City;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the City or which competes with the City; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the City.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value, as long as such a gift does not violate applicable law or City policy.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the City.

## **5-11. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the City's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the City is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

## **5-12. HEALTH AND SAFETY**

The health and safety of employees and others on City property are of critical concern to the City of Bondurant. The City intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the City's premises, or in a product, facility, piece of equipment, process or business practice for which the City is responsible should be brought to the attention of management immediately.

Periodically, the City may issue rules and guidelines governing workplace safety and health. The City may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Additionally, employees are required to participate and support all facility and work site audits, accident investigation activities, and review accident reports and recommend corrective actions.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. Anytime an employee is involved in an accident with a city vehicle which involves private property, where there is damage or not, the Sheriff's Department should be called immediately and a report shall accompany an investigation form. If an investigation determines an employee has contributed to the cause of incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result. The Department Head shall provide a written response to any recommendations by a safety committee or an investigator that outlines corrective actions taken by the department.

Employer Investigation Reports are available at [www.imwca.org/claims/pages/forms.aspx](http://www.imwca.org/claims/pages/forms.aspx)

### Safety Reprimands

Should employees not follow documented safety rules/procedures, the employees will be subject to disciplinary actions up to and including termination. Supervisors should make every effort to ensure employees are following safe work practices. The City has developed a progressive disciplinary policy that applies to the safety and health program, as well as other aspect of this organization as follows. Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rule or practice. Continued violations or verbal warnings will lead to more stringent action. Supervisors will issue written warnings when an employee repeats minor violations or engages in single serious violations of a rule or practice that could have potentially resulted in

injury to themselves, another employee, or property. Should a supervisor believe that either of the two prior examples that qualify for a written warning rise to a more egregious level, they may recommend to the City Administrator disciplinary leave or termination.

Any employee that experiences two or more accidents or workers compensation claims in a five-year period will be provided with a Personal Safety Action Plan by his/her supervisor.

### **5-13. HIRING RELATIVES/EMPLOYEE RELATIONSHIPS**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the City of Bondurant may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the City. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The City generally will attempt to identify other available positions, but if no alternate position is available, the City retains the right to decide which employee will remain with the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **5-14. EMPLOYEE DRESS AND PERSONAL APPEARANCE**

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their department head for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

## **5-15. PUBLICITY/STATEMENTS TO THE MEDIA**

All media inquiries regarding the position of the City as to any issues must be referred to the City Administrator. Only the City Administrator is authorized to make or approve public statements on behalf of the City. No employees, unless specifically designated by the City Administrator, are authorized to make those statements on behalf of the City. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the City must first obtain approval from the City Administrator.

## **5-16. OPERATION OF VEHICLES**

All employees authorized to drive City-owned or leased vehicles or personal vehicles in conducting City business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on City property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

City-owned or leased vehicles may be used only as authorized by management.

### **Portable Communication Device Use While Driving**

Please refer to previous policy section 5-4.

## **5-17. EXIT INTERVIEWS**

Employees who resign are requested to participate in an exit interview with the Department Head and/or Management, if possible.

## **5-18. CODE OF ETHICS AND BEHAVIORAL CONDUCT**

### **Build Trust and Credibility**

The success of the City of Bondurant is dependent on the trust and confidence earned from employees, citizens and stakeholders. The city gains credibility by adhering to commitments, displaying honesty and integrity and reaching goals solely through honorable conduct. It is easy to say what must be done, but the proof is in *actions*.

When considering any action, it is wise to ask: Will this build trust and credibility for the City? Will it help create a working environment in which the City can succeed over the long term? Is the commitment being made one that can be followed through with? The only way to maximize trust and credibility is by answering "yes" to those questions and by working every day to build trust and credibility.

### **Respect for the Individual**

Everyone deserves to work in an environment where they are treated with dignity and respect. The

City of Bondurant is committed to creating such an environment because it brings out the full potential in everyone, which, in turn, contributes directly to success.

All City of Bondurant employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

### **Create a Culture of Open and Honest Communication**

At the City of Bondurant everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Management has a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. Everyone benefits tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

## **5-19. PROCUREMENT POLICY**

### **PURPOSE**

The purpose of this procurement policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable federal and state law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition. These procedures will ensure that all solicitations incorporate clear and accurate descriptions of the technical requirements for the goods or services being procured. Chapter 26 and Chapter 73 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply. Additionally, the purpose of this policy is to ensure that the City of Bondurant complies with Code of Federal Regulations, 2 CFR Section 200.113 that requires reporting of violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant. Finally, this policy is intended to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR Part 200.112 and other applicable federal and state standards, regulations, and laws.

### **APPLICATION**

This policy applies to the procurement of all supplies, equipment, and construction and services of

and for the City of Bondurant that include any federal program funding. In regard to any such federal programs, all procurement will be done in accordance with 2 CFR Part 200. Chapter 26 and Chapter 73 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

## **REPORTING**

The City of Bondurant departments and/or employees are required to disclose, in writing and in a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal award. This requirement applies to violations involving the City of Bondurant, its employees, and any sub-recipients of a federal grant. If a City of Bondurant department or employee learns of a violation of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant, the department or employee must report the violation to the City of Bondurant Auditor or Finance Director. Reportable violations include not only those violations concerning the City of Bondurant or its employees, but also include violations relating to sub-recipients of award monies. The City of Bondurant Auditor and Finance Director are responsible for reporting the violation to the relevant federal agency in writing and in a timely manner.

## **CONFLICT OF INTEREST**

This Code of Conduct applies to all officers, employees, or agents of the City of Bondurant engaged in an award or administration of contracts supported by federal grant funds or any other public funds. No officer, employee, or agent of the City of Bondurant shall participate in the selection, award, or administration of a contract supported by federal grant funds or any other public funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award.

- i. The employee, officer, or agent;
- ii. Any member of his/her immediate family;
- iii. His/her partner; or
- iv. An organization which employs, or is about to employ any of the above.

The City of Bondurant officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors. To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Bondurant's officers, employees, or agents.

## **METHODS OF PROCUREMENT**

Procurement under federal grants or any other public funds shall be made by one of the following methods, as described herein: (a) micro-purchases; (b) small purchase procedures; (c) sealed bids (formal advertising); (d) competitive proposals; (e) noncompetitive proposals:

### **A. Micro-Purchase Procedures**

- i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$15,000 (200.67).
- ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers.
- iii. May be awarded without soliciting competitive quotations if the City of Bondurant considers

the price to be reasonable.

#### B. Small Purchase Procedures

- i. Are those relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the simplified acquisition threshold - \$250,000 (200.88).
- ii. Price or rate quotations are to be obtained from an "adequate number" of qualified sources.

#### C. Sealed Bidding (formal advertising)

- i. Lowest priced, responsive, responsible, bidder WINS.
- ii. The preferred method for construction when sealed bidding is "feasible", which is when certain conditions are present.
- iii. Bids must be solicited from an "adequate number of known suppliers", providing them sufficient response time before date for the opening of bids.
- iv. Bids will be opened at the time and place prescribed in the invitation for bids.
- v. Must publicly advertise the invitation for bids.
- vi. Bids must be opened publicly.

#### D. Competitive Proposals

- i. Used when conditions are not appropriate for the use of sealed bids.
- ii. The appropriate method when more than one source is expected to submit an offer and either a fixed-price or cost-reimbursement type contract is awarded.
- iii. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with **price** and other factors considered.
- iv. Requests for proposals **must be publicized** and identify all evaluation factors and their relative importance.
- v. Proposals must be solicited from an adequate number of qualified sources.
- vi. Must have written method for conducting technical evaluations of the proposals received and for selection of the contract.

#### E. Noncompetitive Proposals

- i. Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - a. **One Source:** the item is available only from a single source.
  - b. **Exigency/Emergency:** an exigency or emergency will not permit a delay resulting from competitive solicitation.
  - c. **Awarding Agency Approval:** the federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the City of Bondurant.
  - d. **Inadequate Competition:** after the solicitation of a number of sources, competition is determined inadequate.

## **CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
2. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
3. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
4. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
5. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5).

## **CONTRACT PRICING**

1. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
2. The City of Bondurant shall perform some form of cost/price analysis for every procurement action, including contract modifications, amendments, or change orders. The City of Bondurant shall make an independent estimate prior to receiving a bid or proposal.
3. The City of Bondurant shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. In determining a fair and reasonable profit, the City of Bondurant must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance and the industry profit rates in the surrounding geographical area.

## **PROCUREMENT RECORDS**

- A. The City of Bondurant shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- B. The City of Bondurant must make available, upon request of a federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.
- C. The City of Bondurant must make available upon request, for a federal awarding agency or pass-through entity preprocurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
  - i. The City of Bondurant's procurement procedures or operation fails to comply with the

- procurement standards in this part;
  - ii. The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  - iii. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
  - iv. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  - v. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold; OR
  - vi. The City of Bondurant is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.
- D. The City of Bondurant may request that its procurement system be reviewed by a federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;
- E. The City of Bondurant may self-certify its procurement system. Such self-certification must not limit a federal awarding agency's right to survey the system. Under a self-certification procedure, a federal awarding agency may rely on written assurances from City of Bondurant that it is complying with these standards. The City of Bondurant must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

## **AWARDED CONTRACTS**

When the contract is funded by federal awarding agency or pass-through entity

- A. The City of Bondurant will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). [www.sam.gov](http://www.sam.gov)
- B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.
- C. The City of Bondurant will maintain written standards of conduct covering conflicts of interest and must provide for disciplinary action to be applied for violations of such standards as defined in 2 CFR 200.318 (c) (1).

## **MICROPURCHASING POLICY IN DETAIL**

### General Practices

- A. Whenever possible, purchases shall be requested to allow for ample time for processing and delivering the order.
- B. Supplies shall be of a quality to suit the intended purpose at the least expense.
- C. Every purchase must have a source document such as a receipt, invoice, or order confirmation.
- D. All purchases will be initialed and coded to an expense line by the appropriate Department Head or authorized individual on the source document.

- E. Every effort shall be made to purchase supplies and services from vendors who have businesses within the City of Bondurant/metro area. Exceptions to this policy may include:
- i. When supplies or services are not available from local vendors or prices of local vendors exceed prices of vendors located outside the corporate limits.
  - ii. When supplies or services are available locally but have to be ordered or scheduled, requiring inordinate delay in the department's work, project or activity.
  - iii. In emergency situations when local businesses are closed or personnel are outside the City.

#### Department Heads and Authorized Individuals

The department head of the requesting department must first approve any request for purchase with source documents. The department head may appoint an individual in writing within the department to maintain inventories and prepare requests for the department. Notification of such an appointment shall be made to the Finance Director and/or the City Administrator. With respect to this policy, the Finance Director may act on behalf of the City Administrator in his/her absence.

##### City Administrator

Any order over the amount of \$5,000 once approved by the department head or authorized individual and reviewed by the Finance Director, shall be forwarded to the City Administrator for approval. The City Administrator may approve up to \$5,000 for unbudgeted items, and up to \$15,000 for budgeted items. Any item over these amounts will go before the City Council.

##### Finance Director

The Finance Director will ensure that, for accounting purposes, necessary records are kept and made available for reference.

##### City Council

City Council approval will be necessary for applicable purchases over \$15,000.

#### Petty Cash

Petty cash may be used to make purchases of under 50.00. Approval is required by the department head and must be signed out from the petty cash custodian. A receipt is required for all petty cash purchases. The City Finance Director's Office must authorize any increases or decreases to a department's petty cash. The petty cash drawer under no circumstances is to be used for one's own personal use. Starting cash drawer money is not considered petty cash and should not be used to make any purchases.

City employee may be allowed, with approval from the City Administrator or Finance Director, to use an amount of Petty Cash for a City event. Any employee that is given this authorization will adhere to the procedures set in place for cash handling, record retention, and regulations.

1. Cash must be counted in front of another employee to the amount of use and their signature must be logged on a voucher that will be placed in the cash drawer until the cash is replenished

2. Cash will remain in a secure locked box, under supervision of the authorized employee
3. Receipts must be issued at the time of a cash transaction for both the customer and the City
4. Upon completion of the event the authorized employee shall return cash to the drawer in front of another employee who must sign the voucher
5. All sales that occurred during the event must be entered into the accounting software by the authorized employee
6. Any payouts for contests or donations may be approved by council and a check will be cut by the Finance Department upon receipt of the warrant request
7. All paper records utilized during and for the event regarding handling of cash and this policy must be scanned into the appropriate electronic file.

### On-Going Purchases

Any item or service which is used by the City on an on-going basis and which, by the nature of the item or service, is not subject to comparative buying, is available only through one vendor, accordingly billed at regular, consistent, and predictable intervals, or is an on-going purchase. Under any of those circumstances, payment will be made with an interim warrant.

### List of On-Going Purchases

Only those items, services, and/or vendors listed in this section are on-going purchases. Any changes or additions to the following list must be made with the approval of the City Council.

1. Publication of city proceedings, as required by law.
2. Postal services, including routine postage fees including: utility bills, postage meter, newsletter and postage stamps.
3. Printing of monthly city newsletter.
4. Contractual purchases and maintenance agreements. Those items or services which are provided as a result of the City entering into a binding and legal agreement with the vendor are contractual purchases. Maintenance agreements for equipment initially purchased according to the purchasing policy. Such expenditures shall be processed in accordance with the established financial policy and, as determined by the Finance Director and City Administrator.
5. Payroll and payroll related expenses to include: federal/state, FICA, IPERS, health and dental premiums, payroll deductions per pay period, and flexible spending.
6. Utility bills.
7. Education and training up to \$1,500 per person.
8. Bonds and lease payments including interest due.
9. Approved Library Board expenditures as set forth in the Bondurant Municipal Code.
10. Sales tax due from utility billing and applicable parks and recreation programs.
11. Routine replenishing of petty cash.
12. Refunds due to residents or program participants to include: utility deposits and park and recreation classes, events or programs.
13. Fuel purchases
14. Business credit card payments
15. Immediate payment of amounts due, which if not paid promptly would result in loss of discount

penalty for late payment or additional interest costs.

## **5-20. CREDIT CARD POLICY**

### Purpose

The purpose of the City of Bondurant Credit Card Policy is to provide a means to provide specific employees of the City, to charge specifically identified costs on a bank issued major credit card. The procedure provides controls to insure proper charges and payments are made, as well as an audit trail to assist the City in its annual audit.

### General Provisions

Cards for the department heads will be issued individually in the name of the employee with the City of Bondurant identified. Each department head will be responsible for the safekeeping of his or her card. The department head shall only make necessary purchases with the City credit card issued in his or her name. Cards may also be issued to other management employees, exempt employees or other employees as deemed appropriate by the City Administrator, in the name of the employee with the City of Bondurant identified. These cards will be kept in the Finance Director's office and checked out as needed. Loss of a City credit card should be reported to the Finance Director's office immediately. Only detailed receipts will be acceptable for payment.

### Credit limit

\$2,000 - \$5,000

### Cards Assigned

The City has the ability to assign cards to individuals who are responsible for the safekeeping of the card bearing his/her name:

City Administrator

City Clerk

Director of Public Works

Fire Chief

Planning and Community Development Director

Individuals in the following positions may have a card issued in his/her name, but the card will be kept in the Finance Director or Department Head's office and can be checked out for necessary occasions, such as travel.

Assistant Fire Chief(s)

Communications and Events Specialist

Any other employees, who may have need for a credit card, should talk with their Department Head

who will make appropriate arrangements with the City Administrator to have a card issued and kept on file with the Finance Director's office.

The individual shall not use the City of Bondurant credit card for any personal use. The Credit Cards will only be used for the following purposes unless otherwise approved by the City Council.

1. Purchases that comply with the City's Purchasing Policy.
2. Purchasing requiring immediate payment where City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.
3. Costs for training, education and travel, their meals, including a tip up to 15% (unless dictated by the restaurant), accommodations and transportation are per the City Training, Education and Travel Policy. No alcoholic beverages can be included.
4. On-line purchases requiring a credit card when no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
5. Emergency vehicle maintenance and equipment.
6. No cash advances shall be allowed on the credit card.

All receipts must be brought into the Finance Director's office upon charging any item, will support all eligible expenses, and have the Department Head or authorized individual's initials and an expense code written on it. Original receipts will be submitted for payment in a timely manner to the Finance Director's office by the department. Failure to turn in original receipts to the Finance Director's Office will result in an individual being required to reimburse said expenses to the City. Any altered receipts will not be accepted. A detailed receipt is mandatory for documentation.

Misuse of City Credit Cards, failure to secure or to report stolen or missing Credit Cards immediately upon discovering could result in disciplinary action toward employee and possible termination of employment. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

Each individual issued a purchasing/procurement card will be required to sign an affidavit acknowledging responsibility for the safe keeping and proper use of the card. Upon employee termination, both voluntarily and due to disciplinary action, the purchasing/procurement card shall be returned to the finance department and all purchases will be suspended and reconciled.

Purchases using the city credit card may be made by telephone, fax or secure internet sites. Precautions shall be made in all cases to insure security and protection from theft or unauthorized use. Each transaction shall reflect the appropriate credit card number, expiration date, signature of user and detailed invoices (receipts), which should be forwarded to the Finance Department. When using the card for orders placed via phone, fax or mail, or online, you must request a receipt, detailing merchandise price, sales/use tax, freight, etc. be included with the goods mailed/shipped. Any charges without a valid receipt become the responsibility of the card bearer.

## **5-21. REFERENCES**

The City of Bondurant will respond to reference requests through the Finance & Employee Services Department. The City will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Finance & Employee Services Department.

**Only the Finance & Employee Services Department may provide references.**

## **5-22. IF YOU MUST LEAVE US**

Should any employees decide to leave the City, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All City, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the City's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the City (through payroll deduction, if lawful) for any lost or damaged City property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## **5-23. A FEW CLOSING WORDS**

This handbook is intended to give employees a broad summary of things they should know about the City of Bondurant. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, the City of Bondurant, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the City or its personnel policies and practices.

## **5-24. WORKPLACE CONDUCT**

City of Bondurant endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the City's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing City of Bondurant property or a co-worker's property, and/or disclosure of confidential information.

3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of City of Bondurant's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of City of Bondurant's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on City property.
11. Willful or careless destruction or damage to City assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of City of Bondurant's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of City of Bondurant policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and City of Bondurant reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The City will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, City of Bondurant will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

The City strives to create a positive, inclusive, and collaborative environment, and understands that differences between department heads and employees can arise. Solutions to those differences should be pursued in earnest and resolved based on honesty, common sense, and fair play. Whenever possible, differences should be resolved between the parties involved by the parties. It is the responsibility of every employee of the City of Bondurant at all levels to communicate and collaborate to overcome obstacles. Should differences not be resolved between the parties, it is important to collaborate with the City Administrator.

## Section 6 - EMPLOYMENT POSTERS

### 6-1. MINIMUM WAGE

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE

**\$7.25** PER HOUR  
BEGINNING JULY 24, 2009

## STATE AND LOCAL GOVERNMENT EMPLOYEES

### OVERTIME PAY

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

Law enforcement and fire protection personnel: You may be paid overtime on the basis of a "work period" of between 7 and 28 consecutive days in length, rather than on a 40-hour workweek basis.

### COMPENSATORY TIME

Employees may receive compensatory time off instead of cash overtime pay, at a rate of not less than 1½ hours for each overtime hour worked, where provided pursuant to an agreement or understanding that meets the requirements of the Act.

### EXEMPTIONS

The Act does not apply to persons who are not subject to the civil service laws of State or local governments and who are: elected public officials, certain immediate advisors to such officials, certain individuals appointed or selected by such officials to serve in various capacities, or employees of legislative branches of State and local governments. Employees of legislative libraries do not come within this exclusion and are thus covered by the Act.

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements.

Any law enforcement or fire protection employee who in any workweek is employed by a public agency employing less than 5 employees in law enforcement or fire protection activities is exempt from the overtime pay provisions.

### YOUTH EMPLOYMENT

16 years old is the minimum age for most occupations. An 18-year old minimum applies to hazardous occupations. Minors 14 and 15 years old may work outside school hours under certain conditions. For more information, visit the YouthRules! Web site at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).

### ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

### ADDITIONAL INFORMATION

- Some state laws provide greater employee protections; employers must comply with both.
- Employees under 20 years of age may be paid a youth minimum wage of not less than \$4.25 an hour during their first 90 consecutive calendar days after initial employment by an employer.
- Employers are required to display this poster where employees can readily see it.

**The law requires employers to display this poster where employees can readily see it.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



## 6-2. FMLA

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

### REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



## 6-3. OSHA



# Job Safety and Health IT'S THE LAW!

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**



**1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)**

## 6-4. POLYGRAPH

# EMPLOYEE RIGHTS

## EMPLOYEE POLYGRAPH PROTECTION ACT

**The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.**

- PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
- EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.
- The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.
- The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.
- The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.
- EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.
- ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
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## 6-5. TITLE VI



### Human Resources EEO Statement

The City of Bondurant provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### Human Resources ADA Statement

Pursuant to the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 and 504 of the Rehabilitation Act of 1973, The City of Bondurant has a commitment to making its services a facilities accessible to all segments of our community.

### Human Resources VI Statement

The City of Bondurant endeavors to ensure that no person shall, on the grounds of race, color, national origin, gender, age or disability, as provided by Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. The City of Bondurant further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.



200 2<sup>nd</sup> St NE  
Bondurant, IA 50035



515-630-6981



[jn Jess@cityofbondurant.com](mailto:jn Jess@cityofbondurant.com)



Jené Jess, Finance  
Director & Title VI & ADA  
Coordinator

## GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee Handbook is an important document intended to help employees become acquainted with the City of Bondurant. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the City's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

**I have received and read a copy of the City of Bondurant's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City at any time.**

**I further understand that my employment is terminable at will, either by myself or the City, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of the City of Bondurant other than The City Council may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City's Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## RECEIPT OF NON-HARASSMENT POLICY

It is the City of Bondurant's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by the City of Bondurant.

The purpose of this policy is to ensure that no one harasses another individual in the workplace, including while on City premises, while on City business (whether or not on City premises) or while representing the City. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

### **Reporting Procedures**

Employees are encouraged to express their objection to behaviors that could constitute sexual harassment to the person engaging in the behavior. If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the City Administrator. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact any member of management. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy, such as the Mayor or a member of Council.

### **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

### **Retaliation Prohibited**

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand the City of Bondurant's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 9.b.  
For Meeting of 1/3/2023  
**Discussion Item**

**TITLE:** Discussion of automatic Liquor License Renewals

**CONTACT PERSON:**

Shelby Hagan, City Clerk

**BRIEF HISTORY & ANALYSIS:** The Iowa Alcoholic Beverages Division (ABD) is pleased to announce that enrollment in the new Automatic Renewal Program is now open.

What is the Automatic Renewal Program?

The Automatic Renewal Program allows holders of a class “E” retail alcohol license (LE), a distiller’s/vintner’s/brewer’s certificate of compliance (CD/CV/CB), or a wine direct shipper permit (DS) to automatically renew their license, certificate, or permit annually without approval by the local authority (if applicable) or ABD upon payment of the annual renewal fee.

How do I enroll in the Automatic Renewal Program?

Enrollment is done by logging in to ABD’s eLAPS licensing system and manually filling out a renewal application beginning 70 days from the expiration date of your license, certificate, or permit. You can also enroll at the time you file an application for a new license, certificate, or permit.

On the application will be the option to agree to the terms and conditions of the Automatic Renewal Program, give ABD consent to enroll your license, certificate, or permit in the program, and save a payment method (credit card or bank account) to be used for automatic payment of the annual renewal fee.

Enrollment eligibility will be determined by the local authority (class “E” retail alcohol licensees only) and ABD.

When does automatic renewal occur?

After initial enrollment in the program, automatic renewal will begin with the next licensing term.

You will receive a reminder email 70 days from the expiration date of your license, certificate, or permit. This will be your opportunity to update your saved payment information as well as any criminal history violations, if necessary.

At 50 days from the expiration date of your license, certificate, or permit, payment for

the annual renewal fee will be automatically collected from your saved payment method. If the payment is successful, your license, certificate, or permit will be automatically renewed and you will receive your renewed license, certificate, or permit by email.

If your payment is not successful, you will receive a notification by email that your license, certificate, or permit has been unenrolled from the Automatic Renewal Program. You will be required to manually submit a renewal application and resubmit payment for the annual renewal fee.

Can I unenroll from the Automatic Renewal Program?

Yes. You may unenroll from the program up to 51 days prior to the expiration date of your license, certificate, or permit. By unenrolling from the program, you will be required to log in to ABD's eLAPS licensing system and manually submit a renewal application and payment for the annual renewal fee.

If you do not unenroll before 50 days prior to the expiration date of your license, certificate, or permit, your renewal will automatically process and payment for the annual renewal fee will be automatically collected.

Once payment has been successfully processed, you will receive an email notification. At this time, you may unenroll from the program so that during the next licensing term you will be required to log in to ABD's eLAPS licensing system and manually submit your renewal application and payment for the annual renewal fee.

What events automatically unenroll me from the Automatic Renewal Program?

You will be automatically unenrolled from the Automatic Renewal Program if any of the following events have occurred during the license term:

A suspension, revocation, or civil penalty has been issued for your license, certificate, or permit.

An administrative proceeding is pending against your license, certificate, or permit.

A violation of Iowa Code chapter 123 has occurred.

A payment for a liquor order from ABD has been dishonored (class "E" retail alcohol licensees only).

Your licensed premises is no longer a safe and proper place conforming to all applicable federal, state, and local laws.

There are outstanding tax reports or tax payments due (wine direct shipper permittees only).

Additionally, the local authority with jurisdiction over a class "E" retail alcohol licensee may unenroll the license from the Automatic Renewal Program up to 51 days from the expiration date of the license.

If you are unenrolled from the Automatic Renewal Program for any of the reasons listed above, you will receive notification by email. You will then be required to log in to ABD's eLAPS licensing system and manually submit a renewal application and payment for the annual renewal fee.

Does unenrollment from the Automatic Renewal Program mean my license, certificate, or permit renewal is denied?

No. Unenrollment from the automatic renewal program means that you will be required

to manually submit a renewal application and payment for the annual renewal fee. The local authority (if applicable) and ABD will review the renewal application and determine whether to approve or deny the renewal.

What is a Class "E" Retail Alcohol License (LE)?

It allows for the sale of alcoholic liquor, wine, and beer for off-premises consumption.

No sales by the drink. Also allows wholesale sales to on-premises class "B", "C", special "C", "D", and "F" retail alcohol licensees but must have a TTB Federal Wholesale Basic Permit. Types of stores include grocery, liquor and convenience stores, etc.

**City Code**

120.04 ACTION BY COUNCIL. The Council shall either approve or disapprove the issuance of the liquor control license or retail wine or beer permit and shall endorse its approval or disapproval on the application, and thereafter the application, necessary fee and bond, if required, shall be forwarded to the Alcoholic Beverages Division of the State Department of Commerce for such further action as is provided by law.

(Code of Iowa, Sec. 123.32 )

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDATION:** This item is a discussion item.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None

December 19, 2022

Shelby Hagan, City Clerk  
City of Bondurant  
Bondurant City Hall  
200 2nd St NE  
Bondurant, IA 50035  
shagan@cityofbondurant.com



Dear Shelby Hagan,

Your partnership in serving the people of Bondurant is greatly appreciated! In fiscal year 2022 IMPACT assisted residents of Bondurant with essential needs as follows:

- 259 total individuals in Bondurant were served
- 111 children and teens in Bondurant were served
- 100 families in Bondurant were served
- 766 specific services were provided to residents of Bondurant

IMPACT Community Action Partnership seeks to collaborate with you this year to assist families in Bondurant who are in need of essential services. Our services are based on family-need and include:

- Housing (rent and mortgage assistance)
- Energy (heat, water, weatherization and air conditioning assistance)
- Health (food and hygiene products assistance)
- Local (recreation passes, extracurricular fees, one-time car repair or other family needs)

We are proud of the work we have done, and with your help this fiscal year we hope to be able to do more! As mentioned above, last year we served 259 Bondurant residents, but according to the US Census Bureau there are approximately 856 Bondurant residents with an income below 185% of the Federal Poverty Line. **That means there are at least 597 Bondurant residents who could benefit from our services that we did not reach last year!** Attached to this letter you will find additional anonymized and aggregated data about who we've served in Bondurant, which helps us in determining where to focus to improve our outreach.

In addition to the direct assistance IMPACT provides, IMPACT invests approximately \$83.45 per individual to be able to provide services (staff costs, occupancy costs, etc). Last year this non-direct assistance investment was an estimated \$21,612.26 to assist Bondurant residents with basic needs. **We respectfully request \$2,000 from the City of Bondurant to engage with us in this partnership this year.** This investment will help IMPACT assist more Bondurant residents facing challenges meeting their essential needs.

In 2021 the State Auditor issued guidance that local governments should require a contract for any contributions to non-profit organizations. As such, we are seeking a contractual agreement, not a donation. This means if Bondurant is in the future audited by the state of Iowa, our partnership will be in accordance with the law. We have enclosed a sample contract you may use if you like. However, this is completely up to you and we will gladly use whatever best suits your needs whether that is this contract with modifications, a completely different contract, or no contract at all.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Bacon".

Anne Bacon, CEO

P.S. If you have questions, please feel free to reach out to my colleague, Brandon Pollard, our Grant & Donor Management Coordinator, by emailing [bpollard@impactcap.org](mailto:bpollard@impactcap.org) or by calling his direct line at 515-274-1343.



## City of Bondurant

### Client Characteristics Report

Fiscal Year 2022 (October 1, 2021 – September 30, 2022)

| Individual and Household Counts                        |                                                       |
|--------------------------------------------------------|-------------------------------------------------------|
| 100                                                    | # Total households served                             |
| 259                                                    | # Total individuals served                            |
| Individual Demographics                                |                                                       |
| 29                                                     | Age 0-5                                               |
| 52                                                     | Age 6-13                                              |
| 30                                                     | Age 14-17                                             |
| 22                                                     | Age 18-24                                             |
| 64                                                     | Age 25-44                                             |
| 17                                                     | Age 45-54                                             |
| 9                                                      | Age 55-59                                             |
| 3                                                      | Age 60-64                                             |
| 18                                                     | Age 65-74                                             |
| 8                                                      | Age 75+                                               |
| 8                                                      | # Total individuals with a disabling condition served |
| 2                                                      | # Veterans served                                     |
| 0                                                      | # Active military served                              |
| Household Housing Status                               |                                                       |
| 68                                                     | # of renter households served                         |
| 30                                                     | # of home owner households served                     |
| 1                                                      | # of households in other permanent housing served     |
| 0                                                      | # of households experiencing homelessness served      |
| 1                                                      | # of households in other housing situations served    |
| Households by Income Level (% of Federal Poverty Line) |                                                       |
| 36                                                     | Up to 50% (\$13,875 annually / family of four)        |
| 12                                                     | 51% - 75% (\$20,813 annually / family of four)        |
| 13                                                     | 76% - 100% (\$27,750 annually / family of four)       |
| 13                                                     | 101% - 125% (\$34,688 annually / family of four)      |
| 12                                                     | 126% - 150% (\$41,625 annually / family of four)      |
| 5                                                      | 151%-175% (\$48,563 annually / family of four)        |
| 4                                                      | 176% - 200% (\$55,500 annually / family of four)      |
| 3                                                      | 201% - 250% (\$69,375 annually / family of four)      |
| 2                                                      | 250% or over                                          |
| 0                                                      | Unknown / not reported                                |