



City of Mason City

**ADMINISTRATIVE  
MANUAL**

# City of Mason City, Iowa

## Administrative Policies

Last Amended:  
September 27, 2024

Policy Number	Subject	Issue/Revision Date
<b>SECTION 1</b>	<b>GENERAL</b>	
1.01	Administrative Policies Statement	June 1, 2008
1.03	City Organizational Chart	January 1, 2015
1.05	City Council Meeting Agenda Procedure	October 1, 2013
1.07	Open Meetings Law	October 1, 2013
1.09	Records Storage and Retention	May 1, 2002
1.13	Customer Service	February 10, 2017
1.15	Media Policy	October 1, 2013
1.17	City Emergency Succession	October 1, 2013
1.21	Nepotism	July 1, 2024
1.25	Transit Employee Policy	April 29, 2003
1.27	Volunteer Projects Coordination	February 5, 2004
1.30	Departmental Deposits	February 6, 2008
1.35	City Employee Government Issued Identification Card	October 19, 2011
1.36	City Employee Identification Badges	March 15, 2024
1.37	Iowa Open Records Request	September 23, 2013
<b>SECTION 2</b>	<b>BUILDING AND OFFICE</b>	
2.01	City Buildings Fire/Smoke Evacuation Plan	February 6, 2024
2.05	City Hall Municipal Parking Lot	June 6, 2023
2.07	City Meeting Rooms	July 1, 2024
2.11	City Building Security	November 18, 2008



# City of Mason City, Iowa

## Administrative Policies

Last Amended:  
September 27, 2024

Policy Number	Subject	Issue/Revision Date
2.13	Flag Etiquette	May 1, 2002
2.15	Energy Conservation Management Program - Buildings	October 6, 2015
<b>SECTION 3</b>	<b>FINANCE</b>	
3.01	Purchasing Procedures	September 27, 2024
3.02	Payment to Vendors	October 1, 2013
3.03	Reporting Procedures for General Liability, City Vehicle/Property, and Transit Claims	September 4, 2008
3.05	Disposition of Surplus Departmental Property	March 10, 2017
3.07	Travel Regulations for Out of City Travel	April 18, 2019
3.08	Mileage and Per Diem Rates	July 1, 2022
3.09	Fixed Asset Inventory Policy	December 15, 2016
3.17	Contractual Services Procurement Requests for Proposals	November 6, 2012
3.18	Procurement Policy for Federal Grant Funded Expenditures	February 28, 2023
3.19	Financial Audit	April 1, 2010
3.21	City Utility Bills	July 17, 2023
3.23	Store and Credit Card Use/Guidelines Policy	November 6, 2023
<b>SECTION 4</b>	<b>SAFETY</b>	
4.01	General Safety Policy Statement	January 14, 2005
4.03	City Severe Weather Plan	May 1, 2002
4.05	Hazardous Communication or Your Right-to-Know	May 1, 2002

# City of Mason City, Iowa

## Administrative Policies

Last Amended:  
September 27, 2024

Policy Number	Subject	Issue/Revision Date
4.07	General Automated External Defibrillation Policy Statement	July 1, 2008
4.09	Drug and Alcohol Policy for DOT Covered Employees	September 27, 2024
<b>SECTION 5</b>	<b>VEHICLE USE AND MAINTENANCE</b>	
5.01	Vehicle Service Program	May 1, 2002
5.03	Operation of City Vehicles	May 18, 2011
<b>SECTION 6</b>	<b>INFORMATION TECHNOLOGY</b>	
6.01	Electronic Communication Policy	October 1, 2013
6.03	Information Technology Purchasing Procedure	April 5, 2007
6.05	Network Level Access	April 5, 2007
6.07	User Management Policy	April 5, 2007
6.09	Data Protection Policy	June 1, 2008
6.11	City Website Content Policy	October 26, 2007
6.13	Cellular Phone Policy Statement	August 19, 2009
6.15	City Social Media Policy	April 23, 2012
6.17	GIS Data Sharing Policy	October 6, 2022

# City of Mason City, Iowa

## Administrative Policies

Last Amended:  
September 27, 2024

Policy Number

Subject

Issue/Revision Date

### REPEALED POLICIES (see Personnel Policy Manual for Policy direction)

1.19	Standards and Rules	November 18, 2008
1.23	Outside Interests, Employment, Business and Professional Activities	November 18, 2008
1.29	Paycheck Distribution	November 18, 2008
1.31	Performance Reviews	November 18, 2008
1.33	Vacation Carry-Over Policy	November 18, 2008



# SECTION 1: GENERAL

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 1.01

**Subject:** Administrative Policies Statement

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** June 1, 2008

### PURPOSE:

The purpose of this Administrative Policy Handbook is to provide the organizational framework for preparing and maintaining administrative policies of general city interest and importance. These policies can more effectively serve the city and its employees by readily answering questions and thereby providing for consistent city-wide application.

### SCOPE:

These Administrative Policies cover policies that are of general city interest and are not meant to replace internal departmental policies and/or standard operating procedures.

### PROCEDURE:

Any proposed revisions to the Administrative Policies shall be submitted to the City Administrator. It shall be at his/her discretion as to whether the revision shall be either:

- a. Approved
- b. Denied

The City Administrator's office shall be custodian of the Administrative Policies and shall distribute revisions as necessary. All approved Administrative Policies are accessible to employees via the shared computer network drive in the Administrative Policies folder.

All departments are to have an updated copy of the Administrative Policies available in their offices and are to make sure their employees understand the appropriate policies.



Brent Trout, City Administrator

Amended: June 1, 2008  
May 1, 2002

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 1.03

**Subject:** City Organizational Chart

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** January 1, 2015

### PURPOSE:

The purpose of this Administrative Policy (AP) is to identify the basic organizational structure of the City.

### SCOPE:

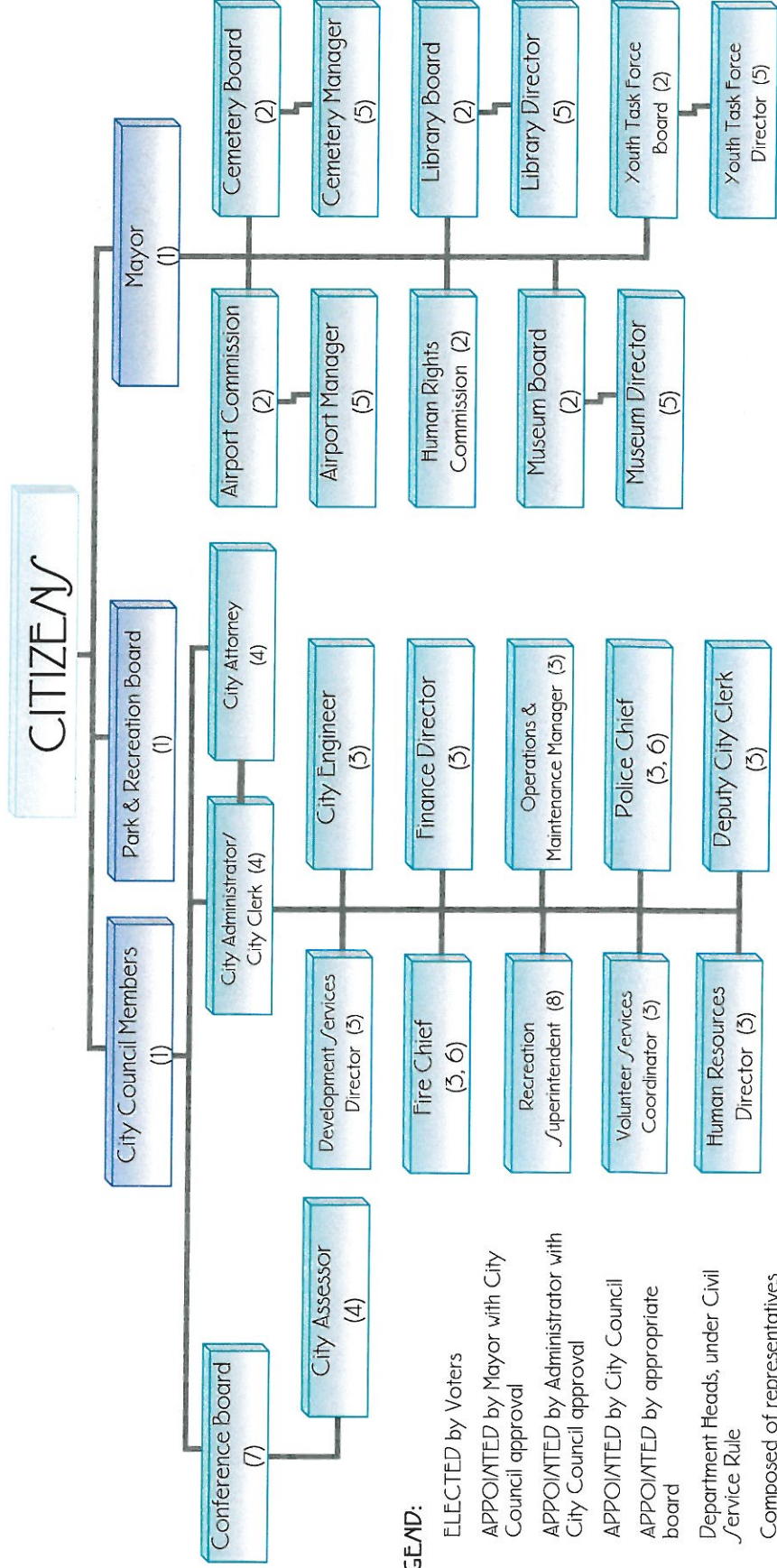
This AP covers the City organization to the division level and identifies some of the boards and commissions.



Brent Trout, City Administrator

Amended: October 1, 2013  
November 2, 2011  
November 18, 2008  
June 1, 2008  
May 1, 2002  
January 1, 2015

# City of Mason City



## LEGEND:

- (1) ELECTED by Voters
- (2) APPOINTED by Mayor with City Council approval
- (3) APPOINTED by Administrator with City Council approval
- (4) APPOINTED by City Council
- (5) APPOINTED by appropriate board
- (6) Department Heads, under Civil Service Rule
- (7) Composed of representatives from City Council, County Board of Supervisors, and Mason City Board of Education
- (8) APPOINTED by Administrator with Park Board approval



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.05

**Subject:** City Council Meeting Agenda Procedure

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** October 1, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to establish uniformity in the preparation, routing, and processing of all agenda items.

### **SCOPE:**

This AP applies to all City departments under the administrative control of the City Administrator.

### **PROCEDURE:**

Proposed agendas will be distributed by the Deputy City Clerk's office on Monday of the week prior to a regularly scheduled Council Meeting. If an item is not on the agenda or should be removed, the City Administrator and the Deputy City Clerk shall be notified. No item is to be submitted for inclusion on the Agenda without having first been reviewed and authorized by the City Administrator.

Agenda Memos: All original memos with attachments shall be submitted to the City Administrator's Office with an electronic copy of the memo and all supporting documents to the Deputy City Clerk's Office no later than 4:00 p.m. on Wednesday of the week prior to the regularly scheduled City Council meeting. The originating department is responsible for making certain that the necessary supporting documents are attached to their explanatory memo and delivered to the City Administrator's Office.

All agenda items containing legal documents not prepared by the City Attorney shall be reviewed by the City Attorney.

Expenditure Request Items: All memos for City Council meetings concerning the expenditure of City Funds must clearly state whether the expenditure is a budgeted item, a non-budgeted item, or whether the expenditure is in excess of the budgeted amount. This includes expenditures included in the operating budget and/or the capital budget.



All memos must include the funding source(s) of expenditures.

Agenda Meeting: The week prior to the Council Meeting the City Administrator, Assistant to the City Administrator, and Deputy City Clerk shall meet to: (a) review the agenda items; (b) determine the placement of specific items on the agenda; and (c) finalize the recommended City Council action on each item.

Availability of Council Packets: The Deputy City Clerk's office will have the City Council Packets available for Council Members no later than 4:00 p.m. on the Friday preceding a regularly scheduled City Council meeting.

If the background material is not available for inclusion in the packet by the Friday preceding the City Council meeting, the material will be delivered to each City Council Member by a special carrier as soon as such material is ready for distribution.

City Council Work Sessions: From time to time, the City Council may conduct work sessions or other meetings to discuss specific items. At such times, department managers may be requested by the City Administrator to be in attendance to assist in presentations to City Council Members.

Attendance of Department Managers at City Council Meetings: The Department Managers may be required to attend City Council meetings if they have an item on the agenda or if requested by the City Administrator, Mayor or City Council acting through the City Administrator's Office. Department Managers shall check with the City Administrator when in doubt as to whether attendance is required.

Ordinances & Resolutions are required for the following: Please note this is meant to be a guide. When in doubt, the City Administrator or Deputy City Clerk should be contacted.

Ordinances:


To enact laws of general and permanent nature  
Vacations of streets, alleys and public grounds  
Zoning and rezoning  
Street Naming  
Tax Increment Districts (TIF)  
Urban Revitalization Areas  
Self-supported municipal improvement districts  
To establish a permanent Board or Commission  
Establishing grades (related to paving)  
Any changes to City Code

Resolutions:

Disposal of property  
Temporarily closing public ways and grounds

Annexation moratoriums  
Voluntary severance  
Special assessments  
Approving plans and specifications and form of contract and ordering a public hearing  
Approving contract and bond  
Accepting work and issuing final payment  
Awarding contracts  
Setting public hearings as required by law  
Setting user fees  
Urban renewal determination  
Approving easements  
Setting salaries of officials  
Authorizing submission and execution of a grant  
Purchases over \$25,000  
Accepting property by deed or easement  
Matters relating to taxation and budget  
Final and Preliminary Plat  
28E Agreements  
Adopting Council Policies

All original documents that need signatures shall be given to the Deputy City Clerk to acquire after the City Council Meeting. Those documents will then be distributed back to the appropriate Department Managers.

  
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Brent Trout, City Administrator

Amended:   October 1, 2013  
              April 20, 2010  
              June 1, 2008  
              July 27, 2004  
              May 1, 2002

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.07

**Subject:** Open Meetings Law

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** October 1, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide uniform guidelines for the City of Mason City to conform with the provisions of the Iowa Open Meetings Law.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator.

### **PROCEDURE:**

All department managers shall be responsible for conformance with this AP by the members of their staff who are responsible for publishing notices and distribution of minutes for meetings of boards and commissions.

Staff assigned to boards and commissions should become familiar with the provisions of the Iowa Open Meetings Law. All requests for interpretation of any of the provisions of this legislation shall be directed to the City Attorney.

**MEETINGS IN GENERAL** – Section 21.2(2) of the Code of Iowa defines meetings as “a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body’s policy making duties. Meetings shall not include a gathering of members of a governmental body for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of this chapter.”

Each meeting shall be held in a place accessible to the public and at a time reasonably convenient to the public unless for good cause such a place or time is impossible or impractical.

**Public Notices** – Section 21.4 of the Iowa Open Meetings Law provides that notice must be given at least twenty-four (24) hours prior to the commencement of the meeting. In order to



permit the public adequate time to prepare for public meetings, notices shall be posted and published well in advance of meetings to the extent such publication is practical.

The public may use cameras or recording devices at any open session, subject to the enforcement of reasonable rules for the conduct of meetings.

**Emergency Meetings** – In the event an emergency meeting of a board or commission is convened without providing the advanced twenty-four (24) hour notice, the minutes of that meeting shall clearly state the nature of the emergency and the reasons for the emergency meeting.

**Closed Sessions** – A governmental body holding a closed session may do so only when in accordance with Section 21.5 of the Iowa Open Meetings Law. When closing a session, the advice of legal counsel shall be obtained in open session that the session may be closed and the legal counsel's affirmative response shall be shown in the record. The motion to close the session shall contain, in specific terms, the statutory exemption as contained in Section 29.5(1).

**ALL NOTICES** – shall contain the time, date, and place of the meeting, together with a tentative agenda, in such a manner as to provide the public with adequate information about the meeting.

A copy of all notices and tentative agendas shall be distributed in each Department Head's mail box located in the back of the first floor at City Hall (behind the Water Department), in the media boxes also on the first floor at City Hall, and posted on the bulletin board in the first floor foyer of City Hall. If the notice is for exactly 24 hours, it shall be faxed or e-mailed to the media.

Per Ordinance 12-13 adopted on Final Reading on November 6, 2012, all boards and commissions shall post all meeting notices, agendas, and packets on the official website of the City of Mason City at least 24 hours prior to the commencement of the meeting.

**New material** introduced at any meeting by the public, staff, or governing body not on the Agenda, may be discussed and referred. However, any action that requires decision making or policy making must be deferred until the appropriate notice can be made.

**Minutes** – Minutes of all formal and informal meetings shall be reduced to writing and signed by an appropriate board/commission member or staff. A copy of all minutes shall be distributed to the Deputy City Clerk and City Administrator.

Minutes of all such meetings of the Council, Boards and Commissions, including all supplements and amendments thereto, shall also be posted on the official website of the City of Mason City within 48 hours following their approval.

Chapter 21 of the Code of Iowa requires that minutes be taken of all meetings, but does not spell out in sufficient detail the contents of those meetings. In the interest of certainty as to the proceedings, written minutes will be taken of all board/commission meetings.

All minutes shall show the date, time, place and members present. Minutes shall show the vote of each member present and shall contain sufficient detail and information to permit the City Council and the public to reasonably ascertain the happenings to the meeting. Minutes are prima facia evidence of the facts stated therein and are considered public records.

Boards and commissions and Council have an inherent right to amend their minutes when they are incorrect, including omissions of matters discussed but not entered on the record. Typographical or clerical errors in the minutes may be corrected without notice.

Staff is cautioned in providing any opinion or interpretation of the Iowa Open Meetings Law without full consultation with the City Attorney.

  
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Brent Trout, City Administrator

Amended: October 1, 2013  
June 1, 2008  
May 1, 2002

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.09

**Subject:** Record Storage and Retention

**Approved By:** Tim Moerman

**Effective Date:** May 1, 2002

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to establish a documents retention and management policy for the City.

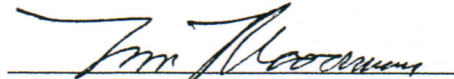
### **SCOPE:**

This AP applies to all written documents other than Personnel Records.

### **PROCEDURE:**

1. The City's records and documents (or accurate reproductions) shall be kept for at least five years except that:
  - a. Ordinances, resolutions and Council proceedings shall be maintained permanently.
  - b. Ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.
  - c. Records and documents, or accurate reproductions, relating to the issuance of public bonds or obligations, shall be kept for at least eleven years following the final maturity of the bonds or obligations. Thereafter, such records, documents, and reproductions may be destroyed, preserving confidentiality as necessary. Records and documents pertaining to the transfer of ownership of bonds shall be kept as provided in Section 76.10 of the Iowa Code.
  - d. Individual departments may establish longer retention period for selected records generated or received by the department.

2. New records or old records which need to be retained, and are accessed frequently should be stored in an appropriate medium which accommodates the need for access.

  
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Tim Moerman, City Administrator



# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 1.13

**Subject:** Customer Service

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** February 10, 2017

### PURPOSE:

The purpose of this Administrative Policy (AP) is to outline minimum expectations of employees in regard to customer service.

### SCOPE:

This AP shall apply to all departments under the administrative control of the City Administrator.

### PROCEDURE:

**Telephone Greetings** – All incoming calls to City offices will be answered within three rings. Employees will greet callers with a friendly helpful voice. The following items should be addressed during the greeting:

- ◆ A positive greeting such as “Good Morning, Good Afternoon”;
- ◆ Identify Name and Department
- ◆ Offer assistance such as “How may I help you?”

Employees will listen to the caller’s request and assist accordingly. If the caller needs to be assisted by someone else, determine the appropriate person to handle the situation. If the appropriate staff member is not available and there is no one else that can assist, ask the caller if there is preference to leave a message or be transferred to voice mail.

**Proper Etiquette for Placing a Customer on Hold or Transferring Calls** – If it is necessary to place a customer on hold, obtain the caller’s permission to be put on hold by asking and waiting for a response before initiating the hold function. Make sure the caller knows the reason for being put on hold and an estimated length of time. Never leave a caller on hold for more than 20 or 30 seconds without checking back. If possible, check back every 20 or 30 seconds. Continue to offer to take a message or transfer to voicemail. When the employee returns to a holding customer, make sure to thank them for their patience.



If it is determined that the call will need to be transferred to another employee or department, employees should:

- ◆ Inform the customer that you plan to transfer them to the appropriate individual or department to handle their inquiry;
- ◆ Give the caller the transfer information including the name of the staff member, the department and the phone number in the event the call is dropped;
- ◆ When the staff member answers the phone, introduce the caller by announcing the name of the caller and/or the nature of the call; DO NOT transfer the call and hang up prior to the staff member answering;
- ◆ If the staff member is not available and does not answer, return to the caller and indicate the appropriate staff member is unavailable and offer to take a message or transfer the call to voice mail;
- ◆ Under no circumstance shall a customer be transferred to voice mail without first being informed that the employee is unavailable and given an opportunity to leave a message with the live person.

**Voice Mail** – Voice mail will be used as an effective tool to enable City employees to receive detailed messages and return phone calls more quickly. Incoming calls will go first to a live person when possible and then be given the option of being transferred to voice mail. Exceptions to this requirement shall only be granted by the Administrator. All messages left on voice mail or with a live person shall be returned within twenty-four (24) hours unless the customer is previously notified that it may take longer and given an estimated date and time of the return call. VOICE MAIL WILL UNDER NO CIRCUMSTANCE BE USED AS A TOOL TO SCREEN UNDESIRABLE CALLS. All callers are our customers and will be treated as our first priority.

**Walk-in Customers** – Customers visiting City facilities will be greeted with a friendly smile, direct eye contact, and an upbeat, positive greetings such as “Good Morning, Good Afternoon”, followed by “May I help you?”. This will apply to all City employees in all instances where they meet a visiting customer. All City employees will take the initiative listen effectively to customers’ requests and promptly take the necessary actions to assist the customers when they are inside a city facility.

**E-Mail Customers** – E-mail is an essential component of day-to-day communication and can be a quick way for City employees to receive inquiries and respond to customers quickly. All e-mail messages received by staff shall be replied to within forty-eight (48) hours. The exception is a rare situation when a more detailed response is necessary, in which case the staff member should send a short e-mail acknowledging receipt of the message and give an estimate of when a detailed response will be sent.

All external e-mail messages should include a signature block with the employee’s contact information including first and last name, job title, City department, phone number, and e-mail address. Other elements that can be included but are not required in the e-mail signature block are the City’s logo, the City’s web address, and the City’s social media account links. All signature blocks should be simple and reflect a professional appearance for conducting business on behalf of the City through e-mail.

An e-mail notification message should be updated when the employee is absent from the office for an extended period of time (8 hours or more). Included in the notification should be the expected return date and indicate a contact person if applicable.

**Difficult Customers** – Employees are not expected to endure abuse. Customers who call and immediately begin abusive language or threats should be told that they will be disconnected if they continue in that manner. This situation, however, is extremely rare and employees are asked to use the following guidelines to help reduce the possibility of upset customers escalating to abusive customers.

The first important rule in dealing with an upset customer is to give them an opportunity to vent. Angry customers are upset with circumstances and employee's choice of words and tone of voice can go a long way in diffusing the situation. Employees should avoid knee-jerk "no" answers. When "no" is the only answer feasible, the employee should work to offer the customer other solutions and alternatives whenever possible. If the situation escalates, the employee should contact their department head for assistance.

**Co-workers are Customers** – Employees will respect and treat co-workers as customers and important members of the City organization.

**Go the Extra Mile** – Employees are strongly encouraged to "go the extra mile" when serving customers. We expect our customers to leave City Hall with an excellent impression of our service.

**Procedure for Reporting Unsatisfactory Conditions** – The potential for widespread community improvement and pride can best be realized when the City promptly responds to unsatisfactory conditions prior to the lodging of complaints. Teamwork among City employees is important to develop, promote, and sell the City and to maintain public confidence in City Government. City employees as a total work force have a wide range of business and social contacts and many times are advised by their friends and acquaintances of unsatisfactory conditions. It is hopeful that City employees pass these comments on to appropriate City Departments.

  
Brent Trout, City Administrator

Amended: February 10, 2017

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 1.15

**Subject:** Media Policy

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** October 1, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to outline the City of Mason City's media policy.

### **SCOPE:**

The provisions of this AP are applicable to all City employees under the administrative control of the City Administrator.

### **PROCEDURE:**

#### 1. Designated Spokespersons:

Department and division managers are responsible for acting as or designating a spokesperson with expertise on important, controversial, and/or emerging issues to speak directly to the news media.

#### 2. News Releases and News Conferences:

News releases and news conferences are encouraged.

Before dissemination, major news releases should be submitted to the City Administrator.

A copy of all news releases should be placed in the media boxes and on the first floor bulletin board at City Hall (located in the lobby). A copy should also be given to the Receptionist in the Clerk's Office. It is encouraged that all media releases be provided to the department heads. All news releases should be e-mailed to the media contacts distribution list located on the shared drive of the server. If staff is unable to locate the list, contact the City Administrator's office. A copy of the news release should also be e-mailed to the City Administrator's office. News releases should be posted to the 'Announcements' (news) section of the official website of the City of Mason City.

3. Inquiries/Requests for Information:

News media inquiries should be answered promptly and accurately, in a cooperative manner.

Department and division managers are responsible for responding to media requests for information and interviews about their area of responsibility.

4. Correcting Information:

Inaccurate information released by the media, that is a gross factual error, should be corrected or clarified by contacting the reporter responsible for the story and the appropriate editor.

It is the responsibility of department and division managers to clarify and correct inaccurate information.

5. Media Inquiries:

The City Administrator should be informed of media calls and interviews that reflect:

- Interest in a policy under development
- Interest in a confidential matter
- A possible “leak” of non-public information
- A potential controversy

6. Other Communication Avenues

- Guest Editorials and Letters to the Editor:

Guest editorials and letters to the editor written by department or division managers relating to the City of Mason City must receive prior approval from the City Administrator.

- City Channel 4 (Education Government Channel):
- Official City Website ([www.masoncity.net](http://www.masoncity.net))
- Official City Facebook Page ([www.facebook.com/CityOfMasonCity](https://www.facebook.com/CityOfMasonCity))
- Official City Twitter Feed ([www.twitter.com/masoncityiowa](https://www.twitter.com/masoncityiowa))

The use of City Channel 4, the City’s website, Facebook page, and Twitter feed are encouraged to promote and inform the public about City events, activities, general policies, and programs.



## **TIPS FOR BUILDING MEDIA RELATIONS:**

1. Be accessible. The media should be treated as a “customer” and be given prompt, courteous service.

Department and division managers are expected to be available to talk with reporters, to provide interviews, and to be quoted by the media. Experts in their specialties are the most credible source when detailed or in depth information is required. Promptly return telephone calls and make time available for interviews.

The media will ask the contacts listed on news releases for information relating to questions about news releases, establishing positions, prepared statements and general information. Anticipate such questions and be prepared to respond to media needs.

2. Be honest and tell the truth.

Develop a position that shows your concern; be proactive and decisive.

Provide all the information that can be provided. If a question cannot be answered, explain why. Never use the term, “no comment”.

3. Be media-wise.

Assist reporters in preparing their stories in the way that suits the particular news medium. Print reporters want direct quotes from a quotable source. Radio reporters want taped interviews, usually by telephone. Television wants an interview on camera, with interesting visuals to back it up.

The news business is highly competitive and each reporter is looking for a new or different angle to make that reporter’s product different from the rest. Cooperate with individual efforts to the extent possible, but remember to treat all media fairly when initiating news releases or media events.

Write news releases and background material with good journalistic style. Be clear and concise. Avoid technical jargon. Use good quotes whenever possible and don’t overwrite. Don’t include fluff that an editor must cut and don’t flood the media with news releases of little or no public interest.

Don’t think solely in terms of print media. There are more TV stations than newspapers, and more radio stations than newspaper and TV combined. TV is the medium least likely to make use of a print-style news release. To get the broadest possible coverage, think visual for television and audio for radio.

Remember that reporters work on tight deadlines and that news is a perishable commodity. Information supplied tomorrow for today’s news is of no value. Quick response is essential if it is to be useful to the media.

4. Don't talk "off the record".

Always assume you "are on the record" and that what you say will be attributed to you.

"Off the record" means that what you say won't be attributed to you, but it will be used and attributed, "a top City official said". It does not mean that what you say won't be used.

Don't leave important papers on your desk that you don't want read. Reporters can read upside down.

5. Be a trusted information source.

Develop a relationship with members of the media that will lead them to call the City of Mason City rather than someone else when they are doing a story. The highest level of media success will be derived from helping reporters do stories they want to do rather than trying to sell them stories in which they have no interest.

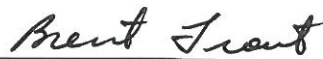
Be helpful with story leads and contacts. If you can't supply the information a reporter needs, suggest other sources that might.

6. Remember to compliment reporter when they do a good job, but don't play favorites.

7. Stay with the facts. Be wary of giving opinions.

8. Determine what the reporter knows and whom the reporter has spoken to up front. Ask about deadlines.

9. Be likeable and retain a sense of humor.



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Brent Trout, City Administrator

Amended: October 1, 2013  
May 1, 2001

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.17

**Subject:** City Emergency Succession Policy

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** October 1, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide the orderly continuation of the City administration by providing for the appointment of emergency interim successors in the event holders of certain City positions are unavailable due to natural or person-caused disasters.

The provisions of this AP are to become effective only when the conditions as described in Section of the Code of Ordinances of the City of Mason City materialize.

### **SCOPE:**

This AP applies to all City departments and divisions under the administrative control of the City Administrator.

### **PROCEDURE:**

It is the policy of the City to provide for the ongoing continuation of City government in the event of emergency. Consequently, it is anticipated that each Department Manager and Division Supervisor in the ordinary course of managing their respective operations will maintain their assistant or the person next in charge fully aware of departmental and division programs and policies to the extent that such person can assume the interim position with a minimum of inconvenience and confusion to the public.

The following interim successors are appointed in the event of the unavailability of the incumbent in times of emergencies:

1. Finance Director shall become City Administrator, if the latter is unavailable. If both the Finance Director and City Administrator are unavailable, the City Engineer shall become the City Administrator.
2. In the event the City Attorney is unavailable, seek counsel from Ahlers Law Firm in Des Moines.

3. Neighborhood Services and Transit Manager shall become Development Services Director, if the latter is unavailable; if both the Development Services Director and the Neighborhood Services and Transit Manager are unavailable, the Planning and Zoning Manager shall become Development Services Director.
4. Deputy City Clerk shall become City Clerk, if the latter is unavailable.
5. Assistant Finance Director shall become Finance Director, if the latter is unavailable.
6. Deputy Fire Chief shall become Fire Chief, if the latter is unavailable.
7. Assistant City Engineer shall become City Engineer, if the latter is unavailable.
8. Police Captain shall become Police Chief, if the latter is unavailable.
9. Operations and Maintenance Manager shall be replaced by Division Supervisor as listed:
  - a. Water Reclamation – Water Reclamation Supervisor
  - b. Sanitation – Sanitation Supervisor
  - c. Street – Street Supervisor
  - d. Utilities – Utilities Supervisor
10. Foreman in Water Treatment shall become Water Treatment Supervisor, if the latter is unavailable.
11. Maintenance Foreman shall become Parks Superintendent, if the latter is unavailable.
12. Youth Program Coordinator shall become Recreation Superintendent, if the latter is unavailable.
13. Golf Course Superintendent shall become Golf Course Manager, if the latter is unavailable.
14. City Administrator shall become the Human Resources Manager, if the latter is unavailable.

The following City Departments governed by boards or commissions shall be as follows:

1. Administrative Assistant to the Airport Manager shall become Airport Manager, if the latter is unavailable.
2. Groundskeeper at the Cemetery shall become Cemetery Manager, if the latter is unavailable.
3. Assistant Director of the Library shall become Library Director, if the latter is unavailable.



4. Coordinator of Education or President of Museum Board shall become Museum Director, if the latter is unavailable.
5. Youth Task Force Coordinator shall become Youth Task Force Director, if the latter is unavailable.

*Brent Trout*

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Brent Trout, City Administrator

Amended:   October 1, 2013  
              January 1, 2013  
              October 19, 2011  
              November 18, 2008  
              July 1, 2008  
              June 1, 2008  
              May 1, 2002

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.21

**Subject:** Nepotism

**Approved By:** Aaron Burnett

**Effective Date:** May 1, 2002

**Amended Date:** July 1, 2024

### **PURPOSE:**

The City of Mason City desires that all City employees are hired and promoted on the basis of their qualifications and fitness and for the good of the public service. The employment of certain family members into the same department of the city creates many management problems, which are not for the good of the public service: (a) favoritism in job assignment; (b) favoritism in job promotion; (c) favoritism in initial employment; (d) favoritism in pay increases; (e) creation of morale problems; (f) reduced work productivity; (g) increased absenteeism; (h) conflicts of interest; and (i) administration of discipline. The purpose of this Administrative Policy (AP) is to assure that all City employees are hired, supervised, and promoted on the basis of their qualifications.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator.

### **DEFINITIONS:**

1. "Family member(s)" are defined as mother, father, brother, sister, spouse (including cohabitating couples or unmarried domestic partners), children, aunts, uncles, nieces, nephews, first cousins, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, stepchild, half-brother, half-sister, grandparent, grandchild, and legal guardian. Relationships created by adoption are included.
2. "Family relationship" means the employment of two or more family members within the same department.
3. "Department" means City Administrator, Development Services Department, Finance, Engineering, Clerk, Youth Task Force, Police, Fire, Library, Museum, Parks, Recreation, Cemetery, Golf Course, Campgrounds, Airport, Transit, Human Resources, and Operations and Maintenance.

4. "Employee" means all full-time, part-time, and seasonal employees of the city and employees of the city's administrative boards and commissions.

**POLICY:**

5. No individual shall be an applicant for a position in a department or be employed by a department of the city if a family relationship will be created by such employment unless approved under paragraph 14.
6. No employee shall be promoted or transferred into a department if a family relationship will be created by such a promotion or transfer unless approved under paragraph 14. No employee shall be promoted within a department if such promotion will result in a direct or indirect supervisor/subordinate relationship between that employee and a family member.
7. If a family relationship is created by the marriage or cohabitation of two employees in the same department, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees, department seniority shall be the deciding factor and the least senior employee shall be transferred, if possible; otherwise, the least senior shall be terminated.
8. Each applicant for employment and each employee seeking a promotion or transfer shall certify in writing prior to their employment, promotion, or transfer a list of all family members employed by the city on the date of certification.
9. If an applicant or employee is hired, transferred or promoted, and it is determined later that the applicant or employee falsified, knowingly or unknowingly, his/her certification form, such applicant or employee shall be subject to discharge.
10. The continued employment of a person with a family relationship existing on the effective date of this resolution shall not be affected by this resolution.
11. It is the policy of the City Council that whenever a family relationship is created under the exceptions to this policy set forth in paragraph 14, that no employee of the city be discriminated against in the work place. It shall be a violation of this policy if a person in a family relationship receives:
  - a. An original appointment, a job or task assignment, a promotion, or a transfer to another job based upon or because of the family relationship and not on merit considering all employees who were eligible for the position.
  - b. Lenient disciplinary action in comparison to the violation charged or lenient enforcement of the City's and department's work rules based on or because of the family relationship.

It shall also be a violation of this policy if a person in a family relationship receives excessive disciplinary action in comparison to the violation charged or unequal enforcement of the City's and department's work rules based on or because of the family relationship.

Any person violating this policy shall be subject to discipline up to and including discharge.

**EXCEPTIONS:**

12. This policy shall not apply to an employee who is eligible for promotion within the employee's department if a family relationship existed within the employee's department on May 1, 2002.
13. This policy shall not apply to an employee who is involuntarily forced into a family relationship within a department.
14. Sections 5, 6, 7, and 8 may be waived by the City Administrator providing that no direct or indirect supervisor/subordinate relationship is created or will exist between employees; and further providing that prior to application for employment, transfer, promotion, or continued employment, as the case may be, the employees and/or applicant shall execute a notarized waiver in the form attached hereto as Exhibit "A".



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Aaron Burnett, City Administrator

Amended: July 1, 2024  
October 1, 2013  
June 1, 2008  
May 1, 2002

EXHIBIT "A"

WAIVER

I, \_\_\_\_\_ do hereby acknowledge that:

Check one of the following:

\_\_\_\_\_ I am an applicant for a position with the City of Mason City, Iowa.

\_\_\_\_\_ I am current an employee of the City of Mason City, Iowa

That by reason of the hiring/transfer/promotion/employment of \_\_\_\_\_ a family relationship may exist which violates the Nepotism Policy of the City of Mason City, Iowa.

I hereby waive any rights which I may have by reason of statute, contract or otherwise to any transfer or promotion within City employment which could cause or tend to cause any direct or indirect supervisor/subordinate relationship between me and the other above named employee or any other employee with whom I now have or may have in the future have any family relationship as defined by the City Nepotism Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me a Notary Public by said \_\_\_\_\_,  
a person personally known to me, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Approved by City Administrator

\_\_\_\_\_  
Date

## **CITY OF MASON CITY**

### **ADMINISTRATIVE POLICY**

**Policy Number:** 1.25

**Subject:** Transit Employee Policy

**Approved By:** Tim Moerman

**Effective Date:** April 29, 2003

#### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide regulations for employment of City Transit employees.

#### **SCOPE:**

This AP is applicable to all City Transit employees.

#### **SERVICES:**

Mason City Transit (MCT) exists to provide public transportation for the citizens of and visitors to Mason City. We provide a fixed-route service that is, traditionally, the most familiar type of public transit bus service.

#### **PHILOSOPHY:**

A public transportation system is more often judged by the character and performance of its employees than by any other single factor. By accepting employment with MCT, you assume certain responsibilities that are essential to the proper delivery of our services. You are expected to be moral and temperate in your habits, and truthful and honest in your actions. You are expected at all times to follow all job-related directions of management in spirit as well as in deed. Service to our customers and the public is your primary consideration.

#### **POSITIONS:**

All MCT positions are part time positions. Part time positions are eligible for IPERS.

#### **PROBATIONARY PERIOD:**

The probationary period of 6 months is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. MCT uses this 6 month period to evaluate employee



capabilities, work habits, and overall performance. Either the employee or MCT may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice.

### **PERSONAL LEAVE:**

MCT provides leaves of absence without pay to employees who wish to take time off from work duties for medical, parental, military, or personal reasons. As soon as an employee becomes aware of the need for a personal leave of absence, they should request the leave from their supervisor.

At management's discretion, personal leave may be granted for a period of up to 30 calendar days every year. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 15 calendar days.

Request for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

When a personal leave ends, reasonable effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. However, MCT cannot guarantee reinstatement in all cases.

If no immediate position is available the employee will be placed on a substitute driver list. Substitute drivers may be considered for regular transit routes as they become available. Job performance, absenteeism, longevity and departmental requirements will be taken into consideration for the placement.

If an employee fails to report to work promptly at the expiration of the approved leave period, MCT will assume the employee has voluntarily resigned.

### **FAMILY MEDICAL LEAVE ACT (FMLA):**

MCT provides family leaves of absence without pay to employees who wish to take time off from work duties to fulfill family obligations.

The FMLA provides up to 12 weeks of unpaid leave for employees to care for the employee's child after birth or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or a serious health condition that makes the employee unable to perform the employee's job. *A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.*

## **RESIGNATION:**

We understand that varying circumstances do cause employees to voluntarily resign employment. Although advance notice is not required, MCT requests at least 2 weeks' written resignation notice from all employees.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

  
Tim Moerman, City Administrator



## **CITY OF MASON CITY**

### **ADMINISTRATIVE POLICY**

**Policy Number:** 1.27

**Subject:** Volunteer Projects Coordination

**Approved By:** Tim Moerman

**Effective Date:** February 5, 2004

#### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to establish uniform direction for Department Managers working with community volunteers through the City organization's volunteer program.

#### **SCOPE:**

This AP applies to all City Department Managers under the administrative control of the City Administrator.

#### **PROCEDURE:**

It is the responsibility of City Department Managers to coordinate volunteer opportunities with the Volunteer Coordinator as follows:

Volunteer Coordinator will:

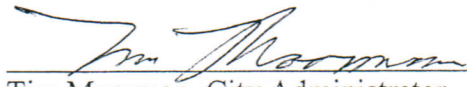
- Meet with Department Managers to develop volunteer opportunities and to determine maintenance needs of completed volunteer projects. Meetings will be held monthly or as necessary on a per project basis.
- Facilitate all aspects of the volunteer projects, including assisting with obtaining needed supplies and providing orientation to volunteers.
- Coordinate a City presence at volunteer projects.
- Recruit and interview volunteers for appropriate placement with the City organization.
- Arrange safety training for volunteers when applicable.
- Maintain a record of hours volunteers work on projects.
- Work with Department Managers regarding concerns affecting the volunteers' work in an attempt to improve the work situation.

Department Managers will:

- Meet with Volunteer Coordinator to develop volunteer opportunities and to determine maintenance needs of completed volunteer projects. Meetings will be held monthly as

necessary on a per project basis.

- Inform Volunteer Coordinator of location and scope or project, volunteer duties, skills necessary, number of volunteers needed, estimated started date, estimated length of time to complete project, tools or supplies needed and special training required.
- Coordinate with Volunteer Coordinator to locate and transport tools and supplies necessary for completion of project.
- Designate staff to be responsible for assisting with volunteer efforts on current projects.
- Designate staff to supervise volunteers, when necessary.
- Provide volunteers with a safe work environment.
- Keep an accurate account of hours worked and report these hours to Volunteer Coordinator.
- Supervise volunteers by giving direction on duties necessary to complete work assigned.
- Work with Volunteer Coordinator regarding concerns affecting the volunteers' work in an attempt to improve the work situation.



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Tim Moerman, City Administrator

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.30

**Subject:** Departmental Deposits

**Approved By:** Brent Trout

**Effective Date:** February 6, 2008

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide a written procedure to govern the deposit of cash transactions and ACH receipts with City Departments.

### **SCOPE:**

This AP covers all City Departments.

### **PROCEDURE:**

#### ***Cash Receipts***

The City seeks to balance the need to be prudent with collected funds and to maintain minimal cash balances at the various departments. All departments shall deposit all fees, commissions, and moneys collected or received at the Utility Collection Department. The City prefers that cash collections are deposited on a daily basis at the Utility Collection Department in City Hall. However, the balance actually collected in cash, remaining in the hands of any department shall not exceed the sum of two hundred dollars and money collected shall not be held more than three business days. The Department Manager or designee should bring the collections for deposit to City Hall by 11:00 a.m. each day.

Departments that receive large amounts of coin shall take the coin to First Citizen's Bank at 33 East State Street and have the coin exchanged for a money order, to be included with all paper money and checks for deposit at City Hall.

All deposits shall be in balance with the Department prepared deposit ticket prior to deposit at City Hall. Deposit tickets shall be prepared in blue ink. If the receipt does not equal the paper money and checks, the Utility Collection department will contact the Department Manager. It is the Department Manager's responsibility to find the reason for the difference between the written receipt and the money to be deposited.

#### ***ACH Receipts***

The City applies for grants throughout the year. Those grants require documentation by the grantor before any money is dispersed to the grantee. Most of the grants are dispersed via ACH

into the City's General bank account. In order for the Finance department to expeditiously track and post these receipts, any department that applies for grants and file a request with the grantor shall forward a copy of the grant request to the Finance Department in a timely manner.

Brent Trout

Brent Trout, City Administrator



# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 1.35

**Subject:** City Employee Government  
Issued Identification Card

**Approved By:** Brent Trout

**Effective Date:** July 1, 2008

**Amended Date:** October 19, 2011

### PURPOSE:

The purpose of this Administrative Policy (AP) is to outline the City of Mason City's Employee Identification card regulations.

### SCOPE:

This AP applies to all City employees under the administrative control of the City Administrator.

### RESPONSIBILITY:

All City Employees shall be responsible for the safeguarding the Special Identification Card which is to be used in an appropriate manner.

### PROCEDURE:

Application shall be made at the Iowa Driver License Station for issuance of the card. The employee will fill out a form available through the City Administrator's office which will need to be authorized by the Primary Authority - the City Administrator, or the Alternate Authority - the City Finance Director. Information requested on the request form is the applicant's name, address, date of birth, height, weight, sex, title, employing agency, and address and phone number of employing agency. The fee for the identification card is \$1.00, payable by the employee with no reimbursement by the City. A second form of identification will be necessary to process the identification card request at the Iowa Driver License Station. Employees shall provide the paper copy of the identification card to the City Administrator's office once the official identification card is received in the mail.

A list of all individuals possessing an identification card will be on file in the City Administrator's office. Employees that abuse the privileges of possessing the card will forfeit the benefit and surrender the card to the Primary or Alternate Authority, as listed above.

Upon termination of employment with the City of Mason City, the employee will surrender the identification card to the City Administrator.



Brent Trout, City Administrator

Amended: October 19, 2011

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.36

**Subject:** City Employee Identification Badges

**Approved By:** Aaron Burnett

**Effective Date:** March 15, 2024

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to outline the City of Mason City's Employee Identification Badge regulations.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator.

### **RESPONSIBILITY:**

All City Employees shall be responsible for the safeguarding & appropriate use of Employee Identification Badges.

### **PROCEDURE:**

It is the policy of the City of Mason City that some departments shall have City-issued identification. Mason City staff in these departments will be issued identification (ID) badges for the purpose of providing additional security and identification of staff working in the field and interacting with the public. The ID badge will contain a facial photo, name, name of the department in which the employee works, and the City logo.

Badges will be made available to all elected City Council, board, and commission members and to appointive board members whose responsibilities for the City may include frequent visitation of sites outside their normal meeting location.

Use of the ID card will provide reliable and controlled identification and display to the public the authorized presence of the City staff person. ID badges for seasonal and temporary employees will have expiration dates. Badges for permanent staff will not expire. If an employee makes a significant change to their personal appearance (ex.,



shaving a beard, etc.), a new photograph shall be taken and a new badge issued, not more than once per year. If a badge is lost, stolen, or damaged, the employee should immediately report it to the Human Resources Department so that a replacement can be issued. If an employee loses their badge multiple times, sanctions including a fee for the issuance of a new badge may apply.

Badges are to be always visible (via lanyard, belt clip, pocket clip, etc.) on the outer clothing between the shoulder and the waist at any time the employee may be interacting with the public within or outside their normal work location. Normal work location is defined as inside a City-owned building that is the employee's primary work site (ex. city hall, parks maintenance building). Employees that are outside City buildings for more than incidental activity, such as walking to their car, must always have the badges on display while working. Badges must be clearly visible if employees are at or in any city-owned facilities that are not their primary work site. ID badges are to be always clearly visible for employees going onto private property in the course of their work and for employees working and for employees visiting public project work locations. Badge display is not required for out-of-town trainings or conferences.

Departments requiring a distinctive work uniform may set their own internal policy under this section. ID badges may not be used by City employees for purposes other than identification in the performance of their official duties as a City employee and for access to appropriate City facilities. Use of the badge for personal gain is strictly prohibited and any such use shall be subject to discipline at the discretion of the department head and/or City Administrator as applicable. Badges for seasonal employees shall be returned to the City at the end of the work season.

Employees shall not permit anyone else to use their badge at any time, and when using their badge are directed to be conscious of preventing unauthorized individuals from entering secured areas.

Upon termination of employment with the City of Mason City, the employee will surrender the Identification Badge to the City Administrator or designee.



Aaron Burnett, City Administrator

Effective Date: March 15, 2024

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 1.37

**Subject:** Iowa Open Records Requests

**Approved By:** Brent Trout

**Effective Date:** September 23, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide uniform guidelines for the City of Mason City to conform with the Iowa Open Records Law and the process of providing information to individuals by request under the Iowa Open Records Law.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator. This AP does not override the established Police Department policies pertaining to records requests.

### **PROCEDURE:**

The Iowa Open Records Law is a law that gives citizens the right to access information from the government except to the extent that such records or portion of such records are protected from public disclosure. The Open Records law is a good and necessary law because it allows citizens the ability to review documents from their government in order to ensure transparency is available from their government. Open Records requests are sometime requested per the Freedom of Information Act. FOIA applies to federal agencies not local government. Staff will complete the request as if it was made as an Open Records request.

When such a request is made, City staff time is used to gather the information to respond to the requesting citizen's inquiry which often times can require a significant amount of research to complete the request. The length of time to conduct the research to fulfill the request and the pay rate of the individual(s) gathering the information will vary for each request. A fee rate will be calculated based on the direct costs of staff time to gather and provide this information requested which includes the hourly pay rate of the individual(s) conducting the research and actual time spent completing the copies if necessary. The calculated costs will be charged to all persons that are not a Mason City resident, property owner or business owner. This rate will be charged to the requestor as well as \$.10/page

of any hard copies of documents requested. If the individual requests the information be supplied electronically on CD, a \$1 fee will be charged for the disc.

In cases where the requestor will be charged to complete the request, an estimate of the cost to complete the request will be provided to the requestor prior to the fulfillment of the request. If the cost estimate is greater than \$20, full payment of the estimated cost will be paid to the City by the requestor prior to initiation of fulfilling the request. If the cost to complete the request is greater than the deposit amount, the balance will be due once the information is compiled in order for the requestor to receive the information. If the cost is less than the deposit amount, the requestor will receive a refund.

All Media requests, Open Record requests, and information compiled and provided via the request will be copied to the City Administrator.

A list of all Open Record requests will be distributed monthly to the Mason City City Council. Each department will complete the attached log and submit it to the City Administrator's office by the 5<sup>th</sup> day of the following month. The cost to complete the request from a Mason City resident, property owner or business owner will be logged along with the following additional information. The information will outline the date of request, person requesting information, item requested, information provided, cost to complete the request, who completed the request, what was charged to the requestor, date request completed, and the days to complete the request.

  
Brent Trout, City Administrator

# Open Records Request Information

Date of Request	Person Requesting Information	Item Requested	Information Provided
11-Sep-13	John Doe	Development Agreement for Metacraft	25 copies made of Agreement

# Open Records Request Information

Cost to Complete Request	Who Completed Request	What Was Charged to Requestor	Date Request Completed	Days to Complete
.25 hours x \$20 per hour of Deputy Clerk and 25 copies at \$0.10, Total \$7.50	Diana Black	No Charge	11-Sep-13	1





## SECTION 2: BUILDING AND OFFICE

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 2.01

**Subject:** City Buildings Fire/Smoke Evacuation Plan

**Approved By:** Aaron Burnett

**Effective Date:** May 1, 2002

**Amended Date:** February 6, 2024

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide a written procedure to govern the actions of City employees whenever the alarm sounds in city facilities equipped with smoke, heat or fire detection systems. This will also apply to buildings without detection systems in which a fire is discovered.

### **SCOPE:**

This AP covers all City employees.

### **PROCEDURE:**

It is the policy of the City to provide employees maximum protection against the danger of a fire in city facilities. Fire/smoke alarm systems are installed for the protection of life and property. The Fire Department will respond to all calls, and all personnel shall adhere to the following procedure whenever the alarm sounds.

1. If a fire/smoke is discovered or the fire alarm sounds in a City facility with or without an alarm system, the building supervisor or his/her designee shall call 911 to report the problem.
2. All personnel, including visitors, will immediately vacate city facilities by the nearest exit upon sounding of the fire/smoke alarm or if notified by other means. Upon exiting the building, all employees and visitors shall depart from the vicinity to a distance sufficient enough so as not to interfere with the operations of emergency personnel. The Building Supervisor or his/her designees shall take a full accounting for employees and visitors and report any persons unaccounted for to the Fire Officer in charge upon the arrival of the Fire Department.
3. If possible, when leaving the building, turn off all electrical equipment and appliances and the last person leaving the room or office, close the doors.

4. The Building Supervisor or his/her designee will ascertain the location of the alarm and advise the Fire Department upon their arrival of the location of the possible fire.
5. The Building Supervisor or his/her designee is authorized to begin fire suppression if, in his/her opinion, such action will not result in possible injury to personnel, the fire is well contained and is of an inconsequential nature. Only personnel trained to operate extinguishing equipment are allowed to take such action.
6. In the event the alarm is sounded through a malfunction in the system or has been inadvertently sounded, the Building Supervisor or his/her designee will immediately advise the Fire Department accordingly by calling the Police Department Dispatcher at 421-3636.
7. Whenever the alarm sounds for whatever reason, it shall not be discontinued until authorized by the Fire Official in charge. **Only the Fire Department may reset the alarm panel.**

In the event of an after hours emergency for the City Hall Building, the City Hall Building damage response list shows the individuals to contact in order of succession. The order is Chief Building Official, then Development Services Director, then City Administrator.



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Aaron Burnett, City Administrator

Amended: March 27, 2019  
January 11, 2017  
July 1, 2014  
October 1, 2013  
May 1, 2002  
February 6, 2024

# **City of Mason City**

## **City Hall Building Damage Response List After Hours Contact (in Order of Succession)**

1. Kyle Peterson  
Chief Building Official  
(641) 420-2210 (Cellular)  
(641) 420-2375 (Personal Cellular)
2. Steven Van Steenhuyse  
Development Services Director  
(641) 583-2566 (Cellular)
3. Aaron Burnett  
City Administrator  
(641) 420-4815 (Cellular)

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 2.05

**Subject:** City Hall Municipal Parking Lot

**Approved By:** Aaron Burnett

**Effective Date:** April 5, 2004

**Amended Date:** June 6, 2023

### PURPOSE:

The purpose of this Administrative Policy (AP) is to provide written regulations governing the parking of City vehicles and employee vehicles in and around City Hall.

### SCOPE:

This AP covers all City employees.

### PROCEDURE:

It is the policy of the City to provide public parking in the City Hall Municipal Parking Lot. Location of the lot is directly adjacent to the west side of City Hall.

The parking spaces directly west of the City Hall Municipal Parking Lot along Enterprise Alley are designated for City vehicle parking. City employees conducting business at City Hall throughout the day are expected to park their personal vehicles in parking areas other than the City Hall Municipal Parking Lot.

An exception to this policy is also made for employees loading or unloading items from City Hall, using EV charging stations, or using handicap parking. The exception applies for the timeframe needed to complete the loading/unloading of items, charging of vehicles, or while the employee has an official handicap placard.

When conducting City business or operating in a city capacity at City Hall, do not park on North Federal Avenue, 1<sup>st</sup> Street NW and those parking spots immediately in front of downtown businesses. Those on street parking spots should be available for citizens utilizing the downtown businesses. Only use these spots when necessary to provide services to the area.

No City vehicle will be parked in spaces reserved for handicapped or in spaces not specifically designed as parking stalls.



Aaron Burnett, City Administrator

Amended: June 6, 2023  
October 1, 2013  
June 1, 2008  
April 5, 2004



# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 2.07

**Subject:** City Meeting Rooms

**Approved By:** Aaron Burnett

**Effective Date:** May 1, 2002

**Amended Date:** July 1, 2024

### PURPOSE:

The purpose of this Administrative Policy (AP) is to describe available meeting space in City owned buildings, procedure for reserving City meeting rooms, appropriate use of City meeting rooms, and responsibilities of individuals and groups using City meeting rooms.

### SCOPE:

This AP is applicable to all City employees, elected officials, members of boards and commissions, and other individuals and groups authorized to use City meeting rooms.

### RESPONSIBILITY:

The contact person listed beside each meeting room is responsible for scheduling and maintaining a record of reservations.

### GENERAL

The City of Mason City has a limited number of meeting rooms available for reservation. The following City meeting rooms are available for use:

Room Location/Contact Person	Capacity	Specifications/Restrictions
<u>City Hall, 10 First Street NW</u> <u>Executive Assistant/Communications</u> <u>Coordinator 421-3601</u>		Not open for public rental/use Online reservations/Outlook ADA Accessible
1 <sup>st</sup> Floor Conference Room	10	Need key fob to gain access
2 <sup>nd</sup> Floor Conference Room A	46	Need key fob to gain access
Basement Conference Room B	49	Need key fob to gain access
<u>City Hall, 10 First Street NW</u> <u>Administrative Assistant</u> <u>Development Services Department, 421-3626</u>		Not open for public rental/use ADA Accessible
3 <sup>rd</sup> Floor Conference Room C	15	Need key fob to gain access

City Hall, 10 First Street NW  
Administrative Assistant  
Human Resources, 421-3378

Not open for public rental/use  
 ADA Accessible

2<sup>nd</sup> Floor Conference Room D  
 (in Human Rights office)

15

Need key fob to gain access

Mason City Public Library, 225 2<sup>nd</sup> SE  
Director, 421-3669

Open for public rental/use  
 ADA Accessible

Mason City Room, 1<sup>st</sup> floor  
 User fee: \$400/use

200

Food and beverage allowed  
 Options for tables

Elizabeth-Muse Norris Classroom  
 1<sup>st</sup> floor, User fee: \$100/use

40

Food and covered beverages  
 allowed, option for tables

Boardroom, 2<sup>nd</sup> floor  
 User fee: \$100/use

25

Food and covered beverages  
 allowed, option for tables

Tomson Family Study Room  
 1<sup>st</sup> floor, no user fee

15

Food and covered beverages  
 allowed

Mason City Police Department 78 S. Georgia  
Assistant to the Chief, 421-3650

Not open for public rental/use

Training Room

88

Not ADA accessible

Mason City Fire Department, 350 5<sup>th</sup> SW  
Assistant to the Chief, 421-3640

Not open for public rental/use

Training Room

85

Not ADA accessible

Recreation Department, 100 S. Federal, 201  
Administrative Assistant, 421-3673

Not open for public rental/use

Blue Room  
 Green Room  
 Yellow Room

49

45

92

ADA Accessible

MacNider Art Museum, 303 2<sup>nd</sup> SE  
Museum Staff, 421-3666

Open for public rental/use

Salsbury Room, 2<sup>nd</sup> floor  
 Fee dependent on space used, length of event,  
 after hours, and if alcohol served

50/Classroom style  
 80/Sit down meal  
 170/Ceremony/theatre

ADA Accessible

## **RESERVATIONS:**

Rooms are reserved on a first-come, first-served basis. A contact name and phone number of a department/group reserving the room must be supplied to the person responsible for reservations. Adequate set up and clean up time must be included in the total reservation time.

If a meeting will occur on a regular basis, the department or group reserving the room should inform the reservation contact of the number of weeks/months they are requesting and notify the reservation contact in advance if any of these scheduled meetings are canceled.

If a department or group is requesting a room that has been previously reserved, it is the responsibility of the department or group to contact the people who have reserved the room to inquire if they are able and willing to move their meeting time or location. The person responsible for reservations will not move the original group/department unless the move is confirmed by the contact person from the original group.

## **USE OF MEETING ROOMS:**

It is appropriate to use City meeting rooms for:

- Meetings of City Departments, divisions, committees, boards, commissions, and work groups
- Meetings of groups working to improve the quality of life in our city
- Individual meetings related to City matters

It is the responsibility of the party reserving a meeting room to:

- Enforce the non-smoking prohibition
- Dispose of debris from the meeting
- Return furniture/equipment to its original location
- Turn off lights
- Clean wipe off boards and ensure all newsprint, etc. is removed
- Return key to person responsible for reservation, if applicable
- Follow all rules set forth in the usage of each room
- Report any damage to the room or issues with room or any equipment to the staff contact person listed above
- Meeting Room should be returned to the condition which it was found – please remove all items from tables, ensure they are clean, and return chairs to proper placement to be ready for the next meeting

  
Aaron Burnett, City Administrator

Amended: July 1, 2024  
October 1, 2013  
June 1, 2008  
May 1, 2002

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 2.11

**Subject:** City Building Security

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** November 18, 2008

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide regulations for security of all City Buildings.

### **SCOPE:**

This AP is applicable to all City employees.

### **PROCEDURE:**

It is the policy of the City of Mason City to take all necessary precautions to safeguard all City facilities and their contents against fire, theft, vandalism, and other sources of loss. The policy to provide maximum security for City facilities is consistent with the knowledge that certain employees need to gain admittance to City facilities during non-business hours in performance of their duties.

Buildings with security systems need to make sure that those employees with access to the buildings will be properly trained in activation/deactivation of their security systems when entering or leaving the facility during non-business hours.

City Hall personnel will be issued keys as determined by Department Managers with offices in City Hall. Only those persons who have been issued keys will be allowed admittance to City facilities during those hours between the time the custodian leaves and 8:00 a.m. during the work week and all day Saturday, Sunday, and holidays. All other persons who need to gain access to the building during non-business hours may secure a key for temporary use from the Department Manager or Division Supervisor.

City employees deactivating City facilities with security systems upon entering the facility during non-business hours will be responsible for the reactivation of the system when leaving the building unless another City employee with a knowledge of activation of the security system is present in the building and has agreed to reactivate the system when leaving the building. Prior

to leaving the building, the City employee responsible for deactivating the system must be assured that no other persons are in the building.

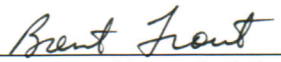
City employees in City facilities during non-business hours and who have not made prior arrangements for a key to the facility shall leave the building prior to or at the same time the building is secured.

Department Managers/Division Supervisors may make arrangements for the use of their assigned keys by employees under their jurisdiction, subject to personal responsibility of monitoring the use of that key.

All doors and windows in City facilities must be securely shut at the close of each business day.

### **CONCLUSION**

City employees need to use their best effort to protect the City's investment. Conditions, which if not corrected could lead to the loss from any cause of City property, should be immediately called to the attention of the City Administrator.

  
\_\_\_\_\_  
Brent Trout, City Administrator

Amended: November 18, 2008  
May 1, 2002



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 2.13

**Subject:** Flag Etiquette

**Approved By:** Tim Moerman

**Effective Date:** May 1, 2002

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to assure that a city-wide policy of flag etiquette is follows.

### **SCOPE:**

This AP applies to all departments of City government who have the American flag flying at a public facility.

### **PROCEDURE:**

All Department Heads responsible for maintaining City facilities are to be aware of appropriate flag etiquette and to inform employees involved with raising and lowering of the American flag.

#### Procedure:\*

1. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. "Proper illumination" is a light specifically placed to illuminate the flag (preferred) or having a light source sufficient to illuminate the flag so it is recognizable as such by the casual observer.
2. The flag should not be displayed on days when the weather is inclement except when an all weather flag is displayed.  
  
"All weather" is a flag made of nylon, or other non-absorbent material.
3. The flag should be displayed daily on or near the main administration building of every public institution.
4. It is not permissible to display another flag or pennant above the flag of the United States.

5. When the flag is not flown from a staff, it should be displayed vertically, whether indoors or out, and suspended so that its folds fall free as though the flag were staffed. The stripes may be displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right; that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way; that is, with the union or blue field to the left of the observer in the street.
6. The position of the flag when displayed from a staff in a public auditorium or other public meeting place, whether indoors or outdoors, on a platform or on a floor or the ground level is as follows:
  - a. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.
  - b. When displayed from a staff in a public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the speaker or to the right of the audience.
7. The flag be at half-staff on these occasions:
  - a. The flag is half-staffed on Memorial Day, from sunrise until noon; it is displayed at full staff from noon until sunset.
  - b. The flag may be flown at half-staff by order of the President of the United States, or by the Governor of the State.
  - c. The flag is not flown at half-staff on Veteran's Day, but it would be acceptable to do so during a Veteran's Day ceremony when Taps is sounded, volleys fired, or wreaths are being laid.
  - d. In case of the death of national figures, the flag shall be half-staffed as follows:
    - From the day of death and for 30 days for President or a former President.
    - From the day of death and for 10 days for Vice President, the Chief Justice or a retired Chief Justice of the United States, the Speaker of the House of Representatives.
    - From the day of death until internment for Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, the Governor of a State, territory, or possession.
    - From the day of death and the following day for a Member of Congress.

The above shall apply unless proclamation by the President or Governor indicates otherwise.

8. The City Council in Mason City has given authority to the Mayor to designate the lowering of the flag to half-staff at his discretion, and to determine the number of days that the flag is to remain in that position.
9. The State flag or any other flag or pennant in a display is lowered or removed when the United States flag is at half-staff. No flag or pennant should be placed above the flag of the United States.
10. The correct method of half-staffing the flag is to hoist the flag to the peak for an instant and then lower it to the half-staff position. Before the flag is lowered for the day, it should be raised briefly to the peak.
11. The correct position of the flag at half-staff is not necessarily halfway down the staff. It should be at a suitable height down from the top, depending upon the size of the flag and the height of the pole.
12. When unserviceable flags are destroyed, the code suggests that "when a flag has served its useful purpose, it should be destroyed, preferably by burning". This should be done discreetly so that the act of destruction is not perceived as a protest or desecration.

\* *This information was taken directly from a pamphlet distributed by the America Legion entitled "Let's be Right or, Flag Etiquette".*

  
\_\_\_\_\_  
Tim Moerman, City Administrator



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 2.15

**Subject:** Energy Conservation Management  
Program - Buildings

**Approved By:** Brent Trout

**Effective Date:** October 6, 2015

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to implement an effective energy management program which will conserve water and energy in City buildings. Such a program is possible through the collaborative efforts of all City employees and is necessary in that financial resources needed to carry out City programs are being allocated to meet the increase in the cost of resources used for heating, cooling and lighting public properties.

### **SCOPE:**

This AP applies to all City departments under the administrative control of the City Administrator.

### **PROCEDURE:**

#### ***RESPONSIBILITY***

Department/division managers charged with the management of public buildings shall be responsible for carrying out the provisions of this AP. Other department/division managers shall cooperate with the managers of public buildings, and they are responsible for advising employees of the energy conservation measures described in this AP and to monitor conformance.

#### ***CAPITAL PROJECTS (NEW CONSTRUCTION & RENOVATIONS)***

1. When constructing a new building or making significant updates to existing facilities, project managers should ensure that energy and water conservation equipment and practices are evaluated for suitability. Included in this evaluation should be a life cycle cost analysis.
2. Project managers should consider the environmental and economic costs and benefits of any available energy efficiency measures and renewable energy sources. Utility

company resources should be utilized early in the design process to insure that energy efficient choices are included as an integral part of the building design process. Energy Efficiency audits should be performed on new construction plans by utility resources to insure that energy efficiency incentives are utilized where applicable and maximum energy savings is realized within project budget allowances.

### ***OPERATIONS & MAINTENANCE***

1. Energy management is the application of the same basic techniques to the use of energy resources that the City applies to the use of all its resources in developing a sound fiscal policy for providing City services. Key to energy management is the adoption and implementation of an effective preventive maintenance program. Department and Building Managers, as well as Supervisors, are required to have such a program in place.
2. This policy describes in general terms preventive maintenance items and additional measures that can be undertaken to conserve energy and water resources. Preventive maintenance accomplished in accordance with the manufacturer's specifications or as a routine course of action will prevent unnecessary repairs and premature replacement of equipment.
3. As a component of this policy, each City owned building will have in place a standard maintenance procedure covering regular maintenance practices to insure proper and efficient operation of building systems. Additionally, this maintenance procedure will include building envelope inspection checklists to insure completion of optimum weatherization practices and to document and highlight any building system deterioration.

### ***BUILDING ENVELOPE***

1. Insulation: Exterior walls and top floor ceilings of all facilities that are air conditioned shall be insulated where practical, and insulation used shall have recommended R value.
2. Doors and windows: All buildings shall be checked twice per year for necessary caulking, sweeps, seals and weather stripping with special attention to doors and windows, and improvements made so that these items are airtight.
3. Storm windows and doors: Storm windows and doors shall be provided as needed. Such doors and windows shall be tightly fitted and door closures adjusted to assure that storm doors close properly.
4. Heating systems: All heating systems shall be serviced annually and inspected periodically to assure proper operation. Thermostats shall be replaced with programmable thermostats and programmed to reduce energy consumption during unoccupied hours. Only authorized personnel shall adjust thermostats. When

programmable thermostats are not possible, all other thermostats should be tested to insure proper operation and that their location is optimum for efficient area heating and cooling (i.e. not in drafty or isolated locations.) Furnace filters shall be inspected, changed and/or cleaned every thirty (30) days or as needed. This procedure is also to be followed during the summer months if the furnace is a combination air conditioner.

5. Duct work: All duct work shall be insulated and checked annually for air leaks. Steam and hot water lines should also be checked for leaks and insulated through building areas where heating is not required or necessary.
6. Air conditioners: Air conditioning units shall be serviced annually and periodically inspected including checking pulley belt tension, refrigerant fluid level, damper adjustment and drain lines. Where practical, window units shall be removed during the heating season or otherwise covered with an insulated jacket.
7. Unoccupied rooms: Unoccupied rooms shall be closed off and heating or air-conditioning vents closed. This is not applicable in rooms heated by a heat pump system or when special equipment needs to be considered, such as electrical or technology equipment.
8. Water heaters: Hot water heaters and any associated piping shall be insulated with insulating blankets and tanks flushed twice per year by drawing several buckets of water from the tank at the water heater drain faucet.
9. Radiators: Radiator air vents/steam vents shall be checked frequently and replaced as they become defective. Radiators in need of paint shall be painted with paints especially formulated for radiators. Where practical and necessary, radiator covers should be considered to better regulate over-heated building areas and limit the need to use open windows to regulate temperature.
10. Miscellaneous: Heating and air conditioning equipment shall be balanced as necessary to insure heating and cooling of all spaces is adequate so that employees can perform their job duties effectively and comfortably. Employees should be encouraged to take personal actions such as dressing appropriately for indoor and outdoor temperatures to increase the efficiency of utility systems.
11. Drapes and shades: Window coverings shall be kept closed to mitigate building heat gain in hot seasons from sun rays when necessary. Drapes and shades shall be open on sunny days in cold seasons when possible to reduce the need for artificial lighting and closed at night after sunset to insure optimum heat retention during heating season.
12. Energy saving modes: All appliances, electronics and equipment shall be turned off when not in use. Employees shall follow energy-saving guidelines for personal



computers, laptops, and multi-function machines as established by Information Services staff.

13. Personal and supplemental heaters: The use of personal and supplemental heaters must be approved on a case by case basis by building managers and must be in compliance with the Mason City safety policy for space heater use in city work spaces. In the event that supplemental heating is required, heaters must meet city safety regulations regarding size and controls including occupancy sensors and set-back temperatures when appropriate.
14. Mini-fridges and other high plug load appliances: The use of mini-fridges and other high plug load appliances is prohibited. All other appliances intended for use in city operated facilities must be Energy Star rated. Appliances not meeting this minimum standard should be replaced when possible with energy efficient models.
15. Masonry walls: All masonry walls shall be inspected annually and tuck pointing scheduled as necessary.

### ***ENERGY CONSERVATION MEASURES***

1. Lighting
  - a. Artificial lighting shall be used only when necessary and/or to the extent necessary. On sunny days, lighting shall not be used if the sunlight provides an adequate lighting level. Daylighting controls should be considered as part of lighting systems in well-lit building areas. The effect of dark paint colors and other design elements that may increase the need for lighting should also be considered.
  - b. Lights are to be extinguished whenever rooms are not in use. Occupancy sensors should be considered as part of lighting systems to insure lights are not left on when rooms are unoccupied. In all instances, acceptable lighting levels for the work being performed and the lowest possible wattage bulbs shall be considered. Illumination coverage shall be kept at a job-related minimum. Area lighting in non-working spaces shall be reduced to a minimum, and task lighting should be considered. Area lighting in non-working spaces shall be reduced to minimum levels. Decorative or accent lighting will include use of timers and energy-efficient LED bulbs.
  - c. Outdoor lights shall be equipped with timers or photocell controls to assure that these lights are not energized during daylight hours or at other times when outdoor lights are not necessary.
  - d. New lighting installations will include solid state dimmers or high-low switches, dimmer switches, daylight sensors and occupancy sensors as appropriate. New lighting will also be of the highest practical efficiency

including LED, super high efficiency florescent and other technologies as is appropriate.

2. Building Temperature Management for Regularly Occupied Spaces

- a. Thermostats shall be set during the cooling season no lower than 75 degrees. All air-conditioning will be discontinued during nonworking hours or when the building is closed.
- b. Thermostats shall be set during the heating season no higher than 70 degrees during working hours and no higher than 55 degrees during nonworking hours or when the building is closed.
- c. An exemption to these building temperature restrictions is permitted for areas occupied as living quarters, showers and changing rooms where showers are considered as part of the work procedures or where temperature variation is necessary for equipment operation or collection preservation.
- d. Buildings heated by a heat pump during periods of non-occupancy may be set at no higher than 60 degrees.
- e. Thermostats on hot water heaters shall be set at 105 degrees or the lowest setting on the control device when possible. Hot water set points in buildings with shower facilities should be no more than 120 degrees and night-time set back should be utilized when possible. Measurements of hot water temperature may be determined as follows, and should be checked on an annual basis:
  - i. In the hot water supply line; or
  - ii. At the tank temperature point; or
  - iii. At the tap nearest to the tank discharge point

3. Building Temperature Management for Unoccupied Spaces

- a. Buildings/rooms not regularly occupied by personnel will have established set-points and schedules which are reasonable and appropriate for those spaces. Set-points and schedules should be reviewed regularly by building managers to ensure energy efficient operation of building systems.

***WATER CONSERVATION***

1. New construction should comply with current plumbing codes and water conservation best practices.
2. Renovations should include low-flow fixtures and other best practices as appropriate. All new construction must include water metering at a minimum of one service point of the building.

3. Leaking faucets shall be repaired and replaced with low flow aerators appropriate for their designed use.

### **PERFORMANCE MEASUREMENT & UTILITY MANAGEMENT**

1. All City facilities that are regularly inhabited by employees or the public shall have an energy audit completed once every five years, or after any significant changes in the use or construction of the facility.
2. Department/division managers charged with the management of public buildings shall be responsible for reviewing that facility's energy and water use on a regular basis and reporting that data to city administrator as part of their quarterly departmental reports. Deviations in this data should be examined and analyzed to determine the cause of utility increases or decreases.

### **TRANSPORTATION**

1. City owned vehicles shall be maintained as is necessary to insure optimum and safe operation. Vehicles shall be replaced at the end of their useful life by vehicles that meet minimum standards for mileage and fuel efficiency as described by city purchasing policy.
2. When in operation, city employees must insure that best possible fuel efficiency is obtained by minimizing the time vehicles are left idling. No vehicle shall be left running for more than 30 seconds when not in operation except when in traffic or in specific safety and weather-related circumstances. Weather-related circumstances include temperatures below zero Fahrenheit or when extreme weather conditions require the operation of safety lights or equipment.
3. City personnel must take non-meal breaks where they are during their work day when practical. Travel to department buildings except at end of day is not encouraged.

### **BUDGET IMPLICATION**

1. The implementation of a number of energy conservation measures can be achieved without affecting budgets. It is anticipated in some instances that such measures will stabilize or even lower energy costs. Other energy conservation measures may require budget requests and/or adjustments over a multi-year period and should be carefully documented in all budget submissions.
2. Where it can be demonstrated that improvements can be made out of energy line items without causing overruns, such expenditures may be made with the prior approval of the City Administrator.

  
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Brent Trout, City Administrator



# SECTION 3:

# FINANCE

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.01

**Subject:** Purchasing Procedure

**Approved By:** Aaron Burnett

**Effective Date:** September 5, 2002

**Amended Date:** September 27, 2024

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide standards by which goods and services are procured.

### **SCOPE:**

This AP applies to all City employees who in the normal course of their job performance have authority to purchase supplies or services in the name of the City.

### **PROCEDURE:**

It is the responsibility of each department director to obtain materials and/or services of the highest quality consistent with operational needs of the department at the best possible price. Basic decisions relative to purchasing goods and services are made during the preparation of the annual operating budget and the capital improvements budget. The purchasing process may be initiated for items included in the adopted budgets. All unbudgeted capital items require the approval of the City Administrator prior to purchase. All unbudgeted items over \$20,000 require City Council approval.

Preference shall be given to local vendors if quality and price are roughly equal. All requests for purchases and bids shall be made in generic terms and specifications; not by brand, trade name or any other individual markings. Purchase specifications will include a listing of all criteria which will be used by the City to evaluate the purchase award. Regardless of the amount of the purchase, Department Managers shall endeavor to secure the widest competition practical for all purchases. For some purchases, there may be only one source that can meet the needs of the City. These are termed "sole source" purchases. Sole source purchases should be appropriately justified and documented.

The required documentation for all purchases under \$2,500, use numbers 1 and 2 below; for all purchased over \$2,500, use numbers 1-5 below:

1. The name, city and state of all bidders.
2. The budget amount available for the purchase.

3. The justification or need for the item.
4. If applicable, the cost of the base bid and all alternates bid by each bidder.
5. A recommendation on which bid should be selected along with the reasons for that recommendation.

It is the Department Manager's responsibility to ensure that no vendor is given preferential treatment and that all purchases are in accordance with Section 362.5, Code of Iowa, other applicable State statutes and this Procedure.

### **PROHIBITION OF CONFLICT OF INTEREST:**

In accordance with Section 362.5, Code of Iowa (1993) and Mason City Code Title 1-10-8 restrictions exist regarding purchase of goods and services from the Mayor, City Council members, members of City Boards or Commissions and City employees. If any of the aforementioned are either an employee or an owner of a business which is not a corporation or have an ownership interest of five percent or more in a corporation, then the following restrictions apply:

1. Purchases can be made from any of the aforementioned as long as those purchases do not exceed \$6,000 cumulatively in a fiscal year.
2. If a purchase is contemplated from one of the aforementioned which would cause the \$6,000 per year fiscal limit to be exceeded, then such purchase can only be made if written competitive bids or competitive quotations, as appropriate, are sought under Iowa bid law. In the case of competitive bids, a notice of the invitation to bid, including a description of the goods or service to be purchased, the deadline for submitting bids and the time and location of the bid opening, shall be published in the *Mason City Globe Gazette*. In the case of competitive quotations, formal City Council review and approval of the quotations is required, with disclosure of any proposed related party transactions made in the Department Manager's memorandum proposing the award.

A current list of City employees can be obtained from the Finance Department and a current list of City Board and Commission members can be obtained from the City Clerk. It is the responsibility of each department director contemplating making a purchase from one of the aforementioned to check first with the Finance Department to determine the cumulative dollar value of purchases made by the City from the aforementioned during the fiscal year.

### **CODE OF CONDUCT:**

No employee, commissioner, or board member shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, commissioner, or board member or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, commissioners, or board members and agents of the recipient shall



neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, the City may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, commissioners, or board members or agents of the City.

#### **PURCHASING METHODS:**

Use of the various purchasing methods is based on the dollar amount of the item to be purchased. The following dollar amounts determine the method to be used.

1. Up to \$5,000 – Open Market Purchases
  - a. The department director or designee is authorized to purchase the item directly from the vendor.
  - b. For purchases under \$2,500, staff should check with Central Stores to compare prices. Two written or verbal quotations are encouraged, but not required. For purchases over \$2,500, two written or verbal quotations are required.
  - c. As is the case for all purchases, invoices shall be processed with the City's warrant form as soon as the item is purchased and invoice is available.
2. From \$5,001 to \$135,000 – Written Quotations
  - a. The department director or designee shall seek written quotes from three or more vendors. Exception: Sole source purchases which are appropriately justified and documented.
3. Over \$135,000 – Must follow bidding procedure in Title 1, Administrative Chapter 10, Contracting Letting Procedures (1-10-1) of the City Code. The exception is that only public improvement projects require published notice of hearing and letting.

#### **Exceptions:**

- Contract purchases previously approved by the City Council.
- State of Iowa purchases. All other provisions such as completion of requisition forms and funding affirmation shall apply.
- Procurement Policy related to Federal Grants in accordance with 2 CFR; Part 200 (*see Administrative Policy 3.18, Procurement Policy for Federal Grant Funded Expenditures*).

#### **EMERGENCY PURCHASES – OPEN MARKET PURCHASES:**

An "emergency" shall be defined as any event which jeopardizes the life, health, safety or convenience of citizens. In the event of any emergency, the purchase of supplies, materials, equipment, or labor shall be made immediately without the opportunity for approval. The City Administrator shall authorize the department director to make the necessary purchases not to exceed \$20,000.

The event of an emergency, the department director shall make every attempt to contact the City Administrator and apprise the City Administrator of the necessary purchase prior to the purchase actually being made. In their absence, the department director shall make every attempt to contact the Mayor prior to the purchase actually being made. The department director shall use discretion in utilizing emergency purchase procedures depending on the nature of the emergency.

The department director shall submit a report to the City Administrator documenting the circumstances of the emergency purchase as soon as possible after the emergency has ended and this report will be submitted to the Mayor and City Council.

The Purchase Order Process Playbook and “A Best Practice Guide” are attached to implement within your department.



Aaron Burnett, City Administrator

*Attachments: Purchase Order Process Playbook  
A Best Practice Guide  
City Employee List  
Board and Commission Member List*

Effective Date: September 5, 2002

Amended: April 25, 2006  
June 1, 2008  
May 26, 2010  
April 1, 2014  
October 6, 2015  
November 9, 2018  
July 1, 2019  
May 14, 2020  
September 27, 2024

# PURCHASE ORDER PROCESS

*“A Best Practice Guide”*

### **A Best Practices Guideline for Purchase Orders**

1. Before making a purchase ensure budget is available for item. Check MiView Point for line item budget amount.
2. Review Administration Policy 3.01 to ensure guidelines are followed per dollar amounts. See appendix 1 for AP 3.01.
3. When placing your order with Vendor make sure billing information is accurately given:
  - A). Department's name, person's name, and PO #
  - B). Billing address
  - C). Shipping address
  - D). Tax Exempt status (Finance will supply this form if needed)
4. When invoices are received, (do not batch and hold) alphabetize invoices and process POs in a timely manner to ensure discounts are taken and payments made to vendors in allotment time. (alphabetizing invoices before processing the POs will save time for the processor) Review MiView Point for possible duplicate payments.
5. Once POs are completed and ready for Department's supervisor or manager signature, double check to ensure POs are filled out correctly including vendor name, account numbers, project number (if applicable) dollar amount and all documents, copies, etc. are attached.

6. Have Supervisor or Manager sign POs. If authorized personnel are not available, have designated person sign.
7. Deliver POs to Finance Department. (POs are accepted Monday thru Thursday with the cut off time on Thursday at 10:00 am.
8. Check department's mailbox at City Hall on a daily basis for invoices.
9. Any questions or concerns not addressed in this guideline, please contact Finance Department.

## **Appendix**

1. Administration Policy 3.01 (see attached)



**City of Mason City**  
**Purchase Order Review Process**

**Process Name:**

Purchase Orders

**Process Purpose:**

To streamline and standardize the purchase order process.

**Process Owner:**

The owner of this process is the Finance Director.

The process owner is the Finance Director, he/she is ultimately responsible for the successful operation of the process. The Director shall work closely within his/her own department and other city departments to ensure this process and playbook is kept up-to-date. The departmental managers are charged with the responsibility of reviewing, updating and communicating this Playbook and all SOP's, and system updates required to implement the process.

**Process Boundaries:**

This process begins with the decision to purchase and ends with Finance completing the processing sheet for payment.

**Abbreviation Legend:**

Purchase Order = PO.

Administrative Policy=AP 3.01

# City of Mason City

## Purchase Order Review Process

### Detailed Process

	0.0
<b>Department Manager/Key Staff</b>	<p>1.0 Decision to purchase</p> <p>1.1 Review the AP 3.01 purchasing policy.</p> <p>2.0 Locate vendor.</p> <p>3.0 Request price.</p> <p>4.0 Price/Quality/Availability acceptable?</p> <p>4.1 If acceptable, go to 6.0</p> <p>4.2 If not acceptable, go to 5.0</p> <p>5.0 Shop for another vendor</p> <p>6.0 Order item</p> <p>6.1 Make sure vendor has correct information for invoice: Billing address (10 1<sup>st</sup> Street NW, Mason City), Shipping address (Dept address), Department name, Name of purchaser, PO number, tax exempt status.</p> <p>6.2 If necessary, this is the time to request an expedited invoice.</p> <p>7.0 Wait for delivery</p> <p>8.0 Item received?</p> <p>8.1 If yes, go to 10.0</p> <p>8.2 If no, go to 9.0</p> <p>9.0 Contact vendor to track item</p> <p>10.0 Inspect item</p> <p>11.0 Meets expectations?</p> <p>11.1 If no, go to 12.0</p> <p>11.2 If yes, go to 13.0</p> <p>12.0 Return item</p> <p>12.1 Go to 6.0</p> <p>13.0 Wait for invoice</p> <p>14.0 Receive invoice</p> <p>14.1 Place invoice in designated area.</p> <p>14.2 Process invoices as soon as possible.</p> <p>15.0 Review invoice</p> <p>16.0 Approve for payment?</p> <p>16.1 If yes, go to 19.0</p> <p>16.2 If no, go to 17.0</p> <p>17.0 Contact vendor for review of invoice</p> <p>18.0 Resolve issues with vendor</p> <p>19.0 Does Dept Head write PO?</p> <p>19.1 If yes, go to 20.0</p> <p>19.2 If no , go 37.0</p> <p>20.0 Dept Head writes PO</p> <p>20.1 Review for errors and omissions.</p> <p>20.2 Alphabetize POs</p>

**City of Mason City**  
**Purchase Order Review Process**

	21.0 Send PO to Finance 21.1 Go to 29.0 22.0 Receive PO from Finance for correction 23.0 Make appropriate correction 24.0 Send PO to Finance 24.1 go to 34.0 25.0 Department Head receives PO from support staff for signature 26.0 Department Head reviews PO and signs 27.0 Obtain governing board approval if required 28.0 Send PO to Finance 28.1 go to 29.0
<b>Finance Department</b>	29.0 Receive PO from Department. 30.0 Alphabetize PO 31.0 Review PO for completeness. 32.0 PO Complete? 32.1 If no, Return to Department for corrections or additional information. Go to 22.0. 32.2 If yes, go to 35.0 33.0 Wait to receive PO back from dept or key staff 34.0 Receive completed PO 34.1 go to 31.0 35.0 Complete processing sheet
<b>Support Staff</b>	36.0 Receives invoice 36.1 Place invoice in designated area. 37.0 Review invoice 38.0 Is invoice correct? 38.1 If yes, go to 40.0 38.2 If no, go to 39.0 39.0 Obtain corrected invoice from vendor. 40.0 Complete PO 40.1 Review for errors and omissions. 40.2 Alphabetize POs. 41.0 Send to Dept Head for signature 42.0 Place in outgoing mail tray

## Report Criteria:

Employee.Termination date = {IS NULL}

Employee.Payroll type = "Full-Time","Part-time"

Employee.Position.Primary position = Yes

Employ	Name	Department	Title
83021	ADAMS, MICHAEL L	4301 PARKS GENERAL	PARK BOARD
83041	ADAMS, PAUL D	6101 MAYOR AND COUNC	COUNCIL
66047	AKEMANN, LUCAS CHRISTIAN	1101 POLICE GENERAL	Police Officer
68085	AKINS, GARY D	1501 FIRE GENERAL	CAPTAIN
68017	AKINS, NATHAN DEANE	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
46055	ALBRECHT, MARCUS JAMES	8305 REFUSE	SWING WORKER
44028	ALITZ, DOUGLAS ARTHUR	4301 PARKS GENERAL	MAINTENANCE WORKER
66035	ALMENDAREZ VALENCIA, WLF	1101 POLICE GENERAL	Police Officer
44038	AMES, MONTE CARL	4301 PARKS GENERAL	MAINTENANCE WORKER
83061	ANDERSEN, LIEREN RENEE	4101 LIBRARY	LIBRARY ASSISTANT I
68062	ANDERSON, CHRISTOPHER J	1507 FIRE-AMBULANCE	FIREFIGHTER/PARAMEDIC-1ST CLASS
68052	ANDERSON, JONATHAN H	1501 FIRE GENERAL	CAPTAIN
86180	ANDERSON, LAURA BETH	4202 MUSEUM ADMIN	PROGRAMMING ASSOCIATE
48036	ANDERSON, TYLER ROSS	4501 CEMETERY ADMIN	Cemetery Manager
83095	ANGELL, KATHERINE ANN	4101 LIBRARY	LIBRARY ASSISTANT II
44045	ARHART, CHRISTOPHER D	2105 STREET GENERAL	STOREKEEPER
62008	ARP, JOHN E	1904 ELECTRICAL INSP	ELECTRICAL INSPECTOR
46053	AVERY, ALEX JAMES	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR/TREE MAINTENANCE OPERAT
66074	BAHNSEN, NADIA JADE	1101 POLICE GENERAL	Police Officer
46027	BARKER, GEORGE R	9601 INTERNAL SERVIC	ELECTRICIAN
46103	BARLOW, JOHN R	2105 STREET GENERAL	TREE MAINTENANCE FOREMAN
48040	BARTUNEK, PAULAA	4501 CEMETERY ADMIN	SECRETARY
66090	BEAULIEU, JACOB KENNETH	1101 POLICE GENERAL	Police Officer
67096	BECKER, KIRBY CHRISTINE	1101 POLICE GENERAL	SUPPORT SERVICES CLERK
68057	BEEMER, AARON L	1501 FIRE GENERAL	DEPUTY CHIEF-OPERATIONS
22005	BLACK, DIANA L	6204 CITY CLERK	Deputy City Clerk
87581	BLANCHARD, EDITH M	4202 MUSEUM ADMIN	DIRECTOR
44067	BLUM, TREVOR	2801 AIRPORT ADMIN	MAINTENANCE COORDINATOR
67015	BLUMER, BENJAMIN FREDERIC	8203 PARKING ENFORCE	COMMUNITY SERVICE OFFICER
85025	BOEHMER, TERRY L	2601 ENGINEERS OFFIC	ENGINEER AIDE
23000	BOENDER, CINDY LOU	7537 R C RENAISSANCE MALL	MALL GENERAL MANAGER
86142	BOHL, JACQUELINE MARIE	4202 MUSEUM ADMIN	RECEPTIONIST
44031	BOHL, JOE A	2105 STREET GENERAL	STREET SUPERVISOR
68091	BOLDT, BRADLEY D	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC-1ST CLASS
66109	BORCHARDT, DANIEL	1101 POLICE GENERAL	Police Officer
86466	BOWEN, KATRINA M	4101 LIBRARY	LIBRARY ASSISTANT II
42048	BRATTRUD, KEVIN S	8305 REFUSE	SANITATION SUPERVISOR
66032	BRINKLEY, JEFFREY A	1101 POLICE GENERAL	Police Chief
68067	BRINKMAN, CHRIS W	1507 FIRE-AMBULANCE	FIREFIGHTER/PARAMEDIC-1ST CLASS
44095	BROERS, BRANDON M	8305 REFUSE	REFUSE COLLECTOR
46021	BROERS, DANIEL J	8002 DISTRIBUTION	HEAVY EQUIPMENT OPERATOR
44005	BROUWER, CHAD L	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR
26009	BUFFINGTON, PERRY J	6401 ATTORNEYS OFFIC	Human Resources Director
68025	BULLINGER, ERIK GEORGE	1501 FIRE GENERAL	FIRE CHIEF
24072	BURNETT, AARON F	6105 CITY ADMINISTRA	City Administrator
87597	CAHALAN, TIM J	1501 FIRE GENERAL	LIEUTENANT/PARAMEDIC
42033	CARD, REGINA LOUISE	5401 PLANNING & ZONI	ADMINISTRATIVE ASSISTANT
68150	CAROLAN, EMILY GRACE	1501 FIRE GENERAL	FIREFIGHTER
42065	CASE, DONALD	8121 SEWAGE TREATMEN	OPERATOR-GRADE II
87039	CHANDLER, TIMOTHY JAMES	5802 TRANSIT TRANSP	TRANSIT DRIVER
87461	CHRISTENSEN, JAMES R	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR
87072	CIRA, LOUIS S	5802 TRANSIT TRANSP	TRANSIT DRIVER
66028	CLARK, MATTHEW JUSTIN	1101 POLICE GENERAL	Police Officer

Employ	Name	Department	Title
42054	CLAUSEN, WILLIAM V	8002 DISTRIBUTION	UTILITY FOREMAN
68145	CORNICK, KATRINA ROSE	1501 FIRE GENERAL	FIREFIGHTER
87836	CRAIL, MARTHA M	3900 YOUTH TASK FORC	ADMINISTRATIVE COORDINATOR
67095	CROM, DANIELLE MARIE	1101 POLICE GENERAL	ASSISTANT TO THE POLICE CHIEF
68100	CURRAN, SEAN MICHAEL	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
87451	DAHLEY, DANIEL J	8121 SEWAGE TREATMEN	HEAVY EQUIPMENT OPERATOR
23012	DETERDING, DAHNE MICHELLE	7537 R C RENAISSANCE MALL	MALL SECURITY GUARD
23010	DETERDING-PERALTA, AYANA	7537 R C RENAISSANCE MALL	MALL SECURITY GUARD
66094	DETTMAN, BRENT D	1101 POLICE GENERAL	Police Officer
68096	DEVERELL, JOSHUA MICHAEL	1501 FIRE GENERAL	FIREFIGHTER-1ST CLASS
46057	DIAZ JR, STEVEN RAY	8305 REFUSE	SWING WORKER
87607	DINGMAN, DAN C	2105 STREET GENERAL	MAINTENANCE WORKER
66088	DRAPER, BOSTON JOHN	1101 POLICE GENERAL	Police Officer
42043	EASTMAN, TARAN JOHN	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR/TREE MAINTENANCE OPERAT
26053	ECHELBARGER, RUSSELL D	6202 INFORMATION TEC	INFORMATION SYSTEMS COORDINATOR
83082	ELEY, CHRISTOPHER WILLIAM	4101 LIBRARY	LIBRARY ASSISTANT I
68135	ELLIOTT, CONNAR WALTER	1507 FIRE-AMBULANCE	FIREFIGHTER (AMB)
68068	ELSBERND, RANDAL L	1501 FIRE GENERAL	ASSISTANT DEPUTY CHIEF-TRAINING
83023	FABIAN, MELISSA RENEE	4301 PARKS GENERAL	PARK BOARD
68105	FELDPAUSCH, KEENAN FRANC	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
44075	FREIE, CORY W	8305 REFUSE	REFUSE COLLECTOR
44058	FRONING, JAMIE A	8305 REFUSE	LEAD DRIVER
68081	FURST, SHANNON M	1507 FIRE-AMBULANCE	FIREFIGHTER/PARAMEDIC-1ST CLASS
48008	GARL, BRIAN ALAN	2105 STREET GENERAL	MAINTENANCE WORKER
26057	GARL, KRYSTAL K	6201 FINANCE & ACCOU	ASSISTANT FINANCE DIRECTOR
87583	GAUBATZ, JOSEPH J	8001 SUPPLY	WATER DISTRIBUTION WORKER
23014	GEAHRY, JAMES LYNN	7537 R C RENAISSANCE MALL	MALL SECURITY SUPERVISOR
87054	GILBERTSON, CHRIS WILLIAM	5802 TRANSIT TRANSP	TRANSIT DRIVER
68110	GILMORE, RYAN MICHAEL	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
68050	GINAPP, CARL M	1507 FIRE-AMBULANCE	DEPUTY FIRE CHIEF-EMS
45110	GLAZA, RACHEL M	8121 SEWAGE TREATMEN	LAB TECHNICIAN
46106	GLEASON, DAVID J	2105 STREET GENERAL	MAINTENANCE WORKER
87034	GOODRICH, DOYCE DEAN	5802 TRANSIT TRANSP	TRANSIT DRIVER
23008	GORDON, PENNY JEAN	7537 R C RENAISSANCE MALL	MALL MAINTENANCE WORKER
24034	GOURLEY, DAWN ROSE	2801 AIRPORT ADMIN	SECRETARY
87043	GRANT, ROBERT THOMAS	5802 TRANSIT TRANSP	TRANSIT DRIVER
42023	GRIFFIN, KYLE EUGENE	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR/TREE MAINTENANCE OPERAT
87069	GULLETT, CRAIG ALLEN	5802 TRANSIT TRANSP	TRANSIT DRIVER
86330	HALL, DYLAN	4401 RECREATION ADMI	PROGRAM COORDINATOR
86984	HALVERSON, MARK S	5802 TRANSIT TRANSP	TRANSIT DRIVER
66049	HAMMARSTEDT, KELSEY MARI	1101 POLICE GENERAL	Police Officer
26061	HAMMOND, TIFFANY L	6401 ATTORNEYS OFFIC	HUMAN RESOURCES ANALYST
83027	HANSEN, ANNE C	4301 PARKS GENERAL	PARK BOARD
68006	HARDY, WESLEY IRWIN	1501 FIRE GENERAL	FIREFIGHTER
24051	HART, MACKENZIE RAE	2601 ENGINEERS OFFIC	ADMINISTRATIVE ASSISTANT
46065	HENSLEY, THOMAS R	8001 SUPPLY	OPERATOR-GRADE 1
87075	HEPPERLY, DOROTHY	5802 TRANSIT TRANSP	TRANSIT DRIVER
66139	HEUER, MATTHEW	1101 POLICE GENERAL	Police Officer
23006	HINDERS, LADONNA JEAN	7537 R C RENAISSANCE MALL	MALL MAINTENANCE WORKER
26026	HINSON, BRENT DOUGLAS	6201 FINANCE & ACCOU	SENIOR DEPUTY CITY ADMINISTRATOR/FINANCE DIRECTOR
46104	HITZHUSEN, JEREMY J	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR
83054	HIKSON, JODY K	4101 LIBRARY	LIBRARY ASSISTANT I
66102	HOLLANDER, BRETT A	1101 POLICE GENERAL	Police Lieutenant
44050	HONKEN, BRENT ALLEN	4301 PARKS GENERAL	MAINTENANCE WORKER
44069	HOSS, DALE A	2801 AIRPORT ADMIN	Operations Coordinator
66039	HOUSER, DAVID E	1101 POLICE GENERAL	COMMUNITY SAFETY SUPERVISOR
87079	HOVELAND, MATTHEW MARK	5802 TRANSIT TRANSP	TRANSIT DRIVER
44036	HOVENGA, BLAKE HARM	8001 SUPPLY	OPERATOR-GRADE II

Employ	Name	Department	Title
66116	HUGI, JASON S	1101 POLICE GENERAL	Police Lieutenant
86214	HUNT, LINDA SUE	4401 RECREATION ADMI	ADMINISTRATIVE ASSISTANT
83075	IVONAVITCH-CRAFT, BRYN KAL	4101 LIBRARY	LIBRARY ASSISTANT II
46029	JACKSON, MATTHEW SCOTT	8121 SEWAGE TREATMEN	OPERATOR
42051	JACOBSON, RANDY LYNN	2105 STREET GENERAL	MAINTENANCE WORKER
83036	JASZEWSKI, JOHN W	6101 MAYOR AND COUNC	COUNCIL
87244	JENSEN, KELLIE M	4101 LIBRARY	HEAD OF YOUTH SERVICES
66006	JOHNSON, LEAH PAULINE	1101 POLICE GENERAL	Police Officer
86362	JOHNSON, MERIEL MARIE	4401 RECREATION ADMI	PROGRAMMER-AQUATICS
26020	JORDAN, KIERA ANNE QUINN	6201 FINANCE & ACCOU	INTERMEDIATE ACCOUNTING CLERK
46050	JORDAN, LEVI JOHN	8002 DISTRIBUTION	UTILITY WORKER
86438	JOST, PAMELA JEAN	4202 MUSEUM ADMIN	PROGRAMMING ASSISTANT
44034	KAMM, DANIEL RICHARD	2105 STREET GENERAL	MAINTENANCE WORKER
87048	KAUFMAN, NICHOLAS WADE	5801 CITY TRANSIT	TRANSIT SUPERVISOR
66123	KEMNA, DUANE E	1101 POLICE GENERAL	Police Officer
45060	KIPP, SETH STEVEN	8121 SEWAGE TREATMEN	OPERATOR
66104	KLEMAS, STEVEN MICHAEL	1101 POLICE GENERAL	SERGEANT
87030	KLEMESRUD, YENI NOHEMY	1501 FIRE GENERAL	ADMINISTRATIVE ASSISTANT
46039	KLIPPING, MERLE M	2105 STREET GENERAL	MAINTENANCE WORKER
46070	KOCH, COLIN DAVID	8002 DISTRIBUTION	UTILITY WORKER
26011	KOCH, MICHELLE RENEE	8011 COMMERCIAL & CO	CASHIER
83072	KOFOOT, JOETTE LYNN	4101 LIBRARY	HEAD OF ADULT SERVICES/ARCHIVES
44098	KOPP, STEVEN	8001 SUPPLY	METER UTILITY PERSON
46000	KOPP, THOMAS LYLE	8121 SEWAGE TREATMEN	OPERATOR-GRADE II
68130	KOSKI, ETHAN JACOB	1501 FIRE GENERAL	FIREFIGHTER
87082	KRAMER, RUSS A	4250 MUNICIPAL BAND	BAND DIRECTOR
68073	KREITZER, SCOTT M	1507 FIRE-AMBULANCE	FIREFIGHTER/PARAMEDIC-1ST CLASS
83029	LALA, JAY A	4301 PARKS GENERAL	PARK BOARD
42060	LAMBERT, ALAN E	4301 PARKS GENERAL	MAINTENANCE WORKER
83097	LAPORTE, ASHLEY CECIL	4101 LIBRARY	LIBRARY CLERK
66124	LARDY, JUSTIN THOMAS	1101 POLICE GENERAL	Police Officer
42044	LARGENT, NICHOLAS CHARLE	8901 GOLF COURSE IMP	DIRECTOR OF GOLF
26079	LARSEN, HANNAH MARIE	6201 FINANCE & ACCOU	ACCOUNTING & REPORTING ANALYST
46032	LARSON, MICHAEL RAY	8305 REFUSE	LEAD DRIVER
83043	LATHAM, TIMOTHY ANDREW	6101 MAYOR AND COUNC	COUNCIL
68155	LAURIN, JOHN MICHAEL	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
86462	LAURITZEN, CAITLIN KAYE	4101 LIBRARY	LIBRARY ASSISTANT II
83035	LEE, JOHN	6101 MAYOR AND COUNC	COUNCIL
83025	LEVENHAGEN, TROY J	4301 PARKS GENERAL	PARK BOARD
66099	LILLQUIST, MICHAEL DEAN	1101 POLICE GENERAL	Police Lieutenant
87322	LINSKEY-DEEGAN, MARA S	4202 MUSEUM ADMIN	ASSISTANT CURATOR/REGISTRAR
26048	LITTERER, MARY JOSEPHINE	6105 CITY ADMINISTRA	Volunteer Coordinator
42057	LITTERER, MATTHEW J	8001 SUPPLY	CUSTOMER SERVICE FOREMAN
45080	LOCKEY, KYLE WAYNE	8121 SEWAGE TREATMEN	OPERATOR
46007	LOFING, JOHN P	8121 SEWAGE TREATMEN	OPERATOR-GRADE II
83080	LOVIK, MORGAN SAGE	4101 LIBRARY	LIBRARY ASSISTANT I
87037	LUMM, SANDRA ELAINE	5802 TRANSIT TRANSP	TRANSIT DRIVER
87780	MADISON, RALPH F	5802 TRANSIT TRANSP	TRANSIT DRIVER
66127	MADOLE, JOSHUA M	1101 POLICE GENERAL	Police Officer
68036	MAKI, ERIC ALAN	1501 FIRE GENERAL	FIREFIGHTER-1ST CLASS
68048	MAKI, NEIL CLARK	1501 FIRE GENERAL	LIEUTENANT/PARAMEDIC
44065	MARINER, ALEX JAMES	8305 REFUSE	SWING WORKER
42036	MARKER, LEON LYLE	2801 AIRPORT ADMIN	MAINTENANCE COORDINATOR
87651	MARKWALTER, MARY A	4101 LIBRARY	DIRECTOR
44091	MARTIN Jr, STEPHEN A	8001 SUPPLY	METER REPAIR/READER
83032	MASSON, JOSHUA J	6101 MAYOR AND COUNC	COUNCIL
66138	MCCHESENEY, SETH R	1101 POLICE GENERAL	SERGEANT
86735	MCCOLLOUGH, CALISTA E	4101 LIBRARY	TECHNICAL SERVICE COORDINATOR



Employ	Name	Department	Title
86069	MCGALLIAN, ELI R	8901 GOLF COURSE IMP	Grounds Superintendent
68115	MCGILLIVRAY, LOGAN STEVEN	1501 FIRE GENERAL	FIREFIGHTER
42083	MCHENRY, ETHAN BRIAN	8921 RCR ARENA	MULTIPURPOSE ARENA SUPERVISOR
87100	MCKELVEY, BRANDON LEE	5802 TRANSIT TRANSP	TRANSIT DRIVER
66058	MCKELVEY, MICHAEL L	1101 POLICE GENERAL	CAPTAIN
46019	MCKIBBEN, CHRISTOPHER LEE	8002 DISTRIBUTION	SWING WORKER
87036	MCLAUGHLIN, LAWRENCE ED	5802 TRANSIT TRANSP	TRANSIT DRIVER
68055	MEDLIN, JAMES L	1501 FIRE GENERAL	DEPUTY CHIEF-FIRE MARSHAL
83068	MELENEY, KORY LEE	4101 LIBRARY	CUSTODIAN
26038	MERICLE, JENNIFER LOUISE	6201 FINANCE & ACCOU	DATA PROCESSING CLERK
68080	MEYER, BRADLEY E	1507 FIRE-AMBULANCE	FIREFIGHTER/PARAMEDIC-1ST CLASS
42050	MIHM, DENNIS	2801 AIRPORT ADMIN	MAINTENANCE
23002	MILLER, JEFFREY WAYNE	7537 R C RENAISSANCE MALL	MALL MAINTENANCE SUPERVISOR
68019	MILLER, NICKOLAUS	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
67011	MONSON, ANDREW CRAIG	1101 POLICE GENERAL	UTILITY PERSON
83062	MOORE, MICHELLE L.	4101 LIBRARY	LIBRARY ASSISTANT I
87829	MORETZ, BRADLEY R	8121 SEWAGE TREATMEN	OPERATOR
67093	MORETZ, COURTNEY JOANN	1101 POLICE GENERAL	CRIME VICTIM SPECIALIST
87080	MORTON, JULIE LANE	5802 TRANSIT TRANSP	TRANSIT DRIVER
26043	MOTT, LAURA MICHELLE	6203 GIS TECHNOLOGY	GIS ANALYST
83091	MULLIN, GORDON FISK	4101 LIBRARY	CUSTODIAN
68013	NASH, SPENCER RAY	1501 FIRE GENERAL	FIREFIGHTER
44015	NEUBERGER, KYLE J	2105 STREET GENERAL	MAINTENANCE WORKER
67086	NIEDERMAYER, BRANDON L	1101 POLICE GENERAL	SERGEANT
44055	NIELSEN, KENNETH R	8305 REFUSE	FOREMAN
87633	NORBY, SCOTT W	8305 REFUSE	REFUSE COLLECTOR
87045	OCHOA, JOSE LUIS	5802 TRANSIT TRANSP	TRANSIT DRIVER
68042	ODEGAARD, JACK DAVID	1501 FIRE GENERAL	FACILITY MAINTENANCE WORKER
24065	OLNEY, STEVE W	2601 ENGINEERS OFFIC	ASST CITY ENGINEER
67031	OLSON, NANCY L	2105 STREET GENERAL	ADMINISTRATIVE ASSISTANT
68064	ORTON, SCOT ERIC	1501 FIRE GENERAL	FIREFIGHTER-1ST CLASS
66055	OTT Jr, RICK R	1101 POLICE GENERAL	ID TECHNICIAN
23004	PAULSEN II, RICHARD JOHN	7537 R C RENAISSANCE MALL	MALL SECURITY GUARD
87041	PAULSEN II, RICHARD JOHN	5802 TRANSIT TRANSP	TRANSIT DRIVER
46060	PAULUS, ROBERT ANDREW	8305 REFUSE	REFUSE COLLECTOR
85020	PAULUS, RYAN	2601 ENGINEERS OFFIC	ENGINEERING ASSOCIATE
87898	PAULY, BRIAN D	4401 RECREATION ADMI	SUPERINTENDENT
66136	PEDELTY, BRANDON DEAN	1101 POLICE GENERAL	Police Officer
46030	PETERSON, BRANDON JAMES	1911 NEIGHBORHOOD SE	CODE ENFORCEMENT OFFICER
42056	PETERSON, KYLE A	1907 PLUMBING INSPEC	CHIEF BUILDING OFFICIAL
68046	PILLARD, DUSTIN D	1501 FIRE GENERAL	CAPTAIN
68028	POTTER, ALEXANDER RUSSEL	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC
24060	PRAZAK, JESSICA J	3900 YOUTH TASK FORC	PROJECT FACILITATOR
66118	PROCHASKA, TERRANCE J	1101 POLICE GENERAL	SERGEANT
44064	QUAM, BRUCE DAVID	2801 AIRPORT ADMIN	CUSTODIAN
44086	QUAYLE, RAYMOND R	1911 NEIGHBORHOOD SE	RENTAL HOUSING INSPECTOR
46023	QUINN, MICHAEL JOSEPH	8001 SUPPLY	ASSISTANT WATER SUPPLY SUPERINTENDENT
85011	RAHM, MARK A	2601 ENGINEERS OFFIC	CITY ENGINEER
68010	RANDLE, EMMANUEL ANTHON	1501 FIRE GENERAL	FIREFIGHTER
66067	REDEKER JR, JAMES W	1101 POLICE GENERAL	Police Officer
87028	REDEKER, JOHN RAY	5802 TRANSIT TRANSP	TRANSIT DRIVER
26092	REINDL, MIKKIAH LEE	6401 ATTORNEYS OFFIC	HUMAN RESOURCES RECORDS SPECIALIST
46043	REPP, NATHAN A	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR
42040	RICKARD, MICHAEL J	9601 INTERNAL SERVIC	MECHANIC
44090	RISTAU, TODD R	4504 CEMETERY OPERAT	EQUIPMENT OPERATOR
86736	ROTTINGHAUS, BRANDON C	8305 REFUSE	LEAD DRIVER
66105	ROWELL, TYLER THOMAS	1101 POLICE GENERAL	Police Officer
86040	RUEHLOW, MARK D	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR

Employ	Name	Department	Title
68061	RUSH, BOB D	1501 FIRE GENERAL	LIEUTENANT/PARAMEDIC
68098	RUSH, JORDAN LAVON	1507 FIRE-AMBULANCE	FIREFIGHTER (AMB)
66115	RYAL, JEREMY P	1101 POLICE GENERAL	Police Officer
68058	SAINCI, KATHERINE F	1501 FIRE GENERAL	LIEUTENANT/PARAMEDIC
83011	SANDAHL, TRICIA J	5401 PLANNING & ZONI	PLANNING & ZONING MANAGER
67090	SANKEY, JENNIFER C	1101 POLICE GENERAL	Police Officer
44085	SAUVE, KENT JEROME	4504 CEMETERY OPERAT	EQUIPMENT OPERATOR
46014	SBERAL, MATTHEW JAMES	8002 DISTRIBUTION	UTILITIES SUPERVISOR
83030	SCHICKEL, WILLIAM P	6101 MAYOR AND COUNC	MAYOR
66098	SCHIAMANN, MICHAEL D	1101 POLICE GENERAL	Police Officer
46008	SCHMITT, TONY DAVID	8121 SEWAGE TREATMEN	FOREMAN
86215	SCHULTE, DYLAN SCOTT	5401 PLANNING & ZONI	TRANSIT OPERATIONS & SAFETY MANAGER
24045	SCHULZ, BELINDA MARIE	4202 MUSEUM ADMIN	OFFICE MANAGER
44040	SCHWEIZER, TYLER P	4301 PARKS GENERAL	MAINTENANCE WORKER
42049	SHACKLETON, ROBERT D	2105 STREET GENERAL	STREET FOREMAN
87629	SHEESE, RICK E	2601 ENGINEERS OFFIC	ENGINEERING ASSOCIATE
26070	SHEIMO, LYNN R	1701 BUILDING DEPART	SECRETARY
66064	SIEMERS, STEVEN J	1101 POLICE GENERAL	Police Officer
66012	SILVA OROZCO, JUAN MANUEL	1101 POLICE GENERAL	Police Officer
67092	SIMON, JAMIE R	1101 POLICE GENERAL	SUPPORT SERVICES COORDINATOR
44061	SIMS, DAVID K	2801 AIRPORT ADMIN	AIRPORT MANAGER
68015	SMIT, DEREK ALAN	1501 FIRE GENERAL	FIREFIGHTER
42030	SMITH, MATTHEW W	3401 HEALTH DEPARTME	CODE ENFORCEMENT OFFICER
68066	SMITH, MITCHELL RAYMOND	1507 FIRE-AMBULANCE	DEPUTY FIRE CHIEF-EMS
42070	SORENSEN, DOUGLAS J	2105 STREET GENERAL	HEAVY EQUIPMENT OPERATOR/TREE MAINTENANCE OPERAT
48004	STANGLER, WILLIAM P	8121 SEWAGE TREATMEN	OPERATIONS AND MAINTENANCE DIRECTOR
24038	STECKER, PAMELA A	6105 CITY ADMINISTRA	Assistant to the City Administrator
87201	STEPHENSON, ZACHARY THO	4408 FALL-WINTER-SPR	CHILD CARE
86195	STEPLETON, JAMES	4202 MUSEUM ADMIN	CUSTODIAN
66107	STILES, JASON E	1101 POLICE GENERAL	Police Officer
66130	STRATMANN, JOSHUA J	1101 POLICE GENERAL	Police Officer
67079	STUDER, DAVID D	1101 POLICE GENERAL	Police Officer
46045	SWYTER, CASEY THOMAS	8002 DISTRIBUTION	UTILITY WORKER
83044	SYMONDS, WILLIAM ROBERT	6101 MAYOR AND COUNC	COUNCIL
26013	TAYLOR, KRISTI ANNE	8011 COMMERCIAL & CO	CASHIER
46012	TEISINGER, STEPHANY ANN	8121 SEWAGE TREATMEN	PRE-TREATMENT COORDINATOR
68024	THOMPSON, AUSTIN J	1501 FIRE GENERAL	FIREFIGHTER
86150	THOMPSON, LINDSAY DAWN	4222 MUSEUM GRANTS	DEVELOPMENT ADMINISTRATIVE ASSISTANT
42020	THOMPSON, LUKE ISAAH ADA	9601 INTERNAL SERVIC	MECHANIC
68120	THOMSEN, BRIDGER NATHANA	1501 FIRE GENERAL	FIREFIGHTER
87637	THORSON, DON W	8001 SUPPLY	WATER SUPPLY SUPERINTENDENT
66085	TIEDEMANN, MARK EVAN	1101 POLICE GENERAL	Police Officer
66126	TRASK, JASON L	1101 POLICE GENERAL	Police Officer
26036	TROENDLE, MARCY MARIE	1911 NEIGHBORHOOD SE	ADMIN ASSISTANT - HOUSING/SAFETY
66113	VAN DEN BROEKE, BEN RAY	1101 POLICE GENERAL	Police Sergeant
87776	VANHAUEN, RACHEL MAE	6201 FINANCE & ACCOU	GRANT ADMINISTRATOR
66027	VANHORN, BRANDON LEE	1101 POLICE GENERAL	Police Officer
48021	VANOUS, PAUL J	8121 SEWAGE TREATMEN	WATER RECLAMATION SUPERINTENDENT
26065	VANSTEENHUYSE, STEVEN J	5401 PLANNING & ZONI	DEVELOPMENT SERVICES DIRECTOR
42039	VOORTMANN, MICHAEL LAURE	8001 SUPPLY	WATER DISTRIBUTION WORKER
87059	WALD, WOLFF ALLAN	5802 TRANSIT TRANSP	TRANSIT DRIVER
87110	WALKER II, ROBERT CHESTER	5802 TRANSIT TRANSP	TRANSIT DRIVER
68043	WARNER, CRAIG E	1501 FIRE GENERAL	LIEUTENANT/PARAMEDIC
68003	WATSON, SCOTT WILLIAM	1501 FIRE GENERAL	FIREFIGHTER/PARAMEDIC-1 CLASS
24067	WELSH, JOSEPH BENJAMIN	2404 TRAFFIC CONTROL	TRAFFIC CONTROL TECHNICIAN
66051	WERNET, LOGAN D	1101 POLICE GENERAL	LIEUTENANT
46101	WESTENDORF, DENNIS	4301 PARKS GENERAL	FOREMAN
68140	WESTENDORF, NICHOLAS MIC	1501 FIRE GENERAL	FIREFIGHTER

Employ	Name	Department	Title
68076	WICKWIRE, SCOTT A	1507 FIRE-AMBULANCE	FIREFIGHTER/PARAMEDIC-1ST CLASS
87473	WILCOX, ROBBIE J	2105 STREET GENERAL	MAINTENANCE WORKER
87457	WOLFE, MATTHEW STEPHEN	8001 SUPPLY	METER UTILITY PERSON
68054	WOLLNER, THOMAS J	1501 FIRE GENERAL	LIEUTENANT/PARAMEDIC
45070	YOUNG, ADAM THOMAS	8121 SEWAGE TREATMEN	OPERATOR
46044	YOUNG, TRACY REED	8123 SANITARY SEWER	HEAVY EQUIPMENT OPERATOR
26015	YUNEK, DIANE KAY	8011 COMMERCIAL & CO	CASHIER

## Report Criteria:

Employee.Termination date = {IS NULL}

Employee.Payroll type = "Full-Time", "Part-time"

Employee Position.Primary position = Yes

**\*\*NEW\*\***

**of Mason City Boards & Commis:**

**7/01/2022-06/30/2023**

	<u>Name</u>	<u>Employment</u>
<b>ACTIVE LIVING AND TRANSPORTATION COMMISSION-EST 2016</b>		
	Hansen, Cynthia	
	Riesen, George	
	Miller, James	
	Schurtz, Steven	
	Stack, Tracy	
<b>ADA TRANSIT PANEL</b>		
	Conklin, Valerie	ASK DYLAN SCHULTE
	Frerichs, Amanda	Cerro Gordo County Health
	Klemesrud, Yeni	Elderbridge Agency on Aging
	Abben, Debbie	Mason City Fire Department
	Position Vacant	Mercy Medical Center
	Schulte, Dylan	
	Ward, Anne	City of Mason City
	Position Vacant	Cornerstone Assisted Living
	Enke, Sarah	
	Query, Carole	Community Health Center
	Hansen, Shanda	NIACOG
	Schnulle, Sara	Francis Lauer Youth Services
	Menning, Jillian	Mason City VA Clinic
		43 North Iowa
	Appeals: Arends, Jen	United Way
	Appeals: Hurd, Tom	Spatial Designs Architects & Consultants
<b>AIRPORT COMMISSION</b>		
	Rodamaker, Marti	First Citizens Bank
	Platz, Joan	Retired Navy Pilot
	Wattner, Gary	Richert Instruments
	Weiner, Steven	Cartersville Elevator, Owner
	Guetzko, David	American Realty
<b>AIRPORT ZONING COMMISSION</b>		
	Cook, Lowell	retired
	Barnes, Nancy	housewife
<b>BUILDING ADVISORY AND APPEALS BOARD</b>		
	Hubbard, Cheryl	Henkel Construction, Construction Projec
	Wineinger, Ed	Skott and Anderson, Architects
	Anderson, Kerry	Bergland & Cram
	Brueggeman, Joshua	Accord Architects
	Daley, Mike	Daley Plumbing, Owner
<b>CEMETERY BOARD</b>		
	Davis, A. Carlene	Retired
	Charlie West	Charlie's Auto Service
	Schaefer, Tyler	Major Erickson Funeral Home
	Byrne, Karen	Retired
	Meindl, Julie	Realtor; Hildebrand Real Estate
<b>CIVIL SERVICE COMMISSION</b>		
	Holmggaard-Ott, Patty	Woodharbor
	Korth, Jodi	Self Employed
	Svejda, Mike	Good Shepherd Care Center
<b>COMMUNICATIONS UTILITY BOARD</b>		
		DISBANDED 2020
<b>NORTH IOWA COORIDOR ECONOMIC DEVELOPMENT CORPORATION BOARD</b>		
	Davison, Collin	Laird Law Firm
	Snyder Anderson, Chelsy	Snyder Construction
	Brcka, Kent	Henkel Construction
	Peters, Emily	Union Pacific Railroad
	Marchand, Christy	CFO Systems
	Schafer, Chuck	North Iowa Cooperative
	Schlader, Rod	Mercy Medical Center
	Klocke, Robert	First Citizens National Bank
	Thompson, Josh	Clear Lake Bank & Trust
	Position Vacant	
	Ebeling, Mark	Council Member, City of Clear Lake
	Smed, Scott	Bergland + Cram
<b>ELECTRICAL EXAMINERS &amp; APPEALS BOARD—changed to a 5 member board 2017</b>		
	Kehm, Dwight	Kehm Electric, Owner
	Leaman, Jay	The Electricians, Owner
	Bartz, Brian	Blazek Electric
	Drees, Brian	Curries Manufacturing, Electrician
	Wetter, Mike	Mercy One North Iowa
<b>HISTORIC PRESERVATION COMMISSION</b>		
	Binnebose, Craig	Retired

Urdahl, Kristine	NIACOG
Little, Laura	Habitat for Humanity, Project Coordinator
Deike, Joyce	Wright on the Park
Harrison, Terry	Retired
Barthelme, Mark (TFV for Derek Arnold)	Independent Software Engineer
Nganyange, Erick (TFV for Tom Drzycim)	Mercy Medical

#### HOUSING ADVISORY AND APPEALS BOARD

Anderson, Shannon	Heartland Realtors
Douglas, Tom	Edwards Brandt Insurance & Realty, Parti
Easley, Kevin	In Home Optics
Ewy, Mark	Custom Auto Body & self employed
Mechem, Ray	Corey Development
Shipman, Scott	North Iowa Community Credit Union
Wilson, Dennis	Retired

#### HOUSING COMMISSION (AUTHORITY BOARD)

Hackman, Abe	Home Loan Center; First Citizens Bank
Munson, Stacy	Amerigroup case manager
Mechem, Ray	Corey Development
Ramaeker, Jennifer	Real Estate-Edwards Brandt Insurance &
Brinkley, Jeff	City of Mason City, Police Chief

#### HOUSING REHAB COMMITTEE

O'Connor, Don	ASK RACHEL VANHAUEN; e-mailed 8/1/
Hesse, Krystle	Farmer's State Bank
Symonds, Will	Realty ONE
	Council Rep; DealerBuilt and First Citizen

#### HUMAN RIGHTS COMMISSION

Nganyange, Erick	Mercy Medical Center
Jessa, Faruk	Retired Military
Cruz-Orcutt, Noemi	Mint Dentistry, dentist

#### LIBRARY BOARD

Schmit, Shelly	NIACC
Servantez, Sandra	Midwest North Iowa Janitorial Services In
Berg, Carrie	Stay at home mother
Henry, John	Retired
Prebeck, Jon	First Citizens National Bank
Reidel, Dennis	Overhead Door of Mason City, President,
Lee, Jennifer	Heritage Care and Rehabilitation Center

#### MACNIDER MUSEUM BOARD

Borcherding, Scott	Bergland and Cram
Dienst, Dee	Retired
Cornick, Peggy	Homemaker
Ruge, Kara	Clear Lake Bank & Trust
Kim, Julie	Graphic Designer, self employed
Renner, Dennis	Retired
Kleven, Kimber	
Konrad, Angela	Mercy Medical Center
Seltun, Les	Control Print

#### NORTH IA DIVERSITY APPRECIATION TEAM

	E-Mail northiowad.1@gmail.com
Abben, Debbie	Mercy Interpretive Services
Boyd, Marie	Healthy Harvest
Clausen, Rev LeAnne de Montes	Ministerial
Concepcion, April NIDAT Secretary	State Dept. of Transportation (IA)

Fistler, Katie	Mason City AHS
Gannett, Rev. John (Jack)	Ministerial Association
Garcia, Luis	Mr. Taco
Ginapp, Jane	Retired
James, Lindsey	

Howes, Sabrina	NIACC
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Koehler, Katie	Retired
Maloy, DeDe	Iowa Vocational Rehab
McBride, Erica	NIACC

Murphy, Diane	NIDAT	Church bookkeeper
Nardi, John & Pam		State Street Deli
Nelson, Jerold & Nancy		Trinity Lutheran Church
Orozco, Bill	NIDAT Co-Chair	Columbia Club
Ouverson, Mara		NIACC
Pieper, Mary		St. John's Episcopal Church
Pyle, Gary		Bethlehem Lutheran Church
Ragan, Amanda		Retired
Willier, Ruth		Ruth Anne's Home Baked, Lake Mills

#### PARK AND RECREATION BOARD

Lala, Jay	Central Park Dentistry
Levenhagen, Troy	Mason City Schools; Self employed-Leve
Adams, Doc (Michael)	Retired
Fabian, Melissa	Simply Nourished, Fox trot Properties
Hansen, Anne	Mason City Schools.

#### PLANNING AND ZONING COMMISSION

Coffee, Tim	Retired
Wessman, Reed	Atura Architecture
Vacant	
Congello, Josh	Pappa John Lawfirm
Ragan, Amanda	Retired
Niedermayer, Colleen	Lehigh Cement Co
Worden, Daniel	Iowa Mold Tooling

#### PLUMBING APPEALS AND EXAM BOARD

Brick, Matt	Brick Furniture, Owner
Clausen, Steve	Clausen Plumbing, Owner
Elwood, Troy	Larry Elwood Construction, Owner
Eagan, Brian	Daley's Plumbing
Johnson, Tony	Johnson Heating/AC
MacDougall, Craig	Hank's Plumbing, Owner
Waage, Michael	Larson Plumbing & Heating, Plumber

#### RIVERFRONT COMMISSION

Entire commission is expired

#### RIVER CITY TREES

Adams, Mike	Retired
Chesney, Dennis	Walmart
Drumheller, Janell	Mason City Alternative School

#### SCIENCE & TECHNOLOGY ADVISORY COMMISSION; ESTABLISHED 7/2/18

Vacant	
Hines, Jeffrey	Mason City Community Schools, Teacher
Rissler, Heather	NIACC
Risgsbee, Bryan	Curries, Systems Administrator
Heinz, Jonathan	Metalcraft, Chief Information Officer

#### YOUTH TASK FORCE

Arends, Jen	ASK MARTHA CRAWL
Frein, Colleen	United Way
Grunhovid, Kelly	Mason City Chamber of Commerce, Dire
Brood, Megan	Prairie Ridge
Vacant	MC Community Schools
Vacant	
Vacant	
Vacant	
Hamilton, Pat	MC Community Schools
Krush, Shauna	Juvenile Court Officer
VanHauen, Rachel	City of Mason City
Weiner, Keely	Newman Catholic Schools
Wuttke, Janna	Four Oaks
Pals, Kevin (Chair)	Cerro Gordo County Sheriff
Schoneberg, Melissa	Habitat of Humanity NCI
Prazak, Jessica	YTF Staff
Crail, Martha	YTF Staff
Jacobs, Heather	YTF Staff
Also includes members from MCHS, NCHS, NCMS, JAMS, RMS	

#### ZONING BOARD OF ADJUSTMENT

Yunek, Lisa	Consultant
Doerfler, Laura	Retired
Matthes, Paul	Artco Casket Company
Evans, Melissa	Brix Wine & Whiskey
Schuessler, Arian	NIACC; Mason City Brewing
Alternate: Vacant	
Alternate: Nelson, Myrtle	NIACOG

TFV = to fill vacancy/completing someone



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.02

**Subject:** Payment to Vendors

**Approved By:** Brent Trout

**Effective Date:** October 14, 2004

**Amended Date:** October 1, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide standards by which invoices are processed and paid and payables are accurately recorded.

### **SCOPE:**

This AP applies to all City employees who in the normal course of their job performance have authority to issue purchase orders for goods and services in the name of the City.

### **PROCEDURE:**

The Finance Department processes request for payment of invoices to vendors each Thursday. The requests must be in the Finance Department by 10:00 a.m. each Thursday. Warrants are written each Thursday afternoon, but most invoices are held for distribution on Wednesday following Council approval of the warrants. Normally, the only warrants released prior to Council approval are those requests for partial payment for contracts.

### **POLICIES**

- a. All invoices must be faxed, e-mailed, or mailed directly from the vendors to the Finance Department at City Hall.
- b. Department Directors are responsible for the proper approval of all accounts payable paperwork.
- c. All applicable documents must be properly approved, coded, and forwarded to the Finance Department prior to 10:00 a.m. each Thursday for processing a warrant.
- d. Requests for payment not received prior to the applicable due date will be held until the next Thursday's processing cycle unless the Finance Department has time available to process the paperwork.
- e. Vendor payments are authorized at City Council meetings on the first and third Tuesdays of each month.
- f. Accounts payable checks will be mailed or handed out the day following the City Council meeting unless otherwise authorized.
- g. No purchase made by an employee shall bind the City to receive and or pay for the goods or service procured, unless authorized by the purchasing methods described in the purchasing policies.

- h. Noncompliance with these policies and procedures may result in the return of improperly authorized or prepared documents, nonpayment of vendor's invoices, or other sanctions as necessary.
- i. The City does not prepay for goods or services or utilize prepaid devices such as gift cards. If a vendor requires prepayment for goods or services, authorization must be obtained from the City Administrator's Office or the Finance Department.

## PROCEDURES

### A. Department Paperwork Processing

#### Step 1 - Receipt of Goods and Services – proof of receipt/acceptance

- a. Goods purchased with petty cash or any purchase order require appropriate signatures on store receipts indicating goods have been received and are acceptable.
- b. Maintenance agreements, ongoing service contracts, rents and leases, subscription renewals, or annual dues -- (no purchase order) – require appropriate signatures on monthly, quarterly, or annual statements/invoices indicate the acceptance, completion, or continuance of services.
- c. All employee reimbursements must use either the travel or employee reimbursement forms.
- d. Service or construction contracts in excess of \$25,000 for a capital improvement project – (informal, semi-formal, or formal bid) – formal construction/contract progress reports must be completed and signed by the contractor and by the City employee and contract engineer overseeing the contract verifying quantities and level of completion. Final payments and retention releases for public improvement contracts also require a Certificate of Completion from the responsible engineer.
- e. On all large contracts, Department Managers should forward a cash flow statement to the Finance Department.

#### Step 2 – Preparing and authorizing payment

- a. The manager receiving the documents described in Step 1 (packing slips, completion reports, etc.) must review the documents to ensure that the documentation requirements have been met and that the goods and services meet the required specifications, contract terms, or purchase order. At this step, any deficiencies to the original purchase order or contract, including vendor information, quantity, price, etc., should be noted and appropriately documented on a copy of the purchase order or on the receiving documents.
- b. The Director/Assistant Director in the Finance Department will review all invoices received in the mail. The invoices will then be sent to the department making the purchase for approval. Vendor statements or letters are not sufficient documentation for payment. Employee reimbursements must use the employee reimbursement form or the travel/training forms, whichever is applicable.
- c. The invoice, employee reimbursement form, or the travel forms must then be reviewed by the appropriate manager within the department for correct quantities, rates, product numbers, etc. and compared to the receiving documents and purchase order or contract.

- d. The invoice or store receipt must be attached to the white Purchase order form. The purchase order should be filled out entirely and should clearly indicate the purchase order number and fund/department. The proper level of management within the department should then sign or initial on the appropriate blank indicating that the invoice is ready to be paid. Travel and/or employee reimbursements must be signed by the Department Director.

### Step 3 – Forwarding for Payment

- a. The properly executed and signed invoice, employee reimbursement form, or travel forms should include some or all of the following attachments:
  1. White copy of purchase order
  2. Original invoice and/or:
  3. Construction/contract progress report
  4. Other documentation available such as contracts, correspondence, bid summaries, statements, etc.
- b. The above documents should be assembled and forwarded to the Finance Department by the required due dates.
- c. Certificates of Completion for public improvement contracts must be accepted by a separate action of the City Council prior to the approval of final payment and retention release (unless early release applied for and accepted.)
- d. Payments for service or construction contracts in excess of \$25,000 for a capital improvement project including retention releases and final payments will be listed individually on the City Council agenda.

## **B. Check Issuance**

### 1. Payment Processing

Step 1 – Invoices with the proper paperwork and approvals will be entered into the computer system for payment by the Finance Department. All requested payments received by the applicable due date will be processed.

Step 2 – Accounts payable checks will be printed on Thursday afternoon and held in the Finance Department vault until the City Council approves payment.

Step 3 – All checks will be signed by the Finance Director per City Code. The checks will be signed with signatures plates that are in the custody of the Finance/Assistant Finance Director.

Step 4 – Claims lists of all checks issued will be given to the City Administrator and City Council members each Thursday. One list will be published in the local newspaper as prescribed by law. The Finance Director will review all claims lists.

Step 5 – Duplicates of each vendor check will be made. The invoice, receiving report, and/or other paperwork submitted as documentation will be attached to the check copy and filed in the Finance Department by check number.

2. Special checks are payments that are processed outside of the normal check processing schedule. Special checks may be permitted for the following reasons:
  - a. Emergencies
  - b. Payments previously authorized by City Council
  - c. Postage
  - d. To void and re-issue previously authorized checks
  - e. As approved by the City Administrator's Office or the Finance Director

Unless listed above, all payments must be approved at a regular City Council meeting.

3. Lost or stolen checks (void and re-issuance)
  - a. Payee must wait 10 business days for replacement of a check.
  - b. Each lost or stolen check will have a stop payment placed with the City's financial institution.
  - c. Replacement checks may only be requested by the payee listed on the original check.
4. Outstanding checks
  1. If a check has been outstanding for over six months, the check is considered void.
  2. A letter will be sent to the payee notifying them of the outstanding check. The payee will be given 10 business days to respond to the letter.
  3. If the payee responds, the old check will be voided and a new check issued to the payee, if necessary.
  4. If the payee does not respond, the old check will be voided and have a stop payment attached.
  5. Amounts owed to vendors from outstanding and voided checks will be turned over to the Treasurer of the State of Iowa as prescribed by law.

## **VENDOR MANAGEMENT**

- A. All vendors must be approved through the Finance Department. No purchases should take place with a vendor until that vendor has been approved by the Finance Department.
- B. Vendor credit applications are to be completed and submitted by the Finance Department.
- C. For contractual purchases, the Finance Department must receive a completed W-9 form from a vendor **prior** to the release of payment if the City has conducted greater than \$600 of qualifying business with that vendor during the calendar year.

  
\_\_\_\_\_  
Brent Trout, City Administrator

Amended:      October 1, 2013  
                    June 15, 2010

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.03

**Subject:** Reporting Procedures for General Liability, City Vehicle/Property and Transit Claims

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** September 4, 2008

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to establish uniform reporting for occurrences affecting General Liability, City Vehicle/Property, Transit Claims, and Mailbox Reimbursement.

### **SCOPE:**

This AP applies to all departments under the administrative control of the City Administrator.

### **PROCEDURE:**

**Property Damage Claim:** A General Liability Claim form will be picked up at City Clerk's office. Upon completion, the form is turned back in to the City Clerk's office, attached with appropriate paperwork (repair quotes, receipts, police report). The City Clerk's office will make copies of the paperwork, distributing one copy to the department involved and one copy to the City's insurance carrier. The original paperwork is filed in the City Clerk's Department for future reference.

**City Vehicle Damage Claims (Other Than Transit Vehicles):** A City of Mason City Accident Report form is to be completed by the City Vehicle driver and turned into the City Clerk's office. Included with the form should be appropriate paperwork of police report and repair quotes if necessary. The City Clerk's office will forward one copy of the paperwork to the respective department and one copy to the City's insurance carrier. Original paperwork will be filed in the City Clerk's office for future reference.

**Transit Vehicle Claims:** The driver of a transit vehicle involved in an accident will complete a City Accident Report. Police will also be notified and a police report will be filled out. Paperwork will be forwarded to the Transit Director. A copy of the paperwork will be forwarded to the City's insurance carrier and the original filed in the Transit Department.



**Mailbox Reimbursement:** A Mailbox Replacement Request form will be picked up at the City Clerk's office or the Street Department, 725 North Massachusetts. Upon completion, the form will be returned to the Street Department. If a citizen returns the form to the City Clerk's office, it will be forwarded to the Street Department via Inter-Department Delivery envelope.

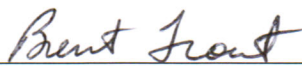
When a request is received, the Street Supervisor or a designee will inspect the damaged mailbox. Once the Street Supervisor or designee has determined that the mailbox was directly damaged by City equipment and that the mailbox installation does meet installation standards (listed below), the City shall reimburse the property owner for the damage, in an amount not to exceed \$50.00.

When considering reimbursement for mailbox damage, it is important to determine not only the placement or location of the mailbox, but also the design of the support. The design has an effect on both the cost of reimbursement and, more importantly, on the safety of the traveling public. An improper design actually creates a road hazard that becomes a liability to both the homeowner and the City.

If damage is done to a non-conforming mailbox or mailbox support, and is not properly located, there shall be no reimbursement.

The City shall not be held responsible for acts of nature. Snowfall is an act of nature that the City is forced to handle by removing the snow from the streets. The City shall differentiate, as much as possible, between damage caused by pushing snow against a mailbox and a piece of equipment actually hitting the mailbox. If damaged by snow, there shall be no liability to the City. If damaged by a piece of snow removal equipment, the following factors shall be considered before reimbursement is considered:

An acceptable mailbox installation shall consist of a single or double mailbox mounted on a 4" x 4" wooden post or a 2" diameter light gauge pipe. The bottom of the mailbox shall be located between 36" and 48" from the street surface. The roadside face of the mailbox shall be mounted 8" to 12" from the edge of a street with no curb or 8" to 12" from the face of the curb if there is a curb. Any damage to an installation outside of this standard will not be reimbursed.

  
\_\_\_\_\_  
Brent Trout, City Administrator

Amended: September 4, 2008  
June 1, 2008  
May 1, 2002



**CITY OF MASON CITY**  
**ACCIDENT INVESTIGATION REPORT**

(Fill out this form only if the accident involved property damage.)

**IDENTIFICATION**

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Name of Injured _____         | 2. Department _____     |
| 3. Date of Accident _____        | 4. Governing Body _____ |
| 5. Date Reported _____ a.m./p.m. | 6. Time _____           |
| 7. Age _____                     | 8. Job Title _____      |
| 9. Experience _____ yrs/months   | 10. SSN or ID# _____    |

Place a check in the box that applies.

12. Employee Death ☐ Y ☐ N      11. Sex   M ☐   F ☐
13. On Premises ☐   or   Off Premises ☐

If an employee sought medical attention, fill out the **INJURY** section below otherwise skip to **PROPERTY DAMAGE**

**INJURY**

14. Person treating injury (physician/hospital name and address) \_\_\_\_\_
15. Did the injury result in lost time? \_\_\_\_\_
16. Did the injury result in the change in duties? \_\_\_\_\_
17. Accident type \_\_\_\_\_
18. Source—the object or substance inflicting injury \_\_\_\_\_
19. Nature of injury \_\_\_\_\_
20. Part of body \_\_\_\_\_

**PROPERTY DAMAGE**

21. What was damaged? \_\_\_\_\_
22. Nature of damage \_\_\_\_\_
23. Source—object inflicting damage \_\_\_\_\_
24. Estimated cost of repair \_\_\_\_\_

**DESCRIPTION** (describe what happened—who was involved—where—when—why—how)

25. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAUSE** (identify unsafe acts or conditions—contributing factors—base cause)

26. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATION**

27. Severity potential      Major      ☐      Serious      ☐      Minor      ☐

28. Recurrence potential      Frequent      ☐      Occasional      ☐      Rare      ☐

29. Have similar accident(s) occurred before? \_\_\_\_\_

30. Reasons for reoccurrence \_\_\_\_\_  
\_\_\_\_\_

**CORRECTION** (describe steps taken to prevent future accidents)

31. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP** (send a copy of the report for follow-up)

32. Immediate ☐      7 days ☐      30 days ☐      60 days ☐

Activity (list actions taken and dates)

## City of Mason City Claim Form

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Location it  
Occurred: \_\_\_\_\_

Witnesses (Names, addresses, phone  
numbers): \_\_\_\_\_

Brief Description of What  
Happened: \_\_\_\_\_

What Damages or Injuries you  
Incurred: \_\_\_\_\_

*Please attach any bills you may have at the present time. This information will be forwarded to our Insurance Company (First Insurance) for a response.*

# MAILBOX REPLACEMENT REQUEST

Date: \_\_\_\_\_ Referred To: Operations and Maintenance Department

Name of Customer: \_\_\_\_\_

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

Work Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Date/Time of Loss: \_\_\_\_\_

Details of Loss: \_\_\_\_\_

Proof of Loss (canceled check/receipt/invoice? \_\_\_\_\_

Amount: \$ \_\_\_\_\_

---

---

## To be completed by Street Department:

Results of Investigation: \_\_\_\_\_

By Whom: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Reimbursed: ☐ Yes ☐ No

Customer Notified: ☐ Yes ☐ No

☐ Telephone

☐ Letter

☐ In person

By whom: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COPY OF THIS FORM TO STREET DEPARTMENT.**

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.05

**Subject:** Disposition of Surplus Departmental Property

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** March 10, 2017

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to outline the procedures for disposing of surplus city property.

### **SCOPE:**

This AP is applicable to all departments under the administrative control of the City Administrator.

### **PROCEDURE:**

Surplus departmental property shall be disposed of through public auctions, sealed bids, or “scrapped”.

Public auctions may be conducted by City staff or through a licensed auctioneer, either on public property or at such places that licensed auctioneers customarily use for such auctions. Public notices for sealed bids and/or auctions shall be published in a newspaper of general circulation. City property garage sales will occur at City owned facilities only.

An inventory of all surplus departmental property to be disposed of shall be given to the Finance Director with a request for the property’s disposition stating the method of disposition (auction, sealed bid, or “scrapped”).

If a department wishes to sell an item to another department, the “seller” will provide the Finance Department the new department name, date of transfer, and cost. Note that the item retains the original property tag number even though it is not the new department’s prefix.

The results of any auction or sealed bid sale shall be given to the Finance Director showing the price received for each item. The Finance Director shall enter such information into the fixed assets record as appropriate. Each department shall also maintain a record of items disposed of for auditing purposes.

For the sale of scrap materials, informal bids from at least two sources (if possible) shall be received before disposing of such materials.

Surplus property with little or no market value (\$500.00 or less) may be donated to another public agency or a private non-profit organization with the prior written approval by the Finance Director or City Administrator.

The sale of any surplus departmental property to City employees should be through a public auction or sealed bid process. "Scrapped" items are not available to City employees unless prior approval has been obtained by the Finance Director.

Items over \$500 in value must utilize a silent auction format to secure a reasonable sale price.

City owned property under \$500 may be sold at a garage sale type event with published notice in the local media outlets and City website.

**\*\*\*This policy does not apply to property that has separate legal requirements (Transit, etc. . .)**

  
\_\_\_\_\_  
Brent Trout, City Administrator

Amended: March 10, 2017



## CITY OF MASON CITY

### ADMINISTRATIVE POLICY

**Policy Number:** 3.07

**Subject:** Travel Regulations for Out  
of City Travel

**Approved By:** Aaron Burnett

**Effective Date:** February 21, 2002

**Amended Date:** April 18, 2019

#### PURPOSE:

The purpose of this Administrative Policy (AP) is to set forth the City's policy and procedures relating to travel requests and payment of travel expense.

#### SCOPE:

This AP applies to all City departments and agencies, including boards and commissions. Out of City travel to pick up or deliver parts, equipment or supplies does not constitute travel under this Administrative Policy. Such travel must be approved by the appropriate department manager, and will be reported on a **Mileage and Parking Fee Reimbursement Report**.

#### RESPONSIBILITY:

It shall be the responsibility of the Department Manager to ensure compliance with policy guidelines for approval of travel. It is the responsibility of the Finance Director to assure reimbursements are made in compliance with the policy.

#### TYPES OF TRAVEL PERMISSIBLE:

1. Travel -- Professional Organization Meetings and Training Sessions: Department Managers may be permitted to attend the annual meeting of their respective professional organization. Normally only one such meeting outside the state of Iowa will be allowed for a Department Manager during any single fiscal year. In some circumstances, the City Administrator may approve a Department Manager attending a second national meeting, or request the attendance of a Department Manager at a national meeting. The City Administrator will take into account the following factors in approving or disapproving such requests: (a) the reason for attending a national professional organization meeting or training session; (b) location; (c) cost; and (d) status of the travel budget of the department or division.



Department Managers and professional staff may be authorized to attend state and regional meetings of their respective professional organizations. The City Administrator will take into account the following factors in approving or disapproving such requests: (a) the explanation of the Department Manager as to who should attend, and why; (b) subject matter, purpose, or program of the requested meeting; (c) location; (d) cost; and (e) status of the travel budget of the department or division. (Travel expenses for this category must be charged to Account #2060.)

2. Travel – Official City Business: City employees may need to travel for the purpose of discussing specific City problems with state, federal, or other local officials (i.e. attending legislative hearings, visiting state government offices or federal regional offices). Such travel will be approved when the problems or issues cannot be adequately resolved by telephone or letter. (Travel expenses for this category must be charged to Account #2060.)
3. Training and Education: City employees may attend short training courses, workshops, and seminars to improve their professional, supervisory, or technical skills and knowledge (i.e. water plant operator, specialized police schools, supervisory training courses). This category of travel also includes expenses of City employees who are asked to serve as a guest lecturer or instructor at an academic institution or at a professional conference, workshop, or seminar. (Travel expenses for this category must be charged to #2080.)

#### **AUTHORITY FOR TRAVEL:**

All out of city travel of City employees, except as specifically excluded in the Scope section of this AP, shall be approved in advance of departure and before incurring any costs. Approval must be granted by the Department Manager. Any out of City travel, which requires an overnight stay or will incur costs exceeding \$250, must receive approval from the City Administrator, or the administrator's authorized designee in the Administrator's absence. Travel expenses incurred without prior approval are not subject to reimbursement by the City. The travel approval shall be requested on a **Travel and Reimbursement Request Form**.

The travel approval shall be requested in quadruplicate. The quadruplicate form is to be returned to the requesting employee and represents the employee's authority to travel. If certain expenses are to be prepaid for travel, the employee will request such payment by completing a **Prepaid Voucher Request Form**, attaching it to an approved original of the **Travel and Reimbursement Request Form** and forwarding to Finance Department for payment. Upon returning from travel, the completed original, along with receipts and other documentation, will be forwarded to the Finance Director for reimbursement of appropriate expenses. The second copy is for the City Administrator's file. The third copy is for the files of the requesting department. Completed travel request forms and required documentation should be turned in to the Finance Department for reimbursement within three working days after completion of travel.

Attach a copy of the program or other information relating to the purpose of the travel request to the original copy of the request form.

## **METHODS OF PAYMENT:**

1. City Check/Purchase Order. Travel expenses such as airline tickets, registration fees, and hotel expenses may be paid by issuing a purchase order. Checks can be issued directly to the payee or to the employee. Employees must designate which expenses were pre-paid on the **Travel and Reimbursement Request Form**.
2. Personal Credit Card or Check. Employees may use a personal credit card or check for payment of authorized travel expenses. Reimbursement requests should then be submitted in a timely manner and employees will be reimbursed for allowable expenses incurred on the next regularly scheduled check run date. Employees may also be reimbursed in advance of travel for authorized expenses paid from personal funds. For example, an employee may pay registration fees with a personal credit card and submit a purchase order with a copy of the registration form and evidence of payment reimbursement.

## **METHOD OF TRAVEL:**

The method of travel must be identified on the **Travel Request and Reimbursement Request Form**. The factors of distance, expense, convenience, and travel time must be taken into account when selecting the method of travel.

1. Air Travel: Air travel shall normally be on scheduled commercial airlines. Such air travel shall be at coach or tourist class when available. The City Administrator, however, may authorize the use of air charter services when it appears a more appropriate means of travel. Air travel arrangements should be made at the earliest possible date to take advantage of discounted fares.
2. Use of City-Owned Car: The City Administrator may authorize the use of a City-owned car when it appears the appropriate means of travel. An employee may be accompanied by a non-employee family member for out of City travel for City business if the distance to be traveled is greater than sixty (60) miles. This is subject to prior authorization by the employee's Department Manager. If the employee is a Department Manager, this is subject to prior authorization by the City Administrator.
3. Use of Privately Owned Car: An employee may request authority to use a personal car. The reimbursable expense allowance will be at the mileage rate established in the addendum to this Administrative Policy, as outlined in Administrative Policy 3.08, plus tolls and parking fees, may be used in lieu of regular out-of-pocket expenses. The route for which reimbursement is requested must be by the most direct route possible. Reimbursement will be made only for miles incurred for business purposes. Travel for entertainment or personal business shall not be included in the request for reimbursement. In no case shall reimbursement for the use of a personal car, including additional required lodging and per diem, exceed the amount of a round-trip air fare ticket at coach or tourist rate if available.

No employee shall use a personal car on official City business without having in effect minimum required insurance coverage. The minimum requirement is as follows:

- Personal injury liability -- \$100,000.00 each person
- Personal injury liability -- \$300,000.00 each occurrence
- Property damage liability -- \$25,000.00

Any employee who uses a personal car on official City business and fails to comply with insurance requirements will be considered to be acting beyond the scope of the employee's duties and, therefore, the City will not be responsible for defending the employee against third-party claims in the event of an accident. In the event a personal car is approved when commercial air travel is available and practical, and the use of a personal car causes the employee to be away from the job for extra days, the working days that the employee is absent over and above what would have been necessary had commercial air travel been used shall be charged to the employee's vacation balance unless additional time is approved in advance by the City Administrator.

4. Rental Car: Reimbursement for a rental car will be approved only when local transportation is required and other forms of transportation are not available or are more expensive.

#### **AUTHORIZED EXPENSES AND REQUIRED DOCUMENTATION:**

As with all other City expenditures, employees are expected to use care in minimizing travel costs. Travel expenses that will be reimbursed are confined to those actual and necessary for the approved travel. Expenses for which reimbursement is being requested must be itemized on the **Travel and Reimbursement Request Form** and supported by appropriate receipts or other documentation as required below:

1. Lodging Expense: Single room costs will be reimbursed in full when documented by a paid receipt. If the lodging expense is to be paid by purchase order, enter "Billed Direct" on the lodging line of the **Travel and Reimbursement Request Form**. If the spouse of the employee accompanies the employee on the approved travel, the employee must personally pay all additional costs of transportation, lodging, meals, and registration. In the case of lodging, the City will reimburse an employee in the amount equal to the single room rate, including tax.
2. Meal Expense: For approved travel that includes an overnight stay, meal expenses and incidental expenses will be reimbursed on a per diem basis using the rate established in Publication 1542, Table 4, M&IE Rate Column, of the Maximum Federal Per Diem Rates. The term "incidental expenses" includes, but is not limited to, fees and tips for persons who provide services, such as food servers and luggage handlers. No meal receipts are required. Partial day per diem will be paid in quarter-day increments with times as follows:

Midnight to 6:00 a.m.	6:00 a.m. to Noon
Noon to 6:00 p.m.	6:00 p.m. to Midnight

Employees will be paid one fourth of the per diem rate for each six-hour quarter of the day during any portion of which they are out of the City on approved business travel with the exception of the quarter day in which they return. (Example: An employee leaves home traveling to Des Moines on official business travel at 8:00 a.m. on April 20<sup>th</sup> and returns home at 4:00 p.m. on April 23<sup>rd</sup>. The employee would receive payment for 3.25 days of per diem - .75 on the 20<sup>th</sup>, full days on the 21<sup>st</sup> and 22<sup>nd</sup>, and .50 on the 23<sup>rd</sup>.)

Meal expense, which is part of an approved meeting, will result in a reduction of the per diem rate by one fourth for each meal provided.

For travel that does not include an overnight stay, employees will be reimbursed for actual expenses incurred up to the applicable per diem rate and receipts must be attached to the request for reimbursement. In the rare instances in which receipts are not provided, a short explanation should be given and the location and restaurant where the meal was obtained shall be provided. Maximum reimbursable meals costs are included in Publication 1542, Table 4, M&IE Rate Column, of the Maximum Federal Per Diem Rates, current copy available in the Human Resource Department.

**\*EXCEPTION FOR POLICE OFFICER RECRUITS ATTENDING THE IOWA LAW ENFORCEMENT ACADEMY:**

Authorized expenses for meal expense of Police Officer recruits attending the Iowa Law Enforcement Academy will not be eligible for the per diems provided for under this policy. Police Officer recruits attending the Iowa Law Enforcement Academy will instead be provided a meal stipend of \$90 per week.

3. Transportation Expense:

- a. Commercial Travel: When commercial transportation is paid by personal check or credit card, the transportation coupon and receipt must be attached to the **Travel and Reimbursement Request Form**. When paid by purchase order, standard purchase order procedures should be followed.
- b. Personal Car: When a personal car is used, mileage reimbursement will be made at the rate established in Administrative Policy 3.08. The total number of miles for which reimbursement is being requested must be shown on the **Travel and Reimbursement Request Form**. This figure will be checked by the Finance Department for reasonability. If mileage is unusually high, include an explanation. In instances where more than one City employee travel together in a personal car on approved travel, only the owner shall be reimbursed at the permitted rate per mile.
- c. City-Owned Car: When a City car is used for approved travel, reimbursement may be requested for gas and oil expenses. Gas tickets covering the amount for which reimbursement is requested must be attached.

4. Taxi/Car Rental/Parking Expense: Itemize expenses as incurred on the expense reimbursement form.

- a. Taxi: Taxi expense is authorized on approved travel except when the method of travel is by personal or City car. No receipt is required. Enter the expense on the



- appropriate line on the reimbursement form. Taxi expense reimbursement is limited to City business only.
- b. **Car Rental:** When a car rental is claimed, attach the rental agreement and payment receipt. Enter on the appropriate line of the **Travel and Reimbursement Request Form**.
  - c. **Parking:** Parking expense is authorized when the approved method of travel is a personal car, City car, or rental car. Attach parking receipt.
5. **Telephone Expense:** City long-distance phone cards should be utilized to the greatest extent possible when traveling. Only telephone calls for official business are reimbursable. If phone calls are claimed on a **Travel and Reimbursement Request Form**, include the phone number and party called.
6. **Registration Fees:** A receipt and/or copy of the registration showing costs are required of all registration fee expenses for which reimbursement is requested.
7. **Other Expenses:** Enter any other expenses for which reimbursement is being requested which do not fit in any of the above categories. Newspapers, magazines, or books purchased while traveling are not eligible for reimbursement. Nor are expenses for entertainment, laundry, valet service, maid service, traveler's checks, flight insurance, or alcoholic beverages eligible for reimbursement. These are considered expenses not necessary to the approved travel.

#### **OVERTIME PAY/COMP TIME:**

Overtime pay or comp time is not authorized for employees while on approved travel or in travel status, unless required by contract or federal or state law.

#### **EMPLOYEES TRAVELING TOGETHER – GROUP:**

When City employees travel together, during an out-of-city day trip, employees must individually submit a **Travel Request and Reimbursement Form**. Receipts for the day trip must be attached to the form. Actual expenses will be reimbursed up to the applicable per diem rate. When more than one City employee travels together in a personal auto on approved travel, only the owner shall be reimbursed at the permitted rate per mile.

In some instances, it may be appropriate for a City employee to pay all expenses for a group traveling on a day trip and submit receipts for reimbursement. This method of reimbursement often will be the best method when a City employee is traveling with a group of elected officials, board or commission members, or other non-employee City representatives.

When City employees travel together requiring an overnight stay, the applicable per diem rate will apply. Each employee will individually submit a **Travel Request and Reimbursement Form**. Meal receipts will not be required. When more than one City employee travels together

in a personal auto on approved travel, only the owner shall be reimbursed at the permitted rate per mile.

Actual expenses will be reimbursed up to the per diem rate. As with all expenditures, the City employee should pay only qualified expenses and only qualified expenditures will be reimbursed.

#### **REIMBURSEMENT APPROVAL:**

Approved requirements for reimbursement for travel expenses are as follows:

1. Department Manager Approval. Requests for reimbursement of travel expenses must be reviewed and approved by the appropriate Department Manager.
2. Finance Director Approval. Requests for reimbursement of travel expenses must be reviewed and approved by the Finance Director prior to payment.

#### **QUESTIONS:**

Questions on the use of the **Travel Request and Reimbursement and Request Form** or interpretation of the travel policy should be directed to the Human Resource Manager.

  
\_\_\_\_\_  
Aaron Burnett, City Administrator

Amended: November 19, 2002  
January 1, 2011  
October 1, 2013  
April 18, 2019

# MILEAGE AND PARKING FEE REIMBURSEMENT FORM

Submitted By: \_\_\_\_\_  
 Period Starting: 4/1/02

Department: \_\_\_\_\_  
 Activity: \_\_\_\_\_

Date	Time	Destination	Purpose of Trip	Mileage			Parking Fees
				Begin	End	Elapsed	
4/1/02				0	0	0.00	
4/2/02				0	0	0.00	
4/3/02				0	0	0.00	
4/4/02				0	0	0.00	
4/5/02				0	0	0.00	
4/6/02				0	0	0.00	
4/7/02				0	0	0.00	
4/8/02				0	0	0.00	
4/9/02				0	0	0.00	
4/10/02				0	0	0.00	
4/11/02				0	0	0.00	
4/12/02				0	0	0.00	
4/13/02				0	0	0.00	
4/14/02				0	0	0.00	
4/15/02				0	0	0.00	
4/16/02				0	0	0.00	
4/17/02				0	0	0.00	
4/18/02				0	0	0.00	
4/19/02				0	0	0.00	
4/20/02				0	0	0.00	
4/21/02				0	0	0.00	
4/22/02				0	0	0.00	
4/23/02				0	0	0.00	
4/24/02				0	0	0.00	
4/25/02				0	0	0.00	
4/26/02				0	0	0.00	
4/27/02				0	0	0.00	
4/28/02				0	0	0.00	
4/29/02				0	0	0.00	
4/30/02				0	0	0.00	
5/1/02				0	0	0.00	
				Totals:			0 \$ -

I hereby certify that the above mileage and parking fees were incurred for use of my personal automobile/city automobile for official city business.

\_\_\_\_\_  
 Signature of employee to be reimbursed

\_\_\_\_\_  
 Department Head approval      Date

Reimbursement:  
 0 miles @ 0.365 \$0.00  
 Parking Fees \$0.00  
 Total \$0.00

\_\_\_\_\_  
 Account Code

\_\_\_\_\_  
 Approved



# PREPAID VOUCHER REQUEST

Complete this form for those expenses you would like to have pre-paid.

NAME		TITLE		DEPARTMENT	
EXPLANATION OF TRAVEL REQUEST (ATTACH DOCUMENTATION)				DATE OF REQUEST	
DATES OF TRAVEL			DATE FUNDS ARE NEEDED		
Item	Vendor	Vendor Address	Amount	Inv. No.	TYPE
Registration					PrePay <input type="checkbox"/>
Travel					PrePay <input type="checkbox"/>
					<input type="checkbox"/>
Hotel					PrePay <input type="checkbox"/>
Misc.					PrePay <input type="checkbox"/>
Misc.					PrePay <input type="checkbox"/>
Misc.					PrePay <input type="checkbox"/>
			Total		

Submit to Finance Department, along with original and one copy of your approved **Travel and Reimbursement Request Form**.

Department Authorization \_\_\_\_\_

Payment Approved - Finance Director \_\_\_\_\_

**City of Mason City  
Reimbursement Form**

Name \_\_\_\_\_

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Miles Driven								
Reimbursement @ .365								
Parking And Tolls								
Auto Rental								
Taxi / Limo								
Other (Rail Or Bus)								
Airfare								
<b>Transportation Total</b>								
Lodging								
Other								
Breakfast								
Lunch								
Dinner								
Sub-Total Meals								
<b>Lodging &amp; Meals Total</b>								
Phone, Fax								
Other-itemize _____								
<b>Total Other</b>								
<b>Total Per Day</b>								

Departure date/time from Mason City \_\_\_\_\_  
 Date/Time of return to Mason City \_\_\_\_\_

**PURPOSE OF TRIP**

**SUMMARY**

TOTAL EXPENSES \_\_\_\_\_  
 LESS CASH ADVANCE \_\_\_\_\_

AMOUNT DUE EMPLOYEE \_\_\_\_\_

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

Charge to: Fund \_\_\_\_\_  
 Dept \_\_\_\_\_  
 Object \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**There will be no reimbursements unless receipts are attached.**



# TRAVEL AND REIMBURSEMENT REQUEST FORM

Part 1 TRAVEL REQUEST							
NAME		TITLE		DATE OF REQUEST			
DEPARTMENT	ACCOUNT CODE		Amount Budgeted For Fiscal Year	Current Balance	METHOD OF TRAVEL <input type="checkbox"/> City Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Air <input type="checkbox"/> Other		
	Activity	Account					
DEPARTURE	RETURN	DATE(S) OF MEETING/CONFERENCE					
Date	Date						
Time a.m. p.m.	Time a.m. p.m.						
EXPLANATION OF TRAVEL REQUEST (Purpose, Dedication, and Official Meeting Name.) Attach a copy of the registration form, meeting notice, or other documentation if applicable.							
I believe this trip to be necessary and beneficial and certify that sufficient funds are available in my budget for this. <input type="checkbox"/> Approved <input type="checkbox"/> Denied Department Manager Signature _____ Date _____				TOTAL ESTIMATED TRAVEL EXPENSE \$			
				TRAVEL REQUEST IS      Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature: City Administrator for all travel over \$250 and all overnight travel. Department Manager approves all other travel.			
Part 2 REIMBURSEMENT REQUEST							
Refer to City A.P.      For City Policy on Reimbursable Expenses and Requirements for Receipts							
Date	Check if Prepaid	Date	Date	Date	Date	Date	GRAND TOTALS
Lodging							
Mileage - Personal Auto							
Number of Miles							
Air Fare							
City Vehicle Expenses							
Taxi/Car Rental/Parking							
Phone							
Registration							
Per Diem							
Other (Specify)							
Other (Specify)							
Daily Totals Reimbursable							
Daily Total Prepaid by City							
Part 3 FINANCE USE ONLY							
Check Number		Amount \$			Date		

I certify that the expenses claimed are valid reimbursable travel expenses for approved City travel.

TOTAL REIMBURSABLE TRAVEL EXPENSE \$

LESS PRE-PAID EXPENSES \$ - ( )

Employee Signature \_\_\_\_\_

AMOUNT CLAIMED \$ \_\_\_\_\_

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 3.08

**Subject:** Mileage and Per Diem Rates

**Approved By:** Aaron Burnett

**Effective Date:** July 1, 2022

### PURPOSE:

The purpose of this Administrative Policy (AP) Addendum is to set forth the City's mileage reimbursement and per diem rates.

The City's mileage reimbursement for use of personal vehicle for City authorized travel will follow the established rate set by the General Services Administration (GSA) for destinations within the Continental United States (CONUS). This rate can be found at <https://www.gsa.gov/mileage>.

The City's per diem rate for City authorized travel will also follow the established per day rate for meals and incidental expenses established by the General Services Administration (GSA) for destinations within the Continental United States (CONUS). To find the rate for your destination, visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) and enter the city and state or the zip code to view the current CONUS rate. Contact Human Resources for the current rate or if you have any questions.



Aaron Burnett, City Administrator

Amended:	December 20, 2005	January 1, 2011	January 1, 2019
January 7, 2003	January 1, 2006	January 1, 2013	January 1, 2020
April 11, 2003	January 1, 2007	January 1, 2014	January 1, 2021
December 15, 2003	July 1, 2008	January 1, 2015	January 1, 2022
January 3, 2005	January 1, 2009	January 1, 2016	July 1, 2022
September 13, 2005	October 30, 2009	January 1, 2017	
November 14, 2005	January 1, 2010	January 1, 2018	

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 3.09

**Subject:** Fixed Asset Inventory Policy

**Approved By:** Brent Trout

**Effective Date:** July 31, 2003

**Amended Date:** December 15, 2016

**POLICY:** It is the policy of the City of Mason City to have a comprehensive fixed asset inventory system. The Finance Director of the City of Mason City shall be responsible for developing, implementing, and maintaining the fixed asset inventory.

### **PURPOSE:**

The purpose of this policy is:

- to comply with General Accepted Accounting Principles (GAAP) mandated by the Governmental Accounting Standards Board (GASB).
- to comply with Governmental Accounting, Auditing and Financial Reporting (GAAFR).
- to have improved management control over valuable fixed assets by assigning responsibility to specific departments.
- to have inventory data available in the event of fire or other natural disaster for insurance purposes.

### **SCOPE:**

All property of the City of Mason City that is non-consumable, has a cost exceeding \$5,000.00 and a life expectancy of more than one (1) year, shall be included in the fixed asset management inventory system.

### **VALUATION:**

Fixed assets purchased with governmental fund or proprietary fund expenditures shall be recorded at historical cost. The amount shall equal the purchase price or construction costs plus other costs necessary to place the asset into its intended use. These charges

shall include costs such as freight and transportation, site preparation expenditures and professional fees.

Trade-ins      New assets reported in the governmental funds shall be shown as cash paid plus remaining book value of the old asset per GAAP.

New Assets reported in the proprietary funds shall be shown as cash paid plus the remaining book value of the old asset per GAAP.

Invoices for trade-ins shall indicate the purchase price and trade-in amount allowed.

Gifts      Assets given to the City of Mason City shall be reported at fair market value (an amount defined as the amount a willing buyer would pay a willing seller).

#### **PHYSICAL INVENTORY:**

Physical inventories of fixed assets shall be taken periodically to provide an internal audit of inventory records and to maintain the integrity of the fixed asset management inventory system.

  
\_\_\_\_\_  
Brent Trout, City Administrator

Amended: December 15, 2016



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.17

**Subject:** Contractual Services Procurement  
Request for Proposals

**Approved By:** Brent Trout

**Effective Date:** December 22, 2004

**Amended Date:** November 6, 2012

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide guidelines for the preparation and approval process for Requests for Proposals (RFP) for services to be provided to the City of Mason City.

### **SCOPE:**

This AP applies to all City departments and divisions under the administrative control of the City Administrator. The following RFP procedures will be followed for all contracted services with a total cost of \$75,000 or greater, and for projects with an estimated cost of \$100,000 or greater. Services covered by this AP include but are not limited to, engineering services, architectural services, consulting services, and auditing services.

### **RESPONSIBILITY:**

It shall be the responsibility of the Department Managers to ensure compliance with this Administrative Policy. In emergency situations and in the case of sole source service providers the City Administrator may approve exceptions to this policy.

### **POLICY:**

Unless otherwise directed by the City Administrator, the following procedures will be used for selection of service providers:

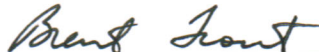
1. Department Managers must notify the City Administrator of their intent to contract for services under the RFP process. The Department Manager will prepare a memo to the City Administrator recommending approval of the membership of the Proposal Review Committee that will prepare the RFP and evaluate responses. The Proposal Review Committee will consist of the following members:
  - Department Manager (Chairperson)
  - Finance Director

- One person from the department requesting services
  - One person from a department other than the department requesting services
  - One or more members of a board or commission or other group with an interest in the selection process, where applicable
2. The Proposal Review Committee will prepare an RFP. The RFP will include a project description, the criteria for selection, the assigned weight of each criteria, and requirements for the specific contract. The RFP will include a schedule for interviewing the service providers, if appropriate. The RFP will state who will serve as the City contact, including a phone number. The RFP will state the number of copies of proposals that are to be submitted by the service providers, along with the date, time, and location of the submittals.
  3. The RFP will be mailed to interested service providers and legal notices of the intent to contract for service will be published, if required. The RFP shall include a timeline for the selection process, which will provide a minimum of two weeks for proposal submission.
  4. The RFP shall include a summary of the responsibilities of the City associated with the services being provided.
  5. The RFP shall include a list of the committee members and the designated chairperson.
  6. The committee will receive written proposals from the service providers. At a minimum, the proposals should include the following:
    - a. Letter of Transmittal.
    - b. Profile of the firm.
    - c. Qualifications including a listing of past clients and description of similar experience.
    - d. Names and background of project personnel and their respective roles with the project.
    - e. Description of scope of services and proposed project schedule.
  7. The committee will use the following selection process upon receipt of the proposals:
    - The chairperson of the committee will distribute copies of the proposals to each committee member.
    - The committee members will individually review and evaluate the proposals, based on the established selection criteria.
    - The committee will meet to discuss the proposals and work toward a consensus on the selection of the service provider which, based on the qualifications of the service provider, appears to be the best able to serve the City. If necessary, the committee will request a meeting with one or more of the service providers to clarify and/or expand on the proposal.



- The committee, through the Chairperson, will make a recommendation to the City Administrator as to which service provider best meets the City's needs. The recommendation will include comments on the pluses and minuses of all qualified service providers and any additional information to assist the City Administrator in making the recommendation to the City Council.
- The City Administrator will review the information and make a recommendation to the City Council on the selection of the service provider.
- The Chairperson will notify all service providers of the results of the committee and the recommendation that the City Administrator will make to the City Council.
- Upon approval of the recommended service provider by the City Council, the Department Manager will begin negotiations with the recommended service provider on a contract for services, which will include the scope of services to be provided and the cost of said services. If a negotiated contract cannot be obtained with the recommended service provider chosen, the second service provider would be notified and negotiations initiated. This process would continue until the committee was satisfied with the contract.
- The committee will make a recommendation to the City Administrator on a contract for services.
- The City Administrator will review the contract for services and make a recommendation to the City Council for approval of the contract for services.
- Upon approval of the contract for services, City staff will work with the service provider on the project.

A sample outline of a Request for Proposal is attached for guidance.

  
\_\_\_\_\_  
Brent Trout, City Administrator

Amended: November 6, 2012

# REQUEST FOR PROPOSAL

## CITY OF MASON CITY

### (Model Form)

#### Introduction

Narrative on the City of Mason City's desire to seek proposals from experienced service providers and on the purpose of the project/study.

#### Scope of Work

Detail the scope of work to be performed by the service providers.

#### City's Role in the Project/Study

Narrative on the City's role in the project/study such as serving as the liaison between the service provider and a committee, setting up and facilitating public meetings, and providing information necessary for the project/study. Include a list of the committee members and the designated chairperson.

#### Project Documents

Outline the required number of documents to be submitted to the City by the service provider during the progress of the project/study.

#### Proposal Requirements

Service providers that choose to be considered for selection should submit a proposal containing the following information.

1. Contact Information: Name of firm, name of contact staff person, title, address, phone number, fax number, and e-mail address. This person(s) may be contacted to answer questions about the proposal, to schedule an interview, and to receive notification as to the results of the selection process.
2. Qualifications of Firm: Include a list of similar projects/studies with short descriptions and contact information for respective cities (contact name, phone number, role in project).
3. Qualifications of those working on the project/study: Include name, qualifications, and percentage of total project/study workload to be completed by the individual.
4. Scope of Work / Schedule of Completion: Describe steps in completing the project/study and respective timeline for each. As a final product, \_\_\_\_\_ hard copies of the completed project/study should be included as part of the scope of work in addition to providing an electronic copy in Microsoft Word format.

Please send \_\_\_\_\_ copies of the proposal to the following address. Proposals are due by \_\_\_\_\_ p.m. on \_\_\_\_\_. Submissions by facsimile, telecopy or e-mail will not be accepted. If you have any questions or require further information, please contact the following city staff:

Staff Member  
City of Mason City  
10 First St. NW  
Mason City, IA 50401  
641-421-\_\_\_\_\_

### Evaluation Criteria

Service provider proposals will be evaluated and assigned weighted points based upon their relative strength and experience in the following areas:

1. Thorough knowledge of and familiarity with this type of project/study.
2. Experience and demonstrated ability with this type of project/study.
3. Quality of work based upon a review of references (and written examples provided with proposals if appropriate).
4. Specific design study approach.
5. Relevant skills and abilities of the firm proposed for the project/study.
6. Relevant skills and abilities of the assigned staff members proposed for the project/study.
7. Clarity and quality of the proposal.
8. Availability/Proximity to project/study.
9. Schedule of Completion.

### Selection Process

The committee will use the following selection process upon receipt of the proposals:

- The chairperson of the committee will distribute copies of the proposals to each committee member.
- The committee members will individually review and evaluate the proposals, based on the established selection criteria.
- The committee will meet to discuss the proposals and work toward a consensus on the selection of the service provider which, based on the qualifications of the service provider, appears to be the best able to serve the City. If necessary, the committee will request a meeting with one or more of the service providers to clarify and/or expand on the proposal.
- The committee, through the Chairperson, will make a recommendation to the City Administrator as to which service provider best meets the City's needs. The recommendation will include comments on the pluses and minuses of all qualified service providers and any additional information to assist the City Administrator in making the recommendation to the City Council.
- The City Administrator will review the information and make a recommendation to the City Council on the selection of the service provider.
- The Chairperson will notify all service providers of the results of the committee and the recommendation that the City Administrator will make to the City Council.



- Upon approval of the service provider by the City Council, the committee will begin negotiations with the service provider on a contract for services, which will include the services to be provided and the cost of the services. If a negotiated contract cannot be obtained with the first service provider chosen, the second service provider would be notified and negotiations initiated. This process would continue until the committee was satisfied with the contract.
- The committee will make a recommendation to the City Administrator on a contract for services.
- The City Administrator will review the contract for services and make a recommendation to the City Council for approval of the contract for services.
- Upon approval of the contract for services, City staff will work with the service provider on the project.

#### Schedule for Considering the Proposals

The following is the proposed schedule for this process:

- Proposals due \_\_\_\_\_
- Review of qualifications \_\_\_\_\_
- Conduct interviews \_\_\_\_\_
- Recommendation of service provider \_\_\_\_\_
- Selection of service provider (Council) \_\_\_\_\_
- Develop contract \_\_\_\_\_
- Approve contract (Council) \_\_\_\_\_

#### Steering Committee Involvement

A steering committee will also be assembled to encourage additional citizen involvement in the plan development process. The role of the steering committee will include providing leadership for the process, examining issues, and overseeing the work of the service provider and City staff. (When appropriate)

#### Citizen Involvement

Staff will take a lead role in facilitating public input by conducting the input sessions, compiling the results, and sharing results with the consulting firm. In addition to the City Council meetings, public input may include: community visioning sessions, public input by quadrant, component-focused input sessions, steering committee and subcommittee meetings, and interviews with experts. (When appropriate)

#### Additional Information

Submission of a proposal indicates acceptance by the service provider of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the service provider selected.

The City of Mason City reserves the right without prejudice to reject any or all proposals.

The City is not liable for any costs incurred by the service providers in preparing the proposals.



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.18

**Subject:** Procurement Policy for Federal Grant Funded Expenditures

**Approved By:** Aaron Burnett

**Effective Date:** February 28, 2023

### **PURPOSE:**

The purpose of this procurement policy is to ensure that sound business judgment 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 are 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. All appropriate sections of the Iowa Code and the Code of Federal Regulations shall also apply.

### **SCOPE:**

This AP applies to all City department and agencies, including boards and commissions.

### **APPLICATION:**

This policy applies to the procurement of all supplies, equipment, and construction and services of and for City of Mason City 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 and the Iowa Code on all applicable purchases. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

### **POLICY:**

#### **METHODS OF PROCUREMENT**

Procurement under grants shall be made by one of the following methods, as described herein:

(a) small purchase procedures; (b) sealed bids (formal advertising); (c) competitive proposals; (d) noncompetitive proposals, in strict compliance with CFR 200.320.

A. Micro-Purchase Procedures

- i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$10,000.
- ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers.
- iii. May be awarded without soliciting competitive quotations if the non-Federal entity 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
- 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.
- vii. Other procedural requirements in 200.320.

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 non-Federal entity.
  - 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 (200.321)

- A. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- B. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- C. 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;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- E. 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; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).

DOMESTIC PREFERENCE FOR PROCUREMENTS (200.322)

- A. As appropriate and consistent with the law, the City of Mason City will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section shall be included in all subawards including all contracts and purchase orders for work or products under the award.
- B. For purposes of this section:
  - i. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
  - ii. "Manufactured Products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

PROCUREMENT OF RECOVERED MATERIALS (200.323)

The City of Mason City complies with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establish an affirmative program for procurement of recovered materials identified in the EPA guidelines.

#### CONTRACT PRICING (200.324)

- A. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.
- B. City of Mason City shall perform a cost/price analysis for every procurement action, including contract modifications, amendments, or change orders. City of Mason City shall seek to develop an independent estimate prior to receiving a bid or proposal.
- C. City of Mason City 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, City of Mason City 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 (200.325)

City of Mason City 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.

- A. City of Mason City shall make available, upon request of the 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.
- B. City of Mason City shall make available upon request, for the 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. City of Mason City'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.
- C. City of Mason City 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.
  - i. City of Mason City may request that its procurement system be reviewed by the 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 occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

- ii. City of Mason City may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from City of Mason City that it is complying with these standards. City of Mason City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### BONDING REQUIREMENTS (200.326)

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the City of Mason City provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements are as follows:

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all of the contractor's requirements under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### AWARDED CONTRACTS

- A. City of Mason City 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) (200.214)
- B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.327 and Appendix II to Part 200.
- C. City of Mason City 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).

#### PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE (200.216)

The City will not obligate or expend Federal funds to: Procure or obtain; Extend or renew a contract to procure or obtain; or Enter into a contract to procure or obtain equipment, services, or systems described in Public Law 115-232, Section 889, produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, any subsidiary or affiliate of these

companies, or any other entity identified by the U.S. Secretary of Defense to be owned or controlled by the government of foreign country identified in Public Law 115-232.

BUY AMERICAN

In compliance with the Federal Infrastructure Investment and Jobs Act (IIJA), the City of Mason City shall ensure that all iron, steel, manufactured products, and construction materials used in a project funded by Federal funds are produced in the United States. The use of American goods, products, materials, and services shall be maximized to the greatest extent possible.



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Aaron Burnett, City Administrator

Amended:     November 9, 2018  
                 February 28, 2023



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.19

**Subject:** Financial Audit

**Approved By:** Brent Trout

**Effective Date:** April 1, 2010

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to address the need for an annual audit according to Chapter 11.6.1(a) of the Code of Iowa which states all cities with a population of two thousand or more are required to have an annual audit of their financial status.

### **SCOPE:**

This AP applies to the Finance Department of the City of Mason City.

### **PROCEDURE:**

It is the responsibility of the Finance Director to obtain the services of an independent auditor to perform an annual audit on the financial records of the City of Mason City. The following procedures should be followed for each annual audit.

1. Secure the services of an independent auditor through the RFP process if needed and follow these guidelines.
  - A. Comprehensive Annual Audit
    1. The audit is to be performed in accordance with Chapter 11 and other applicable provisions of the Code of Iowa;
    2. The Single Audit Act Amendments of 1996;
    3. The standards for financial and compliance audits contained in Government Auditing Standards issued by the Comptroller General of the United States;
    4. The provisions of OMB Circular A133, Audits of State and Local Governments.;
    5. The auditor is to conform to generally accepted auditing standards established by the American Institute of Certified Public Accounts (AICPA) and the standards stated in the AICPA publication Audits of State and Local Governmental Units. Further, the auditor is to be

generally familiar with those parts of the Code of Iowa that affect the operations of the City;

6. The audit report shall be submitted to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the fiscal year end.
7. Audit Reports and Standard Form SAC to the Federal Audit Clearinghouse shall be submitted electronically to <http://harvester.census.gov/fac/collect/ddeindex.html>.

The purpose of the audit of the financial statements is to express an opinion on the fairness of the presentation of those statements in conformity with generally accepted accounting principles applied on a consistent basis. The audit procedures should be sufficient in scope so as to enable the auditor to express an opinion on the individual fund financial statements by fund type. If, during the course of the examination, information should come to the auditor's attention which would require the auditor to issue other than an unqualified opinion, the nature of the change and the reasons therefore should be discussed with the Finance Director prior to the submission of the auditor's report at the completion of the audit.

B. Compliance Reports

The auditor shall provide the City with the following reports:

1. Report on internal accounting system weaknesses observed during the audit.
2. Report on fiscal and statutory compliance deficiencies noted during the audit.
3. Report on any opportunities to improve operational effectiveness and efficiency that were noted during the audit.

The above reports shall be sufficient in scope to comply with any reporting requirements for federal financial assistance audits.

  
\_\_\_\_\_  
Brent Trout, City Administrator

Effective Date: April 1, 2010

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 3.21

**Subject:** City Utility Service Policy

**Approved By:** Aaron Burnett

**Effective Date:** July 17, 2023

### **PURPOSE:**

Iowa Code Chapter 384.84 recognizes that the primary parties to the water supply transaction are the City, as supplier, and the property benefitted by water service availability, and the account holder. The purpose of this Administrative Policy (AP) is to provide for the effective and efficient administration of the billing and collection functions of the City's utility operations.

### **SCOPE:**

This AP applies to all City staff, and most specifically utility billing staff who in the normal course of their daily duties have oversight authority over city utility accounts.

### **PROCEDURE:**

#### **APPLICATIONS FOR SERVICE**

Applicants for service may apply by contacting the Finance Department office by phone at (641) 421-3610 or in person at City Hall. The City of Mason City shall supply service to the applicant in accordance with this policy and at a rate schedule as established by the City Council. Applications for service should be made at least 48 hours before the applicant takes possession of or lease begins on the property.

In order for the application to be complete, the applicant must provide, in addition to the above:

- Full name of primary account holder
- First and last name of other adult occupants
- Social Security Number and valid driver's license (passport and birth certificate may substitute if needed)
- Telephone Number
- Employer and Business Telephone Number

All billings, notice and other correspondence will be addressed to the primary account holder. In the event an unpaid account is turned over for collection, the account will be turned over under the primary account holder's name.

### **Property Owner Responsibility for Charges**

For rental and non-owner occupied properties, the City may bill property tenants for water usage as a convenience to the property owner. A landlord wishing to claim lien exemption/tenant responsibility for utility charges under Iowa Code 384.84(4d(1)) must file a letter for each property affected at least 48 hours prior to the tenant taking possession of that particular property. After July 1, 2022, newly developed or newly converted rentals may not be listed in the tenant's name unless the property has a separate outside curb box for each unit or outside access (i.e., without having to gain access through a dwelling unit) for City staff to lock out individual meters. Any properties or units newly developed or converted after this date not meeting these standards must be listed in the landlord's name.

For existing rentals, landlords are strongly encouraged to provide for outside shut-offs and access, and staff is empowered to find creative solutions on a case-by-case basis or to develop programs to work toward the goal of having easily accessible shutoffs for each residence.

### **Customer Service Deposits**

A deposit intended to guarantee payment of bills for service may be required from either an existing account holder or new customers. A person other than the customer may pay the deposit.

### **Credit Criteria for Initial Customer Service Deposits**

A deposit may be required of an applicant if any of the following criteria exists:

- Primary account holder's past payment history with the City of Mason City is unsatisfactory, either as a primary account holder or occupant at a previous address. "Unsatisfactory" shall be defined as a past history that, in the judgment of utility staff, presents considerable risk of non-timely payment to the City.
- Payment history of any occupant listed on the account is unsatisfactory.
- Payment history of primary applicant in another community is unsatisfactory or not long enough to establish a good payment history.
- Incomplete application.
- No Social Security or driver's license number is provided.

The amount of the initial service deposit for residential customers will be equal to the monthly usage charge of a typical residence, as determined by the utility billing staff, and must be paid before service may commence.

Commercial deposits, when applicable, will be calculated at the rate of two times the monthly usage of similar business types in the city.

**Criteria for Additional Deposits**

A new or additional deposit may be required, upon 48 hours written notice, of a current customer whose initial deposit has been refunded or is found to be inadequate. The amount of a new or additional customer deposit will be no more than the actual or estimated maximum charge for two months' service in the last 12-month period, and must be paid by cash or credit card. Criteria for requiring a new or additional deposit from a current customer are:

- Customer has received two disconnect notices, two NSF checks, two ACH reject notices or any combination of the foregoing in the last 12-month period.
- Diversion of services or fraud.

**Interest on Deposits**

No interest will be paid on deposits held.

**Deposit Refunds**

A deposit may be refunded after 12 consecutive months of prompt payment. This time may be extended if the City has reason to believe that continued retention of the deposit is required to ensure payment for future billings for services. The records of a customer not eligible for a deposit refund on the first deposit refund anniversary date will be reviewed monthly until twelve consecutive months of payments have been received. As applicable, the deposit will be credited to the customer's account. Upon termination of service, the deposit will be reimbursed to the account holder.

**Unclaimed Deposits**

Deposits remaining unclaimed after termination of service will be transferred to the State Treasurer in accordance with Chapter 556.11, Code of Iowa.

**BILLING INFORMATION**

Customers shall be billed on a monthly basis according to the appropriate rate schedule on one of six billing cycles as determined by utility billing staff.

**Billing Form**

The following information will be included on the billing form:

- The actual or estimated meter readings at the beginning and end of the billing period.
- The date of the meter reading.
- The due date.
- The balance owed including penalty if not paid before the due date.

**Bill Payment Terms**

Bill payment terms shall be as specified in the Mason City Code of Ordinances, Section 6-1A-1(C). Each account will be granted up to a single forgiveness of a late payment charge in a 12-month period, upon presentation of good cause by the account holder.



**Billing Procedure**

A utility bill will be sent to either the tenant or the property owner, depending on who applies for utilities at said address. However, it shall be the responsibility of the owner to pay for any usage during the time the property is vacant.

- A. All accounts shall be carried in the name of the renter and/or owner. If the utility charges are in the name of the renter, any charges shall be billed to that person. If the renter should vacate the property, the utility bill will be put in the owner's name at the date the dwelling is known to have been vacated. The owner then shall be liable for any usage of water supplied to his/her property, whether he/she is occupying the property or not. The owner will be only charged if there is usage during the vacancy.
- B. Water, sewer, storm sewer and refuse service charges shall be billed together. Bills shall be mailed to the customers monthly and shall specify the water consumed and the water/sewer/storm sewer/sanitation charges in accordance with the rates set out in the City Code of Mason City Chapter 6 Municipal Utilities.

**Minimum Bill**

The minimum bill provided in the rate schedule will apply to any billing period during which the service remains connected.

**OTHER BILLING CIRCUMSTANCES****Returned Checks and Automatic Clearing House (ACH) Rejects**

In the event of a second NSF check or ACH reject notice in a 12-month period, a service charge equal to the maximum amount allowable under Iowa Code, Section 554.3512(1) (currently \$30) shall be assessed to any customer whose check is returned unpaid by ACH payment, or check that was rejected by the bank on which it was drawn. The service charge shall be in addition to the late payment penalty if the ACH or check is not made good and the service fee not paid prior to the delinquent date of the bill. If the account was in delinquent status at the time of receiving the payment, and the ACH or check was to avoid disruption of service, upon receiving the item back from the bank, the city will discontinue service without further notice.

Customers having a second NSF check or ACH reject notice in a 12-month period shall be placed on cash-only payment status. This status will only be cleared after 3 consecutive months of on-time payments.

**Payment Agreement**

A residential customer about to be disconnected who is unable to pay the delinquent bill in full may be offered an opportunity to enter into a reasonable agreement to pay that bill unless the customer is in default upon a prior agreement and not eligible for another



payment agreement. The City may consider prior defaults on similar agreements in determining the reasonableness of a payment agreement.

Payment arrangements shall only be made once per account in a 12-month period, unless authorized by the Finance Director, and should typically not exceed 6 months in length of repayment terms. All payments must be made in compliance with the agreement to avoid disconnection. In limited circumstances, payment arrangements may be extended for repayment of past charge-off balances to allow the water to be turned on at a residence.

If the City intends to refuse a payment agreement offered by a customer, it must provide a written explanation to the customer within 30 days of mailing of the initial disconnect notice.

### **Income Offset Program**

The City of Mason City participates in the State of Iowa income offset program. Under Iowa Code Section 8A.504, a qualified governmental agency may collect against any claim owed to it by attaching the debt to any State of Iowa repayments owed the person. The City assesses an administrative fee equal to that levied by the State (currently \$7) for each debt certified to the Income Offset Program.

### **Collection Agencies**

The City reserves the right to send unpaid items to a collection agency, if social security number is unavailable for submission to the Income Offset Program, or if other circumstances merit in the judgment of utility staff, including in such consideration the amount of the bad debt. Generally, accounts with less than a \$100 balance will not be sent to collection, but the non-paying account holder will be flagged in the system for future reference.

### **CREDITING OF SEWER FEES FOR OUTSIDE USAGE**

The City permits an additional meter to be installed at the customer's cost to measure water usage that is used for irrigation of yards, gardens, or other uses in which the sanitary sewer is not utilized. The maximum credit per year on sewer usage from these meters shall not exceed 200% of the equivalent purchase cost of a standard 5/8" meter, up to a yearly benefit of \$600 in annual sewer billing deductions.

Any new or replacement meters installed for this purpose retroactive to January 1, 2023 must be at least a standard 5/8" radio read meter permanently installed in a manner approved by the City inside an appropriately climate-controlled house or building. Staff is directed to develop a program to convert existing yard/garden meters to this new standard, with the City's stated goal being elimination of all temporary or outside installed meters over a reasonable period of years.

Beginning January 1, 2024, pool fills will only be subject to deduction of sewer charges if the usage is properly metered as described above. Staff is directed to provide a

notification letter to each property owner affected under this section as soon as possible following the approval of this policy amendment.

### **LEAK ADJUSTMENTS**

The City has a fee adjustment policy in the case of leaks that have caused excessive usage. No more than once in a 12-month period, a customer's bill may be adjusted, provided that the leak is repaired and proper communication is made to back to the City. Staff will monitor usage reports and attempt to make customers aware of unusually high usage whenever possible. Only usage of greater than 50% in a single month versus the average of the past 12 months is eligible for a leak adjustment.

A leak adjustment is figured by taking the difference between the excess usage and the average bill for the time period of the leak and dividing in half. In most cases, a leak should only span one billing period. If the calculated leak adjustment exceeds \$500 or if a time period for the adjustment exceeds two months/billing cycles, the Finance Director must provide advance approval.

### **DISCONNECTION OF SERVICE**

The City of Mason City does not turn the water off at a curb valve unless requested by the owner, in the case of a City emergency, or in case of being turned off for non-payment. The current service fee, as stated in City Code Section 6-1A-1(C), will apply to cover the cost of disconnect and reconnect for shutoffs in case of non-payment.

#### **Voluntary Disconnects & Reconnects**

The City may, upon reasonable notice by a customer, make disconnects for the customer's convenience. A property owner may request water service be discontinued and shut off at the curb valve when the property is expected to be vacant for an extended period of time or for other reasons as deemed acceptable by utility billing staff. The customer must complete and sign an authorization form, and there shall be a fifty dollar (\$50.00) fee, plus tax, collected for shutting the water off at the curb valve. During a period when service is temporarily discontinued as provided herein, there shall be no minimum service charge. The City will not drain pipes or pull meters for temporary vacancies. Only the City may reconnect the water service and will do so within a minimum of forty-eight (48) hours' notice from the property owner.

#### **Involuntary Disconnects & Reconnects**

In the event of any nonpayment for water, sewer, storm water or sanitation services for any billing cycle, the City shall have all remedies as provided in Chapter 384.84, or by any other applicable law, including, without limitation, liens and/or shutting off the service. However, prior to any service being shut off, the Utility Collections Department shall provide written notice of nonpayment at least 7 days prior to actual shut off of service. The written notice shall be mailed to the account holder.

If the owner/landlord wants to be notified of a scheduled shutoff for non-payment, they must provide Mason City Public Utilities with the name of tenant, applicable service addresses and an email address for disconnect notification. At the time a disconnect notice is mailed to the customer, the owner/landlord will be emailed the service address with the scheduled date of disconnect. The owner/landlord may choose to avoid disconnection by being responsible for full payment of the balance due as stated on the disconnect notice for the customer/renter. The owner/landlord may verify who the renter is for the service address and choose to change the utilities into his/her name contingent on payment of the customer's full balance due at the time of the change. A customer's/renter's balance will not be given to anyone other than that individual except for the situation of the owner/landlord taking the responsibility of payment as stated above.

Payment for the restoration of service for involuntarily disconnections for nonpayment shall be as specified in the Mason City Code of Ordinances, Section 6-1A-1(C). Water re-connections will be scheduled between 1:00 PM and 3:30 PM on the same day full payment is made. If full payment is made after 1 PM, the water will be reconnected the following business day. All payment for water reconnections must be paid by cash or money order. No personal checks will be accepted.



Aaron Burnett, City Administrator

Effective Date: May 20, 2022

Amended: July 17, 2023

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 3.23

**Subject:** Store and Credit Card  
Use/Guidelines Policy

**Approved By:** Aaron Burnett

**Effective Date:** November 6, 2023

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to establish and set forth the City's policy and procedures relating to store and credit card use and guidelines.

### **SCOPE:**

This AP applies to the City Administrator and staff listed on the policy.

### **PROCEDURE:**

The City Administrator, Finance Director, and certain staff members listed in the scope of the policy will have use of credit cards to purchase needed services and supplies. The use of credit cards will modernize and streamline the purchases by the city. Travel for training purposes will particularly be facilitated by the use of a credit card. Additionally, the city will retain store cards for in-store credit. These cards for the purposes of this policy will be subject to the same restrictions and requirements.

### Regulations:

The individuals listed below may be assigned a credit card, to be used ONLY for goods or services for the official business of the city.

<u>Employee</u>	<u>Credit Limit</u>
City Administrator	\$10,000
Finance Director	\$5,000
City Engineer	\$2,500
Development Services Director	\$2,500
Fire Chief	\$2,500
Human Resource Director	\$2,500
Operations and Maintenance Director	\$2,500
Police Chief	\$2,500
Library Director	\$2,500
Recreation Superintendent	\$2,500

Cemetery Manager	\$2,500
Youth Task Force Director	\$2,500
Recreation Programmer	\$2,500
Museum Director	\$2,500
Airport Manager	\$2,500

1. The Finance Director may authorize adjustments to the above individual cardholder limits on a temporary or cyclical basis, not to exceed the aggregate limit authorized by the City Administrator.
2. The card and documentation detailing the goods and services purchased must be submitted to the Finance Department upon return to City Hall directly after making the purchase.
3. The City Administrator or Finance Director may request to see the item purchased.
4. The Cardholder is responsible for the protection of the credit card when in their possession and will immediately notify the Finance Director and City Administrator if the card is lost or stolen.
5. If the card is used inappropriately by the Cardholder, the Cardholder will be responsible for any charges incurred, and will also be subject to discipline including and up to termination.
6. The card can only be used for City purchases based upon Administrative Policy 3.01 or 3.07.
7. The card cannot be used for cash advances.
8. No alcoholic beverages or other violations of city purchasing may be charged on the City credit card.
9. The City of Mason City will use disciplinary measures consistent with current law for unauthorized use.
10. Any items purchased and/or benefits produced from the use of the credit card will be the property of the City of Mason City.
11. Only credit cards that have no annual or monthly fee will be used.
12. Any manager who causes the card to have a late fee will no longer be able to use the card. No exceptions to this rule.

Guidelines:

**A. CARD USE**

A credit card will be issued only to the individuals listed in this policy. No other credit cards may be obtained on behalf of the City of Mason City, unless authorized by the City Administrator and listed in this policy. The card has an authorized maximum spending limit of \$2,500 for all cardholders with the exception of the City Administrator and Finance Director which will have a \$10,000 and \$5,000 limit, respectively. Purchases made via the credit card must comply with the city's financial policy and purchasing guidelines and state law. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Credit Card Policies and Guidelines may result in revocation of use privileges and disciplinary action up to and including termination of employment. Anyone who has inappropriately used the credit

card will be required to reimburse the City for all costs associated with such improper use.

## **B. TRANSACTION PROCEDURE**

All credit card transactions can be performed in person, over the internet or phone, or through the mail. When the credit card is used, the Guidelines below shall be followed:

1. Tell the merchant that payment will be made with the City's credit card and that it is a non-taxable purchase.
2. Retain all receipts and documentation associated with the purchase.
3. Follow city and credit card company guidelines for approval and payment of the charges in advance of using the card.

## **C. TAX EXEMPTION**

You must notify the vendor or merchant that your credit card transaction should be tax exempt if it is for goods or services purchased in the State of Iowa. A letter obtained from the Finance Department should be presented to the vendor if it requests documentation for tax and audit purposes.

## **D. ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD**

The credit card may be used for any of the following expenses:

1. Travel, Meals, Lodging, Materials, Equipment, Supplies, and Operating Expenses.
2. Professional development fees, professional organization membership fees and training fees.
3. The credit card may not be used for personal or non-city use.

## **E. CREDIT CARD SECURITY**

1. **Credit Card Account Number**-The Finance Director will keep a permanent record of the card, the credit limit established, the date issued and the date returned.
2. **Use by someone other than the cardholder**-The only person entitled to use the credit card is the Cardholder whose name appears on the face of the card. No other employee of the City of Mason City is allowed to charge on the card.
3. **Lost or Stolen Cards**-If the credit card is lost or stolen, the Finance Director and City Administrator is to be immediately notified. The Finance Director will notify the issuing agency.

### Internal Control Guidelines:

#### **A. BOOKKEEPER'S RESPONSIBILITIES**

1. Upon receipt of the credit card statement, someone assigned by the Finance Director in the Finance Department (besides a listed cardholder) is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions. The City Administrator will then sign off on the purchases.
2. The Finance Department will prepare the statement for payment. If necessary, checks will be issued prior to the normal approval of the bills to avoid finance charges. All charge slips must be given to the Finance Department to be attached to the credit card bill when it arrives. The Finance Department will verify that the expenditure and the bill are



accurate. The receipt should contain information certifying the appropriate use of the card.

3. The Finance Department will be responsible for coordinating the waiving and/or reversing of any and all annual fees and/or finance charges.

4. The Finance Department must retain the approved credit card statements and accompanying receipts on file for seven years.

## **B. CREDIT CARDHOLDER'S RESPONSIBILITIES**

The Cardholder is responsible for ensuring activity and account information is noted on the credit card statement for each line of entry. The Cardholder will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures made by the cardholder on their city-issued card.

The Cardholder:

1. Will sign the attachment acknowledging reading the above guidelines set forth in this policy for credit card use/guidelines and agrees to abide by the terms contained in this document. The signed attachment will be kept on file in the Finance Department.

2. Will use the credit card in compliance with the City of Mason City and state's Purchasing Guidelines.

3. After each purchase, remit the credit card and all sales slips/register receipts to the Finance Department to reconcile against the monthly credit card statement. Guidelines for management approval and payment of charges must be followed.

4. Ensure that the credit card guidelines are met.

5. Report lost or stolen cards to the Finance Director and City Administrator immediately.



Aaron Burnett, City Administrator

Amended:

January 20, 2020

March 30, 2020

March 9, 2021

November 6, 2023

*Cardholder's Certification, Administrative Policy 3.23*

Cardholder's Certification

I, \_\_\_\_\_, acknowledge and understand Administrative Policy 3.23, Store and Credit Card Use Guidelines. I agree to abide by the terms contained in this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title



## SECTION 4:

# SAFETY

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 4.01

**Subject:** General Safety Policy Statement

**Approved By:** Tim Moerman

**Effective Date:** May 1, 2002

**Amended Date:** January 14, 2005

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide a safe and healthy workplace for its employees.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator.

### **PROCEDURE:**

#### 1. Department Managers will:

- a. Provide means to accomplish the policy.
- b. Enforce this policy.
- c. Cooperate with safety inspections and review reports.
- d. Investigate all accidents and file full reports on each.
- e. Establish and provide safety training for personnel.
- f. Hold department Safety meetings as required by Safety Director.

#### 2. The Safety Director will:

- a. Be responsible for promoting and enforcing occupational safety and health.
- b. Make sure all necessary personal protective equipment, job safety materials, and first aid equipment is available.
- c. Instruct the Department Managers that safe practices are to be followed and safe conditions are maintained.
- d. Instruct the Department Managers that they are not to require or permit their personnel to make changes to safety requirements. Rather supervisors are to instruct employees in proper and safe procedures.
- e. Instruct Department Managers individually regarding their safety responsibilities.
- f. Review all accidents with supervisors, file full reports, and see that corrective action is taken immediately.

- g. Have available copies of Federal, State, and other applicable regulations.
- h. Be familiar with the laws pertaining to safety and their basic requirements.
- i. Conduct periodic inspections with the Safety Committee to assure compliance with safety regulations, filing reports with Departments and the City Council.
- j. Manage compliance training records for all departments.

3. Safety Committee Members will:


Assist the Safety Director in his or her duties.

4. Supervisor will:

- a. See that the entire safety program is carried out at the work site level.
- b. See that the employees follow safe practices.
- c. Make sure unsafe conditions do not exist in your work area.
- d. Make sure that necessary protective equipment is available and in use as required.
- e. Instruct all personnel in safe practice procedures and job safety requirements.
- f. Follow up and insist on compliance.
- g. Discuss safety in personal contacts with employees on every operation.
- h. See that all injuries are cared for properly and reported promptly.
- i. Investigate all accidents, file complete reports, and correct the causes immediately.
- j. Be familiar with the laws pertaining to safety and their requirements.
- k. Be held accountable for required employee training.

5. All Employees will:

- a. Work according to good safety practices as posted, instructed, and discussed (See General Safety Manual).
- b. Refrain from any unsafe act that might endanger yourself or your fellow workers.
- c. Use all safety devices required for your protection.
- d. Report any unsafe situation or act to your supervisor immediately.
- e. Report any uncorrected unsafe situation or act to the Safety Director.
- f. Assume your share of responsibility for thoughtless or deliberate acts that cause injury to yourself or your fellow workers.

  
Tim Moerman, City Administrator

Amended: January 14, 2005  
May 1, 2002



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 4.03

**Subject:** City Severe Weather Plan

**Approved By:** Tim Moerman

**Effective Date:** May 1, 2002

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to establish procedures and responsibilities for the Severe Weather Plan for the City of Mason City.

### **SCOPE:**

This AP is applicable to all departments/divisions under administrative control of the City Administrator.

### **PROCEDURE:**

It is the responsibility of the Emergency Management Director for Cerro Gordo County to direct and coordinate all watch, warning, and emergency services for the county including the City of Mason City. For this purpose, the Fire Chief is designated as the Deputy Coordinator.

For the City of Mason City, it is the responsibility of the Fire Chief, under the general supervision of the City Administrator, to prepare and maintain a Severe Weather Plan. It is the responsibility of the City Administrator to implement the Severe Weather Plan.

### **SEVERE WEATHER PLAN:**

The Severe Weather Plan for the City of Mason City shall be updated annually during the month of February and distributed to all department/division managers and other pertinent agencies no later than March 1. A copy will also be sent to the County Emergency Management Director for the County Municipal Plan.

Each Department Manager shall submit to the Fire Chief no later than February 15 of each year necessary revisions to the plan. Negative reports are required. Inspection Services Department or designee will submit City Hall's plan.

The Severe Weather Plan shall include, but is not limited to:



1. Watch and warning notification responsibilities.
2. Standard operating procedures for each department/division.
3. Procedure for the protection of City employees and visitors in or about City property or equipment; and
4. Accountability of the use of City resources to conform with the requirements of the State Emergency Management Division and the U. S. Federal Emergency Management Agency (F.E.M.A.).

The Fire Chief, in carrying out his/her assignment outlined in the Severe Weather Plan, shall coordinate, where necessary and practical, his/her activities with all other agencies whether they be public or private.

The City of Mason City is a signatory on a mutual aid agreement with other municipalities within Cerro Gordo County. This agreement provides for mutual aid when normal resources available to the City area inadequate to meet the disaster-generated demands. All requests for such assistance from other jurisdictions shall only be made upon authorization of the City Administrator or a designee of the City Administrator.

This AP recognizes that emergency severe weather activities will create situations requiring decisions based upon, in many instances, incomplete information. It is expected that the Department Managers and division supervisors shall exercise good judgment based upon available data to implement the Severe Weather Plan and to comply with directives as they may be issued from time to time by the City Administrator or the Fire Chief. All announcements and instructions to the public during any severe weather emergency shall be coordinated with and through the City Administrator or a designee of the City Administrator.

\* For further information, refer to the City's Emergency Operation Plan/Severe Weather Plan Appendix.

  
Tim Moerman, City Administrator

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 4.05

**Subject:** Hazardous Communication or Your  
Right-To-Know

**Approved By:** Tim Moerman

**Effective Date:** May 1, 2002

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to outline the City's program for complying with Chapter 89B of the Iowa Code entitled Hazardous Chemicals Right-to-Know Act.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator and contractors working on City projects.

### **REQUIREMENTS:**

The City shall maintain an updated inventory of all hazardous substances. A Materials Safety Data Sheet (MSDS) will be kept on every hazardous substance shown on the Hazardous Substance Inventory List.

### **INVENTORY:**

Each department will be responsible for maintaining an inventory of chemicals and hazardous substances used in that department. The list will be updated as needed, at least once per year. One copy of the inventory list will be sent to the Safety Director and one copy will be kept on file in each department.

Categories of substances to be included on the inventory list are as follows:

- Office Supplies
- Copier Chemicals
- Cleaners and Soaps
- Equipment Fuel, Additives, Cleaners, and Solvents
- Herbicides
- Insect and Rodent Killer
- Lubricants and Grease

Maintenance Road Materials  
Mechanics Use Items  
Oil  
Paint, Miscellaneous, and Accessories  
Rest Room Supplies  
Welding Supplies  
Treated Surfaces, i.e. lumber, posts  
Other Materials such as asbestos, abrasive materials, and biologically produced toxins.

The information to be maintained on the inventory list includes the following:

Trade Name (Listed in Alphabetic Order)  
Generic Name  
Use Maximum Quantity Stored  
MSDS in Possession (Yes or No)  
Recommended Protective Measures  
Name and Telephone Number of Manufacturer or Supplier

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

Material Safety Data Sheets is the primary source of information to be used in determining the hazardous properties of a substance. An MSDS will be kept by the department for every substance shown on the inventory list. Copies of MSDS's will be kept at both the Department Head's office and at a location that is visually prominent, where all employees have access to them.

An MSDS must be on file for each and every chemical that is present at this location. It is also good practice to retain MSDS sheets for chemicals that you no longer use in case a question arises in the future about that chemical. These MSDS can be stored separately from the recent MSDS's.

The MSDS should correspond to the EXACT chemical that you have on hand, and should be from the same manufacturer of that chemical. When introducing a new chemical into the workplace, don't forget to request a MSDS sheet for those new products when placing the chemical order. Also, the MSDS shall contain the following information:

- a. The identity of the chemical as used on the label.
- b. Manufacturer's name, address and emergency phone number
- c. Hazardous ingredients
- d. Physical and chemical characteristics of the hazardous chemical, such as the appearance, boiling point, odor, evaporation rate, etc.
- e. Fire and explosion information
- f. Reactivity data
- g. Health hazards, including signs and symptoms of chemical exposure
- h. First aid and emergency procedures
- i. Precautions for handling and use, including spill cleanup procedures



- j. Any general applicable control measures, such as engineering controls, work practices, or personal protective equipment
- k. The date the MSDS was prepared or last revised.

### **LABELING:**

The City will use the National Fire Protection Association (NFPA) labeling system.

It is the location manager's responsibility to ensure that all chemical containers are labeled. These labels must have the identity of the potentially hazardous chemical within, the appropriate hazard warnings, and the name and address of the manufacturer.

All chemicals at every location will be stored in their original containers or in approved containers with a proper label attached. Any container not properly labeled should be given to the supervisor for labeling or proper disposal.

### **EMPLOYEE INFORMATION AND TRAINING:**

All employees will receive initial training on the Hazard Communication Program regardless of job description. In addition, employees will receive specific training and information on the hazardous chemicals in their work area.

Each department will be responsible for apprising their employees of the hazardous substances they work with and training them in their safe handling.

Employees routinely exposed to hazardous substances will be trained annually in the Right-To-Know Law, the City Hazardous Communication Compliance Program, and the Hazardous Determination.

Employees routinely exposed to hazardous substances will be training in the interpretation of MSDS's: labeling and place carding procedures; physical and health hazards; protective equipment and handling non-routine tasks.

Employee Information and Training will cover the following:

- a. An overview of the hazard Communication Standard.
- b. The hazardous chemicals in their work area that employees may be exposed to.
- c. The physical and health hazards associated with these chemicals.
- d. Methods to detect the presence or release of hazardous chemicals.
- e. Primary routes of entry.
- f. Safety precautions for handling and storage of each chemical.
- g. Protective clothing and procedures to be followed when handling specific chemicals.
- h. Emergency and first aid procedures.
- i. The location of the MSDS for the workplace.
- j. How to read an MSDS and what to look for.
- k. How to read and understand labels.

- l. The steps management has taken to protect employees in the workplace.
- m. New employees will be trained on hire. Employees will receive additional information as new chemicals are brought into the workplace.

#### **OUTSIDE CONTRACTORS:**

Outside contractors performing work in our facility must be provided with information about the hazardous chemicals they may be exposed to in our facility while performing their work. A copy of our Hazard Communication program can be obtained from the location manager. A list of chemicals and MSDS's will also be available. Contractors will be required to notify the location manager of any hazardous chemicals brought into our premises.

Report any observations of noncompliance to the location manager.

#### **NON-ROUTINE TASKS:**

Periodically, employees may be instructed to perform a non-routine task, which may involve possible exposure to chemicals not encountered on a day-to-day basis. Prior to starting this work, the supervisor will inform the employee of the following information:

- a. Specific chemical hazards associated with that task.
- b. Protective safety measures needed to lessen the risks of exposure.
- c. Measures already taken to reduce exposure, such as ventilation.

#### **RESPONSIBILITIES:**

Department Heads shall maintain an updated inventory of all chemicals and hazardous substances used within their departments; maintain an updated MSDS on all items on the Hazardous Substance Inventory List; and educate employees in Right-To-Know Law City Compliance Program, and Hazardous Identification and Protective measures.

Supervisors shall assist in maintaining updated Hazardous Substance Inventory and MSDS Lists; educate their employees in Right-To-Know, City Compliance Program, and hazardous Communication and Protective Equipment procedures; be prepared to answer or get the answers to any questions regarding hazardous substances with which their employees work; and enforce compliance of safe handling procedures for all chemicals.

Employees shall understand the nature of hazardous substances with which they work, or ask their supervisor for additional information and comply with protective measures recommended for the specific hazardous substance with which they work.

The Director of Human Resources shall develop the City Compliance Program for the Right-To-Know Law; inform department heads and supervisors in their responsibilities for Right-To-Know compliance; serve as a consultant to department heads and supervisors in resolving questions regarding Right-To-Know compliance; monitor departments compliance with City's Right-To-Know Compliance Program.


**DEFINITIONS:**

For the purpose of this Section, the following definitions apply:

Shall, must or will: Indicates mandatory provisions.

Supervisor: A person who oversees, directs or manages (includes all levels).

Employee: All non-supervisory personnel.

  
Tim Moerman, City Administrator



# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 4.07

**Subject:** General Automated External Defibrillation  
Policy Statement

**Approved By:** Brent Trout

**Effective Date:** July 1, 2008

### PURPOSE:

The purpose of this Administrative Policy (AP) is to establish consistent guidelines for the Early Defibrillation Program within the workplace. The City of Mason City provides a medical emergency response plan that includes Cardio Pulmonary Resuscitation (CPR) and emergency defibrillation as described in this Policy and Procedures Manual. The goal of the Early Defibrillation Program is to participate actively in the Chain of Survival by providing early defibrillation to any victim of Sudden Cardiac Arrest (SCA) at a City of Mason City facility, within three minutes of witnessed collapse or discovery of the patient, when defibrillation is indicated. Protocol will be distributed to all employees as a part of the City of Mason City Safety Manual.

### SCOPE:

This AP covers all City Hall employees under the administrative control of the City Administrator. Employees that as a condition of employment respond to emergencies are not covered under the AP, rather they will be covered under their established departmental procedures.

### PROCEDURE:

The City Administrator will serve as the **Program Administrator**. It is the responsibility of the Program Administrator to:

- (1) Communicate to site management the costs and benefits of expanding the existing medical emergency response by including Automated External Defibrillator (AED) use.
- (2) Ensure adequate resources are allocated to achieve AED program goals.
- (3) Review the program annually to evaluate effectiveness.

The **Facility / AED Location Manager** will be the Department Head of the facility in which the AED is located. It is the responsibility of the Facility / AED Location Manager or Department Head to designate an AED Site Coordinator who understands the importance of a Workplace Defibrillation Program and the use of AEDs and demonstrates the ability to manage employee teams.

It is the responsibility of the **Medical Director** – typically an emergency physician, cardiologist, occupational health physician, Emergency Medical System (EMS) physician or staff physician to:

- (1) Provide medical consultation and expertise.
- (2) Develop and/or approve protocols for the use of the AED and other medical equipment.
- (3) Act as a liaison between the early defibrillation program site and EMS.
- (4) Approve the AED training program and ensure rescuers are properly trained.
- (5) Review all incidents involving the use of the AED.
- (6) Provide post-incident debriefing support.
- (7) Assure program quality is maintained and exercised when needed. The Site Program Medical Director will have the authority to suspend or terminate Responder privileges based upon deficiencies in compliance with the City of Mason City protocols, policies and procedures, training, or inappropriate actions that are not consistent with program policies.

The **AED Site Coordinator** for each site – typically a health and safety professional, human resources representative, occupational health nurse, manager/supervisor or other designated employee, or a qualified designee appointed by the Program Administrator or Department Head to:

- (1) Communicate with Program Administrator regarding who is providing oversight, Responders, management and EMS regarding the early defibrillation program.
- (2) Participate in case reviews, responder training and re-certification, data collection and other quality assurance activities.
- (3) Maintain the AEDs and related response equipment.
- (4) Develop and maintain the emergency response plan and policy and procedures.
- (5) Maintain a list of trained Responders.
- (6) Ensure compliance with the City of Mason City policies and procedures of the AED program.

The responsibility of the **Responder** is to:

- (1) Successfully complete all mandatory training and skills evaluations, as defined by the American Red Cross (ARC), American Heart Association (AHA) and/or any other nationally recognized entity, and mandated by the Medical Director.
- (2) Respond to emergency calls according to the site's AED protocols.
- (3) Follow the guidelines of the AED program and remain current on all certifications required by the Medical Director.



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Brent Trout, City Administrator

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 4.09

**Subject:** Drug and Alcohol Policy for DOT Covered Employees

**Approved By:** Aaron Burnett

**Effective Date:** September 27, 2024

### **PURPOSE:**

The City recognizes that its stability and future is dependent upon the physical and psychological health of its employees. It is the constitutional and statutory duty of the City to maintain a safe, ethical, and efficient working environment for all of its employees and to afford the general public assurances against drug and alcohol abuse in the workplace. The City has a legal obligation to protect the public, as well as city property, equipment, and operations from City employees who engage in alcohol and drug abuse.

A City employee who is under the influence of an illegal drug or alcohol during working hours poses serious safety and health risks, not only to the employee, but to the employee's co-workers, and all others who come into contact with the City employee. The possession, use, or sale of illegal drugs by any City worker is a violation of state and federal law and will not be tolerated. The use of drugs or alcohol in the workplace by a City employee is unacceptable under any circumstances as it poses a risk to public safety.

### **SCOPE:**

This policy applies to every employee who is a covered person under the U.S. Department of Transportation (DOT) with a position that requires the possession of a commercial driver's license (CDL); every covered employee performing a "safety-sensitive function" as defined below, and any covered person applying for such positions. There are two sub-agencies who are responsible for regulating specific groups of covered employees under the DOT umbrella. The Federal Motor Carrier Safety Administration (FMCSA) and the Federal Transit Administration (FTA).

Under FMCSA (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading,

- remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), you are a covered employee if you perform any of the following safety-sensitive functions:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

### **PROCEDURE:**

The attached policy complies with 49 CFR Part 655, as amended, 49 CFR Part 382, as amended, and 49 CFR Part 40, as amended. Copies of Parts 655, 382, and 40 are available in the drug and alcohol program manager's office (Human Resources) and can be found on the internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website: [www.dot.gov/odapc](http://www.dot.gov/odapc).

All covered employees are required to submit to all drug and alcohol tests as a condition of employment in accordance with these regulations.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute or alcohol statute involving a motor vehicle for a violation occurring in the workplace shall notify Human Resources or their direct supervisor no later than five days after such conviction.



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Aaron Burnett, City Administrator



# CITY OF MASON CITY

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## Drug and Alcohol Policy

**FOR DOT COVERED EMPLOYEES**

Effective as of September 27, 2024

Adopted by: City Administrator

Date Adopted: 09/01/2015

Last Revised: 09/27/2024



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## 1. Purpose of Policy

The City recognizes that its stability and future is dependent upon the physical and psychological health of its employees. It is the constitutional and statutory duty of the City to maintain a safe, ethical, and efficient working environment for all of its employees and to afford the general public assurances against drug and alcohol abuse in the workplace. The City has a legal obligation to protect the public, as well as city property, equipment, and operations from City employees who engage in alcohol and drug abuse.

A City employee who is under the influence of an illegal drug or alcohol during working hours poses serious safety and health risks, not only to the employee, but to the employee's co-workers, and all others who come into contact with the City employee. The possession, use, or sale of illegal drugs by any City worker is a violation of state and federal law and will not be tolerated. The use of drugs or alcohol in the workplace by a City employee is unacceptable under any circumstances as it poses a risk to public safety.

This policy complies with 49 CFR Part 655, as amended, 49 CFR Part 382, as amended, and 49 CFR Part 40, as amended. Copies of Parts 655, 382, and 40 are available in the drug and alcohol program manager's office (Human Resources) and can be found on the internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website: [www.dot.gov/odapc](http://www.dot.gov/odapc).

All covered employees are required to submit to all drug and alcohol tests as a condition of employment in accordance with these regulations.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute or alcohol statute involving a motor vehicle for a violation occurring in the workplace shall notify Human Resources or their direct supervisor no later than five days after such conviction.

## 2. Covered Employees

This policy applies to every covered person under DOT whose position requires the possession of a commercial driver's license (CDL); every covered employee performing a "safety-sensitive function" as defined below, and any covered person applying for such positions (see Appendix A for list of covered job titles). There are two sub-agencies who are responsible for regulating specific groups of covered employees under the DOT umbrella. The Federal Motor Carrier Safety Administration (FMCSA) and the Federal Transit Administration (FTA).

Under FMCSA (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)

- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), you are a covered employee if you perform any of the following safety-sensitive functions:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

### 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test prior to performance.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

All covered employees and their supervisors shall receive at least 60 minutes of initial training of being hired or assigned to a position listed in Appendix A, on the effects and consequences of prohibited drug use on personal health, safety and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

## 4. Consequences for Violations

### Treatment/Discipline

If a covered employee tests positive for the presence of drugs or alcohol on a first occasion, they will be required to submit to substance abuse evaluation and treatment. The employee will be subject to disciplinary action up to and including discharge. In addition the City may discipline for violations other than the positive drug or alcohol test result. Should the City employee fail to undergo or complete the substance abuse evaluation and treatment, the employee shall be terminated immediately.

The substance abuse evaluation and treatment provided by the City shall be selected by the City. All associated evaluation and treatment costs shall be the responsibility of the employee. For employees covered by the City's medical insurance, benefits may be available to assist with any associated expenses.

All subsequent positive drug or alcohol test or violations under this policy will result in termination of the employee.

### FTA Consequences

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a re-test results in the employee's alcohol concentration being less than 0.02. The confirmation of a positive result will immediately be communicated to the employee's Department Head by the Designated Employer Representative (DER). Appropriate disciplinary action for the violation will be determined by the Department Head in consultation with Human Resources.

### FMCSA Consequences

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test. The confirmation of a positive result will immediately be communicated to the employee's Department Head by the Designated Employer Representative (DER). Appropriate disciplinary action for the violation will be determined by the Department Head in consultation with Human Resources.

## 5. Circumstances for Testing

### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to schedule another test and successfully pass with a verified negative result before performing safety-sensitive functions.

A negative dilute test will result in an immediately scheduled second test (re-test) under direct observation by the collection site. This second test will be considered the test of record. A second negative dilute test will be considered a negative result for DOT purposes. Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection (see 49 CFR Part 40, section 40.67).

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### FTA Procedures

If a covered FTA employee has not performed a safety-sensitive function for 90 consecutive calendars days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function. All applicants that are being hired will be required to complete release forms and have their prior DOT drug and alcohol test records requested from previous employers over the past two years.

### FMCSA Procedures

If a covered FMCSA employee has not performed a safety-sensitive function for 30 consecutive calendars days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

### FMCSA Drug Testing Exceptions

The City of Mason City requires all covered employees covered under this policy to undergo a pre-employment drug test. A driver may not be required to undergo a pre-employment test if:

- (1) The driver has participated in a DOT testing program within the previous 30 days; and
- (2) While participating in that program, either:
  - (i) Was drug tested within the past six months (from the date of application with City of Mason City), or
  - (ii) Participated in the random drug testing program for the previous 12 months (from the date of application with City of Mason City; and
- (3) City of Mason City can ensure that no prior employer of the driver of whom City of Mason City has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months.



**The City of Mason City will conduct pre-employment drug testing on any candidate given a conditional offer of employment for a safety-sensitive position covered by this DOT policy.**

### **Reasonable Suspicion Testing**

All covered employees shall be subject to a drug and/or alcohol test when the City of Mason City has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a supervisor or other company official specifically trained to conduct a reasonable suspicion assessment on employees. The assessment will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This record shall be retained in the drug and alcohol confidential filing system.

### **Post-Accident Testing**

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

If an alcohol test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to FMCSA or FTA upon request.

If a drug test required by this section is not administered within 32 hours following the accident, the employer shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA or FTA upon request.

The City may require drug testing to determine if any covered employee is ineligible to receive Worker's Compensation in accordance with Iowa Workers Compensation Law. Such testing will only be collected on non-DOT forms.

## FTA Procedures

Covered employees shall be subject to FTA post-accident drug and alcohol testing under the following circumstances:

### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the Designated Employer Representative (DER) and/or immediate supervisor or Department Head using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met, unless the employer determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, and the covered employee may have contributed to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the DER and/or immediate supervisor or Department Head using the best information available at the time of the decision, will be tested.

## FMCSA Procedures

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

### Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

### Non-fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a moving violation citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

If a test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

## **Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random drug testing will be conducted at all times of the day and alcohol testing will be conducted right before, during or immediately following the performance of safety-sensitive functions.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the DOT or one of its regulated agencies. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>. If a given driver is subject to random testing under the rules of more than one DOT agency, the driver will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made. Employees can only be excused from random testing in accordance with federal regulations, and appropriate written documentation will be maintained detailing the reason. If they return to work prior to the generation of the next random selection list, they will be tested.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## **FTA Exception - Random Testing End of Shift**

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least four (4) hours before the end of the shift.

## **Return to Duty Testing**

No covered employee will be allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test until he/she has been evaluated by a substance abuse professional (SAP), and has provided a negative drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

## **Follow-up Testing**

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

## **6. Testing Procedures**

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### **Dilute Urine Specimen**

A negative dilute test will result in an immediately scheduled second test (re-test) by the collection site. This second test will be considered the test of record. A second negative dilute test will be considered a negative result for DOT purposes.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection (see 49 CFR Part 40, section 40.67).

### **Split Specimen Test**

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory at the employee's expense. The City of Mason City guarantees that the split specimen test will be conducted in a timely fashion.

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the City of Mason City for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the City of Mason City's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP. The covered employee will be subject to the same consequences for violations of any part of this policy.

## 8. Voluntary Self-Referral

Any covered employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DER or Department Head. A Department Head who is made aware of this voluntary admission will immediately contact the DER who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

## 9. Document Maintenance

The City shall protect the confidentiality of the results of any alcohol or drug test conducted on a City employee or a City CDL driver. The City shall take the appropriate steps to guarantee the security of employees' medical information related to all drug and alcohol testing. All associated documents will be stored in a separate cabinet, locked cabinet, apart from the location of personnel files. If an employee leaves the City of Mason City for another DOT covered position, the City of Mason City will only provide the most recent two (2) years of drug and alcohol testing results to the new employer, if requested and authorized by the former employee as expressly authorized by 49 CFR Parts 382.

The City must permit access to all testing facilities, test results and program information, to federal and state officials with regulatory authority over this program.

## 10. Contact Information

For questions about City of Mason City's DOT Drug and Alcohol policy, please contact the Designated Employer Representative (DER), Human Resources: 641-421-3378 or the City's Substance Abuse Professional (SAP).

Additional information can be found at:

**U.S. Department of Transportation**, 1200 New Jersey Ave, SE, Washington, D.C. 20590

202-366-4000

<http://www.transportation.gov>

**Federal Motor Carrier Safety Administration**, 1200 New Jersey Ave, SE, Washington, D.C. 20590  
800-832-5660

<http://www.fmcsa.dot.gov>

**Federal Transit Administration**, 901 Locust St., Suite 404, Kansas City, MO 64106  
816-329-3920

<http://www.fta.dot.gov>



## **APPENDIX A**

Safety-Sensitive Positions covered under this Policy

### **FTA Positions**

1. Transit Driver
2. Transit Supervisor

### **FMCSA Positions**

1. Maintenance Coordinator - Airport
2. Cemetery Equipment Operator – Cemetery
3. Heavy Equipment Operator – Street
4. Maintenance Worker – Street
5. Heavy Equipment Operator – Arbor Crew
6. Electrician – O&M
7. Mechanic - O&M
8. Storekeeper – O&M
9. Street Foreman – Street
10. Tree Maintenance Foreman – Street
11. Street/Parks Supervisor – Street
12. Maintenance Worker – Parks
13. Parks Foreman – Parks
14. Lead Collector – Sanitation
15. Refuse Collector – Sanitation
16. Sanitation Foreman – Sanitation
17. Sanitation Supervisor – Sanitation
18. Swing Worker – Sanitation/Utility/Water Supply
19. Equipment Operator – Utilities
20. Utility Worker – Utilities
21. Utilities Foreman
22. Utilities Supervisor
23. Heavy Equipment Operator – Water Reclamation
24. Wastewater Operator – Water Reclamation
25. Water Reclamation Supervisor
26. Customer Service-Distribution Worker – Water Supply
27. Customer Service Foreman

## **APPENDIX B**

### **Designated contacts under the Policy**

#### **Designated Employer Representative (DER):**

1. Mikkiah Reindl – HR/Records Specialist 641-421-3378
2. Tiffany Hammond – HR Analyst (backup DER) 641-421-3378

#### **Medical Review Officer (MRO)**

1. Douglas Morin MD – Medical Enterprises, Inc., Omaha, NE 402-393-8826
2. James Billups MD – Medical Enterprises, Inc., Omaha, NE 402-393-8826

#### **Substance Abuse Professional (SAP)**

1. James Mayberry – Changes Counseling, LLC., Mason City, IA 641-450-1555
2. Amy Bonebrake – Access Wellness and Recovery Center, Waterloo, IA 319-252-4631



# SECTION 5: VEHICLE USE AND MAINTENANCE

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 5.01

**Subject:** Vehicle Service Program

**Approved By:** Tim Moerman

**Effective Date:** May 1, 2002

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide information on the service of City Vehicles.

### **SCOPE:**

This AP covers all City vehicles.

### **PROCEDURE:**

#### **1. SERVICING OF VEHICLES**

All motor vehicle and equipment work shall be done by the Internal Services Department. If the work cannot be done in a reasonable and timely manner, then it will be outsourced.

#### **2. REQUEST FOR SERVICE**

All requests for service of any vehicle or piece of equipment, including oil change and lubrication, shall be submitted to the Internal Services Department. Please be courteous and call ahead for scheduling.

Preventive maintenance is important and it is the responsibility of each department to make sure manufacturer's specifications are followed.

#### **3. APPEARANCE OF VEHICLES**

The daily appearance of City owned motor vehicles and equipment on the streets provides residents and visitors with a visual concept of City government. It is therefore imperative that such vehicles and equipment be kept clean, repaired, and painted to assure the public of the interest the City has in maintaining its fleet in first class condition.

4. FUEL PURCHASE

All fuel shall be obtained from City owned storage, with the exception of non-owned city vehicles being used for City travel (refer to policy 3.07).

5. USE OF CITY OWNED VEHICLES AND EQUIPMENT

Unauthorized, improper or abuse of City owned motor vehicles and equipment is subject to disciplinary action.

  
\_\_\_\_\_  
Tim Moerman, City Administrator

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 5.03

**Subject:** Operation of City Vehicles

**Approved By:** Brent Trout

**Effective Date:** January 14, 2005

**Amended Date:** May 18, 2011

### **PURPOSE:**

The City of Mason City is strongly committed to the safe operation of the vehicles in its fleet, of its motorized equipment (motorized equipment shall not include riding lawn mowers and golf carts that do not operate on city streets or alleys), and to personal safety. In order to help ensure the safe and legal operation of these vehicles, the following policy has been adopted.

### **SCOPE:**

This AP covers all City employees and applicants.

### **PROCEDURE:**

1. Applicants for positions that require driving will not be considered if their driving records exceed these standards.
  - Three (3) or more major moving violations in the past 36 months, or more than three (3) minor moving violations in the past 24 months. \*
  - Two (2) or more at fault accidents in the past 36 months.
  - Two (2) or more moving violations and one (1) or more at fault accidents the past three years.
  - A violation for Driving Under the Influence (DUI) or other capital violations in the past 60 months.
2. Employees who operate city vehicles are expected to adhere to the following guidelines:
  - Vehicles are to be used for city business only.
  - No other passengers are to be allowed in city vehicles except when such individual is involved with city business, the transportation of the passenger is related to the duties of the employee or the passenger is participating in a City Administrator approved ride-along program. The exception to this policy is outlined in Administrative Policy 3.07, Travel Regulations for Out of City Travel:

*“An employee may be accompanied by a non-employee family member for out of City travel for City business if the distance to be traveled is greater than sixty (60) miles. This is subject to prior authorization by the employee’s department manager. If the employee is a department manager, this is subject to prior authorization by the City Administrator.”*
  - Vehicles are to be driven only when necessary.



- Vehicles should be cleaned inside and out on a regular basis.
  - The vehicle shall be properly maintained at the appropriate intervals and emergency repairs made as needed.
  - All vehicles must have City of Mason City stickers and vehicle numbers on them at all times with the exception of vehicles that, by their use, would exclude the use of such stickers or markings.
  - Seat belts are to be worn at all times except as exempted in Iowa Code 321.445.
  - The City Administrator must approve any exceptions to these guidelines.
  - Must maintain a valid driver's license.
3. Employees in positions, which require a Commercial Driver's License (CDL) or the operation of a city vehicle, will be subject to a review of their motor vehicle report (MVR) annually. Employees required to drive as part of their duties are expected to notify the city of all traffic citations, whether received on or off duty, within 24 hours of receipt. Any license suspensions should be reported immediately. An employee may be disciplined at any time by management, regardless of driving history, if the infraction is deemed serious or results in damage to city property. If the following standards are exceeded, an employee will be disciplined under the city's disciplinary policy.
- More than three (3) major moving violations in the past 36 months, or more than three (3) minor moving violations in the past 24 months. \*
  - More than two (2) accidents in which the employee was cited for a moving violation, and pled or was found guilty, in the past 36 months.
  - More than two (2) moving violations and one or more at fault accidents the past three years.
  - Employees who receive a violation for DUI will be required to complete a chemical dependency assessment, and adhere to any follow-up recommendations. A second DUI will result in termination.
  - Employees will be given 36 months from the original effective date of this policy to come into compliance with this policy.
4. Employees required to drive city vehicles must remain insurable by the city's automobile insurance carrier. Annually, and periodically as required, the insurance carrier will verify employee motor vehicle reports. If an employee is no longer insurable by the city's carrier, said employee will no longer be eligible to drive a company vehicle. If this occurs, an attempt will be made to place the employee in a non-driving position. If no such position is available, termination will result.
5. Any questions regarding this policy should be directed to the department head or human resources department.

\*Note: Violations of The Iowa Code, Section 321.210 (2) (d) are not applicable as moving violations

  
Brent Trout, City Administrator

Amended: November 19, 2002      May 18, 2011  
January 1, 2011

# **CLASSIFICATION OF VIOLATIONS**

## **Capital Violations**

These violations are very serious and reflect a severe moral, as well as a driving hazard. These violations consist of licensing or registration offenses, or felonies directly involving a motor vehicle such as the following:

- Murder or assault with a motor vehicle
- Hit and run
- Negligent homicide
- Driving while intoxicated
- Reckless driving resulting in bodily injury or property damage
- Driving after a driver's license has been suspended or revoked
- Operation of a vehicle after the registration has been revoked or suspended
- Motor vehicle theft and related offenses
- Using false or fictitious registration plates or driver's license
- Illegal passing of a school bus
- Speeding in excess of 20 mph over posted speed laws
- Other violations considered serious by the State of Iowa and/or needing a financial responsibility filing (SR-22).

## **Major Moving Violations**

These would include serious moving violations including but not limited to the following:

- Improper passing
- Failure to yield
- Improper merging
- Defective brakes and/or tires
- Drag racing
- Disregarding traffic sign or signal
- Driving 11-20 mph over the posted speed limit
- Driving below minimum speed limit on limited access highway
- Illegal transportation of alcohol or other alcohol or drug violations other than DUI

## **Minor Violations**

These would include all other minor violations including, but not limited to the following:

- Speeding 10 mph or less, over the posted speed limit
- Equipment violations (except brakes and/or tires)
- Obstructing traffic
- Improper backing violations
- Failure to display registration
- Failure to furnish driver's license
- Other non-moving violations



# SECTION 6: INFORMATION TECHNOLOGY

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 6.01

**Subject:** Electronic Communication Policy

**Approved By:** Brent Trout

**Effective Date:** May 1, 2002

**Amended Date:** October 1, 2013

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to recognize that increasing the utilization of communication technology will enable City employees to provide superior services to the community in a more timely and efficient manner. This policy covers the use of all electronic communication technology resources belonging to the City of Mason City. Electronic communication devices include, but are not limited to pagers, radios, telephones, cellular phones, facsimile machines, computer systems and peripherals, e-mail systems, internet systems, any and all other City network sources.

### **SCOPE:**

This AP is applicable to all City employees, elected officials, members of boards and commissions, and other individuals and groups using electronic communication devices.

### **POLICY:**

#### **1. Access and Ownership of Information**

All electronic communication devices provided to City employees are intended to increase the level of service to citizens, and to increase the productivity of those employees. Any information sent, stored or received on such devices shall be considered the property of the City of Mason City and shall be subject to complete inspection by City officials. City employee's reasonable expectation of privacy shall not be abridged in the normal course of conducting City business. The City reserves the right to conduct surveillance or monitoring of employee communications when the City is investigating possible work place misconduct and/or when the City has individualized suspicion that misconduct is occurring. Such investigation or monitoring may be conducted without advance notice when there is reasonable suspicion the following is occurring, or has transpired:

- a. Investigation of theft.
- b. Unauthorized disclosure of confidential or proprietary information
- c. Personal abuse of the device.



- d. Monitoring of other employees workflow productivity.
- e. Investigation of violation of City policies.
- f. Reception or dissemination of inappropriate materials.

The City may also find it necessary to access any and all information stored on a City employee's electronic communication equipment in the case of the employee's absence, transfer, vacation, or termination. Police Department electronic communication records shall be subject to complete inspection by the City Administrator and shall be assessable 24 hours a day so as to continue a level of efficient and responsive government services.

## 2. Monitoring

Except for internet usage, the City of Mason City shall not routinely monitor the electronic communications of its employees, but reserves the right to do so under circumstances contained in this policy, or as needed. Any such monitoring shall only be conducted with the approval of the City Administrator.

This policy does not supersede or limit any state or federal laws, and is intended to comply with all federal and Iowa laws on wiretapping, eavesdropping, or the interception of oral communications, wire communications, and electronic communications. A City employee's reasonable expectation of privacy is limited by this policy, but shall not be abridged. Employees should have no expectation of privacy regarding their use of the City's Internet access system.

## 3. Personal Use

The City of Mason City understands that incidental personal use of City electronic communication devices is a reasonable and acceptable condition of employment. Generally, the Internet access system shall be used only in the performance of an employee's assigned duties. However, brief and occasional "surfing" or "browsing" for non-business reasons is acceptable. City employees' personal Internet related activities should be confined to morning and afternoon breaks or during lunch periods. Personal use of the Internet access system shall not cause the City to incur a direct or indirect cost in addition to the general overhead of the Internet access system. Employees shall be aware that communication conducted on electronic devices must comply with existing City policies governing harassment, political activity, use for outside employment, abuse of time, and any other previously adopted City of Mason City policies.

Personal use shall be permitted upon the following conditions:

- a. Employee is, or should be, aware that any use, even personal, is still subject to all provisions of this policy.
- b. There must be no cost to the City of Mason City.
- c. Use must be conducted on employee's own time. However, minimal personal use of non-cellular telephones and the e-mail systems is permitted provided that it does not interfere with the employee's ability to carry out the City's business.

- d. Use must not interfere with the ability of other employees to perform their jobs.
- e. Use of the City's electronic communication devices is prohibited for the purpose of conducting outside business.
- f. Individuals who are not employees, volunteers, or contractors of the City shall not be permitted to use any City electronic communication device without prior approval by a Department Head.

Employees shall keep in mind that, as outlined in this policy, the City reserves the right to conduct inspections of communication devices for City business purposes and the ownership of such information shall remain the property of the City of Mason City.

#### 4. Authorizing Use of E-Mail and Internet

The use of the Internet and e-mail systems is designed to increase efficiency and improve communications, both internally and outside the organization. All employees who utilize the Internet will be made aware that Internet monitoring and filtering is being performed, and is subject to disclosure. Department Managers and the Human Resources Department shall be responsible for notifying the Network Administrator of any necessary additions, deletions, and changes to employee access as per Administrative Policy 6.07 User Management Policy.

#### 5. Confidential Information/Security

Because information transmitted via the use of e-mail is not completely secure and can possibly be viewed by individuals other than the intended recipient, the transmission of confidential information over the e-mail system is prohibited. If it is necessary to transmit in writing such information, employees should do so by a printed memorandum, letter, or other secured documentation.

Except where permitted by this policy, the viewing, altering, transmitting, accessing, copying or deleting of files belonging to another employee without their prior consent is prohibited.

Each user of the City's network will be responsible for his/her own actions; therefore, each individual user of the City's network will be assigned a user access code or password. This password or access code shall not be provided to any other employee and shall not be stored in written form by the assigned employee. In the instance that it is necessary to view the files of a City employee under circumstances contained within this policy, the Department Manager may provide his/her approval to the City or Department Network Administrator to provide for the access to the files.

Due to the damaging effect of computer viruses, employees are required to receive the approval of the City or Department Network Administrator prior to downloading any file or program received on CD-ROM, diskette, and tape or through the Internet. This is designed to prevent viruses from infecting the City's network.



## 6. Appropriate/Inappropriate Uses

Electronic communication devices are provided to City employees to assist in the conducting of City business. Just as with any other City resource, employees are representing the City of Mason City when using these devices. It is established legal precedence that even when using such devices for personal use, government employers can be held liable in a court of law for the inappropriate uses of these devices by its employees. Therefore, any violation of this policy or inappropriate use of electronic communications devices will be considered a serious offense. City employees shall neither engage in, nor permit their devices to be used for the following prohibited activities:

- a. The City's Internet access system shall not be used to download, post or share any racist, sexist, threatening, sexually-explicit or otherwise objectionable material (i.e., visual, textual, or auditory). Such content includes but is not limited to any material that may violate City policies governing appropriate conduct in the workplace.
- b. The City's Internet access system shall not be used for personal commercial activities, including, but not limited to, commercial solicitation of business. Visiting sites related to employment benefits is permitted, subject to the limitations described under "Personal Use" above.
- c. The City's Internet access system shall not be used for personal political purposes.
- d. Employees shall not subscribe to mailing lists or mail services strictly for personal use and may not participate in electronic discussion groups (i.e., list server, news groups, chat rooms) that may not reasonably be related to the performance of their assigned duties.

In addition to the inappropriate uses of all electronic communication devices, employees shall neither tamper with nor alter the hardware or configuration of any computer. Employees shall also contact the Department Manager or Network Administrator when any network program seizes or becomes non-operating. The repair procedures shall be at the discretion of the Network Administrator.

Employees are urged to remember that items deleted by the user are not necessarily irretrievable by computer experts. Therefore, inappropriate information between individuals may be discovered even when it is thought to have been deleted.

## 7. Maintenance Procedures

The following maintenance procedures are set forth in an effort to prevent the contamination of the LAN system as well as to ensure the upkeep of the system. The Network Administrator shall be responsible for:

- a. Reviewing all passwords and codes annually for accuracy, their current status, and for access violations.

- b. Reviewing any software wishing to be downloaded to a personal computer for the existence of viruses.
- c. Backing up network system files as per Administrative Policy 6.09 Data Protection Policy.

8. Cellular/Digital Phone Service

Where job or business needs demand immediate access to an employee, the City of Mason City may issue a business cell/digital phone to an employee for work related communication.

Use of cellular phones for personal phone calls is permitted providing that the employee reimburse the City for any such expenses within 20 days of receipt of the bill.

To control costs and increase efficiency, Department Managers must contact the Finance Department for authorization to establish new cellular/digital phone plans or upgrades with the authorized plan provider.

Departments with existing contracts with non authorized cellular/digital providers will be notified by the Finance Department one month prior to the contract expiring and will be required to enroll in the authorized provider's plan.

9. Penalties

Any violations of this policy will be considered a serious matter. Employees in violation of this policy shall be subject to the disciplinary actions set forth in the City personnel policy involving termination.

  
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Brent Trout, City Administrator

Amended: October 1, 2013  
March 11, 2009  
April 5, 2007

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 6.03

**Subject:** Information Technology Purchasing  
Procedure

**Approved By:** Tom Meyer

**Effective Date:** July 17, 2006

**Amended:** April 5, 2007

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to provide standards which Information Technology goods and services are procured.

### **SCOPE:**

This AP applies to all City employees who in the normal course of their job performance have authority to purchase supplies or services that connect to or interact with the City's Information Network.

### **PROCEDURE:**

It is the responsibility of the Information Technology Department to obtain materials and/or services of the highest quality consistent with operational needs of the City of Mason City at the best possible price. Basic decisions relative to purchasing goods and services are made during the preparation of the annual operating budget and the capital improvements budget. The purchasing process may be initiated for items included in the adopted budgets. All unbudgeted capital items require the approval of the City Administrator prior to purchase. All unbudgeted items over \$5,000 require City Council Approval.

Preference shall be given to local vendors if quality and price are roughly equal. All requests for purchases and bids shall be made in generic terms and specifications; not by brand, trade name, or any other individual markings. Purchase specifications will include a listing of all criteria, which will be used by the City to evaluate the purchase award. Regardless of the amount of the purchase, the Information Technology Department shall endeavor to secure the widest competition practical for all purchases. For some purchases, there may be only one source that can meet the needs of the City. These are termed "sole source" purchases. Sole source purchases should be appropriately justified and documented.

The required documentation for any quote or purchase must include:



1. The name, city and state of all bidders.
2. Detail cost estimate, which must include any cost for equipment, the labor associated with the installation and configuration, and a specific timeline for completion of the implementation.
3. The budget amount available for the purchase.
4. The justification or need for the item.
5. If applicable, the cost of the base bid and all alternates bid by each bidder.
6. A recommendation on which bid should be selected along with the reason for that recommendation.

Guidelines for acquisition of new goods and/or services are as follows:

1. The Information Technology Department shall be involved in the RFQ or RFP process; this includes being apart of any sales presentation and demonstration.
2. Quotes received for any acquisition must be approved by the Information Technology Department prior to the purchase.
3. Upon completion of the acquisition, any billing invoices will be given to the Information Technology Department for review before payment is to be issued.

Any items that are on the final bill, but where not apart of the original quote, will not be paid; this includes any labor costs. The only cost overruns that will be allowed are those with a reasonable explanation and prior authorization by the Information Technology Department.

The requirements for any work being performed on City equipment, including but not limited to computers, printers, servers, network switches, routers, and firewalls, are as follows:

1. Work shall be performed by the Information Technology Department only.
2. Outside venders must contact the Information Technology Department prior to any work being performed on City equipment, and they must be supervised while work is being completed. (The only exception is when critical systems are down and an Information Technology member is not available.)

Technology purchases must be made through the Information Technology Departments. Items of responsibility consist of the any or all of the following:

1. Computers, printers, scanners, servers, networking hardware, telephony systems, multi-function machines, and related hardware necessary to the normal operation of the equipment.
2. Any software that resides on computers, servers, or other equipment that comprises the network.
3. Items not included are supplies, such as toner, ink, paper, etc., or stand-alone fax machines and copiers that are not configured to work on the network. However, the Information Technology Department would be willing to help in the acquisition of this type of equipment.

It is the Technology Department's responsibility to ensure that no vendor is given preferential treatment and that all purchases are in accordance with Section 362.5, Code of Iowa, other applicable State statutes and this City policies.

**PURCHASING METHODS:**

As outlined in Administrative Policy 3.01 will be followed when making all purchases as specified in this policy.



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Tom Meyer, Interim City Administrator

Amended: April 5, 2007



# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 6.05

**Subject:** Network Level Access

**Approved By:** Tom Meyer

**Effective Date:** April 5, 2007

### PURPOSE:

The purpose of this Administrative Policy (AP) is to maintain an adequate level of security to protect data and the information systems from unauthorized access. This policy defines the rules necessary to achieve this protection and to ensure a secure and reliable operation of the network.

### SCOPE:

Full and part-time employees, temporary workers and volunteers who are granted access to the City's network and information computer systems are covered by this policy.

### DEFINITIONS:

1. **Network Administrator** – An Information Technology Professional responsible for setting up, maintaining, and securing a computer network.
2. **Database Administrator** – A person whose job it is to manage databases. A DBA's tasks may include assigning security privileges to the databases, creating and designing databases, and controlling the importing and exporting of data between databases and external sources.
3. **Backup Steward** – A person who is charged with the responsibility of changing nightly backup media, and ensuring current copies of backup media are stored and secured according to the Data Backup Policy.
4. **Champion** – A person who is the primary IT contact for a specified department. Primary responsibility is to pass information between the Information Technology Department and users of the department.
5. **IT Committee Personnel** – A person(s) who is a member of the Information Technology Committee. This may be one or more persons from each department who has a better than general knowledge of Information Technology.
6. **Domain User** – An employee who uses a computer in the performance of their job. A Domain User is a member of the Domain User Group and can perform most common tasks, such as running applications, using local and network printers, and shutting down and locking the workstation.

7. **Network Level Access** – Access is based on a per user basis. Network Administrators have full access to all servers, workstations, firewalls, switches, etc. All users have access only to those resources necessary to the performance of their jobs.

## **RESPONSIBILITIES:**

### **Network Administrator**

The responsibility of a Network Administrator is to manage the Information Systems Network, implement and support operating systems and tools used within all departments, maintain departmental based server equipment both hardware and software, monitor applications and systems for current performance and potential performance issues, and provide technical support for all departments.

Due to the universal access that Administrative Privileges grant, these permissions will only be assigned to members of the IT Department.

### **Database Administrator**

Key responsibilities for Database Administrators is ensuring that the database they are assigned to administer is available to the users and programs that need it. This includes making any necessary backups and archiving the data within the database. It also includes on-going monitoring to ensure good performance and providing follow up to user requests in a timely fashion.

Updates and installations will be the responsibility of the IT Department, and will be coordinated with the specified Database Administrator.

Database Administrators will be assigned by the Department Manager and the IT Department, and will be based on user knowledge and database experience.

### **Backup Steward**

The Backup Stewards are responsible for ensuring that the nightly backup media is changed on a daily basis, and to ensure that the media is rotated to a secure location according to the Data Backup Policy. If, for any reason, the Backup Steward is not able to change the media, it will be their responsibility to either appoint another employee to change the backup media, or to contact the IT Department to arrange for the media to be changed.

Backup Stewards are also responsible for maintaining the physical condition of the backup media. If any media appears to be damaged, worn out, or in need of replacement, it will be their responsibility to report it to the IT Department immediately.

Backup Stewards are appointed by the IT Department.



## **Champion**

Each department will have at least one employee assigned to be a Champion. The primary role of the Champion is to provide communication between the IT Department and the users. Champions are also allowed to instruct users on the operation of the various applications utilized on the workstations. They are not to perform any installation, configuration, or troubleshooting of any hardware or software applications. Likewise, any issues that may arise with user accounts are to be handled by the IT Department. Champions will contact the IT Department for any of these situations.

Champions will be selected by the IT Department and Department Manager, and will be based upon experience and technical knowledge.

## **IT Committee Personnel**

Each department will have at least one employee assigned to be the representative on the IT Committee. The responsibility of this committee is to meet on a regular basis to share and discuss technology needs for the City. Information will be given to the IT Committee Personnel, who will disseminate the information to their respective departments.

The IT Committee Personnel will be chosen by the Department Manager and the IT Department, and will be based on experience and knowledge.

## **Domain Users**

Domain Users are those who use network technology and resources in the performance of their duties. Domain Users will use only those applications and functions for which they have been authorized. Domain Users are responsible for all actions taken under their account. Users should use password-enabled screen savers. When leaving a workstation the user is expected to properly log out of all applications and networks.

Domain Users are assigned network access based on the needs of their duties. The Department Manager will contact the IT Department when an employee needs to have an account activated, modified, or removed.



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Tom Meyer, Interim City Administrator

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 6.07

**Subject:** User Management Policy

**Approved By:** Tom Meyer

**Effective Date:** April 5, 2007

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to define the procedure for adding and/or removing users from the city's computer network.

### **SCOPE:**

The City of Mason City provides its employees with access to various computing resources. The purpose of this access is to facilitate employees' work. In that regard, accounts issued to users are for City use only and may be audited for misuse. From this point forward, all employees with computer access will be referred to as "users".

### **PROCEDURE:**

The Information Technology Department will provide access to computing resources only after proper authorization by appropriate management has been provided. (Note; this policy covers standard Domain User permissions only. Users needing advanced access must get the authorization from the Information Technology Department only. Please see the AP Network Level Access for further information describing Network Level Access) Policy 6.05.

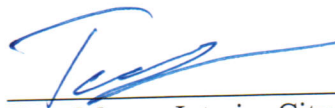
Each user will be issued his/her own account to access computing resources. User accounts may not be shared. Users will be responsible for maintaining and protecting the password on their accounts to prevent any possible misuse of their account.

#### **Account Creation**

The Human Resources Department will notify the IT Department of a new employee. The notification will include the employee's first, middle, and last name as well as which department they were hired to work in. The IT Department will contact the designated Department Manager to determine what access, if any, is needed for the new employee. The IT Department will then create the account for the employee in Active Directory, verify that the account is active, and arrange to meet with the new employee and assist them in accessing the network for the first time.

### **Account Deletion**

It is the responsibility of the Department Manager to notify the IT Department of a change in the status of an employee. Upon notification of the resignation/termination of the employee, the IT department will make arrangements with the immediate Department Manager to determine who will have access to the users data files and email. At the end of the user's last day, the account password will be changed to preserve network security.



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Tom Meyer, Interim City Administrator



# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 6.09

**Subject:** Data Protection Policy

**Approved By:** Brent Trout

**Effective Date:** April 5, 2007

**Amended Date:** June 1, 2008

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to define the method used to ensure data security and integrity for the City of Mason City through the use of encrypted media devices and nightly backup systems.

### **SCOPE:**

This Administrative Policy (AP) applies to all employees that have files on removable storage media, servers, or designated workstations, which undergo nightly backups, as well as any employee that is charged with the duty of changing the media needed to complete the backup process. All servers, and workstations designated as file servers, that perform nightly backups will be, from this point on, referred to as Backup Servers. Removable media will be referred to as USB Flash Drives.

### **PROCEDURE:**

#### **Network Backup**

All files stored on network server systems, or workstations designated as network file systems, are backed up on a nightly, monthly, and yearly basis. The main purpose of this procedure is to restore files in case of disk failure, accidental or intentional deletion, or file corruption. Although most files can be restored to a previous state, care should be taken when working with data files to avoid data loss. This policy does not pertain to any data saved on a single workstation by a user. Any files that become lost on a local workstation will not be the responsibility of the Information Technology Department.

The nightly backup is an automated process and is scheduled to be run on all Backup Servers Monday through Friday. The backup will also be run on holidays and the backup media will be changed under the direction of the Information Technology Department.

Monthly backups will be the responsibility of the Information Technology Department. These will be run manually outside of the regularly scheduled backup time. Depending on the amount of time needed to run the job, it will either be during the day on the last day of the month, or on the Saturday of the last weekend. Yearly backups will be completed at the end of the calendar year and will be performed upon completion of the

monthly backup. All backup media will be stored off-site at all times, except for when being utilized.

The rotation of the backup media will be as follows:

1. Media to be recorded on is in the backup drive.
2. The most recent media is in transit to an off-site location.
3. The next most recent media is secured at an off-site location.
4. Monthly and yearly media will be stored off-site at all times unless being used.

The media available for backups will be labeled in one of two ways:

1. 5 weeks worth of backup media labeled with the day of the week and the week it is to be used. Example: Monday1, Monday2, Tuesday1, Tuesday2, etc.
2. 1 week of backup media labeled as follows. Monday through Thursday, and 5 Friday media starting with Friday1.

Files and directories can be restored from a tape backup upon request. The request must include the date from which the files should be restored. Requests for restoration must be made directly to the Information Technology Department. No personnel outside of the Information Technology Department may restore any files at any time. The requestor's patience is essential during this process as it make take time to retrieve the appropriate backup media from its secure off-site location and restore the file.

Nightly backup media will be recycled once a month, monthly backup media will be recycled once a year, and yearly backup media will be retained for seven years before being recycled.

### **USB Flash Drive**

In order to prevent the loss of sensitive or secure data, USB Flash Drives used to store or transport government data are to be stored only on Flash Drives that have been recommended and approved by the Information Technology Department.

The IT Department will acquire the Flash Drive, initialize it with the proper encryption, record the serial number and security information, and then distribute it to the user requesting the drive. Once set, the security information will not be changed unless done so by a member of the IT Department. Loss of the device must be reported to a member of the IT Department as soon as possible.

For any questions regarding this procedure or policy, please feel free to contact the Information Technology Department.

  
Brent Trout, City Administrator

Amended: April 5, 2007  
June 1, 2008

# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 6.11

**Subject:** City Website Content Policy

**Approved By:** Brent Trout

**Effective Date:** October 26, 2007

### PURPOSE:

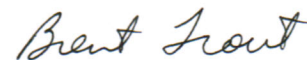
The purpose of this Administrative Policy (AP) is to outline the type of content to be displayed on the City's website, [www.masoncity.net](http://www.masoncity.net).

### SCOPE:

This AP is applicable to all City employees, elected officials, members of boards and commissions, and other individuals with the knowledge of or capability to update and/or add information to the City's website, [www.masoncity.net](http://www.masoncity.net).

### PROCEDURE:

It is the policy of the City of Mason City that individuals who update the City's website, [www.masoncity.net](http://www.masoncity.net), maintain the role of a non-political nature pertaining to the information added to the content of the site. The information to be displayed on the web site is for informational purposes only, will be non-discriminatory in nature, and will promote the government entity of the City of Mason City and the services offered in a professional and positive manner.



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Brent Trout, City Administrator



# CITY OF MASON CITY

## ADMINISTRATIVE POLICY

**Policy Number:** 6.13      **Subject:** Cellular Phone Policy Statement

**Approved By:** Brent Trout      **Effective Date:** August 19, 2009

### PURPOSE:

The purpose of this policy is to provide guidelines regarding the acquisition and use of cellular phones by Employees authorized for such use by the City of Mason City. The policy shall apply to employees with City owned phones and employees paid a reimbursable fee for their cellular phone use. The use of cellular phones should address the needs of the City, the user, and should provide for economic and functional benefits beyond other means of mobile communication. These services are financed by the City to support the access and exchange of information. Employees represent the City during their use, and such use should reflect ethical behavior and appropriate use of government resources. The policy also addresses the use of personal cellular phones whether or not they are reimbursed by the City.

### SCOPE:

This AP is applicable to all City employees.

### DEFINITIONS:

- A. Cellular telephone – any wireless two-way conversation system, including but not limited to: digital and analog communications, including Personal Communication System (PCS) and standard cellular telephones, or any future products that work as a similar communication device.
- B. Official – the Mayor or a member of the City Council
- C. Minimal Personal Use – personal communication that is brief (up to 5 minutes) and infrequent (up to 30 minutes per week) to convey information or schedule changes to family and friends. Although minimal use of cellular telephones for calls of a personal nature is permitted, extensive personal use that brings into question the volume or length of time of calls during an assigned or compensable work period may result in disciplinary action.

### POLICY:

#### Authorized Purchase or Reimbursement

The City of Mason City will determine that certain positions require the ability to be contacted by cellular phone due to the nature of their position. Each department director will

determine whether a position requires the use of a cellular phone to carry out the duties and responsibilities assigned. The employees required to have a cellular phone will have two options for payment of the expenses related to the phone. The City will purchase the phone for the employee to use or will provide a reimbursement to the employee for the City's use of their personal phone. Each department director will evaluate each employee's job assignment and responsibilities and determine if that employee meets the eligibility criteria for issuance of a cellular phone. Each department director will determine with consultation of the employee which plan they will participate in.

To control costs and increase efficiency, Department Managers must submit in writing to the Finance Department requests for authorization and justification to establish a new or additional cellular phone or upgrades with the authorized plan provider. The same is true of the establishment of a reimbursement plan. The request should provide justification for the additional phone as well. The Finance Department will arrange with the designated vendor to initiate or change cellular service.

Departments with existing contracts with non-authorized cellular providers will be notified by the Finance Department one month prior to the contract expiring and will be required to enroll in the authorized provider's plan.

#### Open Records Requests

In the event that a request is received from the public according to the Freedom of Information Act, phone records will need to be made available in compliance with this request. This will include records of all city owned phones and phones that are under the City's reimbursement plan.

#### Responsibilities of Employees

The cellular phones shall be used for calls as may be necessary. Employees using City owned cellular phones may take or make personal calls as needed but are required to reimburse the City for any such expenses within 20 days of receipt of the bill. Upon the determination of the department director or city administrator unjustified or excessive calls or roaming use on the phone the employee shall be contacted for an immediate audit of records. Random quarterly audits will occur of the phone records of all City owned phones. The audits will be conducted by the Finance Department. The employee may be required to help the Finance Department review their cellular telephone bill to determine compliance with this policy. If the use has been abused the privilege to carry a cellular phone may be revoked.

The City employees will take proper care and stewardship of their phone and associated equipment. The employee is responsible to turn in all related phone equipment upon retirement, termination or resignation from employment with the City of Mason City. The use of the cellular phone should be avoided whenever possible while driving or operating vehicles or equipment for safety reasons. Employees are encouraged to stop in a safe location before making or taking any calls. Lost or malfunctioning City owned cellular

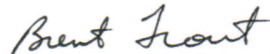


phones will be reported to the Finance Department so service may be stopped and a replacement phone ordered.

Employees utilizing the reimbursement plan are required to secure their own phone and service plan. The employee will make the number available to the City and the phone number will be made available to the public if requested. The employee shall make the phone available for use in the same manner as if the employer had provided the phone. The City of Mason City will reimburse \$30 per month to the employee, based on research of \$25 per month and \$5 for phone maintenance for a total of \$30 per month. According to IRS rules employees that receive a flat rate payment from the employer for cellular phone service are not subject to taxation on the benefit. The reimbursement rate will be reviewed every two years and modified as needed to reflect changes in cost for cellular phone service.

#### Personal Cellular Phones

The use of personal cellular phones whether or not on a reimbursement plan for personal communications should be limited to minimal personal use and to the extent possible to break times and before or after work. Use of personal cellular telephones for business is strictly voluntary. If a supervisor believes an employee is abusing his/her telephone privilege, the matter will be handled under the City's discipline system.



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Brent Trout, City Administrator

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 6.15

**Subject:** City Social Media Policy

**Approved By:** Brent Trout

**Effective Date:** April 23, 2012

### **PURPOSE:**

The purpose of this Administrative Policy (AP) is to set forth the guidelines for the establishment and use by the City of Mason City of social media sites to convey information to the citizens of the City of Mason City. The main purpose behind the use of these sites is to disseminate information from the city to the public in a civil and unbiased manner.

### **SCOPE:**

This AP covers all City employees under the administrative control of the City Administrator.

### **PROCEDURE:**

For the purpose of this policy, social media includes any facility for online publication and commentary including but not limited to blogs, wikis, content hosting sites such as YouTube, and social networking sites such as Facebook and Twitter. This policy is in addition to any existing or future City policies regarding the use of technology, computers, e-mail, internet, cellular phone and electronic communication.

The establishment and use of City social media sites by any City department and City personnel are subject to approval of the City Administrator or his/her designees.

The purpose of the City of Mason City ("City") Facebook Fan Page ("Fan Page") is to provide information from and about the City for the benefit of the public. If the user wishes to contact the City Council or to request City services, please visit the City's official website at [www.masoncity.net](http://www.masoncity.net).

The Fan Page is maintained and monitored by the Office of the City Administrator of the City. Use of the Fan Page constitutes the user's agreement to comply with the following Terms of Use in posting comments:

- Comments shall be suitable for all readers; they may not contain profane or obscene language.
- Comments shall not slander, libel, defame, malign or insult any person; comments shall not refer to the personality of individuals and users shall not engage in personal attacks.
- Comments shall relate to the original topic under discussion; any references to links to other websites must be relevant to the topic.
- Comments shall not include the address, phone number, Social Security number or other sensitive information regarding the identity of any person or organization.
- Users shall not misrepresent their identities; users may not hold themselves out as representing or being others.
- Comments shall not contain content that promotes, fosters or perpetuates discrimination on any unlawful basis.
- Comments shall not contain threats to any person or organization.
- Comments shall not advertise or promote products or businesses.
- Comments shall not support, oppose or make recommendations regarding candidates for public office, political campaigns or ballot questions.
- Comments shall not compromise the safety or security of the public or public systems.
- Comments shall not violate the copyright, trademark or other intellectual property rights of any person or entity.
- Comments shall not violate any Federal, State or local law; they shall not encourage or promote any illegal activity.

## **RESERVATION OF RIGHTS**

City reserves the following rights with respect to the Fan Page:

- ◆ To deny access to any user who violates the Terms of Use.
- ◆ To restrict or remove any content deemed in violation of the Terms of Use.
- ◆ To amend the Terms of Use.



## DISCLAIMER

Users shall be fully responsible for their postings and City shall bear no responsibility therefor.

City makes no warranty, representation or endorsement as to the quality, content, suitability, accuracy or completeness of the information, text, graphics, links and other items contained on this server. All have been compiled from a variety of sources, and are subject to change without notice from City. Commercial use of the materials is prohibited without the written permission of City.

Some of the links on this page and subsequent pages may lead to resources outside the municipal government of City. References to these external links shall not be construed as an endorsement by City of related sites or their content. City is not responsible for the content of any such external link.

City disclaims any and all liability for any claims or damages that may result from providing City's website, information it contains and any websites maintained by third parties linked to City's website, the responsibility for which shall belong to the third parties exclusively.



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Brent Trout, City Administrator

# **CITY OF MASON CITY**

## **ADMINISTRATIVE POLICY**

**Policy Number:** 6.17

**Subject:** GIS Data Sharing Policy

**Approved By:** Aaron Burnett

**Effective Date:** October 6, 2022

### **PURPOSE:**

The City maintains Geographic Information Systems databases, which contain a great deal of useful information on the City's utilities and other details that may provide for mutual benefits when working with outside contractors and community partners. This data sharing requires special staff time and ancillary work to synthesize the requisite data and may contain confidential or proprietary information, and thus is beyond the scope of Iowa Code Chapter 22 regarding open public records. The purpose of this Administrative Policy (AP) is to provide for a standardized policy for receiving and processing GIS data requests from outside entities.

### **SCOPE:**

This AP applies to all City staff with access to GIS data.

### **PROCEDURE:**

Information sharing with Cerro Gordo County will be as per separate written agreement, with broad information sharing and collaboration with the County GIS department considered to be the standard operating approach.

GIS data will only be provided to other outside entities under the following guidelines:

- 1) The requestor must provide a detailed request stating which GIS datasets and layers are being requested and the reason for the request. If the request is overly broad, the GIS Analyst is empowered to work with the requesting party to meet their needs while appropriately limiting the amount of City staff time necessary to process the request.
- 2) The requestor must agree to only use the digital data received for the specific contracted services or purpose stated in the request.
- 3) The requestor must agree not to redistribute the data without the written consent of the City.



- 4) The requestor agrees that the data is being provided “as-is”, without warranty of any kind.

The GIS Analyst must officially sign off on any data requests made under this policy, in communication with the City Engineer. In the case of any disputes or disagreements as to the data to be distributed or the use of data that has been distributed, the GIS Analyst, with the assistance of the Finance Director as needed, is empowered to work with all parties to resolve the dispute or disagreement, as appropriate and in compliance with all other City policies and governing statutes.

  
\_\_\_\_\_  
Aaron Burnett, City Administrator

Effective Date: October 6, 2022

## City of Mason City Data Request

\_\_\_\_\_ requests the following feature datasets/GIS layers from the City of Mason City:

Data Requested:

Purpose of Data Request:

\_\_\_\_\_ agrees to only use the digital data received from the City of Mason City for contracted services as specified in the contract between the City of Mason City and \_\_\_\_\_.

\_\_\_\_\_ agrees not to redistribute the data without the written consent of the City of Mason City.

\_\_\_\_\_ agrees the City of Mason City GIS data is provided as is, with all faults, and without warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

Authorized representative name and contact information:

Name of Requestor: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

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### FOR ADMINISTRATIVE USE ONLY

Approved by:

\_\_\_\_\_  
Laura Mott, GIS Analyst

\_\_\_\_\_  
Date

Restrictions/Amendments to Request (Please List as Applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_