



BOARD MEETING

August 8, 2012 - 5:30 p.m.

Polk County Administration Bldg.
111 Court Avenue, Room 120
Des Moines, IA 50309

AGENDA

The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.

1) Opening Items

- a) Roll Call
- b) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member, PCCB employee or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

- a) **Action on Bill List:** approve the PCCB/Enterprise Fund July 2012 expenditures
- b) **Seasonal Employees:** approve the presented list of individuals for seasonal employment with Polk County Conservation and the correction to the hourly rate for Office Clerk Katie Lint due to scribe's error
- c) **Employee Manual Revisions:** approve the July 2012 (Section 1) copy of the PCCB's Employee Manual with proposed revision to the Compensation Section and removing the Time Records Section and Leave Requests Section from the Manual
- d) **Golf Course Residence, Lease Agreement:** approve golf course lease agreement between PCCB and Bob Begey for a term of June 1, 2012 to June 30, 2014 and approving PCCB Chair signing said Agreement
- e) **REAP Grant: Chichaqua Bottoms Greenbelt, North Marsh Addition:** authorizes staff to submit a North Marsh Additions grant application to the REAP program for funding and the Chair to sign the application
- f) **Yellow Banks Park, On-Site Wastewater Treatment System:** approve CPC – Cook Plumbing Corporation's bid of \$21,425 for the construction of an On-site Wastewater Treatment System at Yellow Banks Park to serve the shop, residence, and camper dump-station and approve a project contingency of \$500 for a project total not to exceed \$21,925 as budgeted for in FY 12/13; and further authorizes the PCCB Director to sign a contract with CPC – Cook Plumbing Corp. for \$21,425

- 3) Chichaqua Bottoms Greenbelt, Hay Harvest Bid Award(s)
- 4) Chichaqua Bottoms Greenbelt, Land Acquisition
- 5) Great Western Trail (GWT) Relocation Agreement
- 6) Budget Amendment Update FY2012-13
- 7) Employee Introductions



BOARD MEETING

- PUBLIC COMMENTS
- STAFF REPORTS
- FINANCIAL REPORTS
- DISCUSSION & REMARKS
- ADJOURNMENT

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on July 11, 2012. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

July 2012 expenditures have been e-mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB/Enterprise Fund July 2012 expenditures.

b) Seasonal Employees

The following is a list of individual(s) hired for seasonal employment with Polk County Conservation. According to the PCCB's Bylaws their employment is to have Board approval.

Katie Lint's employment hourly rate was identified incorrectly due to scribner's error on seasonal employee list presented to the Board at their June 2012 meeting. The correct hourly rate is identified below.

<u>Hire date</u>	<u>Name</u>	<u>Position</u>	<u>Area</u>	<u>Hourly rate</u>
7/16/12	David Casady	Cons. Lbr II	CST	\$11.14
5/23/12	Katie Lint	Office Clk	ADM	\$10.08

STAFF RECOMMENDATION: That the Board approve the presented list of individuals for seasonal employment with Polk County Conservation and the correction to the hourly rate for Office Clerk Katie Lint due to scribner's error.

c) Employee Manual Revisions

Attached is "Section 1" of the PCCB's Employees Manual. Before the July 2012 (Section 1) copy of the PCCB's Employee Manual is distributed to staff a couple of revisions are being proposed. The changes include..

Compensation Section:

The revision identified in red text simply provides clarity in the Manual on pay rates for part-time (32) employee position(s). This is not a change to how pay rates for part-time (32) employees are handled.

Time Records Section/Leave Requests Section:

Staff is recommending that these Sections be removed from the Manual. After reviewing these Sections for revision due to the Payroll Scheduler program being implemented, it was felt the information provided under these Sections appear to be "office rules" in nature and do not need to be a part of the Manual.

The Manual has also been updated to include changes to benefits where applicable.

STAFF RECOMMENDATION: That the Board approve the July 2012 (Section 1) copy of the PCCB's Employee Manual with proposed revision to the Compensation Section and removing the Time Records Section and Leave Requests Section from the Manual.

d) Golf Course Residence, Lease Agreement

The current lease agreement for the golf course residence is with Bob Begey (Green Golf Partners' employee) and has been in place since June 1, 2010. The lease expired May 31, 2012. PCCB staff is recommending another two+ year lease agreement with Mr. Begey for a term of June 1, 2012 to June 30, 2014 (extended through the end of a fiscal year).

The lease agreement has worked well over the last two years. PCCB staff and Mr. Begey recommend no changes to the Agreement. A copy of the Agreement is attached.

STAFF RECOMMENDATION: That the PCCB approve the golf course lease agreement between PCCB and Bob Begey for a term of June 1, 2012 to June 30, 2014 and approve PCCB Chair signing said Agreement effective immediately.

e) REAP Grant: Chichaqua Bottoms Greenbelt, North Marsh Additions

Last year PCCB applied for a REAP grant to fund the North Marsh Addition to Chichaqua. That grant was highly rated, and we unfortunately had to decline the award due to complications.

Staff wish to reapply for a REAP grant this August and include the Freeland property (39.25 acres) with the property owned by the City of Des Moines (60.36 acres) in a grant named North Marsh Additions.

STAFF RECOMMENDATION: That the Board authorizes staff to submit a North Marsh Additions grant application to the REAP program for funding and the Chair to sign the application.

f) Yellow Banks Park, On-Site Wastewater Treatment System

As part of the construction of an on-site wastewater treatment system for the above mentioned facilities, staff met with soils engineer Jim Carroll to determine the best system to install based on soils testing. An Eco-Flo Peat System will be installed as well as a new 2,000 gallon septic tank and associated lines. The existing leach type system needs replacing due to age and failure.

Plans and specs governing the construction of the proposed improvements have been prepared by Jim Carroll and quotes were received by three companies.

Project quotes are as follows:

CPC – Cook Plumbing Corp. - \$21,425
Golden Rule Plumbing - \$23, 894.81
Behle Inc. – \$24,450
Contingency - \$500

Total Project Cost – \$21,925

STAFF RECOMMENDATION: That the Board approve CPC – Cook Plumbing Corporation’s bid of \$21,425 for the construction of an On-site Wastewater Treatment System at Yellow Banks Park to serve the shop, residence, and camper dump-station and approve a project contingency of \$500 for a project total not to exceed \$21,925 as budgeted for in FY 12/13; and further authorizes the PCCB Director to sign a contract with CPC – Cook Plumbing Corp. for \$21,425.

3) Chichaqua Bottoms Greenbelt, Hay Harvest Bid Award(s)

Staff received bids for the harvest of standing prairie hay at Chichaqua on August 3.

The bids were compiled, the Board was polled to discuss award, and the successful bidder(s) were notified that they could proceed.

The bid results will be brought to the Board for ratification.

STAFF RECOMMENDATION: That the Board ratify the bid award(s) for harvest of standing prairie hay from Chichaqua Bottoms Greenbelt.

4) Chichaqua Bottoms Greenbelt, Land Acquisition

The City of Des Moines purchased a 60.36 acre property adjacent to Chichaqua in 2007 with the intent to mitigate for loss of wetland that was expected during the expansion of the runways at the Des Moines Airport.

That property was the subject of the REAP grant known as North Marsh Addition which was submitted last year. We were successful with that application but found it necessary to decline the award because the Airport Authority was not prepared to sell the property at that time.

The property is once again available and staff and a Board member have been working to produce a contract to secure that property. This year’s REAP

application is for an expanded North Marsh Acquisitions project (Flora Freeland and Airport properties, totaling 99.61 acres).

The proposed cost for the property as negotiated will be the cost of the property plus the costs incurred by the City equaling a total cost of \$236,128.

Purchase Agreement attached.

STAFF RECOMMENDATION: That the Board accepts the contract as negotiated; and further authorizes the PCCB Chair to sign the purchase agreement with the City of Des Moines.

5) Great Western Trail (GWT) Relocation Agreement

Staff has been working with the legal staff of the Des Moines Airport Authority to construct an addendum to the existing 28E that governs the relocation of the GWT to accommodate the proposed future runway expansion.

The expansion plans are on hold for the foreseeable future but it is important that all parties acknowledge the work that has been completed to date. The addendum recognizes the design work and preliminary routing of the proposed relocation and would commit the Board to the acceptance of that design when the expansion occurs.

Addendum attached.

STAFF RECOMMENDATION: If the Board is in agreement with the terms of the addendum the following action should be taken:

Resolution:

Be it resolved that the PCCB agrees to the addendum with the City of Des Moines and directs its Chair to execute such agreement. PCCB further directs that the addendum be sent to the BOS for review, approval and execution of all documents necessary for approval of the addendum.

6) Budget Amendment Update FY2012-13

On July 20, 2012, the proposed budget amendment for the current fiscal year was forwarded to the Polk County Budget Staff for consideration by the Board of Supervisors. The amendment processes in August and April of each fiscal year give Polk County Conservation an opportunity to adjust revenues and expenses in the various funds based on more current financial data than when the initial budget for the fiscal year is prepared in November of the preceding year. The following is a recap of the 1st Quarter Amendment submitted for consideration:

CONSERVATION RESERVE FUND

No changes were made in expenditures or revenues at this time.

REAP FUND

No changes were made in expenditures or revenues at this time.

RISK MANAGEMENT FUND (INSURANCE/Unemployment/Workers' Comp)

Expenses were increased by \$21,300 based on previous trends in Unemployment Insurance and Workers' Comp Medical Expenses.

GENERAL/SUPPLEMENTAL FUNDS

Revenues in the General Fund were increased by \$504,009. The majority of that figure is from grant revenues for the carry over on the Bison/Elk Exhibit, 2-Dam Pond renovations, FEMA, and Mally's Playground. Lodge revenues were increased by \$11,000 based on previous trends.

Expenses in the General/Supplemental Funds were increased by \$718,465. Again the majority of that figure is from grant expenses for the carry over on the Bison/Elk Exhibit, 2-Dam Pond renovations, FEMA, and Mally's Playground. All other expense adjustments were for the consolidation of R&M Supplies and Services in Construction Maintenance and Waste Management costs, Office Supplies, IT Supplies, Postage and Sales Tax in Administration.

STAFF RECOMMENDATION: The Board approves the August 2012 proposed budget amendment as submitted.

7) Employee Introductions

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, July 11, 2012. The meeting was called to order at 5:35 p.m.

#1a – Roll Call

Board Present: Levis, Smith, McEnany, Kurovski
Board Absent: Cataldo

#1 b – Oath of Office

Chair Levis administered the Oath of Office to Sara Kurovski, newly appointed Member to the PCCB.

#1c – Action on the Minutes of the Previous Meeting(s)

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE JUNE 13, 2012 MEETING MINUTES AS WRITTEN.
VOTE YEA: SMITH, LEVIS, MCENANY
VOTE ABSTAIN: KUROVSKI**

#2 – Consent Agenda Item

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE REMOVING #2E, EAGLE ROOST WILDLIFE AREA-28E AGREEMENT WITH THE IOWA DEPARTMENT OF TRANSPORTATION, FROM THE CONSENT AGENDA AS RECOMMENDED BY POLK COUNTY ATTORNEY'S OFFICE WITH CONSIDERATION OF THE AGREEMENT AT A FUTURE MEETING.
VOTE YEA: MCENANY, KUROVSKI, SMITH, LEVIS**

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS WITH THE AMENDMENT TO ITEM #2F TO INCLUDE THAT THE PCCB BE POLLED IN ADVANCE OF THE AUGUST 2012 MEETING ON THE BID AWARD(S) FOR THE HARVESTING OF HAY AT CHICHAQUA BOTTOMS GREENBELT WITH RATIFICATION OF THE BID AWARD(S) BEING PLACED ON THE PCCB'S AUGUST 2012 CONSENT AGENDA:
A) PCCB/ENTERPRISE FUND JUNE 2012 EXPENDITURES;**

- B) SALARY ADJUSTMENT NOT TO EXCEED 5% OF HER CURRENT SALARY OR THE APPROVED MAXIMUM SALARY FOR CARRIE SPAIN;**
- C) FY 2010-11 POLK COUNTY CONSERVATION BOARD ANNUAL REPORT;**
- D) MOVING FORWARD WITH THE JESTER PARK TWO DAM POND PROJECT AND AUTHORIZES THE PCCB DIRECTOR TO APPROVE EXPENDING FUNDS NOT TO EXCEED THE TOTAL AMOUNT APPROVED IN THE LAWCON GRANT TO COMPLETE THE PROJECT;**
- F) AUTHORIZES ADVERTISING FOR BIDDERS AND ISSUING A REQUEST FOR QUALIFICATIONS FOR THE HARVEST OF PRAIRIE HAY AT CHICHAQUA BOTTOMS GREENBELT AND DIRECTS STAFF TO POLL BOARD MEMBERS PRIOR TO THE AUGUST 2012 PCCB MEETING ON THE AWARDED OF THE BID TO THE SUCCESSFUL BIDDER(S) WITH RATIFICATION OF THE BID AWARD(S) BEING PLACED ON THE AUGUST 2012 CONSENT AGENDA;**
- G) RATIFIES THE SIGNATURE OF DENNIS PARKER, PCCB DIRECTOR, ON THE JESTER PARK TWO DAM POND CONTRACT SIGNED WITH RW EXCAVATING & DOZING.**

VOTE YEA: MCENANY, LEVIS, KUROVSKI, SMITH

#3 – Public Hearing: Jester Park, Easement – MidAmerican Energy

Chair Levis opened public hearing on determining if property requested for easement by MidAmerican Energy within Jester Park is no longer necessary for park purposes or will not interfere with park purposes.

As there were no comments, the Chair closed the public hearing.

IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD DETERMINES THE JESTER PARK PROPERTY REQUESTED FOR EASEMENT BY MIDAMERICAN ENERGY AS PART OF THE JESTER PARK CABIN PROJECT IS NO LONGER NEEDED FOR PARK PURPOSES AND WILL NOT ADVERSELY AFFECT THE USE OF THE PARK BY THE PUBLIC AND THAT THE PCCB FURTHER RECOMMENDS TO THE BOARD OF SUPERVISORS THAT THEY GRANT SAID EASEMENT.

VOTE YEA: MCENANY, SMITH, LEVIS, KUROVSKI

#4 - Great Western Trail, Agreement-Des Moines Airport Authority

IT WAS MOVED BY KUROVSKI THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE CONCEPT OF THE DRAFT AGREEMENT RELATED TO THE RELOCATION OF THE GREAT WESTERN TRAIL AND DIRECT PCCB DIRECTOR PARKER AND BOARD MEMBER SMITH TO CONTINUE AGREEMENT NEGOTIATIONS WITH THE DES MOINES AIRPORT AUTHORITY AND CITY OF DES MOINES ON THE ACQUISITION AT CHICHAQUA BOTTOMS GREENBELT AND THE GREAT WESTERN TRAIL RELOCATION.

VOTE YEA: KUROVSKI, LEVIS, SMITH, MCENANY

#5 – Employee Introductions

PCCB employees Stan Manning, Special Services Tech., and James Dotzler, Asst. Park Ranger, were present to introduce themselves and to tell a little about themselves and their interests.

#8 – Polk County Parks, Trails, and Natural Areas Bonding Referendum

IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE REQUESTING THE BOARD OF SUPERVISORS TO PLACE A BONDING REFERENDUM ON THE NOVEMBER 2012 BALLOT IN THE AMOUNT OF \$50 MILLION TO BE USED BY THE CONSERVATION BOARD FOR PARK AND TRAIL IMPROVEMENTS, LAND ACQUISITION, AND CONSERVATION MEASURES INCLUDING LAKE, RIVERS AND STREAM IMPROVEMENT WITHIN POLK COUNTY AND DIRECTS PCCB DIRECTOR TO DEVELOP A LETTER TO THE BOARD OF SUPERVISORS, FOR SIGNATURE BY ALL PCCB MEMBERS, REQUESTING THE BONDING REFERENDUM BE PLACED ON THE NOVEMBER 2012 BALLOT FOR SAID AMOUNT AND PURPOSES.

VOTE YEA: SMITH, KUROVSKI, LEVIS, MCENANY

#6 – Easter Lake Watershed Project Update

Lown and Parker updated the Board on the status of the Easter Lake Watershed prior to taking a pontoon tour of Easter Lake.

#7 – Tour of Easter Lake

Board and staff took a pontoon tour of Easter Lake.

PUBLIC COMMENTS
STAFF REPORTS
FINANCIAL REPORTS
DISCUSSION & REMARKS

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Prepared by: Cindy Lentz

EMPLOYEE MANUAL
FOR
POLK COUNTY CONSERVATION BOARD
EMPLOYEES

July, 2012

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Preamble

This manual was developed to describe and outline some of Polk County Conservation Board (PCCB) policies, procedures, employment benefits and other matters to you as a PCCB employee.

This manual is informational in nature only and its provisions are subject to change. Some of the policies and benefits described here, such as Group Insurance Plans, are covered in detail in official policy documents. You should refer to these documents for specific information, since this manual only briefly summarizes those benefits. Please note that the terms of the written policy are controlling.

This manual in no way alters the nature of the employment relationship. All PCCB employees who are employed without a specific written contract of employment entered into by the PCCB have the right at all times and at their discretion to terminate the employment relationship. Similarly, PCCB has the same right.

This manual is not intended to create any contractual rights in favor of you or PCCB. PCCB reserves the right to change the terms of this manual at any time, by written resolution passed at a meeting of the PCCB. Any promises, representations or actions by a PCCB official or employee which are contrary to this manual are not the official policy of PCCB and are of no force and effect. No such promises, representations or actions shall be construed or interpreted to alter the “at will” status of the employees covered by this manual.

This manual applies to all PCCB employees with the exception of the Director.

Position status definitions for Polk County Conservation:

Full-Time Employee (permanent) – any employee who fills a position whereby the PCCB has approved an annual base salary, who has annual average work hours of forty hours per week or equal to or more than 2,080 hours annually. Receives benefits and flex dollars.

*Special provisions applying to employees considered Management/Supervisory are noted accordingly in this manual.

Part-Time (32) (permanent) – any employee whose annual average weekly work hours are 32 or more (1,664) but less than 40 hours (2,080). Receives benefits and flex dollars.

Part-Time (24) (permanent) – any employee whose annual average weekly work hours are 24 or more (1,248) but less than 32 hours (1,664). Receives benefits. No flex dollars.

Seasonal/Intermittent Employee – any employee whose annual work hours are less than 1,248. Receives no benefits.

DRAFT

Discipline

PCCB recognizes that discipline is a very personal matter which necessarily must take into account any number of facts and circumstances. Discipline is discretionary with PCCB Director or his/her designees. Discipline for employees covered by this manual need not be graduated or progressive.

Disciplinary action(s) for non-exempt employees may include any personnel action(s), up to and including termination. Discipline for exempt employees may, however, include any personnel action(s) except reductions in salary for jury duty, military leave, or attendance to a legal proceeding pursuant to a subpoena. (The terms "exempt" and "non-exempt" employees refers to those terms as defined by the Fair Labor Standards Act and implementing regulations).

Supervisors will contact the Director before initiating any disciplinary action.

Neither the assessment of discipline in any instance nor the non-assessment of discipline in any instance shall be construed or interpreted by PCCB or any of its employees to alter the "at will" status of the employees covered by this manual.

Termination as a form of discipline is the responsibility of the Director under the Polk County Conservation Board.

Letters of Reference and Recommendation

When any PCCB official or employee receives a request for job information about a present or former PCCB employee, the request shall be referred to the PCCB Director. The Director shall only release non-confidential information including, but not limited to, dates of employment, job description, and salary.

No letter of reference or recommendation concerning a present or former PCCB employee shall be written on PCCB letterhead or enclosed in PCCB envelopes.

Any PCCB official or employee writing a letter of reference or recommendation on behalf of a present or former County employee shall clearly indicate that the opinions contained in the letter are purely personal and do not reflect the official position of PCCB or its officials.

Performance Appraisals

All PCCB employees covered by this manual may be asked to write position descriptions, complete work plans and receive annual written performance appraisals. The purpose of a performance appraisal is not to replace the daily feedback that occurs

in the workplace but to chart significant work-related events occurring since the last appraisal, to evaluate whether goals or objectives set in the last appraisal have been met in whole or in part, to evaluate whether significant problems noted in the last appraisal have been corrected in whole or in part, to identify significant problems occurring since the last appraisal, and to set up new goals and objectives if applicable.

Exit interviews shall be conducted on all seasonal/intermittent employees prior to the end of their employment.

The performance appraisal shall be signed by the person making the appraisal, by the person being appraised, and by the Director. The employee being appraised may add his or her own written comments, without limitation, to the appraisal.

Neither the giving of an appraisal, or the failure to give an appraisal, shall be construed by the PCCB or its employees as altering the "at will" status of the employees covered by this manual.

Compensation

Management/Supervisory Employees

Management/Supervisory employees covered by the provisions of this manual, except as otherwise noted, shall be compensated in accordance with their assigned job classification and corresponding pay grade. Pay ranges may be adjusted each July 1 to maintain consistency with competitive pay practices.

The movement of Management/Supervisory employees through their assigned salary range shall be determined by merit. All merit salary adjustments shall be based on an annual performance appraisal utilizing a performance review system issued by PCCB Director. The purpose of the annual performance appraisal is to keep employee performance records up to date and provide employee feedback on their performance. The reviews are not to be construed as a guarantee of a salary increase. A salary adjustment, based on individual merit, may be recommended by the employee's supervisor, subject to approval of the PCCB.

Salary adjustments shall not exceed 4% of the employee's current salary or the approved maximum salary.

Pay adjustments for merit increases for employees shall be made effective on the employee's anniversary date of their appointment to their current position.

Full-Time and Part-Time (32) Employees

Full-time and part-time (32) employees covered by the provisions of this manual, except as otherwise noted, shall be compensated in accordance with their assigned job classification and corresponding pay grade. Assigned pay ranges may be adjusted each July 1st.

All full-time and part-time (32) employees shall be hired at the minimum pay range of their respective pay grade and shall advance through their respective pay range until the maximum pay is reached. **The pay rate for part-time (32) employees is the hourly rate of their respective pay grade.** Entry step hiring shall not be required when the employer transitions/ merges employees into County government through executive/ administrative, legislative or judicial action or mandate, or for other purposes. When such circumstances occur, the rate of pay shall be established by the PCCB. Although in no case shall the rate of pay fall below the approved minimum salary nor above the approved maximum salary of the grade assigned to such employee by the PCCB.

Pay adjustments shall be made effective on the employee's anniversary date. Time periods shall be calculated from date of hire as a regular full-time employee/part-time (32) employee.

Salary adjustments shall not exceed 4% of the employee's current salary or the approved maximum salary.

Pay grids can be located on the Human Resources website: -
<http://www.polkcountyiowa.gov/humanresources/>

Part-time (24) Employees

Part-time (24) employees pay rate is the hourly rate as designated per their class code. Part-time (24) employees hourly rate may be adjusted each July 1.

Seasonal/Intermittent Employees

Seasonal/Intermittent employees pay rate is the hourly rate as designated per their class code.

Hours of Work

Flexibility in the regular workday is permitted, as scheduled/approved by supervisor providing operational efficiency is maintained. Supervisors are to inform the PCCB office and Director of changes to the regular workday schedules.

Workdays will be interrupted by an unpaid meal period of one-half hour. One fifteen-minute rest period during each half-day shift may be taken by all employees.

Employees traveling to and from an assigned work destination for first assignment of the day will be on the employee's own time. For travel time to and from work for the second or additional assignment of the day, the employee will receive straight compensatory time.

Employees attending conferences, workshops, meetings, etc. required by PCCB shall review the schedule for the event with their supervisor prior to attending to determine

hours of work for day(s) employee is participating. This applies whether the event is one-day or several days.

Hours of work for employees on PCCB business that require the employee to stay away from home overnight will be based on what is approved by your supervisor and will not exceed the actual number of hours of the event's agenda unless driving time to and from the event applies.

Travel time to and from conferences, workshops, meetings, etc. shall be considered hours of work. Estimated travel time should be discussed with your supervisor and approved by your supervisor prior to the event. .

Call Time

Call time is intended to compensate an employee for making an unusual trip to work beginning from the time they leave home according to the FLSA. The employee will be given a minimum of two (2) hours. To qualify for call-in time, the employee's call time worked cannot be contiguous to the regularly scheduled work shift, either before or after.

Employees housed in PCCB housing are exempt from the two (2) hour minimum for call time. Employees housed in PCCB housing are subject to duty at all hours as identified in Housing Guidelines policy of this manual.

Rate of Pay

Full-time or part-time (32) and (24) employees will be given a minimum of two (2) hours of call time. Call time hours are not subject to overtime unless the employee's total hours for the pay week, including call time hours, exceed 40 hours. Refer to Overtime/Compensatory Time for the handling of hours in excess of 40 hours a week.

Emergency Interrupting Work Hours

This policy is to provide clarification on how to treat compensation of employees during unforeseen events.

It should be understood that although some office hours may be interrupted during certain emergency situations, PCCB does not close its operations. This is especially true for public safety functions.

PCCB employees are expected to make all reasonable efforts to report to work and to remain at work during their regular working hours. In recognition of this expectation, the following policies are adopted:

Employees are to receive full regular pay under the following conditions:

- ❖ fire/bomb, or other similar alerts when occurring during employees regular working hours, during the time the building and/or area is restricted to emergency personnel
- ❖ when a weather emergency has been declared by the PCCB Director or his/her designee, a ½ hour grace period is granted without loss of pay at the beginning of an employees regular working hours; after one half-hour, leave time may be used for the time the employee is not at work.
- ❖ when a work site is closed due to an extraordinary event for a period of one day when no alternative work site is designated
- ❖ when the PCCB Director has declared a weather emergency and allows employees to leave work early

Employees are to be charged with vacation time, personal day leave or unpaid leave when the following events occur:

- ❖ during the time required for employees to attempt to reach their workplace during weather emergency after a one-half hour grace period
- ❖ when an employee calls in and says he/she cannot work because of the weather, they will be charged with leave for that day. If during that day, the PCCB Director declares a weather emergency and allows employees to leave early, that employee will only need to use leave time from the start of their shift to the time the Director declares a weather emergency. The rest of the day will be paid as regular work hours
- ❖ when an employee has scheduled vacation, personal, comp, or sick time for the day, they will be charged that time. If the PCCB Director declares a weather emergency for that same day, the employee will still need to use their scheduled leave time

Time Records

~~Each Supervisor will be responsible for keeping time records for all employees under his/her supervision and shall notify the PCCB Administrative office of payroll time records by 9:00 a.m. each Thursday. Absences due to illness shall be reported to the PCCB Administration office daily prior to 10:00 a.m.~~

Leave Requests

~~For any leave taken, a paid leave form must be completed and properly approved. Vacation and other time off must be applied for and approved by direct supervisor in advance except in case of emergency or illness.~~

Cancellation or Change to Leave Requested

~~Any cancellations or changes to leave requests should be properly documented on the original leave request. If email is available, it is recommended employees email their supervisor and payroll clerk the change or cancellation. The email memo should be attached to the supporting payroll/accrued leave documentation.~~

Length of Service

The length of an employee's continuous service with PCCB is calculated from the employee's most recent date of hire.

A part-time employee's length of active and continuous service with the County shall be adjusted on a pro-rata basis from the employee's most recent date of hire. The length of service will be calculated on the basis of the ratio between the employee's annual scheduled hours and 2080 hours. Active and continuous PCCB employment shall be used for the purpose of calculating vacation accrual and sick leave payout.

Neither the consideration of length of service in any instance nor the failure to consider length of service in any instance shall be construed or interpreted by PCCB or its employees to alter the "at will" status of employees covered by this manual.

Holidays

The following shall be recognized as paid holidays:

New Year's Day	The 1 st day of January
Martin Luther King, Jr. Day	The 3 rd Monday in January
President's Day	The 3 rd Monday in February
Memorial Day	The last Monday in May
Independence Day	The 4 th day of July
Labor Day	The 1 st Monday in September
Veterans Day	The 11 th day of November
Thanksgiving Day	The 4 th Thursday in November
Friday after Thanksgiving	The 4 th Friday in November
Christmas Eve Day	The 24 th day of December
Christmas Day	The 25 th day of December

Any holiday changes declared by the Board of Supervisors shall be recognized by PCCB.

In those cases in which the holiday falls on a Saturday, it shall then be observed on the preceding Friday and in those cases in which the holiday falls on a Sunday, it shall be observed on the following Monday, except if one, but not both, Christmas Eve Day or Christmas Day should fall on a Saturday or Sunday. When Christmas Eve Day falls on a Sunday it shall be observed on the preceding Friday. When Christmas Day falls on a Saturday it shall be observed on the following Monday. When Christmas Day falls on a

Thursday, Christmas Eve shall not be observed but rather the day after Christmas will be observed on Friday instead. Employees in continuous operations or with irregular work schedules shall observe the actual day. When a holiday occurs during a leave of absence for which an employee received compensation, the holiday will not be counted as part of the leave of absence.

Rate of Pay

Management/Supervisory employees shall be paid at the Employee's regular hourly rate for eight (8) hours for each of the holidays set forth which they are actively employed. If required to work on any recognized paid holiday, he/she shall be paid at a rate of two times his/her regular pay for the time worked on the holiday, in addition to the employees holiday pay.

Full-time and part-time (32) and (24) employees shall be paid at the Employee's regular hourly rate for eight (8) hours for each of the holidays set forth which they are actively employed.

Regular full-time employees, required to work on any recognized paid holiday shall receive time off at a rate of two hours off for each hour worked, in addition to the employee's holiday pay.

Part-time (32) and (24) employees required to work on any recognized paid holiday shall receive two (2) times his/her regular pay for the time worked on the holiday, in addition to the employee's holiday pay.

Seasonal/Intermittent employees do not receive holiday pay. Seasonal/ Intermittent employees required to work on any recognized paid holiday will be paid at the employee's straight time hourly rate for a period equal to the actual time worked.

Eligibility for Holiday Pay

To be eligible for holiday pay, an Employee shall work or be on approved paid leave, his/her last scheduled workday immediately before, and his/her first scheduled workday immediately following each holiday.

Overtime/Compensatory Time

Full-time employees, identified as exempt status through the FLSA, shall not receive overtime premiums (time and one-half), but shall be eligible to receive compensatory time at the rate of one hour for every hour worked, in excess of forty (40) hours in any work week with a maximum accumulation of 120 total work hours. Compensatory time for exempt employees will not be paid out upon termination.

Non-exempt full-time employees shall be allowed to accumulate compensatory time at one and one-half (1-1/2) their regular rate of pay for each hour of overtime worked. Employees may accrue up to but no more than 120 hours of compensatory time. After

120 hours of compensatory time has accumulated, overtime and/or holiday compensation must be taken in pay. The employee will not lose compensatory time. Deductions of compensatory time will be by time taken or taken in pay. An employee may request and be granted his/her accrued compensatory time off, provided that the employer and employee mutually agree on a convenient time. Compensatory time will be paid out to non-exempt full-time employees upon termination.

Part-time (32), part-time (24), and seasonal/intermittent employees eligible for overtime under the FLSA will receive overtime pay.

Nothing herein will be construed as a limitation on the employer's right to require overtime work.

Prior Approval Required

Any work performed outside the employee's regularly scheduled work shift must have prior approval of the Supervisor and/or Director (unless during an emergency situation) to qualify for overtime pay as outlined in this manual.

Computation of Overtime

For purposes of the computation of overtime, all paid time shall count as time worked.

Usage of Compensatory Time

Scheduling use of compensatory time shall be under the direction of the supervisor in cooperation with the employee.

Non-exempt employees with a balance of compensatory time in excess of 40 hours are required to use compensatory time off first before Vacation Leave until compensatory time balance is equal to or less than 40 hours.

Director approval is required, if an employee is unable to comply with this provision.

Vacation

Eligibility and Accrual

Full-time and part-time (32) & (24) employees in active PCCB employment who have completed at least six (6) months of continuous service (1,044 hours for part-time 32 & 24 employees) shall be eligible for vacation leave as it is accrued. Vacation leave for part-time (32) & (24) employees shall be accrued at the same rates as full-time employees, but shall be pro-rated to reflect the ratio between the employee's regularly scheduled hours per pay period and eighty (80) hours. Vacation leave shall not be accrued on hours worked over 80 hours per pay period. Vacation leave shall accrue at the following rates:

- Two (2) weeks (80 hours) per year through four (4) consecutive years of employment;

- Three (3) weeks (120 hours) per year after four (4) through ten (10) consecutive years of employment;
- Four (4) weeks (160 hours) per year after ten (10) through eighteen (18) consecutive years of employment;
- Five (5) weeks (200 hours) per year after eighteen (18) consecutive years of employment.

In the event of separation prior to completion of 6 months continuous service employees shall be ineligible for vacation, either in time off or in payment.

During the first full payroll period in November of each year, an employee who has accrued 200 or more hours of unused vacation time may elect to cash out up to 40 hours of unused vacation time.

Vacation Calculation

Active PCCB employment for purposes of calculating vacation shall include all regularly scheduled employment hours and hours while on approved paid leave of absence. Vacation shall not accrue during periods of approved unpaid leave of absence, layoff, or suspension. Vacation leave may not be accumulated in excess of two hundred forty (240) hours.

Whenever a change occurs in an employee's accrual rate for vacation the accrual rate change shall be prorated accordingly within the pay period it occurs.

Administration/Scheduling

Scheduling of vacation shall be under the direction of the supervisor in cooperation with the employee. When two or more employees request leave that includes the same time period/days and the joint absence of said employees would pose a hardship on the operation of the organization as so deemed by the Director or the Director's representative, then the determining factor of which employee is allowed leave shall be based on which employee submitted the request first.

Other Usage

An absence due to sickness, injury or disability in excess of that authorized for such purpose may, at the written request of the employee, be charged against accrued vacation allowance.

Payment Upon Termination, Resignation or Layoff

After the completion of at least six (6) months continuous service, full-time, part-time (32) and part-time (24) employees are eligible for vacation accrual payment upon termination, resignation, and/or layoff (except temporary layoff), although such payment shall only be for vacation accrued up to and including the last day of actual work at the work site. Payment shall be a lump sum due the first pay period following termination, resignation, and/or layoff. Any employee who retires, terminates, resigns, or is laid off shall not be eligible for holiday pay, sick leave, vacation, or professional leave accrual beyond the last day of actual work at the work site. Accrued leave benefits, for

purposes of this section, do not extend the employee's work time with PCCB beyond their last day of actual employment at the work site.

In the event of the death or retirement of any employee, the amount of wages due shall include all unused earned vacation allowance. For purposes of this section, the death of an employee shall be considered a termination of employment, which will shall require payment of such vacation leave allowance as might be payable for any other termination. Vacation leave allowance shall be paid to the estate of the deceased employee, if such estate is open for probate. If no estate is open, the allowance shall be paid to the surviving spouse, if any, or to the legal heir(s) if no spouse survives.

Rate of Pay

The rate of vacation pay shall be at the employee's current base rate of pay.

Restrictions on Accrual

Vacation shall not accrue during unpaid leave, layoff, or any period of receipt of benefits under the Sickness and Accident Income Plan or Long Term Disability Benefits.

Holiday Credit

When a holiday occurs during an employee's assigned vacation, and the employee is otherwise entitled to the holiday, it shall not be counted as part of the employee's vacation time.

Rescheduling of Vacation

Any employee who is hospitalized or undergoes out-patient surgery during his/her scheduled vacation shall, upon a physician's certification, have the right to request rescheduling of that portion of his/her vacation lost as a result of out-patient surgery or hospitalization. Vacation shall be rescheduled under the direction of the supervisor, in cooperation with the employee.

The Director may allow the rescheduling of vacation if:

- a member of the employee's immediate family dies while on vacation at which point bereavement leave would apply;
- and, if a member of the employee's immediate family becomes hospitalized while on vacation at which point sick leave would apply.

Charged Per Use

Vacation leave shall be charged in one-half (1/2) hour increments. Vacation leave of more than one (1) hour shall be charged to the next higher one-half (1/2) hour. In no case shall the charge exceed the amount of the employee's regular workday when vacation is used by the day. No employee shall be entitled to use vacation leave in excess of the amount he/she has accrued. Vacation leave shall not be posted or available for use during the pay period in which it is accrued.

Work Schedule While On Vacation

Assignment of responsibility during a supervisor's absence is of great importance. Supervisor's taking leave for three consecutive days or more shall notify the Director of the employee to contact in his/her absence.

Personal Days

Full-time employees with at least one year of continuous service shall be granted seven (7) paid personal days per fiscal year.

Part-time (32) employees with at least one year of continuous service shall be granted six (6) personal days per fiscal year.

Part-time (24) employees with at least one year of continuous service shall be granted five (5) personal days per fiscal year.

Employees with less than one year of continuous service shall accrue personal days on a prorated basis, and shall be eligible to use those days after six (6) months of continuous service. The employer and employee must mutually agree on a convenient time to use personal day/s. If used for illness same day notice must be given. If used for other than illness, the employer and employee shall mutually agree on a convenient time.

One (1) personal day may be carried from fiscal year to fiscal year. Personal days shall not be granted if unused, to any full-time or part-time employee upon retirement, termination (other than permanent layoff), or discharge.

Sick Leave

Eligibility and Accrual

Employees receiving benefits shall accrue sick leave at a rate of four (4) hours per bi-weekly pay period up to 2,000 hours of accrued leave. Employees shall start to earn sick leave from their last date of hire, and they shall accumulate sick leave to a maximum of two thousand (2,000) hours. Part-time (32) and (24) employees' sick leave accrual shall be pro-rated to reflect the ratio between the employee's regularly scheduled hours per pay period and eighty (80) hours.

Employees shall be eligible to use sick leave after thirty (30) calendar days of service with PCCB from the most recent date of hire and under the following conditions:

- hospitalization;
- work-related accident;
- scheduled medical appointments or emergencies of the employee, the employee's spouse, the employee's legal parent, or a child of whom the

employee has legal custody. Twenty-four (24) hour notice shall be given to the employer for scheduled medical appointments. A medical emergency is defined as an incident or occurrence that requires immediate medical attention;

- first day sickness/illness;
- scheduled outpatient surgery when at least twenty-four (24) hour notice is given to employer;
- sickness/illness of the employee's spouse, legal parent, or child (of whom the employee has legal custody) six (6) days per fiscal year.

The employee shall be required to submit a doctor's verification for all medical appointments or emergencies of the employee's legal parent, or a child in the employee's legal custody.

Abuse of Sick Leave

If and whenever sick leave may appear to be abused, or when an employee consistently uses sick leave as it is earned, the employer shall require from the employee competent proof of the necessity for such absence. In accordance with this section, the Director or the Director's designee reserves the right in all cases of illness or reported illness, to require the release of all medical information to which the employee has access to concerning the employee's physical or mental condition relative to the use of sick leave and a waiver of any privilege for use of the information, and/or to require the employee to furnish a doctor's certificate verifying the necessity for absence. Abuse of sick leave privileges shall constitute grounds for disciplinary action and possible dismissal.

Work-Related Injury

Employees shall timely notify their immediate supervisor when they have an accident or injury arising out of and in the course of their employment. Employees shall complete a First Report of Injury within twenty-four (24) hours of the work injury. Such forms will not be accepted by the Director unless they have been properly completed; including but not limited to, the nature of the injury, date of employee's return to duty, and signature of the employee. "First Report of Injury" forms will be supplied by the employer.

Employees may elect to utilize unpaid leave or sick leave for only the first five (5) workdays of a work related injury. Employees shall accrue vacation and sick leave benefits while receiving weekly Worker's Compensation benefits.

Reporting to Duty from Sick Leave

Upon return to duty from sick leave, the employee shall report to his/her immediate supervisor, provided the absence was less than five (5) consecutive workdays. For absences at or in excess of five (5) consecutive workdays, the employee shall report to the Director or his/her designee, upon return to work.

Charged Per Use

Sick leave will be charged in one-half (1/2) hour increments. Absences of more than one-half (1/2) hour shall be charged to the next higher one-half (1/2) hour, except in no case shall the charge exceed the amount of the employee's regular workday. No employee shall be entitled to use paid sick leave in excess of the amount he/she has accrued. Sick leave shall not be posted or available for use during the pay period in which it is accrued.

Employment While on Sick Leave

Employees engaging in other compensable employment while receiving sick leave or weekly worker's compensation benefits may be subject to discharge.

Failure to Comply:

Should an employee be absent because of illness or incapacitation and fail to comply with the sick leave provisions in this manual, such employee shall then be charged with leave without pay, and may be subject to appropriate disciplinary action and possible dismissal, as provided for in this section.

Notification of Illness

An employee shall be required to notify the supervisor on duty one (1) hour before his/her scheduled reporting time, stating the nature of the illness and the expected period of absence. The supervisor shall provide a means for such notification. The supervisor or his/her designee shall report the employee absence immediately to the PCCB administration office.

Conversion of Sick Leave to Personal Leave

Full-time employees who have accumulated over 750 hours of accrued sick leave, may convert new accrued sick leave to personal leave on a ratio of three (3) hours of sick leave to one (1) hour of personal leave, provided they do not use sick leave for two (2) full pay periods preceding the conversion of the accrued sick leave. No conversion shall be permitted except in accordance with approved rules.

Payment of Sick Leave Upon Termination

Upon termination, for other than election of a bona-fide retirement with IPERS, by the employee, an Employee shall receive cash payment for a percentage of their accumulated, unused sick leave in accordance with the following schedule, payable in their last pay period. No cash payment shall exceed \$2,000.

Years of Service	Percentage
4 through 10 years	20%
11 through 15 years	25%
16 through 20 years	30%
21 through 25 years	35%
Over 25 years	40%

Payment of Sick Leave Upon Retirement

Upon bonafide retirement with IPERS, employees shall receive a cash payout of up to \$4,000 for accumulated, unused sick leave converted at the employee's current hourly rate. The remainder of the converted balance of accrued sick leave shall be converted to a bank for the purpose of purchasing health insurance after retirement. The election for conversion must be made before the employee's retirement date. If no election is made, the remaining balance will be forfeited. The sick leave balance for computing the conversion rate will be the employee's balance before the received cash payment. The employee's sick leave balance will be converted according to the following schedule:

<u>Sick Leave Balance</u>	<u>Conversion Rate</u>
0 up to and including 749 hours	0% of value
750 up to and including 1,000 hours	75% of value
Over 1,000 hours up to 2,000 hours	100% of value

Polk County will continue to pay the entire amount of the COBRA health insurance premium each month until the converted value of the employee's sick leave bank is exhausted or until the employee is eligible for Medicare, whichever comes first. The retired employee may stay with the same health insurance program as when employed, or elect to decrease their coverage options at any time without underwriting.

The converted value of the sick leave can only be applied to health insurance premiums. It has no cash value and it is not transferable to another use or to an heir.

An employee's eligible dependent(s) whose coverage ends when the employee reaches Medicare eligibility may elect at their own expense to continue participation in the health insurance plan through COBRA for three years.

Continuation in the group health insurance plan will be offered to an employee or an employee's eligible dependent(s) at their own expense as authorized by Code of Iowa Section 509A.

Donated Leave

Employees may donate up to sixteen (16) hours of earned vacation or personal leave to an eligible employee who has been approved for a leave of absence because of a serious illness or due to a serious illness of a spouse, legal parent, or child as authorized under the County's Family and Medical Leave Act Policy, but does not possess the necessary earned hours of leave.

Eligible employees may receive donated leave for all circumstances arising under the County's Family Medical Leave Act Policy regardless of eligibility for other leave

benefits. The maximum donated time an employee may receive in a twelve (12) month period measured backward from the date they used any FMLA leave is 240.

An eligible employee is defined as a full-time employee or part-time (32) employee with at least twelve (12) months of continuous employment at the time of the employee's application for FMLA leave.

Requests for donated leave must be submitted for approval to the PCCB Director along with a statement of need and supporting medical documentation. Upon approval, the employee's request will be communicated to all PCCB units to obtain donated leave. Donated leave shall be accepted until the maximum leave is donated or the employee returns to work, whichever occurs first.

The use of donated leave shall be subject to the same restrictions and/or requirements as set forth in this manual; and the employee/recipient shall not derive any accrual of leave as a result of the receipt of donated leave.

Donated leave that is unused upon the employee's return to work shall be returned to the respective donor.

Donated Leave for Purposes of Organ Transplant

Employees may donate up to 16 hours of earned vacation or personal leave to an eligible employee who has been approved for a leave of absence due to agreeing to donate an organ to a person deemed by a qualified physician as needing a transplant operation. Length of absence covered under this policy shall not exceed medical necessity, as determined by the health care provider, for the transplant operation and recovery. The maximum donated time an employee may receive for an instance covered by this policy in a twelve (12) month period is 240 hours.

Employees do not need to utilize all paid leaves prior to requesting and/or utilizing donated leave for the purpose of organ donation. Eligible employees are required to provide medical verification of the operation to be performed and the probable length of time needed to be off for the operation and recovery.

An eligible employee is defined as a regular full-time employee or part-time (32) employee with at least twelve (12) months of continuous employment at the time of the employee's application for donated leave.

Requests for donated leave must be submitted for approval to the PCCB Director along with a statement of need and supporting medical documentation. Upon approval, the employee's request will be communicated to all PCCB units to obtain donated leave. Donated leave shall be accepted until the maximum leave is donated or the employee returns to work, whichever occurs first.

The use of donated leave shall be subject to the same restrictions and/or requirements as other leaves of absence under county policies; and the employee/recipient shall not

derive any accrual of leave as a result of the receipt of donated leave. Donated leave that is unused upon the employee's return to work shall be returned to the respective donor.

Upon request of the employee utilizing donated leave for this purpose thank you notices will be sent by interoffice mail to persons donating time. If the employee utilizing donated leave supplies thank-you notices and/or envelopes and postage, PCCB office staff will facilitate delivery of the thank you notices. PCCB will not be responsible for any postage to deliver such thank-you notices.

Flexible Benefit Program

General

The purpose of the Flexible Benefit Program is to increase the effectiveness of the dollars the County spends on benefits for employees, by allowing employees to make certain selections concerning the benefits they choose to receive.

In general, there are four basic segments to the flexible benefit program:

1. Core Coverage: Represents any benefit plan paid entirely by Polk County such as the Basic Life Insurance and Long-Term Disability programs.
2. Optional Benefit Coverage: This represents additional coverage beyond the core protection that the employee decides whether or not to take based on individual needs. The cost of the options the employee selects will generally be paid by using flexible dollars provided by the County and/or pre-tax or post-tax dollars from the employee's pay.
3. Flexible Spending Accounts: This represents an additional set of options for employees which allow use of pre-tax dollars to pay for certain kinds of health care expenses and dependent care expenses, which normally would require after-tax dollars.
4. Cash: Finally, an employee may choose to have flexible dollars contributed by the County paid in cash.

Flexible Dollars

Full-time and part-time (32) employees hired prior to July 1, 2012 will receive flexible dollars semi-monthly from Polk County. The employee may use these dollars to pay for the optional coverage listed below, assign them to a flexible spending account, receive additional cash, or any combination thereof.

Employees hired on or after July 1, 2012 and current employees (not receiving flexible dollars) who are transferred, promoted, or demoted into positions on or after July 1, 2012 shall not receive flexible dollars, but will assume less of the cost of optional coverage insurance plans.

Optional Coverage

The cost of these options will generally be paid by using flexible dollars provided by the County and/or pre-tax or post-tax dollars from the employee's pay. The cost of insurance may change each fiscal year. Refer to <http://www.polkcountyiowa.gov/humanresources/> for updated cost.

1. Health Coverage – Wellmark Blue Choice Family Plan
2. Dental Coverage – Principal Dental Family Plan
3. Vision Coverage – Avesis Vision Plan

Flexible Spending Accounts

Employees receiving benefits may elect to participate, on a payroll deduction basis, in Flexible Spending Accounts (FSA). The Medical Expense Reimbursement Account and Dependent Care Reimbursement Account are available to provide employees with the opportunity to set aside part of their salary to pay for eligible medical expenses and dependent care expenses on a pre-tax basis.

Participation and elected amounts for the FSA cannot be changed during the plan year unless there is a change in family status, employment or group health care coverage as determined by IRS regulations. Any contribution in the FSA not used for eligible expenses upon terminating participation in the plan or at the end of the plan year is forfeited.

Cash

Flexible dollars that are received as cash are subject to all applicable federal and state taxes.

Deferred Compensation Program

All employees receiving benefits are eligible to participate in Polk County's Deferred Compensation Program. This program offers employees an opportunity to save for retirement on a pre-tax basis.

The County shall contribute \$1.00 for each \$2.00 contributed by the Employee up to a maximum of \$60.00 per month. All participants must contribute to an active provider in order to continue to have payroll deductions made and to receive matching funds

Disability

This insurance is designed to protect you against a loss of income in the event you become disabled and are unable to work for an extended period of time. Employees shall not accrue vacation, sick leave or any other paid leave benefit while on long term disability.

Long Term Disability

Long term disability (LTD) insurance is provided through a group policy and the premium is paid by Polk County. Employees receiving benefits are eligible for LTD after 30 days of employment. The LTD plan will replace a portion of your pre-disability earnings. The plan's coverage offers a benefit of 60 percent of base earnings up to a maximum of \$90,000 of base earnings. Base earning is your regular rate of pay and does not include overtime pay or other extra compensation.

Disability claims are submitted to and determinations made by the disability company and must be medically supported. If your LTD claim is approved, benefits become payable at the end of a 90-calendar day benefit waiting period. No LTD disability benefits are payable during the 90-calendar day waiting period. Coverage under the LTD plan may continue for up to 60 months or when the employee is released to return to his/her regular duties, whichever occurs first.

However, if said employee is not released to return to work his/her regular duties after 24 months, employment with Polk County will cease.

Short Term Disability

Polk County has made available a short-term disability (STD) insurance program to assist employees in covering the 90-calendar day waiting period. STD is available for purchase at employee's expense through payroll deduction by a company authorized by Polk County. An employee's accrual rate for sick leave and vacation leave will be adjusted to reflect accruals only for paid accrual time utilized and holiday pay may be pro-rated based on paid hours while the Employee is on short term disability.

Employees receiving benefits who elect to purchase STD insurance, may elect to use any paid accrued leaves to supplement their income during the 90-day waiting period.

Employees receiving benefits who elect to waive the STD insurance, must use accumulated sick leave or paid time off, then vacation leave, or personal days during the 90-calendar waiting period prior to being in an unpaid status.

Supplemental Life Insurance

Eligible employees may elect to enroll, on a payroll deduction basis, in supplemental Group Universal Life coverage for themselves, their spouse, and/or their children. Information and rates for the term life insurance can be found at the Human Resources intranet website: <http://intranet.co.polk.ia.us:8080/>

Unpaid Leaves of Absence

Eligibility

Employees may request unpaid leave for reasons specified under the Family and Medical Leave policy or for other reasons.

Application for Leave

The Director has discretion to authorize up to ten days (80 hours) unpaid leave for an employee annually. Unpaid leave requests must be submitted in writing to the employee's supervisor immediately and then forwarded to the Director within 5 working days. The request will state the reasons for and duration of the requested leave. The request for leave is subject to approval by the PCCB, if it extends beyond the ten days unpaid leave that can be authorized by the Director. Approval or denial shall be given within two weeks of the initial request, if possible.

An employee whose request for unpaid leave is due to a serious health condition, but is otherwise not eligible for Family and Medical Leave, shall commence leave when the employee's physician certifies he/she is unable to perform his/her job duties. Leave shall terminate after six (6) months or when the employee's physician certifies he/she is able to return to his/her regular duties, whichever occurs first.

The employer retains the right to obtain a second opinion from another physician, at the expense of the employer, from which a final determination shall be made of the commencement or termination of leave. An employee requesting an unpaid leave of absence due to his/her own serious health condition and not subject to Family and Medical Leave agrees to the release of all information to which the employee has access concerning the employee's physical or mental condition relative to the request for unpaid leave and further waives any privilege for the release of the information.

For employees requesting unpaid leave, not otherwise subject to Family and Medical Leave provisions, all benefits, unless otherwise specified, shall cease during the unpaid leave of absence.

Special Leave Without Pay

The PCCB has discretion to authorize special leave of absence without pay for any period up to six (6) consecutive calendar months. Such leaves include, but are not limited to, educational and public official leave. Such leave may be renewed for additional periods of up to six (6) consecutive calendar months upon the request of the employee if agreed to by the PCCB.

Extended Sick Leave of Absence Without Pay

An employee whose serious health condition makes him/her unable to perform his/her job functions, as certified by a physician, in accordance with the Family and Medical Leave provisions, and whose condition extends beyond the expiration of his/her accumulated leave, may be granted an unpaid leave of absence not to exceed six (6) consecutive calendar months.

Parental Leave

Employees who receive benefits shall be eligible for parental leave in accordance with the Family and Medical Leave policy of the County.

If an employee who receives benefits is not eligible for or entitled to parental leave under the County's Family and Medical Leave policy, he/she may be granted parental leave for a period not to exceed thirty (30) regularly-scheduled work days. (This does not include employees who have exhausted their annual FMLA leave). Employees may utilize available accrued leave if County policies permit their use for any part of the parental leave period. Otherwise, the leave will be unpaid. Parental leave may be used for birth, or newly placed adopted or foster child. The request for parental leave must be made within ninety (90) calendar days of the birth or placement for adoption or foster care of a child.

Notwithstanding the above, when a husband and wife are entitled to non-Family Medical Leave Act, parental leave under County policy, they will be limited to a combined total of thirty (30) days of parental leave.

In the case of an employee's own pregnancy, the employee shall be permitted up to eight weeks of medical leave after the birth of a child in accordance with Chapter 216 of the Iowa Code and Title VII.

Written application for parental leave, whether under the Family and Medical Leave policy or otherwise, shall include a statement from the attending physician indicating the date the employee who has given birth to a child is capable of returning to employment, or for a father or for an employee who has adopted or received a foster child, a certified record of the date of birth or placement of the child with the employee.

Insurance Benefits While on Unpaid Leave of Absence

Premiums for insurance normally paid by the employer shall be paid in full by the employee during an approved, unpaid leave of absence, which is not part of Family and Medical Leave, if the employee elects to continue coverage. Such leaves include, but are not limited to, educational and public official leave. Employees on approved, unpaid parental leave and unpaid sick leave of absence which is not part of Family and Medical Leave will pay their own insurance premiums after the first ninety (90) calendar days of absence.

Termination for Failure to Return

If the employee does not return to work upon expiration of the unpaid leave of absence, he/she will be terminated.

Paid Leaves of Absence

Civic Duty Leave

Full-time and part-time (32) and (24) employees shall be granted a paid leave of absence for assigned work time lost when summoned to non-voluntary Petit Jury or Grand Jury duty or when subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant.

Full-time and part-time (32) and (24) employees summoned to sit on a Petit Jury or Grand Jury shall make application for such civic duty leave on forms provided by the employer. Said employee shall be paid at his/her regular hourly rate for all assigned work time lost up to forty (40) hours per week.

Any employee summoned to jury duty or subpoenaed to appear as a witness shall provide his/her supervisor with a copy of the jury summons or subpoena within two workdays after its receipt and the Supervisor shall forward the copy of the jury summons or subpoena to the PCCB payroll clerk.

Full-time and part-time (32) and (24) employees shall submit certification of the number of hours spent in such service and shall assign all remuneration received for juror's fees and mileage expense to the PCCB payroll clerk. When an employee is released from such duty and more than one (1) hour of the employee's regularly scheduled work shift remains, the employee shall report to work.

An employee who engages in other compensable employment while on such paid leave of absence shall be subject to discharge.

Military Leave

Military leave will be granted in accordance with Chapter 29A of the Code of Iowa and applicable federal law.

Bereavement

Full-time and part-time (32) and (24) employees shall, after thirty (30) days of continuous employment from his/her most recent date of hire or rehire, be eligible for a paid leave of absence of up to four (4) work days if it is necessary for him/her to be absent from work because of the death of a member of his/her immediate family.

In cases involving unusual out-of-state travel, the employee may be granted one (1) additional day if they must travel over five hundred (500) miles one way,

Immediate family shall be defined as including: spouse, child, step-child, parent, step-parent, father-in-law, mother-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or other relative living within the same household. Only days absent which would have been compensable workdays will be paid. No payment will be made during holidays, layoffs, or any leave of absence. Payment shall be made on the basis of the employee's regular hourly rate of pay. Employees engaging in other compensable employment while on bereavement leave may be subject to discharge.

Training and Education

Employees shall attend training as directed through the Polk County Risk Management office. Reference the Employee Training Policy for additional information.

Employees required or permitted by the Director to attend a college class, training classes, seminars or conferences or participating as a presenter at training classes, seminars or conferences, will not suffer any loss in regular pay for attendance. Voluntary attendance at a degree granting college or university shall be on the employee's own time. The employee will be reimbursed for registration fees, books, tuition, materials, transportation, housing and meals, in accordance with PCCB's training, tuition reimbursement and travel policies. Participation in training must have prior approval of the employee's supervisor.

Personnel Files

An employee may have access to his/her own personnel file as maintained by PCCB. Employees may review the contents of their file at a time mutually agreed upon by the employer and the employee, except the employee will not have access to, or be able to review, letters of reference received or furnished by the employer or any reference check performed by the employer.

Employees may, at their own expense, request and receive copies of the contents of their personnel file, except as provided for in the previous paragraph.

Outside Employment

Employment with PCCB is considered to be a person's principal job and deserves primary attention of the employee. Employment outside PCCB may be permitted if such employment does not interfere with the efficiency of the employee's duties and responsibilities and does not represent a conflict of interest. Before accepting outside

employment, full-time and part-time employees must obtain the prior written approval of the PCCB Director.

PCC employees required to live in county-owned residences may be engaged in a small “cottage business” under the following circumstances:

- The activity will not interfere or conflict with assigned job.
- There will be no advertising inside or outside of the park.
- County tools and equipment may not be used in any business.
- Approval must first be obtained from the Director and the Polk County Attorney’s Office must agree that the actives are legal under Chapter 68.B.
- To get approval, a written statement of any activities to be carried out in the residence must be submitted to the Director.
- The Director reserves the right to cancel the “cottage business” privileges at any time.
- The PCCB reserves the right to create/change the policy on this issue at any time.

Honoraria, Gifts, Conflicts of Interest, and Lobbying

All employees must comply with the provisions of Iowa Code sections 68B.22, 68B.23, and 68B.36 regarding gifts, honoraria, and lobbying. Additionally, all employees must comply with the provision of Iowa Code sections 68B.2A, 314.2 and 331.342 regarding conflicts of interest. Copies of the Code sections listed above are available to employees upon request from the Director of the PCCB.

The Iowa Gift Law applies to all Polk County Conservation employees. The law prohibits county employees and their immediate family members from receiving gifts worth over \$3.00 in any given day from “restricted donors”. A “restricted donor” is:

1. a person or entity who is or is seeking to enter into sales, purchases, a lease or a contract with your agency; or
2. a person or entity who could benefit financially from the way you perform your job (differently from a benefit to the general public).

Family members, including spouse, children, parents, grandparents, grandchildren, aunts and uncles, are not restricted donors; therefore, you may receive gifts from them. There are other exceptions to the law as well. If you have questions about whether you can receive gifts from an individual or business, or other public or private entity, contact the PCCB office or the Civil Bureau of the County Attorney’s Office

Employee Assistance Program (EAP)

The County has made arrangements through the National Council on Alcoholism's Employee Assistance Program (EAP), for its employees and family members to receive professional and confidential counseling services with regard to alcohol and substance abuse, as well as other personal problems that may adversely affect job performance. The program is designed to provide employee education coupled with counseling services for assessment, referral and follow-up.

Employees may contact EAP staff by calling Employee and Family Resources at 505 – 5th Ave., Suite 600, Des Moines, IA 50309, telephone 515.244.6090. EAP counselors answer telephones. Satellite offices are located at:

950 Office Park Road
Suite 127
West Des Moines, IA 50265

460 SW School St.
Suite 219
Ankeny, IA 50021

Employment Information

Employment information shall be collected prior to an employee commencing work duties. All employment information must be on file in the PCCB office before an employee begins any work duties. If a driver's license is required for a position, a copy of a current valid permit must be on file before the employee may operate any road-use licensed county vehicle.

Pre-employment physical examinations are required for all personnel, whether the employee is a new employee or an employee previously employed by PCCB. The physical examination must be completed prior to the time the employee begins his/her duties. The employee will be paid one (1) hour on their first paycheck for pre-employment annual physical examination.

Each employee shall schedule his/her own physical examination appointment by contacting the Polk County Health Department and stating the need for a pre-employment physical required by the PCCB.

No county vehicle ~~will~~ shall be utilized in the transportation of PCCB employees to or from physical examinations or interviews.

Driver's License

Each employee whose work assignment requires operation of a motor vehicle licensed for highway use must possess an appropriate and valid driver's license, must maintain a good driving record both on and off the job, and must remain insurable. It is the responsibility of the individual's supervisor to enforce these requirements and to advise the Director of any change in status of an employee's driver's license.

If an employee's job description requires a Commercial Driver's License (CDL), the employee will be responsible for any fees to acquire the CDL. All driver's license renewals are not reimbursable by the PCCB.

Payment for Non-Job Related Services

A PCCB employee will not have a contract with PCCB for goods or services unless the provisions of 331.342, Iowa Code, and all other applicable state and federal laws are met. To the extent that a contract with an employee is allowed, the following provisions apply:

- A. The employee possesses skill or knowledge necessary for the performance of the desired service or contract;
- B. There is an organizational need for the service or skill to be performed or for the property to be acquired;
- C. The performance of the service or the acquisition of the property and the amount of payment will receive approval of the Director prior to the initiation of the service or acquisition of the property and shall be documented through a Purchase Order (PO);
- D. Any time necessary to perform the service or acquire the property will be on the employee's own time and will not detract from the employee's normal job performance for PCCB; and
- E. The product or property resulting from the performance of the service or contract will become the property of PCCB upon payment.

Employee Complaints

Should a PCCB employee wish to file a work related complaint, the employee shall follow the following procedure:

Employee may orally discuss the complaint with their immediate supervisor. If the complaint is not resolved, the employee may file the complaint in writing with the employee's immediate supervisor. The supervisor may respond to the complaint in writing.

If the complaint still remains unadjusted, it may be presented by the employee in writing for consideration by the Director.

If the complaint still remains unadjusted, it may be presented by the employee in writing to the Chair of the PCCB for consideration.

Memorials / Commemoratives

PCCB shall allow the planting of memorial trees for employees and commemorative trees when requested by the public.

A. Memorial Trees for Employees

Following the death of any PCCB employee, the staff shall plant a tree in a selected area in honor of that employee. The tree will not be signed or otherwise marked; however, a wall-mounted plaque hanging in the PCCB office will include information that a tree has been planted at a specific park in honor of the deceased.

B. Commemorative Tree Policy

As a response to requests by the public to participate in commemorative tree plantings on PCCB properties, specific guidelines have been adopted (see Commemorative Tree Policy for Park Areas and Golf Course).

C. Other Commemoratives

Requests by the public for other memorials/commemoratives shall be submitted to the Director. The Director and appropriate PCCB staff will determine if requested memorial/commemorative is possible. Payment for memorials/commemoratives shall be received in the PCCB office prior to any purchase of materials. If suitable arrangements cannot be made for a memorial/commemorative request, the Director may decline the request.

Transfer and Promotions

Procedure

1. The employer retains all authority to fill a vacancy or vacancies. The employer is not obligated to transfer, promote, and/or hire any employee.
2. The term promotion, as used herein, means the advancement of an employee to a higher paying job classification.
3. Whenever a job opening occurs, other than a temporary opening, in any position, or as a result of the development or establishment of a new position, a notice of such opening will be posted.
4. If more than one (1) application for transfers, promotion, and/or hire is received for a vacancy in a position, all qualifications of each candidate, such as ability, experience, training, aptitude and seniority will be considered.

Downward Transfer

The employer may impose downward transfers. In all such cases, the rate of pay will be established by the PCCB upon recommendation of the Director after reviewing the reason for downward transfer.

Temporary Transfer

The employer has the authority to temporarily transfer employees from job site to job site when deemed necessary. The transferred employee will report directly to the temporary work site unless otherwise directed. The employee's travel will be on his own time if employee directed to report to a temporary work site at the beginning of the work day. The temporarily assigned employee may be authorized by the Director to drive a county vehicle.

Layoff and Recall

Temporary Layoff

Temporary layoff is considered a layoff for a period of time of thirty (30) consecutive days or less from the date the layoff started. The employer has sole discretion to determine the necessity for and implementation of temporary layoff of the work force. Temporary layoffs of thirty (30) consecutive calendar days or less are not covered by the provisions of this manual relating to permanent layoffs. To qualify for temporary layoff, including benefits while on temporary layoff, and recall from temporary layoff, the official notice of the layoff must state that it is a temporary layoff and must indicate specific dates and times that the temporary layoff begins and ends, such period of time shall not exceed thirty (30) consecutive calendar days per occurrence. All other notices shall be considered notice of permanent layoff.

Benefits While on Temporary Layoff

Upon receipt of notice and during periods of temporary layoff, employees shall not be entitled to use earned or unused vacation time, sick leave, or any other earned, unused leave, nor shall employees accrue vacation, sick leave, or any other leave benefits during the period of temporary layoff.

During the period of temporary layoff, the employer shall pay the employer's share of the cost of insurance premiums for the employee, only. The employee's share of the cost of such insurance premiums, if any, must be paid by the employee through payroll deduction or, if this is not possible, by direct payment to the employer. Failure on the part of the employee to make timely, direct payment as required by the employer may be cause for immediate cancellation of such insurance coverage.

Recall from Temporary Layoff

An employee recalled from temporary layoff shall return to his/her former position and salary, if physically qualified, or to another equivalent position and salary in accordance with his/her qualifications and ability.

Upon recall from temporary layoff, the employee shall have all earned, unused vacation time, sick leave and any other earned, unused leave that existed prior to his/her temporary layoff restored.

Permanent Layoff

The employer has sole discretion to determine the necessity for and implementation of a permanent layoff of the work force. Except in cases of emergency, notice of permanent layoff will be given at least ten (10) work days in advance of the layoff.

Benefits While on Permanent Layoff

An employee permanently laid off by the employer shall be paid for his/her vacation, personal days, and compensatory time (Management/supervisory employees excluded from compensatory time payment), and applicable percentage of accrued sick leave, provided these amounts do not exceed the maximum accumulations of such benefits allowed. Payment will be made in compliance with Iowa law.

Premiums for insurance normally paid by the employer shall be paid in full by the employee during periods of permanent layoff, if the laid off employee elects to continue coverage. Failure to make timely payment as required by the employer shall be cause for immediate cancellation of such insurance coverage.

Recall from Permanent Layoff

An employee recalled from permanent layoff shall have restored to his/her records the amount, if any, of earned, unused sick leave that he/she had accumulated immediately before layoff for which pay out was not made. Restoration of vacation leave shall be on a prorated anniversary year basis in accordance with the adjusted date of hire, if appropriate, and according to procedures established by the Director of Human Resources. Such restoration of sick and vacation leave only applies to employees who are recalled from permanent layoff and may not be applied to employees rehired by PCCB.

Employer Rights

The employer retains all powers, duties, and rights established by constitutional provision, statute, ordinance, charter, or special act, and the exclusive power, duty and right, including, but not limited to, to: plan, direct, and control the work of its employees; hire, promote, demote, transfer, assign and retain employees in positions within the public agency; discipline, suspend, or discharge employees; develop and enforce rules for employee discipline; maintain the efficiency of governmental operations, establish new jobs; abolish or change existing jobs and operations; schedule working hours, including overtime work; determine employee qualification; schedule vacation; relieve employees from duties because of lack of work, or for other legitimate reasons; determine what work or services may be purchased or performed by the unit employee; change or eliminate existing methods, equipment, or facilities; determine and implement methods, means, assignments and personnel by which the public employer's operations are to be conducted; take such actions as may be necessary to carry out the mission of the public employer; initiate, prepare, certify, and administer its budget; and exercise all other powers and duties the employer has customarily exercised.

**POLK COUNTY CONSERVATION BOARD
GOLF COURSE RESIDENCE
LEASE AGREEMENT**

This Residence Lease Agreement ("Lease") is made and effective this August 8, 2012 by and between Polk County Conservation Board ("Landlord") and Bob Begey ("Tenant"). This Lease creates joint and several liability in the case of multiple Tenants. This lease is not subject to Chapter 562A because employment is a condition of tenancy.

1. PREMISES

Landlord hereby rents to Tenant and Tenant accepts in its present condition the house at following address: 12461 NW 118th Avenue, Granger, Iowa, 50109.

2. TERM

The term of this Lease shall start on June 1, 2012 and end on June 30, 2014.

3. CONDITION OF LEASE

A condition of this Lease is that the Tenant is required to be an employee of Green Golf Partners, Jester Park Golf Course managing firm. If the Tenant's employment with Green Golf Partners ceases, Tenant is to notify Landlord immediately. Tenant will be allowed up to 45 days occupancy following the date of notification to surrender the property.

4. RENT

Tenant agrees to pay, without demand, to Landlord as rent for the House the sum of \$700.00 per month in advance of the first day of each calendar month, at 11407 NW Jester Park Drive, Granger, Iowa, 50109, or at such other place as Landlord may designate. The rate of \$700 is for up to two adult tenants. For each additional adult tenant \$200 will be added to the monthly rent due, not to exceed 3 unrelated persons or five (5) people in total. Landlord may impose a late payment charge of \$25 per day for any amount that is more than five (5) days late. Rent will be prorated if the term does not start on the first day of the month or for any other partial month of the term.

5. SECURITY DEPOSIT

Upon execution of this Lease, Tenant deposits with Landlord \$750.00, as security for the performance by Tenant of the terms of this Lease to be returned to Tenant following the full and faithful performance by Tenant of this Lease. In the event of damage to the House caused by Tenant or Tenant's family, agents or visitors, Landlord may use funds from the deposit to repair, but is not limited to this fund and Tenant remains liable.

6. QUIET ENJOYMENT

Landlord agrees that if Tenant timely pays the rent and performs the other obligations in this Lease, Landlord will not interfere with Tenant's peaceful use and enjoyment of the House.

7. **USE OF PREMISES**

A. The House shall be used and occupied by Tenant exclusively as a private single-family residence. Neither the House nor any part of the House or yard shall be used at any time during the term of this Lease for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single-family residence.

B. Tenant shall comply with all the health and sanitary laws, ordinances, rules, and orders of appropriate governmental authorities and homes associations, if any, with respect to the House.

8. **NUMBER OF OCCUPANTS**

Tenant agrees that the House shall be occupied by no more than three (3) unrelated persons and no more than five (5) people in total. Tenant agrees to notify Landlord of person(s) living at residence at any given time.

9. **CONDITION OF PREMISES**

A. Tenant agrees that Tenant has examined the House, including the grounds and all building and improvements, and that they are, at the time of this Lease, in good order, good repair, safe, clean, and tenantable condition.

B. Landlord and Tenant agree that a copy of the "Joint Inspection," the original of which is maintained by Landlord and a copy provided to Tenant, attached hereto reflects the condition of the House at the commencement of Tenant's occupancy.

10. **ASSIGNMENT AND SUBLETTING**

A. Tenant shall not assign this Lease, or sublet or grant any concession or license to use the House or any part of the House without Landlord's prior written consent.

B. Any assignment, subletting, concession, or license without the prior written consent of Landlord, or an assignment or subletting by operation of law, shall be void and, at Landlord's option, terminate this Lease.

11. **ALTERATIONS AND IMPROVEMENTS**

A. Tenant shall make no alterations to the House or construct any building or make other improvements without the prior written consent of Landlord.

B. All alterations, changes, and improvements built, constructed, or placed on or around the House by Tenant, with the exception of fixtures properly removable without damage to the House and movable personal property, shall, unless otherwise provided by written agreement between Landlord and Tenant, be the property of Landlord and remain at the expiration or earlier termination of this Lease.

12. **DAMAGE TO PREMISES**

If the House, or any part of the House, shall be partially damaged by fire or other casualty not due to Tenant's negligence or willful act, or that of Tenant's family, agent, or visitor, there shall be an abatement of rent corresponding with the time during which,

and the extent to which, the House is untenable. If Landlord shall decide not to rebuild or repair, the term of this Lease shall end and the rent shall be prorated up to the time of the damage.

13. **DANGEROUS MATERIALS**

Tenant shall not keep or have on or around the House any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on or around the House or that might be considered hazardous.

14. **UTILITIES**

Tenant shall be responsible for all utility services except Landlord will provide for the following: sewer and water. Tenant shall not default on any obligation to a utility provider for utility services at the House. Tenant is responsible for returning utility services to Landlord at end of this Lease.

The LP tank for the property shall be filled by Landlord near the time Tenant takes occupancy at no expense to Tenant. Following the initial fill of the LP tank upon occupancy, LP becomes the sole responsibility of the Tenant. At the end of Lease, Tenant will be responsible for filling the LP tank near the time Tenant leaves the House at no expense to Landlord.

15. **MAINTENANCE AND REPAIR**

A. Tenant shall notify the Landlord immediately of any repairs needed and the Landlord shall have access to the premises at any reasonable time for repairs, maintenance, or to protect the property. Landlord will, at Landlord's sole expense, keep and maintain the House and appurtenances in good and sanitary condition and repair during the term of this Lease and shall keep the fixtures in the House in good order and repair; and keep the furnace clean. Landlord shall, at Landlord's sole expense, make all required repairs to the plumbing, stove/oven, kitchen refrigerator, dishwasher, electric and gas fixtures, other mechanical devices and systems, floors, ceilings and walls whenever damage to such items was not due to the negligence or deliberate wrongful conduct of the Tenant or the Tenant's family, agent, or visitor, in which case the Tenant will be held liable. Annual service checks of residence furnace and air-conditioning unit will be at the expense of the Landlord.

B. The Landlord will pay for termite inspections and provide exterminator services if needed and approved by the Landlord.

C. Tenant agrees that no signs shall be placed or painting done on or about the House by Tenant without the prior written consent of Landlord.

D. Tenant agrees to promptly notify Landlord in the event of any damage, defect or destruction of the House, or the failure of any of Landlord's appliances or mechanical systems, and except for repairs or replacements that are the obligation of Tenant pursuant to Subsection A above, Landlord shall use its best efforts to repair or replace such damaged or defective area, appliance or mechanical system.

E. Landlord is responsible for removing snow from driveway to allow access to the House within 24 hours after snowfall. Additional snow removal, including sidewalks, is the responsibility of the Tenant.

F. Tenant is responsible for mowing and weed trimming of the residence yard. Yard must be kept neat and must not be unsightly.

G. Tenant shall provide materials and/or labor for routine maintenance which includes but is not limited to: day-to-day cleaning, carpet cleaning, cleaning of windows, cleaning of woodwork, replacement of light bulbs, mouse traps, mouse poison, services to unplug sink traps and shower/tub drains, pest control.

16. **USE OF COUNTY EQUIPMENT**

Tenant may not use County equipment in anyway for the maintenance of house or driveway, to include snow removal and yard maintenance.

17. **LANDSCAPING & GARDEN**

Tenant provides materials and labor for annual landscaping (flowers, etc.) in approved flower beds. Change to existing landscaping plan must have Landlord approval.

Tenant may have a garden area and will be responsible for providing labor and materials for such garden. Location of garden will be subject to Landlord approval and will not exceed ½ acre. Garden area must be kept neat and must not be unsightly.

18. **ANIMALS**

Tenant shall keep no domestic or other animals in or about the House without the prior written consent of Landlord. Tenant will be held liable for any damage to property caused by animals.

19. **RIGHT OF INSPECTION**

Landlord and Landlord's agents shall have the right at all reasonable times during the term of this Lease and any renewal of this Lease to enter the House for the purpose of inspecting the premises and/or making any repairs to the premises or other item as required under this Lease.

20. **HOLDOVER BY TENANT**

Should Tenant remain in possession of the House with the consent of Landlord after the expiration of the Term of this Lease, a new tenancy from month to month shall be created which shall be subject to all the terms and conditions of this Lease, but shall be terminable on thirty (30) days by either party or longer notice if required by law. If Tenant holds over without Landlord's consent, Landlord is entitled to double rent, pro-rated per each day of the holdover, lasting until Tenant leaves the House.

21. **SURRENDER OF PREMISES**

Tenant is required to provide 30 day notice of surrendering of premises to the Landlord and must follow procedure identified in "Notices" section of this Agreement. Failure to provide 30 day notice will result in Tenant being responsible for payment of one additional month's rent.

Tenant shall quit and surrender the House in as good a condition as it was at the commencement of this Lease, reasonable wear and tear and damages by the elements excepted. An inspection/inventory will be completed by the Landlord.

22. **FORFEITURE OF SECURITY DEPOSIT - DEFAULT**

It is understood and agreed that Tenant shall not attempt to apply or deduct any portion of any security deposit from the last or any month's rent or use or apply any such security deposit at any time in lieu of payment of rent. If Tenant fails to comply, such security deposit shall be forfeited and Landlord may recover the rent due as if any such deposit had not been applied or deducted from the rent due. For the purpose of this paragraph, it shall be conclusively presumed that a Tenant leaving the Premises while owing rent is making an attempted deduction of deposits. Furthermore, any deposit shall be held as a guarantee that Tenant shall perform the obligations of the Lease and shall be forfeited by the Tenant should Tenant breach any of the terms and conditions of this Lease. In the event of default, by Tenant, of any obligation in this Lease which is not cured by Tenant within fifteen (15) days notice from Landlord, then in addition to forfeiture of the Security Deposit, Landlord may pursue any other remedy available at law, equity or otherwise.

23. **ABANDONMENT**

If at any time during the term of this Lease, Tenant abandons the House or any of Tenant's personal property in or about the House, Landlord shall have the following rights: Landlord may, at Landlord's option, enter the House by any means without liability to Tenant for damages and may relet the House, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such reletting; also, at Landlord's option, Landlord may hold Tenant liable for any difference between the rent that would have been payable under this Lease during the balance of the unexpired term, if this Lease had continued in force, and the net rent for such period realized by Landlord by means of such reletting. Landlord may also dispose of any of Tenant's abandoned personal property as Landlord deems appropriate, without liability to Tenant. Landlord is entitled to presume that Tenant has abandoned the House if Tenant removes substantially all of Tenant's furnishings from the House, if the House is unoccupied for a period of two (2) consecutive weeks, or if it would otherwise be reasonable for Landlord to presume under the circumstances that the Tenant has abandoned the House.

24. **SECURITY**

Tenant acknowledges that Landlord does not provide a security alarm system or any security for the House or the Tenant and that any such alarm system or security service, if provided, is not represented or warranted to be complete in all respects or to protect

Tenant from all harm. Tenant hereby releases Landlord from any loss, suit, claim, charge, damage or injury resulting from lack of security or failure of security.

25. **SEVERABILITY**

If any part or parts of this Lease shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect.

26. **INSURANCE**

Tenant acknowledges that Landlord will not provide insurance coverage for Tenant's property, nor shall Landlord be responsible for any loss of Tenant's property, whether by theft, fire, acts of God, or otherwise. Tenant shall furnish the Landlord with a Certificate of Renter's Insurance at a minimum of \$1,000,000 liability coverage to include medical payments naming Polk County Government, its Elected Officials, Employees, Agents and Assigns as additional insured. A new insurance certificate verifying coverage will be due at each renewal date.

27. **BINDING EFFECT**

The covenants and conditions contained in the Lease shall apply to and bind the heirs, legal representatives, and permitted assigns of the parties.

28. **GOVERNING LAW**

It is agreed that this Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Iowa.

29. **ENTIRE AGREEMENT**

This Lease shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease is hereby superseded. This Lease may be modified only by a writing signed by both Landlord and Tenant.

30. **NOTICES**

Any notice required or otherwise given pursuant to this Lease shall be in writing; hand delivered, mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, if to Tenant, at the House and if to Landlord, at the address for payment of rent and addressed to Director or designee, Cindy Lentz.

IN WITNESS WHEREOF, the parties have caused this Lease to be executed the day and year first above written.

POLK COUNTY CONSERVATION BOARD

TENANT

PCCB Chair

Date

Bob Begey

Date

Prepared by: Nanci McMickle, Appraisal and Acquisition Specialist for the City of Des Moines, Seller,
400 Robert D. Ray Drive, Des Moines, IA 50309-1891 (515) 283-4524

Return to: Real Estate Division, City of Des Moines, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891

Project Name: Airport Runway 13R-31L

Parcel No: D031A

Activity ID: 34-2012-000

OFFER TO PURCHASE REAL ESTATE FROM THE CITY OF DES MOINES AND ACCEPTANCE

TO: The City of Des Moines, Iowa (the "City")

REAL ESTATE DESCRIPTION. Polk County, Iowa, ("Buyer") offers to purchase from the City the property (the "Property") legally described as:

A PART OF THE SOUTHWEST ¼ AND A PART OF THE WEST ½ OF THE SOUTHEAST 1/4 ALL BEING IN SECTION 29, TOWNSHIP 81 NORTH, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH ¼ CORNER OF SAID SECTION 29; THENCE NORTH 0° 04' 20" WEST ALONG THE WEST LINE OF SAID WEST ½ OF THE SOUTHEAST 1/4, A DISTANCE OF 1148.33 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 89° 45' 27" WEST, 309.43 FEET; THENCE SOUTH 0° 18' 01" WEST, 328.12 FEET; THENCE SOUTH 89° 38' 15" WEST, 1407.86 FEET, THENCE NORTH 0° 07' 21" EAST, 1045.81 FEET; THENCE NORTH 89° 41' 21" EAST, 3034.33 FEET TO A POINT ON THE EAST LINE OF SAID WEST ½ OF THE SOUTHEAST 1/4; THENCE SOUTH 0° 05' 01" EAST ALONG SAID EAST LINE, 548.56 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SAID SECTION 29; THENCE SOUTH 89° 45' 28" WEST ALONG THE NORTH LINE OF SAID SOUTHWEST ¼ OF THE SOUTHEAST ¼, A DISTANCE OF 57.94 FEET; THENCE SOUTH 0° 40' 54" WEST, 169.81 FEET; THENCE SOUTH 89° 45' 27" WEST, 1258.41 FEET TO THE POINT OF BEGINNING AND CONTAINING 60.36 ACRES (2,629,262 S.F.)

Subject to an existing lease and any and all easements, restrictions and covenants of record.

Subject to the reservation of an easement upon the Property for the continued use and maintenance of any utilities now in place, including those for the benefit and use of the City of Des Moines, with the right of entry for servicing same.

1. INTENDED USE. The Property is being conveyed to a governmental body for a public purpose and Iowa Code section 364.7(3) applies to this conveyance. Buyer intends and agrees to use the Property for the following public purpose(s):

to be maintained and used for public conservation purposes as authorized by Iowa Code chapter 350.

2. CONSIDERATION. The Purchase Price is \$208,200.00, which is due at closing. In addition, Buyer agrees to pay all expenses incurred by the City to purchase the Property in the amount of \$27,615.00, all expenses of selling the Property to Buyer in the amount of \$200, along with \$113.00 to cover the estimated costs of publishing the notice of sale of the

Property and the cost of recording the conveyance documents (including the Deed, Publication and Roll Call approving the sale). See paragraph 20 for additional consideration.

3. **INITIAL PAYMENT.** The Initial Payment of **\$113.00** is due upon Buyer's execution of this Offer. The amount will be used to cover the estimated costs of publishing the notice of sale of the Property and the cost of recording the conveyance documents.
4. **CLOSING.** Closing will occur on December 14, 2012, unless a different time is set by mutual agreement of the parties or additional time is reasonably needed by Buyer to exercise the rights given to Buyer by Paragraphs 7, 10 and 14 of this Offer.
5. **POSSESSION.** Buyer shall take possession of the Property upon closing. All property maintenance, including but not limited to mowing and snow removal, will be the sole responsibility of the Buyer from the time of possession.
6. **DEED AND RECORDING.** Subsequent to payment of the Purchase Price and all other costs due the City associated with the sale of the Property, the City shall execute a Quit Claim Deed conveying the Property to Buyer. The City shall then proceed to record the Deed and a certified copy of the City Council conveyance proceedings, all at Buyer's expense.
7. **ABSTRACT.** If Buyer requests an abstract, it may have one created or updated at its expense. Buyer shall have ten (10) days from receipt of such updated or created abstract to deliver a copy of an attorney's title opinion to City stating any objections to title. If City is unable to convey merchantable title to the Property, it agrees to cancel this Offer by refunding to Buyer the down payment and purchase price and this Offer will be null and void. The City agrees to make an effort, in the City's discretion, to clear any title defects.
8. **TAXES.** All taxes on the Property have been paid in full or cancelled. Buyer shall be responsible for all taxes on the Property that become due and payable for the fiscal year the Property is conveyed to Buyer and all subsequent years.
9. **SPECIAL ASSESSMENTS.** All certified special assessments have been paid in full or cancelled. Buyer shall be responsible for payment of all future special assessments, which are incurred on the Property following the date of possession as provided in Paragraph 5.
10. **SURVEY.** If Buyer elects, Buyer may have the Property surveyed at Buyer's sole expense. If the survey shows an encroachment on the Property or if any improvement located on the Property encroaches on lands of others, such encroachment shall be treated as a title defect as provided in Paragraph 6.
11. **RISK OF LOSS.** City shall bear risk of loss prior to Closing.
12. **REMEDIES OF THE PARTIES.** If City fails to fulfill this Offer, Buyer shall be refunded its Deposit and Purchase Price. If Buyer fails to perform under the terms of this Offer, City shall retain the **down payment and 10% of the Purchase Price** as liquidated damages and Buyer shall be refunded 90% of the Purchase Price.

13. NOTICE. Notices to City as provided for in this Offer shall be deemed sufficient if sent by certified mail with return receipt to:

Real Estate Division
City of Des Moines
400 Robert D. Ray Drive
Des Moines, Iowa 50309-1891

Notices to Buyer as provided for in this Offer shall be deemed sufficient if sent by certified mail with return receipt requested to:

Polk County Conservation
Dennis Parker, Director
11407 NW Jester Park Drive
Granger, IA 50109

14. ENVIRONMENTAL/INSPECTION/WARRANTY. Buyer shall purchase the Property “as is.” However, Buyer may obtain City’s permission to access the Property to conduct such inspection of the Property as Buyer deems appropriate at Buyer’s expense. If any environmental contamination is found on the Property prior to closing, Buyer may elect to cancel this Offer and City shall promptly refund to Buyer the down payment and purchase price and this Offer will thereafter be null and void.

15. NO WARRANTY OF FITNESS. City makes no warranties of any kind regarding the Property including its fitness for any particular use. Buyer agrees to comply with any and all applicable laws, rules and regulations in its use of the Property.

16. BINDING EFFECT. This Offer is binding upon and will inure to the benefit of and be enforceable by the parties, their successors and assigns.

17. ENTIRE AGREEMENT. This Offer constitutes the entire agreement of the parties and may be modified only in writing. The laws of the State of Iowa shall govern this Offer.

18. TIME. Time is of the essence in the performance of this Offer.

19. COUNCIL APPROVAL. This Offer is subject to the approval of the Des Moines City Council and neither the City nor its representatives in this matter shall be bound by the contract until said approval is given and is public record.

20. SPECIAL PROVISIONS: ADDITIONAL CONSIDERATION. As additional consideration, Buyer shall defend and hold harmless the City and the Des Moines Airport Authority from any claims concerning the Property, whether founded or not, that may be made against either or both of them by the federal government or the prior owners from whom the City acquired the Property. The City will provide reasonable its cooperation in the defense of such claims. The Buyer’s obligation under this paragraph will survive the closing and the delivery of the deed.

This Offer to Purchase Real Estate and Acceptance is made by Buyer on this _____ day of _____ 20 ____.

POLK COUNTY, IOWA

By: _____

Title: _____

By: _____

Title: _____

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 20_____,
by _____ as _____ of Polk County, Iowa.

Notary Public in and for the State of Iowa
My commission expires _____

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 20_____,
by _____ as _____ of Polk County, Iowa.

Notary Public in and for the State of Iowa
My commission expires _____

This Offer to Purchase Real Estate and Acceptance is accepted by the City of Des Moines on the ____ day of _____, 20____.

CITY OF DES MOINES

By: _____
T. M. Franklin Cownie, Mayor

Attest: _____
Diane Rauh, City Clerk

APPROVED AS TO FORM:

By: _____
David A. Ferree, Assistant City Attorney

STATE OF IOWA)
) ss.
COUNTY OF POLK)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared T. M. Franklin Cownie, and Diane Rauh, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Des Moines, Iowa; that the instrument was signed on behalf of the corporation, by authority of its City Council, as contained in Roll Call No. _____ passed and approved by the City Council on _____, and that T. M. Franklin Cownie and Diane Rauh acknowledged the execution of the instrument to be the voluntary act and deed of said City by it and by them voluntarily executed.

Notary Public in and for the State of Iowa
My commission expires _____

ADDENDUM TO
GREAT WESTERN TRAIL ACQUISITION AND RELOCATION AGREEMENT

This Addendum to Great Western Trail Acquisition and Relocation Agreement is entered into on _____, 2012, between the Des Moines Airport Authority (“Authority”) and Polk County, Iowa, and the Polk County Conservation Board (together the “County”).

WHEREAS, the City of Des Moines and the County entered into the Great Western Trail Acquisition and Relocation Agreement, dated the 26th day of July, 2005, in the introductory clause (the “Agreement”), to provide for the relocation of the Great Western Trail; and

WHEREAS, on November 1, 2011, the City, pursuant to Iowa Code chapter 330A, created the Des Moines Airport Authority (the “Authority”) and assigned all of its right, title and interest in all outstanding contracts, including the Agreement, to the Authority; and

WHEREAS, the Authority has submitted to the County the attached Exhibit 1 showing the design for the relocated interim trail depicted on Exhibit A to the Agreement; and

WHEREAS, the purpose of this addendum is to memorialize the County’s concurrence, as provided for in Section 6 of the Agreement, in the Authority’s design.

THEREFORE, the parties agree as follows:

1. Exhibit 1, consisting of eleven sheets, including the Title Sheet, nine Plan and Profile sheets and one untitled profile sheet, all bearing the date 11/02/11 in the right lower corner, is attached to and incorporated in this addendum.
2. As provided for in Section 6 of the Agreement, the County concurs that Exhibit 1 fulfills the City’s design requirements for the interim trail for alignment, grade, plan and profile and that Exhibit 1 will not be revised except as necessary, in the Authority’s judgment, to meet changes in law or regulation or AASHTO design guides.
3. The parties will cooperate and provide assistance to each other when the Authority determines, in its sole discretion, that it is in the interest of the Airport or the Authority to build the interim trail. Cooperation includes supporting the trail relocation project and timely performing obligations under the Agreement. Assistance includes supporting the interim trail design before regulatory agencies that may have jurisdiction over the trail relocation or the Runway 13R-31L Project. The Authority will endeavor to provide the County six months notice prior to beginning construction of the interim trail.

4. In the event that the Federal Aviation Administration or its successor requires modifications or changes in the interim trail described in paragraph 2 above as a condition precedent to the granting of funds for the improvement of the Airport, County agrees to consent to modifications, revisions, supplements or deletions as may be required to obtain such funds.

5. All terms and provisions of the Agreement not addressed in this addendum remain in full force and effect.

DES MOINES AIRPORT AUTHORITY

POLK COUNTY BOARD OF SUPERVISORS

Edgar F. Hansell, Board Chair

Angela Connolly, Chair

ATTEST:

Lorna L. Davros, Staff Assistant Secretary

Jamie Fitzgerald, Auditor

APPROVED AS TO FORM:

POLK COUNTY CONSERVATION BOARD

David A. Ferree, Assistant City Attorney

Thomas Levis, Chair

POLK COUNTY

STATE OF IOWA
COUNTY OF POLK

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Angela Connolly and Jamie Fitzgerald to me personally known, who, being by me duly sworn, did say that they are the Chairperson of the Board of Supervisors and County Auditor, respectively, of the County of Polk, Iowa; that the instrument was signed on behalf of the corporation, by authority of its Board of Supervisors, as contained in Resolution No. _____ passed and approved by the Board of Supervisors on the _____ day of _____, 20____, and that Angela Connolly and Jamie Fitzgerald acknowledged the execution of the instrument to be the voluntary act and deed of said County by it and by them voluntarily executed.

Notary Public – State of _____
My commission expires _____

POLK COUNTY CONSERVATION BOARD

STATE OF IOWA
COUNTY OF POLK

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Thomas Levis to me personally known, who, being by me duly sworn, did say that he is the Chair, of the Polk County Conservation Board of Polk County, Iowa; that the instrument was signed on behalf of the Board, as contained in Resolution No. _____ passed and approved by the Polk County Conservation Board on the _____ day of _____, 20____, and that Thomas Levis acknowledged the execution of the instrument to be the voluntary act and deed of said Board by it and by him voluntarily executed.

Notary Public – State of _____
My commission expires _____

DES MOINES AIRPORT AUTHORITY

STATE OF IOWA
COUNTY OF POLK

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Edgar F. Hansell and Lorna L. Davros to me personally known, who, being by me duly sworn, did say that they are the Chairperson and Staff Assistant Secretary, respectively of the Des Moines Airport Authority Board , Des Moines, Iowa; that the instrument was signed on behalf of the Des Moines Airport Authority, by authority of its Board, as contained in Resolution No. _____ passed and approved by the Board on the _____ day of _____, 20____, and that Edgar F. Hansell and Lorna L. Davros acknowledged the execution of the instrument to be the voluntary act and deed of the Des Moines Airport Authority by it and by them voluntarily executed.

Notary Public – State of _____
My commission expires _____

2012- 2013 Revenue Budget

- as of 07/31/12 (8.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 3,000	\$ -	\$ 3,000	0.0%
6006	Environmental Ed	\$ 55,800	\$ 1,420	\$ 54,380	2.5%
6009	Natural Resources	\$ 109,922	\$ -	\$ 109,922	0.0%
6011	Haying Operation-CBG	\$ 6,000	\$ -	\$ 6,000	0.0%
6101	Administration	\$ 76,620	\$ 12,266	\$ 64,354	16.0%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 412,100	\$ 39,590	\$ 372,510	9.6%
6119	Construction/Maint.	\$ -	\$ -	\$ -	#DIV/0!
6124	Equestrian Center	\$ 325,500	\$ 23,377	\$ 302,123	7.2%
Sub-Total - General Fund 1		\$ 988,942	\$ 76,653	\$ 912,289	7.8%
REAP - Fund 26					
0211	Resource Enhancement	\$ 103,000	\$ 5,000	\$ 98,000	4.9%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ 2,129,300	\$ -	\$ 2,129,300	0.0%
Grand Total - Conservation		\$ 3,221,242	\$ 81,653	\$ 3,139,589	2.5%

2012- 2013 Expense Budget

- as of 07/31/12 (8.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 97,800	\$ 59,853	\$ 37,947	61.2%
6006	Environmental Ed	\$ 360,181	\$ 27,843	\$ 332,338	7.7%
6009	Natural Resources	\$ 748,555	\$ 61,369	\$ 687,186	8.2%
6011	Haying Operation-CBG	\$ 25,000	\$ 16	\$ 24,984	0.1%
6101	Administration	\$ 802,318	\$ 76,297	\$ 726,021	9.5%
6103	Community Outreach	\$ 198,547	\$ 15,398	\$ 183,149	7.8%
6104	Conservation Grants	\$ -	\$ 150,595	\$ (150,595)	#DIV/0!
6110	Parks Advocacy Unit	\$ 453,508	\$ 37,288	\$ 416,220	8.2%
6119	Construction/Maint.	\$ 898,575	\$ 90,686	\$ 807,889	10.1%
6124	Equestrian Center	\$ 388,228	\$ 34,735	\$ 353,493	8.9%
Sub-Total - General Fund 1		\$ 3,972,712	\$ 554,080	\$ 3,418,632	13.9%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 999,959	\$ 75,766	\$ 924,193	7.6%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 96,300	\$ 20,359	\$ 75,941	21.1%
REAP - Fund 26					
0211	Resource Enhancement	\$ 102,167	\$ 8,062	\$ 94,105	7.9%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ 2,763,200	\$ 212,665	\$ 2,550,535	7.7%
Grand Total - Conservation		\$ 7,934,338	\$ 870,932	\$ 7,063,406	11.0%