



## **COMMITTEE OF THE WHOLE AGENDA**

*Tuesday, April 6, 2021 at 6:00 p.m.*

**Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, this meeting will be conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Interested persons may attend or participate in the meeting by the following methods:**

**1. Join by videoconference: <https://bit.ly/317xEKj>**

**2. Join by phone: (515) 478-3549  
Conference ID: 777 836 440#**

### **NEW BUSINESS**

- a) January 5, 2021 Committee of the Whole Meeting Minutes
- b) Water Projects Engineering Contract Amendment
- c) Southbridge Lift Station Update
- d) Potential Improvements to HWY 169 / Nile Kinnick Drive South
- e) Island Park Campground Lease and Operations Proposals
- f) Revised City Clerk Job Description
- g) In-Person Meeting Timeline for Committee and Council Meetings during COVID-19
- h) Extension of Federal COVID-19 Leave (FFCRA)
- i) Additional Storm Sirens – Utilize Grant Process or Budget Amendments

### **OTHER BUSINESS**

### **ADJOURNMENT**

This is **EXHIBIT K**, consisting of [ 2 ] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [10/22/2018].

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**

Amendment No.  1

The Effective Date of this Amendment is: \_\_\_\_\_.

Background Data

Effective Date of Owner-Engineer Agreement: October 22, 2018

Owner: City of Adel, Iowa

Engineer: McClure Engineering Company, Clive, Iowa

Project: Water System Improvements Phase 2: Water Treatment Plant, High Service Pump Building, Ground Storage Reservoir, High Zone Water Main.

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

Modifications to services of Engineer

Modifications to time(s) for rendering services

Description of Modifications:

*The bidding and negotiating services for the High Service Pump Building phase shall be modified to incorporate an additional bid preparation and letting for the High Service Pump Building (HSP) with additional value engineering services to reduce overall cost. Additionally, the original contract time for Resident Project Representative Services (RPR) was a 540 day construction schedule, which concluded on January 12, 2021. The construction schedule should be extended an additional 339 calendar days to complete the HSP Project and High Zone Water Main project by December 17, 2021. This amendment includes an equitable adjustment of compensation for the RPR services with the modified construction schedule.*

**Agreement Summary:**

Compensation for Basic Services

Original agreement amount:	\$ 1,579,000.00
Net change for prior amendments:	\$ N/A
This amendment amount:	\$ 21,000.00
Adjusted Agreement amount:	\$ 1,600,000.00

Change in time for services (days or date, as applicable):  0

Compensation for Resident Project Representative Services

Original agreement amount: \$ 460,000.00  
Net change for prior amendments: \$ N/A  
This amendment amount: \$ 93,000.00  
Adjusted Agreement amount: \$ 553,000.00

Change in time for services (days or date, as applicable): 339 additional calendar days to construction schedule.

**Amended Agreement Total:**

Original agreement amount: \$ 2,106,250.00  
Net change for prior amendments: \$ n/a  
This amendment amount: \$ 114,000.00  
Adjusted Agreement amount: \$ 2,220,250.00

Change in time for services (days or date, as applicable): 339 additional calendar days to construction schedule.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: \_\_\_\_\_  
Print name: \_\_\_\_\_

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

Date Signed: \_\_\_\_\_

McClure Engineering Company

By: Gary Brons  
Print name: Gary Brons

Title: Water Team Leader

Date Signed: 3/4/2021



## **Introduction**

The City of Adel (the “City”) owns a park called Island Park, which is generally located at 2400 Nantucket Road, Adel, IA 50003.

Island Park has a campground that has been previously operated by the City for seasonal overnight camping (i.e., typically April 15 through October 31, though this is subject to special circumstances like weather conditions).

Currently, the City desires to lease the campground to a private individual or company who will manage and maintain the campground for seasonal overnight camping. This Request for Proposals (RFP) represents the City’s efforts to seek proposals for the 2021 and 2022 camping seasons.

The lease will be governed by a Campground Lease and Operating Agreement, a draft of which is available at [www.adeliowa.org](http://www.adeliowa.org) and at Adel City Hall, 301 S. 10<sup>th</sup> Street, Adel, IA 50003. Access to City Hall may be limited due to COVID-19.

Proposals are due by Tuesday, March 16, 2021 at 4:30 p.m. (see Submission and Selection Process for more details).

## **Campground Overview**

Island Park Campground is nestled amongst mature oak, ash, and elm trees along the Mill Slough, a branch of the North Raccoon River. There are approximately 38 camper sites along with 14 tent-only sites.

The campground features a modern playground area, a basketball court, a shower house and restroom facilities, a sewage dump station, a shelter house with picnic tables, fire pit rings, garbage bins, a portage boat ramp, and excellent fishing, kayaking, and water recreation opportunities.

The 10-year average gross revenue from the campground fees is \$25,516 per year. However, monthly revenues vary from year to year and are weather dependent.

Most campers stay at least two nights. Campers tend to be young families, retired couples, and mature solo travelers during the week. Multi-site bookings are common and often related to major holidays, including the Adel Sweet Corn Festival.

Flooding of the campground can be a challenge, with the most recent major incident occurring in March 2019.



### **Minimum Qualifications of the Proposal**

All proposals must include the following information, ideally in a numbered, ordered format:

1. Provide an Executive Summary which summarizes the proposer's background, relevant experience, proposed plans for operating the campground, and the proposed monthly lease rate. A minimum monthly lease rate of \$615 is required. Proposers may propose a higher lease rate.
2. The proposer's address, phone number, and email address.
3. The proposer's detailed, comprehensive plan for operating the campground. This section should consider aspects such as fees and fee collection, reservations, communications, staffing, campground policies, campground and facility maintenance, safety, advertising and promotional plans, and an understanding and willingness to comply with and enforce applicable City, state, and federal regulations.
4. The proposer's references and evidence that the proposer is the best suited or qualified to lease and operate the campground.
5. Identify any questions or clarifications that need to be answered by the City.
6. Confirmation that the proposer has carefully reviewed and will sign the Campground Lease and Operating Agreement, which outlines the roles and responsibilities of the eventual lease holder. Minor revisions to the Lease may be negotiated between the City and the selected tenant, in the City's sole discretion.

### **Conditions**

- A. The acceptance of any proposal by the City is subject to the execution of the Campground Lease and Operating Agreement, subject to modifications and negotiations as deemed appropriate by the City and the City's legal counsel.
- B. The winning proposal will be reviewed and recommended by the City's Parks & Recreation Board before the Adel City Council considers it. The tentative timeline is for the Board to consider it on April 5 and the Council on April 13.
- C. The City may reject any and all proposals submitted.



- D. The terms and conditions of this proposal process and any resulting contracts shall be construed in accordance with the laws of the State of Iowa. Any litigation arising between the parties related to this proposal process or any resulting contract shall be initiated and maintained only in the appropriate federal or state court for Dallas County, Iowa.

### **Submission and Selection Process**

The City shall accept proposals from Tuesday, February 23, 2021 until Tuesday, March 16, 2021 at 4:30 p.m. Proposals must be received by the deadline either electronically by City Administrator Anthony Brown at [abrown@adeliowa.org](mailto:abrown@adeliowa.org) or at Adel City Hall, P.O. Box 248, 301 S. 10<sup>th</sup> Street, Adel, IA 50003.

Proposals shall be evaluated by City staff based on the following criteria:

1. Overall strength and detail of the campground operations plan
2. Proposed lease rate
3. Previous background in campground management or related management experience
4. Met minimum requirements of the RFP

Interviews may be conducted depending on how many proposals are received.

Please contact (515) 993-4525 with any questions. You may also reach out to Parks & Recreation Director Nick Schenck at [nschenck@adeliowa.org](mailto:nschenck@adeliowa.org)



169

Nantucket Rd

Riverside Dr

9th St

N Ave

N 7th St

Grove St

Island Park & Campground



**Proposal to Adel City Parks & Recreation  
March 16, 2021**

**1. Executive Summary**

The opportunity to open the campground and recreational facility back up to allow families, campers, religious organizations and others to use the facility will be a great asset to the City of Adel. This will increase visitor traffic into Adel, increase revenue for existing businesses and provide a safe place for citizens of Adel to camp and enjoy the amenities' provided. The opportunity excites me to bring the park back alive and allow visitors to create lasting memories. I, Rowdy Merial, have been a long term resident of Adel, Iowa and own and operate a local business.

Operating a business requires managing employees, interacting with clients, and controlling revenue. Even though a learning curve is expected, the lateral transition to running a successful campground has many similarities. I will be available for camper's arrival, there questions and the collection of daily fees.

The services will include operating the campgrounds plus other recreational activities. This area will become the number one choice for campers looking towards camping in Adel, Iowa and it will be managed to meet the needs of our clients and potential clients.

As the lessee, I offer to pay monthly lease rate of \$615 to be bound by the proposed lease agreement. I will carry the required commercial liability insurance of \$1,000,000 and the secondary aggregate insurance of \$2,000,000 in liability coverage.

**2. Proposed Lease Holder**

Rowdy Merial  
800 Filmore Ave. Se  
Bondurant ,Iowa 50035  
( 515) 2021427  
[7rockallen1@gmail.com](mailto:7rockallen1@gmail.com)

### **3. Operating Plan**

I plan to make the area a fun, safe environment and a great camping experience for all ages. Activities offered will be movie and game nights, food vendors, and a mobile bait house with minimal camping supplies.

Our pricing system is going to be based on what is obtainable in the campground industry. I don't intend to charge more (except for premium and customized services) and I don't intend to charge less than competitors are charging as gate fees or fees in surrounding campground areas with a 100 mile radius. I will collect payment via credit cards or cash.

The sanitation and cleanliness of the bathing facilities will be of high priority. I will encourage campers and other residence to take pride in their space. And pick up not only their own trash but miscellaneous trash and debris as well. I will also attend to other issues that arise and ensure all are dealt with in a fair and appropriate manner.

### **4. References**

- 1. Jeff Stark (515) 577-0862  
Altoona, IA**
- 2. Rocky Foster (515) 468- 8771  
Adel, IA**
- 3. Brant Kaufman (515) 979-5325 Granger IA**
- 4. Jeff Southard (515) 7786448  
Des Moines IA**
- 5. Charles Merial (515) 202-4252  
Adel, IA**

## **5. Additional Questions**

Confirming again there are no other fees including utilities are required other than the agreed upon monthly lease fee offered in number 1 above.

## **6. Confirmation**

I am highly motivated to see the Island Park become successful for Adel residence, visitors and the City of Adel. With the arrival of past campers and new visitor's local small businesses will also reap monetary benefits as well. I have carefully reviewed and will sign the Campground lease and Operating Agreement which outlines the roles and responsibilities of the lease holder. Thank you for considering me for this unique and exciting opportunity.

Rowdy Mercial

## Anthony Brown

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**To:** Nick Schenck  
**Subject:** RE: Proposal

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**From:** Meiners, Leon <[lmeiners@adm.k12.ia.us](mailto:lmeiners@adm.k12.ia.us)>  
**Sent:** Wednesday, March 17, 2021 2:53 PM  
**To:** Nick Schenck <[nschenck@adeliowa.org](mailto:nschenck@adeliowa.org)>  
**Subject:** Fwd: Proposal

----- Forwarded message -----

**From:** Nelson, Shari <[SNelson2@mercydesmoines.org](mailto:SNelson2@mercydesmoines.org)>  
**Date:** Wed, Mar 17, 2021 at 2:43 PM  
**Subject:** Proposal  
**To:** [lmeiners@adm.k12.ia.us](mailto:lmeiners@adm.k12.ia.us) <[lmeiners@adm.k12.ia.us](mailto:lmeiners@adm.k12.ia.us)>

1. Don McKeen, #43 River Vista Dr, Adel 515-344-1388

Current employer - ADM Schools

32 year carpenter

Leon Miners, 33244 K Ave, Adel 712-790-0386

Current employer - ADM schools

30 years mechanic & driver

2. Proposed lease rate of \$615.00/mo

3. Camping Fees:

\$18.00 camping trailers w/elec & water

\$12.00 tent camping w/o elec or water

4. Fee Collection

Fees must be put in drop box within 1 hour of arrival.

Must have fee ticket displayed so that it is visible to check status.

5. Shelter house rental:

\$30 p/day 8:00am-10:00pm

6. Quiet time starts at 10:00pm

7. References:

Darin Nelson 515-783-5335

Richard Beecham 515-779-1330

Steve Nichols

8. Helped with the Dallas County Fairgrounds camping area.

9. A lot of general maintenance is needed to start up.

10. Have equipment to mow and grade the grounds.

11. Will maintain commercial liability insurance.

12. Will advertise on social media.

Caution: This email is both proprietary and confidential, and not intended for transmission to (or receipt by) any unauthorized person(s). If you believe that you have received this email in error, do not read any attachments. Instead, kindly reply to the sender stating that you have received the message in error. Then destroy it and any attachments. Thank you.

# City of Adel

## City Clerk

**Department:** Clerk, Finance, and Administration  
**Reports To:** Finance Director and City Administrator  
**FLSA Status:** Non-Exempt  
**Written By:** Brittany Sandquist  
**Approved By:** Anthony Brown

**Council review and approval on July 14, 2020**

### **Summary Description:**

Under the general direction and supervision of the Finance Director and the City Administrator, and the Council pursuant to the Code of Iowa, the City Clerk is responsible for the coordination, oversight, and practical application of all Clerk related functions including but not limited to: meeting agendas, minutes and legislative action, and the certified authentication of the same when required; local election responsibilities; publication of notices; licenses and permits; oversight of the cemetery; and payroll, general accounting functions (e.g. accounts payable & accounts receivable) and / or other duties as assigned.

### **Appointment/Selection:**

Selection is facilitated by the Finance Director & City Administrator. The City Council shall appoint by a majority vote of its membership a City Clerk based on merit and qualifications.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the organization, functions, and issues of municipal government.
- Knowledge of the principles and practices of local government administration and utility operations.
- Knowledge of local election processes, municipal notices requiring publication, Code of Iowa Open Records laws, and licensing and permitting processes.
- Ability to analyze accounting and financial data, prepare reports, and maintain accurate records.
- Ability to report, write, or edit articles for publication.
- Ability to prepare deeds, contracts, resolutions, or ordinances.
- Knowledge of municipal, county, state and federal ordinances and statutes.

- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional office and organization skills.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to safely and effectively use contemporary technology, including computers, fax machines, adding machines, copiers, telephones, laminators, tri-fold machines, postal meters, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Must be bondable according to State and / or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.

**Essential Functions (The following is a list of typical duties):**

- Attend all regular and special Council meetings and make an accurate record of the meetings and all proceedings, rules, ordinances and resolutions passed by the Council; and record, file and index the same for public record in accordance with State and local laws.
- Submit for publication all ordinances, enactments, proceedings, and official notices requiring publication within the manner and time limits prescribed by law.
- Prepare and distribute meeting agendas to the City Council, City Attorney, department heads, and press, including any instructional or informational supplements.
- Authenticate and sign City records, measures, and actions including the time and manner prescribed by law.
- Serve as the custodian of records and public documents.

- Receive bids for municipal construction contracts.
- Assist customers at the front desk, including receiving and recording utility payment.
- Work with the Finance Director on Human Resource related items, including new employee orientation and the compilation of and completing of forms, insurance, leave requests, tax information, etc.
- Assist citizens, co-workers, and elected officials as necessary and appropriate.
- Maintain personnel records.
- Issue and maintain records of various permits and licenses as approved by the City Council or other governing entity.
- Serve as the City's cemetery liaison and provide oversight, including assisting families purchasing burial spaces, locating spaces for mortuaries and monument companies, inputting cemetery plat information, and coordinate with parks / public works for the maintenance of the cemetery.
- Maintain City website, social media, e-mail notifications, & monthly newsletter.
- Perform all payroll functions, including all monthly reports to the State and Internal Revenue Service.
- Assist Accounting Clerk with the reconciliation of pool and campground receipts and the preparation of the deposits when needed
- Obtain cross-training on billing functions and assist with billing in the absence of the Accounting Clerk.
- Assist Accounting Clerk in the preparation of bills (accounts payable) for Council approval.
- Monitor contracts for compliance with all provisions contained therein.
- Work with the Finance Director to oversee the City's health, liability, property, and worker's compensation insurance programs.
- Enforce the City Code and all polices.
- Answer phone calls. Assist public with questions, comments, and concerns and report all complaints to appropriate supervisor immediately. Upon receipt of a complaint, will take copious notes in the absence of the Finance Director and receive contact information for the complainant.
- Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of

contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.

- Works directly with the Finance Director to maintain a complete and accurate file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Other duties as directed by the Finance Director, City Administrator, or City Council that arise from a matter of policy or contemporary trends.
- Serve as the custodian of the official City Seal.

**Peripheral Duties:**

- Attend seminars, professional /district meetings, and workshops related to City Clerk related functions and keep apprised of developments or changes in municipal government and local, state, and federal law.

**Experience and Training:**

- Degree in accounting, business, finance, or human resources or a minimum of four years' experience in municipal administration or equivalent combination of education and experience. International Institute of Municipal Clerk (IIMC) or Iowa Municipal Clerk certification preferred.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Obtain Municipal Clerk Certification within three (3) years of appointment.
- Possession and maintenance of C.P.R., AED, and First Aid certifications. If not in possession of these certifications, the City will provide training and certification at regular intervals.

**Tools and Equipment Used:**

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

**Work Environment/Frequent Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying, and pulling of objects weighing up to 30 pounds.
- Frequent use hands to handle objects, tools, or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff, and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Occasionally crawling and lifting, pushing, pulling, and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.

**Interaction with Other Department/Staff:**

- The position requires a high degree of information sharing between the City Administrator, Finance Director, Accounting Clerk, public works, parks and recreation, police, Code Compliance Officer, City Council, and other staff, including temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

*The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

\_\_\_\_\_  
Employee's Signature                      Date                      City Administrator                      Date

The City of Adel is an Equal Opportunity Employer.



January 27, 2021

In 2020, I provided guidance regarding the federally authorized Families First Coronavirus Response Act (FFCRA) leave. While FFCRA leave requirements officially expired on December 31, 2020, the Adel City Council approved the extension of FFCRA leave through March 31, 2021. Eligible employees will be able to utilize FFCRA leave carried over from 2020. Given this extension, I thought it would be a good idea to provide a reminder about this leave in the event your situation falls under a qualifying COVID-19 purpose.

Specifically, the Families First Coronavirus Response Act (FFCRA) has allowed City employees to take emergency sick leave and expanded family and medical leave for specified reasons related to COVID-19.

#### **QUALIFYING REASONS FOR FFCRA LEAVE**

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;<sup>1</sup> or
6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

#### **PAY FOR FFCRA LEAVE**

An employee may receive up to two weeks (to a maximum total of 80 hours, or a part-time employee's two-week equivalent) of paid emergency sick leave based on their regular rate of pay, to be paid at:

- 100% of employee's regular pay for qualifying reasons #1-3 detailed above, up to \$511 per scheduled work day and \$5,110 total;

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<sup>1</sup> Examples of situations that qualify for FFCRA leave due to school/daycare closures are:

- Child's school or daycare is closed and/or learning is virtual (not by parent choice).
- Child's school has a hybrid schedule with both virtual, in-home learning and in-person learning in the school - FFCRA leave would apply on the days the child does not have in-person learning at the school.

- 2/3 of employee's regular pay for qualifying reasons #4 and 6 below, up to \$200 per scheduled work day and \$2,000 total;<sup>2</sup> and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 of employee's regular pay for qualifying reason #5 below for up to \$200 per scheduled work day and \$12,000 total.<sup>3</sup>

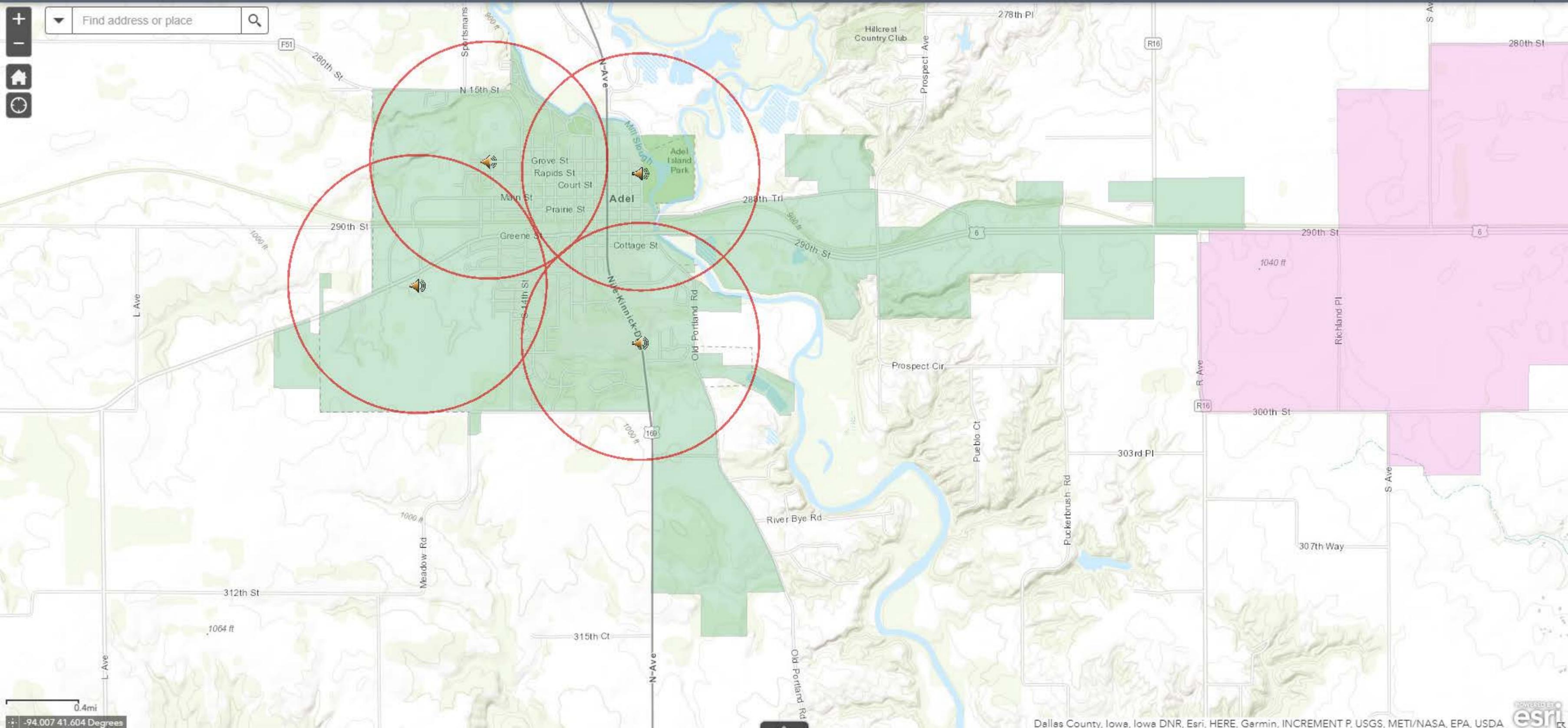
In the event you have any questions or believe you need to take FFCRA leave for a qualifying reason, you should contact Brittany Sandquist at (515) 993-4525 ext. 104.

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<sup>2</sup> The City will not permit employees to use other paid leave in order to supplement the 2/3 rate applicable to this qualifying reason for FFCRA leave.

<sup>3</sup> The City will not permit employees to use other paid leave in order to supplement the 2/3 rate applicable to this qualifying reason for FFCRA leave.

Find address or place



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