



COMMITTEE OF THE WHOLE AGENDA
Tuesday, November 1, 2022 at 6:00 p.m.
Adel City Hall, 301 S. 10th Street, Adel, IA 50003

NEW BUSINESS

- a) October 4, 2022 Committee of the Whole Meeting Minutes
- b) Iowa League of Cities Update on Potential 2023 State Legislature Issues
- c) Consideration of Major Projects for FY23-24 Budget
 - a. ~\$1.2 million CIRTPA Trails (Design in Progress)
 - b. ~\$1.23 million North 15th Street Bridge (Design in Progress)
 - c. Street Projects (likely based on H.R. Green's to-be-developed Pavement Management Plan)
 - d. Water Tower Park (Land Acquired; Master Plan Concept Completed in December 2021)
 - e. Fire Station (Discussed)
- d) Street Trees (in Right-of-Way)
 - a. Parks & Recreation Board Proposal (Allow Small Trees Only)
 - b. Public Works Proposal (No Trees)
- e) Employee Retention & Attraction Follow-Up
 - a. Questionable Items Reviewed by Legal
 - b. Vision Insurance
- f) Lighting the Adel Entrance Signs
- g) Storm Water Rain Barrels
- h) Recap from Iowa League of Cities Annual Conference

OTHER BUSINESS

ADJOURNMENT

Committee of the Whole
Tuesday, October 4, 2022 – Meeting Minutes

The City of Adel’s Committee of the Whole met in the council chambers at Adel City Hall. McAdon called the meeting to order at 6:00 p.m. Members present: Christensen, McAdon, Miller, and Ockerman. Selby was absent. Others present: City Administrator Brown, Parks & Recreation Director Schenck, and Police Chief Shepherd.

NEW BUSINESS

a) September 6, 2022 Committee of the Whole Meeting Minutes

Motion by Ockerman, seconded by Miller, to approve the minutes. Motion carried unanimously.

b) Island Park

Brown provided a summary of the City’s discussions with RCM Campground Investments, LLC, and the ADM Soccer Club last month. Both tenants have concerns about each other, how the City is managing them, and how the City is investing in Island Park. RCM has yet to sign the July lease amendment.

Brown suggested several options, including a joint meeting with some elected officials, revising the RCM lease, investing in more maintenance and parking, or ending the RCM lease. McAdon asked whether the City maintains the soccer areas, but Schenck stated that the soccer club maintains everything it leases.

Miller stated that RCM staff was very animated when soccer families were near the campground recently. Ockerman stated that history suggests soccer and camping do not get along.

The committee suggested canceling the RCM lease but asked for a legal review before any action.

c) Potential Dallas County Administration Building

Brown stated that Dallas County is planning a two-story 55,000 sq. ft. building downtown just north of the courthouse for its administrative departments. Adequate parking is the main question, as the County is planning a historic look for the facility. The County may come to the City to ask for a parking deferral.

Ockerman stated that he counted 473 parking lots in this area, with 190 as County-owned. Ockerman and Christensen suggested better signage would help all courthouse square entities. McAdon asked whether courthouse or County employees have parking stickers and be assigned parking lots. Christensen asked to see more data on the County’s projected employees and how many parking spaces it will need in the future.

d) Greater Dallas County Development Alliance Membership

Brown stated that the City’s FY22-23 Budget includes approximately \$15,000 for the City’s membership in the Alliance. Over the past few months, Brown and Ockerman have met with one or more representatives of the Alliance, including its new executive director, Rachel Wacker, to discuss the City’s concerns.

Ockerman stated he would like to see what changes Wacker implements and that he would support one year at the \$15,000 level. Christensen stated he would like to see an annual report, more accountability, and more expectations for this funding. McAdon stated that, with more funding, more accountability is necessary. Brown will work with Wacker and legal to develop a funding agreement.

e) Pavement Management Program

Brown stated that H.R. Green, an engineering firm, has proposed a pavement study to help the City manage its street repair and replacement projects based on data. Christensen stated the program would help the City budget funds annually and to develop street standards. McAdon asked about staff time needed, which there will be some to orient H.R. Green. Miller asked about buying a license for the data. The committee agreed to consider this proposal at the next council meeting.

f) Planning Services

Brown provided a summary on the considerations behind a planner position. The City’s FY22-23 Budget includes funding for this full-time position, but it has been challenging to determine the position’s duties and where they would be located. Brown recently met with the Mid-Iowa Planning Alliance (MIPA), which can provide contract planning services. Brown noted that MIPA’s option would save money and help the City determine what it wants in a planner, which cities over 15,000 typically have.

Ockerman stated that a full-time position would have a stake in what happens in the community, versus a contract service that may ignore the council. Sandquist noted that a position would need to be structured thoughtfully based on other staff and what work the City expects from the position.

Miller asked Brown to obtain professional advice about how to handle this issue. Suggestions included a planning or engineering firm, a consultant like Pat Callahan, and Region XII Council of Governments.

g) Lighting the Adel Entrance Signs

h) Storm Water Rain Barrels

These items will be postponed until the November 1 committee meeting.

i) AT&T Water Tower Lease Renewal

Brown stated that AT&T would like to renew its lease on the City’s water tower for an extended period. In reviewing the proposal, Ahlers suggested hiring a company to supply an opinion on the lease rate, while McClure suggested asking communities in the Des Moines metro.

Ockerman stated that a structural engineering analysis is needed to determine whether more equipment can be placed on the north water tower.

OTHER BUSINESS

Brown noted that a hotel developer has asked the City to update the City’s early 2020 hotel market study. That study was the third version since 2012. Ockerman suggested that MidAmerican Energy may provide funding.

ADJOURNMENT – 7:49 p.m.

Respectfully submitted: Anthony Brown, City Administrator

CHAPTER 151

TREES

151.01 Definitions	151.09 Tree Topping
151.02 City Tree Board	151.10 Pruning, Corner Clearance
151.03 Street Tree Species to Be Planted	151.11 Dead or Diseased Tree Removal on Private Property
151.04 Spacing	151.12 Replacement of Trees
151.05 Distance from Sidewalk	151.13 Removal of Stumps
151.06 Distance from Street Corners and Fireplugs	151.14 Interference with City Tree Board
151.07 Utilities	151.15 Review by Council
151.08 Public Tree Care	151.16 Penalty

151.01 DEFINITIONS.

For use in this chapter, the following definitions are given.

1. "Parking" means that part of the street, avenue or highway in the City not covered by sidewalk and lying between the lot line and the curb line; or, on unpaved streets, that part of the street, avenue or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic.
2. "Park trees" are trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the City to which the public has free access as a park.
3. "Street trees" are trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues or ways within the City.

151.02 CITY TREE BOARD.

The Park and Recreation Board serves as City Tree Board for the City.^{† 10}

Notes

¹⁰ † **EDITOR'S NOTE:** See Section 24.04 for duties and responsibilities of City Tree Board.

151.03 STREET TREE SPECIES TO BE PLANTED.

No person shall plant any tree in the parking or street without written permission of the Council, after recommendation by the City Tree Board. The following list constitutes the official street tree species for the City.

SMALL TREES	MEDIUM TREES	LARGE TREES
SMALL TREES	MEDIUM TREES	LARGE TREES
Crabapple, Flowering	Hackberry	Coffeetree, Kentucky
Spring Snow	Honeylocust (thornless)	Maple, Silver
Profusion	Linden, Basswood	Oak, Bur
David	Oak, English	Sycamore
Red Jewel	Oak, Red	Sycamore, London planetree
Professor Springer	Birch, River	Cottonwood (cottonless, male)
Donald Wyman	Ginkgo Biloba (male)	Maple, Autumn Blaze
Mary Potter	Saucer Magnolia	
Fuji	Pear, Flowering	
Adams	Aristocrat	
Ormiston Roy	Chanticleer	
Sentinel		
White Angel		
Hawthorn, Glossy, Downey, Margaret		
Redbud		
Plum, Purpleleaf		
Serviceberry		

151.04 SPACING.

The spacing of street trees will be in accordance with the three species size classes listed in Section 151.03, and no trees may be planted closer together than the following: small trees, 30 feet; medium trees, 40 feet; and large trees, 50 feet, except in special plantings designated or approved by a landscape architect.

151.05 DISTANCE FROM SIDEWALK.

The distance trees may be planted from sidewalks will be in accordance with the tree species size classes listed in Section 151.03 and no trees may be planted closer to any sidewalk than the following: small trees, two feet; medium trees, three feet; and large trees, four feet.

151.06 DISTANCE FROM STREET CORNERS AND FIRE PLUGS.

No street tree shall be planted closer than 35 feet from any street corner, measured from the point of nearest intersecting curbs or curb lines. No street tree shall be planted closer than 10 feet from any fireplug.

151.07 UTILITIES.

No street trees other than those species listed as small trees in Section 151.03 may be planted under or within 10 lateral feet of any overhead electrical wire, or over or within five lateral feet of any underground water line, sewer line, transmission line or other utility.

151.08 PUBLIC TREE CARE.

The City has the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. If the abutting property owner fails to trim the trees, the City may serve notice on the abutting property owner requiring that such action be taken within five days. If such action is not taken within that time, the City may perform the required action and assess the costs against the abutting property for collection in the same manner as a property tax. The City Tree Board may remove or cause or order to be removed any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines or other public improvements, or is affected with any injurious fungus, insect or other pest. This section does not prohibit the planting of street trees by adjacent property owners providing that the selection and location of said trees is in accordance with this chapter.

151.09 TREE TOPPING.

It is unlawful as a normal practice for any person or City department to top any street tree, park tree or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempted from this section at the determination of the Tree Board.

151.10 PRUNING, CORNER CLEARANCE.

Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of 15 feet above the surface of the street or eight feet above the sidewalk. Said owners shall remove all dead, diseased or dangerous trees or broken or decayed limbs which constitute a menace to the safety of the public. The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign. It is unlawful for any person to trim or cut any tree in a street or public place unless the work is done under the supervision of the City.

151.11 DEAD OR DISEASED TREE REMOVAL ON PRIVATE PROPERTY.

The City has the right to cause the removal of any dead or diseased trees on private property within the City when such trees constitute a hazard to life and property, or harbor insects or diseases which constitute a potential threat to other trees within the City. The Tree Board will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within 60 days after the date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge the cost of removal on the owner's property tax notice.

151.12 REPLACEMENT OF TREES.

If the City has cause to remove a tree or trees for any reason, the City will plant three trees for each tree removed. The trees will be planted in accordance with the comprehensive City Tree Plan.

151.13 REMOVAL OF STUMPS.

All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump does not project above the surface of the ground.

151.14 INTERFERENCE WITH CITY TREE BOARD.

It is unlawful for any person to prevent, delay or interfere with the City Tree Board or any of its agents while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any street trees, park trees or trees on private ground, as authorized in this chapter.

151.15 REVIEW BY COUNCIL.

The Council shall have the right to review the conduct, acts and decisions of the City Tree Board. Any person may appeal from any ruling or order of the City Tree Board to the Council who may hear the matter and make final decision.

151.16 PENALTY.

Any violation of the provisions of this chapter is hereby declared a nuisance, subject to appropriate penalties and actions as provided in Chapter 50 of this Code of Ordinances.

October 28, 2022

Anthony,

The City Tree Board voted on October 10th in favor of revising sections 151.03, 151.04, 151.05, 151.07 and removing section 151.12 of Chapter 151 of the Adel City Code of Ordinances.

Those revisions were done to reflect that only ‘small’ tree species to be allowed to be planted as Street Trees in Adel and the revisions are highlighted in yellow.

I consulted with District Forester Aaron Wright and his response (e-mail) is attached. The small tree category are trees that grow 30’ tall and under, with most only reaching 20’ tall. These low-growing trees are listed on the attachment provided by the Iowa DNR.

The Tree Board (Park Board) is hoping that the City Council considers the proposal of only the small tree category rather than not allowing any ‘street tree’ plantings at all.

Thanks,

Nick

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SMALL TREES		
Crabapple, Flowering Blue Beech (Hornbeam) Loebner Magnolia Saucer Magnolia Star Magnolia Pagoda Dogwood Serviceberry Eastern Redbud Plum, Purple leaf		

[†] **EDITOR’S NOTE:** See Section 24.04 for duties and responsibilities of City Tree Board.

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151.04 SPACING. The spacing of street trees will be in accordance with the species size classes listed in Section 151.03, and no trees may be planted closer together than the following: small trees, 30 feet.

151.05 DISTANCE FROM SIDEWALK. The distance trees may be planted from sidewalks will be in accordance with the tree species size classes listed in Section 151.03 and no trees may be planted closer to any sidewalk than the following: small trees, 2 feet.

151.06 DISTANCE FROM STREET CORNERS AND FIRE PLUGS. No street tree shall be planted closer than thirty-five (35) feet from any street corner, measured from the point of nearest intersecting curbs or curb lines. No street tree shall be planted closer than ten (10) feet from any fireplug.

151.07 UTILITIES. No street trees other than those species listed as small trees in Section 151.03 may be planted under or within ten (10) lateral feet of any overhead electrical wire, or over or within five (5) lateral feet of any underground water line, sewer line, transmission line or other utility.

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151.10 PRUNING, CORNER CLEARANCE. Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of fifteen (15) feet above the surface of the street or eight (8) feet above the sidewalk. Said owners shall remove all dead, diseased or dangerous trees or broken or decayed limbs which constitute a menace to the safety of the public. The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign. It is unlawful for any person to trim or cut any tree in a street or public place unless the work is done under the supervision of the City.

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Removal shall be done by said owners at their own expense within sixty (60) days after the date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge the cost of removal on the owner's property tax notice.

Remove this: 151.12 REPLACEMENT OF TREES. If the City has cause to remove a tree or trees for any reason, the City will plant three (3) trees for each tree removed. The trees will be planted in accordance with the comprehensive City Tree Plan.

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Nick Schenck

From: Wright, Aaron <aaron.wright@dnr.iowa.gov>
Sent: Wednesday, October 19, 2022 3:09 PM
To: Nick Schenck
Cc: Kari Johns; Ramona Dillinger; Anthony Brown
Subject: Re: Adel Iowa
Attachments: RethinkingMaple.pdf

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Nick,

I took a look at the small tree species list in your code and I don't have a problem with any of them. Looking at the medium and large species lists in your code, I think all of the medium size trees could be considered large trees. I attached a publication that might give you a few more suggestions. It divides species up by large, medium, and small as well. I think you could probably get by with the medium size trees on the publication as well as the small. Two species I like in the publication, blue beech and ironwood, don't get utilized as much as they should in Iowa and they are both native.

Let me know if you have any more questions.

Thanks,



Aaron Wright • District Forester
Wildlife Bureau
Iowa Department of Natural Resources
c 515-238-6377
1436 255th St, Boone, IA 50036



On Tue, Oct 18, 2022 at 2:14 PM Nick Schenck <nschenck@adeliowa.org> wrote:

Hi Aaron,

Have you or do you ever give guidance to City's about City Code and 'Street Tree' species that should or should not be planted?

We currently have a Chapter in our Code allowing for planting of trees between the curb and sidewalks in town. Those approved trees are in 3 categories:

MEDIUM SHADE TREES

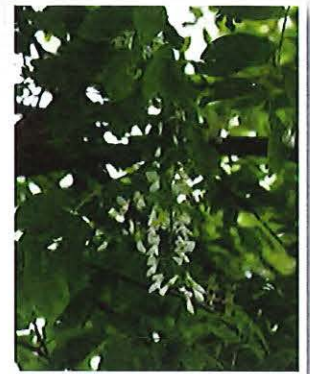
These trees can provide very nice shade for a smaller area. If planting between the sidewalk and street, an six-foot wide grass strip is required.



Blackgum
Nyssa Sylvatica
30-50' tall; 20-30' wide
fall color



Ironwood (Hophornbeam) N
Ostrya virginiana
25-40' tall; 20-40' wide
small space, storm resistance



Yellowwood
Cladrastis kentukea
30-50' tall; 40-55' wide
spring flowers, fall color,

LOW- GROWING TREES

These typically stay under 30 feet tall and are suitable for smaller spaces and under powerlines. If planting between the sidewalk and street, a minimum five-foot wide grass strip is necessary.

Serviceberry N
Amelanchier X grandiflora
See page 3



Blue Beech (Hornbeam) N
Carpinus caroliniana
20-30' tall and wide
fall color, small space, under powerlines, storm resistance, clay tolerant



Eastern Redbud N
Cercis canadensis
20-30' tall; 25-35' wide
spring flowers, storm resistant, small space, under powerlines single or multi-stemmed



Flowering Crabapple
Malus sp.
12-25' tall and wide
spring flowers



Loebner Magnolia
Magnolia X loebneri
Leonard Messel, Merrill, Ballerina
20-30' tall and wide
spring flowers
typically multi-stemmed



Pagoda Dogwood N
Cornus alternifolia
15-25' tall and wide
spring flowers, pollinator and songbird species, small space, under powerlines
requires partial to full shade



Saucer Magnolia
Magnolia X soulangeana
20-30' tall and wide
spring flower
hardy to zone 5 only



Star Magnolia
Magnolia stellata
15-20' tall; 40-50' wide
spring flowers
typically multi-stemmed

Tentative Proposal	Idea	Frequency Mentioned	Departments Mentioning Idea	Notes From Staff Submission(s)	Could Idea Be Applied To All?	Audit / Legal Issue?	Operational Impact	Fiscal Impact
*	Increasing Longevity	22	CA, Finance, Library, Parks & Recreation, Police, Public Works	Could implement over 3-5 years; Double longevity; Bonuses at 5, 10, 15, 20 years at \$100 per year); \$0.20 per year	Yes	N/A	Minor administrative burden to set up, some burden to analyze; Specifically tied to retention; Timing impact could be delayed for some; Likely need Union MOU	Would need budget amendment for FY22-23 using reserves; Some savings from departing staff, but not spread across all budgets; Average longevity is approximately 7.5 years and will lower with four new hires, but some will be costly (three at 15, one at 23, and one at 26) every year; Increase for non-exempt staff will increase overtime costs as well
☑	Increasing Wages --- Council Action 06/14/2022	18	CA, Finance, Parks & Recreation, Police, Public Works	Separate one-time cost-of-living adjustment; Use reserves (i.e., General, LOST, RUT, utilities) to offer increase beyond what is budgeted in FY22-23; Implement entire wage increase for those programmed to receive split increases on July 1; Either temporary inflation match/stipend or additional increases; Be competitive with neighboring towns	Yes	N/A	Some administrative burden to analyze; Could need to adjust current job postings; Could do separate cost of living adjustment with reserves; Likely need Union MOU	Would need budget amendment for FY22-23 using reserves; Could impact future ability to hire new staff in FY23-24 unless valuations are healthy
☑	Modified Working Schedule --- City Hall implemented 09/06/2022; Public Works reviewed but no consensus	11	CA, Finance, Public Works	Four 10-hour days?; 9-hour days (need to change overtime too); City Hall M-Th, 7:15-4:45 and F 7:15-11:15	Maybe	Would need to adjust overtime policy	Would better align City Hall staff with Public Works staff to take care of issues; Significant boost to morale for some based on ADM's early-out Fridays; Would need to alter council packet process; Could improve access before normal work times; Could impact some residents on Friday afternoon; Not feasible for Police Department unless more staff; Library somewhat doing this since pandemic	Would need to change the overtime policy for Public Works to reflect anything over the new per-day schedule; Could set up an on-call rate for Public Works for working outside of regular schedule
☑	Increase Holidays --- Council Action 06/14/2022	9	CA, Finance, Public Works	Additional floating holiday for birthday; Birthday, Good Friday	Yes	N/A	Minor administrative burden to set up; Birthday is easier to justify (i.e., given other religious holidays); Could be a significant boost to morale because we would address the time-off request but not go so far to cause staffing issues	Adding another 8-hour floating holiday would be a reasonable idea compared to some of the more costly options on here
*	Change Regular Part-Time Status	4	Library	Currently 30 hours, but lower to 20 and provide pro-rated time off; many employers offer pro-rated time off to all staff regardless of hours worked	Yes	Needs Review	Minor administrative burden to implement; Definitions need to make sense; Could benefit all departments in the future, but only a few now	Would make sense at 20 hours a week but not lower; Less costly just for time off, more costly if other benefits
*	Retroactive Credit When Transitioning from Part-Time to Full-Time	4	Library	If someone starts as part-time and then is promoted to full-time, set their start date as the part-time date so they get credit for time off accrual and longevity	Yes	N/A	Already doing this for longevity; Minor administrative burden to implement for time off accrual; Makes sense; Could be a significant morale boost for some	Minimal
*	Foster Importance of Every Position Within City	3	Finance	No one should be made to feel that they are just a receptionist	Yes	N/A	Significant boost to morale for some	Costs would be if someone left the City because of this
*	Events for City Employees and Their Families	3	Finance	BBQ, pool party, kickball team, etc.	Yes	Needs Review	Minor administrative burden to implement; More of a Legal / Audit question; Can simply create a "Fun" Committee and pitch in costs instead of City	Costs could be minimal

*	Monthly In-Service Days for City Hall Staff	3	Finance		Maybe	N/A	Minor administrative burden to implement; Currently do 2-3 a year where we close City Hall to the public, but they are spread out and it is hard to maintain momentum; Could use the third Tuesday of the month because we will have to close for an hour for safety training anyway; Could submit plans of work to show results; Improve team building and morale; Could increase productivity and morale; Could impact some residents	Costs could be minimal unless we bring in training / speakers or do lunches
*	Spruce Up Offices	2	CA, Parks & Recreation	New paint, desks, chairs, furniture, tables; need restrooms	Yes	N/A	Some administrative burden to implement; Some work could disrupt operations for a short period; Some work could be major	Some small purchases may already be included in the budget; Larger costs would require waiting for a new budget or using reserves
*	Concern That This Will Be A Waste Of Time	1	Police	If the City didn't care when we were losing people, why should we believe it will care now?	Maybe	N/A	Could lower morale if no ideas are implemented	Could be a cost if someone leaves because we did not act on these ideas or explain our reasons for not doing them
*	Mental Health Services, Resources, and Benefits	1	CA	Check with Cottingham & Butler	Yes	N/A	Some administrative burden to implement; Significant boost to morale for some; Some may not need it now but will later	Unclear what costs would be
*	Leadership / Executive Coaching and Training	1	CA	For department heads with staff; hire a consultant, utilize a college program (DMACC, Drake)	Yes	N/A	More administrative burden to implement; Significant boost to morale for some; If classes held during workday, lose some productivity; If classes held outside of workday, may be harder to get participation; Also for superintendents	Unclear what costs would be
*	Make One Day Meeting-Free	1	CA	Mondays? Fridays?	Yes	N/A	Minor administrative burden to implement, but could impact operations if a time-sensitive item comes in; Significant boost to morale	Minimal if any
=	Free or Lower Cost Insurance	15	Parks & Recreation, Police, Public Works		Yes	N/A	Minor administrative burden to set up; Won't impact everyone	May increase costs because more staff sign up; At the mercy of the health insurance market, so future costs unknown
"=" / Review	Paid Gym Membership or Stipend	14	Finance, Police, Public Works		Yes	Needs Review	Some administrative burden to implement, will need to review insurance if already have; Directly for the health and wellbeing of employees, which should lead to better employees and lower insurance claims; Easier to offer a stipend or negotiate a group rate with one place	Possibly \$40 - \$60 per month per employee (unless we obtain a group / insurance discount), so \$14,400 - \$21,600 per year with 30 employees
=	457b Match	13	CA, Finance, Police, Public Works		Yes	Needs Review	Some administrative burden to implement; Timing impact would be delayed; Not all employees will participate	Would need to have a cap, as the IRS contribution rate is different for different stages (i.e., in 2022, \$20,500 regular limit, \$27,000 age 50+ limit, and \$41,000 3-year catch up before normal retirement limit); However, even 1% of regular limit is only \$205, which would be \$6,150 max. if all 30 employees reached that limit; Budgeting a simple dollar match (e.g., \$10 per paycheck) would be easier to budget
=	Carry Over More Hours Or Pay Out	9	CA, Police, Public Works	Vacation, comp. time, sick time; increase comp. time bank to 80 hours plus	Yes	Needs Review	Significant, as some departments can barely cover time-off requests now; Some staff already forfeit unused vacation hours; Fairness question	If we provided more comp. time, it could lower overtime costs; Some departments would ask for additional staff to cover the extra time being taken off
=	Increase License / Certification Pay	7	Public Works	\$1.00 per hour	Maybe	N/A	Policy would need to be carefully crafted to determine what qualifies; Unclear if this provision is being utilized now	While the cost impact could be relatively minor, there is a fairness question because some positions do not have certifications; Why not put money into wages for all?

=	Bonus and/or Hiring Bonus	5	CA, Finance, Police	One-time bonuses using state / federal COVID funds; One-time "COVID" bonus to current employees as gesture of good faith	Yes	Needs Review	Some administrative burden to implement; Some analysis needed on use of these funds; Fairness question unless no hiring bonus	Cost impact for one-time bonus easy to project; Concern that this idea instead of a permanent increase to wages will be less meaningful; However, a larger amount would be an immediate cash boost and maybe give the City more time to make progress on other items
=	Fuel Stipend	2	CA, Police	For everyone; just for out-of-city workers	Yes	N/A	Fairness question; More administrative burden to implement; Policy would need to be carefully crafted to determine criteria	Costs would depend on where people live
≠	Lower Years Required for Increased Vacation	8	Parks & Recreation, Public Works	Accrue hours at a sooner rate in employment; 0-3 years at 80 hours, 4-7 years at 120 hours, 8-16 years at 160 hours, 17-24 years at 200 hours, over 25 years 240 hours	Yes	N/A	Minor administrative burden to implement; Concern about staffing issues; Some staff already forfeit unused vacation; We already accelerated this in 2020; We would want to analyze how many hours are being carried over to determine whether staff are just not using their time	Could be some cost to productivity or overtime if others are covering for people away; Some departments would ask for additional staff to cover the extra time being taken off
≠	Switch to PTO Instead of Sick / Vacation Time	4	Library	PTO without distinction; could encourage staff to use PTO more effectively, achieve work-life balance, and reduce burnout	Yes	Needs Review	More administrative burden to implement; Timing impact would be delayed; More research; Concern that this could take away a benefit; What would we do with current Sick Leave balances, as a PTO policy would require drastic reductions?; Unclear how much support for this in other departments; Could be more flexible with sick/family leave instead	Cost impacts are unclear when considering our vacation payout policy and the idea to payout sick time upon retirement
≠	Yearly Stipend for Living Within City Limits	3	Police		Yes	Needs Review	Some administrative burden to implement; Fairness question; Some positions already are required to live inside City limits, but most are not; finding an affordable house within City limits may be challenging	Unclear what costs would be
≠	Education Incentives	3	Police	Additional pay for levels of education; meaningful tuition reimbursement; college tuition reimbursement	Yes	Needs Review	Fairness question; Morale could be impacted; We already have tuition reimbursement program; Would this encourage staff to return to school to get this incentive?; We have many positions where we only require a high school diploma and those staff are doing a great job already; Policy would need to be carefully crafted to determine what qualifies	Some costs here, but would depend on the rates
≠	Free employee cemetery space(s)	2	CA, Public Works	For employee, spouse, and children if applicable	Yes	Needs Review	Fairness question; Timing impact would be delayed; some administrative burden to implement; Legal / Audit questions; Could be seen as too creepy!	Costs could be minimal unless you factor in losing the fees of someone else who would have paid for it; Costs would grow if you factored in multiple family members
≠	Implement Reserve Officer	1	Police		No	Needs Review	More administrative burden; Policy would need to be carefully crafted; Question of control	Could require a stipend; Training and testing costs
≠	Assist with Raccoon Valley Golf Course Membership	1	Police	Corporate membership like other businesses	Yes	Needs Review	Fairness question; Some administrative burden to implement; Unclear on how to justify	Unclear what costs would be
≠	Donate to Charity of Employee's Choice	1	CA		Yes	Needs Review	There is a State Auditor opinion on using public dollars for contributions and requiring a written agreement, so this is not feasible; More administrative burden to implement; Policy would need to be carefully developed	Unclear what costs would be
Future	Sick Leave Changes At Retirement	16	CA, Finance, Police, Public Works	Some form; Pay out 50% at retirement with a minimum of 10 years like County; unused sick time to supplement insurance at retirement; pay out all	Yes	Needs Review	More administrative burden to analyze and implement; Timing impact would be delayed; Questions about using employee benefits levy, COBRA policies, and Medicare rules	Difficult to project costs and timing of retirements

Future	Additional Full-Time Staff	10	Library, Parks & Recreation, Police	Open 10-12 hours less per week than other cities and splitting duties; Develop "Building Specialist" for indoor work and some outdoor work, splitting budget based on each building's needs; Not meeting national averages for officers / population	Yes	N/A	More administrative burden to implement; Timing impact would be delayed; Likely every department could benefit from this	With limited funds, the City would likely have to choose between this item and funding some of the other items; Would involve more than just wages (e.g., equipment, vehicles, benefits)
Future	City Insurance After Retirement	7	Public Works	Pay out of pocket but remain on City insurance after retirement	Yes	Needs Review	Some administrative burden to implement; How does Medicare factor into this?	We already offer COBRA for 18 months that does exactly this
Future	Additional Part-Time Staff	6	Library, Parks & Recreation, Police	Relying on volunteers and small part-time numbers but cannot meet needs; For spring and fall grounds maintenance; Potential future full-time officers	Yes	N/A	More administrative burden to implement; Timing impact would be delayed; Already having trouble hiring full-time staff; Not as flexible compared to full-time staff	Cost impact would be reduced if insurance is not offered; Possible that a part-time position would be expected to transition into a full-time position, so projecting that timing and cost would be important
Future	Enhanced Paternity / Maternity Leave	5	Library, Police	Comprehensive parental leave regardless of gender; another idea was one week paid for fathers and 6-8 weeks paid for mothers	Yes	Needs Review	Some administrative burden to implement; Concern about staffing issues; Fairness question	Assuming this would be a new bank of leave that would be fully paid and separate from other leave banks; Would incentivize taking 12 weeks and could require temporary staff; Would make offering short-term disability not needed for this use
Future	Increase Budgets for Continuing Education	5	CA, Library	Send staff to professional development, conferences, and trainings both in and out of state; Only \$800 when other cities budget up to \$7,000; staff needs to get up to 45 hours every three years and finding cheap or free options is difficult	Yes	N/A	Some administrative burden to implement; Timing impact would be delayed; Depends on each department	Costs would be very department-specific; We could make this a priority in the next budget cycle
Future	Rewards for Not Using Sick Time	2	Finance, Police	Once you reach a certain number of sick days, allow employee to cash in sick days for vacation days (e.g., 3 sick days for 1 vacation day twice annually); Possibly an additional day off, especially when maxed out on sick time	Yes	Needs Review	Some administrative burden; Could discourage taking sick days unless we require a bank to be met before use; Concern about staffing issues; Would help because we don't want people to abuse sick leave	Could reduce the liability of cashing out if we also implement that idea
Future	Implement Step Increase System in 2025	1	Police		Maybe	Needs Review	More administrative burden; Could motivate staff to stay longer to reach certain step goal; Has not been supported in the past because of costs	Difficult to project costs and could limit adding additional staff
Future	Social Media Presence	1	Police	Help with recruiting, sharing and gathering information, public relations, etc.	Yes	N/A	While setup would be a minor administrative burden, maintaining it could be a significant administrative burden; Policy would need to be carefully crafted; Concern not enough staff to operate it	Staff time and delaying other projects
Future	Creating Special Assignments	1	Police	K9, SERT, etc.	Maybe	Needs Review	More administrative burden; Concern not enough staff now	If new officers, additional costs
Future	Hire Water Operator to Assist Pool	1	CA	Partially paid by LOST; dedicated to pool in summer	No	N/A	More administrative burden to implement; Job description and authority would need to be carefully constructed; Similar to Building Maintenance idea	Could be \$50,000 in wages, then benefits; Would need to determine appropriate split with LOST and Water
Future	Contract Maintenance of Cemeteries	1	Parks & Recreation		No	N/A	Some administrative burden to implement; Quality could improve or degrade depending on contractor and amount of time spent	Unknown cost, but likely higher than current practice
Review	Vision Insurance	12	Police, Public Works		Yes	N/A	Some administrative burden to implement	Could be relatively affordable, as Cottingham & Butler could help us get a cheaper employee plan; Need to determine if HRA amount is tied to medical deductible
Review	Offer Paid Days Off for Service / Volunteer Opportunities	7	Finance, Library	Two paid volunteer days annually with a signed form; Instead of using paid time off	Yes	Needs Review	Policy would need to be carefully crafted to determine what qualifies; Could not limit it to Adel organizations; Would we want them to wear an Adel logo?; Could be a significant boost to morale for some staff	Could be minor cost to productivity or overtime if others are covering for people away
Review	Free City Amenities	7	Finance, Parks & Recreation, Police	Pool passes, recreation leagues, archery license, pet licenses, golf cart permits, wash bay, etc.	Yes	Needs Review	Minor administrative burden to implement; Wash bay has been nixed by Audit and Insurance; Fairness question; Residents / Audit concerned?	Minor cost impact if any; Would we need to report this on their W-2 as wages?

Review	Providing Equipment	5	Finance, Police	Making sure staff is equipped with what they need to be most productive (e.g., software, furniture, etc.); Firearms, outer vest carrier, ballistic vests; could be optional if someone wants to use their own	Maybe	Taxed?	Policy would need to be carefully crafted to determine what qualifies; We already provide the Fire Department will all their gear; We would have more control over the type of equipment if we bought it	Possibly a one-time or infrequent expense using a replacement rotation schedule
Review	Touch-Base Performance Development Meetings Instead of Annual Review	1	CA	No more annual review; 15 minutes once a week or every other week; focus on performance development rather than performance measurement because we do not provide performance raises	Yes	Needs Review	Some administrative burden to implement; Policy on goals and corrective actions would need to be considered; Mainly a time factor	Minimal if any
Review	Paid Quarterly Team Meal	1	Parks & Recreation		Yes	Needs Review	Minor administrative burden to implement; Likely Audit / Legal question (i.e., would need to meet public purpose standards)	Cost would vary by department and whether food is made on-site or at a restaurant
Review/ Future	Develop "deputy / assistant" positions	1	CA	For City Administrator and other department-heads; Library has this already; Police has this in role and pay but not name	Maybe	N/A	More administrative burden to implement; Would need to carefully develop job descriptions and duties	Would need to determine if we pay at 85% of head position (i.e., like the Police Department) or whether we use a different guideline

Potentially Questionable Employee Retention Proposals

1. City paying for events or food for staff and families (e.g., BBQ, pool party, quarterly team lunches, Iowa Cubs game)
2. Paid gym membership or stipend / reimbursement
3. Matching contributions to a 457b retirement plan
4. Fuel stipend
5. Yearly stipend for living within City limits
6. Additional pay for higher levels of education (e.g., associate's degree vs. bachelor's degree)
7. Free employee cemetery spaces
8. Paid golf course membership or stipend / reimbursement
9. Donate to a charity of the staff member's choice
10. Cash-in sick time for vacation days (i.e., a "reward" for saving sick time)
11. Paid "volunteer" days off for staff members to use to volunteer at a non-profit
12. Free City amenities (e.g., pool passes, recreation leagues, archery licenses, pet licenses, golf cart permits, etc.)

City of Adel

Effective Date: January 1, 2023

Vision Cost Analysis



Cottingham & Butler

		Option 1 <i>Delta Vision</i>		Option 2 <i>Delta Vision</i>	
Total Lives	29	DeltaVision 130-10 Insight Discounted FFU		DeltaVision 130-10 Insight Discounted FFU Vol	
Plan Code					
Network		<i>Insight</i>		<i>Insight</i>	
Rates	Counts				
Single	11	\$5.78		\$7.58	
Employee + Spouse	3	\$11.00		\$14.40	
Employee + Child(ren)	6	\$12.46		\$16.34	
Family	9	\$16.46		\$21.56	
Estimated Monthly Premium	29	\$319.48		\$418.66	
Estimated Annual Premium		\$3,834		\$5,024	
		In-Network	Out-of-Network	In-Network	Out-of-Network
Copay					
Eye Exam		\$10 copay	Up to \$35	\$10 copay	Up to \$35
Lenses (per pair)					
Single Vision			Up to \$25		Up to \$25
Bifocal		\$10 copay	Up to \$40	\$10 copay	Up to \$40
Trifocal			Up to \$55		Up to \$55
Lenticular			Up to \$55		Up to \$55
Standard Progressive		\$75 copay	Up to \$40	\$75 copay	Up to \$40
Frames		20% off balance over \$130	Up to \$65	20% off balance over \$130	Up to \$65
Contact Lenses					
Conventional		15% off balance over \$130 allowance	Up to \$104	15% off balance over \$130 allowance	Up to \$104
Disposable		\$130 allowance	Up to \$104	\$130 allowance	Up to \$104
Medically Necessary		Covered	Up to \$200	Covered	Up to \$200
Fit and Follow Up		Up to \$40	NA	Up to \$40	NA
Frequencies					
Exams		Once every 12 month period		Once every 12 month period	
Lenses		Once every 12 month period		Once every 12 month period	
Frames		Once every 24 month period		Once every 24 month period	
Rate Guarantee		24 months		24 months	
Voluntary or Employer Paid		Contributory		Voluntary	
Participation Requirement		50% participation		50% participation	

We have endeavored to provide you with an accurate proposal based on the information given to us. Although we believe the rate and benefit information to be correct, please keep in mind that final rates and benefits are based upon actual enrollment and underwriting and must be approved by the Insurance Carrier. We assume no liability for rate differences and advise you not to cancel your prior coverage until final rating information and underwriting approval has been received from the carrier. This proposal is a summary of plan benefits; for complete details refer to the master Contract or Benefit Booklet.