CITY OF INDIANOLA COUNCIL STUDY MEETING
December 8, 2025
6:00 PM
City Council Chambers
Agenda

1. **Update to the Hillcrest Median Project**
    A. Memorandum
2. **Annual Presentation from Indianola Main Street**
    A. Presentation
3. **Annual Presentation from Indianola Chamber of Commerce**
4. **Annual Presentation from Warren County Economic Development**
5. **Energy Efficiency Block Grant Discussion**
    A. Memorandum
6. **Presentation regarding the compensation plan**
    A. Memorandum

MEMORANDUM

To: Mayor and City Council

From: Jacob Meshke, City Manager

Date: December 8, 2025

Subject: Memorandum

Introduction: The study session provides an opportunity for a requested follow-up conversation to review the East Hillcrest median improvements and effectiveness.

Background: As part of the East Hillcrest Avenue Reconstruction, a pedestrian median was installed to provide traffic-calming and improve pedestrian safety. The design followed national guidance and included 11-foot-wide travel lanes and a 13-foot-wide crossing median. After construction, the City received concerns that the median may be difficult for larger farm equipment to navigate. In response, Snyder and Associates reviewed the crossing and developed several options to improve large vehicle access while balancing pedestrian safety.

A follow-up discussion occurred at the August 4 City Council Meeting to discuss modifications. Alternatives proposed included full removal of the median, lowering the median curb from six (6) inches to four (4) inches and reshaping the slope for easier vehicle access, full reconstruction of the median with mountable curbs and narrower width, and installation of a flashing beacon. Given the high cost-estimates received, a solution at no cost to the City was pursued which entailed Snyder and Associates absorbing the costs to reduce the curb height to four (4) inches.

A follow-up conversation was requested to review the improvements and effectiveness.

Discussion: Snyder and Associates will provide the follow-up presentation as requested. The median was installed to facilitate the objectives of traffic-calming and pedestrian safety. The modifications include grinding the curb face to make the median more traversable and grinding the outside curbs for additional clearance for oversized vehicles. The posted speed limit at the median is 35 mph. Vehicle speed was captured at three (3) locations around the median with the average speed ranging from 35 to 37 mph over a five (5) day period.

From the speed and traffic volumes gathered, a raised median is still recommended at the crossing. Indianola Fire Department tested the modifications and can easily maneuver emergency vehicles over the median. No complaints have been received on the median since the improvements were completed.

Budget Impact: The current improvements have been completed at no cost to the City. Additional modifications or removal of the median is estimated at $50,000 to $60,000. Installation of a flashing beacon would cost an estimated $145,000.

Recommendation: Staff recommends City Council discussion, questions, and feedback.

Attachments: 1. Snyder Memo_07/22/2025
2. HillcrestAve_PedCrossing_Presentation

Memorandum

To: Akhilesh Pal, P.E. **Date:** 7/22/2025

From: Travis Warnke, P.E.

CC: David Moeller, P.E.

RE: E. Hillcrest Avenue – Pedestrian Trail Crossing

Per request from the City of Indianola, Snyder & Associates performed an engineering review of the Summerset Trail crossing that was constructed with the E. Hillcrest Avenue Street Reconstruction project completed in 2025. The design of the trail crossing included in the E. Hillcrest Avenue project was completed with design guidance from the "Guide for the Development of Bicycle Facilities, 4th Edition". The trail crossing was designed at a width of 13' wide leaving the eastbound and westbound travel lanes at a width of 11'. The combination of narrow travel lanes and wide median island is used to aid in pedestrian safety while crossing the roadway as well as a traffic calming measure to reduce vehicle speed through the corridor. During the design phase of the project, reducing vehicle speed in the corridor was identified as a design priority. The median was designed to prioritize pedestrian safety and promote slow vehicle speed through the corridor. Following the completion of construction, City staff received complaints regarding larger vehicle's ability to pass through the median. These oversized vehicles included seasonal farm equipment coming and going from one side of the corridor to the other. Outlined below are three alternatives to modify the trail crossing to accommodate larger farm vehicles. Each alternatives describes the work necessary as well as the estimated cost to perform the work.

Alternative 1 – Remove Median:
Alternative 1 proposes removing the existing median and reconstructing the roadway to match the three-lane section found throughout the remainder of the corridor. Eliminating the median would remove the refuge island currently used by trail users, requiring them to cross the entire width of the roadway in a single movement. Given the high volume of trail traffic, this would pose a significant safety concern for pedestrians and cyclists. Additionally, the removal of the median would eliminate its traffic-calming function, likely resulting in higher vehicle speeds through the area. For these reasons, this alternative is not recommended, as it would reduce overall safety for trail users crossing E. Hillcrest Avenue.

Alternative 2 – Modify Existing Median:
Alternative 2 involves modifying the existing median to better accommodate oversized vehicles traveling through the corridor. This would be achieved by cutting down the standard 6-inch median curb to a reduced height of 4 inches. The modification would also reshape the curb face, replacing the steep vertical face with a more gradual slope, making it easier for larger vehicles to traverse the median if necessary. In addition to the curb modifications, a portion of the paved median surface would be ground down to match the new curb height and blended into the surrounding median area to maintain a smooth transition. While this is the least invasive of the three alternatives, it does not provide the most robust or durable solution. Some oversized vehicles may still encounter difficulty traversing the modified curb, and the reduced curb height could make the median more vulnerable to damage from snowplows during winter maintenance.

Alternative 3 – Reconstruct Median Crossing with Mountable Curbs:
Alternative 3 involves reconstructing the median to be narrower and include mountable curbs. The new median will be designed in accordance with the current standards outlined in the *Guide for the Development of Bicycle Facilities, 5th Edition*. It will have a width of 10 feet, which meets the minimum preferred width for median crossings specified in the guide. This width provides adequate space for a bicyclist with a child or cargo trailer to safely stop in the median without encroaching into traffic lanes. A 4-inch sloped curb will also be incorporated, providing a mountable surface that allows large farm equipment to traverse the crossing with minimal difficulty. In addition, using a narrower median will provide 13-foot-wide travel lanes through the crossing, giving vehicles an additional 1.5 feet of lane width. This combination is expected to accommodate nearly all oversized vehicles while maintaining a safe refuge for trail users. Implementing this alternative will require full replacement of the existing median and adjacent roadway panels, which will necessitate the temporary closure of E. Hillcrest Avenue during construction.

Additional Alternatives:
A flashing crossing beacon is a method to alert drivers to the presence of a sidewalk or trail crossing. While this treatment can be appropriate in certain contexts, specific warrants must be met before implementation. Factors that influence the need for a flashing beacon include traffic volume, posted speed limit, number of travel lanes, and the presence of a median. According to Iowa DOT's online traffic data maps, E. Hillcrest Avenue carries approximately 3,290 vehicles per day. The roadway consists of a three-lane section with a posted speed limit of 35 mph. Based on these conditions and guidance provided in Section 5 of the *Guide for the Development of Bicycle Facilities, 5th Edition*, the existing configuration qualifies for **Tier 1 countermeasures**, which include basic treatments to alert motorists and encourage yielding to pedestrians such as advanced signage. Flashing beacons are classified as a **Tier 3 countermeasure** and are intended for higher-risk crossings with greater traffic volumes, higher speeds, or more complex roadway conditions. Given the current traffic and roadway characteristics, installation of a flashing beacon is not warranted or recommended at this location. If this alternative was chosen, the work would

need to be its own standalone project. This is due to the projected cost of the beacon structure and the lead time for material, which can take up to 9 months to manufacture.

Alternative Number:	Alternative Description:	Estimated Cost*:
1	Remove median	$57,000
2	Modify Existing Median	$50,000
3	Reconstruct Median Crossing with Mountable Curbs	$60,000
Additional Alt.	Flashing Beacon	$145,000

*Note: The estimated costs include quoted numbers supplied by the Contractor.

Recommendation:
After reviewing the Contractor's submitted estimates for the median modifications, Snyder & Associates finds the pricing to be unreasonable. The significant cost increase is primarily due to traffic control expenses from the subcontractor and the need for remobilization to the site. Discussions with the Contractor confirmed that using a different subcontractor for traffic control is not a feasible option, given the requirements outlined in the Iowa DOT project specifications. It is recommended to seek additional alternatives for the median modifications outside of the current project contract.

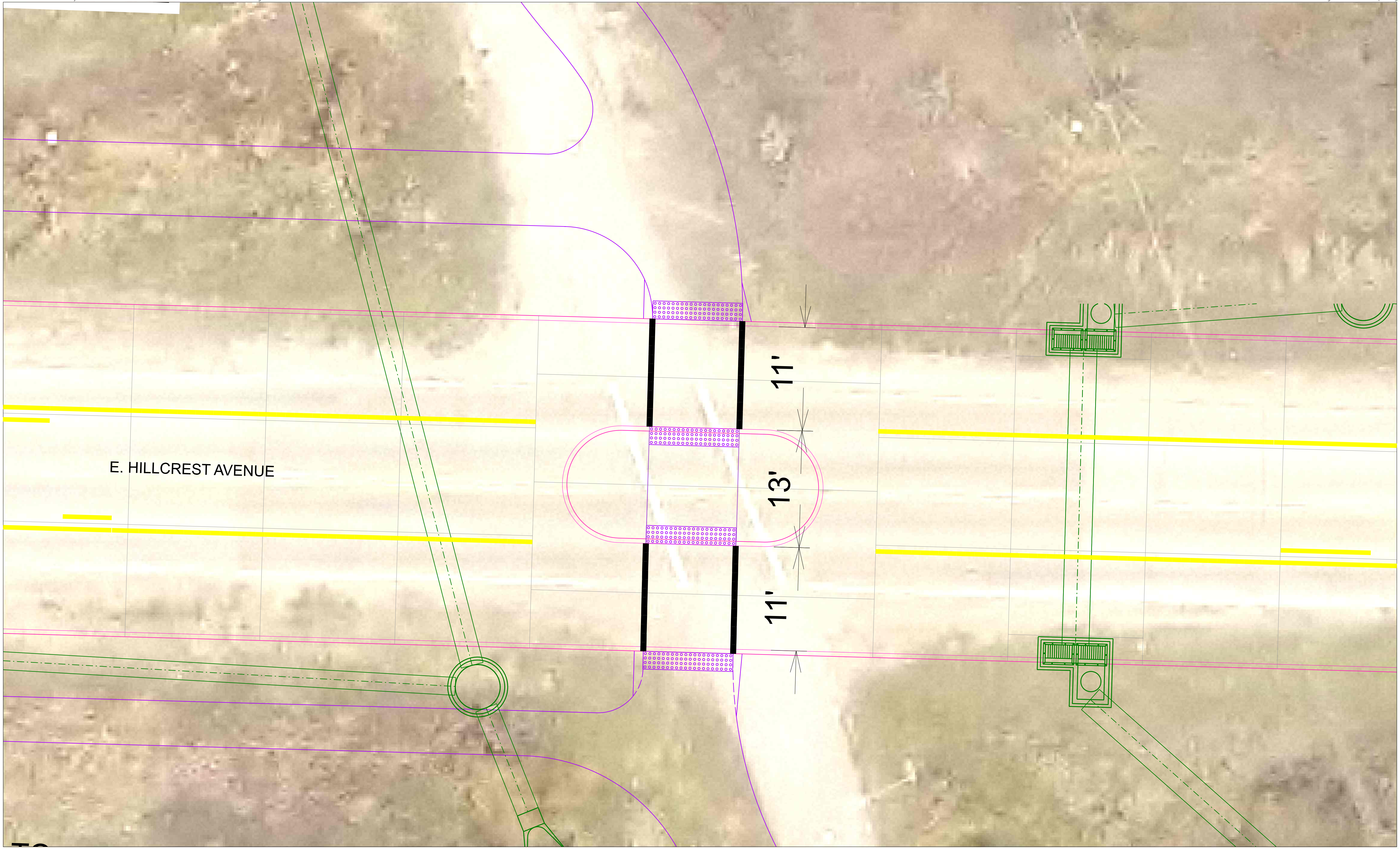
A meeting was held between City of Indianola staff and Snyder & Associates to review the alternatives outlined in the memo in greater detail and to identify a City Staff preferred alternative. During the discussion, an additional alternative was proposed. This option includes grinding down the median curb as described in Alternative 2, as well as grinding the roadway curbs to a height of 4 inches. The reduced curb height would allow emergency response vehicles to traverse the curbs without risk of damage. It was discussed this alternative would be managed by Snyder & Associates and at no cost to the City. The median would then be monitored throughout the fall farming season. During this time, the performance of the median will be observed to ensure large farm equipment can traverse it effectively. If additional modifications are found to be necessary, it is recommended that they be addressed through a separate project. Snyder and Associates recommends following this approach to modify the existing median.

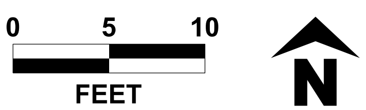
Please reach out with any further questions that come up from the review of this memo.

Best regards,

SNYDER & ASSOCIATES, INC.

Travis Warnke, P.E.
Project Engineer





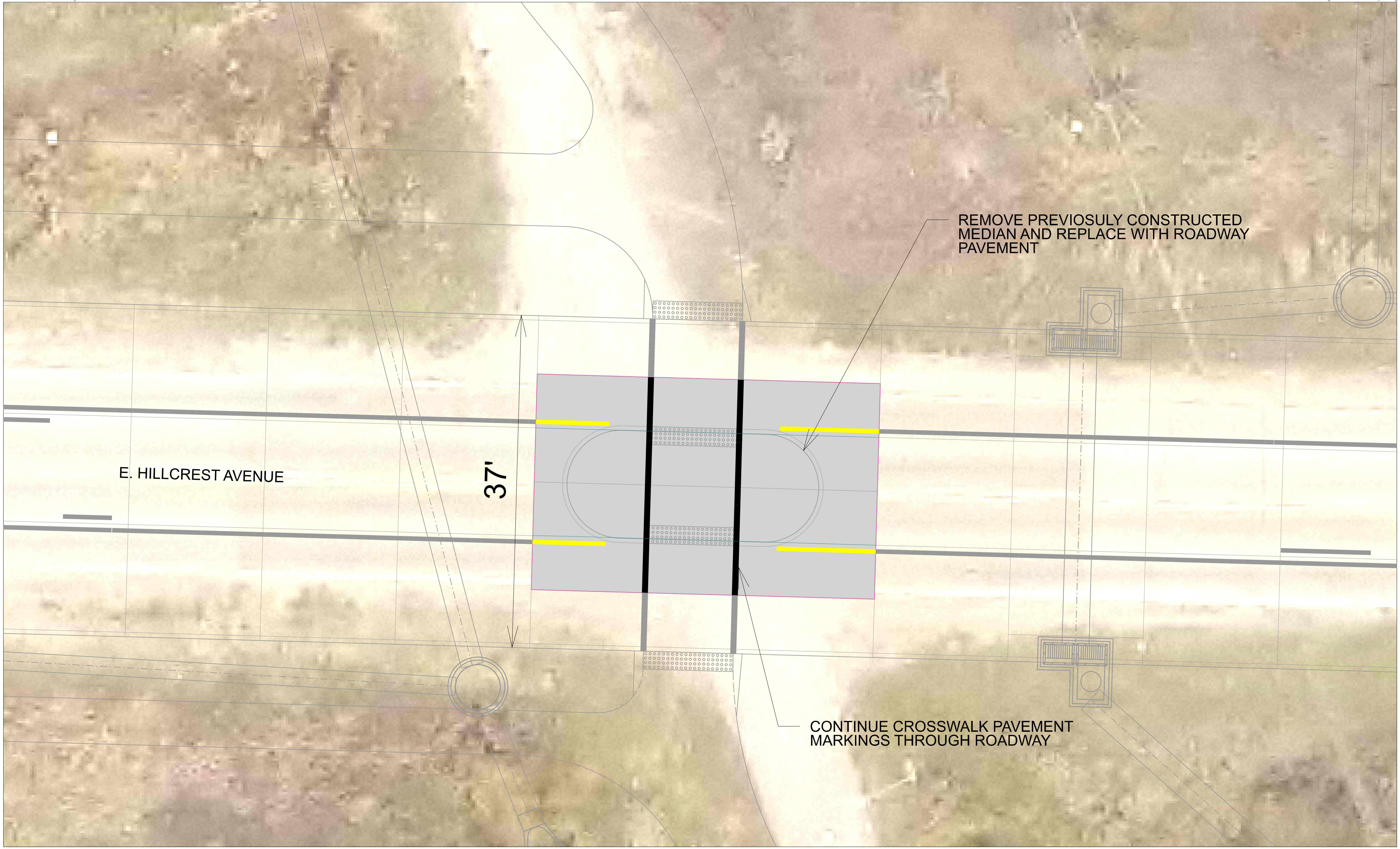
SNYDER & ASSOCIATES

E. HILLCREST RECONSTRUCTION

Existing Conditions

Indianola, Iowa

07/02/2025



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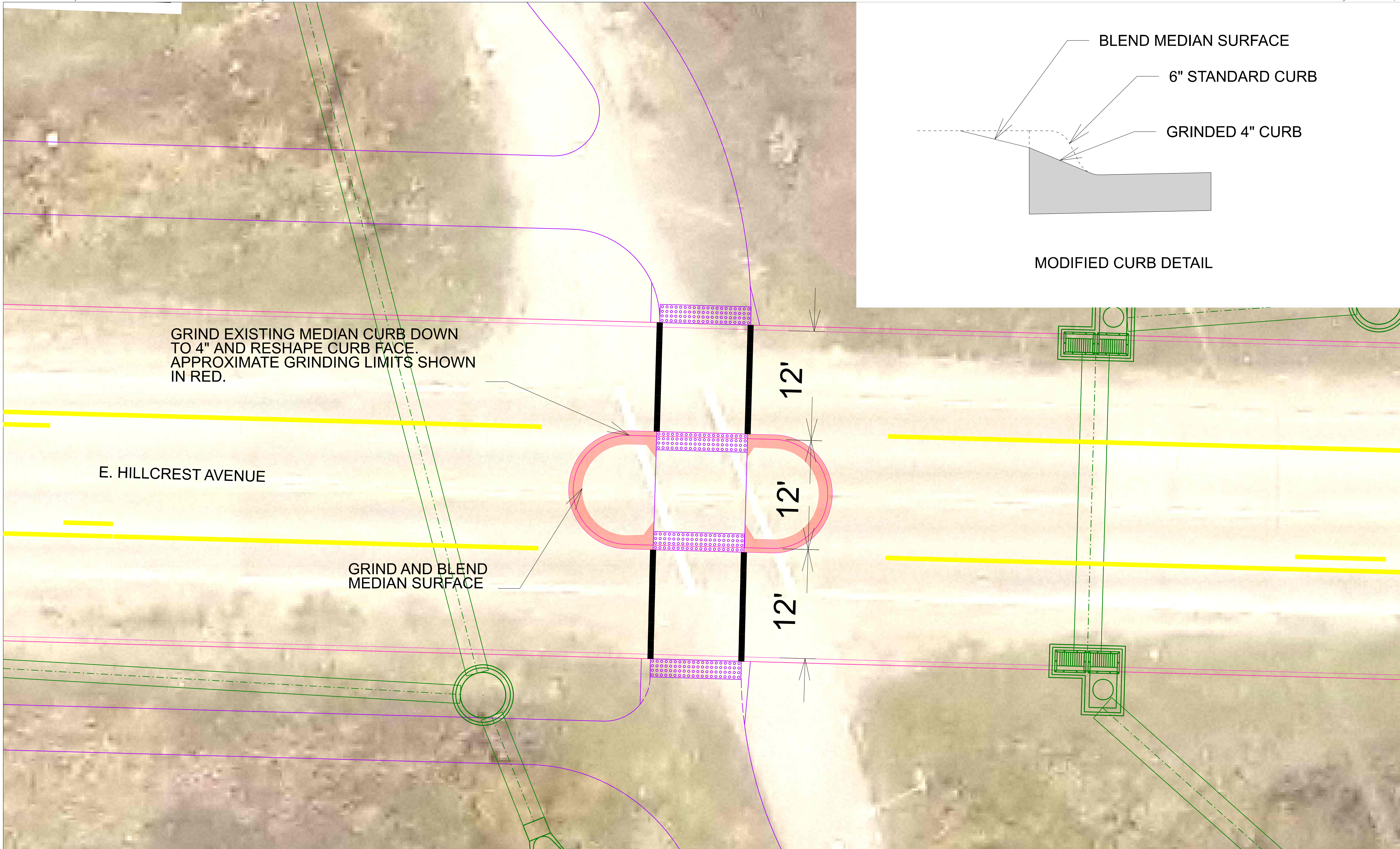
E. HILLCREST RECONSTRUCTION

Alternative 1

Indianola, Iowa

07/02/2025



MODIFIED CURB DETAIL

SNYDER & ASSOCIATES

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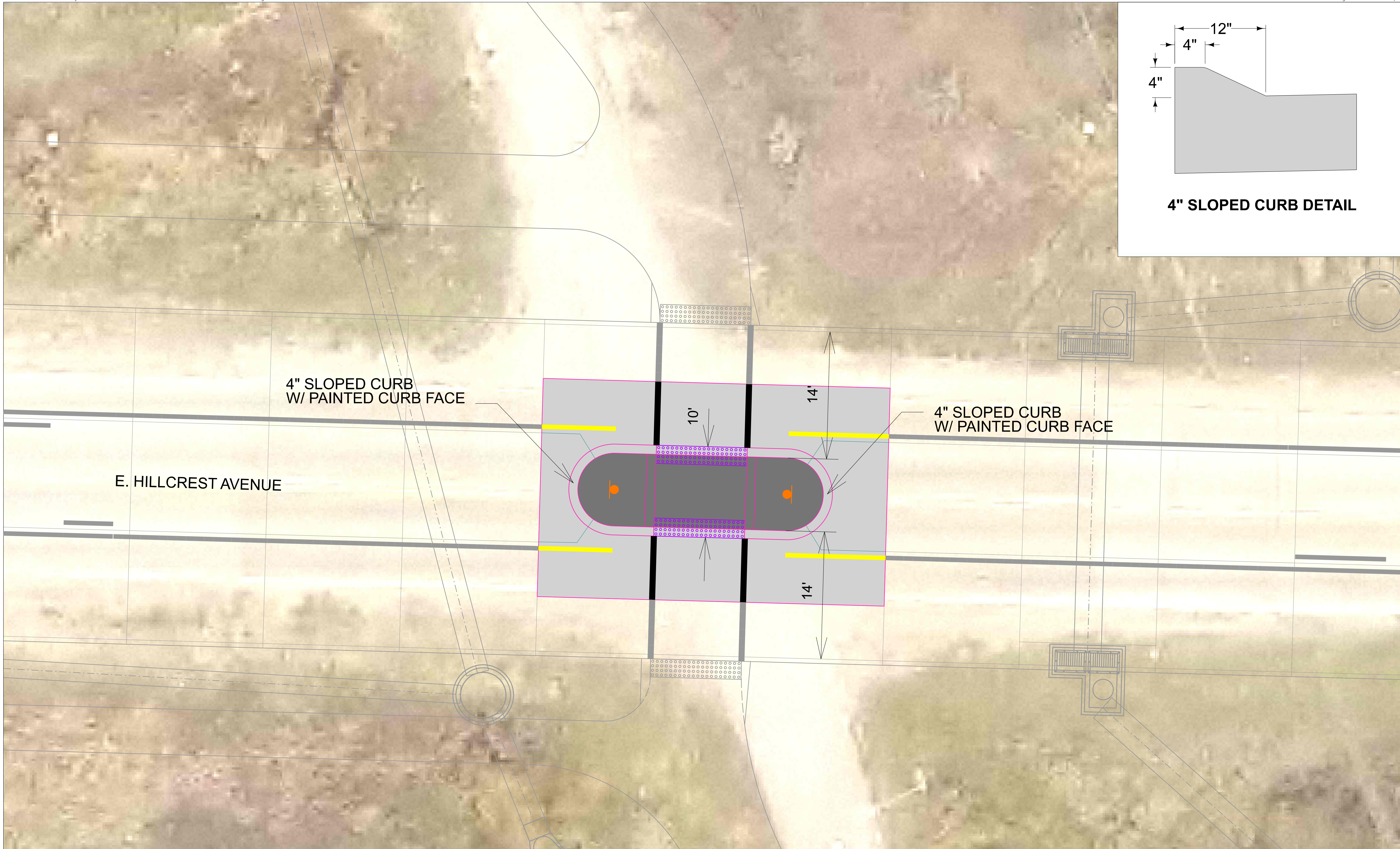
E. HILLCREST RECONSTRUCTION

Indianola, Iowa

Alternative 2

07/02/2025



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E. HILLCREST RECONSTRUCTION

Indianola, Iowa

Alternative 3

07/02/2025

DECEMBER 2025

E. HILLCREST AVENUE – PEDESTRIAN CROSSING MONITORING

SNYDER & ASSOCIATES

ISSUE RECAP

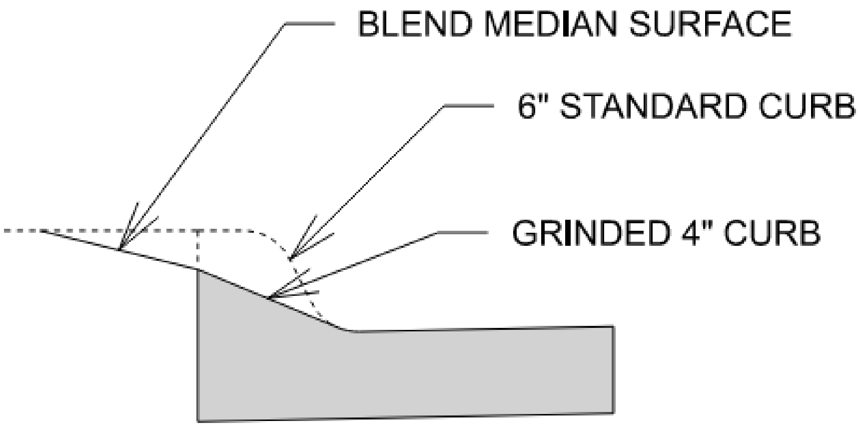
- E. Hillcrest Avenue project was finished in 2025
- Roadway went from a 2-lane rural roadway to a 3-lane urban roadway
- Summerset Trail crossing was designed to contemporary safety standards:
  - Remove crossing skew
  - Pedestrian safety island
  - Signage
- Following the completion of the project, City received complaints of oversized vehicles having difficulties traveling through the median crossing

MEDIAN PURPOSE

- Median was installed to facilitate two objectives
  - Traffic Calming – Encourage travel at posted speed (rather than faster)
  - Pedestrian safety – giving pedestrians and trail users a safer way to cross Hillcrest Avenue.

MEDIAN MODIFICATIONS

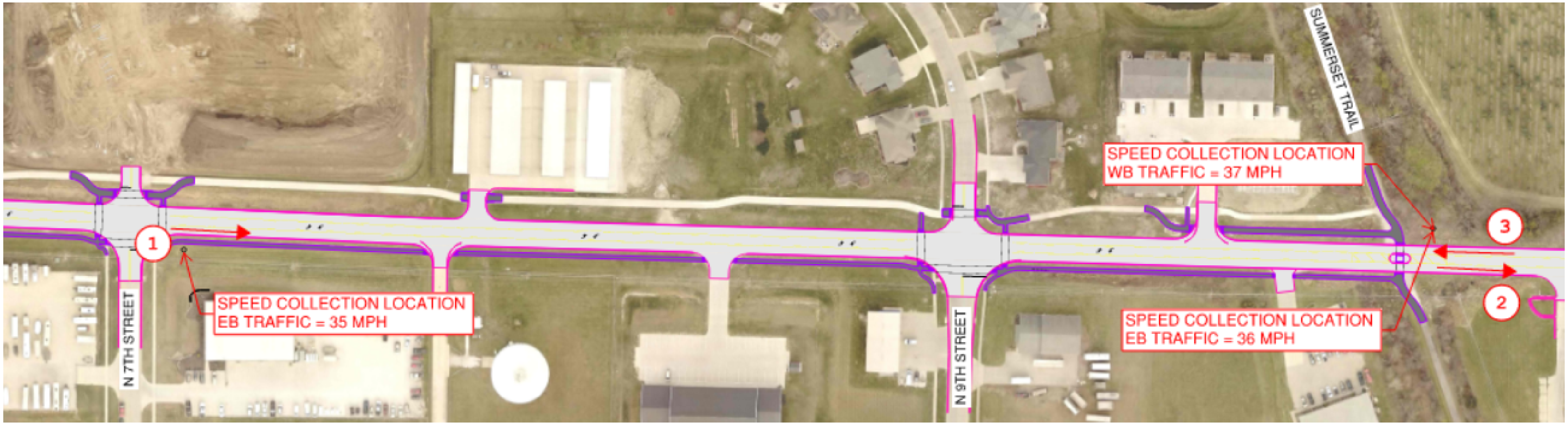
- Curb face has been ground down to make median more traversable to accommodate oversized vehicles.
- The outside curbs were also ground down to provide additional clearance.



SNYDER & ASSOCIATES

TRAFFIC SPEED DATA

- Posted Speed Limit is 35 mph
- Vehicle speed was gathered at 3 locations. Average speed per location:
  - 1 - EB = 35 mph
  - 2 - EB = 36 mph
  - 3 - WB = 37 mph



TRAFFIC COUNT DATA

- Traffic volume was collected for 5 days at the median (10/10 – 10/14)
- No oversized vehicles were observed using the crossing
- Average Daily Traffic = 3,290 vehicles

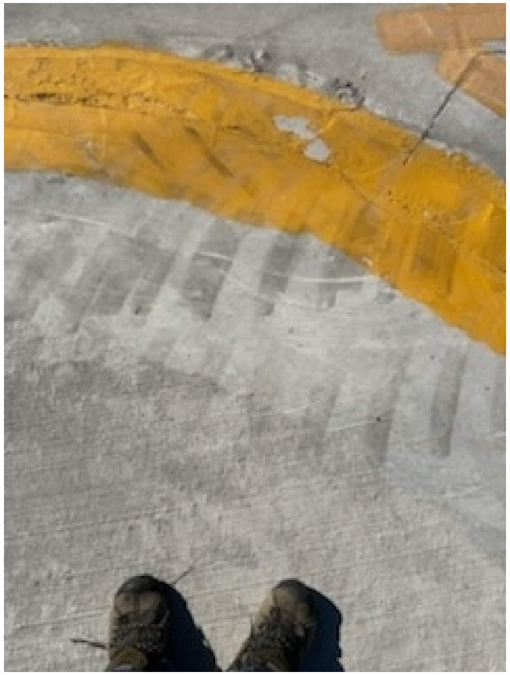
MEDIAN CROSSING COUNTERMEASURE

- According to AASHTO Guide for the development of Bicycle Facilities, 5th Edition a raised median crossing is warranted.
- Based on vehicle speeds, traffic volume, and roadway section (3-lane with raised median) a flashing beacon isn't warranted.
  - Cost ~ $140,000

Table Source: AASHTO Guide for the Development of Bicycle Facilities, 5th Edition

USER FEEDBACK

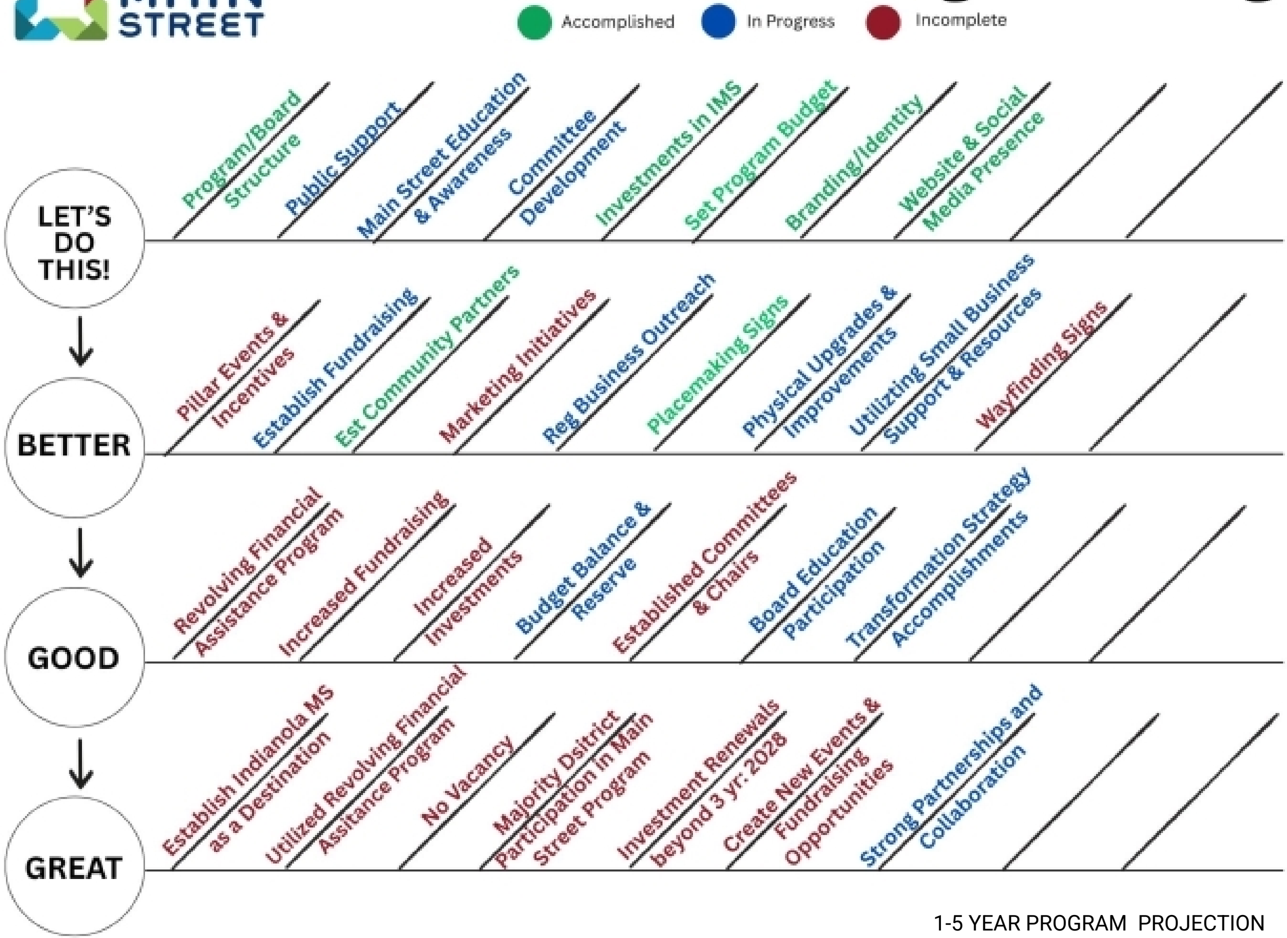
- Indianola Fire Department tested modifications and can easily maneuver emergency vehicles over median.
- No additional complaints received
- City received a complement from modifications



RECOMMENDATION

- Staff recommendation is to keep the median as modified
  - No further modifications are required.
- Median crossing is an important and effective safety feature.
- The median modifications are a good compromise between pedestrian safety and allowing oversized vehicles the ability to more effectively travel through the crossing.

Timeline Goals & Strategic Planning

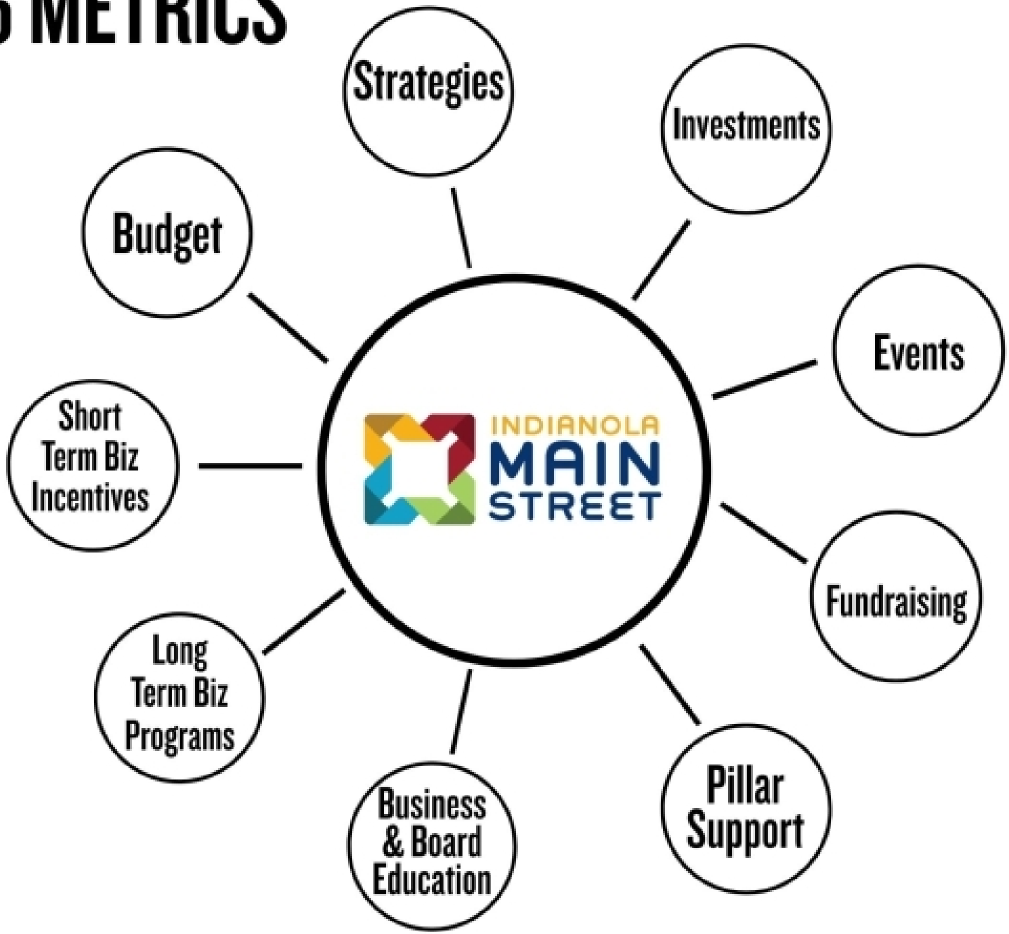


1-5 YEAR PROGRAM PROJECTION

Transformation Strategies:

1. Promoting Downtown as a Destination
1. Enhancing the Downtown Experience
1. Building a Strong, Sustainable & Inclusive Organization

2026 METRICS



IOWA economic development

Main Street Iowa - IowaGrants.gov

Participant Status Report Detail

OCTOBER 2024 - OCTOBER 2025

	Report Number	Report Status	Business Starts/Relo. / Expansion	Net New Jobs	Building Projects*	Buildings Sold	Private Investment in Downtown	Public Investment in Downtown	Volunteer Hours
Indianola (Designated in 2024)									
Base Numbers**			0	0	0	0	$ 0	$0	0
2024 4th Quarter	001	On Time	2	6	4	2	$ 578,500	$199,248	1,230
2025 1st Quarter	002	On Time	2	2	1	0	$ 12,000	$0	680
2025 3rd Quarter	003	On Time	-1	-0	0	0	$ 0	$17,850	1,050
2025 2nd Quarter	005	On Time	1	-2	2	1	$ 620,300	$0	1,240
Cumulative Total for Indianola			**4**	**6**	**7**	**3**	**$ 1,210,800**	**$ 217,098**	**4,200**
CUMULATIVE PROGRAM TOTAL			**4**	**6**	**7**	**3**	**$ 1,210,800**	**$ 217,098**	**4,200**

RISE, REVIVE & THRIVE

INDIANOLA

INDIANOLA MAIN STREET

RISE, REVIVE &THRIVE
INDIANOLA

RISE:

Working together to provide a grant opportunity for our small businesses, ready to rise up and take the initiative to make necessary improvements within their own walls.

REVIVE:

These intiatives can breathe new life into existing business through upgrades, enhancements and better use of space.

THRIVE:

Programs like this are vital to sustaining long-term success and economic impact for both the business and our Main Street community.

THE OBJECTIVE:

The Indianola Main Street Rise, Revive & Thrive Initiative seeks additional funding to foster economic vitality by equipping our Main Street small businesses with the tools and support needed to grow, strengthen, and sustain long-term success within our community through a new matching grant program in our Main Street district.

OUR GOAL:

The goal of the Indianola Main Street Rise, Revive & Thrive Initiative is to stimulate local economic development by empowering small businesses to expand operations, enhance storefronts, adopt new technologies, and increase their contributions to the community economy. In addition, Indianola Main Street is currently working with local banks to create a small business low-interest revolving loan program to aid in match requirements and help make these improvements attainable.

small steps, big impact.

ELIGIBLE PROJECTS INCLUDE:

1. Equipment and Technology Upgrades
   - Purchasing or upgrading equipment to improve efficiency or production capacity.
   - Investing in POS systems, inventory management software, or e-commerce platforms.
   - Digital marketing tools (website creation, online advertising, CRM systems).
2. Business Infrastructure Improvements
   - Renovations or expansions to retail, office, or production space.
   - Storefront enhancements (signage, accessibility improvements, energy-efficient upgrades).
   - Safety or compliance-related upgrades (ADA, fire codes, etc.).
3. Marketing and Brand Development
   - Branding or rebranding services (logo, packaging, design).
   - Marketing campaigns to reach new customers (print, digital, social media).

INELIGIBLE USE OF FUNDS:

1. Personal or Non-Business Expenses
   - Personal rent, mortgage, or utility payments not related to the business.
   - Personal debt repayment or credit card bills.
   - Salaries or wages for the business owner not tied to specific project activities.
2. Existing Debt Obligations
   - Paying off existing loans, lines of credit, or tax liabilities.
   - Refinancing existing business or personal debts.
3. Routine Operating Costs
   - Regular monthly operating expenses (e.g., rent, utilities, or insurance) not directly linked to business expansion or innovation.
   - Day-to-day inventory or merchandise purchases used for resale purposes.
4. Capital or Real Estate Purchases
   - Purchasing land, buildings, or other real estate.
   - Major construction projects outside the scope of business improvement (unless pre-approved).
5. Political or Religious Activities
   - Contributions to political campaigns, lobbying, or advocacy efforts.
   - Activities that promote religious organizations or events.
6. Entertainment or Hospitality
   - Travel, meals, entertainment, or gifts not directly tied to the proposed business project.
7. Non-Compliant or Unapproved Uses
   - Any expense not clearly outlined in the approved grant application.
     Expenses incurred before grant approval or after the grant period ends.

Funding Plan Overview

The Indianola Main Street Rise, Revive & Thrive Initiative will provide financial assistance to eligible small businesses that maintain regular public hours to support growth, innovation, and local economic revitalization. To ensure shared investment and commitment, each participating business will contribute its own matching funds toward the approved project to be completed within a 12 month period.Projects that do not meet the requirements will be forfeited.

1. Grant-to-Business Investment Structure.
   - Grant Funding: The program will provide grants ranging from a minimum of $1,000 to a maximum of $10,000 (adjustable based on available resources and project total).
   - Business Contribution: Each business must contribute a minimum of 50% of the total project cost (adjustable based on available resources and project total). This structure will allow assistance for multiple projects within the district each year.

2. Purpose of the Matching Investment

The matching contribution ensures that:

- Businesses demonstrate a vested interest and shared responsibility in project success.
- Grant funds are leveraged to maximize impact and reach more participants.
- Awarded projects reflect both community investment and sustainable growth potential.

3. Use of Funds
   - Both grant and business investment funds must be used exclusively for approved project expenses that support business expansion, modernization, or capacity-building—such as technology upgrades, equipment purchases, or storefront improvements.
   - Grantee's funds will be utilized first, with matching grant funds applied second to cover eligible project expenses.

4. Accountability & Reporting
   - Proof of Match: Businesses must submit documentation verifying their matching contribution before any grant funds are disbursed.
   - Financial Reporting: Recipients are required to maintain records of all expenditures and provide receipts or invoices upon request.
   - Final Report: At project completion, each grantee must submit a final report summarizing: Total project investment (grant + business funds)
   - Project outcomes (e.g., new jobs created, increased sales, improved storefront visibility)
   - Impact on the Indianola Main Street district as well as overall community impact.
   - Grantees must agree to participate in a showcase for future marketing of this initiative.

DOWNTOWN INDIANOLA

INDIANOLA IOWA

MARKET SNAPSHOT

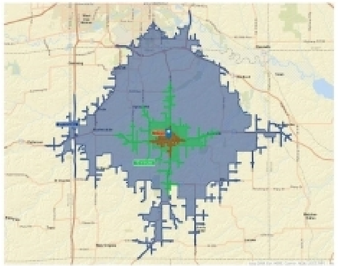
Indianola,Iowais takingapro-activeapproachtoplanningforthe future prosperity ofthecommunity'shistoricdowntownbusiness district.

The efforts of the City of Indianola and its partners, along with investments made by the public and private sectors, are working to heighten the appeal of the downtown commercial district among consumers, investors and entrepreneurs. Moving forward, it will be critical for the community to capitalize upon and leverage these investments and ongoing Ankeny marketing efforts to position the downtown district as a local and regional attraction, economic engine, and center for commerce.

This Market Snapshot, prepared through the Iowa Downtown Resource Center's Main Street application process, highlights and summarizes demographic, lifestyle and retail data, characteristics and trends in the marketplace. The information, along with market insights to be explored locally, provides groundwork, benchmarks and direction for local downtown transformation strategies and activities.

INDIANOLA

DEMOGRAPHIC FAST FACTS



POPULATION

15,857

TIME| 2023
2023–28 G ROWTH: 0.39%

Population	5 Min	10 Min	20 Min
2023 Estimate	8,275	15,857	56,688
Growth (2023-28)	0.10%	0.39%	0.72%
Est.StatePop Growth (2023-28)			.19%

DAYTIMEPOP

15,356

10 MINUTE DRIVETIME| 2023

Daytime Population	5 Min	10 Min	20 Min
Total Daytime Pop	8,892	15,356	44,860
Workers	4,728	7,441	17,819

HOUSEHOLDS

5,690

10 MINUTE DRIVETIME| 2023
2023–28 GROWTH: 0.47%

Households	5 Min	10 Min	20 Min
2023 Estimate	2,958	5,690	21,685
HH Growth (2023-28)	0.16%	0.47%	0.81%
Est. State HH Growth (2023-28)			.33%

MEDIAN HH INCOME

$71,674

10 MINUTE DRIVETIME| 2023

Median HH Income	5 Min	10 Min	20 Min
2023 Estimate	$60,673	$71,674	$70,861
2028 Estimate	$66,199	$78,743	$79,246

2023 State: $67,730 2028 State: $76,227

DOWNTOWN INDIANOLA DRIVE MARKET

2023 HOUSING UNITS SUMMARY

HOUSING UNITS

Housing Units	5 Min	10 Min	20 Min
2023 Estimate	3,253	6,135	23,444
- Owner Occupied	59.0%	65.1%	66.7%
- Renter Occupied	31.9%	27.7%	25.8%
- Vacant	9.1%	7.3%	7.5%
Estimated State Percent Vacant (2023)			9.4%

HOUSEHOLDS BY TENURE AND MORTGAGE STATUS

TENURE AND MORTGAGE

2020 Tenure/Status	5 Min	10 Min	20 Min
Ownerr Occupied	65.0%	70.1%	71.5%
— With Mortgage —	46.1%	50.3%	50.6%
Free and Clear	18.9%	19.8%	20.9%
Renter Occupied	35.0%	29.9%	28.5%

2023 DIVERSITY INDEX

DIVERSITY

Drive Time Households	5 Min	10 Min	20 Min
2023 Diversity Index	21.1	19.4	44.3

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

$30,034
PER CAITA INCOME
5 MINUTES| 2023

10 Minutes	$34,488
20 Minutes	$36,034
State	$38,239

34.0
MEDIAN AGE
5 MINUTES | 2023

10 Minutes	37.9
20 Minutes	38.7
State	39.7

97.9%
2023 EMPLOYED
5 MIN. CIVILIAN POP 16+

10 Minutes	98.2%
20 Minutes	97.8%
State	97.6%

2023 EMPLOYMENT BY OCCUPATION

2023 Employed 16+	5 Min	10 Min	20 Min
Total Estimate	4,168	8,058	30,007
- White Collar	54.7%	57.5%	56.9%
- Services	20.5%	18.5%	18.3%
- Blue Collar	24.9%	24.0%	24.8%

INDIANOLA | IOWA

Esri's Community Tapestry is a geodemographic segmentation system that integrates consumer traits with residential characteristics to identify markets and classify U.S. neighborhoods. Tapestry Segmentation combines the "who" of lifestyle demography with the "where" of local geography to create a classification with 67 distinct behavioral market segments (Tapestry Segments).

Top Drive Time Area Esri Tapestry Segments

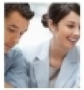
Old & Newcomers (8F) | #1 in 5 & 10 min drive

5 Minutes		10 Minutes		20 Minutes	
HHs	Percent	HHs	Percent	HHs	Percent
712	24.1%	1,125	19.8%	2,460	11.3%

This market features singles' lifestyles on a budget. The focus is more on convenience than consumerism, economy over acquisition. They are neighborhoods in transition, populated by renters who are just beginning their careers or retiring. Some are still in college, some taking adult education classes. They support charity causes and are environmentally conscious. Age is not always obvious from their choices.

Avg. HH Size: 2.12 Median Age: 39.4 Med. HH Income: $44K

- Predominantly single households, with a mix of married couples with no children.
- 32% of households are currently receiving social security.
- 31% have a college degree, 33% have some college, 9% are still enrolled in college.
- They are comfortable with the latest technology.



Bright Young Professional (8C) | #2 in 5 min

5Minutes		10 Minutes		20 Minutes	
HHs	Percent	HHs	Percent	HHs	Percent
565	19.1%	657	11.5%	657	3.0%

This is a large market, primarily located in urban outskirts of large metropolitan areas. These communities are home to young, educated, working professionals. One out of three householders are under the age of 35. Labor force participation is high, generally white collar work. Residents are physically active.

Avg. HH Size: 2.41 Median Age: 33.0 Med. HH Income: $54K

- 35% with some college or an associates degree, 33% with a bachelor's degree or higher.
- They get most of their information from the internet.
- These consumers are up on the latest technology.
- Concern about the environment impacts their purchasing decisions.

Information on Esri Tapestry methodology and applications, along with descriptions for Tapestry's 67 segments, are available from the Esri website at:

http://doc.arcgis.com/en/esri-demographics/data/tapestry-segmentation.htm

DOWNTOWN INDIANOLA RETAIL DEMAND

Esri's Retail Demand Outlook compares consumer spending and calculates forecasted demand for goods and services in several categories of consumer spending. The Consumer Spending data is household-based and represents the amount spent for a product or service by all households in the area. Detail may not sum to totals due to rounding. This report is not a comprehensive list of all consumer spending variables therefore the variables in each section may not sum to totals.

Source: Esri forecasts for 2023 and 2028; Consumer Spending data are derived from the 2019 and 2020 Consumer Expenditure Surveys, Bureau of Labor Statistics.

RETAIL DEMAND OUTLOOK INDIANOLA IOWA

10M DRIVE TIME

Category	2023 Consumer Spending	2028 Forecasted Demand	Projected Growth
Apparel and Services	$10,808,803	$12,413,714	$1,604,911
Computer	$1,486,954	$1,706,820	$219,866
Entertainment & Recreation	$18,566,481	$21,337,221	$2,770,740
Food at Home	$33,015,749	$37,924,926	$4,909,177
Food Away from Home	$18,284,299	$20,998,898	$2,714,599
Health (drugs, eyewear)	$3,246,389	$3,729,998	$483,609
Home (mortgage & basics)	$63,210,528	$72,776,620	$9,566,092
Household Furnishings & Equipment	$9,021,236	$10,364,096	$1,342,860
Housekeeping Supplies	$4,560,821	$5,239,969	$679,148
Insurance	$41,486,171	$48,826,373	$6,340,202
Transportation	$34,044,724	$39,099,417	$5,054,693
Travel	$9,012,659	$10,360,505	$1,347,846

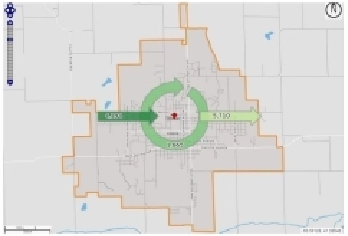
Source: Esri Retail Demand Outlook| 3.24

2023 HOUSING UNITS BY VALUE

Median Home Value	5 Min	10 Min	20 Min
2023 Estimate	$176,398	$195,935	$203,059
2028 Estimate	$178,756	$201,630	$214,758
Average Home Value			
2023 Estimate	$198,267	$231,745	$243,803
2028 Estimate	$206,015	$242,560	$257,156

INDIANOLA | IOWA
WORKFORCE PATTERNS

Workforce issues have risen to the top of the list as a major concern for businesses all across Iowa. Finding the right people with the proper skills to fill vacant positions is a challenge every community is facing, no matter your size or location in the state. Understanding your workforce patterns can have a direct impact on your downtown commercial district. The US Census Bureau's *On The Map* feature is a resource to help communities better understand this data.



Note: Overlay arrows do not indicate directionality of worker flow between home and employment locations| Data year—2021

United States® Census Bureau

OnTheMap

Inflow/Outflow Job Counts (All Jobs)

	2021 Count	Share
Employed in the Selection Area	5,859	100.0%
Employed in the Selection Area but Living Outside	4,194	71.6%
Employed and Living in the Selection Area	1,665	28.4%
Living in the Selection Area	7,375	100.0%
Living in the Selection Area but Employed Outside	5,710	77.4%
Living and Employed in the Selection Area	1,665	22.6%

Limitations and Disclaimers

Retail market analyses, their components (such as retail sales gap analyses) and derivative business development plans provide important guidance on how a commercial area should, theoretically, be able to perform and on the sales levels businesses should be able to achieve. However, many factors affect the actual performance of businesses and commercial areas, including the skills of the business operator, level of business capitalization, the quality of the physical environment, changes in overall economic conditions, the effectiveness of business and district marketing programs, and many other variables. The information in this document is intended to provide a foundation of information for making business development decisions, but it does not and cannot ensure business success.

As is true of all demographic, economic and market studies, our analysis' reliability is limited to the reliability and quality of the data available. Our research assumes that all data made available by and procured from federal, state, county, city, primary and third party sources is accurate and reliable.

Because market conditions change rapidly and sometimes without warning, the information and opinions expressed here represent a snapshot in time and cannot predict or gauge future changes or results.

KEY NOTES AND FOCUS AREAS

- Population: Daytime retention for us is a plus
- Median age of 34 helps with marketing strategies but keeping in mind that 32% are seniors recieving SS
- Over 97% of our population is currenly employed
- Current consumer spending trends and in what area are they spending
- Workforce issues and health care costs being top concerns for businesses
- What role does Simpson College students and staff currently play and what role can they play in the future.
- Understanding our community comfort level of the latest technolgy helps guide marketing strategies.

Highlights and Accomplishments in 2025

- In August $59,450 was put directly back into our downtown businesses in one day with our Downtown Dough initiative.
- WWB & HFTH 2025 proved to be our two most successful events to date with many new visitors.
- Four grant applications were submitted in 2025 with 2 making it as finalists.
- Our first annual dinner raised $20,000 that will be used for small business support, resources, education & programs.
- IMS took part in 2 Iowa workshops, the Iowa Downtown Conference and the Main Street America National Conference.
- IMS achieved national accreditation status through MSA.
- Branding was completed through Main Street Iowa and 2 placemaking signs were installed with additions in 2026.
- Our Rise, Revive & Thrive Indianola Main Street Matching Grant program was developed that will launch in 2026.
- Responsible spending and transparency helped achieve a balanced budget in 2025.
- 50125 Day launched our Shop Local initiatives in 2025 with successful increased revenues.

MEMORANDUM

To: Mayor and City Council

From: Jason Holder, Chief of Innovation and Internal Services

Date: December 8, 2025

Subject: Memorandum

Introduction: Staff is providing information on a grant we have received for electric charging stations ahead of council considering the approval of the grant at the December 15 meeting.

Background: On July 21, 2025, the City Council passed Resolution 2025-124 supporting the Indianola Sustainability Committee's application for an Energy Efficiency and Conservation Block Grant (EECBG). The City has since been awarded this grant by the Iowa Economic Development Authority (IEDA). The project scope involves installing two (2) dual-port Level II electric vehicle (EV) charging stations in the public parking lots adjacent to the downtown Square (West and South lots).

Discussion: **Equipment & Operational Costs**The City will procure **ChargePoint CP6000** series chargers via the State of Iowa master contract from **District Fleet, LLC**.

- **5-Year Prepaid Support:** Crucially, the grant budget covers a **5-year prepaid subscription** for station management software and a **5-year comprehensive warranty** (parts and labor). This minimizes City operational costs for the first five years.
- **Installation:** The vendor (District Fleet) will be responsible for the physical installation and activation of the units.
- **Infrastructure:** This project leverages significant support from **Indianola Municipal Utilities (IMU)**. IMU is providing the primary electric infrastructure, including two 50 kVA transformers.

Fiscal Considerations & Usage Fees

- **Grant Funding:** The grant is reimbursement-based. The City will expend funds and submit claims for up to **$86,581**.
- **Local Contribution:**
  - **IMU Support:** The IMU Board of Trustees has passed a resolution supporting this project, agreeing to waive **$6,180** in labor costs ($3,090 per station) as an in-kind donation.
  - **Private Pledges:** Local partners **DeYarman Ford** and **Gregg Young Buick GMC** have pledged a combined **$1,000** to offset non-grant costs.
- **User Fees & Taxes:** The City Council has the authority to set user fees to recover electricity and future maintenance costs. Note that the City must register with the Iowa Department of Revenue as an "Electric Fuel Dealer" to remit the required state excise tax (**$0.026 per kWh**) on dispensed energy.

Legal Review & Compliance The City Attorney has reviewed the agreement. Approval commits the City to strict federal compliance standards, including:

- **Federal Regulations:** Mandatory compliance with **Davis-Bacon prevailing wage acts** and **Buy American provisions** (BABA).
- **Risk Management:** Failure to comply or make timely progress may result in default and repayment of funds. IEDA retains immunity from liability.
- **Reporting:** The City must submit quarterly status reports and retain all records for three years.

Administrative Implementation Plan To ensure full compliance with these regulations and prevent any clawback of funds, City administration will execute the following timeline of tasks:

- **Dec 2025:** Complete federal system registrations (LCPTracker, IowaGrants) and adopt required policies (Conflict of Interest, Procurement).
- **Jan-Feb 2026:** Manage compliant procurement, including BABA waiver verification and Davis-Bacon wage determination approval.
- **Mar-Jun 2026:** Oversee construction, including **weekly** certified payroll reviews and quarterly performance reporting to the state.
- **July-Aug 2026:** Finalize state excise tax registration, submit final reimbursement claims, and archive records for the mandatory 3-year retention period.

Budget Impact: The City will retain ownership of the units and will be responsible for ongoing maintenance and electricity costs, though the City has the authority to set usage fees to recover these operational costs in the future.

The total project cost is covered by the $86,581 grant, the $1,000 in private donations, and the in-kind labor and equipment contributions from IMU. There is no immediate impact on the General Fund for installation. Future electricity and maintenance costs can be offset by user fees charged at the station.

Recommendation: Council discussion on proceeding.

Attachments:
1. Indianola Contract 25-ECBG-005_encrypted_ (1)
2. Summary Downtown EV Charging Station Project

IOWA ECONOMIC DEVELOPMENT AUTHORITY

EECBG GRANT AGREEMENT

GRANT NUMBER: 25-ECBG-005 EFFECTIVE DATE: October 15, 2025

BETWEEN Iowa Economic Development Authority
1963 Bell Avenue Suite 200
Des Moines, Iowa 50315
(hereinafter "IEDA" or "Authority")

AND City of Indianola
110 N. 1st Street
Indianola, IA 50125

(hereinafter "Recipient")

Recipient Authorized Representative: Jackie Raffety
City Clerk/Finance Director
jraffety@indianolaiowa.gov

Grant Administration Contact: Jackie Raffety
City Clerk/Finance Director
jraffety@indianolaiowa.gov

In consideration of the promises and mutual covenants and agreements contained herein, the Parties agree as follows:

1. RECIPIENT. "Recipient" means the entity described above and who has been selected to receive Project funds to undertake the funded Project and agrees to comply with all applicable requirements. The Recipient, its employees, agents and any subcontractors performing under this Agreement are not employees or agents of the IEDA. Neither the Recipient nor its employees shall be considered employees of the IEDA for federal or state tax purposes simply by virtue of work performed pursuant to this Agreement.

2. GRANT PROJECT. "Project" means the description of eligible work, services, activities and other obligations to be performed or accomplished by the Recipient as described in Scope of Work, Exhibit A.

3. GRANT PERIOD. The term of the grant shall be from the Project Effective Date: October 15, 2025 to the Project Completion Date: September 30, 2026.

4. FUNDING SOURCE. IEDA shall provide the funds for this agreement from the monies provided to IEDA through the Bipartisan Infrastructure Law, Energy Efficiency and Conservation Block Grant Formula award.

5. TOTAL PAYMENT. Total payment of funds under this Agreement is not to exceed $86,581 for costs directly attributed to the Project as described in the Recipient's IowaGrants.gov account, unless modified by written amendment of this Agreement. All payments under this Agreement are subject to receipt by the IEDA of sufficient funds for this activity. Any termination, reduction or delay of funds to the IEDA shall, at the option of IEDA, result in the termination, reduction or delay of funds to the Recipient.

6. REPAYMENT OBLIGATION. In the event that any federal funds are deferred and/or disallowed as a result of any audits or expended in violation of this Agreement or the laws applicable to the expenditure of such funds, the Recipient shall be liable to IEDA for the full amount of any claim disallowed and for all related penalties incurred. If IEDA determines at any time, whether through monitoring, audit, closeout procedures or by other means that the Recipient has received grant funds or requested reimbursement for costs which are unallowable under the terms of this Agreement or applicable laws, the Recipient will be notified of the questioned costs and given an opportunity to justify questioned costs prior to IEDA's final determination of the disallowance of costs. Appeals of any determinations will be handled in accordance with the provisions of Iowa Code Chapter 17A. If it is IEDA's final determination that costs previously paid by IEDA are unallowable under the terms of the Agreement, the expenditures will be disallowed, and the Recipient shall immediately repay to IEDA any and all disallowed costs. The requirements of this paragraph shall apply to the Recipient as well as any subcontractors or subrecipients.

7. REPORTING REQUIREMENTS. The Recipient shall submit project status reports quarterly and as specified by IEDA. The reports shall be in a format and content as specified by the Authority. The Recipient shall submit a final report to the IEDA within 60 days of Project Completion Date for IEDA to verify that the terms of this Agreement have been met.

8. PAYMENT PROCEDURES. Payment shall be made on a reimbursement basis no more frequently than monthly. Claims must be for an amount equal to or greater than $500 per request. Recipient shall prepare, review and sign the requests and reports in the form and content specified by the Authority. The Recipient must submit all claims for reimbursement within sixty (60) days of the Project Completion Date. If the sum of the claims submitted by the Recipient is less than the IEDA total award amount, IEDA shall be under no further obligation to disburse any unclaimed balance.

9. IOWAGRANTS.GOV. "IowaGrants.gov" means Iowa's Funding Opportunity Search and Grant Management System. This system allows a Recipient to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register online at www.IowaGrants.gov. The IEDA reserves the right to require the Recipient to utilize the IowaGrants.gov system to conduct business associated with this Agreement.

10. INTELLECTUAL PROPERTY; USE OF NAME OR STATE'S INTELLECTUAL PROPERTY. Subject to any pertinent obligations to other sponsors, intellectual property which results from this Project which is created solely by the Recipient's employees will be owned by the Recipient ("Recipient's IP"). Intellectual Property resulting from the performance of the Project and created solely by IEDA's employees will be owned by IEDA ("IEDA's IP"). Intellectual Property resulting from the performance of the Project and created jointly by the Recipient's employees and IEDA's employees will be owned jointly by the Recipient, and IEDA ("Joint IP").

    Copyrightable materials first created solely by the Recipient's personnel in the performance of the work funded under this Agreement shall vest in the Recipient. The Recipient shall grant to IEDA an irrevocable, royalty-free, non-exclusive right to reproduce, translate, and use all such copyrighted material for its own purposes.

11. DEFAULT. The occurrence of any one or more of the following events shall constitute cause for IEDA to declare the Recipient in default of its obligations under this Agreement: a) non-performance; b) a failure of the Recipient to make substantial and timely progress toward

performance of the Agreement; c) a failure of the Recipient work product and services to conform with the terms of this Agreement and any and all attachments; d) a breach of any term of this Agreement; e) utilizing grant proceeds for purposes not described in the Scope of Work as described in Exhibit A; and f) failure to comply with applicable federal, state and local laws, regulations, rules, ordinances and orders when performing within the scope of this Agreement. The IEDA shall issue a written notice of default providing therein a thirty (30) day period in which the Recipient shall have an opportunity to cure, provided that cure is possible and feasible.

12. TERMINATION. This Agreement may be terminated in the following circumstances: a) by either party, without cause, after thirty (30) days' written notice; b) immediately, as a result of the Grantee's default under this Agreement and failure to cure within the time period provided; c) immediately, as a result of the termination or reduction of funding to IEDA or the deauthorization of IEDA to engage in activities or conduct business under this Agreement; or d) immediately upon written mutual agreement by all parties to terminate the Agreement.

13. EVENTS UPON TERMINATION. If this Agreement is terminated, IEDA and Recipient shall negotiate the terms of winding down the activities under this Agreement. The Recipient shall return to IEDA all unencumbered funds within one week of receipt of the notice of termination. IEDA shall pay only those amounts, if any, due and owing to Recipient up to and including the date of termination of the Agreement and for which IEDA is obligated to pay pursuant to this Agreement; Recipient shall cease work under this Agreement and take all necessary or appropriate steps to limit disbursements and minimize costs. The Parties will provide for the timely transfer of any active files and cooperate in good faith during the transition period.

14. ASSIGNMENT AND DELEGATION. The Recipient may not assign, transfer or convey, in whole or in part, this Agreement without the prior written consent of IEDA. For the purpose of construing this clause, a transfer of a controlling interest in the Recipient shall be considered an assignment. The Recipient may not delegate any of its obligations or duties under this Agreement without the prior written consent of IEDA. The Recipient may not assign, pledge as collateral, grant a security interest in, create a lien against, or otherwise encumber, any payments that may or will be made to the Recipient under this Agreement.

15. AMENDMENT. No change, modification, or termination of any of the terms, provisions or conditions of this Agreement shall be effective unless made in writing and signed by the parties. The IEDA will consider whether an amendment request is so substantial as to necessitate reevaluating the IEDA's original funding decision on the Project. An amendment will be denied if it substantially alters the circumstances under which the Project funding was originally approved or if it conflicts with any applicable federal, state or local laws, federal regulations, or state rules.

16. COMPLIANCE WITH LAWS AND REGULATIONS; DECLARATION OF THE RECIPIENT. The Recipient shall comply with all applicable federal, state and local laws, federal regulations, state rules, local ordinances, and orders. The Recipient declares that it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.

17. COMPLIANCE WITH EEO/AA PROVISIONS. The Recipient shall comply with the applicable provisions of federal, state and local laws, rules and executive orders, including Iowa Code Chapter 216.6, to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, age, sex, sexual orientation, gender identity, national origin, or disability. A breach of this provision shall be considered a material breach of this Agreement.

18. INDEMNIFICATION. The Recipient agrees to be responsible, for any and all claims for wrongful death, personal injury or property damage arising from activities under this Agreement and resulting directly from the negligence or wrongful acts or omissions of Recipient or its employees acting within the scope of their employment.

19. RIGHT TO REVIEW AND OBSERVE; ACCESS TO RECORDS. IEDA shall have the right to review and observe, at any time, completed work or work in progress related to the Agreement. The Recipient shall permit IEDA or its agents, within normal business hours and upon prior written notification to the Recipient, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, reports, papers and records of the Recipient relating to orders, invoices, or payments or any other documentation or materials pertaining to this Agreement. Upon the request of IEDA, the Recipient shall deliver to IEDA or its agents said documentation or materials.

20. PUBLIC RECORDS; RECORDS RETENTION. All records submitted to IEDA regarding this Agreement, including this Agreement, shall be public records and subject to the Open Records Law in Iowa Code chapter 22. All records of the Recipient relating to this Agreement shall be retained for a period of three (3) years following the date of final payment or completion of any required audit, whichever is later.

21. AUDITS. Recipient who are local governments or non-profit entities that expend $1,000,000 or more in a year in federal awards (from all sources) shall have a single audit conducted for that year in accordance with the provisions of Single Audit Act Amendment of 1996; OMB 2 CFR part 200, subpart E; and OMB 2 CFR part 200, subpart F, as applicable. A copy of the final audit report shall be submitted to IEDA if either the schedule of findings and questioned costs or the summary schedule of prior audit findings includes any audit findings related to federal awards provided by IEDA. If an audit report is not required to be submitted per the criteria above, the Recipient must provide written notification to IEDA that the audit was conducted in accordance with Government Auditing Standards and that neither the schedule of findings and questioned costs nor the summary schedule of prior audit findings includes any audit findings related to federal awards provided by IEDA. The Recipient shall provide IEDA with a copy of any written audit findings or reports, whether in draft or final form, within 3 days following receipt by the Recipient. The requirements of this paragraph shall apply to the Recipient as well as any of its subcontractors or subrecipients.

22. SEVERABILITY OF AGREEMENT. If any portion of this Agreement is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

23. GOVERNING LAW. This Agreement shall be interpreted in accordance with the law of the State of Iowa, and any action relating to the Agreement shall only be commenced in the Iowa District Court for Polk County or the United States District Court for the Southern District of Iowa.

24. FINAL AUTHORITY. The decision of the IEDA shall be binding on the Recipient. The IEDA shall have the final authority to assess whether the Recipient has complied with the terms of this Agreement.

25. COMPLIANCE WITH IOWA CODE CHAPTER 8F. If applicable, the Recipient shall comply with Iowa Code chapter 8F with respect to any subcontracts it enters into pursuant to this Agreement. Any

compliance documentation, including but not limited to certifications, received from subcontractors by the Recipient shall be forwarded to IEDA.

26. LEGISLATIVE CHANGES. The Recipient expressly acknowledges that the Project is subject to legislative change by either the federal or state government. Should either legislative body enact measures which alter the Project, the Recipient shall not hold IEDA liable in any manner for the resulting changes. IEDA shall use best efforts to provide thirty (30) days' written notice to the Recipient of any legislative change. During the thirty (30)-day period, the parties shall meet and make a good faith effort to agree upon changes to the Agreement to address the legislative change. Nothing in this paragraph shall affect or impair IEDA's right to terminate the Agreement pursuant to the termination provisions.

27. THIRD PARTY BENEFICIARIES. There are no third-party beneficiaries to this Agreement. This Agreement is intended only to benefit the State and the Recipient.

28. JOINT AND SEVERAL LIABILITY. If the Recipient is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Agreement, and for any default of activities and obligations.

29. WAIVER. Except as specifically provided for in a waiver signed by duly authorized representatives of IEDA and the Recipient, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent right to require performance or to claim a breach.

30. CONFLICT OF INTEREST.

(a) The Recipient represents, warrants, and covenants that no relationship exists or will exist during the Agreement period between the Recipient and IEDA that is a conflict of interest. The provisions of Iowa Code chapter 68B shall apply to this Agreement. If a conflict of interest is proven to IEDA, IEDA may terminate this Agreement pursuant to Paragraph 12 of this Agreement, and the Recipient shall be liable for any excess costs to IEDA as a result of the conflict of interest. The Recipient shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Recipient shall report any potential, real, or apparent conflict of interest to IEDA.

(b) Except for the use of Energy funds to pay salaries and other related administrative or personnel costs, no persons identified in paragraph (b) below who exercise or have exercised any functions or responsibilities with respect to Energy assisted activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a personal or financial interest or benefit from an Energy assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(c) The conflict-of-interest provisions described above apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, or of any designated public agencies, or subrecipients which are receiving Energy funds.

31. IOWA ECONOMIC DEVELOPMENT AUTHORITY FRAUD AND WASTE POLICY. The Authority has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted.

32. INSURANCE. The Recipient shall insure and keep insured with good and responsible insurance companies all insurable property owned by it which is of a character usually insured by Persons similarly situated and operating like properties against loss or damage from such hazards or risks as are insured by Persons similarly situated and operating like properties; and the Recipient shall insure such other hazards and risks (including employers' and public liability risks) with good and responsible insurance companies as and to the extent usually insured by Persons similarly situated and conducting similar businesses. The Recipient will, upon request of the IEDA, furnish a certificate setting forth in summary form the nature and extent of the insurance maintained pursuant to this Section.

33. IMMUNITY FROM LIABILITY. Every person who is a party to the Agreement is hereby notified and agrees that the State, IEDA, and all of their employees, agents, successors, and assigns are immune from liability and suit for or from Recipient's and/or its subrecipients' or subcontractors' activities involving third parties and arising from the Agreement. Pursuant to Iowa Code chapter 669, IEDA and the State of Iowa are self-insured against all risks and hazards related to this Agreement. No separate fund has been established to provide self-insurance, and the State of Iowa is not obligated to establish any such fund during the term of this Agreement.

34. COMPLIANCE WITH LAWS AND REGULATIONS. The Recipient shall comply with all applicable federal, state and local laws, federal regulations, state rules, local ordinances, and orders including all Federal laws and regulations described in regulatory requirements contained in 2 CFR Part 200 as amended by 2 CFR Part 910 as found in Department of Energy Guide To Financial Assistance Effective Date November 8, 2023; 10 CFR part 600; 2 CFR part 910; 2 CFR Part 180; and applicable program rules.

35. DIVERSITY, EQUITY AND INCLUSION. Recipient acknowledges that Iowa Code section 19.2 prohibits IEDA from expending any moneys appropriated by the general assembly or any other moneys derived from any other source to establish, sustain, support or staff a "diversity, equity, and inclusion office," or to contract, employ, engage, or hire an individual to serve as a "diversity, equity, and inclusion officer," as those terms are defined in Iowa Code section 19.1. Recipient will comply with Iowa Code section 19.2 and will not use any monies received by IEDA under this Agreement for any purpose in contravention of section 19.2. In the event Recipient is found to knowingly be in violation of this provision, Recipient may be required, at the discretion of IEDA, to return all or a portion of the funds received under this Agreement, as well as be subject to all other applicable penalties provided by law.

36. PROGRAM INCOME. All program income, as defined in 2 CFR part 200; subpart E; and 2 CFR Part 200.307; 10 CFR 600; shall be added to the Project "Budget Activity" and used to further eligible Project objectives as defined in the Contract and the "Budget Activity" in the Energy Application. Program income not used to further Project objectives will be deducted from the total Project "Budget Activity" for the purpose of determining the amount of reimbursable costs under the

Contract. In cases of dispute, final decisions regarding the definition or disposition of program income shall be made by the Authority.

37. INTEREST EARNED. To the extent that interest is earned on advances of Energy funds, this interest shall be returned to the Authority, except that the Recipient may keep interest amounts of up to $100 per year for administrative expenses.

38. SUSPENSION. When the Recipient has failed to comply with the Agreement, award conditions or standards, the Authority may, on reasonable notice to the Recipient, suspend the Agreement and withhold future payments, or prohibit the Recipient from incurring additional obligations of Energy funds. Suspension may continue until the Recipient completes the corrective action as required by the Authority. The Authority may allow such necessary and proper costs which the Recipient could not reasonably avoid during the period of suspension provided the Authority concludes that such costs meet the provisions of DOE regulations issued pursuant to OMB 2 CFR part 200, subpart E; 2 CFR Part 910; 10 CFR Part 600; Department of Energy Guide To Financial Assistance Effective Date November 8, 2023; and 2 CFR Part 180, as applicable.

39. ENFORCEMENT EXPENSES. The Recipient shall pay upon demand any and all reasonable fees and expenses of the Authority, including the fees and expenses of its attorneys, experts and agents, in connection with the exercise or enforcement of any of the rights of the Authority under this Agreement.

40. USE OF DEBARRED, SUSPENDED, OR INELIGIBLE CONTRACTORS OR SUBRECIPIENTS. Energy funds shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the service of, or fund any contractor or subrecipient during any period of debarment, suspension, or placement ineligible status under the provisions of 2 CFR Part 180 or any applicable law or regulation of the Department of Labor.

41. CIVIL RIGHTS.

(a) NONDISCRIMINATION POLICIES. The Recipient shall comply with the applicable provisions of national policies as implemented by DOE Regulation as found in 10 CFR Parts 1040, 1041, and 1042; Department of Health and Human Services regulations at 45 CFR part 90; Department of Justice regulations at 28 CFR part 41; Department of Housing and Urban Development 24 CFR PART 100—Discriminatory Conduct Under the Fair Housing Act; and Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.). In addition, the Recipient shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and DOE regulations issued pursuant thereto contained in 10 CFR Part 1040 and 10 CFR Part 1042. No person in the United States shall, on the basis of race, color, national origin, sex or religion or religious affiliation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this Contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) or with respect to an otherwise qualified individual with a disability as provided in the Americans with Disabilities Act, as applicable, (P.L. 101 336, 42 U.S.C. 12101 12213) or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) shall also apply to any such program, activity, or Project.

(b) DISCRIMINATION IN EMPLOYMENT. The Recipient shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, physical or mental disability. The Recipient may take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age, sexual orientation, familial status, gender identity, or physical or mental disability. Such action shall include, but may not be limited to, the following: employment, upgrading, promotion, demotion or transfers; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Recipient agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees Upon the State's written request, the Recipient shall submit to the State a copy of its affirmative action plan, containing goals and time specifications, and accessibility plans and policies as required under Iowa Administrative Code chapter 11—121.

(c) CONSIDERATION FOR EMPLOYMENT. The Recipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental disability, or familial status.

(d) SOLICITATION AND ADVERTISEMENT. The Recipient shall list all suitable employment openings through Iowa Workforce Development's job search website, currently known as IowaWORKS.

(e) CIVIL RIGHTS COMPLIANCE IN EMPLOYMENT. The Recipient shall comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended; Chapter 19B.7 and Chapter 216, Code of Iowa; Federal Executive Order 11246, as amended; Title VI of the U.S. Civil Rights Act of 1964 as amended (42 U.S.C. Section 2000d et seq.) including section 602 of the civil rights act of 1964; the Fair Labor Standards Act (29 U.S.C. Section 201 et seq.); The Americans with Disabilities Act, as applicable, (P.L. 101 336, 42 U.S.C. 12101-12213); Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. Section 794); and the Age Discrimination Act of 1975 as amended (42 U.S.C. Section 6101 et seq.). The Recipient will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.

(f) CERTIFICATION REGARDING GOVERNMENT-WIDE RESTRICTION ON LOBBYING. The Recipient certifies to the best of his or her knowledge and belief that:

(i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding any Federal contract, making any Federal grant, making any Federal loan, entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

(iii) The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(iv) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code and as implemented by DOE at 10 CFR part 601. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

(v) If the Recipient is a nonprofit organization described in section 501(c)(4) of title 26, United States Code (the Internal Revenue Code of 1968), it may not engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 (2 U.S.C., Chapter 26). If DOE or IEDA determines the Recipient has engaged in lobbying activities, IEDA will cease all payments to Recipient under this and other awards and terminate the awards unilaterally for material failure to comply with the award terms and conditions. By signing this agreement and accepting funds, the Recipient assures that it is not an organization described in section 501(c)(4) that has engaged in any lobbying activities described in the Lobbying Disclosure Act of 1995 (2 U.S.C. 1611).

(vi) Officials not to benefit. Recipient must comply with the requirement that no member of Congress shall be admitted to any share or part of this agreement, or to any benefit arising from it, in accordance with 41 U.S.C. 22.

(g) THE ARCHITECTURAL BARRIERS ACT OF 1968. (42 U.S.C. § 4151 et seq.) Recipients must ensure that all persons have ready access to, and use, of buildings regardless of disability in the design, construction or alteration of buildings and facilities financed with Federal funds.

(h) TITLE IX OF THE EDUCATION AMENDMENTS OF 1972. (20 USC 1681-1686) Subject to certain exceptions regarding admission policies at certain religious and military organizations, Title IX of the Education Amendments of 1972 (20 USC §1681-1686) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance. All DOE recipients and subrecipients must comply with Title IX. The Recipient shall comply with Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(i) NONCOMPLIANCE WITH THE CIVIL RIGHTS LAWS. In the event of the Recipient's noncompliance with the nondiscrimination clauses of this Contract or with any of the aforesaid rules, regulations, or requests, this Contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965 (Chapter 216, Code of Iowa) or as otherwise provided by law.

(j) INCLUSION IN SUBCONTRACTS. The Recipient will include the provisions of the preceding paragraphs of Section 14 in every subcontract unless exempt by the State of Iowa, and said provisions will be binding on each subcontractor. The Recipient will take such action with respect to any subcontract as the State of Iowa may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event the Recipient becomes involved in or is threatened by litigation with a subcontractor or provider as a result of such direction by the State of Iowa, the Recipient may request the State of Iowa to enter into such litigation to protect the interests of the State of Iowa.

42. DAVIS-BACON ACT. The Recipient shall comply with all applicable federal, state and local laws, federal regulations, state rules, local ordinances, and orders. The Recipient declares that it has complied with all requirements related to Davis-Bacon wage rates as described in Exhibit B.

43. ENVIRONMENTAL POLICIES. Environmental policy requires the recipient, as applicable, to protect the environment and human interaction with land, air, water or contact with certain substances. The following sections discuss the application of each of these policies:

(a) The Clean Air Act (42 U.S.C.§7401, et. seq.) and Clean Water Act (33 U.S.C. §1251, et. seq.), as implemented by Executive Order 11738 [3 CFR, 1971-1975 Comp., p. 799] and Environmental Protection Agency rules at 40 CFR Part 32, Subpart J, are concerned with protecting and enhancing the quality of the Nation's air resources so as to promote the public health and welfare and the productive capacity of its population and encouraging and promoting pollution prevention.

(b) Recipients must protect the quality of the human environment, including wetlands, and provide any help DOE may need to comply with the National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et. seq) and as implemented by DOE at 10 CFR Part 1021 and assist in preparing Environmental Impact Statements or other environmental documentation.

(c) Recipients must manage impacts on the following:

(i) Flood-prone areas, and comply with the National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973 (42 U.S.C. § 4001 et. Seq) and as implemented by DOE at 10 CFR Part 1022.

(ii) Land and water resources of coastal zones, and comply with the Coastal Zone Management Act of 1972 (16 U.S.C. §1451, et. seq.).

(iii) Coastal barriers along the Atlantic and Gulf coasts and Great Lakes' shores, and comply with the Coastal Barriers Resource Act (16 U.S.C. § 3501 et. seq.), concerning preservation of barrier resources.

(iv) Any existing or proposed component of the National Wild and Scenic Rivers system, and comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.).

(v) Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source, and comply with the Safe Drinking Water Act (42 U.S.C. § 300h-3).

(d) Recipients must comply with applicable provisions of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4821-4846), as implemented by the Department of Housing and Urban Development (24 CFR part 35). The requirements concern lead-based paint in housing owned by the Federal Government or receiving Federal assistance.

(e) Recipients must comply with section 6002 of the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. § 6962), and implementing regulations of the Environmental Protection Agency (40 CFR Part 247) which require the purchase of recycled products by States or political subdivision of States.

44. PROTECTION OF HUMAN SUBJECTS AND ANIMALS IN RESEARCH (as applicable).

(a) Humans. The recipient is responsible for the protection of the rights and welfare of human subjects involved in activities supported by DOE. All research involving human subjects is subject to the requirements of DOE Policy 443.1A, Protection of Human Subjects;, Protection of Human Subjects; 10 CFR 745, Protection of Human Subjects; and 45 CFR Part 46, Protection of Human Subjects. Information is available at http://humansubjects.energy.gov.

(b) Animals. The recipient is responsible for the humane care and treatment of any animal used or intended for use in such activities as field or laboratory research, development, training, experiments, biological testing or for related purposes supported by DOE grants. Several Acts cover the treatment of animals in research including; the Animal Welfare Act (7 U.S.C.§ 2131 et seq.) and the regulations promulgated there under by the Secretary of Agriculture (9 CFR 1.1-4.11) pertaining to the humane care, handling, and treatment of vertebrate animals held or used for research, teaching or other activities supported by Federal awards and the Endangered Species Act of 1973 and implementing regulations of the Departments of Interior (50 CFR Parts 10-24) and Commerce (50 CFR Parts 217-227).

45. DRUG-FREE WORKPLACE. The Recipient must comply with drug-free workplace requirements in Subpart B of 10 CFR part 607, which implements sec. 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701, et seq.).

46. BUY AMERICAN. The Recipient shall comply with all applicable federal, state and local laws, federal regulations, state rules, local ordinances, and orders. The Recipient declares that it has complied with all requirements related to Buy American provisions as described in Exhibit B.

47. POLITICAL ACTIVITY. No portion of program funds shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. Neither the program nor the funds provided therefore, nor the personnel employed in the administration

of this Contract, shall be in any way or to any extent engaged in the conduct of political activities in contravention of The Hatch Act (5 U.S.C. 15).

48. ADDITIONAL REQUIREMENTS AND CONDITIONS:

(a) Native American Graves Protection and Repatriation. If the Recipient controls or possesses Native American remains and associated funerary objects, Recipient must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. chapter 32).

(b) Fly America Act. The Recipient must comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), commonly referred to as the "Fly America Act," and implementing regulations at 41 CFR 301-10.131 through 301-10.143.

(c) Use of United States-flag vessels. Pursuant to Pub. L. 664 (43 U.S.C. 1241(b)), at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds under this award, and which may be transported by ocean vessel, must be transported on privately owned United States-flag commercial vessels, if available.

(d) Research misconduct. The Recipient must comply with the government-wide policy on research misconduct issued by the Office of Science and Technology Policy (available in the Federal Register at 65 FR 76260, December 6,2000, as implemented by DOE at 10 CFR part 733 and 10 CFR 600.31.

(e) Requirements for an Institution of Higher Education Concerning Military recruiters and Reserve Officers Training Corps (ROTC). If the Recipient receives funds from an award by the National Nuclear Security Administration of the Department of Energy, the Recipient agrees that the Recipient is not an institution of higher education that has a policy or practice placing any of the restrictions specified in 10 U.S.C. 983. as implemented by 32 CFR part 216.

(f) Historic Preservation Requirements. Construction contracts for non-exempt activities shall not be executed and construction shall not begin prior to providing IEDA with documentation of the Recipient's compliance with Section 106 of the National Historic Preservation Act and 36 CFR Part 800, "Protection of Historic Properties", and Executive Order 11593. Any property listed or eligible for listing on the National Register of Historic Places that will be affected by this award is subject to comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470f) and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C.469a-1, et seq.).

(g) Confidentiality of patient records. If applicable the Recipient must keep confidential any records the Recipient maintain of the identity, diagnosis, prognosis, or treatment of any patient in connection with any program or activity relating to substance abuse education, prevention, training, treatment, or rehabilitation that is assisted directly or indirectly under this award, in accordance with 42 U.S.C. 290dd-2.

(h) Constitution Day. If applicable the Recipient must comply with Public Law 108-447, Div. J, Title I, Sec. 111 (36 U.S.C. 106 note), which requires each educational institution receiving Federal funds in a Federal fiscal year to hold an educational program on the United States Constitution on September 17th during that year for the students served by the educational institution.

(i) Trafficking in Persons. Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g).

i. Provisions applicable to a Recipient that is a private entity. The Recipient, its employees, contractors, and subrecipients under this award, and subrecipients' employees may not: i. engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. procure a commercial sex act during the period of time that the award is in effect; or iii. use forced labor in the performance of the award or subawards under the award. DOE or IEDA may unilaterally terminate this award, without penalty, if the Recipient or a subrecipient that is a private entity: i. is determined to have violated a prohibition in a previous paragraph or ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in a previous paragraph through conduct that is either: i. associated with performance under this award; or ii. imputed to Recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, ``OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),'' as implemented by DOE or IEDA at 2 CFR part 901.

ii. Provision applicable to a recipient other than a private entity. The DOE or IEDA may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: i. is determined to have violated a prohibition in a previous paragraph or ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in a previous paragraph through conduct that is either: i. associated with performance under this award; or ii. imputed to Recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, ``OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),'' as implemented by DOE or IEDA at 2 CFR part 901.

iii. Provisions applicable to any recipient: 1. The Recipient must inform IEDA immediately of any information it receives from any source alleging a violation of Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g). (a) Native American Graves Protection and Repatriation. If the Recipient controls or possesses Native American remains and associated funerary objects, Recipient must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. chapter 32).

49. <u>FEDERAL GOVERNMENT RIGHTS.</u> If all or a portion of the funding used to pay for the Deliverables is being provided through a grant from the Federal Government, recipient, subrecipient, contractor, subcontractor, or provider acknowledges and agrees that pursuant to applicable federal laws, regulations, circulars and bulletins, the awarding agency of the Federal Government reserves certain rights including, without limitation a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use,

for Federal Government purposes, the Deliverables developed under this Contract and the copyright in and to such Deliverables.

50. INTELLECTUAL PROPERTY PROVISIONS. Nonprofit organizations are subject to the intellectual property requirements at 10 CFR 600.136(a), (c) and (d). All other organizations are subject to the intellectual property requirements at 10 CFR 600.136(a) and (c).

51. FLOWDOWN PROVISIONS TO SUBRECIPIENTS, SUBGRANTEES, AND CONTRACTORS. The terms and conditions of Federal awards (including this part) flow down to subawards to subrecipients, subgrantees, and contractors unless a particular section of this part or the terms and conditions of the Federal award specifically indicate otherwise.

52. HEADINGS OR CAPTIONS. The paragraph headings or captions used in this Agreement are for identification purposes only and do not limit or construe the contents of the paragraphs.

53. INTEGRATION. This Agreement contains the entire understanding between the Grantee and IEDA and any representations that may have been made before or after the signing of this Agreement, which are not contained herein, are nonbinding, void and of no effect. Neither of the parties has relied on any such prior representation in entering into this Agreement.

54. DOCUMENTS INCORPORATED BY REFERENCE. The following documents are hereby incorporated by reference:

(a) Exhibit A – Scope of Services and Budget

(b) Exhibit B - DOE Special Terms and Conditions, DE-SE0000197

55. ORDER OF PRIORITY. In the event of a conflict between documents, the follow order or priority shall be applied:

(a) Exhibit B - DOE Special Terms and Conditions, DE-SE0000197

(b) Articles 1-54 of this Grant Agreement.

(c) Exhibit A- Scope of Services and Budget

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed, effective as of the

October 15, 2025.

FOR RECIPIENT: ______________________________ ________________________

Signature Title

____

Date

FOR IEDA: ______________________________

Deborah Durham, Director

____

Date

Exhibit A

Scope of Services and Budget

Scope of Services

Deliverables

The project includes the following deliverables:

The Recipient will place two dual port level II electric vehicle (EV) charging stations, one each in two different parking lots along the newly renovated downtown square. These EV charging stations will provide two EV charging spaces each of two different parking lots next to the downtown.

Budget

Line Item	**Cost**
Electric vehicle charging stations and installation	Up to $83,081
Grant administration	Up to $3,500
Total Contract Award	**Up to $86,581**

Exhibit B – Special Terms and Conditions

Bipartisan Infrastructure Law (BIL)

Special Terms and Conditions

Iowa Economic Development Authority ("Recipient"), which is identified in Block 5 of the Assistance Agreement, and the Office of State and Community Energy Programs ("SCEP"), and Energy Efficiency and Conservation Block Grant Program ("EECBG"), an office within the United States Department of Energy ("DOE"), enter into this Award, referenced above, to achieve the project objectives and the technical milestones and deliverables stated in Exhibit A to this Award.

This Award consists of the following documents, including all terms and conditions therein:

	Assistance Agreement
	Special Terms and Conditions
Attachment 1	Activity File
Attachment 2	Federal Assistance Reporting Checklist and Instructions
Attachment 3	Budget Information SF-424A
Attachment 4	Intellectual Property Provisions
Attachment 5	Energy Efficiency and Conservation Strategy

The following are incorporated into this Award by reference:

- DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910 at http://www.eCFR.gov.
- National Policy Requirements (November 12, 2020) at http://www.nsf.gov/awards/managing/rtc.jsp.
- The Recipient's application/proposal as approved by SCEP.
- Public Law 117-58, also known as the Bipartisan Infrastructure Law (BIL).

Table of Contents

Subpart A. General Provisions

Term 1. Legal Authority and Effect

A DOE financial assistance award is valid only if it is in writing and is signed, either in writing or electronically, by a DOE Contracting Officer.

The Recipient may accept or reject the Award. A request to draw down DOE funds or acknowledgement of award documents by the Recipient’s authorized representative through electronic systems used by DOE, specifically FedConnect, constitutes the Recipient's acceptance of the terms and conditions of this Award. Acknowledgement via FedConnect by the Recipient’s authorized representative constitutes the Recipient's electronic signature.

Term 2. Flow Down Requirement

The Recipient agrees to apply the terms and conditions of this Award, as applicable, including the Intellectual Property Provisions, to all subrecipients (and subcontractors, as appropriate), as required by 2 CFR 200.101, and to require their strict compliance therewith. Further, the Recipient must apply the Award terms as required by 2 CFR 200.327 to all subrecipients (and subcontractors, as appropriate), and to require their strict compliance therewith.

Term 3. Compliance with Federal, State, and Municipal Law

The Recipient is required to comply with applicable Federal, state, and local laws and regulations for all work performed under this Award. The Recipient is required to obtain all necessary Federal, state, and local permits, authorizations, and approvals for all work performed under this Award.

Term 4. Inconsistency with Federal Law

Any apparent inconsistency between Federal statutes and regulations and the terms and conditions contained in this Award must be referred to the DOE Award Administrator for guidance.

Term 5. Federal Stewardship

SCEP will exercise normal Federal stewardship in overseeing the project activities performed under this Award. Stewardship activities include, but are not limited to, conducting site visits; reviewing performance and financial reports; providing technical assistance and/or temporary intervention in unusual circumstances to address deficiencies that develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

Term 6. NEPA Requirements

DOE must comply with the National Environmental Policy Act (NEPA) prior to authorizing the use of Federal funds. Based on all information provided by the Recipient, SCEP has made a NEPA determination by issuing a categorical exclusion (CX) for all activities listed in the Activity File approved by the Contracting Officer and the DOE NEPA Determination. The Recipient is thereby authorized to use Federal funds for the defined project activities, subject the Recipient’s compliance with the conditions stated below and except where such activity is subject to a restriction set forth elsewhere in this Award.

Condition(s):

1. This NEPA Determination only applies to activities funded by the Administrative and Legal Requirements Document (ALRD) for the EECBG Program Formula Infrastructure

Investment and Jobs Act (EECBG Formula - IIJA) which are awarded to non-tribal recipients proposing projects with potential ground disturbing activities within states that have a DOE executed Historic Preservation Programmatic Agreement.

2. Activities not listed under "Blueprints and additional activities" within this NEPA determination are subject to additional NEPA review and approval by DOE. For activities requiring additional NEPA review, Recipients must complete the environmental questionnaire (EQ-1) found at https: //www.eere-pmc.energy.gov/NEPA.aspx and receive notification from DOE that the NEPA review has been completed and approved by the Contracting Officer prior to initiating the project or activities.

3. Activities proposed on tribal lands or tribal properties would be restricted to homes/buildings less than forty-five (45) years old and without ground disturbance. Recipients must contact their DOE Project Officer for a Historic Preservation Worksheet to request a review of activities that are listed below on tribal homes/buildings forty-five (45) years and older and/or ground disturbing activities. The DOE NEPA team must review the Historic Preservation Worksheet and notify the Recipient's DOE Project Officer before activities listed on the Historic Preservation Worksheet may begin.

4. This authorization does not include activities where the following elements exist: extraordinary circumstances; cumulative impacts or connected actions that may lead to significant effects on the human environment; or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to a particular project.

5. The Recipient must identify and promptly notify DOE of extraordinary circumstances, cumulative impacts or connected actions that may lead to significant effects on the human environment, or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to project activities.

6. Recipients must have a DOE executed Historic Preservation Programmatic Agreement and adhere to the terms and restrictions of its DOE executed Historic Preservation Programmatic Agreement. DOE executed Historic Preservation Programmatic Agreements are available at https://www.energy.gov/node/812599.

7. Recipients are responsible for reviewing the online NEPA and Historic preservation training at www.energy.gov/node/4816816 and contacting EECBG.NEPA@ee.doe.gov with any EECBG NEPA or historic preservation questions.

8. Recipients are required to submit an annual Historic Preservation Report in the Performance and Accountability for Grants in Energy system (PAGE) at https://www.page.energy.gov/default.aspx.

9. Recipients are required to submit quarterly reports in the form of a NEPA Log. Sample NEPA Logs can be found at: www.energy.gov/node/4816816. NEPA Logs must be submitted to EECBG.NEPA@ee.doe.gov and your DOE Project Officer.

10. Most activities listed under "Blueprints and additional activities" within this NEPA determination are more restrictive than the Categorical Exclusion. The restrictions included in the "Blueprints and additional activities" must be followed.

11. This authorization excludes any activities that are otherwise subject to a restriction set forth elsewhere in the Award.

This authorization is specific to the project activities and locations as described in the Activity File approved by the Contracting Officer and the DOE NEPA Determination.

If the Recipient later intends to add to or modify the activities or locations as described in the approved Activity File and the DOE NEPA Determination, those new activities/locations or modified activities/locations are subject to additional NEPA review and are not authorized for Federal funding until the Contracting Officer provides written authorization on those additions or modifications. Should the Recipient elect to undertake activities or change locations prior to written authorization from the Contracting Officer, the Recipient does so at risk of not receiving Federal funding for those activities, and such costs may not be recognized as allowable cost share.

Term 7. Notice Regarding the Purchase of American-Made Equipment and Products – Sense of Congress

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Award should be American-made.

Term 8. Reporting Requirements

The reporting requirements for this Award are identified on the Federal Assistance Reporting Checklist, attached to this Award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the Award. Noncompliance may result in withholding of future payments, suspension, or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.

Term 9. Lobbying

By accepting funds under this Award, the Recipient agrees that none of the funds obligated on the Award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. § 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

Term 10. Publications

The Recipient is required to include the following acknowledgement in publications arising out of, or relating to, work performed under this Award, whether copyrighted or not:

- *Acknowledgment:* "This material is based upon work supported by the U.S. Department of Energy's Office of State and Community Energy Programs (SCEP) under the Energy Efficiency and Conservation Block Grant Program (EECBG) Award Number DE- SE0000197."

- *Full Legal Disclaimer:* "This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof."

  Abridged Legal Disclaimer: "The views expressed herein do not necessarily represent the views of the U.S. Department of Energy or the United States Government."

  Recipients should make every effort to include the full Legal Disclaimer. However, in the event that recipients are constrained by formatting and/or page limitations set by the publisher, the abridged Legal Disclaimer is an acceptable alternative.

Term 11. No-Cost Extension

As provided in 2 CFR 200.308, the Recipient must provide the Contracting Officer with notice in advance if it intends to utilize a one-time, no-cost extension of this Award. The notification must include the supporting reasons and the revised period of performance. The Recipient must submit this notification in writing to the Contracting Officer and DOE Technology Manager/ Project Officer at least 30 days before the end of the current budget period.

Any no-cost extension will not alter the project scope, milestones, deliverables, or budget of this Award.

Term 12. Property Standards

The complete text of the Property Standards can be found at 2 CFR 200.310 through 200.316. Also see 2 CFR 910.360 for additional requirements for real property and equipment for For-Profit recipients.

Term 13. Insurance Coverage

See 2 CFR 200.310 for insurance requirements for real property and equipment acquired or improved with Federal funds. Also see 2 CFR 910.360(d) for additional requirements for real property and equipment for For-Profit recipients.

Term 14. Real Property

Subject to the conditions set forth in 2 CFR 200.311, title to real property acquired or improved under a Federal award will conditionally vest upon acquisition in the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.311 before disposing of the property.

Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose. When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity. The instructions must provide for one of the following alternatives: (1) retain title after compensating DOE as described in 2 CFR 200.311(c)(1); (2) Sell the property and compensate DOE as specified in 2 CFR 200.311(c)(2); or (3) transfer title to DOE or to a third party designated/approved by DOE as specified in 2 CFR 200.311(c)(3).

See 2 CFR 200.311 for additional requirements pertaining to real property acquired or improved under a Federal award. Also see 2 CFR 910.360 for additional requirements for real property for For-Profit recipients.

Term 15. Equipment

Subject to the conditions provided in 2 CFR 200.313, title to equipment (property) acquired under a Federal award will conditionally vest upon acquisition with the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.313 before disposing of the property.

A state must use equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as it is needed, whether or not the project or program continues to be supported by the Federal award. When no longer needed for the originally authorized purpose, the equipment may be used by programs supported by DOE in the priority order specified in 2 CFR 200.313(c)(1)(i) and (ii).

Management requirements, including inventory and control systems, for equipment are provided in 2 CFR 200.313(d).

When equipment acquired under a Federal award is no longer needed, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity.

Disposition will be made as follows: (1) items of equipment with a current fair market value of $5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to DOE; (2) Non-Federal entity may retain title or sell the equipment after compensating DOE as described in 2 CFR 200.313(e)(2); or (3) transfer title to DOE or to an eligible third party as specified in 2 CFR 200.313(e)(3).

See 2 CFR 200.313 for additional requirements pertaining to equipment acquired under a Federal award. Also see 2 CFR 910.360 for additional requirements for equipment for For-Profit recipients. See also 2 CFR 200.439 Equipment and other capital expenditures.

Term 16. Supplies

See 2 CFR 200.314 for requirements pertaining to supplies acquired under a Federal award. See also 2 CFR 200.453 Materials and supplies costs, including costs of computing devices.

Term 17. Property Trust Relationship

Real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. See 2 CFR 200.316 for additional requirements pertaining to real property, equipment, and intangible property acquired or improved under a Federal award.

Term 18. Record Retention

Consistent with 2 CFR 200.334 through 200.338, the Recipient is required to retain records relating to this Award.

Term 19. Audits

A. Government-Initiated Audits

The Recipient must provide any information, documents, site access, or other assistance requested by SCEP, DOE or Federal auditing agencies (e.g., DOE Inspector General, Government Accountability Office) for the purpose of audits and investigations. Such assistance may include, but is not limited to, reasonable access to the Recipient's records relating to this Award.

Consistent with 2 CFR part 200 as amended by 2 CFR part 910, DOE may audit the Recipient's financial records or administrative records relating to this Award at any time. Government-initiated audits are generally paid for by DOE.

DOE may conduct a final audit at the end of the project period (or the termination of the Award, if applicable). Upon completion of the audit, the Recipient is required to refund to DOE any payments for costs that were determined to be unallowable. If the audit has not been performed or completed prior to the closeout of the award, DOE retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

DOE will provide reasonable advance notice of audits and will minimize interference with ongoing work, to the maximum extent practicable.

B. Annual Independent Audits (Single Audit or Compliance Audit)

The Recipient must comply with the annual independent audit requirements in 2 CFR 200.500 through .521 for institutions of higher education, nonprofit organizations, and state and local governments (Single audit), and 2 CFR 910.500 through .521 for for-profit entities (Compliance audit).

The annual independent audits are separate from Government-initiated audits discussed in part A. of this Term and must be paid for by the Recipient. To minimize expense, the Recipient may have a Compliance audit in conjunction with its annual audit of financial statements. The financial statement audit is **not** a substitute for the Compliance audit. If the audit (Single audit or Compliance audit, depending on Recipient entity type) has not been performed or completed prior to the closeout of the award, DOE may impose one or more of the actions outlined in 2 CFR 200.339, Remedies for Noncompliance.

Term 20. Indemnity

The Recipient shall indemnify DOE and its officers, agents, or employees for any and all liability, including litigation expenses and attorneys' fees, arising from suits, actions, or claims of any character for death, bodily injury, or loss of or damage to property or to the environment, resulting from the project, except to the extent that such liability results from the direct fault or negligence of DOE officers, agents or employees, or to the extent such liability may be covered by applicable allowable costs provisions.

Term 21. Foreign National Participation

If the Recipient (including any of its subrecipients and contractors) anticipates involving foreign nationals in the performance of the Award, the Recipient must, upon DOE's request, provide DOE with specific information about each foreign national to ensure compliance with the requirements for participation and access approval. The volume and type of information required may depend on various factors associated with the Award. The DOE Contracting Officer will notify the Recipient if this information is required.

DOE may elect to deny a foreign national's participation in the Award. Likewise, DOE may elect to deny a foreign national's access to a DOE sites, information, technologies, equipment, programs or personnel.

Term 22. Post-Award Due Diligence Reviews

During the life of the Award, DOE may conduct ongoing due diligence reviews, through Government resources, to identify potential risks of undue foreign influence. In the event, a risk is identified, DOE may require risk mitigation measures, including but not limited to, requiring an individual or entity not participate in the Award.

Subpart B. Financial Provisions

Term 23. Maximum Obligation

The maximum obligation of DOE for this Award is the total "Funds Obligated" stated in Block 13 of the Assistance Agreement to this Award.

Term 24. Refund Obligation

The Recipient must refund any excess payments received from SCEP, including any costs determined unallowable by the Contracting Officer. Upon the end of the project period (or the termination of the Award, if applicable), the Recipient must refund to SCEP the difference between (1) the total payments received from SCEP, and (2) the Federal share of the costs incurred. Refund obligations under this Term do not supersede the annual reconciliation or true up process if specified under the Indirect Cost Term.

Term 25. Allowable Costs

SCEP determines the allowability of costs through reference to 2 CFR part 200 as amended by 2 CFR part 910. All project costs must be allowable, allocable, and reasonable. The Recipient must document and maintain records of all project costs, including, but not limited to, the costs paid by Federal funds, costs claimed by its subrecipients and project costs that the Recipient claims as cost sharing, including in-kind contributions. The Recipient is responsible for maintaining records adequate to demonstrate that costs claimed have been incurred, are reasonable, allowable and allocable, and comply with the cost principles. Upon request, the Recipient is required to provide such records to SCEP. Such records are subject to audit.

Failure to provide SCEP adequate supporting documentation may result in a determination by the Contracting Officer that those costs are unallowable.

The Recipient is required to obtain the prior written approval of the Contracting Officer for any foreign travel costs.

Term 26. Indirect Costs

A. Indirect Cost Allocation:

The Recipient has a Federally approved provisional Negotiated Indirect Cost Rate Agreement (NICRA) with a current effective period identified for billing and estimation purposes and it applies uniformly across all Federal awards. These costs shall be reconciled or trued up (actual incurred costs) on an annual basis with the Recipient's cognizant agency. An updated rate proposal or NICRA is required if the Recipient requests to bill the DOE higher billing rates than those listed in the current NICRA.

B. Fringe Cost Allocation:

Fringe benefit costs have been allocated to this award under a segregated fringe billing rate. The fringe costs were found to be reasonable, allocable, and allowable as reflected in the budget. Fringe elements apply to both direct and indirect labor. Under a segregated cost pool, the fringe billing rate shall be treated as an indirect cost expenditure and must be reconciled annually.

C. Subrecipient Indirect Costs (If Applicable):

The Recipient must ensure its subrecipient's indirect costs are appropriately managed, have been found to be allowable, and comply with the requirements of this Award and 2 CFR Part 200 as amended by 2 CFR Part 910.

D. Indirect Cost Stipulations:

i. Modification to Indirect Cost Billing Rates

SCEP will not modify this Award solely to provide additional funds to cover increases in the Recipient's indirect cost billing rate(s). Adjustments to the indirect cost billing rates must be approved by the Recipient's Cognizant Agency or Cognizant Federal Agency Official.

The Recipient must provide a copy of an updated NICRA or indirect rate proposal to the DOE Award Administrator in order to increase indirect cost billing rates. If the Contracting Officer provides prior written approval, the Recipient may incur an increase in the indirect cost billing rates.

Reimbursement will be limited by the budgeted dollar amount for indirect costs for each budget period as shown in Attachment 3 to this Award.

ii. Annual Cost Reconciliation

In accordance with Appendices III-VII of 2 CFR Part 200 or 48 CFR Part 42.7, governing for-profit organizations, the indirect cost billing rates shall be reconciled or trued up (actual incurred costs) on an annual basis via the annual incurred cost proposal within six months after the Recipient's fiscal year end.

iii. Adjustments to Indirect Cost Billing Rates

Following an official audit or adequacy review of the incurred cost proposal, one of the following shall apply:

1. If the Recipient's actual and final annual indirect cost billing rate(s) reflect that Recipient invoiced at higher billing rates than actually incurred, the Recipient must refund the Government the over- recovered amounts.

2. If the Recipient's actual and final annual indirect cost billing rate(s) reflect that the Recipient invoiced at lower billing rates than actually incurred, the Recipient may not be reimbursed for increases in its indirect cost rate, which resulted in an under-recovery. Increased indirect cost billing rates cannot be retroactively applied to the DOE award.

iv. Award Closeout

The closeout of the DOE award does not affect (1) the right of the DOE to disallow costs and recover funds on the basis of a later audit or other review; (2) the requirement for the Recipient to return any funds due as a result of later refunds, corrections or other transactions including final indirect cost billing rate adjustments; and (3) the ability of the DOE to make financial adjustments to a previously closed award resolving indirect cost payments and making final payments.

Term 27. Decontamination and/or Decommissioning (D&D) Costs

Notwithstanding any other provisions of this Award, the Government shall not be responsible for or have any obligation to the Recipient for (1) Decontamination and/or Decommissioning (D&D) of any of the Recipient's facilities, or (2) any costs which may be incurred by the Recipient in connection with the D&D of any of its facilities due to the performance of the work under this Award, whether said work was performed prior to or subsequent to the effective date of the Award.

Term 28. Use of Program Income

If the Recipient earns program income during the project period as a result of this Award, the Recipient must add the program income to the funds committed to the Award and used to further eligible project objectives.

Term 29. Payment Procedures

A. Method of Payment

Payment will be made by advances through the Department of Treasury's ASAP system.

B. Requesting Advances

Requests for advances must be made through the ASAP system. The Recipient may submit requests as frequently as required to meet its needs to disburse funds for the Federal share of project costs. If feasible, the Recipient should time each request so that the Recipient receives payment on the same day that the Recipient disburses funds for direct project costs and the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.

C. Adjusting Payment Requests for Available Cash

The Recipient must disburse any funds that are available from repayments to and interest earned on a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds before requesting additional cash payments from SCEP.

D. Payments

All payments are made by electronic funds transfer to the bank account identified on the Bank Information Form that the Recipient filed with the U.S. Department of Treasury.

E. Unauthorized Drawdown of Federal Funds

For each budget period, the Recipient may not spend more than the Federal share authorized to that particular budget period, without specific written approval from the Contracting Officer. The Recipient must immediately refund SCEP any amounts spent or drawn down in excess of the authorized amount for a budget period. The Recipient and subrecipients shall promptly, but at least quarterly, remit to DOE interest earned on advances drawn in excess of disbursement needs, and shall comply with the procedure for remitting interest earned to the Federal government per 2 CFR 200.305, as applicable.

The DOE payment authorizing official may request additional information from the Recipient to support the payment requests prior to release of funds, as deemed necessary. The Recipient is required to comply with these requests. Supporting documents include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the payment requests.

Term 30. Budget Changes

A. Budget Changes Generally

The Contracting Officer has reviewed and approved the SF-424A in Attachment 3 to this Award.

Any increase in the total project cost, whether DOE share or Cost Share, which is stated as “Total” in Block 12 to the Assistance Agreement of this Award, must be approved in advance and in writing by the Contracting Officer.

Any change that alters the project scope, milestones or deliverables requires prior written approval of the Contracting Officer. SCEP may deny reimbursement for any failure to comply with the requirements in this term.

B. Transfers of Funds Among Direct Cost Categories

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds among direct cost categories where the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total project cost, which is stated as “Total” in Block 12 to the Assistance Agreement of this Award.

The Recipient is required to notify the DOE Technology Manager/Project Officer of any transfer of funds among direct cost categories where the cumulative amount of such transfers is equal to or below 10 percent of the total project cost, which is stated as “Total” in Block 12 to the Assistance Agreement of this Award.

C. Transfer of Funds Between Direct and Indirect Cost Categories

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds between direct and indirect cost categories. If the Recipient’s actual allowable indirect costs are less than those budgeted in Attachment 3 to this Award, the Recipient may use the difference to pay additional allowable direct costs during the project period so long as the total difference is less than 10% of total project costs and the difference is reflected in actual requests for reimbursement to DOE.

Subpart C. Miscellaneous Provisions

Term 31. Environmental, Safety and Health Performance of Work at DOE Facilities

With respect to the performance of any portion of the work under this Award which is performed at a DOE -owned or controlled site, the Recipient agrees to comply with all State and Federal Environmental, Safety and Health (ES&H) regulations and with all other ES&H requirements of the operator of such site.

Prior to the performance on any work at a DOE-owned or controlled site, the Recipient shall contact the site facility manager for information on DOE and site-specific ES&H requirements.

The Recipient is required apply this provision to its subrecipients and contractors.

Term 32. System for Award Management and Universal Identifier Requirements

A. Requirement for Registration in the System for Award Management (SAM)
Unless the Recipient is exempted from this requirement under 2 CFR 25.110, the Recipient must maintain the currency of its information in SAM until the Recipient submits the final financial report required under this Award or receive the final payment, whichever is later. This requires that the Recipient reviews and updates the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

B. Unique Entity Identifier (UEI)
SAM automatically assigns a UEI to all active SAM.gov registered entities. Entities no longer have to go to a third-party website to obtain their identifier. This information is displayed on SAM.gov.

If the Recipient is authorized to make subawards under this Award, the Recipient:

i. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from the Recipient unless the entity has provided its UEI number to the Recipient.

ii. May not make a subaward to an entity unless the entity has provided its UEI number to the Recipient.

C. Definitions
For purposes of this award term:

i. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at https://www.sam.gov).

ii. Unique Entity Identifier (UEI) is the 12-character, alpha-numeric identifier that will be assigned by SAM.gov upon registration.

iii. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C:

1. A Governmental organization, which is a State, local government, or Indian Tribe.
2. A foreign public entity.
3. A domestic or foreign nonprofit organization.
4. A domestic or foreign for-profit organization.
5. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

iv. Subaward:

1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this Award and that the Recipient awards to an eligible subrecipient.
2. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.501 Audit requirements, (f) *Subrecipients and Contractors* and/or 2 CFR 910.501 Audit requirements, (f) *Subrecipients and Contractors*).
3. A subaward may be provided through any legal agreement, including an agreement that the Recipient considers a contract.

v. Subrecipient means an entity that:

1. Receives a subaward from the Recipient under this Award; and
2. Is accountable to the Recipient for the use of the Federal funds provided by the subaward.

Term 33. Nondisclosure and Confidentiality Agreements Assurances

A. By entering into this agreement, the Recipient attests that it does not and will not require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contactors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

B. The Recipient further attests that it **does not and will not** use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:

i. *''These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.''*

ii. The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

iii. Notwithstanding provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

Term 34. Subrecipient Change Notification

Except for subrecipients specifically proposed as part of the Recipient's Application for award, the Recipient must notify the Contracting Officer and Project Manager in writing 30 days prior to the execution of new or modified subrecipient agreements, including naming any To Be Determined subrecipients. This notification does not constitute a waiver of the prior approval requirements outlined in 2 CFR part 200 as amended by 2 CFR part 910, nor does it relieve the Recipient from its obligation to comply with applicable Federal statutes, regulations, and executive orders.

In order to satisfy this notification requirement, the Recipient documentation must, as a minimum, include the following:

- A description of the research to be performed, the service to be provided, or the equipment to be purchased.
- Cost share commitment letter if the subrecipient is providing cost share to the Award.
- An assurance that the process undertaken by the Recipient to solicit the subrecipient complies with their written procurement procedures as outlined in 2 CFR 200.317 through 200.327.
- An assurance that no planned, actual or apparent conflict of interest exists between the Recipient and the selected subrecipient and that the Recipient's written standards of conduct were followed.[1]
- A completed Environmental Questionnaire, if applicable.
- An assurance that the subrecipient is not a debarred or suspended entity.
- An assurance that all required award provisions will be flowed down in the resulting subrecipient agreement.

[1] It is DOE's position that the existence of a "covered relationship" as defined in 5 CFR 2635.502(a)&(b) between a member of the Recipient's owners or senior management and a member of a subrecipient's owners or senior management creates at a minimum an apparent conflict of interest that would require the Recipient to notify the Contracting Officer and provide detailed information and justification (including, for example, mitigation measures) as to why the subrecipient agreement does not create an actual conflict of interest. The Recipient must also notify the Contracting Officer of any new subrecipient agreement with: (1) an entity that is owned or otherwise controlled by the Recipient; or (2) an entity that is owned or otherwise controlled by another entity that also owns or otherwise controls the Recipient, as it is DOE's position that these situations also create at a minimum an apparent conflict of interest.

The Recipient is responsible for making a final determination to award or modify subrecipient agreements under this agreement, but the Recipient may not proceed with the subrecipient agreement until the Contracting Officer determines, and provides the Recipient written notification, that the information provided is adequate.

Should the Recipient not receive a written notification of adequacy from the Contracting Officer within 30 days of the submission of the subrecipient documentation stipulated above, the Recipient may proceed to award or modify the proposed subrecipient agreement.

Term 35. Conference Spending

The Recipient shall not expend any funds on a conference not directly and programmatically related to the purpose for which the grant was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed $20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

Term 36. Recipient Integrity and Performance Matters

A. General Reporting Requirement

If the total value of your currently active Financial Assistance awards, grants, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

i. Is in connection with the award or performance of a Financial Assistance, cooperative agreement, or procurement contract from the Federal Government;

ii. Reached its final disposition during the most recent five-year period; and

iii. Is one of the following:

1. A criminal proceeding that resulted in a conviction, as defined in paragraph E of this award term and condition;

2. A civil proceeding that resulted in a finding of fault and liability and

payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

3. An administrative proceeding, as defined in paragraph E of this term, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

4. Any other criminal, civil, or administrative proceeding if:

   a. It could have led to an outcome described in paragraph B.iii.1, 2, or 3 of this term;

   b. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

   c. The requirement in this term to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph B of this term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

D. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph A of this term, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, Financial Assistance awards, (including cooperative agreement awards) with a cumulative total value greater than $10,000,000, must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

For purposes of this term:

i. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or Financial Assistance awards. It does not include audits, site visits, corrective plans, or inspection of deliverables.

ii. Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of *nolo contendere*.

iii. Total value of currently active Financial Assistance awards, cooperative agreements and procurement contracts includes—

1. Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
2. The value of all expected funding increments under a Federal award and options, even if not yet exercised.

Term 37. Export Control

The United States government regulates the transfer of information, commodities, technology, and software considered to be strategically important to the U.S. to protect national security, foreign policy, and economic interests without imposing undue regulatory burdens on legitimate international trade. There is a network of Federal agencies and regulations that govern exports that are collectively referred to as "Export Controls." The Recipient is responsible for ensuring compliance with all applicable United States Export Control laws and regulations relating to any work performed under a resulting award.

The Recipient must immediately report to DOE any export control violations related to the project funded under this award, at the recipient or subrecipient level, and provide the corrective action(s) to prevent future violations.

Term 38. Interim Conflict of Interest Policy for Financial Assistance

The DOE interim Conflict of Interest Policy for Financial Assistance (COI Policy) can be found at https://www.energy.gov/management/department-energy-interim-conflict-interest-policy- requirements-financial-assistance. This policy is applicable to all non-Federal entities applying for, or that receive, DOE funding by means of a financial assistance award (e.g., a grant, cooperative agreement, or technology investment agreement) and, through the implementation of this policy by the entity, to each Investigator who is planning to participate in, or is participating in, the project funded wholly or in part under this Award. The term "Investigator" means the PI and any other person, regardless of title or position, who is responsible for the purpose, design, conduct, or reporting of a project funded by DOE or proposed for funding by DOE. The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities, with the exception of DOE National Laboratories. Further, the Recipient must identify all financial conflicts of interests (FCOI), i.e., managed and unmanaged/ unmanageable, in its initial and ongoing FCOI reports.

Prior to award, the Recipient was required to: 1) ensure all Investigators on this Award completed their significant financial disclosures; 2) review the disclosures; 3) determine whether a FCOI exists; 4) develop and implement a management plan for FCOIs; and 5) provide DOE with an initial FCOI report that includes all FCOIs (i.e., managed and unmanaged/unmanageable). Within 180 days of the date of the Award, the Recipient must be in full compliance with the other requirements set forth in DOE's interim COI Policy.

Term 39. Organizational Conflict of Interest

Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the Recipient is unable or appears to be unable to be impartial in conducting procurement action involving a related organization (2 CFR 200.318(c)(2)).

The Recipient must disclose in writing any potential or actual organizational conflict of interest to the DOE Contracting Officer. The Recipient must provide the disclosure prior to engaging in a procurement or transaction using project funds with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe. For a list of the information that must be included the disclosure, see Section VI. of the DOE interim Conflict of Interest Policy for Financial Assistance at https://www.energy.gov/management/department-energy- interim-conflict-interest-policy-requirements-financial-assistance.

If the effects of the potential or actual organizational conflict of interest cannot be avoided, neutralized, or mitigated, the Recipient must procure goods and services from other sources when using project funds. Otherwise, DOE may terminate the Award in accordance with 2 CFR 200.340 unless continued performance is determined to be in the best interest of the Federal government.

The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities, with the exception of DOE National Laboratories. The Recipient is responsible for ensuring subrecipient compliance with this term.

If the Recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Recipient must maintain written standards of conduct covering organizational conflicts of interest.

Term 40. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

As set forth in 2 CFR 200.216, recipients and subrecipients are prohibited from obligating or expending project funds (Federal and non-Federal funds) to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

See Public Law 115-232, section 889 for additional information.

Term 41. Human Subjects Research

Research involving human subjects, biospecimens, or identifiable private information conducted with Department of Energy (DOE) funding is subject to the requirements of DOE Order 443.1C, *Protection of Human Research Subjects*, 45 CFR Part 46, *Protection of Human Subjects* (*subpart A which is referred to as the "Common Rule"),* and 10 CFR Part 745, *Protection of Human Subjects*.

Federal regulation and the DOE Order require review by an Institutional Review Board (IRB) of all proposed human subjects research projects. The IRB is an interdisciplinary ethics board responsible for ensuring that the proposed research is sound and justifies the use of human subjects or their data; the potential risks to human subjects have been minimized; participation is voluntary; and clear and accurate information about the study, the benefits and risks of participating, and how individuals' data/specimens will be protected/used, is provided to potential participants for their use in determining whether or not to participate.

The Recipient shall provide the Federal Wide Assurance number identified in item 1 below and the certification identified in item 2 below to DOE prior to initiation of any project that will involve interactions with humans in some way (e.g., through surveys); analysis of their identifiable data (e.g., demographic data and energy use over time); asking individuals to test devices, products, or materials developed through research; and/or testing of commercially available devices in buildings/homes in which humans will be present. *Note:* This list of examples is illustrative and not all inclusive.

No DOE funded research activity involving human subjects, biospecimens, or identifiable private information shall be conducted without:

1) A registration and a Federal Wide Assurance of compliance accepted by the Office of Human Research Protection (OHRP) in the Department of Health and Human Services; and

2) Certification that the research has been reviewed and approved by an Institutional Review Board (IRB) provided for in the assurance. IRB review may be accomplished by the awardee's institutional IRB; by the Central DOE IRB; or if collaborating with one of the DOE national laboratories, by the DOE national laboratory IRB.

The Recipient is responsible for ensuring all subrecipients comply and for reporting information on the project annually to the DOE Human Subjects Research Database (HSRD) at https://science.osti.gov/HumanSubjects/Human-Subjects-Database/home. *Note:* If a DOE IRB is used, no end of year reporting will be needed.

Additional information on the DOE Human Subjects Research Program can be found at: https://science.osti.gov/ber/human-subjects

Term 42. Fraud, Waste and Abuse

The mission of the DOE Office of Inspector General (OIG) is to strengthen the integrity, economy and efficiency of DOE's programs and operations including deterring and detecting fraud, waste, abuse and mismanagement. The OIG accomplishes this mission primarily through investigations, audits, and inspections of Department of Energy activities to include grants, cooperative agreements, loans, and contracts. The OIG maintains a Hotline for reporting allegations of fraud, waste, abuse, or mismanagement. To report such allegations, please visit https://www.energy.gov/ig/ig-hotline.

Additionally, the Recipient must be cognizant of the requirements of 2 CFR § 200.113 Mandatory disclosures, which states:

> The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in appendix XII of 2 CFR Part 200 are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

Subpart D. Bipartisan Infrastructure Law (BIL)-specific requirements

Term 43. Reporting, Tracking and Segregation of Incurred Costs

BIL funds can be used in conjunction with other funding, as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the BIL and related Office of Management and Budget (OMB) Guidance. The Recipient must keep separate records for BIL funds and must ensure those records comply with the requirements of the BIL.

Funding provided through the BIL that is supplemental to an existing grant or cooperative agreement is one-time funding.

Term 44. Davis-Bacon Requirements

This award is funded under Division D of the Bipartisan Infrastructure Law (BIL). All laborers and mechanics employed by the recipient, subrecipients, contractors or subcontractors in the performance of construction, alteration, or repair work in excess of $2000 on an award funded directly by or assisted in whole or in part by funds made available under this award shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the “Davis-Bacon Act” (DBA).

Recipients shall provide written assurance acknowledging the DBA requirements for the award or project and confirming that all of the laborers and mechanics performing construction, alteration, or repair, through funding under the award are paid or will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act).

The Recipient must comply with all of the Davis-Bacon Act requirements, including but not limited to:

(1) ensuring that the wage determination(s) and appropriate Davis-Bacon clauses and requirements are flowed down to and incorporated into any applicable subcontracts or subrecipient awards.

(2) being responsible for compliance by any subcontractor or subrecipient with the Davis-Bacon labor standards.

(3) receiving and reviewing certified weekly payrolls submitted by all subcontractors and subrecipients for accuracy and to identify potential compliance issues.

(4) maintaining original certified weekly payrolls for 3 years after the completion of the project and must make those payrolls available to the DOE or the Department of Labor upon request, as required by 29 CFR 5.6(a)(2).

(5) conducting payroll and job-site reviews for construction work, including interviews with employees, with such frequency as may be necessary to assure compliance by its subcontractors and subrecipients and as requested or directed by the DOE.

(6) cooperating with any authorized representative of the Department of Labor in their inspection of records, interviews with employees, and other actions undertaken as

part of a Department of Labor investigation.

(7) posting in a prominent and accessible place the wage determination(s) and Department of Labor Publication: WH-1321, Notice to Employees Working on Federal or Federally Assisted Construction Projects.

(8) notifying the Contracting Officer of all labor standards issues, including all complaints regarding incorrect payment of prevailing wages and/or fringe benefits, received from the recipient, subrecipient, contractor, or subcontractor employees; significant labor standards violations, as defined in 29 CFR 5.7; disputes concerning labor standards pursuant to 29 CFR parts 4, 6, and 8 and as defined in FAR 52.222-14; disputed labor standards determinations; Department of Labor investigations; or legal or judicial proceedings related to the labor standards under this Contract, a subcontract, or subrecipient award.

(9) preparing and submitting to the Contracting Officer, the Office of Management and Budget Control Number 1910-5165, Davis Bacon Semi-Annual Labor Compliance Report, by April 21 and October 21 of each year. Form submittal will be administered through the iBenefits system (https://doeibenefits2.energy.gov) or its successor system.

The Recipient must undergo Davis-Bacon Act compliance training and must maintain competency in Davis-Bacon Act compliance. The Contracting Officer will notify the Recipient of any DOE sponsored Davis-Bacon Act compliance trainings. The Department of Labor offers free Prevailing Wage Seminars several times a year that meet this requirement, at https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/events.

The Department of Energy has contracted with, a third-party DBA electronic payroll compliance software application. The Recipient must ensure the timely electronic submission of weekly certified payrolls as part of its compliance with the Davis-Bacon Act unless a waiver is granted to a particular contractor or subcontractor because they are unable or limited in their ability to use or access the software.

Davis Bacon Act Electronic Certified Payroll Submission Waiver

A waiver must be granted before the award starts. The applicant does not have the right to appeal SCEP's decision concerning a waiver request.

For additional guidance on how to comply with the Davis-Bacon provisions and clauses, see https://www.dol.gov/agencies/whd/government-contracts/construction and https://www.dol.gov/agencies/whd/government-contracts/protections-for-workers-in-construction.

Term 45. Buy American Requirement for Infrastructure Projects

A. Definitions

Components are defined as the articles, materials, or supplies incorporated directly into the end manufactured product(s).

Construction Materials are an article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is used in an infrastructure project and is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, drywall, coatings (paints and stains), optical fiber, clay brick; composite building materials; or engineered wood products.

Domestic Content Procurement Preference Requirement- means a requirement that no amounts made available through a program for federal financial assistance may be obligated for an infrastructure project unless—

(A) all iron and steel used in the project are produced in the United States;

(B) the manufactured products used in the project are produced in the United States; or

(C) the construction materials used in the project are produced in the United States.

Also referred to as the **Buy America Requirement**.

Infrastructure includes, at a minimum, the structures, facilities, and equipment located in the United States, for: roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and generation, transportation, and distribution of energy - including electric vehicle (EV) charging.

The term “infrastructure” should be interpreted broadly, and the definition provided above should be considered as illustrative and not exhaustive.

Manufactured Products are items used for an infrastructure project made up of components that are not primarily of iron or steel; construction materials; cement and cementitious materials’ aggregates such as stone, sand, or gravel; or aggregate binding agents or additives.

Primarily of iron or steel means greater than 50% iron or steel, measured by cost.

Project- means the construction, alteration, maintenance, or repair of infrastructure in the United States.

Public- The Buy America Requirement does not apply to non-public infrastructure. For purposes of this guidance, infrastructure should be considered "public" if it is: (1) publicly owned or (2) privately owned but utilized primarily for a public purpose. Infrastructure should be considered to be "utilized primarily for a public purpose" if it is privately operated on behalf of the public or is a place of public accommodation.

B. Buy America Requirement

None of the funds provided under this award (federal share or recipient cost-share) may be used for a project for infrastructure unless:

1. All iron and steel used in the project is produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America Requirement only applies to articles, materials, and supplies that are consumed in, incorporated into, or permanently affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought into the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Requirement apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Recipients are responsible for administering their award in accordance with the terms and conditions, including the Buy America Requirement. The recipient must ensure that the Buy America Requirement flows down to all subawards and that the subawardees and subrecipients comply with the Buy America Requirement. The Buy America Requirement term and condition must be included all sub-awards, contracts, subcontracts, and purchase orders for work performed under the infrastructure project.

C. Certification of Compliance

The Recipient must certify or provide equivalent documentation for proof of compliance that a good faith effort was made to solicit bids for domestic products used in the infrastructure project under this Award.

The Recipient must also maintain certifications or equivalent documentation for proof of compliance that those articles, materials, and supplies that are consumed in, incorporated into, affixed to, or otherwise used in the infrastructure project, not covered by a waiver or exemption, are produced in the United States. The certification or proof of compliance must be provided by the suppliers or manufacturers of the iron, steel, manufactured products and construction materials and flow up from all subawardees, contractors and vendors to the Recipient. The Recipient must keep these certifications with the award/project files and be able to produce them upon request from DOE, auditors or Office of Inspector General.

D. Waivers

When necessary, the Recipient may apply for, and DOE may grant, a waiver from the Buy America Requirement. Requests to waive the application of the Buy America Requirement must be in writing to the Contracting Officer. Waiver requests are subject to review by DOE and the Office of Management and Budget, as well as a public comment period of no less than 15 calendar days.

Waivers must be based on one of the following justifications:

1. Public Interest- Applying the Buy America Requirement would be inconsistent with the public interest;

2. Non-Availability- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or

3. Unreasonable Cost- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Requests to waive the Buy America Requirement must include the following:

- Waiver type (Public Interest, Non-Availability, or Unreasonable Cost);
- Recipient name and Unique Entity Identifier (UEI);
- Award information (Federal Award Identification Number, Assistance Listing number);
- A brief description of the project, its location, and the specific infrastructure involved;
- Total estimated project cost, with estimated federal share and recipient cost share breakdowns;
- Total estimated infrastructure costs, with estimated federal share and recipient

cost share breakdowns;

- List and description of iron or steel item(s), manufactured goods, and/or construction material(s) the recipient seeks to waive from the Buy America Preference, including name, cost, quantity(ies), country(ies) of origin, and relevant Product Service Codes (PSC) and North American Industry Classification System (NAICS) codes for each;
- A detailed justification as to how the non-domestic item(s) is/are essential the project;
- A certification that the recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and non-proprietary communications with potential suppliers;
- A justification statement—based on one of the applicable justifications outlined above—as to why the listed items cannot be procured domestically, including the due diligence performed (e.g., market research, industry outreach, cost analysis, cost-benefit analysis) by the recipient to attempt to avoid the need for a waiver. This justification may cite, if applicable, the absence of any Buy America-compliant bids received for domestic products in response to a solicitation; and
- Anticipated impact to the project if no waiver is issued.

The Recipient should consider using the following principles as minimum requirements contained in their waiver request:

- Time-limited: Consider a waiver constrained principally by a length of time, rather than by the specific project/award to which it applies. Waivers of this type may be appropriate, for example, when an item that is "non-available" is widely used in the project. When requesting such a waiver, the Recipient should identify a reasonable, definite time frame (e.g., no more than one to two years) designed so that the waiver is reviewed to ensure the condition for the waiver ("non-availability") has not changed (e.g., domestic supplies have become more available).

- Targeted: Waiver requests should apply only to the item(s), product(s), or material(s) or category(ies) of item(s), product(s), or material(s) as necessary and justified. Waivers should not be overly broad as this will undermine domestic preference policies.

- Conditional: The Recipient may request a waiver with specific conditions that support the policies of IIJA/BABA and Executive Order 14017.

DOE may request, and the Recipient must provide, additional information for consideration of this wavier. DOE may reject or grant waivers in whole or in part depending on its review, analysis, and/or feedback from OMB or the public. DOEs final determination regarding approval or rejection of the waiver request may not be appealed. Waiver requests may take up to 90 calendar days to process.

Term 46. Affirmative Action and Pay Transparency Requirements

All federally assisted construction contracts exceeding $10,000 annually will be subject to the requirements of Executive Order 11246:

(1) Recipients, subrecipients, and contractors are prohibited from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.

(2) Recipients and Contractors are required to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. This includes flowing down the appropriate language to all subrecipients, contractors and subcontractors.

(3) Recipients, subrecipients, contractors and subcontractors are prohibited from taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or, under certain circumstances, the pay of their co-workers.

The Department of Labor's (DOL) Office of Federal Contractor Compliance Programs (OFCCP) uses a neutral process to schedule contractors for compliance evaluations. OFCCP's Technical Assistance Guide[2] should be consulted to gain an understanding of the requirements and possible actions the recipients, subrecipients, contractors and subcontractors must take.

Term 47. Potentially Duplicative Funding Notice

If the Recipient or subrecipients have or receive any other award of federal funds for activities that potentially overlap with the activities funded under this Award, the Recipient must promptly notify DOE in writing of the potential overlap and state whether project funds (i.e., recipient cost share and federal funds) from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items under this Award. If there are identical cost items, the Recipient must promptly notify the DOE Contracting Officer in writing of the potential duplication and eliminate any inappropriate duplication of funding.

[2] See OFCCP's Technical Assistance Guide at:https://www.dol.gov/sites/dolgov/files/ofccp/Construction/files/ConstructionTAG.pdf?msclkid=9e397d68c4b111ec9d8e6fecb6c710ec Also see the National Policy Assurances http://www.nsf.gov/awards/managing/rtc.jsp

Term 48. Transparency of Foreign Connections

During the term of the Award, the Recipient must notify the DOE Contracting Officer within fifteen (15) business days of learning of the following circumstances in relation to the Recipient or subrecipients:

1. The existence of any joint venture or subsidiary that is based in, funded by, or has a foreign affiliation with any foreign country of risk;
2. Any current or pending contractual or financial obligation or other agreement specific to a business arrangement, or joint venture-like arrangement with an enterprise owned by a country of risk or foreign entity based in a country of risk;
3. Any current or pending change in ownership structure of the Recipient or subrecipients that increases foreign ownership related to a country of risk;
4. Any current or pending venture capital or institutional investment by an entity that has a general partner or individual holding a leadership role in such entity who has a foreign affiliation with any foreign country of risk;
5. Any current or pending technology licensing or intellectual property sales to a foreign country of risk; and
6. Any current or pending foreign business entity, offshore entity, or entity outside the United States related to the Recipient or subrecipient.

Term 49. Foreign Collaboration Considerations

a. Consideration of new collaborations with foreign organizations and governments. The Recipient must provide DOE with advanced written notification of any potential collaboration with foreign entities, organizations or governments in connection with its DOE-funded award scope. The Recipient must await further guidance from DOE prior to contacting the proposed foreign entity, organization or government regarding the potential collaboration or negotiating the terms of any potential agreement.

b. Existing collaborations with foreign entities, organizations and governments. The Recipient must provide DOE with a written list of all existing foreign collaborations in which has entered in connection with its DOE-funded award scope.

c. Description of collaborations that should be reported: In general, a collaboration will involve some provision of a thing of value to, or from, the Recipient. A thing of value includes but may not be limited to all resources made available to, or from, the recipient in support of and/or related to the Award, regardless of whether or not they have monetary value. Things of value also may include in-kind contributions (such as office/laboratory space, data, equipment, supplies, employees, students). In-kind contributions not intended for direct use on the Award but resulting in provision of a thing of value from or to the Award must also be reported.

   Collaborations do not include routine workshops, conferences, use of the Recipient's services and facilities by foreign investigators resulting from its standard published process for evaluating requests for access, or the routine use of foreign facilities by awardee staff in accordance with the Recipient's standard policies and procedures.

Summary:
Downtown EV Charging Station Project

Grant Project: 25-ECBG-005 | **Funding Source:** Iowa Economic Development Authority (IEDA) / U.S. Dept. of Energy (DOE)

1. Project Overview

The City of Indianola has been awarded **$86,581** in federal grant funding to install public Electric Vehicle (EV) charging infrastructure. This project capitalizes on the recent "Streetscape" renovations, where underground electrical conduit was pre-installed to future-proof the downtown area.

We will install **two (2) dual-port Level II charging stations** in public parking lots adjacent to the Square. These stations will serve four parking spaces, enhancing downtown amenities for residents, visitors, and patrons of local businesses.

- **Location 1:** West Parking Lot (adjacent to the Square)
- **Location 2:** South Parking Lot (adjacent to the Square)
- **Target Completion:** June 30, 2026 (End of FY26)

2. Financial Impact & Funding Stack

This project is structured to be **revenue-neutral to the General Fund** for installation. By leveraging federal dollars, utility partnerships, and private pledges, the City is securing over **$80,000 in total project value**.

The installation budget is fully funded, with a remaining contingency of **$84.05**.

Project Expenses	Cost	Notes
Charger Equipment & Install	$75,016.75*	ChargePoint units, 5-yr warranty/software, & installation (District Fleet). Note: This quote expired on Oct 21, 2025 (90-day validity). A refreshed quote is required, and costs are likely to increase.
Electrical Infrastructure	$8,980.20	Transformers (50 kVA), wiring, and metering (IMU Materials).
Total Construction Cost	$83,996.95	

Available Funding	Funds	Notes
Federal Grant (Equipment)	$83,081.00	Reimbursable funds restricted to equipment & installation.
Private Pledges	$1,000.00	Cash donations from DeYarman Ford ($500) & Gregg Young Buick GMC ($500).
Total Available Funds	$84,081.00	(Excludes $3,500 Admin Grant - See Note Below)
Remaining Contingency	$84.05	As of current quotes

- **Important Note on Admin Funds:** The grant award includes an additional $3,500 specifically allocated for Grant Administration. Per Iowa EECBG program rules, project activity and administration are treated as two distinct budget categories. These funds cannot be used to cover equipment or installation costs without a formal budget amendment approved by IEDA. The claim system (IowaGrants.gov) will restrict reimbursements to their specific categories.
- **IMU In-Kind Contribution:** In addition to the materials above, **Indianola Municipal Utilities (IMU)** is waiving **$6,180** in labor costs as a donation to the project.
- **Ongoing Costs & Long-Term Liability:** The City will retain full ownership of these assets. While the initial installation is grant-funded, the City assumes all long-term operational liabilities. Electricity costs and post-warranty maintenance can be partially offset by user fees (e.g., cost per kWh) set by the Council, but these fees are unlikely to cover full capital replacement costs.

  Specifically, after the prepaid 5-year period ends in 2031, the City will be responsible for:

  - **Annual Software Renewal:** Estimated at **$600 - $800 per year** to keep the stations online and processing payments.
  - **Hardware Maintenance:** Estimated at **$800+ per year** for parts and labor once the warranty expires.
  - **Administrative Burden:** Ongoing staff time from IT, Finance, Administration and Public Works will be required to manage weekly federal payroll audits (Davis-Bacon), tax reporting, and system troubleshooting. This operational overhead is not reimbursable and represents a hidden cost to the General Fund.

3. Technology Selection: Why ChargePoint?

The grant application specifically identified **ChargePoint CP6000** series chargers. While other manufacturers (e.g., Blink, Eaton, Flo) are available on the state contract, ChargePoint was selected for a specific technical advantage: **Universal "Omni Port" Compatibility.**

- **The Issue:** The EV market is currently split between two connector standards: the **J1772** (standard for most non-Tesla EVs) and the **NACS** (Tesla standard). Most public chargers only have J1772 plugs, forcing Tesla drivers to carry their own adapters.
- **The Solution:** ChargePoint's "Omni Port" technology integrates **both** connector types into the station's cable management system. A driver simply selects their vehicle type, and the station releases the correct plug automatically.
- **Future Proofing:** As the auto industry shifts toward the Tesla/NACS standard over the next few years, these stations will remain compatible with 100% of EVs on the road without requiring the City to retrofit plugs or manage loose adapters. This feature is unique to ChargePoint's newest commercial hardware and ensures the widest possible accessibility for Indianola residents and visitors.

4. Technology & Infrastructure

We are procuring **ChargePoint CP6000** series commercial chargers. These are industry-standard, ruggedized units widely used in municipal environments.

- **Level II Charging:** Provides ~25 miles of range per hour of charging (ideal for "park and shop" durations).
- **5-Year "No Worry" Package:** The grant pays upfront for a 5-year comprehensive warranty (parts & labor) and a 5-year software subscription. This insulates the City from operational costs through 2031.
- **Utility Infrastructure:** IMU is upgrading the grid connection at these sites, installing new **50 kVA transformers** to ensure the chargers have dedicated, reliable power without straining the existing downtown grid.

5. Revenue & Ongoing Operational Analysis

To determine the viability of this project beyond installation, Staff analyzed operational costs against potential revenue, using data from comparable Midwest municipalities and current energy rates.

Cost of Operation (Annual)

- Electricity (Usage): The primary variable cost. IMU's commercial rate is approximately $0.13 per kWh.

- Electricity (Fixed): IMU charges a base customer charge of $24.00 per meter/month. With two meters (one per site), this is a fixed annual cost of $576.00.
- Software/Network: Prepaid for 5 years. After 2031, renewal costs are estimated at ~$300 - $400 per port/year (based on current ChargePoint commercial rates).
- Maintenance: Prepaid for 5 years (Parts & Labor). After 2031, standard industry maintenance averages $400/year per Level 2 station.

Revenue Potential & Market Competitiveness

- **Market Benchmark:** Public Level 2 charging in the Midwest typically ranges from **$0.25 to $0.35 per kWh**. (Source: AAA EV Charging Price Index).
- **Recommended Fee:** A user fee of **$0.30 per kWh** is competitive for the region and would cover the cost of electricity ($0.13), the state excise tax ($0.026), and contribute ~$0.14/kWh toward a sinking fund for future maintenance.

Location Type	Typical Rate (per kWh)	Indianola Proposed
Home Charging (IMU)	~$0.127	N/A
Public L2 (Midwest Avg)	$0.25 - $0.40	$0.30 - $0.35
DC Fast Charging (Commercial)	$0.40 - $0.60+	N/A

Break-Even Analysis:

- Cost per kWh (Variable): $0.13 (Energy) + $0.026 (Tax) = $0.156/kWh.
- Net Margin per kWh: $0.30 (Fee) - $0.156 (Cost) = $0.144/kWh.
- Covering the Meter Fee: To cover the $576 annual meter cost alone, the stations need to dispense ~4,000 kWh per year (combined).
    - A standard Level 2 charger typically dispenses around 7.2 kW/hour.
    - Annual Requirement: 4,000 kWh per year (to cover the $576 meter fee).
        - Charging Rate: 7.2 kW per hour.
        - Calculation: 4,000 kWh / 7.2 kW ≈ 556 hours of active charging per year.
        - To cover this cost, you need about 1.5 hours of active charging per day (7x365) combined across all plugs (roughly 45 minutes per day, per station).
- Staff estimates moderate utilization will cover operational costs, but significant "profit" for capital replacement is unlikely in the near term.

Recommendation: Staff recommends setting an initial user fee of **$0.30 - $0.35 per kWh** to ensure the system is self-sustaining while remaining attractive to drivers.

To contextualize the proposed Indianola user fees, comparable public charging infrastructure in the greater Des Moines metro area.

Average Public Rate: $0.25 – $0.45 per kWh

Location	Charger Type	Network	Current Rate
City of Des Moines (Parking Garages)	Level 2	ChargePoint	$0.16/kWh + Parking Fees
Hy-Vee (Metro Locations)	Level 2	ChargePoint	$0.25/kWh
University of Iowa (Campus)	Level 2	ChargePoint	$0.43/kWh
Local Dealerships (e.g., Gabus Ford)	Level 2	Blink/Other	Varies / Customer / Sales

Note: Rates are subject to change by the site host. Many municipal locations subsidize the electrical cost to encourage downtown traffic, while commercial locations often charge higher rates to generate profit.

6. Legal Review & Key Agreement Terms

The City Attorney has reviewed the IEDA Grant Agreement and highlighted the following specific requirements and risks for Council awareness:

- **Repayment Risk (Section 6 & 13):** Any funds disallowed by an audit (e.g., for non-compliance) must be repaid to IEDA. Additionally, if the agreement is terminated, all unencumbered funds must be returned within one week.
- **Reimbursement Model (Section 8):** The grant operates on a reimbursement basis. The City must pay costs upfront, and claims cannot be submitted more frequently than monthly.
- **Performance Default (Section 11):** Failure to make "substantial and timely progress" is grounds for default.
- **Reporting & Records (Section 7 & 20):** The City must submit quarterly status reports and a final report within 60 days of completion. All project records must be retained for **three years**.
- **Liability (Section 33):** IEDA retains immunity from any liability or suit under this agreement.
- **Federal Mandates (Section 42 & 46):** The City must strictly comply with the **Davis-Bacon Act** (prevailing wages) and **Buy American** provisions (BABA). Failure to do so could trigger repayment clauses.

7. Council Action (December 15, 2025)

To formally launch the project, the City Council will consider two resolutions on December 15th:

- **Execute Grant Agreement:** Authorizes the Mayor to sign the contract with the Iowa Economic Development Authority (IEDA), accepting the award and agreeing to its terms.

7.1.A Resolution authorizing the Mayor to execute the Iowa Economic Development Authority Energy Efficiency and Conservation Block Grant contract for electric vehicle charging stations.

Background: On July 21, 2025, the City Council passed Resolution 2025-124 supporting the Indianola Sustainability Committee's application for an Energy Efficiency and Conservation Block Grant (EECBG). The City has since been awarded this grant by the Iowa Economic Development Authority (IEDA). The project scope involves installing two (2) dual-port Level II electric vehicle (EV) charging stations in the public parking lots adjacent to the downtown Square (West and South lots).

Discussion: This resolution authorizes the execution of Grant Agreement 25-ECBG-005 with IEDA. The grant provides up to $86,581 in reimbursable federal funds from the Bipartisan Infrastructure Law (BIL).

The project represents a collaborative effort to enhance city infrastructure:

i. **Procurement:** The City will utilize the State of Iowa master contract to procure "Build America, Buy America" (BABA) compliant ChargePoint units.
ii. **IMU Partnership:** Indianola Municipal Utilities (IMU) is providing the primary electrical infrastructure (transformers and wiring) and has waived $6,180 in labor costs as an in-kind donation.
iii. **Compliance:** The project requires strict adherence to federal regulations, including Davis-Bacon prevailing wage laws. Staff has established a compliance plan to meet these requirements by the target completion date of June 30, 2026.

Budget Impact: The total grant award is $86,581. The installation budget is fully funded through a combination of the grant, $1,000 in private pledges from local partners (DeYarman Ford and Gregg Young Buick GMC), and in-kind contributions from IMU. There is a remaining contingency of approximately **$84.05**.

Recommendation: Approve/Reject the resolution authorizing the Mayor to execute the Grant Agreement with the Iowa Economic Development Authority.

- **Adopt Conflict of Interest Policy:** A mandatory administrative step required by federal regulations (2 CFR 200.112) to ensure impartiality in spending federal funds.

7.2.B Resolution approving the conflict-of-interest disclosure policy required for the Energy Efficiency and Conservation Block Grant for electric vehicle charging stations.

Background: The Energy Efficiency and Conservation Block Grant (EECBG) is funded through the federal Department of Energy (DOE). As a condition of accepting these federal funds, recipients must comply with Title 2 of the Code of Federal Regulations (2 CFR 200.112), which mandates that the City establish a specific conflict-of-interest policy for the administration of the grant.

Discussion: To ensure the integrity of the procurement process, the IEDA requires the City to adopt a Conflict-of-Interest Disclosure Policy specific to this award. This policy requires any officer, employee, or agent of the City involved in the selection, award, or administration of this contract to disclose any real or apparent conflicts of interest.
Adopting this policy is a mandatory administrative step to unlock the grant funding and register the City in the federal reporting systems. It ensures that all procurement decisions—specifically regarding the selection of charging station vendors and contractors—are made impartially and in accordance with federal law.

Budget Impact: There is no financial cost to adopting this policy. However, failure to adopt it would result in non-compliance with the grant terms, jeopardizing the $86,581 in grant funding.

Recommendation: Approve/Reject the resolution adopting the conflict-of-interest disclosure policy for the EECBG program.

8. Implementation Timeline & Work Plan

City Staff has developed an accelerated timeline to complete the project by the end of Fiscal Year 2026.

- **Phase 1: Administration (Dec 2025)**
  - Finalize agreements and register in federal reporting systems (IowaGrants.gov, LCPTracker).
  - Upload compliance policies (Procurement, Conflict of Interest).
- **Phase 2: Procurement (Jan - Feb 2026)**
  - Secure "Build America, Buy America" (BABA) waivers and certifications.
  - Execute contract with **District Fleet, LLC** via the **State of Iowa Master Contract**.
- **Phase 3: Construction (Mar - June 2026)**
  - **IMU:** Installs transformers and primary wiring.

    - **Contractor:** Pours concrete pads, mounts chargers, and activates software.
    - **City Staff:** Manages weekly federal payroll reporting (Davis-Bacon compliance) and quarterly state reporting.
- **Phase 4: Go-Live (June 2026)**
    - Register as "Electric Fuel Dealer" with **Iowa Department of Revenue**.
    - Stations open to the public.

9. Regulatory Compliance

Accepting federal funds requires significant administrative overhead. City Staff (IT & Finance) will manage the following strict requirements to prevent funding clawbacks:

- **Davis-Bacon Act:** Enforcing prevailing wage rates for all contractors and auditing weekly certified payrolls.
- **Build America, Buy America (BABA):** Ensuring all steel, iron, and manufactured products are produced in the U.S.A.
- **Electric Fuel Excise Tax:** Implementing systems to report and remit the state's $0.026/kWh tax on EV fuel to the Iowa Department of Revenue.

10. Conclusion & Staff Perspective

While this grant provides a unique opportunity to enhance downtown amenities with minimal direct capital cost, it is not without operational challenges.

The project budget is balanced but **extremely tight**, with a contingency of less than $100. Any unforeseen construction issues or material price increases will require General Fund support. Furthermore, the administrative burden spanning weekly federal payroll audits, complex procurement certifications, and new tax reporting requirements, will demand significant staff hours from IT, Finance, and Administration.

City Staff has completed the necessary due diligence to ensure the project *can* be executed compliantly and within the current funding envelope. Should the Council wish to proceed with this amenity for Indianola residents and visitors, Staff is prepared to manage the implementation.

Frequently Asked Questions (FAQ)

Why not just use the charger at the car dealership?

- While some local dealerships have chargers, access and pricing vary significantly. Often, these stations are restricted to customers of that specific dealership (e.g., people buying a car or getting service) and are not reliable options for the general public. The City's chargers will be open to everyone, 24/7, with consistent and transparent pricing.

Will this project cost the taxpayers anything?

- For the installation, the answer is effectively no. The $86,581 grant, combined with $1,000 in private donations and IMU's in-kind contribution, covers the entire capital cost. However, the City will be responsible for ongoing electricity and maintenance. We plan to offset these costs by charging a user fee (e.g., $0.30/kWh), hopefully making the project self-sustaining over time.

Why are we charging a fee? Can't it be free?

- Providing "free fuel" would mean subsidizing EV drivers with general tax dollars. By charging a fee, we ensure that the people using the service pay for the electricity they consume, plus a small margin to build up a fund for future repairs. This protects the General Fund and follows the user-pays model common in municipal utilities.

What happens if the chargers break?

- The grant includes a prepaid 5-year warranty that covers parts and labor. This means the City shouldn't face unexpected repair bills until at least 2031. After that, the accumulated revenue from user fees should help cover maintenance costs.

Is this a "fast charger" like on the highway?

- No. These are Level 2 chargers. They add about 25 miles of range per hour, which is perfect for "destination charging", parking while you shop, dine, or visit the Square. They are not designed for the 20-minute "fill-ups" you see at highway rest stops (Level 3/DC Fast Chargers), which are significantly more expensive to install and operate.

Can the City sell or close the chargers later if they aren't used?

- There is no explicit "minimum operation period" in the contract, but federal regulations effectively lock us in. We must retain all project records for 3 years after the grant closes. Furthermore, federal rules generally require grant-funded equipment (valued over $5,000) to be used for its intended purpose for its useful life. Closing or selling the stations prematurely would likely trigger a repayment obligation to the federal government. The City should plan to operate these units for at least the 5-year warranty period.

10.5 Cost breakdown appendix:

ITEM DESCRIPTION	VENDOR	COST	SOURCE	NOTES\
Grant Award (Equipment & Install)	IEDA	$83,081.00	Grant	Max reimbursement
Grant Award (Administration)	IEDA	$3,500.00*	Grant	Reserved for admin time/reporting
Private Pledges	DeYarman ($500) / Gregg Young ($500)	$1,000.00	Donation	Cash contribution
		$87,581.00		
Dual-Port Charger Hardware (West)	District Fleet	$13,495.00	Grant	
Dual-Port Charger Hardware (South	District Fleet	$13,495.00	Grant	
Freight	District Fleet	$450.00	Grant	
5-Year Commercial Cloud Plan	District Fleet	$6,560.00	Grant	software
5-Year Assure Warranty	District Fleet	$3,400.00	Grant	warranty
Activation & Cable Mgmt Kits	District Fleet	$590.00	Grant	
Installation Services (South Lot)	District Fleet (Baker Electric)	$16,211.25	Grant	Includes labor/conduit/pads
Installation Services (West Lot)	District Fleet (Baker Electric)	$20,815.50	Grant	Includes labor/conduit/pads
DISTRICT FLEET TOTAL		**$75,016.75**		Matches PDF Quote
Transformer 50kVA (South Lot)	IMU	$3,327.51	Grant	
Transformer 50kVA (West Lot)	IMU	$3,327.51	Grant	
CT Metering & Primary Wire (South)	IMU	$1,182.79	Grant	
CT Metering & Primary Wire (West)	IMU	$1,142.39	Grant	Material cost only
IMU MATERIALS TOTAL		**$8,980.20**		Does not include waived labor
TOTAL PROJECT MATERIALS & LABOR		$83,996.95		Total Expenses
TOTAL AVAILABLE FUNDING (Grant + Pledges)		$87,581.00		Includes Admin Funds ($3500)
ESTIMATED remainder all contracts		$3,584.05		
Administration fees only		-$3,500.00*		See Note
Remainder to cover any contingencies		**$84.05**		
***Note:**				

Project Activity Amount: $83,081.00
Grant Administration Amount: $3,500.00

- Iowa EECBG grants (this program) treat project activity and administration as two distinct budget categories.
- The application and award will tie the City to spending according to those categories.
- When submitting claims in IowaGrants.gov, the claim system will only allow reimbursement under the category that matches the cost.
- Shifting administration funds into project costs would require a budget amendment approved by IEDA

MEMORANDUM

To: Mayor and City Council

From: Courtney Silliman, Human Resources and Risk Management Director

Date: December 8, 2025

Subject: Memorandum

Introduction: The City engaged MGT, formally GovHR, to conduct a Classification and Compensation study to ensure internal and external equity and market competitiveness. The council adopted recommendations of the Classification and Compensation study in January 2023. We are midway through the five-year compatibility of this plan and wanted to take the opportunity to educate council on our current administration of the compensation plan.

Background:

Comparable City Criteria
Seven criteria used to find comparable cities for external equity:

1. Population Comparable Jurisdictions for Data Purposes
2. Median household income
3. Total evaluation
4. Property tax revenue
5. Total expenditures
6. Salaries and wages paid
7. Proximity to Indianola

Comparable Jurisdictions for Data Purposes

Criterion	Total Possible Points	Factor Weight
1. Population	15	15%
2. Median Household Income	10	10%
3. Total Valuation	15	15%
4. Property Tax Revenue	15	15%
5. Total Expenditures	15	15%
6. Salaries and Wages Paid	15	15%
7. Proximity	15	5%
	100	100%

Total Compatibility
Eleven (11) communities with a total compatibility score of 70 points or greater were deemed to be most comparable to the City based seven criteria listed on previous slide. The list of the eleven (11) chosen comparable cities include: Altoona, Newton, Pella, Clive, Norwalk, Pleasant Hill, Grimes, Oskaloosa, Waukee, Marshalltown, and Ottumwa.

In addition, the Council requested market data be collected from larger communities that are competitors in the marketplace: Ankeny, Urbandale, West Des Moines, and Des Moines. These communities are considered a comparable community for compensation range data. Wage ranges were developed based on the 11 most compatible cities and four larger competing cities. All comparable cities are surveyed for COLA data annually.

Top Comparable 70+ Points

City	Population	Max. Points	Median HH Income	Max. Points	Total Valuation	Max. Points	Prop. Tax Revenue	Max. Points	Total Exp.	Max. Points	Salaries Paid	Max. Points	Proximity	Max. Points	Total Points
Indianola	15,833	15	62,761	10	644.77	15	7.79	15	79.45	15	8.56	15	0	15	100
Altoona	19,566	15	79,482	10	1,330.87	7	10.67	15	65.13	15	9.84	15	25.2	15	92
Pella	10,464	11	75,848	10	632.89	15	6.20	15	82.61	15	7.70	15	37.9	11	92
Newton	15,760	15	48,417	10	547.57	15	8.12	15	48.51	11	9.45	15	49.8	11	92
Pleasant Hill	10,147	11	74,612	10	690.85	15	5.73	15	39.95	11	4.76	11	19.0	15	88
Grimes	15,392	15	89,113	10	1,045.71	11	11.01	15	60.72	15	4.41	11	33.6	11	88
Norwalk	12,799	15	83,241	10	616.34	15	7.41	15	29.75	3	5.27	11	13.7	15	84
Marshalltown	27,591	11	54,778	10	927.82	15	12.36	11	77.21	15	12.54	15	68.1	7	84
Ottumwa	25,529	11	42,418	10	625.01	15	13.88	11	72.52	15	11.23	15	74.2	3	80
Clive	18,601	15	107,268	7	1,626.71	3	16.15	7	58.60	15	10.83	15	27.1	15	77
Oskaloosa	11,558	15	49,856	10	368.65	11	4.96	11	47.96	11	4.10	7	49.8	11	76
Waukee	23,940	11	94,371	7	1,430.11	7	16.42	7	93.03	15	10.22	15	35.2	11	73

Compensation Range, Grade, & Step

Compensation range at the 50th percentile, allowed the City to remain competitive but not too aggressive. Our Classification and Compensation Plan consists of twelve (12) pay grade levels; one (1) being lowest and twelve (12) being highest and is broken down into the following four (4) bands and provided internal equity by position:

Grade 1: Administrative Support
Grades 2 – 4: Administrative and Technical
Grades 5 – 8: Supervisors and Advanced Technical
Grades 9 – 12: Directors and Senior Managers

Table 2 - Comprehensive Table

Job Title	New Grade	Skill Level	50th Percentile Salary Survey Data		Current Salary Range		Proposed Salary Range 50th Percentile	
Directors and Senior Managers								
Fire Chief	11	750+	116,514	161,485	116,095	134,587	113,558	153,427
Police Chief			116,514	161,486	116,095	134,587		

Table 3 - Pay Ranges

50th Percentile - Proposed Pay Ranges										
Administrative Support *35% Range Spread with a 3.4% increase between each Step.*										
Grade	Minimum - Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Maximum - Step J
1	32,500	33,605	34,748	35,929	37,151	38,414	39,720	41,070	42,467	43,910

The defined step increment plan has ten steps to progress from the minimum to the maximum with a 3.4% increase between each step. Employees are advanced through the steps based on an annual satisfactory performance evaluation. Ten-step model is not overly aggressive, but right in the middle.

The Defined Increment Plan allows maximum flexibility for the City relative to recruitment and funding as employees can be hired within the range at a specific step. Given Indianola's goal to recruit, reward and retain motivated, high-performing employees, the Defined Step Increment was approved and implemented.

Classification Plan Development

A thorough job evaluation is conducted to score the position not the incumbents' qualifications, performance or years of service. (IE: As new positions are added or current positions are reevaluated, the job description is reviewed and/or updated and the position is scored using the job evaluation tool to ensure valid determinates are considered for each position and the position is properly scored). Nine (9) factors were and continue to be used for the classification of Indianola's positions for internal equity using the job evaluation tool:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

Annual Administration

HR maintains the classification and compensation documents using the valuable tools provided by GovHR (now MGT).

HR conducts an ongoing review of comparable cities to obtain the cost of living adjustment (COLA) wage increases. This information provides council with an average COLA to consider when budgeting.

HR annually reviews and maintains the classification and compensation plan to ensure external equity and to remain competitive with the market.

The study approved in 2023 has five years of compatibility. We are in year three of five.

Discussion: Future Administration: Council can choose to continue under our current compensation plan until FY28.

Council can choose to fund another study and consider removing the four larger cities, which would cost approximately $12,000.

Budget Impact: Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the defined steps would be done on an annual basis on an employee's anniversary and be dependent on a satisfactory performance evaluation.

Recommendation: Staff recommends using the Midwest CPI with a cap as the basis for the annual cost of living adjustment as well as Council feedback, discussion, and questions.

Attachments: 1. 001 Final Report - Indianola, IA - January 2023

City of Indianola

CLASSIFICATION AND COMPENSATION STUDY

FINAL REPORT

January 2023

Table of Contents

TABLES

APPENDICES

I. INTRODUCTION

GovHR USA, LLC (GovHR) is pleased to have had the opportunity to work with the City of Indianola on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR understands the high expectations that have been established in Indianola for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

A. Scope of Work

The scope of work called for GovHR to carry out the following:

Job Evaluation Analysis and Job Classification System

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings**. Met with the City Manager and Director of Human Resources to discuss Study methods and expectations, and to review the current Classification and Compensation Plan and organizational structure.
- **Material distribution**. Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and to explain the scope and purpose of the Study. Employees were allowed about ten (10) days to complete the questionnaire. The completed questionnaires were then reviewed by each employee's Supervisor and/or Department Head and City Administration. The JAQs were returned to GovHR within approximately three (3) weeks of distribution.

- **Determined comparable communities and collected compensation data.** GovHR, along with the City, determined a logical survey sample of "like" communities that impact the compensation market of Indianola. Then, GovHR designed and sent out the survey for the positions and benefits covered in the Study.
- **Job Evaluation Analysis and Establishment of a Classification Plan**. Upon return of the JAQs by the City, GovHR performed the following:
  - Read each JAQ and corresponding Job Description in its entirety.
  - Conducted virtual interviews with at least one (1) employee in each position covered by the Study to further understand the scope of duties and responsibilities of the position.
  - Applied a measurement system of Job Evaluation Factors to all positions, which formed the basis for internal rankings (equity) of positions.
  - Upon completion of the Job Evaluation measurements, a new Classification Plan was developed.

Salary and Benefit Survey

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the City of Indianola to the salary ranges of its comparable communities. Prepared comparison calculations at the 50th, 60th, 65th, 75th and 80th percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the City and the gathered data, developed salary ranges that would establish Indianola as a payer at the 50th percentile of the salary data from the comparable communities.
- Based on the above data, developed, and recommended new salary schedules and recommended new Job Titles for some positions.
- Analyzed and summarized the benefit information.

Draft and Final Report Preparation

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the City. Feedback from City Administration was reviewed and incorporated into the recommendations.
- A draft report was prepared by GovHR and sent electronically to the City.
- A presentation of these draft findings was conducted for the City Council.
- This final report has been prepared and transmitted electronically.

II. EXECUTIVE SUMMARY

A Classification and Compensation Study encompasses a significant amount of information that can be time consuming to condense and organize into an abbreviated format. Therefore, GovHR has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings and recommendations of this Study. The purpose of a well-designed Classification and Compensation Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the City. Second, it assures external equity/competitiveness by comparing the compensation of Indianola employees against market data.

A. Internal Equity - Classification Plan Development

The Study developed a new Classification Plan for approximately forty (40) non-union positions in the City. In addition, GovHR collected data and analyzed an additional ten (10) union positions. The union positions are not included in the Classification Plan but the detailed salary data for the union positions is included in Appendix C. The first step in establishing internal equity is completing a Job Evaluation. The Job Evaluation included the completion of a questionnaire by all employees covered in the Study and interviews with at least one (1) employee working in each position covered by the Study (see Appendix A). Upon the completion of those tasks, the Consultants assigned a numerical value to each position so that like positions within the organization would be grouped together in a classification to produce an internal equity hierarchy. Nine (9) factors were used for the evaluation of Indianola's positions:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

The product of this internal ranking is shown in Table 1, which lists the City's positions with their numerical Job Evaluation score, also known as a Classification Plan. The higher the Job Evaluation Score, the higher the position is within the Classification Plan.

B. Job Title Changes

After conducting the Job Evaluation noted above, the Consultants observed some inconsistencies with the market and the actual duties assigned to some positions. Therefore, the following Job Title changes have been recommended based on clarification of duties and market trends.

Current Title	Proposed New Title
Administrative Bookkeeper	Accounting Specialist
Administrative Clerk/Deputy Clerk	Deputy City Clerk/Finance Assistant

C. External Equity – Market Competitiveness

The next component of the Classification and Compensation Study involved establishing external competitiveness. A group of communities comparable to the City was established. The Consultants started with Cities and Villages with a population between 5,000 and 40,000 in the following Counties: Warren, Marion, Lucas, Clarke, Madison, Dallas, Polk, Jasper, Decatur, Wayne, Monroe, Union, Adair, Mahaska, Poweshiek, Guthrie, Boone, Story, Marshall, Appanoose, Greene, Ringgold, Adams, Cass, Keokuk and Wapello. After that, a specific set of comparison criteria (e.g., median household income, total valuation, property tax revenue, etc.) was applied to each community (see Appendix B). Based on the results of this analysis, eleven (11) communities with a total compatibility score of 70 points or greater were deemed to be most comparable to the City. The full list of the eleven (11) chosen comparables is listed below.

Altoona	Newton	Pella
Clive	Norwalk	Pleasant Hill
Grimes	Oskaloosa	Waukee
Marshalltown	Ottumwa	

In addition, the City also requested to collect some market data from a couple of larger communities that are competitors in the marketplace: Ankeny, Urbandale, West Des Moines, and Des Moines.

Salary Data

GovHR then prepared and distributed a salary survey to the comparable communities. All of the communities, except Ottumwa, responded to the survey either by directly responding to the survey or supplying GovHR with a copy of their pay plan/structure. The salary summary results can be found in Table 2 and the detailed salary data can be found in Appendix C. To provide external competitiveness for the City's salaries, the salary ranges derived from this data collection were used to help establish the proposed Compensation Plan. In some cases where there was not enough salary range data, actual salaries were used. The recommended pay ranges are contained within Table 3 of the report.

Proposed Classification and Compensation Plan

The goal of this Study was to recommend a Classification and Compensation Plan that is internally equitable and externally competitive. To accomplish this, a Compensation Plan was developed using the 50th percentile comparison of the salary ranges that were acquired through the salary survey. The resulting Classification and Compensation Plan consists of eleven (11) pay grades; one (1) being lowest and eleven (11) being highest and is broken down into the following four (4) bands:

Grade 1: Administrative Support
Grades 2 – 4: Administrative and Technical
Grades 5 – 8 Supervisors and Advanced Technical
Grades 9 – 11: Directors and Senior Managers

There is a 10% gradation between Grades 2 – 4; a 11.5% gradation between Grades 5 – 8; and a 5% gradation between Grades 9 – 11. All grades have a 35% range spread from minimum to maximum with a defined step increment of 3.4% to get from the minimum (Step A) to the maximum (Step J).

Future Administration of the Classification and Compensation Plan

Within the body of this report, GovHR has outlined how the City can maintain the Classification and Compensation Plan. GovHR will supply the City with a User's Manual and all associated documents to maintain the Classification and Compensation Plan and the steps to ensure the City remains competitive with the market in the years to come.

III. JOB EVALUATION

GovHR's approach to Job Evaluation involves a quantitative point and factor comparison method, which cross-compares all positions in the organization against numerous factors such as educational requirements, experience, work conditions, etc. Therefore, all jobs in each organizational unit (e.g., Police, Administration, Finance, etc.) may be compared against each other, based upon the same factors.

In conducting the Job Evaluation exercise, it must be emphasized that the position, and not the incumbent's qualifications, performance, or years of service in the position, is evaluated. An incumbent employee may feel he/she should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel he/she does more tasks than a similar employee in another Department, but these are not valid determinants for a position.

Before reviewing the results of the evaluation of the positions, it is important to note that the purpose of a Job Evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization, based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison. The nine (9) factors used for the evaluation of Indianola's positions are as follows:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

As part of the Job Evaluation process, the duties, responsibilities, and qualification requirements for each position were reviewed via a thorough reading of the incumbent's current job description and a Job Analysis Questionnaire (JAQ) completed by each employee (Appendix A). In addition, GovHR conducted interviews with at least one (1) employee in each of the positions covered by the Study. Points were then assigned to each factor by selecting the description that best fit the appropriate level of compliance. In other words, a position that requires a master's degree would receive more points under the "Preparation and Training" factor than positions that did not require this advanced degree. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable Job Factor Analysis (JFA) scores. Table 1 contains the Classification Plan, including the Position Title, the Proposed New Title (if applicable), the JFA Score, Skill Level and proposed Grade for the evaluated positions.

As part of the service provided in the Compensation Study, GovHR makes Job Title change recommendations to either reflect a better description of the job being performed or to be consistent with trends in the organization or the marketplace. Based on this, GovHR recommends the following Job Title changes:

Current Title	**Proposed New Title**
Administrative Bookkeeper	Accounting Specialist
Administrative Clerk/Deputy Clerk	Deputy City Clerk/Finance Assistant

IV. THE CLASSIFICATION PLAN

A Classification Plan provides for a systematic arrangement of positions into classifications. A position, often referred to as a job (e.g., Office Assistant), contains a specific set of duties and responsibilities and that is the objective of the classification process – not the person currently holding that job. A classification is a grouping of positions which have similar levels of knowledge, skills and abilities needed to perform the job. The positions are also similar in nature of work, level of work difficulty and responsibilities. Positions allocated to the same classification are sufficiently similar with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical, they can be in different departments, dealing with different subject matters and performing different duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the Classification Plan. As noted in the previous section, a Job Evaluation and Classification Plan is not intended to assess individual performance. To that end, a position that belongs in a certain classification is not entitled to be placed in a higher classification simply because the individual performs with a high degree of success and efficiency, nor is it placed in a lower classification simply because the incumbent performs with low competence or productivity. Variations in individual performance are not recognized by differences in classifications, instead they are management issues. Similarly, there is a tendency in some work forces to use the Classification Plan to reward longevity, even though the duties and responsibilities of individual positions may not have changed over time. Longevity is not a classification factor and the Classification Plan should not be used in this manner.

As an assessment of duties performed and of responsibilities exercised, a Classification Plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the Compensation Plan and helps management identify positions which have taken on (or in some cases reduced) duties and responsibilities. Through proper maintenance of the Classification Plan, employees are assured of management's continuing concern about the nature of work that they carry out and its reward in the form of appropriate pay levels and relationships. The Classification Plan also provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders as well as opportunities for lateral career development are also evidenced by the logical grouping of allied occupational classifications and hierarchies.

V. SALARY AND BENEFIT DATA

The City initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. The Job Evaluation System (outlined in Section III) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

A. Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Indianola.

To determine which municipalities should be used for survey purposes, GovHR first considered all Cities and Villages with a population between 5,000 and 40,000 in the following Counties: Warren, Marion, Lucas, Clarke, Madison, Dallas, Polk, Jasper, Decatur, Wayne, Monroe, Union, Adair, Mahaska, Poweshiek, Guthrie, Boone, Story, Marshall, Appanoose, Greene, Ringgold, Adams, Cass, Keokuk and Wapello. Then, GovHR applied the following criteria:

Criterion	Total Possible Points	Factor Weight
1. Population	15	15%
2. Median Household Income	10	10%
3. Total Valuation	15	15%
4. Property Tax Revenue	15	15%
5. Total Expenditures	15	15%
6. Salaries and Wages Paid	15	15%
7. Proximity	15	5%
	100	100%

Within each of the seven (7) categories, ranges of compatibility were established. For example, the closer a community was to matching the Indianola's estimated population, the closer the community would be to receiving the maximum of fifteen (15) points. A community whose population was significantly larger or smaller than City's population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the City of Indianola. A community with zero (0) points was therefore determined to be the least comparable to Indianola. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix B.

Based on the results of this analysis, eleven (11) communities with a total compatibility score of 70 points or greater were deemed to be most comparable to the City. The full list of the eleven (11) chosen comparables is below.

Altoona	Newton	Pella
Clive	Norwalk	Pleasant Hill
Grimes	Oskaloosa	Waukee
Marshalltown	Ottumwa	

In addition, the City also requested to collect some market data from a couple of larger communities that are competitors in the marketplace: Ankeny, Urbandale, West Des Moines, and Des Moines.

B. Salary Survey

The Consultants then prepared and distributed a salary survey to the comparable communities. All of the communities, except Ottumwa, responded to the survey or supplied GovHR with a copy of their current pay plan/structure. Table 2 is a summary of the benchmark salary survey data. The detailed salary survey data for each position is contained in Appendix C.

It is important to make a few of observations regarding Table 2 and Appendix C.

1) The salary data is information that was available as of August – September 2022. The new recommended salary ranges for the City were developed using this salary data from the comparable communities.
2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don't utilize salary ranges as part of their pay

plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50th, 60th, 65th, 75th and 80th percentiles to identify wage ranges for "average" and "above average" payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.

3) Data contained within Appendix C has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the salary survey has two worksheets associated with it in Appendix C, then data was removed. The second data sheet will have the word "Edited" after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

C. Appraisal and Use of Salary Data

While comparing Indianola's current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare "like" positions within organizations.
2) Some employers place a different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.
3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work. Of equal importance, however, are the internal relationships for the various positions that were accomplished in the Job Evaluation portion of this Study.

D. The Benefits Survey and Findings

A review of the benefits offered in Indianola versus the comparable communities shows that the City's benefits are competitive with the other entities surveyed. However, there are some differences that are noted below:

Health, Dental, Vision and Life Insurance

Health Insurance: Indianola offers a High Deductible PPO Plan. Most comparable communities offer a PPO Plan or a couple of different plan options. The average employee premium percentage for employee only coverage is 9.14% and Indianola is just above the average at 13%. The average employee premium for employee + one coverage and family coverage is 10.94% and 10.32%; and Indianola is right above that at 13%. Indianola also contributes to employees' HSA accounts. Normally the contribution is $1,200 but this year it is $2,400.

Dental coverage varies significantly between each community. Some communities cover 100% of the cost and some communities have the employees pay 100% of the cost. In addition, some communities have it built into their health insurance premium. The average employee premium percentage is 14.35%. Indianola is above the average at 27% of the premium for employee only coverage.

Vision coverage is similar to Dental whereas is varies significantly by community. Most communities require employees to cover 100% of the costs. The average employee percentage for vision coverage is 43.35% and Indianola is under the average at 30%.

All communities offer some level of life insurance coverage. Most communities offer $50,000 or 1.5x salary up to a certain amount. In Indianola, the City covers $15,000 for union employees and $45,000 for non-union employees.

Paid Time Off

The average Holiday Days granted per year is 10 days and Indianola is right below the average at 9 days per year.

The average Personal Days granted per year is 1.55 days and Indianola is above the average at 2 days per year.

The average Sick Days granted per year is 10.42 days and Indianola is above the average at 12 days per year. Some communities offer a sick leave payout upon retirement or years of service. See Appendix D for specific information relating to this payout.

To analyze Vacation Time, GovHR breaks it down into the following years 0-5 Years of Service, 6-9 Years of Service, 10-14 Years of Service, 15-20 Years of Service, and 21+ Years of Service. Indianola is above the average for 0-5 years of service but slightly below the average for the remaining years of service. For instance, the average for 15-20 years of service is 22.6 and Indianola is at 20 days.

GovHR also asked questions relating to uniform allowance, longevity, educational bonus/reimbursement, and supplemental pay. Each community handles these very differently. See Appendix D for more information. Appendix D contains tables summarizing the detailed data related to the benefits survey.

VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS

A. Development of the Compensation Plan

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve this goal, there must be a reasonable and widely accepted model of Job Factors upon which the Compensation Plan rests. Application of this model was the purpose of the Job Evaluation aspect of this Study. The Plan presented in this report is designed to accomplish the Study goals by:

1) Providing for equal compensation for work of equivalent job content and responsibility.
2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

B. Compensation Plan Options for the City's Consideration

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three (3) different Compensation Plans:

1) Defined Increment Plan: This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
2) Open Range Merit Plan: This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by City Administration.
3) Blended Merit Plan: This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with this method of compensation. Mid to lower-level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each Plan are summarized below.

Defined Increment Plan

Advantages

City: A Defined Increment Plan has the advantage of creating financial predictability because it is easier for management to predict and plan for salary increases on an annual basis.

Employees: Employees like a Defined Increment Plan because it offers security and predictability for advancement through the range. Another advantage of this Plan is that it offers a high degree of internal equity and fairness – the expectation that fellow workers in this Plan are all being treated the same.

Disadvantages

City: The City may feel that a Defined Increment Plan simply rewards compensation increases on a routine basis. However, by tying the increase to a satisfactory performance evaluation, the City can be assured that only employees with acceptable performance will receive a salary increase.

Employees: Employees may feel unmotivated to perform at an above average or at a superior level, knowing their salary increase amount is pre-determined. One way to remove this negative notion is to allow an employee with a superior performance evaluation to get a two (2) increment increase. This, however, would be the exception and not the rule. Most employees would be considered “average” performers and receive a one (1) increment increase.

Open Range Merit Plan

Advantages

City: The Open Range Merit Plan tends to motivate employees to perform at a higher level, thereby achieving greater production/benefit for the City. This Plan also enables the supervising authority to reward high-performing employees with a salary increase greater than a defined increment.

Employees: Employees who are high performers like working under this Plan as they can earn a higher percentage salary increase.

Disadvantages

City: Anticipating the cost of merit increases has less financial predictability, as it is not always possible to know how many employees will be high performers in any given year. However, the City can fund a "merit increase pool" for all Open Range Merit Plan employees to receive an average percentage (i.e., a 2-3% increase), knowing that some employees will receive less (or no) increase and some employees will earn more.

Employees: An Open Range Merit Plan can create a perceived inequity regarding how individuals are granted salary increases. It is incumbent upon management to use an equitable performance evaluation system when implementing this Plan. It is also incumbent on management to ensure that the performance evaluation system is applied fairly and that supervisors receive appropriate training on conducting the evaluation and using the evaluation tool properly.

Blended Merit Plan

There are positives and negatives for both Defined Increment and Open Range Merit Plans. However, it is also possible to design a pragmatic salary system that uses elements of both Defined Increment and Open Range Merit Plans. It is becoming increasingly common for organizations to have a Blended Merit Plan for various levels of positions that reflects the particular circumstances and culture of the organization. A Plan of this type is customizable to the needs of the organization. It is also the preferred Plan for organizations that are transitioning from a Defined Increment Plan to an Open Range Merit Plan. The following is one example of a Blended Merit Plan:

Exempt: All exempt employees are in an Open Range Merit Plan.

Non-exempt: Non-exempt employees are in a Blended Merit Plan. In this Plan, salary ranges begin at the minimum with, for example, three (3) defined increments and then transition into an open range. The initial increment of the assigned range is intended as the normal hiring/promoting rate. Increments two (2) and three (3) would be awarded upon successful completion of the employee's initial evaluation period and/or after another period that is set by the City (e.g., increment two (2) after the initial evaluation and increment three (3) after an additional year of employment.) After that, the employee may advance through the open range as a result of a successful performance evaluation.

C. Recommendation: Defined Step Increment Plan

GovHR is recommending that the City adopt a Defined Step Increment Plan, similar to their current structure but with ten (10) steps to get from the minimum to the maximum and a 3.4% increase between each step. Employees are advanced through the steps based on an annual satisfactory performance evaluation. The Defined Increment Plan allows maximum flexibility for the City relative to recruitment and funding as employees can be hired within the range at a specific step. Given Indianola's goal to recruit, reward and retain motivated, high-performing employees, the Defined Step Increment has been selected for recommendation.

D. Pay Philosophy and Proposed Compensation Plan

An important component in the process of developing a Compensation Plan is understanding and applying a pay philosophy. GovHR worked with the City to develop a pay plan at the 50^{th} percentile of the market salary data.

Proposed Compensation Plan and Structure

The next step in this process is to combine the JFA scores included in Tables 1 and 2 with the proposed salary ranges in Table 3. The Classification and Compensation Plan consists of eleven (11) pay grades; one (1) being lowest and eleven (11) being highest and is broken down into the following four (4) bands:

Grade 1: Administrative Support
Grades 2 – 4: Administrative and Technical
Grades 5 – 8 Supervisors and Advanced Technical
Grades 9 – 11: Directors and Senior Managers

There is a 10% gradation between Grades 2 – 4; an 11.5% gradation between Grades 5 – 8; and a 5% gradation between Grades 9 – 11. All grades have 35% range spread from minimum to maximum with ten (10) defined step increments (Step A – Step J). Each step has a 3.4% increase.

Note: Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade. In this case, the starting compensation for employees in Grade 3 is 10.5% higher than Grade 2 and so on. The gradation will vary depending upon the relationship between the salary data for the grade, the number of grades in the compensation band and the established compensation range.

Table 2 combines all of the classification and compensation data at the 50th percentile. Table 2 shows all non-union positions. The salary data sheets for the union positions have been provided in Appendix C, but union rates will be negotiated separately with the union based on contract.

Implementation and Administration of the Compensation Plan

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the City can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the City to adopt and only occurs one time, at the implementation of the new Classification and Compensation Plan. If the City wishes to consider such a program, an example is illustrated below:

Service	**Adjustment**
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

Employee Advancement through the Ranges

To implement the new Compensation Plan, GovHR recommends that the starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:

1) Applicants with exceptional background and qualifications.
2) A promotion in which the employee's current compensation is higher than the minimum of the new range.
3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the City's policies (if applicable). Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the defined steps would be done on an annual basis and be dependent on a satisfactory performance evaluation. I

The City may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum compensation for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance evaluation each year. This payment should not be worked into the base salary. It can be in the form of a lump sum payment that is a set amount calculated each year and the same for all employees, such as $500 for meeting expectations and $1,000 for exceeding expectations. Another option is to calculate a percentage of the employee's base compensation and provide a lump sum payment equivalent to that amount, such as 1% for meeting expectations and 2% for exceeding expectations.

E. Future Administration of the Compensation Plan

To maintain competitive salary levels there should be an annual review of the City's salary ranges. The communities used in the survey group for this Study have been determined to be comparable jurisdictions to the City. Therefore, Indianola can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of August – September 2022. It is GovHR's recommendation that an annual survey of these communities be conducted to determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The City may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of GovHR that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a step increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the City review the compatibility of the municipalities after five (5) years.

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into classifications. Instead, the Plan must be administered continually to adapt it to changing conditions.

Three (3) specific types of changes in the Plan itself are possible: abolition of a position, creation of a position, or a revision of a position.

1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be

accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.

3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and move up or down into a new classification.

All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the classification relationships established in the Classification and Compensation Plan. City Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the City to grade a newly created or revised position. GovHR provides scoring assistance in such cases free of charge for one (1) year after the delivery of this report.

F. Appreciation

GovHR has appreciated the opportunity to work with the City of Indianola on this Classification and Compensation Study. A special thank you to the employees for all of the information provided to allow for the analysis and to the City Manager and Director of Human Resources for the significant amount of work and support dedicated to the project.

Current Job Title		Grade	Skill Level
Directors and Senior Managers			
Fire Chief		11	750+
Police Chief			
Public Works Director			
Finance Director		10	700-745
			45 Points
Captain		9	650-695
Community and Economic Development Director			45 Points
Director of IT			
Human Resources Director			
Library Director			
Parks and Recreation Director			
WPC Superintendent			
Supervisors and Advanced Technical			
Fire Captain		8	600-645
Fire Training Captain			45 Points
Lieutenant			
Assistant Finance Director/City Clerk		7	550-595
Building Official			45 Points
Sergeant			
Horticulturist Supervisor		6	500-545
Parks Supervisor			45 Points
Associate Planner		5	450-495
Firefighter-Paramedic			45 Points
Marketing Coordinator			
Administrative and Technical			
Adult Services Librarian		4	400-445
Children's and Family Services Librarian			45 Points
Code Enforcement Officer			
IT Technical Support			
Recreation Coordinator - Aquatics			
Recreation Coordinator - Sports and Wellness			
Teen Services and Marketing Librarian			
Administrative Bookkeeper	Accounting Specialist	3	350-395
Administrative Clerk/Deputy Clerk	Deputy City Clerk/Finance Assistant		45 Points
Office Manager - Police			
Paramedic			
Children's Services Assistant Librarian		2	300-345
Circulation Services Coordinator			45 Points
EMT			
Office Assistant - Community Development			
Office Assistant - HR			
Administrative Support			
Library Assistant		1	Up to 295

Job Title	New Grade	Skill Level	50th Percentile Salary Survey Data		Current Salary Range		Proposed Salary Range 50th Percentile	
Directors and Senior Managers								
Fire Chief	11	750+	116,514	161,485	116,095	134,587	113,558	153,427
Police Chief			116,514	161,486	116,095	134,587		
Public Works Director			111,878	152,448	99,663	129,139		
Finance Director/Assistant City Manager	10	700-745	113,311	154,819	83,188	134,587	108,150	146,121
		45 Points						
Captain	9	650-695	93,178	128,009	113,853	117,303	103,000	139,162
Community and Economic Development Director		45 Points	107,628	146,631	99,663	129,139		
Director of IT			109,245	148,179	90,985	117,079		
Human Resources Director			110,113	149,928	75,720	101,627		
Library Director			98,977	133,288	83,188	107,125		
Parks and Recreation Director			107,910	144,076	89,966	101,627		
WPC Superintendent*			87,039	116,051	90,985	117,079		
Supervisors and Advanced Technical								
Fire Captain	8	600-645	84,787	114,002	85,201	95,895	84,558	114,246
Fire Training Captain		45 Points	84,787	114,002	85,201	95,895		
Lieutenant			89,545	114,824	100,690	108,433		
Assistant Finance Director/City Clerk	7	550-595	78,406	102,093	57,970	76,148	75,837	102,462
Building Official		45 Points	86,559	113,905	68,592	88,972		
Sergeant			77,334	102,935	85,201	95,895		
Horticulturist Supervisor*	6	500-545	69,857	99,386	57,970	76,148	68,015	91,895
Parks Supervisor		45 Points	77,527	98,961	57,970	76,148		
Associate Planner	5	450-495	63,503	84,981	57,970	76,148	61,000	82,417
Firefighter-Paramedic		45 Points	58,491	78,588	62,788	81,144		
Marketing Coordinator			69,742	93,227	52,835	67,806		
Administrative and Technical								
Adult Services Librarian	4	400-445	61,982	79,184	52,835	67,806	55,055	74,384
Children's and Family Services Librarian		45 Points	61,593	79,184	52,835	67,806	26.47	
Code Enforcement Officer			58,687	75,636	52,835	67,806		
IT Technical Support			70,041	93,388	47,213	60,951		
Recreation Coordinator - Aquatics			55,827	74,437	52,835	67,806		

Job Title	New Grade	Skill Level	50th Percentile Salary Survey Data		Current Salary Range		Proposed Salary Range 50th Percentile	
Recreation Coordinator - Sports and Wellness			55,827	74,437	52,835	67,806		
Teen Services and Marketing Librarian			61,001	80,928	52,835	67,806		
Administrative Bookkeeper	3	350-395	49,926	69,787	52,835	67,806	50,050	67,622
Administrative Clerk/Deputy Clerk		45	61,788	79,698	43,571	56,488		
Office Manager - Police			50,993	69,316	68,592	88,972		
Paramedic			53,428	71,237				
Children's Services Assistant Librarian	2	300-345	53,289	65,124	38,885	50,425	45,500	61,475
Circulation Services Coordinator		45 Points	55,182	72,009	47,213	60,951		
EMT			52,416	69,888				
Office Assistant - Community Development			47,445	60,278	43,571	56,488		
Office Assistant - HR			53,357	72,548	19,149	24,783		
Administrative Support								
Library Assistant (PT)	1	Up to 295	34,205	53,234	15,319	19,827	32,500	43,910

**Actual Salary Data was used.*

50th Percentile - Proposed Pay Ranges

Administrative Support

35% Range Spread with a 3.4% increase between each Step.

Grade	Minimum - Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Maximum - Step J
1	32,500	33,605	34,748	35,929	37,151	38,414	39,720	41,070	42,467	43,910

Administrative and Technical

10% Between Each Grade and a 35% Range Spread with a 3.4% increase between each Step.

Grade	Minimum - Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Maximum - Step J
2	45,500	47,047	48,647	50,301	52,011	53,779	55,608	57,498	59,453	61,475
3	50,050	51,752	53,511	55,331	57,212	59,157	61,168	63,248	65,399	67,622
4	55,055	56,927	58,862	60,864	62,933	65,073	67,285	69,573	71,938	74,384

Supervisors and Advanced Technical

11.5% Between Each Grade and a 35% Range Spread with a 3.4% increase between each Step.

Grade	Minimum - Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Maximum - Step J
5	61,000	63,074	65,219	67,436	69,729	72,100	74,551	77,086	79,707	82,417
6	68,015	70,328	72,719	75,191	77,748	80,391	83,124	85,951	88,873	91,895
7	75,837	78,415	81,081	83,838	86,689	89,636	92,684	95,835	99,093	102,462
8	84,558	87,433	90,406	93,479	96,658	99,944	103,342	106,856	110,489	114,246

Directors and Senior Managers

5% Between Each Grade and a 35% Range Spread with a 3.4% increase between each Step.

Grade	Minimum - Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Maximum - Step J
9	103,000	106,502	110,123	113,867	117,739	121,742	125,881	130,161	134,587	139,162
10	108,150	111,827	115,629	119,561	123,626	127,829	132,175	136,669	141,316	146,121
11	113,558	117,418	121,411	125,539	129,807	134,220	138,784	143,503	148,382	153,427

APPENDIX A

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

City of Indianola, IA

NAME:	DATE:
YEARS OF EXPERIENCE WITH EMPLOYER:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME ☐ PART TIME ☐
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	YOUR EDUCATION: ☐High Sch. ☐Assoc. Deg. ☐Bach. Deg. ☐Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR:	HIS/HER TITLE:

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete his/her section.

General Summary: In three or four sentences, please summarize the major purpose or primary function of your job.

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

If you do not have a job description available to review, please list your job duties. Try to place your duties in order of importance and group “like” tasks together (e.g., “clerical duties including word processing, opening mail, filing, etc.” or “front desk responsibilities including greeting visitors, answering telephones and routing calls, etc.”). Job duties:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Feel free to add more numbers/duties if necessary.

FACTOR 1. Education & Training: In your opinion, what kind of education and training is necessary to perform your job?

☐ LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
☐ LEVEL 2**:** High school diploma (GED) or equivalent.
☐ LEVEL 3: High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
☐ LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
☐ LEVEL 5: Completion of four-year college degree program.
☐ LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
☐ LEVEL 7: Completion of graduate coursework equal to a Master's Degree or higher.

What specific degree/coursework is NECESSARY?

What specific degree/coursework is PREFERRED?

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list:

FACTOR 2. Years of Experience: How much previous work experience do you feel is necessary to perform your job?

LEVEL 1:	LEVEL 2:	LEVEL 3:	LEVEL 4:	LEVEL 5:
☐ Less Than 1 Year	☐ 1 to 3 Years	☐ 4 to 6 Years	☐ 7 to 10 Years	☐ More than 10 Years

What is the minimum number of years required?

What specific experience is necessary?

FACTOR 3. Independent Judgment and Decision Making

Part 1: How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- ☐ LITTLE: Little discretion or independent judgment exercised.
- ☐ SOME: Some discretion or judgment exercised, but supervisor is normally available.
- ☐ OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.
- ☐ HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.
- ☐ VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

Part 2: If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- ☐ MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.
- ☐ MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
- ☐ SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
- ☐ CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.

FACTOR 4. Responsibility for Policy Development: Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- ☐ LEVEL 1: Position involves only the execution of policies or use of existing procedures.
- ☐ LEVEL 2: May provide some input to supervisor when policies and procedures are updated.
- ☐ LEVEL 3: Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.
- ☐ LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- ☐ LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.
- ☐ LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

FACTOR 5. Planning: How much latitude do you have to set your own daily work schedule and priorities for a given workday?

☐ LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.

☐ LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.

☐ LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).

☐ LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).

☐ LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).

FACTOR 6. Contacts with Others: In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

☐ LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.

☐ LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.

☐ LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.

☐ LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.

☐ LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.

☐ LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and am authorized to make commitments of significant resources on behalf of the department.

☐ LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

With which external individuals or groups do you have the most contact?

FACTOR 7. Supervision Given:

Do you supervise or assign work to other employees? ☐ Yes ☐ No

If yes:

☐ LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?

☐ LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.

☐ LEVEL 3: Position is responsible for the supervision of two to five full time (or full time equivalent) employees.

☐ LEVEL 4: Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.

☐ LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.

☐ LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.

☐ LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

FACTOR 8. Physical Demands: Please describe any physical demands required to perform your job.

Demand	**No**	**Yes**	**How often? (Rarely, Occasionally or Daily)**
Lifting to 20 pounds	☐	☐	
Lifting 20-50 pounds	☐	☐	
Lifting 50+ pounds	☐	☐	
Climbing	☐	☐	
Walking	☐	☐	
Kneeling	☐	☐	
Crouching	☐	☐	
Crawling	☐	☐	
Bending	☐	☐	
Sitting	☐	☐	
Prolonged Standing	☐	☐	
Prolonged Visual Concentration	☐	☐	

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	**No**	**Yes**	**How Often? (Rarely, Occasionally or Daily)**
Lighting-dimness or brightness	☐	☐	
Dust	☐	☐	
Heat	☐	☐	
Cold	☐	☐	
Odors	☐	☐	
Noise	☐	☐	
Vibration	☐	☐	
Wetness/Humidity	☐	☐	
Toxic Agents	☐	☐	

Electrical Currents	☐	☐
Heavy Machinery	☐	☐
Violence	☐	☐
Disease	☐	☐
Smoke `	☐	☐
Other	☐	☐

FACTOR 9. Use of Technology/Specialized Equipment: Please check the level of technology or specialized equipment use needed for you to perform your job.

☐ LEVEL 1: Position has no responsibility for, or use of, technology.

☐ LEVEL 2: Position has some basic use of computers for data entry and some use of the telephone, copier, etc.

☐ LEVEL 3: Position has daily use of computers for data entry and use of the telephone, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.

☐ LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.

☐ LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.

☐ LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.

☐ LEVEL 6: Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).

☐ LEVEL 7: Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

Comments/Additional Information: Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with the file name of "JobTitle.LastName.FirstName" and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

EMPLOYEE'S SIGNATURE OR TYPED NAME ***DATE***

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD
Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire.**

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.

2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.

4. Additional comments from the employee's immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to Village Administration. If using a printed copy of this form, sign and date it before forwarding.

SUPERVISOR'S SIGNATURE OR TYPED NAME ***DATE***

If Supervisor isn't Department Head, Department Head should review this form as well.

☐ I have read the above and substantially concur.
☐ I have read the above and have the following comments:

Type your name and the date below, and then email this form to the Human Resources Director. If using a printed copy of this form, sign and date it before forwarding.

DEPARTMENT HEAD SIGNATURE OR TYPED NAME ***DATE***

IMPORTANT DATES:

June 22nd – July 11th:
Employees complete and submit the JAQs to their Supervisors. Please save file as follows: JobTitle.LastName.FirstName.

July 12th – July 18th:
Supervisors and Department Heads review and then submit the JAQs to Human Resources.

July 18th – July 25th:
Human Resources/City Administration reviews and then submits the JAQs to GovHR USA.

APPENDIX B

1. Population: Maximum 15 Points

15,833

Factor	Minimum Range			Maximum Range			Points
1.50	10,555	15,833		15,833	23,750		15
2.00	7,917	10,554		23,751	31,666		11
2.50	6,333	7,916		31,667	39,583		7
3.00	5,278	6,332		39,584	47,499		3
All Others							0

2. Median Household Income: Maximum 10 Points

$62,761

Factor	Minimum Range			Maximum Range			Points
1.50	41,841	62,761		62,761	94,142		10
2.00	31,381	41,840		94,143	125,522		8
2.50	25,104	31,380		125,523	156,903		6
3.00	20,920	25,103		156,904	188,283		2
All Others							0

3. Total Valuation: Maximum 15 Points

$644.77 Million

Factor	Minimum Range			Maximum Range			Points
1.50	429.85	644.77		644.77	967.15		15
2.00	322.38	429.84		967.16	1,289.54		11
2.50	257.91	322.37		1,289.55	1,611.92		7
79.88	214.92	257.90		1,611.93	1,934.31		3
All Others							0

4. Property Tax Revenue: Maximum 15 Points

$7.79 Million

Factor	Minimum Range			Maximum Range			Points
1.50	5.20	7.79		7.79	11.69		15
2.00	3.90	5.19		11.70	15.59		11
2.50	3.12	3.89		15.60	19.48		7
3.00	2.60	3.11		19.49	23.38		3
All Others							0

5. Total Expenditures: Maximum 15 Points

$79.45 Million

Factor	Minimum Range			Maximum Range			Points
1.50	52.97	79.45		79.45	119.17		15
2.00	39.72	52.96		119.18	158.90		11
2.50	31.78	39.71		158.91	198.62		7
3.00	26.48	31.77		198.63	238.34		3
All Others							0

6. Salaries and Wages Paid: Maximum 15 Points

$8.56 Million

Factor	Minimum Range			Maximum Range			Points
1.5	5.71	8.56		8.56	12.84		15
2.0	4.28	5.70		12.85	17.12		11
2.5	3.42	4.27		17.13	21.40		7
3.0	2.85	3.41		21.41	25.68		3
All Others							0

7. Proximity to Indianola: Maximum 15 Points

	Points
0 - 30 Miles	15
31 - 50 Miles	11
51 - 70 Miles	7
71+ Miles	3

Initial Screen:

Cities and Villages in Warren, Marion, Lucas, Clarke, Madison, Dallas, Polk, Jasper, Decatur, Wayne, Monroe, Union, Adair, Mahaska, Poweshiek, Guthrie, Boone, Story, Marshall, Appanoose, Greene, Ringgold, Adams, Cass, Keokuk and Wapello Counties with populations between 5,000 and 40,000.

Sources:

(1) Iowa Department of Management - 2020 Annual Financial Reports for: Property Tax Revenue, Total Expenditures and Salaries Paid: https://dom-localgov.iowa.gov/afr-search

(2) Iowa Department of Management - 2020 City Taxable & TIF Valuation for FY 2020/2021 Total Valuation: https://dom.iowa.gov/document/city-taxable-tif-valuation-class-ay2019fy2021

(3) U.S. Census Bureau: Population and Median Household Income - Past 12 Months in 2020 dollars.

(4) Google Maps: Proximity

Note:

Each of the eight criterion contain ranges to assess comparability with the City's data. For example, each of the four ranges for the City's population is developed using a factor of .5 percent (+/-). To determine the population range that will receive a score of 15 (most similar to the City), the City's population is multiplied by 1.5 (maximum range) and divided by 1.5 (minimum range). The City's population is then multiplied and divided by 2.0, 2.5 and 3.0 to determine ranges of decreasing similarity (and subsequently decreasing "comparability points").

City	Population	Max. Points	Median HH Income	Max. Points	Total Valuation	Max. Points	Prop. Tax Revenue	Max. Points	Total Exp.	Max. Points	Salaries Paid	Max. Points	Proximity	Max. Points	Total Points
Indianola	**15,833**	**15**	**62,761**	**10**	**644.77**	**15**	**7.79**	**15**	**79.45**	**15**	**8.56**	**15**	**0**	**15**	**100**
Altoona	19,566	15	79,482	10	1,330.87	7	10.67	15	65.13	15	9.84	15	25.2	15	92
Pella	10,464	11	75,848	10	632.89	15	6.20	15	82.61	15	7.70	15	37.9	11	92
Newton	15,760	15	48,417	10	547.57	15	8.12	15	48.51	11	9.45	15	49.8	11	92
Pleasant Hill	10,147	11	74,612	10	690.85	15	5.73	15	39.95	11	4.76	11	19.0	15	88
Grimes	15,392	15	89,113	10	1,045.71	11	11.01	15	60.72	15	4.41	11	33.6	11	88
Norwalk	12,799	15	83,241	10	616.34	15	7.41	15	29.75	3	5.27	11	13.7	15	84
Marshalltown	27,591	11	54,778	10	927.82	15	12.36	11	77.21	15	12.54	15	68.1	7	84
Ottumwa	25,529	11	42,418	10	625.01	15	13.88	11	72.52	15	11.23	15	74.2	3	80
Clive	18,601	15	107,268	7	1,626.71	3	16.15	7	58.60	15	10.83	15	27.1	15	77
Oskaloosa	11,558	15	49,856	10	368.65	11	4.96	11	47.96	11	4.10	7	49.8	11	76
Waukee	23,940	11	94,371	7	1,430.11	7	16.42	7	93.03	15	10.22	15	35.2	11	73
Boone	12,460	15	60,854	10	434.11	15	6.39	15	26.18	0	4.72	11	74.3	3	69
Johnston	24,064	11	92,984	10	1,771.26	3	16.35	7	68.85	15	18.65	7	28.8	15	68
Grinnell	9,564	11	50,668	10	374.49	11	4.44	11	27.55	3	3.86	7	66.3	7	60
Knoxville	7,595	7	50,629	10	237.46	3	4.11	11	16.01	0	3.18	3	25.0	15	49
Bondurant	7,365	7	95,259	7	274.57	7	3.09	3	32.57	7	1.66	0	30.0	15	46
Nevada	6,925	7	60,144	10	293.24	7	3.94	11	24.86	0	2.68	0	52.9	7	42
Creston	7,536	7	44,631	10	235.66	3	3.33	7	16.94	0	3.73	7	61.6	7	41
Windsor Heights	5,252	0	69,490	10	294.67	7	3.55	7	20.86	0	2.35	0	23.6	15	39
Winterset	5,353	3	58,770	10	221.10	3	3.12	7	22.75	0	2.66	0	25.8	15	38
Osceola	5,415	3	50,696	10	194.67	0	3.24	7	25.34	0	2.38	0	28.4	15	35
Perry	7,836	7	47,802	10	174.64	0	2.93	3	22.98	0	3.80	7	56.9	7	34
Atlantic	6,792	7	46,625	10	243.33	3	3.98	11	16.27	0	2.42	0	89.7	3	34
Adel	6,153	3	66,005	10	166.72	0	2.18	0	39.25	7	1.87	0	40.0	11	31
Polk City	5,543	3	127,226	4	294.38	7	2.92	3	13.48	0	1.87	0	40.7	11	28
Centerville	5,412	3	32,689	7	138.26	0	2.49	0	10.94	0	2.69	0	74.1	3	13

City	Population	Max. Points	Median HH Income	Max. Points	Total Valuation	Max. Points	Prop. Tax Revenue	Max. Points	Total Exp.	Max. Points	Salaries Paid	Max. Points	Proximity	Max. Points	Total Points
Indianola	**15,833**	**15**	**62,761**	**10**	**644.77**	**15**	**7.79**	**15**	**79.45**	**15**	**8.56**	**15**	**0**	**15**	**100**
Altoona	19,566	15	79,482	10	1,330.87	7	10.67	15	65.13	15	9.84	15	25.2	15	92
Pella	10,464	11	75,848	10	632.89	15	6.20	15	82.61	15	7.70	15	37.9	11	92
Newton	15,760	15	48,417	10	547.57	15	8.12	15	48.51	11	9.45	15	49.8	11	92
Pleasant Hill	10,147	11	74,612	10	690.85	15	5.73	15	39.95	11	4.76	11	19.0	15	88
Grimes	15,392	15	89,113	10	1,045.71	11	11.01	15	60.72	15	4.41	11	33.6	11	88
Norwalk	12,799	15	83,241	10	616.34	15	7.41	15	29.75	3	5.27	11	13.7	15	84
Marshalltown	27,591	11	54,778	10	927.82	15	12.36	11	77.21	15	12.54	15	68.1	7	84
Ottumwa	25,529	11	42,418	10	625.01	15	13.88	11	72.52	15	11.23	15	74.2	3	80
Clive	18,601	15	107,268	7	1,626.71	3	16.15	7	58.60	15	10.83	15	27.1	15	77
Oskaloosa	11,558	15	49,856	10	368.65	11	4.96	11	47.96	11	4.10	7	49.8	11	76
Waukee	23,940	11	94,371	7	1,430.11	7	16.42	7	93.03	15	10.22	15	35.2	11	73

APPENDIX C

	City Manager			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	City Administrator	130,705	186,035	186,035
Pella	City Administrator			180,003
Newton	City Administrator			142,836
Pleasant Hill	City Manager	142,064	194,425	186,947
Grimes	City Administrator			166,500
Norwalk	City Manager			180,000
Marshalltown	City Administrator			185,536
Clive	City Manager			202,909
Oskaloosa	City Manager			147,000
Waukee	City Administrator			180,000
Des Moines	City Administrator			297,060
Ankeny	City Manager			230,770
West Des Moines	City Manager			227,920
Urbandale	City Manager	169,520	217,954	220,132
Indianola				
Range Data				
Average		147,429.67	199,471.33	195,260.58
50th Percentile		142,064.00	194,425.00	185,785.50
60th Percentile		147,555.20	199,130.80	186,764.60
65th Percentile		150,300.80	201,483.70	194,129.90
70th Percentile		153,046.40	203,836.60	204,631.30
75th Percentile		155,792.00	206,189.50	215,826.25
80th Percentile		158,537.60	208,542.40	223,247.20
Actual Data				
Average		175,734.52	234,312.70	
50th Percentile		167,206.95	222,942.60	
60th Percentile		168,088.14	224,117.52	
65th Percentile		174,716.91	232,955.88	
70th Percentile		184,168.17	245,557.56	
75th Percentile		194,243.63	258,991.50	
80th Percentile		200,922.48	267,896.64	

	Finance Director/Assistant City Manager			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Finance Officer/City Clerk	101,450	144,395	144,395
Pella	Financial Director			137,599
Newton	Finance Officer			104,221
Pleasant Hill	Finance Director/City Clerk	100,962	138,174	118,112
Grimes	Finance Director	109,245	148,179	129,239
Norwalk	Finance Director	119,211	158,948	138,286
Marshalltown	Finance Director	92,040	124,550	124,550
Clive	Assistant City Manager			138,260
Oskaloosa	City Clerk/Finance Director			100,000
Waukee	Finance Director	110,107	150,689	150,689
Des Moines	Finance Director	140,621	200,887	174,329
Ankeny	Director of Administrative Services	126,988	170,419	165,427
West Des Moines	Finance Director	116,514	185,841	176,752
Urbandale	Assistant City Manager	127,476	163,884	163,884
Indianola	Finance Director / Assistant City Mgr.	83,188	134,587	
Range Data				
Average		114,461.40	158,596.60	140,410.25
50th Percentile		113,310.50	154,818.50	138,273.00
60th Percentile		117,592.80	160,922.40	143,173.20
65th Percentile		118,806.45	163,143.60	147,227.30
70th Percentile		121,544.10	165,844.50	152,008.50
75th Percentile		125,043.75	168,785.25	160,585.25
80th Percentile		127,085.60	173,503.40	164,501.20
Actual Data				
Average		126,369.22	168,492.30	
50th Percentile		124,445.70	165,927.60	
60th Percentile		128,855.88	171,807.84	
65th Percentile		132,504.57	176,672.76	
70th Percentile		136,807.65	182,410.20	
75th Percentile		144,526.73	192,702.30	
80th Percentile		148,051.08	197,401.44	

	Assistant Finance Director/City Clerk			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	City Clerk			98,987
Newton	Senior Financial Analyst			75,924
Pleasant Hill	n/a			
Grimes	City Clerk	109,245	148,179	133,700
Norwalk	City Clerk	76,570	102,093	89,924
Marshalltown	City Clerk	67,267	82,201	72,696
Clive	City Clerk	86,186	106,165	
Oskaloosa	n/a			
Waukee	City Clerk	73,985	97,364	97,364
Des Moines	Deputy Finance Director	106,757	152,100	137,563
Ankeny	City Clerk	94,894	127,346	94,894
West Des Moines	City Clerk	61,944	95,392	88,926
Urbandale	City Clerk	78,406	100,806	90,737
Indianola	Assistant Finance Director/City Clerk	57,970	76,148	
Range Data				
Average		83,917.11	112,405.11	98,071.49
50th Percentile		78,406.00	102,093.00	92,815.50
60th Percentile		84,630.00	105,350.60	95,882.00
65th Percentile		87,927.60	110,401.20	96,993.50
70th Percentile		91,410.80	118,873.60	97,850.90
75th Percentile		94,894.00	127,346.00	98,581.25
80th Percentile		99,639.20	135,679.20	105,929.60
Actual Data				
Average		88,264.34	117,685.79	
50th Percentile		83,533.95	111,378.60	
60th Percentile		86,293.80	115,058.40	
65th Percentile		87,294.15	116,392.20	
70th Percentile		88,065.81	117,421.08	
75th Percentile		88,723.13	118,297.50	
80th Percentile		95,336.64	127,115.52	

Administrative Bookkeeper/Accounts Payable/Payroll				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Payroll/Utility Billing Supervisor	69,784	91,083	78,561
Pella	Accounting Manager			96,553
Newton	Financial Analyst			47,351
Pleasant Hill	Payroll/HR Clerk	50,993	69,787	62,040
Grimes	Accounting and Utility Billing Manager	71,586	97,247	74,353
Norwalk	Accounting Specialist	49,926	66,568	52,145
Marshalltown	Accounting Clerk I	42,099	51,459	49,795
Clive	Accounting Specialist	71,486	74,742	
Oskaloosa	Payroll-HR Clerk	43,911	58,131	
Waukee	Accounting Clerk	49,171	64,688	53,164
Des Moines	Accounting Specialist I	42,349	50,419	
Ankeny	Accountant	63,111	84,696	69,580
West Des Moines	Accounting Associate	47,445	70,450	58,178
Urbandale	n/a			
Indianola	Administrative Bookkeeper Payroll	52,835	67,806	
Range Data				
Average		54,558.00	70,589.56	64,171.98
50th Percentile		49,926.00	69,787.00	60,108.80
60th Percentile		50,993.00	70,449.60	65,056.06
65th Percentile		57,052.18	72,595.80	68,449.14
70th Percentile		63,111.36	74,742.00	71,012.01
75th Percentile		66,447.68	79,718.76	73,159.79
80th Percentile		69,784.00	84,695.52	75,194.60
Actual Data				
Average		57,754.78	77,006.37	
50th Percentile		54,097.92	72,130.56	
60th Percentile		58,550.46	78,067.28	
65th Percentile		61,604.22	82,138.96	
70th Percentile		63,910.81	85,214.41	
75th Percentile		65,843.81	87,791.75	
80th Percentile		67,675.14	90,233.52	

	Administrative Clerk/Deputy City Clerk			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	Deputy City Clerk			53,310
Newton	Administrative Supervisor			45,359
Pleasant Hill	Deputy City Clerk	61,982	84,827	84,827
Grimes	Deputy City Clerk	63,450	80,212	72,340
Norwalk	Deputy City Clerk	49,926	66,568	54,513
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	Deputy City Clerk	45,570	60,169	
Waukee	n/a			
Des Moines	Chief Deputy City Clerk	86,258	109,325	81,328
Ankeny	Budget Analyst	70,911	95,166	70,911
West Des Moines	Deputy City Clerk	50,398	74,838	60,694
Urbandale	Chief Deputy City Clerk	61,593	79,184	72,156
Indianola	Administrative Clerk/Deputy City Clerk	43,571	56,488	
Range Data				
Average		61,261.10	81,286.21	66,159.86
50th Percentile		61,787.50	79,698.00	70,911.36
60th Percentile		62,275.60	81,135.00	71,907.07
65th Percentile		62,789.40	82,750.25	72,192.80
70th Percentile		63,303.20	84,365.50	72,266.40
75th Percentile		65,315.34	87,411.81	72,340.00
80th Percentile		67,926.82	91,030.54	75,935.20
Actual Data				
Average		59,543.88	79,391.83	
50th Percentile		63,820.22	85,093.63	
60th Percentile		64,716.36	86,288.49	
65th Percentile		64,973.52	86,631.36	
70th Percentile		65,039.76	86,719.68	
75th Percentile		65,106.00	86,808.00	
80th Percentile		68,341.68	91,122.24	

Administrative Assistant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Office Assistant	49,212	66,372	61,731
Pella	Administrative Assistant			41,181
Newton	Administrative Assistant			53,330
Pleasant Hill	Office Clerk	44,054	60,278	53,601
Grimes	Administrative Assistant	45,251	59,196	
Norwalk	Office Assistant	48,106	64,141	
Marshalltown	Administrative Secretary	47,944	59,883	
Clive	Administrative Assistant	50,590	72,455	
Oskaloosa	Administrative Assistant	34,547	45,630	
Waukee	n/a			
Des Moines	Administrative Assistant	53,726	68,078	59,061
Ankeny	Administrative Clerk	44,304	59,708	56,281
West Des Moines	Secretary	47,445	70,450	58,240
Urbandale	Administrative Technician	43,364	55,768	
Indianola	Admin Assistant/Office Manager	43,571	56,488	
Range Data				
Average		46,231.16	61,996.28	54,774.95
50th Percentile		47,444.80	60,278.00	56,280.64
60th Percentile		47,944.00	64,141.00	57,456.26
65th Percentile		48,025.00	65,256.50	58,044.06
70th Percentile		48,106.00	66,372.00	58,404.20
75th Percentile		48,659.00	67,225.00	58,650.50
80th Percentile		49,212.00	68,078.00	58,896.80
Actual Data				
Average		49,297.45	65,729.94	
50th Percentile		50,652.58	67,536.77	
60th Percentile		51,710.63	68,947.51	
65th Percentile		52,239.66	69,652.88	
70th Percentile		52,563.78	70,085.04	
75th Percentile		52,785.45	70,380.60	
80th Percentile		53,007.12	70,676.16	

	Director of Human Resources			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	Personnel Officer			91,873
Newton	Administrative Services Manager			93,278
Pleasant Hill	n/a			
Grimes	Director of Human Resources	109,245	148,179	129,239
Norwalk	HR Director	110,565	147,421	128,257
Marshalltown	HR Director	79,830	105,705	105,705
Clive	Director of Human Resources			117,397
Oskaloosa	n/a			
Waukee	Director of Human Resources	105,872	144,893	133,962
Des Moines	Director of Human Resources	130,576	186,538	186,537
Ankeny	Human Resources Director	113,021	151,676	145,902
West Des Moines	Human Resources Director	109,661	174,907	152,000
Urbandale	Director of Human Resources	119,057	153,062	136,058
Indianola	Director of Human Resources	75,720	101,627	
Range Data				
Average		109,728.38	151,547.63	129,109.82
50th Percentile		110,113.00	149,927.50	129,239.00
60th Percentile		111,056.20	151,953.20	133,962.00
65th Percentile		111,915.80	152,438.30	135,010.00
70th Percentile		112,775.40	152,923.40	136,058.00
75th Percentile		114,530.00	158,523.25	140,980.00
80th Percentile		116,642.60	166,169.00	145,902.00
Actual Data				
Average		116,198.84	154,931.78	
50th Percentile		116,315.10	155,086.80	
60th Percentile		120,565.80	160,754.40	
65th Percentile		121,509.00	162,012.00	
70th Percentile		122,452.20	163,269.60	
75th Percentile		126,882.00	169,176.00	
80th Percentile		131,311.80	175,082.40	

	Office Assistant - HR			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	n/a			
Newton	n/a			
Pleasant Hill	n/a			
Grimes	HR Administrative Assistant	45,251	59,196	53,412
Norwalk	n/a			
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	n/a			
Waukee	HR Specialist	56,222	73,985	73,985
Des Moines	HR Assistant	53,726	68,078	59,099
Ankeny	HR Coordinator	52,988	71,111	63,180
West Des Moines	Administrative Assistant	50,398	74,838	70,678
Urbandale	HR Analyst	72,793	93,591	76,943
Indianola	Office Assistant HR	30,639	39,654	
Range Data				
Average		55,229.73	73,466.57	66,216.23
50th Percentile		53,357.00	72,548.02	66,929.20
60th Percentile		53,726.00	73,985.00	70,678.40
65th Percentile		54,350.00	74,198.35	71,505.05
70th Percentile		54,974.00	74,411.70	72,331.70
75th Percentile		55,598.00	74,625.05	73,158.35
80th Percentile		56,222.00	74,838.40	73,985.00
Actual Data				
Average		59,594.61	79,459.48	
50th Percentile		60,236.28	80,315.04	
60th Percentile		63,610.56	84,814.08	
65th Percentile		64,354.55	85,806.06	
70th Percentile		65,098.53	86,798.04	
75th Percentile		65,842.52	87,790.02	
80th Percentile		66,586.50	88,782.00	

	IT Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	IT Director	101,450	144,395	109,728
Pella	Telecommunications Director			135,450
Newton	n/a			
Pleasant Hill	Contracted.			
Grimes	IT Director	109,245	148,179	129,239
Norwalk	n/a			
Marshalltown	Contracted.			
Clive	Technology Services Manager			116,734
Oskaloosa	n/a			
Waukee	IT Director	105,872	144,893	139,321
Des Moines	IT Director	140,621	200,887	190,050
Ankeny	IT Director	113,021	151,676	144,532
West Des Moines	IT Director	116,514	185,841	170,437
Urbandale	IT Director	106,442	136,861	124,693
Indianola	IT Director	90,985	117,079	
Range Data				
Average		113,309.29	158,961.71	140,020.44
50th Percentile		109,245.00	148,179.00	135,450.00
60th Percentile		111,510.60	150,277.20	138,546.80
65th Percentile		112,643.40	151,326.30	140,363.20
70th Percentile		113,719.60	158,509.00	142,447.60
75th Percentile		114,767.50	168,758.50	144,532.00
80th Percentile		115,815.40	179,008.00	154,894.00
Actual Data				
Average		126,018.40	168,024.53	
50th Percentile		121,905.00	162,540.00	
60th Percentile		124,692.12	166,256.16	
65th Percentile		126,326.88	168,435.84	
70th Percentile		128,202.84	170,937.12	
75th Percentile		130,078.80	173,438.40	
80th Percentile		139,404.60	185,872.80	

	IT Support Specialist			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Network Administrator	78,790	102,832	91,353
Pella	Network Engineer			88,795
Newton	IT Support Specialist			52,671
Pleasant Hill	n/a			
Grimes	IT Coordinator	65,519	95,542	77,823
Norwalk	n/a			
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	n/a			
Waukee	IT Technician	51,979	68,411	
Des Moines	User Support Technician	79,851	96,200	96,200
Ankeny	IT Technician	66,897	89,777	79,766
West Des Moines	Did not provide data.			
Urbandale	IT Administrator	67,204	86,399	
Indianola	Technical Support Specialist	47,213	60,951	
Range Data				
Average		68,373.33	89,860.16	81,101.32
50th Percentile		67,050.48	92,659.48	84,280.46
60th Percentile		67,204.00	95,542.00	88,795.00
65th Percentile		70,100.50	95,706.50	89,434.50
70th Percentile		72,997.00	95,871.00	90,074.00
75th Percentile		75,893.50	96,035.50	90,713.50
80th Percentile		78,790.00	96,200.00	91,353.00
Actual Data				
Average		72,991.19	97,321.58	
50th Percentile		75,852.41	101,136.55	
60th Percentile		79,915.50	106,554.00	
65th Percentile		80,491.05	107,321.40	
70th Percentile		81,066.60	108,088.80	
75th Percentile		81,642.15	108,856.20	
80th Percentile		82,217.70	109,623.60	

	IT Support Specialist (Edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Network Administrator			
Pella	Network Engineer			
Newton	IT Support Specialist			52,671
Pleasant Hill	n/a			
Grimes	IT Coordinator	65,519	95,542	77,823
Norwalk	n/a			
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	n/a			
Waukee	IT Technician	51,979	68,411	65,259
Des Moines	User Support Technician	79,851	96,200	96,200
Ankeny	IT Technician	66,897	89,777	79,766
West Des Moines	Did not provide data.			
Urbandale	IT Administrator	67,204	86,399	
Indianola	Technical Support Specialist	47,213	60,951	
Range Data				
Average		66,289.99	87,265.79	74,343.78
50th Percentile		66,896.96	89,776.96	77,823.00
60th Percentile		67,019.78	92,082.98	78,600.17
65th Percentile		67,081.18	93,235.98	78,988.75
70th Percentile		67,142.59	94,388.99	79,377.34
75th Percentile		67,204.00	95,542.00	79,765.92
80th Percentile		69,733.40	95,673.60	83,052.74
Actual Data				
Average		66,909.41	89,212.54	
50th Percentile		70,040.70	93,387.60	
60th Percentile		70,740.15	94,320.20	
65th Percentile		71,089.88	94,786.50	
70th Percentile		71,439.60	95,252.80	
75th Percentile		71,789.33	95,719.10	
80th Percentile		74,747.46	99,663.28	

Community and Economic Development Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Community Development Director	101,450	144,395	144,395
Pella	Community Services Director			103,700
Newton	Community Development Director			118,507
Pleasant Hill	Community Development Director	106,010	145,083	124,017
Grimes	Development Services Director	109,245	148,179	129,239
Norwalk	Community Development Director	116,943	155,924	131,496
Marshalltown	Housing and Community Dev. Director	92,040	124,550	124,550
Clive	Community Development Director			162,378
Oskaloosa	Development Services Director			109,147
Waukee	Director of Economic Development	105,872	144,893	119,092
Des Moines	Development Services Director	130,576	186,538	
Ankeny	Community Development Director	126,988	170,419	163,742
West Des Moines	Community and ED Director	109,661	174,907	174,907
Urbandale	Economic Development Director	100,831	129,645	129,645
Indianola	Community and Economic Dev. Director	99,663	129,139	
Range Data				
Average		109,961.60	152,453.30	133,447.31
50th Percentile		107,627.50	146,631.00	129,239.00
60th Percentile		109,411.40	151,277.00	130,015.20
65th Percentile		109,598.60	154,762.25	131,125.80
70th Percentile		111,845.60	160,272.50	136,655.60
75th Percentile		115,122.50	166,795.25	144,395.00
80th Percentile		118,952.00	171,316.60	155,184.80
Actual Data				
Average		120,102.58	160,136.77	
50th Percentile		116,315.10	155,086.80	
60th Percentile		117,013.68	156,018.24	
65th Percentile		118,013.22	157,350.96	
70th Percentile		122,990.04	163,986.72	
75th Percentile		129,955.50	173,274.00	
80th Percentile		139,666.32	186,221.76	

	Associate Planner			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Planner I	49,212	66,372	51,500
Pella	Planning and Zoning Director			102,003
Newton	City Planner			62,310
Pleasant Hill	Associate Planner	61,982	84,827	72,510
Grimes	Assistant City Planner	57,129	73,444	61,400
Norwalk	Planner II	70,620	94,160	78,153
Marshalltown	Planner I	60,424	73,798	60,424
Clive	Senior Planner			87,110
Oskaloosa	n/a			
Waukee	Planner	64,688	85,134	75,691
Des Moines	Assistant Planner	62,317	74,568	67,178
Ankeny	Associate Planner	70,911	95,166	77,958
West Des Moines	Associate Planner	65,659	91,003	67,948
Urbandale	Planner II	72,793	93,591	91,516
Indianola	Associate Planner	57,970	76,148	
Range Data				
Average		63,573.54	83,206.32	73,515.49
50th Percentile		63,502.50	84,980.50	72,510.00
60th Percentile		65,076.40	87,481.60	76,144.48
65th Percentile		65,513.35	90,122.65	77,504.92
70th Percentile		67,147.30	91,779.40	78,036.24
75th Percentile		69,379.75	92,944.00	78,153.00
80th Percentile		70,678.27	93,704.80	83,527.20
Actual Data				
Average		66,163.94	88,218.59	
50th Percentile		65,259.00	87,012.00	
60th Percentile		68,530.03	91,373.38	
65th Percentile		69,754.43	93,005.90	
70th Percentile		70,232.62	93,643.49	
75th Percentile		70,337.70	93,783.60	
80th Percentile		75,174.48	100,232.64	

	Building Official			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Building Official	89,188	126,942	108,511
Pella	Building Official			83,241
Newton	Building Official			88,065
Pleasant Hill	Senior Building Inspector	68,335	93,521	79,942
Grimes	Building Administrator	71,586	97,247	90,886
Norwalk	Chief Building Official	81,302	108,403	90,097
Marshalltown	Building Inspector	53,289	65,124	65,124
Clive	Building Inspector			78,837
Oskaloosa	Building Official	58,506	77,313	
Waukee	Building Official	86,559	113,905	109,524
Des Moines	Deputy Building Official	91,562	115,898	115,897
Ankeny	Chief Building Official	100,589	134,990	131,058
West Des Moines	Chief Building Official	91,423	145,820	139,462
Urbandale	Building Official	89,629	115,237	107,551
Indianola	Building Official	68,592	88,972	
Range Data				
Average		80,178.91	108,581.82	99,091.92
50th Percentile		86,559.00	113,905.00	90,886.00
60th Percentile		89,188.00	115,237.00	107,743.00
65th Percentile		89,408.50	115,567.50	108,319.00
70th Percentile		89,629.00	115,898.00	108,916.20
75th Percentile		90,526.00	121,420.00	109,524.00
80th Percentile		91,423.00	126,942.00	113,347.80
Actual Data				
Average		89,182.73	118,910.31	
50th Percentile		81,797.40	109,063.20	
60th Percentile		96,968.70	129,291.60	
65th Percentile		97,487.10	129,982.80	
70th Percentile		98,024.58	130,699.44	
75th Percentile		98,571.60	131,428.80	
80th Percentile		102,013.02	136,017.36	

	Code Enforcement Officer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Housing Inspector/Code Enforcement	49,212	72,009	59,842
Pella	n/a			
Newton	n/a			
Pleasant Hill	Building Inspector	57,553	65,561	59,155
Grimes	n/a			
Norwalk	Code Enforcement Officer	57,325	76,433	62,930
Marshalltown	Code Enforcement Officer	53,289	65,124	57,595
Clive	Code Enforcement Officer	62,148	73,161	
Oskaloosa	n/a			
Waukee	Code Compliance Officer	59,820	78,707	69,971
Des Moines	Neighborhood Inspector	71,198	85,363	82,282
Ankeny	Code Enforcement Officer II	70,911	95,166	89,702
West Des Moines	Community Compliance Specialist	50,398	74,838	68,661
Urbandale	Code Enforcement Officer	61,593	79,184	63,362
Indianola	Code Enforcement Officer	52,835	67,806	
Range Data				
Average		59,344.78	76,554.66	68,166.62
50th Percentile		58,686.50	75,635.70	63,362.00
60th Percentile		60,529.20	77,342.60	67,601.04
65th Percentile		61,327.05	78,365.90	68,922.84
70th Percentile		61,759.50	78,850.10	69,446.92
75th Percentile		62,009.25	79,064.75	69,971.00
80th Percentile		63,900.67	80,419.80	74,895.27
Actual Data				
Average		61,349.96	81,799.94	
50th Percentile		57,025.80	76,034.40	
60th Percentile		60,840.94	81,121.25	
65th Percentile		62,030.56	82,707.41	
70th Percentile		62,502.23	83,336.30	
75th Percentile		62,973.90	83,965.20	
80th Percentile		67,405.74	89,874.33	

	Fire Chief			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Fire Chief	101,905	145,042	145,042
Pella	Fire Chief			
Newton	Fire Chief			147,329
Pleasant Hill	Fire Chief	111,311	152,337	125,210
Grimes	Fire Chief - did not provide salary			
Norwalk	Fire Chief	121,114	161,485	136,187
Marshalltown	Fire Chief	97,385	131,809	131,809
Clive	Fire Chief			163,438
Oskaloosa	Fire Chief			81,600
Waukee	Fire Chief	114,511	156,717	156,717
Des Moines	Fire Chief	140,621	200,887	193,163
Ankeny	Fire Chief	126,988	170,419	165,427
West Des Moines	Fire Chief	116,514	185,841	185,841
Urbandale	Fire Chief	127,476	163,884	163,884
Indianola	Fire Chief	116,095	134,587	
Range Data				
Average		117,536.11	163,157.89	149,637.22
50th Percentile		116,514.00	161,485.00	152,023.00
60th Percentile		120,194.00	163,404.20	160,749.60
65th Percentile		122,288.80	165,191.00	163,504.90
70th Percentile		124,638.40	167,805.00	163,750.20
75th Percentile		126,988.00	170,419.00	164,269.75
80th Percentile		127,183.20	176,587.80	165,118.40
Actual Data				
Average		134,673.49	179,564.66	
50th Percentile		136,820.70	182,427.60	
60th Percentile		144,674.64	192,899.52	
65th Percentile		147,154.41	196,205.88	
70th Percentile		147,375.18	196,500.24	
75th Percentile		147,842.78	197,123.70	
80th Percentile		148,606.56	198,142.08	

	Fire Captain			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Deputy Fire Chief	82,460	117,366	108,895
Pella	n/a			
Newton	Fire Captain			88,065
Pleasant Hill	Assistant Fire Chief	91,576	125,328	103,010
Grimes	Fire Captain			99,390
Norwalk	Fire Captain	77,843	103,790	
Marshalltown	Fire Captain	79,004	96,681	87,618
Clive	Assistant Chief of Training			106,773
Oskaloosa	Fire Captain	50,757	67,017	
Waukee	Deputy Fire Chief	95,359	125,486	125,486
Des Moines	Fire Captain	86,042	105,197	104,098
Ankeny	Division Chief of Training and Safety	95,004	120,178	116,678
West Des Moines	Fire Captain	83,532	112,767	103,479
Urbandale	Fire Captain	89,629	115,237	
Indianola	Fire Captain and Fire Training Captain	85,201	95,895	
Range Data				
Average		83,120.60	108,904.70	104,349.16
50th Percentile		84,787.00	114,002.00	103,788.28
60th Percentile		87,476.80	116,088.60	105,167.74
65th Percentile		89,090.95	117,046.65	106,371.68
70th Percentile		90,213.10	118,209.60	107,409.60
75th Percentile		91,089.25	119,475.00	108,364.50
80th Percentile		92,261.60	121,208.00	110,451.60
Actual Data				
Average		93,914.24	125,218.99	
50th Percentile		93,409.45	124,545.94	
60th Percentile		94,650.96	126,201.28	
65th Percentile		95,734.52	127,646.02	
70th Percentile		96,668.64	128,891.52	
75th Percentile		97,528.05	130,037.40	
80th Percentile		99,406.44	132,541.92	

	Firefighter/Paramedic					
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:	Paramedic Only Rate:	EMT Only Rate:
Altoona	Firefighter Paramedic	64,394	83,982	52,624	n/a	n/a
Pella	Paramedic				39,977	25,750
Newton	Firefighter/Paramedic	57,846	77,740		n/a	n/a
Pleasant Hill	n/a				n/a	n/a
Grimes	Firefighter/EMS	56,699	78,796		n/a	60,551
Norwalk	Firefighter/Paramedic	54,954	67,577	58,289	n/a	n/a
Marshalltown	Firefighter (2592)	54,328	71,124		n/a	n/a
Clive	Firefighter/Paramedic	58,217	75,198		54,134	n/a
Oskaloosa	Firefighter	43,108	55,958		n/a	n/a
Waukee	Firefighter/Paramedic (2756)	59,557	78,380	70,737	59,364	n/a
Des Moines	Firefighter	69,699	86,428	79,651	76,314	n/a
Ankeny	Firefighter/Paramedic	63,802	85,622	70,919	75,654	58,240
West Des Moines	Firefighter	58,764	83,487	69,102		
Urbandale	Firefighter/Paramedic	59,990	82,101			
Indianola	Firefighter (2756 hours)	62,788	81,144	71,152	59,860	47,541
Range Data						
Average		58,446.52	77,199.35	66,886.88	61,088.55	48,180.33
50th Percentile		58,490.58	78,588.00	69,919.38	59,364.00	58,240.00
60th Percentile		59,239.86	80,778.79	70,737.00	65,879.90	58,702.20
65th Percentile		59,621.97	82,308.61	70,782.46	69,137.86	58,933.30
70th Percentile		59,860.20	83,071.12	70,827.92	72,395.81	59,164.40
75th Percentile		60,943.09	83,610.78	70,873.39	75,653.76	59,395.50
80th Percentile		63,039.56	83,883.01	70,918.85	75,785.81	59,626.60
Actual Data						
Average	Paramedic Rate	54,979.70	73,306.26	EMT Rate:	43,362.30	57,816.40
50th Percentile		53,427.60	71,236.80		52,416.00	69,888.00
60th Percentile		59,291.91	79,055.88		52,831.98	70,442.64
65th Percentile		69,137.86	82,965.43		58,933.30	70,719.96
70th Percentile		65,156.23	86,874.97		53,247.96	70,997.28
75th Percentile		68,088.38	90,784.51		53,455.95	71,274.60
80th Percentile		68,207.23	90,942.97		53,663.94	71,551.92

	Police Chief			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Police Chief	105,444	150,080	150,080
Pella	Police Chief			120,000
Newton	Police Chief			141,139
Pleasant Hill	Police Chief	111,311	152,337	130,218
Grimes	Contracted with Polk County			
Norwalk	Police Chief	121,115	161,486	144,799
Marshalltown	Police Chief	97,385	131,809	131,809
Clive	Police Chief			157,724
Oskaloosa	Police Chief			92,774
Waukee	Police Chief	114,511	156,717	170,916
Des Moines	Police Chief	140,621	200,887	200,888
Ankeny	Police Chief	126,988	170,419	158,545
West Des Moines	Police Chief	116,514	185,841	180,101
Urbandale	Police Chief	127,476	163,884	149,313
Indianola	Police Chief	116,095	134,587	
Range Data				
Average		117,929.44	163,717.78	148,331.25
50th Percentile		116,514.00	161,486.00	149,313.00
60th Percentile		120,194.80	163,404.40	151,608.80
65th Percentile		122,289.60	165,191.00	156,195.20
70th Percentile		124,638.80	167,805.00	158,052.40
75th Percentile		126,988.00	170,419.00	158,545.00
80th Percentile		127,183.20	176,587.80	165,967.60
Actual Data				
Average		133,498.12	177,997.50	
50th Percentile		134,381.70	179,175.60	
60th Percentile		136,447.92	181,930.56	
65th Percentile		140,575.68	187,434.24	
70th Percentile		142,247.16	189,662.88	
75th Percentile		142,690.50	190,254.00	
80th Percentile		149,370.84	199,161.12	

	Police Lieutenant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Police Lieutenant	89,545	127,450	104,836
Pella	Police Lieutenant			95,790
Newton	Police Lieutenant			110,022
Pleasant Hill	Police Lieutenant	83,062	113,676	101,057
Grimes	n/a			
Norwalk	n/a			
Marshalltown	Police Lieutenant	76,564	101,504	93,946
Clive	Police Lieutenant	97,086	110,234	
Oskaloosa	Police Lieutenant	65,437	75,651	
Waukee	Police Lieutenant	93,622	123,200	121,618
Des Moines	Police Lieutenant	98,779	127,088	120,303
Ankeny	Police Lieutenant	92,889	121,027	117,501
West Des Moines	Police Lieutenant	82,018	114,824	110,324
Urbandale	n/a			
Indianola	Police Lieutenant	100,690	108,433	
Range Data				
Average		86,555.78	112,739.33	108,377.48
50th Percentile		89,545.00	114,824.00	110,022.00
60th Percentile		92,220.20	119,786.40	110,263.60
65th Percentile		93,035.60	121,461.60	111,759.40
70th Percentile		93,328.80	122,330.80	114,630.20
75th Percentile		93,622.00	123,200.00	117,501.00
80th Percentile		95,007.60	124,755.20	118,621.92
Actual Data				
Average		97,539.73	130,052.97	
50th Percentile		99,019.80	132,026.40	
60th Percentile		99,237.24	132,316.32	
65th Percentile		100,583.46	134,111.28	
70th Percentile		103,167.18	137,556.24	
75th Percentile		105,750.90	141,001.20	
80th Percentile		106,759.73	142,346.30	

	Police Sergeant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Police Sergeant	78,790	102,835	85,114
Pella	Police Sergeant			75,358
Newton	Police Sergeant			79,743
Pleasant Hill	Police Sergeant	75,339	103,107	81,487
Grimes	n/a			
Norwalk	Police Sergeant	77,201	102,935	87,173
Marshalltown	Police Sergeant	74,380	87,360	81,440
Clive	Police Sergeant	83,533	101,336	
Oskaloosa	Police Sergeant	58,605	67,706	
Waukee	Police Sergeant	76,960	101,254	87,172
Des Moines	Police Sergeant	90,230	114,254	106,751
Ankeny	Police Sergeant	101,563	124,734	112,928
West Des Moines	Police Sergeant	77,334	104,395	101,088
Urbandale	Police Sergeant	84,016	108,022	
Indianola	Police Sergeant	85,201	95,895	
Range Data				
Average		79,813.77	101,630.72	89,825.42
50th Percentile		77,334.40	102,935.00	86,143.00
60th Percentile		78,790.00	103,107.00	87,172.40
65th Percentile		81,161.50	103,751.10	87,172.85
70th Percentile		83,533.00	104,395.20	91,347.50
75th Percentile		83,774.50	106,208.60	97,609.25
80th Percentile		84,016.00	108,022.00	102,220.56
Actual Data				
Average		80,842.88	107,790.50	
50th Percentile		77,528.70	103,371.60	
60th Percentile		78,455.16	104,606.88	
65th Percentile		78,455.57	104,607.42	
70th Percentile		82,212.75	109,617.00	
75th Percentile		87,848.33	117,131.10	
80th Percentile		91,998.50	122,664.67	

	Police Captain			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Police Captain	91,179	129,776	122,574
Pella	Police Captain			97,801
Newton	n/a			
Pleasant Hill	Police Captain	91,576	125,328	111,416
Grimes	n/a			
Norwalk	Assistant Police Chief	94,780	126,373	108,260
Marshalltown	Police Captain	79,830	105,705	105,705
Clive	n/a			
Oskaloosa	n/a			
Waukee	n/a			
Des Moines	Police Captain	110,656	141,900	132,094
Ankeny	Police Captain	105,964	138,060	134,039
West Des Moines	Police Captain	87,109	126,308	121,592
Urbandale	Police Captain	100,831	129,645	
Indianola	Police Captain	113,853	117,303	
Range Data				
Average		95,240.63	127,886.88	116,685.11
50th Percentile		93,178.00	128,009.00	116,504.00
60th Percentile		95,990.20	129,671.20	121,788.40
65th Percentile		98,108.05	129,717.05	122,132.10
70th Percentile		100,225.90	129,762.90	122,475.80
75th Percentile		102,114.25	131,847.00	124,953.97
80th Percentile		103,910.80	134,746.40	128,285.92
Actual Data				
Average		105,016.60	140,022.13	
50th Percentile		104,853.60	139,804.80	
60th Percentile		109,609.56	146,146.08	
65th Percentile		109,918.89	146,558.52	
70th Percentile		110,228.22	146,970.96	
75th Percentile		112,458.57	149,944.76	
80th Percentile		115,457.33	153,943.11	

	Police Detective			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Police Detective	63,024	80,954	75,212
Pella	n/a			
Newton	n/a			
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	Police Officer (Special Assignment)	53,102	71,344	
Clive	n/a			
Oskaloosa	Police Detective	54,505	65,612	
Waukee	Police Officer (plus stipend)	62,649	82,118	71,739
Des Moines	n/a			
Ankeny	Police Detective	80,716	98,252	90,301
West Des Moines	Same as Officer			
Urbandale	n/a			
Indianola	Police Officer/Detective	62,788	81,144	
Range Data				
Average		62,799.19	79,655.98	79,083.87
50th Percentile		62,649.00	80,954.00	75,212.00
60th Percentile		62,799.00	81,419.60	78,229.72
65th Percentile		62,874.00	81,652.40	79,738.58
70th Percentile		62,949.00	81,885.20	81,247.44
75th Percentile		63,024.00	82,118.00	82,756.30
80th Percentile		66,562.39	85,344.78	84,265.16
Actual Data				
Average		71,175.48	94,900.64	
50th Percentile		67,690.80	90,254.40	
60th Percentile		70,406.75	93,875.66	
65th Percentile		71,764.72	95,686.30	
70th Percentile		73,122.70	97,496.93	
75th Percentile		74,480.67	99,307.56	
80th Percentile		75,838.64	101,118.19	

	Police Officer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:	SRO:
Altoona	Police Officer	63,024	80,954	74,776	77,206
Pella	Police Officer			63,362	n/a
Newton	Police Officer	59,016	76,320		n/a
Pleasant Hill	Police Officer	64,563	79,560	72,061	n/a
Grimes	n/a				n/a
Norwalk	Police Officer	57,304	79,040		81,952
Marshalltown	Police Officer	53,102	71,344		62,223
Clive	Police Officer	60,611	80,059		73,923
Oskaloosa	Police Officer	51,505	62,612		63,812
Waukee	Police Officer	61,609	81,078	63,690	63,690
Des Moines	Police Officer	75,608	92,955	78,219	n/a
Ankeny	Police Officer	73,212	98,252	85,312	same
West Des Moines	Police Officer	63,627	88,795	82,888	n/a
Urbandale	Police Officer	62,489	82,232		same
Indianola	Police Officer	62,788	81,144		
Range Data					
Average		62,189.09	81,103.46	74,329.67	70,467.67
50th Percentile		62,049.23	80,506.50	74,776.00	68,867.50
60th Percentile		62,810.18	81,028.40	76,841.77	73,923.00
65th Percentile		63,114.48	81,251.08	77,874.66	74,743.75
70th Percentile		63,446.24	81,885.70	79,152.76	75,564.50
75th Percentile		63,861.15	83,872.69	80,553.48	76,385.25
80th Percentile		64,375.84	87,482.53	81,954.19	77,206.00
Actual Data					
Average	SRO Actual	63,420.90	84,561.20		
50th Percentile		61,980.75	82,641.00		
60th Percentile		66,530.70	88,707.60		
65th Percentile		67,269.38	89,692.50		
70th Percentile		68,008.05	90,677.40		
75th Percentile		68,746.73	91,662.30		
80th Percentile		69,485.40	92,647.20		

	Office Manager - Police			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Records Technician	49,212	66,372	59,633
Pella	n/a			
Newton	n/a			
Pleasant Hill	Police Admin	50,993	69,787	59,654
Grimes	n/a			
Norwalk	Office Coordinator	51,987	69,316	56,147
Marshalltown	Administrative Secretary	47,944	59,883	
Clive	Administrative Assistant			72,464
Oskaloosa	Administrative Assistant	34,547	45,630	
Waukee	Records Technician	50,627	66,643	59,238
Des Moines	Office Manager - Police	60,486	76,648	72,197
Ankeny	Civilian Supervisor	66,897	89,777	82,157
West Des Moines	n/a			
Urbandale	Civilian Records Supervisor	72,793	93,591	
Indianola	Office Manager Police	68,592	88,972	
Range Data				
Average		53,942.89	70,849.67	65,927.11
50th Percentile		50,993.00	69,316.00	59,654.00
60th Percentile		51,788.20	69,692.80	67,179.68
65th Percentile		53,686.80	71,159.20	70,942.52
70th Percentile		57,086.40	73,903.60	72,250.24
75th Percentile		60,486.00	76,648.00	72,330.40
80th Percentile		63,050.40	81,899.60	72,410.56
Actual Data				
Average		59,334.40	79,112.54	
50th Percentile		53,688.60	71,584.80	
60th Percentile		60,461.71	80,615.62	
65th Percentile		63,848.27	85,131.02	
70th Percentile		65,025.22	86,700.29	
75th Percentile		65,097.36	86,796.48	
80th Percentile		65,169.50	86,892.67	

	Clerical Support Staff			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	Police Support Technician			35,942
Newton	Police Clerks	40,020	49,620	
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	Administrative Secretary	47,944	59,883	
Clive	Administrative Assistant			68,520
Oskaloosa	Community Service Officer	32,566	43,322	
Waukee	n/a			
Des Moines	Administrative Assistant	53,726	68,078	59,062
Ankeny	Administrative Assistant	52,988	71,111	61,339
West Des Moines	Administrative Secretary	50,398	74,838	72,197
Urbandale	n/a			
Indianola	PD Clerical Assistant	37,671	45,789	
Range Data				
Average		45,044.77	61,142.07	59,411.92
50th Percentile		49,171.20	63,980.50	61,339.20
60th Percentile		50,398.40	68,078.00	64,211.52
65th Percentile		51,045.80	68,836.26	65,647.68
70th Percentile		51,693.20	69,594.52	67,083.84
75th Percentile		52,340.60	70,352.78	68,520.00
80th Percentile		52,988.00	71,111.04	69,255.36
Actual Data				
Average		53,470.73	71,294.30	
50th Percentile		55,205.28	73,607.04	
60th Percentile		57,790.37	77,053.82	
65th Percentile		59,082.91	78,777.22	
70th Percentile		60,375.46	80,500.61	
75th Percentile		61,668.00	82,224.00	
80th Percentile		62,329.82	83,106.43	

Director of Parks and Recreation				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	n/a			
Newton	Parks Operation Superintendent			88,900
Pleasant Hill	Director of Parks and Recreation	83,062	113,676	93,433
Grimes	Parks and Recreation Director	93,325	124,086	117,961
Norwalk	Parks and Recreation Director	107,910	143,880	121,339
Marshalltown	Parks and Recreation Director	92,040	124,550	109,803
Clive	Director of Leisure Services			133,648
Oskaloosa	n/a			
Waukee	Director of Parks and Recreation	105,872	144,893	144,893
Des Moines	Parks and Recreation Director	130,576	186,538	186,537
Ankeny	Director of Parks and Recreation	113,021	151,676	141,896
West Des Moines	Parks and Recreation Director	116,514	185,841	174,380
Urbandale	Director of Parks and Recreation	112,055	144,076	144,076
Indianola	Director of Parks and Recreation	89,966	101,627	
Range Data				
Average		106,041.67	146,579.56	132,442.36
50th Percentile		107,910.00	144,076.00	133,648.00
60th Percentile		111,226.00	144,729.60	141,896.00
65th Percentile		112,248.20	146,249.60	142,986.00
70th Percentile		112,634.60	148,962.80	144,076.00
75th Percentile		113,021.00	151,676.00	144,484.50
80th Percentile		114,418.20	165,342.00	144,893.00
Actual Data				
Average		119,198.13	158,930.84	
50th Percentile		120,283.20	160,377.60	
60th Percentile		127,706.40	170,275.20	
65th Percentile		128,687.40	171,583.20	
70th Percentile		129,668.40	172,891.20	
75th Percentile		130,036.05	173,381.40	
80th Percentile		130,403.70	173,871.60	

	Parks Supervisor			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Parks Supervisor	78,790	102,835	102,835
Pella	Parks Manager			75,400
Newton	Parks Operation Assistant Supt.			71,419
Pleasant Hill	Parks Supervisor	68,335	93,521	83,140
Grimes	n/a			
Norwalk	Parks Supervisor	65,925	87,900	71,199
Marshalltown	Parks Supervisor	67,267	82,201	69,971
Clive	Parks Manager			116,506
Oskaloosa	n/a			
Waukee	n/a			
Des Moines	Parks and Rec Supervisor	76,648	97,115	87,391
Ankeny	Parks and Facilities Administrator	94,894	127,346	123,637
West Des Moines	Superintendent of Parks	91,423	145,820	129,437
Urbandale	Parks Supervisor	78,406	100,806	92,978
Indianola	Parks Supervisor	57,970	76,148	
Range Data				
Average		77,711.00	104,693.00	93,083.00
50th Percentile		77,527.00	98,960.50	87,391.00
60th Percentile		78,482.80	101,211.80	92,978.00
65th Percentile		78,617.20	101,921.95	97,906.50
70th Percentile		78,751.60	102,632.10	102,835.00
75th Percentile		81,948.25	108,962.75	109,670.50
80th Percentile		86,369.80	117,541.60	116,506.00
Actual Data				
Average		83,774.70	111,699.60	
50th Percentile		78,651.90	104,869.20	
60th Percentile		83,680.20	111,573.60	
65th Percentile		88,115.85	117,487.80	
70th Percentile		92,551.50	123,402.00	
75th Percentile		98,703.45	131,604.60	
80th Percentile		104,855.40	139,807.20	

	Horticulturist Supervisor			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	City Arborist	69,784	91,083	83,345
Pella	Horticulture Technician			54,641
Newton	n/a			
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	n/a			
Waukee	Horticulture Technician	55,307	72,779	59,820
Des Moines	Parks Manager	96,426	137,751	108,937
Ankeny	n/a			
West Des Moines	Urban Forestry Supervisor	69,929	107,689	91,000
Urbandale	n/a			
Indianola	Horticulturist Supervisor	57,970	76,148	
Range Data				
Average		72,861.50	102,325.50	79,548.68
50th Percentile		69,856.50	99,386.00	83,345.00
60th Percentile		69,900.00	104,367.80	86,407.00
65th Percentile		69,921.75	106,858.70	87,938.00
70th Percentile		72,578.70	110,695.20	89,469.00
75th Percentile		76,553.25	115,204.50	91,000.00
80th Percentile		80,527.80	119,713.80	94,587.48
Actual Data				
Average		71,593.81	95,458.42	
50th Percentile		75,010.50	100,014.00	
60th Percentile		77,766.30	103,688.40	
65th Percentile		79,144.20	105,525.60	
70th Percentile		80,522.10	107,362.80	
75th Percentile		81,900.00	109,200.00	
80th Percentile		85,128.73	113,504.98	

	Recreation Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	n/a			
Newton	n/a			
Pleasant Hill	n/a			
Grimes	Recreation Coordinator	45,359	60,214	52,031
Norwalk	Recreation Supervisor	69,253	92,338	73,563
Marshalltown	Recreation Supervisor	67,267	82,201	82,201
Clive	Recreation Coordinator			72,030
Oskaloosa	n/a			
Waukee	Recreation Supervisor	71,145	93,622	81,765
Des Moines	Recreation Program Coordinator	44,408	52,603	46,384
Ankeny	Recreation Supervisor	66,897	89,777	72,804
West Des Moines	Recreation Program/Facility	80,894	129,171	113,360
Urbandale	Recreation Coordinator	55,980	71,968	
Indianola	Recreation Coordinator (aquatics)	52,835	67,806	
Range Data				
Average		62,650.38	83,986.75	74,267.25
50th Percentile		67,082.00	85,989.00	73,183.50
60th Percentile		67,664.20	90,289.20	75,203.40
65th Percentile		68,359.30	91,185.55	78,074.10
70th Percentile		69,054.40	92,081.90	80,944.80
75th Percentile		69,726.00	92,659.00	81,874.00
80th Percentile		70,388.20	93,108.40	82,026.60
Actual Data				
Average		66,840.53	89,120.70	
50th Percentile		65,865.15	87,820.20	
60th Percentile		67,683.06	90,244.08	
65th Percentile		70,266.69	93,688.92	
70th Percentile		72,850.32	97,133.76	
75th Percentile		73,686.60	98,248.80	
80th Percentile		73,823.94	98,431.92	

	Recreation Coordinator (Edited)			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	n/a			
Newton	n/a			
Pleasant Hill	n/a			
Grimes	Recreation Coordinator	45,359	60,214	52,031
Norwalk	Recreation Supervisor			
Marshalltown	Recreation Supervisor			
Clive	Recreation Coordinator			72,030
Oskaloosa	n/a			
Waukee	Recreation Supervisor			
Des Moines	Recreation Program Coordinator	44,408	52,603	46,384
Ankeny	Recreation Supervisor			
West Des Moines	Recreation Program/Facility	80,894	129,171	113,360
Urbandale	Recreation Coordinator	55,980	71,968	
Indianola	Recreation Coordinator (aquatics)	52,835	67,806	
Range Data				
Average		56,660.25	78,489.00	70,951.25
50th Percentile		50,669.50	66,091.00	62,030.50
60th Percentile		53,855.80	69,617.20	68,030.20
65th Percentile		55,448.95	71,380.30	71,030.05
70th Percentile		58,471.40	77,688.30	76,163.00
75th Percentile		62,208.50	86,268.75	82,362.50
80th Percentile		65,945.60	94,849.20	88,562.00
Actual Data				
Average		63,856.13	85,141.50	
50th Percentile		55,827.45	74,436.60	
60th Percentile		61,227.18	81,636.24	
65th Percentile		63,927.05	85,236.06	
70th Percentile		68,546.70	91,395.60	
75th Percentile		74,126.25	98,835.00	
80th Percentile		79,705.80	106,274.40	

	Operation Specialist - Parks			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Parks Operator I & II	44,740	66,372	61,027
Pella	Parks Maintenance Technician			40,643
Newton	Parks Recreation Specialist			38,479
Pleasant Hill	Park Maintenance Tech	53,289	60,715	57,740
Grimes	n/a			
Norwalk	Parks Technician	48,185	64,247	
Marshalltown	Park Maintenance Worker	45,240	57,200	
Clive	Operation Specialist - Parks			69,481
Oskaloosa	n/a			
Waukee	Parks Laborer	47,278	62,212	61,630
Des Moines	Parks Maintenance Worker	61,318	73,320	65,344
Ankeny	Parks Maintenance Technician	52,905	64,973	54,246
West Des Moines	Grounds Maintenance Specialist	50,274	70,346	68,827
Urbandale	Parks Laborer	57,492	62,934	
Indianola	Operations Specialist - Parks	50,595	55,783	
Range Data				
Average		51,191.16	64,702.06	57,490.81
50th Percentile		50,273.60	64,247.00	61,027.00
60th Percentile		52,378.56	64,827.77	61,509.40
65th Percentile		52,981.64	65,252.77	62,372.74
70th Percentile		53,135.32	65,812.38	63,858.22
75th Percentile		53,289.00	66,372.00	65,343.70
80th Percentile		54,970.20	67,961.44	66,737.10
Actual Data				
Average		51,741.73	68,988.97	
50th Percentile		54,924.30	73,232.40	
60th Percentile		55,358.46	73,811.28	
65th Percentile		56,135.47	74,847.29	
70th Percentile		57,472.40	76,629.86	
75th Percentile		58,809.33	78,412.44	
80th Percentile		60,063.39	80,084.52	

	Publication/Marketing Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Communication Specialist	69,784	91,083	80,912
Pella	Local Programming Coordinator			48,276
Newton	Community Marketing Manager			69,119
Pleasant Hill	Communication Specialist	68,335	93,521	79,942
Grimes	Marketing and Comm. Coordinator	71,586	97,247	69,166
Norwalk	Marketing and Comm. Specialist	69,700	92,933	74,037
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	n/a			
Waukee	Marketing and Comm. Specialist	51,979	68,411	
Des Moines	Communications Specialist I	62,317	74,568	68,377
Ankeny	Communications Specialist	70,911	95,166	89,702
West Des Moines	n/a			
Urbandale	Director of Marketing and Comm.	95,218	112,430	95,218
Indianola	Publication and Marketing Coordinator	52,835	67,806	
Range Data				
Average		69,978.75	90,669.88	74,972.06
50th Percentile		69,742.00	93,227.00	74,037.00
60th Percentile		70,009.40	93,850.00	78,761.00
65th Percentile		70,403.85	94,425.75	80,136.00
70th Percentile		70,798.30	95,001.50	80,524.00
75th Percentile		71,079.75	95,686.25	80,912.00
80th Percentile		71,316.00	96,414.60	84,428.00
Actual Data				
Average		67,474.85	89,966.47	
50th Percentile		66,633.30	88,844.40	
60th Percentile		70,884.90	94,513.20	
65th Percentile		72,122.40	96,163.20	
70th Percentile		72,471.60	96,628.80	
75th Percentile		72,820.80	97,094.40	
80th Percentile		75,985.20	101,313.60	

	Library Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Library Director	94,836	134,981	134,981
Pella	Library Director			90,750
Newton	Library Director			115,013
Pleasant Hill	Library Director	96,154	131,594	116,987
Grimes	Library Director	93,325	124,086	112,167
Norwalk	Library Director	103,881	124,657	122,349
Marshalltown	Library Director	92,040	124,550	124,550
Clive	Library Manager	93,021	111,414	
Oskaloosa	Library Director			56,075
Waukee	Library Director	101,800	139,321	123,855
Des Moines	Library Director			191,000
Ankeny	Library Director	113,021	151,676	137,699
West Des Moines	Library Director	109,661	174,907	174,915
Urbandale	Library Director	112,055	144,076	118,468
Indianola	Library Director	83,188	107,125	
Range Data				
Average		100,979.40	136,126.20	124,523.78
50th Percentile		98,977.00	133,287.50	122,349.00
60th Percentile		102,632.40	136,717.00	123,994.00
65th Percentile		103,568.85	138,670.00	124,411.00
70th Percentile		105,615.00	140,747.50	128,722.40
75th Percentile		108,216.00	142,887.25	134,981.00
80th Percentile		110,139.80	145,596.00	136,611.80
Actual Data				
Average		112,071.40	149,428.53	
50th Percentile		110,114.10	146,818.80	
60th Percentile		111,594.60	148,792.80	
65th Percentile		111,969.90	149,293.20	
70th Percentile		115,850.16	154,466.88	
75th Percentile		121,482.90	161,977.20	
80th Percentile		122,950.62	163,934.16	

	Adult Services Librarian			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	n/a			
Newton	Public Services Librarian			67,462
Pleasant Hill	Staff Librarian	61,982	84,827	78,472
Grimes	Head of Circulation	58,547	75,759	60,819
Norwalk	Adult Services Librarian	54,947	73,262	59,343
Marshalltown	Public Services and Tech Manager	67,267	82,201	72,696
Clive	Adult Services Librarian			80,290
Oskaloosa	n/a			
Waukee	Adult Services Librarian	53,705	73,486	60,403
Des Moines	Librarian	63,086	75,587	71,768
Ankeny	Adult Services Librarian	63,111	84,696	79,835
West Des Moines	Head of Adult Services	69,929	107,689	93,926
Urbandale	Library Specialist	61,593	79,184	
Indianola	Adult Service Librarian	52,835	67,806	
Range Data				
Average		61,574.15	81,854.50	72,501.36
50th Percentile		61,982.00	79,184.00	72,232.00
60th Percentile		62,865.20	81,597.60	75,006.40
65th Percentile		63,091.07	82,699.90	77,605.60
70th Percentile		63,101.22	83,697.71	78,880.77
75th Percentile		63,111.36	84,695.52	79,493.92
80th Percentile		64,773.62	84,748.11	79,925.65
Actual Data				
Average		65,251.22	87,001.63	
50th Percentile		65,008.80	86,678.40	
60th Percentile		67,505.76	90,007.68	
65th Percentile		69,845.04	93,126.72	
70th Percentile		70,992.69	94,656.92	
75th Percentile		71,544.53	95,392.70	
80th Percentile		71,933.08	95,910.78	

	Library Assistant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Librarian	31,075	72,009	
Pella	Library Assistant			35,921
Newton	n/a			
Pleasant Hill	Library Tech	21,236	60,278	37,668
Grimes	Library Associate	23,504	26,977	
Norwalk	Circulation Assistant	25,708	31,200	
Marshalltown	Library Assistant IV	44,491	54,308	
Clive	Library Assistant	34,860	43,472	
Oskaloosa	Library Assistant	31,393	41,425	
Waukee	Public Services Assistant II	33,550	45,905	33,550
Des Moines	Library Assistant	53,435	63,835	61,818
Ankeny	Library Associate	44,491	59,708	51,257
West Des Moines	Library Assistant	47,445	70,450	55,328
Urbandale	Library Assistant	40,559	52,160	
Indianola	Library Assistant	30,639	39,654	
Range Data				
Average		35,568.15	50,875.46	45,923.67
50th Percentile		34,205.00	53,234.00	44,462.72
60th Percentile		38,279.40	57,548.29	51,257.44
65th Percentile		41,148.80	59,793.91	52,275.08
70th Percentile		43,311.40	60,107.14	53,292.72
75th Percentile		44,491.05	61,167.25	54,310.36
80th Percentile		44,491.16	63,123.60	55,328.00
Actual Data				
Average		41,331.31	55,108.41	
50th Percentile		40,016.45	53,355.26	
60th Percentile		46,131.70	61,508.93	
65th Percentile		47,047.57	62,730.10	
70th Percentile		47,963.45	63,951.26	
75th Percentile		48,879.32	65,172.43	
80th Percentile		49,795.20	66,393.60	

	Youth Services Librarian			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	Youth Services Librarian			81,224
Newton	Youth Services Librarian			72,302
Pleasant Hill	n/a			
Grimes	Head of Youth Services	58,547	78,978	71,413
Norwalk	Youth Services Librarian	55,814	74,418	62,264
Marshalltown	Youth Services Librarian	67,267	82,201	82,201
Clive	Youth Services Librarian			71,495
Oskaloosa	Youth Services Librarian	37,994	50,237	
Waukee	Youth Services Manager	60,403	82,680	73,486
Des Moines	Librarian - Youth Services	63,086	75,587	71,769
Ankeny	Youth Services Library	63,111	84,696	74,256
West Des Moines	Head of Youth Services	80,984	129,171	98,487
Urbandale	Library Specialist	61,593	79,184	
Indianola	Youth Services Librarian	52,835	67,806	
Range Data				
Average		60,977.71	81,905.72	75,889.67
50th Percentile		61,593.00	79,184.00	72,894.00
60th Percentile		62,787.40	81,597.60	73,794.00
65th Percentile		63,091.07	82,296.80	74,140.50
70th Percentile		63,101.22	82,488.40	76,346.40
75th Percentile		63,111.36	82,680.00	79,482.00
80th Percentile		64,773.62	83,486.21	81,419.40
Actual Data				
Average		68,300.70	91,067.60	
50th Percentile		65,604.60	87,472.80	
60th Percentile		66,414.60	88,552.80	
65th Percentile		66,726.45	88,968.60	
70th Percentile		68,711.76	91,615.68	
75th Percentile		71,533.80	95,378.40	
80th Percentile		73,277.46	97,703.28	

	Children Services Assistant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Children Services Assistant	39,665	58,385	48,776
Pella	n/a			
Newton	n/a			
Pleasant Hill	n/a			
Grimes	Youth Services Librarian	47,683	62,324	55,621
Norwalk	n/a			
Marshalltown	Reference Librarian	53,289	65,124	54,371
Clive	n/a			
Oskaloosa	n/a			
Waukee	Children's Librarian	53,705	73,486	53,705
Des Moines	Library Assistant (Youth Services)	53,435	63,835	61,817
Ankeny	n/a			
West Des Moines	Youth Services Assistant	47,445	70,450	67,454
Urbandale	Library Specialist	61,593	79,184	
Indianola	Children's Services Assistant	38,885	50,425	
Range Data				
Average		50,973.54	67,541.09	56,957.40
50th Percentile		53,289.00	65,124.00	54,996.00
60th Percentile		53,376.60	68,319.36	55,621.00
65th Percentile		53,420.40	69,917.04	57,170.00
70th Percentile		53,489.00	71,056.88	58,719.00
75th Percentile		53,570.00	71,967.80	60,268.00
80th Percentile		53,651.00	72,878.72	61,817.00
Actual Data				
Average		51,261.66	68,348.88	
50th Percentile		49,496.40	65,995.20	
60th Percentile		50,058.90	66,745.20	
65th Percentile		51,453.00	68,604.00	
70th Percentile		52,847.10	70,462.80	
75th Percentile		54,241.20	72,321.60	
80th Percentile		55,635.30	74,180.40	

	Circulation Services Coordinator			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Circulation Lead	55,182	72,009	60,299
Pella	n/a			
Newton	Circulation Clerk			51,367
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	n/a			
Clive	Public Services Librarian			78,706
Oskaloosa	Library Administrative Assistant	34,547	45,630	
Waukee	n/a			
Des Moines	n/a			
Ankeny	n/a			
West Des Moines	n/a			
Urbandale	Library Manager - Patron Services	72,793	93,591	79,042
Indianola	Circulation Services Coordinator	43,571	56,488	
Range Data				
Average		54,174.00	70,410.00	67,353.50
50th Percentile		55,182.00	72,009.00	69,502.50
60th Percentile		58,704.20	76,325.40	75,024.60
65th Percentile		60,465.30	78,483.60	77,785.65
70th Percentile		62,226.40	80,641.80	78,739.60
75th Percentile		63,987.50	82,800.00	78,790.00
80th Percentile		65,748.60	84,958.20	78,840.40
Actual Data				
Average		60,618.15	80,824.20	
50th Percentile		62,552.25	83,403.00	
60th Percentile		67,522.14	90,029.52	
65th Percentile		70,007.09	93,342.78	
70th Percentile		70,865.64	94,487.52	
75th Percentile		70,911.00	94,548.00	
80th Percentile		70,956.36	94,608.48	

	Teen Services and Marketing			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	n/a			
Pella	n/a			
Newton	n/a			
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	n/a			
Clive	n/a			
Oskaloosa	n/a			
Waukee	Technical Services Manager	60,408	82,672	67,951
Des Moines	Graphic Designer - Library	53,206	63,648	63,648
Ankeny	Teen Services Librarian	63,111	84,696	66,267
West Des Moines	n/a			
Urbandale	Library Specialist	61,593	79,184	
Indianola	Teen Services and Marketing	52,835	67,806	
Range Data				
Average		59,579.59	77,549.88	65,955.24
50th Percentile		61,000.50	80,928.00	66,266.72
60th Percentile		61,356.00	81,974.40	66,603.58
65th Percentile		61,533.75	82,497.60	66,772.00
70th Percentile		61,744.84	82,874.35	66,940.43
75th Percentile		61,972.59	83,177.88	67,108.86
80th Percentile		62,200.34	83,481.41	67,277.29
Actual Data				
Average		59,359.72	79,146.29	
50th Percentile		59,640.05	79,520.06	
60th Percentile		59,943.22	79,924.29	
65th Percentile		60,094.80	80,126.40	
70th Percentile		60,246.39	80,328.52	
75th Percentile		60,397.97	80,530.63	
80th Percentile		60,549.56	80,732.75	

	Water Pollution Control Superintendent			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Utilities Supervisor	78,790	102,835	96,928
Pella	Water Treatment Plant Sup.			96,491
Newton	WPC Plant Superintendent			91,089
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	WPCP Superintendent	79,830	105,705	105,705
Clive	n/a			
Oskaloosa	n/a			
Waukee	Water/Wastewater Superintendent	67,288	88,545	88,545
Des Moines	Sewer Operations Administrator	106,757	152,100	128,768
Ankeny	n/a			
West Des Moines	n/a			
Urbandale	n/a			
Indianola	Wastewater Superintendent	90,985	117,079	
Range Data				
Average		83,166.25	112,296.25	101,254.31
50th Percentile		79,310.00	104,270.00	96,709.50
60th Percentile		79,622.00	105,131.00	96,928.00
65th Percentile		79,778.00	105,561.50	99,122.25
70th Percentile		82,522.70	110,344.50	101,316.50
75th Percentile		86,561.75	117,303.75	103,510.75
80th Percentile		90,600.80	124,263.00	105,705.00
Actual Data				
Average		91,128.88	121,505.17	
50th Percentile		87,038.55	116,051.40	
60th Percentile		87,235.20	116,313.60	
65th Percentile		89,210.03	118,946.70	
70th Percentile		91,184.85	121,579.80	
75th Percentile		93,159.68	124,212.90	
80th Percentile		95,134.50	126,846.00	

Water Pollution Control Operator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Utilities Operator I, II, III	44,740	72,009	51,126
Pella	Wastewater Treatment Operator			58,884
Newton	WPC Assistant Plant Superintendent			75,119
Pleasant Hill	n/a			
Grimes	n/a			
Norwalk	n/a			
Marshalltown	Operator II	55,390	67,662	
Clive	Public Works Operations Specialist			69,973
Oskaloosa	n/a			
Waukee	Water/Wastewater Operator	59,820	78,707	65,728
Des Moines	Wastewater Operation Specialist	69,451	83,013	77,457
Ankeny	n/a			
West Des Moines	n/a			
Urbandale	n/a			
Indianola	WPC Grade 3	63,987	73,894	
Range Data				
Average		57,350.25	75,347.75	66,381.19
50th Percentile		57,605.00	75,358.00	67,850.50
60th Percentile		58,934.00	77,367.40	69,973.00
65th Percentile		59,598.50	78,372.10	71,259.50
70th Percentile		60,783.10	79,137.60	72,546.00
75th Percentile		62,227.75	79,783.50	73,832.50
80th Percentile		63,672.40	80,429.40	75,119.00
Actual Data				
Average		59,743.07	79,657.42	
50th Percentile		61,065.45	81,420.60	
60th Percentile		62,975.70	83,967.60	
65th Percentile		64,133.55	85,511.40	
70th Percentile		65,291.40	87,055.20	
75th Percentile		66,449.25	88,599.00	
80th Percentile		67,607.10	90,142.80	

	Public Works Director			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Public Works Director	101,450	144,395	144,395
Pella	Public Works Director			139,400
Newton	Director of Public Works			121,194
Pleasant Hill	Public Works Director	106,010	145,083	124,017
Grimes	Public Works Director	109,245	148,179	136,407
Norwalk	Public Works Director	118,733	158,311	133,510
Marshalltown	Public Works Director/City Engineer	103,251	139,713	109,907
Clive	Public Works Director			152,732
Oskaloosa	Public Works Director			
Waukee	Public Works Director	114,511	156,717	156,717
Des Moines	Public Works Director	140,621	200,887	200,886
Ankeny	Public Works Operation Manager	100,589	134,990	110,899
West Des Moines	Public Services Director	116,514	185,841	183,748
Urbandale	Director of Engineering and PW	127,476	163,884	149,313
Indianola	Public Works Director	99,663	129,139	
Range Data				
Average		113,840.00	157,800.00	143,317.31
50th Percentile		111,878.00	152,448.00	139,400.00
60th Percentile		115,312.20	157,354.60	145,378.60
65th Percentile		116,213.55	158,071.90	148,329.40
70th Percentile		117,179.70	159,982.90	150,680.60
75th Percentile		118,178.25	162,490.75	152,732.00
80th Percentile		120,481.60	168,275.40	155,123.00
Actual Data				
Average		128,985.58	171,980.77	
50th Percentile		125,460.00	167,280.00	
60th Percentile		130,840.74	174,454.32	
65th Percentile		133,496.46	177,995.28	
70th Percentile		135,612.54	180,816.72	
75th Percentile		137,458.80	183,278.40	
80th Percentile		139,610.70	186,147.60	

	Street Foreman			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Street Supervisor	78,790	102,835	86,112
Pella	Public Works Streets Supervisor			66,622
Newton	PW Operations Assistant Supt.			76,968
Pleasant Hill	Assistant Public Works Director	87,215	119,360	102,029
Grimes	Operations Superintendent	83,931	112,039	93,317
Norwalk	Assistant Public Works Director	91,990	122,653	105,074
Marshalltown	Street Superintendent	70,928	94,099	77,251
Clive	PW Operations Supervisor - Streets			83,141
Oskaloosa	Street Supervisor	50,757	67,017	
Waukee	Streets Crew Lead	53,164	69,971	69,971
Des Moines	Public Works Manager - Streets	97,115	122,990	102,051
Ankeny	Street Supervisor	79,674	106,922	103,809
West Des Moines	Public Services Operations Foreman	69,929	107,689	103,727
Urbandale	Roads Supervisor	76,406	100,806	100,806
Indianola	Foreman - Streets	62,027	68,384	
Range Data				
Average		76,354.49	102,398.31	90,067.51
50th Percentile		78,790.00	106,922.40	93,317.00
60th Percentile		79,674.40	107,689.00	101,050.60
65th Percentile		81,802.70	109,864.00	101,784.40
70th Percentile		83,931.00	112,039.00	102,037.80
75th Percentile		85,573.00	115,699.50	102,051.00
80th Percentile		87,215.00	119,360.00	103,056.60
Actual Data				
Average		81,060.76	108,081.01	
50th Percentile		83,985.30	111,980.40	
60th Percentile		90,945.54	121,260.72	
65th Percentile		91,605.96	122,141.28	
70th Percentile		91,834.02	122,445.36	
75th Percentile		91,845.90	122,461.20	
80th Percentile		92,750.94	123,667.92	

	Operation Specialist - Streets			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Altoona	Street Operator I & II	44,740	66,372	56,326
Pella	Heavy Equipment Operator			59,622
Newton	n/a			
Pleasant Hill	Equipment Operator	53,289	63,419	59,009
Grimes	Street Tech	48,547	62,816	
Norwalk	n/a			
Marshalltown	n/a			
Clive	PW Operations Specialist			69,973
Oskaloosa	Lead Motor Equipment Operator	43,911	58,131	
Waukee	Streets Laborer	47,278	62,212	57,033
Des Moines	n/a			
Ankeny	n/a			
West Des Moines	Public Services Operations Specialist	50,274	70,346	67,954
Urbandale	n/a			
Indianola	Operations Specialist - Streets	55,848	61,572	
Range Data				
Average		49,126.66	63,882.60	61,652.77
50th Percentile		47,912.50	63,117.50	59,315.50
60th Percentile		48,547.00	63,419.00	59,622.00
65th Percentile		48,978.65	64,157.25	61,704.90
70th Percentile		49,410.30	64,895.50	63,787.80
75th Percentile		49,841.95	65,633.75	65,870.70
80th Percentile		50,273.60	66,372.00	67,953.60
Actual Data				
Average		55,487.49	73,983.32	
50th Percentile		53,383.95	71,178.60	
60th Percentile		53,659.80	71,546.40	
65th Percentile		55,534.41	74,045.88	
70th Percentile		57,409.02	76,545.36	
75th Percentile		59,283.63	79,044.84	
80th Percentile		61,158.24	81,544.32	

APPENDIX D

		Health Insurance: Employee Only		Health Insurance: Employee + 1	
Comparable Community	Health Plan Offered	Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Altoona	High Deductible PPO, PPO	10.00%	90.00%	n/a	n/a
Ankeny	HD PPO and PPO	10.00%	90.00%	10.00%	90.00%
Pleasant Hill	High Deductible PPO	10.00%	90.00%	10.00%	90.00%
Grimes	High Deductible PPO, PPO	5.00%	95.00%	5.00%	95.00%
Norwalk	PPO	5.00%	95.00%	5.00%	95.00%
Marshalltown	PPO	15.00%	85.00%	15.00%	85.00%
Clive	Other (POS, point of service)	9.00%	91.00%	16.00%	84.00%
Oskaloosa	Other- self insured	5.00%	95.00%	n/a	N/A
Waukee	PPO	15.00%	85.00%	15.00%	85.00%
Urbandale	PPO	8.50%	91.50%	8.50%	91.50%
West Des Moines	HD PPO and PPO	8.00%	92.00%	14.00%	86.00%
Average:		9.14%	90.86%	10.94%	89.06%
Indianola, IA	High Deductible PPO	13.00%	87.00%	13.00%	87.00%

	Health Insurance: Family Coverage		Dental Coverage	
Comparable Community	Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Altoona	10.00%	90.00%	0.00%	100.00%
Ankeny	10.00%	90.00%	10.00%	90.00%
Pleasant Hill	10.00%	90.00%	10.00%	90.00%
Grimes	5.00%	95.00%	0.00%	100.00%
Norwalk	5.00%	95.00%	0.00%	100.00%
Marshalltown	15.00%	85.00%	Built into health premium	
Clive	16.00%	84.00%	0.00%	100.00%
Oskaloosa	5.00%	95.00%	100.00%	0.00%
Waukee	15.00%	85.00%	15.00%	85.00%
Urbandale	8.50%	91.50%	8.50%	91.50%
West Des Moines	14.00%	86.00%	0.00%	100.00%
Average:	10.32%	89.68%	14.35%	85.65%
Indianola, IA	13.00%	87.00%	27.00%	73.00%

	Vision Coverage		Life Insurance	
Comparable Community	Employee Contribution	Employer Contribution	Does the City Pay for It?	Total Coverage Amount
Altoona	0.00%	100.00%	Yes	50,000
Ankeny	100.00%	0.00%	Yes	1.5x salary up to 300,000
Pleasant Hill	10.00%	90.00%	Yes	Did not Specify.
Grimes	0.00%	100.00%	Yes	50,000
Norwalk	100.00%	0.00%	Yes	40,000
Marshalltown	Covered under health		Yes	Up to 125,000
Clive	0.00%	100.00%	Yes	100% of salary = $10,000
Oskaloosa	100.00%	0.00%	Yes	20,000
Waukee	15.00%	85.00%	Yes	50,000
Urbandale	8.50%	91.50%	Yes	50,000
West Des Moines	100.00%	0.00%	Yes	1x Salary for non-union and 1/2 salary for union.
Average:	43.35%	56.65%		
Indianola, IA	30.00%	70.00%	Yes	$15,000 - Union $45,000 - Non Union

Comparable Community	How many Holidays granted per year?	How many personal days granted per year?	How many sick days granted per year?
Altoona	11.00	0.00	8.65
Ankeny	9.00	4.00	12.00
Pleasant Hill	10.00	2.00	12.00
Grimes	11.00	0.00	0
Norwalk	9.00	3.00	10.00
Marshalltown	9.00	3	12.00
Clive	13.00	0.00	12
Oskaloosa	11.00	0.00	12
Waukee	10.00	0.00	12.00
Urbandale	8.00	3.00	12.00
West Des Moines	9.00	2.00	12.00
Average:	10.00	1.55	10.42
Indianola, IA	9.00	2.00	12.00

Comparable Community	Sick Leave Pay Out Upon Retirement or YOS
Altoona	After 20 years, employee can convert at 2:1 into vacation & then take a vacation buy out.
Ankeny	20 YOS 25% of sick leave balance up to 400 hours
Pleasant Hill	Any accrued sick leave over thirty days - 50% is paid out to an employee with a bonafide retirement
Grimes	None
Norwalk	Yes, for a bona fide retirement. 30% payout.
Marshalltown	With 15 years of full time service 25% goes in to a Health Savings Account.
Clive	At retirement paid 50% of balance up to 360 hrs total
Oskaloosa	After 20 year of service - payout of 1/4 of balance upon retirement/resignation in good standing.
Waukee	Upon an employee's separation of service in good standing, and if the employee taking a bona fide retirement from IPERS, or upon his/her death, said employee shall be paid 30% of their sick leave balance, up to a maximum of 216 hours. This compensation shall be placed into a Retirement Health Savings Account (RHS Plan) to be used for post-retiree health care expenses and/or premiums.
Urbandale	25% of balance for a bona fide retirement.
West Des Moines	50% of accumulated sick leave is paid out.
Average:	
Indianola, IA	Only Police Union - a one-time payout of 50% of accrued sick leave after retiring from employment after reaching 22 years of service and 55 years old.

Vacation Time					
Comparable Community	0 - 5 YOS	6 - 9 YOS	10 - 14 YOS	15 - 20 YOS	21+
Altoona					
Ankeny	10.00	15.00	20.00	25.00	30.00
Pleasant Hill	10.00	15.00	20.00	25.00	25.00
Grimes	20.00	25.00	30.00	36.00	36.00
Norwalk	10.00	15.00	20.00	20.00	20.00
Marshalltown	10.00	15.00	20.00	20.00	25.00
Clive	10.00	15.00	20.00	20.00	25.00
Oskaloosa	10.00	15.00	20.00	20.00	20.00
Waukee	10.00	15.00	20.00	20.00	20.00
Urbandale	10.00	15.00	15.00	20.00	25.00
West Des Moines	10.00	15.00	20.00	20.00	25.00
Average:	11.00	16.00	20.50	22.60	25.10
Indianola, IA	13.00	13.00	16.00	20.00	25.00

Comparable Community	Uniform Allowance:
Altoona	Approx. $500 per fiscal year for Pub. Works, Utilities, Building, Engineering & Public Safety
Ankeny	Police = $700 annual safety boot $140
Pleasant Hill	Union Police $600.00 per year Union Public Works $250.00 per year (shoes)
Grimes	Public Works $650/annually; some other departments budget for City logo clothing
Norwalk	Public Works - $705/year; Police - $750/year; Fire - $150/year
Marshalltown	Varies between $300 - 350.
Clive	We provide uniforms and a $250 boot allowance.
Oskaloosa	Yes, depends on which department. $125 boot allowance.
Waukee	No
Urbandale	$625/year for field workers.
West Des Moines	Yes - varies by position.
Average:	
Indianola, IA	Union and Non-Union Police - $800.00, General Unit (Parks/WPC) -$350.00, Non-Union $350.00

Comparable Community	Longevity Pay
Altoona	Not after 7-1-2012
Ankeny	after 5 yrs = $500; after 10 yrs = $1,000; after 15 yrs = $1,500; after 20 yrs = $2,000; after 25 yrs = $2,500
Pleasant Hill	5 years - .05 10 years - .15 15 years - .30 20 years - .50
Grimes	Yes for the AFSCME group in Public Works. Start of 5 years +.20 hr/Start of 10, 15 & 20 years is + .10/hr
Norwalk	No
Marshalltown	No
Clive	5 yrs = $250, 10 yrs = $500, 15 yrs = $750, 20 yrs = $1,000, 25 yrs = $1,500, 30 yrs = $2,000
Oskaloosa	Yes, after 6 years of continuous service will receive $5.00 per month per years of service to a maximum of $75.00 per month after 20 years of service. Police Union - same except if hired after 6/30/2004, after 6 years - $100/year; after 10 years - $350/year; after 15 years - $600/year; after 20 years - $850/year.
Waukee	$75 / year of continuous service
Urbandale	Yes for union employees.
West Des Moines	5 years = $350; 10 years = $550, 15 years = $750; 20 years = $950.
Average:	
Indianola, IA	All FT employees who are in Range 8.5 or below receive longevity pay. Longevity pay shall be paid on a per hour basis with regular hourly salary. 5-9.99yrs = $250 annually / $.12/hr, 10-14.99yrs =$300 annually / $.14/hr, 15-19.99yrs = $350 annually / $.16/hr, 20+ = $400 annually/ $.19/hr; Non-union PT employee scheduled 20 hours or more per week will reccive longeivty pay 1 yr = $.05/hr, 3 yrs =$10/hr, 5 yrs $.15/hr

Comparable Community	Educational Bonus or Reimbursement
Altoona	All requests must have prior approval. Tuition reimbursement shall be 50% of the cost of tuition. Employees must request permission from their Department Director for review and approval by the City Administrator to attend and to receive reimbursement for a desired degree or program.
Ankeny	Tuition reimbursement of $1,200 per fiscal.
Pleasant Hill	car allowance $6,000.00 per year phone allowance $300.00 per year
Grimes	job related training, conferences are available to employees with approval from manager and HR Director
Norwalk	Our handbook allows for educational reimbursement at the discretion of the department head. There has to be some tangible benefit to the city for the employee to obtain the education. If employee leaves the city before 2 years after the date of completion, they must reimburse the city.
Marshalltown	No
Clive	Yes, $125 per credit hour
Oskaloosa	No
Waukee	No
Urbandale	Non union employees are eligible for up to $4500/year for tuition reimbursement if approved
West Des Moines	Associates - 50% up to $3,200/FY. Bachelors/Master - 75% up to $3,200/FY.
Average:	
Indianola, IA	Yes, full time employees who have completed their probationary period are elgible for $1,200 per fiscal year upon successful completion ("C" or better) of a work-related course with a lifetime maximum of $4,800.

Comparable Community	Supplemental Pay
Altoona	An employee called out after his/her regular shift or more than an hour before his/her regular shift, for reasons beyond his/her control, shall be paid three (3) hours of straight time at his/her normal rate of pay. Call outs that begin prior to midnight and continue through midnight are considered one call out. Call outs are NOT for snow removal. The Public Works and Public Utilities regular shift is from 7:30am – 4:00pm, Saturday through Friday. Regularly scheduled work is not considered a call out (examples: Brush duty, rental checks on parks shelters, weekend duty, etc.)
Ankeny	No
Pleasant Hill	No
Grimes	No
Norwalk	Short term and long term disability. The City pays 100% of the premiums.
Marshalltown	No
Clive	Grade Pay for Public Works with Grades I, II or III - $.50/Hr/Grade
Oskaloosa	No
Waukee	Detectives, $.50/hour (included in rates indicated above)
Urbandale	Yes
West Des Moines	Yes - varies by position and department.
Average:	
Indianola, IA	Employer Pays 100% of STD/LTD premiums. Police FTOs shall receive one hour of compensation at the employee's regular rate of pay for each a daily observation report is compelted by the FTO for the new employee. Grade pay for WPC staff - Grades I, II, III . Stand by pay for WPC/Streets Union Staff; One full-time, regular, non-exempt employee for the Public Works Department and one such employee for the Sewer Department will be on-call duty at all times outside of the regular schedule. Employees are scheduled to be on call on a rotating weekly basis. Switching on-call weeks will not be allowed unless approved by the Department Director or their designee. Employees who are required to be on call for emergencies after regular hours shall receive nine (9) hours straight time pay for each week (seven-day period) on call or four (4) hours straight time pay for each weekend (two day) period on call. In addition, for those seven-day periods which include a recognized Holiday, employees on call will receive one (1) additional hour of straight time pay.