

**City of Ada**  
**Regular Meeting of the City Council**  
**Tuesday, January 5, 2016 – 6:00 P.M. – Council Chambers**

**Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
  
- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.*
  
- V. Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - A.** December 8 & 15, 2015 Council Meeting minutes
  - B.** City Pre – paid checks
  - C.** City Accounts payables
  - D.** Set date, time and location of council meetings.
  - E.** Designate Official Depositories.
  - F.** Designate Official Newspaper.
  
- VI. Approve Agenda** – *No item of business shall be considered unless it appears on the agenda for the meeting. Council Members may add items to the agenda by a majority vote of the council.*
  
- VII. Presentations with possible discussion and decision.**
  - A.** Moore Engineering.
  
- VIII. Reports of Department Heads and Committees**
  - A.** Mayors Report
    - 1) State of the City Address.
  
  - B.** Administrator / Clerk / Treasurer Report.
    - 1) Department Updates.
    - 2) Approval of revised Personnel Policy.
    - 3) Community Forestry Grant
  
- IX. Old Business**

- A. Second Reading – Ordinance 464 – LOMR Adoption.
- B. Second Reading - Ordinance 465 – Annexation to the City of Ada.

**XII. New Business**

- A. Kaleidoscope guests
- B. Approve Resolution 2016-01-01 – Real Property Sale Protocol.
- C. Approve Resolution 2016-01-02 – Sale of Real Property to Camdele.
- D. First Reading – Ordinance 460 – Nuisance Ordinance.
- E. Closed session – Evaluate the Performance of an Individual Subject to Council Authority – Administrator Annual Review.

**XIII. Adjournment**

# January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Years Day! City Hall Closed	2
3	4	5 Regular City Council Mtg 6:00 pm City Hall	6	7	8	9
10	11 Public Safety Meeting – 5:30 p.m. Public Safety Bldg	12	13 Beautification Committee Mtg 6pm Dekko Mtg Rm	14	15	16
17	18 Martin Luther King Jr. Day! City Hall Closed	19	20	21	22	23
24	25 Public Works Board Mtg 5:30 p.m. at Public Works Bldg	26	27 Dekko Committee Mtg 5:15 pm Dekko Mtg Room	28 EDA Meeting- Dekko Meeting Room 7:30 a.m.	29	30
31						

**City of Ada**  
**Minutes of the Regular City Council Meeting**  
**December 8, 2015 – 6:00 p.m.**  
**City Hall**

**Members present:** Mayor Jim Ellefson, Members John Hintz, Candy Robertson, John Rosenberger, Neil Miller, Mike Triplett, Jim Hansen, Rich Pinsonneault.

**Others present:** James Leiman, Robert Rude, Pat Pfund, Tyson – Moore Engineering, Vicki Pederson and others.

**IV. Truth in Taxation Hearing.** No public comment for or against the tax levy.

**V. Citizens Forum.** Robert Rude spoke about the sidewalks and curb cuts being impassable for wheelchairs due to them not being shoveled after it snows and the plow leaves a ridge on the curb cut when it goes by. He asked the council to help find a solution. James will work with Public Works to come up with solutions. Vicki Pederson also asked for clarification on the parking ordinance after a snow event. James answered Vicki's questions.

**VI. Consent Agenda.** Listed on the consent agenda was the November 3, 2015 Council Meeting minutes, City pre – paid checks, City Accounts Payable in the amount of \$62,121.97, approve \$.50 salary adjustment for Dave Wang for CPO certification, approve COLA of 2.5% for 2016, approve list of cigarette licenses. Member Rosenberger removed the City pre – paid checks with a question about the Arvig bill.

**Motion by Member Pinsonneault, second by Member Hansen to approve the consent agenda with changes. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**VII. Approve Agenda.** Added to the agenda was the Green Monster under the Mayor's Report.

**Motion by Member Triplett, second by Member Rosenberger to approve the agenda with changes. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

The 2.5% COLA was removed from the consent agenda and placed it under the Administrator's Report.

**Motion by Member Pinsonneault, second by Member Triplett to approve moving the COLA item. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**VIII. A. Presentations with possible decision. Moore Engineering. Southwest Industrial Park Project.** Approve payment to Visser Trenching in the amount of \$76,011 and Moore Engineering in the amount of \$12,326.45.

**Motion by Member Triplett, second by Member Robertson to approve the invoices for Moore Engineering and Visser Trenching and approve the certificate of Substantial Completion. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**B. Northwest Levee Project.** Approve invoices totaling \$170,892.48 for the Northwest Levee Project.

**Motion by Member Robertson, second by Member Hintz to approve payments totaling \$170,892.48 for the Northwest Levee Project. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**C. DNR Disbursement Request.** Approve request in the amount of \$195,720.98 to the DNR.

**Motion by Member Rosenberger, second by Member Pinsonneault to approve the DNR Disbursement Request in the amount of \$195,720.98. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**IX. Department Reports. Mayor's Report. Green Monster Baseball Field Bleachers.** The council discussed the repairs to the bleachers. No bids were received for the repairs. Discussed was held on whether to repair it or replace it.

**Motion by Member Miller, second by Member Robertson to table this item. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**B. Administrator / Clerk / Treasurer report.** James stated that the project costs for the development of infrastructure came in lower than anticipated and would like to adjust the amount assessed to the Ada Area Promotions Committee. This action would require a Resolution which James will prepare and set up a special meeting for council approval.

**2. Approve Brady, Martz & Associates contract renewal.**

**Motion by Member Robertson, second by Member Hintz to approve the contract with Brady, Martz & Associates for auditing services for the next three years. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**3. Comprehensive Plan contract.** James stated that they are looking at a March 2016 completion date.

**Motion by Member Rosenberger, second by Member Miller to approve the comprehensive plan contract. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**4. Discuss Legal Contract (pre – paid, current arrangement, new contract).** James went over different payment options based on projected costs.

**Motion by Member Triplett, second by Member Rosenberger to keep the current arrangement for how the City buys attorney services. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**5. City pre – paid checks.** Member Rosenberger questioned why the Arvig bill has the detail of the check listed as ‘liquor’. James stated he would get the breakdown of the expenses for the council.

**Motion by Member Miller, second by Member Rosenberger to approve the City pre – paid checks excluding the Arvig payment of \$1,514.99. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**6. Approve Cost Of Living Adjustment (COLA) of 2.5% for 2016.** James asked if the council and mayor wanted to include themselves in the raise. Some members of the council felt that they council / mayor positions are a public service and people shouldn’t be looking at it as a source for a paycheck.

**Motion by Member Miller, second by Member Hintz to approve the COLA for 2016 for employees, excluding mayor and council members. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**1. Department updates.** James gave an update on each department and stated that he is hoping to bring forward the revised personnel policy and a nuisance ordinance in January. James is still getting quotes for the security camera system.

**XII. B. Discuss Police Dept. overtime use.** Member Robertson stated that the overtime in the Police Department is over budget and cautioned James to keep a closer eye on it for the coming year. James explained that the budgeted number is underfunded because just to cover vacations and trainings would eat up most of the budget. The council discussed different options to help lower overtime expenses.

**XII. New Business. A. Kaleidoscope guests.** Member Rosenberger volunteered.

**C. Approve Resolution 2015-12-01 – loan request for And Then Properties.**

**Motion by Member Robertson, second by Member Miller to approve Resolution 2015-12-01. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**D. Approve Resolution 2015-12-02 – Setting Final Tax Levy Collectable in 2016.**

**Motion by Member Miller, second by Member Triplett to approve Resolution 2015-12-02. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**E. Approve Resolution 2015-12-03 – Adopting Final Budget for Calendar Year 2016.**

**Motion by Member Triplett, second by Member Robertson to approve Resolution 2015-12-03. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**F. Approve Resolution 2015-12-04 – Land Sale to R&J Broadcasting.** Members of the council were concerned that this property wasn't advertised for sale and that they didn't even know if they wanted to sell it or that it was available to sell. This property wasn't advertised for sale for everyone to bid on and some council members were concerned about that.

**Motion by Member Pinsonneault, second by Member Hintz to approve Resolution 2015-12-04. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**G. First Reading – Ordinance 464 – LOMR Adoption.**

**Motion by Member Miller, second by Member Rosenberger to approve the first reading of Ordinance 464. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**H. First Reading – Ordinance 465 – Annexation to the City of Ada.**

**Motion by Member Robertson, second by Member Miller to approve the first reading of Ordinance 465. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

**XIII. Motion by Member Pinsonneault, second by Member Miller to adjourn the meeting at 7:52 p.m. Members voting for: Hintz, Robertson, Rosenberger, Miller, Triplett, Hansen, Pinsonneault. Against: None. Motion passed.**

Respectfully submitted,

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James Leiman  
Administrator / Clerk / Treasurer

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Jim Ellefson  
Mayor

**City of Ada**  
**Minutes of the Special City Council Meeting – December 15, 2015**  
**City Hall – 12:00 p.m.**

**Members present:** Members John Hintz, Candy Robertson, John Rosenberger, Neil Miller, Jim Hansen, Rich Pinsonneault.

**Members absent:** Mayor Jim Ellefson, Member Mike Triplett.

**Others present:** James Leiman, Pat Pfund.

**III. A. Business. Approve Resolution 2015-12-05 – authorizing a Special Assessment against lots for the purpose of Infrastructure Development.**

**Motion by Member Miller, second by Member Hansen to approve Resolution 2015-12-05.**

**Members voting for: Hintz, Robertson, Rosenberger, Miller, Hansen, Pinsonneault.**

**Against: None. Motion passed.**

**B. Approve Arvig invoice.**

**Motion by Member Hintz, second by Member Rosenberger to approve the Arvig invoice in the amount of \$1,514.99. Members voting for: Hintz, Robertson, Rosenberger, Miller, Hansen, Pinsonneault. Against: None. Motion passed.**

**IV. Motion by Member Hintz, second by Member Hansen to adjourn the meeting at 12:03 p.m. Members voting for: Hintz, Robertson, Rosenberger, Miller, Hansen, Pinsonneault. Against: None. Motion passed.**

Respectfully submitted,

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James Leiman  
Administrator / Clerk / Treasurer

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Jim Ellefson  
Mayor

## **CITY OF ADA**

### **2016 OFFICIAL DEPOSITORIES**

Frandsen Bank and Trust

Bank of the West – Ada

American Federal Bank

MBIA (4M Fund)

Smith Barney / Morgan Stanley

Bancwest Investment Services (Bank of the West)

### **2016 OFFICIAL CITY NEWSPAPER**

Norman County Index

### **2016 CITY ATTORNEY**

Joshua Heggem, Pemberton Law

### **DATE, TIME AND LOCATION OF MEETINGS FOR 2016**

The regular meeting of the Ada City Council will be held on the first Tuesday after the first Monday at 6:00 p.m. at City Hall.

**CITY OF ADA**  
**\*Expenditure Guideline-No Enc©**

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Current Period: November 2015

		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>General Fund</b>						
<b>Mayor &amp; Council</b>						
Active	E 101-41-4130-103 Salaries - Part Tim	\$25,200.00	\$23,015.59	\$2,265.59	\$2,184.41	91.33%
Active	E 101-41-4130-122 FICA Contribution	\$1,562.00	\$1,416.70	\$130.20	\$145.30	90.70%
Active	E 101-41-4130-125 Medicare Contribut	\$366.00	\$331.76	\$30.49	\$34.24	90.64%
Active	E 101-41-4130-201 Office Supplies	\$200.00	\$424.51	\$0.00	-\$224.51	212.26%
Active	E 101-41-4130-331 Registration Fees-	\$500.00	\$630.00	\$0.00	-\$130.00	126.00%
Active	E 101-41-4130-332 Mileage and Meal	\$500.00	\$977.12	\$0.00	-\$477.12	195.42%
Active	E 101-41-4130-333 Hotel/Motel Expen	\$500.00	\$401.39	\$0.00	\$98.61	80.28%
Active	E 101-41-4130-340 Advertising	\$5,500.00	\$6,044.57	\$449.88	-\$544.57	109.90%
Active	E 101-41-4130-350 Printing & Publishi	\$3,500.00	\$1,615.84	\$73.74	\$1,884.16	46.17%
Active	E 101-41-4130-361 Insurance -Liab/Pr	\$300.00	\$448.98	\$192.05	-\$148.98	149.66%
Active	E 101-41-4130-362 Insurance - Work	\$200.00	\$70.00	\$0.00	\$130.00	35.00%
Active	E 101-41-4130-364 Bond Insurance	\$0.00	\$100.00	\$0.00	-\$100.00	0.00%
Active	E 101-41-4130-432 Dues and Subscrip	\$2,600.00	\$2,788.15	\$0.00	-\$188.15	107.24%
Active	E 101-41-4130-433 Miscellaneous Exp	\$2,000.00	\$2,404.87	\$0.00	-\$404.87	120.24%
Active	E 101-41-4130-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Mayor &amp; Council</b>		<b>\$42,928.00</b>	<b>\$40,669.48</b>	<b>\$3,141.95</b>	<b>\$2,134.74</b>	<b>94.74%</b>
<b>City Clerk</b>						
Active	E 101-41-4140-101 Salaries - Full Tim	\$115,139.00	\$97,915.17	\$10,264.67	\$17,223.83	85.04%
Active	E 101-41-4140-102 Salaries - Overtim	\$0.00	\$236.45	\$0.00	-\$236.45	0.00%
Active	E 101-41-4140-104 Salaries - Tempor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4140-121 PERA Contribution	\$12,339.00	\$10,922.47	\$1,164.28	\$1,416.53	88.52%
Active	E 101-41-4140-122 FICA Contribution	\$10,552.00	\$9,096.91	\$967.85	\$1,455.09	86.21%
Active	E 101-41-4140-125 Medicare Contribut	\$2,468.00	\$2,127.54	\$226.35	\$340.46	86.21%
Active	E 101-41-4140-131 Health/Dental Cont	\$32,201.00	\$26,343.55	\$2,219.77	\$5,857.45	81.81%
Active	E 101-41-4140-201 Office Supplies	\$1,500.00	\$417.86	\$169.00	\$1,082.14	27.86%
Active	E 101-41-4140-221 Repair & Maintena	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-41-4140-309 Software Assistan	\$2,500.00	\$5,484.23	\$126.00	-\$2,984.23	219.37%
Active	E 101-41-4140-314 Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4140-321 Telephone	\$4,450.00	\$3,676.77	\$295.96	\$773.23	82.62%
Active	E 101-41-4140-322 Postage	\$1,600.00	\$2,246.33	\$76.48	-\$646.33	140.40%
Active	E 101-41-4140-331 Registration Fees-	\$1,500.00	\$495.00	\$0.00	\$1,005.00	33.00%
Active	E 101-41-4140-332 Mileage and Meal	\$1,500.00	\$713.05	\$0.00	\$786.95	47.54%
Active	E 101-41-4140-333 Hotel/Motel Expen	\$1,500.00	\$522.96	\$0.00	\$977.04	34.86%
Active	E 101-41-4140-361 Insurance -Liab/Pr	\$1,000.00	\$2,140.60	\$921.31	-\$1,140.60	214.06%
Active	E 101-41-4140-362 Insurance - Work	\$900.00	\$807.93	\$0.00	\$92.07	89.77%
Active	E 101-41-4140-432 Dues and Subscrip	\$800.00	\$35.00	\$0.00	\$765.00	4.38%
Active	E 101-41-4140-433 Miscellaneous Exp	\$9,100.00	\$10,121.24	\$30.95	-\$1,021.24	111.22%
Active	E 101-41-4140-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total City Clerk</b>		<b>\$199,349.00</b>	<b>\$173,303.06</b>	<b>\$16,462.62</b>	<b>\$25,081.21</b>	<b>86.93%</b>
<b>Elections</b>						
Active	E 101-41-4141-106 Salaries - Contract	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4141-201 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4141-221 Repair & Maintena	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4141-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4141-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Elections</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Auditing</b>						
Active	E 101-41-4154-301 Auditing & Accoun	\$14,500.00	\$13,800.00	\$0.00	\$700.00	95.17%
<b>Total Auditing</b>		<b>\$14,500.00</b>	<b>\$13,800.00</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>95.17%</b>
<b>Assessing</b>						

**CITY OF ADA**  
**\*Expenditure Guideline-No Enc©**

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Current Period: November 2015

		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-41-4155-310 Assessing	\$7,700.00	\$7,462.00	\$0.00	\$238.00	96.91%
	<b>Total Assessing</b>	\$7,700.00	\$7,462.00	\$0.00	\$238.00	96.91%
<b>Legal</b>						
Active	E 101-41-4161-304 Legal Fees	\$45,000.00	\$26,888.03	\$2,635.43	\$18,111.97	59.75%
	<b>Total Legal</b>	\$45,000.00	\$26,888.03	\$2,635.43	\$18,111.97	59.75%
<b>Planning/Zoning/Building Insp</b>						
Active	E 101-41-4191-106 Salaries - Contract	\$10,000.00	\$9,777.79	\$888.89	\$222.21	97.78%
Active	E 101-41-4191-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4191-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4191-314 Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4191-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4191-433 Miscellaneous Exp	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
	<b>Total Planning/Zoning/Building Insp</b>	\$10,200.00	\$9,777.79	\$888.89	\$422.21	95.86%
<b>City Hall</b>						
Active	E 101-41-4194-103 Salaries - Part Tim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4194-201 Office Supplies	\$4,000.00	\$2,035.59	\$262.05	\$1,964.41	50.89%
Active	E 101-41-4194-221 Repair & Maintena	\$1,800.00	\$980.66	\$0.00	\$819.34	54.48%
Active	E 101-41-4194-361 Insurance -Liab/Pr	\$500.00	\$226.59	\$69.20	\$273.41	45.32%
Active	E 101-41-4194-362 Insurance - Work	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4194-380 Utilities	\$0.00	\$2,311.74	\$113.92	-\$2,311.74	0.00%
Active	E 101-41-4194-433 Miscellaneous Exp	\$1,000.00	\$1,086.26	\$243.81	-\$86.26	108.63%
Active	E 101-41-4194-442 Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41-4194-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total City Hall</b>	\$7,300.00	\$6,640.84	\$688.98	\$288.09	90.97%
<b>Police</b>						
Active	E 101-42-4210-101 Salaries - Full Tim	\$145,201.00	\$132,108.93	\$12,677.57	\$13,092.07	90.98%
Active	E 101-42-4210-102 Salaries - Overtim	\$23,700.00	\$33,911.55	\$3,331.29	-\$10,211.55	143.09%
Active	E 101-42-4210-103 Salaries - Part Tim	\$24,950.00	\$22,861.13	\$2,687.36	\$2,088.87	91.63%
Active	E 101-42-4210-104 Salaries - Tempor	\$7,000.00	\$3,026.11	\$133.76	\$3,973.89	43.23%
Active	E 101-42-4210-121 PERA Contribution	\$28,174.00	\$28,762.33	\$2,793.99	-\$588.33	102.09%
Active	E 101-42-4210-122 FICA Contribution	\$1,994.00	\$1,550.00	\$169.27	\$444.00	77.73%
Active	E 101-42-4210-125 Medicare Contribut	\$2,915.00	\$2,732.89	\$268.34	\$182.11	93.75%
Active	E 101-42-4210-131 Health/Dental Cont	\$54,100.00	\$42,992.73	\$3,772.69	\$11,107.27	79.47%
Active	E 101-42-4210-201 Office Supplies	\$3,500.00	\$3,111.50	\$501.29	\$388.50	88.90%
Active	E 101-42-4210-212 Gas & Oil	\$10,000.00	\$6,312.53	\$377.38	\$3,687.47	63.13%
Active	E 101-42-4210-221 Repair & Maintena	\$4,000.00	\$3,661.73	\$810.04	\$338.27	91.54%
Active	E 101-42-4210-321 Telephone	\$6,000.00	\$5,152.14	\$481.94	\$847.86	85.87%
Active	E 101-42-4210-331 Registration Fees-	\$2,500.00	\$1,825.00	\$0.00	\$675.00	73.00%
Active	E 101-42-4210-332 Mileage and Meal	\$4,000.00	\$3,697.15	\$102.43	\$302.85	92.43%
Active	E 101-42-4210-333 Hotel/Motel Expen	\$3,000.00	\$2,711.51	\$0.00	\$288.49	90.38%
Active	E 101-42-4210-350 Printing & Publishi	\$1,000.00	\$604.80	\$0.00	\$395.20	60.48%
Active	E 101-42-4210-361 Insurance -Liab/Pr	\$1,500.00	\$3,483.58	\$1,495.75	-\$1,983.58	232.24%
Active	E 101-42-4210-362 Insurance - Work	\$5,000.00	\$5,618.11	\$0.00	-\$618.11	112.36%
Active	E 101-42-4210-380 Utilities	\$5,300.00	\$2,745.96	\$185.19	\$2,554.04	51.81%
Active	E 101-42-4210-412 Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42-4210-432 Dues and Subscrip	\$11,500.00	\$13,206.95	\$0.00	-\$1,706.95	114.84%
Active	E 101-42-4210-433 Miscellaneous Exp	\$6,000.00	\$3,568.62	\$178.33	\$2,431.38	59.48%
Active	E 101-42-4210-438 State Aid Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42-4210-570 Capital Outlay	\$5,000.00	\$3,473.68	\$500.25	\$1,526.32	69.47%
Active	E 101-42-4210-575 Lease Purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Police</b>	\$356,334.00	\$327,118.93	\$30,466.87	\$27,201.73	91.80%

**Fire**

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Current Period: November 2015

		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42-4220-101 Salaries - Full Tim	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
Active	E 101-42-4220-103 Salaries - Part Tim	\$12,700.00	\$11,381.92	\$1,323.63	\$1,318.08	89.62%
Active	E 101-42-4220-121 PERA Contribution	\$921.00	\$856.00	\$100.27	\$65.00	92.94%
Active	E 101-42-4220-122 FICA Contribution	\$787.00	\$681.10	\$80.47	\$105.90	86.54%
Active	E 101-42-4220-125 Medicare Contribut	\$184.00	\$159.22	\$18.81	\$24.78	86.53%
Active	E 101-42-4220-201 Office Supplies	\$250.00	\$156.77	\$0.00	\$93.23	62.71%
Active	E 101-42-4220-210 Misc Operating Su	\$750.00	\$12.38	\$0.00	\$737.62	1.65%
Active	E 101-42-4220-212 Gas & Oil	\$2,300.00	\$1,095.84	\$0.00	\$1,204.16	47.65%
Active	E 101-42-4220-217 Fire Training Mater	\$1,500.00	\$100.00	\$0.00	\$1,400.00	6.67%
Active	E 101-42-4220-221 Repair & Maintena	\$3,000.00	\$425.05	\$0.00	\$2,574.95	14.17%
Active	E 101-42-4220-228 Repair & Maintena	\$4,500.00	\$10,597.84	\$0.00	-\$6,097.84	235.51%
Active	E 101-42-4220-301 Auditing & Accoun	\$750.00	\$1,500.00	\$0.00	-\$750.00	200.00%
Active	E 101-42-4220-315 HAZMAT Team	\$2,234.00	\$2,234.00	\$0.00	\$0.00	100.00%
Active	E 101-42-4220-321 Telephone	\$600.00	\$1,058.54	\$96.05	-\$458.54	176.42%
Active	E 101-42-4220-331 Registration Fees-	\$1,000.00	\$2,535.00	\$0.00	-\$1,535.00	253.50%
Active	E 101-42-4220-332 Mileage and Meal	\$1,000.00	\$1,449.00	\$0.00	-\$449.00	144.90%
Active	E 101-42-4220-333 Hotel/Motel Expen	\$1,000.00	\$1,919.40	\$0.00	-\$919.40	191.94%
Active	E 101-42-4220-350 Printing & Publishi	\$200.00	\$147.08	\$129.00	\$52.92	73.54%
Active	E 101-42-4220-361 Insurance -Liab/Pr	\$2,800.00	\$3,351.36	\$1,133.92	-\$551.36	119.69%
Active	E 101-42-4220-362 Insurance - Work	\$3,200.00	\$2,738.00	\$0.00	\$462.00	85.56%
Active	E 101-42-4220-380 Utilities	\$3,000.00	\$1,297.87	\$156.76	\$1,702.13	43.26%
Active	E 101-42-4220-412 Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42-4220-432 Dues and Subscrip	\$300.00	\$170.00	\$135.00	\$130.00	56.67%
Active	E 101-42-4220-433 Miscellaneous Exp	\$2,000.00	-\$184.83	\$0.00	\$2,184.83	-9.24%
Active	E 101-42-4220-438 State Aid Payment	\$0.00	\$24,610.68	\$0.00	-\$24,610.68	0.00%
Active	E 101-42-4220-570 Capital Outlay	\$9,000.00	\$12,942.20	\$2,025.24	-\$3,942.20	143.80%
Active	E 101-42-4220-575 Lease Purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Fire</b>		<b>\$76,976.00</b>	<b>\$81,234.42</b>	<b>\$5,199.15</b>	<b>-\$5,579.05</b>	<b>105.53%</b>
<b>Civil Defense &amp; Flood Control</b>						
Active	E 101-42-4250-210 Misc Operating Su	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42-4250-321 Telephone	\$160.00	\$78.27	(\$41.97)	\$81.73	48.92%
Active	E 101-42-4250-331 Registration Fees-	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42-4250-332 Mileage and Meal	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42-4250-333 Hotel/Motel Expen	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42-4250-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42-4250-404 Repair & Maint. -	\$200.00	\$300.00	\$0.00	-\$100.00	150.00%
Active	E 101-42-4250-432 Dues and Subscrip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42-4250-433 Miscellaneous Exp	\$300.00	\$58.92	\$0.00	\$241.08	19.64%
Active	E 101-42-4250-570 Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
<b>Total Civil Defense &amp; Flood Control</b>		<b>\$1,960.00</b>	<b>\$437.19</b>	<b>-\$41.97</b>	<b>\$1,522.81</b>	<b>22.31%</b>
<b>Streets</b>						
Active	E 101-43-4310-101 Salaries - Full Tim	\$102,914.00	\$93,766.07	\$9,764.86	\$9,147.93	91.11%
Active	E 101-43-4310-102 Salaries - Overtim	\$7,000.00	\$740.97	\$0.00	\$6,259.03	10.59%
Active	E 101-43-4310-104 Salaries - Tempor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43-4310-121 PERA Contribution	\$7,461.00	\$9,247.50	\$1,026.97	-\$1,786.50	123.94%
Active	E 101-43-4310-122 FICA Contribution	\$6,381.00	\$8,173.42	\$840.60	-\$1,792.42	128.09%
Active	E 101-43-4310-125 Medicare Contribut	\$1,492.00	\$1,911.50	\$196.59	-\$419.50	128.12%
Active	E 101-43-4310-201 Office Supplies	\$400.00	\$63.58	\$0.00	\$336.42	15.90%
Active	E 101-43-4310-210 Misc Operating Su	\$7,000.00	\$6,464.52	\$348.56	\$535.48	92.35%
Active	E 101-43-4310-211 Gravel, Street Rep	\$2,700.00	\$540.00	\$0.00	\$2,160.00	20.00%
Active	E 101-43-4310-212 Gas & Oil	\$16,000.00	\$7,419.40	\$659.55	\$8,580.60	46.37%
Active	E 101-43-4310-221 Repair & Maintena	\$17,000.00	\$18,751.92	\$6,427.91	-\$1,751.92	110.31%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-43-4310-222 Repair & Maintena	\$5,000.00	\$2,639.77	\$560.70	\$2,360.23	52.80%
Active	E 101-43-4310-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43-4310-321 Telephone	\$1,500.00	\$1,593.88	\$153.88	-\$93.88	106.26%
Active	E 101-43-4310-331 Registration Fees-	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-43-4310-332 Mileage and Meal	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-43-4310-333 Hotel/Motel Expen	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-43-4310-350 Printing & Publishi	\$300.00	\$293.78	\$0.00	\$6.22	97.93%
Active	E 101-43-4310-361 Insurance -Liab/Pr	\$5,000.00	\$9,366.31	\$3,429.16	-\$4,366.31	187.33%
Active	E 101-43-4310-362 Insurance - Work	\$6,500.00	\$8,984.64	\$0.00	-\$2,484.64	138.23%
Active	E 101-43-4310-380 Utilities	\$3,500.00	\$2,150.57	\$167.88	\$1,349.43	61.44%
Active	E 101-43-4310-404 Repair & Maint. -	\$9,000.00	\$8,130.46	\$100.46	\$869.54	90.34%
Active	E 101-43-4310-413 Miscellaneous Ren	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-43-4310-433 Miscellaneous Exp	\$5,000.00	\$1,650.37	\$25.00	\$3,349.63	33.01%
Active	E 101-43-4310-570 Capital Outlay	\$12,500.00	\$8,414.54	\$1,116.66	\$4,085.46	67.32%
Active	E 101-43-4310-571 New Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43-4310-574 Sealcoating	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Streets</b>		<b>\$217,948.00</b>	<b>\$190,303.20</b>	<b>\$24,818.78</b>	<b>\$24,475.91</b>	<b>87.32%</b>
<b>Sts- Storm Sewers</b>						
Active	E 101-43-4315-221 Repair & Maintena	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43-4315-303 Engineering Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-43-4315-404 Repair & Maint. -	\$4,500.00	\$1,828.00	\$1,766.00	\$2,672.00	40.62%
Active	E 101-43-4315-433 Miscellaneous Exp	\$300.00	\$200.00	\$0.00	\$100.00	66.67%
Active	E 101-43-4315-570 Capital Outlay	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00%
<b>Total Sts- Storm Sewers</b>		<b>\$23,300.00</b>	<b>\$2,028.00</b>	<b>\$1,766.00</b>	<b>\$21,272.00</b>	<b>8.70%</b>
<b>Sts- Street Lighting</b>						
Active	E 101-43-4316-221 Repair & Maintena	\$750.00	\$602.89	\$357.65	\$147.11	80.39%
Active	E 101-43-4316-380 Utilities	\$15,200.00	\$14,132.20	\$1,567.82	\$1,067.80	92.98%
Active	E 101-43-4316-433 Miscellaneous Exp	\$2,000.00	\$686.31	\$0.00	\$1,313.69	34.32%
<b>Total Sts- Street Lighting</b>		<b>\$17,950.00</b>	<b>\$15,421.40</b>	<b>\$1,925.47</b>	<b>\$2,528.60</b>	<b>85.91%</b>
<b>Sts- Garbage/Trash Collection</b>						
Active	E 101-43-4323-306 Garbage Contract	\$149,856.00	\$137,494.00	\$12,488.00	\$12,362.00	91.75%
Active	E 101-43-4323-350 Printing & Publishi	\$950.00	\$168.93	\$0.00	\$781.07	17.78%
Active	E 101-43-4323-433 Miscellaneous Exp	\$16,000.00	\$20,201.83	\$315.00	-\$4,201.83	126.26%
<b>Total Sts- Garbage/Trash Collection</b>		<b>\$166,806.00</b>	<b>\$157,864.76</b>	<b>\$12,803.00</b>	<b>\$8,941.24</b>	<b>94.64%</b>
<b>Sts- Weed Control</b>						
Active	E 101-43-4326-210 Misc Operating Su	\$800.00	\$46.64	\$0.00	\$753.36	5.83%
Active	E 101-43-4326-413 Miscellaneous Ren	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-43-4326-433 Miscellaneous Exp	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
<b>Total Sts- Weed Control</b>		<b>\$1,100.00</b>	<b>\$46.64</b>	<b>\$0.00</b>	<b>\$1,053.36</b>	<b>4.24%</b>
<b>Insect Control</b>						
Active	E 101-43-4327-216 Chemicals	\$7,000.00	\$4,717.13	\$0.00	\$2,282.87	67.39%
Active	E 101-43-4327-221 Repair & Maintena	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
Active	E 101-43-4327-433 Miscellaneous Exp	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43-4327-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Insect Control</b>		<b>\$7,900.00</b>	<b>\$4,717.13</b>	<b>\$0.00</b>	<b>\$3,182.87</b>	<b>59.71%</b>
<b>Senior Citizens</b>						
Active	E 101-45-4512-213 Senior Meals Cont	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45-4512-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Senior Citizens</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Recreation</b>						
Active	E 101-45-4513-201 Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-45-4513-210 Misc Operating Su	\$500.00	\$165.48	\$47.28	\$334.52	33.10%
Active	E 101-45-4513-212 Gas & Oil	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-45-4513-321 Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45-4513-361 Insurance -Liab/Pr	\$175.00	\$91.35	\$41.91	\$83.65	52.20%
Active	E 101-45-4513-362 Insurance - Work	\$150.00	\$32.00	\$0.00	\$118.00	21.33%
Active	E 101-45-4513-380 Utilities	\$2,500.00	\$3,108.39	\$36.08	-\$608.39	124.34%
Active	E 101-45-4513-433 Miscellaneous Exp	\$5,500.00	\$5,000.00	\$0.00	\$500.00	90.91%
Active	E 101-45-4513-434 Diamond Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45-4513-435 Baseball/Softball	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45-4513-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Recreation</b>		<b>\$9,125.00</b>	<b>\$8,397.22</b>	<b>\$125.27</b>	<b>\$700.76</b>	<b>92.02%</b>
<b>Community Center</b>						
Active	E 101-45-4514-101 Salaries - Full Tim	\$44,113.00	\$42,696.32	\$3,831.13	\$1,416.68	96.79%
Active	E 101-45-4514-103 Salaries - Part Tim	\$74,528.00	\$81,550.05	\$6,454.43	-\$7,022.05	109.42%
Active	E 101-45-4514-121 PERA Contribution	\$5,957.00	\$6,817.25	\$710.44	-\$860.25	114.44%
Active	E 101-45-4514-122 FICA Contribution	\$7,573.00	\$7,348.45	\$623.57	\$224.55	97.03%
Active	E 101-45-4514-125 Medicare Contribut	\$1,771.00	\$1,718.50	\$145.82	\$52.50	97.04%
Active	E 101-45-4514-131 Health/Dental Cont	\$15,668.00	\$9,392.74	\$1,088.98	\$6,275.26	59.95%
Active	E 101-45-4514-201 Office Supplies	\$1,500.00	\$932.17	\$69.94	\$567.83	62.14%
Active	E 101-45-4514-210 Misc Operating Su	\$7,000.00	\$6,354.42	\$110.28	\$645.58	90.78%
Active	E 101-45-4514-216 Chemicals	\$9,000.00	\$6,079.23	\$0.00	\$2,920.77	67.55%
Active	E 101-45-4514-221 Repair & Maintena	\$9,500.00	\$14,796.72	\$23.98	-\$5,296.72	155.75%
Active	E 101-45-4514-222 Repair & Maintena	\$6,000.00	\$9,057.20	\$769.67	-\$3,057.20	150.95%
Active	E 101-45-4514-255 Merchandise Resa	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-45-4514-321 Telephone	\$3,200.00	\$2,800.58	\$213.86	\$399.42	87.52%
Active	E 101-45-4514-322 Postage	\$250.00	\$120.00	\$0.00	\$130.00	48.00%
Active	E 101-45-4514-340 Advertising	\$4,000.00	\$3,921.33	\$360.60	\$78.67	98.03%
Active	E 101-45-4514-350 Printing & Publishi	\$200.00	\$17.40	\$0.00	\$182.60	8.70%
Active	E 101-45-4514-361 Insurance -Liab/Pr	\$5,500.00	\$3,232.94	\$1,627.23	\$2,267.06	58.78%
Active	E 101-45-4514-362 Insurance - Work	\$3,500.00	\$2,894.96	\$0.00	\$605.04	82.71%
Active	E 101-45-4514-380 Utilities	\$40,000.00	\$30,692.90	\$2,668.47	\$9,307.10	76.73%
Active	E 101-45-4514-404 Repair & Maint. -	\$0.00	\$313.00	\$0.00	-\$313.00	0.00%
Active	E 101-45-4514-431 Cash Short/Over	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45-4514-433 Miscellaneous Exp	\$6,500.00	\$8,623.23	\$1,280.30	-\$2,123.23	132.67%
Active	E 101-45-4514-570 Capital Outlay	\$0.00	\$4,416.96	\$4,416.96	-\$4,416.96	0.00%
<b>Total Community Center</b>		<b>\$246,060.00</b>	<b>\$243,776.35</b>	<b>\$24,395.66</b>	<b>-\$886.36</b>	<b>99.07%</b>
<b>Skating Rink</b>						
Active	E 101-45-4517-103 Salaries - Part Tim	\$2,100.00	\$1,321.98	\$0.00	\$778.02	62.95%
Active	E 101-45-4517-122 FICA Contribution	\$150.00	\$81.94	\$0.00	\$68.06	54.63%
Active	E 101-45-4517-125 Medicare Contribut	\$40.00	\$19.17	\$0.00	\$20.83	47.93%
Active	E 101-45-4517-210 Misc Operating Su	\$200.00	\$226.99	\$0.00	-\$26.99	113.50%
Active	E 101-45-4517-380 Utilities	\$400.00	\$199.29	\$0.00	\$200.71	49.82%
Active	E 101-45-4517-433 Miscellaneous Exp	\$500.00	\$1,095.81	\$6.54	-\$595.81	219.16%
Active	E 101-45-4517-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Skating Rink</b>		<b>\$3,390.00</b>	<b>\$2,945.18</b>	<b>\$6.54</b>	<b>\$438.28</b>	<b>86.88%</b>
<b>Parks/Cemetery</b>						
Active	E 101-45-4520-101 Salaries - Full Tim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45-4520-104 Salaries - Tempor	\$9,500.00	\$8,587.13	\$199.99	\$912.87	90.39%
Active	E 101-45-4520-210 Misc Operating Su	\$1,200.00	\$1,630.77	\$94.56	-\$430.77	135.90%
Active	E 101-45-4520-212 Gas & Oil	\$2,000.00	\$666.40	\$0.00	\$1,333.60	33.32%
Active	E 101-45-4520-221 Repair & Maintena	\$2,000.00	\$2,408.41	\$0.00	-\$408.41	120.42%
Active	E 101-45-4520-350 Printing & Publishi	\$500.00	\$0.00	\$0.00	\$500.00	0.00%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-45-4520-361 Insurance -Liab/Pr	\$900.00	\$2,817.37	\$473.30	-\$1,917.37	313.04%
Active	E 101-45-4520-362 Insurance - Work	\$1,500.00	\$1,710.36	\$0.00	-\$210.36	114.02%
Active	E 101-45-4520-380 Utilities	\$1,200.00	\$1,509.75	\$37.85	-\$309.75	125.81%
Active	E 101-45-4520-404 Repair & Maint. -	\$35,000.00	\$28,380.98	\$1,644.25	\$6,619.02	81.09%
Active	E 101-45-4520-433 Miscellaneous Exp	\$2,000.00	\$2,623.18	\$0.00	-\$623.18	131.16%
Active	E 101-45-4520-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Parks/Cemetery</b>		\$55,800.00	\$50,334.35	\$2,449.95	\$5,061.49	90.20%
<b>Shade Trees/ Stump Removal</b>						
Active	E 101-45-4610-210 Misc Operating Su	\$100.00	\$93.58	\$0.00	\$6.42	93.58%
Active	E 101-45-4610-404 Repair & Maint. -	\$2,500.00	\$4,942.55	\$3,500.00	-\$2,442.55	197.70%
Active	E 101-45-4610-433 Miscellaneous Exp	\$400.00	\$120.82	\$0.00	\$279.18	30.21%
Active	E 101-45-4610-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Shade Trees/ Stump Removal</b>		\$3,000.00	\$5,156.95	\$3,500.00	-\$2,156.95	171.90%
<b>Cougar Addition</b>						
Active	E 101-46-4640-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Cougar Addition</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Economic Development Authority</b>						
Active	E 101-46-4650-115 Administrative Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46-4650-201 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46-4650-304 Legal Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-46-4650-314 Professional Servi	\$2,000.00	\$9,143.00	\$2,643.00	-\$7,143.00	457.15%
Active	E 101-46-4650-321 Telephone	\$300.00	\$233.35	(\$23.15)	\$66.65	77.78%
Active	E 101-46-4650-322 Postage	\$200.00	\$21.35	\$0.00	\$178.65	10.68%
Active	E 101-46-4650-331 Registration Fees-	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-46-4650-332 Mileage and Meal	\$500.00	\$520.04	\$0.00	-\$20.04	104.01%
Active	E 101-46-4650-333 Hotel/Motel Expen	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-46-4650-340 Advertising	\$6,000.00	\$5,991.00	\$0.00	\$9.00	99.85%
Active	E 101-46-4650-350 Printing & Publishi	\$500.00	\$610.50	\$0.00	-\$110.50	122.10%
Active	E 101-46-4650-361 Insurance -Liab/Pr	\$100.00	\$127.42	\$46.54	-\$27.42	127.42%
Active	E 101-46-4650-362 Insurance - Work	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46-4650-412 Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46-4650-432 Dues and Subscrip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-46-4650-433 Miscellaneous Exp	\$1,500.00	\$824.92	\$0.00	\$675.08	54.99%
Active	E 101-46-4650-462 Awards/Scholarshi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46-4650-463 Urban Redevelop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46-4650-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Economic Development Authority</b>		\$13,350.00	\$17,471.58	\$2,666.39	-\$4,151.59	130.87%
<b>Unallocated Expenditures</b>						
Active	E 101-48-4920-412 Building Rent	\$8,500.00	\$7,651.27	\$695.57	\$848.73	90.01%
Active	E 101-48-4920-433 Miscellaneous Exp	\$4,000.00	\$3,894.57	\$89.30	\$105.43	97.36%
Active	E 101-48-4920-490 Contributions to Or	\$7,000.00	\$8,000.00	\$0.00	-\$1,000.00	114.29%
Active	E 101-48-4920-498 NoCoAdaTwinVall	\$2,686.00	\$0.00	\$0.00	\$2,686.00	0.00%
Active	E 101-48-4920-575 Lease Purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48-4920-700 Transfers Out	\$37,724.00	\$0.00	\$0.00	\$37,724.00	0.00%
Active	E 101-48-4920-850 Tri-Valley Fuel Ass	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48-4920-855 Marketing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48-4920-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Unallocated Expenditures</b>		\$59,910.00	\$19,545.84	\$784.87	\$39,668.59	32.63%
<b>Total General Fund</b>		\$1,587,886.00	\$1,405,340.34	\$134,683.85	\$170,249.91	88.50%

TIF District 2-2 Housing

TIF Districts

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Current Period: November 2015

		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 201-46-4660-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-46-4660-433 Miscellaneous Exp	\$15,000.00	\$7,562.86	\$0.00	\$7,437.14	50.42%
Active	E 201-46-4660-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-46-4660-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-46-4660-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-46-4660-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TIF Districts</b>		<b>\$15,000.00</b>	<b>\$7,562.86</b>	<b>\$0.00</b>	<b>\$7,437.14</b>	<b>50.42%</b>
<b>Total TIF District 2-2 Housing</b>		<b>\$15,000.00</b>	<b>\$7,562.86</b>	<b>\$0.00</b>	<b>\$7,437.14</b>	<b>50.42%</b>
<b>TIF District 2-3 Housing</b>						
<b>TIF Districts</b>						
Active	E 203-46-4660-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-46-4660-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-46-4660-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-46-4660-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-46-4660-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-46-4660-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TIF Districts</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total TIF District 2-3 Housing</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>ARP 88 Revolving Loan Fund</b>						
<b>ARP Revolving Loan Fund</b>						
Active	E 206-46-4637-209 Demolition Costs/	\$0.00	\$5,300.00	\$0.00	-\$5,300.00	0.00%
Active	E 206-46-4637-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 206-46-4637-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 206-46-4637-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 206-46-4637-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total ARP Revolving Loan Fund</b>		<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$0.00</b>	<b>-\$5,300.00</b>	<b>0.00%</b>
<b>Total ARP 88 Revolving Loan Fund</b>		<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$0.00</b>	<b>-\$5,300.00</b>	<b>0.00%</b>
<b>2015 Revolving Loan Account</b>						
<b>Ada EDA Revolving Loan Fund</b>						
Active	E 207-46-4638-103 Salaries - Part Tim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 207-46-4638-200 Administrative Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 207-46-4638-401 EDA Loans	\$0.00	\$15,000.00	\$15,000.00	-\$15,000.00	0.00%
Active	E 207-46-4638-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Ada EDA Revolving Loan Fund</b>		<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>-\$15,000.00</b>	<b>0.00%</b>
<b>Total 2015 Revolving Loan Account</b>		<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>-\$15,000.00</b>	<b>0.00%</b>
<b>Ada EDA Revolving Loan Fund</b>						
<b>Ada EDA Revolving Loan Fund</b>						
Active	E 208-46-4638-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 208-46-4638-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 208-46-4638-401 EDA Loans	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 208-46-4638-433 Miscellaneous Exp	\$5,000.00	\$2,864.43	\$0.00	\$2,135.57	57.29%
Active	E 208-46-4638-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 208-46-4638-575 Lease Purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 208-46-4638-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Ada EDA Revolving Loan Fund</b>		<b>\$25,000.00</b>	<b>\$2,864.43</b>	<b>\$0.00</b>	<b>\$20,504.37</b>	<b>11.46%</b>
<b>Total Ada EDA Revolving Loan Fund</b>		<b>\$25,000.00</b>	<b>\$2,864.43</b>	<b>\$0.00</b>	<b>\$20,504.37</b>	<b>11.46%</b>
<b>Library Fund</b>						
<b>Library</b>						
Active	E 211-45-4550-201 Office Supplies	\$1,100.00	\$695.00	\$0.00	\$405.00	63.18%
Active	E 211-45-4550-221 Repair & Maintena	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45-4550-312 Contracted Cleani	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**\*Expenditure Guideline-No Enc©**

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 211-45-4550-361 Insurance -Liab/Pr	\$800.00	\$632.96	\$216.45	\$167.04	79.12%
Active	E 211-45-4550-380 Utilities	\$9,200.00	\$7,655.24	\$625.94	\$1,544.76	83.21%
Active	E 211-45-4550-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45-4550-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Library</b>		<b>\$11,100.00</b>	<b>\$8,983.20</b>	<b>\$842.39</b>	<b>\$1,563.39</b>	<b>80.93%</b>
<b>Total Library Fund</b>		<b>\$11,100.00</b>	<b>\$8,983.20</b>	<b>\$842.39</b>	<b>\$1,563.39</b>	<b>80.93%</b>
<b>TIF District 4-4 Industrial</b>						
<b>TIF Districts</b>						
Active	E 212-46-4660-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-46-4660-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-46-4660-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-46-4660-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-46-4660-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-46-4660-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TIF Districts</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total TIF District 4-4 Industrial</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Community Ctr Maintenance Fund</b>						
<b>Community Center</b>						
Active	E 225-45-4530-221 Repair & Maintena	\$0.00	\$78,421.47	\$4,946.42	-\$78,421.47	0.00%
Active	E 225-45-4530-222 Repair & Maintena	\$0.00	\$3,142.28	\$18.34	-\$3,142.28	0.00%
Active	E 225-45-4530-433 Miscellaneous Exp	\$0.00	\$504.98	\$0.00	-\$504.98	0.00%
Active	E 225-45-4530-491 Unrealized Loss o	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 225-45-4530-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 225-45-4530-703 Transfer to Genera	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 225-45-4530-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Community Center</b>		<b>\$0.00</b>	<b>\$82,068.73</b>	<b>\$4,964.76</b>	<b>-\$82,068.73</b>	<b>0.00%</b>
<b>Total Community Ctr Maintenance Fund</b>		<b>\$0.00</b>	<b>\$82,068.73</b>	<b>\$4,964.76</b>	<b>-\$82,068.73</b>	<b>0.00%</b>
<b>Recreation Development Fund</b>						
<b>Community Center</b>						
Active	E 226-45-4530-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 226-45-4530-314 Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 226-45-4530-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 226-45-4530-433 Miscellaneous Exp	\$0.00	\$4,512.02	\$131.16	-\$4,512.02	0.00%
Active	E 226-45-4530-570 Capital Outlay	\$0.00	\$820.34	\$0.00	-\$820.34	0.00%
Active	E 226-45-4530-571 New Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Community Center</b>		<b>\$0.00</b>	<b>\$5,332.36</b>	<b>\$131.16</b>	<b>-\$6,767.38</b>	<b>0.00%</b>
<b>Total Recreation Development Fund</b>		<b>\$0.00</b>	<b>\$5,332.36</b>	<b>\$131.16</b>	<b>-\$6,767.38</b>	<b>0.00%</b>
<b>Long Term Designated Cap Fund</b>						
<b>Public Works</b>						
Active	E 400-41-4300-221 Repair & Maintena	\$0.00	\$11,756.25	\$0.00	-\$11,756.25	0.00%
Active	E 400-41-4300-222 Repair & Maintena	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 400-41-4300-570 Capital Outlay	\$0.00	\$132,217.79	\$0.00	-\$132,217.79	0.00%
Active	E 400-41-4300-571 New Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 400-41-4300-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 400-41-4300-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 400-41-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<b>\$0.00</b>	<b>\$143,974.04</b>	<b>\$0.00</b>	<b>-\$143,974.04</b>	<b>0.00%</b>
<b>Total Long Term Designated Cap Fund</b>		<b>\$0.00</b>	<b>\$143,974.04</b>	<b>\$0.00</b>	<b>-\$143,974.04</b>	<b>0.00%</b>
<b>Capital Project-Em Servc Bldg</b>						
<b>Public Works</b>						
Active	E 402-43-4300-302 Architect Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 402-43-4300-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-307 Testing Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-316 Construction Cost	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-317 Inspection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-43-4300-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>Total Capital Project-Em Serv Bldg</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Public Works Fund</b>						
<b>Public Works</b>						
Active	E 406-43-4300-404 Repair & Maint. -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 406-43-4300-439 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 406-43-4300-442 Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 406-43-4300-570 Capital Outlay	\$16,200.00	\$16,200.00	\$0.00	\$0.00	100.00%
Active	E 406-43-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<u>\$16,200.00</u>	<u>\$16,200.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>100.00%</u>
<b>Total Public Works Fund</b>		\$16,200.00	\$16,200.00	\$0.00	\$0.00	100.00%
<b>Capital Project-Hwy 9</b>						
<b>Public Works</b>						
Active	E 415-43-4300-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-316 Construction Cost	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-317 Inspection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-620 Bond Paying Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 415-43-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>Total Capital Project-Hwy 9</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Capital Project-Lift St/F Main</b>						
<b>Public Works</b>						
Active	E 416-43-4300-303 Engineering Fees	\$0.00	\$150,265.60	\$0.00	-\$150,265.60	0.00%
Active	E 416-43-4300-304 Legal Fees	\$0.00	\$33,174.50	\$8,461.00	-\$33,174.50	0.00%
Active	E 416-43-4300-307 Testing Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 416-43-4300-316 Construction Cost	\$0.00	\$402,320.43	\$0.00	-\$402,320.43	0.00%
Active	E 416-43-4300-317 Inspection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 416-43-4300-350 Printing & Publishi	\$0.00	\$173.38	\$0.00	-\$173.38	0.00%
Active	E 416-43-4300-433 Miscellaneous Exp	\$0.00	\$4,144.45	\$182.00	-\$4,144.45	0.00%
Active	E 416-43-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<u>\$0.00</u>	<u>\$590,078.36</u>	<u>\$8,643.00</u>	<u>-\$651,010.36</u>	<u>0.00%</u>
<b>Total Capital Project-Lift St/F Main</b>		\$0.00	\$590,078.36	\$8,643.00	-\$651,010.36	0.00%
<b>Capital Project-CreameryDemo</b>						
<b>Public Works</b>						
Active	E 417-43-4300-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 417-43-4300-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 417-43-4300-307 Testing Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 417-43-4300-316 Construction Cost	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 417-43-4300-317 Inspection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: November 2015

		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 417-43-4300-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 417-43-4300-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 417-43-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Capital Project-CreameryDemo</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Capital Project - New Well</b>						
<b>Public Works</b>						
Active	E 418-43-4300-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-307 Testing Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-316 Construction Cost	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-317 Inspection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-350 Printing & Publishi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 418-43-4300-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Public Works</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Capital Project - New Well</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>08 Lease Purchase Fire Hall</b>						
<b>Debt Service</b>						
Active	E 505-47-4700-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 505-47-4700-433 Miscellaneous Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 505-47-4700-601 Bond Principal	\$35,000.00	\$35,000.00	\$0.00	\$0.00	100.00%
Active	E 505-47-4700-611 Bond Interest	\$16,699.00	\$16,698.00	\$0.00	\$1.00	99.99%
Active	E 505-47-4700-620 Bond Paying Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 505-47-4700-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 505-47-4700-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Debt Service</b>		<b>\$51,699.00</b>	<b>\$51,698.00</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>100.00%</b>
<b>Total 08 Lease Purchase Fire Hall</b>		<b>\$51,699.00</b>	<b>\$51,698.00</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>100.00%</b>
<b>03 G.O. Improv Bonds-Street</b>						
<b>Debt Service</b>						
Active	E 507-47-4700-601 Bond Principal	\$40,000.00	\$40,000.00	\$0.00	\$0.00	100.00%
Active	E 507-47-4700-611 Bond Interest	\$5,796.00	\$3,202.75	\$0.00	\$2,593.25	55.26%
Active	E 507-47-4700-620 Bond Paying Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 507-47-4700-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 507-47-4700-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Debt Service</b>		<b>\$45,796.00</b>	<b>\$43,202.75</b>	<b>\$0.00</b>	<b>\$2,593.25</b>	<b>94.34%</b>
<b>Total 03 G.O. Improv Bonds-Street</b>		<b>\$45,796.00</b>	<b>\$43,202.75</b>	<b>\$0.00</b>	<b>\$2,593.25</b>	<b>94.34%</b>
<b>00 G.O. Improvement Bonds</b>						
<b>Debt Service</b>						
Active	E 508-47-4700-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 508-47-4700-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 508-47-4700-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 508-47-4700-620 Bond Paying Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 508-47-4700-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 508-47-4700-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Debt Service</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total 00 G.O. Improvement Bonds</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>99 G.O. Bldg Refunding Bonds</b>						
<b>Debt Service</b>						
Active	E 509-47-4700-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 509-47-4700-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 509-47-4700-620 Bond Paying Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 509-47-4700-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Debt Service</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total 99 G.O. Bldg Refunding Bonds</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Water &amp; Sewer Fund</b>						
<b>Water</b>						
Active	E 602-49-4940-101 Salaries - Full Tim	\$59,791.00	\$45,630.55	\$4,390.45	\$14,160.45	76.32%
Active	E 602-49-4940-102 Salaries - Overtim	\$10,000.00	\$5,654.81	\$483.42	\$4,345.19	56.55%
Active	E 602-49-4940-104 Salaries - Tempor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49-4940-121 PERA Contribution	\$3,000.00	\$2,184.00	\$132.00	\$816.00	72.80%
Active	E 602-49-4940-122 FICA Contribution	\$2,700.00	\$1,851.00	\$108.00	\$849.00	68.56%
Active	E 602-49-4940-125 Medicare Contribut	\$675.00	\$446.00	\$26.00	\$229.00	66.07%
Active	E 602-49-4940-131 Health/Dental Cont	\$23,310.00	\$17,034.46	\$1,260.15	\$6,275.54	73.08%
Active	E 602-49-4940-201 Office Supplies	\$750.00	\$523.98	\$20.88	\$226.02	69.86%
Active	E 602-49-4940-212 Gas & Oil	\$1,500.00	\$651.58	\$0.00	\$848.42	43.44%
Active	E 602-49-4940-216 Chemicals	\$15,000.00	\$13,036.23	\$1,706.40	\$1,963.77	86.91%
Active	E 602-49-4940-220 Lines Maintenance	\$1,500.00	\$1,177.50	\$0.00	\$322.50	78.50%
Active	E 602-49-4940-221 Repair & Maintena	\$5,000.00	\$148.12	\$27.00	\$4,851.88	2.96%
Active	E 602-49-4940-222 Repair & Maintena	\$1,700.00	\$468.02	\$0.00	\$1,231.98	27.53%
Active	E 602-49-4940-226 Meter Maint & Rep	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49-4940-240 Tools	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49-4940-303 Engineering Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49-4940-304 Legal Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49-4940-307 Testing Services	\$2,000.00	\$670.83	\$179.90	\$1,329.17	33.54%
Active	E 602-49-4940-309 Software Assistan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49-4940-321 Telephone	\$1,000.00	\$1,407.07	\$107.22	-\$407.07	140.71%
Active	E 602-49-4940-322 Postage	\$2,000.00	\$1,649.23	\$87.42	\$350.77	82.46%
Active	E 602-49-4940-331 Registration Fees-	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49-4940-332 Mileage and Meal	\$300.00	\$306.18	\$0.00	-\$6.18	102.06%
Active	E 602-49-4940-333 Hotel/Motel Expen	\$600.00	\$369.74	\$0.00	\$230.26	61.62%
Active	E 602-49-4940-340 Advertising	\$100.00	\$71.28	\$0.00	\$28.72	71.28%
Active	E 602-49-4940-350 Printing & Publishi	\$1,500.00	\$241.88	\$0.00	\$1,258.12	16.13%
Active	E 602-49-4940-361 Insurance -Liab/Pr	\$3,000.00	\$3,492.94	\$2,100.42	-\$492.94	116.43%
Active	E 602-49-4940-362 Insurance - Work	\$1,750.00	\$1,261.00	\$0.00	\$489.00	72.06%
Active	E 602-49-4940-364 Bond Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49-4940-380 Utilities	\$12,000.00	\$9,376.20	\$855.03	\$2,623.80	78.14%
Active	E 602-49-4940-404 Repair & Maint. -	\$5,000.00	\$6,709.91	\$0.00	-\$1,709.91	134.20%
Active	E 602-49-4940-430 Water Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49-4940-432 Dues and Subscrip	\$1,400.00	\$963.00	\$0.00	\$437.00	68.79%
Active	E 602-49-4940-433 Miscellaneous Exp	\$4,000.00	\$2,933.15	\$0.00	\$1,066.85	73.33%
Active	E 602-49-4940-441 Bond Principal	\$297,000.00	\$297,000.00	\$0.00	\$0.00	100.00%
Active	E 602-49-4940-499 Interest Expense	\$73,229.00	\$12,693.00	\$0.00	\$60,536.00	17.33%
Active	E 602-49-4940-570 Capital Outlay	\$13,000.00	\$11,620.54	\$558.34	\$1,379.46	89.39%
Active	E 602-49-4940-571 New Construction	\$0.00	\$620,158.43	\$36,589.24	-\$620,158.43	0.00%
Active	E 602-49-4940-572 Meters	\$5,000.00	\$1,237.41	\$0.00	\$3,762.59	24.75%
Active	E 602-49-4940-611 Bond Interest	\$73,229.00	\$67,948.24	\$0.00	\$5,280.76	92.79%
<b>Total Water</b>		<b>\$624,034.00</b>	<b>\$1,128,916.28</b>	<b>\$48,631.87</b>	<b>-\$594,574.27</b>	<b>180.91%</b>
<b>Sewer</b>						
Active	E 602-43-4945-101 Salaries - Full Tim	\$34,899.00	\$33,383.88	\$2,982.44	\$1,515.12	95.66%
Active	E 602-43-4945-102 Salaries - Overtim	\$8,944.00	\$7,476.51	\$879.86	\$1,467.49	83.59%
Active	E 602-43-4945-104 Salaries - Tempor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-43-4945-121 PERA Contribution	\$3,200.00	\$2,213.46	\$135.38	\$986.54	69.17%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 602-43-4945-122 FICA Contribution	\$2,800.00	\$1,860.55	\$110.12	\$939.45	66.45%
Active	E 602-43-4945-125 Medicare Contribut	\$600.00	\$408.94	\$24.28	\$191.06	68.16%
Active	E 602-43-4945-131 Health/Dental Cont	\$23,310.00	\$17,034.39	\$1,260.14	\$6,275.61	73.08%
Active	E 602-43-4945-201 Office Supplies	\$500.00	\$528.52	\$0.00	-\$28.52	105.70%
Active	E 602-43-4945-212 Gas & Oil	\$1,500.00	\$54.57	\$0.00	\$1,445.43	3.64%
Active	E 602-43-4945-216 Chemicals	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-43-4945-220 Lines Maintenance	\$4,000.00	\$4,096.35	\$1,435.00	-\$96.35	102.41%
Active	E 602-43-4945-221 Repair & Maintena	\$4,000.00	\$1,529.68	\$900.19	\$2,470.32	38.24%
Active	E 602-43-4945-222 Repair & Maintena	\$2,000.00	\$1,180.73	\$0.00	\$819.27	59.04%
Active	E 602-43-4945-228 Repair & Maintena	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-43-4945-229 Lagoon Maintenanc	\$500.00	\$723.56	\$0.00	-\$223.56	144.71%
Active	E 602-43-4945-240 Tools	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-43-4945-303 Engineering Fees	\$500.00	-\$69,000.00	\$0.00	\$69,500.00	-13800.00%
Active	E 602-43-4945-307 Testing Services	\$3,000.00	\$2,203.51	\$650.25	\$796.49	73.45%
Active	E 602-43-4945-321 Telephone	\$1,200.00	\$623.83	\$42.88	\$576.17	51.99%
Active	E 602-43-4945-322 Postage	\$1,000.00	\$1,686.53	\$87.42	-\$686.53	168.65%
Active	E 602-43-4945-331 Registration Fees-	\$600.00	\$280.00	\$0.00	\$320.00	46.67%
Active	E 602-43-4945-332 Mileage and Meal	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 602-43-4945-333 Hotel/Motel Expen	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 602-43-4945-350 Printing & Publishi	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-43-4945-361 Insurance -Liab/Pr	\$3,300.00	\$4,514.46	\$1,384.62	-\$1,214.46	136.80%
Active	E 602-43-4945-362 Insurance - Work	\$1,800.00	\$1,364.00	\$0.00	\$436.00	75.78%
Active	E 602-43-4945-364 Bond Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-43-4945-380 Utilities	\$1,000.00	\$6,782.92	\$870.69	-\$5,782.92	678.29%
Active	E 602-43-4945-404 Repair & Maint. -	\$6,000.00	\$3,365.36	\$1,080.76	\$2,634.64	56.09%
Active	E 602-43-4945-432 Dues and Subscrip	\$1,400.00	\$780.00	\$0.00	\$620.00	55.71%
Active	E 602-43-4945-433 Miscellaneous Exp	\$3,500.00	\$1,650.49	\$0.00	\$1,849.51	47.16%
Active	E 602-43-4945-499 Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-43-4945-570 Capital Outlay	\$5,000.00	\$6,126.57	\$558.34	-\$1,126.57	122.53%
Active	E 602-43-4945-571 New Construction	\$0.00	\$109,013.99	\$0.00	-\$109,013.99	0.00%
Active	E 602-43-4945-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-43-4945-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Sewer</b>		<b>\$116,653.00</b>	<b>\$139,882.80</b>	<b>\$12,402.37</b>	<b>-\$24,101.23</b>	<b>119.91%</b>
<b>Total Water &amp; Sewer Fund</b>		<b>\$740,687.00</b>	<b>\$1,268,799.08</b>	<b>\$61,034.24</b>	<b>-\$618,675.50</b>	<b>171.30%</b>
<b>Electric Utilities Fund</b>						
<b>Unallocated Expenditures</b>						
Active	E 604-49-4920-433 Miscellaneous Exp	\$0.00	\$526.60	\$0.00	-\$526.60	0.00%
Active	E 604-49-4920-441 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4920-442 Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4920-499 Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4920-575 Lease Purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4920-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4920-620 Bond Paying Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4920-700 Transfers Out	\$318,872.00	\$0.00	\$0.00	\$318,872.00	0.00%
Active	E 604-49-4920-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Unallocated Expenditures</b>		<b>\$318,872.00</b>	<b>\$526.60</b>	<b>\$0.00</b>	<b>\$318,345.40</b>	<b>0.17%</b>
<b>Electric</b>						
Active	E 604-49-4950-101 Salaries - Full Tim	\$82,210.00	\$68,450.24	\$4,905.76	\$13,759.76	83.26%
Active	E 604-49-4950-102 Salaries - Overtim	\$1,005.00	\$478.02	\$0.00	\$526.98	47.56%
Active	E 604-49-4950-121 PERA Contribution	\$3,311.00	\$2,184.00	\$132.00	\$1,127.00	65.96%
Active	E 604-49-4950-122 FICA Contribution	\$2,629.00	\$1,851.00	\$108.00	\$778.00	70.41%
Active	E 604-49-4950-125 Medicare Contribut	\$638.00	\$446.00	\$26.00	\$192.00	69.91%

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		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 604-49-4950-131 Health/Dental Cont	\$23,310.00	\$17,034.47	\$1,260.15	\$6,275.53	73.08%
Active	E 604-49-4950-201 Office Supplies	\$750.00	\$543.17	\$169.98	\$206.83	72.42%
Active	E 604-49-4950-212 Gas & Oil	\$4,000.00	\$930.14	\$53.29	\$3,069.86	23.25%
Active	E 604-49-4950-220 Lines Maintenance	\$35,000.00	\$23,505.94	\$0.00	\$11,494.06	67.16%
Active	E 604-49-4950-221 Repair & Maintena	\$4,000.00	\$6,634.12	\$0.00	-\$2,634.12	165.85%
Active	E 604-49-4950-222 Repair & Maintena	\$1,000.00	\$141.75	\$0.00	\$858.25	14.18%
Active	E 604-49-4950-224 Repair & Maint -Su	\$5,000.00	\$2,089.38	\$0.00	\$2,910.62	41.79%
Active	E 604-49-4950-225 Repair & Maint - L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4950-226 Meter Maint & Rep	\$600.00	\$312.37	\$21.67	\$287.63	52.06%
Active	E 604-49-4950-227 Transformer Maint	\$3,000.00	\$1,212.97	\$1,206.97	\$1,787.03	40.43%
Active	E 604-49-4950-240 Tools	\$300.00	\$35.18	\$0.00	\$264.82	11.73%
Active	E 604-49-4950-303 Engineering Fees	\$2,000.00	\$705.35	\$0.00	\$1,294.65	35.27%
Active	E 604-49-4950-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4950-307 Testing Services	\$500.00	\$72.43	\$0.00	\$427.57	14.49%
Active	E 604-49-4950-309 Software Assistan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4950-321 Telephone	\$2,000.00	\$2,101.93	\$171.55	-\$101.93	105.10%
Active	E 604-49-4950-322 Postage	\$1,500.00	\$1,127.90	\$87.42	\$372.10	75.19%
Active	E 604-49-4950-331 Registration Fees-	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 604-49-4950-332 Mileage and Meal	\$200.00	\$51.18	\$0.00	\$148.82	25.59%
Active	E 604-49-4950-333 Hotel/Motel Expen	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 604-49-4950-350 Printing & Publishi	\$500.00	\$530.07	\$0.00	-\$30.07	106.01%
Active	E 604-49-4950-361 Insurance -Liab/Pr	\$5,500.00	\$4,676.42	\$3,088.17	\$823.58	85.03%
Active	E 604-49-4950-362 Insurance - Work	\$1,700.00	\$1,102.00	\$0.00	\$598.00	64.82%
Active	E 604-49-4950-364 Bond Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4950-380 Utilities	\$4,000.00	\$2,234.83	\$160.61	\$1,765.17	55.87%
Active	E 604-49-4950-386 Energy Purchases	\$1,100,424.00	\$843,510.00	\$77,069.91	\$256,914.00	76.65%
Active	E 604-49-4950-404 Repair & Maint. -	\$85,000.00	\$71,332.50	\$6,982.50	\$13,667.50	83.92%
Active	E 604-49-4950-430 Water Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4950-432 Dues and Subscrip	\$3,000.00	\$176.86	\$0.00	\$2,823.14	5.90%
Active	E 604-49-4950-433 Miscellaneous Exp	\$5,000.00	\$8,020.98	\$410.91	-\$3,020.98	160.42%
Active	E 604-49-4950-441 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 604-49-4950-570 Capital Outlay	\$30,000.00	\$31,057.91	\$4,208.66	-\$1,057.91	103.53%
Active	E 604-49-4950-572 Meters	\$5,000.00	\$3,382.30	\$475.59	\$1,617.70	67.65%
Active	E 604-49-4950-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Electric</b>		<b>\$1,413,677.00</b>	<b>\$1,095,931.41</b>	<b>\$100,539.14</b>	<b>\$235,210.00</b>	<b>77.52%</b>
<b>Total Electric Utilities Fund</b>		<b>\$1,732,549.00</b>	<b>\$1,096,458.01</b>	<b>\$100,539.14</b>	<b>\$553,555.40</b>	<b>63.29%</b>
<b>Hospital Fund</b>						
<b>Hospital</b>						
Active	E 607-49-4970-433 Miscellaneous Exp	\$0.00	\$150,267.23	\$10,297.50	-\$150,267.23	0.00%
Active	E 607-49-4970-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 607-49-4970-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 607-49-4970-700 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Hospital</b>		<b>\$0.00</b>	<b>\$150,267.23</b>	<b>\$10,297.50</b>	<b>-\$160,564.73</b>	<b>0.00%</b>
<b>Total Hospital Fund</b>		<b>\$0.00</b>	<b>\$150,267.23</b>	<b>\$10,297.50</b>	<b>-\$160,564.73</b>	<b>0.00%</b>
<b>Liquor Fund</b>						
<b>Liquor Store</b>						
Active	E 609-49-4975-101 Salaries - Full Tim	\$58,914.00	\$52,833.14	\$4,918.00	\$6,080.86	89.68%
Active	E 609-49-4975-102 Salaries - Overtim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-103 Salaries - Part Tim	\$49,539.00	\$43,847.25	\$3,768.07	\$5,691.75	88.51%
Active	E 609-49-4975-121 PERA Contribution	\$7,479.00	\$6,911.30	\$612.94	\$567.70	92.41%
Active	E 609-49-4975-122 FICA Contribution	\$6,419.00	\$5,757.59	\$509.91	\$661.41	89.70%
Active	E 609-49-4975-125 Medicare Contribut	\$1,501.00	\$1,346.65	\$119.26	\$154.35	89.72%

**CITY OF ADA**  
**\*Expenditure Guideline-No Enc©**

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Current Period: November 2015

		2015	2015	November	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 609-49-4975-131 Health/Dental Cont	\$7,760.00	\$5,954.51	\$534.07	\$1,805.49	76.73%
Active	E 609-49-4975-201 Office Supplies	\$1,500.00	\$1,227.04	\$97.67	\$272.96	81.80%
Active	E 609-49-4975-210 Misc Operating Su	\$4,500.00	\$2,733.74	\$320.40	\$1,766.26	60.75%
Active	E 609-49-4975-214 Bar & Packaging S	\$2,500.00	\$2,030.42	\$522.71	\$469.58	81.22%
Active	E 609-49-4975-221 Repair & Maintena	\$3,000.00	\$1,904.88	\$0.00	\$1,095.12	63.50%
Active	E 609-49-4975-222 Repair & Maintena	\$3,000.00	\$14.71	\$0.00	\$2,985.29	0.49%
Active	E 609-49-4975-250 On-Sale Liquor	\$7,000.00	\$4,463.73	\$417.96	\$2,536.27	63.77%
Active	E 609-49-4975-251 Off-Sale Liquor	\$70,000.00	\$68,531.70	\$6,762.09	\$1,468.30	97.90%
Active	E 609-49-4975-252 Off-Sale Beer	\$200,000.00	\$171,854.74	\$15,514.09	\$28,145.26	85.93%
Active	E 609-49-4975-253 On-Sale Beer	\$25,000.00	\$15,001.73	\$1,306.06	\$9,998.27	60.01%
Active	E 609-49-4975-254 Soft Drinks/Mix/Sn	\$20,000.00	\$19,712.73	\$2,241.15	\$287.27	98.56%
Active	E 609-49-4975-255 Merchandise Resa	\$500.00	\$148.00	\$76.00	\$352.00	29.60%
Active	E 609-49-4975-256 Cigarettes	\$2,500.00	\$2,139.29	\$239.17	\$360.71	85.57%
Active	E 609-49-4975-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-312 Contracted Cleani	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 609-49-4975-321 Telephone	\$1,000.00	\$922.52	\$80.83	\$77.48	92.25%
Active	E 609-49-4975-331 Registration Fees-	\$800.00	\$130.00	\$0.00	\$670.00	16.25%
Active	E 609-49-4975-332 Mileage and Meal	\$800.00	\$507.23	\$0.00	\$292.77	63.40%
Active	E 609-49-4975-333 Hotel/Motel Expen	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
Active	E 609-49-4975-340 Advertising	\$4,000.00	\$3,811.48	\$556.25	\$188.52	95.29%
Active	E 609-49-4975-361 Insurance -Liab/Pr	\$1,800.00	\$3,010.72	\$2,487.47	-\$1,210.72	167.26%
Active	E 609-49-4975-362 Insurance - Work	\$3,500.00	\$2,756.00	\$0.00	\$744.00	78.74%
Active	E 609-49-4975-363 Insurance - Dram	\$7,900.00	\$2,312.00	\$0.00	\$5,588.00	29.27%
Active	E 609-49-4975-364 Bond Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-380 Utilities	\$10,000.00	\$8,333.87	\$666.17	\$1,666.13	83.34%
Active	E 609-49-4975-431 Cash Short/Over	\$0.00	-\$106.57	(\$28.67)	\$106.57	0.00%
Active	E 609-49-4975-432 Dues and Subscrip	\$500.00	\$868.00	\$0.00	-\$368.00	173.60%
Active	E 609-49-4975-433 Miscellaneous Exp	\$7,000.00	\$8,962.82	\$1,109.62	-\$1,962.82	128.04%
Active	E 609-49-4975-441 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-442 Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-443 Licenses/Permits	\$1,000.00	\$1,157.10	\$502.00	-\$157.10	115.71%
Active	E 609-49-4975-570 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-700 Transfers Out	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 609-49-4975-703 Transfer to Genera	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 609-49-4975-860 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Liquor Store</b>	<b>\$523,212.00</b>	<b>\$439,078.32</b>	<b>\$43,333.22</b>	<b>\$64,836.97</b>	<b>83.92%</b>
	<b>Total Liquor Fund</b>	<b>\$523,212.00</b>	<b>\$439,078.32</b>	<b>\$43,333.22</b>	<b>\$64,836.97</b>	<b>83.92%</b>
	<b>Report Total</b>	<b>\$4,749,129.00</b>	<b>\$5,332,207.71</b>	<b>\$379,469.26</b>	<b>-\$862,619.31</b>	<b>112.28%</b>

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

Account Descr	2015 YTD Budget	November 2015 Amt	2015 YTD Amt	YTD Balance	% of YTD Budget
<b>FUND 101 General Fund</b>					
R 101-31000 Property Taxes-Current	\$302,682.00	\$128,549.60	\$289,709.11	\$12,972.89	95.71%
R 101-31200 Property Taxes-Delinque	\$10,000.00	\$0.00	\$13,389.25	-\$3,389.25	133.89%
R 101-32100 Business Licenses	\$3,000.00	\$36.00	\$3,178.34	-\$178.34	105.94%
R 101-32200 Non-business Licenses	\$500.00	\$0.00	\$538.00	-\$38.00	107.60%
R 101-32210 Non-business Lic- Bldg	\$5,000.00	\$1,512.60	\$9,599.74	-\$4,599.74	191.99%
R 101-33160 Fed.Emerg.Mgmt.Agenc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33161 Federal Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33400 State Emerg.Mgmt.Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33401 Local Government Aid	\$615,616.00	\$0.00	\$307,808.00	\$307,808.00	50.00%
R 101-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33404 PERA Aid	\$3,353.00	\$0.00	\$1,676.50	\$1,676.50	50.00%
R 101-33422 State Aid- Fire	\$23,073.00	\$22,469.35	\$41,520.53	-\$18,447.53	179.95%
R 101-33423 State Aid- Police	\$14,115.00	\$0.00	\$23,926.82	-\$9,811.82	169.51%
R 101-33424 State Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-34109 General Government- Mi	\$4,500.00	\$965.00	\$33,649.31	-\$29,149.31	747.76%
R 101-34206 Fire Contract Fees	\$22,807.00	\$0.00	\$17,044.14	\$5,762.86	74.73%
R 101-34207 Fire Calls	\$3,000.00	\$0.00	\$2,150.00	\$850.00	71.67%
R 101-34208 Fire Misc	\$9,000.00	\$0.00	\$24,049.90	-\$15,049.90	267.22%
R 101-34210 Police- Miscellaneous	\$2,000.00	\$0.00	\$3,004.82	-\$1,004.82	150.24%
R 101-34301 Street Department- Misc	\$12,000.00	\$0.00	\$28,369.28	-\$16,369.28	236.41%
R 101-34403 Garbage Collection Char	\$166,806.00	\$0.00	\$124,616.11	\$42,189.89	74.71%
R 101-34720 Swimming Pool Sales	\$60,000.00	\$6,507.83	\$96,205.04	-\$36,205.04	160.34%
R 101-34721 Racquetball Court Sales	\$35,000.00	\$763.98	\$21,123.66	\$13,876.34	60.35%
R 101-34722 Comm. Ctr. Facility Rent	\$700.00	\$140.35	\$1,493.09	-\$793.09	213.30%
R 101-34723 Comm. Ctr. Vending Sal	\$1,000.00	\$0.00	\$692.91	\$307.09	69.29%
R 101-34724 Comm. Ctr. Merchandis	\$1,000.00	\$9.90	\$341.61	\$658.39	34.16%
R 101-34725 Comm. Ctr. Weight Roo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-34726 Recreation-Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-34727 Advertising Revenue	\$3,360.00	\$0.00	\$480.00	\$2,880.00	14.29%
R 101-34940 Cemetery Lot Sales	\$2,000.00	\$0.00	\$5,200.00	-\$3,200.00	260.00%
R 101-34945 Lot Sales	\$7,000.00	\$0.00	\$28,939.26	-\$21,939.26	413.42%
R 101-34950 Cable TV Franchise Fee	\$9,800.00	\$1,775.53	\$7,122.24	\$2,677.76	72.68%
R 101-35101 Civil Court Fines	\$6,000.00	\$586.11	\$5,172.82	\$827.18	86.21%
R 101-36100 Special Assessments R	\$1,500.00	\$2,570.00	\$6,173.30	-\$4,673.30	411.55%
R 101-36110 Special Assessments P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36200 Transfers In	\$233,772.00	\$0.00	\$0.00	\$233,772.00	0.00%
R 101-36210 Interest	\$20,000.00	\$2.15	\$559.95	\$19,440.05	2.80%
R 101-36222 Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36235 Donations - Comm Cent	\$0.00	\$1,555.00	\$10,055.00	-\$10,055.00	0.00%
R 101-37460 Penalties	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-39203 Contribution From Liquo	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
R 101-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-39211 Collection of Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-39320 Unrealized Gain on Inve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 101 General Fund</b>	<b>\$1,588,584.00</b>	<b>\$167,443.40</b>	<b>\$1,107,788.73</b>	<b>\$480,795.27</b>	<b>69.73%</b>
<b>FUND 201 TIF District 2-2 Housing</b>					
R 201-31000 Property Taxes-Current	\$15,000.00	\$9,792.57	\$36,959.64	-\$21,959.64	246.40%
R 201-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 201-36100 Special Assessments R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

Account Descr	2015 YTD Budget	November 2015 Amt	2015 YTD Amt	YTD Balance	% of YTD Budget
R 201-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 201-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 201 TIF District 2-2 Housing</b>	<b>\$15,000.00</b>	<b>\$9,792.57</b>	<b>\$36,959.64</b>	<b>-\$21,959.64</b>	<b>246.40%</b>
<b>FUND 203 TIF District 2-3 Housing</b>					
R 203-31000 Property Taxes-Current	\$0.00	\$14,419.98	\$14,419.98	-\$14,419.98	0.00%
R 203-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-36100 Special Assessments R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 203-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 203 TIF District 2-3 Housing</b>	<b>\$0.00</b>	<b>\$14,419.98</b>	<b>\$14,419.98</b>	<b>-\$14,419.98</b>	<b>0.00%</b>
<b>FUND 206 ARP 88 Relvolving Loan Fund</b>					
R 206-36101 Loan Payback	\$0.00	\$0.00	\$4,611.29	-\$4,611.29	0.00%
R 206-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 206-36210 Interest	\$0.00	\$0.38	\$1.13	-\$1.13	0.00%
R 206-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 206 ARP 88 Relvolving Loan Fund</b>	<b>\$0.00</b>	<b>\$0.38</b>	<b>\$4,612.42</b>	<b>-\$4,612.42</b>	<b>0.00%</b>
<b>FUND 207 2015 Revolving Loan Account</b>					
R 207-33161 Federal Grant	\$0.00	\$9,900.00	\$9,900.00	-\$9,900.00	0.00%
R 207-36101 Loan Payback	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 207 2015 Revolving Loan Account</b>	<b>\$0.00</b>	<b>\$9,900.00</b>	<b>\$9,900.00</b>	<b>-\$9,900.00</b>	<b>0.00%</b>
<b>FUND 208 Ada EDA Revolving Loan Fund</b>					
R 208-31000 Property Taxes-Current	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-36101 Loan Payback	\$10,000.00	\$1,057.08	\$7,695.39	\$2,304.61	76.95%
R 208-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-36220 Income fm Land Sale/Le	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-39204 Contribution From W &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 208-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 208 Ada EDA Revolving Loan Fund</b>	<b>\$10,000.00</b>	<b>\$1,057.08</b>	<b>\$7,695.39</b>	<b>\$2,304.61</b>	<b>76.95%</b>
<b>FUND 211 Library Fund</b>					
R 211-31000 Property Taxes-Current	\$0.00	\$4,715.35	\$10,626.95	-\$10,626.95	0.00%
R 211-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$496.39	-\$496.39	0.00%
R 211-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 211-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 211-36222 Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 211-36230 Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 211-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

Account Descr	2015 YTD Budget	November 2015 Amt	2015 YTD Amt	YTD Balance	% of YTD Budget
FUND 211 Library Fund	\$0.00	\$4,715.35	\$11,123.34	-\$11,123.34	0.00%
FUND 212 TIF District 4-4 Industrial					
R 212-31000 Property Taxes-Current	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 212 TIF District 4-4 Industrial	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 225 Community Ctr Maintenance Fund					
R 225-36210 Interest	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
R 225-36235 Donations - Comm Cent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 225-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 225 Community Ctr Maintenance Fu	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
FUND 226 Recreation Development Fund					
R 226-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 226-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 226-36230 Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 226-36235 Donations - Comm Cent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 226-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 226 Recreation Development Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 400 Long Term Designated Cap Fund					
R 400-31000 Property Taxes-Current	\$45,000.00	\$19,113.71	\$43,076.15	\$1,923.85	95.72%
R 400-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$2,027.38	-\$2,027.38	0.00%
R 400-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 400-36100 Special Assessments R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 400-36200 Transfers In	\$95,100.00	\$0.00	\$0.00	\$95,100.00	0.00%
R 400-36210 Interest	\$0.00	\$0.22	\$486.77	-\$486.77	0.00%
R 400-36223 Township Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 400-36230 Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 400-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 400-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 400 Long Term Designated Cap Fun	\$140,100.00	\$19,113.93	\$45,590.30	\$94,509.70	32.54%
FUND 402 Capital Project-Em Servic Bldg					
R 402-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 402-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 402-36223 Township Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 402-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 402-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 402 Capital Project-Em Servic Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 406 Public Works Fund					
R 406-31000 Property Taxes-Current	\$0.00	\$2,633.71	\$5,935.44	-\$5,935.44	0.00%
R 406-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$286.56	-\$286.56	0.00%
R 406-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 406-36100 Special Assessments R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 406-36110 Special Assessments P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 406-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

Account Descr	2015 YTD Budget	November 2015 Amt	2015 YTD Amt	YTD Balance	% of YTD Budget
R 406-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 406-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 406-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 406 Public Works Fund</b>	<b>\$0.00</b>	<b>\$2,633.71</b>	<b>\$6,222.00</b>	<b>-\$6,222.00</b>	<b>0.00%</b>
<b>FUND 415 Capital Project-Hwy 9</b>					
R 415-33161 Federal Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 415-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 415-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 415-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 415 Capital Project-Hwy 9</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 416 Capital Project-Lift St/F Main</b>					
R 416-33161 Federal Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 416-33400 State Emerg.Mgmt.Agen	\$0.00	\$0.00	\$141,484.70	-\$141,484.70	0.00%
R 416-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 416-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 416-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$383,439.93	-\$383,439.93	0.00%
<b>FUND 416 Capital Project-Lift St/F Main</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$524,924.63</b>	<b>-\$524,924.63</b>	<b>0.00%</b>
<b>FUND 417 Capital Project-CreameryDemo</b>					
R 417-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 417-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 417-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 417 Capital Project-CreameryDemo</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 418 Capital Project - New Well</b>					
R 418-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 418-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 418-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 418 Capital Project - New Well</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 505 08 Lease Purchase Fire Hall</b>					
R 505-36200 Transfers In	\$34,724.00	\$0.00	\$0.00	\$34,724.00	0.00%
R 505-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 505-36223 Township Revenue	\$16,975.00	\$0.00	\$18,094.63	-\$1,119.63	106.60%
R 505-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 505-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 505 08 Lease Purchase Fire Hall</b>	<b>\$51,699.00</b>	<b>\$0.00</b>	<b>\$18,094.63</b>	<b>\$33,604.37</b>	<b>35.00%</b>
<b>FUND 507 03 G.O. Improv Bonds-Street</b>					
R 507-31000 Property Taxes-Current	\$57,818.00	\$20,334.45	\$44,475.65	\$13,342.35	76.92%
R 507-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$4,979.06	-\$4,979.06	0.00%
R 507-36100 Special Assessments R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 507-36110 Special Assessments P	\$0.00	\$0.00	\$385.11	-\$385.11	0.00%
R 507-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 507-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 507-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

Account Descr	2015 YTD Budget	November 2015 Amt	2015 YTD Amt	YTD Balance	% of YTD Budget
R 507-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 507 03 G.O. Improv Bonds-Street</b>	<b>\$57,818.00</b>	<b>\$20,334.45</b>	<b>\$49,839.82</b>	<b>\$7,978.18</b>	<b>86.20%</b>
<b>FUND 508 00 G.O. Improvement Bonds</b>					
R 508-31000 Property Taxes-Current	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 508-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 508-33402 Homestead & Ag Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 508-36100 Special Assessments R	\$0.00	\$615.04	\$1,230.08	-\$1,230.08	0.00%
R 508-36110 Special Assessments P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 508-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 508-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 508-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 508 00 G.O. Improvement Bonds</b>	<b>\$0.00</b>	<b>\$615.04</b>	<b>\$1,230.08</b>	<b>-\$1,230.08</b>	<b>0.00%</b>
<b>FUND 602 Water &amp; Sewer Fund</b>					
R 602-31000 Property Taxes-Current	\$0.00	\$466.38	\$3,253.08	-\$3,253.08	0.00%
R 602-33160 Fed.Emerg.Mgmt.Agenc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-33400 State Emerg.Mgmt.Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-34401 Sewer Collections	\$234,400.00	\$0.00	\$204,318.78	\$30,081.22	87.17%
R 602-34402 Sump Pump/Roof Drain	\$1,200.00	\$0.00	\$1,050.00	\$150.00	87.50%
R 602-34408 Water & Sewer Miscella	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36100 Special Assessments R	\$2,200.00	\$0.00	\$0.00	\$2,200.00	0.00%
R 602-36110 Special Assessments P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36205 Contributed Capital	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36221 Miscellaneous Rents	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36222 Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36223 Township Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37110 Water Sales	\$353,572.00	\$0.00	\$327,710.86	\$25,861.14	92.69%
R 602-37111 Remote Water Meter Co	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37112 Utility Sales to City - Wa	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37117 Utility Sales to City-Sew	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37460 Penalties	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37489 Customer Merch. Sales	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37491 Customer Labor Sales -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-39310 Bond Proceeds	\$0.00	\$104,200.00	\$871,643.36	-\$871,643.36	0.00%
<b>FUND 602 Water &amp; Sewer Fund</b>	<b>\$591,372.00</b>	<b>\$104,666.38</b>	<b>\$1,407,976.08</b>	<b>-\$816,604.08</b>	<b>238.09%</b>
<b>FUND 604 Electric Utilities Fund</b>					
R 604-33400 State Emerg.Mgmt.Agen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-34110 Electric Miscellaneous	\$0.00	\$0.00	\$2,211.79	-\$2,211.79	0.00%
R 604-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-36222 Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37110 Water Sales	\$0.00	\$0.00	\$16.44	-\$16.44	0.00%
R 604-37111 Remote Water Meter Co	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37112 Utility Sales to City - Wa	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37113 Utility Sales to City - Ele	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37114 Power for Pumping (City	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

Account Descr	2015 YTD Budget	November 2015 Amt	2015 YTD Amt	YTD Balance	% of YTD Budget
R 604-37410 Residential Electric Sale	\$759,200.00	\$0.00	\$755,751.82	\$3,448.18	99.55%
R 604-37420 Water Heating Sales	\$25,870.00	\$0.00	\$20,710.54	\$5,159.46	80.06%
R 604-37430 Commercial Electric Sal	\$549,635.00	\$0.00	\$304,705.97	\$244,929.03	55.44%
R 604-37440 Industrial Electrical Sale	\$303,348.00	\$0.00	\$162,405.38	\$140,942.62	53.54%
R 604-37450 Off Peak Heat Sales	\$249,890.00	\$0.00	\$122,485.05	\$127,404.95	49.02%
R 604-37460 Penalties	\$23,500.00	\$60.00	\$13,804.45	\$9,695.55	58.74%
R 604-37471 Yard Light Rental	\$2,170.00	\$0.00	\$1,887.90	\$282.10	87.00%
R 604-37480 Connect Fees	\$1,600.00	\$210.00	\$2,145.00	-\$545.00	134.06%
R 604-37489 Customer Merch. Sales	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37490 Customer Merch. Sales	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37491 Customer Labor Sales -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37492 Customer Labor Sales -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37495 Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-37600 Collection of Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 604-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 604 Electric Utilities Fund</b>	<b>\$1,915,213.00</b>	<b>\$270.00</b>	<b>\$1,386,124.34</b>	<b>\$529,088.66</b>	<b>72.37%</b>
<b>FUND 607 Hospital Fund</b>					
R 607-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 607-36210 Interest	\$0.00	\$30.97	\$155.28	-\$155.28	0.00%
R 607-36222 Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 607-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$166,143.23	-\$166,143.23	0.00%
R 607-36297 Principle	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 607-36298 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 607-37750 Hospital Collections	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 607 Hospital Fund</b>	<b>\$0.00</b>	<b>\$30.97</b>	<b>\$166,298.51</b>	<b>-\$166,298.51</b>	<b>0.00%</b>
<b>FUND 609 Liquor Fund</b>					
R 609-31000 Property Taxes-Current	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-31200 Property Taxes-Delinque	\$0.00	\$0.00	\$0.04	-\$0.04	0.00%
R 609-33161 Federal Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-34724 Comm. Ctr. Merchandis	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
R 609-36200 Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-36210 Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-36220 Income fm Land Sale/Le	\$4,500.00	\$403.60	\$4,459.00	\$41.00	99.09%
R 609-36222 Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-36295 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-37460 Penalties	\$300.00	\$0.00	\$59.85	\$240.15	19.95%
R 609-37811 Off Sale Liquor	\$97,300.00	\$9,708.60	\$92,880.50	\$4,419.50	95.46%
R 609-37812 Off Sale Beer	\$270,000.00	\$20,417.12	\$238,084.62	\$31,915.38	88.18%
R 609-37814 Miscellaneous Incl Soft	\$30,000.00	\$2,602.72	\$29,484.22	\$515.78	98.28%
R 609-37820 Juke Box	\$500.00	\$127.75	\$609.68	-\$109.68	121.94%
R 609-37911 On Sale Liquor	\$40,000.00	\$2,582.17	\$26,878.13	\$13,121.87	67.20%
R 609-37912 On Sale Beer	\$85,000.00	\$4,810.21	\$55,262.53	\$29,737.47	65.01%
R 609-37915 Cigarettes	\$3,000.00	\$168.42	\$2,441.44	\$558.56	81.38%
R 609-37916 Sale of Property	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-37950 Deposits & Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 609-39206 Cash Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 609 Liquor Fund</b>	<b>\$531,200.00</b>	<b>\$40,820.59</b>	<b>\$450,160.01</b>	<b>\$81,039.99</b>	<b>84.74%</b>

**CITY OF ADA**  
**\*Revenue Guideline**

Current Period: November 2015

<b>Account Descr</b>	<b>2015 YTD Budget</b>	<b>November 2015 Amt</b>	<b>2015 YTD Amt</b>	<b>YTD Balance</b>	<b>% of YTD Budget</b>
	\$4,910,986.00	\$395,813.83	\$5,248,959.90	-\$337,973.90	106.88%

FILTER: None



# City of Ada Personnel Administration Policy



**January 2016**



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## INTRODUCTION

### **Purpose**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Ada, Minnesota. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies.

### **Scope**

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.



## **EEO Policy Statement**

The City of Ada is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Ada will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

## **Data Practices Advisory**

Employee records are maintained in a location designated by the city administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

## **Media Requests**

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department head. Any employee who identifies a mistake in reporting should bring the error to the city administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.



With the exception of routine events (such as Kaleidoscope) and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the city administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the city administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a “routine” question, forward the request to the city administrator. An appropriate response would be, “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the city administrator.

When/if the city administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the city administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The city finished street cleaning on 16 streets in the northwest corner of the city this past week” instead of “The city is doing a great job with street cleaning this year!” Corrections must be issued when needed.



- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- The City of Ada expects its employees to be truthful, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Do not engage in name-calling or personal attacks.
- If you publish something related to city business, identify yourself and use a disclaimer such as, “I am an employee of the City of Ada, MN. However, these are my own opinions and do not represent those of the City of Ada, MN.”
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city’s logo, email, or working time to promote his/her side business as a plumber; a Dekko employee should not access the Dekko pool after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city



## **CITYWIDE WORK RULES & CODE OF CONDUCT**

### **Conduct as a City Employee**

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Ada. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Ada. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

### **Attendance & Absence**

The operations and standards of service in the City of Ada require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Understanding attendance requirements is an essential function of every city position.

Employees who are going to be absent from work are required to notify their supervisor one week in advance of the absence (barring emergencies and sick leave). In case of an unexpected absence,



employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.
- Department heads must notify the Administrator of their vacation plans at least one week in advance if there leave is fewer than five days. If greater than five days, the Administrator requires a minimum of two weeks' notice.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

### **Access to and Use of City Property**

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor (City property logs will be developed). All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the city administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

### **Appearance**

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor.

### **Conflict of Interest**

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the city administrator.

### **Falsification of Records**

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

### **Personal Telephone Calls**

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.



## **Political Activity**

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City Administrator to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

## **Smoking**

The City of Ada observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on city property. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

## **DEFINITIONS**

For purposes of these policies, the following definitions will apply:

### **Authorized Hours**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

### **Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

### **Benefit Earning Employees**



Employees who are eligible for at least a pro-rated portion of city-provided benefits, e.g. PERA. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

**Core Hours**

The core hours that all employees (exempt and non-exempt) are expected to work are 8 a.m. to 5:00 p.m., Monday through Friday. Police and public works employees do not have core hours and work the schedules established by their supervisors and approved by the city administrator.

**Demotion**

The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.

**Employee**

An individual who has successfully completed all stages of the selection process, including the training period.

**Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

**FICA (Federal Insurance Contributions Act)**

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

**Fiscal Year**

The period from Jan. 1 to Dec. 31.



**Full-Time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

**Hours of Operation**

The city’s regular hours of operation are Monday through Friday, from 8 a.m. to 5 p.m.

**Management Employee**

An employee who is responsible for managing a department or division of the city.

**Non-Exempt Employee**

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

**Part-Time Employee**

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

**Pay Period**

Pay period is twice per month.

**PERA (Public Employees Retirement Association)**

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee’s retirement account.



**Promotion**

Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position

**Reclassify**

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

**Seasonal Employee**

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. Additional criteria may apply per Minnesota statute.

**Service Credit**

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

**Temporary Employee**

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

**Training Period**

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process. Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the city, and meet co-workers. Then you will begin to learn your job by training with your



supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six months, you will have a formal review.

### **Transfer**

Movement of an employee from one city position to another of equivalent pay.

### **Weapons**

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

### **Workweek**

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the city administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, Dekko).

## **EMPLOYEE RECRUITMENT & SELECTION**

### **Scope**

The city administrator or a designee will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

### **Features of the Recruitment System**

The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.



Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the city administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

### **Testing and Examinations**

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a department manager position.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple choice questions).

The city administrator or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

## **Pre-Employment Medical Exams**

The city administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation (for law enforcement), is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

## **Selection Process**

The selection process will be a cooperative effort between the city administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.



The city has the right to make the final hiring decision based on qualifications, abilities, experience and City of Ada needs.

### **Background Checks**

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled. Anyone hired after January 2016 will undergo a criminal background check. If the position requires that money be handled or sensitive information be shared, the finalist will undergo an additional layer of scrutiny for suitability purposes to include a credit report. If the position involves liaising with children, the finalist will have fingerprints taken to determine suitability for employment.

### **Training Period**

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training periods are six months in duration, but may be extended by, for example, an unpaid leave of absence.

## **ORGANIZATION**

### **Job Descriptions**

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions



should also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the city administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the city administrator.

Some jobs will have a requirement for a 15 minute response if the employee is on call. These positions will have specified language in the job description regarding this requirement. Any employee hired after the date this policy is signed will be grandfathered in and not required to meet this criteria as a condition of employment.

### **Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city administrator.

### **Job Descriptions and Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city administrator.

### **Layoff**

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city administrator, subject to



approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

## **HOURS OF WORK**

### **Work Hours**

Employee work schedules will be established by supervisors with the approval of the city administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments.

Part-time, seasonal, and temporary positions:

In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Employees in part-time and temporary positions will not be permitted to work more than 30 hours/week. All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Unpaid furloughs may be imposed on employees who exceed 30 hours/ week. Working a shift without prior approval may result in discipline, up to and including termination of employment.

### **Meal Breaks and Rest Periods**

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the city may stop



along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or city administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city administrator, on the use of meal breaks and rest periods.

### **Adverse Weather Conditions**

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city administrator.

### **COMPENSATION**

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.



Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee’s actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee’s wages.
- Take any adverse employment action against an employee for disclosing the employee’s own wages or discussing another employee’s wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee’s remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

## **Paychecks and Direct Deposit**

### **Paychecks**

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the city to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the city of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc. For Direct Deposit, employees



are responsible for notifying the city administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

### **Time Reporting**

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a semi-monthly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

### **Overtime / Compensatory Time**

The City of Ada has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The city council will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime in accordance with Minnesota labor laws. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

### **Non-Exempt (Overtime-Eligible) Employees**

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the city administrator.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. On the first of every month, supervisors are required to submit a monthly forecast for estimated overtime requirements to the city administrator for discussion and approval.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. City Hall will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

### **Exempt (Non-Overtime-Eligible) Employees**

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Ada will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
  - Paid leave has not been requested or has been denied.
  - Paid leave is exhausted.
  - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Ada may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.



The City of Ada will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

### **Leave Policy for Exempt Employees**

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day unless approved by the City Council or city administrator.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position



will meet the needs of the city. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

## **PERFORMANCE REVIEWS**

An objective performance review system will be established by the city administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **BENEFITS**

### **Health, Dental, Life Insurance**

The city will contribute a monthly amount toward group health, dental, and life insurance benefits for each eligible employee and his/her dependents.



For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Payroll Specialist.

## **Retirement**

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Payroll Specialist

## **Tuition Reimbursement**

To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the city for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the city administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The city will pay a percentage of the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. The maximum reimbursement per course will be determined by the city administrator and City Council. Employees must reimburse the city if



they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the city.

Tuition reimbursement for an individual employee will not exceed \$1,500 per year and is contingent on available funds and administrator/ Council approval.

## **HOLIDAYS**

The city observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day	½ day for Good Friday
Martin Luther King, Jr. Day	Veterans Day	
Presidents Day	Thanksgiving Day	
Memorial Day	Independence Day	
Christmas Day	Columbus Day	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for city operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.



Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

## **EMPLOYEE LEAVE**

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

### **Sick Leave**

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time, temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

#### **Sick leave may be used as follows:**

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.



- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the city administrator, to the extent the employee is entitled to such leave.

**To be eligible for sick leave pay, the employee will:**

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's



ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the city administrator.

Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement. There is no maximum accumulation for sick leave.

## **Vacation Leave**

### **Accrual Rate**

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

### **Earnings and Use**

Vacation leave may be used as it is earned, subject to approval by the employee's supervisor; for employees with fewer than 12 months of service, city administrator authorization is required.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period.

Requests for vacation must be received at least one week in advance for leave totaling five days or fewer; if over five days, a minimum of two weeks' notice is required. This notice may be waived at the discretion of the supervisor and city administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation and bank leave based on what is negotiated in the labor agreement. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination.

### **Funeral Leave**

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).



## **OPTION TO SICK, VACATION AND FUNERAL LEAVE**

### **Annual Leave**

Annual leave replaces individual sick leave, vacation leave, and funeral leave plans and combines them into a single benefit program. Annual leave does not replace city observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the city. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

### **Medical Certification**

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

### **Accrual Rates for Annual Leave**

All full-time employees shall earn vacation benefits as follows:

1-5 years of service: 10 days per year

After five years of service: Employees will receive 10 days of vacation plus one additional vacation day for each year of service after five to a maximum of 20 days of vacation.

Annual leave will not accrue during unpaid leaves. Regular part-time employees will accrue annual leave on a prorated basis based on regular hours worked.



Annual leave will accrue on a pay-period basis up to a maximum of one-and-one-half times the employee's maximum annual accrual rate as noted above; labor contract will supercede this accrual rate if adjusted. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

### **Returning to Work After a Medical Absence**

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it has been required by the city.

### **Severance Pay**

Employees leaving the city in good standing will receive 100 percent of their annual leave balance as compensation (applicable taxes will be withheld). Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).



## **Unpaid Leave**

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator.

## **Military Leave**

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### **Jury Duty**

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

### **Court Appearances**

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.



### **Victim or Witness Leave**

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members.]

### **Job Related Injury or Illness**

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

### **Pregnancy and Parenting Leave**

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves



the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

### **Administrative Leave**

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city administrator with the approval of the City Council.

### **Adoptive Parents**

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.



## **Regular Leave without Pay**

The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

## **Family and Medical Leave**

Refer to the League of Minnesota Cities model [FMLA policy](#) for language.

## **Reasonable Unpaid Work Time for Nursing Mothers**

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

## **Light Duty/Modified Duty Assignment**

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The



notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator.

The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

### **Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy**

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an

interactive process with respect to an employee's request for a reasonable accommodation.

## **SEXUAL HARASSMENT PREVENTION**

### **General**

The City of Ada is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### **Definitions**

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.



Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

## **Expectations**

The City of Ada recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate supervisor;
2. City administrator;
3. Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, city administrator, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.



The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

### **Retaliation**

The City of ADA will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

## **RESPECTFUL WORKPLACE POLICY**

### **(includes sexual harassment prevention)**

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.



## **Applicability**

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, and City Council members (with the exception of items pertaining to political activities for elected officials).

## **Abusive Customer Behavior**

While the city has a strong commitment to customer service, the city does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain.

Employees must notify their supervisor about the incident as soon as possible.

## **Types of Disrespectful Behavior**

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

### **Violent behavior:**

includes the use of physical force, harassment, or intimidation.

### **Discriminatory behavior:**

includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

**Offensive behavior:**

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior.

Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

**Sexual harassment:**

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Sexual harassment includes, but is not limited to, the following:**

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or

appearance where such comments go beyond mere courtesy, telling “dirty jokes” or any other tasteless, sexually oriented comments, innuendos or actions that offend others.

- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one’s current or future job.

### **Possession and Use of Dangerous Weapons**

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms. Police officers are exempt from this requirement.

### **Employee Response to Disrespectful Workplace Behavior**

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

**Step 1(a).** Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

**Step 1(b).** If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

**Step 1(c).** In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, city administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city administrator.

**Step 2.** If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator or the mayor.

### **Supervisor's Response to Allegations of Disrespectful Workplace Behavior**

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the city administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

**Step 1.** If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

**Step 2.** If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

**Step 3.** The supervisor must notify the city administrator about the allegations.

**Step 4.** As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

**Step 5.** After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.



**Step 6.** The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### **Special Reporting Requirements**

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens (with council approval when necessary).

### **Retaliation**

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.



## **SEPARATION FROM SERVICE**

### **Resignations**

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

### **Severance Pay**

Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for 100 percent of unused accrued vacation (*annual leave*).

## **DISCIPLINE**

### **General Policy**

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Ada. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The



supervisor and/or the city administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **Process**

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

### **Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.



## **Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the city administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

## **Suspension With or Without Pay**

The city administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's



personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

### **Demotion and/or Transfer**

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

### **Salary**

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

### **Dismissal**

The city administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

## **GRIEVANCE PROCEDURE**

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

**Step 1:** The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

**Step 2:** If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or



provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven (7) days after the supervisor’s response is due. The city administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

### **Waiver**

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city’s last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
  1. Pay increases or lack thereof; and
  2. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.



## **EMPLOYEE EDUCATION & TRAINING**

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

### **Policy**

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

### **Job-Related Training & Conferences**

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the city administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

### **Job-Related Meetings**

Attendance at professional meetings costing \$100 or less and directly related to the performance of the employee's work responsibilities do not require the approval of the city administrator. Advance supervisor approval is required to ensure adequate department coverage.



## **Request for Participation in Training & Conferences**

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

Requests totaling more than \$100 must be approved by the employee's supervisor and the city administrator. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

## **Out of State Travel**

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the city administrator. This type of training should be minimized.

## **Not to Exceed Figure**

Payment of training and/or conference expenses must not exceed \$1,500 per employee per year, excluding travel and subsistence costs. Exceptions must receive approval by the City Council.

## **Compensation for Travel & Training Time**

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act for non-management employees.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.



## **Memberships and Dues**

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

## **Travel & Meal Allowance**

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals and lodging, including sales tax and gratuity, will be reimbursed according to this policy. Meal and lodging expenses will be tied to the federal per diem rate.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

## **OUTSIDE EMPLOYMENT**

The potential for conflicts of interest is lessened when individuals employed by the City of Ada regard the city as their primary employment responsibility. All outside employment is to be

reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator. Any city employee accepting employment in an outside position that is determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule (exceptions must be presented to city council for approval).
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.



City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

## **DRUG FREE WORKPLACE**

In accordance with federal law, the City of Ada has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

## **CITY DRIVING POLICY**

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.



The city has the option to examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The city will determine appropriate action on a case-by-case basis.

## **CELLULAR PHONE USE**

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to insure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

### **General Policy**

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the



circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city-provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.

### **Procedures**

It is the objective of the City of Ada to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

### **Responsibility**

The city administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

### **SAFETY**

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### **Reporting Accidents and Illnesses**

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the



employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

### **Safety Equipment/Gear**

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

### **Unsafe Behavior**

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

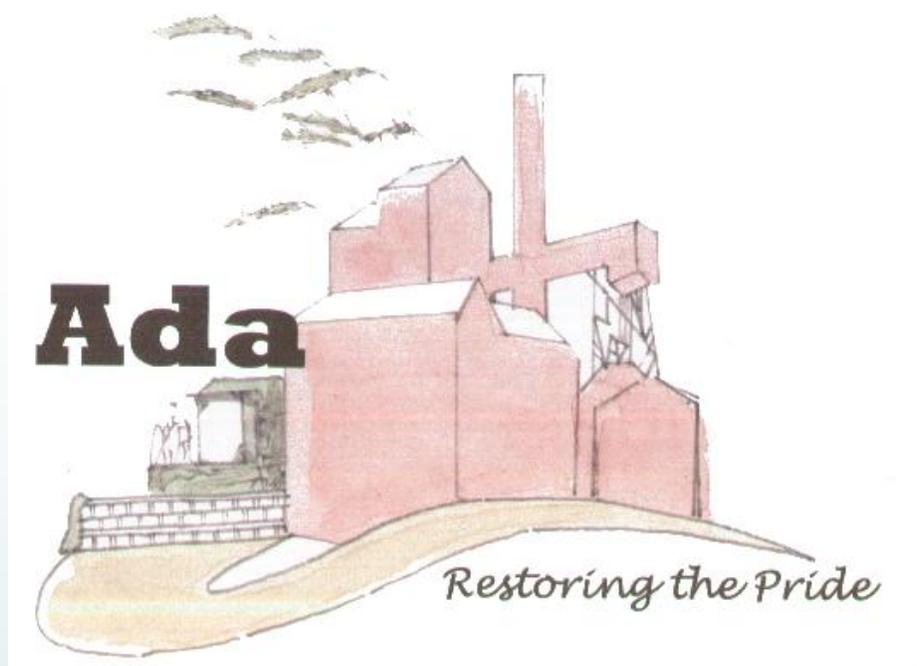
This policy becomes effective on the 6<sup>th</sup> day of January, 2016.

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Jim Ellefson, Mayor

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James Leiman, City Administrator



# Restoring the Beauty of the Railway Bed and City Parks

Introducing Ada's Community Forestry Program

# What Areas Require Reforestation

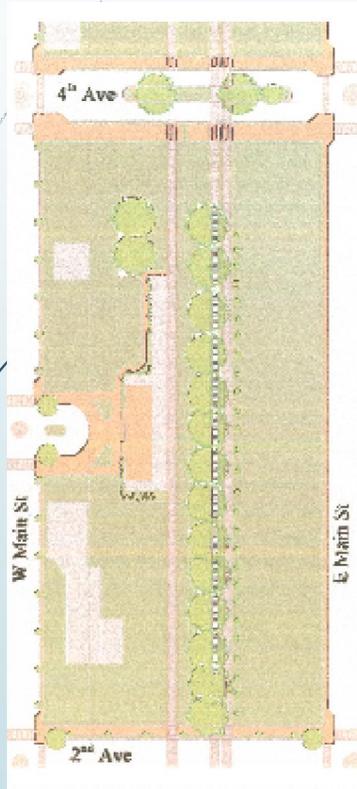
## Priorities

- Highest, the old railway bed from end to end of the city boundaries
- Second Populate park forests, especially Dekko Park
- Third- City boulevards

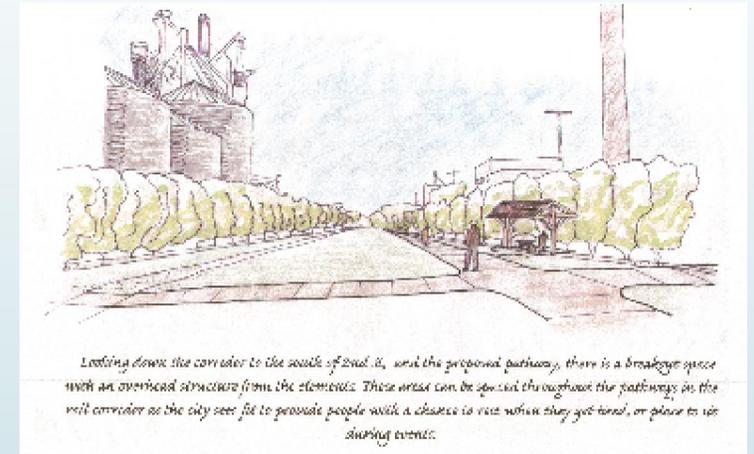
*Overview Map*



# Charm on the Old Railway Bed



- ▶ The Railway Bed **must** remain a recreation trail for ATVs, snowmobiles, etc.
- ▶ As such, we can only forest the edges so that people that recreate have access to the trail
- ▶ The plan:
  - ▶ Line the railway bed from end to end with several hundred trees on each side
    - ▶ The City will not be responsible for maintenance of the trail
  - ▶ Several businesses have already indicated that they would be willing to donate park benches
  - ▶ Add amenity signs throughout the walking/ recreating trail



*Looking down the corridor to the south of 2nd St, and the proposed pathways, there is a breakage space with an overhead structure from the elements. These areas can be opened throughout the pathways in the rail corridor as the city sees fit to provide people with a chance to rest when they get tired, or place to sit during events.*

# Executing the Railway Bed Vision

- ▶ This plan will be executed in three phases, 2016, 2017 and 2018
- ▶ **Kicker-** We need volunteers to execute this project as personnel costs are not authorized (30-50 people will need to participate in this project)
- ▶ **Total Cost=** \$52,000 (Funding plan on slide seven)
- ▶ What does \$52,000 buy us?
  - ▶ 400 trees
  - ▶ Equipment
  - ▶ Mulch, watering bags, staking material
  - ▶ Community tree gravel beds
  - ▶ Subject Matter Expertise



# Park Forestation

- ▶ Like railway bed, volunteers are necessary
- ▶ **Total Cost= \$4,000**
- ▶ What does \$4,000 buy us?
  - ▶ 30 trees
  - ▶ Equipment
  - ▶ Mulch, watering bags, staking material
  - ▶ Community tree gravel beds
  - ▶ Subject Matter Expertise



# City Boulevards

- ▶ Like railway bed, volunteers are necessary
- ▶ **Total Cost=** \$8,000
- ▶ What does \$8,000 buy us?
  - ▶ Note that trees are only 30; this is due to higher equipment costs given infrastructural challenges in commercial districts
  - ▶ 30 trees
  - ▶ Equipment
  - ▶ Mulch, watering bags, staking material
  - ▶ Community tree gravel beds
  - ▶ Subject Matter Expertise





# How do we pay for these things?

- ▶ The City of Ada has been invited to apply to a grant to inventory and develop a community forest through the Environmental and Natural Resources Trust Fund.
- ▶ Total cost of the project is estimated to be \$64,000
  - ▶ State contribution would be \$40,000
  - ▶ City of Ada would provide volunteer labor and \$24,000 (with in-kind labor, basically a 50/50 match to make our packet competitive)
  - ▶ Where is the \$24,000 going to come from?
    - ▶ State mandated conservation funding. We would have bought the trees anyway as we have to spend roughly \$25K per year (1.5% of our electric receipts)- this would only take \$8,000 leaving \$17,000 for other programs
  - ▶ As a result, this is **not from city taxes** and will require significant community support in the form of labor and agreements with land owners

# Next Steps

- Permission to proceed from City Council (5 January)
- Discuss plan with business owners along railway bed and Main Streets
- Discuss volunteerism and plan with Beautification Committee (13 January)
- Request permission from County Commissioners (19 January)
- Confirm with DNR that this is a go (note that most trails are tree lined)
- Complete and submit application (by 2 February)
- Wait for response
- Execute and beautify the community



# **City of Ada Floodplain Ordinance**

## **Ordinance No. 464**

*This ordinance would ammend Chapter 38 of the City Code.*

2.3 Incorporation of Maps by Reference: The following maps together with all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance. The attached material includes: the Flood Insurance Study for Norman County, Minnesota, and Incorporated Areas, dated September 30, 2015; ~~and~~ the Flood Insurance Rate Maps for Norman County and Incorporated Areas with map numbers 27107C0241E, 27107C 0242E, and 27107C0261E, dated September 30, 2015; and the Letter of Map Revision, Case No. 15-05-5324P, with an effective date of February 17, 2016, including all attached maps, tables, and flood profiles; all-prepared by the Federal Emergency Management Agency. These materials are on file in the City Clerk's office.

**Ordinance No. 465**

**AN ORDINANCE OF THE CITY OF ADA, MINNESOTA, ANNEXING PROPERTY LOCATED IN MCDONALDSVILLE TOWNSHIP, NORMAN COUNTY, MINNESOTA, PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2(1), PERMITTING ANNEXATION BY ORDINANCE.**

WHEREAS, said property is unincorporated and abuts the City of Ada on its northwesterly boundary; and is owned by the City of Ada; and

WHEREAS, the City of Ada was not required to hold a public hearing pursuant to Minnesota Statutes § 414.033, Subd. 2(b), as the land is owned by the City, nor was written notice required to be mailed to the Township of McDonaldsville; and

WHEREAS, the city council held meetings to review the annexation;

NOW THEREFORE, the city council of the City of Ada hereby ordains as follows:

1. The city council hereby determines that the property as hereinafter described abuts the City limits and is urban or suburban in nature or about to become so pursuant to proposed development and said land is currently owned by the City of Ada.
2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325.
3. The corporate limits of the City of Ada, Minnesota, are hereby extended to include the following described property, said land abutting the City of Ada and already owned by said City of Ada and it being necessary and appropriate that the same be annexed within the corporate limits of said City of Ada, Minnesota, to-wit:

Tract A:

That part of the Southeast Quarter of the Northeast Quarter of Section 8, Township 144 North, Range 46 West of the Fifth Principal Meridian, Norman County, Minnesota described as follows:

Commencing at a found iron monument which designates the east quarter corner of said Section 8; thence North 00 degrees 16 minutes 39 seconds East on an assumed bearing along the east line of said Section 8 for a distance of 131.00 feet to an iron monument, said point is the point of beginning; thence South 81 degrees 08 minutes 23 seconds West for a distance of 271.28 feet to an iron monument; thence North 89 degrees 31 minutes 32 seconds West for a distance of 139.10 feet to an iron monument; thence North 00 degrees 13 minutes 21 seconds West for a distance of 188.01 feet to an iron monument; thence South 89 degrees 31 minutes 32 seconds East for a distance of 408.58

feet to a found iron monument on the east line of said Section 8; thence South 00 degrees 16 minutes 39 seconds West along said east line for a distance of 144.00 feet to the point of beginning. The above described tract contains 1.62 acres, more or less.

SUBJECT TO an easement for ingress and egress purposes over under and across that part of the above described tract which lies within 60.00 feet of the east line of said Section 8, measured at a right angle to and parallel with the east line of said Section 8.

AND FURTHER SUBJECT TO easements, restrictions, or reservations of record, if any.

Tract B:

That part of the Southeast Quarter of the Northeast Quarter of Section 8, Township 144 North, Range 46 West of the Fifth Principal Meridian, Norman County, Minnesota described as follows:

Commencing at a found iron monument which designates the east quarter corner of said Section 8; thence North 00 degrees 16 minutes 39 seconds East on an assumed bearing along the east line of said Section 8 for a distance of 66.00 feet to a point on a line which is 66.00 feet northerly of, as measured at a right angle to and parallel with the south line of said Southeast Quarter of the Northeast Quarter, said point is the point of beginning; thence continuing North 00 degrees 16 minutes 39 seconds East along said east line for a distance of 65.00 feet to an iron monument; thence South 81 degrees 08 minutes 23 seconds West for a distance of 271.28 feet to an iron monument; thence North 89 degrees 31 minutes 32 seconds West for a distance of 139.10 feet to an iron monument; thence South 00 degrees 13 minutes 21 seconds East for a distance of 21.00 feet to a point on said parallel line; thence South 89 degrees 31 minutes 32 seconds East along said parallel line for a distance of 406.76 feet to the point of beginning. The above described tract contains 0.33 acres, more or less.

SUBJECT TO an easement for ingress and egress purposes over under and across that part of the above described tract which lies within 60.00 feet the east line of said Section 8, measured at a right angle to and is parallel with the east line of said Section 8.

AND FURTHER SUBJECT TO easements, restrictions, or reservations of record, if any.

The above-described property consists of a total of 1.96 acre more or less. A copy of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries of the City of Ada is attached hereto as Exhibit A.

4. That the area legally described herein is vacant and will not affect the population of the City at this time.

5. The City of Ada will make no cash payment to McDonaldsville Township pursuant to Minnesota Statutes § 414.036, since the land being annexed is City owned.

6. That pursuant to Minnesota Statutes § 414.036, there are no special assessments assigned by the town to the annexed property.

7. That the City Clerk-Treasurer of the City of Ada is hereby authorized and directed to file a copy of this ordinance with the Municipal Boundary Adjustment Unit of the Office of the Administrative Hearings, the Minnesota Secretary of State, the Norman County Auditor/Treasurer and the McDonaldsville Township Clerk.

8. That this ordinance shall be in full force and effect and final upon the dates this ordinance is approved by the Office of Administrative Hearings.

**ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF ADA,  
MINNESOTA, THIS 8TH DAY OF DECEMBER, 2015.**

Effective Date: This ordinance shall become effective thirty (30) days after publication.

Upon being put to a vote, the above Ordinance was duly passed after a second reading by the City Council of the City of Ada this 5<sup>th</sup> day of January 2016, by the following vote:

Ayes:

Nays:

Absent:

\_\_\_\_\_  
Jim Ellefson, Mayor

ATTEST:

\_\_\_\_\_  
James Leiman, Administrator, Clerk-Treasurer

## ***RESOLUTION NO. 2016-01-01***

### ***A RESOLUTION ESTABLISHING PROTOCOL FOR THE SALE OF REAL PROPERTY OWNED BY CITY OF ADA***

A Resolution authorizing the below protocol for the sale of City-owned property in the interest of providing transparency to the public and fairness to all interested buyers.

This policy was developed to:

- Encourage the development and reuse of vacant properties within city limits;
- Eliminate blight and revitalize all sections of the City;
- Improve the City's tax base
- Sell real property at fair market value
- Encourage community and economic development

#### Qualified Purchasers:

All purchasers of City-owned property must fulfill their financial commitments prior to purchasing real property from the City. This includes paying taxes and maintaining properties in accordance with Ada City Code. A qualified purchaser is an organization or individual who does not owe back taxes to the City of Ada and is current on all utility bills.

#### Sales:

Moving forward, all City-owned properties will be placed on the city website where the price will be determined by the City Council prior to advertisement. Within 30-days of the posting, should multiple offers be received, the City Council will discuss the offers and weigh price and public purpose (see below for public purpose). After 30 days, the City Council will consider offers on a first come, first evaluated basis. The City retains its right to approve or reject the best Qualified Offer based on its criteria.

#### Preferential Public Purposes

The City may choose to support certain projects that serve a public purpose. If a property is identified as having one or more of the following uses, the City will evaluate the proposal determine if the proposed project provides significant, visible community benefits. The following types of development are considered enhancing a public purpose:

- Economic Development- Developments that advance the City's development goals in the Comprehensive Plan; this includes but is not limited to leveraging investments in infrastructure, job creation and economic development; also projects with the potential to inspire additional private investment in the job market (specific criteria are listed below);
- Community Development- Developments that propose significant community benefits such as creating new or supporting infrastructure to improve the safety

and mobility of residents; improves public recreation opportunities; removes or improves blighted properties (specific criteria are listed below).

The following criteria listed below will be used to assess an offer from a qualified business for preferential public purposes:

1. But-for Test. There is a substantial likelihood that the project would not go forward without the land or building requested.
2. Redevelopment. The project will remove, prevent or reduce blight or other adverse conditions of the property, thereby protecting the City's property values and the general public health, safety, and welfare.
3. Attraction of New Business. The project will attract or retain competitive and financially strong commercial and industrial companies, which offer the potential for significant growth in employment and tax base.
4. Highest and Best Land Use. The land or building will encourage quality construction and promote the highest and best use of land, consistent with the City's Comprehensive Plan.
5. Needed Services. The project will provide a needed service in the community, including health care, convenience and social services which are not currently available.
6. Unmet Housing Needs. The project will provide housing alternatives the community currently needs but are not available.
7. Economic Feasibility. The recipient can demonstrate that it has experience and adequate financing for the project, and that the project can be completed in a timely manner.
8. Impact on City Services and Infrastructure. The project will not significantly and adversely increase the demands for service needs in the City.
9. Job Creation. The City may take into account the special needs of small or growth-phase businesses with potential to create high paying jobs in the future.
10. Tax Base. The project will increase the City's tax base and generate new property tax revenue.

### Sale Process

In order to purchase real property from the City of Ada, the following process must be followed:

- Offer to include purpose statement and price will be received by City Hall at least three (3) business days prior to a scheduled monthly council meeting.

- Offer is presented (preferably by the individual or entity making the offer) to the City Council.
- City Council determines whether to accept, decline or counter the offer.
- City Hall executes the Council's direction through the appropriate documentation necessary for conveyance and recording.

NOW, THEREFORE, BE IT HEREBY RESOLVED, That the City of Ada adopt the aforementioned policy to ensure transparency and fairness for all real property purchases.

Upon motion duly made by Councilmember and seconded by Councilmember, and upon being put to a vote, the above Resolution carried by the following vote:

Ayes:

Nays:

Dated: January 5, 2016

\_\_\_\_\_  
Jim Ellefson, Mayor

ATTEST:

\_\_\_\_\_  
James Leiman, City Administrator, Clerk-Treasurer



**RESOLUTION NO. 2016-01-02**

**A RESOLUTION AUTHORIZING THE SALE OF  
PARCELS OF LAND IN THE CITY OF ADA**

A Resolution authorizing the sale of the following described properties:

***25-0916000, That part of Lot 6, HAMPSON'S ADDITION and that part of Lot No. 1, GILGE'S ADDITION, in the City of Ada, said plots are on file and of record in the office of the Recorder, Norman County, Minnesota, described as follows:***

***Beginning at an iron monument which designates the northeasterly corner of Block 12 said HAMPSON'S ADDITION; thence South 10 degrees 38 minutes 59 seconds East on an assumed bearing along the easterly line of said Block 12 for a distance of 82.55 feet to an iron monument; thence North 83 degrees 45 minutes 49 seconds East for a distance of 177.58 feet to an iron monument; thence North 00 degrees 17 minutes 34 seconds West for a distance of 97.04 feet to an iron monument on the easterly extension of the northerly line of said Block 12; thence South 79 degrees 34 minutes 17 seconds West along said easterly extension for a distance of 194.50 feet to the point of the beginning. The above tract contains 16,598 square feet, more or less.***

WHEREAS, the City of Ada is the owner of the above-described properties in the City of Ada, Norman County, Minnesota, and,

WHEREAS, Camdele Inc., desire to purchase said property from the City of Ada, for the sum of Three Thousand Dollars and no/100 (\$3,000.00) for the lot and other good and valuable consideration, and the City of Ada desires to sell said property to Camdele Inc;

NOW, THEREFORE, BE IT HEREBY RESOLVED, That the City of Ada shall enter into a Quit Claim Deed with Camdele Inc, in which the City agrees to sell the above-described properties in the City of Ada, Norman County, Minnesota for the price of Three Thousand Dollars and no/100 (\$3,000.00) per lot and other good and valuable consideration; and

BE IT FURTHER RESOLVED, That the Mayor of the City of Ada and the City Clerk are authorized to execute and deliver any documents necessary to effectuate said transfer.

Upon motion duly made by Councilmember and seconded by Councilmember, and upon being put to a vote, the above Resolution carried by the following vote:

Ayes:

Nayes:

Dated: November 3, 2015

\_\_\_\_\_  
Jim Ellefson, Mayor

ATTEST:

\_\_\_\_\_  
James Leiman, City Administrator, Clerk-Treasurer



**ORDINANCE NO. 460**

**AN ORDINANCE REGULATING PUBLIC NUISANCES WITHIN THE CITY OF ADA, MINNESOTA**

**THE CITY COUNCIL OF THE CITY OF ADA, MINNESOTA DOES HEREBY ORDAIN:**

**SECTION ONE. PUBLIC NUISANCE PROHIBITION.**

A person must not act, or fail to act, in a manner that is or causes a public nuisance. For purpose of this ordinance, a person that does any of the following is guilty of maintaining a public nuisance:

(A) Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; or

(B) Interferes with, obstructs, or renders dangerous for passage, any public highway or right-of-way, or waters used by the public; or

(C) Does any other act or omission declared by law or this ordinance to be a public nuisance.

**SECTION TWO. PUBLIC NUISANCES AFFECTING HEALTH.**

The following are hereby declared to be nuisances affecting health:

(A) The exposed accumulation of decayed or unwholesome food or vegetable matter;

(B) All diseased animals running at large;

(C) All ponds or pools of stagnant water;

(D) Carcasses of animals not buried or destroyed within twenty-four (24) hours after death;

(E) Accumulation of manure, refuse, or other debris;

(F) Privy vaults and garbage cans which are not rodent-free or fly-tight, or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors;

(G) The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste, or other substances;

(H) All noxious weeds and other rank growths of vegetation upon public or private property;

(I) Dense smoke, noxious fumes, gas, soot, or cinders in unreasonable quantities;

(J) All public exposure of people having a contagious disease; and

(K) Any offensive trade or business as defined by statute not operating under local license.

### SECTION THREE. PUBLIC NUISANCES AFFECTING PEACE AND SAFETY.

The following are declared to be nuisances affecting public peace and safety:

(A) All snow and ice that is not removed from ~~commercial public~~ sidewalks within ~~forty-eight~~twenty-four (24) hours after the snow or other precipitation causing the condition has ceased to fall. Snow or ice not removed within 24 hours of snowfall will be removed by the City and the fee will be \$100 per removal;

(B) All trees, hedges, billboards, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection;

(C) All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles;

(D) Any person participating in any party or other gathering that causes the unreasonable disturbing of the peace, quiet, or repose of another person;

(E) All unnecessary and annoying vibrations;

(F) Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law;

(G) Radio aerials or television antennae erected or maintained in a dangerous manner;

(H) Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk;

(I) All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance;

(J) The allowing of rainwater, ice, or snow to fall from any building or structure upon any street or sidewalk or to follow across any sidewalk;

(K) All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public;

(L) Wastewater cast upon or permitted to flow upon streets or other public properties;

(M) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or other safety hazards from such accumulation;

(N) Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located;

(O) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials;

(P) The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance;

(Q) The depositing of garbage or refuse on a public right-of-way or on adjacent private property;

(R) Reflected glare or light from private exterior lighting exceeding 0.5 footcandles as measured on the property line of the property where the lighting is located when abutting any residential parcel, and one (1) footcandle when abutting any commercial or industrial parcel; and

(S) All other conditions or things that are likely to cause injury to the person or property of another.

#### **SECTION FOUR. NUISANCE PARKING AND STORAGE.**

(A) **Declaration of nuisance.** The outside parking and storage on residentially zoned property of large numbers of vehicles and vehicles, materials, supplies, or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it: (1) obstructs views on streets and private property, (2) creates cluttered and otherwise unsightly areas, (3) prevents the full use of residential streets for residential parking, (4) introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited, (5) decreases adjoining landowners' and occupants' use and enjoyment of their property and neighborhood, and (6) otherwise adversely affects property values and neighborhood patterns.

##### **(B) Unlawful parking and storage.**

(1) A person must not place, store, or allow the placement or storage of ice fishing houses, skateboard ramps, playhouses, or other similar non-permanent structures outside continuously for longer than ~~seventy-two~~twenty-four (24/72) hours in the front yard area of residential property ~~unless more than one hundred (100) feet back from the front property line.~~ Any structure that creates a hiding place or habitation for wild animals or rodents falls within this provision.

(2) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery, or similar materials, including all materials used in conjunction with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.

(3) A person must not cause, undertake, permit, or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements:

(a) No more than ~~six~~four (64) vehicles or vehicle trailers per lawful ~~dwelling residential (R1)~~ unit may be parked or stored anywhere outside on residential property ~~, except as otherwise permitted or required by the city because of nonresidential characteristics of the property.~~ Four (4) vehicles in regular use and currently licensed, may be parked in the front yard at any given time; the other two (2) must be screened (obscured from public view) using hedges, fences or suitable vehicle covers. Vehicles located in enclosed areas, e.g. a garage, do not count against the six (6). The maximum number does not include vehicles of occasional guests who do not reside on the property.

(b) Vehicles that are parked or stored outside in the front yard areas must be on a paved or graveled parking surface or driveway area; there will be no parking on the grass. The only exception to this provision pertains to snow removal operations. When the City declares a requirement to move vehicles from the street, owners will be permitted to park on non-paved or non-graveled areas for a period of 72 hours following the declaration.

(c) Vehicles, watercraft, and other articles stored outside on residential property must be owned or rented by a person who resides on that property. Students who are away from school for periods of time but still claim the property as their legal residence will be considered residents on the property.

## **SECTION FIVE. INOPERABLE MOTOR VEHICLES.**

(A) **Declaration of nuisance.** Any motor vehicle described in this section shall constitute a hazard to the health and welfare of the residents of the community as such vehicles can harbor noxious diseases, furnish a shelter and breeding ground for vermin, and present physical danger to the safety and well-being of children and citizens. Motor vehicles also contain various fluids which, if released into the environment, can and do cause significant health risks to the community.

(B) **Inoperable motor vehicles.** It shall be unlawful to keep, park, store, or abandon any motor vehicle that is not in operating condition, partially dismantled, used for repair of parts or as a source of repair or replacement parts for other vehicles, kept for scrapping, dismantling, or salvage of any kind, or which is not properly licensed for operation within the state, pursuant to Minn. Stat. § 168B.011, subd. 3, as it may be amended from time to time.

(C) **Screening.** This section does not apply to a motor vehicle enclosed in a building and/or kept out of view from any street, road, or alley, and which does not foster complaint from a resident of the city. Privacy fencing is permissible.

(D) **Exceptions.** Exceptions to this section include vehicles, vehicle parts, farm implements, machinery or any automotive or farm parts used in a landscape design (display utilizing a defined space incorporating shrubs, plants and/ or trees, weed fabric and approved landscape materials for weed control) as defined by Ordinance and will not be considered a nuisance if maintained.

## **SECTION SIX. DUTIES OF CITY OFFICERS.**

City officials may apply and enforce any provision of this ordinance relating to public nuisances within this jurisdiction. Any peace officer or other designated city official shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances. Except in emergency situations of imminent danger to human life and safety, no peace officer or designated city official will enter private property for the purpose of inspecting or preventing public nuisances without the permission of the owner, resident, or other person in control of the property, unless the officer or person designated has obtained a warrant or order from a court of competent jurisdiction authorizing entry.

## **SECTION SEVEN. ABATEMENT PROCEDURE.**

(A) **Procedure.** Whenever the peace officer or other designated official determines that a public nuisance is being maintained or exists on the premises in the city, the official shall notify in writing the owner of record or occupant of the premises of such fact and order that the nuisance be terminated or abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of

violation is not complied with within the time specified, the official shall report that fact forthwith to the City Council. Thereafter, the City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and further order that if the nuisance is not abated within the time prescribed by the City Council, the city may seek injunctive relief by serving a copy of the City Council order and notice of motion for summary enforcement or obtain an administrative search and seizure warrant and abate the nuisance.

(B) **Notice.** Written notice of the violation; notice of the time, date, place, and subject of any hearing before the City Council; notice of the City Council order; and notice of motion for summary enforcement hearing shall be served by a peace officer or designated official on the owner of record or occupant of the premises either in person or by certified or registered mail. If the premise is not occupied, the owner of record is unknown, or if the owner of record or occupant refuses to accept notice, notice of the violation shall be served by positing it on the premises.

(C) **Emergency procedure; summary enforcement.** In cases of emergency, where delay in abatement required to complete the procedure and notice requirements as set forth in subdivisions (A) and (B) of this section will permit a continuing nuisance to unreasonably endanger public health, safety, or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the peace officer or other designated official shall determine that a public nuisance exists or is being maintained on premises in the city and that delay in abatement will unreasonably endanger public health, safety, or welfare. The officer or designated official shall notify in writing the occupant or owner of the premises of the nature of the nuisance, whether public health, safety, or welfare will be unreasonably endangered by delay in abatement required to complete the procedure set forth in subdivision (A) of this section and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.

(D) **Immediate abatement.** Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

(E) **Unlawful parties or gatherings.** When law enforcement determines that a gathering is creating such a noise disturbance as prohibited under Section Four, Subdivision D, the officer may order all persons present, other than the owner or tenant of the premises where the disturbance is occurring, to disburse immediately. No person shall refuse to leave after being ordered to do so by law enforcement. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.

(F) **Judicial remedy.** Nothing in this section shall prevent the city from seeking a judicial remedy when no other adequate administrative remedy exists.

## **SECTION EIGHT. RECOVERY OF COST.**

(A) **Personal liability.** The owner of the premises on which a nuisance has been abated by the city, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the city of the abatement, including administrative costs.

As soon as the work has been completed and the cost determined, the city clerk or other city official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the city clerk.

(B) **Assessment.** After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portion of streets, or unsound or insect-infected trees, the city clerk shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against the property under that statute and any other pertinent statutes for certification to the county auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the City Council may determine in each case.

#### **SECTION NINE. PENALTY.**

Any person convicted of violating any provision of this ordinance is guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or imprisonment for not more than ninety (90) days, or both, plus the costs of prosecution in either case.

#### **SECTION TEN. SEVERABILITY.**

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

#### **SECTION ELEVEN. EFFECTIVE DATE.**

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat., § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time. This ordinance supersedes any previous ordinances pertaining to nuisance.

**I CERTIFY THAT** the above ordinance was passed and adopted by the City Council of the City of Ada at a scheduled monthly meeting of the City Council on February 2, 2016.

The motion for the adoption of the foregoing resolution was made by member \_\_\_\_ and duly seconded by member \_\_\_\_ and upon a vote being taken hereon, the following voted in favor thereof:, and the following voted against the same:., and the following members were absent:.

SIGNED:

WITNESSED:

\_\_\_\_\_  
Jim Ellefson  
Mayor

Attest:

James Leiman  
City Administrator, Clerk-Treasurer

As signed this ~~7<sup>th</sup>~~ 2<sup>nd</sup> day of ~~February~~ July, 201~~6~~5