

**Service Recognition Policy – Expenditure of Public Funds**  
**Originally Adopted: November 2018**  
**Updated: October 2020, November 2021, October 2025**

The Urbandale City Council recognizes the service that City employees and officials provide to the citizens of Urbandale. The support and recognition of city employees, officials and certain former or retired employees and officials who left service in good standing promotes long-term employee retention and job satisfaction, and employees of the City provide a clear public benefit to every citizen of Urbandale. Therefore, the City Council finds there is a public purpose for the expenditure of funds for certain employee benefits, recognition of employees and officials and awards set forth in this Policy. Further, the City Council establishes the enclosed guidelines to show support for its employees.

The City Manager, as the City Council's designee, may expend public funds for city employees and officials as follows:

**Employee Recognition**

Recognizing exceptional service of full-time and permanent part-time employees whose outstanding initiative or contributions go above and beyond their expected job duties with an On the Spot Award, not to exceed \$50.

**Employee Service**

Recognizing length of service for full-time employees reaching five-year increment anniversaries by a gift not to exceed \$200.

**Employee Retirement**

Retirement for employees with ten continuous years of full-time service experiencing a bona fide retirement by a gift, not to exceed \$200. Further, public funds may be used to host a public open house honoring the retiree for the bona fide retirement of an employee with ten continuous years of full-time service, or for a publicly elected official leaving office. Specifically, use of public funds is strictly limited the purchase of cake, cookies, punch, coffee, disposable tableware, or other directly related supplies not to exceed \$200.

**Employee Support**

The City may purchase a floral arrangement or plant upon the death of a full-time employee, not to exceed \$60. The same funeral provision may be provided for the death of a City retiree or current or former elected official. The City may purchase food and non-alcoholic beverages for employees for their participation in all-employee events taking place at City facilities including training sessions, wellbeing events, and service award celebrations.

The person(s) responsible for purchasing any items covered by this policy should remain mindful that the public benefit derived from the use of public funds for these activities merits close scrutiny and shall not be abused. All requests for payment of these types of expenditures shall include documentation of purchases, receipts, clear explanation of the public purpose, and shall be turned into the Finance Director for final approval. The allocation of funds for general service and retirement items shall be budgeted in the City Council's budget. All other planned recognition, On the Spot awards and all-employee events, shall be budgeted in the corresponding departmental budgets.