



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, April 15, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

Notice to the Public: If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Presentation from CatchDSM by President & CEO Greg Edwards**
 - A. Presentation Document
4. **Public Hearing:**
 - A. Public Hearing on Adopting FY25 Budget
 - B. Consideration of Resolution 2024-28 - A Resolution Approving and Adopting the Annual City of Windsor Heights Operating Budget for Fiscal Year 2024-2025
 - C. Public Hearing on Proposed Amendment to the Windsor Heights Consolidated Urban Renewal Area
 - D. Consideration of Resolution 2024-29 - A Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area
5. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
6. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on April 1, 2024
 - B. Approve Minutes of the Special Council Meeting on April 1, 2024
 - C. Approve Finance Reports
 - D. Approve Scope and Fee for Construction Materials Testing Regarding 73rd Street Improvements From University Avenue to Hickman Road (IDOT # STP-U-8477(615)—70-77)
 - E. Approve 2023 Colby Park Improvements Pay Request 3
 - F. Approve Community Letter of Support of DART's Operations and Maintenance Facility 2024 Buses and Bus Facilities Grant Application

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

- G. Approve Resolution 2024-30 - A Resolution Naming the Trail Paths Within Windsor Heights City Limits "The Windsor Trail"
 - H. Approve Resolution 2024-33 - A Resolution Accepting and Approving the Final Plat for Windsor Crossing Plat 1 (Silverstar Addition)
 - I. Approve And File Flood Response Plan
7. **Action Items:**
- A. Consideration of Earth Day Proclamation
 - B. Consideration of WestCom National Public Safety Telecommunicators Week Proclamation
 - C. Consideration of the 1st Reading of Ordinance No. 2024-03 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 136, Governing Sidewalk Regulations
 - D. Consideration of the 2nd Reading of Ordinance No. 2024-02 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 101 Relating to the Storm Water Drainage
 - E. Consideration of Union Contract with IAFF Local 5274
 - F. Consideration of Resolution 2024-31 - A Resolution Approving and Updating the CEC Guidelines and Information
 - G. Consideration of Resolution 2024-32 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights
8. **Reports:**
- A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - i Mayor's Report
 - ii Fire Chief's Report
 - iii Police Chief's Report
9. **Adjourn**

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WINDSOR
HEIGHTS
the heart of it all

April 15, 2024

ABOUT CATCH DES MOINES

As the Greater Des Moines Convention & Visitors Bureau, Catch Des Moines brings visitors to the region through events and leisure travel marketing. Ever wonder how Des Moines lands events such as Dew Tour, NCAA March Madness, and the Savannah Bananas? That's due in large part to our year-round efforts to bring in events that will attract visitors and make Greater Des Moines a fun place to work, live, and play. And all those buzzy videos, commercials, blogs, lists, and headlines that paint Des Moines as the cool place to be? Yeah, that's us too. Whether it's through economic impact, job creation, enhancing the reputation of the region, or supporting local business, our work leaves a lasting impression.



Catch Des Moines is recognized as an Accredited Destination Organization by Destinations International in recognition of Catch Des Moines' commitment to industry excellence and meeting the industry standard for performance and accountability of destination organizations around the world.

ABOUT CATCH DES MOINES

2023-2024 Executive Committee:

Brian Mulcahy, Chair
Des Moines Airport Authority

Greg Hudson, Vice Chair
City of West Des Moines

Chris Connolly, Treasurer/Secretary
Iowa Events Center

Steve Peters, At Large
Hotel Fort Des Moines

Mayor Connie Boesen, At Large
City of Des Moines

Board of Directors:

(7) Hospitality/Visitor/Transportation Services

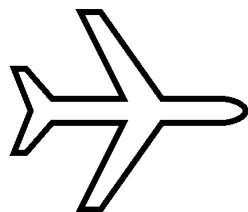
(6) General Business Community

(14) Local Governmental Jurisdictions

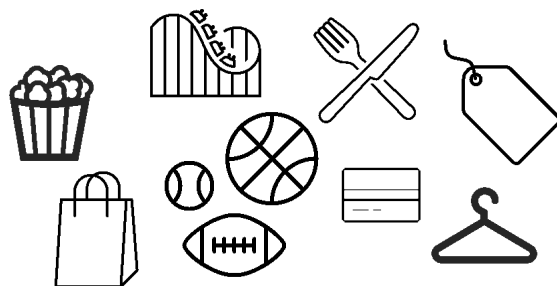
- Ankeny
- Altoona
- Bondurant
- Clive
- Des Moines
- Grimes
- Indianola
- Johnston
- Polk City
- Pleasant Hill
- Polk County
- Urbandale
- West Des Moines
- Windsor Heights

IMPACT

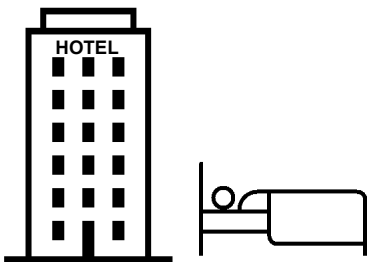
TRAVEL



SPEND



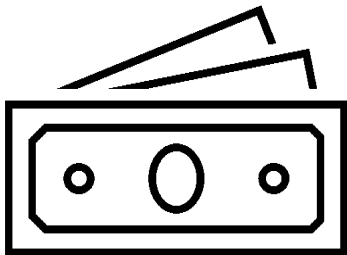
STAY



HOTEL RECEIPT	
Room	\$100
Hotel/motel tax	\$7
Sales tax	\$5
Total	\$112



IOW
A



CITY / COUNTY



CATCH DES MOINES
Markets Greater Des Moines to increase visitors



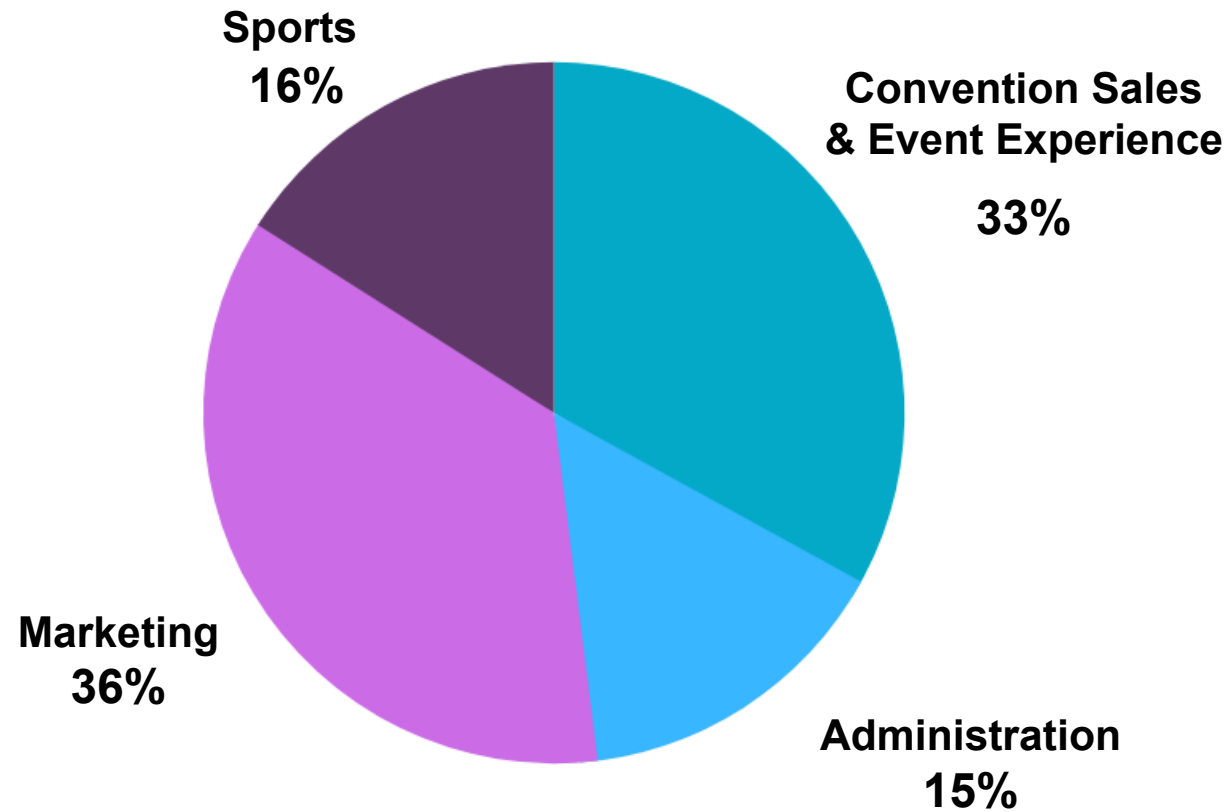
BRAVO
Arts & Culture



CITY/COUNTY
Stays within the community to help fund visitor and quality of life initiatives

2023-2024 BUDGET BREAKDOWN

BUDGET = \$7.6M



YEAR IN REVIEW 2022-2023

371

CONVENTIONS
& EVENTS

UTILIZED

CATCH DES MOINES
RESOURCES

This support includes group servicing, event promotion, Catch Crew, & Planner Toolkits.

250

CONVENTIONS
& EVENTS

OCCURRED

BECAUSE OF DIRECT
CATCH DES MOINES
SALES EFFORTS

These events resulted in **\$104.4 million** of economic impact.

261

CONVENTIONS
& EVENTS

BOOKED BY

CATCH DES MOINES
SALES STAFF

This will generate **\$164.8 million** of economic impact.

2022-2023

YEAR IN REVIEW

2022-2023 MAJOR EVENTS HOSTED

IRONMAN 70.3

**State
Tournaments**

**NCAA Men's
Basketball**

Drake Relays

**National Veterans
Golden Age Games**

Kennedy Theater

World Pork Expo

**State Games of
America**

Farm Progress

**Des Moines
Challenge
(Disc Golf)**

**NAIA Men's
Volleyball National
Championship**

**Military Vehicle
Preservation
Association**

**Junior National
Shorthorn Show &
Youth Conference**

**USA Rugby Women's
U23 National
Tournament**

**Nursing
Organizations
Alliance**

MAJOR EVENTS

2023-2024

Speedo Summer
Sectionals

American
Cheese

RAGBRAI

USA Archery
JOAD National
Championships

All Iowa Attack
Basketball

Hy-Vee INDYCAR
Race Weekend

AAU Junior
Olympic Games

National
Association of
County Ag
Agents

Savannah
Bananas

Major League
Quadball

National Rural
Electric

American
Quilter's AQS
Quilt Week

Kennedy Theater

Iowa
Caucuses

USA Swimming

National Frame
Building Expo

American
Society of Civil
Engineers
Conference

State
Tournaments

NetLynx Sports
Midwest JVA
Challenge

World Pork Expo

National Speech
& Debate

IRONMAN 70.3

Junior High
National Finals
Rodeo

American Orff-Schulwerk
Professional Development
Conference

SALES EFFORTS

National Sales Efforts:

- **10 Industry Tradeshows** across various markets
 - 3 sports shows, religious, medical, small meetings and general convention
- **Focus on Washington D.C. Market**
 - CVBReps, Client Events, Local Memberships
- **Third Party Relationships** including Maritz, ConferenceDirect, HelmsBriscoe
- **Co-Op CVB events** for National Governing Bodies and National Planners
- **Membership and Attendance** in PCMA, RCMA, ASAE, NOA, SportsETA, ABA, MPI, TEAMS
- **Sales Calls** in D.C., Colorado Springs, Minneapolis, Chicago

Site Visits - 75 annual site visits

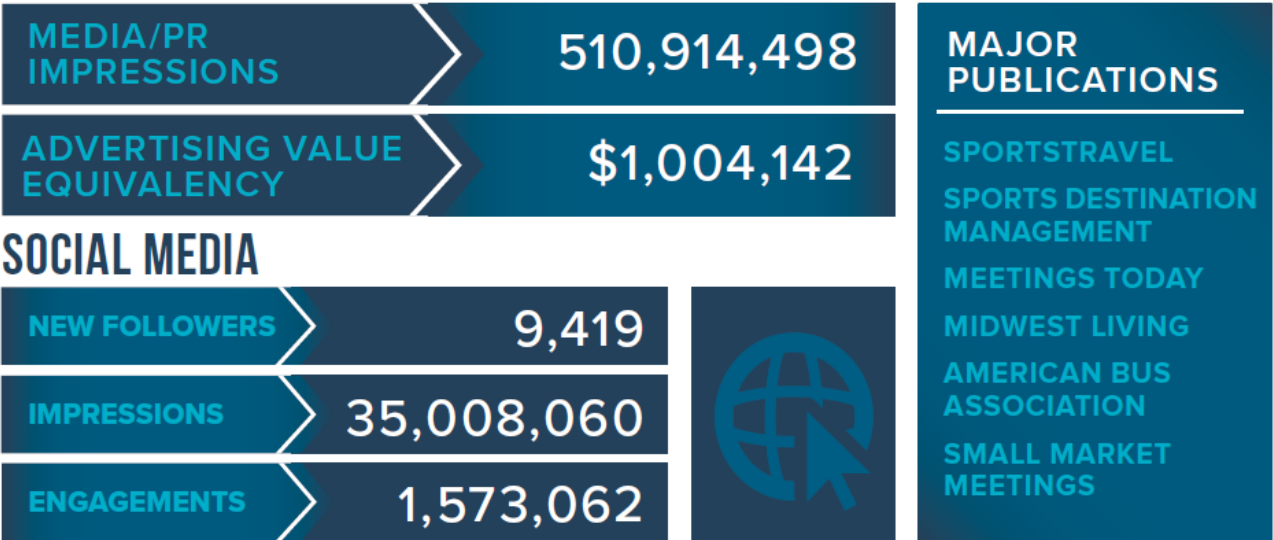
Sports Advisory Committee

Customer Advisory Board

Catch Champions

YEAR IN REVIEW 2022-2023

MEDIA HIGHLIGHTS



1,638,526 WEB SESSIONS ON CATCHDESMOINES.COM

MOST SITE VISITS IN THE HISTORY OF OUR WEBSITE!

TRAVEL EXPENDITURES

Polk and Dallas counties received more than \$2.8 billion of the \$10.4 billion in statewide spending in 2022, according to the Iowa Economic Development Authority's "Iowa Tourism Economic Impact Report" released November 2023.



TARGETED MARKETING STRATEGY

2023-2024

Leisure Markets:

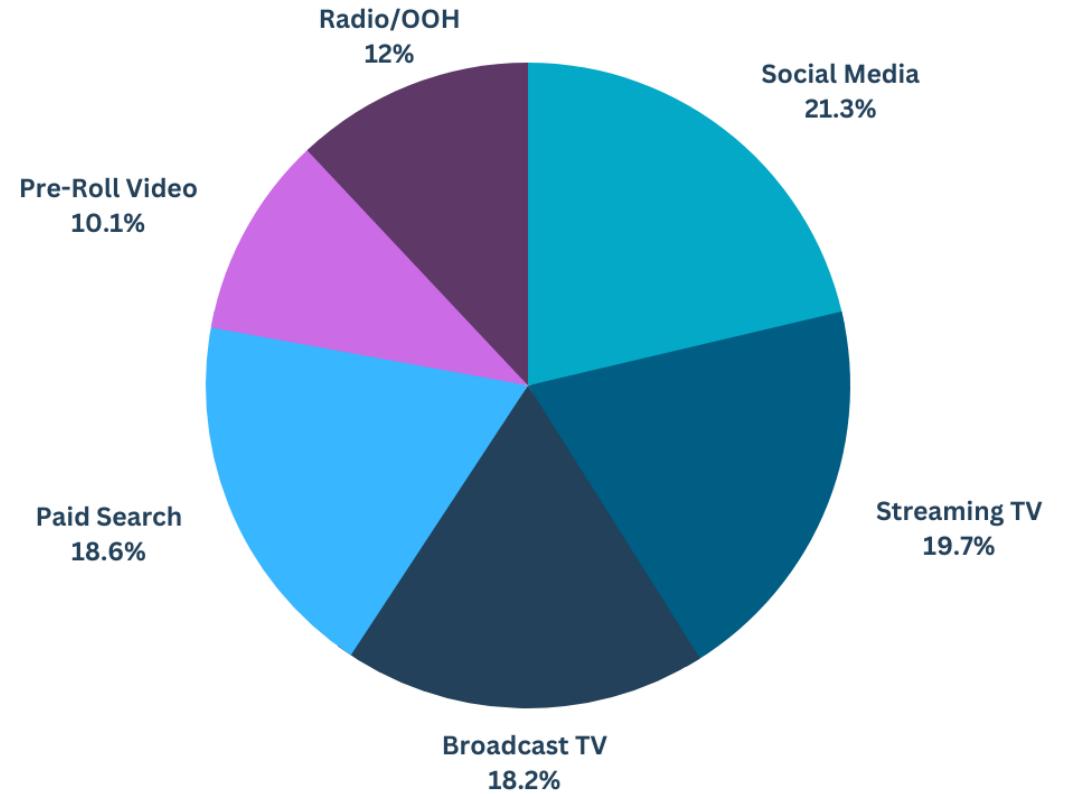
- State of Iowa
- Omaha
- Kansas City
- Minneapolis
- Other: Milwaukee and Chicago

Leisure Interests:

- Arts & Culture
- Breweries
- Events & Festivals
- Family Friendly Attractions
- Foodies
- Shopping
- Sports

TOTAL ADVERTISING BUDGET: \$1,600,000

Advertising Mix



CATCH DES MOINES GENERATED \$164.8 MILLION IN ECONOMIC IMPACT

FOR EVERY \$1 OF
HOTEL/MOTEL TAX RECEIVED

\$1

\$25.67

RETURNED TO THE
GREATER DES MOINES REGION

THANK YOU!

GREG EDWARDS
PRESIDENT & CEO



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Public Hearing on Adopting FY25 Budget

GENERAL INFORMATION

The FY25 proposed budget has a focus on sustained investment in infrastructure projects and providing our staff with the tools they need to continue the excellent services they provide.

Proposed increase of forty-seven (\$.47) to the Total Tax Levy Rate

The City has been actively working to maintain operational costs while appropriating funds for future capital needs. In order to pay for future infrastructure projects as scheduled in the CIP, the city will need to bond to pay for capital improvements projects, increasing the FY25 debt levy. This results in a recommended increase to the City's levy rate of \$.47 to \$14.23846 per thousand of taxable valuation.

Change to FY25 Revenues

Property tax revenues increased by 2.23%. This is less than the 3.2% increase in 2023 taxable valuation growth due to House File 718 which constrains revenue increases based on taxable valuation growth.

Total FY25 revenues are estimated at \$11,387,241 - an overall increase of 10.01%. Proceeds from bonds are not included in this estimate.

Change to FY25 Expenses

Total FY25 expenses (excluding Capital Projects, the ERP and Debt Service) are estimated at \$7,743,709. FY24 expenses were estimated at \$7,208,825. This is an increase of 7.41%. Of note:

- Wages and Benefits show increases in all departments. Union employee wages are set to increase as per applicable labor contracts.
- General Insurance costs (through ICAP) are expected to increase 30% across all departments. Also set to increase is our Workers Compensation insurance by an estimated 35%.
- The Professional Services line within General Government, which includes Planning Services provided by Bolton and Menk, was increased due to the current economic development occurring within the city.

Capital Investment Projects

The proposed Capital Projects for FY25 include 73rd Street - Phase 1, 68th Street South, Colby Park, the Public Works salt storage facility, and the Equipment Replacement Plan purchases.

- 73rd Street – Phase 1: Bonding for the project will occur in the Spring of FY24, but most of the construction on the project will occur in FY25.
- 68th Street South (full reconstruction) – Funding is still to be determined for this project. Bonding is recommended to occur in conjunction with the bonding for 73rd Street – Phase 1.
- Crack sealing of asphalt portions of University Ave will occur in FY25.
- PCC patching at 66th Street and Colby Ave will occur in FY25.
- Construction of the splash pad and the new playground at Colby Park will continue in FY25.
- Construction on the Public Works salt storage facility will start in FY24 and be completed in FY25.

SUMMARY

ATTACHMENTS

1. 3.27.24 FINAL DRAFT BUDGET

ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES

The City of : WINDSOR HEIGHTS County Name: POLK COUNTY

Adopted On: (entered upon adoption) Resolution: (entered upon adoption)

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

		With Gas & Electric		Without Gas & Electric	City Number: 77-728 Last Official Census: 5,252
Regular	2a	260,457,448	2b	258,423,837	
DEBT SERVICE	3a	329,690,114	3b	327,656,503	
Ag Land	4a	0			

Consolidated General Fund Levy Calculation

	CGFL Max Rate	CGFL Max Dollars	Non-TIF Taxable w/ G&E	Taxable Growth %
FY 2024 Budget Data	8.47708	2,139,002	252,327,870	3.22
	Limitation Percentage			
	2			
	CGFL Max Rate	CGFL Max Dollars	Revenue Growth %	
Max Allowed CGFL for FY 2025	8.31086	2,164,625	1.20	

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	ENTER FIRE DISTRICT RATE BELOW			(A) Request with Utility Replacement	(B) Property Taxes Levied		(C) Rate
384.1	8.31086	Consolidated General Fund			5	2,164,625	2,147,724	43	8.31086
		Non-Voted Other Permissible Levies							
384.12(1)	0.95000	Opr & Maint publicly owned Transit			7		0	45	0.00000
384.12(2)	0.27000	Aviation Authority (under sec.330A.15)			11		0	49	0.00000
384.12(3)	Amt Nec	Liability, property & self insurance costs			14	175,000	173,632	52	0.67189
384.12(5)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.			462	9,500	9,425	465	0.03647
		Voted Other Permissible Levies							
28E.22	1.50000	Unified Law Enforcement			24		0	62	0.00000
		Total General Fund Regular Levies (5 thru 24)			25	2,349,125	2,330,781		
384.1	3.00375	Ag Land			26		0	63	0.00000
		Total General Fund Tax Levies (25 + 26)			27	2,349,125	2,330,781		Do Not Add
		Special Revenue Levies							
384.6	Amt Nec	Police & Fire Retirement			29		0		0.00000
	Amt Nec	FICA & IPERS (if general fund at levy limit)			30	280,000	277,813		1.07503
Rules	Amt Nec	Other Employee Benefits			31	200,000	198,438		0.76788
		Subtotal Employee Benefit Levy (29,30,31)			32	480,000	476,251	65	1.84291
			Valuation						
386	As Req	With Gas & Elec		Without Gas & Elec					
	SSMID 1 (A)	0 (B)		0	34		0	66	0.00000
	SSMID 2 (A)	0 (B)		0	35		0	67	0.00000
	SSMID 3 (A)	0 (B)		0	36		0	68	0.00000
	SSMID 4 (A)	0 (B)		0	37		0	69	0.00000
	SSMID 5 (A)	0 (B)		0	555		0	565	0.00000
	SSMID 6 (A)	0 (B)		0	556		0	566	0.00000
	SSMID 7 (A)	0 (B)		0	1177		0	1179	0.00000
	SSMID 8 (A)	0 (B)		0	1185		0	1187	0.00000
		Total Special Revenue Levies			39	480,000	476,251		
384.4	Amt Nec	Debt Service Levy 76.10(6)			40	1,113,141	1,106,276	70	3.37633
384.7	0.67500	Capital Projects (Capital Improv. Reserve)			41		0	71	0.00000
		Total Property Taxes (27+39+40+41)			42	3,942,266	3,913,308	72	14.23846

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following: Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

(City Representative)

(Date)

(County Auditor)

(Date)

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 4/1/2024 Meeting Time: 06:00 PM Meeting Location: 1133 66th Street, Windsor Heights, IA 50324

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
www.windsorheights.org
City Telephone Number
(515) 279-3662

Iowa Department of Management	Current Year Certified Property Tax 2023 - 2024	Budget Year Effective Property Tax 2024 - 2025	Budget Year Proposed Property Tax 2024 - 2025
Taxable Valuations for Non-Debt Service	250,204,096	258,423,837	258,423,837
Consolidated General Fund	2,121,000	2,121,000	2,147,724
Operation & Maintenance of Public Transit	0	0	0
Aviation Authority	0	0	0
Liability, Property & Self Insurance	117,701	117,701	173,632
Support of Local Emergency Mgmt. Comm.	0	0	9,425
Unified Law Enforcement	0	0	0
Police & Fire Retirement	0	0	0
FICA & IPERS (If at General Fund Limit)	325,583	325,583	277,813
Other Employee Benefits	201,209	201,209	198,438
Capital Projects (Capital Improv. Reserve)	0	0	0
Taxable Value for Debt Service	307,716,441	327,656,503	327,656,503
Debt Service	834,669	834,669	1,106,276
CITY REGULAR TOTAL PROPERTY TAX	3,600,162	3,600,162	3,913,308
CITY REGULAR TAX RATE	13.76541	13.24878	14.23846
Taxable Value for City Ag Land	0	0	0
Ag Land	0	0	0
CITY AG LAND TAX RATE	0.00000	0.00000	0.00000
Tax Rate Comparison-Current VS. Proposed			
Residential property with an Actual/Assessed Value of \$100,000	Current Year Certified 2023/2024	Budget Year Proposed 2024/2025	Percent Change
City Regular Residential	752	660	-12.23
Commercial property with an Actual/Assessed Value of \$100,000	Current Year Certified 2023/2024	Budget Year Proposed 2024/2025	Percent Change
City Regular Commercial	752	660	-12.23

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and Commercial properties have the same Rollback Percentage at \$100,000 Actual/Assessed Valuation.

Reasons for tax increase if proposed exceeds the current:
The Debt Service Levy will be increased to pay for infrastructure projects.

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2024 – June 30, 2025

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
Annual Report FY 2023										
Beginning Fund Balance July 1	1	4,198,846	3,407,420	691,313	417,368	6,671,338	0	15,386,285	1,712,498	17,098,783
Actual Revenues Except Beg Balance	2	3,823,002	3,057,131	1,982,280	3,178,353	8,255,359	0	20,296,125	772,965	21,069,090
Actual Expenditures Except End Balance	3	5,496,211	3,321,897	2,298,435	3,145,318	7,254,391	0	21,516,252	502,561	22,018,813
Ending Fund Balance June 30	4	2,525,637	3,142,654	375,158	450,403	7,672,306	0	14,166,158	1,982,902	16,149,060
Re-Estimated FY 2024										
Beginning Fund Balance	5	2,525,637	3,142,654	375,158	450,403	7,672,306	0	14,166,158	1,982,902	16,149,060
Re-Est Revenues	6	3,787,284	2,443,359	1,532,443	1,531,129	10,490,320	0	19,784,535	729,000	20,513,535
Re-Est Expenditures	7	4,347,405	3,320,774	684,679	1,525,109	5,000,000	0	14,877,967	702,894	15,580,861
Ending Fund Balance	8	1,965,516	2,265,239	1,222,922	456,423	13,162,626	0	19,072,726	2,009,008	21,081,734
Budget FY 2025										
Beginning Fund Balance	9	1,965,516	2,265,239	1,222,922	456,423	13,162,626	0	19,072,726	2,009,008	21,081,734
Revenues	10	4,722,417	2,742,521	2,317,282	2,133,547	7,840,600	0	19,756,367	983,600	20,739,967
Expenditures	11	4,963,521	3,595,264	997,203	2,110,544	20,458,953	0	32,125,485	760,022	32,885,507
Ending Fund Balance	12	1,724,412	1,412,496	2,543,001	479,426	544,273	0	6,703,608	2,232,586	8,936,194

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2024 - June 30, 2025

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.		0
Support of a Local Emerg.Mgmt.Comm.	9,500	9,425
TOTAL FOR FY 2025	9,500	9,425

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2023 - June 30, 2024

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2024	ACTUAL 2023
PUBLIC SAFETY									
Police Department/Crime Prevention	1 1,800,900	500,000						2,300,900	1,970,048
Jail	2							0	0
Emergency Management	3 9,778							9,778	9,497
Flood Control	4							0	0
Fire Department	5 199,850	224,570						424,420	320,506
Ambulance	6 876,175	40,000						916,175	608,270
Building Inspections	7 60,000	0						60,000	53,261
Miscellaneous Protective Services	8							0	0
Animal Control	9 5,500	0						5,500	3,227
Other Public Safety	10							0	0
TOTAL (lines 1 - 10)	11 2,952,203	764,570				0		3,716,773	2,964,809
PUBLIC WORKS									
Roads, Bridges, & Sidewalks	12 0	664,984						664,984	543,900
Parking - Meter and Off-Street	13							0	0
Street Lighting	14 0	67,000						67,000	47,889
Traffic Control and Safety	15 0	0						0	0
Snow Removal	16 0	158,000						158,000	144,834
Highway Engineering	17							0	0
Street Cleaning	18							0	0
Airport (if not Enterprise)	19							0	0
Garbage (if not Enterprise)	20							0	0
Other Public Works	21	29,000						29,000	5,545
TOTAL (lines 12 - 21)	22 0	918,984				0		918,984	742,168
HEALTH & SOCIAL SERVICES									
Welfare Assistance	23							0	0
City Hospital	24							0	0
Payments to Private Hospitals	25							0	0
Health Regulation and Inspection	26							0	0
Water, Air, and Mosquito Control	27 0							0	0
Community Mental Health	28							0	0
Other Health and Social Services	29 0							0	0
TOTAL (lines 23 - 29)	30 0	0				0		0	0
CULTURE & RECREATION									
Library Services	31 65,564							65,564	63,654
Museum, Band and Theater	32							0	0
Parks	33 176,621	8,000						184,621	159,719
Recreation	34							0	172,707
Cemetery	35							0	0
Community Center, Zoo, & Marina	36 7,250							7,250	18,143
Other Culture and Recreation	37							0	0
TOTAL (lines 31 - 37)	38 249,435	8,000				0		257,435	414,223

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2023 - June 30, 2024

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2024	ACTUAL 2023
COMMUNITY & ECONOMIC DEVELOPMENT									
Community Beautification	39	0						0	0
Economic Development	40	266,372						266,372	27,023
Housing and Urban Renewal	41	20,000	0	0				20,000	28,454
Planning & Zoning	42							0	0
Other Com & Econ Development	43							0	0
TIF Rebates	44							0	0
TOTAL (lines 39 - 44)	45	286,372	0	0		0		286,372	55,477
GENERAL GOVERNMENT									
Mayor, Council, & City Manager	46	122,300	5,400	0				127,700	116,108
Clerk, Treasurer, & Finance Adm.	47	655,595	120,000					775,595	686,374
Elections	48	1,500						1,500	0
Legal Services & City Attorney	49	65,000						65,000	47,481
City Hall & General Buildings	50							0	0
Tort Liability	51							0	0
Other General Government	52	15,000	0					15,000	0
TOTAL (lines 46 - 52)	53	859,395	125,400	0		0		984,795	849,963
DEBT SERVICE	54			1,525,109				1,525,109	3,145,318
Gov Capital Projects	55		0		5,000,000			5,000,000	2,712,671
TIF Capital Projects	56			0				0	0
TOTAL CAPITAL PROJECTS	57	0	0	0	5,000,000	0		5,000,000	2,712,671
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	4,347,405	1,816,954	0	5,000,000	0		12,689,468	10,884,629
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF									
Water Utility	59							0	0
Sewer Utility	60						31,350	31,350	16,103
Electric Utility	61							0	0
Gas Utility	62							0	0
Airport	63							0	0
Landfill/Garbage	64						379,000	379,000	366,759
Transit	65							0	0
Cable TV, Internet & Telephone	66							0	0
Housing Authority	67							0	0
Storm Water Utility	68						292,544	292,544	119,699
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0
Enterprise DEBT SERVICE	70							0	0
Enterprise CAPITAL PROJECTS	71							0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)	73						702,894	702,894	502,561
TOTAL ALL EXPENDITURES (lines 58+73)	74	4,347,405	1,816,954	0	5,000,000	0	702,894	13,392,362	11,387,190
Regular Transfers Out	75	0	1,503,820	0	0	0	0	1,503,820	8,299,358
Internal TIF Loan Transfers Out	76			684,679				684,679	2,332,265
Total ALL Transfers Out	77	0	1,503,820	684,679	0	0	0	2,188,499	10,631,623
Total Expenditures and Other Fin Uses (lines 74+77)	78	4,347,405	3,320,774	684,679	5,000,000	0	702,894	15,580,861	22,018,813
Ending Fund Balance June 30	79	1,965,516	2,265,239	1,222,922	456,423	0	2,009,008	21,081,734	16,149,060

REVENUES & OTHER FINANCING SOURCES		GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2024	ACTUAL 2023
Taxes Levied on Property	1	2,272,271	596,576		840,430				3,709,277	3,623,685
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	2,272,271	596,576		840,430	0			3,709,277	3,623,685
Delinquent Property Taxes	4								0	0
TIF Revenues	5			1,530,000					1,530,000	1,946,007
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	18,709	4,913	0					23,622	2,885
Utility Franchise tax (Iowa Code Chapter 364.2)	7	0							0	0
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	14,000							14,000	13,800
Other Local Option Taxes			1,112,000						1,112,000	1,384,052
Subtotal - Other City Taxes (lines 6 thru 12)	13	32,709	1,116,913	0		0			1,149,622	1,400,737
Licenses & Permits	14	290,500							290,500	344,407
Use of Money & Property	15	100,000	105	0		0			100,105	490,401
Intergovernmental:										
Federal Grants & Reimbursements	16	118,000	0			0		0	118,000	403,528
Road Use Taxes	17		657,000						657,000	722,734
Other State Grants & Reimbursements	18	143,554	5,265	2,443	6,020	0		0	157,282	111,080
Local Grants & Reimbursements	19									339,721
Subtotal - Intergovernmental (lines 16 thru 19)	20	261,554	662,265	2,443	6,020	0		0	932,282	1,577,063
Charges for Fees & Service:										
Water Utility	21							0	0	0
Sewer Utility	22							0	0	0
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27							354,000	354,000	337,536
Hospital	28								0	0
Transit	29								0	0
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32							375,000	375,000	380,502
Other Fees & Charges for Service	33	608,000	11,000			16,000			635,000	260,474
Subtotal - Charges for Service (lines 21 thru 33)	34	608,000	11,000		0	16,000	0	729,000	1,364,000	978,512
Special Assessments	35								0	0
Miscellaneous	36	192,250	56,500		0	500			249,250	76,655
Other Financing Sources:			0					0	1,503,820	8,299,358
Regular Operating Transfers In	37	30,000								
Internal TIF Loan Transfers In	38	0	0	0	684,679	0			684,679	2,332,265
Subtotal ALL Operating Transfers In	39	30,000	0	0	684,679	1,473,820	0	0	2,188,499	10,631,623
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	0	0	0	0	9,000,000			9,000,000	0
Proceeds of Capital Asset Sales	41	0		0					0	0
Subtotal-Other Financing Sources (lines 36 thru 38)	42	30,000	0	0	684,679	10,473,820	0	0	11,188,499	10,631,623
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	3,787,284	2,443,359	1,532,443	1,531,129	10,490,320	0	729,000	20,513,535	21,069,090
Beginning Fund Balance July 1	44	2,525,637	3,142,654	375,158	450,403	7,672,306	0	1,982,902	16,149,060	17,098,783
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45	6,312,921	5,586,013	1,907,601	1,981,532	18,162,626	0	2,711,902	36,662,595	38,167,873

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
PUBLIC SAFETY											
Police Department/Crime Prevention	1	2,009,500	617,300						2,626,800	2,300,900	1,970,048
Jail	2								0	0	0
Emergency Management	3	10,700							10,700	9,778	9,497
Flood Control	4								0	0	0
Fire Department	5	228,873	232,000						460,873	424,420	320,506
Ambulance	6	867,038	61,800						928,838	916,175	608,270
Building Inspections	7	100,000	0						100,000	60,000	53,261
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	5,500	0						5,500	5,500	3,227
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	3,221,611	911,100				0		4,132,711	3,716,773	2,964,809
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	0	791,160						791,160	664,984	543,900
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	0	55,000						55,000	67,000	47,889
Traffic Control and Safety	15	0	0						0	0	0
Snow Removal	16	0	180,504						180,504	158,000	144,834
Highway Engineering	17								0	0	0
Street Cleaning	18								0	0	0
Airport	19								0	0	0
Garbage (if not Enterprise)	20								0	0	0
Other Public Works	21		29,400						29,400	29,000	5,545
TOTAL (lines 12 - 21)	22	0	1,056,064				0		1,056,064	918,984	742,168
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27	0							0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29	0							0	0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0	0
CULTURE & RECREATION											
Library Services	31	67,600							67,600	65,564	63,654
Museum, Band and Theater	32								0	0	0
Parks	33	179,233	8,000						187,233	184,621	159,719
Recreation	34	169,567	3,000						172,567	0	172,707
Cemetery	35								0	0	0
Community Center, Zoo, & Marina	36	27,450							27,450	7,250	18,143
Other Culture and Recreation	37	50,000							50,000	0	0
TOTAL (lines 31 - 37)	38	493,850	11,000				0		504,850	257,435	414,223

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2024 - June 30, 2025

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39	0						0	0	0
Economic Development	40	275,337						275,337	266,372	27,023
Housing and Urban Renewal	41	52,290	0	0				52,290	20,000	28,454
Planning & Zoning	42							0	0	0
Other Com & Econ Development	43							0	0	0
TIF Rebates	44							0	0	0
TOTAL (lines 39 - 44)	45	327,627	0	0		0		327,627	286,372	55,477
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	155,300	8,100	0				163,400	127,700	116,108
Clerk, Treasurer, & Finance Adm.	47	698,633	139,000					837,633	775,595	686,374
Elections	48	1,500						1,500	1,500	0
Legal Services & City Attorney	49	50,000						50,000	65,000	47,481
City Hall & General Buildings	50							0	0	0
Tort Liability	51							0	0	0
Other General Government	52	15,000	0					15,000	15,000	0
TOTAL (lines 46 - 52)	53	920,433	147,100	0		0		1,067,533	984,795	849,963
DEBT SERVICE										
Gov Capital Projects	54			2,110,544				2,110,544	1,525,109	3,145,318
TIF Capital Projects	55		0		20,445,630			20,445,630	5,000,000	2,712,671
TOTAL CAPITAL PROJECTS	56			0				0	0	0
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	57	0	0	0	20,445,630	0		20,445,630	5,000,000	2,712,671
58	4,963,521	2,125,264	0	2,110,544	20,445,630	0		29,644,959	12,689,468	10,884,629
BUSINESS TYPE ACTIVITIES										
Proprietary: Enterprise & Budgeted ISF										
Water Utility	59							0	0	0
Sewer Utility	60						31,650	31,650	31,350	16,103
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64						395,902	395,902	379,000	366,759
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68						332,470	332,470	292,544	119,699
Other Business Type (city hosp., ISF, parking, etc.)	69						0	0	0	0
Enterprise DEBT SERVICE	70							0	0	0
Enterprise CAPITAL PROJECTS	71							0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
TOTAL Business Type Expenditures (lines 59 - 72)	73							0	0	0
TOTAL ALL EXPENDITURES (lines 58 + 73)	74	4,963,521	2,125,264	0	2,110,544	20,445,630	0	30,404,981	13,392,362	11,387,190
Regular Transfers Out	75	0	1,470,000		0	13,323	0	1,483,323	1,503,820	8,299,358
Internal TIF Loan / Repayment Transfers Out	76							997,203	684,679	2,332,265
Total ALL Transfers Out	77	0	1,470,000		0	13,323	0	2,480,526	2,188,499	10,631,623
Total Expenditures & Fund Transfers Out (lines 74+77)	78	4,963,521	3,595,264		2,110,544	20,458,953	0	32,885,507	15,580,861	22,018,813
Ending Fund Balance June 30	79	1,724,412	1,412,496	2,543,001	479,426	544,273	0	8,936,194	21,081,734	16,149,060

	GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
REVENUES & OTHER FINANCING SOURCES										
Taxes Levied on Property	1 2,330,781	476,251		1,106,276	0			3,913,308	3,709,277	3,623,685
Less: Uncollected Property Taxes - Levy Year	2							0	0	0
Net Current Property Taxes (line 1 minus line 2)	3 2,330,781	476,251		1,106,276	0			3,913,308	3,709,277	3,623,685
Delinquent Property Taxes	4									0
TIF Revenues	5		2,292,137					2,292,137	1,530,000	1,946,007
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6 18,344	3,749		6,865	0			28,958	23,622	2,885
Utility franchise tax (Iowa Code Chapter 364.2)	7 0	0						0	0	0
Parimutuel wager tax	8							0	0	0
Gaming wager tax	9							0	0	0
Mobile Home Taxes	10									0
Hotel/Motel Taxes	11 16,000							16,000	14,000	13,800
Other Local Option Taxes	12	1,440,000						1,440,000	1,112,000	1,384,052
Subtotal - Other City Taxes (lines 6 thru 12)	13 34,344	1,443,749		6,865	0			1,484,958	1,149,622	1,400,737
Licenses & Permits	14 416,500							416,500	290,500	344,407
Use of Money & Property	15 450,000	215	12,000		0		0	462,215	100,105	490,401
Intergovernmental:										
Federal Grants & Reimbursements	16 419,000	0			2,717,700		0	3,136,700	118,000	403,528
Road Use Taxes	17	760,000						760,000	657,000	722,734
Other State Grants & Reimbursements	18 76,619	11,306	13,145	23,203				124,273	157,282	111,080
Local Grants & Reimbursements	19								0	339,721
Subtotal - Intergovernmental (lines 16 thru 19)	20 495,619	771,306	13,145	23,203	2,717,700		0	4,020,973	932,282	1,577,063
Charges for Fees & Service:										
Water Utility	21						0		0	0
Sewer Utility	22						0		0	0
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25							0	0	0
Airport	26								0	0
Landfill/Garbage	27									0
Hospital	28						358,000	358,000	354,000	337,536
Transit	29								0	0
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32						625,600	625,600	375,000	380,502
Other Fees & Charges for Service	33 660,500	11,000			20,000			691,500	635,000	260,474
Subtotal - Charges for Service (lines 21 thru 33)	34 660,500	11,000	0	997,203	20,000	0	983,600	1,675,100	1,364,000	978,512
Special Assessments	35								0	0
Miscellaneous	36 193,750	40,000			500		0	234,250	249,250	76,655
Other Financing Sources:										
Regular Operating Transfers In	37 140,923				1,342,400			1,483,323	1,503,820	8,299,358
Internal TIF Loan Transfers In	38			997,203				997,203	684,679	2,332,265
Subtotal ALL Operating Transfers In	39 140,923	0	0	997,203	1,342,400	0	0	2,480,526	2,188,499	10,631,623
Proceeds of Debt (Excluding TIF Internal Borrowing)	40 0	0		0	3,760,000		0	3,760,000	9,000,000	0
Proceeds of Capital Asset Sales	41 0								0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42 140,923	0	0	997,203	5,102,400	0	0	6,240,526	11,188,499	10,631,623
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43 4,722,417	2,742,521	2,317,282	2,133,547	7,840,600	0	983,600	20,739,967	20,513,535	21,069,090
Beginning Fund Balance July 1	44 1,965,516	2,265,239	1,222,922	456,423	13,162,626	0	2,009,008	21,081,734	16,149,060	17,098,783
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45 6,687,933	5,007,760	3,540,204	2,589,970	21,003,226	0	2,992,608	41,821,701	36,662,595	38,167,873

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2024 - June 30, 2025

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
Revenues & Other Financing Sources											
Taxes Levied on Property	1	2,330,781	476,251		1,106,276	0			3,913,308	3,709,277	3,623,685
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	2,330,781	476,251		1,106,276	0			3,913,308	3,709,277	3,623,685
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			2,292,137					2,292,137	1,530,000	1,946,007
Other City Taxes	6	34,344	1,443,749		6,865	0			1,484,958	1,149,622	1,400,737
Licenses & Permits	7	416,500	0					0	416,500	290,500	344,407
Use of Money and Property	8	450,000	215	12,000	0	0	0	0	462,215	100,105	490,401
Intergovernmental	9	495,619	771,306	13,145	23,203	2,717,700		0	4,020,973	932,282	1,577,063
Charges for Fees & Service	10	660,500	11,000		0	20,000	0	983,600	1,675,100	1,364,000	978,512
Special Assessments	11	0	0		0	0		0	0	0	0
Miscellaneous	12	193,750	40,000		0	500	0	0	234,250	249,250	76,655
Sub-Total Revenues	13	4,581,494	2,742,521	2,317,282	1,136,344	2,738,200	0	983,600	14,499,441	9,325,036	10,437,467
Other Financing Sources:											
Total Transfers In	14	140,923	0	0	997,203	1,342,400	0	0	2,480,526	2,188,499	10,631,623
Proceeds of Debt	15	0	0	0	0	3,760,000		0	3,760,000	9,000,000	0
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17	4,722,417	2,742,521	2,317,282	2,133,547	7,840,600	0	983,600	20,739,967	20,513,535	21,069,090
Expenditures & Other Financing Uses											
Public Safety	18	3,221,611	911,100	0					4,132,711	3,716,773	2,964,809
Public Works	19	0	1,056,064	0					1,056,064	918,984	742,168
Health and Social Services	20	0	0	0					0	0	0
Culture and Recreation	21	493,850	11,000	0					504,850	257,435	414,223
Community and Economic Development	22	327,627	0	0					327,627	286,372	55,477
General Government	23	920,433	147,100	0					1,067,533	984,795	849,963
Debt Service	24	0	0	0	2,110,544				2,110,544	1,525,109	3,145,318
Capital Projects	25	0	0	0					20,445,630	5,000,000	2,712,671
Total Government Activities Expenditures	26	4,963,521	2,125,264	0	2,110,544	20,445,630	0		29,644,959	12,689,468	10,884,629
Business Type Proprietary: Enterprise & ISF	27								760,022	702,894	502,561
Total Gov & Bus Type Expenditures	28	4,963,521	2,125,264	0	2,110,544	20,445,630	0	760,022	30,404,981	13,392,362	11,387,190
Total Transfers Out	29	0	1,470,000	997,203	0	13,323	0	0	2,480,526	2,188,499	10,631,623
Total ALL Expenditures/Fund Transfers Out	30	4,963,521	3,595,264	997,203	2,110,544	20,458,953	0	760,022	32,885,507	15,580,861	22,018,813
Excess Revenues & Other Sources Over	31										
(Under) Expenditures/Transfers Out	32	-241,104	-852,743	1,320,079	23,003	-12,618,353	0	223,578	-12,145,540	4,932,674	-949,723
Beginning Fund Balance July 1	33	1,965,516	2,265,239	1,222,922	456,423	13,162,626	0	2,009,008	21,081,734	16,149,060	17,098,783
Ending Fund Balance June 30	34	1,724,412	1,412,496	2,543,001	479,426	544,273	0	2,232,586	8,936,194	21,081,734	16,149,060

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
2016A Bond (Refunding)	1 1,405,000	GO	2016-0651	125,000	12,438	137,438	500		137,938	0
2016B Bond (Refunding)	2 2,815,000	GO	2016-0649	245,000	25,423	270,423	500		270,923	0
2020A Bond Allison/College/69th St	3 8,500,000	GO	2020-66	720,000	123,240	843,240	600			843,840
2020B University Ave	4 7,500,000	GO	2020-67	215,000	62,244	277,244	600		277,844	0
2024A 73rd St/68th St. South	5 8,370,000	GO	2024-20	280,000	299,199	579,199	600		310,498	269,301
	6	-				0				0
	7	-				0				0
	8	-				0				0
	9	-				0				0
	10	-				0				0
	11	-				0				0
	12	-				0				0
	13	-				0				0
	14	-				0				0
	15	-				0				0
	16	-				0				0
	17	-				0				0
	18	-				0				0
	19	-				0				0
	20	-				0				0
	21	-				0				0
	22	-				0				0
	23	-				0				0
	24	-				0				0
	25	-				0				0
	26	-				0				0
	27	-				0				0
	28	-				0				0
	29	-				0				0
	30	-				0				0
TOTALS				1,585,000	522,544	2,107,544	2,800	0	997,203	1,113,141

LONG-TERM DEBT SCHEDULE - GRAND TOTALS

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

	Principal Due FY 2025	Interest Due FY 2025	Total Obligation Due FY 2025	Bond Reg./ Paying Agent Fees Due FY 2025	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	1,585,000	522,544	2,107,544	2,800	0	997,203	1,113,141
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	1,585,000	522,544	2,107,544	2,800	0	997,203	1,113,141

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2024 - June 30, 2025

City of: WINDSOR HEIGHTS

The City Council will conduct a public hearing on the proposed Budget at: 1133 66th Street, Windsor Heights IA 50324 Meeting Date: 4/15/2024

Meeting Time: 06:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	14.23846
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The estimated tax levy rate per \$1000 valuation on Agricultural land is	0
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At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(515) 279-3662

City Clerk/Finance Officer's NAME
Rachelle Swisher

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,913,308	3,709,277	3,623,685
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	3,913,308	3,709,277	3,623,685
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,292,137	1,530,000	1,946,007
Other City Taxes	6	1,484,958	1,149,622	1,400,737
Licenses & Permits	7	416,500	290,500	344,407
Use of Money and Property	8	462,215	100,105	490,401
Intergovernmental	9	4,020,973	932,282	1,577,063
Charges for Fees & Service	10	1,675,100	1,364,000	978,512
Special Assessments	11	0	0	0
Miscellaneous	12	234,250	249,250	76,655
Other Financing Sources	13	3,760,000	9,000,000	0
Transfers In	14	2,480,526	2,188,499	10,631,623
Total Revenues and Other Sources	15	20,739,967	20,513,535	21,069,090
Expenditures & Other Financing Uses				
Public Safety	16	4,132,711	3,716,773	2,964,809
Public Works	17	1,056,064	918,984	742,168
Health and Social Services	18	0	0	0
Culture and Recreation	19	504,850	257,435	414,223
Community and Economic Development	20	327,627	286,372	55,477
General Government	21	1,067,533	984,795	849,963
Debt Service	22	2,110,544	1,525,109	3,145,318
Capital Projects	23	20,445,630	5,000,000	2,712,671
Total Government Activities Expenditures	24	29,644,959	12,689,468	10,884,629
Business Type / Enterprises	25	760,022	702,894	502,561
Total ALL Expenditures	26	30,404,981	13,392,362	11,387,190
Transfers Out	27	2,480,526	2,188,499	10,631,623
Total ALL Expenditures/Transfers Out	28	32,885,507	15,580,861	22,018,813
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-12,145,540	4,932,674	-949,723
Beginning Fund Balance July 1	30	21,081,734	16,149,060	17,098,783
Ending Fund Balance June 30	31	8,936,194	21,081,734	16,149,060



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director

SUBJECT: Consideration of Resolution 2024-28 - A Resolution Approving and Adopting the Annual City of Windsor Heights Operating Budget for Fiscal Year 2024-2025

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-28 - A Resolution Adopting FY 25 Budget

RESOLUTION NO. 2024-28

**A RESOLUTION APPROVING AND ADOPTING THE ANNUAL CITY OF WINDSOR
HEIGHTS OPERATING BUDGET FOR FISCAL YEAR 2024-2025**

WHEREAS, the State of Iowa law requires the adoption of the annual operating budget for the fiscal year starting July 1, 2024, through and including June 30, 2025, by April 30, 2024, and all conditions required by State law including the public hearing requirements have been fulfilled; and

WHEREAS, the Personnel & Finance Committee and Council have reviewed and provided input on the proposed budget and recommended presentation to the full Council for the requisite hearing, which allows citizen input; and

WHEREAS, the public hearing on the proposed fiscal year 2024-2025 budget was held as properly noticed on Monday, April 15th, 2024, at 6:00 p.m.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights, Iowa, that the annual budget for fiscal year ending June 30, 2025, as set forth in the attached "Adoption of Budget and Certification of City Taxes" be hereby approved and adopted.

Passed and Approved this 15th day of April, 2024.

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Public Hearing on Proposed Amendment to the Windsor Heights Consolidated Urban Renewal Area

GENERAL INFORMATION

This is a Public Hearing to consider an Amendment to the Windsor Heights Urban Renewal Plan.

The Windsor Heights Urban Renewal Plan is a tool that is used and designed to address the goals of economic development and revitalization of areas within the community. This plan focuses on the included areas for redevelopment and implementing long range plans. The Urban Renewal Plan is reviewed periodically and can be amended to put in new projects or project areas that have become blighted or have opportunities for development. To avoid the time and expense of multiple updates to the Urban Renewal Plan (URP), staff typically incorporates a list of broadly defined potential projects with high-water cost estimates in URP updates. No projects in the URP proceed without first going through the appropriate City approval process such as a bid letting for infrastructure improvements or a City Council consideration of a development agreement.

Chapter 403 of the Code of Iowa

This chapter of the Code of Iowa allows municipalities to create and establish an Urban Renewal Area within their community to address issues of blight or need for economic development. The law states that a city may establish a geographic district, defined by a boundary description, which is designated as an area for urban renewal projects and fits with the city's general plan for development. The chapter recognizes that cities have blight areas in their community, which can be dangerous, unhealthy, reduce tax bases and impede growth. It goes on to say that cities need tools to improve these areas, which could require them to acquire, rehabilitate or demolish buildings. The law also states that cities may create urban renewal areas to enhance economic development efforts, to assist in retaining and attracting businesses, and to perform public improvements for residential development.

Adoption and Amendment Process

The adoption and amendment process for an Urban Renewal Plan is established by the State of Iowa through Chapter 403 and designates the following as the steps that a City or municipality must take to amend their Urban Renewal Plan. Below is an outline of these steps:

1. Proposed Changes to the Urban Renewal Plan are considered.
2. Mailing and outreach to impacted taxing entities.
3. Public Hearing at Planning and Zoning Commission/Recommendation by Planning and Zoning Commission to City Council. *The P&Z Commission found the URP to be in conformance with the City's long-range plans.*
4. If impacted tax entities wish to meet with the City, a consultation meeting is to be set up with tax entities. *A Consultation meeting was scheduled, and no feedback from impacted taxing authorities was received.*
5. Public Hearing at City Council and Final Approval or Denial of the plan by Ordinance by City Council.
6. Publishing of Ordinance and filed with Polk County Auditor.

Primary components of the proposed amendment include the following:

1. Addition of single-family residential properties along University Ave. that are generally shown in the Comprehensive Plan's Future Land Use Map as Mixed Use into the Urban Renewal Area. Inclusion of these properties provides the City a potential funding source for property acquisition and aggregation for redevelopment purposes, if the properties were to become available for purchase.
2. Update of 73rd St. reconstruction project allowable costs to reflect current cost estimates.
3. Expansion of the list of URP eligible projects in Colby Park to include the food truck plaza, trail improvements, recreation facilities and water trail access.
4. The addition of 68th St. south of University Ave and an adjoining section of School St. into the URA. Addition of the reconstruction of 68th St. south of University Ave including improvements to water, storm sewer and construction of a sidewalk to serve as a connection to Colby Park.
5. Administration and Profession Support Expenses. Allows for these expenses to be incurred for an additional 5 years.
6. The Windsor Development Project. Allows for the rebate of incremental property taxes to the developer of The Windsor, subject to approval of a development agreement planned to come in front of City Council in May.
7. Sherwood Forest Building Redevelopment Project. Allows for trail infrastructure improvements and the rebate of incremental property taxes for improvements to Sherwood Forest subject to approval of a development agreement currently under discussion.
8. Little Brother Building Mural and Patio Project. Allows for incentives to property owner for construction of a patio and public artwork on the Little Brother Building currently under discussion.

SUMMARY

ATTACHMENTS

1. UR Plan Amend (Windsor Heights-20 2024)-Council Version
2. Urban Renewal Area Map
3. Urban Renewal Plan Amendment 2024 Consultation Minutes
4. 3-25-24 Urban Renewal PZ Staff Report

CITY OF WINDSOR HEIGHTS, IOWA
URBAN RENEWAL PLAN AMENDMENT
WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL AREA

April, 2024

The Urban Renewal Plan (the “Plan”) for the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) is being amended for the purposes of (1) adding certain real property to the Urban Renewal Area; (2) updating the City’s 73rd Street Reconstruction Project; and (3) identifying new urban renewal projects to be undertaken therein.

1) Addition of Property. The real property (the "Property") legally described on Exhibit A hereto includes the April, 2024 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the April, 2024 Addition as an economic development area. The April, 2024 Addition will become subject to the provisions of the Plan for the Urban Renewal Area.

Blight Finding: An investigation has been conducted, the results of which indicate that conditions of blight, as described in Section 403.17(5) of the Code of Iowa, exist on some portions of the Property as a result of the deterioration of private properties, faulty land use and lot layout conditions, dilapidation and developing failure of public infrastructure and utility connections.

2) Update Description of the 73rd Street Reconstruction Project. The City approved the 73rd Street Reconstruction Project in the April 6, 2020 Amendment to the Plan, and it is now necessary to update the description of 73rd Street Reconstruction Project as follows:

Name of Project: 73rd Street Reconstruction Project

Date of Council Approval of Project: April 6, 2020, as updated on April 15, 2024

Description of Project and Project Site: The 73rd Street Reconstruction Project (the “Project”) will consist of street reconstruction and streetscaping; construction of storm water drainage system improvements; construction of sanitary sewer and water system improvements; construction of sidewalk and curb and gutter improvements; the installation of street lighting; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along 73rd Street from and including its intersection with University Avenue on the north and continuing southeast to and including its intersection with 8th Street.

It is expected that the completed Project will cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial enterprises in the City.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Project will not exceed \$28,000,000 (increased from \$10,000,000 in the April, 2020 Amendment), plus any interest expense incurred by the City on the Obligations.

3) Identification of Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: Colby Park Improvements Project

Date of Council Approval of Project: April 15, 2024

Description of the Project and Project Site: The Colby Park Improvements Project will consist of the construction of improvements to Colby Park in the Urban Renewal Area, including (1) the construction of a new splash pad; the installation of new park lighting, fencing, ADA accessibility improvements, concrete improvements, tennis courts and pickle ball courts; (2) the reconstruction of the playground; and (3) the installation of a new concrete food truck alley, including electrical banks, additional lighting, and benches (4) walkway improvements including accessibility to Walnut Creek

It is anticipated that the completed Colby Park Improvements Project will have a positive impact on commerce and economic development in the Urban Renewal Area through the provision of enhanced recreational amenities.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Colby Park Improvements Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Colby Park Improvements Project will not exceed \$3,500,000, plus any interest expense incurred by the City on the Obligations.

B.

Name of Project: 68th Street and School Street Blight Alleviation Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: The 68th Street and School Street Blight Alleviation Project being undertaken by the City will consist of street reconstruction; the construction of sidewalk, sewer and water system improvements; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along the following rights-of-way in the Urban Renewal Area:

68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

School Street beginning at its dead end near Wal-Mart on the west and continuing east to and including its intersection with 63rd Street.

It is expected that the completed 68th Street and School Street Blight Alleviation Project will alleviate and prevent the spread of blighted conditions in the Urban Renewal Area and cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial and industrial enterprises in the Urban Renewal Area.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the 68th Street and School Street Blight Alleviation Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the 68th Street and School Street Blight Alleviation Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the 68th Street and School Street Blight Alleviation Project will not exceed \$4,500,000, plus any interest expense incurred on the Obligations.

C.

Name of Program: Urban Renewal Administration and Professional Support Program

Date of Council Approval of Program: April 15, 2024

Description of Program: The City will provide administrative and professional support to its urban renewal projects and initiatives in the City's 2025 through 2030 fiscal years (the "Admin Support Program"). The Admin Support Program will include planning, staffing, grant writing and administration, document support, record management, accounting, marketing, legal services and such other services as are necessary to carry out and effectuate the urban renewal initiatives and objectives of the City.

Description of Use of TIF for the Program: The City will fund its support contributions under the Admin Support Program from the proceeds of internal advances (the "Advances") of City funds on hand. The City's annual contributions will be determined from year to year. The City will repay the Advances from incremental

property tax revenues to be derived from the Urban Renewal Area. The total amount of incremental property tax revenues to be applied to the City's Admin Support Program for the City's fiscal years 2025 through 2030 shall not exceed \$750,000.

D.

Name of Project: Windsor Apartment Building Development Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC (the "Developers") have proposed to undertake the construction (the "Project") of a 90-110 unit apartment building on certain real property (the "Property") situated in Hopkins Place, an Official Plat and Hopkins-Woehler Place, an Official Plat in the Urban Renewal Area. The Project will also include the planting of approximately fifty (50) trees on the Property and throughout the City.

The property situated within the City's Urban Renewal Area has been identified by the City Council as property that is both in need of blight alleviation and economic development initiatives. The Project will alleviate the spread of blighted conditions in the Urban Renewal Area and facilitate economic development therein.

The Developers have requested that the City provide tax increment financing assistance to the Developers to reimburse their efforts to complete the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developers will include legal and administrative fees (the "Admin Fees") in an amount not to exceed \$20,000.

Description of Properties to be Acquired in Connection with Project: The City will acquire a portion of certain real property from the Developers situated in Hopkins-Woehler Place, an Official Plat and identified in Exhibit B attached hereto.

Description of Use of TIF for the Project: The City intends to enter into a development agreement (the "Development Agreement") with the Developers with respect to the construction of the Project and to provide annual appropriation economic development payments (the "Payments") to the Developers thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City's total commitment of incremental property tax revenues with respect to the Project including the Payments and the Admin Fees will not exceed \$1,520,000.

E.

Name of Project: Sherwood Forest Building Redevelopment Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: Sherwood Forest Company (the “Developer”) has proposed to undertake the redevelopment (the “Project”) of an existing building (the “Existing Building”) on certain real property (the “Property”) situated at in the Sherwood Forest retail complex in the Urban Renewal Area. It is intended that the Existing Building will be used in the business operations of an entertainment facility catering to pedestrian and bicycle traffic.

The property situated within the City’s Urban Renewal Area has been identified by the City Council as property that is both in need of blight alleviation and economic development initiatives. The Project will alleviate the spread of blighted conditions in the Urban Renewal Area and facilitate economic development therein.

The Developer has requested that the City provide tax increment financing assistance to the Developer to reimburse its efforts to complete the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Recreational Trail Improvements: The City will construct a recreational trail (the “Recreational Trail Project”) to facilitate pedestrian and bicycle traffic on the Property. The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Recreational Trail Project.

Description of Use of TIF for the Project/Recreational Trail Project: The City intends to enter into a development agreement (the “Development Agreement”) with the Developer with respect to the construction of the Project and to provide annual appropriation economic development payments (the “Payments”) to the Developer thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Project including the Payments and the Admin Fees will not exceed \$508,000.

It is anticipated that the City will pay for the Recreational Trail Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Recreational Trail Project will not exceed \$200,000, plus any interest expense incurred on the Obligations.

F.

Name of Project: 66th Street and University Redevelopment Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: A private developer (the “Developer”) owns certain real property (the “Property”) situated on the northeast side of the intersection of 66th and University. The Developer has proposed to undertake certain improvements on the Property consisting of the construction of certain public infrastructure improvements including the construction of sidewalk and curb improvements (the “Public Infrastructure Project”); the construction of a patio and six (6) parking stalls (the “Private Infrastructure Project” and sometimes hereinafter together with the Public Infrastructure Project, as the “Infrastructure Project”;) and the installation of a mural (the “Mural Project”)

WHEREAS, the Developer has requested that the City provide financial assistance in the form of an economic development grant (the “Grant”) to be used by the Developer in paying the costs of constructing the Infrastructure Project and the Mural Project.

The costs incurred by the City in providing the Grant to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$5,000.

Description of Use of TIF for the Project: The City intends to enter into a development agreement (the “Agreement”) with the Developer with respect to the Infrastructure Project and the Mural Project and to provide an economic development grant (the “Grant”) to the Developer thereunder. The Grant, in an amount not to exceed \$50,000 will be funded with either borrowed funds and/or an internal advance of funds on-hand. In any case, the City’s obligations (the “Obligations”) may be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Infrastructure Project and the Mural Project including the Grant and the Admin Fees will not exceed \$55,000, plus any interest expense incurred by the City on the Obligations.

G.

Name of Project: University Avenue Corridor Property Acquisition, Demolition and Site Preparation Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: The University Avenue Corridor Property Acquisition, Demolition and Site Preparation Project (the “University Avenue Corridor Project”) will consist of the acquisition by the City of certain parcels (as identified below) situated in the Urban Renewal Area. The City will undertake the demolition of existing buildings, site preparation and beautification improvements on such parcels in order to alleviate certain blighted conditions thereon and to promote future economic development in the Urban Renewal Area

Description of Properties to be Acquired in Connection with Project: The City may acquire certain real property situated in the Urban Renewal Area and bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the University Avenue Corridor Project with borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the University Avenue Corridor Project will not exceed \$5,000,000, plus any interest expense incurred by the City on the Obligations.

4) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$25,924,617</u>
Outstanding general obligation debt of the City:	\$10,660,000
Proposed debt to be incurred under this April, 2024 Amendment*:	<u>\$44,303,000</u>

*It is anticipated that some of the debt incurred by the City hereunder will be subject to annual appropriation by the City Council.

EXHIBIT A
Legal Description
Expanded Windsor Heights Consolidated Urban Renewal Area
(April, 2024 Addition)

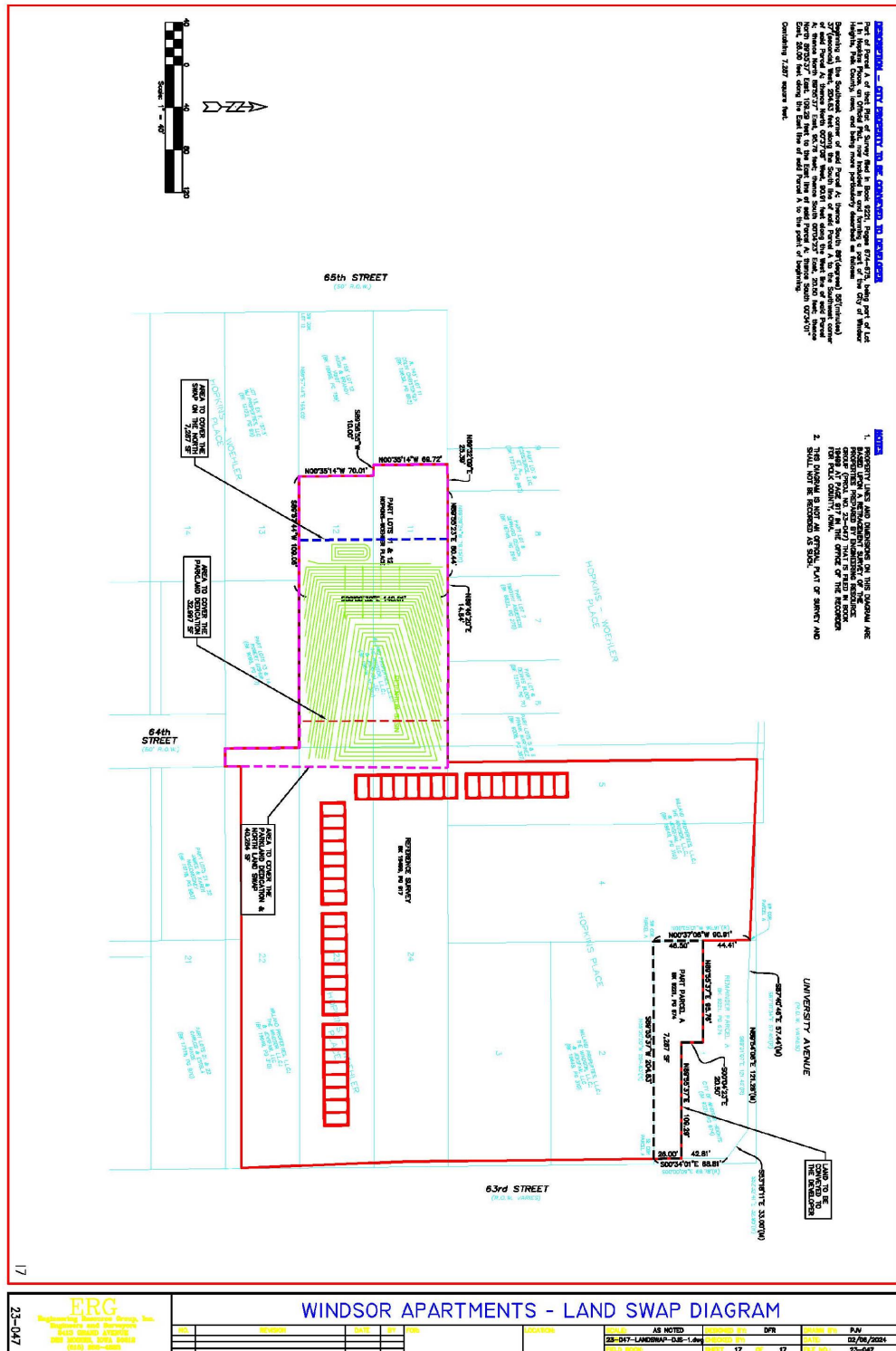
Certain real property situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

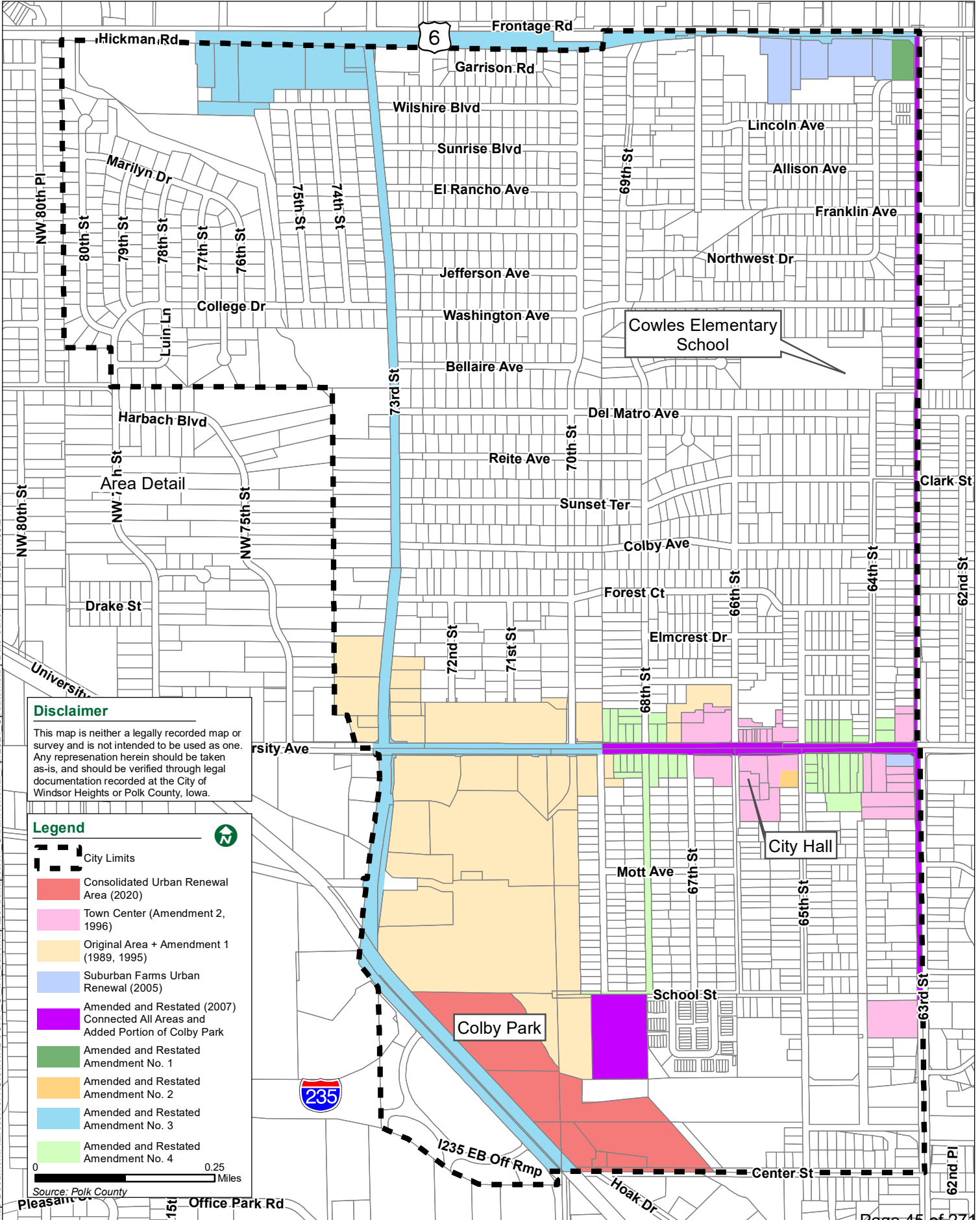
All of the public right-of-way of 68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

All of the public right-of-way of School Street beginning at its dead end south of Walmart on the west and continuing east to its intersection with 63rd Street; and

Certain real property situated in the City of Windsor Heights, Polk County, Iowa bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

J:\2023 Projects\23-047\Design\23-047-LANDSWAP-DJS-1.dwg, 2/29/2024 4:56:54 PM, DJS







Staff Report

To: Mayor and City Council
From: Adam Plagge, City Administrator
Date: 3-26-24
Subject: Windsor Heights Urban Renewal Plan Amendment Consultation Meeting Minutes

GENERAL INFORMATION

City Representatives in Attendance:

Adam Plagge, City Administrator

Taxing Entities invited to the Consultation:

West Des Moines and Des Moines Independent Community School District

Polk County

Taxing Entities Present:

No Taxing Entities attended the consultation. After 10 minutes, the consultation meeting was ended.

 
3-26-24



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
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STAFF REPORT

Date: March 27th, 2024

To: Windsor Heights Planning and Zoning Commission

From: Justin Ernst, PE

Trey Rouse

Subject: Amendment to the Urban Renewal Plan for the City of Windsor Heights

General Information

The Windsor Heights Urban Renewal Plan is a tool that is used and designed to address the goals of economic development and revitalization of areas within the community. This plan focuses on the included areas for redevelopment and implementing long range plans. The Urban Renewal Plan is reviewed yearly and can be amended to put in new projects or project areas that have become blighted or have opportunities for development.

Chapter 403 of the Code of Iowa

This chapter of the Code of Iowa allows municipalities to create and establish an Urban Renewal Area within their community to address issues of blight or need for economic development. The law states that a city may establish a geographic district, defined by a boundary description, which is designated as an area for urban renewal projects and fits with the city's general plan for development. The chapter recognizes that cities have blight areas in their community, which can be dangerous, unhealthy, reduce tax bases and impede growth. It goes on to say that cities need tools to improve these areas, which could require them to acquire, rehabilitate or demolish buildings. The law also states that cities may create urban renewal areas to enhance economic development efforts, to assist in retaining and attracting businesses, and to perform public improvements for residential development. Cities also have the right to acquire property through the condemnation process.

Adoption and Amendment Process

The adoption and amendment process for an Urban Renewal Plan is established by the State of Iowa through Chapter 403 and designates the following as the steps that a City or municipality must take to amend their Urban Renewal Plan. This list is a compressed and

1. Proposed Changes to the Urban Renewal Plan are discussed.
2. Mailing and Public Outreach to impacted taxing entities.
3. Public Hearing at Planning and Zoning Commission/Recommendation by Planning and Zoning Commission to City Council.

- a. If impacted tax entities wish to meet with the City, a consultation meeting is to be set up with tax entity.
4. Public Hearing at City Council and Final Approval or Denial of the plan by Ordinance by City Council.
5. Publishing of Ordinance and filed with Polk County Auditor.

Uses of Urban Renewal Areas

When adopting or amending an urban renewal plan and area, cities are required to identify the actions they can perform. Cities are allowed to create urban renewal areas for different uses and it is common to mix two or more into one area. The uses are:

1. Slum Area – There is an area in the city where slum conditions exist and the city wishes to remove those conditions.
2. Blight Area – There is an area in the city where blight conditions exist and the city wishes to remove those conditions.
3. Economic Development – The city wishes to enhance its economic development efforts by performing work in the following areas:
 - a. Commercial/Industrial Purposes – The city wishes to retain or attract businesses and improve the local economy by promoting development.
 - b. Low/Moderate Income Housing – The city wishes to promote development of low/moderate income housing or construct improvements for such housing.
 - c. Infrastructure for Non-Low/Moderate Income Housing – The city wishes to assist in funding public improvement projects for non-low/moderate income housing development.

Summary

The amendment proposed for the Urban Renewal Plan for the City of Windsor Heights Consolidated Urban Renewal Area includes the addition of real property to the Urban Renewal Area, updating existing identified projects already existing within the Urban Renewal Plan, and identifying/including new projects within the Urban Renewal Plan.

These projects and areas currently included and being identified within the proposed amendment are considered to be positive impacts to the community and align with goals listed within the Comprehensive Plan and other planning efforts within the City of Windsor Heights.

Update Description of Currently Included Projects

Proposed Update Description of the 73rd Street Reconstruction Project. The City approved the 73rd Street Reconstruction Project in the April 6, 2020, Amendment to the Plan, and it is now necessary to update the description of 73rd Street Reconstruction Project as follows:

Name of Project: 73rd Street Reconstruction Project



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Date of Council Approval of Project: April 6, 2020, proposed update recommended on April 15, 2024

Description of Project and Project Site: The 73rd Street Reconstruction Project (the “Project”) will consist of street reconstruction and streetscaping; construction of storm water drainage system improvements; construction of sanitary sewer and water system improvements; construction of sidewalk and curb and gutter improvements; the installation of street lighting; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along 73rd Street from and including its intersection with University Avenue on the north and continuing southeast to and including its intersection with 8th Street.

It is expected that the completed Project will cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial enterprises in the City.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Project will not exceed \$28,000,000 (increased from \$10,000,000 in the April 2020 Amendment), plus any interest expense incurred by the City on the Obligations.

Comprehensive Plan Alignment: The updating of this project and continued work towards the improvements across 73rd Street greatly impacts the City of Windsor Heights community members and coincides with the established goals of the Comprehensive Plan. This project update within the Urban Renewal Plan assists in the 73rd Street Improvements progress to achieve the listed goals from the Comprehensive Plan:

1. Neighborhood Enhancement
 - a. Make improvements to streets and other infrastructure to enhance the neighborhood quality.
 - i. This all includes the reconstruction and streetscaping, stormwater drainage, sanitary sewer, and water system improvements, construction of sidewalk, curb and gutter improvements, installing street lighting, and landscaping that benefit the neighborhoods along 73rd Street.
2. Complete Streets
 - a. Provide safe and pleasant streets that allow travel by car, foot, or bicycle
 - i. This is being impacted by the reconstruction and streetscaping, construction of sidewalks along 73rd Street, and installation of streetlights Create to make travel safer for all forms of transportation.

- b. Create a connected sidewalk network, especially along arterial roads, schools, parks, trails, and retail.
 - i. The inclusion and construction of sidewalk establishes along a prominent road and corridor within Windsor Heights the capability for alternative travel that is not auto oriented.
- 3. City Works
 - a. Plan infrastructure investments that maintain, replace and update systems to keep the foundation of our community healthy.
 - i. The improvements to the infrastructure system underneath 73rd Street including stormwater, sanitary sewer, and water systems directly correlates to achieving this goal identified within the Comprehensive Plan.

University Avenue Corridor Plan Alignment: This project description and update aligns with the University Avenue Corridor Plan by updating the important intersection at 73rd Street and University with the previously listed improvements, construction, streetscaping, and additions. The goals and objectives of the University Corridor identified within the plan are being fulfilled at this connected intersection and supports the long-term vision for the corridor.

Identification of Projects and Proposed Inclusion

Name of Project: Colby Park Improvements Project

Date of Council Approval of Project: Proposed Update Recommended on April 15, 2024

Description of the Project and Project Site: The Colby Park Improvements Project will consist of the construction of improvements to Colby Park in the Urban Renewal Area, including (1) the construction of a new splash pad; the installation of new park lighting, fencing, ADA accessibility improvements, concrete improvements, tennis courts and pickle ball courts; (2) the reconstruction of the playground; and (3) the installation of a new concrete food truck alley, including electrical banks, additional lighting, and benches.

It is anticipated that the completed Colby Park Improvements Project will have a positive impact on commerce and economic development in the Urban Renewal Area through the provision of enhanced recreational amenities.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Colby Park Improvements Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Colby Park Improvements Project will not exceed \$3,500,000, plus any interest expense incurred by the City on the Obligations.

Comprehensive Plan Alignment: The inclusion of the Colby Park Improvement project will continue a positive community project that aligns with the Improving Amenities chapter of the



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Windsor Heights Comprehensive Plan. Specifically focusing on the “Update parks and facilities, expanding park land when possible” goal of the Improving Amenities chapter, the Colby Park Improvement project strives to do that with inclusions of ADA accessibility improvements, new amenities for use in the park such as a splash pad, tennis courts, and pickleball courts, and playground, improved lighting and fencing. This addition will move forward in achieving the goal outlined within the Comprehensive Plan.

Colby Park Plan Alignment: The addition of the Colby Park Improvement project directly aligns with the Colby Park Plan and assistance in financing the plans proposed improvements, updates, reconstruction, and development.

Name of Project: 68th Street and School Street Blight Alleviation Project

Date of Council Approval of Project: Proposed Update Recommended on April 15, 2024

Description of Project and Project Site: The 68th Street and School Street Blight Alleviation Project being undertaken by the City will consist of street reconstruction; the construction of sidewalk, sewer, and water system improvements; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along the following rights-of-way in the Urban Renewal Area:

68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

School Street begins at its dead end near Wal-Mart on the west and continues east to and including its intersection with 63rd Street.

It is expected that the completed 68th Street and School Street Blight Alleviation Project will alleviate and prevent the spread of blighted conditions in the Urban Renewal Area and cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial and industrial enterprises in the Urban Renewal Area.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the 68th Street and School Street Blight Alleviation Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the 68th Street and School Street Blight Alleviation Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the 68th Street and School Street Blight Alleviation Project will not exceed \$4,500,000, plus any interest expense incurred on the Obligations.

Comprehensive Plan Alignment: The addition of this project within the Urban Renewal Plan increases the financing opportunities to benefit the completion of the project. The completion of this blight alleviation project impacts several of the goals outlined within the Windsor Heights Comprehensive Plan. Various portions of the project impact the Neighborhood Enhancement, Complete Streets, and City Works chapters.

1. Neighborhood Enhancement
 - a. Make improvements to streets and other infrastructure to enhance the neighborhood quality.
 - i. This all includes the reconstruction, sewer and water system improvements, construction of sidewalk, and landscaping that benefit the neighborhoods along both 68th and School Street.
2. Complete Streets
 - a. Provide safe and pleasant streets that allow travel by car, foot, or bicycle
 - i. This is being accomplished through the construction of sidewalks along 68th Street and School Street.
 - b. Create a connected sidewalk network, especially along arterial roads, schools, parks, trails, and retail.
 - i. The inclusion and construction of sidewalk established along streets that can be utilized to travel to school through means other than auto oriented transportation.
3. City Works
 - a. Plan infrastructure investments that maintain, replace and update systems to keep the foundation of our community healthy.
 - i. The improvements to the infrastructure system underneath 68th and School Street including sewer and water systems directly correlates to achieving this goal identified within the Comprehensive Plan.

University Corridor Plan Alignment: With the addition of this project within the Urban Renewal Plan it gains financial investment to be able to continue the improvements outlined within the University Corridor Plan with the intersection of University Avenue and 687th Street being within the project's scope. The improvements proposed would directly correlate to the goals and objectives within the University Corridor Plan for updating infrastructure, addition of sidewalks and increase in walkability, and improving streets overall.

Name of Program: Urban Renewal Administration and Professional Support Program

Date of Council Approval of Program: Proposed Update Recommended on April 15, 2024

Description of Program: The City will provide administrative and professional support to its urban renewal projects and initiatives in the City's 2025 through 2030 fiscal years (the "Admin Support Program"). The Admin Support Program will include planning, staffing, grant writing and administration, document support, record management, accounting, marketing, legal services

and such other services as are necessary to carry out and effectuate the urban renewal initiatives and objectives of the City.

Description of Use of TIF for the Program: The City will fund its support contributions under the Admin Support Program from the proceeds of internal advances (the “Advances”) of City funds on hand. The City’s annual contributions will be determined from year to year. The City will repay the Advances from incremental property tax revenues to be derived from the Urban Renewal Area. The total amount of incremental property tax revenues to be applied to the City’s Admin Support Program for the City’s fiscal years 2025 through 2030 shall not exceed \$750,000.

Comprehensive Plan Alignment: The inclusion of the proposed project into the Urban Renewal Plan will impact the use, funding, and work done through the Urban Renewal Plan moving forward for the next 5 to 6 years. This addition impacts the Urban Renewal Plan in a positive way and moves the Comprehensive Plan closer to achieving the “Improve communication between the City and the general public” within the Communication & Transparency chapter of the Comprehensive Plan by following Chapter 403 of the Code of Iowa to place this information within a public hearing for public comment. This achieves the goal of making sure the public knows what is happening within their community.

Name of Project: Windsor Apartment Building Development Project

Date of Council Approval of Project: Proposed Update Recommended on April 15, 2024

Description of Project and Project Site: Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC (the “Developers”) have proposed to undertake the construction (the “Project”) of a 90-unit apartment building on certain real property (the “Property”) situated in Hopkins Place, an Official Plat and Hopkins-Woehler Place, an Official Plat in the Urban Renewal Area. The Project will also include the planting of approximately fifty (50) trees on the Property and throughout the City.

The property situated within the City’s Urban Renewal Area has been identified by the City Council as property that is both in need of blight alleviation and economic development initiatives. The Project will alleviate the spread of blighted conditions in the Urban Renewal Area and facilitate economic development therein.

The Developers have requested that the City provide tax increment financing assistance to the Developers to reimburse their efforts to complete the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developers will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$20,000.

Description of Properties to be Acquired in Connection with Project: The City will acquire a portion of certain real property from the Developers situated in Hopkins-Woehler Place, an Official Plat and identified in Exhibit B attached hereto.



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Description of Use of TIF for the Project: The City intends to enter into a development agreement (the “Development Agreement”) with the Developers with respect to the construction of the Project and to provide annual appropriation economic development payments (the “Payments”) to the Developers thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Project including the Payments and the Admin Fees will not exceed \$1,520,000.

Comprehensive Plan Alignment: The inclusion of this project within the Windsor Heights Urban Renewal Plan benefits the community and reaches points of interest and goals within the Comprehensive Plan. With the financial assistance from the City for the development of the described apartment complex, this development achieves the goal of “Broaden the mix of housing to appeal to a wide range of people at all stages of life” within the Neighborhood Enhancement chapter. It does so by increasing the opportunities for housing and new forms of housing within the community.

Name of Project: Sherwood Forest Building Redevelopment Project

Date of Council Approval of Project: Proposed Update Recommended on April 15, 2024

Description of Project and Project Site: Sherwood Forest Company (the “Developer”) has proposed to undertake the redevelopment (the “Project”) of an existing building (the “Existing Building”) on certain real property (the “Property”) situated at in the Sherwood Forest retail complex in the Urban Renewal Area. It is intended that the Existing Building will be used in the business operations of an entertainment facility catering to pedestrian and bicycle traffic.

The property situated within the City’s Urban Renewal Area has been identified by the City Council as property that is both in need of blight alleviation and economic development initiatives. The Project will alleviate the spread of blighted conditions in the Urban Renewal Area and facilitate economic development therein.

The Developer has requested that the City provide tax increment financing assistance to the Developer to reimburse its efforts to complete the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Recreational Trail Improvements: The City will construct a recreational trail (the “Recreational Trail Project”) to facilitate pedestrian and bicycle traffic on the Property. The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Recreational Trail Project.

Description of Use of TIF for the Project/Recreational Trail Project: The City intends to enter into a development agreement (the “Development Agreement”) with the Developer with respect to the construction of the Project and to provide annual appropriation economic development payments (the “Payments”) to the Developer thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Project including the Payments and the Admin Fees will not exceed \$508,000.

It is anticipated that the City will pay for the Recreational Trail Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Recreational Trail Project will not exceed \$200,000, plus any interest expense incurred on the Obligations.

Comprehensive Plan Alignment: The addition of the Sherwood Forest Building Redevelopment project within the Urban Renewal Area being included within the Urban Renewal Plan is important in the redevelopment of this building for future use. This redevelopment project utilizes an identified redevelopment property and brings more amenities to the area. This project achieves some of the goals that have been outlined within the Comprehensive Plan based upon economic development and the addition of the recreational trail for pedestrian and bicycle travel.

1. Economic Development
 - a. Attract new business to Windsor Heights.
 - i. This project attracts a new, pedestrian and bicycle-oriented business to diversify the business and economic climate of the community and area.
 - b. Create a supportive business climate.
 - i. Through the addition of this project, the new business supports further economic growth in the area by bringing in and focusing on a new client base. This creates further foot traffic to the area for economic development.

Name of Project: 66th Street and University Redevelopment Project

Date of Council Approval of Project: Proposed Update Recommended on April 15, 2024

Description of Project and Project Site: A private developer (the “Developer”) owns certain real property (the “Property”) situated on the northwest side of the intersection of 66th and University. The Developer has proposed to undertake certain improvements on the Property consisting of the construction of certain public infrastructure improvements including the construction of sidewalk and curb improvements (the “Public Infrastructure Project”); the construction of a patio and six (6) parking stalls (the “Private Infrastructure Project” and

sometimes hereinafter together with the Public Infrastructure Project, as the “Infrastructure Project”;) and the installation of a mural (the “Mural Project”)

WHEREAS, the Developer has requested that the City provide financial assistance in the form of an economic development grant (the “Grant”) to be used by the Developer in paying the costs of constructing the Infrastructure Project and the Mural Project.

The costs incurred by the City in providing the Grant to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$5,000.

Description of Use of TIF for the Project: The City intends to enter into a development agreement (the “Agreement”) with the Developer with respect to the Infrastructure Project and the Mural Project and to provide an economic development grant (the “Grant”) to the Developer thereunder. The Grant, in an amount not to exceed \$50,000 will be funded with either borrowed funds and/or an internal advance of funds on-hand. In any case, the City’s obligations (the “Obligations”) may be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Infrastructure Project and the Mural Project including the Grant and the Admin Fees will not exceed \$55,000, plus any interest expense incurred by the City on the Obligations.

Comprehensive Plan Alignment: Including the 66th Street and University Redevelopment project into the Urban Renewal Plan aligns with the vision set forth by the City’s Comprehensive Plan. The improvements to the project area along with inclusion of a mural within the commercial district puts forth an effort to achieve the goal within the Identity and Image chapter of the Comprehensive Plan that reads, “Establish a positive, meaningful identity, unique to Windsor Heights”. This project works to accomplish this goal through the creation of a mural through this project developing a creative and unique image for Windsor Heights. This mural could be a focal point or point of interest for many visitors and denote that they’re in Windsor Heights.

University Corridor Plan Alignment: The improvements proposed within this project for the 66th Street and University Redevelopment project assist in improving infrastructure along the University Corridor with the construction of sidewalks and adding unique elements to the corridor through a new mural. These aspects coincide with the vision of the corridor and what the University Corridor Plan outlines.

Name of Project: University Avenue Corridor Property Acquisition, Demolition and Site Preparation Project

Date of Council Approval of Project: Proposed Update Recommended on April 15, 2024

Description of Project and Project Site: The University Avenue Corridor Property Acquisition, Demolition and Site Preparation Project (the “University Avenue Corridor Project”)



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will consist of the acquisition by the City of certain parcels (as identified below) situated in the Urban Renewal Area. The City will undertake the demolition of existing buildings, site preparation and beautification improvements on such parcels in order to alleviate certain blighted conditions thereon and to promote future economic development in the Urban Renewal Area

Description of Properties to be Acquired in Connection with Project: The City may acquire certain real property situated in the Urban Renewal Area and bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the University Avenue Corridor Project with borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the University Avenue Corridor Project will not exceed \$5,000,000, plus any interest expense incurred by the City on the Obligations.

Comprehensive Plan Alignment: Through the acquiring of and demolition of existing structures on the listed properties above, the University Corridor gains an opportunity for redevelopment on a large scale. This redevelopment meets the Economic Development goal of the Windsor Heights Comprehensive Plan stated as "Support strategic redevelopment along key corridors, including University Avenue, Hickman Road, 73rd Street, and 63rd Street". Acquiring these properties and demolishing what are considered blighted areas opens up opportunity for different forms of redevelopment in focal point corridors within the community. This will spur economic growth and revenue for the community.

University Corridor Plan Alignment: For the University Corridor Plan, this acquisition and demolition of blighted properties allows for the University Corridor to develop future, beneficial uses and when being developed implement the goals and vision of the corridor. Including this within the Urban Renewal Plan allows for the implementation of the proposed development and improvements that are outlined within the University Corridor Plan.

Conclusion & Recommendation

The staff have reviewed the documentation provided including the proposed Urban Renewal Plan Amendment by Ordinance draft, Exhibits A and B, the City of Windsor Heights Comprehensive Plan, the University Corridor Plan, and the Colby Park Improvement Plan.



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Taking all information into consideration and the impact of the amendment on the community and the listed plans, staff has made the following recommendation.

The staff recommends recommendation for approval by ordinance by the Planning and Zoning Commission to the City Council for the Urban Renewal Plan Amendment as it has been written.

Attachments:

1. Draft of the Urban Renewal Plan Amendment by Ordinance
2. Exhibit A – Legal Description of Expanded Windsor Heights Consolidated Urban Renewal Area
3. Exhibit B – Property Potentially To Be Acquired by the City



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Resolution 2024-29 - A Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-29 - URP Amendment

RESOLUTION NO. 2024-29

Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

WHEREAS, this City Council of the City of Windsor Heights, Iowa (the “City”) by resolution previously established the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the description set out in Exhibit A hereto; and

WHEREAS, the proposal demonstrates that sufficient need exists to warrant finding the Property to be an economic development and blighted area; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; (2) updates the City’s 73rd Street Reconstruction Project previously approved in the April, 2020 Amendment to the Plan; and (3) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the construction of improvements to Colby Park; (b) using tax increment financing to pay the costs of the construction of street improvements; (c) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; (d) providing tax increment financing support to Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC in connection with the construction of multiresidential housing; (e) providing tax increment financing support to Sherwood Forest Company in connection with the redevelopment of an existing building for use in the business operations of an entertainment facility catering to pedestrian and bicycle traffic; (f) using tax increment financing to pay the costs of recreational trail improvements; (g) providing tax increment financing support to a private developer in connection with the construction of public and private infrastructure improvements; and (h) using tax increment financing to pay the costs of acquiring certain real property and undertaking the demolition of existing buildings, site preparation and beautification improvements thereon; and

WHEREAS, notice of a public hearing by the City Council on the question of amending the Plan and designating an expanded Urban Renewal Area, was heretofore

given in strict compliance with the provisions of Chapter 403, Code of Iowa, and the Council has conducted said hearing on April 15, 2024; and

WHEREAS, the Planning and Zoning Commission of the City has reviewed and commented on the proposed Amendment; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Polk County, the Des Moines Independent Community School District, and the West Des Moines Community School District; the consultation meeting was held on March 26, 2024; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. An economic development and blighted area as defined in Chapter 403 of the Code of Iowa, is found to exist in the City on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the April, 2024 Addition to the Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the City.

Section 4. It is hereby determined by this City Council as follows:

A. The Amendment and the projects and initiatives described therein conform to the general plan of the municipality as a whole;

B. Proposed economic development projects described in the Amendment are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

C. Proposed blight alleviation and prevention projects described in the Amendment are necessary to restore the property situated in the Urban Renewal Area to its highest and best use and to prevent the spread of blighted conditions in the Urban Renewal Area.

D. A feasible method exists for the location of families who will be displaced from the Urban Renewal Area into safe, decent, affordable and sanitary housing.

Section 5. The Amendment, attached hereto and made a part hereof, is hereby in all respects approved.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved April 15, 2024.

Mike Jones, Mayor

Attest:

Adam Strait, City Clerk

EXHIBIT A
Legal Description

Expanded Windsor Heights Consolidated Urban Renewal Area
(April, 2024 Addition)

Certain real property situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

All of the public right-of-way of 68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

All of the public right-of-way of School Street beginning at its dead end south of Walmart on the west and continuing east to its intersection with 63rd Street; and

Certain real property situated in the City of Windsor Heights, Polk County, Iowa bearing Polk County Geoparcels Identification Numbers

782502129095,	782502129098,	782502129096,	782502129097,
782502129093,	782502129094,	782502129099,	782502129002,
782502129003,	782502129004,	782502127034,	782502127035,
782502127036,	782502103027,	782502103024,	782502103025,
782502103026,	782502103001,	782502102005,	782502102004,
782502102003,	782502102002,	782502102014,	792536376036,
792536376035,	792536376039,	792536376038,	792536376037,
792536376027,	792536379017,	792536379018,	792536379003,
792536379004,	792536455021,	792536455020,	792536455022,
792536455023,	792536455019,	792536455024,	

792536455025, 792536456020, 792536456019 and 792536381017.

City of Windsor Heights Regular Business Meeting Minutes
Monday, April 1, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call**

Mayor Jones called the meeting to order at 6:04 PM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell, Threase Harms, and Joseph Jones. Staff present: City Administrator Adam Plagge, City Clerk Adam Strat, Finance Director Rachelle Swisher, Police Chief Pete Roth, Fire Chief Jim Mease, Public Works Director Jason Roberts, City Engineer Justin Ernst

2. **Approval of the Agenda**

Motion by Michael Libbie to APPROVE. Seconded by Threase Harms . Motion passed 5-0.

3. **Presentation From Des Moines International Airport by Kayla Kovarna**

Kayla Kovarna presented a plaque of gratitude to the Council for their support of the airport.

4. **Presentation from BRAVO**

Megan Hanson presented on BRAVO's effort in the metro area.

5. **Public Hearing:**

A. **Public Hearing on North 73rd Street Project Award**

Motion by Susan Skeries to open the public hearing at 6:19 PM. Seconded by Threase Harms. Motion passed 5-0. Justin Ernst presented an update on the bid process led by the IDOT. No public comment given. Motion by Threase Harms to close the public hearing at 6:22 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. **Consideration of Resolution 2024 - 26 - A Resolution Awarding the 73rd Street Improvements - Phase 1 project to Absolute Concrete Construction, Inc.**

Justin Ernst presented and answered question from Council about the project. City Staff will review how the project will affect driveway approach widths and make sure proper communication is share with residents. Motion by Susan Skeries to APPROVE. Seconded by Threase Harms. Motion passed 5-0.

C. **Consideration of Resolution No. 2024-27 - A Resolution Approving the Scope and Fee Proposal from BMI for 73rd Street Improvements - Phase 1 Construction Services**

Justin Ernst presented and answered questions from Council. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

6. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

No public comment.

7. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.

Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

A. **Approve Minutes of the Regular Council Meeting on March 4, 2024**

B. **Approve Minutes of the Regular Council Meeting on March 18, 2024**

- C. Approve Minutes of the Special Council Meeting on March 25, 2024
- D. Approve Minutes of the Council Work Session on March 25, 2024
- E. Approve Financial Reports
- F. Approve Appointment of Tracy Beck and Jennifer Follett to Community Events Committee
- G. Approve Resolution 2024 - 25 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2024 - 2025
- H. Approval for Rangemasters Purchase Contract

8. **Action Items:**

- A. Consideration of the 1st Reading of Ordinance No. 2024-02 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 101 Relating to the Storm Water Drainage
Adam Plagge gave an overview of the need for the ordinance and addressed questions from Council. Council provided direction to staff to identify the top 50 water users impacted by the fee increase and schools to send direct communication to after the ordinance passes. Staff will also work with Des Moines Water Works to add a notice to water bills too. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries . Motion passed 5-0.
- B. Consideration of the 3rd Reading of Ordinance No. 2024-01 - An Ordinance Amending Chapter 156, Adding Subsection 102.11.23 to Section 156.04, of the Code of Ordinances for the City of Windsor Heights, with Regard to Enforcement Procedures for Rental Housing; and to Adopt and Publish
Adam Plagge stated there had been no additional comments or updates to the ordinance. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones . Motion passed 5-0.
- C. Consideration of the CEC Solar Electrical Design Contract
Adam Plagge gave an overview of the project and answered Council questions. Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.
- D. Consideration of the Public Art Plan Grant Application
Adam Plagge gave overview of grant application and thank Councilor Lauren Campbell for bringing it to staff's attention. Lauren Campbell added it was great timing for the City as Liz Lidgett is typically very busy. Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.
- E. Discuss Potential Parkland Dedication, Land Exchange and Other Topics Related to The Windsor Project
Adam Plagge and Nick Jensen from Caliber Iowa, who is a developer on The Windsor, presented and answered questions from Council. Council gave direction to move forward with parkland dedication and the land exchange.
- F. Discuss Windsor Heights Trail System Name
Mike Jones presented and gave reasoning for the trail system in Windsor Heights to have a formal name. Council decided on "The Windsor Trail" to encompass all trails within Windsor Heights. Staff will bring a formal resolution to Council at the following meeting.

9. **Reports:**

A. Mayor, Council Reports and Committee Updates, and Administration Reports

Threase Harms - Gave an update on th last MAC meeting and provided a legislative update which included the passage of the storm water bill which would have an effect on Windsor Heights, Staff will monitor and provide Council with an update to the City's impact

Lauren Campbell - Met with Rachel who is assisting with the Fall Fest WHAMM 5k race, Rachel has already hit the ground promoting the race to additional races and run clubs

Michael Libbie - Gave a MAC meeting update, Held a Coffee with Council over the weekend and had a lot of questions regarding 73rd street which were all good but stating residents are anxious to see things get done and noted there was confusion about the phases, Staff took note and will ensure clarity in future communication

Joseph Jones - Will have a DART meeting tomorrow, Once Des Moines swears in their newest elected official there will be additional discussion on the franchise fee which would impact DART's budge, DART is moving forward with two budget plans with continued discussions on a reimaged DART but there is still uncertainty

Susan Skeries - Attended the Public Works Committee meeting on March 20 as well as a Metro Waste Authority meeting, Yard waste collection started today, Meet with Rachel to discuss WHAMM, Attended the Chamber Exchange on March 26 where pushed the Earth Day event and got a volunteer sign up, Attended a ribbon cutting in Urbandale and the Chamber's new member coffee which started in January and meet two new Windsor Heights member, Was in Grimes this afternoon to tour the Metro Waste Authority facility where they have started using robots to sort garbage, April 9th at 3PM is the next tour, On Wednesday have a Metro Waste Authority executive board meeting, Thanks to the Fire Fighter Association for the Easter Egg Hunt, nice to see staff and councilors at the event, Thank you to caliber for moving as much equipment as possible

Adam Plagge - Gave an update on the Colby Park improvement project, the tree in front of the Community Center will need to be removed for the ADA sidewalk and discussion are ongoing to put in a new tree, Discussion is continuing on the Food Truck Plaza after a few committee meetings but provided a tentative plan for the plaza, Continuing talks with the Fire Fighter Union on contract negotiations and expect to have an update at the next meeting

10. **Adjourn**

Motion by Threase Harms to adjourn at 7:30 PM. Seconded by Michael Libbie. Motion passed 5-0.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on April 1, 2024

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 4.1.24 Special City Council Meeting Minutes

City of Windsor Heights Special Business Meeting Minutes
Monday, April 1, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell, Threase Harms, and Joseph Jones. Staff present: City Administrator Adam Plagge, City Clerk Adam Strat, Finance Director Rachelle Swisher, Police Chief Pete Roth, Fire Chief Jim Mease, Public Works Director Jason Roberts, City Engineer Justin Ernst

2. Approval of the Agenda

Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

3. Public Hearing:

A. Public Hearing on the Proposed Tax Rate Levy

Motion by Threase Harms to open the public hearing at 6:01 PM. Seconded by Susan Skeries. Motion passed 5-0. No public comment given. Motion by Threase Harms to close the public hearing at 6:02 PM. Seconded by Susan Skeries. Motion passed 5-0.

4. Adjourn to Regular Council Meeting Immediately Following the Special Council Meeting

Motion by Michael Libbie to adjourn at 6:03 PM. Seconded by Threase Harms. Motion passed 5-0.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Approve Finance Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. BALANCE SHEET
2. BUDGET REPORT
3. CLAIMS REPORT
4. REVENUE REPORT

BALANCE SHEET

CALENDAR 3/2024, FISCAL 9/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	308,222.14-	837,481.60-
110-000-1110	CASH - RUT	3,614.88-	203,408.73
112-000-1110	CASH - EMP BENEFIT FUND	46,096.40-	815.65
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	25,477.41-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	.00	1,452,652.49
125-000-1110	CASH - TIF	.00	993,536.48
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	22,850.21	372,126.68
302-000-1110	CASH - SIDEWALK PROGRAM	1,000.00-	2,005.00-
303-000-1110	CASH - COLBY PARK	16,793.44-	394,629.08-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	37,058.50-	174,044.72-
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	2,296.00-	72,338.31-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	7,679.84-	177,381.96
323-000-1110	CASH - 68TH STREET NORTH	4,489.50-	1,510,214.74-
324-000-1110	CASH - 2023 HMA OVERLAY	.00	6,830.50
325-000-1110	CASH - 2023 PCC PATCHING PROJ	.00	47,386.74
326-000-1110	CASH - 68TH ST SOUTH	.00	.00
329-000-1110	CASH - PUBLIC SAFETY PARKING L	.00	615.47-
333-000-1110	CASH - DOG PARK UPDATES	.00	41,543.92
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	40,827.53
350-000-1110	CASH - EQUIP REVOLVE FUND	506.25	2,753.68
350-000-1180	CASH - EQUIP REVOLVE - POLICE	19,322.00-	53,604.94
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	30,021.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	71,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	561.60	103,415.09
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	455.99-	47,785.85
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	40.01-	2,632.75-
670-000-1110	CASH - LANDFILL/GARBAGE	1,808.03	9,137.61
740-000-1110	CASH - STORM WATER	23,179.15	251,053.31
805-000-1110	CASH - INTERNAL SERVICE FUND	.00	.00
810-000-1110	CASH - REVOLVING FUND	.00	.00
CASH TOTAL		398,163.46-	1,020,046.45

BALANCE SHEET

CALENDAR 3/2024, FISCAL 9/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	60,397.94	2,842,272.58
110-000-1150	IPAIT - RUT	.00	991,799.53
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	799,477.50
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	.00	369,988.14
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	206,971.89
200-000-1150	IPAIT - DEBT SERVICE	.00	445,146.53
303-000-1150	IPAIT - COLBY PARK	.00	1,505,899.97
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	615,502.09
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	263,212.10
322-000-1150	IPAIT - 73RD STREET	.00	310,457.83
323-000-1150	IPAIT - 68TH STREET NORTH	.00	2,007,866.63
326-000-1150	IPAIT - 68TH ST SOUTH	.00	.00
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	791,907.59
350-000-1150	IPAIT - EQUIP REVOLVING	.00	1,003,933.32
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	393,755.19
740-000-1150	IPAIT - STORM WATER	.00	1,503,000.51
	IPAIT TOTAL	60,397.94	14,051,191.40
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,058.42
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	74,723.03
115-000-1160	SAVINGS - PREF/DEA	.00	3,899.79
	SAVINGS TOTAL	.00	81,681.24
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	337,765.52-	15,272,963.64

BALANCE SHEET
CALENDAR 3/2024, FISCAL 9/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
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BUDGET REPORT

CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,427,200.00	206,950.37	1,628,402.24	67.09	798,797.76
	EMERGENCY MANAGEMENT TOTAL	10,200.00	.00	9,777.09	95.85	422.91
	FIRE TOTAL	424,420.00	22,971.91	305,168.12	71.90	119,251.88
	AMBULANCE TOTAL	916,175.00	78,640.13	542,884.26	59.26	373,290.74
	BUILDING INSPECTIONS TOTAL	75,000.00	1,321.84	27,471.02	36.63	47,528.98
	ANIMAL CONTROL TOTAL	5,500.00	.00	2,916.00	53.02	2,584.00
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	PUBLIC SAFETY TOTAL	3,858,495.00	309,884.25	2,516,618.73	65.22	1,341,876.27
	ROADS, BRIDGES, SIDEWALKS TOTA	664,984.00	41,288.03	450,861.61	67.80	214,122.39
	STREET LIGHTING TOTAL	67,000.00	3,663.95	34,775.70	51.90	32,224.30
	TRAFFIC CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
	SNOW REMOVAL TOTAL	158,000.00	10,679.81	121,674.33	77.01	36,325.67
	OTHER PUBLIC WORKS TOTAL	29,000.00	907.10	9,824.23	33.88	19,175.77
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	PUBLIC WORKS TOTAL	918,984.00	56,538.89	617,135.87	67.15	301,848.13
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
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	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	65,564.00	16,390.91	49,172.72	75.00	16,391.28
	PARKS TOTAL	184,621.00	11,910.94	97,839.29	52.99	86,781.71
	COMMUNITY CTR/ZOO/MARINA TOTA	7,250.00	2,855.72	9,892.31	136.45	2,642.31-
	SPECIAL EVENTS TOTAL	40,000.00	1,022.12	38,325.39	95.81	1,674.61
	COMMUNITY CENTER TOTAL	135,400.00	4,399.89	81,827.60	60.43	53,572.40
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	CULTURE & RECREATION TOTAL	432,835.00	36,579.58	277,057.31	64.01	155,777.69
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	.00	.00	266,372.00
	HOUSING & URBAN RENEWAL TOTAL	20,000.00	.00	18,707.00	93.54	1,293.00
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	COMMUNITY & ECONOMIC DEV TOTA	286,372.00	.00	18,707.00	6.53	267,665.00
	MAYOR/COUNCIL TOTAL	72,700.00	8,246.46	69,107.42	95.06	3,592.58
	IT DEPARTMENT TOTAL	55,000.00	5,056.02	41,226.25	74.96	13,773.75
	CLERK/TREASURER/ADM TOTAL	818,045.00	94,837.93	606,202.39	74.10	211,842.61
	ELECTIONS TOTAL	1,500.00	.00	1,503.22	100.21	3.22-
	LEGAL SERVICES/ATTORNEY TOTAL	65,000.00	3,605.00	27,294.55	41.99	37,705.45
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
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	GENERAL GOVERNMENT TOTAL	1,027,245.00	111,745.41	745,333.83	72.56	281,911.17

BUDGET REPORT

CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,118,188.00	.00	103,494.00	9.26	1,014,694.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	406,921.00	.00	23,360.00	5.74	383,561.00
	DEBT SERVICE TOTAL	1,525,109.00	.00	126,854.00	8.32	1,398,255.00
	POLICE TOTAL	130,000.00	19,322.00	82,911.64	63.78	47,088.36
	FIRE TOTAL	9,000.00	.00	14,150.00	157.22	5,150.00-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	15,405,869.00	52,523.84	2,011,014.72	13.05	13,394,854.28
	PARKS TOTAL	600,000.00	16,793.44	433,260.71	72.21	166,739.29
	COMMUNITY CENTER TOTAL	.00	.00	14,152.50	.00	14,152.50-
	IT DEPARTMENT TOTAL	22,800.00	455.99	2,143.68	9.40	20,656.32
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	16,167,669.00	89,095.27	2,557,633.25	15.82	13,610,035.75
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	31,350.00	40.01	7,165.42	22.86	24,184.58
	LANDFILL/GARBAGE TOTAL	379,000.00	30,650.38	224,232.89	59.16	154,767.11
	STORM WATER TOTAL	292,544.00	10,661.59	71,966.51	24.60	220,577.49
	ENTERPRISE FUNDS TOTAL	702,894.00	41,351.98	303,364.82	43.16	399,529.18
	TRANSFERS IN/OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
	TRANSFER OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
	TOTAL EXPENSES	27,108,102.00	645,195.38	7,162,704.81	26.42	19,945,397.19

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AIRGAS	OXYGEN		138.63	56663	4/03/24
ANIMAL RESCUE LEAGUE OF IOWA	ANIMAL SERVICES		125.00	56664	4/03/24
ARDICK EQUIP. CO. INC.	73RD ST PROJECT SIGNS		657.25	56665	4/03/24
AUREON IT	2 LAPTOPS/1 DESKTOP		10,837.14	56666	4/03/24
BULLZEYE, INC	MARCH CEC CLEANING		3,178.00	56667	4/03/24
CAMPBELL, LAUREN	UNIV AVE BANNERS		3,114.90	56668	4/03/24
CLEARFLY	CELL PHONES		178.32	4820	4/03/24
CONSTRUCTION MATERIALS TESTING	68TH ST RECONSTRUCTION		4,225.00	56669	4/03/24
CRYSTAL CLEAR WATER CO.	WATER		19.98	56670	4/03/24
DAIDA	RADIX MONTHLY FEES		519.55	4821	4/03/24
DES MOINES REGISTER	NEWSPAPER DELIVERY		43.99	56671	4/03/24
DINGES FIRE COMPANY	CLOTHING ALLOWANCE		52.00	56672	4/03/24
EVANS, NICK	CLOTHING ALLOWANCE		41.21	56673	4/03/24
FEDERAL TAX DEPOSIT	FED/FICA TAX		27,361.89	4827	4/09/24
GALLS INC	CLOTHING ALLOWANCE		247.44	56674	4/03/24
GENERAL FIRE AND SAFETY EQUIP	ANNUAL FIRE EXT INSPECTION		359.00	56675	4/03/24
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		141.00	56676	4/03/24
HOTT OFF THE PRESS	MARCH NEWSLETTER		1,646.94	56677	4/03/24
ICMA RETIREMENT TRUST	ICMA	1,219.84		4822	4/03/24
ICMA RETIREMENT TRUST	ICMA	413.59	1,633.43	4826	4/09/24
INTERSTATE ALL BATTERY	POWER BACKUP BATTERY		25.50	56678	4/03/24
IPERS	HEALTH PRETAX		32.50	4825	4/09/24
ISOLVED BENEFIT SERVICES	HRA FEES	58.80		4823	4/03/24
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	1,810.00	1,868.80	4828	4/09/24
LEUTHOLD, NATE	MARCH MILEAGE		18.22	56679	4/03/24
LOWE'S	STREET BARRICADES		349.67	56680	4/03/24
MANHATTANLIFE	BENEFITS		99.77	56681	4/03/24
METRO WASTE AUTHORITY	GARBAGE FEES		30,695.92	56682	4/03/24
PALMER, MATT	CLOTHING ALLOWANCE		47.37	56683	4/03/24
PLAGGE, ADAM	IMMI CONFERENCE REIMBURSEMENT		401.10	56684	4/03/24
PREMIER AUTOMOTIVE	CAR 28 REPAIRS		37.33	56685	4/03/24
QPS EMPLOYMENT GROUP	3/23/24 DOUGLAS, LOUIS		446.40	56686	4/03/24
ROE CONSULTING LLC	FLOOD PLANNING PHASE 1		6,895.00	56687	4/03/24
SAFE BUILDING COMPLIANCE	MARCH RENTAL INSPECTIONS		2,800.00	56688	4/03/24
SIMMERING-CORY, INC	OCT 2023 SUPPLEMENT		322.00	56689	4/03/24
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	56690	4/03/24
VERIZON WIRELESS	CELL PHONES		381.57	4824	4/03/24
Accounts Payable Total			99,016.82		

Payroll Checks

001	GENERAL	72,189.27
110	ROAD USE TAX	8,303.23
740	STORM WATER	1,926.78
Total Paid On: 3/29/24		82,419.28
001	GENERAL	69.78
Total Paid On: 4/09/24		69.78

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
Total Payroll Paid			=====		
			82,489.06		
Report Total			=====		
			181,505.88		
			=====		

**CLAIMS REPORT
CLAIMS FUND SUMMARY****Payroll Checks: 3/28/2024- 4/10/2024**

FUND	NAME	AMOUNT
001	GENERAL	113,110.40
110	ROAD USE TAX	12,521.01
112	EMPLOYEE BENEFITS	1,378.41
314	UNIVERSITY AVE ST PROJECT	2,838.00
323	68TH ST NORTH	4,225.00
350	CAPITAL EQUIPMENT FUND	7,239.89
610	SEWER	40.01
670	LANDFILL/GARBAGE	30,695.92
740	STORM WATER	9,457.24

	TOTAL FUNDS	181,505.88

REVENUE REPORT
CALENDAR 3/2024, FISCAL 9/2024**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,787,284.00	161,547.11	2,494,594.06	65.87	1,292,689.94
	ROAD USE TAX TOTAL	663,500.00	42,873.18	562,515.54	84.78	100,984.46
	EMPLOYEE BENEFITS TOTAL	586,530.00	17,736.66	320,980.15	54.73	265,549.85
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,100.00	29.60	11,784.31	116.68	1,684.31-
	POLICE PREFORFEITURE TOTAL	1,005.00	1.82	17.11	1.70	987.89
	EMERGENCY FUND TOTAL	70,224.00	.00	.00	.00	70,224.00
	LOCAL OPTION SALES TAX TOTAL	1,112,000.00	.00	938,161.55	84.37	173,838.45
	TAX INCREMENT FINANCING TOTAL	1,532,443.00	.00	988,365.64	64.50	544,077.36
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,531,129.00	22,850.21	493,724.19	32.25	1,037,404.81
	SIDEWALK PROGRAM TOTAL	.00	.00	.00	.00	.00
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 3/2024, FISCAL 9/2024**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	12,360,000.00	.00	.00	.00	12,360,000.00
	68TH ST NORTH TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	68TH ST SOUTH TOTAL	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 3/2024, FISCAL 9/2024

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	FUTURE STREET PROJECTS TOTAL	1,088,820.00	.00	.00	.00	1,088,820.00
	CAPITAL EQUIPMENT FUND TOTAL	371,500.00	1,067.85	11,482.65	3.09	360,017.35
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	354,000.00	32,543.41	224,854.05	63.52	129,145.95
	STORM WATER TOTAL	375,000.00	33,840.74	254,268.81	67.81	120,731.19
	INTERNAL SERVICE FUND TOTAL	.00	.00	.00	.00	.00
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		23,843,535.00	312,490.58	6,300,748.06	26.43	17,542,786.94
		=====	=====	=====	=====	=====



**STAFF REPORT
CITY COUNCIL**

April 15, 2024

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve Scope and Fee for Construction Materials Testing Regarding 73rd Street Improvements From University Avenue to Hickman Road (IDOT # STP-U-8477(615)—70-77)

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Windsor Heights - 73rd Street Reconstruction - 3.26.24

April 11, 2024

City of Windsor Heights
Attn: Adam Plagge.
1145 66th Street, Suite 1
Windsor Heights, Iowa 50324

RE: **Site Observations and Inspections**
IDOT # STP-U-8477(615)—70-77
73rd Street Improvements
Windsor Heights, Iowa

Attn: Mr. Adam Plagge

Thank you for the opportunity to provide our services on the above referenced project. After reviewing the available information for the above referenced project, we would like to submit our estimate for testing services. Our estimate(s) is/are as follows:

<i>Description of Service (s)</i>	<i>Cost</i>	<i>Unit (s)</i>	<i>Total Estimate</i>
Site Work			
Proctor	\$180.00 each	5	\$900.00
Moisture/Density	\$65.00 hour	98	\$6,370.00
Proof Roll Observations	\$65.00 hour	26	\$1,690.00
Portland Cement Concrete (PCC)			
Field Testing	\$65.00 hour	117	\$7,605.00
Compressive Strength	\$25.00 each	78	\$1,950.00
Miscellaneous			
Trip/Fuel Charge	\$25.00 each	81	\$2,025.00
Total			\$20,540.00

Additional Services Available

Engineering Service - \$180.00 per hour

General Conditions

This estimate does not qualify for a “not to exceed” budget. Quantities may vary due to schedule, weather, failures, etc. All hourly rates are subject to time and one-half on weekends, before 8:00 a.m. or after 5:00 p.m., Monday through Friday. All past due invoices are subject to a 1.5 percent service charge. Please feel free to contact us if you have any questions or if we may be of further assistance.

Price Validity

The above pricing is good for 90 days from the date of this quote. If project is awarded after 90 days from the date of this quote, please contact CMT for updated pricing.

Sincerely,

Ryan Clement
Operations Manager



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Nate Weitzl
Bolton & Menk
SUBJECT: Approve 2023 Colby Park Improvements Pay Request 3

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Colby Park Pay Est #03 - March 2024_Signed



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

April 2, 2024

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: 2023 Colby Park Improvements
Pay Request 3

Dear Mr. Plagge:

Submitted for your approval is Pay Request 3 for the above-mentioned project. Pay Request 3 is for a total payment of \$47,245.40. The total value completed to date is \$226,489.81, minus 5% retainage of \$11,324.49. Please see Pay Request 3 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 3. Upon approval of Pay Request 3, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Nate Weitz, PLA
Project Landscape Architect

Contractor's Application for Payment

Owner: CITY OF WINDSOR HEIGHTS, IOWA Engineer: BOLTON & MENK, INC. Contractor: CALIBER CONCRETE, LLC Project: 2023 COLBY PARK IMPROVEMENTS Contract: _____	Owner's Project No.: _____ Engineer's Project No.: 0T6.128908 Agency's Project No.: _____																																				
Application No.: 3 Application Date: 4/15/2024																																					
Application Period: From 3/1/2024 To 3/31/2024																																					
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 30%; text-align: right;">2,852,637.72</td></tr><tr><td>2. Net Change By Change Orders</td><td style="text-align: right;">\$</td><td style="text-align: right;">500.00</td></tr><tr><td colspan="3"> </td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$</td><td style="text-align: right;">2,853,137.72</td></tr><tr><td>4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)</td><td style="text-align: right;">\$</td><td style="text-align: right;">226,489.81</td></tr><tr><td>5. Retainage</td><td></td><td></td></tr><tr><td> a. 5% X \$ 226,489.81 Work Completed</td><td style="text-align: right;">\$</td><td style="text-align: right;">11,324.49</td></tr><tr><td> b. 5% X \$ - Stored Materials</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$</td><td style="text-align: right;">11,324.49</td></tr><tr><td>6. Amount Eligible To Date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">215,165.32</td></tr><tr><td>7. Less Previous Payments</td><td style="text-align: right;">\$</td><td style="text-align: right;">167,919.92</td></tr><tr><td>8. Amount Due This Application</td><td style="text-align: right;">\$</td><td style="text-align: right;">47,245.40</td></tr></table>		1. Original Contract Price	\$	2,852,637.72	2. Net Change By Change Orders	\$	500.00				3. Current Contract Price (Line 1 + Line 2)	\$	2,853,137.72	4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	226,489.81	5. Retainage			a. 5% X \$ 226,489.81 Work Completed	\$	11,324.49	b. 5% X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	11,324.49	6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	215,165.32	7. Less Previous Payments	\$	167,919.92	8. Amount Due This Application	\$	47,245.40
1. Original Contract Price	\$	2,852,637.72																																			
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7. Less Previous Payments	\$	167,919.92																																			
8. Amount Due This Application	\$	47,245.40																																			
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: Caliber Concrete LLC																																					
Signature: 	Date: 4-1-2024																																				
Name: Michael Noland	Title: Office Controller																																				
Recommended by Engineer: Bolton & Menk, Inc. 430 E GRAND, SUITE 101, DES MOINES, IA 50309																																					
By: 	Approved by Owner:																																				
Name: Nate Weith	Name: _____																																				
Title: Project Landscape Architect	Title: _____																																				
Date: 04/08/2024	Date: _____																																				

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	OT6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.: 3		Application Period:		From	03/01/24	to	03/31/24	Application Date: 4/15/2024				
A		B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.		Description	Contract Information				Previous Estimate		Work Completed		% of	Balance to Finish
			Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)	Value of Item (H / F)	(F - H) (\$)
Original Contract												
1		CLEARING AND GRUBBING	1.00	LS	30,850.00	30,850.00	1.00	30,850.00	1.00	30,850.00	100%	-
2		TOPSOIL, COMPOST AMENDED	500.00	CY	85.00	42,500.00	-	-	80.00	6,800.00	16%	35,700.00
3		EXCAVATION, CLASS 10	2,500.00	CY	12.00	30,000.00	625.00	7,500.00	625.00	7,500.00	25%	22,500.00
4		SUBBASE, MODIFIED, BERM	255.00	TON	42.50	10,837.50	144.00	6,120.00	144.00	6,120.00	56%	4,717.50
5		LINEAR TRENCH DRAIN, 8 INCH	75.00	LF	150.00	11,250.00	-	-	-	-	-	11,250.00
6		SUBDRAIN, SOLID WALL PVC, 4 INCH	50.00	LF	32.00	1,600.00	-	-	-	-	-	1,600.00
7		BACKFLOW PREVENTER, SEWER, 4 INCH	1.00	EA	400.00	400.00	-	-	-	-	-	400.00
8		SUBDRAIN, SOLID WALL PVC, 8 INCH	288.00	LF	65.00	18,720.00	287.00	18,655.00	287.00	18,655.00	100%	65.00
9		SUBDRAIN, HDPE, 8 INCH	85.00	LF	100.00	8,500.00	108.00	10,800.00	108.00	10,800.00	127%	(2,300.00)
10		SUBDRAIN CLEANOUT, 8 INCH, TYPE A-1	2.00	EA	1,500.00	3,000.00	-	-	-	-	-	3,000.00
11		SUBDRAIN OUTLETS AND CONNECTIONS, 8 INCH, TYPE A-1	2.00	EA	500.00	1,000.00	-	-	-	-	-	1,000.00
12		WATER SERVICE	1.00	LS	8,000.00	8,000.00	-	-	-	-	-	8,000.00
13		WATER SERVICE, WATER FOUNTAIN	1.00	LS	8,000.00	8,000.00	-	-	-	-	-	8,000.00
14		VALVE, GATE, 4 INCH	1.00	EA	3,500.00	3,500.00	-	-	-	-	-	3,500.00
15		BACKFLOW PREVENTER	1.00	EA	20,000.00	20,000.00	-	-	-	-	-	20,000.00
16		METER PIT	1.00	EA	20,000.00	20,000.00	-	-	-	-	-	20,000.00
17		PRESSURE REDUCING VALVE	1.00	EA	12,000.00	12,000.00	-	-	-	-	-	12,000.00
18		FLUSHING DEVICE (BLOW OFF), 2 INCH	1.00	EA	2,000.00	2,000.00	-	-	-	-	-	2,000.00
19		PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	1.00	EA	2,500.00	2,500.00	-	-	-	-	-	2,500.00
20		TAP FEE	1.00	EA	12,000.00	12,000.00	-	-	-	-	-	12,000.00
21		INTAKE, SW-512, 48 INCH	2.00	EA	4,500.00	9,000.00	1.50	6,750.00	1.50	6,750.00	75%	2,250.00
22		NYLOPLAST DRAIN BASIN, 18 INCH	3.00	EA	2,700.00	8,100.00	2.25	6,075.00	2.25	6,075.00	75%	2,025.00
23		EXTERNAL DROP CONNECTION	1.00	EA	7,000.00	7,000.00	-	-	1.00	7,000.00	100%	-
24		MANHOLE ADJUSTMENT, MINOR	1.00	EA	2,500.00	2,500.00	-	-	0.75	1,875.00	75%	625.00
25		MANHOLE ADJUSTMENT, MAJOR	2.00	EA	3,500.00	7,000.00	-	-	0.75	2,625.00	38%	4,375.00
26		MANHOLE ADJUSTMENT, MAJOR, WRA	1.00	EA	5,000.00	5,000.00	-	-	0.75	3,750.00	75%	1,250.00
27		REMOVE INTAKE	2.00	EA	750.00	1,500.00	2.00	1,500.00	2.00	1,500.00	100%	-
28		PAVEMENT, PCC, 7 INCH	345.00	SY	97.22	33,540.90	-	-	-	-	-	33,540.90
29		PAVEMENT, PCC, 5 INCH, REINFORCED (SPLASHPAD)	258.00	SY	130.62	33,699.96	-	-	-	-	-	33,699.96
30		PAVEMENT, PCC, 7 INCH, INTEGRAL COLOR	305.00	SY	130.12	39,686.60	-	-	-	-	-	39,686.60
31		CURB AND GUTTER, 2 FT, 7 INCH	45.00	LF	51.60	2,322.00	-	-	-	-	-	2,322.00
32		REMOVAL OF SIDEWALK	1,275.00	SY	11.00	14,025.00	864.90	9,513.90	1,262.90	13,891.90	99%	133.10
33		SIDEWALK, PCC, 5 INCH	2,410.00	SY	76.79	185,063.90	112.10	8,608.16	112.10	8,608.16	5%	176,455.74

Unit Price

EJCDC C-620 Contractor's Application for Payment
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1 of 3

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF WINDSOR HEIGHTS, IOWA
 Engineer: BOLTON & MENK, INC.
 Contractor: CALIBER CONCRETE, LLC
 Project: 2023 COLBY PARK IMPROVEMENTS
 Contract:

Owner's Project No.:
 Engineer's Project No.: 0T6.128908
 Agency's Project No.:

Application No.: 3		Application Period: From 03/01/24 to 03/31/24		Application Date: 4/15/2024							
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		% of Value of Item (H / F)	Balance to Finish (F - H) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)		
34	SIDEWALK, PCC, 6 INCH	175.00	SY	82.26	14,395.50	-	-	-	-	-	14,395.50
35	PAVEMENT REMOVAL	895.00	SY	11.00	9,845.00	59.50	654.50	873.50	9,608.50	98%	236.50
36	SALVAGE BRICK PAVERS	250.00	SY	30.00	7,500.00	250.00	7,500.00	250.00	7,500.00	100%	-
37	CURB AND GUTTER REMOVAL	45.00	LF	9.00	405.00	-	-	39.00	351.00	87%	54.00
38	PCC EDGE RESTRAINT, FLUSH, 2 FEET	210.00	LF	52.00	10,920.00	-	-	-	-	-	10,920.00
39	TEMPORARY TRAFFIC CONTROL	1.00	LS	1,000.00	1,000.00	0.40	400.00	0.40	400.00	40%	600.00
40	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND	1.00	AC	15,000.00	15,000.00	-	-	-	-	-	15,000.00
41	SOD	250.00	SQ	100.00	25,000.00	-	-	-	-	-	25,000.00
42	DECIDUOUS SHRUBS	195.00	EA	77.50	15,112.50	-	-	-	-	-	15,112.50
43	ORNAMENTAL TREE	18.00	EA	346.50	6,237.00	-	-	-	-	-	6,237.00
44	PERENNIAL GROUND COVER (1 GAL)	897.00	EA	36.00	32,292.00	-	-	-	-	-	32,292.00
45	DECIDUOUS TREE	19.00	EA	517.50	9,832.50	-	-	-	-	-	9,832.50
46	EVERGREEN TREE	7.00	EA	440.50	3,083.50	-	-	-	-	-	3,083.50
47	SWPPP PREPARATION	1.00	LS	1,500.00	1,500.00	1.00	1,500.00	1.00	1,500.00	100%	-
48	SWPPP MANAGEMENT	1.00	LS	7,800.00	7,800.00	-	-	0.08	624.00	8%	7,176.00
49	FILTER SOCK, 8", INSTALL, MAINTAIN, AND REMOVE	5,000.00	LF	3.25	16,250.00	1,025.00	3,331.25	1,025.00	3,331.25	21%	12,918.75
50	HANDRAIL, PAINTED	401.00	LF	110.00	44,110.00	-	-	-	-	-	44,110.00
51	MOBILIZATION	1.00	LS	110,000.00	110,000.00	0.25	27,500.00	0.25	27,500.00	25%	82,500.00
52	CONCRETE WASHOUT	1.00	LS	1,500.00	1,500.00	1.00	1,500.00	1.00	1,500.00	100%	-
53	TENNIS COURT PAVEMENT AND FENCE REMOVAL	1.00	LS	18,500.00	18,500.00	1.00	18,500.00	1.00	18,500.00	100%	-
54	CONCRETE SURFACE STAIN	1,335.00	SF	10.00	13,350.00	-	-	-	-	-	13,350.00
55	NON-SKID RUBBERIZED COATING (SPLASHPAD)	1,945.00	SF	13.00	25,285.00	-	-	-	-	-	25,285.00
56	REINFORCED CAST-IN-PLACE CONCRETE RETAINING WALL	30.00	CY	1,250.00	37,500.00	-	-	10.70	13,375.00	36%	24,125.00
57	REINFORCED CAST-IN-PLACE CONCRETE PIERS (LEAF SEAT	36.00	EA	300.00	10,800.00	-	-	-	-	-	10,800.00
58	REINFORCED CAST-IN-PLACE CONCRETE WALL (LEAF SEAT	785.00	CF	38.25	30,026.25	-	-	-	-	-	30,026.25
59	CONCRETE STEPPING PLANKS	7.00	EA	300.00	2,100.00	-	-	-	-	-	2,100.00
60	DRINKING FOUNTAIN	1.00	EA	10,000.00	10,000.00	-	-	-	-	-	10,000.00
61	SPLASH PAD EQUIPMENT & INSTALLATION	1.00	LS	250,000.00	250,000.00	-	-	-	-	-	250,000.00
62	SALVAGE & REINSTALL FURNISHINGS	1.00	LS	5,000.00	5,000.00	-	-	-	-	-	5,000.00
63	PLAYGROUND EQUIPMENT & INSTALLATION	1.00	LS	690,490.00	690,490.00	-	-	-	-	-	690,490.00
64	FALL ATTENUATION SURFACING, POUR-IN-PLACE	6,825.00	SF	37.09	253,139.25	-	-	-	-	-	253,139.25
65	FALL ATTENUATION SURFACING, SYNTHETIC TURF	2,000.00	SF	39.96	79,920.00	-	-	-	-	-	79,920.00
66	BIKE RACK	8.00	EA	800.00	6,400.00	-	-	-	-	-	6,400.00
67	BENCH (WOOD)	4.00	EA	2,446.00	9,784.00	-	-	-	-	-	9,784.00

EJCDC C-620 Contractor's Application for Payment

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Unit Price

2 of 3

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	OT6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.:	3	Application Period:	From	03/01/24	to	03/31/24	Application Date:	4/15/2024			
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		% of	Balance to Finish (F - H) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)	Value of Item (H / F)	
68	STONE BLOCK BENCH	8.00	EA	1,512.50	12,100.00	-	-	-	-		12,100.00
69	ELECTRICAL IMPROVEMENTS, DEMO & SITE PREP	1.00	LS	9,000.00	9,000.00	1.00	9,000.00	1.00	9,000.00	100%	-
70	ELECTRICAL IMPROVEMENTS, CIRCUITS	1.00	LS	55,880.00	55,880.00	-	-	-	-		55,880.00
71	ELECTRICAL IMPROVEMENTS, POLETOP LIGHTS	1.00	LS	112,000.00	112,000.00	-	-	-	-		112,000.00
72	ELECTRICAL IMPROVEMENTS, BOLLARDS	1.00	LS	47,000.00	47,000.00	-	-	-	-		47,000.00
73	ELECTRICAL IMPROVEMENTS, SALVAGE & RELOCATE B-CYCLE	1.00	LS	1,000.00	1,000.00	-	-	-	-		1,000.00
A1	PAVEMENT, PCC, 7 INCH	227.00	SY	87.98	19,971.46	-	-	-	-		19,971.46
A2	CURB AND GUTTER, 2 FT, 7 INCH	64.00	LF	51.60	3,302.40	-	-	-	-		3,302.40
A3	PAVEMENT REMOVAL	155.00	SY	11.00	1,705.00	-	-	-	-		1,705.00
A4	CURB AND GUTTER REMOVAL	64.00	LF	9.00	576.00	-	-	-	-		576.00
B1	SPLASH PAD OVERHEAD STRUCTURES	3.00	EA	39,424.00	118,272.00	-	-	-	-		118,272.00
C1	CAST STONE CUSTOM WALLS (LEAF SEAT WALLS)	599.00	CF	78.50	47,021.50	-	-	-	-		47,021.50
D1	IRRIGATION MODIFY AND EXTEND	1.00	LS	51,112.00	51,112.00	-	-	-	-		51,112.00
E1	CHAIN LINK FENCE, GALVANIZED, 6'	87.00	LF	52.00	4,524.00	-	-	-	-		4,524.00
		-	-	-	-						-
Original Contract Totals					\$ 2,852,637.72		\$ 176,257.81		\$ 225,989.81	8.0%	\$ 2,626,647.91
Change Orders											
CO1	CLEARING AND GRUBBING, TREE STUMP	1.00	LS	500.00	500.00	1.00	500.00	1.00	500.00		-
Change Order Totals					\$ 500.00		\$ 500.00		\$ 500.00	100%	-
Original Contract and Change Orders											
Project Totals					\$ 2,853,137.72		\$ 176,757.81		\$ 226,489.81	7.9%	\$ 2,626,647.91



**STAFF REPORT
CITY COUNCIL**

April 15, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Community Letter of Support of DART's Operations and Maintenance
Facility 2024 Buses and Bus Facilities Grant Application

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. DART Operations and Maintenance Facility_3_2024 update
2. DART Windsor Heights community letter of support

DART OPERATIONS AND MAINTENANCE FACILITY PROJECT



The Des Moines Area Regional Transit Authority (DART) is constructing a new operations and maintenance facility to support efficient and effective bus service to Greater Des Moines.

Current Challenges

Built in the 1970s, DART’s existing facility at 1100 DART Way is:

- ▶ Beyond its useful life and requires an estimated \$63 million in major updates and repairs.
- ▶ In poor condition – having experienced multiple flooding events – and sits in a flood plain.
- ▶ Undersized for modern buses and cannot support electric bus infrastructure.
- ▶ Landlocked within a growing residential area.

! Given the above constraints, the Federal Transit Administration (FTA) in Region VII does not support major renovations to DART’s current facility.

A New Facility

DART believes constructing a new facility will be a better investment of public resources than continuing to repair the current facility, because the new facility will:

- ▶ Create operational efficiencies.
- ▶ Alleviate flooding concerns.
- ▶ Facilitate new technology, including zero-emission technology, with sufficient electrical power and larger storage bays.
- ▶ Provide new training spaces that will offer 21st Century workforce opportunities.
- ▶ Improve safety by eliminating the use of high-traffic public roads for moving buses around the facility, incorporating an indoor bus wash to prevent falls from ice-covered driveways and increasing the garage door width to reduce on-property accidents.

Project Progress

DART will build a new facility in phases as funding is secured. When complete, it will include a maintenance garage, bus storage and an administrative building at an estimated \$102 million.

Phase 1 milestones:

- ▶ \$35 million in funding secured, including a Buses and Bus Facilities discretionary grant of \$17.275 million.
- ▶ Unanimous approval by the DART Commission to begin Phase 1.
- ▶ Design completed for 30% of the full facility and 100% of Phase 1.
- ▶ Preparation completed to purchase a 38-acre site at 3500 Vandalia Road.
- ▶ Purchase of the land from the City of Des Moines in progress.
- ▶ Construction of maintenance garage expected to begin this year with occupancy by fall 2026.

Future phases of the facility will depend on securing additional federal funding. **DART is seeking \$30 million through the Buses and Bus Facilities Program to help fund Phase 2, which will construct the administrative building and most of the bus garage. Completing Phase 2 will allow DART to fully operate out of the new facility, lowering costs from operating out of two facilities and from unexpected repairs in the existing, outdated facility.**

The project is included in the Metropolitan Planning Organization and the FY 2022 Iowa Department of Transportation Improvement Programs.

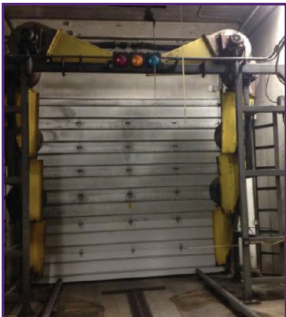
Learn more: [riedart.com/operations-facility](https://www.ridedart.com/operations-facility)



MANY ORIGINAL ELECTRICAL PANELS STILL EXIST



UTILITY DISTRIBUTION TUNNEL HAS BEEN FLOODED NUMEROUS TIMES



EXISTING BUS WASH AT END OF LIFE



MULTIPLE GARAGE DOORS (106) TO MAINTAIN AND REPLACE

Contact:

Amanda Wanke
Chief Executive Officer

Direct: 515-283-5038 | Cell: 515-418-7360
awanke@riedart.com

Erin Hockman,
Chief Strategy Officer

Direct: 515-283-8132 | Cell: 515-499-3069
ehockman@riedart.com

April 15, 2024

The Honorable Veronica Vanterpool
Acting Administrator
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

Re: Support of DART's Operations and Maintenance Facility 2024 Buses and Bus Facilities Grant Application

Dear Acting Administrator Vanterpool,

The City of Windsor Heights extends its support for the Des Moines Area Regional Transit Authority (DART) and its application for the Fiscal Year 2024 Buses and Bus Facilities Grant.

Since 1978, DART has been operating from its current Operations and Maintenance (O&M) facility at 1100 DART Way. As the facility approaches its 50th year, the need for significant updates and repairs has become evident. Investing in a new facility is not just a practical necessity but a strategic move that will enhance operational efficiency, create a safer and more functional workspace for staff, and ultimately minimize taxpayer costs as DART prepares for future transit needs.

The proposed Phase 2 of the O&M Facility, spanning approximately 137,000 square feet, includes bus storage and an administration building. It is strategically located on a new site, avoiding floodplains and providing ample space for current and future operations. DART's commitment to sustainability is evident, aiming to reduce the facility's environmental footprint. The existing facility is in poor condition, with undersized land and buildings, situated in a floodplain, and landlocked. Phase 1 of the project is underway, involving land acquisition, facility design completion, and significant progress in constructing the maintenance and parts building. Construction is set to begin in fall 2024, with completion expected within 12-16 months.

Public transit plays a vital role in the growth, development, and economic success of the region. A new facility will:

- **Address Flooding Concerns:** The new facility will mitigate the persistent issue of flooding that has, in the past, caused delays and disruptions in service.
- **Facilitate Electric Vehicle Expansion:** The proposed facility will empower DART to expand its electric vehicle fleet, addressing the limitations imposed by the current facility's capacity constraints.
- **Enhance Safety and Quality of Life:** The new facility will play a pivotal role in reducing traffic and noise in the existing high-density, low-income residential area, ultimately enhancing safety and the quality of life for residents as well as for DART employees who work in the facility.
- **Optimal Public Resource Investment:** Choosing the new facility over an estimated \$63 million in repairs to the existing facility in the next two decades presents a more judicious and forward-looking investment of public resources, ensuring long-term sustainability and efficiency.

The City of Windsor Heights supports the DART Buses and Bus Facilities grant application for fiscal year 2024. This project is pivotal for daily bus service in Greater Des Moines and will significantly contribute to the growth, development, and economic success of the region.

Sincerely,

Mike Jones
Mayor
City of Windsor Heights



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator
SUBJECT: Approve Resolution 2024-30 - A Resolution Naming the Trail Paths Within Windsor Heights City Limits "The Windsor Trail"

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-30 - A Resolution Naming Trail System

RESOLUTION 2024-30

A RESOLUTION NAMING THE TRAIL PATHS WITHIN WINDSOR HEIGHTS CITY LIMITS “THE WINDSOR TRAIL”

WHEREAS, the trail paths with the City of Windsor Heights have multiple names within City documents and signs as well as regional trail maps and,

WHEREAS, the City Council of Windsor Heights would like to distinguish the paths with an official name.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. That the trail paths within the City of Windsor Heights be collectively titled “The Windsor Trail.”

Section 2. City staff is directed to notify regional entities of the new trail name to update regional trail resources

Section 3. Public Works is directed to replace trail signs with the new name and authorized to purchase new trail signs should the cost exceed \$7,500 as outlined in the purchase policy with approval from the City Administrator as to expedite the replacement of signs to the new trail name

Passed and approved this 15th day of April, 2024.

Mike Jones, Mayor

Attest:

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 15, 2024

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Resolution 2024-33 - A Resolution Accepting and Approving the Final Plat for Windsor Crossing Plat 1 (Silverstar Addition)

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 4.15.24 6300 Hickman Final Plat Staff Report
2. Resolution No. 2024-33 - Resolution Accepting Final Plat - Silverstar Carwash
3. 10904-0017 Final Silverstar Addition

STAFF REPORT

Date: April 15th, 2024
To: Windsor Heights City Council
From: Jusin Ernst, P.E.
Trey Rouse
Subject: Final Plat: 6300 Hickman Avenue

General Information

Applicant: Houston Engineering – Stan Hanson
3900 W. Technology Circle, Suite 8
Sioux Falls, SD 58106
Property Owner: Midwest Fidelity Partners
1610 S. Minnesota Ave.
Sioux Falls, SD 57105
Zoning: CC (Community Commercial District)
Location: 6300 Hickman Road

Summary

The applicant, Stan Hanson, on behalf of Midwest Fidelity Partners, is requesting approval of the Final Plat for the 4.13-acre tract centering on 6300 Hickman Avenue, to be subdivided into four parcels. Staff has completed a review of the preliminary plat, that preliminary plat was recommended for approval by the Planning and Zoning Commission and approved by the City Council. This Final Plat is now submitted for final approval by the City Council to finalize the platting process. The submitted application materials are attached to this report.

Existing Conditions

The 4.13-acre tract is in the CC – Community Commercial zoning district. The tract is currently vacant with the exception of the Silverstar Car Wash, with portions of the tract previously being used for a gas station. A conditional use permit for Auto Services has been approved at 6300 Hickman.

Background

March 1, 2023: Conditional use permit for auto services issued for 6300 Hickman.
July 12, 2023: 1st submittal of documents for preliminary plat.
August 8, 2023: 2nd submittal with revised documents for preliminary plat.
April 11th, 2024: Request for approval of the Final Plat.

Applicable Code Sections

The City of Windsor Heights does not have a subdivision ordinance. The City of Windsor Heights is utilizing the Code of Iowa for subdivisions and more specifically Chapters 354 and 355. The proposed Final Plat is in conformance with both Code of Iowa Chapters and has gone through the preliminary plating process successfully. The submitted documents adhere to all state requirements found within the respective chapters.

Adjacent Land Use

Direction	Zoning	Use
North	N/A (outside Windsor Height limits)	Commercial
South	Community Commercial (CC), Urban Family Residential (R-3), Single Family Residential (Urban Density) (R-2)	Commercial & Residential
East	N/A (outside Windsor Height limits)	Residential
West	Community Commercial	Commercial

Zoning Bulk Regulations

Category	Bulk Regulation
Lot Area	10,000 sq.ft.
Lot Width	50ft
Front Yard Setback	15ft
Street Side Yard Setback	15ft
Interior Side Yard Setback	10ft
Rear Yard Setback	20ft

Utilities

Utilities will be provided by MidAmerican Energy, Urbandale-Windsor Heights Sanitary District, and Des Moines Water Works.

Easements

All proposed easements have been indicated on the final plat.

Future Land Use Map

The future land use map should be used as guidance for areas throughout the City. The map identifies this location as mixed use, which is defined on page 40 of the 2017 Comprehensive Plan. “Mixed Use. This area encourages combinations of limited commercial, office, and residential uses.” The comprehensive plan also identifies the corner of Hickman and 63rd as one of the Community Entrances as seen in the comprehensive plan’s future land use map.

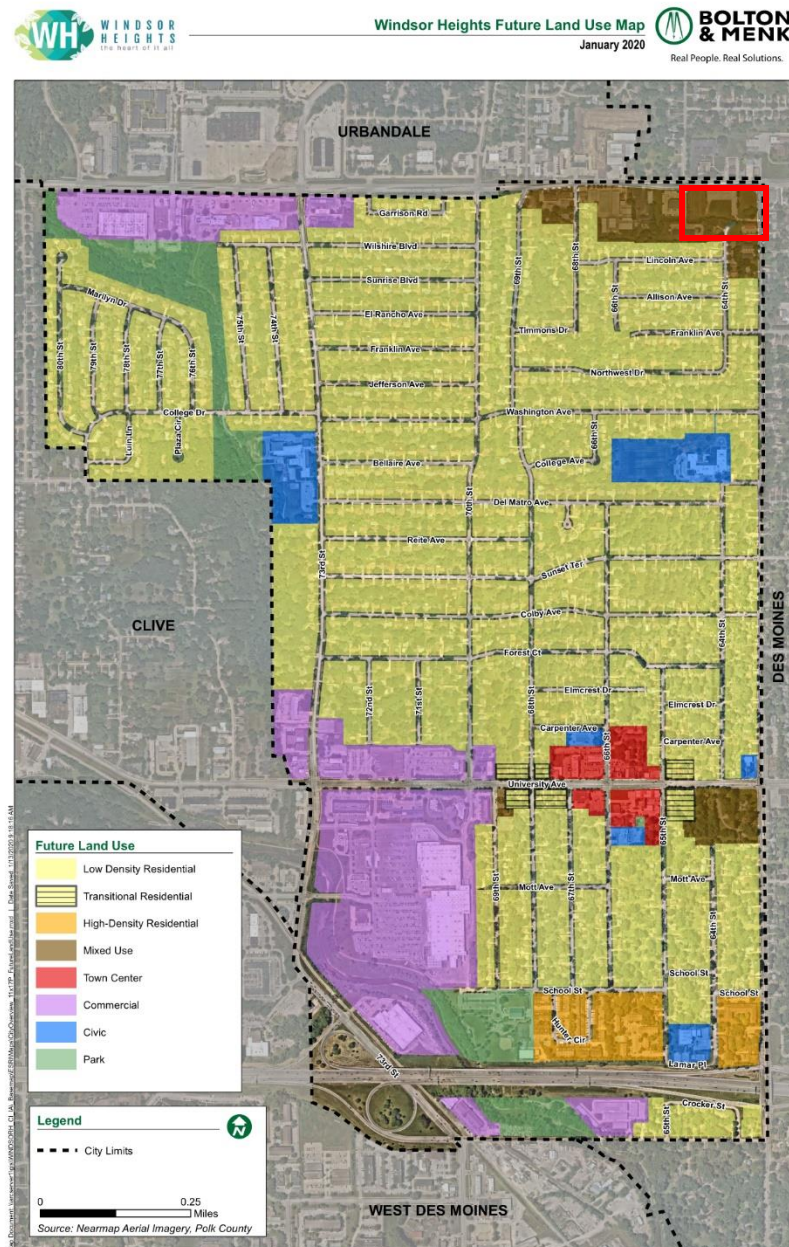


Figure 1: Current Future Land Use Map

Zoning Map

The parcels are currently zoned for Community Commercial which is defined in [Table 168-1 Purposes of Zoning Districts](#) as “This district is intended for commercial facilities which serve the needs of markets ranging from several neighborhoods to the overall region. CC Districts are appropriate at major intersections, at the junction of several neighborhoods, or at substantial commercial sub-centers.”

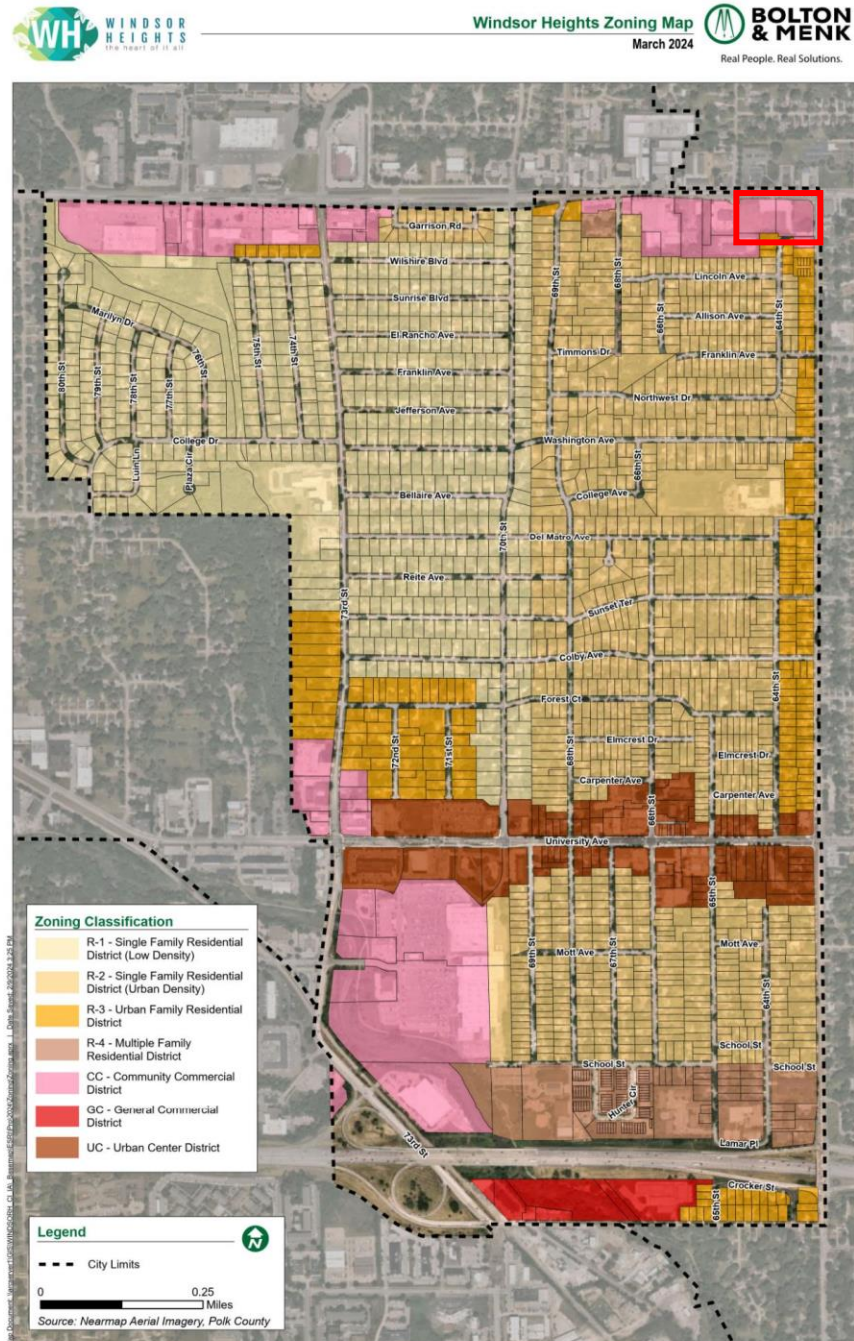


Figure 2: Current Zoning Map

City Staff Recommendation

After review of all submittal items, comments being addressed, all proposed lots meet the minimum requirements of the Zoning Code, and the applicant has adhered to the Code of Iowa preliminary and final platting process. **The City Staff recommends approval of the Final Plat as it is presented.**

Attachments

1. Application Materials (as submitted)

Resolution No. 2024-33

A RESOLUTION ACCEPTING AND APPROVING THE FINAL PLAT FOR WINDSOR CROSSINGS PLAT 1 (SILVERSTAR ADDITION)

WHEREAS, there has been submitted to the City Council of the City of Windsor Heights, Iowa, the Final Plat of Windsor Crossings Plat 1 within the Jurisdiction of the City of Windsor Heights, Iowa, which plat involves the following described real estate:

LEGAL DESCRIPTION:

*Lots 1 and 2 of Windsor Crossing Plat 1, an Official Plat, now included in and forming a part of the City of Windsor Heights, Polk County, Iowa.
Said tract of land contains 4.130 acres, more or less.*

WHEREAS, the Final Plat has been submitted to the Windsor Heights Planning and Zoning Commission as required by law with the recommendation to the City Council to approve the Final Plat; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State of Iowa Code and the City of Windsor Heights Municipal Ordinances; and

WHEREAS, it is the opinion of the City Council of the City of Windsor Heights, Iowa, that it is advisable and in the best interests of the City of Windsor Heights, Iowa, and of the citizens thereof that the Final Plat be accepted and approved; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, STATE OF IOWA:

Section 1. That the Final Plat of Windsor Crossings Plat 1 of Windsor Heights, Iowa, is hereby accepted and approved for and on behalf of the City of Windsor Heights, Iowa.

Section 2. That the Mayor and City Administrator are hereby authorized to take any action necessary to finalize the subdivision approval and release an original copy of all subdivision platting documents to the owner or subdivider for recording with the Polk County Recorder.

Passed and Approved this 15th Day of April, 2024.

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk

H:\JBN\10900\10904_10904_0017 IA 6300 Hickman Rd\CAD\Plat\10904-0017 Final Silverstar Addition.dwg-SHEET 1-4/2024 2:44 PM-(dbuchholtz)



Map of the project location in the Rocklyn-Cir area. The map shows a grid of streets including Rocklyn-Cir, Holcomb Ave, Dawson Dr, Frontage Rd, Hickman Rd, Garrison Rd, Wilshire Blvd, Sunrise Blvd, El Rancho Blvd, Franklin Blvd, Jefferson Blvd, Washington Ave, Northwest Dr, Lincoln Ave, Allison Ave, and 64th St. A shaded rectangular area is labeled 'PROJECT LOCATION' and is situated between 64th St and 66th St, and between Lincoln Ave and Allison Ave. A street name '63RD ST 14-28' is also visible near the project location.

James A. Schlieman Date

License number 28025

My license renewal date is December 31, 2024.

Pages or sheets covered by this seal: THIS SHEET



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator
SUBJECT: Approve And File Flood Response Plan

GENERAL INFORMATION

The attached Windsor Heights Flood Response Plan lays out a multifaceted City response in the event of flooding of Walnut Creek and/or North Walnut Creek.

As Rick Roe noted in his prior presentation, Walnut Creek has not experienced a 50- or 100-year flood in more than a lifetime. A significant flood of Walnut Creek will inevitably be a learning experience given the limited historical data and many hands will be needed in a short period of time to complete the tasks laid out in the Flood Response Plan. Some roles Elected Officials may be asked to assist with in the event of a flood are outlined in Section 6-1 of the plan.

Looking forward, Public Works is working to digitize elements of the flood response plan maps and bound copies of the plan will be distributed to elected officials and key staff. Staff intends to conduct a tabletop flood response exercise each Spring to refresh the plan's action steps and make any adjustments based on lessons learned.

On a related note, an updated Floodplain Ordinance has been drafted by City staff, the DNR and JEO. The revised Ordinance is intended to better manage construction in the Windsor Heights' floodplain and qualify Windsor Heights property owners for a flood insurance discount through the Federal CRS program. This updated Ordinance is anticipated to come in front of City Council for consideration in May.

A RFQ for a Walnut Creek Watershed 5 year action plan is also in the process of being drafted in partnership with Polk County and other communities in the watershed.

Ideas/Themes that have been discussed

- Identifying opportunities to expand the greenway by connecting existing green spaces and/or acquiring land
- Finding new ways to engage farmers in a watershed dominated by urban development

- Pursuing legislative priorities related to protecting soil and water health
- Launching a focused education/outreach program in the watershed
- Identifying and prioritizing new water quality/flood control projects

SUMMARY

ATTACHMENTS

1. Windsor Heights Flood Response Plan 2024_04_02

Flood Response Plan



WINDSOR
HEIGHTS
the heart of it all

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2 Introduction

The City of Windsor Heights Flood Response Plan was developed to help protect the community from the dangers of flash flooding. The success of a flood response plan relies on the decisions and actions taken to protect lives and property. Three primary action areas are utilized:

1. Evacuation/Rescue/Relocation
2. Road & Trail Closures
3. Public Information

A thorough and well-thought-out flood response plan is essential to these actions. This document focuses on flood response planning for the City of Windsor Heights.

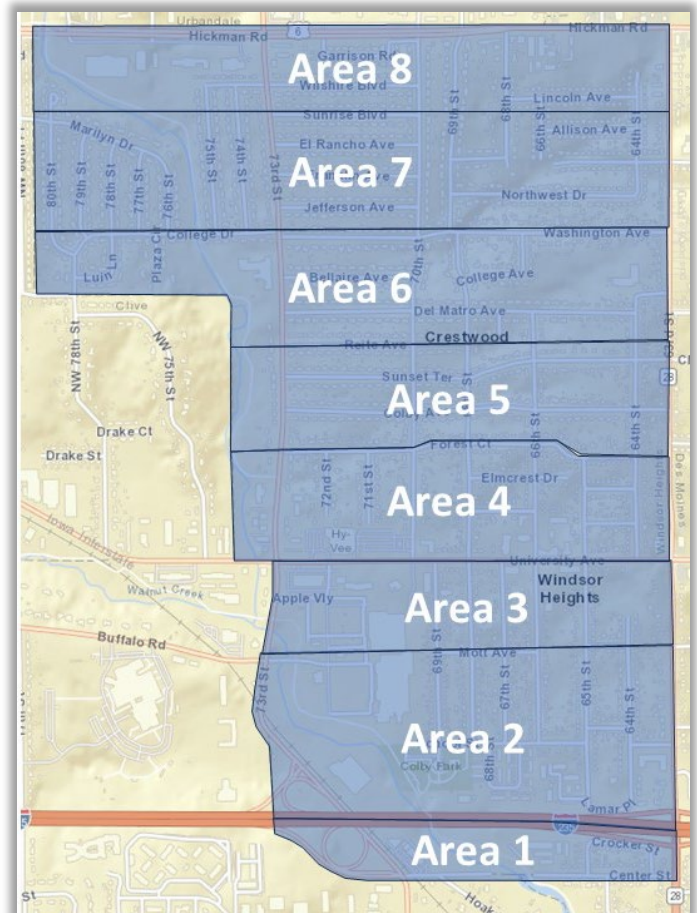
The objectives of this response plan include:

1. Assigning responsibility to individuals for actions that must be taken during a flood emergency and specifying times and places for those actions.
2. Setting forth lines of authority and describing how actions will be coordinated among different agencies or different jurisdictions.
3. Describe how people and property will be protected during a flood.
4. Identify the personnel, equipment, facilities, supplies, and other resources available for assigned duties.

A well-conceived, organized, up-to-date, and comprehensive flood response plan must be developed in advance and must be immediately available to staff.

Eight geographical planning areas are utilized:

- Area 8 – Marilyn Drive to Hickman Road
- Area 7 – College Drive to Marilyn Drive
- Area 6 – Reite Avenue to College Drive
- Area 5 – Forest Court to Reite Avenue
- Area 4 – University Avenue to Forest Court
- Area 3 – Mott Avenue to University Avenue
- Area 2 – I235 to Mott Avenue
- Area 1 – Center Street to I235



3 Annual Plan Updates

Annual Exercise - At least one exercise and evaluation of the Flood Response Plan will be conducted each year. The criterion can be deemed met if the city has experienced an actual flood or threat in the preceding twelve months.

The annual exercise will be documented with an agenda/scenario summary, attendance record, and after-action report.

Exercise Year	Date of Annual Exercise
2024	3/19/24
2025	
2026	
2027	
2028	

After-Action Report – The purpose is an annual evaluation of the plan's performance and recommended changes that may be needed, as identified in an after-action report. The City Administrator shall be responsible for ensuring that the various departments/partners complete any necessary changes.

Plan Update – The Fire Chief shall ensure that any necessary changes to the Flood Response Plan identified in the after-action report are completed.

Presentation to City Council – Following the annual exercise, the after-action report and draft plan updates will be presented to the City Council.

Council Approval of Plan Update – Following review of the annual plan updates, the City Council shall adopt the updated Flood Response Plan via Resolution.

Update Year	Date of Resolution Adoption
2024	April 15, 2024
2025	
2026	
2027	
2028	

4 Leadership & Departmental Phone List

	Name	Cell	Direct
Elected Officials			
Mayor	Mike Jones	515-238-5105	
Mayor Pro-Tem	Susan Skeries	515-250-2206	
Council Member	Lauren Campbell	515-418-0624	
Council Member	Threase Harms	515-975-5299	
Council Member	Joseph Jones	515-419-1151	
Council Member	Michael Libbie	515-570-2220	
Staff			
City Administrator	Adam Plagge	515-343-7424	515-645-6808
City Attorney	Erin Clanton	515-240-9503	515-274-1450
City Clerk/ Communications	Adam Strait	515-419-5903	515-645-6810
Finance	Rachel Swisher (Director)	515-778-6290	515-645-6830
Fire	Jim Mease (Chief)	515-402-1162	515-402-1162
	A-Shift – Brian Jones	515-418-6618	
	B-Shift – Jeff Price	929-666-3430	
	C-Shift – Nick Evans	515-771-3766	
Police	Pete Roth (Chief)	641-525-0152	515-645-6811
	Chad Norris (Patrol Lt.)	602-369-7556	515-645-6813
	Mike Irlbeck (Support Services Lt.)	515-321-9071	515-645-6814
Public Works	Jason Roberts (Director)	641-954-1392	515-645-6825
	Andy Larson (Asst. Director)	515-314-6590	
Water	Mike McCurnin		515-283-8731
Sanitary Sewer	Adam Pasker	515-954-8811	
	Tim Stovie	515-331-6823	

Department	Facility	General	Fax
City Administration	City Administration Building	515-279-3662	515-279-3664
Public Works	Public Works Building	515-645-6825	
Finance	City Administration Building	515-279-3662	
EOC/City Council Chambers	Public Safety Building	515-645-6842	
Police	Public Safety Building	515-277-4453	
Fire	Public Safety Building	515-279-9450	515-279-7760
Westcom Dispatch	West Des Moines Station 19	515-222-3321	515-222-3331
Water	DMWW	515-283-8700	
Sewer	City of Urbandale	515-278-3940	

5 Incident Management System (IMS)

5.1 Radio Communications

Departments will operate on their normal talkgroups. Communications with the EOC are established through department representatives with radios at the EOC.

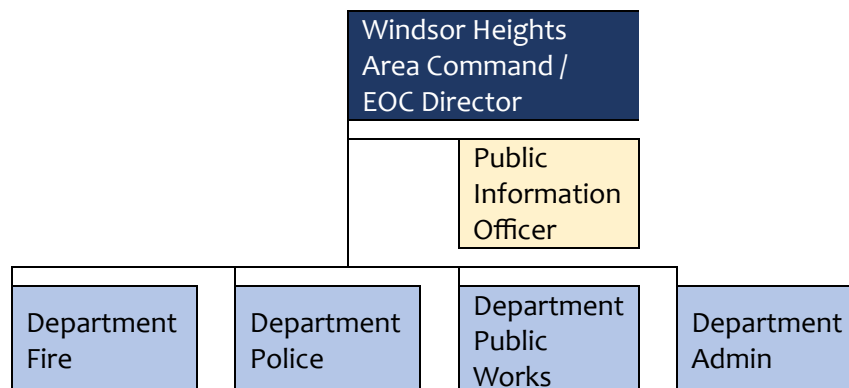
5.2 Emergency Operations Center (EOC)

The Windsor Heights City Council Chamber is designated as the EOC.

Desired minimum EOC staffing includes the City Administrator, Public Works Director, Police Chief, Fire Chief, and City Clerk (or their representatives).

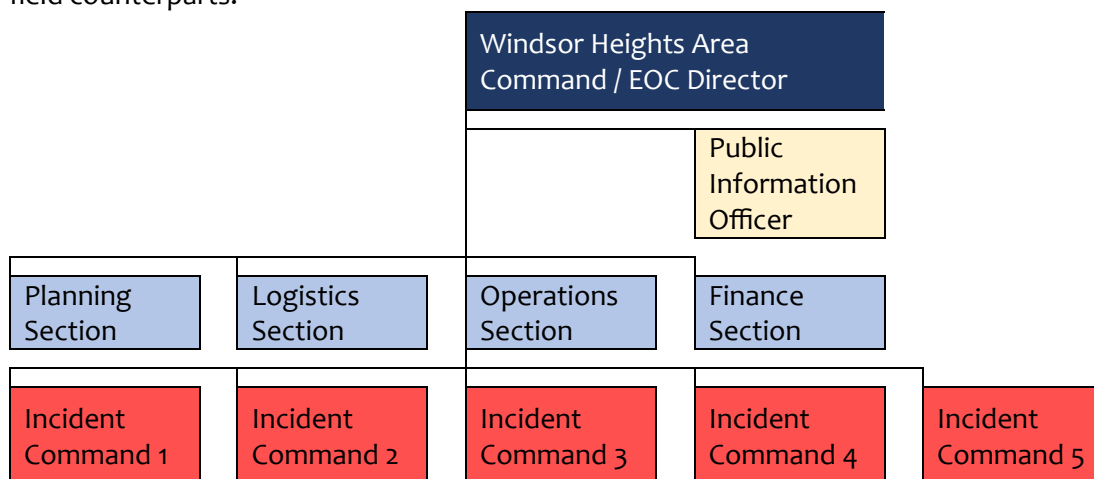
5.3 IMS Initial Flood Response – EOC Organized by Departmental Structure

Description: This EOC format utilizes day-to-day departmental structures and relationships. By operating in the context of everyday relationships, department representatives function in the EOC with minimal preparation or startup time. In this configuration, the City Administrator typically coordinates EOC efforts among departments.



5.4 IMS Modular Flood Response – EOC Organized by Incident Command System Structure

Description: This EOC format configures the EOC using the standard ICS organizational structure. The structure is familiar to many people and aligns with the on-scene incident organization. By operating in the context of modular expansion, the Windsor Heights Area Command/EOC can support various Incident Commands. Certain titles can be modified to create an ICS-like organization that distinguishes EOC functions from their field counterparts.



6 Role of Elected Officials

During a flood, elected officials have specific responsibilities to ensure the safety and well-being of their constituents. Some key responsibilities include:

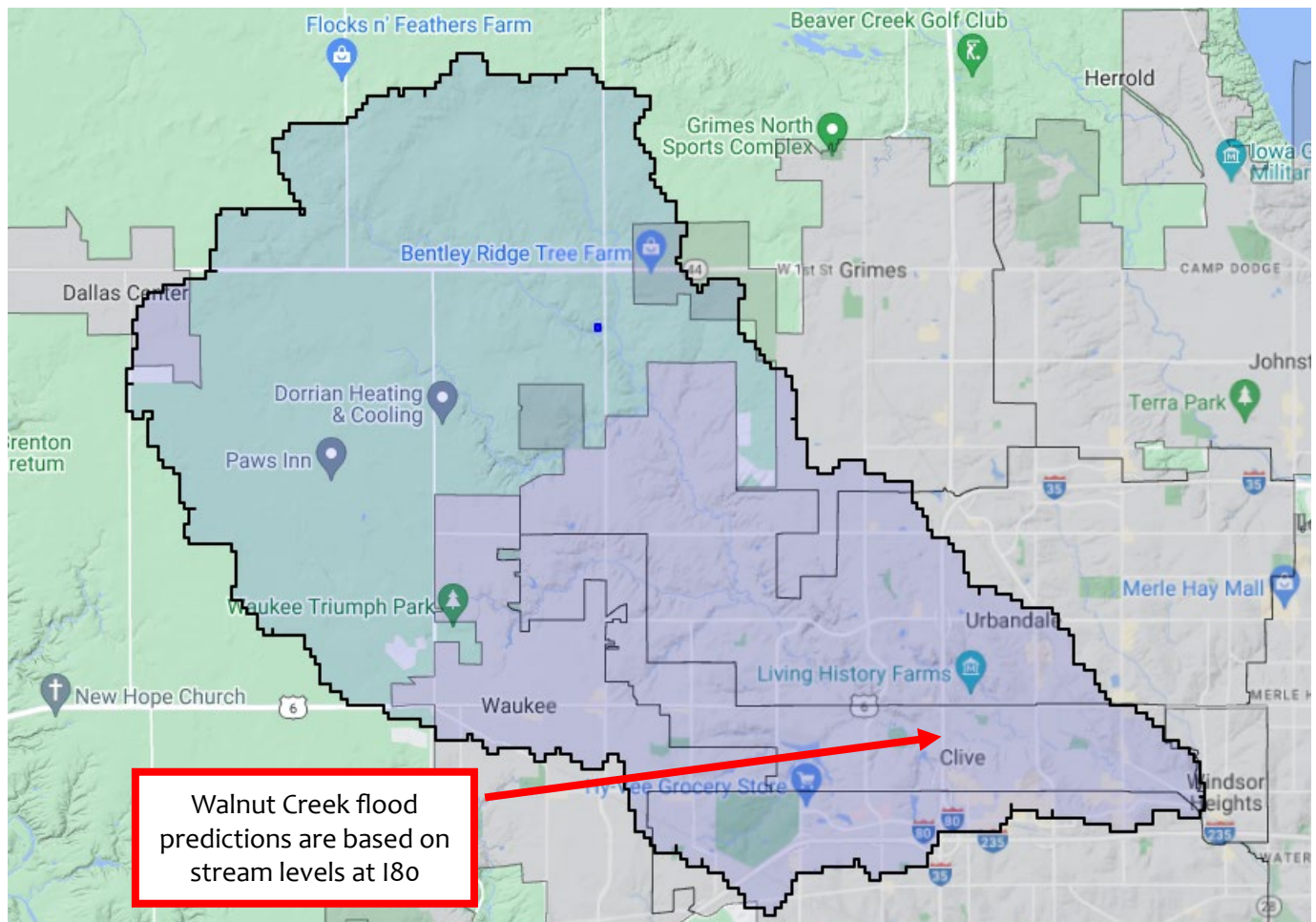
- **Emergency Declarations:** Elected officials may need to issue emergency declarations to empower local authorities and agencies to take swift action. This could involve imposing curfews, restricting movement, or allocating additional resources.
- **Relocation Transportation:** Elected officials are responsible for assisting with relocation transportation. This could include driving transportation vehicles and/or coordinating with Polk County Emergency Management Agency for DART resources.
- **Assistance with Emergency Operations Center Operations:** Elected Officials will assist with EOC needs, such as documenting various actions and/or fielding inquiries from the public.
- **Community Engagement:** Elected officials play a key role in engaging with the community before, during, and after emergencies. They must foster a sense of community resilience, encourage preparedness, and address residents' concerns and feedback.
- **Resource Allocation:** Effective resource allocation is essential. Elected officials must coordinate with emergency services to ensure sufficient personnel, equipment, and supplies are available to respond to the flood. This may include deploying rescue teams, providing emergency shelters, and distributing essential items.
- **Coordination with Agencies:** Collaboration with various agencies such as Polk County Emergency Management, Polk County Public Health, and the Metro Waste Authority is vital. Elected officials must coordinate efforts to ensure a unified and effective response to the flood. This may also include having an elected official serve as the City of Windsor Heights representative at the Polk County Emergency Operations Center.
- **Assistance for Affected Communities:** Providing support to communities affected by the flood is essential. Elected officials must ensure that affected residents have access to emergency services, temporary housing, medical care, and other necessary assistance.
- **Advocacy for State and Federal Assistance:** In severe flood situations, elected officials may need to advocate for state and federal assistance. This involves engaging with higher levels of government to secure additional resources and funding to support the local response and recovery efforts.
- **Post-Flood Recovery:** After the floodwaters recede, elected officials play a crucial role in the recovery process. This includes assessing damages, coordinating rebuilding efforts, and ensuring the community receives the necessary support to recover and rebuild.
- **Evaluation and Improvement:** After the emergency, elected officials are responsible for evaluating the response efforts to identify strengths and weaknesses. This evaluation helps in refining and improving the emergency operations plan for future incidents.

7 Situation Monitoring

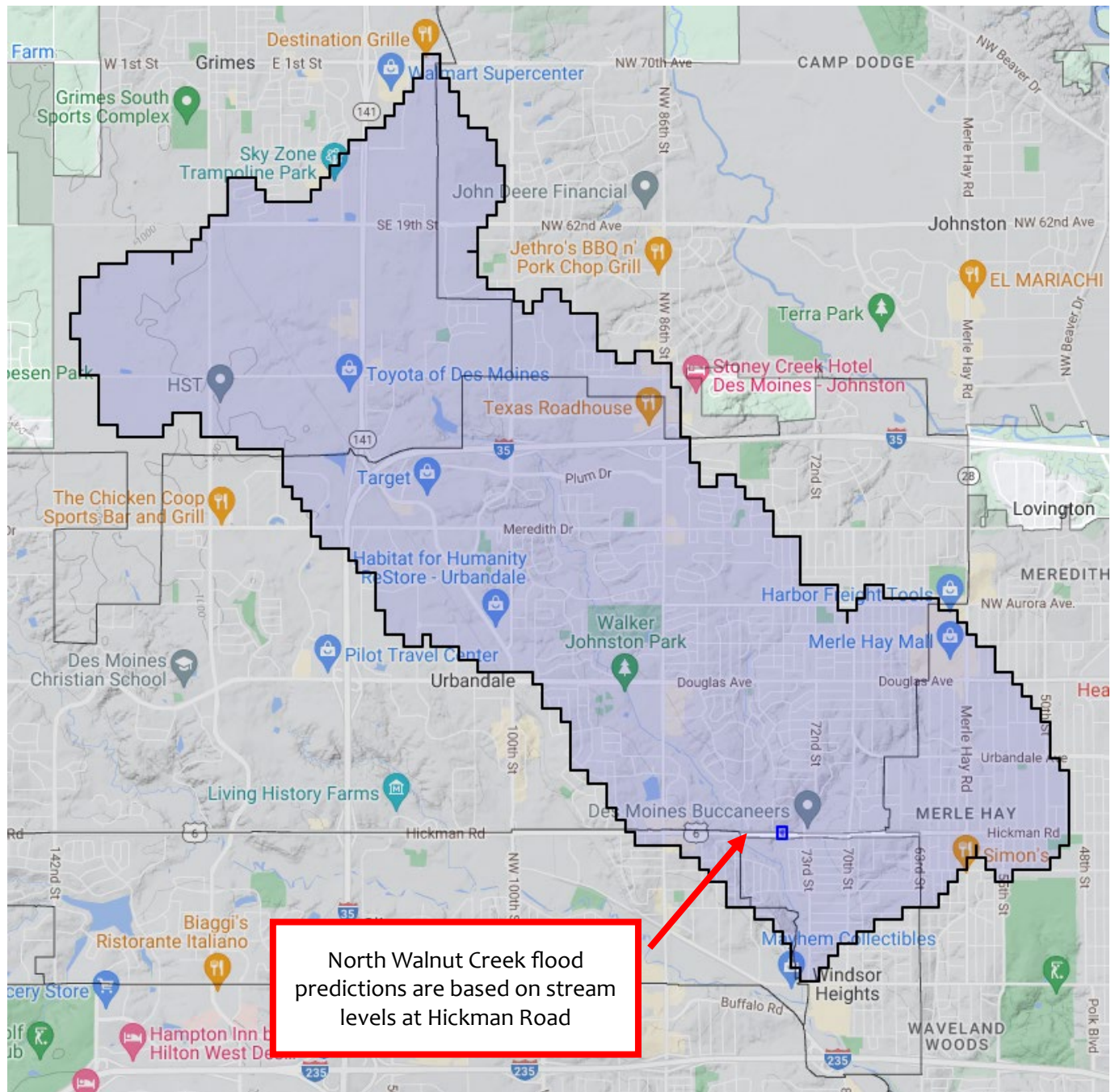
Monitoring of potential flooding situations is coordinated by:

- FLASH Reports from Polk County Emergency Management
- Monitoring briefings, alerts, and communications from the National Weather Service
- Iowa Flood Information System (IFIS)
 - URL: <https://ifis.iowafloodcenter.org/ifis/>
 - Select LAUNCH IFIS
 - Select DATA RESOURCES icon 
 - Select Stream Gauges and Rain Gauges
 - Select WEATHER CONDITIONS icon 
 - Select Rainfall data, as desired
- Contrail/Des Moines Metro ALERT Flood Monitoring System
 - Provides rainfall and stream-level data
 - Restricted access to select staff – URL: <https://contrail.dm.gov.org/>
- NOAA/NWS National Water Prediction Service
 - Provides stream-level data
 - Public access – URL: <https://water.noaa.gov/>

Walnut Creek Watershed Boundary (prior to convergence with North Walnut Creek)



North Walnut Creek Watershed Boundary (prior to convergence with Walnut Creek)



8 Stream Elevation Levels

8.1 Walnut Creek Elevation Levels at I-80

ID	Discharge (cfs) at I-80	Surface Water Elevation Feet Above Sea Level at I-80	Surface Water Elevation Stream Gauge in Feet at I-80	Probability
4T	4,000	860.9	10.8	
5T	5,000	861.5	11.4	
6T	6,000	862.1	12.1	
	6,430	862.3	12.3	1:10 years, (10%)
7T	7,000	862.6	12.6	
8T	8,000	863.1	13.1	
9T	9,000	863.5	13.5	
	9,039	863.6	13.6	1:25 years, (4%)
10T	10,000	863.9	13.9	
12T	12,000	864.6	14.6	1:50 years (2%)
15T	15,000	865.5	15.5	1:100 years (1%)
20T	20,000	866.7	16.9	
	23,760	867.5	17.5	1:500 years (0.2%)
24T	24,000	867.6	18.1	

8.2 North Walnut Creek at Hickman Road

ID	24-Hour Precipitation Indicator	Surface Water Elevation Feet Above Sea Level at Hickman	Surface Water Elevation Stream Gauge in Feet at Hickman	Probability
10%	4.27"	842.95'	9.85'	1:10 years, (10%)
4%	5.15"	843.94'	10.84'	1:25 years, (4%)
2%	5.87"	844.71'	11.61'	1:50 years (2%)
1%	6.61"	845.48'	12.38'	1:100 years (1%)
0.2%	8.06"	846.92'	13.82'	1:500 years (0.2%)

9 Response Levels

9.1 Walnut Creek Response Levels

Response levels are based on National Weather Service (NWS) water crest predictions for Walnut Creek at I80 (Clive). A Flash Flood Warning is issued for Walnut Creek at 9'.

The Pre-Warning Level will be implemented during times of significant rainfall and/or water levels reaching 5' and rising at I80.

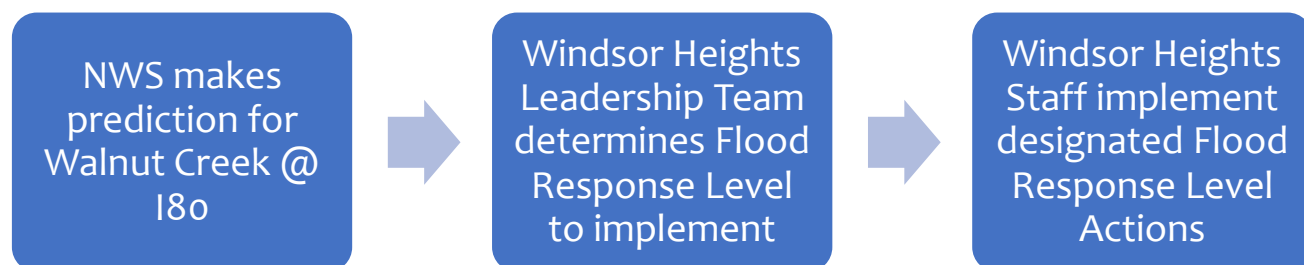
Flood Response Levels 1 through 3 will be implemented based on the NWS crest prediction at I-80.

Walnut Creek flood predictions
are based on stream levels at

I-80

Response Level	NWS I80 Crest Prediction	Inundation Map Levels	Flood Chance Levels
Pre-Warning	>5'		
Flood – Level 1	10.9' thru 12.6'	4T-5T-6T-7T	1:10 _{yr} / 10% chance @ 6T
Flood – Level 2	13.1' thru 13.9'	8T-9T-10T	1:25 _{yr} / 4% chance @ 9T
Flood – Level 3	14.6' thru 18.1'	12T-15T-20T-24T	1:50 _{yr} / 2% chance @ 12T 1:100 _{yr} / 1% chance @ 15T 1:500 _{yr} / 0.2% chance @ 24T

Flood Response Plan Implementation Sequence:



Flood Response Plan Implementation Sequence EXAMPLE:



9.2 North Walnut Creek Response Level

Flash flooding from North Walnut Creek is highly dynamic, and the impacts downstream after Walnut Creek's convergence are not fully understood. Due to the rapid rise and unpredictability of North Walnut Creek, flood response plans will be initiated at Flood – Level 3 when North Walnut Creek is at 9' and rising, as assessed at Hickman Road.

North Walnut Creek flood predictions
are based on stream levels at

Hickman Road

Response Level	North Walnut Creek @ Hickman Road Stream Gauge
Flood – Level 3	9' and rising

Flood Response Plan Implementation Sequence:



10 City Facilities

Before city facilities flood, it's crucial to take preventive measures to minimize damage and ensure the safety of those inside. Actions to consider for specific facilities include:

10.1 Public Works Building [Coordinated by Public Works Assistant Director]

Location: 6800 School Street

For any Walnut Creek >12' (6T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Immediately call in staff and relocate PW equipment to City Hall and Public Safety or another prescribed location. This action should be done early, given other essential flood response duties will quickly arise for Public Works staff.

For any Walnut Creek >13' (8T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Elevate and unplug items susceptible to damage.
- Turn off electrical power at the main electrical panel in the mezzanine (SW corner of the building, 2nd floor, interior).
- Turn off natural gas at the meter, located near the SE corner of the building (exterior).
- Turn off water at the main valve, located under the stairs to the West mezzanine (interior).

10.2 Community Event Center [Coordinated by Deputy City Clerk]

Location: 6900 School Street

Note: Facility elevation of 827.3', below the 100-year elevation of 828.9'

For any Walnut Creek >10.9' (4T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Cancel any scheduled CEC events

For any Walnut Creek >13.5' (9T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Turn off electrical power at the main electrical panel in the Mechanical Room (NE corner of building – interior).
- Turn off natural gas at the meter, located near the NE corner of the building (exterior).
- Turn off water at the main valve, located in the Utility Room, directly East of the Kitchen (interior).
- Install flood protection over doorways. Options include:
 - Sandbags

10.3 City Hall [Coordinated by City Clerk, with City Admin as backup]

Location: 1145 66th Street, Suite 1

For any Level 2 predicted event:

- City Hall will be closed.
- Doors will be locked, and a sign will be posted to make it known that City operations are centralized at the Public Safety Building.

11 Evacuations – [Responsibility: Fire & Police]

This section identifies areas requiring evacuation notifications, preparation for search and rescue efforts, and provisions for short-term relocation centers. Some individuals at risk may be unaware of the flood hazard (particularly shut-ins or the elderly), and others may choose to ignore flood warnings. Because of these realities, plans to evacuate, rescue, and/or relocate have been developed, as outlined in this section.

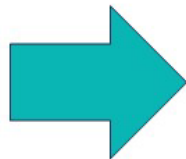
11.1 Evacuation Notifications

Staff will make every effort to conduct door-to-door courtesy evacuation notifications. These notifications are intended to bring attention to possible flooding and encourage those in evacuation areas to evacuate or be prepared to evacuate quickly.

This job aid can be distributed to staff in print or via cell phone to share with those receiving evacuation notifications. It provides the message script and a visual depiction of scanning a QR code to assist those speaking non-English languages. (Many web browsers offer built-in language translation features to help users translate content on web pages.) The QR code takes the user to the City of Windsor Heights webpage.



Flooding Emergency

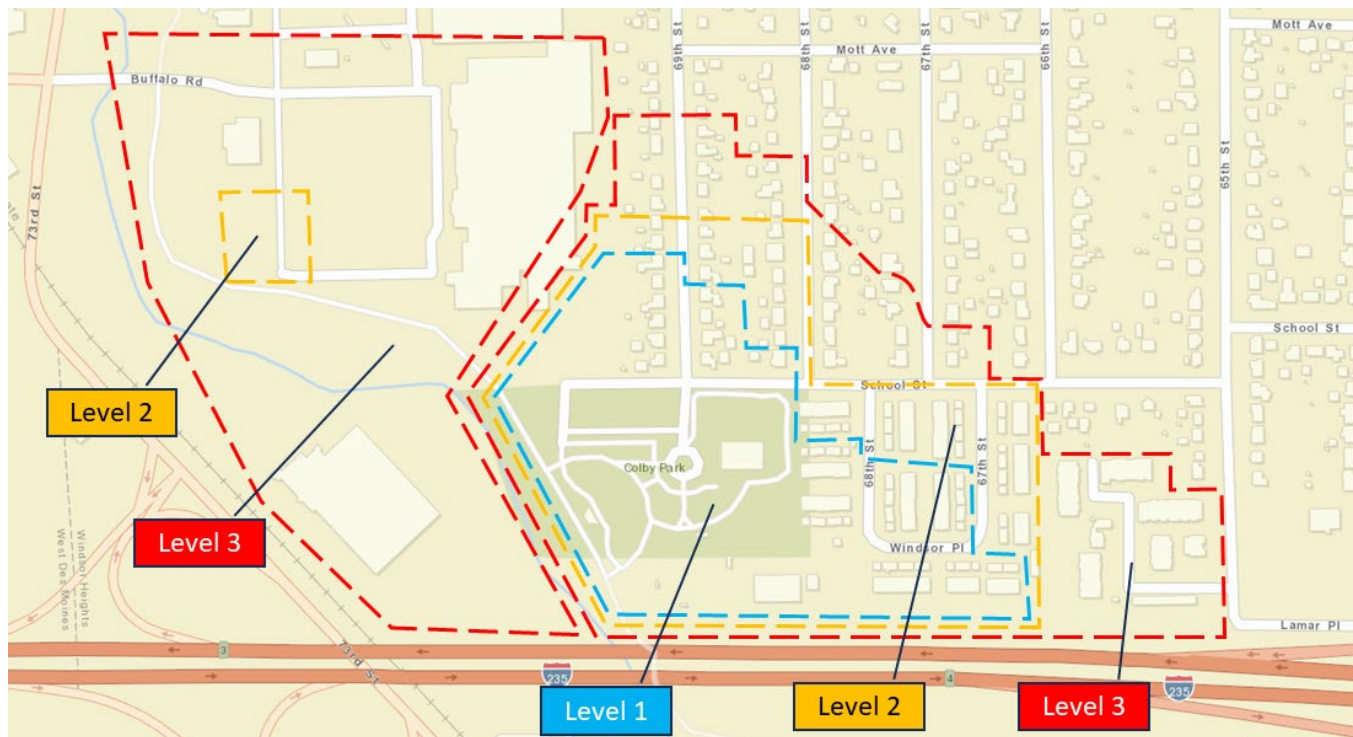


Windsor Heights is under a flood warning and is projected to flood. Your area will be impacted. You are advised to evacuate now or be prepared to evacuate quickly as flood waters rise. The most current flood information is available at the City of Windsor Heights website www.windsorheights.org.

11.1.1 Area 1 - Center Street to I235 - Evacuation Notifications



11.1.2 Area 2 - I235 to Mott Avenue - Evacuation Notifications



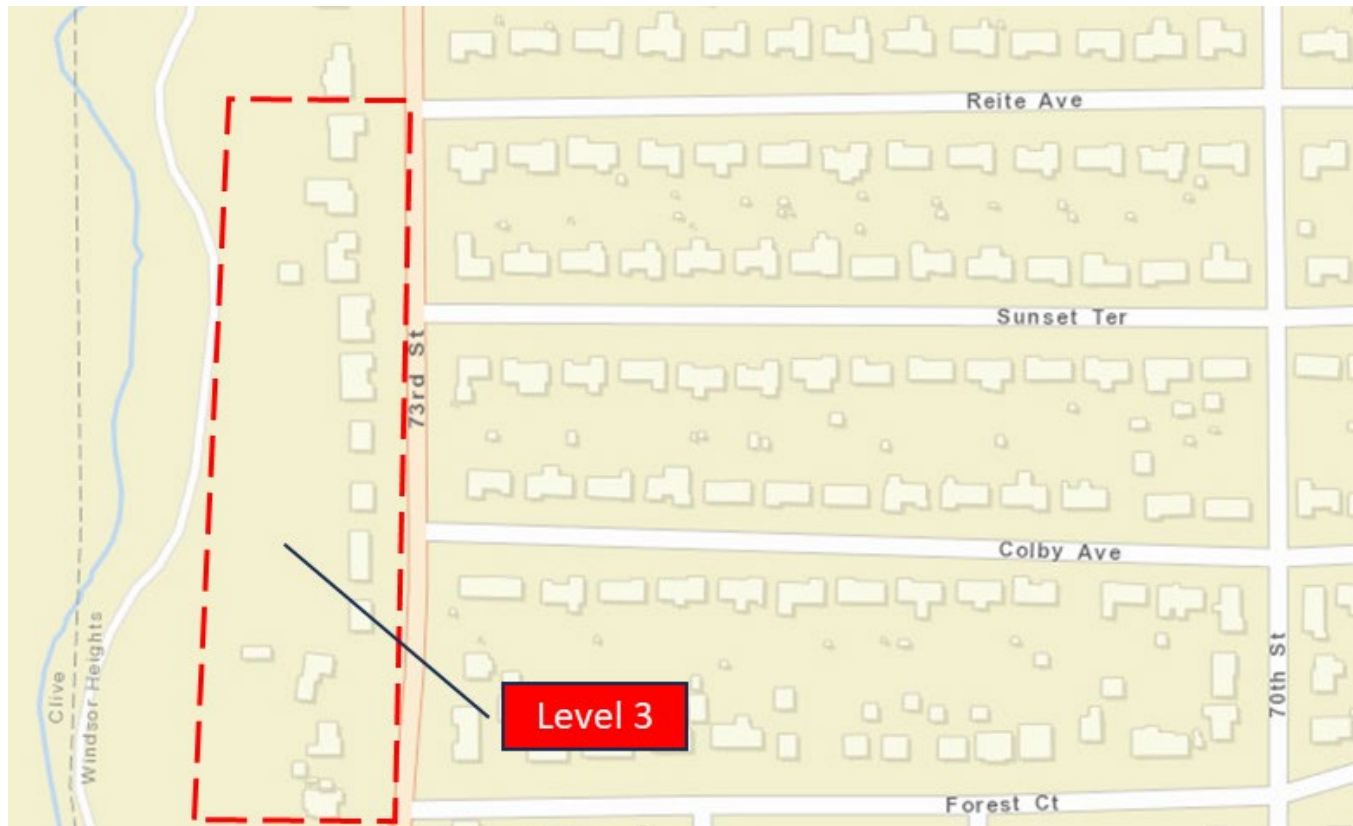
11.1.3 Area 3 - Mott Avenue to University - Evacuation Notifications



11.1.4 Area 4 - University to Forest Court - Evacuation Notifications



11.1.5 Area 5 - Forest Court to Reite Ave - Evacuation Notifications



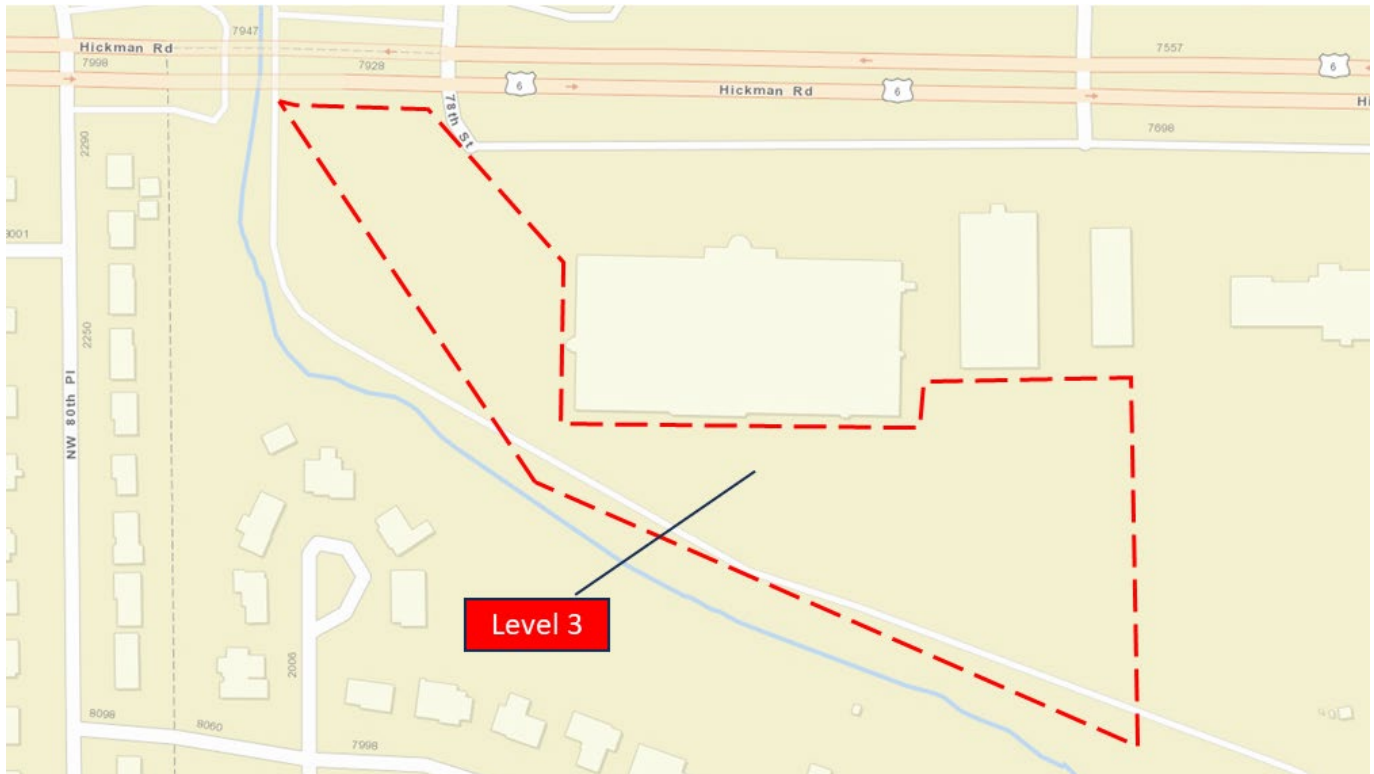
11.1.6 Area 6 - Reite Ave to College Drive - Evacuation Notifications



11.1.7 Area 7 - College Drive to Marilyn Drive - Evacuation Notifications



11.1.8 Area 8 - Marilyn Drive to Hickman Road - Evacuation Notifications



11.1.9 Electrical Power for Inundated Areas

Mid-American Energy requests notification for any areas with structures flooded or for imminent flooding. Call 800-275-5743 (this is a Public Safety Only Number, not for public use).

12 Search & Rescue – [Responsibility: Fire]

During the following levels, a water rescue boat team will be staged at Station 55 for potential rescues:

- Level 3

If the water rescue team is not familiar with Windsor Heights geography and/or direct radio communications cannot be established, a Windsor Heights Fire Department liaison should be assigned to the team.

Water Rescue Teams/Boats			
Department	Boat Type(s)	Dispatch	Notes
Altoona Fire	Zodiak & Flat-Bottom	Polk County	Shared Trailer / Shared Motor
Ankeny Fire	Zodiac	Polk County	
Central Iowa Underwater Search & Rescue	Flat-Bottom	Polk County	
Clive Fire	Flat-Bottom	Westcom	
Des Moines Fire	Zodiak & Flat-Bottom	Des Moines	Combo Trailer
Indianola Fire	Flat-Bottom	Warren County	
Iowa DNR	Flat-Bottom	Iowa DNR	Nate Anderson 238-4849 Polk County Conserv Officer 238-5006
Johnston-Grimes	Zodiak & Flat-Bottom	Polk County	Combo Trailer
Norwalk Fire	Zodiac	Westcom	
Pleasant Hill Fire	Zodiak & Flat-Bottom	Polk County	Separate Trailers
West Des Moines Fire	Zodiak & Flat-Bottom	Westcom	Separate Trailers

13 Short-Term Relocation

The initial goal when evacuating people is to protect them from hazards caused by flooding. Citizens unable to secure a safe place away from flooding hazards may require an Evacuation Center for short-term relocation or an Emergency Sheltering for longer term needs.

Type	Purpose	Location	Contact
Evacuation Center	The initial action is to bring or direct evacuees to an Evacuation Center, which is a safe location that provides temporary shelter. Use for initial, short-term protection from the elements. Restrooms and drinking water are provided. Food and sleeping arrangements are not provided.	Giovannetti Shelter, Walker Johnston Park, 9000 Douglas Avenue, Urbandale	Urbandale Fire Department On-Duty Battalion Chief at 515-744-8709 or an Urbandale Fire Department Chief Officer
Emergency Sheltering	If extended evacuation sheltering is needed, the secondary action is to request access to an Emergency Shelter arrangement through Polk County Emergency Management. The Emergency Shelter could be a variety of solutions, depending on the overall number of people (both from Clive flooding and regional flooding) needing sheltering. Sheltering involves a longer timeframe that includes the need to accommodate sleeping and food arrangements.	TBD by Polk County Emergency Management based on event circumstances	Polk County Emergency Management Duty Officer at 515-286-2107 during normal business hours or through Polk County Dispatch at 515-286-3333.

Relocation transportation can be provided by:

- Windsor Heights Staff - If time and resources allow without jeopardizing mission-critical flood response plan actions.
- DART – Requests for transportation assistance through DART are coordinated through Polk County Emergency Management (515-286-2107).

14 Road and Trail Closures – [Responsibility: Public Works]

Trail Closures

- Occur during the Pre-Warning Level.

Trail Closure Plan

- Monitoring: Staff shall monitor trails and weather conditions for the need for actual closure
- Closure: Deployment of barricades/signs upon actual or probable flood waters encroaching on trails

Road Closures

- Occur during Warning Levels 1 - 3.

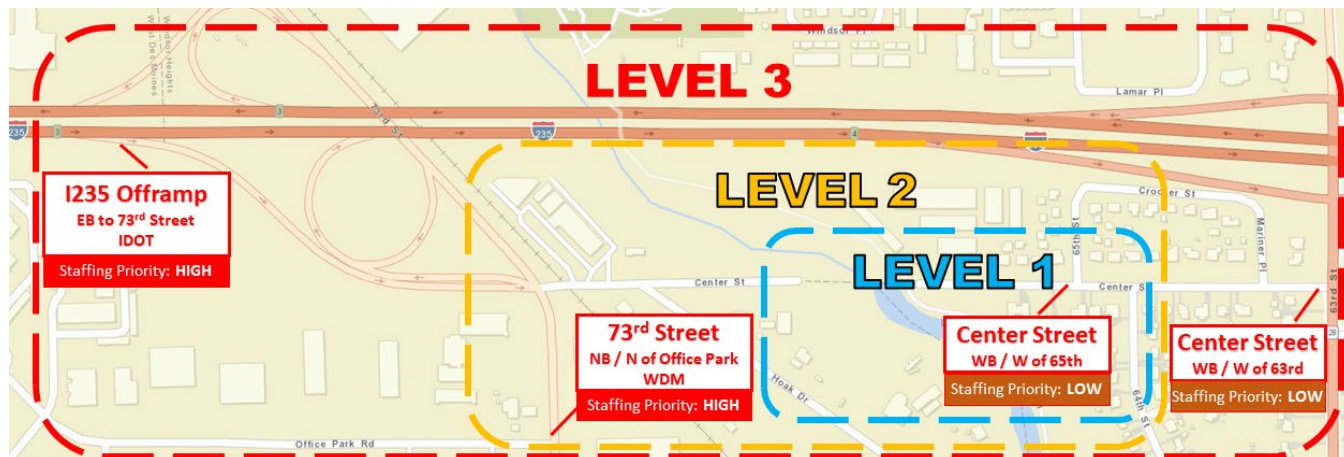
Road Closure Plan

- Preparation: Pre-positioning of barricades/signs located at points of planned deployment in advance of actual closure
- Monitoring: Staff shall monitor roads for the need of actual closure
- Closure: Deployment of barricades/signs upon actual flood waters encroaching on roadways and reporting the actual closure to the Windsor Heights EOC
 - Staffing of road closures is desired if staffing allows
 - Priorities for staffing road closures are indicated as HIGH or LOW in the planning maps
- Re-Opening: Removal of barricades/signs and reporting the re-opening to the EOC

Street Name	LEVEL 1				LEVEL 2			LEVEL 3			
	10yr/10% Chance				25yr/4% Chance			50yr/2% Chance	100yr/1% Chance	500yr/.02% Chance	
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20t	24T
School Street			W of 68th St	→	→	W of 67th St	W of 66th St	→	→	→	→
69th Street			S of Mott Ave	→	→	→	→	→	→	→	→
Mott Avenue			S on 69th St	→	→	South on 68th St	South on 67th St	→	→	→	→
Center Street				W of 65th St	→	→	→	→	→	→	W of 63rd St
73rd St NB					N of Center St	→	N of Office Park Rd	→	→	→	→
68th Street						S of Mott Ave	→	→	→	→	→
67th Street							S of Mott Ave	→	→	→	→
73rd St SB							S of Uni	→	→	→	→
I235 WB 73rd St Off Ramp							at I235	→	→	→	→
University Avenue							W of Hy-Vee Entrance	→	→	→	→
I235 EB 73rd St Off Ramp							at I235	→	→	→	→
Walnut Creek Trail Location	4T	5T	6T	7T	8T	9T	10T	12T	15T	20t	24T
Center Street	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→	W of 63rd St (paired with Street closure)
School Street	W of 69th St	→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	W of 66th St (paired with Street closure)	→	→	→	→
Colby Park	S of School St	→	→	→	→	→	→	→	→	→	→
City Wide Heating	W of 73rd St	→	→	→	→	→	→	→	→	→	→
Walmart/Sams	N of Buffalo Rd W of B-Bops	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Clive Elementary	Trail Head from School	→	→	→	→	→	→	→	Inundation reaches 73rd St	→	→
College Drive	N of College Dr	→	→	→	→	→	→	→	→	→	→
Hickman & 78th	NW of Parking Lot SW of Parking Lot	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Hickman & 80th Place	Sidewalk W of NWC	→	→	→	→	→	→	→	→	→	→

Street Name	LEVEL 1					LEVEL 2				LEVEL 3				
	10yr/10% Chance					25yr/4% Chance				50yr/2% Chance				
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20T	24T			
School Street			W of 68th St	→	→	W of 67th St	→	→	→	→	→	→	→	→
69th Street			S of Mott Ave	→	→	→	→	→	→	→	→	→	→	→
Mott Avenue			S on 69th St	→	→	→	→	→	→	→	→	→	→	→
Center Street			W of 65th St	→	→	→	→	→	→	→	→	→	→	→
73rd St NB					→	→	→	→	→	→	→	→	→	→
68th Street														
67th Street														
73rd St SB														
1235 WB 73rd St Off Ramp														
University Avenue														
1235 EB 73rd St Off Ramp														
Walnut Creek Trail Location														
Center Street	4T	5T	6T	7T	8T	9T	10T	12T	15T	20T	24T			
	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→	→	→	→	→
School Street		→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	→	→	→	→	→	→	→	→
Colby Park		→	→	→	→	→	→	→	→	→	→	→	→	→
City Wide Heating		→	→	→	→	→	→	→	→	→	→	→	→	→
Walmart/Sams		→	→	→	→	→	→	→	→	→	→	→	→	→
Clive Elementary		→	→	→	→	→	→	→	→	→	→	→	→	→
College Drive		→	→	→	→	→	→	→	→	→	→	→	→	→
Hickman & 78th		→	→	→	→	→	→	→	→	→	→	→	→	→
Hickman & 80th Place		→	→	→	→	→	→	→	→	→	→	→	→	→

14.1.1 Area 1 - Center Street to I235 - Road & Trail Closures



14.1.2 Area 2 - I235 to Mott Avenue - Road & Trail Closures



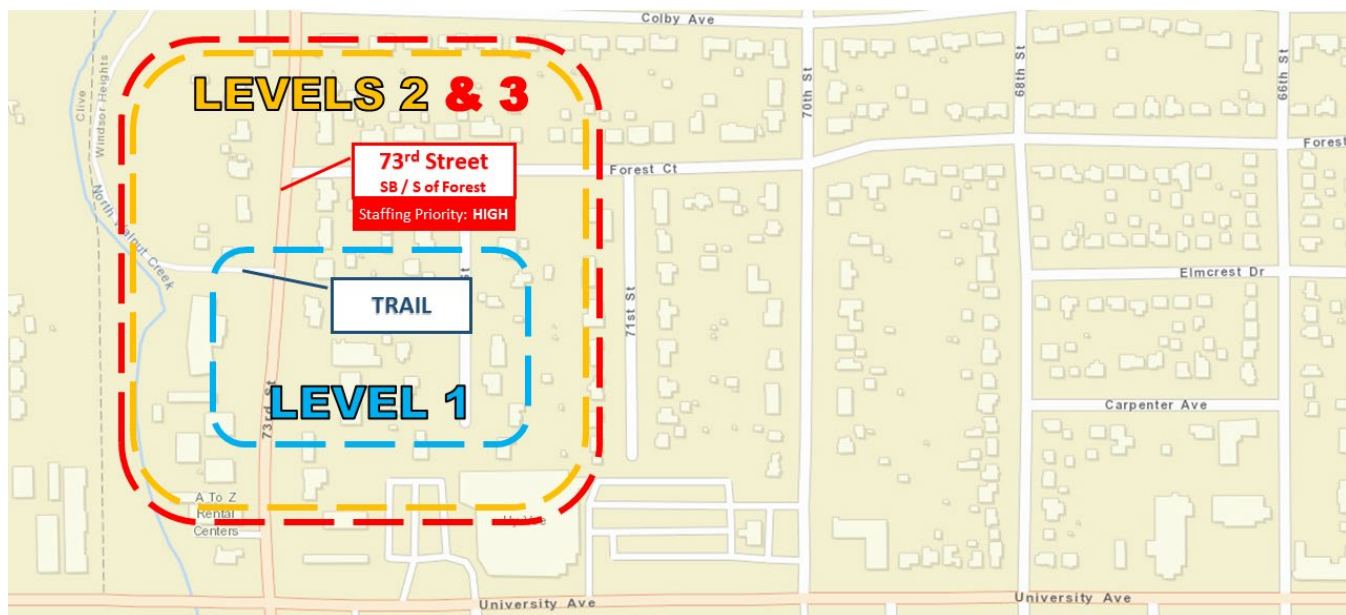
For I235 Offramp closures:

- Notify the DOT Traffic Management Center thru Westcom, or, at 515-237-3300 (this is a Public Safety Only Number, not for public use). The TMC will coordinate offramp closures, dynamic message board updates, and 511 updates.

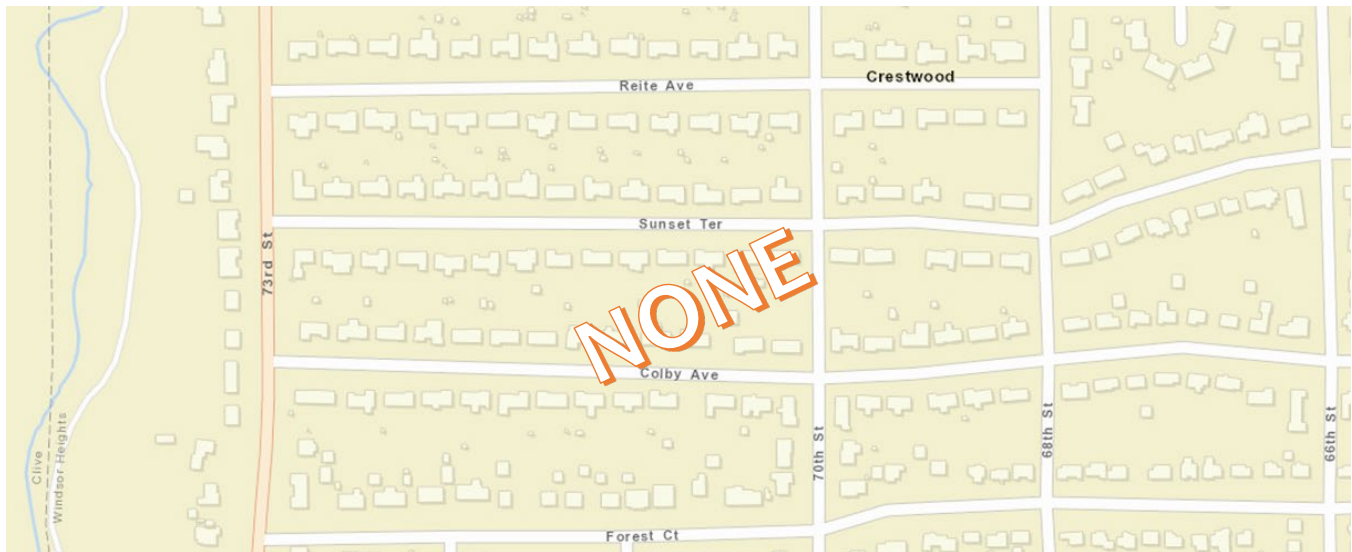
14.1.3 Area 3 - Mott Avenue to University - Road & Trail Closures



14.1.4 Area 4 - University to Forest Court - Road & Trail Closures



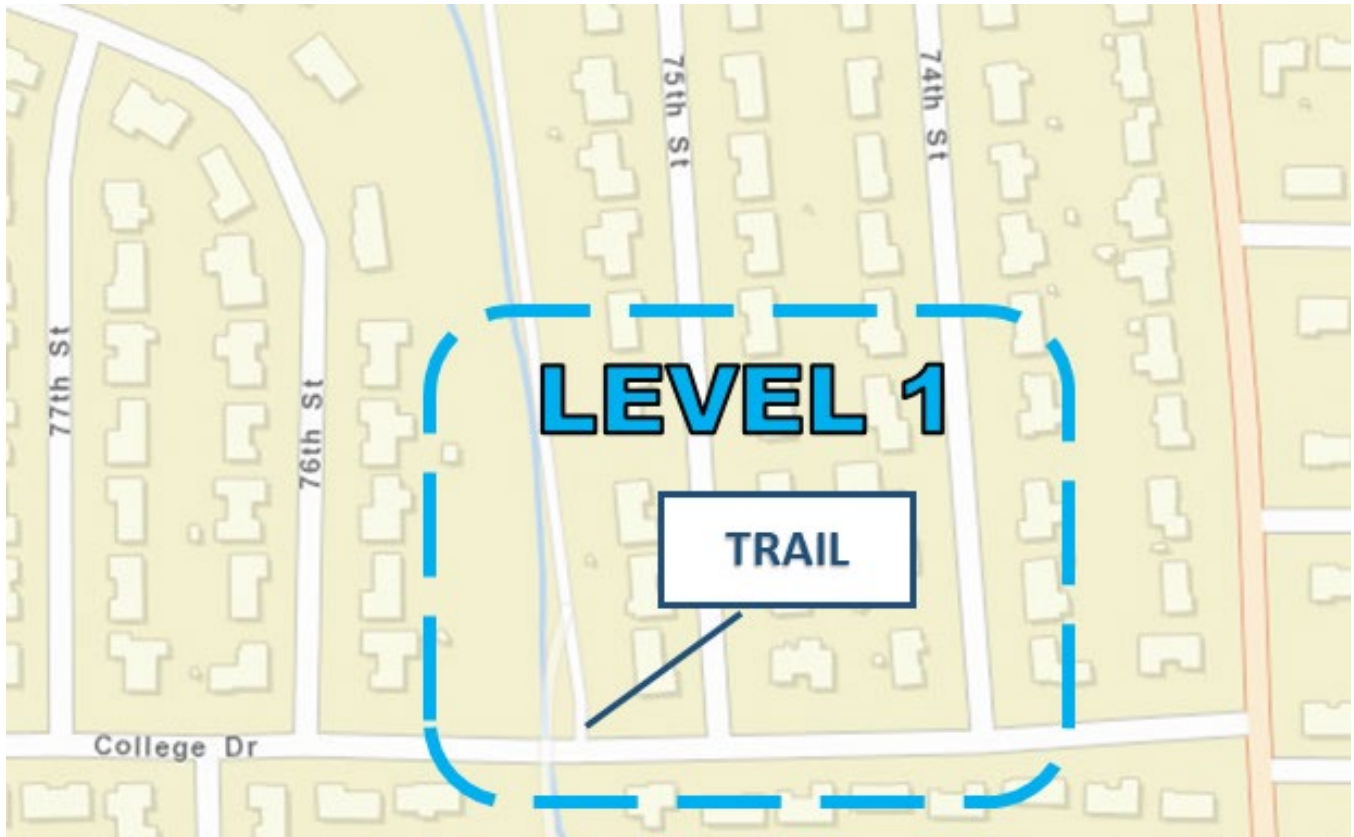
14.1.5 Area 5 - Forest Court to Reite Ave - Road & Trail Closures



14.1.6 Area 6 - Reite Ave to College Drive - Road & Trail Closures



14.1.7 Area 7 - College Drive to Marilyn Drive - Road & Trail Closures



14.1.8 Area 8 - Marilyn Drive to Hickman Road - Road & Trail Closures



15 Public Information – [Responsibility: City Administrator]

Public Information can be distributed in the following methods:

- Alert Iowa Messaging System
- Press Release
- Website
- Social Media

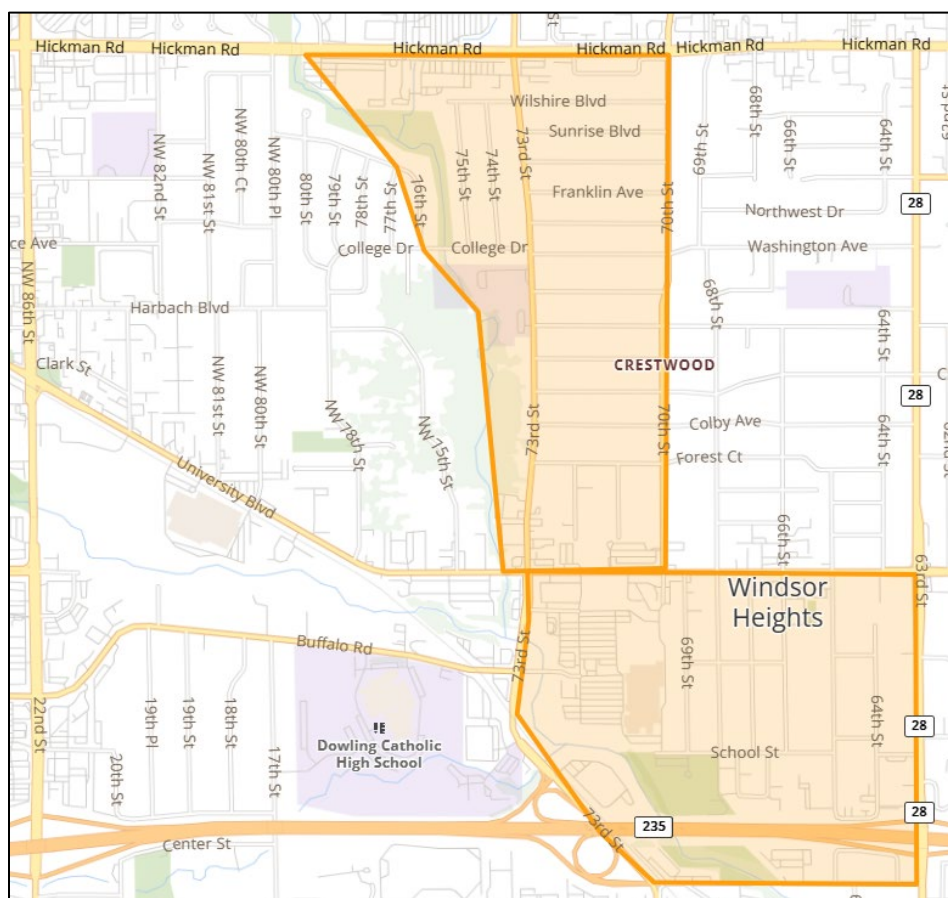
15.1 Alert Iowa Messaging

Alert Iowa messages for Response Levels 1 through 3 are pre-built and can be quickly sent by the following authorities:

- Designated Windsor Heights Staff:
 - City Administrator
 - Fire Chief
 - Police Chief
 - Public Works Director
 - Public Works Assistant Director
- Westcom 911 Dispatch Center
- Polk County Emergency Management

Customized messages may also be sent through the authorities listed above.

Pre-Built Alert Iowa Message Distribution Area (this area is intentionally larger than potential flood inundation areas as the community will be impacted by road closures):



15.2 Walnut Creek Pre-Built Alert Iowa Messages

Walnut Creek Level 1	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek in Windsor Heights. Levels on Walnut Creek are predicted to reach between 10.8 feet and 12.6 feet. Flood stage is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights' website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

Walnut Creek Level 2	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek are predicted to reach between: 13.1 feet and 13.9 feet. Flood stage is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

Walnut Creek Level 3	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek are predicted to reach between 14.6 feet and 18.1 feet. Flood stage is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

15.3 North Walnut Creek Pre-Built Alert Iowa Message

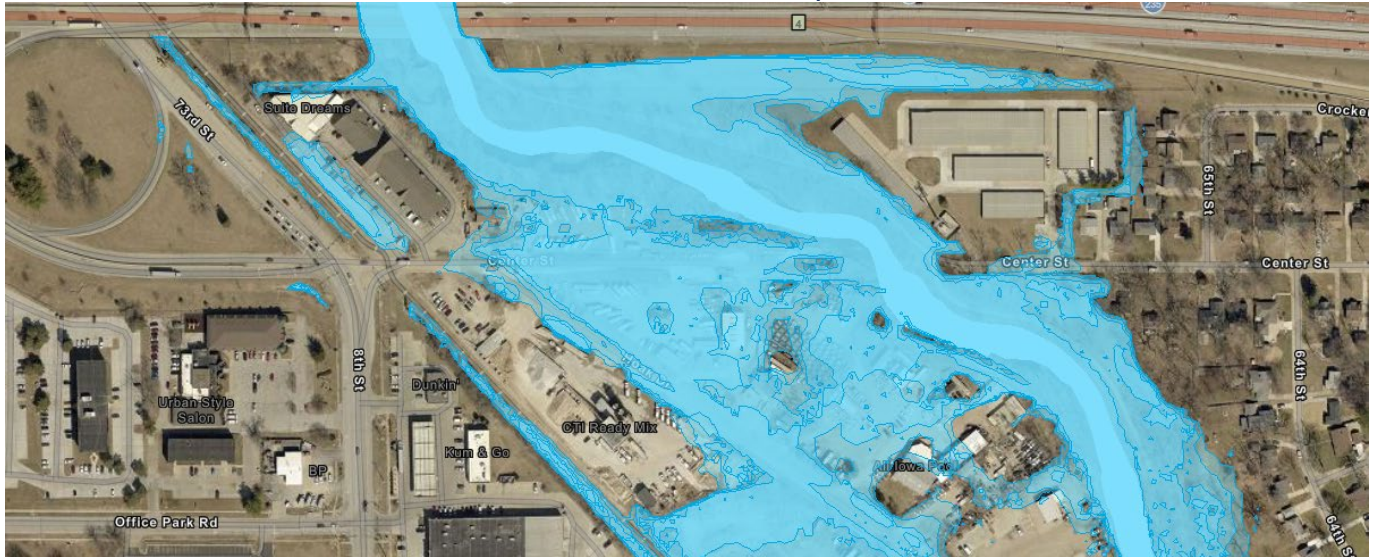
North Walnut Creek Level 3	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding North Walnut Creek. Exceptionally high water levels on North Walnut Creek are converging with high waters on Walnut Creek. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flood Emergency-North Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

16 Inundation Maps

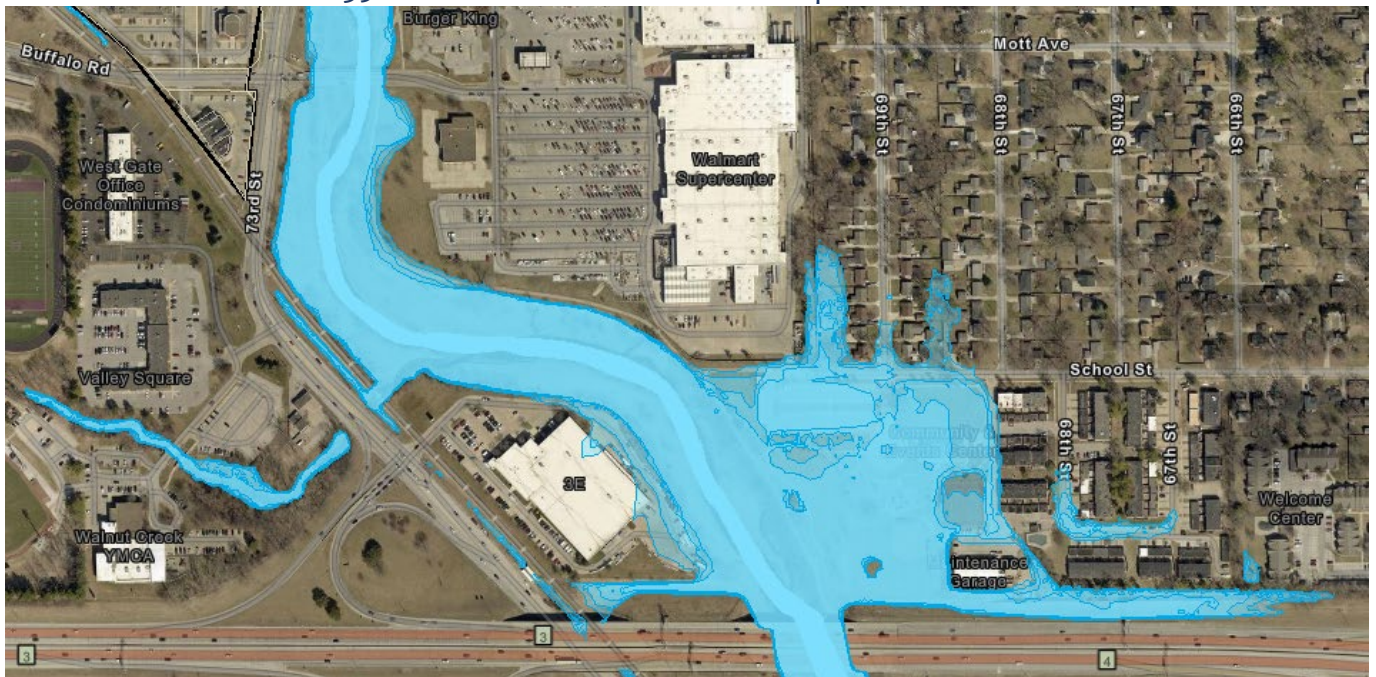
Sources: clive.maps.arcgis.com; ifis.iowafloodcenter.org

16.1 Level 1 Inundation Maps

16.1.1 Level 1 - Area 1 - Center Street to I235 - Inundation Map



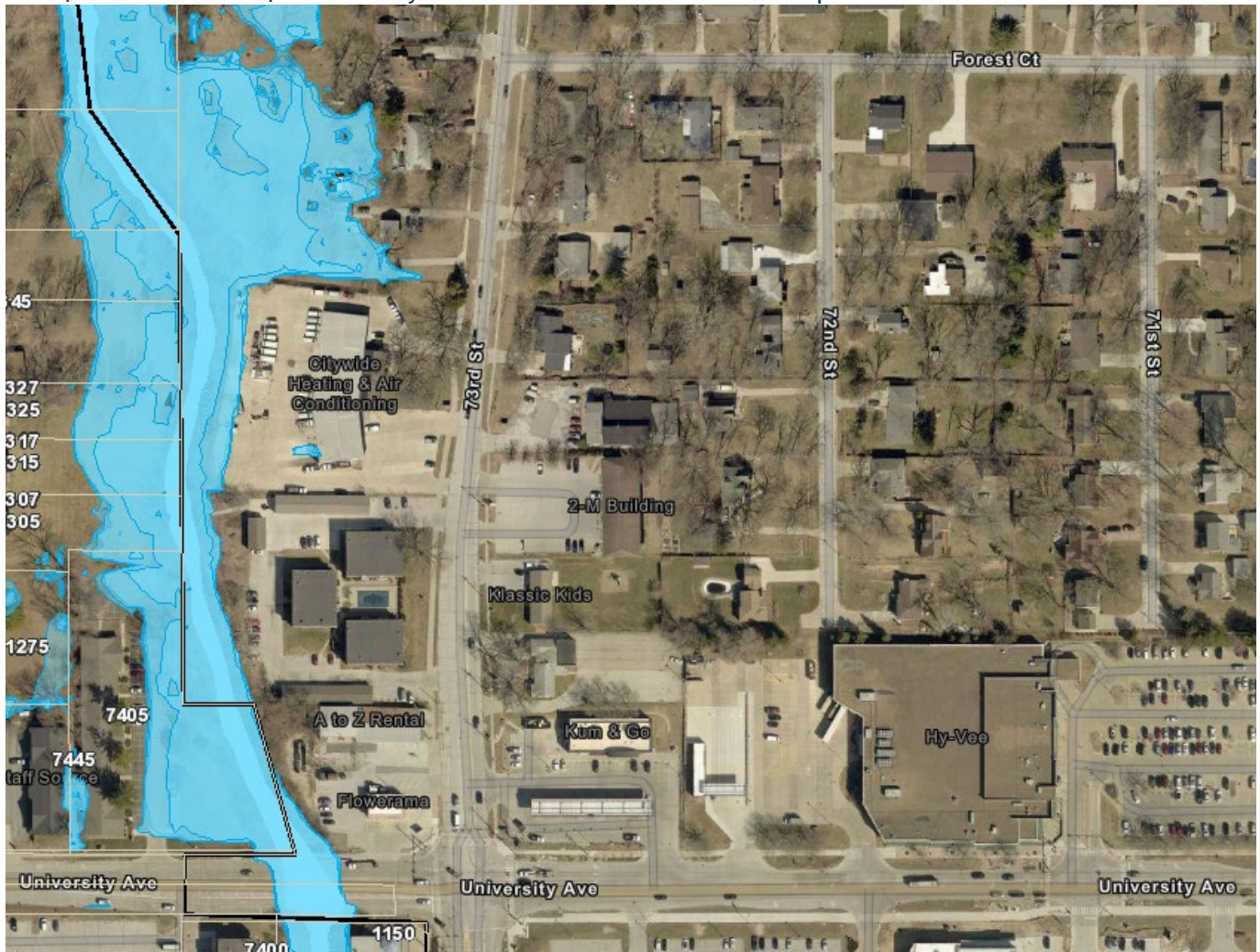
16.1.2 Level 1 - Area 2 - I235 to Mott Avenue - Inundation Map



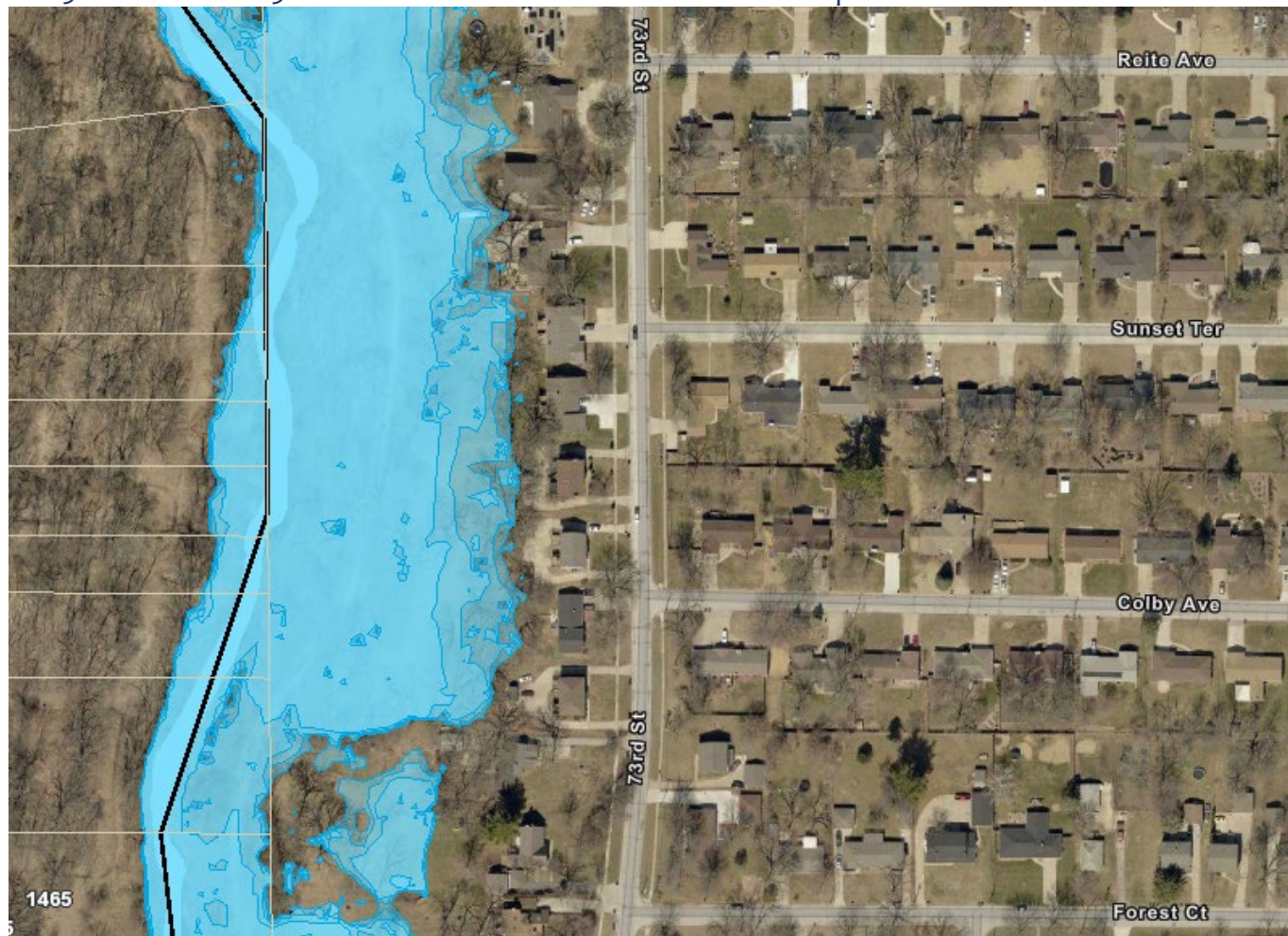
16.1.3 Level 1 - Area 3 - Mott Avenue to University - Inundation Map



16.1.4 Level 1 - Area 4 - University to Forest Court - Inundation Map



16.1.5 Level 1 - Area 5 - Forest Court to Reite Ave - Inundation Map



16.1.6 Level 1 - Area 6 - Reite Ave to College Drive - Inundation Map



16.1.7 Level 1 - Area 7 - College Drive to Marilyn Drive - Inundation Map
Not available.

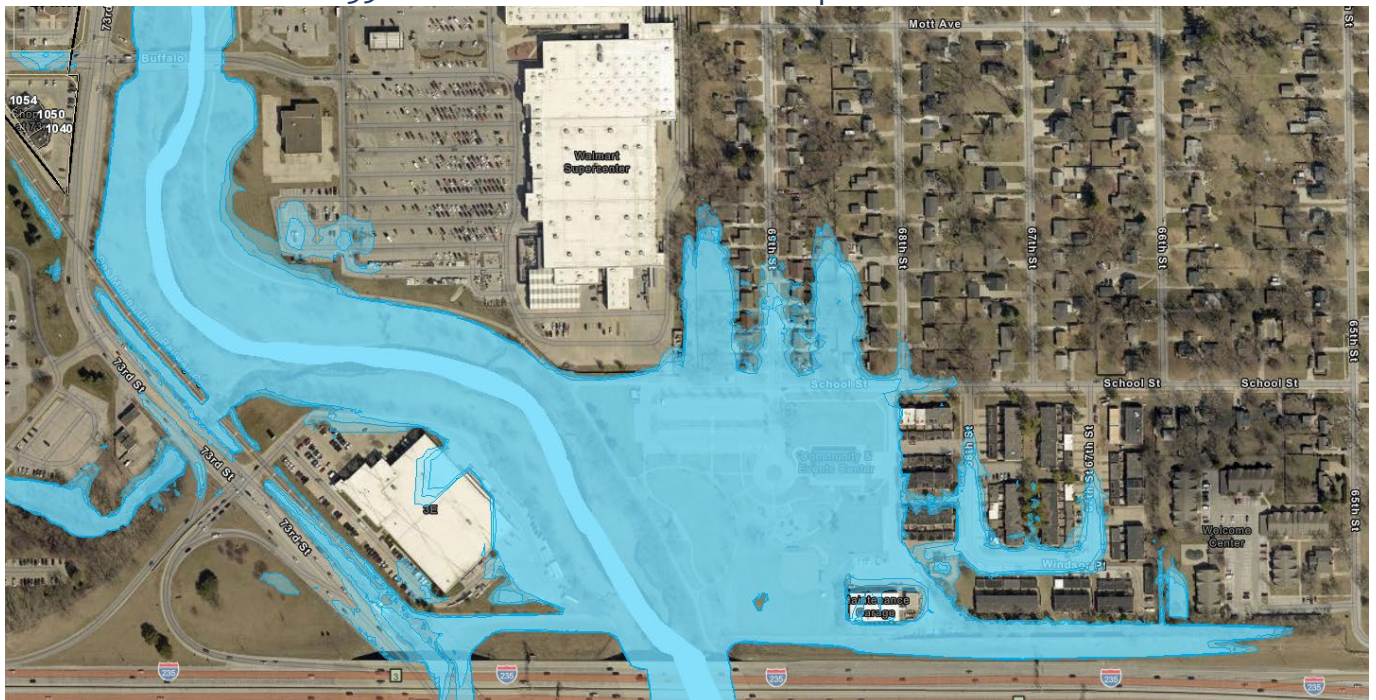
16.1.8 Level 1 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map
Not available.

16.2 Level 2 Inundation Maps

16.2.1 Level 2 - Area 1 - Center Street to I235 - Inundation Map



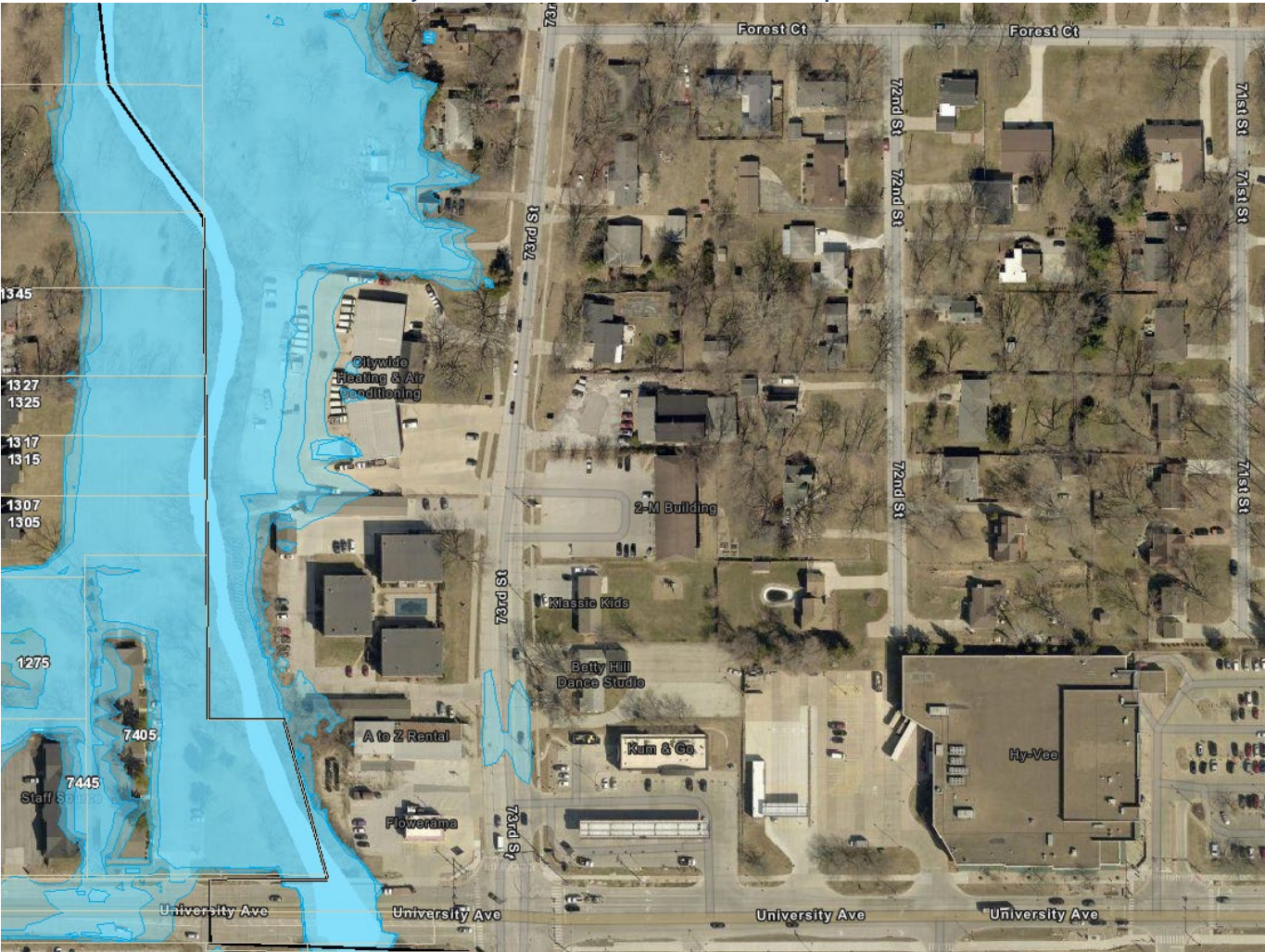
16.2.2 Level 2 - Area 2 - I235 to Mott Avenue - Inundation Map



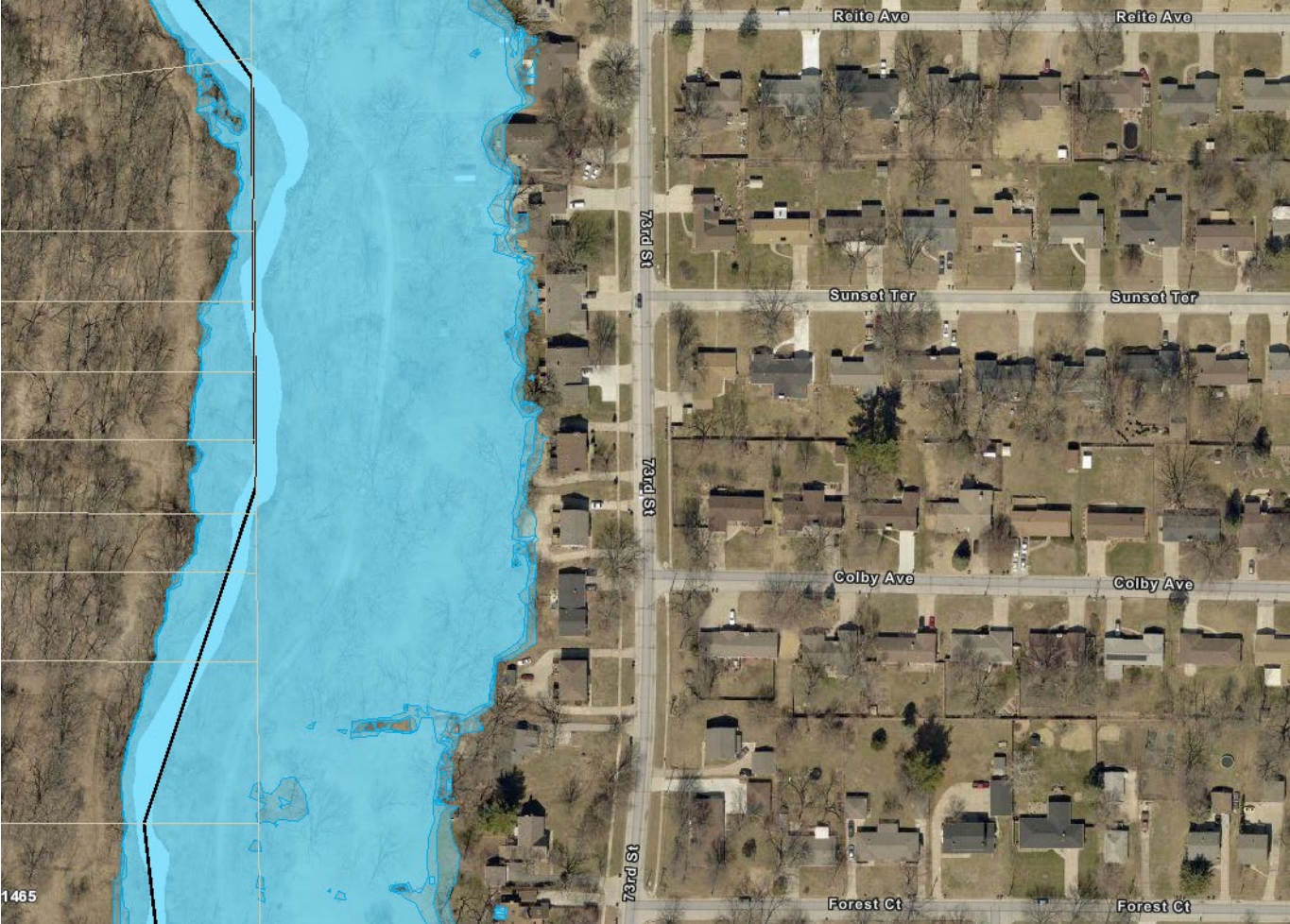
16.2.3 Level 2 - Area 3 - Mott Avenue to University - Inundation Map



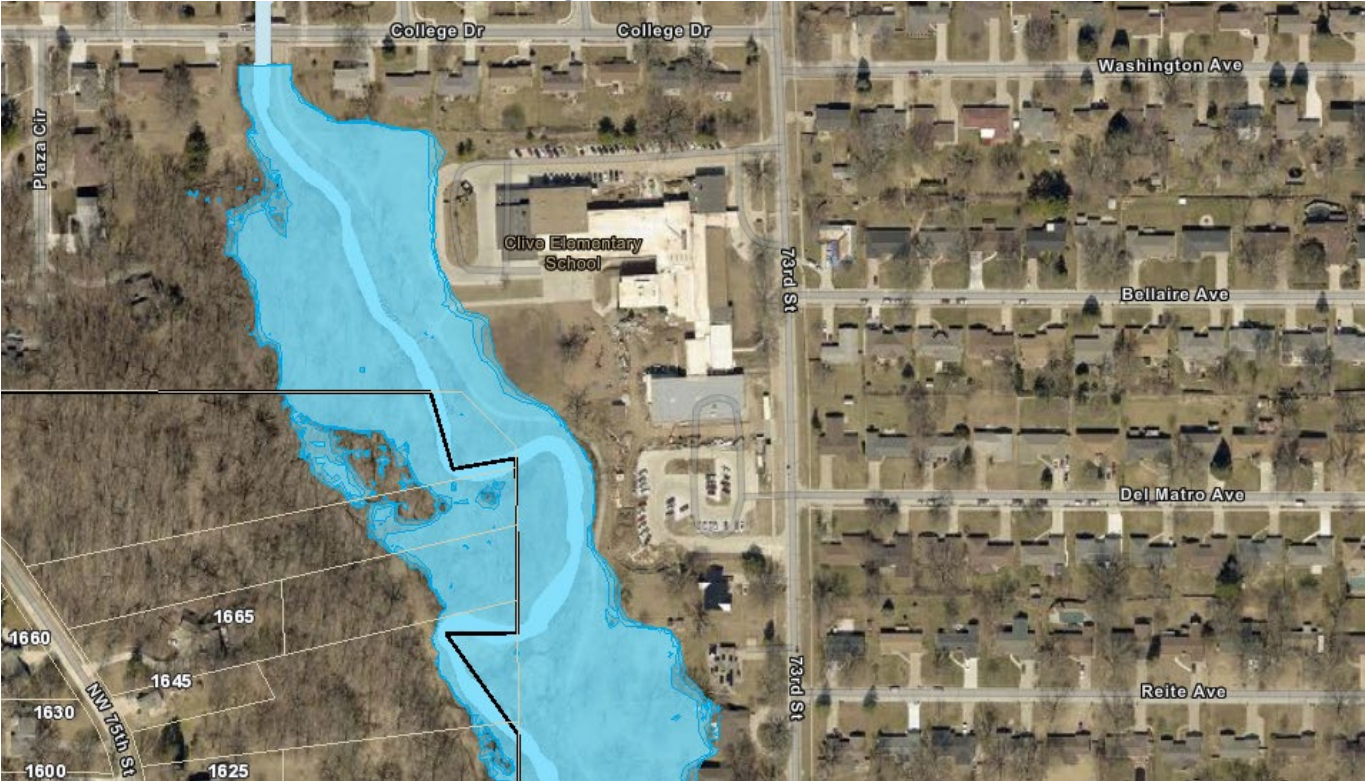
16.2.4 Level 2 - Area 4 - University to Forest Court - Inundation Map



16.2.5 Level 2 - Area 5 - Forest Court to Reite Ave - Inundation Map



16.2.6 Level 2 - Area 6 - Reite Ave to College Drive - Inundation Map



16.2.7 Level 2 - Area 7 - College Drive to Marilyn Drive - Inundation Map

Not available.

16.2.8 Level 2 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map

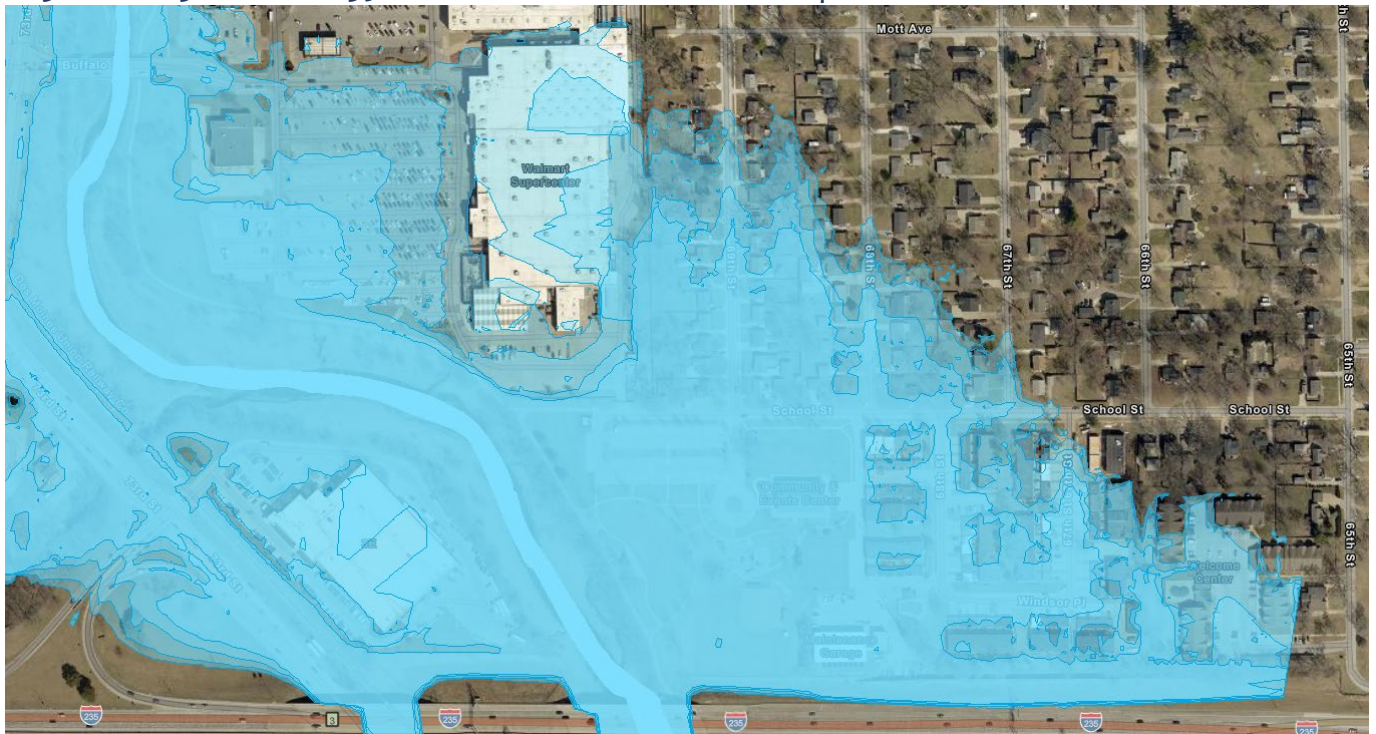
Not available.

16.3 Level 3 Inundation Maps

16.3.1 Level 3 - Area 1 - Center Street to I235 - Inundation Map



16.3.2 Level 3 - Area 2 - I235 to Mott Avenue - Inundation Map



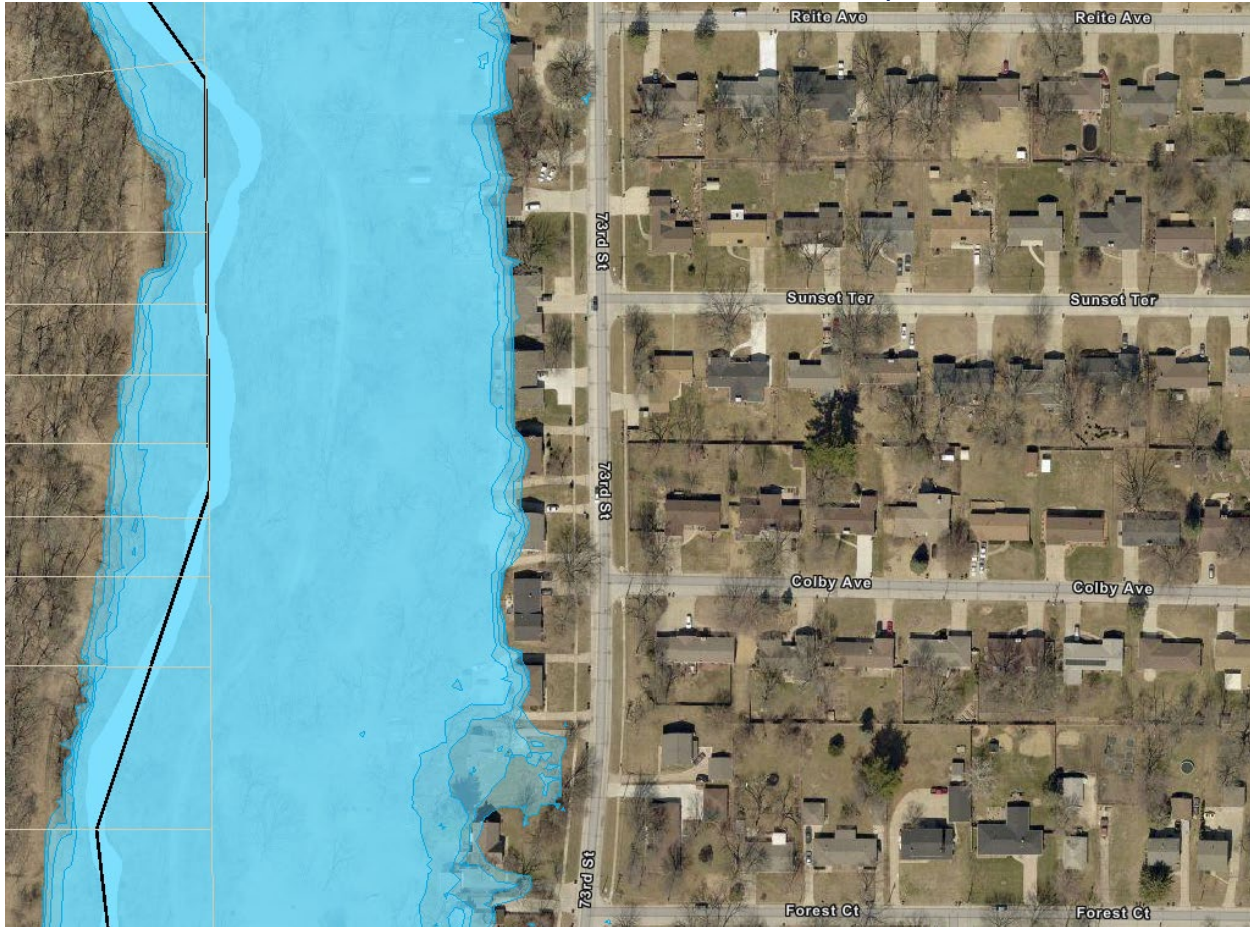
16.3.3 Level 3 - Area 3 - Mott Avenue to University - Inundation Map



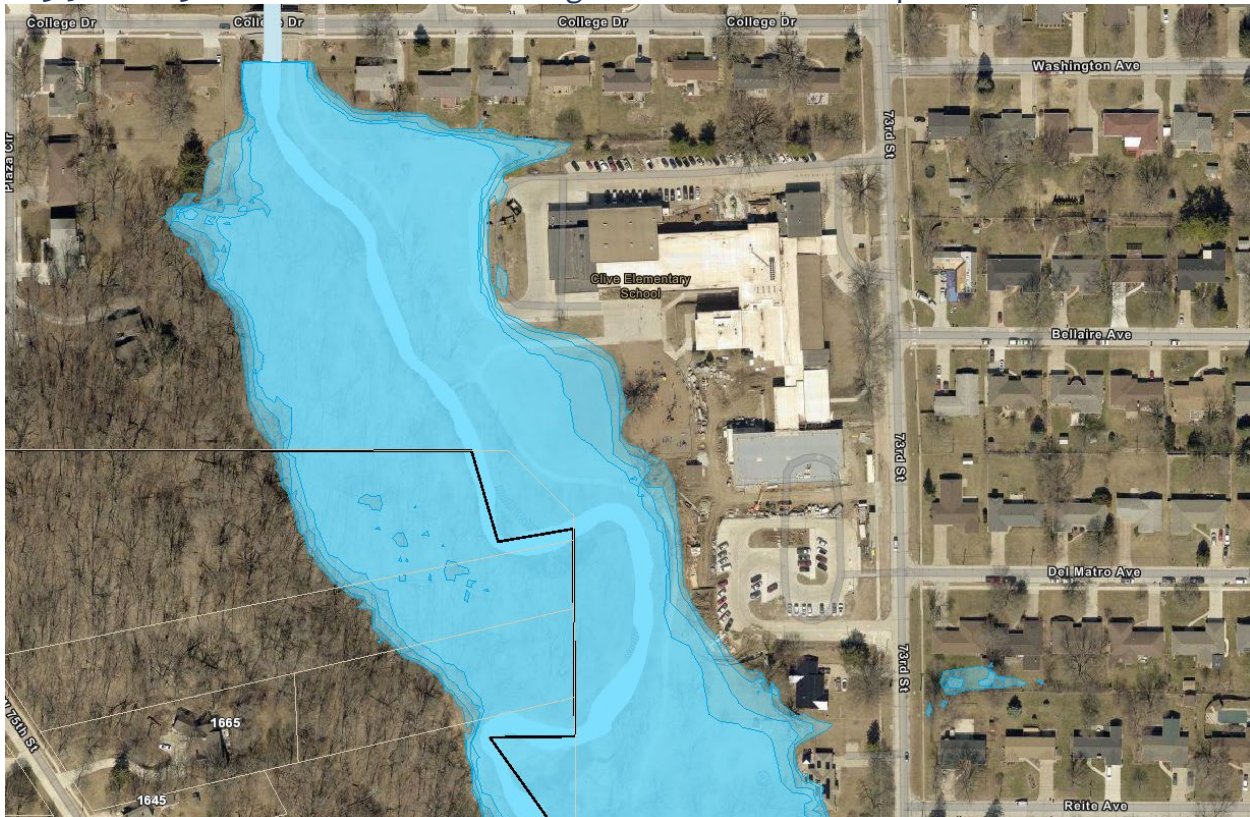
Level 3 - Area 4 - University to Forest Court - Inundation Map



16.3.4 Level 3 - Area 5 - Forest Court to Reite Ave - Inundation Map



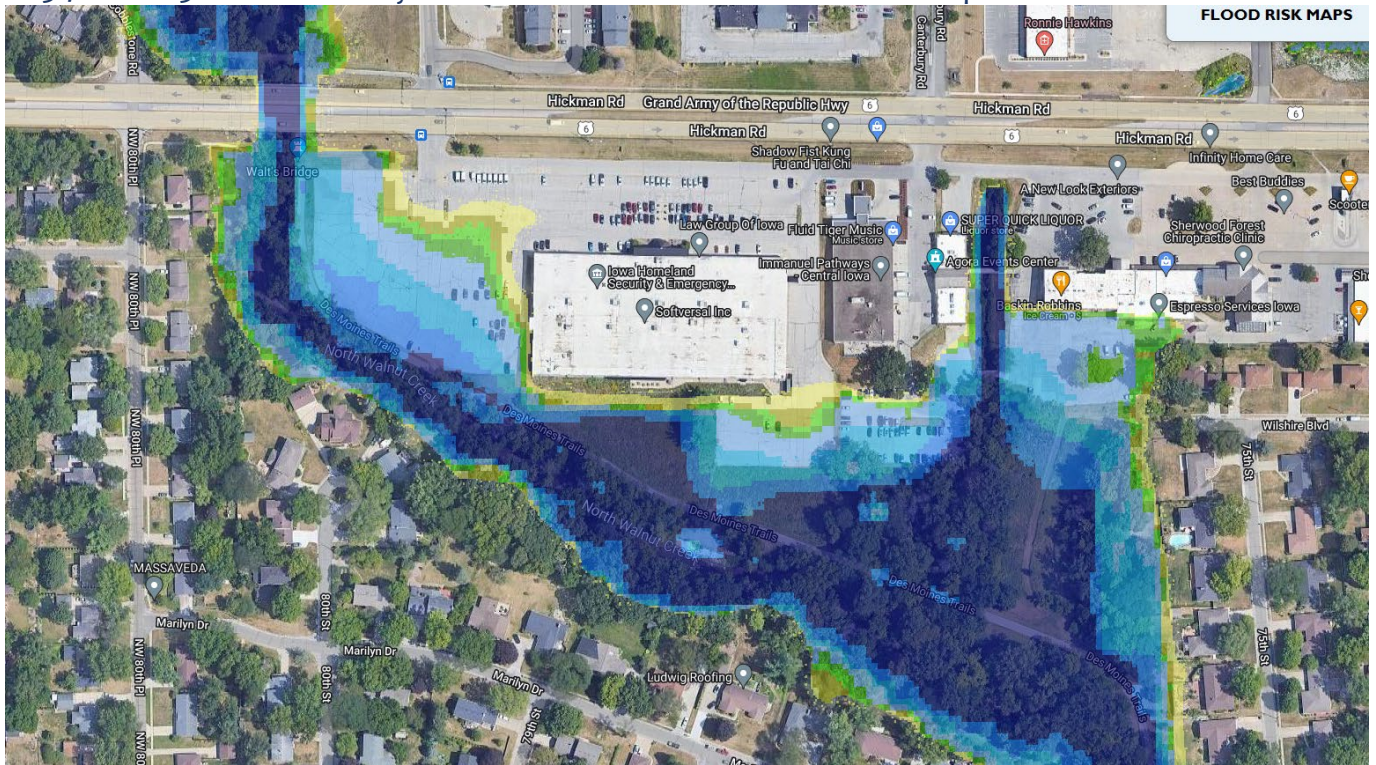
16.3.5 Level 3 - Area 6 - Reite Ave to College Drive - Inundation Map



16.3.6 Level 3 - Area 7 - College Drive to Marilyn Drive - Inundation Map



16.3.7 Level 3 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map





**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Consideration of Earth Day Proclamation

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Earth Day Proclamation



City of Windsor Heights

PROCLAMATION

WHEREAS, Earth Day was first held on April 22nd, 1970, at a time when few legal protections against pollution and contamination existed; and

WHEREAS, there has been significant progress in the recognition of the environmental impact of humans on Earth, with the Kyoto Protocol of 1997 and Paris Agreement of 2015 and there is now scientific consensus regarding the reality of climate change and the connection between human activity, especially the combustion of fossil fuels that create greenhouse gasses, and the warming of the planet; and

WHEREAS, the City of Windsor Heights recognizes that climate change threatens our community with extreme weather, flooding, and poor air quality; and

WHEREAS, the City of Windsor Heights has undertaken several initiatives in response to these threats, including a 24x7 Carbon-Free Clean Energy goal by 2030, adopting engine idling reduction personnel policies, a Complete Streets Policy, and will soon release a street tree program to begin rebuilding the City's urban canopy; and

WHEREAS, Earth Day serves as an annual reminder of the need for environmental stewardship, the importance of sustainability efforts, and the duty to protect our planet, as it is the only home we have ever known.

NOW, THEREFORE, BE IT RESOLVED, that I, Mike Jones, Mayor of Windsor Heights, do hereby proclaim April 22nd, 2024 as

EARTH DAY

In Windsor Heights and encourage residents, businesses, and institutions to celebrate the Earth, promote the protection of our species and environment, and participate in the City's Earth Day activities.

Signed and sealed this 15th day of April 2024.

Mike Jones
Mayor of Windsor Heights



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of WestCom National Public Safety Telecommunicators Week
Proclamation

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. WestCom NPSTW 2024 Proclamation
2. Westcom-City Council Presentation - WS for City of Windsor Heights

Proclamation

National Public Safety Telecommunicators Week

April 14 - 20, 2024

WHEREAS emergencies can occur at any time that require Police, Fire, or Emergency Medical Services, for the cities of Clive, Norwalk, Urbandale, Waukee, West Des Moines & Windsor Heights; and

WHEREAS when an emergency occurs the prompt response of Police officers, Firefighters and Paramedics is critical to the protection of life and preservation of property; and

WHEREAS the safety of our Police officers, Firefighters and Paramedics is dependent upon the quality and accuracy of information obtained from residents who telephone the WestCom Emergency Communications Center; and

WHEREAS Public Safety Telecommunicators are the first critical contact our residents have in their time of need to start the emergency support services cycle; and

WHEREAS Public Safety Telecommunicators are the vital link for our Police officers, Firefighters and Paramedics by monitoring their activities by radio, providing them information, and ensuring their safety; and

WHEREAS Public Safety Telecommunicators of WestCom have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS each Public Safety Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their profession.

THEREFORE, Be It Resolved that the City Council of Windsor Heights declares the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in Windsor Heights, Iowa, in honor of all the public safety professionals whose diligence and expertise keep our city and residents safe.

Signed this ____ day of _____, 2024.

Mayor _____

City of Windsor Heights



WESTCOM

EMERGENCY COMMUNICATIONS



Chief Udell F. Mentola ENP & RPL BIO

- **22 - years United States Air Force military career**
 - **Retired as Director of Combat Weather Operations**
- **19 - years of Volunteer Fire-Rescue & EMS services**
 - **Retired as Division Chief of Training & Safety**
- **27 - years of Public Safety 911 experience**
 - **1997** - 911 Administrator, Stone County Emergency Services
 - **1999** - 911 GIS Project Manager, Spatial Data Research, Inc.
 - **2002** - 911 Director, Dade County Emergency Services
 - **2006** - Senior Consultant Public Safety, Advance Concepts, Inc.
 - CAD & Special Projects Manager – Unified Communications Center, Washington DC
 - GIS Project Manager – Amtrak Police Communications Center, Philadelphia PA
 - Lead Project Manager - Baltimore/Washington International Thurgood Marshall Airport Public Safety Communications Center upgrade, Baltimore, MD
 - Fire & Rescue Computer Aided Dispatch Subject Matter Expert, Ministry of Defence – Country of Belgium
- **2010** - 911 Deputy Director, Christian County Emergency Services
- **2015** - 911 Concept of Operations Developer, Ministry of Interior, Kingdom of Saudi Arabia
- **2021** - Communications Consultant – Public Safety Technologies and Operations, Innovative Integrated Technology Solutions 911 Center Riyadh Saudi Arabia
- **2022** - Director of Information Services & Technology, Saudi Bell Company, Riyadh Saudi Arabia

WestCom Strategic Plan

VISION

WestCom is a recognized state-wide leader in regional public safety communications and a model for exceptional service, top-tier training, and fulfilled employees.

MISSION

As the first “first responders,” we serve our community by gathering, assessing, and routing lifesaving information.

GUIDING PRINCIPLES

SERVICE

We are always there when you need us.

COLLABORATION

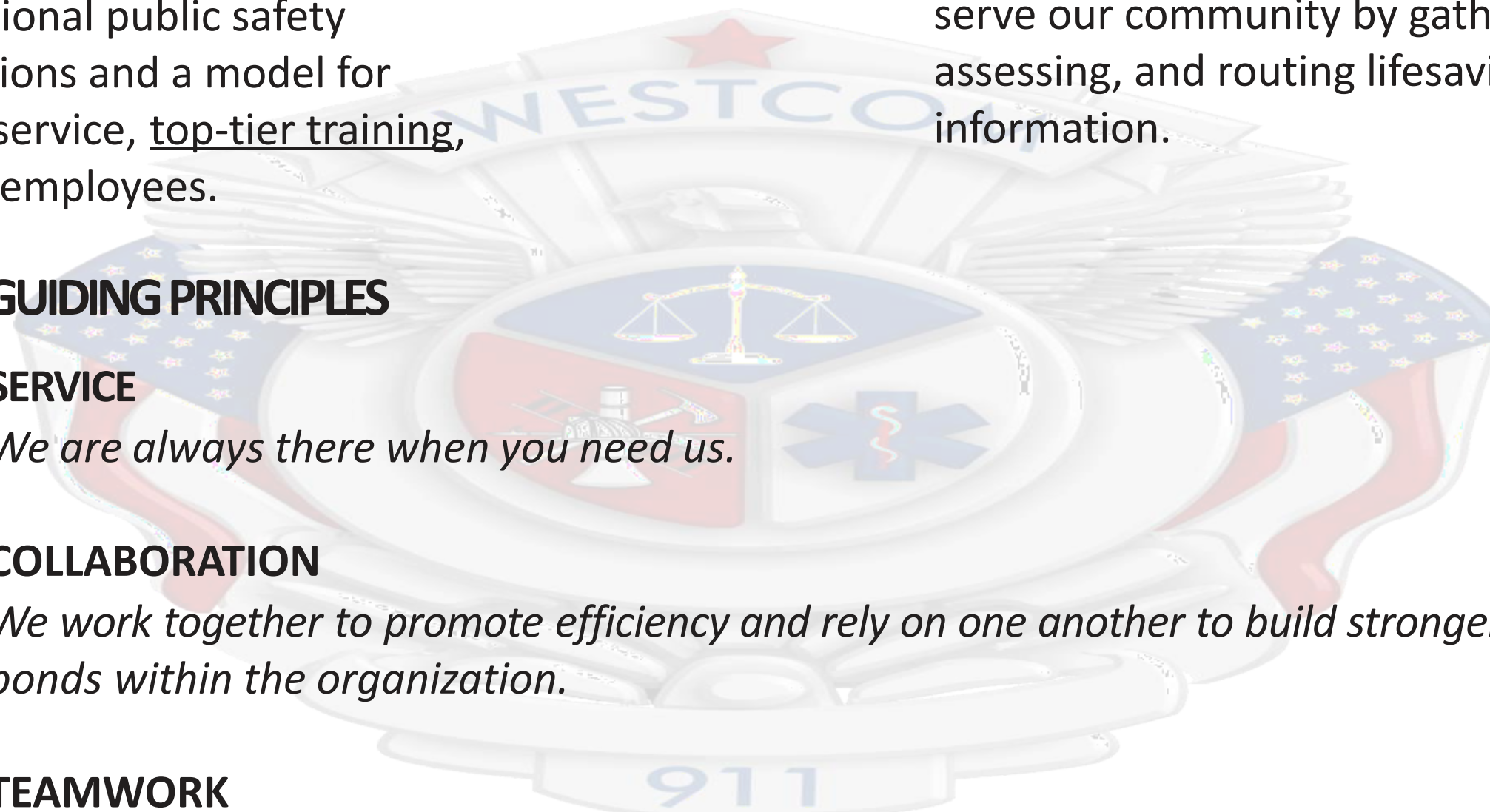
We work together to promote efficiency and rely on one another to build stronger bonds within the organization.

TEAMWORK

We foster understanding, support, and professionalism across our organization.

TRANSPARENCY

We are direct and clear in all our decision-making and communication.



WestCom – Five Year Strategic Goals Potentially Requiring Additional Funding

- **G1 | Public Safety Governance**

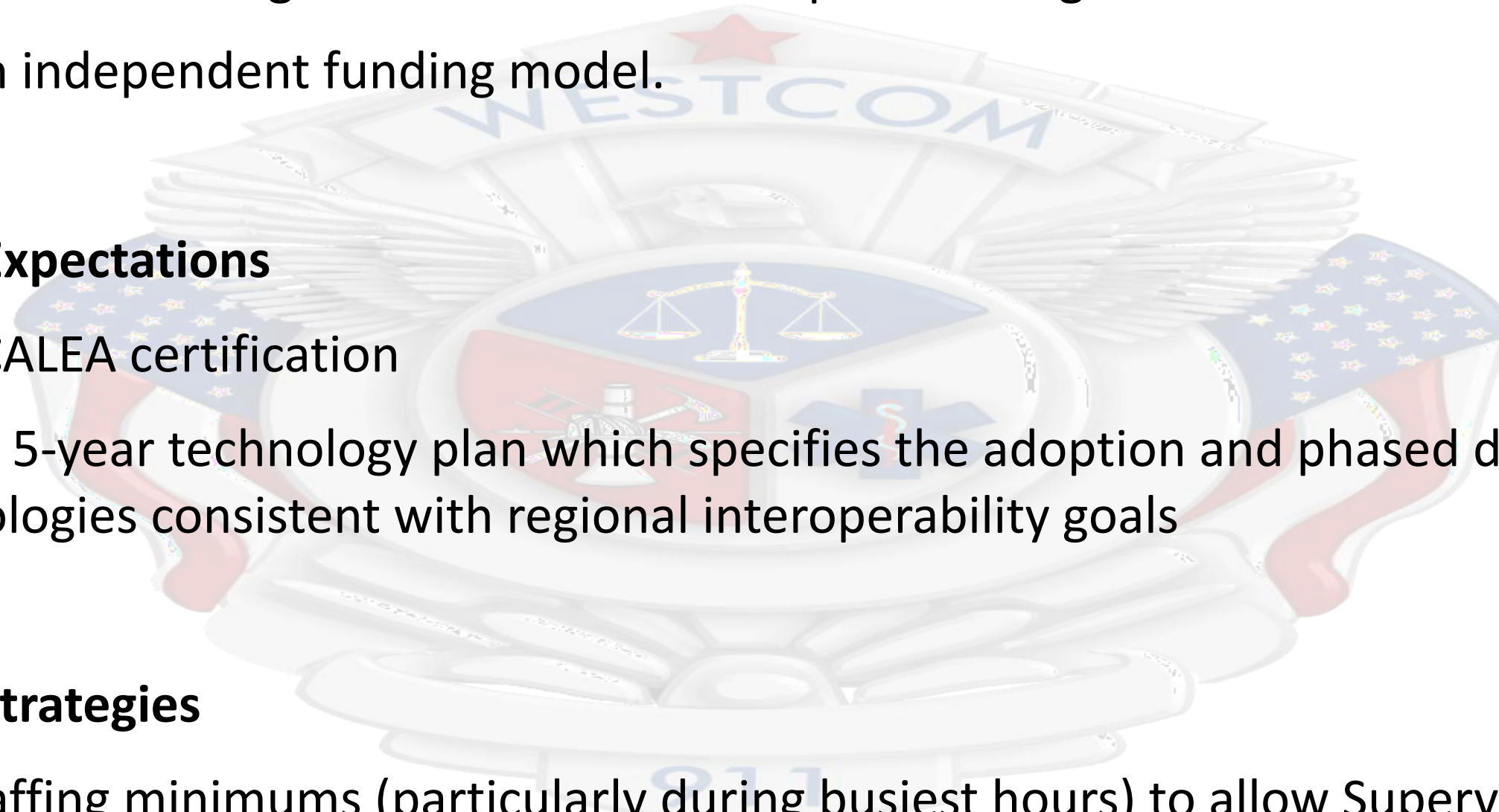
- Create and execute a legal structure for an independent organization.
- Establish an independent funding model.

- **G2 | Service Expectations**

- Complete CALEA certification
- Complete a 5-year technology plan which specifies the adoption and phased deployment of new technologies consistent with regional interoperability goals

- **G3 | Growth Strategies**

- Increase staffing minimums (particularly during busiest hours) to allow Supervisors removal from minimum staffing
- Complete planning and financing for a new facility.

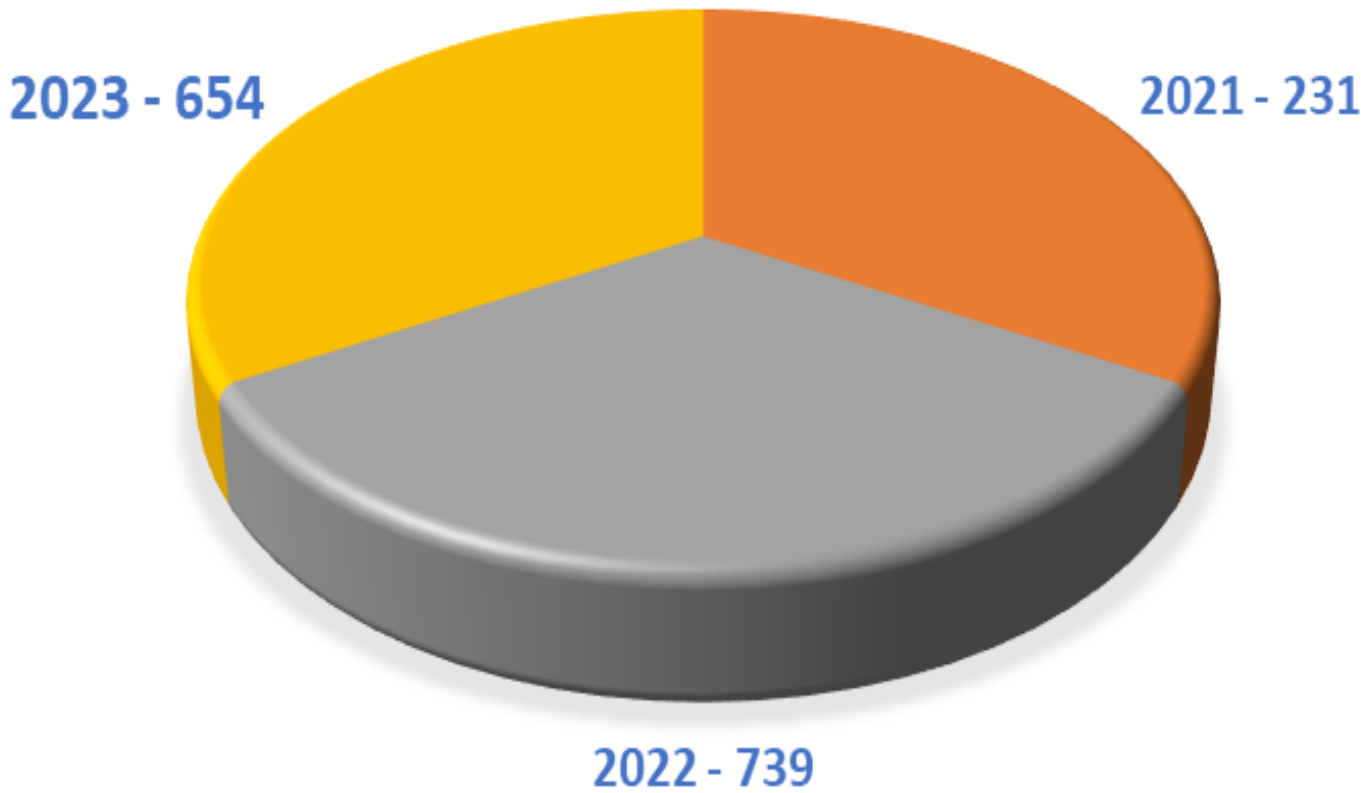


WestCom Statistics 2023

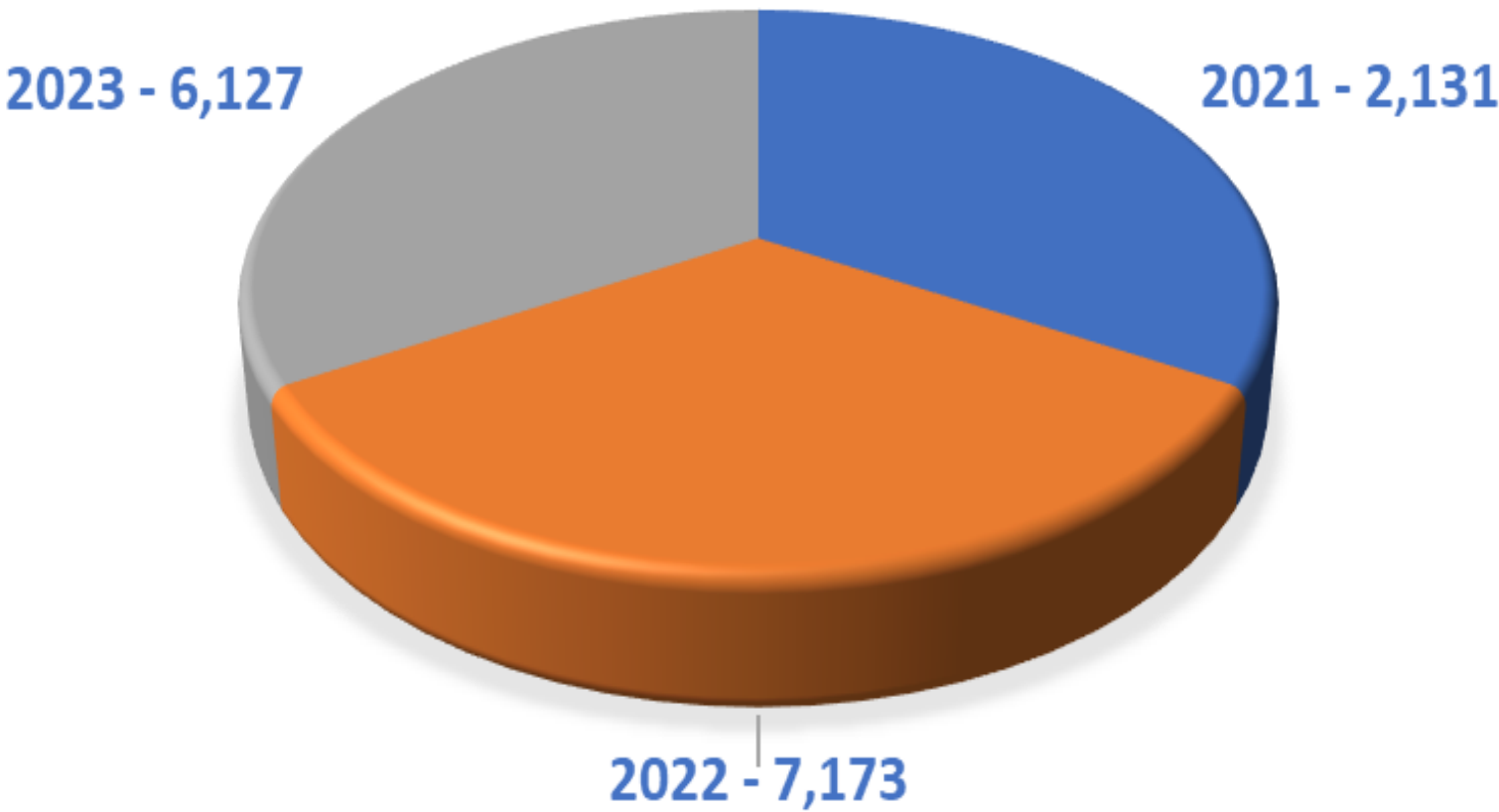
2018 – 2023 Computer Aided Dispatch (CAD) Statistics

Agency	2021	2022	2023
Windsor Heights FD	231	739	654
Windsor Heights PD	2,131	7,173	6,127
	2,362	7,912	6,781

WINDSOR HEIGHTS CAD FIRE INCIDENTS



WINDSOR HEIGHTS CAD POLICE INCIDENTS

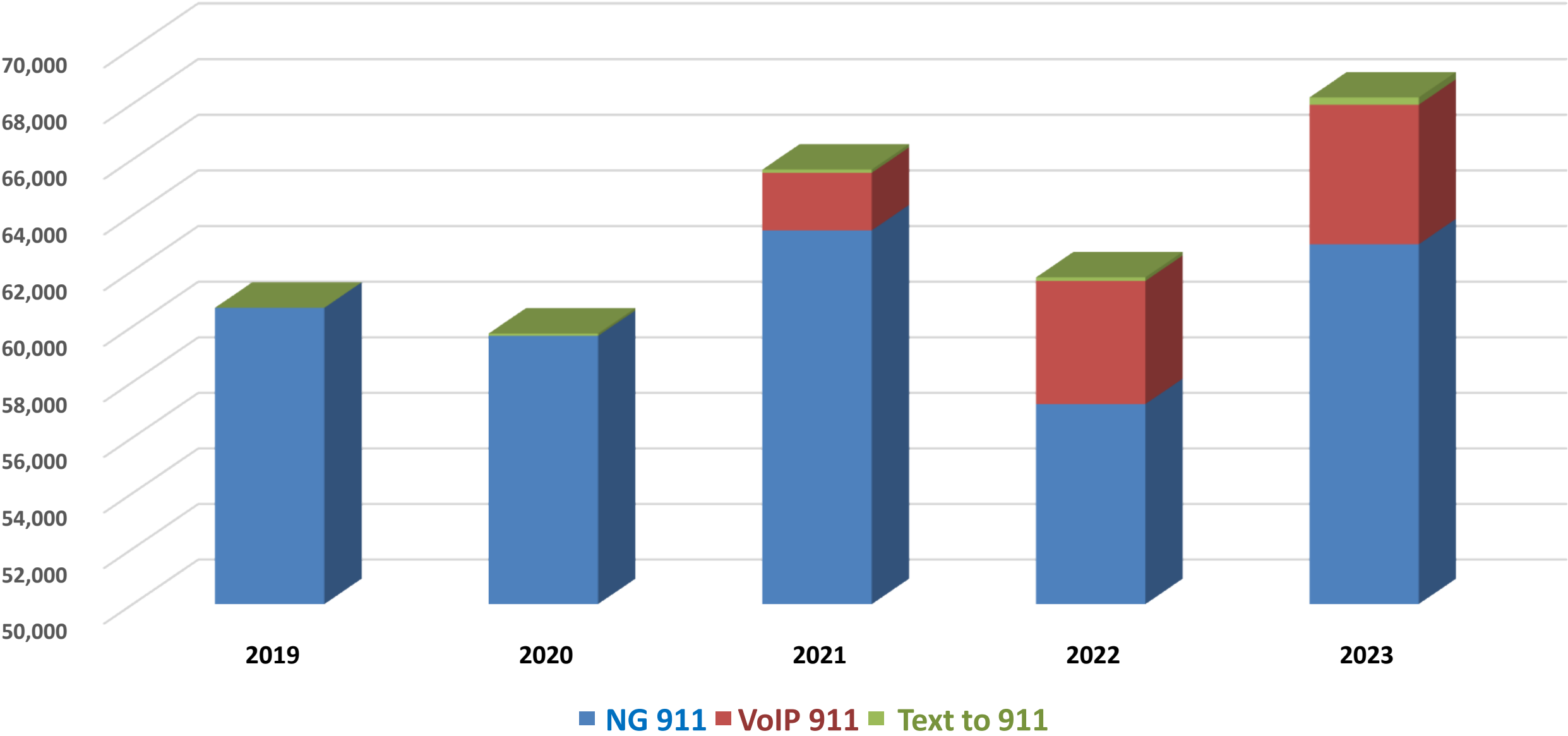


WestCom Statistics 2023

Emergency Call Types	2019	2020	2021	2022	2023
NG-911 (Wireline + Cellular)	60,671	59,661	63,452	57,205	62,951
VoIP 911 Calls	0	0	2,067	4,430	5,014
Text to 911	0	84	117	130	260
Totals	60,671	59,745	65,636	61,762	68,225

Total Administration Calls	100,214	91,238	101,562	101,034	111,689
Totals Calls Per Year	160,885	150,983	167,198	162,796	179,914

Five-Year Emergency 911 Call Volume



Callers with Language Barriers

The WestCom Communications Center utilizes Language Line Services with over-the-phone translation services in over 200 different languages for non- English-speaking callers. We conference the caller with a translator to assist information gathering to determine what type of emergency they are reporting.

<u>Language</u>	<u># of Calls</u>	<u>Total Minutes</u>		<u>Language</u>	<u># of Calls</u>	<u>Total Minutes</u>
Acholi	1	18		Laotian	1	4
Amharic	2	14		Mandarin	40	298
Arabic	68	449		Mizo	2	113
Bengali	1	20		Pashto	12	153
Bosnian	30	235		Punjabi	1	5
Burmese	52	910		Romanian	9	40
Dari	2	24		Russian	11	46
Farsi	2	8		Somali	2	61
French	10	108		Spanish	968	11,623
Haitian Creole	2	41		Swahili	51	270
Japanese	1	19		Tigrigna	82	339
Karen	2	26		Vietnamese	5	52
Kunama	4	43		Totals	1,361	14,919

WestCom Awareness Video

<https://www.dropbox.com/scl/fi/7g51q41bwrdizsbyzlaid/911-Operator-V3.mp4?rlkey=ywr1z41dmbh28fbh1resjot9u&dl=0>





Contact Information

Udell F. Mentola, ENP & RPL

Chief - WestCom Emergency Communications

PO Box 65320

8055 Mills Civic Parkway

West Des Moines, IA 50266

515-273-0606 Office

515-222-3321 Dispatch

udell.mentola@wdm.iowa.gov



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of the 1st Reading of Ordinance No. 2024-03 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 136, Governing Sidewalk Regulations

GENERAL INFORMATION

The City's Chapter 136 Sidewalk Regulation needs a significant overhaul due to missing, outdated and unfunded regulatory components included within the Chapter. Staff discussed revisions to the Chapter at previous Public Works Committee meetings and has drafted the attached Ordinance 2024-03 based on feedback from the Committee, engineering staff, and legal counsel.

A high-level list of proposed changes are as follows:

- Updates to the defective sidewalk definition and specifications.
- Clarifying that the City is responsible for installation and replacement of ADA ramps from the curb out up to fifteen feet.
- Removal of seasonal sidewalk construction restrictions due to nearly year-round concrete work having become standard practice.
- City assuming 50% fiscal responsibility for the cost of replacement of sidewalk panels that are defective due to a street trees.
- Removal of various Exhibits and supporting documents from the Ordinance and relocating them to a more user-friendly future sidewalk replacement webpage within the City's website.
- Replacement of the existing unused economic hardship program with a Sidewalk Grant Program that City Council may determine whether to fund on an annual basis.
- Creation of a baseline annual inspection and replacement timeline in Chapter 136 along with a more in-depth timeline on the city webpage.

If City Council advances this Ordinance to the second reading in its current substantial form, staff plans to send out initial notices of deficiencies fore sidewalks that were inspected in Fall 2023, to the 7 property owners with deficient sidewalks in Zone 1 later this week.

Attachments:

1. Proposed Ordinance
2. Existing Ordinance
3. Sidewalk Replacement FAQ
4. Cleaned up Sidewalk Inspect Map
5. Sidewalk Repair Form
6. Sidewalk Repair Codes and Graphic

SUMMARY

ATTACHMENTS

1. Ordinance No. 2024-03 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 136
2. Current Sidewalk Chapter 136
3. Windsor Heights Sidewalk Repair FAQ Sheet
4. Sidewalk Inspection Zone Map
5. 2024 Sidewalk Repair Form
6. Repair Codes and Graphics

ORDINANCE NO. 2024-03

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 136, GOVERNING SIDEWALK REGULATIONS

WHEREAS, in June of 2015, the City of Windsor Heights adopted a complete streets policy, in which the City pledged its commitment to designing streets for cyclists, pedestrians and public transit users; and

WHEREAS, in furtherance of this policy, city officials have been developing a plan to promote the safety of pedestrian access, movement, and protection within the community; and

WHEREAS, the City Council of the City of Windsor Heights recognize that sidewalks are a necessary component of public transportation and public infrastructure; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to the Sidewalk Regulations ordinance are necessary and will promote the health, safety and general welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:

SECTION 1. Purpose. The purpose of this ordinance is to amend and recreate Chapter 136 of the Windsor Heights Code of Ordinances to promote the health, safety and general welfare of the City of Windsor Heights, and to ensure compliance with the City's policy with regard to complete streets.

SECTION 2. Amended. Chapter 136 of the Windsor Heights Code of Ordinances, Sidewalk Regulations, is amended and replaced with the attached Exhibit A.

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this day of , 2024.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk

CHAPTER 136 SIDEWALK REGULATIONS

136.01 PURPOSE

The purpose of this ordinance is to promote the health, safety and general welfare of the City of Windsor Heights, and to ensure compliance with the following goals in accordance with the City of Windsor Heights Complete Street Policy passed on July 6, 2015:

1. Promoting the safety of pedestrian access, movement, and protection for the physically able, physically challenged, children or seniors (or variously-abled) within the community;
2. Ensuring that the ADA guidelines are met for all sidewalk or pathway installations, existing and proposed;
3. Promoting attractive and well-constructed sidewalks or pathways that correspond to the character, aesthetic qualities, natural, environmental, and historical features of developing or existing neighborhoods;
4. Connecting to existing and projected sidewalks or pathways whenever the opportunity arises to insure an interconnected pedestrian system;
5. Ensuring that all development actively implements the building of sidewalks or pathways for new construction, reconstruction, or rehabilitation.

136.02 DEFINITIONS. For use in this chapter the following terms are defined:

1. “Pedestrian Friendly” or “walkability” means the presence of facilities and design features that make an environment safe and attractive to pedestrians. These include: walkable distances between uses, (i.e. under ¼ mile); sidewalks, paths and walkways; continuous visual interest (i.e. uninterrupted line of buildings, attractive barrier in front of parking lots, murals on blank walls, infill development, pocket parks, etc.); consumer uses (i.e. restaurants, shops, cinemas, housing); trees for shade; awnings for shelter; buildings and landscaping elements sited to avoid wind tunnel effect, and to provide sheltered areas; visual texture in the streetscape (i.e. interesting storefronts, public art, plantings, pavement patterns, etc.); people presence (i.e. sidewalk cafes, street vendors, late business hours, residents using front porches and yards); good maintenance and inclusion of site amenities; buffers between cars and pedestrians (i.e. planted medians, on- street parking, grade separation); paths connecting adjacent uses; crosswalks and ramps; traffic calming devices; traffic lights.
2. “Crosswalk” means any portion of a roadway at an intersection or elsewhere that is distinctly indicated for pedestrian crossing. If there is no marking, a sidewalk crossing is implied at each leg of every intersection by the extension of the lateral lines of the sidewalk on each side, or where the sidewalk would be if there is none.
3. “Broom finish” means a sidewalk finish that is made by sweeping the sidewalk when it is hardening.
4. “Defective sidewalk” means any public sidewalk exhibiting one or more of the following characteristics:
 - a. Sidewalk faulted at joint or crack with 1 inch or more deflection or gap;
 - b. Sidewalk raised more than 2 inches in 8 feet from normal profile line of sidewalk;
 - c. Sidewalk sunken more than 2 inches in 8 feet from normal profile line of sidewalk;
 - d. Sidewalk cracked into 3 or more pieces per panel, or any single crack with ½ inch or greater openings;
 - e. Sidewalk cross slope is incorrect, greater than .5 inch in 1 foot; within the margin of error and,
 - f. Sidewalk cracked and/or spalled (small crater line holes deeper than 3/8 inch with part of sidewalk missing, forming holes deeper than 3/8 inch;
 - g. Sidewalk missing panels.
5. “Established grade” means that grade established by the City in applicable permits for the particular area in which a sidewalk is to be constructed.
6. “Owner” means the person owning the fee title to property abutting any sidewalk and includes any contract purchaser for purposes of notification required herein. For all other purposes, “owner” includes the lessee, if any.

7. "Portland cement" means any type of cement except bituminous cement.
8. "Sidewalk" means all permanent public walks in business, residential or suburban areas. Sidewalks should be a minimum of 4 feet (5 feet recommended) in residential areas.
9. "Sidewalk improvements" means the construction, reconstruction, repair, replacement, or removal, of a public sidewalk and/or the excavating, filling or depositing of material in the public right-of-way in connection therewith.
10. "Shared-use path" means a paved pathway, typically from eight (8) to twelve (12) feet in width, physically separated from motorized vehicular traffic within the roadway right-of-way or within an easement adjacent to the roadway right of way. Primarily used by pedestrians and bicyclists, shared use paths are also used by joggers, skaters, wheelchair users (both nonmotorized and motorized). A shared use path's primary purpose is to provide pedestrians with connections to trails, other neighborhoods, shopping centers, businesses and other venues of interest. In addition, the shared use path may be used for recreational purposes.
11. "Bicycle/recreational trail" means a PCC (Portland Cement Concrete), blacktop or gravel bicycle/recreational route developed primarily for outdoor recreational purposes. Trails are largely designed for pedestrians and other users to "experience" the outdoors and may be used by a variety of users, but they are not primarily designed for transportation purposes. Bicycle trails within the city of Windsor Heights should be constructed at a minimum of ten (10) feet in width with a preferred width of twelve (12) feet whenever possible.
12. "Mature tree" means any tree with a diameter at breast height of 10 inches or greater.

136.03 REMOVAL OF SNOW, ICE, AND ACCUMULATIONS. The abutting property owner shall remove snow, ice, and accumulations promptly from sidewalks. If a property owner does not remove snow, ice, or accumulations within 48-hours following the conclusion of the weather event, the Public Works Director or their designee will provide a 24-hour notice in the door. Following the 24-hour notice the Public Works Director may have the natural accumulations of snow or ice removed and shall give the Council an itemized and verified statement of the costs and a legal description of the property. The costs shall be assessed against the property as taxes. The abutting property owner may be liable for damages caused by failure to remove snow, ice, and accumulations promptly from the sidewalk. Under extreme weather conditions, the Public Works Director may provide additional time for abutting property owners to remove snow, ice, and accumulations from the sidewalk.

(Code of Iowa, Sec. 364.12[2b & e])

136.04 PROPERTY OWNER'S RESPONSIBILITY FOR MAINTENANCE. The abutting property owner shall repair, replace, or reconstruct, or cause to be repaired, replaced, or reconstructed, all broken or defective sidewalks and maintain in a safe and hazard-free condition any sidewalk outside the lot and property lines and inside the curb lines or, in the absence of a curb, any sidewalk between the property line and that portion of the public street used or improved for vehicular purposes; provided, however, that this section shall not be construed to require a property owner to take any action with respect to a public sidewalk or shared use path when said action is made necessary by the excavation or other activity of the city or a public utility. The abutting property owner may be liable for damages caused by failure to maintain the sidewalk.

136.05 CITY'S ECONOMIC RESPONSIBILITY In situations where ADA ramps are required at intersections, the portion of the cost associated with the ramp is the economic responsibility of the City.

If a property owner replaces a sidewalk panel deemed defective by the Public Works Director due in part to a tree in the Right Of Way, the City of Windsor Heights shall reimburse the property owner a predetermined per panel dollar amount reflecting approximately 50% of a panel replacement cost.

136.06 SIDEWALK INSPECTION. The City will be responsible for inspecting the public sidewalks on a Five (5) year cycle within the city. These inspections shall be made to determine if any of the public sidewalks within a particular zone of the city are defective as defined. The City will be divided into five zones by the Public Works Director. When a sidewalk defect is found to exist outside of the annual inspection zone, the City will initiate appropriate action as directed by this policy to have the sidewalk reconstructed.

The annual inspections will occur on the following general timeline:

- a) February– designated zone sidewalk inspections completed.
- b) March- Notifications of defective sidewalk mailed to property owners and initiation of 75 day timeframe to complete repairs.
- c) July – deadline for property owners to complete sidewalk repair. Thereafter, the City shall coordinate and schedule uncompleted repairs and assess the property owner the cost of the repair in the manner outlined in Section 136.07

(Code of Iowa, Sec. 364.12[2c])

If, through complaint and voluntary inspection or otherwise, it comes to the attention of a city inspector that an owner of property abutting a sidewalk is not complying with the maintenance requirements imposed above, then the city Public Works Director or their designee may cause to be served upon the property owner, by certified mail at the property owner's last known address as shown by the records of the county auditor, notice of the sidewalk defect and of the requirement to cure said defect and/or reconstruct the defective sidewalk or a portion thereof within 75 days from the date of said notice.

136.07 CITY SHALL ORDER REPAIRS. If the abutting property owner does not maintain sidewalks as required, the Public Works Director or their designee shall serve notice on such owner, by certified mail, requiring the owner to repair, replace or reconstruct sidewalks within seventy-five (75) days from the date the notice is mailed. If, upon expiration of the 75 days as provided in said notice, the required work has not been done or is not in the process of completion, the Public Works Director shall require the work to be done and assess the costs against the abutting property for collection in the same manner as a property tax. No such assessment shall be made for the repair, reconstruction or replacement of a public sidewalk unless the city has served upon the person shown by the records of the Polk County recorder to be the owner of the abutting property, by certified mail, a notice requiring said person to repair, reconstruct or replace the public sidewalk within seventy five (75) days from the date said notice is mailed. All sidewalk improvements shall be performed under the supervision and inspection of a designated city employee.

If work has not commenced following the 75 day notice, the sidewalk will be placed on a list for repair and the City's contractor notified to proceed with the repairs. Upon completion of the repair the property owner will be sent by regular mail an invoice of the actual cost of the repair with no administration fee. The property owner will have 30 days to pay the invoice. If the invoice is not paid within 30 days, the amount will be certified to the County Auditor to be added to the owner's property taxes.

Any unpaid costs for said repairs over \$500 will be assessed and collected in the same manner as property taxes. There shall be returned to the City Council an itemized assessment schedule, verifying expenditures used in doing such work, and the legal description of the lots, or tract of ground abutting the sidewalk on which such work has been performed. Assessments may be spread over a ten-year period at an interest rate of 2% over current bank rates. Any costs less than \$500 will be assessed in one installment. There will also be a \$100 administrative fee if costs are assessed against the property.

The Public Works Director does not have the authority to assess property owners in cases where there is not an existing sidewalk. New sidewalk installation is the sole discretion of the Council.

(Code of Iowa, Sec. 364.12[2d & e])

136.08 NOTICE OF INABILITY TO REPAIR OR BARRICADE. It is the duty of the owner of the property abutting the sidewalk (or of the contractor or agent of the owner) to notify the City immediately in the event the owner is unable to make necessary sidewalk improvements or to install or erect warnings and barricades as required by this chapter.

136.09 SIDEWALK GRANT PROGRAM. The City Council may annually fund a sidewalk repair grant program to financially assist residents with the repair of their sidewalk. The grant program may also provide financial assistance to residents whose sidewalk has become out of compliance due to a tree planted on City property in compliance with Code Section 151.13. Information on the Sidewalk Grant Program, if available, shall be provided to any resident with sidewalk deemed defective through regular mail and the City's website.

136.10 SIDEWALK CONSTRUCTION ORDERED. Based on Iowa Law, the Council may order the construction of permanent sidewalks upon any street or court in the City and may specially assess the cost of such improvement to abutting property owners

in accordance with the provisions of Chapter 384 of the Code of Iowa.

(Code of Iowa, Sec. 384.38)

136.110 STANDARD SIDEWALK SPECIFICATIONS. The City Engineer shall prepare complete plans and specifications for the construction, reconstruction, and repair of sidewalks and driveway crossings in sidewalks, which, upon approval of the Council, shall be kept on file in the office of the Clerk. The specifications shall include descriptions and location of barricades and warning lights. All sidewalk improvements on public property, whether performed by the owner of the abutting property or by the City, shall be performed under the supervision of and subject to inspection by the Public Works Director, and in accordance with the plans and specifications adopted in accordance with this chapter.

136.12 PERMITS FOR CONSTRUCTION OR REPAIR. No person shall make any sidewalk improvements unless such person shall obtain a permit from the City. The permit shall state that the person will comply with the ordinances of the City and with the specification for sidewalks adopted by the City. The permit also shall state that the work will be done under the direction and approval of the Public Works Director or their designee. All such permits shall be issued upon payment of sidewalk construction or repair fee. A copy of such permit shall be filed and preserved at City Hall. All permits for sidewalk improvements not ordered by resolution of the City Council shall be issued in compliance with this chapter. The Public Works Director may withhold the issuance of any permit for any sidewalk improvements for a sufficient period to determine the necessity for the proposed improvements or when weather conditions will adversely affect the sidewalk improvements. The person who makes a sidewalk construction or repair permit application shall pay a permit fee to the Clerk to cover the cost of issuing the permit and supervising, regulating, and inspecting the work. All permit fees under this chapter shall be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such permit fees may, from time to time, be amended by the Council by resolution. A copy of the resolution setting forth the currently effective permit fees shall be kept on file in the office of the City Administrator, and be open to inspection during regular business hours.

136.13 FAILURE TO OBTAIN PERMIT; REMEDIES. Whenever any sidewalk improvements are made that do not conform to the provisions of this chapter and with the specifications, or when any sidewalk improvements are made without a permit, the Public Works Director shall serve notice to obtain a permit upon the property owner and upon the contractor doing the work. The notice shall order the work to stop until a permit is obtained and the work is corrected to comply with the specifications. If the sidewalk work has been completed, the owner shall obtain a permit immediately and perform any needed corrections within five days from receipt of the permit. If the owner fails to comply with this notice, the Public Works Director shall have the work completed and the costs assessed to the property owner.

136.14 INSPECTION AND APPROVAL. Upon final completion, the Public Works Director or their designee shall inspect the work. The Public Works Director or their designee may order corrections if the work does not meet specifications. When the work does meet all requirements of this chapter, the specifications, and the permit, the Public Works Director shall indicate this on both copies of the permit.

136.15 BARRICADES AND WARNING LIGHTS. Whenever any material of any kind is deposited on any street, avenue, highway, passageway or alley when sidewalk improvements are being made or when any sidewalk is in a dangerous condition, it shall be the duty of all persons having an interest therein, either as the contractor or the owner, agent, or lessee of the property in front of or along which such material may be deposited, or such dangerous condition exists, to put in conspicuous places at each end of such sidewalk and at each end of any pile of material deposited in the street, a sufficient number of approved warning lights or flares, and to keep them lighted during the entire night and to erect sufficient barricades both at night and in the daytime to secure the same. The party or parties using the street for any of the purposes specified in this chapter shall be liable for all injuries or damage to persons or property arising from any wrongful act or negligence of the party or parties, or their agents or employees or for any misuse of the privileges conferred by this chapter or of any failure to comply with provisions hereof.

136.16 INTERFERENCE WITH SIDEWALK IMPROVEMENTS. No person shall knowingly or willfully drive any vehicle upon any portion of any sidewalk or approach thereto while in the process of being improved or upon any portion of any completed sidewalk or approach thereto, or shall remove or destroy any part or all of any sidewalk or approach thereto, or shall remove,

destroy, mar or deface any sidewalk at any time or destroy, mar, remove or deface any notice provided by this chapter.

136.17 DETERMINING LOCATION OF NEW SIDEWALKS. The decision as to where to place new sidewalks, including the side of the street and placement in relation to the curb, should be made at the recommendation of the city engineer and should be based on a number of factors including environmental constraints and costs considerations. The design of sidewalks, necessary retaining walls, and materials will be subject to discussion at a public meeting prior to council providing final approval.

When constructing new sidewalks every effort should be made to limit the number of mature trees removed during the construction process. If a property owner wishes to save a mature tree that otherwise would need to be removed to allow for the sidewalk, that property owner may choose to have the tree saved by providing an easement for the sidewalk to go around the tree. This easement would be provided at no cost to the city. The city is not responsible for replacing or compensating property owners for any landscaping located within the public right-of-way that is removed to allow for the installation of sidewalks.

136.18 ENCROACHING STEPS. It is unlawful for a person to erect or maintain any stairs or steps to any building upon any part of any sidewalk without permission by resolution of the Council.

136.19 OPENINGS AND ENCLOSURES. It is unlawful for a person to:

1. Stairs and Railings. Construct or build a stairway or passageway to any cellar or basement by occupying any part of the sidewalk, or to enclose any portion of a sidewalk with a railing without permission by resolution of the Council.
2. Openings. Keep open any cellar door, grating, or cover to any vault on any sidewalk except while in actual use with adequate guards to protect the public.
3. Protect Openings. Neglect to properly protect or barricade all openings on or within six (6) feet of any sidewalk.

136.20 FIRES OR FUEL ON SIDEWALKS. It is unlawful for a person to make a fire of any kind on any sidewalk or to place or allow any fuel to remain upon any sidewalk.

136.211 DEFACING. It is unlawful for a person to scatter or place any paste, paint, or writing on any sidewalk.

(Code of Iowa, Sec. 716.1)

136.22 DEBRIS ON SIDEWALKS. It is unlawful for a person to throw or deposit on any sidewalk any glass, nails, glass bottle, tacks, wire, cans, trash, garbage, rubbish, litter, offal, or any other debris, or any substance likely to injure any person, animal, or vehicle.

(Code of Iowa, Sec. 364.12[2])

136.23 VEGETATION OVERGROWTH ON SIDEWALK. It is the responsibility of the abutting property owner to make sure that there is no vegetative overgrowth encroaching on the sidewalk. This includes grass encroaching onto the sidewalk thereby reducing the walkway width as well as keeping bushes and shrubs trimmed so that no part of the plant is encroaching on the sidewalk space. Tree branches should be a minimum of eight (8) feet above the level of the sidewalk.

136.24 MERCHANDISE DISPLAY. It is unlawful for a person to place upon or above any sidewalk, any goods or merchandise for sale or for display in such a manner as to interfere with the free and uninterrupted passage of pedestrians on the sidewalk; in no case shall more than three (3) feet of the sidewalk next to the building be occupied for such purposes.

136.25 SALES STANDS. It is unlawful for a person to erect or keep any vending machine or stand for the sale of fruit, vegetables or other substances or commodities on any sidewalk without first obtaining a written permit from the Council.

SIDEWALK REGULATIONS

136.01 Purpose	136.13 Inspection and Approval
136.02 Definitions	136.14 Barricades and Warning Lights
136.03 Removal of Snow, Ice, and Accumulations	136.15 Interference with Sidewalk Improvements
136.04 Property Owner's Responsibility for Maintenance	136.16 Determining Location of New Sidewalks
136.05 Annual Inspection Zones	136.17 Encroaching Steps
136.06 City Shall Order Repairs	136.18 Openings and Enclosures
136.07 Notice of Inability to Repair or Barricade	136.19 Fires or Fuel on Sidewalks
136.08 Economic Hardship Process	136.20 Defacing
136.09 Sidewalk Construction Ordered	136.21 Debris on Sidewalks
136.10 Standard Sidewalk Specifications	136.22 Vegetation Overgrowth on Sidewalk
136.11 Permits for Construction or Repair	136.23 Merchandise Display
136.12 Failure to Obtain Permit; Remedies	136.24 Sales Stands

136.01 PURPOSE.

The purpose of this ordinance is to promote the health, safety and general welfare of the City of Windsor Heights, and to ensure compliance with the following goals in accordance with the City of Windsor Heights Complete Street Policy passed on July 6, 2015:

1. Promoting the safety of pedestrian access, movement, and protection for the physically able, physically challenged, children or seniors (or variously-abled) within the community;
2. Ensuring that the ADA guidelines are met for all sidewalk or pathway installations, existing and proposed;
3. Promoting attractive and well-constructed sidewalks or pathways that correspond to the character, aesthetic qualities, natural, environmental, and historical features of developing or existing neighborhoods;
4. Connecting to existing and projected sidewalks or pathways whenever the opportunity arises to insure an interconnected pedestrian system;
5. Ensuring that all development actively implements the building of sidewalks or pathways for new construction, reconstruction, or rehabilitation.

136.02 DEFINITIONS.

For use in this chapter the following terms are defined:

1. "Pedestrian Friendly" or "walkability" means the presence of facilities and design features that make an environment safe and attractive to pedestrians. These include: walkable distances between uses, (i.e. under ¼ mile); sidewalks, paths and walkways; continuous visual interest (i.e. uninterrupted line of buildings, attractive barrier in front of parking lots, murals on blank walls, infill development, pocket parks, etc.); consumer uses (i.e. restaurants, shops, cinemas, housing); trees for shade; awnings for shelter; buildings and landscaping elements sited to avoid wind tunnel effect, and to provide sheltered areas; visual texture in the streetscape (i.e. interesting storefronts, public art, plantings, pavement patterns, etc.); people presence (i.e. sidewalk cafes, street vendors, late business hours, residents using front porches and yards); good maintenance and inclusion of site amenities; buffers between cars and pedestrians (i.e. planted medians, on-street parking, grade separation); paths connecting adjacent uses; crosswalks and ramps; traffic calming devices; traffic lights.
2. "Crosswalk" means any portion of a roadway at an intersection or elsewhere that is distinctly indicated for pedestrian crossing. If there is no marking, a sidewalk crossing is implied at each leg of every intersection by the extension of the lateral lines of the sidewalk on each side, or where the sidewalk would be if there is none.
3. "Broom finish" means a sidewalk finish that is made by sweeping the sidewalk when it is hardening.
4. "Wood float finish" means a sidewalk finish that is made by smoothing the surface of the sidewalk with a wooden trowel.
5. "Defective sidewalk" means any public sidewalk exhibiting one or more of the following characteristics (Appendix "B"):
 - A. Sidewalk faulted at joint or crack with 1 inch or more deflection;
 - B. Sidewalk raised more than 2 inches in 8 feet from normal profile line of sidewalk;
 - C. Sidewalk sunken more than 2 inches in 8 feet from normal profile line of sidewalk;
 - D. Sidewalk cracked into 3 or more pieces per panel, or any single crack with ½ inch or greater openings;
 - E. Sidewalk cracked and/or spalled (small crater line holes deeper than 3/8 inch with part of sidewalk missing, forming holes deeper than 3/8 inch;

F. Sidewalk cross slope is incorrect, greater than 1 inch in 1 foot; and,

G. Sidewalk is missing panels.

6. "Established grade" means that grade established by the City for the particular area in which a sidewalk is to be constructed.

7. "One-course construction" means that the full thickness of the concrete is placed at one time, using the same mixture throughout.

8. "Owner" means the person owning the fee title to property abutting any sidewalk and includes any contract purchaser for purposes of notification required herein. For all other purposes, "owner" includes the lessee, if any

9. "Portland cement" means any type of cement except bituminous cement.

10. "Sidewalk" means all permanent public walks in business, residential or suburban areas. Sidewalks should be a minimum of 4 feet (5 feet recommended) in residential areas and a minimum of 8 feet in commercial areas.

11. "Sidewalk improvements" means the construction, reconstruction, repair, replacement, or removal, of a public sidewalk and/or the excavating, filling or depositing of material in the public right-of-way in connection therewith.

12. "Shared use path" means a paved pathway, typically from eight (8) to twelve (12) feet in width, physically separated from motorized vehicular traffic within the roadway right-of-way or within an easement adjacent to the roadway right of way. Primarily used by pedestrians and bicyclists, shared use paths are also used by joggers, skaters, wheelchair users (both nonmotorized and motorized). A shared use path's primary purpose is to provide pedestrians with connections to trails, other neighborhoods, shopping centers, businesses and other venues of interest. In addition, the shared use path may be used for recreational purposes.

13. "Bicycle/recreational trail" means a PCC, blacktop or gravel bicycle/recreational route developed primarily for outdoor recreational purposes. Trails are largely designed for pedestrians and other users to "experience" the outdoors and may be used by a variety of users, but they are not primarily designed for transportation purposes. Bicycle trails within the city of Windsor Heights should be constructed at a minimum of ten (10) feet in width with a preferred width of twelve (12) feet whenever possible.

14. "Trailhead" means an outdoor system developed to serve as an access point to a bicycle/recreational trail which generally includes an area to park vehicles and typically is a beginning or ending point of a bicycle/recreational trail. The junction of two or more trails, where no other access point is provided to the trails, is not a trailhead.

15. "Mature tree" means any tree with a diameter at breast height of 10 inches or greater.

136.03 REMOVAL OF SNOW, ICE, AND ACCUMULATIONS.

The abutting property owner shall remove snow, ice, and accumulations promptly from sidewalks. If a property owner does not remove snow, ice, or accumulations within 48-hours following the conclusion of the weather event, the Public Works Director will provide a 24-hour notice in the door. Following the 24-hour notice the Public Works Director may have the natural accumulations of snow or ice removed and shall give the Council an itemized and verified statement of the costs and a legal description of the property. The costs shall be assessed against the property as taxes. The abutting property owner may be liable for damages caused by failure to remove snow, ice, and accumulations promptly from the sidewalk. Under extreme weather conditions, the Public Works Director may provide additional time for abutting property owners to remove snow, ice, and accumulations from the sidewalk.

(Code of Iowa, Sec. 364.12[2b & e])

136.04 PROPERTY OWNER'S RESPONSIBILITY FOR MAINTENANCE.

The abutting property owner shall repair, replace, or reconstruct, or cause to be repaired, replaced, or reconstructed, all broken or defective sidewalks and maintain in a safe and hazard-free condition any sidewalk outside the lot and property lines and inside the curb lines or, in the absence of a curb, any sidewalk between the property line and that portion of the public street used or improved for vehicular purposes (Appendix "C"); provided, however, that this section shall not be construed to require a property owner to take any action with respect to a public side walk or shared use path when said action is made necessary by the excavation or other activity of the city or a public utility. The abutting property owner may be liable for damages caused by failure to maintain the sidewalk.

The abutting property owner will not be responsible for the cost of installing ADA ramps. In situations where ADA ramps are required the portion of the cost associated with the ramp is the economic responsibility of the City.

136.05 ANNUAL INSPECTION ZONES.

The City will be responsible for inspecting the public sidewalks on a five (5) year cycle within the city. These inspections shall be made to determine if any of the public sidewalks within a particular zone of the city are defective as defined. The City will be divided into five zones as designated in (Appendix "A"). When a sidewalk defect is found to exist outside of the annual inspection zone, the City will initiate appropriate action as directed by this policy to have the sidewalk reconstructed. The annual inspections will occur on the following timeline:

1. August – designated zone sidewalk inspections completed
2. August 31 - Notifications mailed to property owners

3. October – April – property owner requests bids for repairs and selects contractor
4. May 1 – seventy-five day initiated from May 1.
5. July 15 – deadline for property owners to complete sidewalk repair.
6. July - October – three months for city to coordinate and schedule uncompleted repairs

(Code of Iowa, Sec. 364.12[2c])

136.06 CITY SHALL ORDER REPAIRS.

If the abutting property owner does not maintain sidewalks as required, the Public Works Director shall serve notice on such owner, by certified mail, requiring the owner to repair, replace or reconstruct sidewalks within seventy-five (75) days from the date the notice is mailed. If, upon expiration of the 75 days as provided in said notice, the required work has not been done or is not in the process of completion, the Public Works Director Shall require the work to be done and assess the costs against the abutting property for collection in the same manner as a property tax. No such assessment shall be made for the repair, reconstruction or replacement of a public sidewalk unless the city has served upon the person shown by the records of the Polk County recorder to be the owner of the abutting property, by certified mail, a notice requiring said person to repair, reconstruct or replace the public sidewalk within seventy five (75) days from the date said notice is mailed. All sidewalk improvements shall be performed under the supervision and inspection of the Public Works Director.

If work has not commenced following the 75 day notice, the sidewalk will be placed on a list for repair and the City's contractor notified to proceed with the repairs. Upon completion of the repair the property owner will be sent by regular mail an invoice of the actual cost of the repair with no administration fee. The property owner will have 30 days to pay the invoice. If the invoice is not paid within 30 days, the amount will be certified to the County Auditor to be added to the owner's property taxes.

Any unpaid costs for said repairs over \$500 will be assessed and collected in the same manner as property taxes. There shall be returned to the City Council an itemized assessment schedule, verifying expenditures used in doing such work, and the legal description of the lots, or tract of ground abutting the sidewalk on which such work has been performed. Assessments may be spread over a ten-year period at an interest rate of 2% over current bank rates. Any costs less than \$500 will be assessed in one installment. There will also be a \$50 administrative fee if costs are assessed against the property.

The Public Works Director does not have the authority to assess property owners in cases where there is not an existing sidewalk. New sidewalk installation is the sole discretion of the Council. No openings in the streets, alleys, sidewalks or public ways shall be permitted between November 15th and April 15th except where it is determined by the Director of Public Services or their designee to be an emergency excavation.

(Code of Iowa, Sec. 364.12[2d & e])

136.07 NOTICE OF INABILITY TO REPAIR OR BARRICADE.

It is the duty of the owner of the property abutting the sidewalk (or of the contractor or agent of the owner) to notify the City immediately in the event the owner is unable to make necessary sidewalk improvements or to install or erect warnings and barricades as required by this chapter.

136.08 ECONOMIC HARDSHIP PROCESS.

To be eligible for an economic hardship waiver, the applicant must have a recorded legal or equitable title to the parcel and have an adjusted annual income that is at or below 80 percent of the median income guidelines for the Des Moines Metropolitan Statistical Area as established by the U.S. Department of Housing and Urban Development Block Grant (CDBG) programs (called median income guidelines) for the year in which the resolution of necessity for construction, reconstruction, or repair of the public improvement is approved by the city council. Any residential property owner seeking to qualify for economic hardship of sidewalk repair must meet the defined criteria as illustrated in (Appendix "E").

136.09 SIDEWALK CONSTRUCTION ORDERED.

Based on Iowa Law, the Council may order the construction of permanent sidewalks upon any street or court in the City and may specially assess the cost of such improvement to abutting property owners in accordance with the provisions of Chapter 384 of the Code of Iowa. The abutting property owner will not be responsible for the cost of installing ADA ramps. In situations where ADA ramps are required the portion of the cost associated with the ramp is the economic responsibility of the City.

(Code of Iowa, Sec. 384.38)

136.10 STANDARD SIDEWALK SPECIFICATIONS.

The City Engineer shall prepare complete plans and specifications for the construction, reconstruction, and repair of sidewalks and driveway crossings in sidewalks, which, upon approval of the Council, shall be kept on file in the office of the Clerk. The specifications shall include descriptions and location of barricades and warning lights. All sidewalk improvements on public property, whether performed by the owner of the abutting property or by the City, shall be performed under the supervision of and subject to inspection by the Public Works Director, and in accordance with the plans and specifications adopted in accordance with this chapter (Appendix "D").

136.11 PERMITS FOR CONSTRUCTION OR REPAIR.

No person shall make any sidewalk improvements unless such person shall obtain a permit from the Public Works Director. The permit shall state that the person will comply with the ordinances of the City and with the specification for

sidewalks adopted by the City. The permit also shall state that the work will be done under the direction and approval of the Public Works Director. All such permits shall be issued upon payment of sidewalk construction or repair fee. A copy of such permit shall be filed and preserved in the office of the Public Works Director. The permit shall state when the work is to be commenced and when the work is to be completed. The time of completion for the sidewalk improvements may be extended by the City Engineer. All permits for sidewalk improvements not ordered by resolution of the City Council shall be issued in compliance with this chapter. The Public Works Director may withhold the issuance of any permit for any sidewalk improvements for a sufficient period to determine the necessity for the proposed improvements or when weather conditions will adversely affect the sidewalk improvements. The person who makes a sidewalk construction or repair permit application shall pay a permit fee to the Clerk to cover the cost of issuing the permit and supervising, regulating, and inspecting the work. All permit fees under this chapter shall be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such permit fees may, from time to time, be amended by the Council by resolution. A copy of the resolution setting forth the currently effective permit fees shall be kept on file in the office of the City Administrator, and be open to inspection during regular business hours.

136.12 FAILURE TO OBTAIN PERMIT; REMEDIES.

Whenever any sidewalk improvements are made that do not conform to the provisions of this chapter and with the specifications, or when any sidewalk improvements are made without a permit, the Public Works Director shall serve notice to obtain a permit upon the property owner and upon the contractor doing the work. If the sidewalk is in the course of construction, the notice shall order the work to stop until a permit is obtained and the work is corrected to comply with the specifications. If the sidewalk work has been completed, the owner shall obtain a permit immediately and perform any needed corrections within five days from receipt of the permit. If the owner fails to comply with this notice, the Public Works Director shall have the work completed and the costs assessed to the property owner.

136.13 INSPECTION AND APPROVAL.

Upon final completion, the Public Works Director shall inspect the work. The Public Works Director may order corrections if the work does not meet specifications. When the work does meet all requirements of this chapter, the specifications, and the permit, the Public Works Director shall indicate this on both copies of the permit.

136.14 BARRICADES AND WARNING LIGHTS.

Whenever any material of any kind is deposited on any street, avenue, highway, passageway or alley when sidewalk improvements are being made or when any sidewalk is in a dangerous condition, it shall be the duty of all persons having an interest therein, either as the contractor or the owner, agent, or lessee of the property in front of or along which such material may be deposited, or such dangerous condition exists, to put in conspicuous places at each end of such sidewalk and at each end of any pile of material deposited in the street, a sufficient number of approved warning lights or flares, and to keep them lighted during the entire night and to erect sufficient barricades both at night and in the daytime to secure the same. The party or parties using the street for any of the purposes specified in this chapter shall be liable for all injuries or damage to persons or property arising from any wrongful act or negligence of the party or parties, or their agents or employees or for any misuse of the privileges conferred by this chapter or of any failure to comply with provisions hereof.

136.15 INTERFERENCE WITH SIDEWALK IMPROVEMENTS.

No person shall knowingly or willfully drive any vehicle upon any portion of any sidewalk or approach thereto while in the process of being improved or upon any portion of any completed sidewalk or approach thereto, or shall remove or destroy any part or all of any sidewalk or approach thereto, or shall remove, destroy, mar or deface any sidewalk at any time or destroy, mar, remove or deface any notice provided by this chapter.

136.16 DETERMINING LOCATION OF NEW SIDEWALKS.

The decision as to where to place new sidewalks, including the side of the street and placement in relation to the curb, should be made at the recommendation of the city engineer and should be based on a number of factors including environmental constraints and costs considerations. The design of sidewalks, necessary retaining walls, and materials will be subject to discussion at a public meeting prior to council providing final approval.

When constructing new sidewalks every effort should be made to limit the number of mature trees removed during the construction process. If a property owner wishes to save a mature tree that otherwise would need to be removed to allow for the sidewalk, that property owner may choose to have the tree saved by providing an easement for the sidewalk to go around the tree. This easement would be provided at no cost to the city. The city is not responsible for replacing or compensating property owners for any landscaping located within the public right-of-way that is removed to allow for the installation of sidewalks.

136.17 ENCROACHING STEPS.

It is unlawful for a person to erect or maintain any stairs or steps to any building upon any part of any sidewalk without permission by resolution of the Council.

136.18 OPENINGS AND ENCLOSURES. It is unlawful for a person to:

1. Stairs and Railings. Construct or build a stairway or passageway to any cellar or basement by occupying any part of the sidewalk, or to enclose any portion of a sidewalk with a railing without permission by resolution of the Council.
2. Openings. Keep open any cellar door, grating, or cover to any vault on any sidewalk except while in actual use with adequate guards to protect the public.
3. Protect Openings. Neglect to properly protect or barricade all openings on or within six (6) feet of any sidewalk.

136.19 FIRES OR FUEL ON SIDEWALKS.

It is unlawful for a person to make a fire of any kind on any sidewalk or to place or allow any fuel to remain upon any sidewalk.

136.20 DEFACING.

It is unlawful for a person to scatter or place any paste, paint, or writing on any sidewalk.

(Code of Iowa, Sec. 716.1)

136.21 DEBRIS ON SIDEWALKS.

It is unlawful for a person to throw or deposit on any sidewalk any glass, nails, glass bottle, tacks, wire, cans, trash, garbage, rubbish, litter, offal, or any other debris, or any substance likely to injure any person, animal, or vehicle.

(Code of Iowa, Sec. 364.12[2])

136.22 VEGETATION OVERGROWTH ON SIDEWALK.

It is the responsibility of the abutting property owner to make sure that there is no vegetative overgrowth encroaching on the sidewalk. This includes grass encroaching onto the sidewalk thereby reducing the walkway width as well as keeping bushes and shrubs trimmed so that no part of the plant is encroaching on the sidewalk space. Tree branches should be a minimum of eight (8) feet above the level of the sidewalk.

136.23 MERCHANDISE DISPLAY.

It is unlawful for a person to place upon or above any sidewalk, any goods or merchandise for sale or for display in such a manner as to interfere with the free and uninterrupted passage of pedestrians on the sidewalk; in no case shall more than three (3) feet of the sidewalk next to the building be occupied for such purposes.

136.24 SALES STANDS.

It is unlawful for a person to erect or keep any vending machine or stand for the sale of fruit, vegetables or other substances or commodities on any sidewalk without first obtaining a written permit from the Council.

(Ch. 136 – Ord. 16-07 – Oct. 16 Supp.)

Sidewalk Repair FAQ Sheet

1. Who is responsible for maintaining sidewalks adjacent to a resident's home or other property?

Iowa State Code and City Ordinance have established that the maintenance and repair of sidewalks is the responsibility of the adjoining property owner. This is detailed in the Iowa Code section 364.12(d) and the City of Windsor Heights Code Book Chapter 136.04 Sidewalk regulations and provides the City of Windsor Heights the ability to require an owner to repair a sidewalk adjacent to their property.

2. What opportunity does the city's sidewalk program offer to residents?

By opting into the city's sidewalk program, it offers the property owner a low-cost solution to repair/replace sidewalk panels that are out of compliance with city, state and federal guidelines. The more residents that join the program, the better price the city will receive from a contractor. This will save the property owner time and money by not having to locate and hire individual contractors for their replacement project. Residents can also apply to the City's sidewalk grant program that can help pay half the cost of replacement, up to \$1,000. www.windsorheights.org/782/Sidewalk-Improvement-Grant

3. When will my sidewalks be inspected?

The city has been divided into five segments and all sidewalks in one of the segments will be inspected each year on a five year rotating schedule. In addition, if a complaint is received on the condition of a sidewalk, an inspection will be made at the time the complaint is received.

4. What options do I have to get my sidewalks repaired?

There are a few options for the property owner to repair the sidewalk. Property owners can perform the repair or replacement themselves. They can hire their own contractor to make the necessary repairs or replacement. The property owner can opt into the city's sidewalk program and have the city's contractor repair or replace the deficient sidewalk panels.

5. How long will I have to complete the sidewalk repairs?

It would be appreciated if the repairs were completed as soon as possible to provide pedestrians with a safe passageway; however, deadlines are established and given in the notification letter. Typically, sidewalks marked as part of the inspection program are identified with a deadline for completion of repairs. Please note that the repair work must be completed within two weeks after removing the sidewalk.

6. Is a permit required?

Yes, a construction permit is required; however, there are no permit fees.

7. What will happen if I can't find a contractor to do the repair work?

If the repairs are not completed by the deadline stated in your notification letter, the city will take charge of the repair work and invoice you for the repair costs.

8. How much will the city charge to repair my sidewalk?

The Windsor Heights Public Works Department will either complete the repairs or a contractor will be hired each year and the cost will be determined at that time. After the deadline, an inventory of which sidewalks have and have not been repaired will be made. A list will be compiled and a bid will be solicited from contractors to repair those sidewalks. Depending on the lowest responsible bid received, the city will charge the property owner for the costs of making sidewalk repairs on their property. The current anticipated cost per panel of sidewalk ranges from \$350 to \$500. Many factors will determine this cost, such as the size of the project, material and labor costs and contractor availability.

9. If the city repairs my sidewalk, what method of repair is done?

The city will only remove and replace sidewalk panels if the city takes charge of the repair work. Therefore, if you desire to utilize a repair option other than removal and replacement, you will need to arrange for the work.

10. If I have the city repair my sidewalk, will my property be assessed?

The city will first invoice the property owner for the costs incurred and will work with the property owner in making the payment. Only if the invoice is not paid within 30 days will the property be assessed and added to property taxes.

11. Do I have to hire a contractor, or can I repair the sidewalk myself?

If you have the ability to complete the repairs to the city's specifications, you may complete the repair work yourself.

12. Can the city recommend a contractor?

The city cannot recommend contractors as we are unable to favor any particular contractor. The city does not require that the contractors be licensed and therefore does not have an approved contractor list.

13. What are the acceptable methods to repair my sidewalk?

There are different acceptable methods of repair depending on the repair type marked on the inspection sheet. The sidewalk inspection report details repair types. The recommended method of repair is removal and replacement for all types; however, other options are as follows:

- Types B, D, and F (see attachment) must be removed and replaced. The city recommends doweling the new squares into the adjacent squares to prevent the movement of the new squares.
- Type A and C (see attachment) may be removed and replaced or mud-jacked, not to exceed 5%. Type A may also be corrected if it does not exceed ½" in height it can be beveled with a grinder to meet the city's specifications
- Type E may be sealed with a rigid sealant after the removal of all vegetation/debris.

14. Can I fix more squares than what is marked?

Absolutely. The city only marks the minimum number of squares to eliminate hazards. You may have additional squares in marginal condition that you may want to repair, or you may find it in your best interest to replace entire segments of the sidewalk rather than doing spot repairs.

15. Is there funding available to help pay for the repairs?

Yes, information on the City's Sidewalk Grant program is available online: <https://windsorheights.org/782/Sidewalk-Improvement-Grant>

16. What do I do if the squares marked on my inspection form are actually adjacent to my neighbor's property?

Call Windsor Heights Public Works at 515-645-6825 so we may re-evaluate the location of the marked squares. If the square(s) is adjacent to your neighbor's property, a letter will be sent to your neighbor.

17. I sold the property; should I call the city?

Yes, if you recently sold the property, the records may not have been updated at the Polk County Recorder's office yet. By notifying the city of the recent sale, we can notify the correct property owner.

18. What if I disagree with the squares marked?

If you believe the squares marked adjacent to your property do not meet the criteria established on the inspection form, or it would be preferable to repair the adjoining square, please call Windsor Heights Public Works at 515-645-6825. A second opinion of the need for repairs may be requested. The city will have a different inspector look at the sidewalk and evaluate it for meeting the criteria.

19. I have seen other squares worse than mine; why weren't they marked?

The city tries to be as fair and as consistent as possible when marking sidewalk squares for repair. If you believe we missed a sidewalk needing repair, or there is a sidewalk in another area of your neighborhood that also needs repair work, please call Windsor Heights Public Works at 515-645-6825 with the addresses to initiate inspections of those sidewalks.

20. Who is responsible for repairing my damaged irrigation system?

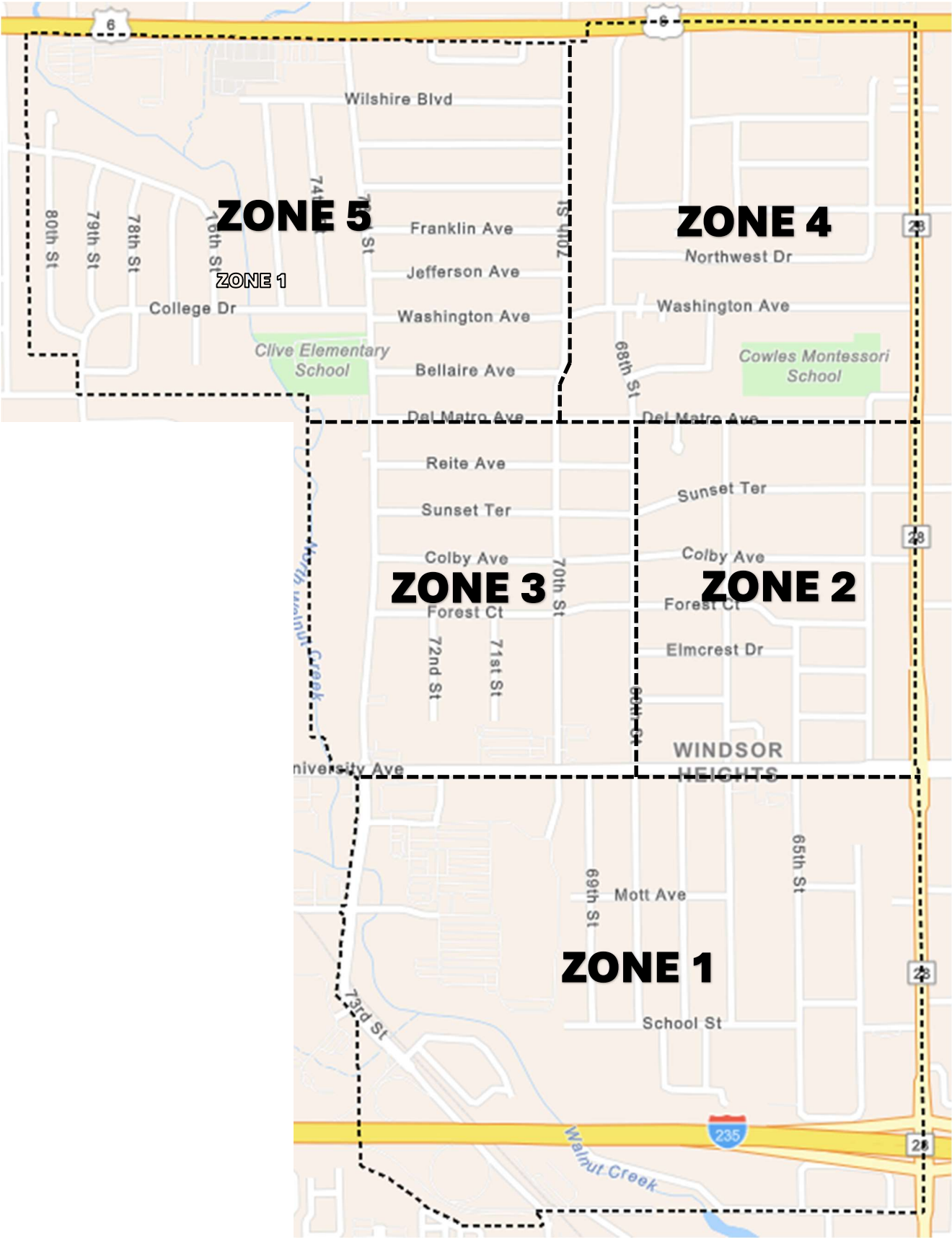
Any irrigation system (lines or heads) that are in the public right-of-way are susceptible to damage and are the responsibility of the homeowner to repair.

21. Do I need to notify the city when the repairs have been made?

Notification is not necessary. The city will automatically re-inspect the sidewalks marked for repair after the deadline stated in your notification letter.

For additional questions or information, please call Windsor Heights Public Works at 515-645-6825 , or visit our Public Works facility at 6800 School St. south of Colby Park.

City of Windsor Heights Sidewalk Inspection Zone Map



This form must be **completed and returned to the City by May 15 2024**. You can also scan the QR code below to fill out the form online. It will go directly to the Public Works Department.

Return to: Windsor Heights Public Works 1145 66th St.
Windsor Heights, IA 50324

PROPERTY ADDRESS: _____

NAME OF PROPERTY OWNER: _____

DAYTIME PHONE: _____

EMAIL: _____

ADDRESS OF PROPERTY OWNER: _____

Signature: _____ Date: _____

☐ **I AM HIRING MY OWN CONTRACTOR**

CONTRACTOR NAME: _____

ADDRESS/ PHONE NO.: _____

- Repair work must be completed by August 1, 2024, or the city will make the repair and invoice through the sidewalk program.

☐ **I AM PERFORMING THE WORK MYSELF**

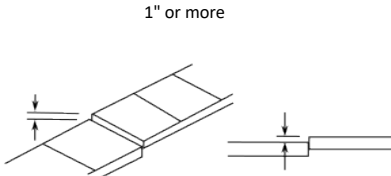
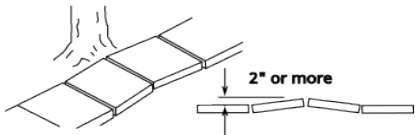
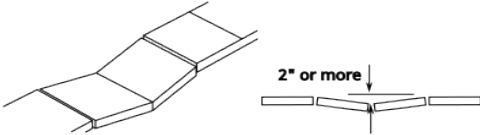
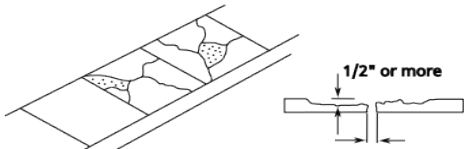
- Repair work must be completed by August 1, 2024 or the city will make the repair and invoice through the sidewalk program.

☐ **I REQUEST THE CITY TO PERFORM THE WORK AS PART OF
THE SIDEWALK REPAIR PROGRAM**

- This involves the City completing all sidewalk work in the area as a single project. Upon completion of the project you will receive an invoice in the mail which can be paid in person at City Hall, by check through the mail, or by card over the phone.

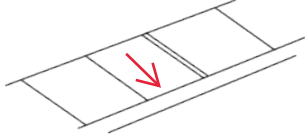
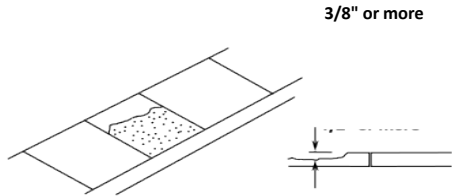
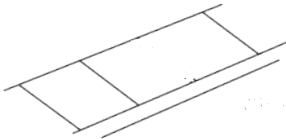
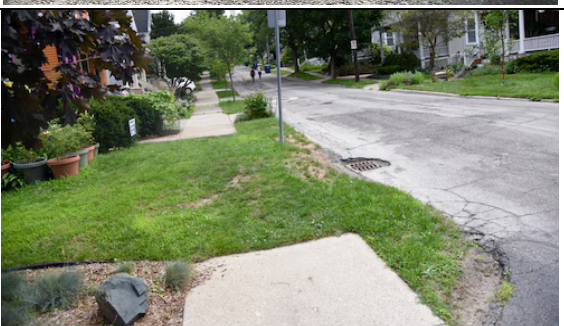
SIDEWALK DEFICIENCY CODES WITH DESCRIPTION

Windsor Heights Public Works

Repair Code	Description		
A	This sidewalk is cracked with a vertical edge of more than one-half inch high. This may be a one or two panel replacement	 1" or more	
B	Sidewalk raised more than 2 inches in 8 feet from normal profile line of sidewalk	 2" or more	
C	Sidewalk sunken more than 2 inches in 8 feet from normal profile line of sidewalk	 2" or more	
D	The sidewalk is cracked into 3 or more pieces AND there is either a vertical discontinuity of greater than one-half inch or horizontal gap of greater than one-half inch or portions are missing or pitted.	 1/2" or more	

SIDEWALK DEFICIENCY CODES WITH DESCRIPTION

Windsor Heights Public Works

Repair Code	Description		
E	Sidewalk cross slope is incorrect, greater than .5 inch in 1 foot; within the margin of error and.		
F	Sidewalk cracked and/or spalled (small crater like holes deeper than 3/8 inch with part of sidewalk missing, forming holes deeper than 3/8 inch.		
G	Sidewalk missing panels.		



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of the 2nd Reading of Ordinance No. 2024-02 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 101 Relating to the Storm Water Drainage

GENERAL INFORMATION

Stormwater fees are applied to property owners' water bills based on the amount of impervious area on their property. Currently the City of Windsor Heights charges both residential and commercial property owners \$5.5 monthly per 3,000 sq. ft of impervious area, with a minimum charge of \$5.5. The 3,000 sq. ft. of impervious area metric is the estimated average impervious area on a Windsor Heights residential property and is referred to hereafter as an Equivalent Residential Unit (ERU).

The current \$5.5 per ERU stormwater rate makes Windsor Heights' fee the second lowest of 14 known stormwater rates in the metro. An exact apple to apple comparison of stormwater rates across the metro is difficult to produce as ERUs are defined differently by communities and residential/commercial rate structures can have anomalies. Regardless, older communities in the metro, such as Windsor Heights, often lack stormwater systems in areas of town and/or have aged stormwater infrastructure in need of updates. Many areas in older communities such as Windsor Heights do not have stormwater systems and other areas where storm sewers are located in backyard easements that have not been kept clear of obstructions and lack appropriate access points. For comparison, Des Moines charges \$15.87 per ERU and Clive \$11.37 per ERU whereas younger cities are more typically in the \$6-\$8 per ERU range.

A 2018 UMB Stormwater Fee study proposed fee options equivalent to approximately \$8 per ERU to raise revenues to \$600,000 to adequately fund proposed stormwater system improvements. A 2018 BMI Stormwater Study outlined more than \$14 million in stormwater projects for the City to undertake, there is an additional \$2 million of stream bank stabilization projects all included in the CIP as unscheduled and Public Works is preparing to undertake reconstruction of a significant number of stormwater intakes in the next five years. Currently Windsor Heights stormwater fees generate approximately \$350,000 a year.

Proposed Stormwater Fee Increase

The combined stormwater maintenance and capital improvement needs significantly outpace stormwater revenues. To address this, administration proposes a significant adjustment to the stormwater fee schedule for 2024 to partially catch-up to where self-sustaining stormwater rates ideally would have been, along with additional stairstep increases over the next five years. Over time the objective is for stormwater improvement projects to be undertaken in a timelier fashion and be completely self-funded through the Stormwater Enterprise Fund, which better allocates the cost burden for stormwater projects on stormwater users than property taxes.

The administration proposes a stormwater rate increase from \$5.5 to \$9 per ERU for both commercial and residential properties. This would bring annual revenue in line with the revenue goal set out by UMB when they performed a Stormwater utility rate study for the City in 2018. Additional 50 cent increases are proposed for July 1st, 2026 (\$9.50), July 1st, 2028 (\$10.00) and July 1st 2030 (\$10.50).

Below are several examples of the impact this rate increase would have on commercial property owners as well as the typical residential property which is charged for 1 ERU.

User	ERUS	Current Fee Annual Total	Proposed July 1 st , 2024 \$9 Fee Annual Total
Walmart	430	\$28,380.00	\$46,440.00
Windsor	30	\$1,980.00	\$3,240.00
Lutheran			
Cowles	74	\$4,884.00	\$7,992.00
Citywide	71	\$4,686.00	\$7,668.00
Typical Home	1	\$66.00	\$108.00

If approved, staff will begin an educational program alerting residents and business of the intended July 1st increase and the intended use of stormwater revenues.

Attached are the 2018 BMI Study, 2018 UMB Study and map of City's stormwater system, and proposed Ordinance.

SUMMARY

ATTACHMENTS

1. Ordinance No. 2024-02 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 101
2. Stormwater Master Plan.10-1.18
3. 2018 study stormwater

ORDINANCE NO. 2024-02

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 101 RELATING TO THE STORM WATER DRAINAGE UTILITY

WHEREAS, an update is needed to Chapter 101 of the City code to define the size of an Equivalent Residential Unit (ERU); and

WHEREAS, the schedule of rate increases is necessary to fund stormwater system improvements; and

WHEREAS, language is needed for lien for non-payment of stormwater utility fees.; and

WHEREAS, one ERU is defined as 3,000 square feet of impervious surface; and

WHEREAS, adding Section 101.08 allows the City to pursue overdue fees by going through the lien process with the county.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 101 of the Windsor Heights Code of Ordinances relating to the Storm Water Drainage Utility by deleting ~~striketrough~~ language and adding underlined language as follows:

CHAPTER 101 STORM WATER DRAINAGE UTILITY

101.01 Purpose	101.05 Use of Fund
101.02 Storm Water Drainage Utility Established	101.06 Governing Board
101.03 Rate Categories <u>Equivalent Residential Unit (ERU) Defined</u>	101.07 Storm Water Site Plan Review Required
101.04 Rates	101.08 <u>Lien for Nonpayment</u>

101.01 PURPOSE.

The purpose of this chapter is to establish a Storm Water Drainage Utility and provide a means of funding the construction, operation, and maintenance of storm water management facilities, including (but not limited to) detention and retention basins, storm water sewers, inlets, ditches and drains, and cleaning of streets. The Council

finds that the construction, operation, and maintenance of the City's storm and surface water drainage system should be funded through charging users of property which may connect or discharge directly, or indirectly, into the storm and surface water drainage system or properties receiving the indirect benefit of drainage diverted into the City's system.

101.02 STORM WATER DRAINAGE UTILITY ESTABLISHED.

It is found and determined to be necessary and conducive to the protection of the public health, safety, welfare, and convenience that a storm water drainage utility is created for all of the City of Windsor Heights, Iowa, and for the purpose authorized by Section 384.84(1) *Code of Iowa*; that is, to establish and collect rates for a storm water drainage system.

101.03 RATE CATEGORIES.

~~—The billing rates are divided into categories, as follows:—~~

~~—1. Residential: Parcels as defined by the County Assessor data base; Use Class R and Use Class F parcels.~~

~~—2. Commercial: Non-residential~~

101.03 EQUIVALENT RESIDENTIAL UNIT (ERU), DEFINED:

“ERU” shall be used as the basis for determining stormwater management fees. Less than or equal to three thousand (3,000) square feet of impervious surface area shall be one ERU. Every additional increment of one (1) square foot to one thousand five hundred (1,500) square feet of impervious surface area shall be one half (0.5) ERU. Properties shall be charged in increments of one half ERU with a minimum charge of 1 ERU per property billed monthly. Residential and non-residential properties shall pay the same rate per ERU.

101.04 RATES.

~~—The billing rates for the categories as defined in Section 101.03 are as follows:—~~

~~—~~

Category	Monthly Rate
Residential	\$5.50 per unit per month
Non-Residential	\$5.50 per unit per month

101.04 RATES.

The billing rates per ERU as defined in Section 101.03 are as follows:

Effective July 1, 2024: \$9.00 per ERU

Effective July 1, 2026: \$9.50 per ERU

Effective July 1, 2028: \$10.00 per ERU

Effective July 1, 2030: \$10.50 per ERU

101.05 USE OF FUND.

The money paid and collected pursuant to this chapter shall be held by the City in a special fund to be expended only for the purpose of constructing, operating, managing, repairing, and maintaining all kinds of conduits, drains, storm water detention devices, flow impediments, ponds, ditches, sloughs, filter strips, rip-raps, erosion control devices, and any other things and activities useful to the proper control management, collection, drainage, and disposition of storm water in the City.

101.06 GOVERNING BOARD.

The governing board of the Storm Water Drainage Utility is the City Council. The Storm Water Drainage Utility shall be under the direction, management, and control of the City Administrator, who functions as its director. In that capacity, the City Administrator shall supervise the day-to-day operation of the Storm Water Drainage Utility, shall enforce this chapter and the provisions of all ordinances and regulations adopted pursuant to this chapter and shall carry out the policy directives of the Council acting in its role as governing body of the Storm Water Drainage Utility.

101.07 STORM WATER SITE PLAN REVIEW REQUIRED.

A storm water site plan review shall be required for projects in order to ensure that the goals of the City's storm water program are met. Storm water site plan requirements and associated fees are adopted by resolution and available for review from the City Clerk or the City Building Inspector.

101.08. LIEN FOR NONPAYMENT

The owner of the property served and any lessee or tenant thereof shall be jointly and severally liable for stormwater fees. Stormwater fees remaining unpaid and delinquent shall constitute a lien upon the property and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. Effective Date. This ordinance shall be effective July 1st, 2024 after the final passage, approval and publication as provided by law.

Passed and Approved this ____ day of ____, 2024.

1st Reading: 4.1.2024

2nd Reading:

3rd Reading:

Publish Date: _____

Mike Jones, Mayor



Real People. Real Solutions.

Storm Water Management Plan

City of Windsor Heights, IA

September 2018

Submitted by:

Bolton & Menk, Inc.
309 E 5th Street
Des Moines, IA 50309
P: 515-259-9190

Certification

Storm Water Management Plan

for

City of Windsor Heights, IA

A13.116140

September 26, 2018

	I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa. <u>Justin L. Ernst</u> Date: <u>9-26-2018</u> Justin L. Ernst, P.E. License No. 23753 My renewal date is December 31, 2019 Pages or sheets covered by this seal: <u>All pages</u>
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Appendix A

Existing Conditions Map

Project Location Map

Figure #1: Allison Avenue Improvements

Figure #2: 70th/68th Street Storm Sewer Improvements

Figure #3: 69th Street Storm Sewer Improvements

Figure #4: 68th Street Storm Sewer Improvements

Figure #5: Wilshire Blvd to Jefferson Avenue Storm Sewer Improvements

Figure #6: College Drive Storm Sewer Improvements

Figure #7: Marilyn Drive Storm Sewer Improvements

Figure #8: 73rd Street Storm Sewer Improvements

Figure #9: 73rd Street & Washington Street Storm Sewer Improvements

Figure #10: Del Matro Avenue Storm Sewer Extension

Figure #11: Colby Avenue & Forest Court Storm Sewer Improvements

Figure #12: Colby Park & 69th Street Storm Sewer Network Improvements

I. Introduction

A. Background

The City of Windsor Heights has contracted with Bolton & Menk, Inc. to complete a Storm Water Management Plan of its existing storm sewer infrastructure. The plan includes an investigation of the existing storm sewer infrastructure, storm water conveyance alternatives and preliminary layout for improvements to the storm sewer system within the corporate limits of the City of Windsor Heights. The recommended solutions are intended to improve the City's drainage characteristics in anticipation of continued street improvement projects. The improvements that were investigated in this study include new storm sewer lines, manholes, and intakes.

The existing storm sewer system within the study area consists of areas with undersized storm sewer mains and inadequate intake spacing. The combination of undersized storm sewer mains and minimal intakes, causes a significant amount of localized flooding throughout the study area.

B. Project Approach

Bolton & Menk conducted a field review and desktop review of the study area for the storm water improvements. The existing storm sewer infrastructure was obtained by GIS information obtained from the City along with GPS field collection by City staff of existing manholes and intakes. A comprehensive model and evaluation of the project area was completed to analyze the existing conditions and evaluate potential solutions to create a future system that will improve localized flooding issues and meet current engineering standards.

II. Methodology

A. Time of Concentration

Times of concentration for each sub-basin were computed using the NRCS Velocity Method for sheet flow and shallow concentrated flow. A minimum time of concentration of 6 minutes was used for all subbasins less than 0.50 acres. Time of concentrations were calculated to be 6.0 to 20.4 minutes.

B. Hydrologic and Hydraulic Model

Precipitation was modeled using the NRCS MSE 3, 24-hour rainfall distribution. The MSE 3 rainfall distribution was developed in 2015 and is based on precipitation-frequency data compiled within NOAA Atlas 14.

Storm water runoff was analyzed for the 5-year, 10-year, and 100-year recurrence intervals with special attention to the 10-year and 100-year event. Rainfall amounts for each design event were selected from Iowa SUDAS *Rainfall Depth and Intensity for Various Return Periods* table. Estimates were taken from Section 5 – Central Iowa. A summary of the values used within the analysis are shown in Table 1: Total Rainfall Amount for Design Event

Table 1: Total Rainfall Amount for Design Event

Duration	Precipitation Frequency Estimate (inches)		
	5-year	10-year	100-year
24-hour	3.81	4.46	7.12

For purposes of this analysis, Walnut Creek was analyzed at low flow conditions.

The SCS Curve Number Method was used to model rainfall losses. Composite curve numbers were calculated for each sub-basin. A curve number value of 72 was used to represent pervious area and a curve number value of 98 was used to represent impervious area.

Autodesk Storm and Sanitary Analysis (SSA) was used to create a complete and comprehensive model of the entire drainage network. The SCS TR-20 Hydrology Method was used to develop watershed runoff hydrographs for each of the sub-basins. This methodology is widely accepted at local and national regulatory agencies as an engineering standard.

III. Existing Conditions Analysis

A. Watershed Area

The primary land use of the study area is urban residential landscape with commercial areas along University Avenue and 73rd Street. After a review of the USDA web soil survey the project area was determined to be composed of 7 different soil types, and of which is mainly composed of Clarion-Urban land complex with a type B hydrologic soil group.

B. Analysis

The first step in analyzing the storm sewer system was to recreate the existing storm sewer system. Existing GIS data from the City was used as a base. As-built data from previous projects and LiDAR were utilized to add critical data to storm sewer structures and pipes. Lastly, field data was gathered for several manholes and intakes throughout the project area by City staff using a portable GPS unit. The field data included pipe sizes and depth to invert of structures. Assumptions were made on structure flowlines, rim elevations, and routing for structures and pipes that were not surveyed nor contained in existing plan sets. Each pipe run was routed to one of 23 outlets contained within the study area, 17 of which discharge into Walnut Creek and 5 of which discharge into the City of Des Moines storm sewer system. Refer to the Existing Conditions map within Appendix A for the existing storm sewer network map and existing subbasins within the study area.

Once the existing storm sewer system was established, sub-basins were delineated from each catch basin or general drainage location. LiDAR was analyzed to determine drainage patterns and delineate sub-basins. In total 263 sub-basins were delineated totaling approximately 725 acres. Each sub-basin was assigned a weighted curve number, time of concentration, and routed to its respective catch basin. This information was then input into the SSA model to create a comprehensive model of the drainage network. The model was run and results were recorded for the existing storm sewer system. These results were used as a basis of comparison for the improvements suggested herein.

C. Results

Two parameters were analyzed from the existing conditions model output: total time flooded of junctions (manhole/intakes) and time surcharged for links (pipes). Iowa SUDAS standards require that the storm sewer system network will operate without surcharge during the 5-year event. Results from the existing conditions model displayed significant flooding and surcharging throughout the project area. As it may not be feasible to eliminate surcharging and flooding, improvements can be implemented to reduce flooding and surcharging of the storm sewer network. See the proposed solutions for areas of improvements identified through the existing conditions model.

IV. Proposed Solutions

Solutions were developed to improve the capacity of the storm sewer system, decrease the duration of flooding at intakes and manholes, and address recurring localized flooding in many identified problem areas. The main cause of flooding and surcharging throughout the project area is undersized storm sewer and the lack of surface intakes. As a result of the existing insufficient spacing of surface intakes, large drainage areas are funneled to a single downstream catch basin that does not have the capacity to capture all the surface runoff. This leads to surface ponding at these locations and can cause excessive runoff to spread over streets. Adequately spaced intakes and storm sewer main sized to facilitate the storm flow will greatly reduce localized flooding at intakes during minor storm events. Refer to the Project Location Map for a vicinity map of each proposed project described below.

A. Allison Avenue Improvements – Figure #1

Through the existing conditions model and input from city staff, localized flooding is occurring at the low spot along Allison Avenue. This localized flooding can be attributed to significant surface runoff coupled with insufficient intake capacity and undersized downstream conduits. Proposed improvements include installing storm sewer along 64th Street and Allison Avenue with adequately spaced intakes along the mains. The proposed improvements are highlighted below:

1. Install 36" storm sewer main along 64th Street from Allison Avenue to the north with new intakes placed along the main. Connection to the existing main will be made at this point to allow removal/abandonment of the current main that is directed through private property.
2. Install 300' of 24" storm sewer along Lincoln Avenue.
3. Install 36" main and 24" main along Allison Avenue with new intakes placed along the main.

The improvements highlighted above will aid in the reduction of flooding along Allison Avenue by installing additional intakes and adequately sized storm sewer. The project will require partial reconstruction of the roadway. Refer to Figure #1 for a preliminary plan and opinion of probable costs of the improvements.

B. 70th/68th Street Improvements – Figure #2

Undersized storm sewer near the intersections of 70th St/Washington Avenue and 68th St/Washington Avenue result in localized flooding in these areas. The main trunk line is under capacity and cannot convey the large amount of runoff from the watershed upstream of this area. Due to the lack of capacity within the main, flooding can be observed throughout this area. Proposed Improvements include increasing the capacity of the storm sewer main and installing new intakes. The proposed improvements are highlighted below:

1. Install 54" storm sewer along Northwest Drive from 68th Street to 69th Street. This will allow the removal/abandonment of the existing main run through private property in this area.
2. Install 54" storm sewer along 69th Street from Northwest Drive to Washington Avenue.
3. Install 60" storm sewer along Washington Avenue from 69th Street to 70th Street.
4. Install 60" storm sewer along 70th to connect to the existing main.

The improvements highlighted above will provide additional capacity in the storm sewer main to convey the runoff in the area. Improvements were also noted upstream of the project area due to the increased capacity within the storm sewer main. This project will require

partial roadway reconstruction. Refer to Figure #2 for a preliminary plan and opinion of probable costs of the improvements.

C. 69th Street Storm Sewer Improvements – Figure #3

69th Street, north of Washington Avenue, experiences significant flooding during the 5-year event due to the lack of surface intakes. The intersection of 69th Street and Washington Avenue contains one set of intakes that captures approximately 9.34 acres of urban runoff. Proposed improvements aim to reduce the amount of surface runoff and include:

1. Installing storm sewer main along 69th with additional surface intakes.
2. The 70th/68th Street Improvements, highlighted above, should be installed prior to this project in order to provide sufficient downstream capacity.

The improvements highlighted above will decrease the amount surface runoff from reaching the intersection of 69th Street/Northwest Drive and therefore reducing surface flooding in this area. This project will require partial roadway reconstruction. Refer to Figure #3 for a preliminary plan and opinion of probable costs of the improvements.

D. 68th Street Storm Sewer Improvements – Figure #4

As seen along 69th Street, 68th Street also lacks surface intakes. The lack of intakes forces large amounts of surface runoff to one set of intakes along this roadway section. The direct result of the lack of surface intakes is localized flooding in this area. To decrease the amount of flooding in this area, it is proposed to install storm sewer along 68th Street with additional intakes along the way. Proposed improvements are highlighted below:

1. Install 24” and 18” storm sewer along 68th Street from Timmons Drive to Lincoln Avenue.
2. Install additional intakes along the main to capture surface runoff.

The improvements highlighted above will distribute surface runoff to several different intakes, reducing localized flooding due to overwhelmed intakes. The proposed improvements will require roadway reconstruction. Refer to Figure #4 for a preliminary plan and opinion of probable costs of the improvements.

E. Wilshire Blvd to Jefferson Avenue Storm Sewer Improvements – Figure #5

The area of Wilshire Blvd to Jefferson Avenue bounded by 73rd St to 70th St, lacks surface intakes and contains under sized storm sewer. This combination is the primary cause of flooding along 73rd Street. Proposed improvements will redistribute surface runoff to additional intakes to reduce flooding along 73rd street. Proposed improvements are highlighted below:

1. Install 42” and 36” storm sewer main along 73rd Street from Wilshire Blvd to El Rancho Avenue.
 - a. Install 30”, 24”, and 18” storm sewer and surface intakes along Wilshire Blvd.
 - b. Install 30”, 24”, and 18” storm sewer and surface intakes along Sunrise Blvd.
 - c. Install 36”, 30”, 24”, and 18” storm sewer and surface intakes along El Rancho Avenue.
2. Install 36” Storm sewer main along 73rd from Franklin Avenue to Jefferson Avenue.
 - a. Install 36”, 30”, 24”, and 18” storm sewer and surface intakes along Franklin Avenue.

- b. Install 30", 24", and 18" storm sewer and surface intakes along Jefferson Avenue.

The improvements highlighted above will increase the capacity of the main trunk line along 73rd Street and limit the amount of surface runoff entering 73rd Street by the installation of storm sewer and intakes along Wilshire Blvd, Sunrise Blvd, El Rancho Avenue, Franklin Avenue, and Jefferson Avenue. The proposed improvements will require partial street reconstruction. Refer to Figure #5 for a preliminary plan and opinion of probable costs of the improvements.

F. College Drive Storm Sewer Improvements – Figure #6

College Drive, west of Walnut Creek, contains no intakes or storm sewer. Surface runoff is conveyed through curb and gutter until it ultimately overland flows into Walnut Creek. Improvements along this area will reduce the amount of surface runoff conveyed through the roadway's curb and gutter. The proposed improvements are highlighted below:

1. Install 42", 36", 30", 24", and 18" storm sewer along with surface intakes along College Drive from Walnut Creek to 78th Street.
2. Install 24", 18", and 15" storm sewer and surface intakes along 76th Street.

Improvements along College Drive will decrease the gutter spread along College Drive and convey runoff safely and efficiently to Walnut Creek. The improvements will require partial street reconstruction. Refer to Figure #6 for a preliminary plan and opinion of probable costs of the improvements.

G. Marilyn Drive Storm Sewer Improvements – Figure #7

Approximately 32 acres of runoff are routed to and through Marilyn Drive in the existing conditions. Marilyn Drive contains minimal storm sewer infrastructure, all of which is under capacity for the given watershed. Proposed improvements will redistribute surface runoff to additional surface intakes and provide adequately sized storm sewer. The proposed improvements are highlighted below:

1. Install 36" storm sewer from Walnut Creek to Marilyn Dr.
2. Install 36" and 30" storm sewer and surface intakes along Marilyn Dr.
 - a. Install 24" and 18" storm sewer and surface intakes along 78th, 79th, and 80th Street.

Additional intakes placed along 78th, 79th, and 80th Street will decrease the amount of surface runoff entering Marilyn Dr. Adequately sized storm sewer will then route the runoff to Walnut Creek. The proposed improvements will require partial street reconstruction. Refer to Figure #7 for a preliminary plan and opinion of probable costs of the improvements.

H. 73rd Street Storm Sewer Improvements – Figure #8

Storm sewer along 73rd Street from Bellaire Avenue to Colby Avenue is mainly comprised of 15" and 18" storm sewer. There are minimal intakes placed along Bellaire Avenue, Del Matro Avenue, Reite Avenue, Sunset Terrace, and Colby Avenue. Existing intakes are overwhelmed by the amount of surface runoff through this watershed. Flooding of intakes and surcharging of the storm sewer can be observed during the 5-year storm event.

It is proposed to increase the size of storm sewer main along 73rd to eliminate the flooding of intakes and significantly decrease the time surcharged of pipes. This project will provide the ability to install storm sewer along Bellaire Avenue, Del Matro Avenue, Reite Avenue, Sunset Terrace, and Colby Avenue in the future to further reduce flooding and surcharging along 73rd Street. This project will require partial reconstruction of the roadway. Refer to Figure #8 for a preliminary plan and opinion of probable costs of the improvements.

I. 73rd Street & Washington Street Storm Sewer Improvements – Figure #9

Storm sewer collected at the intersection of 73rd St and Washington Avenue is conveyed to Walnut Creek through an 18" diameter storm sewer main. This storm sewer main is under capacity for runoff directed to this area. During the 5-year storm, significant flooding was noted. The improvements proposed below will reduce the amount of flooding in this area through the reconstruction of the storm sewer infrastructure in the 73rd Street/Washington Avenue intersection:

1. Install 18", 24", and 36" storm sewer with surface intakes in the 73rd Street/Washington Avenue intersection.
2. Install 36" storm sewer main along 73rd Street to 66" storm sewer outlet.

The improvements proposed to increase the size of storm sewer and outlet the runoff through the existing 66" storm sewer will provide the needed capacity to convey runoff during the minor storm events. This project will require the reconstruction of the 73rd Street/Washington Avenue intersection along with partial street reconstruction of 73rd Street. Refer to Figure #9 for a preliminary plan and opinion of probable costs of the improvements.

J. Del Matro Avenue Storm Sewer Extension – Figure #10

Recently, new intakes were added at the intersection of Del Matro Avenue and 66th Street. Additional improvements can be made to further help alleviate localized flooding at the intersection. It is recommended that a pair of intakes and a storm sewer branch line be installed along Del Matro Avenue, east of 66th Street. This addition would help reduce the amount of surface runoff that reaches the intersection and contributes to the localized flooding problem.

Partial roadway reconstruction would be required as part of this project. Refer to Figure #10 for a preliminary plan and opinion of probable costs of the improvements.

K. Colby Avenue & Forest Court Storm Sewer Improvements – Figure #11

This portion of storm sewer serves a large drainage area through central Windsor Heights. Currently, the region served by this sewer system lacks surface intakes, especially at intersections. The storm sewer system also contains a number of undersized mains, many of which are located off-street and through private property, making them a challenge to replace. The recommended improvements are centered around adding new intakes at key intersections, and increasing the capacity of portions of the main line while rerouting them within the street; specifically:

1. Install a 42" storm sewer along 70th Street and Colby Avenue and abandon/remove the existing main through private property.
2. Install new intakes at the intersection of Colby Avenue and 70th Street.
3. Install a 48" storm sewer along Forest Court from 73rd Street to the midblock of 72nd and 71st Street. Abandon existing sewer main located on private property.
4. Install new intakes at the intersections of Forest Court and 71st Street, 70th Street, and 68th Street.
5. Install a branch line east along Forest Court from the midblock of 72nd and 71st Street to 68th Street in order to serve each of the previously mentioned intersections. The storm sewer branch line would consist of 30", 24", and 18" diameter pipe.

These improvements will help reduce localized flooding throughout these neighborhoods and at many intersections. The recommended project can also accommodate the installation of additional surface intakes and branch lines along upstream intersections throughout the watershed. This solution also improves maintenance access to the storm sewer main by abandoning portions that currently lie on private property in residential backyards. Partial roadway reconstruction would be required as part of this project. Refer to Figure #11 for a preliminary plan and opinion of probable costs of the improvements.

L. Colby Park & 69th Street Storm Sewer Network Improvements – Figure #12

This storm sewer network serves a large watershed in the south portion of the City, including an area north of University Avenue between 68th and 64th Street, and an area south of University Avenue between 69th Street, School Street, and 64th Street. The existing storm sewer pipes are undersized and this region also lacks sufficient intake spacing along 68th, 67th, and 66th Streets. The existing storm sewer network discharges directly to Walnut Creek through a 36” main line located in Colby Park, which is also substantially undersized. Another problem area is the existing pipe crossing of University Avenue, which does not have sufficient capacity and may cause some storm sewer back-ups along University Avenue.

This recommended solution aims to primarily address the insufficient pipe capacity problems, specifically in the region south of University Avenue. These improvements are designed to accommodate the future installation of intakes and branch lines along 68th and 67th Street. The pipe crossing at University Avenue is also included in this recommendation, which will help alleviate some of the localized flooding that may occur along University Avenue, east of 68th Street. The proposed improvements are highlighted below:

1. Installation of a 66” storm sewer main from the intersection of 69th Street and School Street, south and west through Colby Park and into Walnut Creek.
2. Installation of new storm sewer main and intakes along School Street from 69th Street to 66th Street. The storm sewer main would consist of 48”, 36”, and 24” diameter pipes.
3. Installation of new storm sewer main and intakes along 69th Street from School Street to University Avenue. The storm sewer main would consist of 48”, 42”, 30”, and 24” diameter pipe.
4. Installation of new storm sewer main and intakes along Mott Avenue from 69th Street to 66th Street, consisting of 42”, 36”, 30”, and 24” diameter pipe.
5. Reconstruction of the storm sewer crossing at University Avenue with a 30” storm sewer main.

Roadway reconstruction would be required as part of this project. Refer to Figure #12 for a preliminary plan and opinion of probable costs of the improvements.

V. Opinion of Probable Costs

Opinion of probable costs were developed for each improvement presented above. For each cost estimate a construction contingency of 20% was assumed. In general, road replacement was taken to be half of the roadway or enough roadway replacement to conduct proposed work, intersections would be completely reconstructed, and sod restoration would be required along the proposed street reconstruction. The cost estimates created are conservative given the preliminary nature of design and are using 2018 prices since it is not known when construction will occur. Public and private utilities are not known at this time or in the future, additional cost may occur due to construction conflicts with other utilities. As final design is started on a given segment, the cost estimate will be able to be refined to more clearly represent the project. Table 2 below is a summary of the estimated costs for each storm sewer improvement project. Refer to Appendix A for a detailed, itemized break down of the opinions of probable costs and associated layouts.

Table 2: Summary of Opinions of Probable Cost for Storm Sewer Improvement Projects

<i>Proposed Storm Sewer Improvement Project</i>	<i>Estimated Cost</i>
Allison Avenue Improvements	\$974,592.00
70 th /68 th Street Storm Sewer Improvements	\$1,522,772.00
69 th Street Storm Sewer Improvements	\$352,116.00
68 th Street Storm Sewer Improvements	\$298,776.00
Wilshire Blvd to Jefferson Ave Storm Sewer Improvements	\$3,101,060.00
College Drive Storm Sewer Improvements	\$656,100.00
Marilyn Drive Storm Sewer Improvements	\$1,225,940.00
73 rd Street Storm Sewer Improvements	\$1,174,592.00
73 rd Street & Washington Street Storm Sewer Improvements	\$317,508.00
Del Matro Avenue Storm Sewer Extension	\$282,000.00
Colby Avenue & Forest Court Storm Sewer Improvements	\$1,648,420.00
Colby Park & 69 th Street Storm Sewer Network Improvements	\$3,988,310.00

VI. Conclusion

A complete and comprehensive storm water model was created to analyze the existing storm sewer system within the city limits of the City of Windsor Heights. The existing system displayed large drainage areas, few surface intakes, and undersized storm sewer mains. These existing characteristics caused frequent and prolonged surcharging of pipes and flooding of intakes. Proposed solutions were developed to help remedy the current drainage problems and if implemented, the proposed solutions will create an improved storm sewer network for the City of Windsor Heights. The recommendations contained within this report can be used as a planning tool to help guide future infrastructure improvements.

Besides the projects mentioned in this report, other steps can be done to reduce the amount of surface water runoff. This can include support from private landowners to reduce run off from their properties by using rain barrels to collect roof run off, reduce the amount of impervious area on their property, install private rain gardens or install other Best Management Practices (BMPs). Other options to help reduce runoff includes updating the City's storm water ordinance and providing educational opportunities to the public and staff on how they can help reduce runoff. This report doesn't talk about water quality but BMPs can be completed to improve water quality before it gets to the storm sewer system.

Appendix A: Figures/Opinion of Probable Costs

Existing Conditions Map

Project Location Map

Figure #1: Allison Avenue Improvements

Figure #2: 70th/68th Street Storm Sewer Improvements

Figure #3: 69th Street Storm Sewer Improvements

Figure #4: 68th Street Storm Sewer Improvements

Figure #5: Wilshire Blvd to Jefferson Avenue Storm Sewer Improvements

Figure #6: College Drive Storm Sewer Improvements

Figure #7: Marilyn Drive Storm Sewer Improvements

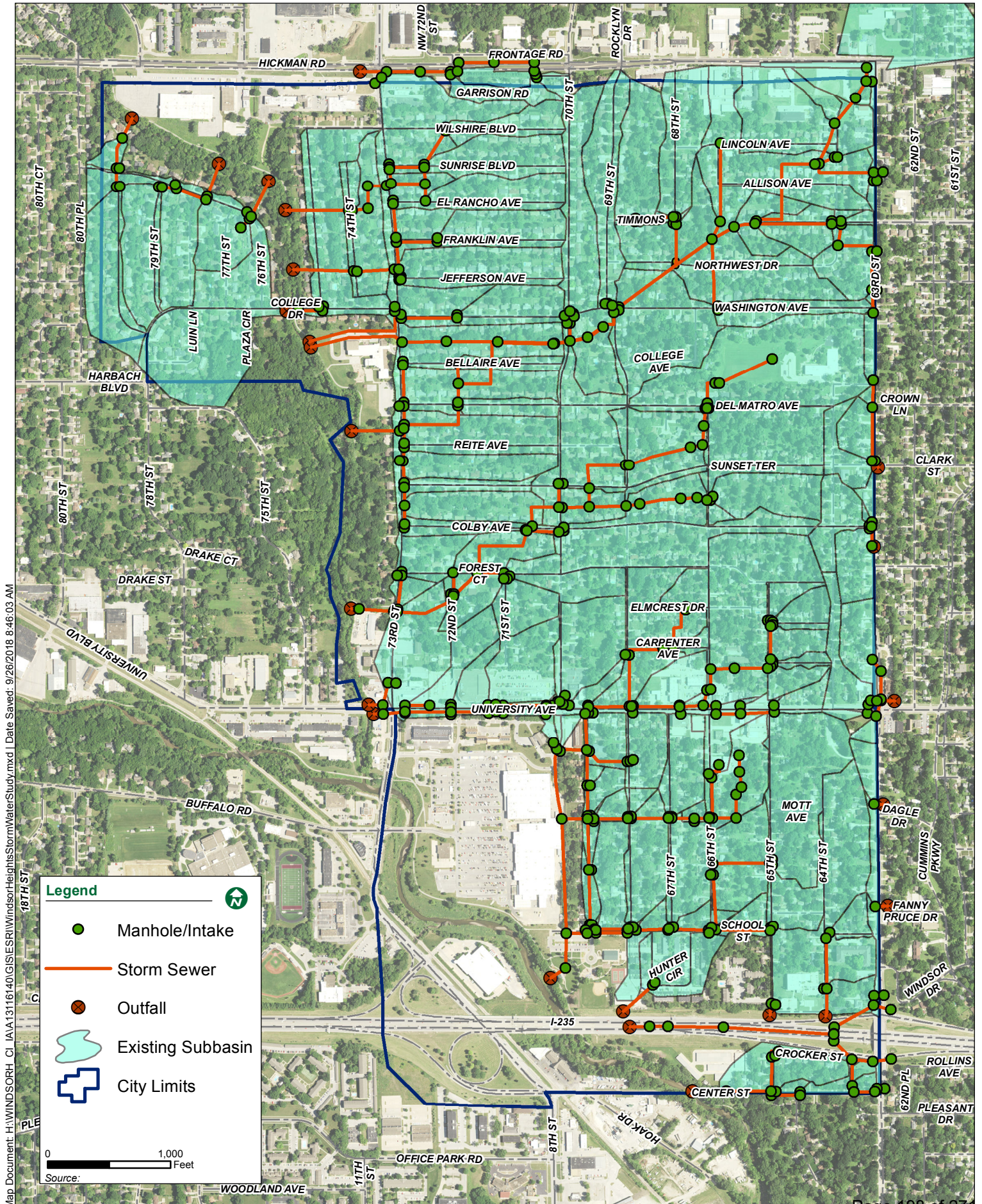
Figure #8: 73rd Street Storm Sewer Improvements

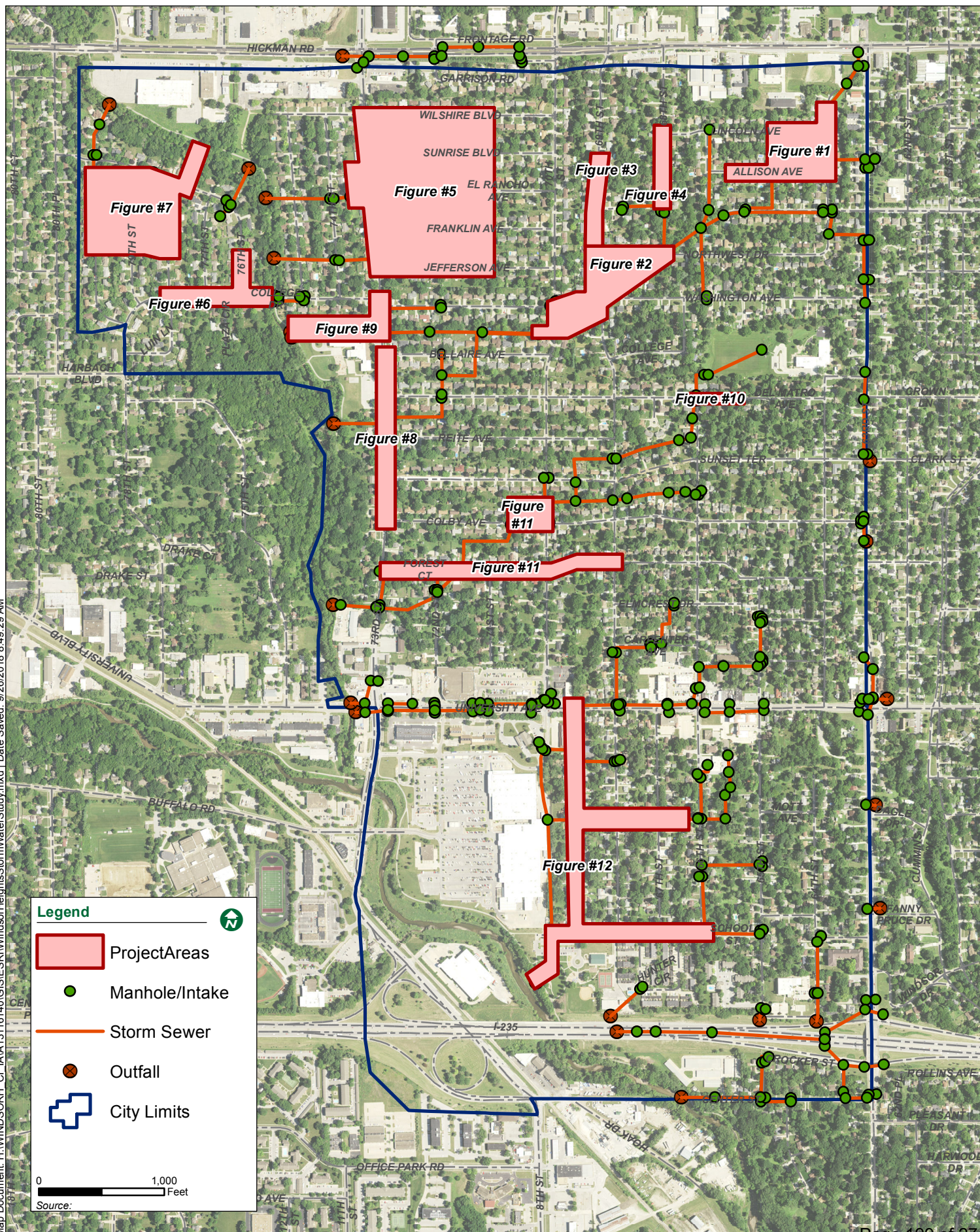
Figure #9: 73rd Street & Washington Street Storm Sewer Improvements

Figure #10: Del Matro Avenue Storm Sewer Extension

Figure #11: Colby Avenue & Forest Court Storm Sewer Improvements

Figure #12: Colby Park & 69th Street Storm Sewer Network Improvements







City of Windsor Heights, Iowa					
Storm Water Management Plan					
Allison Avenue Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$53,000.00	\$53,000.00
2	Traffic Control	LS	1	\$20,000.00	\$20,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	500	\$15.00	\$7,500.00
4	Subgrade Preparation	SY	2500	\$4.00	\$10,000.00
5	Subbase, Modified 6"	SY	2500	\$15.00	\$37,500.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	1015	\$8.00	\$8,120.00
7	Storm Sewer, Trenched, 18"	LF	80	\$48.00	\$3,840.00
8	Storm Sewer, Trenched, 24"	LF	750	\$60.00	\$45,000.00
9	Storm Sewer, Trenched, 36"	LF	930	\$90.00	\$83,700.00
10	Storm Sewer Manhole	EA	4	\$5,000.00	\$20,000.00
11	Storm Sewer Intake	EA	16	\$5,000.00	\$80,000.00
12	Connection to Existing	EA	3	\$750.00	\$2,250.00
13	Removal of Structure	EA	5	\$500.00	\$2,500.00
14	Pavement, PCC, 7"	SY	2300	\$75.00	\$172,500.00
15	Pavement Removal	SY	2300	\$7.50	\$17,250.00
16	SOD	SQ	200	\$70.00	\$14,000.00
17	SWPPP Preparation and Maintenance	LS	1	\$5,000.00	\$5,000.00
Subtotal Construction					\$582,160.00
Construction Contingencies (20%)					\$116,432.00
Opinion of estimated Construction Cost					\$698,592.00
Survey and Geotechnical Testing					\$17,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$70,000.00
Construction Administration - Full Time					\$84,000.00
Administrative and Legal					\$105,000.00
Subtotal Engineering					\$276,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$974,592.00
*Prices are current for September 2018 and subject to change.					



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Existing Storm Sewer

Storm Sewer Removal/Abandonment

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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement

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City of Windsor Heights, Iowa					
Storm Water Management Plan					
70th/68th Street Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$83,000.00	\$83,000.00
2	Traffic Control	LS	1	\$15,000.00	\$15,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	500	\$15.00	\$7,500.00
4	Subgrade Preparation	SY	2800	\$4.00	\$11,200.00
5	Subbase, Modified 6"	SY	2800	\$15.00	\$42,000.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	2720	\$8.00	\$21,760.00
7	Storm Sewer, Trenched, 24"	LF	270	\$60.00	\$16,200.00
8	Storm Sewer, Trenched, 36"	LF	30	\$85.00	\$2,550.00
9	Storm Sewer, Trenched, 54"	LF	910	\$210.00	\$191,100.00
10	Storm Sewer, Trenched, 60"	LF	630	\$275.00	\$173,250.00
11	Storm Sewer Manhole	EA	6	\$5,000.00	\$30,000.00
12	Storm Sewer Intake	EA	14	\$5,000.00	\$70,000.00
13	Connection to Existing	EA	5	\$750.00	\$3,750.00
14	Removal of Structure	EA	13	\$500.00	\$6,500.00
15	Pavement, PCC, 7"	SY	2600	\$75.00	\$195,000.00
16	Pavement Removal	SY	2600	\$7.50	\$19,500.00
17	SOD	SQ	200	\$70.00	\$14,000.00
18	SWPPP Preparation and Maintenance	LS	1	\$7,500.00	\$7,500.00
Subtotal Construction					\$909,810.00
Construction Contingencies (20%)					\$181,962.00
Opinion of estimated Construction Cost					\$1,091,772.00
Survey and Geotechnical Testing					\$27,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$109,000.00
Construction Administration - Full Time					\$131,000.00
Administrative and Legal					\$164,000.00
Subtotal Engineering					\$431,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$1,522,772.00
*Prices are current for September 2018 and subject to change.					

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement

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City of Windsor Heights, Iowa					
Storm Water Management Plan					
69th Street Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$20,000.00	\$20,000.00
2	Traffic Control	LS	1	\$7,500.00	\$7,500.00
3	Excavation, Class 10, Class 12, or Class 13	CY	200	\$15.00	\$3,000.00
4	Subgrade Preparation	SY	1100	\$4.00	\$4,400.00
5	Subbase, Modified 6"	SY	1100	\$15.00	\$16,500.00
6	Storm Sewer, Trenched, 18"	LF	460	\$48.00	\$22,080.00
7	Storm Sewer, Trenched, 24"	LF	370	\$60.00	\$22,200.00
8	Storm Sewer Intake	EA	4	\$5,000.00	\$20,000.00
9	Connection to Existing	EA	1	\$750.00	\$750.00
10	Pavement, PCC, 7"	SY	1000	\$75.00	\$75,000.00
11	Pavement Removal	SY	1000	\$7.50	\$7,500.00
12	SOD	SQ	100	\$70.00	\$7,000.00
13	SWPPP Preparation and Maintenance	LS	1	\$5,000.00	\$5,000.00
Subtotal Construction					\$210,930.00
Construction Contingencies (20%)					\$42,186.00
Opinion of estimated Construction Cost					\$253,116.00
Survey and Geotechnical Testing					\$6,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$25,000.00
Construction Administration - Full Time					\$30,000.00
Administrative and Legal					\$38,000.00
Subtotal Engineering					\$99,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$352,116.00
*Prices are current for September 2018 and subject to change.					

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement



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City of Windsor Heights, Iowa					
Storm Water Management Plan					
68th Street Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$17,000.00	\$17,000.00
2	Traffic Control	LS	1	\$7,500.00	\$7,500.00
3	Excavation, Class 10, Class 12, or Class 13	CY	200	\$15.00	\$3,000.00
4	Subgrade Preparation	SY	1000	\$4.00	\$4,000.00
5	Subbase, Modified 6"	SY	1000	\$15.00	\$15,000.00
6	Storm Sewer, Trenched, 18"	LF	410	\$48.00	\$19,680.00
7	Storm Sewer, Trenched, 24"	LF	230	\$60.00	\$13,800.00
8	Storm Sewer Intake	EA	4	\$3,000.00	\$12,000.00
9	Connection to Existing	EA	1	\$750.00	\$750.00
10	Pavement, PCC, 7"	SY	900	\$75.00	\$67,500.00
11	Pavement Removal	SY	900	\$7.50	\$6,750.00
12	SOD	SQ	100	\$70.00	\$7,000.00
13	SWPPP Preparation and Maintenance	LS	1	\$5,000.00	\$5,000.00
Subtotal Construction					\$178,980.00
Construction Contingencies (20%)					\$35,796.00
Opinion of estimated Construction Cost					\$214,776.00
Survey and Geotechnical Testing					\$5,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$21,000.00
Construction Administration - Full Time					\$26,000.00
Administrative and Legal					\$32,000.00
Subtotal Engineering					\$84,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$298,776.00
*Prices are current for September 2018 and subject to change.					

Legend

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

>>

Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement





City of Windsor Heights, Iowa					
Storm Water Management Plan					
Wilshire Blvd to Jefferson Ave Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$169,000.00	\$169,000.00
2	Traffic Control	LS	1	\$40,000.00	\$40,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	1500	\$15.00	\$22,500.00
4	Subgrade Preparation	SY	8600	\$4.00	\$34,400.00
5	Subbase, Modified 6"	SY	8600	\$15.00	\$129,000.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	2700	\$8.00	\$21,600.00
7	Storm Sewer, Trenched, 18"	LF	1900	\$48.00	\$91,200.00
8	Storm Sewer, Trenched, 24"	LF	1550	\$60.00	\$93,000.00
9	Storm Sewer, Trenched, 30"	LF	1360	\$85.00	\$115,600.00
10	Storm Sewer, Trenched, 36"	LF	840	\$90.00	\$75,600.00
11	Storm Sewer, Trenched, 42"	LF	160	\$115.00	\$18,400.00
12	Storm Sewer, Trenched, 48"	LF	350	\$200.00	\$70,000.00
13	Storm Sewer Manhole	EA	5	\$5,000.00	\$25,000.00
14	Storm Sewer Intake	EA	42	\$5,000.00	\$210,000.00
15	Connection to Existing	EA	2	\$750.00	\$1,500.00
16	Removal of Structure	EA	21	\$500.00	\$10,500.00
17	Pavement, PCC, 7"	SY	8100	\$75.00	\$607,500.00
18	Pavement Removal	SY	8100	\$7.50	\$60,750.00
19	SOD	SQ	600	\$70.00	\$42,000.00
20	SWPPP Preparation and Maintenance	LS	1	\$15,000.00	\$15,000.00
Subtotal Construction					\$1,852,550.00
Construction Contingencies (20%)					\$370,510.00
Opinion of estimated Construction Cost					\$2,223,060.00
Survey and Geotechnical Testing					\$56,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$222,000.00
Construction Administration - Full Time					\$267,000.00
Administrative and Legal					\$333,000.00
Subtotal Engineering					\$878,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$3,101,060.00
*Prices are current for September 2018 and subject to change.					



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Existing Storm Sewer

Storm Sewer Removal/Abandonment

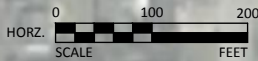
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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement





City of Windsor Heights, Iowa					
Storm Water Management Plan					
College Dr Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$36,000.00	\$36,000.00
2	Traffic Control	LS	1	\$15,000.00	\$15,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	300	\$15.00	\$4,500.00
4	Subgrade Preparation	SY	1700	\$4.00	\$6,800.00
5	Subbase, Modified 6"	SY	1700	\$15.00	\$25,500.00
6	Storm Sewer, Trenched, 15"	LF	50	\$45.00	\$2,250.00
7	Storm Sewer, Trenched, 18"	LF	350	\$48.00	\$16,800.00
8	Storm Sewer, Trenched, 24"	LF	320	\$60.00	\$19,200.00
9	Storm Sewer, Trenched, 30"	LF	130	\$85.00	\$11,050.00
10	Storm Sewer, Trenched, 36"	LF	140	\$90.00	\$12,600.00
11	Storm Sewer, Trenched, 42"	LF	270	\$115.00	\$31,050.00
12	Storm Sewer Manhole	EA	3	\$5,000.00	\$15,000.00
13	Storm Sewer Intake	EA	9	\$5,000.00	\$45,000.00
14	Pavement, PCC, 7"	SY	1600	\$75.00	\$120,000.00
15	Pavement Removal	SY	1600	\$7.50	\$12,000.00
16	SOD	SQ	200	\$70.00	\$14,000.00
17	SWPPP Preparation and Maintenance	LS	1	\$5,000.00	\$5,000.00
Subtotal Construction					\$391,750.00
Construction Contingencies (20%)					\$78,350.00
Opinion of estimated Construction Cost					\$470,100.00
Survey and Geotechnical Testing					\$12,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$47,000.00
Construction Administration - Full Time					\$56,000.00
Administrative and Legal					\$71,000.00
Subtotal Engineering					\$186,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$656,100.00

*Prices are current for September 2018 and subject to change.

Legend

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

>>

Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement

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City of Windsor Heights, Iowa					
Storm Water Management Plan					
Marilyn Dr Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$67,000.00	\$67,000.00
2	Traffic Control	LS	1	\$20,000.00	\$20,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	600	\$15.00	\$9,000.00
4	Subgrade Preparation	SY	3300	\$4.00	\$13,200.00
5	Subbase, Modified 6"	SY	3300	\$15.00	\$49,500.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	750	\$8.00	\$6,000.00
7	Storm Sewer, Trenched, 18"	LF	150	\$48.00	\$7,200.00
8	Storm Sewer, Trenched, 24"	LF	1820	\$60.00	\$109,200.00
9	Storm Sewer, Trenched, 30"	LF	290	\$85.00	\$24,650.00
10	Storm Sewer, Trenched, 36"	LF	380	\$90.00	\$34,200.00
11	Storm Sewer Manhole	EA	2	\$5,000.00	\$10,000.00
12	Storm Sewer Intake	EA	19	\$5,000.00	\$95,000.00
13	Connection to Existing	EA	1	\$750.00	\$750.00
14	Removal of Structure	EA	7	\$500.00	\$3,500.00
15	Pavement, PCC, 7"	SY	3100	\$75.00	\$232,500.00
16	Pavement Removal	SY	3100	\$7.50	\$23,250.00
17	SOD	SQ	300	\$70.00	\$21,000.00
18	SWPPP Preparation and Maintenance	LS	1	\$6,500.00	\$6,500.00
Subtotal Construction					\$732,450.00
Construction Contingencies (20%)					\$146,490.00
Opinion of estimated Construction Cost					\$878,940.00
Survey and Geotechnical Testing					\$22,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$88,000.00
Construction Administration - Full Time					\$105,000.00
Administrative and Legal					\$132,000.00
Subtotal Engineering					\$347,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$1,225,940.00
*Prices are current for September 2018 and subject to change.					

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

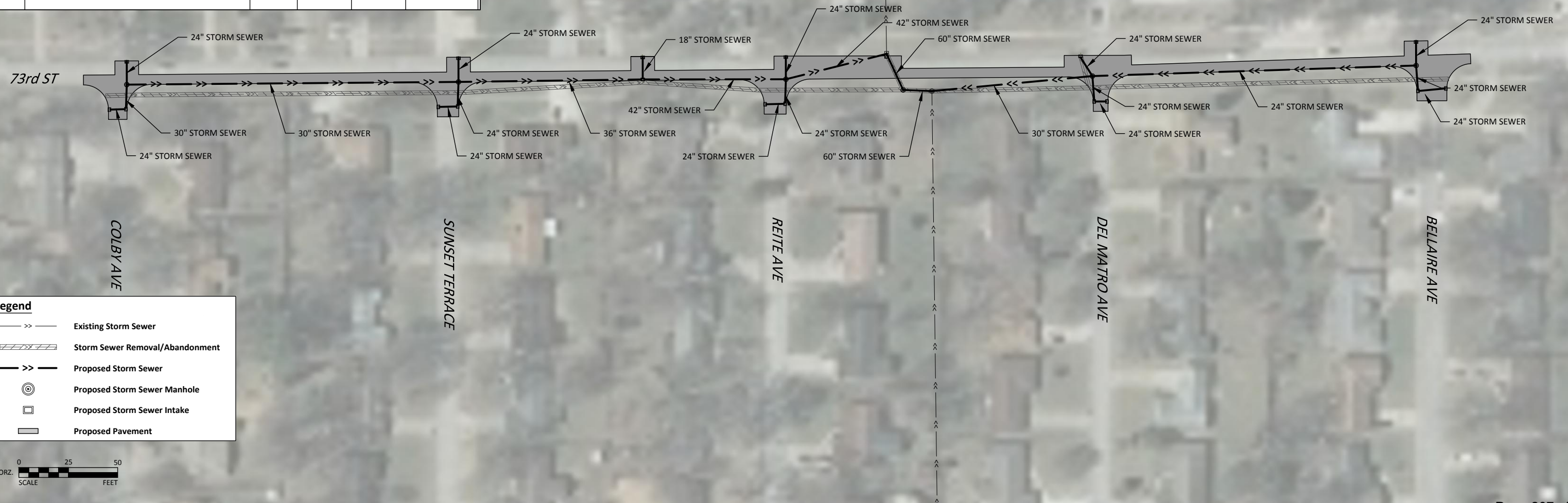
Proposed Pavement

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	Subtotal Construction								\$702,160.00
	Construction Contingencies (20%)								\$140,432.00
	Opinion of estimated Construction Cost								\$842,592.00
	Survey and Geotechnical Testing								\$21,000.00
	Design, Plans, Specifications, and Construction Contract Administration								\$84,000.00
	Construction Administration - Full Time								\$101,000.00
	Administrative and Legal								\$126,000.00
	Subtotal Engineering								\$332,000.00
	TOTAL OPINION OF IMPROVEMENT COST								\$1,174,592.00
*Prices are current for September 2018 and subject to change.									



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City of Windsor Heights, Iowa					
Storm Water Management Plan					
73rd Street & Washington Street Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$18,000.00	\$18,000.00
2	Traffic Control	LS	1	\$10,000.00	\$10,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	200	\$15.00	\$3,000.00
4	Subgrade Preparation	SY	900	\$4.00	\$3,600.00
5	Subbase, Modified 6"	SY	900	\$15.00	\$13,500.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	1000	\$8.00	\$8,000.00
7	Storm Sewer, Trenched, 18"	LF	30	\$48.00	\$1,440.00
8	Storm Sewer, Trenched, 24"	LF	100	\$60.00	\$6,000.00
9	Storm Sewer, Trenched, 36"	LF	200	\$90.00	\$18,000.00
10	Storm Sewer Manhole	EA	1	\$5,000.00	\$5,000.00
11	Storm Sewer Intake	EA	5	\$5,000.00	\$25,000.00
12	Connection to Existing	EA	3	\$750.00	\$2,250.00
13	Removal of Structure	EA	4	\$500.00	\$2,000.00
14	Pavement, PCC, 7"	SY	800	\$75.00	\$60,000.00
15	Pavement Removal	SY	800	\$7.50	\$6,000.00
16	SOD	SQ	40	\$70.00	\$2,800.00
17	SWPPP Preparation and Maintenance	LS	1	\$5,000.00	\$5,000.00
Subtotal Construction					\$189,590.00
Construction Contingencies (20%)					\$37,918.00
Opinion of estimated Construction Cost					\$227,508.00
Survey and Geotechnical Testing					\$6,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$23,000.00
Construction Administration - Full Time					\$27,000.00
Administrative and Legal					\$34,000.00
Subtotal Engineering					\$90,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$317,508.00
*Prices are current for September 2018 and subject to change.					

Legend

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement

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City of Windsor Heights, Iowa					
Storm Water Management Plan					
Del Matro Avenue Storm Sewer Extension					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$16,000.00	\$16,000.00
2	Traffic Control	LS	1	\$7,500.00	\$7,500.00
3	Excavation, Class 10, Class 12, or Class 13	CY	200	\$15.00	\$3,000.00
4	Subgrade Preparation	SY	900	\$4.00	\$3,600.00
5	Subbase, Modified 6"	SY	900	\$15.00	\$13,500.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	40	\$8.00	\$320.00
7	Storm Sewer, Trenched, 24"	LF	360	\$60.00	\$21,600.00
8	Storm Sewer, Trenched, 30"	LF	40	\$85.00	\$3,400.00
9	Storm Sewer Intake	EA	4	\$5,000.00	\$20,000.00
10	Connection to Existing	EA	3	\$750.00	\$2,250.00
11	Pavement, PCC, 7"	SY	800	\$75.00	\$60,000.00
12	Pavement Removal	SY	800	\$7.50	\$6,000.00
13	SOD	SQ	100	\$70.00	\$7,000.00
14	SWPPP Preparation and Maintenance	LS	1	\$5,000.00	\$5,000.00
Subtotal Construction					\$169,170.00
Construction Contingencies (20%)					\$33,830.00
Opinion of estimated Construction Cost					\$203,000.00
Survey and Geotechnical Testing					\$5,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$20,000.00
Construction Administration - Full Time					\$24,000.00
Administrative and Legal					\$30,000.00
Subtotal Engineering					\$79,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$282,000.00

*Prices are current for September 2018 and subject to change.

Legend

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

>>

Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement

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City of Windsor Heights, Iowa					
Storm Water Management Plan					
Colby Avenue & Forest Court Storm Sewer Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$90,000.00	\$90,000.00
2	Traffic Control	LS	1	\$20,000.00	\$20,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	800	\$15.00	\$12,000.00
4	Subgrade Preparation	SY	4500	\$4.00	\$18,000.00
5	Subbase, Modified 6"	SY	4500	\$15.00	\$67,500.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	800	\$8.00	\$6,400.00
7	Storm Sewer, Trenched, 18"	LF	590	\$48.00	\$28,320.00
8	Storm Sewer, Trenched, 24"	LF	480	\$60.00	\$28,800.00
9	Storm Sewer, Trenched, 30"	LF	330	\$85.00	\$28,050.00
10	Storm Sewer, Trenched, 36"	LF	40	\$90.00	\$3,600.00
11	Storm Sewer, Trenched, 42"	LF	440	\$115.00	\$50,600.00
12	Storm Sewer, Trenched, 48"	LF	610	\$200.00	\$122,000.00
13	Storm Sewer Manhole	EA	4	\$5,000.00	\$20,000.00
14	Storm Sewer Intake	EA	19	\$5,000.00	\$95,000.00
15	Connection to Existing	EA	7	\$750.00	\$5,250.00
16	Removal of Structure	EA	13	\$500.00	\$6,500.00
17	Pavement, PCC, 7"	SY	4200	\$75.00	\$315,000.00
18	Pavement Removal	SY	4200	\$7.50	\$31,500.00
19	SOD	SQ	300	\$70.00	\$21,000.00
20	SWPPP Preparation and Maintenance	LS	1	\$15,000.00	\$15,000.00
Subtotal Construction					\$984,520.00
Construction Contingencies (20%)					\$196,900.00
Opinion of estimated Construction Cost					\$1,181,420.00
Survey and Geotechnical Testing					\$30,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$118,000.00
Construction Administration - Full Time					\$142,000.00
Administrative and Legal					\$177,000.00
Subtotal Engineering					\$467,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$1,648,420.00

*Prices are current for September 2018 and subject to change.

Legend

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

>>

Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

Proposed Pavement





City of Windsor Heights, Iowa					
Storm Water Management Plan					
Colby Park & 69th Street Storm Sewer Network Improvements					
OPINION OF PROBABLE COSTS					
Item No.	Description	Unit	Quantity	Price	Extension
1	Mobilization	LS	1	\$217,000.00	\$217,000.00
2	Traffic Control	LS	1	\$40,000.00	\$40,000.00
3	Excavation, Class 10, Class 12, or Class 13	CY	1900	\$15.00	\$28,500.00
4	Subgrade Preparation	SY	11100	\$4.00	\$44,400.00
5	Subbase, Modified 6"	SY	11100	\$15.00	\$166,500.00
6	Abandon Storm Sewer/Remove Storm Sewer	LF	5300	\$8.00	\$42,400.00
7	Storm Sewer, Trenched, 18"	LF	320	\$48.00	\$15,360.00
8	Storm Sewer, Trenched, 24"	LF	1210	\$60.00	\$72,600.00
9	Storm Sewer, Trenched, 30"	LF	730	\$85.00	\$62,050.00
10	Storm Sewer, Trenched, 36"	LF	650	\$90.00	\$58,500.00
11	Storm Sewer, Trenched, 42"	LF	630	\$115.00	\$72,450.00
12	Storm Sewer, Trenched, 48"	LF	710	\$200.00	\$142,000.00
13	Storm Sewer, Trenched, 66"	LF	580	\$400.00	\$232,000.00
14	Storm Sewer Manhole	EA	6	\$5,000.00	\$30,000.00
15	Storm Sewer Intake	EA	40	\$5,000.00	\$200,000.00
16	Connection to Existing	EA	9	\$750.00	\$6,750.00
17	Removal of Structure	EA	42	\$500.00	\$21,000.00
18	Pipe Gate Closure	LS	1	\$10,000.00	\$10,000.00
19	Pavement, PCC, 7"	SY	10500	\$75.00	\$787,500.00
20	Pavement Removal	SY	10500	\$7.50	\$78,750.00
21	SOD	SQ	500	\$70.00	\$35,000.00
22	SWPPP Preparation and Maintenance	LS	1	\$20,000.00	\$20,000.00
Subtotal Construction					\$2,382,760.00
Construction Contingencies (20%)					\$476,550.00
Opinion of estimated Construction Cost					\$2,859,310.00
Survey and Geotechnical Testing					\$71,000.00
Design, Plans, Specifications, and Construction Contract Administration					\$286,000.00
Construction Administration - Full Time					\$343,000.00
Administrative and Legal					\$429,000.00
Subtotal Engineering					\$1,129,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$3,988,310.00
*Prices are current for September 2018 and subject to change.					

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Existing Storm Sewer

Storm Sewer Removal/Abandonment

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Proposed Storm Sewer

Proposed Storm Sewer Manhole

Proposed Storm Sewer Intake

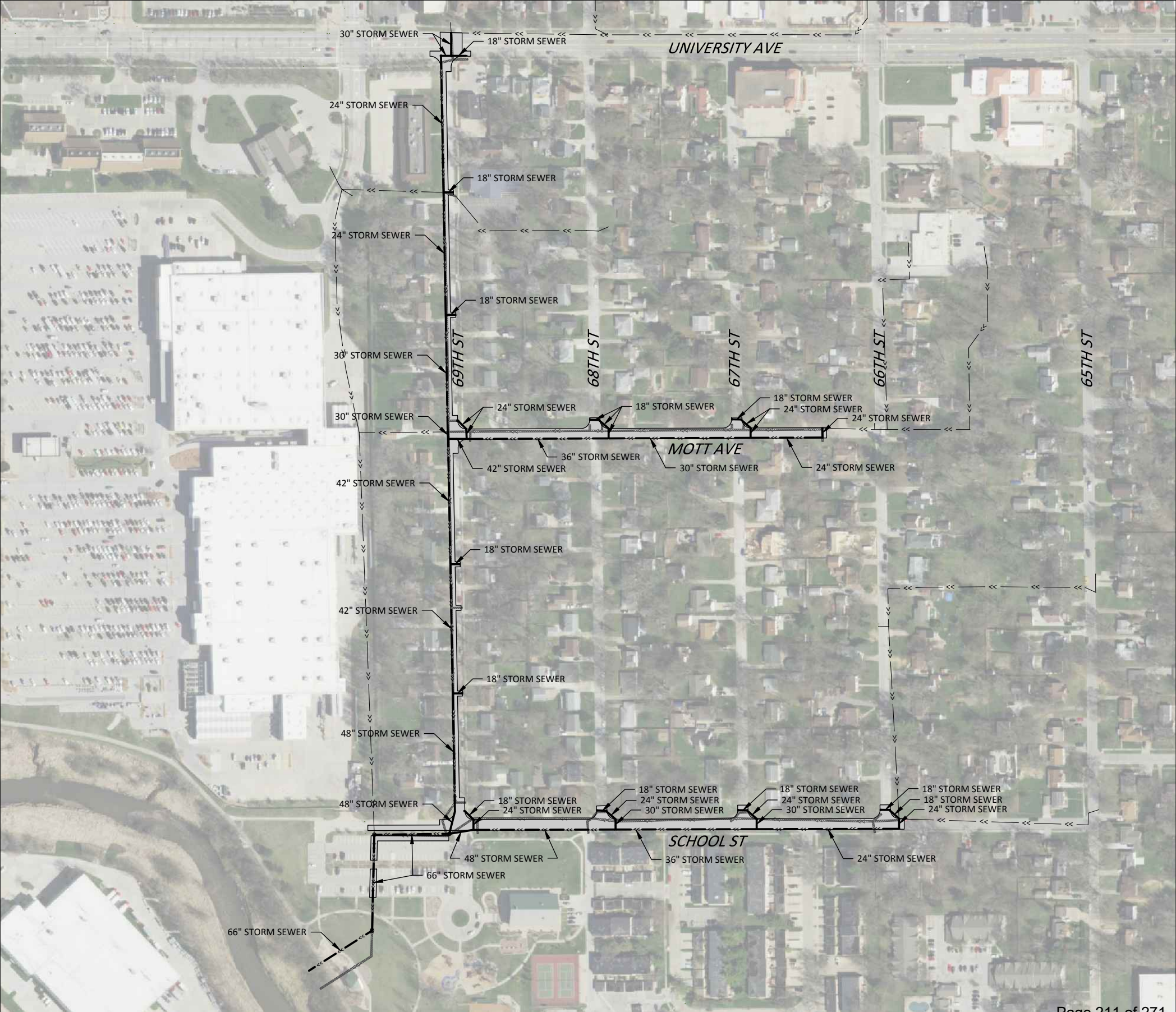
Proposed Pavement

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CITY OF WINDSOR HEIGHTS, IOWA

STORM WATER UTILITY RATE ANALYSIS



DRAFT V.1 DATED
JULY 13, 2018

PREPARED BY:

UMB

TO: Honorable Mayor Dave Burgess and City Council Members
City Administrator Elizabeth Hansen; Public Works Director Dalton Jacobus
City of Windsor Heights, Iowa

FROM: Chip Schultz, Senior Vice President | Public Finance, UMB Bank, n.a.
Email: chip.schultz@umb.com; Telephone: 515.554.7266

DATE: Friday, July 13, 2018

RE: Summary of Analysis for Storm Water Public Infrastructure Funding

The purpose of this memorandum is to review an initial draft analysis pertaining to the City of Windsor Heights ("City") stated goal of generating additional annual revenue from its Storm Water Utility ("Utility") for the purpose of funding future Utility public infrastructure needs. This memo will also summarize the detailed analyses reflected in the attached planning models and provide an overview of the key factors which drive annual revenue of the City's Storm Water Utility.

Background. My understanding is that the City's Storm Water Utility was originally established in February of 2005 in order to generate funding for Storm Water infrastructure needs directly from a purpose-specific enterprise fund. The Storm Water Utility is a proven method of providing a reliable funding source for the management of storm water programs. This funding source is provided through a user fee, similar to fees collected for public water and wastewater services.

The City has updated its Storm Water user charges over time in order to generate adequate funding levels for the City's infrastructure needs, including recent fee ordinance adjustments in June of 2012, June of 2017 and January of 2018. In 2012, I understand the City worked with a consultant from a company named EOR which is a water resource-based engineering and environmental consulting firm. EOR staff worked on billing considerations with Des Moines Water Works' staff members in order to refine and implement the primary basis for billing the City's Storm Water Utility customers, the Equivalent Residential Unit, or ERU.

Factors Influencing Annual Revenue. The City currently charges a Storm Water Utility fee on all single family homes at the rate of \$5.50 per month or \$66 per year. For billing purposes, each single family home is considered "1" (one) Equivalent Residential Unit. I understand that EOR, the City's storm water consultant, worked with Des Moines Water Works and City staff to develop appropriate ERU billing units for each non-residential (commercial) customer, which information is listed in the attached Appendix A.

The fundamental factors driving the City's Storm Water Utility revenues are the dollar charges, based on the customer type and reflected in the City's ordinance, multiplied by the ERU for each particular customer.

As reflected in the attached Exhibit 1 and Exhibit 2, the City currently bills its customers at the follow levels on a monthly basis:

Category	Billing Rate (Monthly)
Residential	\$5.50 per ERU unit per month
Non-Residential, or Commercial	\$4.31 per ERU unit per month

For purposes of organizing the City's 2,073 Storm Water Utility *customers* into comprehensible segments, I have organized, purely for purposes of this analysis and not for billing purposes, the customers as shown in the following table.

Category	Number of Equivalent Residential Units (ERU) for Billing Purposes
Residential = 1 ERU per Single Family Home	1,977.000
Residential > 1 ERU per Account ⁽¹⁾	218.906
Residential Subtotal	2,195.906
Non-Residential, or Commercial	4,003.051
Aggregate Total ERUs (City Wide)	6,198.957

(1) Generally consists of apartments, multi-unit residences or larger single family lots.

Future Projects. In preparation for the City's two primary future Storm Water infrastructure projects, I have developed three initial scenarios for your review. All three scenarios are projected to provide adequate Storm Water Utility revenues - from now until the end of Fiscal Year 2021-22 - in order for the City to fully fund the 69th Street (Mott Avenue to School) and College Drive (73rd Street to Harbach) Storm Water Utility Projects as identified in the City's Capital Improvements Plan.

Exhibit 1 – Current Status Summary. This exhibit provides a general overview of the breakdown of customers, Equivalent Residential Units, current user rates and the calculated month and annual revenue figures, and the percentage allocation of current revenues between residential and commercial customers. This essential information provides the building blocks for the future planning model information used in Exhibit 2 and Appendix A.

Exhibit 2 - Recap of Current Rate Structure and Summary of Three Initial Scenarios. The City's current Storm Water user rate structure is provided in the medium-blue shaded area, including the billing rates, revenue per customer category, revenue percentage breakdown and certain select customer billing information. The information listed in the table is presented in a side-by-side format, relative to the proposed user rate scenarios, in order to allow efficient comparison of the potential scenarios.

Generally speaking, the City's overall Storm Water Utility revenue needs to approximately increase by 42% annually, or \$150,000 per year, in order to fund the future Storm Water Utility projects from cash on hand.

Scenario A The logic behind Scenario A is to provide an option for City Council review which maintains the same approximate revenue breakdown as currently exists, between residential and commercial. Specifically, Scenario A provides for residential customers covering 41.03% of annual Storm Water revenue, compared to current residential revenue at 41.18%. This scenario provides for commercial/non-residential customers to generate 58.97% of annual revenue, compared to 58.82% currently.

In Scenario A, a residential bill will move from its current level of \$5.50 per month to \$7.80 per month. The single largest Utility customer, Sam's Club would see their monthly bill move from \$2,265 to \$3,232.

Scenario B Scenario B is provided an option for City Council review in order to demonstrate a truly flat user rate structure for all Storm Water Utility customers, while generating \$150,000 in additional annual Utility revenue. A flat user charge of \$6.73 per ERU, applied exactly the same to all ERUs in the City would meet the additional revenue target.

Scenario C Scenario C is provided, in large part, as a hypothetical scenario in order to demonstrate the revenue increases needed which would be associated with a 50% residential / 50% commercial overall revenue breakdown. With this approach, a single family home would see their bill increase to \$9.53 per month which is a 73.24% increase over current rates. This scenario is instructive to contemplate but not likely to be acceptable.

Appendix A - Detailed Customer Billing and Revenue Information. Appendix A is provided in order to demonstrate the detail behind all of the calculations summarized in Exhibit 2. Please note that customer information for the 1,977 single family customers of the City are "hidden" so as to avoid this report printing out on 33 pages. The billing rates are the same for each of these customers so it is not material to see each row.

There are a significant set of numbers to review in this material and I look forward to having an initial discussion with the City Council regarding the content of our 'first draft' analyses. I also want to apologize for the amount of time this work has taken me to complete. Thank you for your patience and for the opportunity to serve the City of Windsor Heights.

CITY OF WINDSOR HEIGHTS, IOWA
Summary of Storm Water Utility Funding Model
Current Breakdown of Accounts, ERU, Revenue and Proposed Potential User Rate Adjustment Scenarios

CURRENT STATUS OF UTILITY

EXHIBIT 1

Date Prepared: 6/12/2018

A	B	C	D	E	F	G	H	I	J
1	SUMMARY OF CURRENT STORM WATER UTILITY RATES AND CUSTOMERS								
2	Prior Storm Water Utility rates were implemented or amended in June of 2012, June of 2017 and January of 2018 (current)								
3	ERU = Equivalent Residential Unit								
4	Description User Category	Number of Accounts	Number of Equiv. Resid. Units (ERU)	ERUs as % of Total City-Wide ERU	Current User Rates per ERU	Calculated Revenue		% of Overall Revenue (\$)	Remarks / Notes
5						Using Current Rates	Using Current Rates		
6	(Monthly)								
7	(Annually)								
8	Residential								
9	Single Residential ERU (1)	1,977	1,977.0000	31.89%	\$5.50	\$10,874	\$130,482	37.07%	
10	Residential >1 ERU	21	218.9060	3.53%	\$5.50	\$1,204	\$14,448	4.10%	
11	Total Residential	1,998	2,195.9060	35.42%	\$5.50	\$12,077	\$144,930	41.18%	
12	Commercial / Non-Residential	75	4,003.0510	64.58%	\$4.31	\$17,253	\$207,038	58.82%	
13	AGGREGATE TOTAL	2,073	6,198.9570	100.00%		\$29,331	\$351,968	100.00%	
14									
15									

CITY OF WINDSOR HEIGHTS, IOWA

Summary of Storm Water Utility Funding Model

*Goal: Increase Annual Storm Water Fund Revenue by

~\$150,000 from \$350,000 TO ~\$500,000

ERU = Equivalent Residential Unit

Date Prepared: 7/12/2018

** Overall Revenue Increase: ~42%

EXHIBIT 2

\$150,000 Annual Revenue Increase

A B C D E F G H I J K

SUMMARY OF POTENTIAL USER ADJUSTMENT SCENARIOS

Description	CURRENT FEE STRUCTURE		A. Same Revenue Proportions as Current Fee Billing		B. Flat Rate ERU (Residential = Commercial)		C. 50% Res. / 50% Comm. (More Residential \$)		Remarks / Notes
	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	
Purpose of Scenario:	Demonstrate Existing User Rates Currently in Place		Reflect an increase in approximately the same proportion as existing user rates		Bill Residential and Commercial ERUs at Exactly the Same Rate		Provide a scenario which provides an equitable 50%/50% split of revenue between residential and commercial		
Billing Rates per Unit									
Residential (=1 ERU)	\$5.50	\$66.00	\$7.80	\$93.60	\$6.730	\$80.76	\$9.53	\$114.34	
Residential (>1 ERU)	\$5.50	Varies by ERU	\$7.80	Varies by ERU	\$6.730	Varies by ERU	\$9.53	Varies by ERU	
Non-Residential/Commercial	\$4.31	Varies by ERU	\$6.15	Varies by ERU	\$6.730	Varies by ERU	\$5.20	Varies by ERU	
REVENUE (\$)									
Residential (=1 ERU)	\$10,874	\$130,482	\$15,421	\$185,047	\$13,305	\$159,663	\$18,837	\$226,042	
Residential (>1 ERU)	\$1,204	\$14,448	\$1,707	\$20,490	\$1,473	\$17,679	\$2,086	\$25,029	
Non-Residential/Commercial	\$17,253	\$207,038	\$24,619	\$295,425	\$26,941	\$323,286	\$20,816	\$249,790	
TOTAL REVENUE	\$29,331	\$351,968	\$41,747	\$500,962	\$41,719	\$500,628	\$41,738	\$500,861	
REVENUE (%) Breakdown									
Residential (=1 ERU)	37.07%	37.07%	36.94%	36.94%	31.89%	31.89%	45.13%	45.13%	
Residential (>1 ERU)	4.10%	4.10%	4.09%	4.09%	3.53%	3.53%	5.00%	5.00%	
Residential, Total	41.18%	41.18%	41.03%	41.03%	35.42%	35.42%	50.13%	50.13%	
Non-Residential/Commercial	58.82%	58.82%	58.97%	58.97%	64.58%	64.58%	49.87%	49.87%	
TOTAL	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
User Rate Adjustment (%)									
Residential (=1 ERU)	0.00%	0.00%	41.82%	41.82%	22.36%	22.36%	73.24%	73.24%	
Residential (>1 ERU)	0.00%	0.00%	41.82%	41.82%	22.36%	22.36%	73.24%	73.24%	
Non-Residential/Commercial	0.00%	0.00%	42.69%	42.69%	56.15%	56.15%	20.65%	20.65%	
AVERAGE / AGGREGATE	0.00%	0.00%	42.33%	42.33%	42.24%	42.24%	42.30%	42.30%	
Customer Billing Summary									
Single Family Home = 1 ERU	\$5.50	\$66.00	\$7.80	\$93.60	\$6.73	\$80.76	\$9.53	\$114.34	
Windsor Chateau (>1 ERU)	\$265.70	\$3,188.39	\$376.81	\$4,521.72	\$325.12	\$3,901.43	\$460.29	\$5,523.46	
Windsor Woods Homes (>1 ERU)	\$179.83	\$2,157.94	\$255.03	\$3,060.35	\$220.04	\$2,640.53	\$311.53	\$3,738.33	
Wal-Mart Store (430 ERU)	\$1,853.69	\$22,244.31	\$2,645.06	\$31,740.72	\$2,894.51	\$34,734.15	\$2,236.47	\$26,837.68	1 of 2 Wal-Mart parcels
SAM'S CLUB (525 ERU)	\$2,265.35	\$27,184.19	\$3,232.46	\$38,789.50	\$3,537.31	\$42,447.70	\$2,733.14	\$32,797.63	1 of 2 Sam's Club parcels

St. LOUIS - Storm Water ERU Value Report Provided by Des Moines Water Works
 Date Provided by Des Moines Water Works: 4/3/2018
 Account Group: Windsor Heights
 Billing Point Unit's >= 0; Active Accounts Only
 ERU = Equivalent Residential Units

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WINDSOR HEIGHTS STORM WATER ANALYSIS - APPENDIX A

Class	Customer Name	Service Address	Property ERU's	District / Parcel #	Billing Point Units / ERU's	CURRENT FEE STRUCTURE		A. Same Revenue Proportions as Existing Billing Monthly		B. Revenue = Billing ERU (More Commercial \$) Monthly		C. 50% Res. / 50% Comm. (More Residential \$) Monthly	
						Commercial Monthly per ERU Unit	Commercial Annually Per Year	Commercial Monthly per ERU Unit	Commercial Annually Per Year	Commercial Monthly per ERU Unit	Commercial Annually Per Year	Commercial Monthly per ERU Unit	Commercial Annually Per Year
COMMERCIAL PROPERTIES													
Com	BBT Rentals, LLC	6502 Hickman RD WINDSOR HEIGHTS IA	1.0000		1.0000	\$4.31	\$51.72	\$6.15	\$73.80	\$6.730	\$80.76	\$5.20	\$62.40
Com	COLBY (TRUST A) R.	6571 University AVE WINDSOR HEIGHTS	1.2400	29200372000000	1.2380	\$5.34	\$64.03	\$7.61	\$91.36	\$8.33	\$99.98	\$6.44	\$77.25
Com	COLBY, R. TRUST	6573 University AVE WINDSOR HEIGHTS	1.8800	29200373000000	1.8760	\$8.09	\$97.03	\$11.54	\$138.45	\$12.63	\$151.51	\$9.76	\$117.06
Com	C. CLARKE (TRUSTEE)	6583 University Ave Windsor Heights IA	2.0900		2.0930	\$9.02	\$108.25	\$12.87	\$154.46	\$14.09	\$169.03	\$10.88	\$130.60
Com	COLBY INTEREST	29200371000000	2.4680		2.4680	\$10.64	\$127.64	\$15.18	\$182.14	\$16.61	\$199.32	\$12.83	\$154.00
Com	H.B Development LLC	29200376001000	3.2700		3.2730	\$14.11	\$169.28	\$20.13	\$241.55	\$22.03	\$264.33	\$17.02	\$204.24
Com	Zona Properties LLC	29200369000000	3.3780		3.3780	\$14.56	\$174.71	\$20.77	\$249.30	\$22.73	\$272.81	\$17.57	\$210.79
Com	Matt Gale State Farm Agency	29200382002000	4.0400		4.0440	\$17.43	\$209.16	\$24.87	\$298.45	\$27.22	\$326.59	\$21.03	\$252.35
Com	Premium Solutions	6735 University Ave Windsor Heights IA	4.0400	29200382002000	4.0440	\$17.43	\$209.16	\$24.87	\$298.45	\$27.22	\$326.59	\$21.03	\$252.35
Com	Dubay, D.	6561 University Ave Windsor Heights IA	4.8000		4.7980	\$20.68	\$248.15	\$29.51	\$354.09	\$32.29	\$387.49	\$24.95	\$299.40
Com	Community State Bank	7300 Hickman RD WINDSOR HEIGHTS IA	5.8500	29201617003002	5.8470	\$25.20	\$302.41	\$35.96	\$431.51	\$39.35	\$472.20	\$30.40	\$364.85
Com	CLASSIC KIDS DEVAMT	1237 73rd ST WINDSOR HEIGHTS IA 503	7.0600	29200921001000	7.0630	\$30.44	\$365.30	\$43.44	\$521.25	\$47.53	\$570.41	\$36.73	\$440.73
Com	SAMS CLUB #59-6344	1101 73rd St Windsor Heights IA 50311	0.0000	29200076601003	8.8240	\$38.03	\$456.38	\$54.27	\$651.21	\$59.39	\$712.63	\$45.88	\$550.62
Com	GREAT CLIPS	6601 University AVE Unit 101 WINDSOR	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	GROUNDINS FOR CELEBRATION	6601 University AVE Unit 104 WINDSOR	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	CLASSICTAN	6601 University AVE Unit 100 WINDSOR	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	Tran, N.	6601 University AVE Unit 102 WINDSOR	9.4200	29200378001000	9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	Skin & Body Zone	6601 University Ave Unit 103 Windsor H	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	Williams Turf Farms, INC	6601 University AVE WINDSOR HEIGHTS	9.4200	29200378001000	9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	Williams Turf Farms, INC	6611 University AVE Unit 102 WINDSOR	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	GATE HOUSE PICTURES	6611 University AVE Unit 104 WINDSOR	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	CB Management Group	6611 University AVE Unit 100 WINDSOR	9.4200	29200378001000	9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	Williams Turf Farms	6611 University AVE Unit 200 WINDSOR	9.4200		9.4220	\$40.61	\$487.31	\$57.95	\$695.34	\$63.41	\$760.92	\$48.99	\$587.93
Com	CLAIR PROP INC	1145 66th St Ste 2 Windsor Heights IA 5	9.5100	29202137000000	9.5080	\$40.98	\$491.75	\$58.47	\$701.69	\$63.99	\$767.87	\$49.44	\$593.30
Com	Windsor Heights City Hall	1145 66TH St Ste 1 Windsor Heights IA 5	9.5100	29202136000000	9.5080	\$40.98	\$491.75	\$58.47	\$701.69	\$63.99	\$767.87	\$49.44	\$593.30
Com	McManus, N.	6842 University AVE WINDSOR HEIGHTS	9.6160	29200354001000	9.6160	\$41.44	\$497.34	\$59.14	\$709.66	\$64.72	\$776.59	\$50.00	\$600.04
Com	West Side Group LLC	2110 63rd ST WINDSOR HEIGHTS IA 503	9.9300	29201622004000	9.9280	\$42.79	\$513.48	\$61.06	\$732.69	\$66.82	\$801.79	\$51.63	\$619.51
Com	TONG, QUAN	6720 Hickman RD WINDSOR HEIGHTS IA	9.9500	29201640000000	9.9450	\$42.86	\$514.36	\$61.16	\$733.94	\$66.93	\$803.16	\$51.71	\$620.57
Com	COLBY MANAGEMENT CO	6579 Hickman AVE WINDSOR HEIGHTS	10.6500	29200374000000	10.6470	\$45.89	\$550.66	\$65.48	\$785.75	\$71.65	\$859.85	\$55.36	\$664.37
Com	A TO Z RENTAL	29200895000000	11.3600		11.3560	\$48.94	\$587.33	\$69.84	\$838.07	\$76.43	\$917.11	\$59.05	\$708.61
Com	Dr Hull,Langwith & Roush	7180 Hickman RD WINDSOR HEIGHTS IA	12.8900	29201885003004	12.8870	\$55.54	\$666.52	\$79.26	\$951.06	\$86.73	\$1,040.75	\$67.01	\$804.15
Com	GIGI's Playhouse Des Moines	29200366001000	14.2600		14.2580	\$61.45	\$737.42	\$87.69	\$1,052.24	\$95.96	\$1,151.48	\$74.14	\$889.70
Com	NETWORK INC	292020000101002	14.2700		14.2740	\$61.52	\$738.25	\$87.79	\$1,053.42	\$96.06	\$1,152.77	\$74.22	\$890.70
Com	ANDERSON, S.	980 73RD St Windsor Heights IA 503121	16.4700	29201555002000	16.4670	\$70.97	\$851.67	\$101.27	\$1,215.26	\$110.82	\$1,329.87	\$85.63	\$1,027.54
Com	Davidson Motoyama LLC	1251 73rd ST WINDSOR HEIGHTS IA 503	16.5600		16.5620	\$71.38	\$866.59	\$101.86	\$1,222.28	\$111.46	\$1,337.55	\$86.12	\$1,033.47
Com	Westgate Adelphic Lodge 509	1141 69th ST WINDSOR HEIGHTS IA 503	16.8200	29200348000000	16.8190	\$72.49	\$869.88	\$103.44	\$1,241.24	\$113.19	\$1,358.30	\$87.46	\$1,049.51
Com	FLOWERAMA OF AMER INC	7301 University AVE WINDSOR HEIGHTS	20.3600	29200894003000	20.3570	\$87.74	\$1,052.86	\$125.20	\$1,502.35	\$137.00	\$1,644.03	\$105.86	\$1,270.28
Com	BETTY HILL DANCE STUDIO	1233 73rd St Windsor Heights IA 50324	20.6400	29200920001000	20.6370	\$88.95	\$1,067.35	\$126.92	\$1,523.01	\$138.89	\$1,666.64	\$107.31	\$1,287.75
Com	B-BOPS	1105 73rd St Windsor Heights IA 50324	24.8200	29200076606000	24.8190	\$106.97	\$1,283.64	\$152.64	\$1,831.64	\$167.03	\$2,004.38	\$129.06	\$1,548.71
Com	KIK PROPERTIES	1239 73rd ST WINDSOR HEIGHTS IA 503	25.0700	29200949500000	25.0700	\$108.05	\$1,296.62	\$154.18	\$1,850.17	\$168.72	\$2,024.65	\$130.36	\$1,564.37
Com	Pharmco Properties, LLC	6900 Hickman RD WINDSOR HEIGHTS IA	28.9500	29201646005000	28.9520	\$124.78	\$1,497.40	\$178.05	\$2,136.66	\$194.85	\$2,338.16	\$150.55	\$1,806.60
Com	WINDSOR HEIGHTS LUTHERAN CHURCH	1240 66th ST WINDSOR HEIGHTS IA 503	32.6700	29200380003001	32.6700	\$140.81	\$1,689.69	\$200.92	\$2,411.05	\$219.87	\$2,638.43	\$169.88	\$2,038.61
Com	NATIONAL DEVELOPMENT	6900 University AVE WINDSOR HEIGHTS	32.9800	29201819000000	32.9760	\$142.13	\$1,705.52	\$202.80	\$2,433.63	\$221.93	\$2,663.14	\$171.48	\$2,057.70
Com	Windsor Crossing Sr. Apts. LLC	6336 Hickman RD WINDSOR HEIGHTS IA	33.2700	29201631000000	33.2710	\$143.40	\$1,720.78	\$204.62	\$2,455.40	\$223.91	\$2,686.97	\$173.01	\$2,076.11
Com	WAL-MART STORE #011764	1003 73rd ST WINDSOR HEIGHTS IA 503	33.4900	29200076604000	33.4950	\$144.36	\$1,732.36	\$205.99	\$2,471.93	\$225.42	\$2,705.06	\$174.17	\$2,090.09
Com	Windsor Heights City Hall	1133 66th ST WINDSOR HEIGHTS IA 503	33.8500	29200496000000	33.8490	\$145.89	\$1,750.67	\$208.17	\$2,498.06	\$227.80	\$2,733.65	\$176.01	\$2,112.18
Com	KUM & GO #98	7229 University AVE WINDSOR HEIGHTS	36.2200	29200896001000	36.2170	\$156.10	\$1,873.14	\$222.73	\$2,672.81	\$243.74	\$2,924.88	\$188.33	\$2,259.94
Com	ENVY KING OF IOWA	1107 73rd St Windsor Heights IA 50311	36.7200	29200076605000	36.7200	\$158.26	\$1,899.16	\$225.83	\$2,709.94	\$247.13	\$2,965.51	\$190.94	\$2,291.33
Com	Unity Point Northwest Family Practice	6400 Hickman RD WINDSOR HEIGHTS IA	40.0000	29201635003000	40.0000	\$172.40	\$2,068.80	\$246.00	\$2,952.00	\$269.20	\$3,230.40	\$208.00	\$2,496.00
Com	Windsor Presbyterian	6301 University AVE WINDSOR HEIGHTS	41.3500	29200644000000	41.3490	\$178.21	\$2,138.57	\$254.30	\$3,051.56	\$278.28	\$3,339.35	\$215.01	\$2,580.18
Com	Comby National Development Trust	6939 University AVE WINDSOR HEIGHTS	42.7100		42.7120	\$184.09	\$2,209.06	\$262.68	\$3,152.15	\$287.45	\$3,449.42	\$222.01	\$2,665.23
Com	QUIK TRIP #503	7220 Hickman Rd Windsor Heights IA 50	45.6200	29200189000000	45.6200	\$196.64	\$2,359.62	\$280.58	\$3,366.98	\$307.04	\$3,684.51	\$237.24	\$2,846.88
Com	REMAX UNIVERSITY LLC	6600 University Ave Windsor Heights IA	46.1400	29200189000000	46.1400	\$198.88	\$2,386.57	\$283.79	\$3,405.43	\$310.55	\$3,726.59	\$239.95	\$2,879.39
Com	BBT Rentals, LLC	6500 Hickman RD WINDSOR HEIGHTS IA	50.5700	29201635003003	50.5690	\$217.95	\$2,615.43	\$311.00	\$3,731.99	\$340.33	\$4,083.95	\$262.96	\$3,155.51
Com	Bankers Trust	7000 University AVE WINDSOR HEIGHTS	50.7300	29200079003000	50.7340	\$218.66	\$2,623.96	\$312.01	\$3,744.17	\$341.44	\$4,097.28	\$263.82	\$3,165.80
Com	Wainut Creek Community Church	900 64th St Windsor Heights IA 503241C	52.4200		52.4200	\$225.93	\$2,711.16	\$322.38	\$3,868.60	\$352.79	\$4,233.44	\$272.58	\$3,271.01

WINDSOR HEIGHTS STORM WATER ANALYSIS - APPENDIX A

Class	Customer Name	Service Address	Property ERU's	District / Parcel #	Billing Point Units / ERU's	CURRENT FEE STRUCTURE Monthly Annually	A. Same Revenue Proportions as Existing Billing Monthly Annually	B. Revenue = Billing ERU (More Commercial \$) Monthly Annually	C. 50% Res. / 50% Comm. (More Residential \$) Monthly Annually
57	Com	Sherwood Forest Co	7690 Hickman RD WINDSOR HEIGHTS IA	53.7400	53.7390	\$231.62 \$2,779.38	\$330.49 \$3,965.94	\$361.66 \$4,339.96	\$279.44 \$3,353.31
58	Com	J KOESTER PROPERTIES	6500 University AVE WINDSOR HEIGHTS	55.1000	55.1030	\$237.49 \$2,849.93	\$338.88 \$4,066.60	\$370.84 \$4,450.12	\$286.54 \$3,438.43
59	Com	Immanuel Pathways Central Iowa	7700 Hickman RD WINDSOR HEIGHTS IA	58.3200	58.3150	\$251.34 \$3,016.05	\$358.64 \$4,303.65	\$392.46 \$4,709.52	\$303.24 \$3,638.86
60	Com	CITYWIDE HTG & AIRCOND	1300 73rd St Windsor Heights IA 50324	71.4000	71.4020	\$307.74 \$3,692.91	\$439.12 \$5,269.47	\$480.54 \$5,766.43	\$371.29 \$4,455.48
61	Com	APPLE VALLEY	7100 University AVE WINDSOR HEIGHTS	73.4000	73.4030	\$316.37 \$3,796.40	\$451.43 \$5,417.14	\$494.00 \$5,928.03	\$381.70 \$4,580.35
62	Com	COWLES SCHOOL	6401 College Ave Windsor Heights IA 50	73.6600	73.6620	\$317.48 \$3,809.80	\$453.02 \$5,436.26	\$495.75 \$5,948.94	\$383.04 \$4,596.51
63	Com	ICR INVESTMENTS I LLC	801 73rd ST WINDSOR HEIGHTS IA 5031	82.1100	82.1090	\$353.89 \$4,246.68	\$504.97 \$6,059.64	\$552.59 \$6,631.12	\$426.97 \$5,123.60
64	Com	APPLE VALLEY #2	7204 University Ave Windsor Heights IA	88.6400	88.6420	\$382.05 \$4,584.56	\$545.15 \$6,541.78	\$596.56 \$7,158.73	\$460.94 \$5,531.26
65	Com	Sherwood Forest Co	7400 Hickman RD WINDSOR HEIGHTS IA	89.9800	89.9790	\$387.81 \$4,653.71	\$553.37 \$6,640.45	\$605.56 \$7,266.70	\$467.89 \$5,614.69
66	Com	Windsor Square	29201617002000	93.3700	93.3720	\$402.43 \$4,829.20	\$574.24 \$6,890.85	\$628.39 \$7,540.72	\$485.53 \$5,826.41
67	Com	TKG IA STORAGE LLC W1060	6525 Center St Windsor Heights IA 5032	111.4500	111.4530	\$480.36 \$5,764.35	\$685.44 \$8,225.23	\$750.08 \$9,000.94	\$579.56 \$6,954.67
68	Com	TKG IA STORAGE LLC W1051A	6600 Hickman RD WINDSOR HEIGHTS IA	112.4700	112.4660	\$484.73 \$5,816.74	\$691.67 \$8,299.99	\$756.90 \$9,082.75	\$584.82 \$7,017.88
69	Com	WEST DES MOINES SCHOOL	1600 73rd ST WINDSOR HEIGHTS IA 503	145.6900	145.6880	\$627.92 \$7,534.98	\$895.98 \$10,751.77	\$980.48 \$11,765.76	\$757.58 \$9,090.93
70	Com	Sherwood Forest Co	7502 Hickman Rd Windsor Heights IA 50	154.1700	154.1740	\$664.49 \$7,973.88	\$948.17 \$11,378.04	\$1,037.59 \$12,451.09	\$801.70 \$9,620.46
71	Com	ELECTRICAL ENG & EQUIP	953 73rd St Windsor Heights IA 503241C	202.5800	202.5770	\$873.11 \$10,477.28	\$1,245.85 \$14,950.18	\$1,363.34 \$16,360.12	\$1,053.40 \$12,640.80
72	Com	HY-VEE FOOD STORE	7101 University AVE WINDSOR HEIGHTS	239.2900	239.2880	\$1,031.33 \$12,375.98	\$1,471.62 \$17,659.45	\$1,610.41 \$19,324.90	\$1,244.30 \$14,931.57
73	Com	BP Hickman 79 LLC	7900 Hickman RD WINDSOR HEIGHTS IA	307.4600	307.4600	\$1,325.15 \$15,901.83	\$1,890.88 \$22,690.55	\$2,069.21 \$24,830.47	\$1,598.79 \$19,185.50
74	Com	Wal-Mart Store #011764	1001 73rd ST WINDSOR HEIGHTS IA 503	430.0900	430.0910	\$1,853.69 \$22,244.31	\$2,645.06 \$31,740.72	\$2,894.51 \$34,734.15	\$2,236.47 \$28,837.68
75	Com	SAMI'S CLUB	1101 73rd St Windsor Heights IA 50311	0.0000	525.6030	\$2,265.35 \$27,184.19	\$3,232.46 \$38,789.50	\$3,537.31 \$42,447.70	\$2,733.14 \$32,797.63
SUBTOTAL						\$17,253 \$207,038	\$24,619 \$295,425	\$26,941 \$323,286	\$20,816 \$249,790
Commercial % of Total City Billing ERU's: 64.58%						58.82% (Commercial) % of Revenue	58.97% (Commercial) % of Revenue	64.58% (Commercial) % of Revenue	49.87% (Commercial) % of Revenue
Commercial-Only Revenue Increase vs. Current:						0.00%	42.69%	56.15%	20.65%
OVERALL TOTAL:						\$29,331 \$351,968	\$41,747 \$500,962	\$41,719 \$500,628	\$41,738 \$500,861
Total Number of Property ERU's: 5,668.5300						\$0 \$0	\$12,416 \$148,994	\$12,388 \$148,660	\$12,408 \$148,894
Additional OVERALL Revenue:						per Month per Year	per Month per Year	per Month per Year	per Month per Year
OVERALL % Increase:						0.00%	42.33%	42.24%	42.30%



Figure 1

23

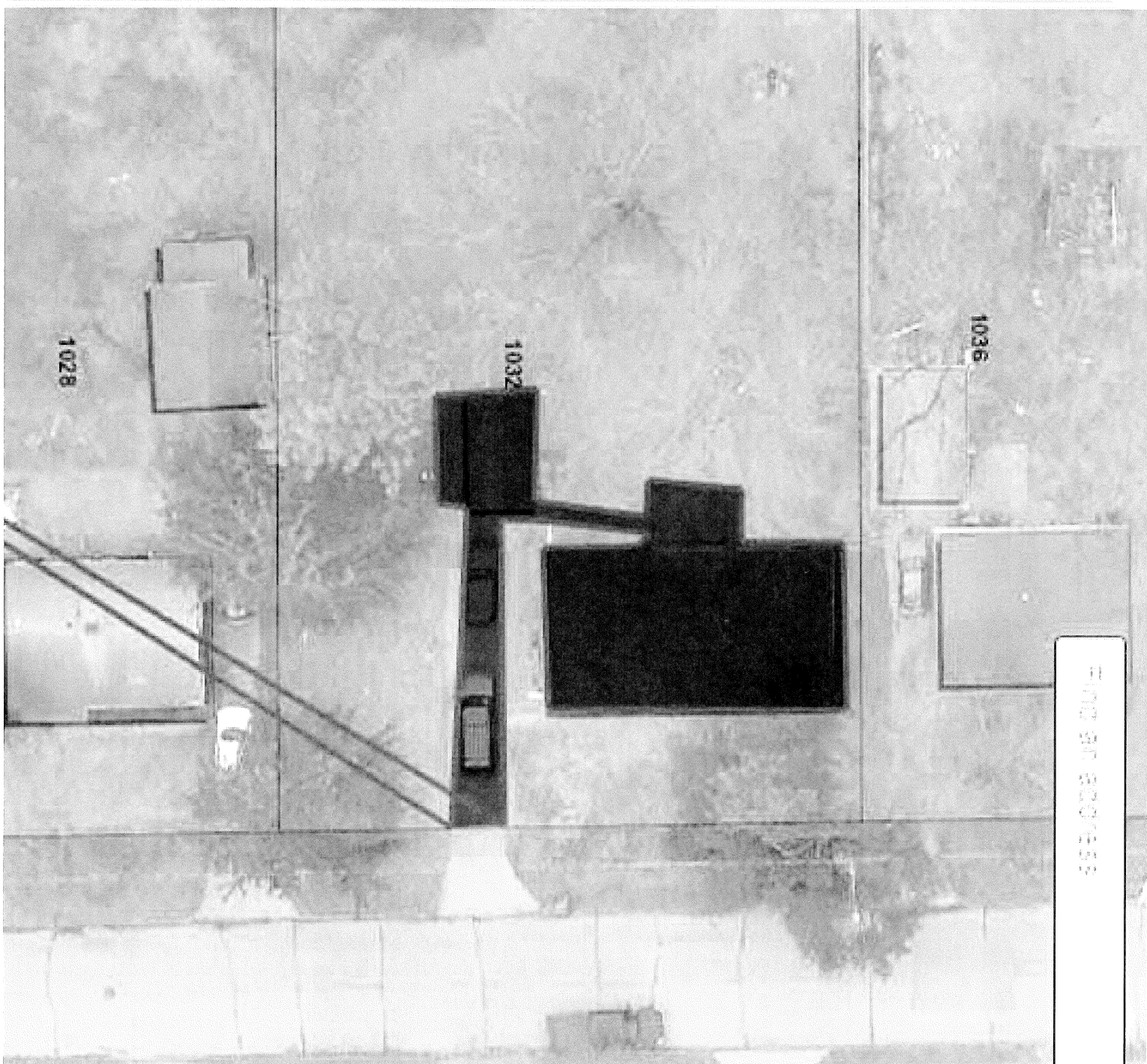
100

[illegible]

Floodplain Data

1990

Band Structure





**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Jim Mease
SUBJECT: Consideration of Union Contract with IAFF Local 5274

GENERAL INFORMATION

City of Windsor Heights leadership staff, with assistance from Ann Smisek of Ahlers & Cooney, P.C., have made a tentative agreement for the current contract negotiations with the Metro Area Firefighters & EMS of Central Iowa IAFF Local 5274. Listed below are key highlights that were reached.

- 2-year contract to line up with WHPD.
- Clean-up of language to reflect current staffing model.
- New Year's Day holiday changed to New Year's Eve.
- Wage rate change to allow for higher level of EMS delivery (EMT to Paramedic) if FT staff pursue further education.
- Salary increases that are within the parameters set forth by the City Council. These increases remain competitive within the Metro Area with respect to our current average call volume and FT staff responsibility levels.
- Original budget proposal will need to be adjusted from 6% to an average of 8.5%. This change in percentage still falls within working parameters for upcoming FY.

It is anticipated that the appropriate documents will be signed by the deadline date without issue. If needed, an extension will be requested as needed by the appropriate party.

SUMMARY

ATTACHMENTS

1. 24 - 26 L5274 Union Contract Final

Agreement between
City of Windsor Heights, Iowa
and
Metro Area Firefighters & EMS of Central Iowa
IAFF Local 5274

July 1, 2024-June 30, 2026



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2024-2026 - WINDSOR HEIGHTS FIRE DEPARTMENT CONTRACT

THIS AGREEMENT entered into this 1st day of July 2024, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as "Employer," and the Metro Area Firefighters & EMS of Central Iowa IAFF Local 5274, hereinafter called the "Union," represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

ARTICLE 1 RECOGNITION

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Fire Department, excluding the Public Safety Director, Fire Chief, Deputy Fire Chiefs, Captains, Lieutenants, Part-Time Firefighters, Paid-on-call/Paid-per-call Firefighters, anyone in City Administration to include Department Heads, and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

ARTICLE 2 EMPLOYER RIGHTS

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not be in conflict with any provision of the Agreement.

ARTICLE 3 SEPARABILITY AND SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 4

IMPASSE PROCEDURE

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

ARTICLE 5 NON-DISCRIMINATION IN EMPLOYMENT

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

ARTICLE 6 GRIEVANCE PROCEDURE AND ARBITRATION

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

Step 1: The employee or employee organization shall discuss a grievance orally with the Fire Chief within ten (10) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

Step 2: Within ten (10) calendar days after the decision in Step 1, or if no decision has been made within ten (10) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Fire Chief. The Fire Chief shall respond in writing within fifteen (15) calendar days.

Step 3: Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within fifteen (15) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

Step 4: If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from, or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE 7 SENIORITY

Seniority means an employee's length of continuous, full-time service with the Employer since their last date of hire. If employees have the same date of hire, the employee with the highest last four digits of his or her social security number will be deemed the more senior employee.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged, unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reason for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.
- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.
- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

ARTICLE 8 PERFORMANCE APPRAISALS

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and to provide an opportunity for an employee to improve in a designated area of sub-standard performance.

Evaluations will occur annually and will be in writing with a copy provided to the employee. Said evaluations will occur annually and are due before the first day of the new fiscal year. The written evaluation of the employee will be followed within twenty (20) days by a personal conference between the employee and the Fire Chief or supervisory designee. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to the Fire Chief and file copies with the City Administrator within five (5) calendar days of the evaluation conference. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided a copy of his/her personnel file upon request and within ten (10) calendar days of providing the request in writing.

ARTICLE 9 LAYOFF AND RECALL

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least seniority, in the specific classification of employees to be laid off, shall be the first laid off. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record. Employees shall be eligible for re-hire in reverse order of layoff for a period of one (1) year, provided they are still qualified to perform the job.

ARTICLE 10

HOURS OF WORK AND OVERTIME

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for full-time Windsor Heights Fire Department staff may consist of forty-eight-hour (48) shifts, followed by ninety-six (96) hours off-duty. Scheduled shift start and end times shall be as determined by the Fire Chief. Employees will be notified of any change in normal scheduled shift times, excluding emergency operations, at least thirty (30) days prior to the change becoming effective.

Members wanting to take PTO may be denied leave time based upon staffing needs and overtime considerations. Members will be encouraged to plan their extended leave time as far in advance as possible. All time-off requests will be evaluated on a case-by-case basis.

A normal shift or workday for full-time assignments shall be defined as forty-eight (48) hours. Overtime and holiday compensation shall not begin until a shift exceeds forty eight hours, except for the standard six (6) hours of overtime paid to each full-time employee each pay period in compliance with FLSA 28-day work rules. Members shall be compensated for 106 base hours per pay period, with an additional 6 hours of overtime each pay period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

Special Circumstance: Should the Department suffer the loss of more than one fulltime member for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, scheduled leave may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur that would require a heightened presence in the community for an extended period of time, this Agreement does not eliminate the potential of mandating overtime to meet the needs of the incident. Mandated overtime should not exceed 12-hour increments, unless emergency circumstances dictate otherwise.

Physical Fitness Time: Employees may use on-duty time for physical fitness on the grounds of the Fire Department, or at the approved designated location. The employee is subject to call, shall respond promptly if requested, and must maintain radio and/or cellular phone accessibility with other on-duty members and/or the Communications Center. Physical fitness time shall not interfere with daily operations, assignments, or completion of daily duties.

Compensation: Employees shall be paid every other Friday, unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by one hundred six (106) hours, and adding six (6) hours of overtime. Any PTO used will be subtracted from the base 106 hours. Annual wages are based on a regular work year of 2,912 hours (2,756 hours regular time combined with 156 hours overtime).

Overtime: Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime. Overtime is paid in one-quarter (15 minute) increments.

No employee shall be compensated for overtime work unless such work has been approved by the employee's supervisor, except when responding to and actually engaged in an emergency call. A minimum of two (2) hours overtime will be paid to an employee responding to an emergency call during off-duty hours. The Fire Chief reserves the right to authorize/deny specific call types for which full-time staff are allowed to respond during off-duty hours to ensure fiscal management of the department budget.

Working Out of Classification: In the event the full-time paramedic assigned to a shift is not on-duty, and when the full-time EMT assigned to the shift is paramedic certified, the full-time EMT assigned to the shift shall act as the paramedic in charge. In the event an EMT is the acting paramedic, he/she shall be compensated for their time worked as the paramedic in charge at the paramedic pay rate matching the employee's current step in the pay scale as found in Appendix A.

Compensatory Time: An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.

Court Time: An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee **will** receive two (2) hours of compensation at the regular rate.

Call Back Time: An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called.

Alternative Duty Assignments: An employee whose illness or injury renders them unable to perform their regular duties may be assigned to a temporary alternative duty assignment if such assignment can be safely performed within the employee's limitations. The City reserves the right to change an employee's regular work schedule to accommodate a temporary alternative duty.

ARTICLE 11 LEAVE OF ABSENCE

Bereavement and Family Illness Leaves:

Immediate Family: In case of death or serious illness in the immediate family (parents, spouse, child, step-child, foster-child, sibling), a permanent employee may be granted a leave of absence with pay, up to one (1) shift (48-hour shifts) by the Fire Chief.

Family: In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), or any other loss of life significant to the employee with the discretion of the Fire Chief, a permanent employee shall be granted a leave of absence with pay up to one (1) scheduled shift (48 hours) by the Fire Chief.

Extension: The Fire Chief may, at his/her discretion, grant an additional **o n e (1) s c h e d u l e d s h i f t (4 8 h o u r s)** leave in instances where extensive travel or other circumstances warrant.

Military Leave: A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) scheduled shifts each calendar year with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee's re-employment rights in accordance with the Universal Military Training and Service Act.

Jury Duty/Legal Leave: An employee required to serve as a juror shall receive his/her regular wages for the time he/she was normally scheduled for duty. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

Retirement: Employees shall receive payment for all unused PTO leave in their leave bank upon retirement or in the event of death in one lump sum.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence shall not accrue PTO. After one (1) year of long-term disability an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) calendar days of the unpaid leave of absence. This does not include employees who are on what is considered to be "terminal leave" as defined in the City's personnel policies.

**ARTICLE 12
PAID TIME OFF (PTO)**

All regular full-time employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	9.27 hours
6 through 10	10.85 hours
11 through 20	12.39 hours
21+	13.93 hours

The maximum accrual of PTO shall be five hundred (500) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO four (4) times per year as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Fire Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests will be made in writing to the Fire Chief or his/her designee. PTO requests of one (1) week duration or more must normally be made not less than thirty (30) days in advance. PTO requests of individual days can be made at any time but should normally be made one-week or more in advance. Any PTO request made with less than two weeks notice may require the employee to find someone to work their shift before approved. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO time off at the same time, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when agreed upon between command staff and the employee.

An employee's scheduled PTO will not be cancelled during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the City if he/she has a potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

The City shall establish a short-term disability program for employees who have applied for and are eligible for long-term disability and do not have enough PTO to cover the ninety (90) day waiting period. In situations such as this, the employee will be required to exhaust his/her PTO. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is completed. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that triggers the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

ARTICLE 13

"TIME TRADES" / "CASH TRADES"

"Time Trades"/ "Cash Trades" are an agreement between two employees working hours for each other. These trades are an agreement between the two employees only and the City is not responsible for any compensation or agreement conditions. "Time Trades" / "Cash Trades" will be limited to no more than seventy-two (72) hours per calendar year, and they must be pre-approved. Furthermore,

- Trades will not result in any overtime costs to the City.
- Trades should not result in an employee working more than 72 continuous hours.
- The City is not responsible for enforcing any agreements between employees.
- Time cards will reflect time worked or taken off according to the person requesting the trade.
- Any unexcused absence is the responsibility of the approved person accepting the time trade.
- Time trades are regarded as a privilege among members and can be rescinded if abused or misused.

ARTICLE 14

HOLIDAYS

There shall be eleven (11) paid holidays: New Years Eve, Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the day before Christmas, plus two (2) floating holidays. If additional holidays are granted or designated as holidays to other employees of the City, such additional or designated holidays shall apply to this agreement. NOTE: The Union requested change of holiday from New Years Day to New Years Eve. Calculation for PTO includes credit for eighty-eight (88) hours of holiday time.

An employee who works an entire shift on a designated holiday shall be paid his/her regular hourly rate for the shift and be credited with nineteen (19) hours of pay or compensatory time as determined by the Employee. Any hours worked in excess of a scheduled shift on a holiday shall be compensated at double time (2x).

The actual day the holiday falls on shall be observed as the holiday. (As an example, New Year's Eve holiday will be the 24-hour shift starting at shift change on December 31 and ending at the following shift change on Jan. 1.) Employees will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

ARTICLE 15 DISCIPLINARY ACTION

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

ARTICLE 16 WORK RULES

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

ARTICLE 17 LONGEVITY

Longevity pay has been included in the attached salary matrix, beginning at Step 6 (steps are considered years in line with years of service, *i.e.*, Step 1 is the first year of service). Longevity will be paid at \$0.075 per hour, per year of service starting in year 6 (61 months), which matches the current citywide longevity policy of \$6.00 per pay period, per year for other employees. For example, in Step 6 - after completion of five full years of service - the \$0.075 calculation is based on \$8.40 per pay period, over 26-payroll cycles (total \$218.40) divided by 2,912 annual scheduled hours. In no case shall longevity be paid before any member completes their fifth year of service. The intent of this policy is for an employee to receive an additional \$0.075 per hour for each year of service starting in year 6 and continuing for the remainder of their employment.

IAFF Local 5274 Collective Bargaining Agreement-2024-2026

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ARTICLE 18

UNIFORM AND CLOTHING PROVISIONS

General Provisions: Upon initial employment, each Fire Department employee shall be fitted for and receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

Replacement: The City will replace each members structural firefighting bunker gear every ten (10) years with no deduction to their clothing allowance, or as directed by the manufacturer. The City will also replace any protective clothing damaged in the line of duty with no deduction to the employee's clothing allowance. In addition, each employee shall be entitled to spend his/her allowance, as determined and approved by the Fire Chief, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the direct performance of duty; and (c) items used as protection from the elements. Items purchased which are not Class 'A' uniforms or outer wear shall become property of the purchasing member.

The maximum uniform allowance shall be capped at \$750 per fiscal year. New employees will receive the necessary uniforms and equipment upon initial hiring. After completion of the employee's 2nd year of service, the employee will then become eligible for the uniform allowance as set forth in this contract.

ARTICLE 19

INSURANCE

The City will provide employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined herein..

Employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee+ spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

Life Insurance: The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

ARTICLE 20 WAGE RATE

Reference is made here to Exhibit A, Wage Rates. By this reference said Exhibit becomes a part of this Agreement. There will be no additional across the board or cost of living increase for the duration of this contract other than as stated in Exhibit A.

Change in position and salary. If, in the event an EMT obtains the certification of AEMT or Paramedic, or an AEMT obtains the Paramedic certification, they may be appointed into the position matching their certification level, at the discretion of the Fire Chief. If the employee is moved to the new position title (i.e. Firefighter/Paramedic) they shall move laterally within the step pay scale (i.e. Firefighter/EMT on Step 3 will move to Firefighter/Paramedic on step 3). A written request shall be submitted to the Fire Chief prior to any employee starting a class that will result in a change of position, allowing for future budgetary planning.

Starting Salary: New employees may be appointed above the first step of the wage scale, depending upon their experience, background, and present pay. However, new employees will not be appointed above "Step 4" on the wage scale.

ARTICLE 21
EDUCATIONAL INCENTIVE

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work-related major, according to the following schedule:

<u>Maximum credit hour reimbursement</u>	<u>Minimum required GPA</u>
\$225.00	3.0
\$150.00	2.5
\$50.00	2.0

The maximum reimbursement shall not exceed \$8,250 for each degree (Associate's, Bachelor's, or Master's). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the four (4) month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

ARTICLE 22
DEFERRED COMPENSATION

The City shall contribute the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City.

ARTICLE 23
PHYSICAL FITNESS INCENTIVE

Once per fiscal year, any employee successfully completing the City administered annual physical fitness test mirroring the physical fitness test for a new full-time employee, shall receive a \$100 fitness bonus at the next available pay period. Members who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

ARTICLE 24
HEALTH AND SAFETY COMMITTEE

A health and safety committee will exist to meet once per quarter and discuss items related to the health and safety of all members of the Windsor Heights Fire Department.

ARTICLE 25
NO STRIKE / NO LOCKOUT

Neither the Organization, its officers or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strike, slow down, mass resignation, mass absenteeism or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. Any employee who violates any provision(s) of this article may be immediately discharged or otherwise disciplined.

The Employer will not engage in any "lock-out" activity of the employees in this unit.

ARTICLE 26
FINALITY AND EFFECT

THIS AGREEMENT constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

ARTICLE 27
DURATION

THIS AGREEMENT shall be effective from July 1, 2024, and shall continue in effect until June 30, 2026.

ARTICLE 28
EXTRA CONTRACT AGREEMENTS

The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

IAFF LOCAL 5274

NAME

Nick Evans

NAME

DATE

4/11/2024

DATE

"EXHIBIT A" - Pay Scales

July 1, 2024:

EMT Year 1 6.75%. EMT Year 2 6%.

PARA Year 1 Steps 1-4 7%, Steps 5-10 10%. PARA Year 2 6% (across the board)

July 1, 2025:

EMT Year 2 6%.

PARA Year 2 6% (across the board)

Firefighter EMT

24-25

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	19.7808	20.0774	20.3786	20.6843	20.9945	21.3628	21.7366	22.1160	22.5012	22.8921
Salary	\$ 59,145	\$ 60,032	\$ 60,932	\$ 61,846	\$ 62,774	\$ 63,875	\$ 64,993	\$ 66,127	\$ 67,279	\$ 68,447

25-26

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	20.9676	21.2821	21.6013	21.9254	22.2542	22.6446	23.0408	23.4430	23.8513	24.2656
Salary	\$ 62,693	\$ 63,633	\$ 64,588	\$ 65,557	\$ 66,540	\$ 67,707	\$ 68,892	\$ 70,095	\$ 71,315	\$ 72,554

Firefighter AEMT**24-25**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	20.6672	20.9772	21.2918	21.6112	22.2561	22.6441	23.0380	23.4377	23.8435	24.2553
Salary	\$ 61,795	\$ 62,722	\$ 63,663	\$ 64,618	\$ 66,546	\$ 67,706	\$ 68,883	\$ 70,079	\$ 71,292	\$ 72,523

25-26

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	21.9072	22.2358	22.5693	22.9079	23.5915	24.0028	24.4202	24.8440	25.2741	25.7107
Salary	\$ 65,503	\$ 66,485	\$ 67,482	\$ 68,495	\$ 70,538	\$ 71,768	\$ 73,016	\$ 74,283	\$ 75,569	\$ 76,875

Firefighter Para**24-25**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	21.5537	21.8769	22.2051	22.5382	23.5177	23.9254	24.3393	24.7594	25.1857	25.6186
Salary	\$ 64,445	\$ 65,412	\$ 66,393	\$ 67,389	\$ 70,318	\$ 71,537	\$ 72,774	\$ 74,030	\$ 75,305	\$ 76,599

25-26

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Hourly Rate	22.8469	23.1895	23.5374	23.8904	24.9287	25.3610	25.7996	26.2449	26.6969	27.1557
Salary	\$68,312	\$69,337	\$70,377	\$71,432	\$74,537	\$75,829	\$77,141	\$78,472	\$79,824	\$81,195

For the purposes of the FY25 (July 1, 2024 – June 30, 2025) initial year of this contract, the following shall apply:

Firefighter/Paramedic N. Evans will start at Step 8 of the FY25 Firefighter/Paramedic plus \$0.225 per hour longevity.

Firefighter/Paramedic B. Jones will start at Step 6 of the FY25 Firefighter/Paramedic plus \$0.075 per hour longevity.

Firefighter/Paramedic B. Merseal will start at Step 5 of the FY25 Firefighter/Paramedic pay scale.

Firefighter/EMT J. Price will start at Step 4 of the FY25 Firefighter/EMT pay scale.

Firefighter/EMT T. Ahrens will start at Step 2 of the FY25 Firefighter/EMT pay scale.

Firefighter/EMT M. Muerner will start at Step 4 of the FY25 Firefighter/EMT pay scale.

For the purposes of this contract, the six (6) employees noted above, who are on staff when this contract was negotiated, will begin accruing longevity (as outlined in this contract) in their 61st month of employment. Therefore, the wages for the six employees above may differ slightly from the scale above based on the longevity effective date. This updated step scale aligns all members with either "years of service" or where they were placed on the step scale on date of hire.

Wick Evans

IAFF Local 5274 Representative
Metro Area Firefighters & EMS of Central Iowa

4/11/2024

Date

Metro Area FF &

Jim Mease
Fire Chief
City of Windsor Heights



**STAFF REPORT
CITY COUNCIL**

April 15, 2024

TO: CITY COUNCIL

FROM: Nate Leuthold, Deputy City Clerk

SUBJECT: Consideration of Resolution 2024-31 - A Resolution Approving and Updating the CEC Guidelines and Information

GENERAL INFORMATION

Updates to the Guidelines

At direction from Council, the following changes were made to our CEC Guidelines:

1. Renters now have the option of paying a cleaning fee or assuming cleaning responsibility themselves on weekdays.
 - a. The cleaning cost is equal to the City's cost (currently \$325.00 for full cleanings, \$245 for 2/3 cleanings, \$210 for 1/3 cleanings). Note: this is listed as "at City's cost" in the guidelines/fee schedule so that if pricing changes, we are not having to re-do these policies again.
 - b. Failure to clean if they opt to clean themselves will result in cleaning fees being assessed, plus up to a 50% penalty.
 - c. The professional cleaning is non-optional from Friday-Sunday
2. The opening time for the CEC was changed from 7 AM to 6 AM each day.
3. The Waiver of Fees section was updated to state that the cleaning policy is in effect for Council-waived events (non-profits may clean themselves, or pay the cleaning fee)
4. The minimum rental time remains at 2 hours.
5. Overnight storage is allowed, so long as the rentals are consecutive days and no one else has the space rented between rentals.
6. A weekend rate from 6 PM Fri to 6 PM Sun is now available for \$5,600 (not including a single cleaning fee)
7. The full space may be rented for a full day rate of \$2,800 any day of the week (no longer restricted to Saturdays, but weekdays still have hourly options available). This does not include the cleaning fee (it is still optional, except on Fri/Sun).

Staff made one more pass over the document and updated an incorrect website listing and adjusted some wording for clarity.

Staff continues to discuss cleaning pricing with two new companies. Both bids were competitive for the CEC, and one bid was comparable for the City Hall/Public Safety weekly cleanings. Provided they can meet our notice requirements, the next steps would be to do test cleanings with one or both companies to verify quality and speed of work. From there, staff will make a recommendation based on findings.

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-31 - Approving and Updating the CEC Guidelines
2. CEC Guidelines Updated 4-10-24

Resolution No. 2024-31

A RESOLUTION APPROVING AND UPDATING THE CEC GUIDELINES & INFORMATION FOR THE CITY OF WINDSOR HEIGHTS, IOWA

WHEREAS, the City of Windsor Heights, Polk County, Iowa, City Council has reviewed the proposed policy guidelines and information as attached and determined they are appropriate for continuing the delivery of high-quality services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the attached Guidelines and Information are hereby approved and effective April 16th, 2024.

Passed and Approved this 15th day of April, 2024

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk



WINDSOR HEIGHTS COMMUNITY CENTER GUIDELINES & INFORMATION

For more information please call:
515-645-~~681~~96826

Facility Hours

~~7~~6 a.m. – Midnight, 7 days a week.

Maximum occupancy

Maximum occupancy is ~~200~~218 people (200 seated).

Confirming a Reservation

Three things are required to confirm a reservation:

1. A completed Facility Use and Alcohol Responsibility Agreement (available online and at City Hall)
2. Rental Deposit:
 - a. 50% of total rental amount if booking an event more than 60 days away
 - ~~b. Full payment is required 100% of total rental amount~~ if booking an event that is taking place within 60 days.
3. A credit card number to keep on file for ~~the damage deposit.~~damages or cleaning

Payment

Payment can be made in the following ways:-

- by credit card on our website at www.cityofwindsorheights.org
- by credit card over the phone at 515-645-~~681~~96826
- at City Hall (1145 66th Street, Suite 1, Windsor Heights, IA 50324) by cash, check, or credit card.

Cancellations

Refunds are only granted under extenuating circumstances after approval by the City Administrator.—

Cleaning

~~The Community Center must be left~~Renters may choose to pay a cleaning fee equal to the City's cost or leave the Community Event Center in the condition that it was found. If renters fail to clean when they have declined the cleaning fee, the renter will be responsible for additional cleaning charges at a minimum of the City's cost, plus up to a 50% penalty.

Alcohol

- No hard liquor is allowed in the facility.
- An off-duty Windsor Heights Police Officer ~~is required to~~must be present for the ~~event~~time that alcohol is served (3 hour minimum). Payment for the off-duty officer must be made directly to the officer by means of personal check 30 days prior to the event. An invoice will be sent by the Windsor Heights Police Officers Association 60 days prior to the event.
- No cash bar service is allowed in the Community Center. All alcohol must be free to

guests.-

Catering

There are no restrictions on catering.

A/V Equipment

The following equipment is available in the full or 2/3 space: a projector and screen, wireless microphones, an ~~auxiliary port, and~~ HDMI port, Bluetooth and ~~VGA cord~~sound system.—

Waiver of Fees for Community Events

Fees may be waived by the Windsor Heights City Council for events in the Community Center on a special case basis for non-profit organizations. This is at the sole discretion of the Council; no fee waivers will be approved by city staff. Please coordinate these requests with city staff at least 30 days prior to the rental date. Our cleaning policy is still in effect; organizations may choose to pay a cleaning fee equal to the City's cost or leave the Community Event Center in the condition that it was found. If renters fail to clean when they have declined the cleaning fee, the renter will be responsible for additional cleaning charges at a minimum of the City's cost, plus up to a 50% penalty.

Minimum Rental Times

Full day on Saturdays; 22 hours on all other days.-

Furniture included with rental

- 20 – 72” round tables
- 200 chairs
- If it is in the facility, it is available to use.-

Overnight Storage

~~No overnight storage of equipment or personal items will be allowed, except for rentals booked Friday evening to Saturday.~~ Overnight storage of items is only allowed for consecutive-day rentals, provided that no one else has booked the facility in between the rentals. Any items left in the facility will be disposed of.-

Holdover Fees

Renters must exit the facility prior to the reservation end time. Failure to do so will result in holdover fees equal to 1.5x the hourly rental rate per additional hour. Partial hours are rounded up.

Kitchen Information

There are two kitchens in the facility. ~~A:~~ a catering kitchen and a concession kitchen. Both are available for use if you rent the full space. Only the catering kitchen is available when renting the 2/3 space. Only the concession kitchen is available when renting the 1/3 space.—

Decoration Guidelines

Time needed to set up and take down decorations must be included in the rental ~~fee~~.

- All decorations must be completely taken down at the end of the rental period.
- We encourage renters to use command hooks and 3M strips.
- The following are prohibited:
 - Tape (painter's tape is acceptable)
 - Thumbtacks

- Nails
- Open flames (unenclosed table candles)
- Rice
- Fog machines
- Fireworks
- Glitter
- Confetti
- Silly string

Pavilion

The city offers the pavilion on the southwest side of Colby Park for rent. There are electrical outlets and lights within the pavilion, but no AV system. The same guidelines and policies for the Community Center apply to the pavilion.

Community Center Rental Rates		
	Non- Resident Rate	Resident/Non-Profit Rate (Proof will be required)
Saturday 7 6 amAM – Midnight	\$2,800	
<u>Weekend</u> 6 PM Fri to 6 PM Sun	<u>\$5,600</u> <u>Includes overnight storage; renters must still vacate from 12 AM-6AM each night</u>	
1/3 Space Minimum 22 -hour rental	\$130 per hour	\$112 per hour
2/3 Space Minimum 22 -hour rental	\$155 per hour	\$132 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour
<u>Full Space</u> 6 AM – Midnight	<u>\$2,800</u>	
<u>Cleaning Fees</u>	<u>At City's cost</u> <u>This fee is optional for Mon-Thurs rentals and non-optional for Fri-Sun rentals</u>	
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL

FROM: Nate Leuthold, Deputy City Clerk

SUBJECT: Consideration of Resolution 2024-32 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-32 - Approving and Updating the Fee Schedule
2. Fee Schedule 4.16.24

Resolution No. 2024-32

**A RESOLUTION APPROVING AN UPDATED FEE SCHEDULE FOR THE
CITY OF WINDSOR HEIGHTS, IOWA**

WHEREAS, the City of Windsor Heights, Polk County, Iowa, City Council has reviewed the proposed amended fees for services as attached and determined said fees are necessary and appropriate for continuing the delivery of high quality services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 15th day of April, 2024, that the attached Exhibit A fee schedule is hereby approved and in effect the 16th day of April, 2024.

Passed and Approved this 15th day of April, 2024

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk

City of Windsor Heights
Fee Schedule
Effective 02/01/2024

Public Safety	
REPORTS, COPIES, DIGITAL MEDIA, TESTS & RELEASES, PERMITS	
Copies - Public Records	Black/white \$.05 per single page copy in excess of 5 pages Color \$.50 per single page copy
Incident Report or Call for Service (CFS)	No charge < 30 minutes to produce
Accident Report	\$5.00
Media (audio/video)	No charge < 30 minutes to produce
Vehicle Impound Release	\$20.00
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost of employee time if time involved exceeds thirty (30) minutes
Fingerprinting per card	\$20.00
Mailing or shipping a record	Billed at actual costs
PET LICENSE	
Pet License – spayed/neutered	\$20.00 per calendar year
Pet License – not spayed/neutered	\$30.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after April 1)
Disposition of Impounded Animal Fee	\$100
PERMITS	
Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day
Peddler, Solicitor, Transient Merchant Fee	\$20.00 application fee 1 Day - \$20.00 1 Week - \$100.00 90 Day - \$500.00 \$25.00 per each additional peddler, etc.

Fire Department	
Rental Fees	
Rental Registration Fee (*Additional inspection fees required to be paid at time of registration)	\$35 - Single Family \$50 – Duplex \$150 Apartment
Rental Inspection Fee	\$100 Single Family Inspection \$125 Duplex -\$25 per additional living unit beyond two \$150 Apartment - \$22 per additional living unit beyond four If a property fails initial inspection, additional fees for the reinspection will apply and will be collected by the building inspector at the time of reinspection
Additional Fee if owner cannot be identified/reached and City must research and contact current tenant	\$50.00
Fire Dept Plan Review	
The Windsor Heights Fire Department requires Fire Protection System plan reviews to be conducted by a third party. Fees for any required third party review are not included within the City fee schedule.	

Commercial/ Fire Code	
Initial Inspection/First Re-Inspection (performed 30 days after initial inspection)	\$0
Second Re-Inspection (performed 2 weeks after first re-inspection)	\$100.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	\$200.00
Fourth Re-Inspection (performed 2 weeks after third re-inspection)	\$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	\$800.00
Hazmat Fees	
Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	\$361.20*
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$288.96*
Extra Response Personnel	\$28.38*
Expended materials (foam, containment booms, sand, absorbent, etc.)	Replacement Cost including shipping
*Minimum of one hour. Billed in 15-minute increments beyond the first hour. This fee schedule is based on Iowa Fire Service Annual Hazardous Materials Responses Fee Structure	
Ambulance Fees	
Basic Life Support (BLS) – Non-Emergent	\$590.00
Basic Life Support (BLS) - Emergent	\$695.00
Advanced Life Support (ALS) Non-Emergent	\$690.00
Advanced Life Support (ALS) – Emergent	\$807.00
Advanced Life Support (ALS) Level 2	\$1,065.00
Treat / No Transport	\$277.00
Critical Care Transport	\$1,254.00
Loaded Mileage Rate	\$13.80
Oxygen	\$30.00
Additional Attendant	\$50.00
ALS Supplies	\$50.00
BLS Supplies	\$50.00
IV Supplies	\$35.00
Intubation Supplies	\$25.00
Medications	
▪ Nitrogen Tablet	\$5.00
▪ Ativan/Lorazepam	\$10.00
▪ Oral Glucose, Zofran Iv	\$15.00
▪ Epinephrine, Fentanyl, Morphine Sulfate, Sodium Bicarbonate, Solu-Medrol, Versed	\$20.00
▪ D50w/Dextrose Inj	\$25.00
▪ Albuterol Noncompounded 1mg	\$30.00
▪ Narcan/Naloxone Per 1mg	\$30.00
▪ Glucagon	\$250.00

Nuisance Alarms

Fee Set by Ordinance	\$50.00 first false alarm, \$75 per additional alarm in 365 day period
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City Hall

Copies	Black and White \$.05 per single page copy in excess of 5 pages Color \$.50 per single page copy
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Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost of employee time if time involved exceeds thirty (30) minutes
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Media (audio/video)	\$5 per 8GB
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NSF Check Fee (All Departments)	\$30.00
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Special Council Meeting	\$81 per Council member
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BUILDING PERMITS

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$75.00
\$501.00 to \$2,000.00	\$75.00 for the first \$500.00 + \$.2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001.00 to \$25,000.00	\$116.25 for the first \$2,000 + \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,000.00 to \$50,000.00	\$391.25 for the first \$25,000 + \$9.00 foreach additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,000.00 to \$100,000.00	\$616.25 for the first \$50,000.00 + \$6.25 foreach additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,000.00 to \$500,000.00	\$928.75 for the first \$100,000.00 + \$5.00 foreach additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,000.00 to \$1,000,000.00	\$2,928.750 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000
\$1,000,000.00 and up	\$5,053.75 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00 or fraction thereof
Re-inspection fees	\$42.00/hour (1-hour minimum)
Commercial Plan Review	65% of permit fee
Temporary Certificate of Occupancy	\$250
Final Site Plan Review	\$250.00 + 65% of total building permit fee
Fire Department Commercial Building Pre Plan Fee	\$75

SUB-CONTRACTOR PERMITS (RESIDENTIAL)

Mechanical	Flat Fee \$80.00
Plumbing	Flat Fee \$80.00
Electrical	Flat Fee \$80.00

SUB-CONTRACTOR PERMITS (COMMERCIAL)

Mechanical	Basic Fee \$80.00
Plumbing	Basic Fee \$80.00
Electrical	Basic Fee \$80.00

OTHER PERMITS	
Nuisance Abatement	
▪ Lot mowing	\$175.00/hour (1 hour minimum)
▪ R-O-W mowing	\$100.00/hour (1 hour minimum)
▪ Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00
Zoning verification/Property Research	\$110/hr.
Rezoning	\$400.00
Zoning compliance	\$110/hr.
Home occupation	\$50.00
Preliminary Site Plan Review	\$300.00 + Other Engineer Costs
Conditional Use Permit	\$400.00
Appeal or Variance request	\$400.00
Fence permit	\$100
Pool permit	\$100
Signs	Basic Fee \$100.00+ \$1.00 per square foot
▪ Temporary signs	Basic Fee \$15.00 + \$1.00 per square foot
Grading/Cosesco Permit	\$40.00
Temporary Use	\$25.00/month for up to 4 months; \$50.00/month for the 5 th month; \$100.00/month after 5 th month
Temporary Structure	
▪ Commercial	\$50.00/month
▪ Residential	First 30 days- \$0; Second 30 days- \$20.00, Third 30 days- \$40.00; thereafter- \$20.00 per 30 day extension
Sidewalk / Driveway approach	\$50.00
R-O-W Excavation	\$100.00
Non-Franchise Utility License	\$400.00
Demolition/Raze	\$50.00
Permits or inspections for which no fee is specified	\$40.00
Temporary Obstruction Permit	\$40.00
Temporary Use	
▪ Maximum 4 days	\$30.00
▪ Events longer than 4 days (produce stands, etc.)	\$60.00
▪ Long-term food and beverage	\$280.00
▪ Garden Centers and Large Structures	\$60.00 plus \$500.00 deposit, unless waived by Zoning Administrator
▪ Mobile Food Unit License	\$75.00
▪ Mobile Food Unit Special Occurrence Permit	Fee Set By City Administrator Based On Event
CODE ENFORCEMENT	
Notice to Abate	\$100
Re-Inspection	\$100 per inspection

Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378
Abatement	Actual cost-plus 30%
Cost of Imposing Lien	\$82 plus County charge if any
Additional staff administrative time not covered above	\$95/hour plus actual costs for code enforcement and \$82/hour plus actual costs for finance employees

Community & Events Center Rates & Fees

	Non-Resident Rate	Resident/Non-Profit Rate
Saturday 7 am—Midnight	\$2,800	
1/3 Space Minimum 2-hour rental	\$130 per hour	\$112 per hour
2/3 Space Minimum 2-hour rental	\$155 per hour	\$132 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50

Community Center Rental Rates

	<u>Non-Resident Rate</u>	<u>Resident/Non-Profit Rate</u> (Proof will be required)
Saturday 6 AM – Midnight	<u>\$2,800</u>	
Weekend 6 PM Fri to 6 PM Sun	<u>\$5,600</u> Includes overnight storage; renters must still vacate from 12 AM-6AM each night	
1/3 Space Minimum 2-hour rental	<u>\$130</u> per hour	<u>\$112</u> per hour
2/3 Space Minimum 2-hour rental	<u>\$155</u> per hour	<u>\$132</u> per hour
Full Space Minimum 2-hour rental	<u>\$210</u> per hour	<u>\$176</u> per hour
Full Space 6 AM – Midnight	<u>\$2,800</u>	
Cleaning Fees	<u>At City's cost</u> This fee is optional for Mon-Thurs rentals and non-optional for Fri-Sun rentals	
Pavilion 8-hour rental	<u>\$100</u>	<u>\$75</u>
Pavilion 4-hour rental	<u>\$50</u>	<u>\$37.50</u>

Resident/Non-Profit will be required to show proof of residency or non-profit status.

DOWN PAYMENTS

To confirm all reservations, a down payment of 50% and signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only. Down payments are non-refundable on any cancellation.

PARKS

BALL FIELD RENTALS			
Ball Field rentals are available in full one hour increments only. A 7% sales tax will be applied.			
	Number of Hours	Non-Resident Fee	Resident Fee (with ID)
	1 Hour	\$25.00	\$20.00
	2 Hours	\$40.00	\$36.00
	3 Hours	\$60.00	\$54.00
PAVILION			
• \$50.00 for 4-hour rental • \$100 for 8-hour rental			
SPECIAL EVENTS PERMIT		\$50.00	
Required on events hosted in the Community Center and Park, which are open to the public			



STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Mayor's Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Mayor's Report 4-10-2024



MAYOR'S REPORT

Report Covers March 7th, 2024 – April 10th, 2024

- If anyone has suggestions for a Board of Adjustment vacancy, please let me know, as we recently had a resignation from the board.
- I completed the 24x7 webpage text/research along with AJ and it should go live on the webpage within the next week or so. With it finally live, we'll start promoting it in the newsletter and encouraging residents to improve energy efficiency, etcetera.
- On March 7th, the MPO Executive and Policy Committee met. A topic of note was the StreetLight Data software program. It uses cell phone data to provide traffic count information with significant reliability. The Partnership and Catch DSM have similar software at their disposal and can provide information about the number of people who attended an event. StreetLight can do this but use it to tell us about drivers. The MPO will pursue obtaining this software and it will be available to all member communities.
- March 13th, Public Safety Committee meeting. The most important topic of note was the new ambulance and shared resources agreement with Clive which was ultimately presented to Council at their next meeting.
- March 20th, the Public Works Committee met. We discussed the sidewalk ordinance and how it needed updating. We further discussed whether or not we wanted to recommend continuing the grant program or keep the old hardship program. The decision was to recommend keeping the new grant program.
- Also, on March 20th I attended the Surface Transportation Block Grant Program (STBG) presentations at the Des Moines MPO as part of the STBG subcommittee. The STBG subcommittee is responsible for making recommendations on how federal funds should be allocated to member communities. Justin of BMI presented on behalf of Windsor Heights for phase 2 of 73rd Street as well as the Windsor Trail.
- On March 29th, I attended the Mid-Iowa Planning Alliance (MIPA) Board of Directors Meeting. There were not enough members to make a quorum so only the executive committee met. As I am not on the executive committee, I did not stay for that portion of the meeting.
- On April 3rd, the STBG subcommittee met and discussed all of the projects that we heard presentations on. Windsor Heights will be recommended to receive \$700,000 for Phase 2 of 73rd Street.
- On April 4th I met with Ricki King, our Sister Cities Representative. The Kofu Delegation will be going to Japan next month. This decision was made pretty quickly. As I will be traveling to DC earlier in the month, I explained to Ricki that I would not be attending but as she is the Chair of the Kofu

Committee I would once again ask City Council to cover some of the expenses for her trip. If anyone has an idea of what gift we could provide their mayor, I'm more than open to ideas.

- On April 9th I virtually attended the MAC meeting, where we received a legislative update from the Iowa League of Cities. It was as expected.
- Council and I received an email from a resident concerned about feral cats in the community. My understanding was (correctly) that we had an agreement with the ARL for stray cats. It would appear the resident was more concerned about "community cats" and wanted something to address those issues. Clive has an ordinance to address those, as well as a trap-neuter-return (TNR) program. Chief Roth is looking into this and should bring something before the public safety committee.
- On April 10th I attended the MPO Executive Committee meeting. We discussed the previously recommended STBG and carbon reduction grant amounts, as well as a new amount suggested for DART. The amount discussed at the subcommittee was \$3 million. Now, the amount suggested is \$3.6 million. With this amount, there will be minimal to no cuts. Exec recommended approval of those amounts to the Policy Committee.
- I look forward to planning another edition of the Windsor Heights Annual Garage Sale.



**STAFF REPORT
CITY COUNCIL**
April 15, 2024

TO: CITY COUNCIL
FROM: Jim Mease
SUBJECT: Fire Chief's Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Fire March EOM Report



Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

March 2024 Monthly Report

Work Areas

1. A Shift

- The crew continues to process and update rental registrations.
- Medical supplies and medications ordered as needed.
- Replacement video laryngoscopes procured for demo.

2. B Shift

- Continued work on both the Fire and EMS training programs.
- FF/Paramedic Merseal was deployed to Texas for wildland firefighting efforts.

3. C Shift

- FF/Paramedic Evans continued to work on the apparatus maintenance program, ensuring maintenance issues are resolved and tracking measures are met.
- FF/EMT Ahrens continued to work on the PPE tracking project.

4. Chief Mease

- Attended multiple meetings with Metro area agencies to include the Polk County Fire Chiefs, Chief Garcia with Clive Fire, Central Iowa EMS Directors, Westcom Sub-Ops Committee, ISICSB Region 1.
- Continued work with CA Plagge and Ann Smisek on the union contract renewal.
- Flood Mitigation Planning with city staff.
- Attending calls as needed with all crews to ensure appropriate mitigation.

Accomplishments

- FD staff conducted annual CPR training for members of the WHPD, Public Works, and City Hall Staff.

DUTY - PRIDE - TRADITION

The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.



Windsor Heights Fire Dept.

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- FD staff have hosted multiple EMS students who are completing their field training.
- Crews participated in the Power Read event at Windsor Elementary.
- FD staff attended the DMACC career fair to highlight the WHFD.
- Crews conducted multi-company live fire training with mutual aid agencies at the FAST training tower.
- Staff completed cardiac emergency training, presented by former WHFD AC Matt Kline.

Calls

- 3/1: Crews assisted Clive and Urbandale with extrication efforts on a motor vehicle collision.
- 3/17: Crews responded to a multi-alarm commercial fire in Urbandale at the Extended Stay Hotel.
- 3/24: Crews responded to Ankeny to assist with a working fire at a residential structure, completing overhaul and extinguishing hot spots.

DUTY - PRIDE - TRADITION

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STAFF REPORT
CITY COUNCIL
April 15, 2024

TO: CITY COUNCIL
FROM: Pete Roth
SUBJECT: Police Chief's Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Police 2024 March Report

To: City Administrator Adam Plagge

From: Police Chief Pete Roth

Date: April 11, 2024

Re: Police Department March 2024 Monthly Report

Please find below the Police Department highlights.

Department Updates

The department was excited to welcome Catherine Pleiness on March 11, as our newest police officer. Catherine will be in field training until she leaves for the basic law enforcement academy which begins on April 29, 2024.

On Monday, March 4, Council and City Staff members participated in the Reading Across America Program at Windsor Elementary. The book read to students was *A Crown for Corina*.

The quarterly Public Safety Committee was held on Wednesday, March 14 in the Council Chambers and online.

Training

The Windsor Heights Flood Plan was rolled out to staff during the week of March 3. Most city employees attended training on the plan by former Clive Fire Chief Rick Roe.

Fire Chief Mease and Paramedic Brian Jones trained PD staff on CPR on Wednesday, March 6 for the department's recertification. We appreciate their time and their excellent instruction!

On March 20, Lt. Irlbeck participated in a Property Evidence and Management meeting for the Des Moines metro area agencies, featuring experts from the Iowa Attorney General's Office who provided specialized instruction. This meeting was significant as it covered updates to Iowa's rights for sexual assault survivors and evidence kit protocols.

Chief Roth and Lt. Norris attended training on School Safety and Threat Assessment on Tuesday, March 26. The class was sponsored by Polk County Emergency Management and the presenters were from the Iowa DCI and the DSM Public Schools.

Incidents

On March 21, Detective Johnson filed 22 criminal charges against a person after an intensive two-year investigation involving inappropriate images located on a computer. Detective Johnson worked with several Windsor Heights officers and the FBI. I am grateful for all the work that was done by everyone to close this case.

Department Statistics

Support Services processed 41 record requests and 74 pet license forms in March.

