



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, June 17, 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. **Juneteenth Proclamation**
 - A. Proclamation
4. **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.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on June 3, 2024
 - B. Approve Financial Reports
 - C. Approve Liquor License (Ownership Update) - Kum & Go # 4098 - 7229 University Ave
 - D. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street
 - E. Approve FY25 Tobacco Permits
 - F. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 1
 - G. Approve 2023 Colby Park Improvements Pay Request 5
 - H. Approve Resolution No. 2024-42 - A Resolution Approving Fiscal Year 2024 Year End Balance Transfers for the City of Windsor Heights
6. **Action Items:**
 - A. Consideration of Space Use Analysis Proposal from OPN Architects
 - B. Consideration of Street Tree Grant Program
 - C. Consideration of Authorizing Execution of Contract with JC Midwest Services for Salt Shed Demolition
 - D. Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival from J&M

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.

Displays

- E. Consideration of 2024 Employee Handbook
- F. Consideration of Purchase Policy Update
- G. Consideration of the 1st Reading of Ordinance No. 2024-05 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, By Adding Chapter 182, Vacant Property Registration

7. **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

8. **Adjourn**

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City of Windsor Heights

PROCLAMATION

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, declaring that “all persons held as slaves” within the rebellious states “are, and henceforward shall be free.”; and

WHEREAS, this order was largely ignored by southern enslavers, even beyond the surrender of Confederate General Robert E. Lee at Appomattox Court House on April 9, 1865; and

WHEREAS, it was not until June 19, 1865, when Union Major General Gordon Granger landed on the island of Galveston, Texas, that the Emancipation Proclamation was enforced by way of General Order No. 3, which read in part that “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free.”; and

WHEREAS, June 19 has since come to be known as Juneteenth and is one of the oldest known public celebrations of the end of slavery in the United States; and

WHEREAS, Juneteenth was established as a State holiday on April 11, 2002 by Iowa Governor Tom Vilsack and a Federal holiday on June 17, 2021, by President Joe Biden; and

WHEREAS, Juneteenth is a celebration of the strength and resolve of Black Americans, an occasion to honor the history, art, culture and achievement of Black Americans, and an opportunity to reflect and act on the continued oppression of Black Americans through mass incarceration, redlining and other forms of systemic racism; and

WHEREAS, this celebration, honoring, reflection and action is necessary if we are to build a truly just society and “a more perfect union”.

Now, therefore, I, Michael Jones, Mayor of Windsor Heights, do hereby recognize June 19, 2024 as

JUNETEENTH NATIONAL FREEDOM DAY

in Windsor Heights, and encourage citizens to engage in community events surrounding this important observance.



Signed this 13th Day of June, 2024

Mike Jones

Mayor of Windsor Heights

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 3, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Mike Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Staff present: City Administrator Adam Plagge, Deputy City Clerk Nate Leuthold, City Attorney Erin Clanton, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, City Engineer Justin Ernst, and City Planner Trey Rouse.

2. Approval of the Agenda

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

3. Public Hearing:

A. Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimate of Costs for the Windsor Heights CEC Solar Project

Motion by Threase Harms to open the Public Hearing at 6:01 PM. Seconded by Susan Skeries. Motion passed 5-0. Adam Plagge presented the proposal for the solar project. No public comment given. Motion by Threase Harms to close the public hearing at 6:04 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of the Proposed Plans, Specifications, Form of Contract, and Estimate of Costs for the Windsor Heights CEC Solar Project

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

C. Public Hearing on Proposed Development Agreement with Windsor Millang, L.L.C., the Windsor, L.L.C. and Jensfam, LLC

Motion by Threase Harms to open the Public Hearing at 6:05 PM. Seconded by Joseph Jones. Motion passed 5-0. Trey Rouse presented the staff report of the site plan. Bob Bishop of 1128 64th Street spoke in favor of the project with conditions. Motion by Threase Harms to close the Public Hearing at 6:20 PM. Seconded by Joseph Jones. Motion passed 5-0.

4. 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 given

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

Motion by Threase Harms to approve with an amendment to the 5/20/24 meeting minutes to change a date from 6/2/24 to 6/7/24 in the Reports section. Seconded by Michael Libbie. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on May 20, 2024

B. Approve Financial Reports

C. Approve 73rd St Phase 1 (TP-U-8477(615)--70-77) Change Order 1

D. Approve the Mayor to Sign Certificate Authorizing Execution of Amendment to ChildServe 2022B Bonds

E. Approve FY 25 Tobacco Permits

F. Refunding fees for the Community Event Center for Iowa Primary Care on Thursday, May 30th, 2024

G. Approve Lexipol Policy Management Platform Master Service Agreement

H. Approve Resolution No. 2024-41 - A Resolution Appointing Larry James to the Board of Adjustment

6. Action Items:

A. Consideration of Resolution No. 2024-40 - A Resolution Approving the Site Plan for The Windsor at 1148 63rd Street

Trey Rouse presented the staff report and recommendation. Susan Skeries cited resident concerns about pedestrians, specifically children during school time. Todd Milang, the developer of the property, spoke regarding willingness to work with the City. Jennifer McCoy, Sr. Traffic Engineer with Bolton & Menk, referenced the traffic study and stated that foot traffic should not experience any more danger than is typical. Motion by Threase Harms to approve the 1148 63rd Street Site Plan (The Windsor Apartments) with the conditions of approval laid out by City Staff, an additional condition that a roughly 50-foot section of chain-link fence be replaced with a 6-foot privacy fence on the south side of the property, and with the Traffic condition that the full access driveway be allowed on University Avenue, as long as it is aligned with 64th Street and that moving this driveway to the west isn't possible, on a temporary/review basis. This temporary full access will be allowed for 3 years after the receipt of the certificate of occupancy (received within 6 months after opening) and will be determined to be reviewed if within that 3 years there are more total accidents than what has previously happened in the last 3 years (6 total accidents), at which time City Council may require the developer to turn that access into a right-in/right-out access if deemed necessary for public safety. Seconded by Joseph Jones. Motion passed 5-0.

B. Consideration of Resolution No. 2024-39 -A Resolution Approving Development Agreement with Windsor Millang, L.L.C., the Windsor, L.L.C. and Jensfam, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

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

C. Consideration of Authorizing Execution of Contract With Wright Tree Service For Debris Management

Jason Roberts and Adam Plagge presented the request. Threase thanked the Public Works team, the other council members, and the mayor for their quick response and assistance during the storm. Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

D. Consideration of Payment to JC Midwest Services For Storm Cleanup Services

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

E. Consideration of the 3rd Reading of Ordinance 2024-04 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 185, Governing Floodplain Management; and to Adopt and Publish

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

7. **Reports:**

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

Lauren Campbell thanked Jason Roberts and the Public Works team, Adam Plagge, the Fire Department, and the Police Department for a very successful Touch-a-Truck event. She will attend a DART meeting on 6/4 and a BRAVO meeting on 6/11.

Michael Libbie stated than many residents had expressed gratitude for the quick storm cleanup plan and action. Thanks to the Police Department, Fire Department, and Public Works for executing the plan and assisting so quickly. He will attend an ICON meeting this week. Gave a reminder to vote in the local election on 6/4

Joseph Jones gave a reminder to vote on 6/4 and that polls opened at 7 PM. Thanks to everyone for the storm cleanup. He cited residents' praise of the City newsletter.

Susan Skeries attended the AM Exchange with the Chamber and brought a group to a Metro Waste Authority tour. She stated Touch-a-Truck had a huge turnout with an estimated 687 people in attendance. She thanked the sponsors, all the companies/departments that provided trucks, and gave a shout-out to Lauren, Mike, Jason, Andy, and Brian. Movies in the Park will be Friday 6/7 featuring Elemental, and the City is still accepting volunteers for any of our Movies in the Park events. She will attend Metro Waste Authority's board meeting on 6/5 and Banker's Trust's customer appreciation day on 6/12. Finally, the City is celebrating 1 year of merging our Chamber with Urbandale's as of 6/29.

8. **Closed Session** Under Iowa Code Section 21.5(1)(c): To Discuss Strategy With Counsel In Matters That Are Presently In Litigation Or Where Litigation Is Imminent Where Its Disclosure Would Be Likely To Prejudice Or Disadvantage The Position Of The Governmental Body In That Litigation.

Motion by Threase Harms to enter Closed Session at 7:20 PM. Seconded by Michael Libbie.

Motion passed 5-0. Motion by Michael Libbie to end closed session at 7:39 PM. Seconded by Threase Harms. Motion passed 5-0.

9. **Adjourn**

Motion by Threase Harms to adjourn at 7:40 PM. Seconded by Susan Skeries. Motion passed 5-0.



**STAFF REPORT
CITY COUNCIL**
June 17, 2024

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

GENERAL INFORMATION

ATTACHMENTS

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

BALANCE SHEET

CALENDAR 5/2024, FISCAL 11/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	131,978.45-	319,863.82-
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
001-000-1150	IPAIT - GENERAL	61,028.23	2,961,936.90
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	2.85	3,066.88
001-000-1170	CD 082009 - KWHB	.00	11,643.05
001-050-2020	ACCOUNTS PAYABLE	.00	.00
001-050-2120	FEDERAL W/H PAYABLE	.00	.00
001-050-2121	SS/MED W/H PAYABLE	.00	.00
001-050-2122	STATE W/H PAYABLE	.00	3,188.08-
001-050-2123	IPERS PAYABLE	.00	11,682.30-
001-050-2124	INSURANCE W/H PAYABLE	936.00	9,561.43
001-050-2125	DEF COMP PAYABLE	.00	.00
001-050-2126	GARNISHMENT PAYABLE	.00	.00
001-050-2127	UNION DUES PAYABLE	.00	.00
001-050-2128	UNITED WAY PAYABLE	.00	.00
001-050-2129	MISC PAYABLE	.00	.00
001-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
001-050-3950	BEGINNING FUND BALANCE	.00	2,525,713.91
110-000-1110	CASH - RUT	19,837.26	247,697.66
110-000-1150	IPAIT - RUT	.00	991,799.53
110-050-2020	ACCOUNTS PAYABLE	.00	.00
110-050-2120	FEDERAL W/H PAYABLE	.00	.00
110-050-2121	SS/MED W/H PAYABLE	.00	.00
110-050-2122	STATE W/H PAYABLE	.00	405.86-
110-050-2123	IPERS PAYABLE	.00	2,901.31-
110-050-2124	INSURANCE W/H PAYABLE	286.00	3,355.82
110-050-2125	DEF COMP PAYABLE	.00	.00
110-050-2126	GARNISHMENT PAYABLE	.00	.00
110-050-2127	UNION DUES PAYABLE	.00	.00
110-050-2128	UNITED WAY PAYABLE	.00	.00
110-050-2129	MISC PAYABLE	.00	.00
110-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
110-050-3950	BEGINNING FUND BALANCE	.00	1,123,507.07
112-000-1110	CASH - EMP BENEFIT FUND	23,892.25-	70,590.75
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	799,477.50
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
112-050-2020	ACCOUNTS PAYABLE	.00	.00
112-050-3950	BEGINNING FUND BALANCE	.00	1,176,523.07
113-000-1110	CASH - POLICE PENSION	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
113-050-2020	ACCOUNTS PAYABLE	.00	.00
113-050-3950	BEGINNING FUND BALANCE	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	25,477.41-
114-000-1160	SAVINGS - POLICE TRUST	31.67	74,816.98
114-050-2020	ACCOUNTS PAYABLE	.00	.00
114-050-3950	BEGINNING FUND BALANCE	.00	37,490.91
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
115-000-1160	SAVINGS - PREF/DEA	1.95	3,905.57
115-050-2020	ACCOUNTS PAYABLE	.00	.00

BALANCE SHEET

CALENDAR 5/2024, FISCAL 11/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
115-050-3950	BEGINNING FUND BALANCE	.00	3,282.18
119-000-1110	CASH - EMERGENCY FUND	.00	.00
119-050-2020	ACCOUNTS PAYABLE	.00	.00
119-050-3950	FUND BALANCE	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	120,405.20	1,769,719.22
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
121-050-2020	ACCOUNTS PAYABLE	.00	.00
121-050-3950	FUND BALANCE	.00	514,490.94
125-000-1110	CASH - TIF	41,307.62	1,892,784.49
125-000-1150	IPAIT - TIF	.00	369,988.14
125-050-2020	ACCOUNTS PAYABLE	.00	.00
125-050-3950	BEGINNING FUND BALANCE	.00	375,158.98
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	206,971.89
145-050-2020	ACCOUNTS PAYABLE	.00	.00
145-050-3950	FUND BALANCE	.00	287,359.81
200-000-1110	CASH - DEBT SERVICE	1,369,237.61-	663,557.07-
200-000-1150	IPAIT - DEBT SERVICE	.00	445,146.53
200-050-2020	ACCOUNTS PAYABLE	.00	.00
200-050-3950	BEGINNING FUND BALANCE	.00	450,403.02
302-000-1110	CASH - SIDEWALK PROGRAM	.00	2,005.00-
302-050-2020	ACCOUNTS PAYABLE - SIDEWALKS	.00	.00
302-050-3950	FUND BALANCE	.00	.00
303-000-1110	CASH - COLBY PARK	161,167.40-	626,381.38-
303-000-1150	IPAIT - COLBY PARK	.00	1,505,899.97
303-050-2020	ACCOUNTS PAYABLE	.00	.00
303-050-3950	BEGINNING FUND BALANCE	.00	1,501,075.52
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
306-050-2020	ACCOUNTS PAYABLE	.00	.00
306-050-3950	BEGINNING FUND BALANCE	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
309-050-2020	ACCOUNTS PAYABLE	.00	.00
309-050-3950	FUND BALANCE	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
311-050-2020	ACCOUNTS PAYABLE	.00	.00
311-050-3950	FUND BALANCE	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
312-050-2020	ACCOUNTS PAYABLE	.00	.00
312-050-3950	FUND BALANCE	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
313-050-2020	ACCOUNTS PAYABLE	.00	.00
313-050-3950	FUND BALANCE	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	.00	186,416.72-
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	615,502.09
314-050-2020	ACCOUNTS PAYABLE	.00	.00
314-050-3950	FUND BALANCE	.00	669,362.23
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
315-050-2020	ACCOUNTS PAYABLE	.00	.00
315-050-3950	FUND BALANCE	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
316-050-2020	ACCOUNTS PAYABLE	.00	.00

BALANCE SHEET

CALENDAR 5/2024, FISCAL 11/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
316-050-3950	FUND BALANCE	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
317-050-2020	ACCOUNTS PAYABLE	.00	.00
317-050-3950	FUND BALANCE	.00	144,848.50
318-000-1110	CASH - CEC SOLAR PROJECT	.00	.00
318-050-2020	ACCOUNTS PAYABLE - CEC SOLAR	.00	.00
318-050-3950	FUND BALANCE - CEC SOLAR	.00	.00
319-000-1110	CASH - 2020 STREET PROJECTS	.00	72,982.31-
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	263,212.10
319-050-2020	ACCOUNTS PAYABLE	.00	.00
319-050-3950	FUND BALANCE	.00	260,650.72
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
320-050-2020	ACCOUNTS PAYABLE	.00	.00
320-050-3950	FUND BALANCE	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
321-050-2020	ACCOUNTS PAYABLE	.00	.00
321-050-3950	FUND BALANCE	.00	.00
322-000-1110	CASH - 73RD ST	9,697.00-	137,074.46
322-000-1150	IPAIT - 73RD STREET	83,746.80	394,204.63
322-050-2020	ACCOUNTS PAYABLE	.00	.00
322-050-3950	FUND BALANCE	.00	626,321.13
323-000-1110	CASH - 68TH STREET NORTH	5,560.00-	1,530,159.99-
323-000-1150	IPAIT - 68TH STREET NORTH	.00	2,007,866.63
323-050-2020	ACCOUNTS PAYABLE	.00	.00
323-050-3950	FUND BALANCE	.00	1,860,433.01
324-000-1110	CASH - 2023 HMA OVERLAY	.00	6,830.50
324-050-2020	ACCOUNTS PAYABLE	.00	.00
324-050-3950	FUND BALANCE	.00	38,139.55
325-000-1110	CASH - 2023 PCC PATCHING PROJ	21,932.54-	25,454.20
325-050-2020	ACCOUNTS PAYABLE	.00	.00
325-050-3950	FUND BALANCE	.00	56,247.24
326-000-1110	CASH - 68TH ST SOUTH	25,849.50-	25,849.50-
326-000-1150	IPAIT - 68TH ST SOUTH	.00	.00
326-050-2020	ACCOUNTS PAYABLE	.00	.00
326-050-3950	FUND BALANCE	.00	.00
327-000-1110	CASH - SALT SHED	45.50-	45.50-
327-050-2020	ACCOUNTS PAYABLE	.00	.00
327-050-3950	FUND BALANCE	.00	.00
329-000-1110	CASH - PUBLIC SAFETY PARKING L	.00	615.47-
329-050-2020	ACCOUNTS PAYABLE	.00	.00
329-050-3950	FUND BALANCE	.00	169,280.45
333-000-1110	CASH - DOG PARK UPDATES	.00	41,543.92
333-050-2020	ACCOUNTS PAYABLE	.00	.00
333-050-3950	FUND BALANCE	.00	85,000.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
347-050-2020	ACCOUNTS PAYABLE	.00	.00
347-050-3950	FUND BALANCE	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
348-050-2020	ACCOUNTS PAYABLE	.00	.00
348-050-3950	FUND BALANCE	.00	13,322.83

BALANCE SHEET

CALENDAR 5/2024, FISCAL 11/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	40,827.53
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	791,907.59
349-050-2020	ACCOUNTS PAYABLE	.00	.00
349-050-3950	FUND BALANCE	.00	832,735.12
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,915.68
350-000-1150	IPAIT - EQUIP REVOLVING	.00	1,003,933.32
350-000-1180	CASH - EQUIP REVOLVE - POLICE	9,772.24-	43,757.90
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	519.70	108,161.69
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	24,753.79
350-050-2020	EQUIP REVOLVE - ACCTS PAYABLE	.00	.00
350-050-3950	EQUIP REVOLVE - FUND BALANCE	.00	1,414,889.93
600-000-1110	CASH - WATER	.00	103,254.44-
600-000-1170	CD 12062707- WATER	.00	107,401.50
600-050-2020	ACCOUNTS PAYABLE	.00	.00
600-050-3950	BEGINNING FUND BALANCE	.00	4,147.06
610-000-1110	CASH - SEWER	56.91-	2,729.67-
610-050-2020	ACCOUNTS PAYABLE	.00	.00
610-050-2120	FEDERAL W/H PAYABLE	.00	.00
610-050-2121	SS/MED W/H PAYABLE	.00	.00
610-050-2122	STATE W/H PAYABLE	.00	.00
610-050-2123	IPERS PAYABLE	.00	.00
610-050-2124	INSURANCE W/H PAYABLE	.00	.00
610-050-2125	DEF COMP PAYABLE	.00	.00
610-050-2126	GARNISHMENT PAYABLE	.00	.00
610-050-2127	UNION DUES PAYABLE	.00	.00
610-050-2128	UNITED WAY PAYABLE	.00	.00
610-050-2129	MISC PAYABLE	.00	.00
610-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
610-050-3950	BEGINNING FUND BALANCE	.00	4,532.67
670-000-1110	CASH - LANDFILL/GARBAGE	31,852.17-	29,150.20-
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	393,755.19
670-050-2020	ACCOUNTS PAYABLE	.00	.00
670-050-2120	FEDERAL W/H PAYABLE	.00	.00
670-050-2121	FICA W/H PAYABLE	.00	.00
670-050-2122	STATE W/H PAYABLE	.00	.00
670-050-2123	IPERS W/H PAYABLE	.00	.00
670-050-2124	INSURANCE W/H PAYABLE	.00	.00
670-050-2125	DEFERRED COMP PAYABLE	.00	.00
670-050-2126	GARNISMENT PAYABLE	.00	.00
670-050-2127	UNION DUES PAYABLE	.00	.00
670-050-2128	UNITED WAY PAYABLE	.00	.00
670-050-2129	MISC PAYABLE	.00	.00
670-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
670-050-3950	FUND BALANCE	.00	402,356.64
740-000-1110	CASH - STORM WATER	25,026.53	292,018.41
740-000-1150	IPAIT - STORM WATER	.00	1,503,000.51
740-050-2020	ACCOUNTS PAYABLE	.00	.00

BALANCE SHEET
CALENDAR 5/2024, FISCAL 11/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
740-050-2120	FEDERAL W/H PAYABLE	.00	.00
740-050-2121	SS/MED W/H PAYABLE	.00	.00
740-050-2122	STATE W/H PAYABLE	.00	114.07-
740-050-2123	IPERS PAYABLE	.00	.00
740-050-2124	INSURANCE W/H PAYABLE	.00	.00
740-050-2125	DEF COMP PAYABLE	.00	.00
740-050-2126	GARNISHMENT PAYABLE	.00	.00
740-050-2127	UNION DUES PAYABLE	.00	.00
740-050-2128	UNITED WAY PAYABLE	.00	.00
740-050-2129	MISC PAYABLE	.00	.00
740-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
740-050-3950	BEGINNING FUND BALANCE	.00	1,571,865.59
805-000-1110	CASH - INTERNAL SERVICE FUND	.00	.00
805-050-2020	ACCOUNTS PAYABLE	.00	.00
805-050-3950	FUND BALANCE	.00	.00
810-000-1110	CASH - REVOLVING FUND	.00	.00
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
810-050-2020	ACCOUNTS PAYABLE	.00	.00
810-050-3950	BEGINNING FUND BALANCE	.00	.00
		=====	=====
PROOF		1,440,355.76-	233,206.68-
		=====	=====

BUDGET REPORT

CALENDAR 5/2024, FISCAL 11/2024

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,427,200.00	154,226.70	1,959,250.82	80.72	467,949.18
	EMERGENCY MANAGEMENT TOTAL	10,200.00	.00	9,777.09	95.85	422.91
	FIRE TOTAL	424,420.00	35,086.30	368,569.01	86.84	55,850.99
	AMBULANCE TOTAL	916,175.00	48,069.61	647,406.49	70.66	268,768.51
	BUILDING INSPECTIONS TOTAL	75,000.00	6,005.70	36,276.72	48.37	38,723.28
	ANIMAL CONTROL TOTAL	5,500.00	125.00	3,166.00	57.56	2,334.00
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	3,858,495.00	243,513.31	3,024,446.13	78.38	834,048.87
	ROADS, BRIDGES, SIDEWALKS TOTA	664,984.00	36,367.64	534,381.38	80.36	130,602.62
	STREET LIGHTING TOTAL	67,000.00	3,732.12	42,166.50	62.94	24,833.50
	TRAFFIC CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
	SNOW REMOVAL TOTAL	158,000.00	5,518.07	132,926.09	84.13	25,073.91
	OTHER PUBLIC WORKS TOTAL	29,000.00	604.73	11,033.70	38.05	17,966.30
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	918,984.00	46,222.56	720,507.67	78.40	198,476.33
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	65,564.00	.00	49,172.72	75.00	16,391.28
	PARKS TOTAL	184,621.00	13,896.54	120,554.49	65.30	64,066.51
	COMMUNITY CTR/ZOO/MARINA TOTA	7,250.00	.00	9,892.31	136.45	2,642.31-
	SPECIAL EVENTS TOTAL	40,000.00	590.56	39,960.19	99.90	39.81
	COMMUNITY CENTER TOTAL	135,400.00	10,190.24	98,247.43	72.56	37,152.57
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	432,835.00	24,677.34	317,827.14	73.43	115,007.86
	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
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	286,372.00	.00	18,707.00	6.53	267,665.00
	MAYOR/COUNCIL TOTAL	72,700.00	1,308.48	83,390.45	114.70	10,690.45-
	IT DEPARTMENT TOTAL	55,000.00	3,987.71	49,659.25	90.29	5,340.75
	CLERK/TREASURER/ADM TOTAL	818,045.00	77,768.23	771,292.54	94.28	46,752.46
	ELECTIONS TOTAL	1,500.00	.00	1,503.22	100.21	3.22-
	LEGAL SERVICES/ATTORNEY TOTAL	65,000.00	4,095.00	35,759.55	55.01	29,240.45
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	1,027,245.00	87,159.42	941,605.01	91.66	85,639.99

BUDGET REPORT

CALENDAR 5/2024, FISCAL 11/2024

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,118,188.00	1,014,694.00	1,118,188.00	100.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	406,921.00	382,860.00	406,220.00	99.83	701.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	1,525,109.00	1,397,554.00	1,524,408.00	99.95	701.00
	POLICE TOTAL	130,000.00	9,772.24	92,758.68	71.35	37,241.32
	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	63,084.54	2,132,111.01	13.84	13,273,757.99
	PARKS TOTAL	600,000.00	161,167.40	665,013.01	110.84	65,013.01-
	COMMUNITY CENTER TOTAL	.00	.00	14,152.50	.00	14,152.50-
	IT DEPARTMENT TOTAL	22,800.00	.00	25,175.74	110.42	2,375.74-
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	16,167,669.00	234,024.18	2,943,360.94	18.21	13,224,308.06
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	31,350.00	56.91	7,262.34	23.17	24,087.66
	LANDFILL/GARBAGE TOTAL	379,000.00	61,450.76	316,379.57	83.48	62,620.43
	STORM WATER TOTAL	292,544.00	7,644.90	93,637.20	32.01	198,906.80
		-----	-----	-----	-----	-----
	ENTERPRISE FUNDS TOTAL	702,894.00	69,152.57	417,279.11	59.37	285,614.89
	TRANSFERS IN/OUT TOTAL	2,188,499.00	46.80	46.80	.00	2,188,452.20
		-----	-----	-----	-----	-----
	TRANSFER OUT TOTAL	2,188,499.00	46.80	46.80	.00	2,188,452.20
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	27,108,102.00	2,102,350.18	9,908,187.80	36.55	17,199,914.20
		=====	=====	=====	=====	=====

Vendor Checks: 5/31/2024- 6/12/2024

Payroll Checks: 5/31/2024- 5/12/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMAZON CAPITAL SERVICES	KEYBOARD/MOUSE		59.98	56903	6/05/24
AMERICAN ALARMS	CEC ALARM MONITORING		129.00	56904	6/05/24
AMERICAN TEST CENTER INC.	ANNUAL LADDER TESTING		450.00	56905	6/05/24
AUREON IT	OFFICE 365		1,605.00	56906	6/05/24
BLUESTONE ENGINEERING	CEC SOLAR PROJECT ENGINEERING		9,450.00	56907	6/05/24
BOLTON & MENK	74TH ST STORM SEWER ENG		7,151.50	56908	6/05/24
BRAVO GREATER DES MOINES INC.	3RD QTR FY24		957.65	56909	6/05/24
BULLZEYE, INC	MAY CEC CLEANING		3,308.00	56910	6/05/24
CATCH DES MOINES	3RD QTR FY24		957.65	56911	6/05/24
CIARIMBOLI, JEFF	STORM WATER REIMBURSEMENT PROG		1,000.00	56912	6/05/24
CLEARFLY	CELL PHONES		178.32	4954	6/05/24
CONSTRUCTION MATERIALS TESTING	COLBY PARK CONSTRUCTION		2,447.50	56913	6/05/24
CRYSTAL CLEAR WATER CO.	WATER		9.99	56914	6/05/24
DAIDA	RADIX MONTHLY SUBSCRIPTION		545.53	4955	6/05/24
DES MOINES PUBLIC LIBRARY	4TH QTR FY24		16,390.91	56915	6/05/24
ELECTRICAL ENG.& EQUIPMENT	FLAGPOLE LIGHT		139.60	56916	6/05/24
FEDERAL TAX DEPOSIT	FED/FICA TAX		30,142.79	4951	6/04/24
GALLS INC	CLOTHING ALLOWANCE		76.93	56917	6/05/24
GCMOA	GCMOA ANNUAL MTG		20.00	56953	6/11/24
O'DONNELL ACE HICKMAN	CH BATHROOM REPAIRS		9.97	56918	6/05/24
HOME DEPOT CREDIT SERVICES	SUPPLIES		491.04	56919	6/05/24
ICMA RETIREMENT TRUST	ICMA	530.15		4950	6/04/24
ICMA RETIREMENT TRUST	ICMA RETIREMENT	1,275.12	1,805.27	4953	6/04/24
IMWCA	WORKERS COMP DEPOSIT		12,268.00	56920	6/05/24
INDEPENDENT PUBLIC ADVISORS	2024A BONDS		19,000.00	56921	6/05/24
IOWA FIRE EQUIPMENT	ANNUAL BACKFLOW TEST		180.00	56922	6/05/24
DEPT OF HUMAN SERVICES	JUNE '24 STATE SHARE GEMT		4,249.10	56923	6/05/24
IOWA ONE CALL	LINE LOCATES		129.60	56924	6/05/24
IPERS	HEALTH PRETAX		32.50	4949	6/04/24
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	1,810.00		4952	6/04/24
ISOLVED BENEFIT SERVICES	FSA FEES	58.80	1,868.80	56925	6/05/24
JEO CONSULTING GROUP	CRS PROGRAM ASSISTANCE		1,131.25	56926	6/05/24
KING'S MATERIAL, INC	MULCH		175.07	56927	6/05/24
LASHIER GRAPHICS & SIGNS	POLICE VEHICLE DECALS		312.27	56928	6/05/24
LOGAN CONTRACTORS SUPPLY	SAFETY GLASSES		33.60	56929	6/05/24
MANHATTANLIFE	BENEFITS		170.00	56930	6/05/24
METRO WASTE AUTHORITY	GARBAGE FEES		30,650.38	56931	6/05/24
MIDAMERICAN ENERGY	1133 66TH ST	579.01		4927	6/03/24
MIDAMERICAN ENERGY	1145 66TH ST	133.41		4928	6/03/24
MIDAMERICAN ENERGY	7116 UNIV AVE	25.37		4929	6/03/24
MIDAMERICAN ENERGY	6800 SCHOOL ST	171.03		4930	6/03/24
MIDAMERICAN ENERGY	6800 SCHOOL ST	73.60		4931	6/03/24
MIDAMERICAN ENERGY	7001 UNIV AVE	26.45		4932	6/03/24
MIDAMERICAN ENERGY	6300 UNIV AVE	27.61		4933	6/03/24
MIDAMERICAN ENERGY	STREET LIGHTS	3,236.85		4934	6/03/24
MIDAMERICAN ENERGY	6900 SCHOOL ST	17.89		4935	6/03/24
MIDAMERICAN ENERGY	6410 HICKMAN RD	28.08		4936	6/03/24
MIDAMERICAN ENERGY	1804 73RD ST	10.00		4937	6/03/24
MIDAMERICAN ENERGY	1443 73RD ST	10.00		4938	6/03/24
MIDAMERICAN ENERGY	6440 HICKMAN RD	53.63		4939	6/03/24
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	18.93		4940	6/03/24
MIDAMERICAN ENERGY	2227 63RD ST	26.45		4941	6/03/24
MIDAMERICAN ENERGY	6900 SCHOOL ST	641.28		4942	6/03/24
MIDAMERICAN ENERGY	6739 UNIV AVE	84.76		4943	6/03/24

Vendor Checks: 5/31/2024- 6/12/2024

Payroll Checks: 5/31/2024- 5/12/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	7290 UNIV AVE	27.07		4944	6/03/24
MIDAMERICAN ENERGY	6540 UNIV AVE	113.27		4945	6/03/24
MIDAMERICAN ENERGY	951 73RD ST	19.61		4946	6/03/24
MIDAMERICAN ENERGY	1601 73RD ST	14.38		4947	6/03/24
MIDAMERICAN ENERGY	1140 73RD ST	28.08	5,366.76	4948	6/03/24
MOODY'S INVESTORS SERV.	2024A BONDS		20,000.00	56932	6/05/24
MUNIHUB	2024A BONDS		1,000.00	56933	6/05/24
OVERHEAD DOOR COMPANY	GARAGE DOOR REPAIR PSB		76.50	56934	6/05/24
PREMIER AUTOMOTIVE	7220 VEHICLE REPAIRS		97.51	56935	6/05/24
PROFESSIONAL PRODUCTS	CLOTHING ALLOWANCE		812.00	56936	6/05/24
QPS EMPLOYMENT GROUP	05/24/24 DOUGLAS, LOUIS		334.80	56937	6/05/24
QUALITY PEST CONTROL, INC	PEST CONTROL		65.00	56938	6/05/24
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE		119.68	56939	6/05/24
ROTARY CLUB OF WAUKEE	ROTH MEMBERSHIP		250.00	56940	6/05/24
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		66,787.29	56941	6/05/24
SECTOR	VEHICLE REPAIR DODGE DURANGO		414.00	56942	6/05/24
SKERIES, SUSAN	TOUCH A TRUCK REIMBURSEMENT		205.79	56943	6/05/24
STANDARD INSURANCE COMPANY	LIFE/LTD/STD		2,010.01	56944	6/05/24
SWANK MOTION PICTURES, INC	MOVIES IN THE PARK		2,940.00	56952	6/10/24
THE SHREDDER	ONSITE SHREDDING		45.00	56945	6/05/24
TOMPKINS INDUSTRIES INC.	SKID LOADER REPAIRS		120.66	56946	6/05/24
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	56947	6/05/24
UNIVERSITY DM ACE HARDWARE	CH REPAIRS		6.99	56948	6/05/24
VAN WALL EQUIPMENT	REPAIRS		1,493.78	56949	6/05/24
VERIZON WIRELESS	CELL PHONES		381.15	4956	6/05/24
CAPITAL ONE	BENEFITS MEETING		61.34	56950	6/05/24
WERTJES UNIFORMS	CLOTHING ALLOWANCE		230.75	56951	6/05/24
			=====		
	Accounts Payable Total		250,421.21		

Payroll Checks

Report Total

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250,421.21

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**CLAIMS REPORT
CLAIMS FUND SUMMARY****Payroll Checks: 5/31/2024- 5/12/2024**

FUND	NAME	AMOUNT
001	GENERAL	134,669.00
110	ROAD USE TAX	7,294.35
112	EMPLOYEE BENEFITS	15,720.59
303	COLBY PARK	2,447.50
314	UNIVERSITY AVE ST PROJECT	1,564.00
318	CEC SOLAR PROJECT	9,450.00
322	73RD STREET PROJECT	40,000.00
610	SEWER	64.80
670	LANDFILL/GARBAGE	30,650.38
740	STORM WATER	8,560.59

	TOTAL FUNDS	250,421.21

REVENUE REPORT
CALENDAR 5/2024, FISCAL 11/2024**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,787,284.00	246,187.97	3,743,183.40	98.84	44,100.60
	ROAD USE TAX TOTAL	663,500.00	59,810.20	682,406.20	102.85	18,906.20-
	EMPLOYEE BENEFITS TOTAL	586,530.00	19,396.90	543,414.85	92.65	43,115.15
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,100.00	31.67	11,848.66	117.31	1,748.66-
	POLICE PREFORFEITURE TOTAL	1,005.00	1.95	21.07	2.10	983.93
	EMERGENCY FUND TOTAL	70,224.00	.00	.00	.00	70,224.00
	LOCAL OPTION SALES TAX TOTAL	1,112,000.00	120,405.20	1,255,228.28	112.88	143,228.28-
	TAX INCREMENT FINANCING TOTAL	1,532,443.00	41,307.62	1,887,613.65	123.18	355,170.65-
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,531,129.00	28,316.39	855,594.44	55.88	675,534.56
	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 5/2024, FISCAL 11/2024**PCT OF FISCAL YTD 91.6%**

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
	CEC SOLAR PROJECT TOTAL	.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	83,746.80	83,746.80	.68	12,276,253.20
	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
	SALT SHED PROJECT 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

REVENUE REPORT
CALENDAR 5/2024, FISCAL 11/2024**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	.00	.00	.00	.00	.00
	FUTURE STREET PROJECTS TOTAL	1,088,820.00	.00	.00	.00	1,088,820.00
	CAPITAL EQUIPMENT FUND TOTAL	371,500.00	519.70	16,391.25	4.41	355,108.75
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	354,000.00	29,598.59	278,627.92	78.71	75,372.08
	STORM WATER TOTAL	375,000.00	32,671.43	316,904.60	84.51	58,095.40
	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	661,994.42	9,674,981.12	40.58	14,168,553.88
		=====	=====	=====	=====	=====



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Liquor License (Ownership Update) - Kum & Go # 4098 - 7229
University Ave

GENERAL INFORMATION

Ownership on the license is being changed to Maverick, who has acquired the Kum & Go chain.

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Liquor License - Thirsty Pigs LLC - 6900 School Street

GENERAL INFORMATION

Vendor for Windsor Heights Foundation activities at Colby Park.

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk

SUBJECT: Approve FY25 Tobacco Permits

GENERAL INFORMATION

FY 25 Tobacco Permits

- Bud & Mary's - 7239 Apple Valley Drive
- AWS'S Mediterranean Market - 7213 Apple Valley Drive

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 1

GENERAL INFORMATION

ATTACHMENTS

1. 73rd Street-Pay App 1



**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

June 10, 2024

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

RE: 73rd Street Phase 1
STP-U-8477(615)—70-77
Pay Request 1

Dear Mr. Plagge:

Submitted for your approval is Pay Request 1 for the above-mentioned project. Pay Request 1 is for a total payment of \$309,421.45. The total value completed to date is \$292,950.10 plus \$26,041.09 in stored materials, minus 3% retainage of \$9,569.74. Please see Pay Request 1 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Application 1. Upon approval of Pay Request 1, City Clerk or City Administrator to electronically sign in DocExpress and mail payment to the Absolute Concrete Construction, Inc..

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Principal Engineer



City of Windsor Heights - Iowa

Detailed Payment

77-8477-615

Description	STP-U-8477(615)--70-77, Letting Date- March 19, 2024 73rd st Phase 1
Payment Number	1
Pay Period	04/09/2024 to 05/31/2024
Prime Contractor	ABSOLUTE CONCRETE CONSTRUCTION, INC.
Payment Status	Pending
Awarded Project Amount	\$6,739,027.05
Authorized Amount	\$6,739,027.05

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - STP-U-8477(615)--70-77, Roadway Items - Division 1										
0010	2101-0850002	UNIT	\$440.000	22.300	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CLEARING AND GRUBBING										
0020	2102-0425071	CY	\$50.000	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SPECIAL BACKFILL										
0030	2102-2710070	CY	\$15.000	10,333.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10, ROADWAY AND BORROW										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0040	2102-2710080	CY	\$15.000	165.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10, UNSUITABLE OR UNSTABLE MATERIAL										
0050	2105-8425015	CY	\$8.000	2,124.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, STRIP, SALVAGE AND SPREAD										
0060	2109-8225100	STA	\$1,000.000	53.600	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SPECIAL COMPACTION OF SUBGRADE										
0070	2113-0001100	SY	\$5.000	5,000.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE STABILIZATION MATERIAL, POLYMER GRID										
0080	2115-0100000	CY	\$60.000	4,035.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MODIFIED SUBBASE										
0090	2115-0100000	CY	\$60.000	181.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MODIFIED SUBBASE: , TRAIL										
0100	2123-7450020	STA	\$150.000	81.700	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SHOULDER FINISHING, EARTH										
0110	2301-1033080	SY	\$75.000	19,678.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.										
0120	2301-6911722	LS	\$10,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES										
0130	2304-0101000	SY	\$60.000	1,500.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY PAVEMENT										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0140	2312-8260051	TON	\$40.000	500.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GRANULAR SURFACING ON ROAD, CLASS A CRUSHED STONE										
0150	2435-0140148	EACH	\$5,500.000	6.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-401, 48 IN.										
0160	2435-0140160	EACH	\$7,800.000	7.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-401, 60 IN.										
0170	2435-0140172	EACH	\$10,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-401, 72 IN.										
0180	2435-0140196	EACH	\$17,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-401, 96 IN.										
0190	2435-0250500	EACH	\$5,600.000	37.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-505										
0200	2435-0250600	EACH	\$12,000.000	17.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-506										
0210	2435-0250900	EACH	\$7,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-509										
0220	2435-0251000	EACH	\$8,500.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-510										
0230	2435-0251230	EACH	\$4,100.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512, 30 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0240	2435-0251236	EACH	\$4,800.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512, 36 IN.										
0250	2435-0600010	EACH	\$2,300.000	33.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE ADJUSTMENT, MINOR										
0260	2435-0600020	EACH	\$6,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE ADJUSTMENT, MAJOR										
0270	2435-0600110	EACH	\$1,800.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE ADJUSTMENT, MINOR										
0280	2435-0600120	EACH	\$7,500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE ADJUSTMENT, MAJOR										
0290	2435-0700010	EACH	\$3,700.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONNECTION TO EXISTING MANHOLE										
0300	2502-8212206	LF	\$22.000	5,105.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN, PERFORATED PLASTIC PIPE, 6 IN. DIA.										
0310	2502-8221006	EACH	\$800.000	17.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN RISER, 6 IN., AS PER PLAN										
0320	2502-8221303	EACH	\$400.000	17.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN OUTLET, DR-303										
0330	2503-0114212	LF	\$200.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 12 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0340	2503-0114215	LF	\$80.000	991.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.										
0350	2503-0114218	LF	\$85.000	778.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.										
0360	2503-0114224	LF	\$110.000	2,556.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.										
0370	2503-0114230	LF	\$130.000	543.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 30 IN.										
0380	2503-0114236	LF	\$170.000	180.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.										
0390	2503-0114248	LF	\$450.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 48 IN.										
0400	2503-0114254	LF	\$610.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 54 IN.										
0410	2503-0114266	LF	\$850.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 66 IN.										
0420	2503-0200036	LF	\$25.000	3,335.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.										
0430	2503-0200136	LF	\$45.000	115.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE STORM SEWER PIPE GREATER THAN 36 IN.										

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0440	2504-0200404	LF	\$130.000	160.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0450	2510-6745850	SY	\$10.000	17,965.000	2,489.980	0.000	2,489.980	2,489.980	\$24,899.80	\$24,899.80
REMOVAL OF PAVEMENT										
0460	2510-6750600	EACH	\$900.000	51.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF INTAKES AND UTILITY ACCESSES										
0470	2511-0300000	SY	\$10.000	550.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF RECREATIONAL TRAIL										
0480	2511-0302600	SY	\$49.000	715.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.										
0490	2511-0310100	STA	\$750.000	7.700	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL										
0500	2511-6745900	SY	\$10.000	3,506.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF SIDEWALK										
0510	2511-7526004	SY	\$49.750	4,023.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, P.C. CONCRETE, 4 IN.										
0520	2511-7526006	SY	\$77.000	267.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, P.C. CONCRETE, 6 IN.										
0530	2511-7528101	SF	\$51.000	362.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DETECTABLE WARNINGS										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0540	2512-1725206	LF	\$79.000	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CURB AND GUTTER, P.C. CONCRETE, 2.0 FT.										
0550	2514-0000200	STA	\$1,000.000	0.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF CURB										
0560	2515-2475006	SY	\$52.500	2,550.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, P.C. CONCRETE, 6 IN.										
0570	2515-2475007	SY	\$54.000	1,047.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, P.C. CONCRETE, 7 IN.										
0580	2515-6745600	SY	\$10.000	3,212.000	204.830	0.000	204.830	204.830	\$2,048.30	\$2,048.30
REMOVAL OF PAVED DRIVEWAY										
0590	2523-0000310	EACH	\$1,235.000	6.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
HANDHOLES AND JUNCTION BOXES										
0600	2524-6765110	EACH	\$300.000	72.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF TYPE A SIGN										
0610	2524-6765210	EACH	\$100.000	21.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF TYPE A SIGN ASSEMBLY										
0620	2524-9276010	LF	\$35.000	390.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POSTS										
0630	2524-9276021	EACH	\$100.000	39.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTALLATION										

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0640	2524-9325001	SF	\$35.000	392.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TYPE A SIGNS, SHEET ALUMINUM										
0650	2525-0000100	LS	\$100,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNALIZATION										
0660	2527-9263109	STA	\$86.000	136.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED										
0670	2527-9263117	STA	\$116.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, DURABLE										
0680	2527-9263137	EACH	\$130.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED										
0690	2527-9263143	EACH	\$185.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, DURABLE										
0700	2527-9270111	STA	\$83.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR PAVEMENT MARKINGS										
0710	2527-9270120	EACH	\$220.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR SYMBOLS AND LEGENDS										
0720	2528-8445110	LS	\$75,000.000	1.000	0.160	0.000	0.160	0.160	\$12,000.00	\$12,000.00
TRAFFIC CONTROL										
0730	2528-9290050	CDAY	\$200.000	60.000	14.000	0.000	14.000	14.000	\$2,800.00	\$2,800.00
PORTABLE DYNAMIC MESSAGE SIGN (PDMS)										

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0740	2529-5070110	SY	\$100.000	51.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PATCHES, FULL-DEPTH FINISH, BY AREA										
0750	2533-4980005	LS	\$600,000.000	1.000	0.100	0.000	0.100	0.100	\$60,000.00	\$60,000.00
MOBILIZATION										
0760	2552-0000220	CY	\$75.000	975.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
0770	2599-9999010	LS	\$15,000.000	1.000	0.160	0.000	0.160	0.160	\$2,400.00	\$2,400.00
('LUMP SUM' ITEM): MAINTENANCE OF SOLID WASTE COLLECTION										
0780	2599-9999010	LS	\$1,850.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('LUMP SUM' ITEM): REMOVE AND REINSTALL ELECTRONIC SPEED SIGN										
0790	2599-9999010	LS	\$7,200.000	1.000	0.160	0.000	0.160	0.160	\$1,152.00	\$1,152.00
('LUMP SUM' ITEM): SWPPP MANAGEMENT										
0800	2599-9999010	LS	\$80,000.000	1.000	0.330	0.000	0.330	0.330	\$26,400.00	\$26,400.00
('LUMP SUM' ITEM): VIBRATION MONITORING										
0810	2601-2634105	ACRE	\$4,110.000	2.630	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MULCHING, BONDED FIBER MATRIX										
0820	2601-2639010	SQ	\$65.000	1,150.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SODDING										
0830	2601-2643110	MGAL	\$75.000	690.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING FOR SOD, SPECIAL DITCH CONTROL, OR SLOPE PROTECTION										

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0840	2602-0000150	LF	\$15.000	300.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STABILIZED CONSTRUCTION ENTRANCE, EC-303										
0850	2602-0000309	LF	\$3.000	10,000.000	115.000	0.000	115.000	115.000	\$345.00	\$345.00
PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.										
0860	2602-0000351	LF	\$0.010	10,000.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE										
0870	2602-0000500	LF	\$10.000	32.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602										
0880	2602-0000530	EACH	\$95.000	110.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GRATE INTAKE SEDIMENT FILTER BAG, EC-604										
0890	2602-0010010	EACH	\$600.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EROSION CONTROL										
0900	2602-0010020	EACH	\$1,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EMERGENCY EROSION CONTROL										
8001	2599-9999005	EACH	\$0.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): INTAKE, SW-506 MOD, CAST-IN-PLACE										
Section Totals:									\$132,045.10	\$132,045.10
Section: 0002 - STP-U-8477(615)--70-77, Roadway Items - Division 2										
0910	2554-0114004	LF	\$65.000	35.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										

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0920	2554-0114006	LF	\$60.000	101.000	35.000	0.000	35.000	35.000	\$2,100.00	\$2,100.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.										
0930	2554-0114008	LF	\$55.000	566.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0940	2554-0114008	LF	\$80.000	455.000	99.000	0.000	99.000	99.000	\$7,920.00	\$7,920.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.: RESTRAINED JOINT										
0950	2554-0114012	LF	\$80.000	3,963.000	260.000	0.000	260.000	260.000	\$20,800.00	\$20,800.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0960	2554-0114012	LF	\$105.000	714.000	451.000	0.000	451.000	451.000	\$47,355.00	\$47,355.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.: RESTRAINED JOINT										
0970	2554-0134008	LF	\$165.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN WITH CASING PIPE, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0980	2554-0134012	LF	\$240.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN WITH CASING PIPE, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0990	2554-0203000	LB	\$20.000	6,162.000	1,739.000	0.000	1,739.000	1,739.000	\$34,780.00	\$34,780.00
FITTINGS BY WEIGHT, DUCTILE IRON										
1000	2554-0207008	EACH	\$2,700.000	12.000	1.000	0.000	1.000	1.000	\$2,700.00	\$2,700.00
VALVE, GATE, DIP, 8 IN.										
1010	2554-0207012	EACH	\$4,500.000	9.000	1.000	0.000	1.000	1.000	\$4,500.00	\$4,500.00
VALVE, GATE, DIP, 12 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1020	2554-0210201	EACH	\$8,500.000	15.000	3.000	0.000	3.000	3.000	\$25,500.00	\$25,500.00
FIRE HYDRANT ASSEMBLY, WM-201										
1030	2554-0211002	EACH	\$1,750.000	6.000	5.000	0.000	5.000	5.000	\$8,750.00	\$8,750.00
FLUSHING DEVICE (BLOWOFF), 2 IN.										
1040	2599-9999005	EACH	\$6,500.000	2.000	1.000	0.000	1.000	1.000	\$6,500.00	\$6,500.00
('EACH' ITEM): PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE										
1050	2599-9999005	EACH	\$410.000	51.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): TAP FEE, 1-IN, REPLACEMENT TAP FOR WATER SERVICE TRANSFER										
1060	2599-9999005	EACH	\$1,725.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): TAP FEE, 2-IN, REPLACEMENT TAP FOR WATER SERVICE TRANSFER										
1070	2599-9999005	EACH	\$3,800.000	11.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, OPPOSITE SIDE										
1080	2599-9999005	EACH	\$3,000.000	40.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, SAME SIDE										
1090	2599-9999005	EACH	\$5,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, OPPOSITE SIDE										
1100	2599-9999005	EACH	\$3,400.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, SAME SIDE										
1110	2599-9999005	EACH	\$6,100.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, EQUAL TO OR GREATER THAN 3, SAME SIDE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1120	2599-9999009	LF	\$45.000	1,005.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('LINEAR FEET' ITEM): REMOVAL OF EXISTING WATER MAIN IN CONFLICT WITH NEW CONSTRUCTION										
1130	2599-9999020	TON	\$65.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('TONS' ITEM): FOUNDATION ROCK										
Section Totals:									\$160,905.00	\$160,905.00
Total Payments:									\$292,950.10	\$292,950.10

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Working Days, Late Start Date - 05/06/2024, Liquidated Damage Rate - 2,500	300.0 Days	300.0 Days	14.0 Days	\$0.00	14.0 Days	286.0 Days	\$0.00
Total Damages:							\$0.00

Stockpiles

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
#1 - 2554-0203000	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$12,845.16	\$12,845.16	\$0.00	\$0.00
Totals:		\$26,041.09	\$26,041.09	\$0.00	\$0.00

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
FITTINGS BY WEIGHT, DUCTILE IRON					
#2 - 2554-0207008	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$5,580.00	\$5,580.00	\$0.00	\$0.00
VALVE, GATE, DIP, 8 IN.					
#3 - 2554-0114012	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$3,430.00	\$3,430.00	\$0.00	\$0.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.					
#4 - 2554-0211002	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$185.93	\$185.93	\$0.00	\$0.00
FLUSHING DEVICE (BLOWOFF), 2 IN.					
#5 - 2599-9999005	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$4,000.00	\$4,000.00	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, SAME SIDE					
		Totals:	\$26,041.09	\$26,041.09	\$0.00

Summary

Current Approved Work:	\$292,950.10	Approved Work To Date:	\$292,950.10
Current Stockpile Advancement:	\$26,041.09	Stockpile Advancement To Date:	\$26,041.09
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$9,569.74	Retainage To Date:	\$9,569.74
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$309,421.45	Payments To Date:	\$309,421.45
Previous Payment:	\$0.00	Previous Payments To Date:	\$0.00

Funding Details

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615:	\$132,045.10
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615:	\$160,905.00
77-8477-615-CAT-3 NON-PARTICIPATING:	\$0.00
Current Payment:	\$292,950.10

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615 To Date:	\$132,045.10
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615 To Date:	\$160,905.00
77-8477-615-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Payments To Date:	\$292,950.10

CONTRACTOR'S CERTIFICATION:

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

By: _____ Date: _____

ENGINEER'S CERTIFICATION:

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ _____

By: _____ Date: _____

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: _____ Date: _____

Doc Express® Document Signing History

Contract: 77-8477-615 Document: payment-1-20240604-Rev1

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
06/10/2024	Logan Petersen Absolute Concrete Construction Inc. Electronic Signature (Approved by Contractor (Optional))
06/10/2024	Justin Ernst Bolton & Menk, Inc. - Iowa Electronic Signature (Recommended by Engineer)
	(Approved by PIRC (when applicable))



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 2023 Colby Park Improvements Pay Request 5

GENERAL INFORMATION

ATTACHMENTS

1. 0T6.128908 Pay Est #05 - May 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

June 3, 2024

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

RE: 2023 Colby Park Improvements
Pay Request 5

Dear Mr. Plagge:

Submitted for your approval is Pay Request 5 for the above-mentioned project. Pay Request 5 is for a total payment of \$311,782.75. The total value completed to date is \$677,958.13, minus 5% retainage of \$33,897.91. Please see Pay Request 5 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Application 5. Upon approval of Pay Request 5, 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: <u>CITY OF WINDSOR HEIGHTS, IOWA</u> Engineer: <u>BOLTON & MENK, INC.</u> Contractor: <u>CALIBER CONCRETE, LLC</u> Project: <u>2023 COLBY PARK IMPROVEMENTS</u> Contract: _____	Owner's Project No.: _____ Engineer's Project No.: <u>OT6.128908</u> Agency's Project No.: _____																																				
Application No.: <u>5</u> Application Date: <u>6/17/2024</u> Application Period: From <u>4/27/2024</u> To <u>5/24/2024</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 35%; text-align: right;">2,852,637.72</td> </tr> <tr> <td>2. Net Change By Change Orders</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">300,548.82</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">3,153,186.54</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: center;">\$</td> <td style="text-align: right;">677,958.13</td> </tr> <tr> <td colspan="3">5. Retainage</td> </tr> <tr> <td style="padding-left: 20px;">a. <u>5%</u> X <u>\$ 677,958.13</u> Work Completed</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">33,897.91</td> </tr> <tr> <td style="padding-left: 20px;">b. <u>5%</u> X <u>\$ -</u> Stored Materials</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="padding-left: 20px;">c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">33,897.91</td> </tr> <tr> <td>6. Amount Eligible To Date (Line 4 - Line 5.c)</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">644,060.22</td> </tr> <tr> <td>7. Less Previous Payments</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">332,277.47</td> </tr> <tr> <td>8. Amount Due This Application</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">311,782.75</td> </tr> </table>		1. Original Contract Price	\$	2,852,637.72	2. Net Change By Change Orders	\$	300,548.82				3. Current Contract Price (Line 1 + Line 2)	\$	3,153,186.54	4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	677,958.13	5. Retainage			a. <u>5%</u> X <u>\$ 677,958.13</u> Work Completed	\$	33,897.91	b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	33,897.91	6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	644,060.22	7. Less Previous Payments	\$	332,277.47	8. Amount Due This Application	\$	311,782.75
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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: <u>Caliber Concrete LLC</u> Signature: <u>Michael Noland</u> Date: <u>6-3-2024</u> Name: <u>Michael Noland</u> Title: <u>Office Controller</u>																																					
Recommended by Engineer: Bolton & Menk, Inc. 430 E GRAND, SUITE 101, DES MOINES, IA 50309 By: <u>Nate Weitz</u> Approved by Owner: Name: <u>Nate Weitz</u> By: _____ Title: <u>Senior Project Landscape Architect</u> Name: _____ Date: <u>6/3/2024</u> Title: _____ 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.: 5		Application Period: From 04/27/24 to 05/24/24		Application Date: 6/17/2024							
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)	
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	80.00	6,800.00	16%	35,700.00
3	EXCAVATION, CLASS 10	2,500.00	CY	12.00	30,000.00	1,250.00	15,000.00	1,250.00	15,000.00	50%	15,000.00
4	SUBBASE, MODIFIED, BERM	255.00	TON	42.50	10,837.50	-	-	-	-	-	10,837.50
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	-	-	60.00	1,920.00	120%	(320.00)
7	BACKFLOW PREVENTER, SEWER, 4 INCH	1.00	EA	400.00	400.00	-	-	1.00	400.00	100%	-
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	193.00	19,300.00	193.00	19,300.00	227%	(10,800.00)
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	-	-	1.00	8,000.00	100%	-
13	WATER SERVICE, WATER FOUNTAIN	1.00	LS	8,000.00	8,000.00	-	-	1.00	8,000.00	100%	-
14	VALVE, GATE, 4 INCH	1.00	EA	3,500.00	3,500.00	-	-	1.00	3,500.00	100%	-
15	BACKFLOW PREVENTER	1.00	EA	20,000.00	20,000.00	-	-	1.00	20,000.00	100%	-
16	METER PIT	1.00	EA	20,000.00	20,000.00	-	-	1.00	20,000.00	100%	-
17	PRESSURE REDUCING VALVE	1.00	EA	12,000.00	12,000.00	-	-	1.00	12,000.00	100%	-
18	FLUSHING DEVICE (BLOW OFF), 2 INCH	1.00	EA	2,000.00	2,000.00	-	-	1.00	2,000.00	100%	-
19	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	1.00	EA	2,500.00	2,500.00	-	-	1.00	2,500.00	100%	-
20	TAP FEE	1.00	EA	12,000.00	12,000.00	-	-	1.00	12,000.00	100%	-
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	1.00	7,000.00	100%	-
24	MANHOLE ADJUSTMENT, MINOR	1.00	EA	2,500.00	2,500.00	0.75	1,875.00	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	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	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	51.25	4,982.53	51.25	4,982.53	15%	28,558.37
29	PAVEMENT, PCC, 5 INCH, REINFORCED (SPASHPAD)	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	1,278.00	14,058.00	1,278.00	14,058.00	100%	(33.00)
33	SIDEWALK, PCC, 5 INCH	2,410.00	SY	76.79	185,063.90	741.19	56,915.98	757.89	58,198.37	31%	126,865.53

EJCDC C-620 Contractor's Application for Payment

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Unit Price

1 of 4

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.:	0T6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.:	5	Application Period:	From	04/27/24	to	05/24/24	Application Date:	6/17/2024
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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	895.00	9,845.00	895.00	9,845.00	100%	-
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	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	0.09	702.00	0.20	1,560.00	20%	6,240.00
49	FILTER SOCK, 8", INSTALL, MAINTAIN, AND REMOVE	5,000.00	LF	3.25	16,250.00	1,025.00	3,331.25	1,575.00	5,118.75	32%	11,131.25
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	0.50	55,000.00	0.50	55,000.00	50%	55,000.00
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	30.00	37,500.00	30.00	37,500.00	100%	-
57	REINFORCED CAST-IN-PLACE CONCRETE PIERS (LEAF SEAT	36.00	EA	300.00	10,800.00	25.00	7,500.00	25.00	7,500.00	69%	3,300.00
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	-	-	1.00	10,000.00	100%	-
61	SPLASH PAD EQUIPMENT & INSTALLATION	1.00	LS	250,000.00	250,000.00	-	-	0.80	200,000.00	80%	50,000.00
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

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.:	0T6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.: 5 Application Period: From 04/27/24 to 05/24/24 Application Date: 6/17/2024

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)		
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	-	-	0.10	11,200.00	10%	100,800.00
72	ELECTRICAL IMPROVEMENTS, BOLLARDS	1.00	LS	47,000.00	47,000.00	-	-	0.10	4,700.00	10%	42,300.00
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	-	-	65.80	5,789.08	29%	14,182.38
A2	CURB AND GUTTER, 2 FT, 7 INCH	64.00	LF	51.60	3,302.40	-	-	25.00	1,290.00	39%	2,012.40
A3	PAVEMENT REMOVAL	155.00	SY	11.00	1,705.00	-	-	21.90	240.90	14%	1,464.10
A4	CURB AND GUTTER REMOVAL	64.00	LF	9.00	576.00	-	-	80.50	724.50	126%	(148.50)
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		\$ 348,765.76		\$ 676,958.13	24.0%	\$ 2,175,679.59

Change Orders											
CO1	CLEARING AND GRUBBING, TREE STUMP	1.00	LS	500.00	500.00	1.00	500.00	1.00	500.00	-	-
CO2	CLEARING AND GRUBBING, TREES	1.00	LS	500.00	500.00	1.00	500.00	1.00	500.00	-	-
1	CLEARING AND GRUBBING	1.00	LS	4,500.00	4,500.00				-		4,500.00
2	TOPSOIL, COMPOST AMENDED	35.00	CY	90.00	3,150.00				-		3,150.00
3	EXCAVATION, CLASS 10	50.00	CY	50.00	2,500.00				-		2,500.00
28	PAVEMENT, PCC, 7 INCH	435.00	SY	109.86	47,789.10				-		47,789.10
30	PAVEMENT, PCC, 7 INCH, COLORED	455.00	SY	141.11	64,205.05				-		64,205.05
31	CURB AND GUTTER, 2 FT, 7 INCH	285.00	LF	51.60	14,706.00				-		14,706.00
32	REMOVAL OF SIDEWALK	715.00	SY	11.00	7,865.00				-		7,865.00
33	SIDEWALK, PCC, 5 INCH	105.00	SY	76.79	8,062.95				-		8,062.95
34	SIDEWALK, PCC, 6 INCH	(93.00)	SY	82.26	(7,650.18)				-		(7,650.18)
37	CURB AND GUTTER REMOVAL	313.00	LF	9.00	2,817.00				-		2,817.00
39	TEMPORARY TRAFFIC CONTROL	1.00	LS	6,400.00	6,400.00				-		6,400.00
41	SOD	35.00	SQ	90.00	3,150.00				-		3,150.00
42	DECIDUOUS SHRUBS	47.00	EA	77.50	3,642.50				-		3,642.50
43	ORNAMENTAL TREE	(2.00)	EA	346.50	(693.00)				-		(693.00)

EJCDC C-620 Contractor's Application for Payment

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Unit Price

3 of 4

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.:	5	Application Period:	From	04/27/24	to	05/24/24	Application Date:	6/17/2024
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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)						
44	PERENNIAL GROUND COVER (1 GAL)	(12.00)	EA	36.00	(432.00)				-		(432.00)				
45	DECIDUOUS TREE	11.00	EA	517.50	5,692.50				-		5,692.50				
46	EVERGREEN TREE	1.00	EA	440.50	440.50				-		440.50				
47	SWPPP PREPARATION	1.00	LS	500.00	500.00				-		500.00				
49	FILTER SOCK, 8"	600.00	LF	3.25	1,950.00				-		1,950.00				
51	MOBILIZATION	1.00	LS	8,623.00	8,623.00				-		8,623.00				
54	CONCRETE SURFACE STAIN	90.00	SF	10.00	900.00				-		900.00				
76	PAVEMENT MARKINGS REMOVED	2.00	STA	2,000.00	4,000.00				-		4,000.00				
79	CONCRETE PLANTER CURB	295.00	LF	52.12	15,375.40				-		15,375.40				
80	ELECTRICAL IMPROVEMENTS	1.00	LS	102,055.00	102,055.00				-		102,055.00				
Change Order Totals					\$	300,548.82		\$	1,000.00		\$	1,000.00	30055%	\$	299,548.82
Original Contract and Change Orders															
Project Totals					\$	3,153,186.54		\$	349,765.76		\$	677,958.13	21.5%	\$	2,475,228.41



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2024-42 - A Resolution Approving Fiscal Year 2024
Year End Balance Transfers for the City of Windsor Heights

GENERAL INFORMATION

ATTACHMENTS

1. Resolution No. 2024-42 A Resolution Approving End of Year FY24 Balance Transfers

Resolution No. 2024-42

A RESOLUTION APPROVING FISCAL YEAR 2024 YEAR END BALANCE TRANSFERS FOR THE CITY OF WINDSOR HEIGHTS, IOWA

WHEREAS, the Windsor Heights City Council approves inter-fund transfers as needed for budget balancing purposes; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights, Iowa, that the transfers outlined below are hereby approved with an effective date of 6/1/2024 and the Finance Director is authorized to make the transfers in accord with this resolution.

From: Tax Increment Financing Fund
To: 2016A Principal, Interest & Bond Fees
Amount: \$135,138

From: Tax Increment Financing Fund
To: 2016B Principal, Interest & Bond Fees
Amount: \$270,583

From: Tax Increment Financing Fund
To: 2020B Principal, Interest & Bond Fees
Amount: \$277,758

From: Local Option Sales Tax Fund
To: General Fund – Community Center
Amount: \$30,000

From: Local Option Sales Tax Fund
To: Sewer Fund
Amount: \$5,000

From: Local Option Sales Tax Fund
To: Equipment Revolving Fund
Amount: \$215,000

From: Local Option Sales Tax
To: General Fund – Space Use Analysis
Amount: \$31,000

From: Road Use Tax
To: Equipment Revolving Fund
Amount: \$30,000

From: Road Use Tax
To: Salt Shed Project
Amount: \$225,000

From: Walnut Creek Bike Hub Project
To: Future Street Projects Fund
Amount: \$144,848.50

From: 2020 Streets Project
To: Future Street Projects Fund
Amount: \$190,229.79

From: 68th Street North Project
To: Future Street Projects Fund
Amount: \$200,000

From: 2023 HMA Overlay Project
To: Future Street Projects Fund
Amount: \$6,830.50

From: 2023 PCC Patching Project
To: Future Street Projects Fund
Amount: \$25,454.20

From: Dog Park Update Project
To: Future Street Projects Fund
Amount: \$41,543.92

From: Future Street Projects Fund
To: Sidewalk Program
Amount: \$50,000

From: Future Street Projects Fund
To: Public Safety Parking Lot Project
Amount: \$615.47

From: Future Street Projects Fund
To: University Avenue Project Fund
Amount: \$1,000,000

From: University Avenue Project Fund
To: Colby Park Project Fund
Amount: \$1,427,521.37

Passed and approved this 17th day of June 2024

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Space Use Analysis Proposal from OPN Architects

GENERAL INFORMATION

During November 2023 budget discussions, staff presented the low-cost city facilities space use analysis proposal by OPN Architects to City Council. After additional review of historical discussions and prior analysis of City facilities, City Council directed staff to include the space use analysis in the 2024-2025 City budget. OPN has agreed to honor their \$26,900 November 2023 price to conduct their four-part analysis which is planned to kick off in July.

The analysis components include:

1. Existing conditions survey of all city facilities.
2. Space and programming needs assessment.
3. Concept design, evaluation and formulation of options. One concept per building is included in the base fee.
4. Final deliverables include a multi-year plan for improvements/changes, assessment of code compliance for existing buildings and preliminary cost estimates.

The full OPN proposal is attached.

As part of the process, department heads will participate in a series of meetings and walk-thrus. The deliverables could include proposed facility improvements, facility additions or relocation(s). Administration also notes there may be a forthcoming offer to purchase City Hall which could play into consideration. Given the variables and potential cost implications, staff will plan to provide City Council periodic updates and opportunities to provide input at various points throughout the analysis. Additionally, Council may consider appointing elected officials to participate in some key facilities committee meetings to help provide guidance.

ATTACHMENTS

1. OPN Architects + City of Windsor Heights 2023 Municipal Facilities Space Needs Study



City of Windsor Heights

2023 Municipal Facilities Space Needs Study

OPN Architects
November 3, 2023

November 3, 2023

**Request for Proposal
City of Windsor Heights
2023 Municipal Facilities
Space Needs Study**

**Adam Plagge
City Manager
City of Windsor Heights
1145 66th Street
Windsor Heights, Iowa 50324**

**OPN Architects
Joseph Feldmann, AIA, LEED AP
Associate Principal
jfeldmann@opnarchitects.com
(515) 309-6874**

**100 Court Avenue
Suite 100
Des Moines, Iowa 50309
opnarchitects.com**

Dear Adam:

Thank you for the opportunity to submit our team's qualifications and proposal for the 2023 Municipal Facilities Space Needs Study for the City of Windsor Heights.

We applaud your commitment to proactively assessing your needs in order to strategically respond to Windsor Heights' evolution as a community and city. From day one, we will begin a dialogue with the goal of establishing a broad-based vision for the city's facilities. We will work with identified stakeholders to create a vision that will balance a need for function and maintainable spaces in a fiscally achievable solution. We are confident that our team can help the city identify the multitude of programmatic opportunities and merge these conversations into a cohesive plan that will help you move forward with confidence.

We understand that determining the appropriate direction for your facilities and having a clear understanding of your operational needs is extremely important. We will ensure that your needs are clearly identified at the onset of the project, consistently communicated and authenticated throughout, and delivered to align with the stated objectives. Additionally, we will ensure space maximization and utilization to accommodate your needs.

Our process is tailored to each unique client and project.

We will start by laying the groundwork together. Our team brings experience to the table, but we know every great effort must embody your aspirations. One of the best ways to do this is through dialogue. Before embarking on planning efforts, we will work with you to further develop goals and objectives, finalize the planning process, and refine the schedule. At our initial kick-off meeting, we will: introduce the team, establish a communication plan, and identify charter goals. This conversation will also include pointed questions and discussions around architectural, emotive, and functional needs for your spaces. It is our understanding the following city facilities will be assessed:

- City Hall - 1145 66th Street, Windsor Heights, Iowa 50324
- Public Safety - 1133 66th Street, Windsor Heights, Iowa 50324
- Public Safety Storage and Workout Facility - 1133 66th Street, Windsor Heights, Iowa 50324 (behind main building two-story building)
- Public Works - 1145 66th Street, Suite 1, Windsor Heights, Iowa 50324 (south of Colby Park)
- Community Event Center - 6900 School Street, Windsor Heights, Iowa 50324

Task One: Existing Conditions Survey - This phase will involve building tours and field verifications. The physical condition of buildings and systems will be assessed. Assets and deficiencies of present facilities will be highlighted with respect to spatial use, infrastructure and building systems, and anticipated financial impact of potential solutions for short and long-range goals and objectives. We'll study ways in which renovations can be prioritized and phased to align with funding and in order to minimize community and staff impact and maintain building operations during project execution. For example, the public works facility may have an immediate need. We will work with your teams to quickly address and provide solutions for a path forward.

Task Two: Space and Programming Needs Assessment - Bringing our recent experience designing similar civic spaces for other clients, we will work closely with you and your staff to understand what works and what could work better. We will conduct on-site listening sessions with identified groups to discuss how each of your facilities may be out of pace with current needs to establish space requirements, functions, and any special nuances that may influence spatial needs. We understand that having a clear understanding of your operational needs is extremely important to the success of this project. However, also significant to this work is reviewing demographic and economic information, previous planning and facilities studies, and historical and projected staffing data. We will focus on the needs specific to each department and user group and compare against existing infrastructure. Our conversations will explore the nature of work done in each building; working relationships between departments; and

optimal physical adjacencies. Based on these conversations, we will explore whether current space, adjacencies, and technologies are adequate immediately, short-term, mid-term, and long-term. We work closely with you to understand what works and what could work better. Tools used in the programming process include questionnaires, on-site work sessions, and observation sessions. When combined, these tools provide a thorough understanding of the unique and changing requirements of your departments.

Task Three: Concept Design, Evaluations, and Formulation of Options – During this phase, as design solutions start to coalesce, stakeholders are engaged and aware of progress throughout each step. Questions are discussed, alternatives considered, and solutions explored. We proactively engage our clients in exploring creative solutions to the issues that arise. Diagrammatic sketches are created using the information gathered in the programming process to quantify and verify the size and spatial relationships needed. The needs that have been identified are prioritized and the best use of the available space is determined to fit both today's needs and tomorrow's evolving needs. We will review and evaluate existing physical, functional, aesthetic, and environmental conditions of the facilities to determine appropriateness for future planning options.

Task Four: Final Deliverable – A final space needs analysis report will be provided in bound and electronic formats for the city's reference and use. The report will outline the facilities assessments and research, programming objectives, the design concepts, and the budget and implementation strategies. The report will:

- Propose a multi-year vision with immediate (12 months), short-term (1-4 years), mid-term (5-10 years) and long-term (10+ years) sequence of events, establishing the necessary stages of design, construction and/or remodeling activity
- Include an assessment of construction code compliance in the facilities and buildings
- Include preliminary cost estimates

Estimated Range of Fees

OPN Architects

Conditions Survey	\$ 4,000
Programming Needs Assessment	\$ 2,500
Concept Design & Options	\$ 5,500
Final Deliverable	\$ 2,500

Raker Rhodes Engineering

Structural Engineering	\$ 1,500
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IMEG

MEP Engineering Assessment	\$ 1,600
Programming Needs Assessment	\$ 2,500

DCI Group

Cost Estimating	\$ 6,800
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TOTAL FEE **\$26,900**

*Each additional concept option w/estimate \$ 4,000

Reimbursable Expenses

Reimbursable expenses are in addition to the above fee and will be invoiced at 1.0 times actual cost. Reimbursable expense include: authorized out-of-town travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, physical models, meals and mileage at the government standard rate.

*One concept option per building included in the base fee. Each additional building concept option would be additional cost.

We look forward to discussing our qualifications and excitement for this project in person. Thank you, again, for the opportunity.

Sincerely,



Joseph Feldmann, AIA, LEED AP
Associate Principal, OPN Architects

City of Ankeny Facilities Needs Assessment

Ankeny, Iowa



OPN Architects was hired in 2010 to explore designs for a civic building for the city that would house city hall and a library in the Prairie Trail development. As part of the process, OPN engaged with all vested stakeholders in a series of public meetings. OPN presented concepts, collected feedback, and incorporated feedback into the plans, and redistributed the results to all participants. A facilities needs study was conducted in 2015 assessing all city-owned facilities including the existing library and city hall buildings, but due to funding, the project was shelved until 2016 when the city renewed efforts to bring a bond referendum to voters to fund the library in conjunction with civic trust funds and capital reserve funds. OPN's assessment proposed a total of nine options including projected construction cost estimates for each strategy. OPN designed the library, which opened in late 2019 and also houses the city council chambers. OPN is currently updating the city's facilities needs study – it will be completed in 2024.

Contact Sam Mitchel, Library Director
(515) 965-6461

City of Des Moines Facility Pre-Design Study

Des Moines, Iowa



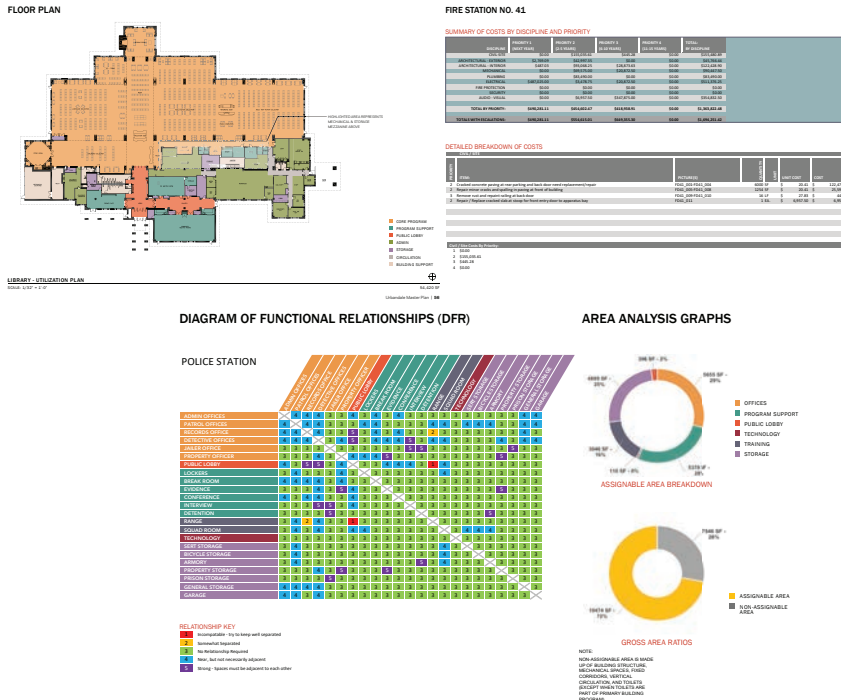
The City of Des Moines commissioned OPN Architects and McClaren, Wilson & Lawrie (MWL) Architects to conduct a space needs and test fit study of all city departments with the primary purpose to better understand the feasibility of moving staff and functions of several city departments. The process began with stakeholders and city staff feedback through a digital survey issued to all staff in affected departments. Test fits of the building included an analysis of Site Circulation, Building Circulation and Security, Building Services, and Public Zones (public meeting and conferencing, police lobby, and customer service hub). Alongside these detailed studies, the design team established with the city that two basic strategies would guide test-fit schemes. In addition to the two schemes, alternates were provided for consideration. Costs related to each alternative were also developed.

The design team proposed a phased implementation of the 'all-in' approach to allow the city to manage funding. Following the conclusion of the space planning study, OPN was hired to execute design and documentation to implement the recommended solution.

Contact Ann Sobiech Munson, City Architect
(515) 283-6319

City of Urbandale Facilities Master Plan

Urbandale, Iowa

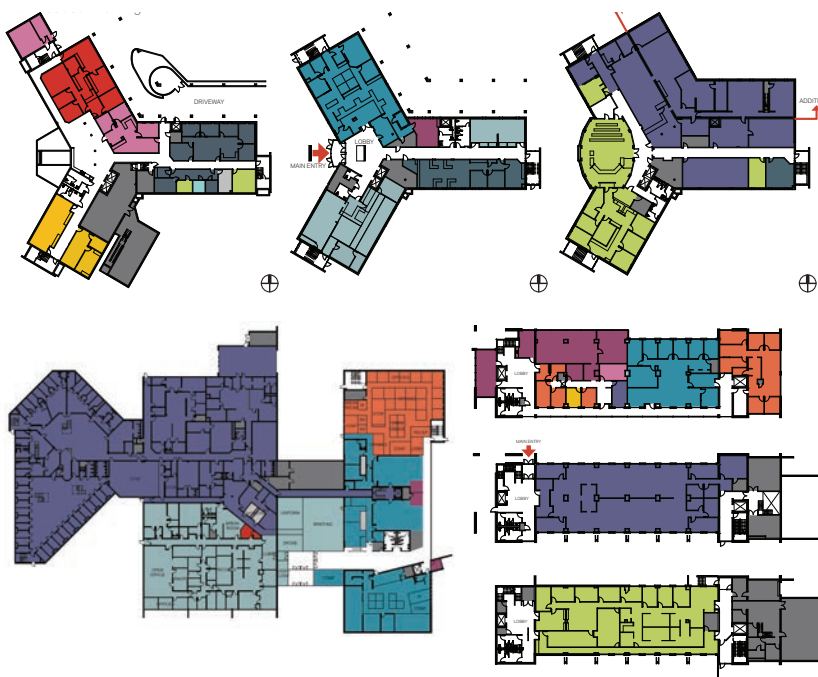


In the first quarter of 2022, the City of Urbandale retained OPN Architects to develop a facilities master plan for the municipality. The city commissioned a 15-Year Preventative Maintenance Plan in 2013. After approximately seven years of completed work under that plan and numerous changes to the city's building infrastructure, it was determined that a new facilities master plan was needed. OPN analyzed 13 building structures that included building tours, information gathering sessions with key stakeholders, and interviews with each department. The work included an existing facilities conditions assessment; space and programming needs assessment; and a city wide facilities master plan. Our team assessed spaces for efficiencies and deficiencies and identified an array of solutions from renovations and additions to relocations and new facilities that would arm Urbandale with a road map for the future.

Contact Dick Lilly, Facility Supervisor
Parks & Recreation
(515) 331-6872

Story County Facilities Assessment

Ames & Nevada, Iowa

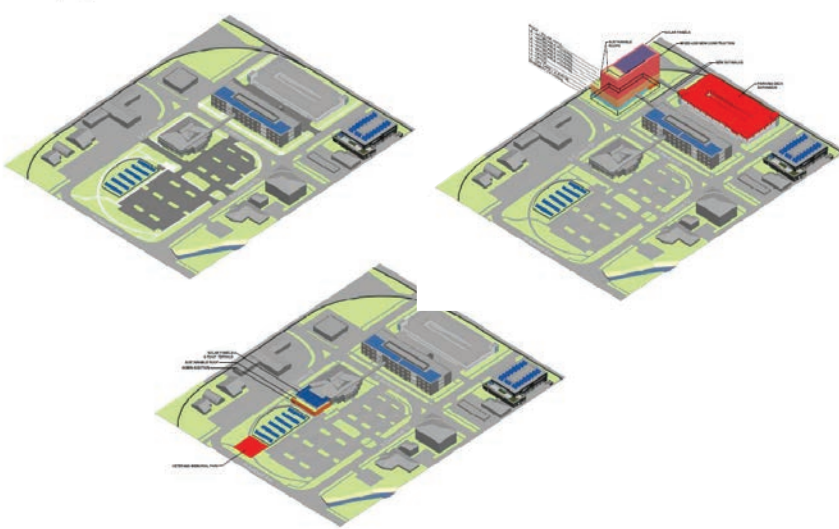


In 2021, OPN Architects completed an in-depth facilities assessment, programming, and space needs understanding and planning to create a prioritized and navigable plan for both the short and long-term solutions for Story County and their 8+ facilities. This plan included: Administration Building, Justice Center, Engineer's Building, Human Services Center, Conservation/McFarland Park, and Animal Shelter as well as various other support sites and structures. Evaluations also addressed issues of circulation and public access, security, privacy, storage, office and meeting space, as well as any identified code and ADA compliance deficiencies. Throughout the process OPN engaged with identified county stakeholders and department personnel, as well as Story County Supervisors, to ensure that the proposed options would be successful.

Contact Joby Brogden, Director
Facilities Management
(515) 382-7400

Johnson County Space Needs Assessment

Iowa City, Iowa



OPN performed a space analysis in 2020 of the Johnson County Administration Building (JCAB), the Health and Human Services Building (HHSB), and the second floor storage spaces (used by the Auditor's Office and Facilities Department) of the Johnson County Ambulance and Medical Examiner Building (AME). The analysis included an assessment of the current space needs, as well as projected space needs for years into the future.

In addition to physical assessments, the process included interviews with all department directors and elected officials to understand their current and future space needs. The report included proposals for improved spaces that would allow Johnson County staff to maintain a tradition of service while simultaneously embracing change.

Contact Ray Forsythe, Special Projects Manager
Johnson County
(319) 356-6000

City of Indianola Assessment & Master Plan

Indianola, Iowa



As the first major initiative of its newly adopted comprehensive plan, the City of Indianola hired OPN Architects to conduct facility assessments, space planning, and conceptual design of several city-owned facilities in order to improve spaces for staff and services for the community. OPN began by conducting an in-depth assessment of the fire and police department facilities, city hall, and public library. Following the physical assessments, as an alternative to open houses due to COVID-19, OPN created virtual tours of the city's municipal building and public library. Community surveys were shared on the city's website and shared via social media. More in-depth surveys were distributed to a core group of stakeholders as well as city staff.

These assessments and visioning exercises informed space and site planning around the preferred concepts of a new public safety center on the same site as the current combined facility and a new joint library/city hall on the site of the existing library. In addition to design services, OPN is supporting the city in communication and referendum planning.

Contact Ryan Waller, City Manager
City of Indianola
(515) 961-9410

Our proposed team is versed in facility assessments, space planning, concept design, and helping our clients create a prioritized and navigable plan for the successful execution of the City of Windsor Height's vision well into the future.



Joseph Feldmann, AIA, LEED AP | Principal-in-Charge, OPN Architects

Associate Principal Joseph Feldmann has been with OPN since 2002 when he first started as an intern architect, and has been a full time employee since 2004 after graduating. He led the design of a new community focused city hall building in the heart of the City of Johnston's Town Center Development as well as public safety facilities for fire and police in Waukee and Indianola.

Relevant Experience (partial listing)

City of Indianola

Public Safety Building Feasibility and Concept Design
Library and City Hall Feasibility and Concept Design

City of Ankeny

Facilities Needs Assessment
City Hall and Public Library

City of Waukee

Public Safety Building
City Hall Renovation

City of Johnston

Johnston Town Center Master Plan
Johnston City Hall

City of Carlisle

Carlisle Public Library Feasibility Study

City of Clive

Clive Public Library Feasibility Study

City of Grimes

Grimes Public Library Feasibility and Concept Design



Brett Mendenhall, AIA | Project Manager, OPN Architects

From feasibility studies to phased renovations and designing new facilities, Brett's strong leadership skills and exemplary service to clients has fostered long-term relationships. In addition, Brett's municipal experience includes working with Story County and the Cities of Urbandale, Ankeny, and Clive on projects that started with a facilities needs assessments and led to new building construction or renovations.

Relevant Experience (partial listing)

City of Ankeny

City Administration Master Plan
Facilities Needs Assessment
City Hall and Public Library

City of Clive

Needs Assessment Study
New Library

City of Urbandale

Facilities Master Plan
City Hall/Engineer Building Remodel Study
City Hall/Engineer Building Remodel

Story County

Facilities Needs Assessment & Master Plan
Ames & Nevada, Iowa



Dave Tilley | Construction Administrator, IMEG

Dave's experience includes working with building owners to determine needed upgrades and renovations for future use. This includes visiting sites to determine existing conditions, working with engineers on system upgrades and preparing cost estimates. His practical experience gives him knowledge on what it takes to renovate a building and includes the nuances of phasing and renovating a building while it's being used.

Relevant Experience (partial listing)

Pocahontas County

County Courthouse Facility Condition Assessment

Central Iowa Shelter & Services

Facility Condition Assessment
Des Moines, Iowa

Great Prairie Area Education Agency

Facility Condition Assessment
Ottumwa, Iowa

YMCA of Greater Des Moines

YMCA Campground Facility Condition Assessment
Boone, Iowa



Brandon Schulte, LEED AP | Vice President, DCI Group

To Brandon, the only thing more exciting than the actual construction process is the disciplined methodology of planning how to build it and determining how much it will cost. His years of dedicated, full-time preconstruction and estimating experience have given Brandon an instinct and knack for both planning and costing. His innate engineering mindset embraces each individual technical aspect of construction, and it shows through in his staff and in his projects.

Relevant Experience (partial listing)

City of Clive

Public Safety Facility

Warren County

Justice Center

Iowa Law Enforcement Academy

Johnston, Iowa

State of Iowa, DAS

Multiple Projects Since 2011



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Street Tree Grant Program

GENERAL INFORMATION

At the December 4th, 2023 Council meeting, a discussion on City Council goals was held. Councilor Harms suggested that the City have a goal related to a tree policy, restoring the City's urban canopy, potentially assisting homeowners with trees and Adam Strait mentioned Cedar Rapids and their ReLeaf program. The resulting goal from the meeting was Objective E: Consider policies and programs to expand and diversify the tree canopy of Windsor Heights both on public and private property.

Following the goal-setting session, Mayor Jones facilitated a meeting between city staff and Trees Forever, who assisted in developing ReLeaf Cedar Rapids and also manages tree planting and water programs for communities and groups across the Des Moines Metro. Support for a tree program continued throughout the budget process, as City Council budgeted \$7,500 for tree planting in FY 24-25. Stemming from the Trees Forever discussion, a draft agreement was arrived at in which Trees Forever will plant 20 trees this fall on specified Right of Way properties and provide the necessary watering for them. Trees will be warranted by Trees Forever for 1 year. Trees are specified to be 1.5" caliper or greater, which can typically cost \$150-\$200 depending on species. The cost of this agreement is \$7,500. If City Council wishes to add any additional trees, the cost would be \$450 per tree.

These ROW tree plantings are intended to provide shade, energy, and air quality benefits as well as aesthetics throughout the City and help restore the City's canopy which has suffered in the wake of Ash Borer and two derechos in the past decade. Public Works will be reviewing and updating the [ROW tree canopy](#) list by the end of the year. Administration working on a contract for an on call arborist at an hourly rate to assist with identifying tree maintenance needs and to provide Tree Risk Assessments for instances where trees on private property create potential hazards to adjoining property owners. Potential hazardous tree situations have been on the rise with recent weather events. The longer term goal is for a city staff member to obtain arborist certification, but this is a lengthy process.

Per the proposed agreement, the City is to provide the list of tree planting locations and desired species to Trees Forever. Below are the six trees recommended for residents to select from for 2024 per discussions between administration and Trees Forever. This list of trees for residents to choose from is anticipated to rotate each year to encourage tree diversity. Each year's list will give thought to tree resiliency, root structure, tree shape, droppings, aesthetics, the existing ROW tree mix, availability and whether a tree is native.

<u>Tree Species</u>	<u>Quantity</u>
Overstory Tree Options	TBD
American Sycamore	
Ginkgo-Male	
Tulip Tree	
Understory Tree Options	TBD
Hornbeam	
Flowering Crab	
Redbud	
Total	20

Administration recommends placing a notice in the City Newsletter and social media about the upcoming Street Tree Grant Program and creating an online form on the City's website for a first come first serve application process for residents to sign up and select a tree for their ROW. Once an application is submitted, staff will inspect the ROW property for suitability per the attached guidelines for the requested planting. Overstory trees are recommended for areas without overhead powerlines and understory trees are required for those with overhead powerlines. If a property's ROW is not suitable for planting due to ROW width or other constraints, the City could provide the option through an agreement with the resident to plant the street tree just outside the ROW on the resident's property. The City is responsible for maintaining trees in the ROW, any trees planted outside the ROW would become the resident's responsibility, which the resident will need to acknowledge.

Also of note, staff calendars are marked to apply for the MidAmerican Tree Please Program and DNR Trees For Kids Planting Program going forward.

ATTACHMENTS

1. Windsor Heights Trees Forever Fall Tree Planting Agreement Final
2. Tree Planting Guidelines Windsor Heights
3. Resolution 2020-98 Urban Forestry

Windsor Heights - Trees Forever

SPECIFICATIONS

STREET TREE PLANTING

1. SCOPE OF WORK: To provide all supervision, material, labor, equipment, service, operations, and expertise required to deliver, plant, and guarantee for a period of one year 20 landscape trees in the City of Windsor Heights rights-of-way between September-October, 2024 as specified herein. With the ability to extend beyond October, weather permitting. Contractor (Trees Forever) has responsibility to:
 - A. Furnish, transport, and plant trees.
 - B. Reserve workspace along streets, if applicable.
 - C. Contact Iowa One Call to mark utilities prior to planting.
 - D. Excavate soil, plant trees, backfill.
 - E. Furnish and place mulch.
 - G. Furnish watering device.
 - H. Remove any excess material and clean-up each site after trees are installed.
 - I. Keep work site safe at all times.
2. MATERIAL SPECIFICATIONS:
 - A. Nursery Stock: Contractor will prioritize root bag stock over container grown but may use container stock if availability is limited. Trees shall be trained in development and appearance as to be unquestionably superior in form, compactness, and symmetry. They shall be sound, healthy, vigorous, well branched and densely foliated when in leaf, and free of disease and insect adults, eggs, pupae or larvae. They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth. Trees with multiple leaders, unless specified as desirable for a species, will be rejected. Trees with a damaged, cut, or crooked leader, included bark, abrasion of bark, sunscald, disfiguring knots, insect damage, mold, prematurely opened buds, or cuts of limbs over 3/4 inch (2 cm) diameter that are not completely callused are cause for rejection. All trees 1.5-inch caliper or greater unless otherwise approved by the City of Windsor Heights.
 - C. Root Bagged Trees: Shall be well established in the root bag with a root system sufficiently developed to retain its shape and hold together when removed from the bag. Trees shall not be bag bound, nor have kinked, circling, or bent roots. Root collar shall be apparent at surface of ball.
 - D. Mulch: Material shall consist of aged or composted wood chips or shredded bark and shall be free of material injurious to plant growth. Wood chips shall be 1/8 inch nominal thickness with at least 50 percent having an area of not less than 1 square inch and no piece having an area of more than 6 square inches. Each tree shall receive 2 cubic feet of mulch.
 - F. Watering Device: Device shall hold 15-20 gallons of water that allows water to slowly release into surrounding area. Any form of tree irrigation bag, gator bag, or tree gator will suffice.
 - G. Water: 15 gallons of water provided for each tree after installment.
 - H. Tree guards: LEONARD TREE GUARD CORRUGATED 2/BDL 3IN X 24IN tree protector or equivalent
 - I. Stakes: 6' metal or wooden stakes provided when deemed necessary
 - J. Staking Material: Support ties shall be 3/4" or wider bands of soft flexible polypropylene

ArborTie™ Green Tree Staking material or equivalent.

3. WORK PROCEDURES:

- A. Tree Selection and Planting stock: The City of Windsor Heights shall specify the number of each of the preapproved species and planting locations by August 15th. Before planting begins, Trees Forever will submit in writing a completed list of tree species sourced from acceptable tree species list included herein, including the type of stock (root bag or container).
- B. Substitutions: Will not be permitted unless authorized in writing by the City of Windsor Heights. If proof is submitted, substantiated in writing, that a tree specified is not obtainable, consideration will be given to the nearest available size or similar variety, with a corresponding adjustment of the contract price if applicable.
- C. Underground Utilities: Contractor ensures that underground gas, electric, water, telephone, cable television, telecommunication, sewer, and all other such underground utility lines are marked by Iowa One Call at least 72 working hours before planting.
- D. Tree Planting Locations: Tree(s) shall be planted where white lines have been marked on curb, unless underground utilities conflict with location. Addresses with tree species will be provided through an excel spreadsheet and/or Google document. Trees Forever is responsible for planning the planting route through the city if spots are scattered. Trees shall be centered in the rights-of-way to be evenly spaced from curb and sidewalk.
- E. Site Preparation: Contractor is responsible for removing roots or pieces of stump encountered while digging planting hole. The width and depth of planting hole shall abide by ISA BMP Tree Planting 2nd Edition.
- F. Planting Procedure: Root bags removed before placing tree in hole. Any cumulation of roots on side/bottom of root ball should be cut with spade or shovel and/or hand pruning tool to encourage lateral growth of roots. All ropes, twine, and strapping material removed from job site.. Trees placed at same depth as in nursery with the root flare exposed or up to two (2) inches higher than that level. Tree trunks kept vertical in all directions. If girdling roots are present, use a hand pruning tool to remove.
- G. Root Pruning: Ends of broken or damaged roots over 1/4 inch in diameter pruned with a clean cut, removing only injured portion.
- H. Backfill: Planting holes backfilled with shredded or pulverized native soil from planting holes. Backfill tamped as it is placed into hole to eliminate air pockets and to securely stabilize the tree to ensure it is straight and plumb.
- I. Watering: After each tree has been installed. 5 gallons of water shall be slowly poured around the planting hole to settle the surrounding soil.
- J. Mulching: Mulch placed loosely around trees within 24 hours after planting to uniform depth of 3 inches and a 3-foot (1 meter) radius ring around tree. Mulch shall not be placed directly against tree trunk.
- K. Tree Trunk Protector: LEONARD TREE GUARD CORRUGATED 2/BDL 3IN X 24IN tree protector or equivalent or equivalent around bottom portion of trunk. Protecting tree from mower or weed eater damage.
- L. Watering Device: Device shall be anchored to ground, zipped around tree, or tied to tree.
- O. Staking trees: Place two stakes opposite each other and 1.5'-2' away from the trunk, parallel with street. Using a stake driver or equivalent, insert the stakes at least 1' into the ground. Once stakes

are secured in ground, use the staking material (arbor tie) to secure the tree to wooden stakes. Cut two 4-5' lengths from the Arbor Tie roll, looping the material around the main stem of tree and tying/knotting at each stake. Secure each loosely enough to provide movement yet tight enough to be secure.

M. Fill Watering Device: Using a hose or buck install watering device with 15-20 gallons of water.

4. INSPECTION:

- A. Trees shall be inspected upon delivery, and the City of Windsor Heights reserves the right to reject any trees that do not meet the standards or that have been damaged during shipment. Such approval shall not impair the right of inspection and rejection during progress of the work
- B. A Trees Forever representative shall be present at all inspections.
- C. Trees Forever shall be the sole judge of acceptability of stock at any time during the course of this contract.

Draft Tree Species for Resident Selection

<u>Tree Species</u>	<u>Quantity</u>
Overstory Tree Options	
American Sycamore	
Ginkgo-Male	
Tulip Tree	
Understory Tree Options	
Hornbeam	
Flowering Crab	
Redbud	
Total	20

If you have questions, please direct them to Trees Forever,

Email:

Phone:

TOTAL PRICE installation, materials, and delivery: \$ 9,000

Tree Right Of Way Program Planting Procedures

City of Windsor Heights Windsor Heights

STREET TREE SPACING AND PLACEMENT:

Street trees should be planted with regular spacing in straight rows to create a continuous street edge. Spacing may be adjusted slightly to accommodate driveways and streetlights. On arterials, the planted trees may be varied for visual appeal. Locate trees in a straight-line midway between the curb and adjacent sidewalk, even where the width of the tree strip varies.

Tree spacing and placement standards throughout Windsor Heights are as follows:

- Where no overhead wires are present, use 30 to 35 feet.
- Where overhead wires are present, use 20 to 25 feet.
- A minimum of 4 feet of planting strip width is needed to plant a tree.
 - 4-6 feet minimum width for small to medium size trees at maturity.
 - 6 feet or greater of width for larger size trees at maturity.

No trees are to be planted directly in front of a sidewalk or steps to a dwelling, where existing public or private tree cover will interfere with tree growth, or in front of a forested parcel.

Trees shall also be planted to minimize visual obstructions, maintain minimum sightline distances, and comply with the following minimum spacing requirements, as measured from the center of the tree to the edge of the object.

- No closer than 40 feet from the curb face at intersections and street corners.
 - If STOP sign is present, then at least 30 feet from signage.
- Not within 70 feet of a busy arterial (stop lights).
- A minimum of 10 feet from a driveway apron.
- A minimum of 12 feet from a commercial driveway apron.
- A minimum of 16 feet from an alley apron.
- A minimum of 15 feet from a light pole or utility pole.
- A minimum of 10 feet from a fire hydrant.
- Trees shall be at least 10 feet from any building or utility vault.
- A minimum of 10 feet from any utility meter or water connection.
- A minimum of 10 feet from a manhole cover or catch basin.

TREE SPECIES SELECTION:

Selection for tree species should be appropriate for the specific box, strip, and/or soil volumes. Please refer to Windsor Heights' Recommended Tree Species List for tree species selection in Ordinance 23-06 Section 173.08. Plantings should follow the '30-20-10 rule' to encourage species diversity. The total number of trees planted is under 30% of one family, 20% of one genus and 10% of one species.

Tree species selection should be as follows:

- Where overhead wires are not present, plant an overstory tree.
- Where overhead wires are present (this does not include service drops), plant an understory tree.

STREET TREE GRANT PROGRAM

RIGHT OF WAY CONFLICTS:

In instances a property owner requests a Street Tree Grant Planting but there is no viable planting location within the ROW. The City Administrator or designee may approve placement of a grant funded street tree adjacent to the Right Of Way. Approval is subject to identification of a suitable location and the property owner signing a waiver permitting the placement of the tree, allowing access to water the tree and acknowledging the tree is the property owner's responsibility to maintain and remove if it becomes a hazard after the one year warranty period.

RESOLUTION NO. 2020-98

**A RESOLUTION TO RECEIVE AND FILE THE 2020 WINDSOR HEIGHTS URBAN FORESTRY
MANAGEMENT PLAN**

WHEREAS, the Iowa Department of Natural Resources has put together an urban forestry management plan for the City of Windsor Heights, and

WHEREAS, work on this plan began in the fall and winter of 2019 with a City tree inventory, and

WHEREAS, after the inventory was completed, DNR staff began working on a plan for Windsor Heights to best manage publicly owned trees; and

WHEREAS, the content and recommendations of the report are thorough and have been reviewed by Staff; and

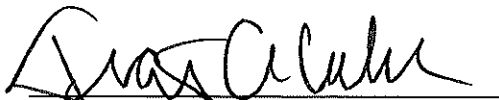
WHEREAS, staff recommends receiving and filing the 2020 Windsor Heights Urban Forest Management Plan in order to have clear goals and guidelines for tree management; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa receives and files the 2020 Windsor Heights Urban Forestry Management Plan conducted by the Iowa Department of Natural Resources.

PASSED and approved this 3rd day of August 2020 by the City Council of the City of Windsor Heights, Iowa.


Dave Burgess, Mayor

ATTEST:


Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Jason Roberts, Public Works Director

SUBJECT: Consideration of Authorizing Execution of Contract with JC Midwest Services for Salt Shed Demolition

GENERAL INFORMATION

In response to the Public Works Facility Structural Assessment report conducted by ISG Inc. on September 8th, 2023, and the approved motion from Council on March 18th to enter into a Professional Services Agreement with Bolton and Menk for Salt Shed Design, the Public Works Department is continuing to act pertaining to the demolition and reconstruction of the Salt Shed located at 6800 School St. In April, PW relocated 81 tons of salt that remained after the winter season's end. We are currently storing this inventory at the West Des Moines Public Services Facility. Bolton and Menk has completed a preliminary design of the building to withstand the hydrostatic pressure of potential flood waters and the forces imposed by the commodity storage. Asbestos abatement was completed by REW Services on May 21, 2024. PW is in the process of relocating a 3000 gal. calcium chloride storage tank and a diesel fuel tank from the vicinity of the building. Once completed, the salt shed will be ready for demolition.

PW will file for a floodplain development permit, demolition permit and building permit as required for this type of project. BMI will submit a Site Plan Application with the Planning and Zoning Commission as part of their deliverables.

SUMMARY:

PW works has obtained 3 written quotes for the demolition of the salt shed. Staff recommends the acceptance of the demolition services quote provided by JC Midwest Services as the lowest responsible bidder and asks Council to approve the execution of this contract in the amount of \$14,060.00.

ATTACHMENTS

1. DeCarlo Demo Quote
2. JCMS Demo Quote

3. Ram Development Demo Quote



260 N.E. 44th Avenue Des Moines, IA 50313
Phone: 515-243-1151 Fax: 515-243-1214
<http://www.decardemolition.com>

City of Windsor Heights

Jason Roberts
641-954-1392
jroberts@windsorheights.org

DeCarlo Demolition Company submits its estimate for demolition work at 6800 School Street in Windsor Heights, IA with the following scope of work:

Salt Shed Building Demolition Scope:

- *Owner to have all utilities made safe to the building*
- *City of Windsor Heights to have items around the building moved prior to the start of demolition*
- *City of Windsor Heights to have building inspected for asbestos and if asbestos is discovered the City of Windsor Heights will have the asbestos abated.*
- *Filing of the 10 Day NESHAP Report to the Iowa DNR*
- *Obtaining of the demolition permit from the City of Windsor Heights*
- *Mobilization and demobilization of manpower and equipment to and from the site*
- *Demolition, removal, and disposal of the 35' x 45' two bay salt storage building*
- *Removal and disposal of the spill kit station wood structure*
- *Removal and disposal of the concrete building slab and footings*
- *Removal and disposal of the concrete slab on the south side of the building.*
- *Rough grade of the disturbed area for drainage.*

DeCarlo Demolition Company will complete the above Salt Shed Building Demolition scope of work for the lump sum of \$34,500.00

Initials

Bid Exclusions: Work not specified in above demolition scope. Private utility locates. Relocation of utilities. Asbestos inspection, testing, abatement, air monitoring, and filings. Additional materials not visible are subject to change order. Evacuation of any HVAC units of gasses. Disposal of any oils, chemicals, hazardous material, or contaminated soils. Removal of underground tanks, wells, cisterns, or sewer systems. Temporary enclosures, weatherproofing, patch back or repairs to any surfaces. Storm water pollution prevention plan. Installation of silt fence, sock, or any other erosion prevention materials. Backfilling of excavations. Importation/Exportation of fill material. Exportation of subbase materials. Soil testing and compaction testing. Removal of drive approaches or city sidewalks, or paving shown as staying. Bonding or additional insurance requirements. LEED Certification goals. Salvaging of items for the owner. Work stoppages due to others. Damage or replacement of trees, turf, sidewalks, paving surfaces, irrigation system, etc. Fencing of the site. Removal and disposal of other trades spoils, materials, trash, etc.

Notes:

- Owner to provide access to and from the site with limited disruption from others.
- Optioned work is to be done at the time of primary scope work. T&M charges to apply for additional mobilizations and work.
- Work stoppages due to weather, others, or any other unforeseen events are subject to T&M charges.
- Any and all Federally announced Pandemics will extend the turnover date with no penalty.
- Any slab, foundation, walls, or footings with foam, plastic, coloring, overlay, etc. will be subject to change order if found to be unable to recycle.
- Interior Slab removal includes removal up to 4" thickness.
- Exterior Slab removal includes removal up to 8" thickness.
- Footing removal includes up to 1' thickness and 4' depth.
- Caisson footing removals up to 3' Diameter and 8' depth
- Admin and tonnage fees will be charged if scale tickets are required for recycled materials
- This estimate is based on diesel fuel to cost below \$5/gallon and landfill fees to not be 3% more than the cost of tipping fees at the date of this estimate
- Means and methods to be discussed after execution of the contract
- T&M charges to apply if the means and methods used to bid the job are altered due to unforeseen circumstances
- Unforeseen soil conditions needing additional work will be a change order

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. In the event that either party is required to initiate legal action to enforce the terms of this Agreement, said action shall be filed in the Iowa District Court in and for Polk County, Iowa. The prevailing party in any such action shall be entitled to the recovery of reasonable attorney fees and expenses – in addition to any other remedies that may be available.

DeCarlo Demolition Company is to be held harmless for negligent acts of any sub-contractor. All salvage becomes the property of DeCarlo Demolition Company upon receipt of signed copy of this proposal. Please acknowledge your acceptance by signing and returning a copy of this proposal to our office. Payments are due upon completion of work. Invoices not paid within 30 days are subject to a 1.5% monthly finance charge.

Thank you for the opportunity to bid your project. Proposal will be in effect for thirty days.

Respectfully submitted, dated this 7th day of June 2024.

DeCarlo Demolition Company

Dan Cretors

City of Windsor Heights

By: Dan Cretors

Accepted By: _____

Title: Estimator

Title: _____

Date: 6/7/2024

Date: _____



QUOTE

City Of Windsor Heights Iowa

Date
May 23, 2024

Quote Number
QU-0232

Reference
City Salt Shed DEMO

JC Midwest Services
LLC
PO Box 472
EARLHAM IA 50072
UNITED STATES

Description	Quantity	Unit Price	Amount USD
Demo	16.00	340.00	5,440.00
Hauling	16.00	145.00	2,320.00
Disposal Fee	1.00	6,300.00	6,300.00
Subtotal			14,060.00
TOTAL TAX			0.00
TOTAL USD			14,060.00



2507 East 21st St. • Des Moines, IA 50317

Phone: 1.888.646.5474 • Fax: 515.266.8999

www.ramdevelopmentllc.com

June 12, 2024

To

Andy Larson

Public works Supervisor

City of Windsor Heights

1145 66th street Suite1

Windsor Heights Iowa 50324

Phone 515 645 6835 Cell 515 314-6590

Regarding demolishing the salt shed at 6800 school street location







This includes concrete around the building approximately 10 feet and the footings asbestos remediation is done by the owner.

Mobilize and remove and haul away 33,900

Option 1) to recycle and crush on site the concrete for use by the city add 7000





Option 2) to set up a oscillating dust quip dust control during the dusty operation to protect the I 235 where possible during the course of jack-hammering and removing the building water to be supplied by the owner 4900

Permits and utility disconnect by owner





**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival from J&M Displays

GENERAL INFORMATION

Mayor Pro Tem Skeries solicited quotes from J&M Fireworks for the 2024 Windsor Heights Fall Festival. J&M is a reliable contractor and works well with our Public Safety team, staff and community events committee members. Three price levels are presented: \$13,000, \$15,000, and \$17,000.

The Special Events Committee met and recommends the \$15,000 fireworks package, which is what has been purchased the past two years.

There will be a clause included that will allow for the ability to delay the fireworks at no additional costs should park construction interfere with Fall Festival.

Mark Muerner from the Fire Department will be meeting with Walmart on June 15 to discuss using their parking lot. An update will be provided during the Council Meeting.

ATTACHMENTS

1. Recommended Windsor Hts Fall 15k
2. Windsor Hts Fall 13k
3. Windsor Hts Fall 17k



J&M Displays Proposal for: City of Windsor Heights \$15K Fall Festival, (same show as 2023)

Opening

Ignition Items

Quantity	Name	Rising Effect	Price	Total
2	5 shot finale chain with e-match connectors		\$3.90	\$7.80
Category Shell Count: 0				\$7.80

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	Crackling Nishiki Kamuro	Crackling tail	\$26.10	\$261.00
Category Shell Count: 10				\$261.00

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
3	Crackling nishiki kamuro		\$51.50	\$154.50
Category Shell Count: 3				\$154.50
Section Shell Count: 13				

Flights

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	Nishiki kamuro to silver		\$15.20	\$152.00
Category Shell Count: 10				\$152.00
Section Shell Count: 10				

Flight 1

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	2.5" GREEN FLASH		\$8.20	\$41.00
5	2.5" PURPLE PEONY		\$8.20	\$41.00
Category Shell Count: 10				\$82.00
Section Shell Count: 10				

Main Event

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Assortment T of 30 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$280.00	\$560.00
Category Shell Count: 60				\$560.00



J&M Displays Proposal for: City of Windsor Heights \$15K Fall Festival, (same show as 2023)

Main Event

3 Inch Salutes

Quantity	Name	Rising Effect	Price	Total
5	Salute with whistle tail	Whistle tail	\$11.30	\$56.50
Category Shell Count: 5				\$56.50

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Lemon peony		\$13.60	\$27.20
7	3" WHITE STROBE HORSE TAIL		\$26.10	\$182.70
2	Blue Chrysanthemum with white strobe crossette	glitter tail	\$26.10	\$52.20
2	Butterfly pattern		\$26.10	\$52.20
2	Glittering Willow to Mult-Color With Pistil		\$26.10	\$52.20
2	Glittering silver to var. color chrysanthemum		\$26.10	\$52.20
2	Six Angle brocade crown	Large Brocade tail	\$26.10	\$52.20
4	White strobe with red dahlia	glitter tail	\$26.10	\$104.40
2	Yellow crackling		\$26.10	\$52.20
1	Assortment A of 18 different (72 shells) J&M Brand Shells ELECTRIC FIRE	mixed tails	\$1,090.00	\$1,090.00
1	Wizard 3" Assortment A of 24 different (72 shells) shells E-fire	mixed tails	\$1,090.00	\$1,090.00
Category Shell Count: 169				\$2,807.50

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Gold Strobe	Large Brocade tail	\$40.60	\$81.20
2	Green strobe dahlia		\$40.60	\$81.20
2	Orange Strobe		\$40.60	\$81.20
2	Red strobe		\$40.60	\$81.20
2	Farfallas and silver glitter to red ELECTRIC FIRE ONLY (cylinder)		\$60.50	\$121.00
2	Green Crossettes with tail and Silver tourbillions ring ELECTRIC FIRE ONLY		\$60.50	\$121.00
2	Kamuro serpents to reports with green and violet center ELECTRIC FIRE ONLY		\$60.50	\$121.00
Category Shell Count: 14				\$687.80

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Gold willow with color pistil	Gold tail	\$28.20	\$56.40
2	Green ring inside brocade to purple ring		\$44.40	\$88.80
1	Assortment F of 20 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$520.00	\$520.00
1	Assortment L of 20 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$520.00	\$520.00
1	Assortment O of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,050.00	\$1,050.00
Category Shell Count: 80				\$2,235.20



J&M Displays Proposal for: City of Windsor Heights \$15K Fall Festival, (same show as 2023)

Main Event

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Aqua magic peony		\$51.50	\$51.50
1	Aqua meteor		\$51.50	\$51.50
1	Blue ghost peony		\$51.50	\$51.50
2	Blue to green magic peony		\$51.50	\$103.00
2	Blue to red ghost peony		\$51.50	\$103.00
1	Double Crackle		\$51.50	\$51.50
1	Glittering silver to yellow chrys		\$51.50	\$51.50
1	Golden wave to green chrys		\$51.50	\$51.50
1	Green crackling		\$51.50	\$51.50
1	Green ghost peony	whistling tail	\$51.50	\$51.50
1	Green strobe		\$51.50	\$51.50
1	Green to purple ghost peony		\$51.50	\$51.50
1	Lemon strobe		\$51.50	\$51.50
2	Purple ghost peony	whistling tail	\$51.50	\$103.00
2	Red strobe		\$51.50	\$103.00
1	Reddish gamboge to blue to green chrys		\$51.50	\$51.50
1	Reddish gamboge to purple chrys		\$51.50	\$51.50
4	Smiling face		\$51.50	\$206.00
2	Var. color flowers sheet		\$51.50	\$103.00
1	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
1	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
1	Farfallas double ring w/ Green center ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
2	Multicolor rays with gold glitter center ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$146.80
1	Orange serpents with report and violet peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40

Category Shell Count: 33

\$1,830.90

Section Shell Count: 361

Finales

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	9 Salutes with one palm 10 Shot finale chain		\$113.00	\$678.00
7	Rainbow peony 10 Shot finale chain		\$113.00	\$791.00

Category Shell Count: 130

\$1,469.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	Glittering willow	glitter tail	\$26.10	\$130.50

Category Shell Count: 5

\$130.50

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
3	Color dahlia 10 Shot finale chain	mixed tails	\$177.00	\$531.00
6	Wave shell 10 Shot finale chain	mixed tails	\$177.00	\$1,062.00

Category Shell Count: 90

\$1,593.00



J&M Displays Proposal for: City of Windsor Heights \$15K Fall Festival, (same show as 2023)

Finales

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Glittering willow	glitter tail	\$44.40	\$133.20
Category Shell Count: 3				\$133.20
Section Shell Count: 228				

Miscellaneous

Ignition Items

Quantity	Name	Rising Effect	Price	Total
300	Igniter 2 meter leads		\$2.20	\$660.00
158	MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box)		\$2.20	\$347.60
5	5 shot finale chain with e-match connectors		\$3.90	\$19.50
Category Shell Count: 0				\$1,027.10
Section Shell Count: 0				

8% Free for Early Payment

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" Shell Sea Blue crossette		\$26.10	\$130.50
5	Green Swimming Star		\$26.10	\$130.50
Category Shell Count: 10				\$261.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Brocade Crown crossette		\$44.40	\$88.80
2	Chrysanthemum to cherry with rosy pistil		\$44.40	\$88.80
2	Color dahlia with silver strobe	Gold tail	\$44.40	\$88.80
2	Glitter crossette	flower crown tail	\$44.40	\$88.80
2	Pastel Cycas	Gold tail	\$44.40	\$88.80
2	Pink and Lemon crossette		\$44.40	\$88.80
2	Silver palm tree	Silver tail	\$44.40	\$88.80
2	White strobe and red dahlia	whistling tail	\$44.40	\$88.80
Category Shell Count: 16				\$971.40
Section Shell Count: 26				

15% Free for Loyalty Program

Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
1	2.5" Display Shell cake - Brocade Crown 36 shot		\$560.00	\$560.00
Category Shell Count: 36				\$560.00



J&M Displays Proposal for:
City of Windsor Heights
\$15K Fall Festival, (same show as 2023)

15% Free for Loyalty Program

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Gold Willow with color pistil	Gold tail	\$26.10	\$78.30
4	Lemon eddy in chrysanthemum		\$26.10	\$104.40
Category Shell Count: 7				\$742.70

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Bees Variegated		\$44.40	\$88.80
2	Glittering willow to variegated with pistil	glitter tail	\$44.40	\$88.80
2	Golden kamuro to white strobe	Gold tail	\$44.40	\$88.80
2	Red green and blue moving stars		\$44.40	\$88.80
Category Shell Count: 8				\$1,097.90

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
2	Golden silk chrys		\$51.50	\$103.00
4	Heart Pattern		\$51.50	\$206.00
1	Reddish gamboge to bright red to green to purple chrys		\$51.50	\$51.50
2	Six Angle brocade crown		\$51.50	\$103.00
2	Willow to Multi-Color Swimming Star	whistling tail	\$51.50	\$103.00
2	Windmill Pinwheel (Red & Green)	Silver Tail	\$51.50	\$103.00
Category Shell Count: 13				\$1,767.40
Section Shell Count: 64				



J&M Displays Proposal for: City of Windsor Heights \$15K Fall Festival, (same show as 2023)

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Subtotal Fireworks: **\$11,250.00**
J&M Production: **\$3,750.00**
Total Price of Show: **\$15,000.00**

Total Shot Count: 712
Packing Check: 671
Date of Display: 10/05/24
Customer Number: 13787

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$11,250.00 Fireworks Subtotal

\$971.40	8% Free for Early Payment
\$1,767.40	15% Free for Loyalty Program
\$2,738.80	Total Free

Your Price is \$15,000.00

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J&M Displays Proposal for: City of Windsor Heights \$13K Fall Festival

Opening

Ignition Items

Quantity	Name	Rising Effect	Price	Total
2	5 shot finale chain with e-match connectors		\$3.90	\$7.80
Category Shell Count: 0				\$7.80

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	Crackling Nishiki Kamuro	Crackling tail	\$26.10	\$261.00
Category Shell Count: 10				\$261.00

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
3	Crackling nishiki kamuro		\$51.50	\$154.50
Category Shell Count: 3				\$154.50

Section Shell Count: 13

Flight 1

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	2.5" GREEN FLASH		\$8.20	\$41.00
5	2.5" PURPLE PEONY		\$8.20	\$41.00
Category Shell Count: 10				\$82.00

Section Shell Count: 10

Main Event

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Assortment T of 30 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$280.00	\$560.00
Category Shell Count: 60				\$560.00

3 Inch Salutes

Quantity	Name	Rising Effect	Price	Total
5	Salute with whistle tail	Whistle tail	\$11.30	\$56.50
Category Shell Count: 5				\$56.50



J&M Displays Proposal for: City of Windsor Heights \$13K Fall Festival

Main Event

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
7	3" WHITE STROBE HORSE TAIL		\$26.10	\$182.70
2	Glittering Willow to Multit-Color With Pistil		\$26.10	\$52.20
4	White strobe with red dahlia	glitter tail	\$26.10	\$104.40
2	Yellow crackling		\$26.10	\$52.20
1	Assortment A of 18 different (72 shells) J&M Brand Shells ELECTRIC FIRE	mixed tails	\$1,090.00	\$1,090.00
1	Wizard 3" Assortment A of 24 different (72 shells) shells E-fire	mixed tails	\$1,090.00	\$1,090.00
Category Shell Count: 159				\$2,571.50

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Farfallas and silver glitter to red ELECTRIC FIRE ONLY (cylinder)		\$60.50	\$121.00
2	Green Crossettes with tail and Silver tourbillions ring ELECTRIC FIRE ONLY		\$60.50	\$121.00
Category Shell Count: 4				\$242.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Green ring inside brocade to purple ring		\$44.40	\$88.80
1	Assortment L of 20 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$520.00	\$520.00
1	Assortment O of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,050.00	\$1,050.00
Category Shell Count: 58				\$1,658.80

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Aqua magic peony		\$51.50	\$51.50
1	Aqua meteor		\$51.50	\$51.50
2	Blue to green magic peony		\$51.50	\$103.00
1	Double Crackle		\$51.50	\$51.50
1	Glittering silver to yellow chrys		\$51.50	\$51.50
1	Golden wave to green chrys		\$51.50	\$51.50
1	Green crackling		\$51.50	\$51.50
1	Green ghost peony	whistling tail	\$51.50	\$51.50
1	Green strobe		\$51.50	\$51.50
1	Green to purple ghost peony		\$51.50	\$51.50
1	Lemon strobe		\$51.50	\$51.50
2	Purple ghost peony	whistling tail	\$51.50	\$103.00
1	Reddish gamboge to blue to green chrys		\$51.50	\$51.50
1	Reddish gamboge to purple chrys		\$51.50	\$51.50
4	Smiling face		\$51.50	\$206.00
2	Var. color flowers sheet		\$51.50	\$103.00
1	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
1	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
1	Farfallas double ring w/ Green center ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
2	Multicolor rays with gold glitter center ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$146.80
Category Shell Count: 27				\$1,500.00

Section Shell Count: 313

Finales



J&M Displays Proposal for: City of Windsor Heights \$13K Fall Festival

Finales

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	9 Salutes with one palm 10 Shot finale chain		\$113.00	\$678.00
7	Rainbow peony 10 Shot finale chain		\$113.00	\$791.00
Category Shell Count: 130				\$1,469.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	Glittering willow	glitter tail	\$26.10	\$130.50
Category Shell Count: 5				\$130.50

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
3	Color dahlia 10 Shot finale chain	mixed tails	\$177.00	\$531.00
6	Wave shell 10 Shot finale chain	mixed tails	\$177.00	\$1,062.00
Category Shell Count: 90				\$1,593.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Glittering willow	glitter tail	\$44.40	\$133.20
Category Shell Count: 3				\$133.20
Section Shell Count: 228				

Miscellaneous

Ignition Items

Quantity	Name	Rising Effect	Price	Total
300	Igniter 2 meter leads		\$2.20	\$660.00
102	MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box)		\$2.20	\$224.40
3	5 shot finale chain with e-match connectors		\$3.90	\$11.70
Category Shell Count: 0				\$896.10
Section Shell Count: 0				

8% Free for Early Payment

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" Shell Sea Blue crossette		\$26.10	\$130.50
5	Green Swimming Star		\$26.10	\$130.50
Category Shell Count: 10				\$261.00



J&M Displays Proposal for: City of Windsor Heights \$13K Fall Festival

8% Free for Early Payment

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Color dahlia with silver strobe	Gold tail	\$44.40	\$88.80
2	Glitter crossette	flower crown tail	\$44.40	\$88.80
2	Pastel Cycas	Gold tail	\$44.40	\$88.80
2	Pink and Lemon crossette		\$44.40	\$88.80
2	Silver palm tree	Silver tail	\$44.40	\$88.80
2	White strobe and red dahlia	whistling tail	\$44.40	\$88.80
Category Shell Count: 12				\$793.80

Section Shell Count: 22

15% Free for Loyalty Program

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Gold Willow with color pistil	Gold tail	\$26.10	\$78.30
4	Lemon eddy in chrysanthemum		\$26.10	\$104.40
Category Shell Count: 7				\$182.70

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Bees Variegated		\$44.40	\$88.80
2	Brocade Crown crossette		\$44.40	\$88.80
2	Chrysanthemum to cherry with rosy pistil		\$44.40	\$88.80
2	Glittering willow to variegated with pistil	glitter tail	\$44.40	\$88.80
2	Golden kamuro to white strobe	Gold tail	\$44.40	\$88.80
2	Red green and blue moving stars		\$44.40	\$88.80
Category Shell Count: 12				\$715.50

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
2	Blue to red ghost peony		\$51.50	\$103.00
2	Golden silk chrys		\$51.50	\$103.00
4	Heart Pattern		\$51.50	\$206.00
1	Reddish gamboge to bright red to green to purple chrys		\$51.50	\$51.50
2	Six Angle brocade crown		\$51.50	\$103.00
2	Willow to Multi-Color Swimming Star	whistling tail	\$51.50	\$103.00
2	Windmill Pinwheel (Red & Green)	Silver Tail	\$51.50	\$103.00
Category Shell Count: 15				\$1,488.00

Section Shell Count: 34



J&M Displays Proposal for: City of Windsor Heights \$13K Fall Festival

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Subtotal Fireworks: **\$9,685.00**
J&M Production: **\$3,315.00**
Total Price of Show: **\$13,000.00**

Total Shot Count: 620
Packing Check: 575
Date of Display: 10/05/24
Customer Number: 13787

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$9,685.00 Fireworks Subtotal

\$793.80	8% Free for Early Payment
\$1,488.00	15% Free for Loyalty Program
\$2,281.80	Total Free

Your Price is \$13,000.00

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J&M Displays Proposal for: City of Windsor Heights \$17K Fall Festival

Opening

Ignition Items

Quantity	Name	Rising Effect	Price	Total
2	5 shot finale chain with e-match connectors		\$3.90	\$7.80
Category Shell Count: 0				\$7.80

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	Crackling Nishiki Kamuro	Crackling tail	\$26.10	\$261.00
Category Shell Count: 10				\$261.00

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
3	Crackling nishiki kamuro		\$51.50	\$154.50
Category Shell Count: 3				\$154.50

Section Shell Count: 13

Flights

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	Nishiki kamuro to silver		\$15.20	\$152.00
Category Shell Count: 10				\$152.00

Section Shell Count: 10

Flight 1

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	2.5" GREEN FLASH		\$8.20	\$41.00
5	2.5" PURPLE PEONY		\$8.20	\$41.00
Category Shell Count: 10				\$82.00

Section Shell Count: 10

Flight 2

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
4	Rainbow crossette		\$44.40	\$177.60
Category Shell Count: 4				\$177.60

Section Shell Count: 4

Main Event



J&M Displays Proposal for: City of Windsor Heights \$17K Fall Festival

Main Event

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Assortment T of 30 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$280.00	\$560.00
Category Shell Count: 60				\$560.00

3 Inch Salutes

Quantity	Name	Rising Effect	Price	Total
5	Salute with whistle tail	Whistle tail	\$11.30	\$56.50
Category Shell Count: 5				\$56.50

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Lemon peony		\$13.60	\$27.20
7	3" WHITE STROBE HORSE TAIL		\$26.10	\$182.70
2	Blue Chrysanthemum with white strobe crossette	glitter tail	\$26.10	\$52.20
2	Butterfly pattern		\$26.10	\$52.20
2	Glittering Willow to Multicolor With Pistil		\$26.10	\$52.20
2	Glittering silver to var. color chrysanthemum		\$26.10	\$52.20
2	Yellow crackling		\$26.10	\$52.20
2	Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE		\$270.00	\$540.00
1	Assortment A of 18 different (72 shells) J&M Brand Shells ELECTRIC FIRE	mixed tails	\$1,090.00	\$1,090.00
1	Wizard 3" Assortment A of 24 different (72 shells) shells E-fire	mixed tails	\$1,090.00	\$1,090.00
Category Shell Count: 203				\$3,190.90

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Green strobe dahlia		\$40.60	\$81.20
2	Farfallas and silver glitter to red ELECTRIC FIRE ONLY (cylinder)		\$60.50	\$121.00
2	Green Crossettes with tail and Silver tourbillions ring ELECTRIC FIRE ONLY		\$60.50	\$121.00
2	Kamuro serpents to reports with green and violet center ELECTRIC FIRE ONLY		\$60.50	\$121.00
Category Shell Count: 8				\$444.20

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Gold willow with color pistil	Gold tail	\$28.20	\$56.40
2	Green ring inside brocade to purple ring		\$44.40	\$88.80
1	Assortment F of 20 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$520.00	\$520.00
1	Assortment L of 20 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$520.00	\$520.00
1	Assortment Y Of 20 different J&M Brand shells ELECTRIC FIRE		\$520.00	\$520.00
1	Asst R of 20 different J&M Brand shells ELECTRIC FIRE		\$520.00	\$520.00
1	Assortment O of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,050.00	\$1,050.00
Category Shell Count: 120				\$3,275.20



J&M Displays Proposal for: City of Windsor Heights \$17K Fall Festival

Main Event

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Aqua meteor		\$51.50	\$51.50
1	Blue ghost peony		\$51.50	\$51.50
2	Blue to green magic peony		\$51.50	\$103.00
2	Blue to red ghost peony		\$51.50	\$103.00
1	Double Crackle		\$51.50	\$51.50
1	Glittering silver to yellow chrys		\$51.50	\$51.50
1	Golden wave to green chrys		\$51.50	\$51.50
1	Green crackling		\$51.50	\$51.50
1	Green ghost peony	whistling tail	\$51.50	\$51.50
1	Green strobe		\$51.50	\$51.50
1	Green to purple ghost peony		\$51.50	\$51.50
1	Lemon strobe		\$51.50	\$51.50
2	Purple ghost peony	whistling tail	\$51.50	\$103.00
2	Red strobe		\$51.50	\$103.00
1	Reddish gamboge to blue to green chrys		\$51.50	\$51.50
1	Reddish gamboge to purple chrys		\$51.50	\$51.50
4	Smiling face		\$51.50	\$206.00
2	Var. color flowers sheet		\$51.50	\$103.00
1	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
1	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
1	Farfallas double ring w/ Green center ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40
2	Multicolor rays with gold glitter center ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$146.80
1	Orange serpents with report and violet peony ELECTRIC FIRE ONLY (cylinder)		\$73.40	\$73.40

Category Shell Count: 32

\$1,779.40

Section Shell Count: 428

Finales

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	9 Salutes with one palm 10 Shot finale chain		\$113.00	\$678.00
7	Rainbow peony 10 Shot finale chain		\$113.00	\$791.00
Category Shell Count: 130				\$1,469.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	Glittering willow	glitter tail	\$26.10	\$130.50
Category Shell Count: 5				\$130.50

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
3	Color dahlia 10 Shot finale chain	mixed tails	\$177.00	\$531.00
6	Wave shell 10 Shot finale chain	mixed tails	\$177.00	\$1,062.00
Category Shell Count: 90				\$1,593.00



J&M Displays Proposal for: City of Windsor Heights \$17K Fall Festival

Finales

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Glittering willow	glitter tail	\$44.40	\$133.20
Category Shell Count: 3				\$133.20
Section Shell Count: 228				

Miscellaneous

Ignition Items

Quantity	Name	Rising Effect	Price	Total
400	Igniter 2 meter leads		\$2.20	\$880.00
140	MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box)		\$2.20	\$308.00
6	5 shot finale chain with e-match connectors		\$3.90	\$23.40
Category Shell Count: 0				\$1,211.40
Section Shell Count: 0				

8% Free for Early Payment

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" Shell Sea Blue crossette		\$26.10	\$130.50
5	Green Swimming Star		\$26.10	\$130.50
Category Shell Count: 10				\$261.00

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Orange Strobe		\$40.60	\$81.20
Category Shell Count: 2				\$342.20

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Brocade Crown crossette		\$44.40	\$88.80
2	Chrysanthemum to cherry with rosy pistil		\$44.40	\$88.80
2	Color dahlia with silver strobe	Gold tail	\$44.40	\$88.80
2	Glitter crossette	flower crown tail	\$44.40	\$88.80
2	Pastel Cycas	Gold tail	\$44.40	\$88.80
2	Pink and Lemon crossette		\$44.40	\$88.80
2	Silver palm tree	Silver tail	\$44.40	\$88.80
2	White strobe and red dahlia	whistling tail	\$44.40	\$88.80
Category Shell Count: 16				\$1,052.60

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Aqua magic peony		\$51.50	\$51.50
Category Shell Count: 1				\$1,104.10
Section Shell Count: 29				



J&M Displays Proposal for: City of Windsor Heights \$17K Fall Festival

15% Free for Loyalty Program

Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
1	2.5" Display Shell cake - Brocade Crown 36 shot		\$560.00	\$560.00
Category Shell Count: 36				\$560.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Gold Willow with color pistil	Gold tail	\$26.10	\$78.30
4	Lemon eddy in chrysanthemum		\$26.10	\$104.40
2	Six Angle brocade crown	Large Brocade tail	\$26.10	\$52.20
4	White strobe with red dahlia	glitter tail	\$26.10	\$104.40
Category Shell Count: 13				\$899.30

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Gold Strobe	Large Brocade tail	\$40.60	\$81.20
2	Red strobe		\$40.60	\$81.20
Category Shell Count: 4				\$1,061.70

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Bees Variegated		\$44.40	\$88.80
2	Glittering willow to variegated with pistil	glitter tail	\$44.40	\$88.80
2	Golden kamuro to white strobe	Gold tail	\$44.40	\$88.80
2	Red green and blue moving stars		\$44.40	\$88.80
Category Shell Count: 8				\$1,416.90

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
2	Golden silk chrys		\$51.50	\$103.00
4	Heart Pattern		\$51.50	\$206.00
1	Reddish gamboge to bright red to green to purple chrys		\$51.50	\$51.50
2	Six Angle brocade crown		\$51.50	\$103.00
2	Willow to Multi-Color Swimming Star	whistling tail	\$51.50	\$103.00
2	Windmill Pinwheel (Red & Green)	Silver Tail	\$51.50	\$103.00
Category Shell Count: 13				\$2,086.40

Section Shell Count: 74



J&M Displays Proposal for: City of Windsor Heights \$17K Fall Festival

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Subtotal Fireworks: **\$12,665.00**
J&M Production: **\$4,335.00**
Total Price of Show: **\$17,000.00**

Total Shot Count: 796
Packing Check: 762
Date of Display: 10/05/24
Customer Number: 13787

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$12,665.00 Fireworks Subtotal

\$1,104.10	8% Free for Early Payment
\$2,086.40	15% Free for Loyalty Program
\$3,190.50	Total Free

Your Price is \$17,000.00

Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of 2024 Employee Handbook

GENERAL INFORMATION

The last update to the employee handbook was done in 2015. The process to update the handbook started when Mark A. was our Interim Admin. Dennis then took it on, but it was never brought before Council. Since then, many changes have been made, most due to changes in laws. There is no redline version of the handbook due to the extent of the changes and the timing of these changes. The major changes are noted below. Please keep in mind that this is a draft and staff are still reviewing for grammatical and contextual errors. Legal Counsel has reviewed this draft.

- Discussion on adding Juneteenth (June 19) as a Holiday
- Equal Opportunity and Commitment to Diversity section added.
- Harassment and Discrimination Complaint Procedure and Overtime Policy was added.
- Whistleblower, Veterans' Preference and Conflicts of Interest sections added.
- Summer hours were updated to May through September.
- Cell phone reimbursement policy was changed from \$50 to \$80.
- Travel and Expense policy was updated.
- Social Media section was added.
- Conflict Resolution procedure was updated by legal.
- City Vehicle Idling section was added.
- Alcohol Policy updated to allow for limited beverage consumption during social functions.
- New Year's Eve holiday was added.
- Removal of Sick leave and Vacation time policies.
- PTO Accrual Maximums were changed from 500 to 400.
- PTO at Termination was changed. No PTO paid out if terminated for cause or no notice.
- Birth/Adoption of Child leave added. Twenty-eight days of PTO given for birth or adoption.
- FMLA Policy updated by legal.
- Return-To-Work policy moved from the appendix into the handbook.

This draft was approved by the Personnel & Finance Committee on 5/31/24, with the following notes: We should conduct at least an annual review of the handbook. Threase noted that with the everchanging laws surrounding marijuana, hemp and THC, there should be revisions to the drug testing policy to accommodate for what the State of Iowa has now made legal, even if the Federal Government still considers something a controlled substance. We will send that back to legal to work on. The remainder of the handbook is good.

ATTACHMENTS

1. 2024 DRAFT WHeights Handbook 5-29-24



W I N D S O R
H E I G H T S

EMPLOYEE HANDBOOK

Revised June 2024

Welcome!

Welcome to the City of Windsor Heights! We are delighted you have chosen to join our organization and hope you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the City's goals.

You are joining an organization that strives to provide our residents, businesses, and visitors with a safe environment and exceptional city services through our team approach. The result is a unique, sustainable, and vibrant community! We sincerely hope you will take pride in being an important part of the community of Windsor Heights.

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Introduction

Purpose

The purpose of these policies and procedures is to establish a fair and equitable system of personnel administration that will facilitate efficient and effective public service for the City. This handbook was written for all City of Windsor Heights (“City”) employees regardless of status, excluding elected officials, commission members and volunteers. Employees are expected to read this handbook and retain it for future reference. Should an employee have any questions regarding any policies, they should speak to their supervisor, Department Head, Human Resources, or City Administrator. If at any time there is a conflict between this handbook and an applicable state or federal statute, the terms of the statute will govern in all cases.

In the event any policies contained in this handbook differ from the terms of a collectively bargained agreement, the Collective Bargaining Agreement (CBA) entered into according to the Iowa Public Employment Relations Act (Iowa Code Chapter 20) shall apply to employees included in the CBA group.

This Handbook should be retained for future reference alongside other departmental policies and written communications regarding employee policies.

Adoption and Policy Amendment

These policies and procedures are adopted by resolution of the Windsor Heights City Council (“City Council or Council”). Policy amendments shall become effective upon consideration and adoption by the Council. City Council action will approve exceptions to policies or procedures outlined in this manual.

The City reserves the right to amend, rescind, or modify any of these policies, practices, or benefits at any time with or without prior notice. If you are uncertain about any policy or procedure, please check with your Department Head or the City Administrator.

At-Will Employment

Employment with the City of Windsor Heights is at-will and can be terminated at any time with or without cause without prior notice by either the employee or the City, except as otherwise provided by law or the terms of a collective bargaining agreement. This handbook is not a contract guaranteeing employment for any specific duration. Nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook supersedes any and all prior handbooks, written documents (with the exception of a duly authorized Collective Bargaining Agreement), or oral or implied representations that might otherwise contradict the at-will nature of employment.

Equal Opportunity and Commitment to Diversity

Equal Employment Opportunity (EEO)

The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, age, disability, gender identity, genetic information, service in the military, or any other characteristic protected by law.

Equal employment opportunity applies to all terms and conditions of employment, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the City.

The City expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

Remedies

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor, Department Head, or the City Administrator. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City will promptly, thoroughly, and fairly investigate every issue brought to its attention in this area and will take corrective action, when appropriate, up to and including termination of employment.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that require employers not to discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

To ensure equal employment opportunities to qualified individuals with a disability, the City will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the organization would result. Employees who may require reasonable accommodation should contact their immediate Supervisor, Department Head, or the City Administrator.

On receipt of an accommodation request, the Department Head will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability. Medical certification from the employee's physician may be required. The Department Head, City Administrator and physician, counselor or other appropriate professional will determine the feasibility of the requested accommodation, considering factors, including, but not limited to, the nature and cost of the accommodation requested, the availability of outside funding, the City's overall financial resources and the accommodation's impact on the operation of the City.

Commitment to Diversity

The City is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in City policy and the way we do business in the City and is an important principle of sound business management.

Harassment Prevention

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, religion, sex, sexual orientation, gender identity, age, qualified disability, national origin, veteran status, genetic information, or other characteristic protected by law, is prohibited.

It is the City's policy to provide a work environment free of sexual and other harassment. To that end, harassment of City employees by management, coworkers, or non-employees who are in the workplace is prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment or discrimination complaint will not be tolerated. Based upon the seriousness of the offense, the City will take corrective action, when appropriate, up to and including termination of employment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to: epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on any protected characteristics listed above, or other characteristics protected by law.

Definition of Sexual Harassment. “Sexual harassment” is defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Leering, whistling, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.
- Sexual harassment includes the foregoing conduct regardless of whether the persons involved are of the opposite sex or same sex.

Harassment and Discrimination Complaint Procedure

All employees of the City, both management and non-management, are responsible for assuring that a workplace free of harassment and discrimination is maintained. Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to make a complaint. You may bring your complaint directly to your immediate Supervisor or Department Head, the City Administrator, or any other member of management with whom you feel comfortable bringing such a complaint. Nothing in this policy requires any person complaining of harassment, sexual or otherwise, to report the matter to the individual who is the subject of the complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

Whenever the City is made aware of a situation that may violate this policy, it will conduct a thorough and objective investigation. If the City determines that prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in harassment. The type of discipline administered will be dependent upon the severity of the conduct, as well

as any other factors presented in particular circumstances. All complaints and investigations are treated confidentially to the extent possible, however confidentiality cannot be promised. The City will take adequate steps to ensure that the complainant and witnesses are protected from retaliation during and after the investigation.

Supervisor Responsibility. Supervisors must deal expeditiously and fairly when they have any knowledge of behavior or conduct that may violate City policy within their departments, whether or not there has been a formal complaint. They must:

1. Take all complaints or concerns of alleged or possible discrimination or harassment seriously no matter how minor or who is involved.
2. Report all incidents to the City Administrator immediately so that a prompt investigation can occur and be documented.
3. Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Supervisors are responsible for exerting their authority and enforcing this policy when aware of discrimination or harassment, including when the person discriminating, or the harasser is another Supervisor. Supervisors who knowingly allow or tolerate inappropriate behavior including but not limited to discrimination, harassment, or retaliation, including the failure to immediately report such misconduct are in violation of this policy and subject to discipline up to and including termination.

Prohibited Retaliation. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity, for making a good-faith complaint or report of discrimination or harassment, or for assisting in the investigation of any such complaint or report. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the City Administrator.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above. All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the City will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Whistleblower

A whistleblower as defined by this policy is an employee of the City of Windsor Heights who reports an activity that they consider to be illegal or dishonest to one or more of the parties

specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their Department Head or the City Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including termination.

The City will not retaliate against a whistleblower who filed a good-faith complaint. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact their Department Head or the City Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Veterans' Preference

Any honorably discharged veteran, as defined in Iowa Code Chapter 35C of the Code of Iowa, shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications in accordance with Iowa Code Chapter 35C.

Conflicts of Interest and Ethical Business Practices

Conflicts of Interest

The City expects all employees to conduct themselves and City business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests as set forth in Iowa Code §68B.2A.

The City recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the City, however your outside employment must not conflict with the interests of the City or interfere with the performance of your duties with the City.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. No employee or employee's relative or partner shall hold any public office within the City government, or any other office, which may create a conflict of interest.
2. Holding a substantial interest in, or participating in the management of, a firm to which the City makes sales or from which it makes purchases.
3. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
4. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the City.
5. Using one's position in the City or knowledge of its affairs for personal gains.
6. For a vendor to work as an employee, consultant, independent contractor or in any other additional capacity with the City.

Code of Ethics

The City expects all team members to display honesty and integrity at all levels. We value trustworthiness and expect ethical conduct. Employees must always act honorably in business interactions with team members, constituents, vendors, and others.

Proper conduct includes strict compliance with the spirit and letter of the laws and regulations pertinent to the City's business activities. It also means your business practices reflect the highest standards of integrity, are honest, and are ethical. The City's commitment to professional conduct is outlined below, although this is not to be an exhaustive list of ethical behaviors expected:

- You shall be impartial and dedicated to the best interests of the City. You shall conduct yourself, both inside and outside the City's service, so as not to cause distrust of your impartiality or of your dedication to the City's best interests.
- You shall affirm the dignity and worth of the services rendered by the government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- You shall carry out the established policies of the City.
- You shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- You shall never engage in acts of corruption or bribery, nor will you condone such acts by other employees.
- You shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.
- You shall be responsible for your own standard of professional performance and will take every reasonable opportunity to enhance and improve your level of knowledge and competence.
- You shall be responsible for being familiar with the laws applicable to your area of work, complying with such laws and maintaining the highest level of honesty and integrity in your business conduct.
- You shall promptly report to management when there is a reason to believe a violation of law, regulation, policy, or the Code has occurred or may have occurred.

Failure to adhere to ethical conduct expectations can result in corrective action up to and including termination.

Political Activities

Campaign Activities. You have a right to express your individual opinions on political issues and candidates, however, in accordance with Section 721.3 of the Iowa Code, candidates or committee members cannot solicit contributions or receive political support from you during work hours.

Employees may participate in, or contribute to, the election or appointment of public officials; however, employees shall not solicit political contributions while on the job or while using City equipment. Political activity must not interfere with normal work duties. No city employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

Candidates for Office. Should the employee or the employee's relative or partner file papers or campaign for elected office for the City of Windsor Heights, the employee who is the relation or partner to or the candidate, will be required to take an immediate, unpaid leave of absence until after the election. (Refer to Non-Fraternization policy for a description of “relative.”) Should the employee or employee's relative or partner be elected, said employee will be separated from employment effective with the elected official's oath of office. The leave without pay begins upon either an announcement of candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until the employee is no longer a candidate.

If elected, the employee may be required to resign their city position per Iowa Code chapter 372 and the incompatibility of offices doctrine.

However, the employee may be a candidate for a non-city, non-partisan office that is not related to their employment. If this is the case, they will not be required to take the leave of absence without pay, as long as they do not campaign while on duty as an employee or let their duties interfere with their city job responsibilities. Leave requests for candidacy and service will be granted in accordance with Iowa Code chapter 55.

Political Activities Not Affected. Employees are not prohibited from:

- Becoming or continuing to be a member of a political club or organization;
- Attending a political meeting;
- Enjoying entire freedom from all interference in casting their vote;
- Seeking signatures to any initiative or referendum petition directly affecting their rates of pay, hours of work, retirement, or other working conditions; or,
- Distributing badges, pamphlets, dodgers, or handbills or other participation in any campaign or campaign in connection with a petition, if the activity is not carried out during hours of work or on City property.

If employees are unsure about whether an activity might violate this policy, or employees have questions about this policy, they should speak with their Department Head or the City Administrator.

Outside Employment

Employees are permitted to have outside employment as long as it does not interfere with their job performance or result in a conflict of interest with the City. If a situation arises where there is a potential conflict of interest, the employee should discuss this with their Supervisor or the City Administrator for advice and guidance on how to proceed. Employees with outside employment are expected to work their assigned schedules. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to corrective action, up to and including termination.

Use of City Property

You must protect City-owned and private property located on agency work sites or other City premises. Therefore, the following are prohibited: unauthorized use, abuse, misuse, or waste of property or materials; unauthorized possession or sale of items; and unlawful operation or use of City vehicles and equipment for other than City business or approved use. You must use the City's long-distance service and City-owned cellular phones for official City business only. You must keep local personal calls from City office phones to a minimum. City postage stamps and metered mail are for official business only. You must check out City equipment through a management representative before removal from the premises. You may not take equipment off the premises for personal use.

Employment Relationship

Employment Classification

It is the intent of the City to define the employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time and for any reason is retained by both the employee and the City of Windsor Heights.

Fair Labor Standards Act (FLSA) Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- **Nonexempt:** Employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Exempt:** Employees who hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor that allows for an exemption from the minimum wage and overtime provisions of the FLSA; these employees are paid on a salaried basis.

Employee Job Categories

The City of Windsor Heights has established the following categories for employees:

- **Regular Full-time:** Employees who are regularly scheduled to work a minimum of 30 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Part-time:** Employees who are regularly scheduled to work an average of less than 30 hours per week. Regular Part-time employees are eligible to participate in some of the benefits offered by the City, subject to the terms, conditions, and limitations of the program.
- **Paid-On-Call:** Employees who are in the Fire Department receive an hourly rate of pay for time they are responding to calls and during department approved training or other assignments. Paid-on-call employees are not eligible to participate in any of the City's benefits programs.
- **Temporary:** Employees who are hired on a full- or part-time basis to work on a specific project for a period of up to one hundred eighty (180) days or the pay limit established under IPERS. Additional time may be allowed with the approval of the Council. Temporary employees are not eligible to participate in any of the City's benefits programs.
- **Seasonal:** Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the City's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees are not eligible to participate in any of the City's benefits programs.
- **Terminal:** Employees who are retired and elect to have the balance of their accrued leaves paid in regular disbursements instead of a lump sum. Terminal employees are not eligible to participate in any of the City's benefits programs unless mandated by law.

Work Week and Hours of Work

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. and generally consists of 40 work hours. The general hours of operation for City offices are from 8:00 a.m. until 4:30 p.m. Monday through Friday. Individual work schedules may vary depending on the needs of each department. Hours may be further determined due to factors such as operational demands, at the discretion of the appropriate Department Head.

Work break schedules shall be determined on a departmental basis and shall be the responsibility of the Department Head to oversee. Any non-standard schedules or non-traditional work arrangements must be approved by the City Administrator.

Summer hours will entail City offices closing at 3:00 p.m. on Fridays from May through September. City offices may occasionally be closed by approval of the City Administrator due to training, staffing issues, or inclement weather.

Paycheck Information

Pay dates. The City's pay date for all employees is biweekly on Friday. If a payday falls on a Federal holiday, employees will receive their paycheck on the preceding workday.

Reporting Errors. Any errors in the processing or calculations of the payroll check should be reported to the employee's supervisor and/or the Finance Officer immediately.

Direct Deposit. All employees are required to utilize direct deposit for paychecks. You may direct deposit in up to two separate accounts; all first-time direct deposit requests require pre-authorization on the account. Employees will receive a hardcopy payroll check until the authorization is successfully confirmed, usually prior to a second paycheck.

Payroll Check Deductions. Deductions from an employee's payroll check may consist of:

- statutory deductions such as federal, state, and local taxes;
- court-ordered withholdings;
- employee's elective benefit plans: cost-sharing portion or retirement plan contributions;
- any other deductions required by law.

Time Records

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked and leave time taken. These records are required by governmental regulations and are used to calculate regular and overtime pay. All exempt employees must accurately report any leave time taken in a pay period. At the end of each pay period, the employee and their supervisor must sign the timesheet attesting to its correctness or use the City's digital time recording program. No one may record hours on another's timesheet, without approval from the Department Head. Tampering with another's timesheet is cause for disciplinary action up to and including termination, of both employees. In the event of an error in recording time, the employee will notify their supervisor.

Overtime

When required due to the needs of the organization, employees may be required to work additional hours. In accordance with the Fair Labor Standards Act, all non-exempt employees, except those covered by a Collective Bargaining Agreement or those who elect to receive compensatory time, will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek.

- Paid leave, such as holiday, Paid Time Off (PTO), bereavement time, and jury duty does not apply toward work time.

All overtime work must be approved in advance (when possible) by an employee's supervisor.

Schedule and Overtime for Fire Department Employees per the 2025-2026 Union

Agreement: The regular workday and work schedule rotation for full-time Fire Department employees shall consist of 48 hours on followed by 96 hours off. As per allowances within FLSA Section 7(k), each 14-day work period for Fire Department employees shall consist of up

to 106 actual hours worked before overtime shall be due to an employee. Overtime shall be paid at the rate of one and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of 106 hours per work period. 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.

Compensatory Time

All non-exempt employees, except those covered by a Collective Bargaining Agreement, whose total work hours and/or compensatory time used exceed 40 hours in a standard work week are eligible for overtime or compensatory time.

Compensatory time is calculated at a rate of one and one-half (1 ½) hours for each one (1) hour worked in excess of 40 hours in a regular work week. A maximum of 48 hours will be allowed to accumulate.

The City Administrator or appropriate Department Head shall authorize compensatory time for an eligible employee. Should an employee accumulate more than 48 hours, the employee may be required by their Supervisor to schedule and take time off. Due to extenuating circumstances, the City Administrator may extend the maximum amount accumulated to meet organizational needs.

Employees who have accrued compensatory time may request the use of compensatory time and shall be permitted to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt operations. Normally notice of three days will be required for the use of compensatory time.

Upon resignation, termination, or change to a position that is not eligible for compensation time, all earned but unused compensatory time will be paid out.

On-Call Pay

The City Administrator may, at his/her discretion, institute a system of employees being on call during hours normally outside the normal work week, unless otherwise covered under a collective bargaining agreement. Hours, responsibilities, and rate of pay for these cases shall be approved by the City Council and are incorporated into this document by reference.

Pay Change for Temporary Assignment

During the course of normal City operations, it may become necessary for an employee to perform the duties of an employee in a higher classification due to an extended absence or turnover in the position. Any person with the qualifications to temporarily fill a vacancy in a position of higher pay grade shall receive the rate of pay of the higher classification after performing such duties of the higher classification for thirty (30) consecutive workdays. Refer to Collective Bargaining Agreement (CBA) for details on this process for union employees.

In no event shall the employee receive less than the employee's current role's normal hourly wage. This is subject to the approval of the City Administrator and City Council. However,

unless a permanent change of classification is made for the employee performing the duties, they shall return to the original rate of pay at the end of the temporary assignment. A temporary assignment may last no longer than 120 working days.

Pay and Performance

The purpose of the City's compensation and performance evaluation systems are to support the recruitment, motivation, success, and retention of qualified and productive employees and to encourage and reward activities that promote the City. To that end, the City looks to recruit and retain individuals who are customer-oriented, demonstrate initiative, are team players, and accept responsibility, authority, and accountability for work performance. The City will offer appropriate developmental opportunities and recognize performance with incentives for employee success, retention, and professional development. The City will administer this in an open, fair, and equitable fashion.

Job Performance. Communication between employees and Supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Supervisor if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted at the six-month mark for new employees and annually for all others. These reviews include a written performance appraisal and discussion between the employee and the Supervisor about job performance and expectations for the coming year.

Pay Increases. A performance evaluation does not always guarantee either an increase in compensation or continuing employment. Wages increases will be determined by the City Administrator typically at the six-month review and thereafter annually. Decisions may be based on a number of factors, including but not limited to performance, attendance, and cost of living adjustments. Union employees will follow the collective bargaining agreement in place for pay increases. Refer to the City's Pay for Performance procedures for additional details including calculations and rating scales.

- **Annual Wage Adjustment (AWA).** A non-union employee may receive an Annual Wage Adjustment (AWA). The adjustment may be based on a number of factors, including but not limited to the annual performance evaluation, progress made towards an individual's identified goal(s) for professional growth and positive interactions with City stakeholders. This increase will be made to the employees' base wage.
- **Annual Pay Changes Schedule:**
 - First Pay Period in July - All approved AWA pay increases are effective.

Pay Ranges. Pay ranges will be established annually for approval by the City Council. Pay ranges are determined for each job after periodic review of salary surveys. The salary range/structure shall be designed to reflect the levels of responsibility for the various jobs within the City of Windsor Heights. Compensation adjustments may be recommended based on a salary survey findings and the City's financial condition. If appropriate, compensation for some positions may be frozen if they are at or above maximum, until such time as the market range reaches equity with the City's pay.

Longevity Pay

The City offers regular full-time employees longevity pay as a way to recognize and appreciate their long-term commitment and the work they do on behalf of the City. When an eligible employee has completed 5 years of employment with the City, they will receive \$6.00 on each paycheck. They will then receive an additional \$6.00 per paycheck in each successive year. It is the employee's responsibility to inform their supervisor of an impending anniversary date so longevity can be added or increased.

Cell Phone Reimbursement/Stipend

The City may provide a City-issued cell phone or a monthly reimbursement stipend for select positions as identified by the City Administrator requiring non-compensatory business use of their own personal cell phone. In addition, the City Administrator may authorize a reimbursement stipend for additional positions as deemed necessary that will be in an amount not to exceed \$80.00 per month depending on the amount of City business use reasonable for that position. In no case will a reimbursement stipend exceed the employee's actual cost of maintaining the line.

City Vehicle Policy

At no time shall an employee use a City-owned vehicle, facility, or equipment for personal use. The City recognizes that certain employees need the regular use of a vehicle to fulfill their job duties and responsibilities. The City Administrator, or designee, assigns the use and responsibility of a vehicle to some employees where their job duties and responsibilities make a vehicle necessary.

- Prior permission shall be received from the City Administrator before a City-owned vehicle is used for meetings out of town that would require an overnight stay. Employees, with Department Head approval, may take City-owned vehicles home when they are on-call, or otherwise approved, however, they should not use the vehicle for personal reasons.
- Employees shall operate City vehicles in a safe, courteous, and prudent manner while performing City business including, specifically, the use of seat belts by both the driver and passengers. In addition, all employees are required to comply with all traffic regulations, laws, and ordinances when operating a City vehicle or personal vehicle for City business. This includes the law prohibiting texting while driving. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.
- Vehicles are to be serviced by the manufacturer's specifications at recommended intervals.
- Vehicles are to be kept neat, clean, and in a good state of repair. Repairs are to be made promptly.

- Per the Iowa Smoke Free Air Act, it is prohibited to smoke in any City-owned vehicle. Violation of this policy may result in corrective action including termination.
- Employees are responsible for operating City vehicles in compliance with all laws. The employee will pay all fines, moving or parking violations, imposed as a result of violations driving a City-owned vehicle.
- Employees must maintain a valid driver's license and the City may request a copy of your driving record from the state at any time.
- It is strictly prohibited to operate a City vehicle while under the influence of alcohol or drugs.
- City vehicles are covered by liability, comprehensive, and collision insurance. All accidents, no matter how minor, must be reported to the appropriate law enforcement agency immediately.

According to the Internal Revenue Code, Section 274, employees are subject to be taxed for vehicle use if not for City benefit. This would include vehicles used to commute to and from work, drive home, break time, and lunch hours. Not subject to the fringe benefits tax would be police, fire, ambulance, and utility "trucks," or vehicles driven home for the benefit of the City, such as the Public Works Department due to specialized equipment in vehicles. Employees who are on-call for a shift can exempt the days that they were actually called out and that they reported directly to the job site to fulfill the essential portions of their supervisory jobs. Normal workdays without callouts are not to be exempted.

Travel and Expenses

The City of Windsor Heights has prepared this policy to establish a consistent basis for the actions of City personnel with regards to City-paid travel, training, and meal expenditures and to provide broad guidelines for the reimbursement of such expenditures. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business.

Travel Approval

- Any travel outside of a 50-mile radius will need prior approval from the Department Head.
- Out-of-state travel requires the approval of the appropriate Department Head and the City Administrator.
- Out-of-state travel involving overnight accommodations will require prior approval from the City Administrator.

Travel Arrangements

- Transportation should be the most reasonable and economical method of travel considering distance, travel time, number of persons making the trip, duration of stay, other commitments, and other factors as may be appropriate. The least expensive mode of travel is the amount for which an individual will be reimbursed.

Travel Expense Reimbursement

- Reimbursement will be made only upon the successful completion (including authorized approval signatures and all attached receipts) of a travel expense report. All requests for reimbursement must be made within 30 days of the completion of the travel. Expenses that do not have an associated receipt will not be reimbursed.
- Lodging expenses shall not exceed \$175 per day unless specifically authorized by the City Administrator.
- Expenses for meals shall not exceed an average of the GSA's Meals & Incidental rates for the primary travel location unless specifically authorized by the City Administrator.
- In the case of a one-day conference where the employee attends the conference during the day in their hometown and can eat breakfast and dinner before and after the conference, the City will only reimburse for the lunch meal at the above-specified rate.
- Mileage reimbursement shall be based on the current IRS rate in effect when using a privately-owned automobile.
- Expenditures for alcoholic beverages are not eligible for reimbursement.

Incidentals

- An employee is allowed to claim up to \$15 per day for incidental items that will typically not have a receipt available, such as taxi, valet or airport baggage handler tips, parking meter fees, etc. The \$15 incidentals is based on an honor system and should generally be expected to correspond with hotel or airport arrival and departure days.
- Fees for tolls, shuttle service, etc., where a receipt is readily available upon request, must have a receipt submitted for reimbursement. Origination and destination information should be documented on the receipts.

Residency Requirement

Residence is defined as the physical place where the employee resides along with other family members and would entitle the employee to become a registered voter at such residence and if owned by the employee, to homestead the property for real estate tax purposes.

Full-time City employees must reside within an hour response time to their primary work facility (e.g., City Hall, Public Works, etc.). The City Administrator and Department Heads must reside within 30 miles of the corporate boundary limits identified by the 30-mile residency map (see City Clerk for map) unless otherwise approved by the City Council.

Employees residing outside of the 30-mile corporate boundary limit will not be authorized to drive City-owned vehicles home on a regular basis.

Newly hired full-time employees will have 12 months from the date of hire to comply with this policy.

An employee covered by an individual employment agreement or a collective bargaining agreement with provisions that conflict with any portion of this requirement will follow the provisions of the agreement.

Non-Fraternization

The employment of a relative, domestic partner or those in a close personal relationship with administrative personnel or council members shall not be allowed. Relatives, domestic partners, or those in a close personal relationship may be hired by the City if:

- the persons concerned will not work in a direct supervisory relationship; and
- employment will not pose difficulties for supervision, security, safety, or morale.

For the purposes of this policy, “relatives” are spouse, domestic partner, child, parent, siblings, step relatives, father-in-law, mother-in-law, daughter-in-law, son-in-law, uncle, aunt, nephew, niece, cousin, grandchild, grandparent, and domestic partner relatives. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements. Personal relationships could also include, but are not necessarily limited to, dating, shared living accommodations, landlord/tenant, or leaser/leasee relationships.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the City provided they don’t work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. Supervisors who fail to report their involvement in a personal relationship with a subordinate employee may be subject to corrective action up to and including termination. If employees who marry or live together do work in a direct supervisory relationship with each other, the City will attempt to reassign one of the employees to another position for which they are qualified if such a position is available.

In addition, the City reserves the right where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, to separate parties by reassignment or terminate employment.

Separation from Employment

Voluntary Resignation. Employees are encouraged to provide adequate notice to the City Administrator, preferably in writing, to facilitate a smooth transition out of the organization. Supervisors, Department Heads, and administrative personnel are requested to provide notice at least 15 working days prior to the last day of work; all other employees are requested to provide notice at least 10 working days prior to the last day of work.

If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Upon voluntary termination of employment:

- The separating employee must return all City property at the time of separation, including and not limited to, cell phones, keys, laptops, cameras, computer equipment and identification cards.
- Accrued unused Paid Time Off (PTO) will be paid out.
- If an employee has accumulated compensatory time that is unused, it will be paid out.
- The notice period must be actual working days; paid time off will not be counted toward the notice period.

Retirement. Employees are expected to give a minimum of 20 days' notice or as much notice as possible to their direct supervisor of their intent to retire. Such notice shall be in writing. Application for retirement benefits should be made directly to IPERS.

- Employees may elect at retirement to be paid for unused leave balances as follows:
 - Paid in one lump sum with applicable federal, state, and local taxes withheld; or
 - Receive the balance of the payments in 40-hour weekly increments (as if it were a standard payroll) with all the applicable federal, state, and local taxes withheld.

Involuntary Separations. Employees of the City of Windsor Heights are employed on an at-will basis, and the City retains the right to terminate an employee for any reason and at any time, except as otherwise provided by law or by the terms of a collective bargaining agreement.

Reduction in Force. Employees may be laid off due to the elimination of a position, budget requirements or to meet other organizational needs. In the event of a reduction in force, the City will attempt to provide as much notice as practicable. Employees recalled after being laid off shall be notified at least 10 days in advance.

Access to Personnel Files

Employee files are maintained by the City Clerk's office and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. Upon request, personnel file access by current employees will generally be permitted within three days of the request unless otherwise required under state law. Personnel files can be requested from the City Clerk; files may not be taken outside the department. Employees may request a copy of any items in their personnel file and may be charged a fee for copies made. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Public Record Notice

Pursuant to Iowa Code section 22.15, the City must notify employees that should they be demoted, discharged, or resign in lieu of being discharged, the fact of the demotion, discharge, or resignation will be public record. In addition, any documentation showing the reasons or rationale for the disciplinary action will be public records and disclosed should any member of the public request the records.

Notification of Convictions and Other Governmental Action

Employees are expected to perform their assigned jobs, respect, and follow City policies, and obey the law. In the event that employees receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, or a plea of nolo contendere (no contest)) or receive notice of any charges relating to operating a motor vehicle while intoxicated (for positions with driving requirements), they must notify their Department Head and the City Administrator.

Notification to the Department Head and City Administrator must occur within five business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify their Department Head and the City Administrator of any child abuse complaints filed against them. Employees must notify the Department Head and City Administrator regarding the findings of any complaint against them alleging child abuse. The Department Head and City Administrator must be notified of any complaints and findings within five business days of notification to the employee.

Information relating to arrests, criminal charges, and child abuse complaints will be treated as confidential and maintained in a confidential file. Employees who do not notify the City as required by this policy may be subject to corrective action up to and including termination.

Employment Verification

All employment verification requests, reference requests for current or former employees, or any other requests are to be referred to Human Resources. Requests for employment verification for credit or mortgage purposes will only be provided if the employee has signed a release.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of the City to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the City.

The unlawful use, possession, purchase, sale, manufacture, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs or alcohol while on City premises or while performing services for the City is strictly prohibited. The City also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the City prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the City's reputation in the community.

If an employee feels they may have an alcohol and/or drug problem they are encouraged to contact the employee assistance program (EAP) for confidential assistance. Additionally, employees can contact the Substance Abuse and Mental Health Administration Services (SAMHSA) National Helpline at 800-662-HELP[4357] or visit the online treatment locator at www.samhsa.gov/treatment. Employees seeking assistance for substance abuse issues are expected to meet the same standards of performance, productivity and conduct that are expected of all employees, including the prohibition against alcohol or drug use while working.

Drug and Alcohol Testing Policy & Procedures

In compliance with the Drug-Free Workplace Act of 1988, the City has a longstanding commitment to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which the City operates. Alcohol and drug abuse pose a threat to the health and safety of City employees and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

For purposes of this policy, "the workplace" includes any City facility, City premises, City vehicle, and private vehicle while on City business. The policy provides that the unlawful manufacture, distribution, dispensing, possession or use of an illegal drug or controlled substance in the workplace is strictly prohibited. Violations of this policy may result in corrective action, up to and including termination of employment, and may have legal consequences. Employees who perform work duties covered by the DOT (Department of Transportation) and FMCSA (Federal Motor Carrier Safety Administration) regulations are also subject to DOT Drug and Alcohol regulations.

Definitions

- A. Abuse of alcohol or a legal drug - Any use of alcohol or a legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.
- B. Accident - An incident that happens while on the job involving an employee or City equipment or vehicle, unexpectedly and or unintentionally, typically resulting in damage or injury.
- C. Alcohol - Ethanol, isopropanol, or methanol.
- D. CDL/DOT driver - An employee that holds a valid commercial driver's license (CDL) and has been authorized to drive City vehicles that require a CDL. An employee may hold a valid CDL but not be a designated CDL Driver for the City. CDL drivers are subject to Department of Transportation (DOT) Regulations regarding Controlled Substances and Alcohol Use and Testing.
- E. Collection facility - A certified collection site such as an occupational health center, a hospital or otherwise identified clinic or facility to which a prospective or current employee may be sent for a drug test or alcohol test.
- F. Controlled substance - Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq.
 - a. Said substances include, but are not necessarily limited to, cocaine, phencyclidine (PCP), opiates, amphetamines, and marijuana.
- G. Drug test - Any blood, urine, saliva, chemical or skin tissue test conducted for the purpose of detecting the presence of a chemical substance in an individual.
- H. Illegal drug - Any drug which is declared illegal by law, or which has not been legally obtained, or which cannot be legally obtained.
This section also applies to prescribed drugs that are not being used as prescribed. Prescribed drugs must be in their original container, which contains the name of the doctor and the drug prescribed. This section also includes look-a-likes or any mind

altering substance that impair motor functions, senses, or responses, or otherwise modify the employee's behavior during the scope of employment.

- I. Legal drug - A drug for which there is a valid prescription or over-the-counter drug for the employee which has been obtained legally and is being used for the purpose prescribed or manufactured.
- J. Medical Review Officer - An individual, qualified by the State Board of Health, who is responsible for receiving results from a testing facility which have been generated by an employer's drug or alcohol test program, and who has knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and other relevant information.
- K. Prospective employee - A person who has made an application, whether written or oral, to our City to become an employee and has been formally offered a position which is contingent upon a negative test result.
- L. Random - An unannounced drug or alcohol test conducted on a periodic basis without advance notice to employees. Selections for testing from each job pool are conducted by a neutral and objective entity and are made by computer-based random number generation. All employees in a job pool have an equal chance of being selected for each unannounced test.
- M. Reasonable suspicion - Means facts and circumstances known to the observer that would logically lead a prudent person to believe an offense may have been committed.
- N. Refuse to cooperate - To obstruct the collection or testing process; to submit an altered, adulterated or substituted sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.
- O. Sample - A sample from the human body capable of revealing metabolites, such as urine, saliva, skin, or hair. "Sample" does not include blood [except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer].
- P. Safety Sensitive Employee - Is an individual who performs a duty related to the safe operation of City equipment. Safety Sensitive duties include the following:
 - a. operation of a service department vehicle;
 - b. operation of any vehicle when such operation requires the operator to have a Commercial Driver's License; and
 - c. personnel who are assigned to carry firearms as part of their job.
- Q. Under the influence of alcohol - An alcohol concentration equal to or greater than .02 BAC, or actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- R. Under the influence of drugs - A confirmed positive test result with an alcohol concentration equal to or greater than .02 BAC or admission by the employee of illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

- S. Workplace - Any location where employees perform work for the City including job sites, City property or premises (including all buildings, offices, facilities, grounds, parking lots, lockers), City vehicles, and personal vehicles being used on City business.

For purposes of this policy, samples will be urine, saliva, blood, and breath.

Definitions are listed as per Iowa Law and will be used as such unless otherwise indicated.

Legal Drugs

Prescription Drugs - An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions. The City of Windsor Heights will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Over-the-Counter Drugs - An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician.

Notification - An employee must notify their immediate Supervisor whenever they are using a prescription or over-the-counter drug which potentially may affect safety or work-performance. In making this determination, the employee should rely on the warnings or cautions that are received with a particular lawful drug. The City does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. The City of Windsor Heights reserves the right to take appropriate action (including relieving the employee from work) if the use of the drug is impairing the employee's faculties or work performance.

Abuse - Abuse of legal drugs will not be tolerated and will be dealt with in the same manner as the use of a controlled substance.

Drug-Free Workplace Act of 1988 Notification

Employees shall notify their Supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace, as defined above, no later than 5 days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the City will take appropriate corrective action against the employee, up to and including termination or the City will require the employee to successfully participate in an approved drug abuse assistance or rehabilitation program. If the City requires the employee to successfully participate in an approved drug abuse assistance or rehabilitation program and the employee fails to do so, the City will take appropriate corrective action against the employee, up to and including termination.

Alcohol or Drug Possession, Transfer or Use, Other Than Use Detected by a Drug or Alcohol Test

An employee bringing or attempting to bring onto the City's premises or property, or to a City worksite, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage or any prescription drug or any form of controlled substance, or

any "look alike" substance, while on or off City business, on City premises, while operating City vehicles or other equipment without authorization, or in an official capacity, is guilty of gross misconduct and is subject to corrective action including discharge or suspension without pay, even for the first offense.

Impairment During Work Hours

It is the City's intent that an employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.

An employee whose faculties are impaired during work hours due to the effects of the use of alcohol and/or illegal use of a controlled substance (including the abuse of a legal drug) is subject to corrective action up to and including termination.

Alcohol and/or Drug Testing

The City reserves the right to conduct alcohol and/or drug testing under any of the following circumstances:

- Where there is evidence that an employee may be impaired on the job due to the use of illegal drugs, controlled substances and/or alcohol;
- Where there is evidence that an employee has violated some provisions of this policy;
- Where the employee has suffered a work-related injury which was due to intoxication, as provided by Iowa Code Section 85.16;
- Where the employee has caused an accident at work that resulted in an injury to a person for which a report could be required under Iowa Code Chapter 88 if the person were an employee;
- Where the employee has caused an accident at work that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed \$1,000.00.

Work Rules

Whenever employees are working, are operating any City vehicle, are present on City premises, or are conducting City-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol, unless at an official, approved function where alcohol is legally served.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing City business or while in a City facility, is prohibited.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment Testing

All prospective employees will be required to complete a drug test after they have been extended a conditional offer of employment by the City of Windsor Heights.

Prospective employees who refuse to take the required drug test who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs, will be ineligible for City employment and will be removed from all recruitments and/or eligibility lists.

Notice of the testing will be part of any notice or advertisement soliciting applicants for employment and as part of the employment application.

Reasonable Suspicion/Cause

A specific active employee may be required to submit to a drug or alcohol test if the City has evidence that the employee is using or has used alcohol or drugs in violation of the City's policy. This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:

- Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug use;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- The employee is in a position where such impairment presents a danger to the safety of the employee, another employee, a member of the public, or the property of the City, or when impairment, due to the effects of alcohol/drugs, is a violation of a known work rule of the City;
- Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer;
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Iowa Code Chapter 88, or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars (\$1,000).

Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination. Refusing to cooperate to submit a required test will result in termination.

In instances where reasonable suspicion occurs, the following procedures will be followed:

- 1) Employees suspected of being under the influence of drugs or alcohol shall be transported to a designated laboratory for the purpose of drug or alcohol testing.
- 2) Probable cause incidents will be documented by a supervisor that will include any witnesses.
- 3) The City may perform drug or alcohol testing on employees involved in vehicular accidents if probable cause is established and in all serious injury accidents.
- 4) In the event an employee is relieved of duties under this section, then a "return to duty test" may be required by the employer prior to the employee's return to work.

Pre-Result Suspension

Prior to the City receiving the results of the employee's drug test, employment with the City will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay.

Return to Duty Testing

An employee who has a positive drug test result will be required to take a return to duty drug test. Before a return-to-duty test is performed, the employee must be evaluated by a Substance Abuse Professional (SAP) to determine whether the employee has followed the recommendations for action by the SAP, including participation in any rehabilitation program. The employee must have a verified negative drug test result to return to their job. If a drug test result is cancelled, the City shall require the employee to submit to and pass another drug test. A positive test result will be cause for termination from the City.

The following policies pertain to employees working in positions that require a Commercial Driver's License (CDL):

Post-Accident and Random Testing

Employees who use a commercial motor vehicle and who are required to have a Commercial Driver's License (CDL) are subject to testing under the following circumstances:

- Prior to employment
- Reasonable Suspicion/Cause
- Unannounced random basis
- After an accident occurs
- Prior to returning to duty after failing a drug or alcohol test
- On a follow-up basis after failing a drug or alcohol test

The City conducts random drug and alcohol testing of all CDL Drivers as required by the Department of Transportation. All random, unannounced selections are made by a random generator computer program that complies with federal requirements. Selections are made at various, unannounced times throughout the year to ensure the City tests 50% of drivers for drugs and 10% of drivers for alcohol. The number of safety sensitive employees can be altered by the City joining a consortium. The total number of tests will remain at 50% for drug testing and 10% for alcohol testing. All DOT regulated employees have an equal chance of being selected. To assure confidentiality, the City will contract the random selection process with an outside firm who will work with the covered employees.

Upon notification that an employee has been selected for testing, the third party vendor will notify the employee's Supervisor and the collection site. The employee will be instructed to go to the collection site and must be prepared to provide their Commercial Driver's License.

The City of Windsor Heights recognizes that the use or abuse of alcohol or controlled substance(s) by drivers of commercial vehicles presents a serious threat to safety and health of the drivers, other City employees, and the general public. It is the policy of the City that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

In order to comply with this law, the City of Windsor Heights has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to City employees and the public.

This policy pertains to employees required to hold a CDL and whose duties include the performance of safety-sensitive functions in connection with the operation of a commercial vehicle. Safety-sensitive functions include the following:

- Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work;
- Operating a commercial vehicle;
- Performing maintenance or loading or unloading a commercial vehicle.

Covered employees will not engage in the following conduct:

- Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 BAC or greater;
- Be on duty or operate a commercial motor vehicle while possessing alcohol;
- Use alcohol while performing safety-sensitive functions;
- Perform safety-sensitive functions within four hours after using alcohol;
- Use alcohol for eight hours following an accident or until undergoing a post-accident test;
- Refuse to submit an alcohol or drug test;
- Be on standby for duty, report for duty, remain on duty, or perform safety sensitive functions if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed.

The following policies pertain to all employees.

Testing Costs and Procedures

Drug Testing will be done through the collection of a urine specimen under controlled circumstances set by the Federal Guidelines. Breath Alcohol Testing will be done by a trained professional at the prescribed collection point using certified equipment. Alcohol testing may be done using other procedures as they are approved if they are determined to be appropriate.

City employees will be offered the opportunity to review and sign a consent form prior to any drug testing being done. Should the employee refuse to sign a consent form for testing, it shall be considered the same as a positive test and all restrictions stated in the federal law of this policy statement shall apply.

The City shall pay the costs associated with the initial and confirmatory drug and alcohol testing. Testing of employees shall normally occur during, or immediately before or after, a regular work period. The time required for such testing, including travel time, will be deemed work time for the purposes of the Fair Labor Standards Act and for calculating compensation and benefits.

A sample will be taken from the prospective or current employee for the drug and/or alcohol test at an established collection facility. The collection of samples shall be performed under sanitary conditions and with regard to the privacy of the individual from whom the sample is being obtained and, in a manner, reasonably calculated to preclude contamination or substitution of the sample.

Sample collection for testing of current employees shall be performed so that the sample is split into two components at the time of the collection. The second portion of the sample shall be sufficient quantity to permit a second, independent confirmatory test. Both portions of the sample shall be forwarded to the laboratory conducting the initial confirmatory testing. The laboratory shall store the second portion of any sample until receipt of a confirmed negative test results or for a period of at least forty-five (45) calendar days following the completion of the initial confirmatory testing, if the first portion yielded a confirmed positive test result.

An employee or prospective employee shall be given an opportunity to provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. A Medical Review Officer shall review and interpret any confirmed positive test results and offer the employee or prospective employee a chance to share any potentially relevant, medically valid information, prior to the results being reported to the City.

In conducting those tests designed to identify the presence of chemical substances in the body, the City shall ensure, to the extent feasible, that the tests only measure, and that the records of the tests only show, or make use of information regarding chemical substances in the body which are likely to affect the ability of the employee to perform their duties safely while on the job.

Prospective and current employees shall be notified in writing by certified mail, return receipt requested, of confirmed positive test results, the name and address of the Medical Review Officer who made the report, and of the individual's right to request records and a confirmatory test. Current employees may request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice if the request is made in person or by certified mail to the City Administrator within seven days of the date of the certified letter and the employee pays for the fees associated with the second test within that time frame. If the results of the second test do not confirm the results of the initial confirmatory test, the employer shall reimburse the individual for the fee paid for the second test and the results from the initial confirmatory test shall not be considered a confirmed positive drug or alcohol test for purposes of taking corrective action.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The City of Windsor Heights reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband; affected employees may have union representation involved in this process. All employees and contract employees may be asked to cooperate in inspections of their work areas and personal property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate corrective action, up to and including termination.

Education and Training

Policy and guidelines will be distributed by the City to each covered employee and provided to a representative of any employee labor organization. Employees will be provided with informative training regarding the effects of alcohol and drug use, company policy, and procedures for identifying alcohol or drug problems in others. Employees who have questions about the City's drug and alcohol testing program should contact the City Administrator.

Supervisors designated to make reasonable suspicion determinations for drug or alcohol testing under this policy shall attend a minimum of two hours of initial training and to attend on an annual basis thereafter, a minimum of one hour of subsequent training. The training shall include, but not be limited to, information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of employee alcohol and other drug abuse, and the referral of employees who abuse alcohol or other drugs to the EAP.

Disciplinary Procedures

Upon a violation of this policy, disciplinary action may be taken including the following:

- (1) Enrollment in an employer-provided or approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, participation in and successful completion of which is a condition of continued employment. Rehabilitation is only provided if the employee has been employed by the City for at least twelve of the preceding eighteen months, if it is agreed upon by the employee, and if the employee has not previously violated this policy.
- (2) Suspension of the employee, with or without pay, for a designated period of time.
- (3) Termination of employment.
- (4) Other adverse employment action in conformance with the employer's written policy and procedures, including any relevant collective bargaining agreement provisions.

Following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test, the employee may be suspended, with or without pay, pending the outcome of the test.

Smoke-Free & Tobacco-Free Workplace

Smoking is not allowed inside or outside of any public buildings or on any public grounds including, but not limited to work areas, vehicles, or motorized equipment. "Smoking" includes the use of tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Workplace Violence Prevention

The City is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Supervisor, Department Head, or the City Administrator. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in corrective action up to and including termination.

The City prohibits the possession of weapons on its property at all times, including City-owned parking lots or City-owned vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other work-related tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense. This section shall not apply to City employees who are authorized to use approved weapons in the performance of their job responsibilities (e.g. police), or for those who are authorized to use hazardous tools or devices as bona fide portions of their job (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).

The City may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all City property and other items that are in violation of City rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our organization. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

The prevention of occupational injuries and illnesses must therefore always be given serious priority. Safety is the shared responsibility of management, supervisors, and employees.

Commitment and cooperation among all staff will create a work environment that protects the well-being of individuals and the City.

Injuries arising out of and in the course of employment with the City will be administered in accordance with safety best practices and any related compensation and or benefit from the work related injury or illness will be administered in accordance with applicable state of Iowa workers' compensation laws (Chapter 85 or 411).

Employees can serve as a good role model to co-workers for work practices and behaviors by:

- Following established safety policies and procedures.
- Complying with applicable laws and policies that pertain to health and safe work practices.
- Maintaining their personal work area in a clean and orderly manner.
- Wearing, maintaining, and properly storing personal protective equipment.
- Using safe work practices to eliminate slips, trips, and falls.
- Lifting safely and helping others do the same.
- Knowing evacuation procedures and the location of weather refuge locations.
- Completing all safety training assigned.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Employee Safety/On the Job Injury Policy

The procedures contained herein are intended to ensure that all employees of the City of Windsor Heights are familiar with the expectations and processes required following a serious illness or injury in the workplace in order to protect employees and mitigate the risk of future occurrences.

Policy Statement

This policy describes the basic responsibilities of all employees of the City. Additionally, a step-by-step process is included to assure all employees get the care they need and to collect the information necessary to thoroughly understand how the injury occurred. Workplace safety stems from personal accountability and the information provided in this policy will help to promote a safety-conscious atmosphere which is pertinent to improving the safety of City employees.

Safety Responsibilities

A. Department Head Safety Responsibilities

Department Heads are responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate in and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

B. Supervisors' Safety Responsibilities

Important safety considerations and supervisory responsibilities include, but are not limited to:

1. Familiarity with and enforcement of the safety rules and regulations that have been established by applicable local, state and federal organizations.
2. Correcting and mitigating all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Preventing new or inexperienced employees under your supervision from working with power tools, machinery or complex equipment without proper instruction and training.
4. Providing adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensuring tools, equipment and machinery being used in the workplace are in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensuring proper personal protective equipment is available and used by employees when necessary or required.
7. Setting a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforcing the requirements of the safety program and any associated rules or policies.
9. Ensuring that all employees have access to a copy of the safety program.
10. Encouraging safety suggestions from employees under your supervision.
11. Obtaining prompt first aid for injured employees.
12. Participating in accident or incident investigations involving your employees.

13. Conducting audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

C. Employees' Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, do not use equipment that is defective or in need of repairs, report deficiencies to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Process

In the event of a serious illness while at work or a work-related injury, the following process must be followed.

- A. In accord with section C.(10) of this policy, the affected employee shall immediately report any work related illness or injury to their supervisor as early as practical provided they are not incapacitated nor in doing so would interfere with proper and immediate necessary care.
- B. The informed supervisor shall ensure that injured employee immediately receives the appropriate level of medical care. Any injury may be treated by

the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury.

1. 911 must be called if the employee experiences any of the following:
 - a. Severe chest pains
 - b. Traumatic injuries (head injury or severe cuts)
 - c. Loss of consciousness or severe dizziness
 2. Any non-life threatening injuries must be evaluated at the City's designated clinic. The supervisor will determine the method of travel, e.g. ambulance, co-worker transport, or for minor injuries self-transport may be appropriate.
- C. Once emergency aid is rendered, notify supervisor.
- D. Supervisors must secure the site of the injury in order to limit access and to prevent further injuries.
1. Lockout/Tagout any equipment related to the injury.
- E. Employees must complete an IMWCA Employee Injury or Illness Notification within twenty four (24) hours of the injury. This form may be completed with the assistance of a supervisor or solely by a supervisor if the employee is incapable of completing the form on their own. It is also acceptable to provide a verbal report to the City's Work Comp liaison who will email the appropriate information to IMWCA.
- F. Employees must report any work-related injury to COMPANY NURSE by calling 1-888-770-0928 and use group code: IMWCA. Employees that fail to report injuries to COMPANY NURSE within 24 hours may be subject to disciplinary action.
- G. Supervisors must complete an investigative report within three (3) days of the injury, with information consistent with that requested from the IMWCA Employer Investigation Report form.
- H. Supervisors must follow the post-accident drug and alcohol testing procedures as outlined in the Drug and Alcohol Testing Procedures section of this employee handbook.

Authorized Care Providers

A. Non-life Threatening Injuries:

Iowa Methodist Occupational Health and Wellness

Lakeview Medical Park Campus – 6000 University Avenue

B. Life Threatening Injuries:

Nearest Emergency Room

Post Incident Procedures

It is the responsibility of managers, supervisors, and safety personnel to conduct an after action review following an injury. The purpose of this review is to disseminate any information, reports, and investigation findings to all concerned parties. At this time, it will be determined if any course of action is needed in order to put control measures in place, modify workplace procedures, or provide training to prevent additional injuries of a similar nature.

Supervisors and the injured employee should reference the Return to Work/Light Duty Program outlined within this employee handbook.

Emergency Closings

The City will always make every attempt to be open to the public. If employees choose to leave earlier than their scheduled shift end time or arrive later than their scheduled shift starting time, such as due to inclement weather, they will be paid only for actual hours worked, and they must take available paid time off for the remainder of their scheduled shift. If an employee leaves early or arrives late due to emergencies or inclement weather, they are to notify their supervisor in advance.

If the office is officially closed during the course of the day to permit employees to leave early, non-exempt employees who are working on-site as of the time of the closing will be paid for a full day. If an employee leaves earlier than the official closing time, they will be paid only for actual hours worked, or they can take available paid time off. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Refer to the Collective Bargaining Agreement (CBA) for details on emergency closings for union employees.

Workplace Guidelines

Attendance

Regular and predictable attendance is considered a performance standard as every position is vital to the overall success of the City. All employees are expected to arrive on time, ready to work, every day they are scheduled to work and work their full shift.

If unable to arrive at work on time, leaving a shift early or if an employee is absent for an entire day, the employee must contact the Supervisor at least an hour in advance or as soon as possible. Supervisors will establish how notification is to occur for their team. Excessive absenteeism or tardiness may result in corrective action up to and including termination.

Flex Scheduling

Employees may, with the approval of their Department Head, participate in "flex scheduling." The Department Head will determine if flex scheduling is available within each respective department.

Remote Work

Employees may, with the approval of their Department Head, work remotely up to eight hours a week. The City Administrator and Department Head will determine whether remote work is appropriate based on job requirements, staffing, security, and individual employee's remote work effectiveness. An employee's Department Head may approve remote work in excess of eight hours a week under special circumstances.

Job Abandonment

Not reporting to work or failing to call to report the absence is a no-call/no-show and a serious matter and may result in corrective action. If an employee fails to show up for work or to call in for a period of three consecutive shifts, they will be considered to have abandoned their job and voluntarily resigned.

Employee Conduct

It is the City's expectation that an employee's behavior be appropriate to the work situation, contribute to the customer-service and helping orientation and present a friendly, cooperative work environment for coworkers. Employees are to conduct themselves and behave in a manner that leads to the efficient and effective operation of the City.

It is not possible to include an exhaustive list of all desired or prohibited employee behaviors. In the interest of providing a safe and comfortable work environment, inappropriate behavior may result in corrective action up to and including termination. The examples listed below of inappropriate conduct are not intended to be definitional, descriptive, or exhaustive:

- Theft, disobedience, or insubordination;
- Failure to perform an assigned job;
- Willful destruction, defacing or gross misuse of City property;
- Actions which result in damage to the reputation of the City or monetary costs due to error or omission of a serious nature;
- Dishonesty, including but not limited to such offenses as:
 - Falsification of information in an employment application;
 - Providing false or misleading documents or information to the City;
 - Alteration or falsification of timecards, including punching another employee's timecard;
 - Falsifying expense reimbursement reports;

- Willful performance of unsafe acts, willfully directing an employee to perform an unsafe act or willful or reckless negligence resulting in a safety hazard;
- Harassment of another employee, including use of abusive or obscene language or gestures toward another person;
- Engaging in behavior which creates discord and lack of harmony;
- Other inappropriate behavior as described in other conduct-related policies.

This is not meant to be an all-encompassing list. Other violations may be grounds for immediate discipline or discharge at the discretion of the City Administrator. An employee may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment.

Dress and Appearance

It is important for all employees to project a professional image while at work by being appropriately attired. City employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. If clothing is deemed questionable, the Department Head will address it with the individual employee. Department Heads will establish standards appropriate in their respective areas, taking into account safety needs, interaction with the public and other relevant considerations to the work performed. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly groomed and/or attired. Non-exempt employees will not be compensated for any work time missed due to non-compliance with this policy. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Uniform and Uniform Allowances

The City expects all employees to be dressed appropriately to provide a safe work environment. To assist employees in doing this, the City will provide uniforms and/or clothing reimbursement for those in roles that require additional clothing and gear to meet safety considerations. The City will reimburse eligible employees for items established as relevant to their particular role. The employee must submit for reimbursement within the same fiscal year that the item was bought. The amount of reimbursement will be determined by the City Administrator.

Employees covered by a Collective Bargaining Agreement should refer to their contract for information regarding uniforms and clothing reimbursement.

Items purchased with this allocation must be purchased at vendors designated by the City and for use in positions that require the designated articles of clothing. Any amounts over the maximum rate will be the responsibility of the employee at the time of purchase unless otherwise approved.

Computers, Internet, Email, and Other Resources

The City maintains computer systems, network utilities, electronic mail, digital assistance, telephone system, cell phones, wireless devices, and fax to assist in conducting business. The electronic messaging system and Internet access, like paper files and notebooks, are assets

provided to City employees to assist them in performing their work efficiently. These tools, and the work they contain, are the property of the City and should be used for business purposes. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, which could include termination of employment and criminal prosecution.

Privacy

Because all electronic communications and content are the property of the City, employees should not expect that communications or content are private. The City reserves the right to audit, intercept, access, retrieve, monitor, block, review, copy, delete, or disclose any communications or other content in the electronic communications systems, for any purpose, without notice to the employee and without seeking permission of the employee. The confidentiality of any message should not be assumed.

The City provides computer hardware and software systems for use by City employees in the performance of their City duties. Use of computer resources is limited to legitimate City business consistent with the work assignment. All information and communications transmitted or received by, received from, or stored in these systems are the property of the City.

Business Use. All City electronic communication systems are to be used primarily for business purposes. Any personal use of electronic communication systems is not private, is subject to this policy, and must be incidental, occasional, and kept to a minimum. Chain letters, joke chains, gambling, games, and similar activities are not allowed.

Business Form. Email and voicemail messages reflect the City image. They should be courteous, professional, and businesslike. It is expected that employee communications on the electronic communication systems will reflect favorably on the City and on the employee.

Sensitive Communications. Email, voicemail, Internet, wireless, and facsimile transmissions may not be appropriate vehicles for certain sensitive or confidential communications. Employees shall consider if it is better to discuss certain topics face-to-face to protect the City's proprietary or confidential information or sensitive personnel matters.

Open Records Laws. Notwithstanding the City's right to access communications and other content contained on its electronic communication systems, employees are expected to respect the confidentiality of content and communications sent to or received by others, subject to Open Records Laws of the State of Iowa.

Password Protection/Disclosure. Unauthorized access of any other user's messages or files is strictly prohibited. Employees are to use password protection when appropriate and not write it down somewhere where it might be read by others. Employees are to use the password-protected screen when leaving computers unattended.

Virus Protection. Files from outside can be infected by viruses. No file from an external source (email, Internet, software, document, spreadsheet, etc.) should be stored or loaded on any computer unless it is scanned for viruses. Never download or open an attachment in any message from an unknown sender.

Unacceptable Use. All use of City-provided communications systems, including email and internet use, should conform to our guidelines/policies, including but not limited to the Equal Opportunity, Harassment Prevention, Confidential Information, and Conflicts of Interest along with any applicable federal and state laws.

Electronic Mail. Email is subject to all policies regarding computer use outlined in this policy. Users should not consider electronic communications to be either private or secure. For purposes of monitoring compliance with this policy, the Supervisor, with prior approval from the City Administrator and/or legal counsel and, if applicable, the Department Head, may inspect or monitor electronic messages, provided such inspection is not in violation of state or federal law. The City reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on any network.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

Social Media

The City has strong interests and expectations as to what is communicated on behalf of the City on social media websites. The City has adopted the following guidelines for social media use:

1. An employee representing the City using social media sites must conduct themselves at all times as a representative of the City and be in accordance with City policies. For example, employees posting on behalf of the City should utilize appropriate and professional language, attire, and profile pictures. Employees who fail to conduct themselves positively and professionally will be subject to discipline, up to and including termination.
2. Employees must be respectful and behave professionally to fellow employees, businesses, community members, and the City, when using social media sites.
3. Employees must refrain from posting material that may promote, foster, or encourage discrimination on the basis of race, age, religion, gender, marital status, national origin, sexual orientation, gender identity, or disability.
4. Employees shall not use the City's name in their online identity (e.g. username, "handle" or screen name) unless expressly authorized by the City.
5. Employees will use the City's intellectual property, logos, trademarks, or copyrights in an approved manner.
6. It is assumed that the predominate use of the internet and electronic mail will be for work use and that any personal use of these resources will be limited; never a priority over work matters. This includes social media sites. If an employee is found using these resources for an excessive amount of time for personal use, the employee would be subject to disciplinary action, up to and including termination.

Everything posted on social media sites is public information, and employees shall not expect privacy regarding information posted on these sites. The City reserves the right to restrict or remove any content that is deemed in violation of this policy.

Cell Phone Use

The purpose of this policy is to provide guidelines regarding the use of City-issued and personal cell phones by employees. The following are general guidelines for cell phone usage:

- An employee issued a cell phone for City business or any employee using a personal cell phone while operating a City-owned vehicle is expected to use hands-free technology or cease motor vehicle operations during the course of the conversation. The City deems it unsafe to hold a cell phone while driving and; therefore, requires the use of hands-free technology. Texting while driving in Iowa is illegal per state law.
- City employees who are issued a cell phone or who receive a cell phone allowance are expected to have it with them for response on a regular basis. The City acknowledges the cell phone may be used occasionally for personal phone calls as well as City-related phone calls. The employee is expected to reimburse the City for any unapproved expenses related to the use of the City's cell phone.
- The employee shall surrender all City property including a City-issued cell phone and related cellular phone equipment upon termination or on the direction of the Department Head or City Administrator.

Corrective Action

The City expects employees to comply with the City's standards of behavior and performance and to correct any noncompliance with these standards. When an employee violates rules, regulations, standards of conduct and behavior, or acts contrary to the best interests of the City and the community, the employee may be subject to corrective action up to and including termination. Nothing herein is intended to impact the conditions of employment or the "at-will" nature of the employment relationship which allows the relationship to be ended by either party at any time for any reason.

Corrective actions may entail verbal or written warnings, performance improvement plans, suspension, or termination. The City reserves the right to exercise discretion in discipline as no two situations are identical and individual circumstances will determine the appropriate level of corrective action implemented.

The City reserves the right to take any corrective action it considered appropriate, including termination, at any time.

Conflict Resolution Procedure

The purpose of this conflict resolution procedure is to assure fair and equitable treatment for all employees not covered by a union contract, including supervisors and managers; to promote harmonious employer-employee relations; to establish a review procedure on matters for which an appeal and hearing are not specifically provided by law; to provide employees a systematic means for receiving full consideration of problems when efforts to resolve them through discussion have failed; to encourage the settlement of disagreements as near as possible to the point of origin; when necessary to provide an orderly procedure to handle the review and resolution of disagreements by successively higher supervisory levels; and to provide for the resolution of disagreements as quickly and efficiently as possible.

- Formal conflict resolution may be initiated only by the affected employee.
- The parties to the conflict may extend the time limits specified in the conflict resolution procedure by mutual agreement. Upon failure of the City to comply with the time limits set forth in the procedure, the employee may proceed to the next level of review. Failure of the employee to comply with the time limits set forth in the procedure shall constitute an abandonment of the conflict.
- The employee is assured freedom from reprisal from the City or its representatives by using the conflict resolution procedure.
- Records of conflict resolution proceedings and supporting documentation will be maintained in a confidential file.

Options for Redress of Conflicts

Informal Conflict Resolution Procedure. An employee who has a problem or complaint should first try to get it settled through discussion with their immediate supervisor. If, after this discussion, the employee does not believe the problem has been satisfactorily resolved, the employee shall have the right to proceed with the formal procedure.

Formal Conflict Resolution Procedure. If the employee is not in agreement with the decision reached by the informal procedure, a formal appeal shall be filed in writing within 10 working days after the event giving rise to the conflict, or within five working days of the discussion between the employee and their supervisor, whichever is later. In cases where the employee learns of the event after its occurrence, the 10 days shall begin with the time the employee learned, or had a reasonable opportunity to learn, of the occurrence. The following are the steps that should be followed for a formal conflict resolution.

Step 1. The appeal shall be presented in writing to the employee's immediate supervisor, who shall render a decision and comments in writing to the employee within five working days of receiving the appeal.

Step 2. If the employee does not agree with their supervisor's decision, or if no answer has been received within five working days, the employee may present the appeal in writing to the Department Head. The Department Head or a designated representative shall discuss the conflict with the employee and with other appropriate people. The Department Head shall render a decision and provide comments, if any, in writing to the employee within 10 working days of receiving the appeal.

Step 3. If the employee does not agree with the decision reached, or if no answer has been received within 10 working days, the employee may present the appeal in writing to the City Administrator. The City Administrator or designee shall discuss the conflict with the employee and with other appropriate persons. The City Administrator may designate a fact-finding committee, an officer not in the normal line of supervision, or another third-party, to advise the City Administrator concerning the appeal. The City Administrator shall render a decision in writing to the employee within 20 working days of receiving the appeal. The City Administrator's decision shall be final.

If the employee files any claim or complaint, in any form other than under this procedure, then the management shall not be required to process the same claim or set of facts through the formal procedure. All conflicts shall be submitted, if at all, only as provided above. The employee shall

not submit their conflict to any elected official; however, the employee may submit their conflict to the City Attorney if the conflict involves the City Administrator or any elected official.

Environmental Responsibility

Employees shall take into consideration the impact of the environment in their official duties as City of Windsor Heights employees and reasonably seek to minimize actions unnecessarily harmful to the environment.

Purchases

All purchases on behalf of the City shall follow the Windsor Heights Purchase Policy which considers fiscally responsible purchases that reduce resource consumption and waste and promote human health and well-being.

City Vehicle Idling

In accordance with the City's Clean Energy Resolution of 2022, employees shall refer to their respective departmental policies regarding excessive vehicle idling.

Time Off and Leaves of Absence

Holidays

All regular full-time employees, excluding those covered by a Collective Bargaining Agreement (CBA), shall receive eight hours paid holiday leave on the following days:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Workday directly before or after Christmas (as annually designated by the City Administrator)

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed the preceding Friday.

Floating holidays. Additionally, qualifying employees receive 24 hours in "floating" holidays. Floating holidays may be used pursuant to the same policies as outlined for the use of paid time off (PTO).

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their Supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. With a supervisor's pre-approval, employees may also be able to switch a scheduled day with another employee, or take vacation or paid time off, or take off unpaid time if no paid time is available. The City will seek to reasonably accommodate individuals' religious observances.

Executive Leave

Employees classified as salaried exempt are eligible for executive leave. Executive leave is defined as an absence from regular duty which has been administratively authorized, and which does not result in a charge against leave of any kind or a loss in salary. Salaried employees will receive 32 hours of executive leave on the first day of each fiscal year.

Additionally, the City Administrator may approve Executive leave to any employee based on extenuating circumstances. The following are examples, which may warrant executive leave:

- Physical examination for employment with the City or for induction or enlistment in the active armed services;
- Employees volunteering as blood donors without compensation; and
- Employees who are pallbearers or are involved in the color guard or honor guard of any funeral will be granted necessary time off, up to one day, at the discretion of the City Administrator.
- Employees providing duties on behalf of a job related professional organization.

Salaried employees may request additional executive leave for extenuating circumstances. Additional executive leave may be granted by the City Administrator.

Executive leave time may not be carried over from one year to the next unless approved by the City Administrator.

Paid Time Off (PTO)

The City recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The City provides paid time off (PTO) to eligible regular full-time and part-time employees for this purpose and eligible employees will accrue paid time off according to the following schedules. Refer to the Collective Bargaining Agreement (CBA) for details on paid time off for union employees.

Regular Full-Time Employees Accrual Rates

Regular full-time employees will accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 - 5	6.78 hours
6 - 10	8.27 hours
11 - 20	9.84 hours
21+	11.38 hours

Regular Part-Time Employees Accrual Rates

Regular part-time employees, not including part-time firefighter, will accrue PTO as follows:

Years of Service	Accrual Rate
All	12 PTO hours for every 520 hours worked

Requesting Paid Time Off

PTO can be used in a minimum of 30-minute increments by non-exempt roles and in four (4) hour, or half-day, increments by exempt roles; the City will comply with applicable federal or state law regarding allowance for smaller increments. PTO and other applicable paid leave time must be used prior to recording time as leave without pay.

PTO requests must be made in advance with the employee's Supervisor as follows:

- PTO requests of one week duration or more should normally be made not less than thirty (30) days in advance.
- PTO requests of four (4) days or less can be made at any time but should normally be made 48 hours in advance.

The Supervisor will review the request and will approve or deny the request based on organizational and departmental needs with consideration given to timing of any requests, seniority and prior requests.

Paid Time Off Accrual Maximums

Employees can accrue up to a maximum of 400 hours of paid time off and compensatory hours combined. Once the maximum number of hours is reached, employees will no longer accrue additional paid time off until the bank of hours are reduced. The City Administrator may temporarily extend PTO maximums for employees impacted by staffing shortages or weather related job requirements.

Cash Out Paid Time Off (PTO)

An employee may elect to cash out 40 hours of PTO four times per fiscal year but must have a minimum balance of 80 hours after the cash out.

Donated PTO

Employees are eligible to donate or receive donated leave for an absence from work that meets the definition of Medical/Sick Leave. Leave must be donated in increments of no less than one hour and shall not exceed eight hours. An employee interested in donating or receiving leave should contact the Finance Director.

PTO at Termination

Upon resignation with two weeks' notice provided, an employee shall be paid for all unused PTO at the time of separation from employment. An employee terminated for cause or who resigns without providing two weeks' notice, shall not receive payout of PTO unless otherwise determined by City Administration.

Unpaid Leave of Absence

The City understands that there are times an employee may need additional time off for personal reasons. If an employee has exhausted all applicable PTO, compensatory time and FMLA leave, if eligible, an employee may request an unpaid leave of absence. Approval of unpaid leave is at the discretion of the Department Head and City Administrator.

During an unpaid leave granted under this section, employees do not receive compensation, do not accrue length of service, PTO, and are not eligible for paid holidays. The City does not make contributions to retirement programs for the duration of the leave. Employees may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the first of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

If an employee plans to return to work following unpaid leave taken under this section, the employee must notify their Department Head before the end of the leave. The City will attempt to restore the employee to the position the employee held at the start of the leave, or in a comparable position, if possible. If no such position is available, the employee's employment will be terminated.

Pregnancy and Birth Or Adoption Of Child Leave

If an employee meets the eligibility requirements under FMLA provisions, an employee will be offered FMLA for pregnancy leave. If an employee is not eligible for FMLA, the City will comply with the Iowa Civil Rights Act which requires employers to grant unpaid leave to employees who are temporarily disabled because of pregnancy or related medical conditions, even if similar leaves are not granted for other temporary disabilities, and even if the leave is not available to the employee under any health, temporary disability, or sick leave plan.

If an employee or their spouse gives birth or adopts a child, they shall be eligible for 28 days of Paid Time Off to be used within 365 days. This PTO is not eligible for pay out. If both spouses are employed by the City of Windsor Heights a maximum of 28 days per family unit shall be allocated.

Lactation

The City will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has the need to express the milk. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The City will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with her Supervisor regarding the timing of the breaks.

Employees who use break time to express milk will be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

Family and Medical Leave

The City complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The City also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact your immediate Supervisor or Human Resources to discuss options for leave.

Eligibility

The FMLA defines eligible employees as employees who have worked for the City for at least 12 months, have worked for the City for at least 1,250 hours in the previous 12 months, and work for a covered employer which includes all public agencies, including state, local, and federal employers.

Employees who are applying for and are granted a leave under FMLA must meet notification and documentation requirements as outlined in this policy. Failure to meet these requirements may result in the denial or revocation of the FMLA leave.

Duration and Basis for Leave

Eligible employees are entitled up to 12 work weeks of unpaid, job-protected leave during any 12-month period for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- A serious health condition that prevents the employee from performing one or more of the essential functions of their position.

Defining a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

The continuing treatment over an extended period of time requirement may be met by:

- Incapacitation for more than three consecutive calendar days (incapacity is broadly defined to mean inability to work, attend school, or perform other regular daily activities) combined with
- Visiting a health care provider two or more times, or
- One visit to a health care provider followed by a regimen of continuing treatment;
- Or incapacity due to pregnancy, or incapacity due to a chronic condition.

The term "serious health condition" as it applies to employees is not intended to cover short-term illnesses for which treatment and recovery are brief (e.g., minor illnesses that last a few days, outpatient surgical procedures that require brief recovery periods).

Military Family Leave Entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from:

- Short notice of deployment (limited to up to seven days of leave);
- Attending certain military events and related activities;
- Arranging childcare and school activities;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions;
- Spending time with a covered military family member on short-term temporary rest and recuperation leave (limited to up to five days of leave);
- Attending post-deployment reintegration briefings;
- Arranging care for or providing care to a parent who is incapable of self-care; and
- Any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Rolling Period Measurement

The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Intermittent or Reduced Work-Schedule Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent or reduced work schedule basis.

An employee who is on intermittent leave or a reduced-schedule leave may be required to transfer temporarily to an available alternative position if they are qualified. This situation may occur if the City believes that the temporary job can more easily accommodate the recurring periods of leave than the employee's regular position.

Substitution of Paid Leave for Unpaid Leave

The City requires employees to use any accrued paid time during an unpaid FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave procedures found in those policies.

Combined Leave for Spouses

If an employee and their spouse are employed by the City, their combined FMLA leave eligibility may not exceed 12 work weeks during any 12-month period for the birth, adoption, or foster care of a child or the care of a parent with a serious health condition.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The City also may require a second, and if necessary, a third opinion (at the City's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The City also may delay or deny approval of leave for lack of proper medical certification.

City Responsibilities

The City will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

Other Provisions

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the City has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Restoration to Position

When an employee returns to work following an authorized FMLA leave, they will be:

- Restored to the position held when the leave began if they return within the 12-workweek period (different rules may apply for certain highly compensated employees in accordance with applicable law) or;
- Provided with an equivalent position with the same benefits, pay, and other terms and conditions of employment.

However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Continuation of Benefits

During FMLA leave, the City will maintain payment of the employer's portion of the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Vacation, sick and PTO leave benefits do not accrue during any period of unpaid leave.

Military Leave

The City supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. The City will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Iowa Code Section 29A.28. Employees who are members of a reserve force of the United States or of the state of Iowa shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the United States or the state of Iowa.

Any employee who needs time off for uniformed service should immediately notify their supervisor and City Administrator, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Supervisor as soon as possible.

A period of military leave shall be counted as full service with the City for the purpose of assessing PTO accrual rights. The City will pay the employee the difference between the "duty" pay received and the normal pay that would have been received if working their full schedule.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Veterans Day

Veteran employees may request to receive a day off from work on Veterans Day (November 11), if the employee is otherwise scheduled to work. The employee must submit a time off request thirty (30) days in advance requesting to take time off for Veterans Day. An employee is required to use earned paid time off, if eligible, before unpaid time may be used, unless state law otherwise dictates. The City will comply with any applicable federal, state or local laws pertaining to Veterans Day.

Bereavement Leave

The City recognizes that the loss of a family member requires time to grieve and handle matters. Regular full-time and regular part-time employees are eligible for paid bereavement leave in the following circumstances:

Immediate Family. In case of death in the immediate family, which includes spouse, domestic partner, parents, siblings, grandparents, grandchildren, and in-laws of the employee, a regular full-time or regular part-time employee may be granted up to five working days.

Extended Family. In case of death in the extended family, which includes children of siblings, aunts and uncles, a regular full-time or regular part-time employee may be granted up to two working days.

Payment for bereavement leave shall equate to the standard scheduled hours per day during which the employee takes bereavement. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

The City supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their Supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

If an employee is called to serve on a jury, they will incur no loss of pay. Employees are, however, required to return to the City any payment received from the Court for jury service other than travel or expense allowances.

On any day when jury service ends before the end of the employee's usual workday, the employee must check in with their Supervisor to find out whether the employee needs to return to work for that day.

Time for appearance in court for personal reasons/business will be the individual employee's responsibility. Normally, accrued paid time off will be used for this purpose.

Time Off for Voting

The City recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your Supervisor to discuss scheduling accommodation.

Return-To-Work Policy

Temporary Modified Assignment

It is the policy of the City of Windsor Heights (City) to provide temporary modified work, if available at the earliest possible date following an injury or illness, for employees who are unable to return to their regular job classifications. This policy is to complement the procedures

applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to Human Resources.

Eligibility

Whenever an employee becomes unable to temporarily perform his/her regular job classification the City may offer temporary modified work. Whether the City offers temporary modified work is always dependent upon the individual circumstances.

Modified Duty

Temporary work assignments within the worker's physical abilities, knowledge, and skill (also known as light duty and transitional duty). Modified Duty assignments must be accompanied by a Work Status Report or medical provider's certification.

Objectives

- Provide procedures for administering temporary modified return-to-work assignments;
- When possible, temporary modified assignments will be made available to injured workers to minimize or eliminate lost time from work. The City cannot guarantee temporary modified assignments and is under no obligation to offer, create or burden any specific position for the purpose of offering placement to such a position.
- Promote speedy recovery and rehabilitate employee back to work as effectively and as quickly as possible while keeping the employee's work patterns and income consistent.
- Complete the essential tasks of the employee's job function.
- Maintain communication among all parties to ensure quality medical care and to manage claim costs.

Procedures

Employees Direct Supervisor/Human Resources:

- Provides the employee with a job description that reflects the essential functions and physical demands of the position and a Work Status Report for the designated medical provider to complete.
- Reviews the completed Work Status Report or medical certification in conjunction with the job description to determine if temporary modified work is available in any department within the City. Consults with the Designated Medical Provider if necessary.
- Fills out the Return To Work Agreement and meets with the employee to review.
- Monitors on-going medical and work adjustment, meets with employee as needed to review status.
- Determines from Medical Provider whether restrictions apply both at home and at work or other non-work location.

Employee

- Takes required paperwork to designated medical provider appointments (job description, Work Status Report).
- Reviews and signs Return To Work Agreement
- Follows work restrictions as prescribed by designated medical provider.
- Adheres to the temporary restrictions and accommodations, does not perform any activities that exceed work restrictions Adheres to restrictions both at work and elsewhere as determined by Medical Provider.
- Reports immediately to supervisor any work duties or activities that exceed work restrictions.
- Reports immediately to supervisor if any work restriction(s)/accommodation(s) cause discomfort or make medical condition worse.
- Informs supervisor in advance of medical appointments, schedule any medical appointments during non-work time, if possible.
- Updates supervisor with current Work Status Report or updated certification from designated medical provider after every appointment.

In the event an employee refuses a temporary modified assignment, which is within the restrictions identified by the designated medical provider, workers compensation benefits could be affected. In such cases, the City will notify the insurance carrier of the employee's refusal of the temporary modified assignment. For an employee covered by the FMLA, an employee may refuse a light duty or modified work assignment, but it may have an adverse effect on the employee's workers' compensation benefits.

If, at the end of the temporary modified duty assignment, the employee is able to perform his/her regular job duties with or without reasonable accommodations, then the employee may return to his/her regular position. If, at the end of the temporary modified duty assignment, the employee is not able to perform his/her regular job duties with or without reasonable accommodations, the City will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restriction can be reasonably accommodated to allow the employee to return to work in some capacity. If no reasonable accommodation is available to return the employee to the previous or different position, the City will then consider placing the employee on a time limited unpaid leave of absence or ending the employment.

Employee Wellbeing Benefits

The City recognizes the value of benefits to employees and their families. The City supports employees by offering a comprehensive and competitive wellbeing benefits program. For more information regarding benefit programs, please refer to the Benefits Booklet, which can be obtained from Human Resources. To the extent of the information provided here conflicts with the full plan document, the full plan document will control.

Wellbeing Benefits Eligibility

Regular, full-time employees working 30 or more hours per week are eligible for benefits on the first day of the month following the date of hire. To maintain coverage, employees must work a minimum of 30 hours per week on average.

Below is a list of wellbeing benefits that may be offered through the City's benefit plan. This is not intended to be a comprehensive list and coverage can change at the discretion of the City. Refer to the City's Benefits Booklet and plan documents for full details regarding benefit plans:

Medical Benefits	Long-Term Disability (LTD)
Dental Benefits	Short-Term Disability (STD)
Vision Benefits	Life Insurance and Accidental Death and Dismemberment (AD&D)
Flexible Spending Account (FSA)	Voluntary Products

Employees may be required to share in the cost of the benefits through payroll deduction.

City-Funded Deductible Reimbursement Program. The City reimburses eligible employees for expenses incurred in a calendar year (January 1-December 31) for meeting their annual health insurance plan deductibles. Reimbursements will be handled by the third-party provider in conjunction with the health insurance provider.

Inactive employees or former employees covered under COBRA are not eligible for the City-Funded Deductible Reimbursement Program.

Deferred Compensation Account. The City pays \$150.00 per month towards a deferred compensation account for all eligible employees who have employee-only health insurance coverage or opt for no health insurance coverage through the City. Employees who opt out must provide proof of participation in a qualifying plan. To access this benefit, employees must contact the Finance Director.

Hepatitis B Vaccination. Eligible employees can elect to receive the Hepatitis B Vaccination series by meeting the following criteria:

- If an eligible employee elects to receive the series, they may do so from a provider of their choice or a public health organization.
- Upon documentation of the series initiation, the employee or the provider will be compensated for the series cost.
- If a private provider is chosen, reimbursement will not exceed the amount of the cost to the City of providing the injection. Any additional cost in such a case must be borne by the employee.
- Failure to proceed with the series of injections within 30 days of serum order waives the City's offer to pay for the series. In this case, the employee must reimburse the City any Hepatitis B vaccine-related fees paid to the employee or any provider on their behalf, or such fees shall be withheld from the employee's subsequent paycheck.

The City is not responsible for any claim, warranty, or guarantee of the Hepatitis B Vaccine serum, effectiveness thereof or for potential side effects, nor does it acknowledge the need for the series as prevention from infection-related employment with the City.

Eligible employees who do not elect to participate in the Hepatitis B Vaccination program will be asked to sign a waiver declining participation.

Continuation of Wellbeing Benefits

- **Separation of Employment** - If employment is terminated, benefits will end on the last day of the month the employee actually worked.
- **Covered Leave** - Throughout a medical leave of absence, the employee may participate in the City's employee benefit plans as if actively employed. The employee continues to pay the employee cost of all benefits for the first three months. After three months, the employee pays the entire cost of all benefit premiums.
- **Concurrent Coverage** - Disability benefits will run concurrently with FMLA leave and/or any other leave, where permitted by state and federal law.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

When an eligible employee or employee's eligible family member experiences a qualifying event that causes a loss of eligibility for the City's health coverage, they have the option to continue health coverage at their expense under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Refer to the Benefits Booklet for additional information.

- COBRA coverage applies to the type(s) of health coverage (i.e., medical, dental, and/or health care flexible spending account) that the employee had at the time of the qualifying event.
- Coverage is continued only for a specified time period.
- The City may charge up to 2% for administrative fees as allowed by law.

Retirement Savings Plans

IPERS. The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees is the Iowa Public Employees' Retirement System (IPERS).

Deferred Compensation 457(b). Regular full-time employees may defer, or set aside, a portion of their paycheck on a bi-weekly basis and delay paying federal and state taxes on that amount deferred. Changes to contribution amounts by the City are effective on the employee's anniversary date that corresponds with the start of each new year of service. It is the employee's responsibility to monitor their own retirement account.

The City shall match the following percentage of salary to a deferred compensation plan in which the City participates for employees pursuant to the following schedule.

City's Contributions to Deferred Compensation Plan	
Years of Service	% of Employees Salary
3 - 5	1.0%
6 - 10	1.5%
11 - 20	2.0%
21+	2.5%

Refer to the Collective Bargaining Agreement (CBA) for details on the deferred compensation plan for union employees.

Eligibility, vesting, and all other matters relating to these plans are explained in the Benefits Booklet that can be obtained from Human Resources.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The City pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The City abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the Supervisor and City Administrator within 24 hours or soon as practicable. The Supervisor will complete an injury report with input from the employee and return the form to Human Resources. The claim will be filed with the insurance company. In cases of true medical emergencies, call 911 or report to the nearest emergency room.

Workers' compensation benefits will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not receive accrued paid leave for approved absences covered by the City's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Education/Tuition Assistance

Regular full-time employees are eligible for tuition reimbursement up to \$5,250 per fiscal year upon successful completion of a work-related course. All courses must be pre-approved by the Department Head. Once the course is completed, the employee will submit a certified transcript of grades with receipts for expenses. The reimbursement amount is based on a grading scale as

outlined in the table below. Tuition reimbursement has a lifetime maximum payout of \$8,250 for one degree in each of the categories: Associate's, Bachelor's, or Master's.

Maximum Credit Hour Reimbursement	Minimum Required GPA
\$250 per credit hour	3.0
\$150 per credit hour	2.5
\$50 per credit hour	2.0
\$0 per credit hour	Below a 2.0
Pass/Fail Course	100% of maximum for pass / 0% for fail

Course Guidelines

- Obtain Department Head and City Administrator approval prior to enrolling in a course.
- You must have at least one year of full-time service with the City.
- Employees must be enrolled in an accredited college or university.
- Coursework/degree program must be related to the employee's current position or further their career growth within the organization.
- Employees can receive reimbursement for tuition, books, and lab fees.
- Within 60 days of completion of the coursework, employees must turn in the tuition reimbursement form into their Department Head with copies of receipts and official grade reports from the accredited college or university.
- The employee may be required to execute a separate tuition reimbursement agreement.
- Union employees should refer to their Collective Bargaining Agreement.

Separation of Employment

Should the employee's employment terminate voluntarily or involuntarily (with the exception of layoff or reduction in force), within twelve (12) months of receiving any reimbursement under this policy, the employee must repay 100% of the reimbursement amount.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for all employees in dealing with issues that affect their lives and the quality of their job performance. The City wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

The City encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the City, nor is the City given any information on who chooses to use the services. See the Benefits Booklet for additional information and contact details.

Wellness Program

The well-being of our employees is extremely important to the City. The City provides employees opportunities designed for the cultivation of employee well-being and enrichment of workplace culture. These opportunities target the social, financial, physical, emotional, career and community well-being of our employees. Current wellness programs offered to City employees, elected officials, and immediate family members, in some cases, include:

- **Workout Facility** - Employees (and their immediate family members) and elected officials are welcome to use the facility after completing a waiver of liability.
- **Smoking Cessation Programs** - The City reimburses eligible employees up to \$25/per month (up to 6 months) for expenses incurred from smoking cessation programs. Reimbursable expenses are considered costs incurred from prescriptions and other approved over-the-counter products.
- **Live Healthy Iowa** - Eligible employees who wish to participate in the Live Healthy Iowa Challenge representing the City of Windsor Heights team will receive free registration.
- **Physical Fitness Incentive** - Once per year, eligible employees can elect to participate in the ILEA approved Cooper Test standard (age and gender appropriate). Employees who successfully pass the fitness test shall receive a \$100 fitness incentive in the next available pay period. Employees who maintain a passing score for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.
- **Special Programming** - The City, at City Council or City Administrator's discretion, may offer additional wellness programs throughout the year.

**City of Windsor Heights
Employee Handbook
Receipt and Acknowledgment**

I, the undersigned, hereby acknowledge receipt of a copy of the City of Windsor Heights Employee Handbook, which is the property of the City of Windsor Heights. I understand it is my obligation to read and follow the provisions of the Employee Handbook which apply to me during my employment with the City. I understand that if I am a member of a Collective Bargaining Unit (CBU), that the provisions of the CBU may affect certain policies in this handbook and it is my responsibility to read and follow the provisions of the CBU as well.

I understand that this Employee Handbook is provided to me for informational purposes only and is not intended to change the at-will nature of my employment relationship with the City. I recognize that either the City of Windsor Heights or I may terminate the employment relationship at any time, for any reason. Upon termination, the copy of the Employee Handbook shall be returned to your Supervisor. I understand the Employee Handbook is intended solely as a means of clarifying the current operations of the City of Windsor Heights and its policies, practices, and procedures. I further understand that the City of Windsor Heights is committed to reviewing these policies on an ongoing basis and reserves the right to change or eliminate any of the policies at any time.

Employee Signature

Date

Employee Name (printed)

Witness Signature

Date

Witness Name (printed)



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Purchase Policy Update

GENERAL INFORMATION

As part of the upcoming Employee Handbook update, staff have been working on an update to the City's purchase policy. The current policy is difficult to decipher and restrictive given inflationary pressures. The proposed policy is intended to make it measurably easier to manage for staff, while holding individuals accountable for purchases. The proposed policy also adds service contracts rules, adds a PO process and environmental considerations. The policy has been reviewed by the HR and Finance Committee.

The new policy's key points are summarized below:

- If a contract is a one-time purchase and is above \$20,000, it must go in front of City Council. If a contract is a multi-year purchase and is above \$10,000 per year it must go in front of City Council. (Currently all purchases above \$7,500 are to go before City Council.)
- If a professional services contract is above \$20,000 an RFP/RFQ process must be completed unless otherwise exempted by City Council. There are instances when obtaining three quotes can be problematic or burdensome based on a specialized or multi-faceted service being provided. Ongoing contracts approved by City Council are exempt (I.E. BMI or Brick Gentry). There are also exemptions to the aforementioned requirements for emergency services.

For budgeted items the following thresholds are applicable:

- Under \$5,000 – Competitively shop, retain receipt & turn in for Department approval and coding (Currently \$1,000 and under)
- \$5,000 - \$20,000 -- 3 written quotes or state/federal bid contract pricing & (new) PO issued (Currently \$1,000-3,999 requires verbal and \$4,000 -\$7,500 written)
- \$20,000 and above -- Competitive bid process & City Council approval before PO issuance (currently over \$7,500)

For items above \$5,000 the following documentation should be included in the purchase, the exceptions being for unscheduled repairs, annually bid items, professional service contracts

approved by Council or routine expenses:

- Documentation of bids/quotes
- Attach the invoice or store receipt.
- If a packing slip/work order document is received, retain all documentation with the PO until final invoicing is received.
- Notes/Changes can be made on the front of the PO if necessary.
- Departments should verify that the vendor address on the PO matches the remittance address on the final invoice.
- If the final price of an item is different than the PO amount, the correct pricing should be marked on the front of the PO. General ledger coding should also be verified as correct.
- Obtain a W-9 from contractor if not already on file.

Exceptions to the above guidelines for purchases under \$20,000 can be granted by the Finance Director or City Administrator. Exceptions for purchases above \$20,000 can be provided by City Council.

An environmental consideration section has been added to encourage mindfulness of the environmental ramifications of purchases while also remaining cognizant of costs and product performance.

Specific rules for projects including State/Federal monies are specified in italics in the policy.

ATTACHMENTS

1. Purchasing Policies and Procedures Manual

CITY OF WINDSOR HEIGHTS, IOWA PURCHASING POLICY AND PROCEDURES MANUAL

Adopted June 17th 2024

INTRODUCTION

The Purchasing Policy and Procedures Manual was developed to explain the purchasing system used by the City of Windsor Heights for non-public improvement projects, as defined by Iowa Code Chapter 26.2. The manual will outline the responsibilities and duties of the City Administrator, Finance Department and the user departments. The manual will first explain the policies that guide the purchasing process.

The intent of the Windsor Heights City Council and City staff is to buy environmentally responsible materials, supplies and services of high quality at a reasonable cost. All purchasing actions engaged by the City should be fair, impartial, and free from impropriety or the appearance of impropriety. All qualified buyers and sellers shall have access to compete for City business, and no reasonable offer shall be arbitrarily excluded.

Policies related to federal funding are included in the below policy in italics. The purchase of supplies, equipment, construction, and services that include any federal program funding must also follow Appendix B. Please consult the Finance Dept. when before expending federal funds to ensure compliance with 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

This manual is applicable to all operating departments of the City.

POLICIES

1. PURCHASE ORDERS (PO)

Departments shall create a purchase order which identifies the vendor, item, estimated cost, and the department's line-item account which will be used to pay for the item. Purchase orders, along with any required bid forms, are forwarded to the Finance Department for review prior to approval. This excludes any item under the minimum cost threshold set forth in Appendix A. A PO is not required for payments due under an on-going service contract, or a public improvement project which has been approved by the City Council.

2. IOWA PREFERENCE GIVEN

By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa. The purchasing department shall make every effort to support Iowa products when making a purchase. Tied responses to solicitations, regardless of the type of solicitation, shall be decided in favor of the Iowa products.

Iowa Code, Chapter 73.1, Preference Authorized:

“Every...city, and every person acting as contracting or purchasing agent for any such...governing body shall use only those products and provision grown and coal produced within the state of Iowa, when they are found in marketable quantities in the state and are of a quality reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or products of other states...”

Windsor Heights-based companies (meaning those headquartered in Windsor Heights) will also be given preference in competitive quotation and competitive bidding situations (for items over \$3,000). If a Windsor Heights-based company's bid is within 5% of the low-bid (up to a maximum differential

of \$5,000), and all other specifications of the request for proposal are met by both companies, the Windsor Heights-based company may be awarded the contract.

This section does not apply when funds being expended may include direct or indirect federal funding, pursuant to 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3. ENVIRONMENTAL CONSIDERATION

The City shall endeavor to purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, promote opportunities to lesser advantaged segments of the community, perform adequately, and promote human health and well-being.

Environmental factors to be considered in selecting products with provisions about specific chemicals (e.g. avoiding volatile organic compounds or harsh solvents/abrasives when possible) to include:

- Goods and services which can be manufactured, used, and disposed of in an environmentally responsible way
- Manufactured with a high recycled content
- Recycled or reused
- Lower energy usage/cost of operating equipment prior to purchase
- Employ suppliers that are committed to environmental improvement
- Reduced ‘whole life’ costs and impacts when assessing equipment

Fiscal factors to be considered include but are not limited to:

- Lowest total cost
- Leveraging City buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

City departments shall use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new environmentally preferred products, reusable products, recycled content, and recycled products. Equipment powered entirely or in part by renewable energy shall be prioritized, when practical, over non-renewable energy powered equipment. The City shall seek markets for environmentally preferable products, seek out innovative products standards and embark on cooperative ventures with other jurisdictions to maximize efficiency and purchase power.

4. COOPERATIVE PURCHASING

The City Administrator may initiate or participate with other governmental bodies, including the State of Iowa, in cooperative purchasing. This may take place either through the use of the Iowa Code Chapter 28E for intergovernmental agreements or utilization of a contract clause. This would allow a legal purchase at the cost designated in another entities contract, in the best interest of the City, notwithstanding any provisions of this manual to the contrary. Utilization of any existing state or federal government contracts would satisfy bidding and quotation procedures under this policy.

5. CONTRACTS

Caution should be used when considering contracts for City expenditures. For the purposes of this policy, contracts will fall into two categories: 1) service-oriented contracts, or 2) product purchase-related contracts. A product purchase-related contract is one that is either leading to a physical purchase of a tangible product (ie: copier, vehicle, software) or that stems from the purchase of a tangible product (ie: the maintenance contract on a copier). A routine product purchase will generally not have a contract unless the item has lead-time, needs a down payment, or is not an immediate delivery item. Signature for acceptance of a routine bid is not considered a contract for this purpose. A service-oriented contract is one that is purchasing the use of people and their expertise. While there

may be some end work-product that results from a service-oriented contract (ie: reports), the primary engagement is for work being performed.

For the 2 categories, the following guidelines will apply:

1. Service-oriented contracts:
 - a. If total cost of contract is \$20,000 or greater, it must be approved by City Council prior to entering into the contract, OR
 - b. If the contract term is for more than one year, and the annual cost exceeds \$10,000 per year of the contract, it must be approved by City Council prior to entering into the contract.
2. Product purchase-related contracts:
 - a. If the contract requires the City to commit to a purchase of \$20,000 or more, it must be approved by City Council prior to entering into the contract, OR
 - b. If the contract term is for more than one year and requires costs of \$10,000 or more per year of the contract, it must be approved by City Council prior to entering into the contract.

Contracts entered into for the expenditure of federal funds should also follow the contract pricing requirements found in Appendix B. 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards limit the use of certain contract pricing methods, as well as require certain estimates and analysis. Please consult with the Finance Dept. to ensure compliance with these requirements.

6. COMPETITIVE BIDDING REQUIREMENTS

All purchases of, and contracts for, supplies and contractual services, for an estimated cost of \$20,000 or more, except as specifically provided herein, shall be based wherever possible on competitive bids. Utilization of any State or Federal bid contracts or similar cooperative purchasing contract that follows competitive bid procedures will satisfy the competitive bidding requirements of this policy,

When expending federal funds, utilization of State or Federal bid contracts does NOT satisfy 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Refer to Appendix B for detailed requirements related to the competitive bidding requirements. Consult with the Finance Dept. to ensure compliance with these requirements.

All requests for proposals for materials, products, supplies, provisions, and other needed articles and services to be purchased at public expense shall not knowingly be written in such a way as to exclude any company capable of filling the needs of the purchasing entity from submitting a responsive proposal. Whether or not stated in the Request for Proposal, the City may consider life cycle costing analysis, and may give weight to the value of standard facilities and equipment, in selecting a vendor.

Exceptions to the competitive sealed bidding requirements include items valued under \$20,000, and emergency purchases. Some professional services and professional service contracts may also be excluded, subject to the items noted in Section 7 below. The City Administrator may request a vote by the City Council exempting specific opportunities or conditions. Approval of an exemption of this requirement shall be a simple majority vote by the Council.

7. PROFESSIONAL SERVICES QUALIFICATIONS CONSIDERATION

For purposes of this policy, professional services shall be those services being provided by a person with an advanced/specialized degree, such as a CPA, lawyer, architect, engineer, actuary, or in some cases a highly specialized consultant. The intended solicitation of professional services by itself does not necessarily exclude City staff from following bidding procedures noted in this policy. If a professional service is readily available in the marketplace (such as several engineering firms in the area), staff should exercise good judgment in obtaining more than one bid for the service. Staff may establish minimum qualifications (such as experience) for those professional service firms to be evaluated. These factors can be considered when making the selection of a professional service provider, thus the selected vendor may not necessarily be the lowest cost bid. If the professional service is anticipated to be more than \$20,000 cost to the city and is not performed by a firm with a

standing city contract approved by City Council a RFP/RFQ process shall be completed unless otherwise exempted by City Council.

8. SALES TAX EXEMPTIONS

Under Iowa Law, (Code of Iowa section 422.45.7), the City of Windsor Heights is exempt from tax in the case of sales of articles purchased for the City's exclusive use. Additionally, the City agrees to pay tax, including interest, on such articles to the vendor or will reimburse the vendor for any tax, including interest, assessed by the State government.

9. EMERGENCY EXEMPTIONS

This policy may be circumvented if a situation arises that meets any of the following emergency procurement conditions:

1. the situation threatens public health, welfare, or safety; or
2. there is a need to protect the health, welfare or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement; or
3. the department must act to preserve critical services or programs; or
4. the need is a result of events or circumstances not reasonably foreseeable.

If any of these situations occur, purchases of emergency need items may be made without the process and approvals required by this policy. Staff shall still be responsible to undertake due diligence regarding pricing and quality of services when acting under an emergency exemption. At the conclusion of the situation, formal documentation will be required by staff participating in the event to outline the occurrence, and justify the expenditures made under the emergency exemption. These exemptions will be submitted to the City Administrator and if costs exceed \$20,000, to City Council for approval.

When using federal funding in emergency situations circumvention of the procurement policy is not allowed, until consultation with the Finance Dept. has occurred.

10. CODE OF CONDUCT

Employees shall not participate in the solicitation, award or administration of a PO if they have a real or apparent conflict of interest. Such a conflict arises when: The employee, any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law) partner, or an organization that employs, or is about to employ, any of the above has a direct or indirect financial or other interest in or will receive a tangible personal benefit from a firm or individual considered for the PO award.

APPENDIX A
PURCHASING PROCEDURES FOR DEPARTMENTAL BUDGET ITEMS

- 1) For all purchases verify that the item is a budgeted item for your Department.
- 2) Determine the process necessary for your budgeted item purchase based on the total dollar amount of the item(s) to be purchased - Note that the total cost should be considered when evaluating the below thresholds and in determination of final vendor selection. Total cost includes shipping/handling fees and transportation surcharges. Departments shall not separate purchases for the purpose of circumventing financial thresholds.
 - Under \$5,000 – Competitively shop, retain receipt & turn in for Department approval and coding
 - \$5,000 - \$20,000 – 3 written quotes received or state/federal bid contract pricing & PO approved
 - \$20,000 and above – Competitive bid process & City Council approval before PO approved

Exceptions – items that DO NOT need POs REGARDLESS of dollar amount:

The above thresholds are applicable for all items purchased EXCEPT the following situations, where a PO is not needed regardless of dollar amount:

- Insurable accident losses that have been reported to the City’s insurance broker. Staff may use any of the available repair vendors recommended by the broker or currently used by the City for similar equipment.
 - Equipment repairs that are unscheduled (ie; sudden powertrain failure). Staff should use known City vendors that routinely handle similar repairs.
 - Annually bid items that price is honored for remainder of the year (ie: playground mulch is bid once per season, and that low bid is applied to subsequent purchases). Bids and PO are not required for each subsequent purchase, but date of original bid should be noted on subsequent invoices.
 - Professional service contractual costs that have already been approved by the City Council, including real property transactions (ROW, easements, parkland) and public improvement-related contracts (engineering, architectural, inspections, etc)
 - Monthly utility or routine monthly maintenance-related expenses.
- 3) Complete the appropriate type of quote/bid documentation required in #2 above and generate any necessary PO documentation including quotes/bids.

After purchasing the item:

- a. Attach the invoice or store receipt.
- b. If a packing slip/work order document is received, retain all documentation with the PO until final invoicing is received.
- c. Notes and changes can be made on the front of the PO if necessary.
- d. Departments should verify that the vendor address on the PO matches the remittance address on the final invoice.
- e. If the final price of an item is different than the PO amount, the correct pricing should be marked on the front of the PO. General ledger coding should also be verified as correct.
- f. Obtain a W-9 from contractor if not already on file.

All POs should be approved by the City Administrator or Finance Director. If there are any special directions required for payment (ie: check is to be returned to the department for hand delivery, etc.); those directions must be clearly indicated on the front of the PO. Unapproved PO’s/Invoices or items missing supporting documentation will be considered incomplete and will not be paid. The Finance Department will return any incomplete items to the department for completion.

- 4) Responsibility for purchases within each department rests with the Department Director.
 - a. Departments are responsible for submitting their invoices and completed PO requests to the Finance Department in a timely fashion as to avoid late fees or penalties from vendors. The submission deadline for invoice payments is 8:00 a.m. each Thursday for Friday payment. If a payment requires City Council approval, checks will be issued the day after the subsequent City Council meeting.
 - b. For any department that utilizes an in-house charge account with a vendor (ie: Menards), that department is responsible for providing the Finance Department with a list of employees that is eligible

to make purchases on the City's account. This list should be updated and resubmitted to Finance any time the department has a termination, retirement, or addition to the workforce.

- c. Departments are not to separate purchases into smaller amounts to circumvent financial guidelines.
- d. All items submitted for payment, regardless of cost, should be coded to an appropriate general ledger account.

- 5) The Finance Department is responsible for ensuring that departments adhere to this policy.
- 6) Repeated failure to follow the above guidelines by any individual will be reported to the City Administrator and will be subject to disciplinary action if actions persist.
- 7) If a purchase warrants an exception to the above guidelines, an appeal may be made to the City Administrator or Finance Director. If approved, documentation of the specific situation must be included in written form with the invoice to outline why the exception was warranted.

PROCEDURES FOR OBTAINING BIDS

\$5,000 - \$20,000

Items \$5,000 to \$20,000 may be awarded by means of informal competitive bidding. All informal competitive bidding purchases of more than \$5,000 shall be based on at least three competitive written quotes and shall be awarded to the lowest responsible bidder in accordance with the standards set forth in this policy.

All informal competitive bids shall be obtained by the Department Director or designee by any of the written mediums discussed below and the Department shall maintain documents prescribed by this policy for all such transactions, and such records shall be open to the public for inspection. A copy of each bid received must be attached to the PO request. The written quotation identifies the lowest responsible bidder meeting specifications, subject to the Windsor Heights-based company provisions outlined in Section 2 of this policy. Authority to place an order is given once the purchase order has been accepted by the Finance Department.

If after contacting 5 or more vendors, a purchaser is unable to obtain the 3 required quotes, the purchaser may document the vendors contacted and proceed with the process noted above. The City Administrator and Finance Director always reserve the right to review each quotation, obtain additional bids if deemed necessary, and verify prices with the named vendors.

Written quotes can be accepted in a variety of different mediums but must clearly identify the vendor information associated with the pricing (IE: email, fax, internet pricing list/website, traditional catalog price lists, instore prices, brochures, flyers). Pricing should include all applicable charges and shipping/handling fees.

When obtaining bids/quotes for the expenditure of federal funding, Targeted Small Businesses (small, women-owned, and minority owned) must be solicited when there are potential sources. Departments must seek out 3 to 5 TSBs to send bids and quotes to, and document their efforts. The Iowa Economic Development Authority maintains a directory of these businesses at <https://www.iowaeconomicdevelopment.com/Business/tsb>. Consult with the Finance Department to ensure compliance with the requirements of Appendix B.

\$20,000 and above

Approval for purchases expected to exceed \$20,000 will follow a competitive bidding process as outlined in Section 6 of this policy. The item to be purchased must be approved by the Department Director and the City Administrator. Once bidding is complete, if the item is under \$20,000, a PO can be approved by the Finance Director. If the purchase is \$20,000 or more, the results, identifying the lowest responsible bidder, subject to the Windsor Heights based company provisions outlined in Section 2, must be submitted to City Council for final approval before the PO is issued and purchase completed.

Whenever practical, purchases expected to exceed \$20,000 must have a minimum of three prospective bidders and

shall be bid on by formal, written contract. Bid specs should not be written to favor any specific vendor or product to ensure the bid has an open process.

State Code Chapter 26 bid/quote procedures shall be followed for horizontal and vertical projects meeting current pricing thresholds.

APPENDIX B

FEDERAL PROGRAM FUNDING – 2 CFR; PART 200

This appendix applies to the purchase of all supplies, equipment, and construction and services of and for the City that include any federal program funding. In regard to any such federal programs, all procurement will be done in accordance with 2 CFR; Part 200. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. When federal requirements conflict with local or state requirements, the most restrictive requirements will be followed.

METHODS OF PURCHASING

Purchasing under federal program funding will be made in accordance with the City's Purchasing Policy and Public Improvements Policy, which both are below the thresholds in 2 CFR; Part 200.320 (a-e).

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

Purchasing under federal program funding will be made in accordance with 2 CFR; Part 200.321. This includes:

- 1. Assuring that small and minority businesses, and women's business enterprises are solicited whenever there are potential sources;*
- 2. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;*
- 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;*
- 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority owned businesses, and women's business enterprises;*
- 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and*
- 6. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed in 1 through 2 above.*

CONTRACT PRICING

- 1. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.*
- 2. The City shall perform some form of cost/price analysis for every purchase, including contract modifications, amendments, or change orders. The City shall also make an independent estimate prior to receiving a bid or proposal.*
- 3. The City shall negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. In determining a fair and reasonable profit, the City must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance and the industry profit rates in the surrounding geographical area.*

RECORDS

The City shall maintain records sufficient to detail the significant history of a purchase including the rationale for the method of purchase, selection of contract type, contractor selection or rejection, and the basis for the contract price. In accordance with 2 CFR; Part 200.324:

- 1. The City must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed purchases where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.*
- 2. The City must make available upon request, for the Federal awarding agency or pass-through entity pre-purchase review, purchase documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:*
 - a. The City's purchasing procedures or operation fails to comply with the purchasing standards in this Part;*
 - b. The purchase is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;*
 - c. The purchase, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;*

- d. *The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or*
 - e. *A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.*
- 3. *The City is exempt from the pre-purchase review in paragraph (2) of this section if the Federal awarding agency or pass-through entity determines that its purchasing systems comply with the standards of this Part.*
 - a. *The City may request that its purchasing system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;*
 - b. *The City may self-certify its purchasing system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.*

AWARDED CONTRACTS

- 1. *The City will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov*
- 2. *Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.*
- 3. *The City's Conflict of Interest, Code of Ethics and Gifts Policy must meet standards set forth in 2 CFR: Part 200.318 (c) (1).*



**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of the 1st Reading of Ordinance No. 2024-05 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, By Adding Chapter 182, Vacant Property Registration

GENERAL INFORMATION

There are several blighted long vacant properties within the City of Windsor Heights that have a history of reoccurring nuisance violations that require substantial staff time and effort to remediate. The intention of this proposed Vacant Property Registration Ordinance is to establish a clear contact point and expectations for vacant property maintenance as well as to provide additional tools to the City to ensure vacant properties are free of exterior code violations and otherwise free of hazards.

Key Program Elements

Vacant properties shall be registered with the city within ten days of becoming vacant with the following exceptions

1. The property is actively listed for sale or for rent and been vacant for less than 180 days.
2. The property is under construction with valid permits.

Registered properties shall include the following information

1. Property owner, address, email address, tax ID and phone number.
2. If owner resides outside of Polk County, an authorized management agent responsible for maintenance.
3. Insurance information.

Inspections

1. The property owner or management agent shall inspect the property monthly and ensure

compliance with this chapter.

Vacant Property Maintenance Requirements

1. Structure must include an exterior roof in good repair, including any shingles, sheathing, rafters, soffits, and fascia.
2. Structure must have a fascia, soffit (in the area around the roof eaves) and soffit screens.
3. Gable vents/vent opening must be properly screened to prevent access by animals and other pests.
4. Exterior walls must be capable of supporting a normal load.
5. Exterior walls and other surfaces of any structure must be maintained to resist water and deterioration from weather by application of paint or other protective materials.
6. Outermost layer of paint shall not peel or deteriorate to expose under lying layers of paint to the weather.
7. Window glass must be maintained in a weathertight and watertight condition.
8. Window screens must be in good repair capable of providing ventilation.
9. Exterior doors must be weathertight, watertight, in addition to being secure in a position by a locking device in proper working order.
10. Porch of any structure must be safe to use, capable of supporting a normal load, be weathertight, watertight, rodent-proof, insect-proof.
11. Crawl space opening(s) of a foundation wall must be secured against animals and rodents with screen repairs completed in a workmanlike manner according to standards acceptable in the construction industry.
12. Exterior stairs must be capable of supporting the normal load.
13. Handrails must be constructed and maintained to conform to the city building code.
14. Railings are required for any unenclosed portion of a structure more than three feet above ground level or for any steps containing four or more risers.
15. All railings must be capable of supporting normal load.
16. Accessory structure including garages, storage buildings buffer walls, fences, etc. must be maintained in good repair and sound structural condition.
17. Windows, doors, and other openings must be in good condition and locked.
18. Required landscaping must be maintained to be in compliance with any approved site plan.
19. The property shall be mowed, kept clear of weeds, volunteer trees and kept clear of snow as required by this code.
20. Parking areas, driveways and sidewalks shall be kept in good condition as required in this code.
21. The premise shall be kept clear of junk, debris, garbage, graffiti, inoperable and unlicensed vehicles.
22. The premise shall be kept free of all infestations.
23. Pools and spas shall be maintained so the water remains free and clear of pollutants and debris. Pools and spas shall comply with the enclosure requirements of the city code.
24. All fire suppression systems must be functioning as intended.
25. Other features of the site not specifically listed in this section that when in poor state of repair constitute a threat to the public safety or preclude the reasonable enjoyment of adjacent properties.
26. Fallen branches must be removed from the property within 72 hours and dead or diseased

trees removed within two weeks of any City notice being provided.

Abatement

Notice to abate a violation shall be given prior to city action to abate a violation, except that in the event of an emergency, such notice as is practical under the circumstances, if any is practical, shall be given; provided, however, that nothing herein shall require notice in an emergency if impractical. If notice to abate a nuisance is given pursuant to this chapter, said notice shall contain the following information:

1. A description, to the extent possible, of the conditions that constitute the violation;
2. A description of the location of the violation;
3. A statement that the person liable for the presence of the violation must correct the violation within the reasonable time set forth in the notice and in accordance with this chapter; and
4. A statement that upon failure to comply with this chapter within the time set forth in the notice, the person so notified of the violation shall be deemed liable for the nuisance, and that the city may enter onto the real property and cause the conditions which constitute the nuisance to be abated and assess the costs of abatement against the real property for collection in the same manner as a property tax, following administrative hearing process if a hearing is requested or court action as applicable.
5. If the department elects to follow the administrative hearing procedure set forth in this code, the notice shall also contain a statement that the person notified, or the person's duly authorized agent as identified in a notarized statement provided by the person notified, may file a written request for an administrative hearing as set forth in section 182.20 of this chapter.
6. Notice of costs of abatement shall be given prior to city assessment of such costs. If notice of costs of abatement is given following administrative hearing procedure or emergency action pursuant to this chapter, said notice shall contain the following information:
7. A statement that upon failure to make full payment as directed in the notice within the time set forth in the notice, the city may assess the costs of abatement against the real property for collection in the same manner as a property tax, following administrative hearing if requested.
8. A statement that the person notified, or the person's duly authorized agent as identified in a notarized statement provided by the person notified, may file a written request for an administrative hearing on costs of abatement only, as set forth in section 182.20 of this chapter.

ATTACHMENTS

1. 24.05 Vacant Property Registration Chpt 182

ORDINANCE NO. 2024-05

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY ADDING CHAPTER 182, VACANT PROPERTY REGISTRATION

WHEREAS, the City of Windsor Heights seeks to protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents and to preserve and improve the peace, safety, health, welfare, and comfort; and

WHEREAS, the City Council deems it necessary to adopt this ordinance to protect property values, the local economy and the quality of life for its residents; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the vacant property ordinance is necessary and will promote the health, safety, general welfare and aesthetics of the community.

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 add Chapter 182 of the Windsor Heights Code of Ordinances to preserve and improve the peace, safety, health, welfare, and comfort of the community.

SECTION 2. Amended. Chapter 182 of the Windsor Heights Code of Ordinances, Vacant Property Registration, is created and amended 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: June 17, 2024

2nd Reading:

3rd Reading:

Publish Date:

ATTEST:

(SEAL)

Mike Jones, Mayor

Adam Strait, City Clerk

EXHIBIT A

Chapter 182 VACANT PROPERTY REGISTRATION ORDINANCE

Sec. 182.1 Purpose.

It is the intent of the City of Windsor Heights, through the adoption of this chapter, to establish a mechanism to protect residential and commercial neighborhoods from becoming blighted through the lack of maintenance and security due to vacant properties; to establish a vacant property registration program; to ensure properties are free of exterior code violations; to prevent potential fire hazards prior to occupation and to set forth guidelines for the maintenance of vacant properties.

Sec. 182.3. General.

The Administrator shall maintain a data base of all vacant properties in the city, cause inspections to be made to determine the condition of dwellings, commercial structures, mobile homes, similar dwellings, accessory structures, and premises located within the corporate limits, and may issue notices as provided in this chapter.

Sec. 182.4. Interference prohibited.

Interference with, or obstruction of, the city's lawful removal of a violation by the city is prohibited.

Sec. 182.5 Definitions.

Unless otherwise expressly stated, or the context clearly indicates a different intention, the following terms have the following meanings and shall be so construed wherever they appear in this chapter:

Administrator means the City Administrator's designated program administrator. The City Administrator's designee shall be the authorized representative for the enforcement of this chapter and for the administration of the division.

Accessible premise means a property that is physically accessible through a compromised or breached gate, fence, wall, or other barriers, intended to provide physical security to the property, or by the absence of such barrier.

Accessible structure means a structure or building that is unsecured, compromised or breached in such a way as to allow access to the interior space by unauthorized persons.

Accessory building means a structure on the same lot, separate from, and of a nature customarily incidental and subordinate to the principal residential structure that may be used for, but is not limited to, the storage of equipment, materials, vehicles, and other miscellaneous items of the occupants of the primary dwelling unit(s). Trailers, semi-trailers, tents, motor vehicles, and component parts thereof shall not be considered accessory buildings. A structure which might otherwise be considered an accessory building, but which is connected to the principal residential structure by a breezeway or other extension of the principal residential structure containing a functional roof and floor shall, for the purposes of this chapter lose its status as an accessory building, become part of the principal residential structure, and shall be subject to all restrictions applicable to a principal residential structure.

Authorized management agent means a property manager, property management or maintenance company, or similar person or entity responsible for the maintenance of real property as agent of an owner, mortgagee, or other responsible party, or any person appointed by the owner(s) or mortgage holder who has charge, care, or control of a structure or premises. Such person shall be authorized to accept service of communications from the City of Windsor Heights.

Easement means that portion of land or property reserved for present or future use by a person or agency other than the owner(s) of the real estate. The easement shall be permitted to be for use under, on, or above said land or property.

Evidence of vacancy means any condition or circumstance that on its own, or combined with other conditions or circumstances present, would lead a reasonable person to believe that a property is vacant. Such conditions may include, but not are limited to, disconnection of utility services, broken windows and or doors, overgrown or dead vegetation, including lawns, shrubbery and other plantings; accumulation of abandoned personal property, trash or waste; visible lack of maintenance of any building or structure on the property; graffiti on or other defacement of buildings or structures on the property; and any other condition or circumstance reasonably indicating that the premise is not occupied.

Exterior property means the open space on the premises and on adjoining property under the control of the owner(s) or authorized management agent of such premises.

Extermination means the control and elimination of insects, rats, or other pests by elimination of harborage places; by removing or making inaccessible materials that serve as food; by poison spraying, fumigation, trapping or by any other approved pest elimination method.

Foreclosure means the process, either judicial or extra-judicial, invoked by the owner or holder of a mortgage, by which a property placed as security for a real estate loan in which the mortgage holder is notified of a default, the filing of a foreclosure, sold at public or private sale to satisfy the debt of the borrower in the event of a default by the borrower under the terms of the promissory note or mortgage.

Garbage means animal or vegetable waste resulting from the handling, preparation, cooking, and/or consumption of food.

Good condition means no obvious maintenance required with all major components and materials still functional and contributing toward the extended life expectancy of the structure(s) and premise(s).

Good repair means fit for human habitation in accordance with all health codes, everything operates as it should, the property is clean and well maintained inside and out, and there is no wasting or neglect of the property, and it is maintained in good condition.

Imminent danger means a condition which could cause serious or life-threatening injury or death at any time.

Infestation means the presence of insects, rats, vermin, or other pests within or contiguous to a structure or premises of insects, rodent's vermin or other pests.

Improvements shall include, but not be limited to, parking lots, grass, ground covers bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf whether shown on an approved site plan or not.

Inoperable and/or unsafe vehicle or boat is any motor vehicle, recreational vehicle, trailer, semitrailer, or boat that meets one or more of the following criteria:

- (1) Lacks a current registration or any component part, engine or parts that render it incapable of use and/or unsafe for its intended use;
- (2) With a missing, broken, or shattered windshield or any exposed broken glass edges;
- (3) With a missing fender, door, hood, steering wheel, trunk top, or trunk handle;
- (4) That has become a habitat of rats, mice, snakes, or other vermin or insects;
- (5) That is left unattended on jacks, blocks, or elevated in any other way which constitutes a threat to the public health, safety or welfare;
- (6) That because of its condition or method of storage constitutes a threat to public health and safety.

Junk means all old or scrap copper, brass, lead, or any other non-ferrous metal; old rope, rags, batteries, paper, trash, rubber debris, waste, used lumber or salvaged wood; dismantled or inoperable vehicles, unsafe vehicles, machinery and appliances or parts of such vehicles, machinery or appliances; iron, steel, or other old or scrap ferrous material; old discarded glass, tin ware, plastic, or old discarded household goods or hardware; cut brush, including dead or decaying plant material, except a contained compost pile or orderly stacked firewood if cut in lengths less than or equal to four feet and stored at least 18 inches above the ground surface.

Mortgagee means the person or entity that is the owner or holder of a mortgage, deed of trust or similar instrument encumbering real property as security for a promissory note or other debt.

Mobile home means any vehicle without motive power and so designed, constructed, or reconstructed as a dwelling unit to permit the vehicle to be used as a place for human habitation by one or more persons. It may also include any such vehicle with motive power not

registered as a motor vehicle in this state. A mobile home is factory-built housing built on a chassis. A mobile home may not be construed to be a travel trailer or other form of recreational vehicle. A mobile home shall be construed to remain a mobile home, subject to all regulations pertaining thereto, whether or not wheels, axles, hitches, or other appurtenances of mobility are removed and regardless of the nature of the foundation provided.

Neglect means the lack of proper maintenance for a building, structure, or premise.

Owner, for the purposes of [this] chapter means any person, agent, firm or corporation having legal or equitable interest in the dwelling unit(s); or a recorded interest in the official records of the state or county as holding title to the real estate; or otherwise having control of the real estate or dwelling unit(s), including but not limited to the guardian of the estate of any such person, the executor or administrator of the estate of such person who is ordered to take possession or control of the real estate by the court.

Person means an individual, a corporation, a partnership, or any other group acting as a unit.

Pest elimination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible material that serve as the food or water; or by other approved pest elimination methods.

Premises means a lot, plot, or parcel of land, easement, or public way, including any structure or mobile home thereon.

Secure means the closing and locking of windows, doors, gates, and other openings of such size that may allow access to enclosed areas of the property or to buildings and structures on the property. Walls and fences surrounding the property, or any portion of the property shall be maintained in good repair. Broken windows shall be secured by replacing or repairing and reglazing. Boarding of broken windows shall be used only as a temporary corrective measure secured in accordance with the International Property Maintenance Code.

Structure means that which is built or constructed or a portion thereof.

Vacant property means any property, including any building or structure thereon, that is not legally occupied.

Workmanlike manner means repairs, maintenance work, alterations or installations that are a request, directly or indirectly, pursuant to the enforcement of this chapter which shall be executed and installed in accordance with the manufacturer's instructions and executed in a skilled manner, generally plumb, level, square, in line, undamaged, without marring adjacent work, using compatible materials approved for the use, like in nature and look to remaining material if there is a partial replacement or repair to maintain the structure and premise in good condition.

Sec. 182.6 Applicability.

- (a) This chapter shall apply to vacant properties with residential, accessory, or commercial occupancies or improvements located thereon.
- (b) This chapter shall also apply to properties that are the subject of a foreclosure action as set out in this chapter.
- (c) This chapter shall be considered cumulative and not superseding of, or subject to, any other law or provision relating to the same subject but shall rather be an additional remedy available to the city above and beyond any other state, county or local law or regulation.

Sec. 182.7 Exemptions.

Property shall be exempt from the registration requirement of this chapter if either of the following conditions exist.

- (a) The property is not the subject of foreclosure and is listed in the applicable multiple listing service(s) or other substantial competent evidence of actively marketing and the property has remained vacant less than 180 days and the outward appearance is being maintained; or
- (b) The property is under construction and the contractor has applied for and is covered by a valid building permit(s).

At such time either of the qualifications for exemption ceases to exist, the property shall be subject to the registration requirements of this chapter.

Sec. 182.8 Properties in foreclosure.

- (a) Any mortgagee who holds a mortgage on real property located within the city shall perform an inspection of the property that is the security for the mortgage, upon default by the mortgagor, prior to the issuance of a notice of default.
 - (1) If a property is found to be vacant or shows evidence of vacancy, as defined in this chapter, any mortgagee who holds a mortgage on the real property shall comply with the registration requirements of this chapter, within ten days of the inspection.
- (b) Any mortgagee who files a foreclosure or Notice of Lis Pendens shall comply with the registration requirements of this chapter, within ten days of the filing.
- (c) Any mortgagee who holds a mortgage on real property which is in default and is the subject of an outstanding notice of default, Notice of Lis Pendens, or foreclosure action as of the date of the adoption of this code, shall perform an inspection of the property by

August 1, 2024. If the property is found to be vacant or shows evidence of vacancy, the mortgagee shall register the property in accordance with this chapter, within ten days of the inspection.

Sec. 182.9 Registration of vacant structure.

Any owner of property located within the city who has a vacant structure(s), or within ten days of vacating a structure(s), shall register the property as required by this chapter.

Sec. 182.10 Required owner and authorized management agent information.

- (a) Owner(s) of property subject to vacant property registration in the city who reside in Polk County or any county contiguous thereto shall provide the City Administrator's designee a physical address, email address, tax identification number and telephone numbers.
- (b) Owner(s) of property subject to vacant property registration located in the city who reside outside Polk County or any contiguous county shall provide the administrator with their a physical address, email address, tax identification number and telephone numbers and the name physical addresses, email address, tax identification number, and telephone number of an individual over the age of 18 who shall reside in Polk County or any county contiguous thereto and who shall be designated as the "authorized management agent" responsible for maintenance of the property and for receiving notice and service of process.
- (c) The name of insurance carrier, agent, and contact information.
- (d) The owner(s) of the property shall be required to update the registration information anytime a change in information is made, including but not limited to mailing address, physical address, email information, change in authorized management agent or sale of the property.

Sec. 182.12. Parties responsible for compliance.

- (a) The property owner and/or authorized management agent, as defined in this chapter, shall comply with all provisions of this chapter, including but not limited to, maintenance of real property for which they are responsible in accordance with the provisions of this chapter, and in accordance with all other applicable provisions of the city code.
- (b) In all instances, the responsibility of a mortgagee to comply with this chapter shall be and remain in effect from the date that the mortgagee gives the owner notice of a default under the terms of the mortgage, or files a Notice of Lis Pendens, whichever first occurs,

until such time as the subject property is sold or transferred to a new owner or the original owner is put back in possession of the property.

Sec. 182.13. Registration of vacant structure.

For so long as the property remains vacant, or subject to a Notice of Lis Pendens or a foreclosure action, a registration fee shall be due from the owner or authorized management agent, as applicable under the circumstances, each year not later than the fifteenth day of the month following the month in which the original registration was made. The annual registration fee shall be set out in the schedule of fees adopted by the city council for each year it remains registered.

Sec. 182.14. Inspection obligations of owner, mortgagee and/or authorized management agent.

- (a) A property owner or authorized management agent accepting appointment as the agent of the owner, or the mortgagee shall inspect the property not less than monthly to ensure that the property is in compliance with this chapter.
- (b) If inspection reveals noncompliance,
 - (1) The owner or authorized management agent shall immediately give written notice of the noncompliance to the party responsible for repairs, if not themselves, and
 - (2) Provide the information in writing to the Administrator , and
 - (3) The owner, authorized management agent, or mortgagee, shall have ten business days to begin the action necessary to bring the property into compliance, and not more than 30 days to complete such action.
- (c) The Administrator shall cause the property to be inspected to determine if the violation has been abated and the inspection fees shall be billed to the owner in the amount set out in the schedule of fees adopted by the city council.

Sec. 182.15 Maintenance requirements.

All exterior features must be maintained in good repair and in sound condition. Additionally, structures must be resistant to water, rodents, and deterioration from weather. Repairs must be made with materials that match the existing structure.

- (1) Structure must include an exterior roof in good repair, including any shingles, sheathing, rafters, soffits, and fascia.
- (2) Structure must have a fascia, soffit (in the area around the roof eaves) and soffit screens.

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- (3) Gable vents/vent opening must be properly screened to prevent access by animals and other pests.
 - (4) Exterior walls must be capable of supporting a normal load.
 - (5) Exterior walls and other surfaces of any structure must be maintained to resist water and deterioration from weather by application of paint or other protective materials.
 - (6) Outermost layer of paint shall not peel or deteriorate to expose underlying layers of paint to the weather.
 - (7) Window glass must be maintained in a weathertight and watertight condition.
 - (8) Window screens must be in good repair capable of providing ventilation.
 - (9) Exterior doors must be weathertight, watertight, in addition to being secure in a position by a locking device in proper working order.
 - (10) Porch of any structure must be safe to use, capable of supporting a normal load, be weathertight, watertight, rodent-proof, insect-proof.
 - (11) Crawl space opening(s) of a foundation wall must be secured against animals and rodents with screen repairs completed in a workmanlike manner according to standards acceptable in the construction industry.
 - (12) Exterior stairs must be capable of supporting the normal load.
 - (13) Handrails must be constructed and maintained to conform to the city building code.
 - (14) Railings are required for any unenclosed portion of a structure more than three feet above ground level or for any steps containing four or more risers.
 - (15) All railings must be capable of supporting normal load.
 - (16) Accessory structure including garages, storage buildings, buffer walls, fences, etc. must be maintained in good repair and sound structural condition.
 - (17) Windows, doors, and other openings must be in good condition and locked.
 - (18) Required landscaping must be maintained to be in compliance with any approved site plan.
 - (19) The property shall be mowed, kept clear of weeds, volunteer trees and kept clear of snow as required by this code.
 - (20) Parking areas, driveways and sidewalks shall be kept in good condition as required in this code.
 - (21) The premise shall be kept clear of junk, debris, garbage, graffiti, inoperable and unlicensed vehicles.
 - (22) The premise shall be kept free of all infestations.

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- (23) Pools and spas shall be maintained so the water remains free and clear of pollutants and debris. Pools and spas shall comply with the enclosure requirements of the city code.
 - (24) All fire suppression systems must be functioning as intended.
 - (25) Other features of the site not specifically listed in this section that when in poor state of repair constitute a threat to the public safety or preclude the reasonable enjoyment of adjacent properties.
 - (26) Fallen branches must be removed from the property within 72 hours and dead or diseased trees removed within two weeks of any City notice being provided.

Sec. 182.16. Security requirements.

- (a) The owner or authorized management agent shall secure properties subject to this chapter, so they are not accessible to unauthorized persons.
- (b) Should the city find the structure open and unsecured the property will be immediately boarded as an emergency with no prior notice.
- (c) Broken and/or boarded windows shall be secured with glass by replacement or repair and reglazing.
- (d) Boarded up, broken doors or other entry points shall be repaired in a workmanlike manner.

Sec. 182.17 Additional authority as to maintenance and security.

The Administrator or their designee shall have authority to require the owner, mortgagee, and property authorized management agent to implement additional maintenance and security measures as may be reasonably required to prevent further decline of the property.

Sec. 182.18 Notices.

- (a) Notice to abate a violation shall be given prior to city action to abate a violation, except that in the event of an emergency, such notice as is practical under the circumstances, if any is practical, shall be given; provided, however, that nothing herein shall require notice in an emergency if impractical. If notice to abate a nuisance is given pursuant to this chapter, said notice shall contain the following information:
 - (1) A description, to the extent possible, of the conditions that constitute the violation;
 - (2) A description of the location of the violation;
 - (3) A statement that the person liable for the presence of the violation must correct the violation within the reasonable time set forth in the notice and in accordance with this chapter; and

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- (4) A statement that upon failure to comply with this chapter within the time set forth in the notice, the person so notified of the violation shall be deemed liable for the nuisance, and that the city may enter onto the real property and cause the conditions which constitute the nuisance to be abated and assess the costs of abatement against the real property for collection in the same manner as a property tax, following administrative hearing process if a hearing is requested or court action as applicable.
 - (5) If the department elects to follow the administrative hearing procedure set forth in this code, the notice shall also contain a statement that the person notified, or the person's duly authorized agent as identified in a notarized statement provided by the person notified, may file a written request for an administrative hearing as set forth in section 182.20 of this chapter.
 - (6) Notice of costs of abatement shall be given prior to city assessment of such costs. If notice of costs of abatement is given following administrative hearing procedure or emergency action pursuant to this chapter, said notice shall contain the following information:
 - (7) A statement that upon failure to make full payment as directed in the notice within the time set forth in the notice, the city may assess the costs of abatement against the real property for collection in the same manner as a property tax, following administrative hearing if requested.
 - (8) A statement that the person notified, or the person's duly authorized agent as identified in a notarized statement provided by the person notified, may file a written request for an administrative hearing on costs of abatement only, as set forth in section 182.20 of this chapter.

Sec. 182.19. Service of notice.

Notices given pursuant to this chapter shall be served by certified mail and regular mail, postage prepaid, to all persons deemed responsible for the violation, and to all other parties required by law or by departmental policy or procedure to receive such notices, at their last known mailing addresses as shown by the records of the county auditor, and if deemed appropriate by the department director or his/her designee, at their last known mailing addresses as shown by any other available public record. In addition to and concurrently with mailing, notice may be delivered by a peace officer, process server, or any other method deemed appropriate. Failed attempts to locate the person responsible for the violation shall be documented by the department.

Sec. 182.20 Administrative hearings.

- (a) Recipients of notices pursuant to this chapter for which the department elects to follow the administrative hearing procedure, as stated in the notice, may request an administrative hearing as follows:

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- (1) Requests shall be made in writing, and either hand-delivered to the city clerk no later than seven calendar days from the date of the notice or sent to the city clerk via regular mail postmarked by official U.S. postal service cancellation and not by postage meter no later than seven calendar days from the date of the notice.
 - (2) Each request for hearing shall contain the name, address, electronic mail (e-mail) address, and daytime telephone number of any person requesting a hearing and of any attorney and/or agent duly authorized by the person who has received the notice to represent him/her at the hearing.
 - (3) Each request for hearing shall set out the requester's basis for the appeal.
 - (4) Failure to request a hearing within seven calendar days from the date of the notice shall be deemed a waiver of the right to contest the validity of the determination of nuisance and/or determination of costs stated in the notice, as applicable. The information set forth in the notice will be deemed to be valid and abatement and/or assessment of abatement costs will proceed as indicated in the notice.
- (b) All administrative hearings requested in compliance with this section shall proceed as follows:
- (1) Shall be scheduled by the City Clerk to occur as soon as practical following the date of the notice.
 - (2) Shall be held before the City Administrator and be conducted informally. The department and the person in receipt of the notice may be represented by counsel or duly authorized agent, and examine witnesses, and present evidence.
 - (3) The person requesting the hearing shall be notified in writing by regular mail or by electronic mail (e-mail), or by phone of the date and time for the hearing at least three business days in advance thereof.
 - (4) For hearings following notice to abate a nuisance, the City Administrator shall either find that a nuisance exists, or void or reverse the notice. If the hearing officer finds that a nuisance exists and evidence of plans for abatement are presented at the hearing by the recipient of the notice, the hearing officer may grant additional reasonable time for the abatement of the nuisance by the recipient of the notice prior to city abatement of the nuisance.
 - (5) For hearings following notice of costs of abatement, the City Administrator shall either uphold the amount billed, reduce the amount billed, or waive the costs, and shall not determine any other issue relating to the nuisance abatement including but not limited to any issue that may have been raised at a hearing following notice to abate a nuisance. Any costs not waived by the City Administrator may be assessed against the real property for collection in the same manner as a property tax.
 - (6) If an owner(s) or their representative fails to appear at the hearing, they shall be considered in default and the requested relief shall not be granted.

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- (c) The determination of the City Administrator shall be in writing, including findings of fact, and is the final administrative decision of the city.
 - (1) Any party aggrieved by the determination of the hearing officer pursuant to this chapter may challenge whether the officer exceeded proper jurisdiction or otherwise acted illegally by commencing a certiorari action in the district court for Polk County, Iowa. The petition to initiate a certiorari action must be filed within 30 days after the entry of the final determination unless an extension of time is allowed by the reviewing court pursuant to Division XIV of the Iowa Rules of Civil Procedure. The City Administrator is hereby authorized to initiate a certiorari on behalf of the city when the City Administrator, in consultation with the city attorney, deems it necessary and appropriate.
 - (2) The filing of an action in the district court challenging the determination of the City Administrator does not automatically stop the city from taking action pursuant to such determination. Unless the city has been served with an order from the district court directing otherwise, the city may proceed with enforcement of a determination.
 - (d) Request for an administrative hearing does not stay an action by the city for alternative relief as allowed by law.

Sec. 182.21. Nuisances enforced by civil action.

Notices pursuant to this chapter for which the department elects to proceed by civil action shall be served in the manner set forth in section 182.19 of this chapter and shall contain all information set forth in section 182.18 of this chapter as well as a statement that the city may file a civil action and seek a court order relating to the existence, abatement, and recovery of abatement costs of the nuisance.

Sec. 182.22. Emergency actions.

If the department determines that a nuisance exists which constitutes an emergency requiring immediate abatement, the city may perform any emergency action necessary to abate the nuisance without prior notice or abatement hearing.

Sec. 182.23 Renovation agreement.

- (a) Any maintenance items which cannot be completed within the noticed timeframe because of weather constraints or extraordinary circumstances not of the owner(s) or authorized management agents making they may request an extension of time.
- (b) An owner(s) or authorized management agent may make a request accompanied by the fee set forth in the schedule of fees adopted by the city council by resolution, for an extension that is specific to the structure or premise and must show that:
 - (i) Strict compliance with this chapter is impractical; and

-
- (ii) The extension does not violate the intent and purpose of the Municipal Code;
and
 - (iii) At the administrator's discretion, proof of financial ability to complete the repair(s) may be requested and must be provided by the owner(s) or authorized management agent prior to approval.
- (c) Extensions of time will be entered into by the owner(s) or authorized management agent and the administrator through an executed renovation agreement.
 - (d) Upon execution of a renovation agreement, a temporary rental license will be issued which will expire upon the date set for completion of the repairs as set out in the agreement.
 - (e) An owner(s) or authorized management agent may appeal a denial of an extension pursuant to section 182.20 of this chapter.

Sec 182.24 Civil actions; alternative relief.

- (a) Any person who fails to perform an act required by this chapter or who commits an act prohibited by this chapter shall be guilty of a municipal infraction punishable by a civil penalty as provided by Chapter 4 of the Municipal Code.
- (b) Proceeding with an administrative hearing, civil action, or emergency action as authorized in this chapter does not preclude the city from seeking alternative relief from a court in the same action or as a separate action, including but not limited to an order for abatement, injunctive relief, or authorization to make repairs.
- (c) In addition to other remedies set forth in this chapter, when it is determined by the administrator that a nuisance exists and/or that a person is a habitual violator, the city may file a civil action in the district court seeking an order enjoining the person from further violation of this chapter on real property owned or controlled by such person or real property where such person acts as an agent, tenant, or lessee of any residential dwelling, commercial establishment and/or real property within the city. The city may further request that upon entry of the injunction the court allow the city to abate further violations without notice and/or seek an order of contempt.

Sec. 182.25. Right of entry.

The administrator is authorized to enter at reasonable times onto and into open unobstructed property and structures to inspect, and a property owner or occupant is required to allow such inspection. If entry onto real estate for the purposes described in this chapter is refused, the administrator may pursue a municipal infraction and/or obtain an administrative search warrant as provided by law to gain entry onto the real estate for the purpose of inspection or otherwise as provided by law.



STAFF REPORT
CITY COUNCIL
June 17, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

GENERAL INFORMATION

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
June 17, 2024

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Mayor's Report

GENERAL INFORMATION

ATTACHMENTS

1. Mayor's Report 6-11-2024
2. DOT-CRP-Slides



MAYOR'S REPORT

Report Covers May 1st, 2024 – June 11th, 2024

- Visit the 24x7 page if you haven't already! <https://windsorheights.org/802/24x7-Carbon-Free-Electricity-Goal>
- May was a slow month, with a number of regional committees not meeting due to the DMDC trip. I Obviously had a wonderful time in Washington DC with Council and meeting with our delegation. Raising (no pun intended) for our RAISE grant application, expressing support for DART and talking about what was going on in our community is always important.
- MPO Policy Committee met on May 16th. We received an update on a number of Polk County projects and perhaps most importantly, received an update on developing a process to award the remaining \$5.5 million in Carbon Reduction Program (CRP) funds (a subcommittee will develop the process). More information about the CRP is attached below.
- I received a number of emails, phone calls and comments in person, thanking me, Council and staff for the post storm cleanup, pretty much all week following May 21st.
- Personnel and finance committee met on May 31st. I sent out the notes from that meeting which was dedicated to the personnel handbook, IT contract, planning services contract, our purchasing policy and an update on FD staffing.
- I volunteered at touch a truck on the 31st, as well. I was shocked at the number of people that showed up. As always, Councilor Skeries did a wonderful job organizing and thank you to all of the sponsors and parties that were kind enough to lend their trucks/vehicles to make the event so great.
- June 11th, Councilor Harms and I attended MAC in person at the Urbandale Library. This was a planning session and we discussed the results of a survey that was sent out to every member. We were trying to figure out what the purpose of MAC is, what the goals should be, how it could be a better organization and how it could be more effective. The primary discussion was around us focusing on the Statehouse and attempting to be unified and proactive about legislation that affects municipalities. I had to leave early so Threase could be a better informant about what discussion took place in the final 30 minutes.
- AJ is working on the tree program and it might go to the public works committee for review. This will go into effect the new fiscal year. Some other outstanding issues I'd like to see addressed resolved in the upcoming months: CEC A/V system, CEC surveillance system, vacant property ordinance, regional crisis intervention team members.



Iowa Carbon Reduction Strategy

DMAMPO TTC

IOWA | DOT

Carbon Reduction Strategy (CRS)

- New requirement for states in 2021 Infrastructure Investment & Jobs Act (IIJA)
- Developed in consultation with MPOs
- Updated every four years



Iowa approach for initial CRS

- Address federal requirements but have a relatively streamlined document
- Opportunity to compile relevant strategies and initiatives that have been identified through planning processes across MPOs and Iowa DOT
- Wide-ranging strategies:
 - Planning level to project level
 - May involve or require other stakeholders than transportation agencies
 - May align better with other funding opportunities than Carbon Reduction Program (CRP) funding

CRS Strategy Categories

Multimodal Transportation



- Public transit
- Bicyclists and pedestrians
- Complete Streets
- Reduce single occupant vehicles
- Passenger and commuter rail

Operational Efficiency



- Transportation Systems Management and Operations (TSMO)
- State of good repair
- Travel Demand Management (TDM)

Alternative Fuels



- Alternative and renewable fuel infrastructure
- Vehicles that utilize alternative and renewable fuels
- Enhance coordination

Construction



- Sustainable elements or construction practices
- Cross-sector use of right-of-way
- Reduce carbon impacts during construction projects

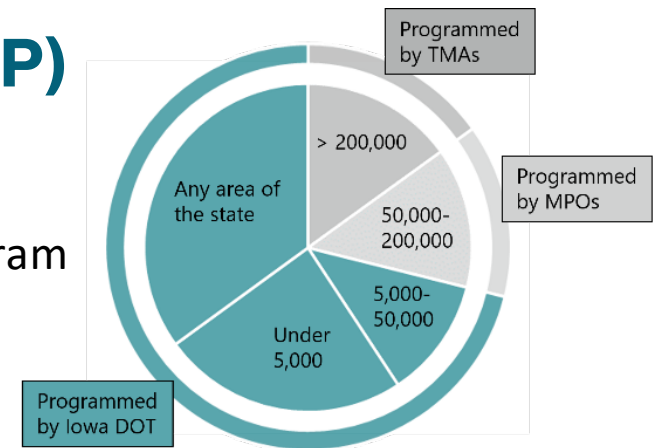
Other



- Integrate transportation and land use planning
- Improve freight efficiency
- Other projects or programs

Carbon Reduction Program (CRP)

- 65% required to be allocated by population.
- Iowa DOT providing TMAs/MPOs funds to program for their areas.
- TMAs/MPOs can determine their own selection/prioritization process.
- Projects funded with CRP funds are required to be treated as projects on Federal-aid highways.
- Iowa DOT guidance/requirements for CRP is likely to evolve and is aimed at maximizing the efficient use of CRP funds while minimizing administrative burden. Current restricted uses:
 - Preliminary and construction engineering, consistent with Iowa's Surface Transportation Block Grant (STBG) Program guidance.
 - Electric vehicle charging infrastructure, unless part of a public transportation project eligible for assistance under 23 U.S.C. 142.



Examples of potentially eligible projects

- Traffic monitoring, management, and control facilities or programs
- Public transportation projects
- Transportation alternative projects
- Advanced transportation and congestion management technologies
- Intelligent transportation systems capital improvements
- Travel demand management strategies and programs
- Efforts to reduce the environmental and community impacts of freight
- Projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity
- Full list: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp_fact_sheet.cfm.

Projects other Iowa MPOs have expressed interest in

- Transportation alternatives – on and off-road infrastructure for bicyclists/pedestrians
- Public transportation
- Intelligent transportation system components

Questions?

Andrea White

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**STAFF REPORT
CITY COUNCIL**

June 17, 2024

TO: CITY COUNCIL

FROM: Jim Mease

SUBJECT: Fire Chief's Report

GENERAL INFORMATION

ATTACHMENTS

1. 2024 May Monthly Report



Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

May 2023 Monthly Report

Work Areas

1. A Shift

- The crew continues to process and update rental registrations. Members met with Safe Building to review and streamline the process.
- Medical supplies and medications ordered as needed.
- Bulk uniform items ordered and inventoried to reduce overall cost, compared to members ordering items singularly.

2. B Shift

- Continued work on both the Fire and EMS training programs.
- Attended the Career Pathway event at Windsor Elementary School, informing students about work in the Fire/EMS field.

3. C Shift

- New FT hire FF/Paramedic Kari Davis was welcomed to her new position within the department. She will oversee the apparatus and station equipment maintenance programs.
- FF/EMT Ahrens continued to work on the PPE tracking project and has begun applying for grants to procure needed training equipment.

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, Polk County EMA.
- Attending calls as needed with all crews to ensure appropriate mitigation.
- Attended a Westcom FD Chiefs meeting to review current mutual and automatic aid agreements.

Accomplishments

- FT staff members attended a career staff meeting to review and improve daily operations.

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.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

- Crews attended multicompartment live fire training drills at the FAST Tower over a 3-day period with the Clive, Urbandale, and Waukee Fire Departments.
- FD staff attended multiple PR events to include Movie in the Park, Career Pathways at Windsor Elementary, Summer Rocks at Clive Learning Academy, and Touch a Truck.

Calls

- 5/1: Crews responded to the report of a gas leak. Due to the gas levels in the area, part of 73rd Street was closed, residents advised, and precautionary measures taken to ensure resident safety.
- 5/3: Crews responded to Norwalk for a mutual aid 1st alarm fire. Heavy fire was reported in the garage on arrival of first arriving units. WH staff assisted with ventilation and overhaul.
- 5/21: On duty and off duty crews responded to multiple locations for wires down throughout Windsor Heights due to storm activity. All incidents were mitigated w/o issue.
- 5/24: Crews responded to West Des Moines for a mutual aid 2nd alarm fire. Crews were assigned to conduct overhaul and search for fire extension.
- 5/26: Crews responded to the report of a structure fire on Colby Avenue. On arrival they found that a fire was accidentally started by kids playing with a lighter. A neighbor of the resident was able to extinguish the fire with a personal fire extinguisher. Crews remained on scene to ensure no fire extension. Staff talked with the children about fire safety prior to leaving.
- Crews responded to Clive for a mutual aid 1st alarm fire. On arrival, crews were assigned to assist in locating the fire and conduct ventilation.

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.



**STAFF REPORT
CITY COUNCIL**
June 17, 2024

TO: CITY COUNCIL

FROM: Pete Roth

SUBJECT: Police Chief's Report

GENERAL INFORMATION

ATTACHMENTS

1. 2024 May Report

To: City Administrator Adam Plagge

From: Police Chief Pete Roth

Date: June 12, 2024

Re: Police Department May 2024 Monthly Report

Please find below the Police Department highlights.

Updates

In early May, Officers Davison and Roetman each received individual compliments from the public on separate calls they handled. They said the officers treated the reporting party with dignity, respect, thoughtfulness, and compassion.

Lt. Irlbeck represented the department at the Fallen Peace Officer Memorial Service at the capitol on May 10. Chief Roth then attended the Annual Peace Officers' Memorial Service hosted by the Clive Police Department.

Officers assisted Public Works and the Fire Department with storm-related activities in May. Great work from all departments!

On Wednesday, May 29, the Fire Department, Chief Roth, Officer Davison, and Officer Bowers attended the Clive Learning Academy Summer Rocks event. It was well attended, and everyone seemed to have a great time.

PD Officers participated in the City's Annual Touch-a-Truck event in Colby Park on May 31.

Incidents

Detectives continue to work with the Mid-States Organized Crime Information Center (MOCIC) and the FBI on a large-scale cryptocurrency scam. This led to a person having over a reported \$25 million in transactions (note: the Windsor Heights transactions were reported to be in the thousands).

Silverstar Car Wash reported a large theft of items on May 13. The company reported the incident is like other thefts in the area where they are building car washes. Officers are working with management and will be conducting extra patrols.

On May 18 and 19, Officer Davison investigated two separate OWI incidents and charged two drivers. One of the drivers had driven into a person's yard. Nice work by Officer Davison.

On May 20, Midwest Heritage Bank reported a person cashing fictitious checks. Officers quickly solved the case and identified and charged a person. On the same day, a report of a stolen vehicle was also taken, which is currently being investigated.

Training

Chief Roth attended the Enhancing School Safety Using a Threat Assessment Model Training on Wednesday, May 1. The class was presented by the US Secret Service.

On May 7, Lt. Irlbeck attended a DNA and Genealogy informational session provided by the University of Nebraska-Omaha on advances in forensics and DNA testing to assist law enforcement. The Des Moines and Omaha Police Departments have used this lab for high-profile cases. Attendees said it was a great learning experience to understand updated technologies to assist in investigations.

Detective Johnson completed a two-week Basic Fire and Arson Investigation Course on May 17 taught by the Iowa Fire Service Training Bureau. This is an intense, in-depth course that not every student passes. Congratulations to Kyle!

Chief Roth attended the Iowa Police Chiefs Association Annual Conference from May 20-23 in Coralville.

Statistics

