



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, June 1, 2020 - 6:00 PM
VIA Zoom

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** The 6/1/20 Windsor Heights City Council Meeting will be conducted via Zoom. Please join the meeting 5-10 minutes early to allow for enough time to sign on. Residents will be muted during the meeting to allow the council members to speak but will be unmuted and asked if they would like to comment during the public forum section of the meeting. The agenda for this meeting will be posted the Friday before at <https://www.windsorheights.org/agendacenter>. Zoom Meeting Information:
Link:<https://us02web.zoom.us/j/88251263290?pwd=Y3Nuc1NwMTRzZVdzdEIVQUwvd2ppZz09>
Phone number: 312-626-6799 Meeting ID: 882 5126 3290 Password: 084772 If you have any questions about using Zoom, please visit <https://support.zoom.us/hc/en-us>
2. **Approval of the Agenda**
3. **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.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on May 18, 2020
 - B. Approve Payment of Claims
5. **Old Business:**
 - A. Consideration of Resolution No. 2020-76 - A Resolution Extending the Temporary Community Center Fee Reimbursement and Closure Policy Due to the Public Health Threat of the Coronavirus (COVID-19) (Estimated Revenue Loss \$40,934.13)
 - B. Consideration of Resolution No. 2020-77 - A Resolution Approving Revised Job Descriptions
 - C. Consideration Resolution No. 2020-78 - A Resolution Purchasing Flood Insurance for the Community Center, Public Works Shop, and Salt Storage Building in the Amount of \$44,433

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 the open meetings law.

6. **New Business:**

- A. Consideration of Resolution No. 2020-79 A Resolution Waiving the Parklet Rental Fee for RI Restaurant in the Amount of \$1,300
- B. Consideration of Pay Request No. 1 - University Avenue Project
- C. Consideration of Resolution No. 2020-80 - A Resolution Setting the Time and Place for a Public Hearing on Ordinance No. 20-03 - An Ordinance Amending Chapter 101 of the Windsor Heights Code of Ordinances Relating to the Storm Water Drainage Utility
- D. Consideration of Resolution No. 2020-81 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 2020-04 - An Ordinance Amending Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the definition of "Unimproved Surface" with Regards to Parking Prohibitions
- E. Consider Approval of Expenditure to RaCom in the Amount of \$14,175.00 to Facilitate Emergency Radio Reprogramming and Software Upgrades
- F. Consider Approval of 28E Agreement for Members of Polk County Emergency Management Commission for Funding of Emergency Management Administration in the Amount of \$2,945.00 Annually for FY20/21, FY21/22, and FY22/23
- G. Consideration of Resolution No. 2020-82 - A Resolution Establishing a City of Windsor Heights Small Business Recovery Grant Program in the Amount of \$25,000

7. **Reports:**

- A. Mayor and Council Reports and Committee Updates
- B. Interim City Administrator Report
- C. City Clerk Report

8. **Adjourn**

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 the open meetings law.

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 18, 2020 – 6:00 P.M. VIA Zoom

1. **Call to Order/Roll Call/Pledge of Allegiance** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton. The pledge of allegiance was recited.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 5-0.
3. **Public Hearing(s):**
 - A. Walnut Creek Bank Stabilization Project Public Hearing: Motion by Harms to open the public hearing at 6:02 PM. Seconded by Mike Jones. Motion passed 5-0. No comments written or oral. Motion by Mike Jones to close the public hearing at 6:03 PM. Seconded by Joseph Jones. Motion passed 5-0.
 - B. Resolution No. 2020-72 - A Resolution Awarding a Contract for the Walnut Creek Bank Stabilization Project to Dave's Dozing in the Amount of \$76,700.00: Motion by Mike Jones to approve Resolution No. 2020-72. Seconded by Joseph Jones. Motion passed 5-0.
 - C. FY 2019-2020 Budget Amendment Public Hearing: Motion by Harms to open the public hearing at 6:08 PM. Seconded by Skeries. No comments written or oral. Motion by Harms to close the public hearing at 6:09 PM. Seconded by Joseph Jones. Motion passed 5-0.
 - D. Resolution No. 2020-73 - A Resolution Amending the Annual Budget for the Fiscal Year Ending June 30, 2020 for the City of Windsor Heights, Iowa: Motion by Harms to approve Resolution No. 2020-73. Seconded by Joseph Jones. Motion passed 5-0.
4. **Public Forum:** None.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on May 4, 2020
 - B. Approve Payment of Claims
 - C. Approve April 2020 Financial Reports
 - D. Approve Resolution No. 2020-74 A Resolution Extending Closure of the CEC Due to Covid-19

Motion by Harms to approve the consent agenda. Seconded by Joseph Jones. Motion passed 5-0.

6. **New Business:**

- A. Review and Consider Motion to Approve Revised Job Descriptions: Motion by Loffredo to approve the revised job descriptions. Seconded by Mike Jones. Council did not come to a consensus on the job descriptions and wanted to discuss them in more detail at a council work session. Loffredo withdrew his motion. Mike Jones withdrew his second. Motion by Mike Jones to table consideration of the job descriptions to a future meeting. Seconded by Skeries. Motion passed 5-0.
- B. Consideration of Resolution No. 2020-75 - Resolution Providing for Notice of Hearing on Proposed Amendment to the Revitalization Plan for the Windsor Heights Urban Revitalization Area: Motion by Harms to approve Resolution No. 2020-75. Seconded by Skeries. Motion passed 5-0.
- C. Consideration of Change Order No. 1 - College Drive Project: Motion by Loffredo to approve Change Order No. 1-College Dr. Seconded by Mike Jones. Motion passed 5-0.
- D. Consideration of Pay Request No. 1 for College Drive in the Amount of \$103,873.83: Motion by Harms to approve Pay Request No. 1 for College Dr. Seconded by Loffredo. Motion passed 5-0.
- E. Consideration of Pay Request No. 1 for 69th Street in the Amount of \$138,984.53: Motion by Loffredo to approve Pay Request No. 1 for 69th St. Seconded by Harms. Motion passed 5-0.

7. **Reports:** Skeries thanked Mark for assistance with helping a business owner apply for the DSM Partnership grant. Harms will be attending the Metro Waste meeting on Wednesday. Mark reported the following: Worker's Comp Rates are going down by a significant amount; 18 city admin resumes have been submitted; work on Allison Dr. will start this week; Doodle poll to go out to find a time for a council work session; and schedule updates.

8. **Adjourn:** Motion by Joseph Jones to adjourn the meeting at 7:07 PM. Seconded by Harms. Motion passed 5-0.

Dave Burgess, Mayor

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL
FROM: Rachelle Swisher
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 6-1-2020 Claims Report

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC DIS-POSTX		801.74	50719	5/29/20
ALEX DVORAK	CEC REFUND		1,250.00	50720	5/28/20
ALLISON VAN PELT	STORMWATER BMP PROGRAM		75.00	50721	5/28/20
AMERITAS LIFE INS. CORP.	VISION INS	280.00		50717	5/29/20
AMERITAS LIFE INS. CORP.	DENTAL INS	2,958.64	3,238.64	50722	5/28/20
AMERICAN TRAFFIC SOLUTIONS	PAID CITATIONS		7,618.00	50723	5/28/20
AUREON IT	COMMUNICATIONS COMPUTER/Computer support		4,223.08	50724	5/28/20
BITUMINOUS MATERIALS	5 GALLON PAILS		175.00	50725	5/28/20
BOLTON & MENK	GENERAL ENGINEERING		3,502.50	50726	5/28/20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		22.99	50727	5/28/20
CITY OF URBANDALE	CROSSING GUARD REIMBURSEMENT		1,642.39	50728	5/28/20
CITY WIDE HTG. & A/C	FIRE DAMPER REPAIR		538.98	50729	5/28/20
DEPT OF HUMAN SERVICES	GEMT PAYMENT		1,257.18	50730	5/28/20
FAST SIGNS	SIGNS		127.60	50731	5/28/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		18,558.96	2340	5/29/20
FELD EQUIP. CO. INC., ED M.	BUNKER COAT		1,140.00	50732	5/28/20
GALL'S INC.	CLOTHING ALLOWANCE		241.92	50733	5/28/20
GRIMES ASPHALT & PAVING	1/2 MM-AMES/RAP		376.66	50734	5/28/20
HOME DEPOT CREDIT SERVICES	TOOLS		29.97	50735	5/28/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	851.05		2334	5/18/20
ICMA RETIREMENT TRUST	ICMA	653.62		2338	5/29/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	851.05	2,355.72	2342	5/28/20
IMWCA	WORKERS COMP		18,352.00	50736	5/28/20
INTOXIMETERS INC.	INTOXIMETERS		790.00	50737	5/28/20
IOWA DES MOINES SUPPLY	HAND SANITIZER		99.02	50738	5/28/20
IOWA ONE CALL	ONE CALL		124.20	50739	5/28/20
IPERS	PROTECT IPERS		35,703.82	2337	5/29/20
JACOBUS, DALTON	MILEAGE/MARCH-JUNE CELL PHONE		383.05	50740	5/28/20
JAN HOLTkamp	CEC REFUND		500.00	50741	5/28/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT		919.22	2341	5/29/20
KIESLER'S POLICE SUPPLY,C	SUPPLIES		252.00	50742	5/28/20
KOCH OFFICE GROUP	KEYBOARD/MOUSE/office Supplies		149.74	50743	5/28/20
LEAF	COPIER LEASE		227.66	50744	5/28/20
LEESA TJERNAGEL	CEC REFUND		100.00	50745	5/28/20
LOCAL GOVERNMENT CONSULTING	WEEK OF 5/10/20 ADMINISTRATOR		6,060.00	50746	5/28/20
MIDAMERICAN ENERGY	801 73RD ST	26.34		2335	5/28/20
MIDAMERICAN ENERGY	6540 UNIV AVE	79.18		2343	5/28/20
MIDAMERICAN ENERGY	6739 UNIV AVE	82.34		2344	5/28/20
MIDAMERICAN ENERGY	2227 63RD ST	24.89		2345	5/28/20
MIDAMERICAN ENERGY	6440 HICKMAN RD	54.82		2346	5/28/20
MIDAMERICAN ENERGY	6410 HICKMAN RD	24.89		2347	5/28/20
MIDAMERICAN ENERGY	6900 SCHOOL ST	16.70		2348	5/28/20
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	706.63		2349	5/28/20
MIDAMERICAN ENERGY	6900 SCHOLL ST STAGE	48.58		2350	5/28/20
MIDAMERICAN ENERGY	1145 66TH ST	164.33	1,228.70	2351	5/28/20
MIDWEST BREATHING AIR SYSTEMS	FD CASCADE SYSTEM REPAIR		19.71	50747	5/28/20
MURPHY TRACTOR & EQUIP. CO.	END LOADER PARTS		277.94	50748	5/28/20
NATIONWIDE OFFICE CLEANERS	CLEANING		649.50	50749	5/28/20
PURCHASE POWER	POSTAGE		208.99	50750	5/28/20
RACOM CORPORATION	EDACS ACCESS		1,379.16	50751	5/28/20
SAM'S CLUB DIRECT	FD SUPPLIES		86.46	50752	5/28/20
SGH REDGLAZE HOLDINGS, IC	CEC PARTITION WALL REPAIR		2,688.00	50753	5/28/20
STANDARD INSURANCE COMPANY	LIFE INS		998.80	50754	5/28/20
SUEN HARRISON	CEC REFUND		300.00	50755	5/28/20

CLAIMS REPORT
 Vendor Checks: 5/16/2020- 5/29/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
Witmer Public Safety Group	CLOTHING ALLOWANCE		104.93	50756	5/28/20
TIM CAMPBELL	STORMWATER BMP PROGRAM		1,000.00	50757	5/28/20
TREASURER STATE OF IOWA	STATE TAX		9,003.00	2339	5/29/20
VAN WALL EQUIPMENT	PARTS/SUPPLIES MOWER MAINT.		199.30	50758	5/28/20
VERIZON WIRELESS	CELL PHONES		419.41	2336	5/28/20
WOODS, AMANDA	CLOTHING ALLOWANCE		75.23	50759	5/28/20
ZWC CONDOMINIUM ASSOC	PEST CONTROL/BACKFLOW TEST		170.28	50760	5/28/20
			=====		
Accounts Payable Total			129,646.45		

Payroll Checks

001	GENERAL		46,193.52		
110	ROAD USE TAX		6,632.02		
610	SEWER		874.44		
740	STORM WATER		1,364.02		

Total Paid On: 5/29/20			55,064.00		
			=====		
Total Payroll Paid			55,064.00		
			=====		
Report Total			184,710.45		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	136,289.01
110	ROAD USE TAX	16,942.46
112	EMPLOYEE BENEFITS	23,786.50
350	CAPITAL EQUIPMENT FUND	1,140.00
610	SEWER	2,046.64
740	STORM WATER	4,505.84

	TOTAL FUNDS	184,710.45



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director
Whitney Tucker, Communications / Recreation Coordinator

DATE: 18 May 2020

SUBJECT: Continuation of Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 pandemic.

At the 18 May 2020 City Council meeting, Council voted to approve Resolution No. 2020-74 extending the Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 pandemic.

This Resolution approved the complete closure of the Community Center from May 31st until June 15th. The resolution also allowed for the reimbursement of fees for rentals scheduled during that time frame and allowed renters for events scheduled between June 15th and July 15th to voluntarily cancel their events and receive a full refund.

Staff and the City Council agreed that it would be best to have the closure of the Community Center be a recurring agenda item until the pandemic was under control.

At this time, staff is recommending that the City Council approve extending the mandatory closure date to **June 30th** and the optional cancellation date to **July 31st**, **unless the Governor lifts restrictions on large gatherings.**

This recommendation is based on general advice and requests from the Governor, the President and the Iowa Department of Public Health on social distancing.

Mandatory closure of the Community Center until **June 30th** and full refund of fees associated with the closure will result in reimbursements totaling **\$7588**. Fees collected so far for the optional cancellation period could total **\$40,934.13**.

RESOLUTION No. 2020-76

A RESOLUTION EXTENDING THE TEMPORARY COMMUNITY CENTER FEE REIMBURSEMENT AND CLOSURE POLICY DUE TO THE PUBLIC HEALTH THREAT OF THE CORONAVIRUS (COVID-19).

WHEREAS, staff sees a need for a temporary exception to the 'no-refund' policy for the Community Center as result of the COVID – 19 pandemic;

WHEREAS, the CDC has recommended older adults and people with severe underlying chronic medical conditions avoid crowds and public gatherings;

WHEREAS, the WHO has named COVID-19 a pandemic;

WHEREAS, the City Council approved Resolution No 2020-74 which closed the Community Center until 6/15/20 and allowed for optional cancellations until 7/15/20;

WHEREAS, the City Council wishes to extend the deadlines for the closure and optional refund periods outlined in Resolution 2020-74;

WHEREAS, fees for rentals of the Community Center scheduled from 6/30/20 to 7/31/20 will be reimbursed upon request of the renter;

WHEREAS, fees for rentals of the Community Center scheduled between the date of this Resolution and 6/30/20 will be cancelled and fees refunded;

WHEREAS, the total amount reimbursed by the City for this period could reach \$40,934.13 not including credit card fees paid by the renter.

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

That a temporary policy is approved to allow Community Center rental reimbursements until June 30th as a result of the COVID – 19 pandemic.

PASSED and approved this **1st Day of June 2020** by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

RESOLUTION 2020-77

A RESOLUTION APPROVING REVISED JOB DESCRIPTIONS

WHEREAS, city staff has reviewed and revised current job descriptions with input from City Council at its May 18, 2020 meeting: and

WHEREAS, city staff further clarified roles and responsibilities in the proposed job descriptions to reflect duties performed by each position.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa that the attached job descriptions for City Administrator, City Clerk, Finance Director, Public Safety Director/Police Chief, Police Captain, Public Works Director, Public Works Supervisor, and Communications/Recreation Coordinator are hereby approved.

Passed and approved this 1st day of June, 2020.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

I tried my best to go through and search for answers to my questions but sometimes the description was vague. Also, the way this was put together for me to review the descriptions and compare the two was not an easy task.

Public Safety Director:

Did I miss grant writing? **Added.**

Who oversees rental inspection program, animal control, commercial and residential inspection functions? Could not locate this in proposed job description. (Did the City Clerk take over the commercial & residential inspection functions meaning the records for these inspections?) **Bullet 1 “Assumes full management responsibility for all Public Safety Department services and activities” covers this question.**

If following the City of Nevada’s Public Safety Director job description like so much of the proposed job description then FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year. **Changed**

Also, following the same job description than Iowa of National Registry Emergency Medical Technician Basic is preferred. **Added wording to preferred for EMT/Paramedic experience**

In Tools and Equipment shouldn’t there be something about EMS since the Public Safety Director oversees EMS as well as the Fire Dept and the Police Dept? **EMS vehicles were added to first bullet**

Who directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police and fire departments? How is the yearly training kept up on with both the FD and the PD? Who ensures that the dept employees receive the correct number of training hours? **Bullet 1 “Assumes full management responsibility for all Public Safety Department services and activities” covers this question, as well as bullet 2 “Plans, implements, supervises, coordinates, monitors, directs and evaluates the specific functions and services of the Public Safety Department, including operating policies, procedures, methods and personnel staffing and management.”**

Must reside 25 minutes from the city- or 30 miles? When did this policy change since Council and Resident’s weren’t given the correct information? **Current City Policy, effective December, 2015, reads, “4.6 Residency Requirement. All full-time City employees hired after January 1, 2008, in the Police, Fire and Street Departments, and all Department Heads and Chief Administrative Personnel must reside within 30 miles of the corporate boundary limits as identified by the attached 30-mile residency buffer zone.”**

Does there need to be any training/Incident Command Certifications to command fire emergencies? I like the prior wording of “Assumes Incident Command at major scenes as appropriate...” more than I like the proposed wording. **Incident command training outlined in above comments and experience. The Public Safety Director may assume command of any incident, not just a major incident.**

I like the statement about “at a minimum, ten years of increasingly responsible experience...” over the “Graduate of FBI-NA or similar executive level leadership training” especially since the prior supervisory experience went from 10 years to 5 years with only 3 of which should be in a command level position in a dept...” The FBI-NA is a great tool but it wasn’t listed in the current job description. A good chief does not need to go through FBI-NA but they should have supervisory experience. We have FBI-NA as a preferred item but not much listed about the FD/EMS. **Wording is up to Council. FBI NA is listed as preferred for most Police Chief’s Jobs in today’s world. 10 years increasingly responsible experience does not provide for command level experience, where 5 years of supervision and 3 years in a command role does with agency of similar or greater complexity.**

Is this the Public Safety Director or is it the Public Safety Director/Police Chief? If it is the latter than shouldn’t it also include Fire Chief because the PSD is a chief of both departments. I did not agree with the job title used when the PSD was hired. It would do well for the morale of the FD if they were included or the PD was not listed. Modeling by the City of Nevada they use Public Safety Director for their job descriptions. **The job description is “Public Safety Director/Police Chief.” Council can change it as they see fit.**

It is not a requirement to have a Firefighter background but one is going to oversee the Fire Department and be in charge of incident command as needed? It should be a requirement not a preferred. **Firefighting experience is listed as preferred, but if Council desires, it could be required.**

Captain Position:

ILEA or Iowa Police Officer’s Certification or whatever term used- have continuity. **This has been fixed.**

Must reside within 25 miles or 30 minutes from WH? **Current City Policy, effective December, 2015, reads, “4.6 Residency Requirement. All full-time City employees hired after January 1, 2008, in the Police, Fire and Street Departments, and all Department Heads and Chief Administrative Personnel must reside within 30 miles of the corporate boundary limits as identified by the attached 30-mile residency buffer zone.”**

Public Work Director:

Grant Writing **Added.**

No longer have to have knowledge of the International Building, Fire, Maintenance, Commercial, Fuel Gas, Mechanical and Residential Codes? No longer have to have knowledge on National Electrical Code, Uniform Plumbing Code and all other City, State and Federal Building Codes adopted by the city. Is this included in the “Enforce City Code and policies related to the PW Dept?” ****I don’t like the use of the word knowledge.** Correct, the City is now contracting all building inspection with a private third party.**

Enforcement of City code could include anything from illicit discharges to the Storm Sewer System to sidewalk and driveway inspection. There is a lot of stuff in the code that is specifically designated to the PW Director.

Knowledge of NIMS and safety procedures- Does that mean that they have completed the NIMS courses as well as the courses that Osha teaches because knowledge means “to know about” not to have completed courses with certification.

I agree with what you are saying here in regards to NIMS. I don't know how necessary it is to have completed the NIMS courses to be successful in this position. My preference would be remove the reference to NIMS altogether. For the OSHA courses, I think it's best to reference knowledge of best practices but hesitate to recommend certifications. There are tons of OSHA courses that take several days each to complete. We utilize safety trainings from our Workers Comp provider as well as employee led trainings over the lunch hour once a month. These have seemed to be very effective – we have not had any reportable injuries for a long time and the workers comp insurance rate has continued to significantly decrease.

Do the following require certifications from the IDNR? If so, this is not on the required or even preferred list- IDNR MS-4 Permit Administrator and Floodplain Management Administrator. In current job description it states possession of or ability to possess and maintain requirements for IDNR MS-4 Permit.

Floodplain Administration: There is a Certified Floodplain Manager (CFM) program. I don't think that there would be a return on investment for the City to train someone to get this certification and I don't think that there would be enough need to hire someone that has this certification. I would personally love to get this certification but I don't know how much value the City would get vs the value that I would personally get. A working knowledge and understanding of floodplain administration would be serviceable for this position. Again, if it's the will of the council to pay me to get this certification I'd love to have it but it would be of much higher benefit to me personally than the City as a whole.

Required: Second bullet- Minimum 5 years of progressively responsible public works experience in an urban, municipal work environment or equivalent work experience including in a lead or supervisor role.

I would also like to see something like- Comprehensive knowledge of current principles and practices of public work operations and municipal budgetary principles/practices. I've added this to the job description.

Work Environment: last bullet point- I don't see anything about being on an on call rotation with other public work employees. It is written in the requirements for the job but not listed in the work environment. Work hours and irregular schedule is referenced in a few places in the job description. I've also added language reflecting this to the last bullet point in the 'Work Environment' section.

Does not include the peripheral duties listed in the current job description. “Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.” This was what was in the old job description. I can include this in the new job description as well, but that section has been removed because it doesn't really provide any clear guidance on what the job is or what is needed to be successful in the position. In my opinion, it was kind of a 'puff piece' in the old job description.

PW Supervisor:

Who is maintaining record keeping of maintenance of vehicles? **Currently, the PW Supervisor ensures that the mechanic we've got on staff is tracking maintenance.**

No longer needing general knowledge of parks and trail design and maintenance? **This felt redundant so it was removed. I've put this section back into the job description.**

No longer needing to assist the director with planning and organizing the operation of all public works within the city.....? (Second bullet under Essential Functions Current Job Description) **This was pretty well captured in the rest of the job description so it was removed. I have included this section in the updated version of the job description with the exception of the water distribution system and library and cemetery facilities.**

Who is inspecting sidewalks and maintain city sidewalks as well as city signs, paint crosswalks, etc. Are these jobs now included in another bullet point? **I've included this in the updated job description. This is one of the items that is spelled out in the code as being the PW Director's responsibility to oversee but I delegate to staff as needed.**

Work Environment does not include on call rotation or however it needs to be worded. **Added.**

Finance Director:

Just curious why this position is called the Finance Director when they do not supervise any employees. Is this because this position is in charge of the Finance Department? Would this be considered a Finance Manager in other cities? **This position is in charge of the Finance Department (which could have other employees in the future, if needed). I am not aware of any city in the metro that uses the term "Finance Manager". Finance Director is an industry standard.**

Who is handling the HR aspect? **The City Clerk will handle the HR aspects of the job.** I see that the Finance Director is overseeing the city's health, liability, etc and that the clerk will work the Finance Director to assure that the following staff related actions are accurately completed and it lists 4/5 items but these items aren't listed with the Finance Director's duties/responsibilities. I am confused after reading these two job descriptions as to who does what. There shouldn't be confusion as to who does the HR work. The person handling HR should be listed as such for the employees to contact....**The City Clerk's job description has been updated to clarify that anything HR related is handled by the City Clerk.**

Is the Finance Director ever on call with the city? Did I miss this in the job description? **A line will be added to the job description.**

Does the Finance Director have to be certified with the Iowa Certified Municipal Finance Officer or do they just need to be a Certified Municipal Finance Officer (please note the city clerk has to become an Iowa Certified Municipal Clerk)? Continuity is needed. **The 2 certifications offered by the Iowa Municipal Finance Officers Association (IMFOA) are Certified Municipal Clerk and Certified Municipal Finance Officer. The job descriptions will be updated to be sure they are correct.**

No longer requiring possession and maintenance of CPR, AED & First Aid Certifications? **No.**

Work Environment: current job description bullet #6- no longer includes the employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills? **This is included in other bullet points within the job description.**

So the Finance Director and the City Clerk do not have to have a notary public designation- it is preferred. Does the City Admin need to be a notary in their job description? Isn't this a service that the city provides their resident's? Would a police officer need to be called to be a notary? Since it is a one page application, a \$30 application fee and the purchase of a stamp I would think this is something that we should require. Does the City Clerk have to notarize any city paperwork? **Notary designation was moved to required instead of preferred.**

As a general statement, I am not comfortable with having the 5 year/3 year timeframe to get certified as a Certified Municipal Finance Officer/ Certified Municipal Clerk. It seems like this position would only be a stepping stone for these individuals. This has happened to us numerous times where once the person receives their certifications they move on. This costs the city money and at the salary being offered the employee hired should have the certifications or be willing to sign a contract to stay with the city x amount of years or pay back (as the Fire Department and Police Departments do). **Requiring these certifications prior to being hired will lower the number of applicants you will receive if either job is ever posted in the future. To complicate matters, the school to get your certification is only held once per year, in Ames, and the classes offered are overlapping, so there is truly NO way to get your certification without going to the school for 3-4 years. Also, in order to get your Certifications, you must have 3 years as a City Clerk and 5 years as a Finance Director in order to obtain these designations. Other cities allow time to get the certifications.**

City Clerk:

Is the Finance Director now filing the budget with the County Auditor? **Yes.**

Look at the Finance Director's comments about the HR position. Still have no idea who is doing what so this needs clarification. **Will be clarified in the Clerk's position.**

Is the City Clerk not an on call position? The City Clerk should be available for off hour emergencies shouldn't they? (listed in current job description) **A line will be added to the job description.**

Communications/Rec Coordinator:

No longer plans and prepares event and program information and publicity such as fliers and brochures, and makes public presentations regarding those events and programs? **No. This has never been the case with this position and should not have been in the current job description.**

No longer develops and delivers proposals and presentations for business, corporations and civic organizations to solicit sponsors and keep the community current on department activities? **No, that has not been the case since I have worked for the City.**

May be required to report to work and serve customers during emergency conditions is not listed anywhere that I could quickly locate. **That is not a requirement of this position.**

No longer being the city clerk if the city clerk is absent? Is the Finance Director taking this position over? **Yes. It is in the Finance Director's job description.**

No longer taking & preparing minutes for the Planning and Zoning Commission/ Board of Adjustment meetings or other meetings when the city clerk is not available? Who is taking over this job? **City Clerk.**

Does this position maintain all City Code binders to ensure the online versions of the City Code matches the content of all City Code binders? Who is taking over this job? **City Clerk.**

I would like to see that the on call rotating schedule also says with other Public Works Staff to keep continuity. **Updated on the job description.**

Must possess a valid Iowa Driver's license. You have 6 months from date of hire to receive an Iowa Driver's license. **This is already on page 2. I do not want to give someone 6 months to get their driver's license. I would not hire someone for this position if they didn't already a license.**

Also, under Education on the proposed job description "minimum 3 years related experience" not 3 years' related experience. **I think I made the correction you requested on this one. If I am misunderstanding your request let me know and I can edit again.**

City of Windsor Heights

Job Title: City Administrator	Classification: Exempt
Department: Administration	Selection/Approval: Mayor/City Council
Reports To: City Council	Revision Date: 6/1/20
Approved by: City Council	Council Review & Approval: 6/1/20

Summary Description:

Serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City. Directs, controls and continually evaluates all administrative, fiscal and public service affairs of the City according to established ordinances, policies and procedures of the Council and/or Iowa State law. Advises the City Council in defining sound public policy and staffing for key personnel to ensure the effective and timely delivery of City services.

Essential Duties & Responsibilities:

- Administration. Supervise and direct the administration of the City government.
- Personnel. Appoint, promote, reassign, reclassify, discipline, demote, and discharge all employees in compliance with law and ordinance.
- Compensation of Employees. Fix the compensation of all employees appointed by him or her, subject to the approval of the Council.
- Investigation. Investigate, summarily and without notice, the conduct and affairs of any department, agency, officer, or employee of the City.
- Attend Meetings. Attend all meetings of the Council and City administrative agencies.
- Recommendations. Recommend to the Council any measures as are necessary or expedient for the good government and general welfare of the City.
- Cooperation. Cooperate with any administrative agency of the City.
- Budget. Prepare and submit to the Council annually the required budgets.
- Financial Reports. Submit a written, itemized financial report to the Council not later than the fifteenth day of each month, showing receipts, disbursements, and investments for the preceding month.
- Licenses. Provide for the issuance, suspension, and revocation of all licenses and permits authorized or required by law or ordinance.
- Oaths. Administer oaths.
- Powers Assumed. Assume the powers and duties of the City Clerk and Zoning Administrator.
- Other. Exercise such other powers and perform such other duties as may be directed by the Council.

Supervisory Responsibility:

- Supervise Officers. Supervise and direct the official conduct of all appointed offices of the City except the Mayor Pro Tern and City Attorney.
- Law Enforcement. Supervise the enforcement and execution of all laws and ordinances within the City.
- Contracts. Supervise the performance of all contracts for work to be done for the City.
- Purchasing. Supervise the purchase and receipt of all materials, services, and supplies for and on behalf of the City.
- Public Works. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.
- Accounting. Supervise the City Treasurer/Finance Officer and ensure that the business affairs of the City are conducted by modern and efficient accounting methods and cause accurate records to be kept.

Knowledge, Skills and Abilities:

- Possesses a thorough understanding of a City Administrator form of government, departmental operations, policies and procedures, public administration and organization methods and procedures.
- Understands the mission, vision and values of the City and has the ability to consistently guide the organization using the spirit of these statements.
- Has the ability to create a sense of unity in vision and direction for Windsor Heights. Able to bring teams together, to build focus and direction, creating momentum and progress. Motivates others to accomplish vision, mission and goals of City.
- Sees the big picture and keeps the City Council, staff and self-focused on the most important things.
- Demonstrates a positive attitude and an ability to foster motivated and cohesive leadership and employee teams. Frequently looks to others for insights and recognizes other's contributions to the city's success. Shows trust and the ability to give empowerment with accountability. Has the ability to gain support of employees.
- Demonstrates openness for change and reasonable risk-taking and flexibility.
- Able to utilize a performance measurement methodology, goal and object setting, focusing on continual improvement and achieving objective results (not simply activity). Personal work reflects commitment to excellence.
- Has a history of presenting timely materials, reports, presentations and recommendations clearly, concisely, candidly, comprehensively, convincingly, and objectively. Able to prepare sound agendas with balanced workloads.
- Able to provide sound, thorough and balanced advice that has a good basis (independent of the receiver's personal or political agreement with proposals).
- Demonstrated ability to deal with City Council as a whole, without partiality or favoritism in the distribution of information.
- Has the ability to consider political implications of actions, and not be overly controlled by them. Does not make decisions or recommendations in a vacuum. Demonstrated ability to keep City Council focused on policy issues, not administrative details.
- Demonstrated ability to engage appropriate stakeholders in major decisions and in an appropriate manner and process.

- Demonstrates personal honesty and frankness in day-to-day relationships. Sets the standard for fair play and honest dealings. Consistently acts in a trustworthy manner and expects the same from others.
- Has a history of modeling appropriate behavior and supporting others in the achievement of their personal and professional goals. Emphasizes continual learning, trust, inclusion and shows personal commitment toward welfare of others.
- Proactively identifies problems, secures relevant information and develops sound, practical advice and/or solutions to problems faced.
- Possess the ability to identify and address early signs of conflict and ensure that issues and concerns are effectively and efficiently responded to and resolved, cultivating positive relations along the way.
- Be able to read and understand correspondence, memoranda and materials.
- Demonstrated effective written and oral communication skills.
- Ability to utilize computer technology.
- Ability to operate a motor vehicle and have a valid Iowa State Driver's License.
- Must be able to perform all essential position functions under the working conditions as described.
- Ability to work evenings and weekends. Ability to serve "on call" duty assignments.

Education, Experience and/or Other Requirements:

- Must possess a Bachelor's Degree in Public Administration, Business Administration, Finance Administration or related field. A Master's Degree in any of these fields is preferred.
- Must have at least three (3) years' experience as City Manager/Administrator, Assistant City Manager/Administrator or member of a City's executive management team.
- Must be bondable
- Must establish residency within a 30 minute drive of the Windsor Heights City Hall after six (6) months of employment.
- Shall obtain membership in the International City and County Management Association (ICMA) within three (3) months of employment and remain a member in good standing during employment with the City of Windsor Heights.
- Ability to pass a criminal and financial background check.
- Must have experience in dealing with planning, zoning, land use and economic development concepts and applications.
- Ability to understand or perform basic mathematical and statistical calculations.
- Ability to write and speak clearly and concisely with proper spelling, grammar, syntax and punctuation.

- Knowledge of human resources management.
- Knowledge of public finance, Tax Increment Financing, local option sales tax and public sector bonding concepts and applications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- Work is performed primarily in an office setting. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms.
- The employee must be able to occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment is usually moderately quiet.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Mayor: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

City of Windsor Heights

Job Title: City Clerk	Classification: Exempt
Department: Administration	Selection/Approval: City Administrator / Council
Reports To: City Administrator	Revision Date: Mark Arentsen 8/2019; Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The City Clerk is responsible for preparation and filing of all City Council agendas, agenda packets, resolutions and ordinances, providing requisite public notifications, taking meeting minutes and fulfilling all of the City Clerk statutorily required functions as set out in the Iowa Code.

Essential Duties & Responsibilities:

- Assists in the preparation for and attendance of regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; in cooperation with the City Administrator, assures staff support for the City's auxiliary boards and commissions.
- Ensures that legal requirements are met regarding public notices, publications and posting of City business, including authenticating and signing City records, measures and actions including the time and manner of publication in the manner prescribed by law.
- Participates in segregation of duties functions as agreed to in consultation with the City Administrator and Finance Director.
- Performs election duties as specified in the Code of Iowa. Administers oaths of office to City Officers as required by local or state statute.
- Assists in the preparation of the departmental budget; in cooperation with the City Administrator and Department Heads.
- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.
- In conjunction with the Finance Director, administers Tax Increment Financing (TIF) and Urban Revitalization programs.
- Assists with maintaining current computer systems including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Assists the City Administrator in the preparation and maintenance of the Employee Handbook.
- Serves as custodian of official City records and public documents; keeps filing system updated and helps file materials efficiently so that files can be retrieved with minimal effort; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records; performs many duties involving confidential data; assures issuance and maintenance of records of various permits and licenses as approved by the City Council or other

governing entity; and maintains for public use copies of all ordinances and codes and assists citizens, co-workers and others by providing background information as appropriate.

- Tracks all building and trades permits and reports building permit information to Polk County and other agencies requesting building permit information.
- Responsible for all food truck licensing activities.
- Prepares and maintains records of Planning and Zoning Commission and Board of Adjustment meetings including agendas and minutes, resolutions and other meeting related activities.
- Receives bids for municipal construction contracts and may assist with bid openings.
- **Assure that the following staff-related actions are accurately completed; all HR requirements including: onboarding and off-boarding tasks, benefits administration, maintains employee files and handles Human Resource questions and needs.**
- Monitors contracts for compliance with all provisions contained therein.
- Provides assistance with the oversight of the City's health, liability, property and workers' compensation insurance programs.
- Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Enforces the City Code and all policies.
- Answers phone calls and assists the public with questions, comments and concerns. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to the appropriate level as needed.
- Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.
- Attends seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.
- Performs the duties of the Finance Director on an as needed basis.
- **Be available for off-hour responsibilities as necessary.**
- Other duties as assigned.

Supervisory Responsibility:

This position does not have direct supervisory responsibilities.

Knowledge, Skills and Abilities:

- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Strong analytical and critical thinking skills including the ability to conduct complex quantitative and qualitative analyses.
- Excellent written and verbal communication skills.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to work independently while also constructively contributing in a team environment.
- Flexible and able to multitask on a daily basis, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.

- Strong interpersonal and relationship-building skills; utilizes customer centric approach to engaging stakeholders.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.
- Ability to develop policies, plans and procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
- Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Effective problem solving skills and strong organizational skills.

Education, Experience and/or Other Requirements:

Required:

- Associates Degree in Accounting, Finance, Business or related field. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Minimum 5 years' related experience in municipal government.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and municipal financial software.
- Must be bondable according to State or local Code.
- Achieve status as a **Certified Municipal Clerk** within three (3) years of appointment.
- **Notary Public designation.**

Preferred:

- Bachelor's Degree in Accounting, Finance, Business or related field.
- Certified Municipal Clerk.

Tools and Equipment Used:

- Personal computer including database and software management programs, social media, 10-key calculator/adding machine, telephone, copy machine, fax machine, postage meter, trifold machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, regularly moving, lift, push, and carry or pull items up to 20 pounds and occasionally with moderately heavy objects (30-50 pounds).

- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

Interaction with Other Department/Staff:

The position is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

City of Windsor Heights

Job Title: Finance Director	Classification: Exempt
Department: Finance & Administration	Selection/Approval: City Administrator / Finance & Personnel Committee
Reports To: City Administrator	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Finance Director is responsible for the coordination, oversight, and practical application of all City fiscal activities including budget planning, research and execution, treasury management, general accounting, revenue collection, purchasing, risk management, and other related financial matters. The role is responsible for ensuring all accounting functions, including the deposit of City funds, are carried out in accord with generally accepted accounting practices, City Code and Iowa State Statutes.

Essential Duties & Responsibilities:

- Directs budget coordination activities and supervises the preparation of the City Administrator's Budget for City Council consideration including the development of department/division business plans, revenue and expense forecasting, payroll projections, debt forecasting in accordance with GAAP and GASB principles; completes the State budget report. Responsible for filing City budget with County Auditor's Office.
- Performs required general accounting functions including: accounts payable; accounts receivable; general ledger/bank account reconciliations; requisite budget amendment processes; collects, receipts and deposit monies; and completes associated periodic reporting duties.
- Oversees and coordinates bond issuance for capital projects including the management of presentations to bond rating agencies. Serves as Bond post-issuance compliance officer and ongoing disclosure representative.
- Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Directs the coordination of the annual financial audit and preparation of financial reports.
- Provides revenues and expenditures year-to-date on budget / actual reports to department heads and the City Administrator.
- Monitors City debt and makes payments in accord with due dates.
- Oversees and maintains the financial reports of any grants received by the City.
- Prepares quarterly investment reports for the Council and City Administrator.
- Prepares and files all required State Sales Tax reports.
- Processes all functions of payroll including: processing of bi-weekly payroll, timely submittal of payroll taxes, update leave records and associated periodic reports to ensure compliance with state and Federal requirements. Process year-end reports including W2s and publication of salaries.

- Administers Police Pension Fund and all required reports, filings and monthly payments.
- Oversees the City's health, liability, property and worker's compensation insurance programs. All other Human Resources duties are handled by the City Clerk and/or the City Administrator.
- Develops and implements City segregation of duties activities.
- Prepares the annual financial report of City and Utility operations and funds in the manner prescribed by Iowa law, or City ordinance, complete the Street Finance Report, the IMWCA payroll audit reports, the ICAP renewal audit reports, and all monthly IPERS, 941, IA Withholdings, Workforce, Aflac, retirement, and Police Pension reports/filings.
- Develops, recommends and implements policies and procedures to enhance the effectiveness and efficiency of department operations.
- Monitors contracts for compliance with all provisions contained therein.
- Enforces the City Code and all policies.
- Answers phone calls and assists the public with questions, comments and concerns. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to the appropriate level as needed.
- Attends seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.
- In conjunction with the City Clerk, administers Tax Increment Financing (TIF) and Urban Revitalization programs.
- Assists with maintaining current Accounting computer systems including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Performs the duties of the City Clerk on an as needed basis.
- Be available for off-hour responsibilities, as necessary.
- Other duties as assigned.

Supervisory Responsibility:

This position does not have direct supervisory responsibilities.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
- Strong analytical and critical thinking skills including the ability to conduct complex quantitative and qualitative analyses.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to work independently while also constructively contributing in a team environment.
- Flexible and able to multitask on a daily basis, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.

- Strong interpersonal and relationship-building skills; utilizes customer centric approach to engaging stakeholders.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.

Education, Experience and/or Other Requirements:

Required:

- Associates Degree in Accounting, Business, Finance or related field. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Minimum of 5 years' related experience or a combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and municipal financial software.
- Municipal accounting experience.
- Must be bondable according to State or local Code.
- Achieve status as a Certified Municipal Finance Officer within five (5) years of appointment.
- Notary Public designation.
- A valid driver's license.

Preferred:

- Bachelor's Degree in Accounting, Finance, Business or related field preferred.
- Payroll processing experience.

Tools and Equipment Used:

- Personal computer including database and software management programs, social media, 10-key calculator/adding machine, telephone, copy machine, fax machine, postage meter, trifold machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, regularly moving, lift, push, and carry or pull items up to 20 pounds and occasionally with moderately heavy objects (30-50 pounds).
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

Interaction with Other Department/Staff:

The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

City of Windsor Heights

Job Title: Public Safety Director/Police Chief	Classification: Exempt
Department: Public Safety	Selection/Approval: Mayor / Council
Reports To: City Administrator	Revision Date: January 2, 2018; Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

Under general direction, plans, develops, implements, and coordinates the ongoing activities of the Public Safety Department. The Public Safety Director/Police Chief is responsible for the operation of the Police Department, Fire Department, and Emergency Medical Service.

Essential Duties & Responsibilities:

- Assumes full management responsibility for all Public Safety Department services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures. Assists in developing and modifying services and procedures to meet legal, regulatory, institutional and community needs.
- Plans, implements, supervises, coordinates, monitors, directs and evaluates the specific functions and services of the Public Safety Department, including operating policies, procedures, methods and personnel staffing and management.
- Ensures all local, State and Federal laws and ordinances are properly enforced.
- Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various public safety programs. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; serves as the City's representatives to committees and community organizations concerned with improvements in law enforcement, [Emergency Medical Services](#), and fire services, public education, and departmental public relations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, [emergency medical care](#),

fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.

- Responds to and may command police and/or fire/EMS emergencies or community disasters.
- Researches, prepares and submits grants which may benefit the City of Windsor Heights as related to public safety, law enforcement, emergency medical services, and fire services.
- Other duties as assigned.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Education, Experience and/or Other Requirements:

In addition to those of an entry level Peace Officer and meeting the minimum requirements of the Iowa Law Enforcement Academy (ILEA):

Required:

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Iowa Law Enforcement Academy certification as a peace officer, or ability to attain within the first year of employment.

- Prior supervisory experience of 5 years, 3 of which should be in a command level position in a department of similar or greater complexity and size.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first ~~two~~ years of employment.
- Obtain Iowa Firefighter I Certification within the first year of employment.
- Knowledge and understanding of Emergency Medical Service operations
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of the principles community and problem-oriented policing.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa driver's license.

Preferred:

- Master's degree.
- Experience as a firefighter and/or an Emergency Medical Technician (EMT) and/or a Paramedic.
- Graduate of Federal Bureau of Investigation National Academy (FBI-NA) or similar executive level leadership training.

Tools and Equipment Used:

- Possess the ability to operate: police vehicles, fire apparatus, EMS vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Personal computers, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database softwares, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accordance with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- The employee is frequently required to talk, hear, sit, stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
- While performing the duties of this job, the employee frequently works in an office environment as well as in outside weather conditions involving prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.

- Employees may be exposed to close quarters, dirt / dust, fumes / odors, smoke, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, mayor, contractors and other staff. It is of the utmost importance that personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

City of Windsor Heights

Job Title: Police Captain	Classification: Exempt
Department: Public Safety	Selection/Approval: Public Safety Director / City Administrator
Reports To: Public Safety Director	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Police Captain manages and supervises assigned Police Department support functions such as information and records management; program development and evaluation; emergency communications; computer services; departmental budget; contracts; and special projects. Coordinates initiatives and represents the Police Department's interest in activities with external agencies involved in community safety.

Essential Duties & Responsibilities:

- Participates in planning and managing budget systems, prepares and presents budget recommendations to leadership, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.
- Participates in the development and implementation of goals, objectives, policies, priorities, and procedures for assigned programs; recommends and administers policies and procedures.
- Performs the duties of an acting police chief as needed.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and sworn employees.
- Studies crime reports and statistical data for planning purposes and recommends necessary adjustments to personnel assignments to ensure proper response to developing criminal trends or to major criminal or civil incidents.
- Oversees the planning, staffing and equipment requirements for special events.
- Keeps the Police Chief fully and accurately informed concerning various projects in progress, providing details about current or future developing problems and potential prospective solutions.
- Maintains close contact with the public through personal appearances at various public events and through these various activities provides answers to questions about the Police Department's mission, goals and objectives.
- Responds to emergency situations that require the presence of command staff and updates leadership as necessary.
- Remains current on new principles, practices, and new developments in law enforcement by reviewing publications, attending meetings, conferences, workshops, and training sessions.
- Oversees the maintenance of department records in accordance with local, State, and Federal regulations.
- Directs and manages the asset forfeiture process.
- Oversees open records inquiries, FOIA requests, the sale of police reports and arrest record checks, and audio-visual police records to the general public.
- Oversees the security, integrity and functionality of the police evidence facility.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.
- Other duties as assigned.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
- Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Education, Experience and/or Other Requirements:

In addition to those of an entry level Peace Officer and meeting the minimum requirements of the Iowa Law Enforcement Academy (ILEA):

Required:

- Five years of satisfactory service at the rank of Police Lieutenant with the Windsor Heights Police Department or in a similarly positioned appointment within a law enforcement agency of similar complexity and of equal or greater size. A combination of education and experience may be substituted for the requirements contained herein at the discretion of the Chief of Police.
- Iowa ~~Police Officer's Law Enforcement Academy Certification~~ certification as a peace officer, or ability to attain certification within ~~6 months~~ the first year of employment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of criminal and civil court procedures and practices.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.

- Valid Iowa Drivers' License.

Preferred:

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Successful completion of a specialized command level leadership course.
- Advanced investigator certification.
- Extensive knowledge of the city's geography and business community.

Tools and Equipment Used:

- Possess the ability to operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Personal computers, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accordance with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands of the duties described herein and the work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- The employee is frequently required to talk, hear, sit, stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
- While performing the duties of this job, the employee frequently works in an office environment as well as in outside weather conditions involving prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employees may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, mayor, contractors and other staff. It is of the utmost importance that personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature

Date

Police Chief

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.

City of Windsor Heights

Job Title: Public Works Director	Classification: Exempt
Department: Public Works	Selection/Approval: City Administrator / Council
Reports To: City Administrator	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Public Works Director is responsible for the general maintenance, cleanliness, and efficient operation and performance of the City’s infrastructure including, but not limited to: streets, parks, trails, City trees, buildings, sanitary and storm sewer distribution/collection systems, sidewalks, street signals, signage, fleet vehicles, and all other public lands and buildings.

Essential Duties & Responsibilities:

- Directs the development and implementation of strategic and long-range plans for Public Works in alignment with the City's long-term plans.
- Prepares and submits the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures and monitors expenditures and revenues throughout the year.
- Is the main point of contact for the Public Works Department. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to appropriate levels as needed.
- Solicits quotes and purchases commodities and services in accord with the current City purchasing policy.
- Performs right-of-way (ROW) permitting review and management. Works with telecom companies on system upgrades.
- Serves as liaison between the City and various regional, state and federal agencies including the Metropolitan Planning Organization, Des Moines Wastewater Reclamation Authority, Central Iowa Regional Drinking Water Commission, Des Moines Water Works, Iowa Department of Natural Resources, Metro Waste Authority and the Federal Environmental Protection Agency.
- Serves as the main point of contact at the City for all regional franchise utilities.
- Oversees the operation of the Community Center including tracking revenues and expenses, occupancy/vacancy rates, and operation and maintenance of the Facility.
- Works with City and County Emergency Management and responds to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Ensures the City meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
- Collaborates with consultant engineering firms on professional engineering work in the design, construction and project management of streets, sidewalks, distribution/collection systems, drainage structures, park or recreational facilities and other public works; provide comments on engineering drawings, plat maps, topographic materials and specifications.

- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and observe work in progress and upon completion for adherence to the contract, standards and general objectives
- Enforce the City Code and policies related to the Public Works department.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Oversee and maintain systematic, complete and accurate departmental records and prepare reports as needed.
- Serves as the IDNR MS-4 Permit Administrator and Floodplain Management Administrator.
- Oversee all contracts / agreements regarding sanitary waste, recycling, drinking water, sanitary sewer, storm water and all public buildings and grounds.
- Researches, prepares and submits grants which may benefit the City of Windsor Heights as related to Parks, stormwater management, sanitary sewers, traffic, streets, accessibility, and any other public works related areas.
- Other duties as assigned.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise in public works, municipal budgeting and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Knowledge of basic emergency management practices including National Incident Management (NIMS).

- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
- Maintains knowledge of applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.

Education, Experience and/or Other Requirements:

Required:

- Bachelor’s Degree in Civil Engineering, Construction Engineering, Public Administration. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Minimum 5 years of progressively responsible public works experience including in a lead or supervisor role.
- Comprehensive knowledge of current principles and practices of public work operations and municipal budgetary principles/practices.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Successful completion of a: DOT physical, background check and drug screen.
- A valid Iowa driver’s license with a Class B Endorsement.
- Must be available for on-call duties and emergency call-outs as needed.

Preferred:

- Master’s Degree in Civil Engineering, Construction Engineering, Public Administration or related field.
- Waste Collection System Operator Grade I or higher.
- C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Personal computers, database softwares, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer’s specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.

- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individuals will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Employees may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work in addition to performing during emergency management and critical incident situations.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

Interaction with Other Department/Staff:

The position is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: _____ Date: _____

City Administrator: _____ Date: _____

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City of Windsor Heights

Job Title: Public Works Supervisor	Classification: Exempt
Department: Public Works	Selection/Approval: Public Works Director / City Administrator
Reports To: Public Works Director	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Public Works Supervisor assists with the supervision, coordination, evaluation and performance of the general maintenance, cleanliness, and efficient operation and performance of the City’s infrastructure including, but not limited to: streets, parks, trails, buildings, sanitary sewer, storm drainage, distribution/collection systems, sidewalks, street signals, signage, fleet vehicles, and all other public lands and buildings.

Essential Duties & Responsibilities:

- This is a working supervisory role and may perform manual labor including the operation of a variety of pieces of light, medium or heavy equipment while assisting in the completion of departmental duties.
- Assists with the development and implementation of strategic and long-range plans for Public Works in alignment with the City's long-term plans.
- Assists the Director in the preparation of the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures and monitor expenditures and revenues throughout the year.
- Performs the duties of the Public Works Director as needed.
- Enforce the City Code and policies related to the Public Works department.
- Assists the Director with responding to questions and complaints from the public; inspect problem areas to determine the nature of work required including manpower, equipment and materials needed; investigate causes and take corrective action as appropriate; maintain records of resolution.
- Assists the Director with submitting required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures.
- Assists with conducting safety education training for the department and assists or coordinates such activity for other departments.
- Assist contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and observe work in progress and upon completion for adherence to the contract, standards and general objectives.
- Inspects, maintains, cleans and repairs storm sewers and catch-basins as needed.
- Provide comments on engineering drawings, plat maps, topographic materials and specifications.
- Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to appropriate levels as needed.
- Oversees, performs, and maintains files for One Call utility locates.
- Assists other City departments as needed and directed.

- Assists the Director with planning and organizing the operation of all public works within the City; includes supervising maintenance, construction, operation and comprehensive planning for the sewage collections system, City street system, storm water collection system and City owned facilities.
- Inspect sidewalks to ensure Code compliance; maintain city sidewalks as required.
- Inspect all city signs, paint crosswalks and parking markings.
- Other duties as assigned.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills and Abilities:

- Solid verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
- Knowledge of parks, grounds, and facilities operation and maintenance.

Education, Experience and/or Other Requirements:

Required:

- High School Diploma or equivalent.

- Minimum 2 years of progressively responsible public works related experience.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Successful completion of a: DOT physical, background check and drug screening.
- A valid Iowa driver's license with a Class B Endorsement.
- Must be available for on-call duties and emergency call-outs as needed.

Preferred:

- Associate's Degree or applicable certificate.
- Waste Collection System Operator Grade I or higher.
- C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Personal computers, database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions:

- The noise level in the work environment is occasional low/moderate office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individuals will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Employees may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

Interaction with Other Department/Staff:

The position is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

City of Windsor Heights

Job Title: Communications/Recreation Coordinator	Classification: Non-Exempt
Department: Administration	Selection/Approval: Public Works Director / City Administrator
Reports To: Public Works Director	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Communications/Recreation Coordinator is responsible for maintaining and effectively utilizing the City’s website, social media accounts, producing video content, and creating emails including a monthly newsletter to communicate relevant information about the City. The incumbent creates and monitors the overall effectiveness and efficiency of marketing efforts and makes recommendations for improvements. This position is also responsible for booking rentals for the Windsor Heights Community Center and performance pavilion. The employee is expected to perform front desk tasks including handling public walk-in traffic, answering phone calls, accepting, sorting and routing mail and packages and accepting payments for items at the front counter.

Essential Duties & Responsibilities:

- Create and design marketing materials, organizational publications and public information pieces for city events and issues affecting the City and its residents.
- Develops and maintains effective working relationships with media contacts and serves as the primary point of contact for the City. Responds to public information requests or designates elected officials or staff to communicate with the media as necessary.
- Manage and maintain the City’s website content, ensure it is kept current, develop user-friendly interfaces, and maintain contact with the website host’s firm as needed for technical support.
- Create, manage and implement social media tools to support and communicate City information, activities and messages utilizing style guide for consistent branding.
- Prepare content for print and electronic newsletters including coordinating layout, editing and publication of the print newsletter and distribution of the City’s electronic newsletter.
- Plans, promotes, and organizes reservations for the Community Center, parks, pavilions and other City-owned facilities requiring reservations; ensures fees are collected, transmitted and properly reconciled with City financial staff.
- Works with the Chamber of Commerce, Community Events Planners and other stakeholders to provide support where needed on special events; attend Chamber events to cultivate effective relationships.
- Maintains rental records and a rental calendar of all the City facilities available for rent.
- Manages all aspects of the Community Center including oversight of cleanliness and operations.
- Perform front desk responsibilities including: order office supplies, answer phone calls, assist the public with questions, comments and concerns, and other administrative tasks. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to the appropriate level as needed.

- Conduct broadcast operations for all City Council meetings.
- May be required to report to work and serve customers during emergency conditions. May be assigned to report to a different location and perform other City duties as directed.
- Be on call and carry the on-call phone on a rotating schedule to respond to any unforeseen or emergency issues at the Community Events Center.
- Other duties as assigned.

Supervisory Responsibility:

This position does not have direct supervisory responsibilities.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Ability to report, write or edit articles for publication. This includes spelling, grammar, syntax, punctuation, sentence and paragraph construction and the ability to clearly and concisely communicate thoughts and concepts.
- Extensive experience and knowledge of best practices and principles involved in marketing, social media, public relations, email messaging and other relevant communication tools.
- Strong analytical and critical thinking skills; ability to adapt and innovate to find solutions and achieve goals.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Flexible and able to multitask on a daily basis, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.
- Strong interpersonal and relationship-building skills; utilizes customer centric approach to engaging stakeholders.
- Ability to work independently while also constructively contributing in a team environment.
- Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Must be bondable according to State and/or local Code.

Education, Experience and/or Other Requirements:

Required:

- Associates Degree in Marketing, Business, Communications, Journalism, Public Administration or related field.
- Minimum 3 years related experience or a combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and design software.
- Must possess a valid driver's license.

Preferred:

- Bachelor's Degree in Marketing, Business, Public Administration or related field.
- Photography and videography experience.
- 5 or more years' related work experience.

Tools and Equipment Used:

- Personal computer including database and software management programs, telephone, copy machine, fax machine, postage meter, trifold machine, first aid and safety equipment.
- Social media, website management, and design and related software.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend grasp, push, pull, squat, twist and kneel.
- Use of hands frequently to finger, handle or feel objects, tools or controls.
- Frequent reaching with hands and arms, regularly moving, lift, push, and carry or pull items up to 20 pounds and occasionally with moderately heavy objects (30-50 pounds).
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Work varying hours when necessary, including some nights, weekends and early mornings.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

Interaction with Other Department/Staff:

The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. Additionally, there is a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an

exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

RESOLUTION No. 2020-78

A RESOLUTION PURCHASING FLOOD INSURANCE FOR THE COMMUNITY CENTER, PUBLIC WORKS SHOP, AND SALT STORAGE BUILDING IN THE AMOUNT OF \$44,433

WHEREAS, The Public Works Shop, the Salt Storage Shed, and the Community Center are located in the floodplain as shown on the current FIRMs that were adopted in February of 2019; and

WHEREAS, the City Council instructed staff to get elevation certificates and update the quotes for flood insurance coverage for the three buildings, and

WHEREAS, the elevation certificates have been completed and the updated flood insurance costs per structure are as follows; and

WHEREAS, the annual premium cost for flood insurance on the Shop is \$18,999; and

WHEREAS the annual premium cost for flood insurance on the Salt Shed is \$2,058; and

WHEREAS the annual premium cost for flood insurance on the Community Center is \$23,376; and

WHEREAS the total annual premium cost for flood insurance on these structures is \$44,433.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa purchase flood insurance for the three structures with an annual premium in the amount of \$44,433.

PASSED and approved this 1st day of June 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

Submission Packet

From: INSPRO INC, CORI BEAMAN
To: SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST
PO BOX 782747
PHILADELPHIA, PA 19178-2747

Phone: (877) 348-0552

Email: floodcustomerservice@selective.com

Regarding Application Tracking Number: 0002916433 - CITY OF WINDSOR HEIGHTS

The following documentation is required before the policy can be issued and may be directly uploaded to the policy by accessing the website.

Submit for Rate Application

Please note this Submit for Rate application will be subject to change if the premium is not received within 10 days of the quote's completion.

Electronic Application:

- Full Annual Premium payment. *(unless submitted online)*

The following documentation will be required in order to process the Submit for Rate application. In many instances a quote can be provided with the application and the elevation certificate only.

- Elevation Certificate.
- 2 clear and dated photos of the building (one of the front and one of the back).
- Completed and Signed Variance Form.
- Completed and Signed Elevated Building Form for Elevated Buildings Only.
- For Buildings that have an above-grade enclosure (hanging floor or mid-level entry), provide the following:
- A current dated photo of the interior of the above-grade enclosure.
 - Value of the above-grade enclosure.
- For Buildings that have an interior pit (oil pit), provide the following:
- A current dated photo of the interior of the pit.

(In some instances additional documentation may be required by the underwriter in order to obtain the quote.)

You can now upload the documentation through Document Upload. You can also fax or email the documentation to the above listed fax number or email address. Please list the tracking number if you fax or email the documentation.

Submit for Rate quotes will be completed in a 4 hour time frame. For rush quotes please contact a Customer Care Representative at (877) 348-0552 and they will immediately accommodate you.



SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST
PO BOX 782747
PHILADELPHIA, PA 19178-2747

Standard Flood Insurance Policy Application

General Property Form

Date	Type	Application Number	EffectiveDate	Expiration Date	Waiting Period
04/29/2020	New	0002916433	06/26/2020	06/26/2021	Standard 30 Day Wait
Insured Name(s)	Mailing Address and Phone	PropertyAddress	Agency Name, Address, and Phone		
CITY OF WINDSOR HEIGHTS	6900 SCHOOL STREET 1133 - 66TH STREET WINDSOR HEIGHTS, IA 50311 Home Phone: Work Phone: (515) 645-6825 Cell Phone: Email: DJACOBUS@WINDSORHEIGHTS.ORG	6900 School Street Windsor Heights, IA 50311 Property Address Type: Property Description	INSPRO INC 2501 WESTOWN PKWY STE 1104 WEST DES MOINES, IA 50266-1438 Email: SFETTERMAN@INSPROINS.COM Phone Number: (515) 226-9565 Agent Name: CORI BEAMAN		
Applicant Type: Business	Other Policy Number:	Prior Policy Number:	Prior Company Name:	Prior Company NAIC:	Potential Duplicate Policy: No
Renewal Billing: Insured					
1st Mortgagee	2nd Mortgagee	Additional Interest	Disaster Agency		

Phone Number:	Phone Number:	Phone Number:	Phone Number:
Fax Number:	Fax Number:	Fax Number:	Fax Number:
Loan Number:	Loan Number:	Loan Number:	Loan Number:
Required under N/A	Required under N/A	Required under N/A	Required under N/A
Mandatory Purchase:	Mandatory Purchase:	Mandatory Purchase:	Mandatory Purchase:
Current Community Information	Prior Community Information		
Community Name: WINDSOR HEIGHTS, CITY OF	Community Number:		
Community Number: 190687	Map Panel:		
Map Panel: 0327	Map Panel Suffix:		
Map Panel Suffix: F	Flood Zone:		
Current Flood Zone: AE	Base Flood Elevation:		
Current Base Flood Elevation (BFE): 828.9	FIRM Date: N/A		
FIRM Date: 06/15/1979	Has This Property Been Remapped?: No		
Program: Regular	Map Revision Date: N/A		
Program Status: Active and participating	Is the Flood Zone or Base Flood Elevation Grandfathered?: No		
County: POLK	Grandfathered As Result Of:		
Current Map Date: 02/01/2019	Prior Policy Number:		
Rating Map Date: 02/01/2019			
Construction/Substantial Improvement Date			
Date of Original Construction: 01/01/2011	Post-FIRM Construction: Yes		
Construction Date Type: Date of Construction	Pre-FIRM Elevation Rated: No		
Building Substantially Improved: No	Substantial Improvement Date: N/A		
Prior NFIP Coverage	Prior Flood Loss Information		
Has the applicant had a prior NFIP policy for this property: N/A	Do any of these conditions, arising from 1 or more occurrences in any 10 year period, exist? N/A		
Was the policy required under the mandatory purchase requirement: N/A	- 2 or more loss payments, each more than \$1,000		
Did the prior NFIP policy term lapse while coverage was required?: N/A	- 3 or more loss payments, regardless of the amount		
Was the lapse of the prior term the result of a community suspension?: N/A	- 2 Federal flood disaster relief payments each more than \$1,000		
Suspension Date: N/A	- 3 Federal flood disaster relief payments, regardless of the amount		
Was the community reinstated: N/A	- 1 flood insurance claim payment and 1 Federal flood disaster relief payment, each more than \$1,000		
Reinstatement Date: N/A			

*Note: Federal flood disaster relief payments also include loans and grants.



File: 8087468

Page 1 of 4



DocID: 130435499

Building Information

Building Located In CBRS/OPA:	No	Building Located Over Water:	Not Over Water
CBRS/OPA Designation Date:	N/A	Is Part of Support System in Water:	N/A
Building in Course of Construction:	No	Estimated Building Replacement Cost:	\$1,631,000
Building Walled and Roofed:	Yes	Other Structures At Same Location:	No
Building Located on Federal Land:	No	Is Other Structure Detached Garage:	N/A
Coverage Req'd for Disaster Assistance:	No	Building has Additions/Extensions:	Yes
Distance to Nearest Shoreline:	N/A	Addition/Extension Coverage for:	Building Includes Additions/Extensions
Source of Flooding:	N/A	Building is on list of Historic Buildings:	N/A
Building Severe Repetitive Loss (SRL) Property:	No	Building is a Townhouse/Rowhouse:	N/A
		Property on NFIP SRL list, document(s) provided indicating non-SRL:	N/A

Property Ownership Information

Property Purchase Date:	06/01/2011	Building a Rental Property:	No
Coverage for Owner or Tenant:	Owner	Condominium Form Of Ownership:	No
Is the Coverage for the entire building?	Yes		

Occupancy Information

Occupancy Type:	Other Non-Residential	Number of Occupants:	1
Building Purpose:	Non Residential	Is the insured a small business with less than 100 employees?	No
Percentage of Residential Area:	0%	Is the insured a nonprofit entity?	No
Is this the Applicant's Primary Residence:	N/A	Is the building a house of worship?	No
		Is the building an agricultural structure?	No
		Building Description:	Other
		"Other" Description:	COMMUNITY CENTER

Condominium Information

Number of Floors:	N/A
Number Of Units In Building:	N/A
Total Square Footage:	N/A
Non-Residential Square Footage:	N/A
Condominium Type:	N/A

Mobilehome/Travel Trailer Information

Mobile Home/Travel Trailer:	N/A
Wheels Removed (Travel Trailer Only):	
On Permanent Foundation:	N/A
Anchored By:	N/A
Year/Make/Model:	N/A
Serial Number:	N/A
Mobile Home/Trailer Dimensions:	N/A
Dimensions Of Extensions:	N/A

Contents Location

Contents Location:	Lowest Floor Above Ground
Personal Property House-Hold Contents:	No
Personal Property Description:	N/A

Foundation Information

Foundation:	Slab on Grade
Building Type:	One Floor

Mid-Level Foyer Information

Mid-Level Foyer Size:	N/A	No
Mid-Level Foyer used for Purposes other than Building Access:		

Elevated Building Information

Elevated by Means of:	N/A
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Basement/Subgrade Crawlspace Information

Below Grade On All Sides:	N/A
Size of Subgrade Crawlspace (sq. ft.):	
Crawlspace Certified Built in Compliance:	N/A
Basement/Subgrade Crawlspace Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A
Basement/Subgrade Crawlspace Used For Purposes Other Than Parking, Building Access Or Storage:	N/A
Description Of Use For Basement/Subgrade Crawlspace:	N/A

Is The Enclosure/Crawlspace Partially or Fully Enclosed:	N/A
---	-----

Enclosure Wall Construction:	
Enclosure Wall Construction Description:	
Enclosure/Crawlspace Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A
Enclosure/Crawlspace Used For Purpose Other Than Parking, Building Access Or Storage:	N/A
Describe Use for Enclosed Area/Crawlspace:	N/A

Enclosure/Crawlspace Size:	N/A
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Garage Information

Garage Type:	No garage	Garage Wall Construction:	N/A
Is The Garage Partially or Fully Garage Size:	N/A	Garage Wall Construction Description:	
Garage Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A	Garage Used For Purposes Other Than Parking, Building Access Or Storage:	N/A
		Description Of Use For Garage:	

Elevator Information

Building Contains Elevators:	No	Elevator Wall Construction:	N/A
Elevators Below BFE/HAG:	N/A	Elevator Wall Construction Description:	
Is The Elevator Located Within An Enclosure:	N/A	Is The Elevator Partially or Fully Enclosed:	N/A
Number of Elevators:	N/A	Elevators Have More Than 20 Linear Feet Of Finished Wall, Paneling, Etc.:	N/A
		Total Size of Elevators:	N/A

Venting Information (excluding V-Zones)

Enclosure/Crawlspace/Subgrade Crawlspace		Garage		Elevator	
Enclosure/Crawlspace Has Valid Flood Openings:	No	Garage Has Valid Flood Openings:	No	Elevator Has Valid Flood Openings:	N/A
Number of Openings:	N/A	Number of Openings:	N/A	Number of Openings:	N/A
Area of Permanent Openings (Sq. In.):	N/A	Area of Permanent Openings (Sq. In.):	N/A	Area of Permanent Openings (Sq. In.):	N/A
Has Engineered Openings:	N/A	Has Engineered Openings:	N/A	Has Engineered Openings:	N/A

Building Machinery, Equipment and Appliances (Not Applicable for Slab Foundations)

Has Washer, Dryer, or Food Freezer Appliances:	N/A
Appliances Value:	N/A
Number of Washers:	N/A
Number of Dryers:	N/A
Number of Food Freezers:	N/A
Has Machinery and Equipment:	N/A
Machinery and Equipment:	N/A

Garage Machinery, Equipment and Appliances

Has Washer, Dryer, or Food Freezer Appliances:	No
Appliances Value:	N/A
Number of Washers:	N/A
Number of Dryers:	N/A
Number of Food Freezers:	N/A
Has Machinery and Equipment:	No
Machinery and Equipment:	N/A

Machinery and Equipment Value:	N/A
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Machinery and Equipment Value:	N/A
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Elevation Certificate Information (Not Applicable for PRP Policies)

Elevation Certificate Section Used:	Section C	Elevation Certificate Date:	05/22/2020
Diagram Number:	1A	Floodproofing Certificate:	N/A
Lowest (Rating) Floor Elevation:	827.3	Flood Proofing Elevation:	N/A
Top of Bottom Floor:	827.3	Lowest Elevation of Appliances Servicing the Building:	N/A
Top of Next Higher Floor:	N/A	Elevation Difference:	-2.0
Mid-Level Foyer:	N/A	Grandfathered Elevation Difference:	N/A
Bottom of Lowest Horizontal Structural Member:	N/A	Elevation Datum Used:	NAVD1988
Garage Elevation:	N/A		
M & E Elevation:	N/A		
Lowest Adjacent Grade (LAG):	827.2		
Highest Adjacent Grade (HAG):	827.4		



VARIANCE FORM STATEMENT
FLOOD ZONES A, AE, A01-A30, AH, D, V, VE, V01-V30

POLICY NUMBER: 0002916433
PROPERTY ADDRESS: 6900 School Street
Windsor Heights, IA 50311

INSURED NAME:

TO: SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST

VARIANCE STATEMENT

- A variance was authorized by the local community officials or community building department at the time this building was constructed. A copy of the variance is provided.

- To the best of my knowledge no variance was authorized by the local community officials or the community building department at the time this building was constructed.

Signature of Insured, Agent, or other Authorized Representative

Date



SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST, PO BOX 782747 , PHILADELPHIA, PA 19178-2747

Date: 05-27-2020
Agent Name: CORI BEAMAN
Agent Address: 2501 WESTOWN PKWY STE 1104
WEST DES MOINES, IA 50266-1438

Applicant Name:
Mailing Address: 6900 SCHOOL STREET
1133 - 66TH STREET
WINDSOR HEIGHTS, IA 50311

Flood Insurance Acknowledgement
Waiver of Agent's Responsibility

I hereby certify that my agent offered flood insurance coverage in the National Flood Insurance Program. I understand that because I declined this protection/coverage, my agent, and/or agency will be held harmless and not liable in the event that I suffer a flood loss. I understand that the rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify the agent otherwise in writing. I certify that I am aware that there is a thirty (30) day waiting period before coverage takes effect, should I elect to purchase flood insurance at a later date.

- I reject building & contents coverage for flood protection
I reject contents coverage for flood protection
I reject condominium unit owners coverage for flood protection
I reject excess flood insurance coverage
I understand that this building is underinsured which may affect a claim settlement

Building Description: COMMUNITY CENTER
Property Location: 6900 School Street
Windsor Heights, IA 50311

The only appurtenant structure covered by the Standard Flood Insurance Policy is a detached garage, which is covered under the dwelling form. Coverage is limited to no more than 10% of the limit of liability on the dwelling. Use of this insurance is at the policyholder's option, but reduces the building limit of liability. This does not apply if the detached garage is used for residential (i.e. dwelling), business or farming purposes. In all other instances a separate policy is required for each building.

Signed:
Building Owner/Applicant

Signed:
Agent

Submission Packet

From: INSPRO INC, CORI BEAMAN
To: SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST
PO BOX 782747
PHILADELPHIA, PA 19178-2747

Phone: (877) 348-0552

Regarding Application Tracking Number: 0002916759 - CITY OF WINDSOR HEIGHTS

The following documentation is required before the policy can be issued and may be directly uploaded to the policy by accessing the website.

Electronic Application:

- Full Annual Premium payment.
Online payments can be submitted using either of the following payment methods:
- Credit Card
 - Electronic Check

If the payment is mailed, a copy of the application must be provided with the check.

Elevation Rated (Not submit for rate):

- Elevation certificate.
- Photographs of the building
Photograph Requirements are as follows:
- Minimum of two photographs must be provided.
 - The date the photographs were taken must be provided.
 - The photographs must have been taken within 90 days from the date the premium is submitted.
 - The photographs must show the front and back of the building being insured.
 - The photographs must be at least 3"x3" and provide a clear image of the building.

For buildings with flood openings (vents):
- One or more photographs must clearly show the openings.

For buildings with split level or multi-level areas at ground level:
- Two additional photographs are required.



SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST
PO BOX 782747
PHILADELPHIA, PA 19178-2747

Standard Flood Insurance Policy Application

General Property Form

Date	Type	Application Number	EffectiveDate	Expiration Date	Waiting Period
04/29/2020	New	0002916759	06/26/2020	06/26/2021	Standard 30 Day Wait
Insured Name(s)	Mailing Address and Phone	PropertyAddress	Agency Name, Address, and Phone		
CITY OF WINDSOR HEIGHTS	1133 - 66TH STREET WINDSOR HEIGHTS, IA 50311	6800 School Street Windsor Heights, IA 50311	INSPRO INC 2501 WESTOWN PKWY STE 1104 WEST DES MOINES, IA 50266-1438 Email: SFETTERMAN@INSPROINS.COM Phone Number: (515) 226-9565 Agent Name: CORI BEAMAN		
Applicant Type: Business	Home Phone:	Property Address Type: Property	Description		
Other Policy Number:	Work Phone: (515) 645-6825				
Prior Policy Number:	Cell Phone:				
Prior Company Name:	Email: DJACOBUS@WINDSORHEIGHTS.ORG				
Renewal Billing: Insured		Prior Company NAIC:			
		Potential Duplicate Policy: No			
1st Mortgagee	2nd Mortgagee	Additional Interest	Disaster Agency		

Phone Number:	Phone Number:	Phone Number:	Phone Number:
Fax Number:	Fax Number:	Fax Number:	Fax Number:
Loan Number:	Loan Number:	Loan Number:	Loan Number:
Required under N/A	Required under N/A	Required under N/A	Required under N/A
Mandatory Purchase:	Mandatory Purchase:	Mandatory Purchase:	Mandatory Purchase:

Current Community Information	Prior Community Information
Community Name: WINDSOR HEIGHTS, CITY OF	Community Number:
Community Number: 190687	Map Panel:
Map Panel: 0327	Map Panel Suffix:
Map Panel Suffix: F	Flood Zone:
Current Flood Zone: AE	Base Flood Elevation:
Current Base Flood Elevation (BFE): 828.4	FIRM Date: N/A
FIRM Date: 06/15/1979	Has This Property Been Remapped?: No
Program: Regular	Map Revision Date: N/A
Program Status: Active and participating	Is the Flood Zone or Base Flood Elevation Grandfathered?: No
County: POLK COUNTY	Grandfathered As Result Of:
Current Map Date: 02/01/2019	Prior Policy Number:
Rating Map Date: 02/01/2019	

Construction/Substantial Improvement Date	Substantial Improvement Date:
Date of Original Construction: 06/01/1970	No
Construction Date Type: Date of Construction	Pre-FIRM Elevation Rated: No
Building Substantially Improved: No	

Prior NFIP Coverage	Prior Flood Loss Information
Has the applicant had a prior NFIP policy for this property: No	Do any of these conditions, arising from 1 or more occurrences in any 10 year period, exist? N/A
Was the policy required under the mandatory purchase requirement: N/A	- 2 or more loss payments, each more than \$1,000
Did the prior NFIP policy term lapse while coverage was required?: N/A	- 3 or more loss payments, regardless of the amount
Was the lapse of the prior term the result of a community suspension?: N/A	- 2 Federal flood disaster relief payments each more than \$1,000
Suspension Date: N/A	- 3 Federal flood disaster relief payments, regardless of the amount
Was the community reinstated: N/A	- 1 flood insurance claim payment and 1 Federal flood disaster relief payment, each more than \$1,000
Reinstatement Date: N/A	

*Note: Federal flood disaster relief payments also include loans and grants.



Building Information

Building Located In CBRS/OPA:	No	Building Located Over Water:	Not Over Water
CBRS/OPA Designation Date:	N/A	Is Part of Support System in Water:	N/A
Building in Course of Construction:	No	Estimated Building Replacement Cost:	\$896,000
Building Walled and Roofed:	Yes	Other Structures At Same Location:	No
Building Located on Federal Land:	No	Is Other Structure Detached Garage:	N/A
Coverage Req'd for Disaster Assistance:	No	Building has Additions/Extensions:	Yes
Distance to Nearest Shoreline:	N/A	Addition/Extension Coverage for:	Building Includes Additions/Extensions
Source of Flooding:	N/A	Building is on list of Historic Buildings:	N/A
		Building is a Townhouse/Rowhouse:	N/A
Building Severe Repetitive Loss (SRL) Property:	No	Property on NFIP SRL list, document(s) provided indicating non-SRL:	N/A

Property Ownership Information

Property Purchase Date:	06/01/1979	Building a Rental Property:	No
Coverage for Owner or Tenant:	Owner	Condominium Form Of Ownership:	No
Is the Coverage for the entire building?	Yes		

Occupancy Information

Occupancy Type:	Other Non-Residential	Number of Occupants:	1
Building Purpose:	Non Residential	Is the insured a small business with less than 100 employees?	No
Percentage of Residential Area:	0%	Is the insured a nonprofit entity?	No
Is this the Applicant's Primary Residence:	N/A	Is the building a house of worship?	No
		Is the building an agricultural structure?	No
		Building Description:	Other
		"Other" Description:	PUBLIC WORKS BUILDING

Condominium Information

Number of Floors:	N/A
Number Of Units In Building:	N/A
Total Square Footage:	N/A
Non-Residential Square Footage:	N/A
Condominium Type:	N/A

Mobilehome/Travel Trailer Information

Mobile Home/Travel Trailer:	N/A
Wheels Removed (Travel Trailer Only):	
On Permanent Foundation:	N/A
Anchored By:	N/A
Year/Make/Model:	N/A
Serial Number:	N/A
Mobile Home/Trailer Dimensions:	N/A
Dimensions Of Extensions:	N/A

Contents Location

Contents Location:	Lowest Floor Above Ground
Personal Property House-Hold Contents:	No
Personal Property Description:	N/A

Foundation Information

Foundation:	Slab on Grade
Building Type:	One Floor

Mid-Level Foyer Information

Mid-Level Foyer Size:	N/A	No
Mid-Level Foyer used for Purposes other than Building Access:		

Elevated Building Information

Elevated by Means of:	N/A
Is The Enclosure/Crawlspace Partially or Fully Enclosed:	N/A
Enclosure Wall Construction:	
Enclosure Wall Construction Description:	
Enclosure/Crawlspace Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A
Enclosure/Crawlspace Used For Purpose Other Than Parking, Building Access Or Storage:	N/A
Describe Use for Enclosed Area/Crawlspace:	N/A

Basement/Subgrade Crawlspace Information

Below Grade On All Sides:	N/A
Size of Subgrade Crawlspace (sq. ft.):	
Crawlspace Certified Built in Compliance:	N/A
Basement/Subgrade Crawlspace Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A
Basement/Subgrade Crawlspace Used For Purposes Other Than Parking, Building Access Or Storage:	N/A
Description Of Use For Basement/Subgrade Crawlspace:	N/A

Enclosure/Crawlspace Size:	N/A
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Garage Information

Garage Type:	No garage	Garage Wall Construction:	N/A
		Garage Wall Construction Description:	
Is The Garage Partially or Fully	N/A		
Garage Size:	N/A		
Garage Has More Than 20 Feet Of		Garage Used For Purposes Other Than	
Finished Wall, Paneling, Etc.:	N/A	Parking, Building Access Or Storage:	N/A
		Description Of Use For Garage:	

Elevator Information

Building Contains Elevators:	No	Elevator Wall Construction:	N/A
Elevators Below BFE/HAG:	N/A	Elevator Wall Construction Description:	
Is The Elevator Located Within An			
Enclosure:	N/A	Is The Elevator Partially or Fully Enclosed:	N/A
Number of Elevators:	N/A		
		Elevators Have More Than 20 Linear	
		Feet Of Finished Wall, Paneling, Etc.:	N/A
		Total Size of Elevators:	N/A

Venting Information (excluding V-Zones)

Enclosure/Crawlspace/Subgrade Crawlspace		Garage		Elevator	
Enclosure/Crawlspace Has Valid Flood Openings:	No	Garage Has Valid Flood Openings:	No	Elevator Has Valid Flood Openings:	N/A
Number of Openings:	N/A	Number of Openings:	N/A	Number of Openings:	N/A
Area of Permanent Openings (Sq. In.):	N/A	Area of Permanent Openings (Sq. In.):	N/A	Area of Permanent Openings (Sq. In.):	N/A
Has Engineered Openings:	N/A	Has Engineered Openings:	N/A	Has Engineered Openings:	N/A

Building Machinery, Equipment and Appliances (Not Applicable for Slab Foundations)

Has Washer, Dryer, or Food Freezer	N/A
Appliances:	N/A
Appliances Value:	N/A
Number of Washers:	N/A
Number of Dryers:	N/A
Number of Food Freezers:	N/A
Has Machinery and Equipment:	N/A
Machinery and Equipment:	N/A

Garage Machinery, Equipment and Appliances

Has Washer, Dryer, or Food Freezer	No
Appliances:	N/A
Appliances Value:	N/A
Number of Washers:	N/A
Number of Dryers:	N/A
Number of Food Freezers:	N/A
Has Machinery and Equipment:	No
Machinery and Equipment:	N/A

Machinery and Equipment Value:	N/A
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Machinery and Equipment Value:	N/A
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Elevation Certificate Information (Not Applicable for PRP Policies)

Elevation Certificate Section Used:	Section C	Elevation Certificate Date:	05/22/2020
Diagram Number:	1A	Floodproofing Certificate:	N/A
Lowest (Rating) Floor Elevation:	826.6	Flood Proofing Elevation:	N/A
Top of Bottom Floor:	826.6	Lowest Elevation of Appliances Servicing the	
Top of Next Higher Floor:	N/A	Building:	N/A
Mid-Level Foyer:	N/A	Elevation Difference:	-2.0
Bottom of Lowest Horizontal Structural		Grandfathered Elevation Difference:	N/A
Member:	N/A	Elevation Datum Used:	NAVD1988
Garage Elevation:	N/A		
M & E Elevation:	826.3		
Lowest Adjacent Grade (LAG):	825.8		
Highest Adjacent Grade (HAG):	826.8		



Premium Calculations -- Standard

	<u>Coverage</u>	<u>Deductible</u>	<u>Basic Coverage</u>	<u>Basic Rate</u>	<u>Add'l Coverage</u>	<u>Add'l Rate</u>	<u>Ded. Discount/Surcharge</u>	<u>Premium</u>
Building	\$500,000	\$2,000	\$175,000	1.280	\$325,000	2.370	\$0.00	\$9,943.00
Contents	\$250,000	\$2,000	\$150,000	2.510	\$100,000	2.090	\$0.00	\$5,855.00
							Annual Subtotal:	\$15,798.00
							ICC Premium:	\$49.00
							Community Discount: (0%)	\$0.00
							Reserve Fund Assessment: 18%	\$2,852.00
							Probation Surcharge Amount:	\$0.00
							Total Written Premium:	\$18,699.00
							HFIAA Surcharge Amount:	\$250.00
							Federal Policy Service Fee:	\$50.00
							Total:	\$18,999.00

Please be aware that these quotes are subject to a full underwriting review of all documentation and rates may change based on that review.

A separate flood insurance policy is required for each building with the following exception: Under the Standard Flood Insurance Policy Dwelling Form, appurtenant structure coverage may apply to a detached garage at the described location provided the detached garage is not used for dwelling, business, or farming purposes. Coverage is limited to 10% of the limit of liability on the dwelling and reduces the building limit of liability.

The above statements are correct to the best of my knowledge. I understand that any fraudulent statements may be punishable by fine or imprisonment under the applicable federal law. The Federal Emergency Management Agency (FEMA) provides flood insurance under the terms of the National Flood Insurance Act of 1968 and its Amendments, and Title 44 of the Code of Federal Regulations. The premium shown above must comply with FEMA rules and rates and may be revised in accordance with applicable policy provisions.

Signatures

Signature of Agent/Producer

04/29/2020
Date

Signature of Insured (Optional)

This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations. In matters involving billing disputes, cancellation is not available other than for billing processing error or fraud.

PDF Creation: 04/29/2020 02:54 PM Pacific Standard Time

Application Produced For: SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST





SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST, PO BOX 782747 , PHILADELPHIA, PA 19178-2747

Date: 05-27-2020
Agent Name: CORI BEAMAN
Agent Address: 2501 WESTOWN PKWY STE 1104
WEST DES MOINES, IA 50266-1438

Applicant Name:
Mailing Address: 1133 - 66TH STREET
WINDSOR HEIGHTS, IA 50311

Flood Insurance Acknowledgement
Waiver of Agent's Responsibility

I hereby certify that my agent offered flood insurance coverage in the National Flood Insurance Program. I understand that because I declined this protection/coverage, my agent, and/or agency will be held harmless and not liable in the event that I suffer a flood loss. I understand that the rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify the agent otherwise in writing. I certify that I am aware that there is a thirty (30) day waiting period before coverage takes effect, should I elect to purchase flood insurance at a later date.

- I reject building & contents coverage for flood protection
I reject contents coverage for flood protection
I reject condominium unit owners coverage for flood protection
I reject excess flood insurance coverage
I understand that this building is underinsured which may affect a claim settlement

Building Description: PUBLIC WORKS BUILDING
Property Location: 6800 School Street
Windsor Heights, IA 50311

The only appurtenant structure covered by the Standard Flood Insurance Policy is a detached garage, which is covered under the dwelling form. Coverage is limited to no more than 10% of the limit of liability on the dwelling. Use of this insurance is at the policyholder's option, but reduces the building limit of liability. This does not apply if the detached garage is used for residential (i.e. dwelling), business or farming purposes. In all other instances a separate policy is required for each building.

Signed:
Building Owner/Applicant

Signed:
Agent

Submission Packet

From: INSPRO INC, CORI BEAMAN
To: SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST
PO BOX 782747
PHILADELPHIA, PA 19178-2747

Phone: (877) 348-0552

Regarding Application Tracking Number: 0002916802 - CITY OF WINDSOR HEIGHTS

The following documentation is required before the policy can be issued and may be directly uploaded to the policy by accessing the website.

Electronic Application:

- Full Annual Premium payment.
Online payments can be submitted using either of the following payment methods:
- Credit Card
 - Electronic Check

If the payment is mailed, a copy of the application must be provided with the check.

Elevation Rated (Not submit for rate):

- Elevation certificate.
- Photographs of the building
Photograph Requirements are as follows:
- Minimum of two photographs must be provided.
 - The date the photographs were taken must be provided.
 - The photographs must have been taken within 90 days from the date the premium is submitted.
 - The photographs must show the front and back of the building being insured.
 - The photographs must be at least 3"x3" and provide a clear image of the building.

For buildings with flood openings (vents):
- One or more photographs must clearly show the openings.

For buildings with split level or multi-level areas at ground level:
- Two additional photographs are required.



SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST
PO BOX 782747
PHILADELPHIA, PA 19178-2747

Standard Flood Insurance Policy Application

General Property Form

Date	Type	Application Number	EffectiveDate	Expiration Date	Waiting Period
04/29/2020	New	0002916802	06/26/2020	06/26/2021	Standard 30 Day Wait
Insured Name(s)	Mailing Address and Phone	PropertyAddress	Agency Name, Address, and Phone		
CITY OF WINDSOR HEIGHTS	1133 - 66TH STREET WINDSOR HEIGHTS, IA 50311	6800 School Street Windsor Heights, IA 50311	INSPRO INC 2501 WESTOWN PKWY STE 1104 WEST DES MOINES, IA 50266-1438 Email: SFETTERMAN@INSPROINS.COM Phone Number: (515) 226-9565 Agent Name: CORI BEAMAN		
Applicant Type: Business	Home Phone:	Property Address Type: Property	Description		
Other Policy Number:	Work Phone: (515) 645-6825				
Prior Policy Number:	Cell Phone:				
Prior Company Name:	Email: DJACOBUS@WINDSORHEIGHTS.ORG				
Renewal Billing: Insured		Prior Company NAIC:			
		Potential Duplicate Policy: No			
1st Mortgagee	2nd Mortgagee	Additional Interest	Disaster Agency		

Phone Number:	Phone Number:	Phone Number:	Phone Number:
Fax Number:	Fax Number:	Fax Number:	Fax Number:
Loan Number:	Loan Number:	Loan Number:	Loan Number:
Required under N/A	Required under N/A	Required under N/A	Required under N/A
Mandatory Purchase:	Mandatory Purchase:	Mandatory Purchase:	Mandatory Purchase:

Current Community Information	Prior Community Information
Community Name: WINDSOR HEIGHTS, CITY OF	Community Number:
Community Number: 190687	Map Panel:
Map Panel: 0327	Map Panel Suffix:
Map Panel Suffix: F	Flood Zone:
Current Flood Zone: AE	Base Flood Elevation:
Current Base Flood Elevation (BFE): 828.4	FIRM Date: N/A
FIRM Date: 06/15/1979	Has This Property Been Remapped?: No
Program: Regular	Map Revision Date: N/A
Program Status: Active and participating	Is the Flood Zone or Base Flood Elevation Grandfathered?: No
County: POLK COUNTY	Grandfathered As Result Of:
Current Map Date: 02/01/2019	Prior Policy Number:
Rating Map Date: 02/01/2019	

Construction/Substantial Improvement Date	Substantial Improvement Date:
Date of Original Construction: 06/01/1970	No
Construction Date Type: Date of Construction	Pre-FIRM Elevation Rated: No
Building Substantially Improved: No	

Prior NFIP Coverage	Prior Flood Loss Information
Has the applicant had a prior NFIP policy for this property: No	Do any of these conditions, arising from 1 or more occurrences in any 10 year period, exist? N/A
Was the policy required under the mandatory purchase requirement: N/A	- 2 or more loss payments, each more than \$1,000
Did the prior NFIP policy term lapse while coverage was required?: N/A	- 3 or more loss payments, regardless of the amount
Was the lapse of the prior term the result of a community suspension?: N/A	- 2 Federal flood disaster relief payments each more than \$1,000
Suspension Date: N/A	- 3 Federal flood disaster relief payments, regardless of the amount
Was the community reinstated: N/A	- 1 flood insurance claim payment and 1 Federal flood disaster relief payment, each more than \$1,000
Reinstatement Date: N/A	

*Note: Federal flood disaster relief payments also include loans and grants.

Building Information

Building Located In CBRS/OPA:	No	Building Located Over Water:	Not Over Water
CBRS/OPA Designation Date:	N/A	Is Part of Support System in Water:	N/A
Building in Course of Construction:	No	Estimated Building Replacement Cost:	\$112,000
Building Walled and Roofed:	Yes	Other Structures At Same Location:	No
Building Located on Federal Land:	No	Is Other Structure Detached Garage:	N/A
Coverage Req'd for Disaster Assistance:	No	Building has Additions/Extensions:	Yes
Distance to Nearest Shoreline:	N/A	Addition/Extension Coverage for:	Building Includes Additions/Extensions
Source of Flooding:	N/A	Building is on list of Historic Buildings:	N/A
		Building is a Townhouse/Rowhouse:	N/A
Building Severe Repetitive Loss (SRL) Property:	No	Property on NFIP SRL list, document(s) provided indicating non-SRL:	N/A

Property Ownership Information

Property Purchase Date:	06/01/1970	Building a Rental Property:	No
Coverage for Owner or Tenant:	Owner	Condominium Form Of Ownership:	No
Is the Coverage for the entire building?	Yes		

Occupancy Information

Occupancy Type:	Other Non-Residential	Number of Occupants:	1
Building Purpose:	Non Residential	Is the insured a small business with less than 100 employees?	No
Percentage of Residential Area:	0%	Is the insured a nonprofit entity?	No
Is this the Applicant's Primary Residence:	N/A	Is the building a house of worship?	No
		Is the building an agricultural structure?	No
		Building Description:	Other
		"Other" Description:	SALT BUILDING

Condominium Information

Number of Floors:	N/A
Number Of Units In Building:	N/A
Total Square Footage:	N/A
Non-Residential Square Footage:	N/A
Condominium Type:	N/A

Mobilehome/Travel Trailer Information

Mobile Home/Travel Trailer:	N/A
Wheels Removed (Travel Trailer Only):	
On Permanent Foundation:	N/A
Anchored By:	N/A
Year/Make/Model:	N/A
Serial Number:	N/A
Mobile Home/Trailer Dimensions:	N/A
Dimensions Of Extensions:	N/A

Contents Location

Contents Location:	Lowest Floor Above Ground
Personal Property House-Hold Contents:	No
Personal Property Description:	N/A

Foundation Information

Foundation:	Slab on Grade
Building Type:	One Floor

Mid-Level Foyer Information

Mid-Level Foyer Size:	N/A	No
Mid-Level Foyer used for Purposes other than Building Access:		

Elevated Building Information

Elevated by Means of:	N/A
Is The Enclosure/Crawlspace Partially or Fully Enclosed:	N/A
Enclosure Wall Construction:	
Enclosure Wall Construction Description:	
Enclosure/Crawlspace Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A
Enclosure/Crawlspace Used For Purpose Other Than Parking, Building Access Or Storage:	N/A
Describe Use for Enclosed Area/Crawlspace:	N/A

Basement/Subgrade Crawlspace Information

Below Grade On All Sides:	N/A
Size of Subgrade Crawlspace (sq. ft.):	
Crawlspace Certified Built in Compliance:	N/A
Basement/Subgrade Crawlspace Has More Than 20 Feet Of Finished Wall, Paneling, Etc.:	N/A
Basement/Subgrade Crawlspace Used For Purposes Other Than Parking, Building Access Or Storage:	N/A
Description Of Use For Basement/Subgrade Crawlspace:	N/A

Enclosure/Crawlspace Size:	N/A
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Garage Information

Garage Type:	No garage	Garage Wall Construction:	N/A
		Garage Wall Construction Description:	
Is The Garage Partially or Fully	N/A		
Garage Size:	N/A		
Garage Has More Than 20 Feet Of		Garage Used For Purposes Other Than	
Finished Wall, Paneling, Etc.:	N/A	Parking, Building Access Or Storage:	N/A
		Description Of Use For Garage:	

Elevator Information

Building Contains Elevators:	No	Elevator Wall Construction:	N/A
Elevators Below BFE/HAG:	N/A	Elevator Wall Construction Description:	
Is The Elevator Located Within An			
Enclosure:	N/A	Is The Elevator Partially or Fully Enclosed:	N/A
Number of Elevators:	N/A		
		Elevators Have More Than 20 Linear	
		Feet Of Finished Wall, Paneling, Etc.:	N/A
		Total Size of Elevators:	N/A

Venting Information (excluding V-Zones)

Enclosure/Crawlspace/Subgrade Crawlspace		Garage		Elevator	
Enclosure/Crawlspace Has Valid Flood Openings:	No	Garage Has Valid Flood Openings:	No	Elevator Has Valid Flood Openings:	N/A
Number of Openings:	N/A	Number of Openings:	N/A	Number of Openings:	N/A
Area of Permanent Openings (Sq. In.):	N/A	Area of Permanent Openings (Sq. In.):	N/A	Area of Permanent Openings (Sq. In.):	N/A
Has Engineered Openings:	N/A	Has Engineered Openings:	N/A	Has Engineered Openings:	N/A

Building Machinery, Equipment and Appliances (Not Applicable for Slab Foundations)

Has Washer, Dryer, or Food Freezer	N/A
Appliances:	N/A
Appliances Value:	N/A
Number of Washers:	N/A
Number of Dryers:	N/A
Number of Food Freezers:	N/A
Has Machinery and Equipment:	N/A
Machinery and Equipment:	N/A

Garage Machinery, Equipment and Appliances

Has Washer, Dryer, or Food Freezer	No
Appliances:	N/A
Appliances Value:	N/A
Number of Washers:	N/A
Number of Dryers:	N/A
Number of Food Freezers:	N/A
Has Machinery and Equipment:	No
Machinery and Equipment:	N/A

Machinery and Equipment Value:	N/A
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Machinery and Equipment Value:	N/A
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Elevation Certificate Information (Not Applicable for PRP Policies)

Elevation Certificate Section Used:	Section C	Elevation Certificate Date:	05/22/2020
Diagram Number:	1A	Floodproofing Certificate:	N/A
Lowest (Rating) Floor Elevation:	826.5	Flood Proofing Elevation:	N/A
Top of Bottom Floor:	826.5	Lowest Elevation of Appliances Servicing the	
Top of Next Higher Floor:	N/A	Building:	N/A
Mid-Level Foyer:	N/A	Elevation Difference:	-2.0
Bottom of Lowest Horizontal Structural		Grandfathered Elevation Difference:	N/A
Member:	N/A	Elevation Datum Used:	NAVD1988
Garage Elevation:	N/A		
M & E Elevation:	N/A		
Lowest Adjacent Grade (LAG):	826.5		
Highest Adjacent Grade (HAG):	826.9		



Premium Calculations -- Standard

	<u>Coverage</u>	<u>Deductible</u>	<u>Basic Coverage</u>	<u>Basic Rate</u>	<u>Add'l Coverage</u>	<u>Add'l Rate</u>	<u>Ded. Discount/Surcharge</u>	<u>Premium</u>
Building	\$112,000	\$2,000	\$112,000	1.280	\$0	2.370	\$0.00	\$1,434.00
Contents	\$0	\$0	\$0	2.510	\$0	2.090	\$0.00	\$0.00
							Annual Subtotal:	\$1,434.00
							ICC Premium:	\$56.00
							Community Discount: (0%)	\$0.00
							Reserve Fund Assessment: 18%	\$268.00
							Probation Surcharge Amount:	\$0.00
							Total Written Premium:	\$1,758.00
							HFIAA Surcharge Amount:	\$250.00
							Federal Policy Service Fee:	\$50.00
							Total:	\$2,058.00

Please be aware that these quotes are subject to a full underwriting review of all documentation and rates may change based on that review.

A separate flood insurance policy is required for each building with the following exception: Under the Standard Flood Insurance Policy Dwelling Form, appurtenant structure coverage may apply to a detached garage at the described location provided the detached garage is not used for dwelling, business, or farming purposes. Coverage is limited to 10% of the limit of liability on the dwelling and reduces the building limit of liability.

The above statements are correct to the best of my knowledge. I understand that any fraudulent statements may be punishable by fine or imprisonment under the applicable federal law. The Federal Emergency Management Agency (FEMA) provides flood insurance under the terms of the National Flood Insurance Act of 1968 and its Amendments, and Title 44 of the Code of Federal Regulations. The premium shown above must comply with FEMA rules and rates and may be revised in accordance with applicable policy provisions.

Signatures

Signature of Agent/Producer

04/29/2020
Date

Signature of Insured (Optional)

This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations. In matters involving billing disputes, cancellation is not available other than for billing processing error or fraud.

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Application Produced For: SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST



File: 8104544

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DocID: 130436539



SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST, PO BOX 782747 , PHILADELPHIA, PA 19178-2747

Date: 05-27-2020
Agent Name: CORI BEAMAN
Agent Address: 2501 WESTOWN PKWY STE 1104
WEST DES MOINES, IA 50266-1438

Applicant Name:
Mailing Address: 1133 - 66TH STREET
WINDSOR HEIGHTS, IA 50311

Flood Insurance Acknowledgement
Waiver of Agent's Responsibility

I hereby certify that my agent offered flood insurance coverage in the National Flood Insurance Program. I understand that because I declined this protection/coverage, my agent, and/or agency will be held harmless and not liable in the event that I suffer a flood loss. I understand that the rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify the agent otherwise in writing. I certify that I am aware that there is a thirty (30) day waiting period before coverage takes effect, should I elect to purchase flood insurance at a later date.

- I reject building & contents coverage for flood protection
I reject contents coverage for flood protection
I reject condominium unit owners coverage for flood protection
I reject excess flood insurance coverage
I understand that this building is underinsured which may affect a claim settlement

Building Description: SALT BUILDING
Property Location: 6800 School Street
Windsor Heights, IA 50311

The only appurtenant structure covered by the Standard Flood Insurance Policy is a detached garage, which is covered under the dwelling form. Coverage is limited to no more than 10% of the limit of liability on the dwelling. Use of this insurance is at the policyholder's option, but reduces the building limit of liability. This does not apply if the detached garage is used for residential (i.e. dwelling), business or farming purposes. In all other instances a separate policy is required for each building.

Signed:
Building Owner/Applicant

Signed:
Agent



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL
FROM: Dalton Jacobus
SUBJECT: Consideration of Resolution No. 2020-79 A Resolution Waiving the Parklet Rental Fee for RI Restaurant in the Amount of \$1,300

GENERAL INFORMATION

R/I Restaurant has requested to use the parklet for the rest of this summer free of charge. They want to increase their seating capacity since they are required to leave half of the tables empty.

The council approved fee schedule lists the parklet at a rate of \$350 per month. If they were to rent it from June to September, it would typically be a charge of \$1,400. I cannot waive fees that are in the fee schedule. Standard practice has been for the Council to approve all fee waivers by majority vote on a resolution.

Staff would bring the parklet trailer to the site and the owners of RI would be responsible for putting the parklet together and then taking it down at the end of the season.

I've requested R/I Restaurant to be available for questions during this agenda item.

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-79 Parklet Resolution

RESOLUTION No. 2020-79

A RESOLUTION WAIVING THE PARKLET RENTAL FEE FOR RI RESTAURANT IN THE AMOUNT OF \$1,300

WHEREAS, The City of Windsor Heights owns a portable patio ‘parklet’ that is available for rental at a rate of \$350 per month; and

WHEREAS, RI Restaurant has requested to use the parklet for the summer of 2020, free of charge, in order to increase their outdoor seating capacity as a result of the COVID-19 social distancing requirements for restaurants; and

WHEREAS, RI Restaurant would be responsible for installing the parklet and deconstructing the parklet at the end of the summer; and

WHEREAS, the rental period would be from the date of this resolution until October 1, 2020.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa waives rental fees for the Parklet for RI Restaurant in the amount of \$1,300.

PASSED and approved this 1st day of June 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 1, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 1 - University Avenue Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. STBG-SWAP-8477(614)--SG-77_Pay Request_1-signed



**BOLTON
& MENK**

Real People. Real Solutions.

309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

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

May 28, 2020

Mark Arentsen
Interim City Administrator
1145 66th Street, Suite 1
Windsor Heights, Iowa 50324

RE: University Avenue Improvements Project
Windsor Heights, Iowa
Contractor Pay Request No. 1

Enclosed are three (3) copies of Pay Request No. 1 for work completed on the University Avenue Improvements project for work completed through May 22, 2020 under the contract between the City of Windsor Heights and Elder Corp. We have checked the pay request and recommend payment to Elder Corp in the amount of \$258,208.87.

Upon approval of Pay Request No. 1, please sign all copies of Pay Request No. 1 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Elder Corp with payment.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosures

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
University Avenue		CONTRACTOR (1)
City of Windsor Heights, Iowa		OWNER (1)
Windsor Heights, Iowa		ENGINEER (1)
BMI PROJECT NO.A13.114724		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$6,747,407.70
TOTAL, COMPLETED WORK TO DATE		\$266,194.72
RETAINED PERCENTAGE (3%)		\$7,985.84
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$258,208.87
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		
PAY CONTRACTOR AS ESTIMATE NO. 1		\$258,208.87

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Elder Corporation
5088 E University Avenue
Pleasant Hill, IA 50327

By Jim Mackey Project Manager
Name Title

Date 5/28/20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 309 E 5th Street, Ste 202, Des Moines, IA 50309

By Justin Ernal, PROJECT ENGINEER

Date 5/28/2020

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.:

1

University Avenue

City of Windsor Heights, Iowa

Windsor Heights, Iowa

BMI PROJECT NO.A13.114724

WORK COMPLETED THROUGH DATE MAY 22, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	0	CLEARING AND GRUBBING	\$172.00	29 UNIT	\$4,988.00	0 UNIT	\$0.00	0.00 UNIT	\$0.00
2	0	EXCAVATION, CLASS 10, ROADWAY AND BORROW	\$52.00	2949 CY	\$153,348.00	0 CY	\$0.00	325.10 CY	\$16,905.20
3	0	TOPSOIL, FURNISH AND SPREAD	\$37.00	1300 CY	\$48,100.00	0 CY	\$0.00	0.00 CY	\$0.00
4	0	SPECIAL COMPACTION OF SUBGRADE	\$6,100.00	16.22 STA	\$98,942.00	0 STA	\$0.00	1.36 STA	\$8,296.00
5	0	MODIFIED SUBBASE	\$54.00	2200 CY	\$118,800.00	0 CY	\$0.00	397.60 CY	\$21,470.40
6	0	SHOULDER FINISHING, EARTH	\$600.00	32.5 STA	\$19,500.00	0 STA	\$0.00	0.00 STA	\$0.00
7	0	PATCHES, FULL-DEPTH REPAIR	\$118.00	4237.3 SY	\$500,001.40	0 SY	\$0.00	0.00 SY	\$0.00
8	0	PATCHES BY COUNT (REPAIR)	\$270.00	29 EACH	\$7,830.00	0 EACH	\$0.00	0.00 EACH	\$0.00
9	0	REMOVAL OF CURB	\$3,200.00	0.9 STA	\$2,880.00	0 STA	\$0.00	0.00 STA	\$0.00
10	0	PAVEMENT SCARIFICATION	\$6.50	1873.3 SY	\$12,176.45	0 SY	\$0.00	0.00 SY	\$0.00
11	0	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CL	\$73.00	11722.2 SY	\$855,720.60	0 SY	\$0.00	1,326.50 SY	\$96,834.50
12	0	MEDIAN, P.C. CONCRETE, 6 IN	\$129.00	13 SY	\$1,677.00	0 SY	\$0.00	0.00 SY	\$0.00
13	0	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	\$7,900.00	1 LS	\$7,900.00	0 LS	\$0.00	0.00 LS	\$0.00
14	0	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, FRI	\$58.00	1392.2 TON	\$80,747.60	0 TON	\$0.00	0.00 TON	\$0.00
15	0	ASPHALT BINDER, PG 64-22S, STANDARD TRAFFIC	\$510.00	84 TON	\$42,840.00	0 TON	\$0.00	0.00 TON	\$0.00
16	0	TEMPORARY PAVEMENT	\$90.00	500 SY	\$45,000.00	0 SY	\$0.00	0.00 SY	\$0.00
17	0	REMOVAL OF CONCRETE FOOTINGS OF LIGHT POLES	\$214.00	68 EACH	\$14,552.00	0 EACH	\$0.00	1.00 EACH	\$214.00
18	0	REMOVAL OF LIGHT POLES	\$720.00	46 EACH	\$33,120.00	0 EACH	\$0.00	2.00 EACH	\$1,440.00
19	0	MODULAR BLOCK RETAINING WALL	\$84.00	150 SF	\$12,600.00	0 SF	\$0.00	0.00 SF	\$0.00
20	0	MANHOLE, STORM SEWER, SW-401, 48 IN	\$2,700.00	10 EACH	\$27,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
21	0	MANHOLE, STORM SEWER, SW-401, 60 IN	\$4,200.00	7 EACH	\$29,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
22	0	MANHOLE, STORM SEWER, SW-401, 72 IN	\$5,400.00	1 EACH	\$5,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
23	0	INTAKE, SW-501	\$2,500.00	3 EACH	\$7,500.00	0 EACH	\$0.00	0.00 EACH	\$0.00
24	0	INTAKE, SW-503	\$4,000.00	2 EACH	\$8,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
25	0	INTAKE, SW-505	\$3,900.00	16 EACH	\$62,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
26	0	INTAKE, SW-5006	\$7,800.00	3 EACH	\$23,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
27	0	MANHOLE ADJUSTMENT, MINOR	\$1,100.00	57 EACH	\$62,700.00	0 EACH	\$0.00	0.00 EACH	\$0.00
28	0	MANHOLE ADJUSTMENT, MAJOR	\$3,100.00	7 EACH	\$21,700.00	0 EACH	\$0.00	2.00 EACH	\$6,200.00
29	0	CONNECTION TO EXISTING MANHOLE	\$1,900.00	2 EACH	\$3,800.00	0 EACH	\$0.00	0.00 EACH	\$0.00
30	0	CONNECTION TO EXISTING INTAKE	\$1,900.00	1 EACH	\$1,900.00	0 EACH	\$0.00	0.00 EACH	\$0.00
31	0	SUBDRAIN, PERFORATED PLASTIC PIPE, 4 IN. DIA.	\$16.50	3483 LF	\$57,469.50	0 LF	\$0.00	0.00 LF	\$0.00
32	0	SUBDRAIN, PERFORATED PLASTIC PIPE, 6 IN. DIA.	\$52.00	38 LF	\$1,976.00	0 LF	\$0.00	0.00 LF	\$0.00
33	0	SUBDRAIN, PVC, STANDARD, NON-PERFORATED, 6 IN	\$48.00	17 LF	\$816.00	0 LF	\$0.00	0.00 LF	\$0.00
34	0	SUBDRAIN RISER, 6 IN., AS PER PLAN	\$670.00	13 EACH	\$8,710.00	0 EACH	\$0.00	0.00 EACH	\$0.00
35	0	SUBDRAIN OUTLET, DR-303	\$440.00	13 EACH	\$5,720.00	0 EACH	\$0.00	0.00 EACH	\$0.00
36	0	STORM SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC	\$45.00	16 LF	\$720.00	0 LF	\$0.00	0.00 LF	\$0.00
37	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R	\$79.00	155 LF	\$12,245.00	0 LF	\$0.00	0.00 LF	\$0.00
38	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R	\$81.00	1003 LF	\$81,243.00	0 LF	\$0.00	0.00 LF	\$0.00
39	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R	\$92.00	367 LF	\$33,764.00	0 LF	\$0.00	0.00 LF	\$0.00
40	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R	\$78.00	32 LF	\$2,496.00	0 LF	\$0.00	0.00 LF	\$0.00
41	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R	\$87.00	330 LF	\$28,710.00	0 LF	\$0.00	0.00 LF	\$0.00
42	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R	\$119.00	334 LF	\$39,746.00	0 LF	\$0.00	0.00 LF	\$0.00
43	0	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	\$29.00	1714 LF	\$49,706.00	0 LF	\$0.00	0.00 LF	\$0.00
44	0	STORM, SEWER ABANDONMENT, FILL AND PLUG, LESS THAN OR EQUAL TO	\$26.50	403 LF	\$10,679.50	0 LF	\$0.00	0.00 LF	\$0.00

Partial Pay Estimate No.:

1

University Avenue

City of Windsor Heights, Iowa

Windsor Heights, Iowa

BMI PROJECT NO.A13.114724

WORK COMPLETED THROUGH DATE MAY 22, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	EROSION OF STONE	\$83.00	6 TON	\$498.00	0 TON	\$0.00	0.00 TON	\$0.00
46	0	REMOVAL OF PAVEMENT	\$10.75	14151 SY	\$152,123.25	0 SY	\$0.00	1,974.00 SY	\$21,220.50
47	0	REMOVAL OF INTAKES AND UTILITY ACCESSES	\$920.00	44 EACH	\$40,480.00	0 EACH	\$0.00	0.00 EACH	\$0.00
48	0	REMOVAL OF SIDEWALK	\$8.00	3201.3 SY	\$25,610.40	0 SY	\$0.00	60.60 SY	\$484.80
49	0	SIDEWALK, P.C. CONCRETE, 4 IN	\$45.00	1543.7 SY	\$69,466.50	0 SY	\$0.00	0.00 SY	\$0.00
50	0	SIDEWALK, P.C. CONCRETE, 6 IN	\$43.00	386.3 SY	\$16,610.90	0 SY	\$0.00	0.00 SY	\$0.00
51	0	SIDEWALK, REINFORCED P.C. CONCRETE, 6 IN	\$64.00	38 SY	\$2,432.00	0 SY	\$0.00	0.00 SY	\$0.00
52	0	DETECTABLE WARNINGS	\$86.00	855 SF	\$73,530.00	0 SF	\$0.00	0.00 SF	\$0.00
53	0	CURB AND GUTTER, P.C. CONCRETE, 2.0 FT	\$36.00	4621.4 LF	\$166,370.40	0 LF	\$0.00	0.00 LF	\$0.00
54	0	DRIVEWAY, P.C. CONCRETE, 6 IN	\$25.50	743.7 SY	\$18,964.35	0 SY	\$0.00	0.00 SY	\$0.00
55	0	REMOVAL OF PAVED DRIVEWAY	\$18.50	530.3 SY	\$9,810.55	0 SY	\$0.00	0.00 SY	\$0.00
56	0	LIGHTING POLES	\$7,900.00	36 EACH	\$284,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
57	0	REMOVE AND REINSTALL SIGN AS PER PLAN	\$158.00	27 EACH	\$4,266.00	0 EACH	\$0.00	0.00 EACH	\$0.00
58	0	REMOVAL OF TYPE A SIGN ASSEMBLY	\$105.00	33 EACH	\$3,465.00	0 EACH	\$0.00	0.00 EACH	\$0.00
59	0	PERFORATED SQUARE STEEL TUBE POSTS	\$16.00	260 LF	\$4,160.00	0 LF	\$0.00	0.00 LF	\$0.00
60	0	PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTA	\$53.00	26 EACH	\$1,378.00	0 EACH	\$0.00	0.00 EACH	\$0.00
61	0	TYPE A SIGNS, SHEET ALUMINUM	\$10.50	198 SF	\$2,079.00	0 SF	\$0.00	0.00 SF	\$0.00
62	0	TRAFFIC SIGNALIZATION	\$505,000.00	1 LS	\$505,000.00	0 LS	\$0.00	0.01 LS	\$5,555.00
63	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$142.00	236.3 STA	\$33,554.60	0 STA	\$0.00	26.90 STA	\$3,819.80
64	0	PAINTED SYMBOLS AND LEGENDS, DURABLE	\$147.00	58 EACH	\$8,526.00	0 EACH	\$0.00	0.00 EACH	\$0.00
65	0	TRAFFIC CONTROL	\$24,628.00	1 LS	\$24,628.00	0 LS	\$0.00	0.15 LS	\$3,694.20
66	0	TEMPORARY LANE SEPARATOR SYSTEM	\$10.50	3895 LF	\$40,897.50	0 LF	\$0.00	520.00 LF	\$5,460.00
67	0	PORTABLE DYNAMIC MESSAGE SIGN (PDMS)	\$84.00	200 CDAY	\$16,800.00	0 CDAY	\$0.00	39.00 CDAY	\$3,276.00
68	0	MOBILIZATION	\$688,588.15	1 LS	\$688,588.15	0 LS	\$0.00	0.10 LS	\$68,858.82
69	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$35.00	300 CY	\$10,500.00	0 CY	\$0.00	0.00 CY	\$0.00
70	0	WATER SERVICE CURB STOP AND BOX, WATER SERVICE CURB STOP AND BOX	\$2,800.00	20 EACH	\$56,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
71	0	VALVE BOX EXTENSION OR ADJUSTMENT	\$480.00	40 EACH	\$19,200.00	0 EACH	\$0.00	0.00 EACH	\$0.00
72	0	('CUBIC YARDS' ITEM) ENGINEERED SOIL MIX (BIOCELLS)	\$70.00	25 CY	\$1,750.00	0 CY	\$0.00	0.00 CY	\$0.00
73	0	('CUBIC YARDS' ITEM) STRUCTURAL SOIL MIX	\$260.00	315 CY	\$81,900.00	0 CY	\$0.00	0.00 CY	\$0.00
74	0	('CUBIC YARDS' ITEM) TOPSOIL COMPOST AMENDED (PLANTING BEDS)	\$61.00	500 CY	\$30,500.00	0 CY	\$0.00	0.00 CY	\$0.00
75	0	('EACH' ITEM) 10 INCH WATERMAIN ALTERATION- BUS SHELTER	\$7,300.00	1 EACH	\$7,300.00	0 EACH	\$0.00	0.00 EACH	\$0.00
76	0	('EACH' ITEM) 6 FOOT BENCH	\$2,600.00	8 EACH	\$20,800.00	0 EACH	\$0.00	0.00 EACH	\$0.00
77	0	('EACH' ITEM) BIKE RACK	\$1,100.00	12 EACH	\$13,200.00	0 EACH	\$0.00	0.00 EACH	\$0.00
78	0	('EACH' ITEM) BULBS	\$2.00	1334 EACH	\$2,668.00	0 EACH	\$0.00	0.00 EACH	\$0.00
79	0	('EACH' ITEM) CHARGING STATION	\$2,700.00	3 EACH	\$8,100.00	0 EACH	\$0.00	0.00 EACH	\$0.00
80	0	('EACH' ITEM) COLUMN MONUMENT	\$34,000.00	2 EACH	\$68,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
81	0	('EACH' ITEM) ENTRY MONUMENT	\$45,000.00	2 EACH	\$90,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
82	0	('EACH' ITEM) GFCI (INCL. PEDESTAL AND ENCLOSURE)	\$600.00	19 EACH	\$11,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
83	0	('EACH' ITEM) HH-1	\$740.00	5 EACH	\$3,700.00	0 EACH	\$0.00	0.00 EACH	\$0.00
84	0	('EACH' ITEM) HH-2	\$710.00	10 EACH	\$7,100.00	0 EACH	\$0.00	0.00 EACH	\$0.00
85	0	('EACH' ITEM) LITTER RECEPTACLE	\$2,100.00	7 EACH	\$14,700.00	0 EACH	\$0.00	0.00 EACH	\$0.00
86	0	('EACH' ITEM) NYLOPLAST DRAIN BASIN 12 INCH (BIOCELLS)	\$1,400.00	2 EACH	\$2,800.00	0 EACH	\$0.00	0.00 EACH	\$0.00
87	0	('EACH' ITEM) PERENNIAL GROUND COVER (1 GALLON)	\$9.50	1764 EACH	\$16,758.00	0 EACH	\$0.00	0.00 EACH	\$0.00
88	0	('EACH' ITEM) POLE BASE FOOTING (TYPES S1 S2 S3 & S4 FIXTURES)	\$3,500.00	36 EACH	\$126,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
89	0	('EACH' ITEM) RECYCLING RECEPTACLE	\$2,400.00	7 EACH	\$16,800.00	0 EACH	\$0.00	0.00 EACH	\$0.00
90	0	('EACH' ITEM) REFINISH EXISTING TRAFFIC SIGNAL POLES & ARMS	\$13,000.00	4 EACH	\$52,000.00	0 EACH	\$0.00	0.00 EACH	\$0.00
91	0	('EACH' ITEM) REINFORCED MONOLITHIC CONCRETE FOREBAY (BIOCELLS)	\$6,300.00	2 EACH	\$12,600.00	0 EACH	\$0.00	0.00 EACH	\$0.00
92	0	('EACH' ITEM) RELOCATE HYDRANT ASSEMBLY	\$4,100.00	4 EACH	\$16,400.00	0 EACH	\$0.00	0.00 EACH	\$0.00
93	0	('EACH' ITEM) REMOVE AND REPLACE HYDRANT ASSEMBLY	\$8,400.00	2 EACH	\$16,800.00	0 EACH	\$0.00	0.00 EACH	\$0.00
94	0	('EACH' ITEM) SIGN UPLIGHTS (TYPE S5 FIXTURE)	\$1,400.00	8 EACH	\$11,200.00	0 EACH	\$0.00	0.00 EACH	\$0.00

Partial Pay Estimate No.:

1

University Avenue

City of Windsor Heights, Iowa

Windsor Heights, Iowa

BMI PROJECT NO.A13.114724

WORK COMPLETED THROUGH DATE MAY 22, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
95	0	('EACH' ITEM) SINGLE HEAD RDWY LIGHT (TYPE S6 FIXTURE)	\$620.00	12	EACH \$7,440.00	0	EACH \$0.00	0.00	EACH \$0.00
96	0	('EACH' ITEM) STONE BLOCK BENCH	\$1,800.00	19	EACH \$34,200.00	0	EACH \$0.00	0.00	EACH \$0.00
97	0	('EACH' ITEM) STON BLOCK CUBE	\$1,100.00	27	EACH \$29,700.00	0	EACH \$0.00	0.00	EACH \$0.00
98	0	('EACH' ITEM) TREE GRATE AND FRAME	\$3,200.00	15	EACH \$48,000.00	0	EACH \$0.00	0.00	EACH \$0.00
99	0	('EACH' ITEM) TYPE 1 WATERMAIN ALTERATION	\$6,100.00	4	EACH \$24,400.00	0	EACH \$0.00	0.00	EACH \$0.00
100	0	('EACH' ITEM) TYPE 3 WATERMAIN ALTERATION	\$7,300.00	1	EACH \$7,300.00	0	EACH \$0.00	0.00	EACH \$0.00
101	0	('EACH' ITEM) WATER SERVICE CURB STOP & BOX ADJUSTMENT	\$2,800.00	20	EACH \$56,000.00	0	EACH \$0.00	0.00	EACH \$0.00
102	0	('EACH' ITEM)WAYFINDING SIGN KIOSK	\$11,000.00	3	EACH \$33,000.00	0	EACH \$0.00	0.00	EACH \$0.00
103	0	('LINEAR FEET' ITEM) #10 AWG CU	\$2.50	1629	LF \$4,072.50	0	LF \$0.00	0.00	LF \$0.00
104	0	('LINEAR FEET ITEM') #2 AWG CU	\$5.25	4005	LF \$21,026.25	0	LF \$0.00	0.00	LF \$0.00
105	0	('LINEAR FEET' ITEM) #3 AWG CU	\$4.75	3360	LF \$15,960.00	0	LF \$0.00	0.00	LF \$0.00
106	0	('LINEAR FEET' ITEM) #4 AWG CU	\$4.75	7599	LF \$36,095.25	0	LF \$0.00	0.00	LF \$0.00
107	0	('LINEAR FEET' ITEM) #6 AWG CU	\$4.25	9106	LF \$38,700.50	0	LF \$0.00	0.00	LF \$0.00
108	0	('LINEAR FEET' ITEM) #8 AWG CU	\$4.00	26580	LF \$106,320.00	0	LF \$0.00	0.00	LF \$0.00
109	0	('LINEAR FEET' ITEM) CONCRETE BAND 8 INCH WIDTH	\$87.00	360	LF \$31,320.00	0	LF \$0.00	0.00	LF \$0.00
110	0	('LINEAR FEET' ITEM) LIMESTONE EDGER	\$26.50	600	LF \$15,900.00	0	LF \$0.00	0.00	LF \$0.00
111	0	('LINEAR FEET' ITEM) TRENCHING CONDUIT	\$12.25	19553	LF \$239,524.25	0	LF \$0.00	0.00	LF \$0.00
112	0	('SQUARE YARDS' ITEM) CONCRETE UNIT PAVERS	\$247.00	325	SY \$80,275.00	0	SY \$0.00	0.00	SY \$0.00
113	0	('TONS' ITEM) FOUNDATION ROCK	\$77.00	10	TON \$770.00	0	TON \$0.00	0.00	TON \$0.00
114	0	('TONS' ITEM) NO. 57 STONE (AGGGREGATE CHAMBER)	\$90.00	16	TON \$1,440.00	0	TON \$0.00	0.00	TON \$0.00
115	0	('TONS' ITEM) NO. 8 STONE (CHOCKER LAYER)	\$77.00	3	TON \$231.00	0	TON \$0.00	0.00	TON \$0.00
116	0	MULCHING	\$2,100.00	1.6	ACRE \$3,360.00	0	ACRE \$0.00	0.00	ACRE \$0.00
117	0	SEEDING AND FERTILIZING (URBAN)	\$1,000.00	1.6	ACRE \$1,600.00	0	ACRE \$0.00	0.00	ACRE \$0.00
118	0	SLOPE PROTECTION, WOOD EXCELSIOR MAT	\$9.50	115	SQ \$1,092.50	0	SQ \$0.00	0.00	SQ \$0.00
119	0	STABILIZED CONSTRUCTION ENTRANCE, EC-303	\$76.00	300	LF \$22,800.00	0	LF \$0.00	0.00	LF \$0.00
120	0	PERIMETER AND SLOP SEDIMENT CONTROL DEVICE, 9 IN. DIA.	\$2.00	5540	LF \$11,080.00	0	LF \$0.00	20.00	LF \$40.00
121	0	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	\$0.50	5540	0 \$2,770.00	0	0 \$0.00	0.00	0 \$0.00
122	0	OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602	\$10.50	20	LF \$210.00	0	LF \$0.00	0.00	LF \$0.00
123	0	MAINTENANCE OF OPEN-THROAT CURB INTKE SEDIMENT FILTER	\$26.50	4	EACH \$106.00	0	EACH \$0.00	0.00	EACH \$0.00
124	0	REMOVAL OF OPEN-THROAT CURB INTAKE SEDIMENT FILTER	\$26.50	4	EACH \$106.00	0	EACH \$0.00	0.00	EACH \$0.00
125	0	GRATE INTAKE SEDIMENT FILTER BAG	\$205.00	43	EACH \$8,815.00	0	EACH \$0.00	0.00	EACH \$0.00
126	0	MAINTENANCE OF GRATE INTAKE SEDIMENT FILTER BAG	\$26.50	43	EACH \$1,139.50	0	EACH \$0.00	0.00	EACH \$0.00
127	0	REMOVAL OF GRATE INTAKE SEDIMENT FILTER BAG	\$10.50	43	EACH \$451.50	0	EACH \$0.00	0.00	EACH \$0.00
128	0	MOBILIZATION, EROSION CONTROL	\$500.00	10	EACH \$5,000.00	0	EACH \$0.00	0.00	EACH \$0.00
129	0	MOBILIZATION, EMERGENCY EROSIONS CONTROL	\$1,000.00	1	EACH \$1,000.00	0	EACH \$0.00	0.00	EACH \$0.00
130	0	SHRUBS	\$48.00	53	EACH \$2,544.00	0	EACH \$0.00	0.00	EACH \$0.00
131	0	TREES	\$470.00	48	EACH \$22,560.00	0	EACH \$0.00	0.00	EACH \$0.00
132	0	MODIFIED SUBBASE	\$60.00	630	CY \$37,800.00	0	CY \$0.00	0.00	CY \$0.00
133	0	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN	\$51.00	4525.1	SY \$230,780.10	0	SY \$0.00	0.00	SY \$0.00
CO-2	0	SUBGRADE STABILIZATION MATERIAL, POLYMER GIRD	\$3.85	722	SY \$2,779.70	0	SY \$0.00	630.00	SY \$2,425.50
TOTAL AMOUNT:					\$6,747,407.70		\$0.00		\$266,194.72



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus

SUBJECT: Consideration of Resolution No. 2020-80 - A Resolution Setting the Time and Place for a Public Hearing on Ordinance No. 20-03 - An Ordinance Amending Chapter 101 of the Windsor Heights Code of Ordinances Relating to the Storm Water Drainage Utility

GENERAL INFORMATION

An update is needed to Chapter 101 of the City code for three reasons:

1. Define the size of an Equivalent Residential Unit
2. Show the schedule of rate increases approved with the 2019 rate study as is common among other metro area cities.
3. Include language that allows the City to submit paperwork to the County to file a lien for non-payment of stormwater utility fees.

I've set one ERU as 3,000 square feet of impervious surface. I surveyed other metro area communities and this is not an unreasonable number. The majority of single family residences in the City would be equal to approximately 1 ERU. There is a spreadsheet following the redlines to Chapter 101 that show what other Cities have for their ERU.

The stormwater rate analysis approved by council at the 4/9/2019 meeting recommended rate increases to the stormwater utility of 3% annually for the next ten years. Many other communities include this schedule of rate increases directly in their code. I think that it would be good for us to do the same.

Lastly, DMWW conducts billing for our stormwater utility. There are currently no properties with outstanding stormwater bills, but if there were we would have no mechanism of

enforcement. Adding Section 101.08 allows the City to pursue overdue by going through the lien process with the county.

SUMMARY

Staff recommends approval. There may need to be some discussion around the size of an ERU, but this is all similar to what other communities have in place.

ATTACHMENTS

1. Resolution No. 2020-80 A Resolution to Set a Date for A Public Hearing on Ordinance No. 20-03
2. CHAPTER 101, Redline
3. Item#6C Storm Water Analysis.4-11.19
4. Utility Rate and ERU Comparison - May 2020

RESOLUTION NO. 2020-80

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON
ORDINANCE NO. 20-03 – AN ORDINANCE AMENDING CHAPTER 101 OF THE
WINDSOR HEIGHTS CODE OF ORDINANCES RELATING TO THE STORM WATER
DRAINAGE UTILITY**

WHEREAS, the City Council of the City of Windsor Heights is considering Ordinance No. 20-03 relating to the amendment of Chapter 101 relating to the storm water drainage utility ; and

WHEREAS, The Code of Iowa required cities to hold a public hearing on proposed ordinances; and

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

Section 1. This Council will meet Via Zoom, Windsor Heights, Iowa, on the 15th day of June, 2020, at 6:00 p.m.at which time and place it will hold a public hearing on the proposed Ordinance No. 20-03 Relating to Chapter 101 relating to the storm water drainage utility.

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in the City which have been permanently designated by ordinance, website and social media platforms, and published in the Des Moines Register

Passed and approved this 1st day of June, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

CHAPTER 101 STORM WATER DRAINAGE UTILITY

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

101.01 PURPOSE.

The purpose of this chapter is to establish a Storm Water Drainage Utility and provide a means of funding the construction, operation, and maintenance of storm water management facilities, including (but not limited to) detention and retention basins, storm water sewers, inlets, ditches and drains, and cleaning of streets. The Council finds that the construction, operation, and maintenance of the City’s storm and surface water drainage system should be funded through charging users of property which may connect or discharge directly, or indirectly, into the storm and surface water drainage system or properties receiving the indirect benefit of drainage diverted into the City’s system.

101.02 STORM WATER DRAINAGE UTILITY ESTABLISHED.

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

~~101.03 RATE CATEGORIES.~~

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

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

~~2. Commercial: Non-residential~~

[101.03 Equivalent Residential Unit \(ERU\), Defined:](#)

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

(Ord. 18-11 – Jun. 18 Supp.)

101.04 RATES.

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

[Effective July 1, 2020: \\$5.67 per ERU](#)

[Effective July 1, 2021: \\$5.83 per ERU](#)

[Effective July 1, 2022: \\$6.01 per ERU](#)

[Effective July 1, 2023: \\$6.19 per ERU](#)

[Effective July 1, 2024: \\$6.38 per ERU](#)

[Effective July 1, 2025: \\$6.57 per ERU](#)

[Effective July 1, 2026: \\$6.76 per ERU](#)

[Effective July 1, 2027: \\$6.97 per ERU](#)

Category	Monthly Rate
<u>Residential</u>	<u>\$5.50 per unit per month</u>
<u>Non-Residential</u>	<u>\$5.50 per unit per month</u>

(Ord. 19-03 – Jul. 19 Supp.)

101.05 USE OF FUND.

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

101.06 GOVERNING BOARD.

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

101.07 STORM WATER SITE PLAN REVIEW REQUIRED.

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

101.08. LIEN FOR NONPAYMENT

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

City of Windsor Heights
 Stormwater Financial Plan Summary
 April 9, 2019

LN#	Fiscal Year Ending:	Audit 06/30/18	Budg/Actual 06/30/19	Budget 06/30/20	Projected 06/30/21	Projected 06/30/22	Projected 06/30/23	Projected 06/30/24	Projected 06/30/25	Projected 06/30/26	Projected 06/30/27	Projected 06/30/28
1	Beginning Balance:	\$454,625	\$529,422	\$595,946	\$746,507	\$236,527	\$226,026	\$221,497	\$223,389	\$232,184	\$248,375	\$272,489
2	Revenues & Resources:											
3	Existing Residential Revenues:	\$131,572	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072
4	Existing Non-Residential Revenues:	215,606	217,251	217,251	217,251	217,251	217,251	217,251	217,251	217,251	217,251	217,251
5	Additional Revenue from Increased Rates:	0	0	59,983	72,263	84,910	97,937	111,355	125,175	139,410	154,072	169,174
6	Estimated Interest Earnings:	0	0	0	1,866	591	565	554	558	580	621	681
7	Transfers In/(Out):	(72,500)	0	0	0	0	0	0	0	0	0	0
8	Audit Adjustment:	(1,523)	0	0	0	0	0	0	0	0	0	0
9	Bond Proceeds:	0	0	0	1,250,000	0	0	0	0	0	0	0
10	Total Revenue & Resources:	\$273,155	\$349,322	\$409,306	\$1,673,451	\$434,824	\$447,824	\$461,231	\$475,056	\$489,313	\$504,015	\$519,177
11	Expenses:											
12	Operations:	\$151,248	\$171,347	\$178,745	\$184,107	\$189,631	\$195,319	\$201,179	\$207,214	\$213,431	\$219,834	\$226,429
13	Debt Service:	0	0	0	184,324	180,694	182,034	183,159	184,047	184,691	185,067	185,184
14	Capital & Engineering:	47,110	111,451	80,000	1,815,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
15	Total Expenses	\$198,358	\$282,798	\$258,745	\$2,183,431	\$445,325	\$452,353	\$459,338	\$466,261	\$473,122	\$479,901	\$486,613
16	(+/-) Reserves	\$74,797	\$66,524	\$150,561	(\$509,980)	(\$10,501)	(\$4,529)	\$1,893	\$8,794	\$16,191	\$24,114	\$32,565
17	Ending Balance:	\$529,422	\$595,946	\$746,507	\$236,527	\$226,026	\$221,497	\$223,389	\$232,184	\$248,375	\$272,489	\$305,054
18	Rate Option 3:											
19	Uniform Rate											
20	Residential % Increase / (Decrease)		0.000%	0.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%
21	Residential Rate per ERU	\$5.50	\$5.50	\$5.50	\$5.67	\$5.83	\$6.01	\$6.19	\$6.38	\$6.57	\$6.76	\$6.97
22	Non-Residential % Increase / (Decrease)		0.000%	27.610%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%
23	Non-Residential Rate per ERU	\$4.31	\$4.31	\$5.50	\$5.67	\$5.83	\$6.01	\$6.19	\$6.38	\$6.57	\$6.76	\$6.97

City	Code Chapter	Base ERU (SF)	Incremental Charges for properties in excess of 1 ERU?	Cost per ERU (as of May 2020)	Link to Code
Ankeny	106	4,000	Yes	\$5.50	http://library.amlegal.com/nxt/gateway.dll/lowa/ankeny_ia/codeofordinancesofthecityofankenyiowa?f=templates\$fn=default.htm\$3.0\$vid=amlegal:ankeny_ia
West Des Moines	4-8A-2	4,000	Unclear	\$5.45	https://codelibrary.amlegal.com/codes/westdesmoinesia/latest/westdesmoines_ia/0-0-0-4501
Clive	8-4A-3	3667	Unclear	\$7.83	https://codelibrary.amlegal.com/codes/cliveia/latest/clive_ia/0-0-0-5462
Urbandale	56.08	3200	Yes, but not for residential	\$6.00	https://codelibrary.amlegal.com/codes/urbandale/latest/urbandale_ia/0-0-0-2533#JD_56.08
Des Moines	18-275	2,349	Yes	\$14.25	https://library.municode.com/ia/des_moines/codes/code_of_ordinances?nodeId=MUCO_CH18UT_ARTIISESEDI_DIV7STMAUT_S118-275ESERERRASTMACH
Altoona	143.02	4,000	Yes	\$5.00	https://www.altoona-iowa.com/download/City%20Code/Altoona-Code.pdf
Waukee	204A	2,973	yes, but not for residential	\$6.00	https://www.waukee.org/DocumentCenter/View/140/204A-Storm-Water-Management-Utility-PDF
Windsor Heights (<i>current</i>)	101	Not defined	no	\$5.50	https://codelibrary.amlegal.com/codes/windsorheightsia/latest/windsorheights_ia/0-0-0-3767
Windsor Heights (<i>proposed</i>)	101	3,000	yes	\$5.67	https://codelibrary.amlegal.com/codes/windsorheightsia/latest/windsorheights_ia/0-0-0-3767
		3,667		\$6.00	Median
		3,456		\$7.15	Mean



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL

FROM: Chad McCluskey

SUBJECT: Consideration of Resolution No. 2020-81 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 2020-04 - An Ordinance Amending Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the definition of "Unimproved Surface" with Regards to Parking Prohibitions

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-81 A Resolution to Set a Date for A Public Hearing on Ordinance No. 20-04
2. 2020 06 01 Council Action Form for amendment to 60.10.07 setting public hearing

RESOLUTION NO. 2020-81

A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR ORDINANCE NO. 2020-04 - AN ORDINANCE AMENDING CHAPTER 60.10.07 OF THE WINDSOR HEIGHTS CODE OF ORDINANCES RELATING TO THE DEFINITION OF "UNIMPROVED SURFACE" WITH REGARDS TO PARKING PROHIBITIONS

WHEREAS, the City Council of the City of Windsor Heights is considering Ordinance No. 20-04 relating to Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the definition of "Unimproved Surface" with Regards to Parking Prohibitions; and

WHEREAS, The Code of Iowa required cities to hold a public hearing on proposed ordinances; and

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

Section 1. This Council will meet Via Zoom, Windsor Heights, Iowa, on the 15th day of June, 2020, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Ordinance No. 20-04 Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the definition of "Unimproved Surface" with Regards to Parking Prohibitions.

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in the City which have been permanently designated by ordinance, website and social media platforms, and published in the Des Moines Register

Passed and approved this 1st day of June, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER SETTING PUBLIC HEARING FOR AMENDMENT TO CITY CODE 60.10.07 TO FURTHER DEFINE “UNIMPROVED SURFACE” WITH REGARDS TO PARKING PROHIBITIONS.

HISTORY:

Recently, while fielding questions related to parking on private property, Chief McCluskey found some ambiguity in City Code 60.10.07 regarding parking regulations. Subsection 21 of Code 60.10.07 prohibits parking on “unimproved surfaces,” however the Code does not clearly define improved or unimproved surfaces. The current code reads, “*Unimproved Surfaces – Private or Public. On grass, unpaved areas, or any unimproved portion of a yard or lawn. Parking is only permitted on improved surfaces, such as concrete or asphalt.*” The current language of the Code leaves some vagueness concerning what constitutes an unimproved surface, especially concerning the use of gravel, the use of paving stones, or the use of bricks, for example.

City Code 174.08 also addresses parking for personal and recreational vehicles, and 174.08 contains language referring to “a paved surface connected by a paved surface to a dedicated public right-of-way and/or alley.” This wording is found in 174.08(2)(C)(1) and is directed at parking in the rear yard setback of a residence.

In an effort to clarify the Code and foster consistency in various sections of Code, Chief McCluskey recommends an amendment to 60.10.07 establishing a clear definition and intent of the parking Code. The recommended changes are redlined below:

60.10.07 PARKING PROHIBITED.

No one shall stop, stand, or park a vehicle except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device, in any of the following places:

1. Crosswalk. On a crosswalk.

(Code of Iowa, Sec. 321.358[5])

2. Center Parkway. On the center parkway or dividing area of any divided street.

(Code of Iowa, Sec. 321.236[1])

3. Mailboxes. Within twenty (20) feet on either side of a mailbox which is so placed and so equipped as to permit the depositing of mail from vehicles on the roadway.

(Code of Iowa, Sec. 321.236[1])

4. Sidewalks. On or across a sidewalk.

(Code of Iowa, Sec. 321.358[1])

5. Driveway. In front of, or within three (3) feet of a curb cut of, a public or private driveway.

(Code of Iowa, Sec. 321.358[2])

6. Intersection. Within an intersection or within ten (10) feet of an intersection of any street or alley, or as otherwise marked.

7. Fire Hydrant. Within five (5) feet of a fire hydrant.

(Code of Iowa, Sec. 321.358[4])

8. Stop Sign or Signal. Within ten (10) feet upon the approach to any flashing beacon, stop or yield sign, or traffic control signal located at the side of a roadway.

(Code of Iowa, Sec. 321.358[6])

9. Railroad Crossing. Within fifty (50) feet of the nearest rail of a railroad crossing, except when parked parallel with such rail and not exhibiting a red light.

(Code of Iowa, Sec. 321.358[8])

10. Fire Station. Within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of said entrance when properly sign posted.

(Code of Iowa, Sec. 321.358[9])

11. Excavations. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic.

(Code of Iowa, Sec. 321.358[10])

12. Double Parking. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

(Code of Iowa, Sec. 321.358[11])

13. Hazardous Locations. When, because of restricted visibility or when standing or parked vehicles would constitute a hazard to moving traffic, or when other traffic conditions require, the Council may cause curbs to be painted with a yellow color and erect no parking or standing signs.

(Code of Iowa, Sec. 321.358[13])

14. Churches, Nursing Homes and Other Buildings. A space of fifty (50) feet is hereby reserved at the side of the street in front of any theatre, auditorium, hotel having more than twenty-five (25) sleeping rooms, hospital, nursing home, taxicab stand, bus depot, church, or other building where large assemblages of people are being held, within which space, when clearly marked as such, no motor vehicle shall be left standing, parked or stopped except in taking on or discharging passengers or freight, and then only for such length of time as is necessary for such purpose.

(Code of Iowa, Sec. 321.360)

15. Alleys. No person shall park a vehicle within an alley except for the expeditious loading, unloading, and delivery which is incident to said loading and unloading of material or merchandise or passengers, and in no event shall any vehicle park in any alley for more than forty (40) minutes at any one time.

16. Ramps. In front of a curb cut or ramp which is located on public or private property in a manner which blocks access to the curb cut or ramp.

(Code of Iowa, Sec. 321.358[15])

17. Area Between Lot Line and Curb Line. On any unpaved portion of any street between the curb line and the lot line, except that, on recommendation of the City Administrator, duly approved by resolution of the Council, parking may be permitted at such locations when requested in writing by property owners. Each such location must be properly marked by approved metal signs at the extremities of such location. The expense of such signs shall be borne by the property owner.

18. In More Than One Space. In any designated parking space so that any part of the vehicle occupies more than one such space or protrudes beyond the markings designating such space.

19. Safety Zones. Between a safety zone and the adjacent curb or within ten (10) feet of points on the curb immediately opposite the ends of a safety zone.

(Code of Iowa, Sec. 321.358[7])

20. Off-Street Parking. On privately owned property or in an area developed as an off-street parking facility, without the consent of the owner, lessee, or person in charge of such privately owned property or facility. (A violation of this subsection shall place such vehicle in the status of an illegally parked vehicle and, upon complaint of the owner, lessee, or person in charge of the privately owned property or facility, said vehicle may be dealt with pursuant to the procedures in this Code of Ordinances governing abandoned vehicles.)

21. Unimproved Surfaces – Private or Public. On grass, gravel, unpaved areas, or any unimproved portion of a yard or lawn. For the purpose of this section, the term “unimproved” means any surface which is not paved and connected by a paved surface to a dedicated public right-of-way and/or alley. Parking is only permitted on improved surfaces, such as concrete or asphalt. Temporary surfaces, such as bricks, paving stones, decorative blocks, etc. do not constitute an improved surface in compliance with this section and parking is prohibited on such surfaces.

22. Automotive Sales. In an area not zoned for commercial use, parking on private or public property incidental to the sale of automobiles, as defined in Section 167.07(2)(A) of this Code of Ordinances, and as prohibited in Section 171.08(2)(G) of this Code of Ordinances.

23. Fire Lanes. Within any No Parking Fire Lane and/or within ten (10) feet of any No Parking Fire Lane traffic control device.



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL

FROM: Chad McCluskey

SUBJECT: Consider Approval of Expenditure to RaCom in the Amount of \$14,175.00 to Facilitate Emergency Radio Reprogramming and Software Upgrades

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 06 01 Council Action Form for radio programming

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER APPROVAL OF EXPENDITURE TO RACOM, IN THE AMOUNT OF \$14,175.00, TO FACILITATE EMERGENCY RADIO REPROGRAMMING AND SOFTWARE UPGRADES.

HISTORY:

As part of a radio system upgrade, the Polk County Sheriff's Office and RaCom are updating their emergency radio system to a "Phase II" system, and changing some channel/radio programming. Polk County contacted Chief McCluskey in regards to the updates and during the discussion, Chief McCluskey learned without the updates, our Police and Fire Department personnel would lose significant functionality in our radios on the Polk County system. In addition, Chief McCluskey contacted Westcom leaders and learned the software upgrade to "Phase II" capability will be a requirement once we migrate emergency communications to Westcom as well.

RaCom provided a quote of \$14,175.00 to upgrade our emergency radios to "Phase II," update the firmware in the radios, and program the radios with the new Polk County settings to ensure continued full functionality on the Polk County system. This cost would be shared between the Fire Department budget (\$6,300.00) and the Police Department budget (\$7,875.00), based on the number of radios in each department, and the entire cost can be absorbed in the current (FY20) budget without any further budget amendment or action as additional funding is available in both budgets to cover the expense.

Chief McCluskey asked about electing not to upgrade to "Phase II" and RaCom stated the system will be designed for "Phase II" functionality, and any radio not programmed as a "Phase II" radio would lose some functionality on the system. In particular, the ability to monitor radio traffic on other channels, monitor emergency incidents on the Polk County system, or be able to hear communications on channels other than the primary channel selected in the radio. In addition, not upgrading to "Phase II" would require Polk County and RaCom engineers to approve the arrangement, as this would lead to additional taxation on the radio system as "Phase I" does not meet the system design. Even without the "Phase II" upgrade, our radios would need to be reprogrammed to the new Polk County settings and the cost without the upgrades would be at least \$4,050.00.

In talking with Westcom, they too will soon require all radios to be "Phase II" and this upgrade will extend our ability to continue to use our current radio's versus replacing them sooner rather than later. All portable, handheld radios are scheduled to be replaced through the Equipment Revolving Plan in FY24-25. This software upgrade ensures the radios can be used through the replacement timeline.

Chief McCluskey confirmed with Finance Director Rachelle Swisher funding does exist in the current police and fire budgets to support this project without any further budget amendment. With this upgrade being beneficial to the future migration to Westcom, Chief McCluskey would like to gain approval from Council to move forward with the programming/software upgrades during the current FY20 fiscal year, using funds already allocated to the police and fire budgets.



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL

FROM: Chad McCluskey

SUBJECT: Consider Approval of 28E Agreement for Members of Polk County Emergency Management Commission for Funding of Emergency Management Administration in the Amount of \$2,945.00 Annually for FY20/21, FY21/22, and FY22/23

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 05 28 Windsor Heights Polk Co Emergency Management 28E

ITEM # _____
DATE: June 1, 2020

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER APPROVAL OF 28E AGREEMENT FOR MEMBERS OF POLK COUNTY EMERGENCY MANAGEMENT COMMISSION FOR FUNDING OF EMERGENCY MANGEMENT ADMINISTRATION IN THE AMOUNT OF \$2,945.00 ANNUALLY FOR FY20/21, FY21/22, and FY22/23.

HISTORY:

The City of Windsor Heights, along with other communities in Polk County, currently operate under a 28E for funding of Emergency Management Administration on the basis of a \$0.50 per capita annual allocation, according to the most recent population estimates provided by the Des Moines Area Metropolitan Planning Organization (MPO). Annual assessments are due and payable to the office of the Commission by December 31 of each year during the term of the agreement.

The current 28E was signed on May 21, 2018 and expires on June 30, 2020. A new agreement is attached to this council action form for approval, extending the agreement through June 30, 2023. The per capita annual allocation of \$0.50 per capita has not changed since May 21, 2018 when the last agreement was signed, although the estimated population in 2018 was 4,860 resulting in an annual fee assessment of \$2,430.00. The updated population estimate for the new agreement would result in an annual fee of \$2,495.00 based on a population of 4,990.

Emergency Management has asked for the new agreements to be executed and returned prior to July 1, 2020.

**28E AGREEMENT
MEMBERS OF THE POLK COUNTY EMERGENCY
MANAGEMENT COMMISSION
FOR FUNDING OF EMERGENCY MANAGEMENT ADMINISTRATION**

This Agreement by and among Members of the Polk County Emergency Management Commission for Funding of Emergency Management Administration (“Agreement”) is entered into on the date last executed by the parties.

Whereas, pursuant to Iowa Code §29C.9 there is established in each county an emergency management commission to provide direction for delivery of the emergency management services of planning, administration, coordination, training and support for local governments and their departments; and

Whereas, pursuant to Iowa Code §29C.9 the Polk County Emergency Management Commission (“Commission”) does exist and operate, being composed of duly-appointed representatives of the following governmental entities: the City of Alleman, the City of Altoona, the City of Ankeny, the City of Bondurant, the City of Clive, the City of Des Moines, the City of Elkhart, the City of Grimes, the City of Johnston, the City of Mitchellville, the City of Pleasant Hill, the City of Polk City, the City of Runnells, the City of Urbandale, the City of West Des Moines, the City of Windsor Heights, the County of Polk; and

Whereas, pursuant to Iowa Code §29C.17 the budget of the Commission may be funded all or in part by a per capita allocation funded from city and county general funds; and

Whereas, it is the intent and desire of the Commission and its Members to fund administration of the Commission through an annual per capita allocation funded from city and county general funds.

It is hereby agreed by and among the members of the Commission as follows:

1. **28E Agreement.** This agreement is entered into pursuant to the provisions of Chapter 28E of the Code of Iowa.
2. **No Entity.** No separate, legal or administrative entity is created by this Agreement. No real property will be acquired in the performance of this Agreement.
3. **Administration.** The Chairperson of the Commission, or the Chairperson’s designee, shall administer performance of this Agreement.

4. **Term.** The term of this Agreement shall be three years from the effective date, and will specifically include assessments in budget years FY2020/21, FY2021/22, and FY2022/23.
5. **Termination.** This Agreement may be terminated at a regular meeting or at a special meeting called for such purpose, by an affirmative vote of representatives from Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1, which vote must be ratified by resolution of the governing bodies of Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1.
6. **Assessment.** Each Member shall fund Commission administration on the basis of a \$0.50 per capita annual allocation, according to the most recent population estimates provided by the Des Moines Area Metropolitan Planning Organization (MPO). These populations and the corresponding annual allocations are presented on Attachment 1, which is incorporated herein. Annual assessments are due and payable in the office of the Commission by December 31 of each year during the term of the Agreement.
7. **Execution of Agreement.** Member governmental entities shall approve this Agreement by resolution or motion of their respective council or board, which shall authorize execution of the Agreement. The executed Agreement will then be filed in the offices of the Iowa Secretary of State and the Recorder of Polk County by Polk County, in accordance with Chapter 28E of the Code of Iowa. The Agreement shall become effective when recorded in the Polk County Recorder's Office and shall remain in effect unless terminated as provided herein. This is the entire Agreement among the parties and may be amended only upon an affirmative vote of representatives from Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1, which vote must be ratified by resolution of the governing bodies of Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1. The laws of the State of Iowa apply to this Agreement.

ATTACHMENT 1

Polk County Emergency Management Commission Most Recent Population Estimates Provided by the Des Moines Area MPO

Jurisdiction	Estimated Population in Polk County ¹	Assessment Amount
Alleman	383	\$191.50
Altoona	17,936	\$8,968.00
Ankeny	59,152	\$29,576.00
Bondurant	5,826	\$2,913.00
Clive	11,773	\$5,886.50
Des Moines	215,785	\$107,892.50
Elkhart	813	\$406.50
Grimes	11,930	\$5,965.00
Johnston	20,767	\$10,383.50
Mitchellville	2,279	\$1,139.50
Pleasant Hill	9,736	\$4,868.00
Polk City	4,481	\$2,240.50
Polk County (unincorp)	28,659	\$14,329.50
Runnells	515	\$257.50
Urbandale	33,185	\$16,592.50
West Des Moines	45,526	\$22,763.00
Windsor Heights	4,990	\$2,495.00
Balance ²	538	\$0
Total	474,274	\$236,868.00

¹ ACS-5 Year 2018 Population Estimate (2014-2018) - U.S. Census Bureau (provided by Des Moines Area MPO)

²Balance of population within incorporated areas of Polk County (Carlisle, Granger, Norwalk and Sheldahl) but not members of the Polk County Emergency Management Commission

**28E AGREEMENT
FOR FUNDING OF EMERGENCY MANAGEMENT ADMINISTRATION**

Whereas, pursuant to Iowa Code §29C.9 there is established in each county an emergency management commission to provide direction for delivery of the emergency management services of planning, administration, coordination, training and support for local governments and their departments; and

Whereas, pursuant to Iowa Code §29C.9 the Polk County Emergency Management Commission (“Commission”) does exist and operate, being composed of duly-appointed representatives of the following governmental entities: the City of Alleman, the City of Altoona, the City of Ankeny, the City of Bondurant, the City of Clive, the City of Des Moines, the City of Elkhart, the City of Grimes, the City of Johnston, the City of Mitchellville, the City of Pleasant Hill, the City of Polk City, the City of Runnells, the City of Urbandale, the City of West Des Moines, the City of Windsor Heights, the County of Polk; and

Whereas, pursuant to Iowa Code §29C.17 the budget of the Commission may be funded all or in part by a per capita allocation funded from city and county general funds; and

Whereas, it is the intent and desire of the Polk County Emergency Management Commission and its Members to fund administration of the Commission through an annual per capita allocation funded from city and county general funds.

NOW, THEREFORE,

BE IT RESOLVED that the City of Windsor Heights has caused this Agreement to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2020.

CITY OF WINDSOR HEIGHTS

IN WITNESS WHEREOF, the City of Windsor Heights has caused this Agreement to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date: _____

Date: _____



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL

FROM: Mark Arentsen

SUBJECT: Consideration of Resolution No. 2020-82 - A Resolution Establishing a City of Windsor Heights Small Business Recovery Grant Program in the Amount of \$25,000

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-82 Establishing City of WH Small Business Recovery Grant Program
2. WH Small Business Recovery Grant
3. WH Small Biz Grant Scoring Chart

RESOLUTION NO. 2020-82

A RESOLUTION ESTABLISHING A CITY OF WINDSOR HEIGHTS SMALL BUSINESS RECOVERY GRANT PROGRAM

WHEREAS, the COVID-19 pandemic has disrupted the daily life of people throughout the world, **AND**,

WHEREAS, many small businesses, some of which have been operating for a very short time, have been forced to close or significantly alter their operations as a result of COVID-19, **AND**,

WHEREAS, residents of Windsor Heights consider these businesses to be a valuable community asset, **AND**,

WHEREAS, the Windsor Heights City Council recognizes the difficulty these businesses have with operating in these unprecedented and unpredictable conditions, **AND**,

WHEREAS, the Windsor Heights City Council values the contribution that these small businesses have made to the excellent quality of life in Windsor Heights and wishes to lend its assistance to these businesses as they work to retain their customers, employees and their independent way of life,

NOW THEREFORE BE IT RESOLVED by the Windsor Heights City Council in session this first day of June, 2020, that it hereby establishes the Windsor Heights Small Business Recovery Grant Program which will operate independent of any other federal, state or private sector small business grant program, **AND**,

BE IT FURTHER RESOLVED that the City Council designates \$25,000 for this effort and requests that the City's Economic Development Committee review applications for this program and recommend to the City Council the amount of funding which should be provided to each applicant.

PASSED and approved this 1st day of June 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



City of Windsor Heights Small Business Recovery Grant Application

Please email the completed application to marentsen@windsorheights.org and provide the following documents.

1. 4-month profit and loss statement (Jan. – April 2020)
2. 4-month profit and loss statement (Jan. – April 2019)
3. 3-month projected income and expenses (May 1 – July 30, 2020)
4. Balance Sheet (as of April 30, 2020)
5. Amount of payroll prior to March 15, 2020

APPLICATION QUESTIONS:

Grant amount requested: _____

Describe the economic impact (i.e. limitations placed on business operations, resulting loss of sales or revenue): _____

Section I: Business Information

1. Business legal name: _____
2. D/B/A (doing business as): _____

3. **Business/corporate organization type** (Select Sole Proprietorship, Corporation, S Corporation, Limited Liability Company(LLC), Partnership)
4. **FEIN** (SS, if a sole proprietorship): _____
5. **Physical business address:** (include street address, city, state and zip code)

6. **County of business address:** _____
7. **Mailing address** (if different, include street address, city, state and zip):

8. **Business phone number:** _____
9. **Contact email:** _____
10. **Primary business activity:** _____

11. **Date business established:** _____
 - a. Date you became owner (if different from date established): _____

Section II: Ownership Information

Owner Applicant 1

Full legal name: _____

Title: _____

% owned: _____

Owner Applicant 2 (Optional)

Full legal name: _____

Title: _____

% owned: _____

If the above two owners do not equal 100% of ownership, please explain:

Is the business minority-owned? Yes No I don't know Explain: _____

Is the business woman-owned? Yes No I don't know Explain: _____

Section III: Impact of Disaster

Information gathered in this section will help quantify the impact this disaster has had on your business.

1. **Employment on March 1 FTE** (full time equivalents)_____
2. **What was your total payroll on March 15?** _____(also select frequency of payroll)
3. **Current number of employees (FTE):** _____
4. **Number of employees (FTE) working remotely as result of disaster:** _____
5. **Number of employees (FTE) furloughed or laid off as a result of disaster:** _____
6. **What is monthly rent payment:** _____
7. **What is the square footage occupied by your business?** _____
8. **What is the estimated loss of revenues from March 1 – April 30, 2020:** _____
9. **What is your projected loss of revenue from May 1 to July 30, 2020:** _____
10. **What is your typical annual sales-tax eligible revenue?** *(If not open until July 1, 2019 please report your 2019 sales.)*_____
11. **Describe how the funds — should they be awarded — would be utilized to maintain business operations during and/or after disaster:** Rent, payroll, utilities, supplies, other

12. **Please indicate other business assistance programs for which you have applied and your application status:**

Small Business Relief Grant — Source: Iowa Economic Development Authority

- Applied and Approved
- Applied and Denied
- Applied and Status Unknown
- Did Not Apply

Targeted Small Business Sole Operator Fund — Source: Iowa Economic Development Authority

- Applied and Approved
- Applied and Denied
- Applied and Status Unknown
- Did Not Apply

Paycheck Protection Program — Source: U.S. Small Business Administration

- Applied and Approved
- Applied and Denied
- Applied and Status Unknown
- Did Not Apply

Economic Injury Disaster Loan (EIDL) — Source: U.S. Small Business Administration

- Applied and Approved

- Applied and Denied
- Applied and Status Unknown
- Did Not Apply

Please provide the name and status of any other business assistance programs that you have applied for and the status of each:

Section IV: Attachments

In this section, you will upload the documents containing the requested information, and note if this information is considered confidential.

1. 4-month profit and loss statement (Jan. – April 2020)
2. 4-month profit and loss statement (Jan. – April 2019) *(If business was not yet open, please submit a 4-month profit and loss statement from July – Oct. 2019.)*
3. 3-month projected profit and loss (May 1 – July 30, 2020)
4. Balance Sheet (as of April 30, 2020)

Section V: Certification & Release

In this section, please review the disclosures and terms associated with this grant process.

1. Are there any judgments or court actions completed or pending against the applicant business entity, or current owners? **Yes__ No__**
2. Have there been any current or past bankruptcies on the part of the applicant business entity, or on the part of the any current owners in the last five years? **Yes__ No__**
3. In the last five years has there been, or are there currently any investigations of public violations of public health, safety or environmental laws by the applicant business entity, or any current owner? **Yes__ No__**
4. In the last five years has there been, or are there currently any violations of labor laws, civil/human rights laws by the applicant business entity, or any current owner? **Yes__ No__**
5. If yes to any of the questions 1 to 4 above, please provide explanation.

FINAL SIGN OFF

I hereby give permission to the **City of Windsor Heights** to research the applicant business' and current owners' history, to make credit checks, to contact the business' financial institutions, insurance carriers and other entities in which the business has a contractual relationship, and to perform other related activities necessary to enable a full and reasonable evaluation of this application.

I understand that grant assistance and that information contained in this application and any resulting grant agreement may be considered a public record under Iowa Code Chapter 22. I have identified the information contained in the application that I, in good-faith, reasonably determined constitutes a confidential record under Chapter 22 (e.g. trade secret financial information) or Federal law. I understand that it is my burden and obligation to make any such confidentiality request and to justify application of a confidentiality

exception by citation to applicable law. I further understand that, in the absence of a court order or final order or decision of the Iowa Public Information Board, the City or County as applicable may, but is not required to protect claimed confidential records.

I understand that submittal of this grant application does not guarantee receipt of funding. I further understand that the **the City of Windsor Heights** as applicable, have complete discretion to approve or disapprove this application and in the event of approval such entities have complete discretion to determine the amount, terms and conditions of any resulting grant.

Furthermore, I am aware that the funds will not be disbursed until a contract has been executed and the appropriate terms have been met.

I hereby certify that all representations, documents, information and statements made or furnished to in connection with this application are true, correct and complete in all material respects.

Business: _____

Authorized Business Signature: _____

Print Name: _____

Date: _____



Scoring Criteria	Max Points	Score
All Required Documents Submitted	1 (mandatory to have all attached)	
Demonstrated Covid-19 Impact	1 = minimal but visible impact [1-50%] 2 = moderate impact [50-75%] 3 = significant impact [75-125%]	
Sustainability/Return to Normal Viability	1 = with this grant it is 50/50 2 = with this money it appears they will make it work	
Business Strong Prior to Covid-19	1 = breaking even or learning to sustain at a loss 2 = stable, with appropriate work force, meeting goals	
	8	X/8

Application percentage score correlates to amount of potential award (Scoring 100% would qualify for up to 100% of ask, 90% qualifies up to 90% of ask, so on). Final amounts are dependent on funding pool available, and are subject to review and approval by funding jurisdiction.



**STAFF REPORT
CITY COUNCIL**

June 1, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Interim City Administrator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None