



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, May 18, 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 5/18/20 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/89704842610?pwd=TFE4NDZiUC9wMVE0c2RaR3MvRUNoUT09> Phone number: 312-626-6799 Meeting ID: 897 0484 2610 Password: 407833 If you have any questions about using Zoom, please visit <https://support.zoom.us/hc/en-us>
2. **Approval of the Agenda**
3. **Public Hearing(s):**
 - A. Walnut Creek Bank Stabilization Project Public Hearing
 - 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
 - C. FY 2019-2020 Budget Amendment Public Hearing
 - 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
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on May 4, 2020
 - B. Approve Payment of Claims
 - C. Approve April 2020 Financial Reports

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

- D. Approve Resolution No. 2020-74 A Resolution Extending Closure of the CEC Due to Covid-19
6. **New Business:**
- A. Review and Consider Motion to Approve Revised Job Descriptions
 - 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
 - C. Consideration of Change Order No. 1 - College Drive Project
 - D. Consideration of Pay Request No. 1 for College Drive in the Amount of \$103,873.83
 - E. Consideration of Pay Request No. 1 for 69th Street in the Amount of \$138,984.53
7. **Reports:**
- A. Mayor and Council Reports and Committee Updates
 - B. Interim Administrator Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. Communications/Recreation Coordinator 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 and the open meetings law.



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Walnut Creek Bank Stabilization Project Public Hearing

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: 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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-72 Resolution Awarding Walnut Creek Bank Stabilization Project
2. 120253 Letter of Recommendation

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

WHEREAS, pursuant to notice duly published in the manner and form as required by law, bids and proposals were received by the City Clerk and reported to this Council for the Project (the “Project”); and

WHEREAS, all of the said bids and proposals have been carefully considered by the City Engineer in the attached Recommendation of Award, and it is necessary and advisable that provision be made for the award of the contract for the Project; and

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

1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

Dave’s Dozing	Mitchellville, IA	\$76,700.00
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2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and actual final quantities, the said contract to be subject to the terms of the aforementioned resolution, the plans and specifications and the terms of the bidder’s written proposal.

3. The Mayor and City Clerk are hereby authorized and directed to enter into a written contract with said contractor for the Project, but only after the contractor submits the required insurance certificates which are required by the contract documents. No additional City Council action shall be required to approve the executed contract.

4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 18th day of May, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



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 12, 2020

City of Windsor Heights
Travis Cooke, City Clerk
1145 66th Street, Suite 1
Windsor Heights, IA 50324

RE: North Walnut Creek Streambank Restoration
Recommendation of Award
Project No.: A13.120253

Dear Travis Cooke:

At 10:00 A.M. on May 12, 2020 bids were received for the North Walnut Creek Streambank Restoration project. The Engineer's Estimate for the base bid of the project was \$77,000. One bid was received, this bidder was responsive, and the bid for base bid are summarized as follows:

Bidder	City	Amount
Dave's Dozing	Mitchellville, IA	\$76,700.00

The bid received from Dave's Dozing was .39% below the engineers estimate for the project, and was determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted and checked references on this bidder, and was satisfied with responses given.

Therefore, Bolton & Menk, Inc. recommends award of the North Walnut Creek Streambank Restoration project to Dave's Dozing, for the bid amount of \$76,700 (Seventy-Six Thousand, Seven Hundred Dollars and Zero Cents).

The bid tabulation is attached for your use.

Feel free to contact me should there be any questions related to this project.

Sincerely,

Justin Ernst, P.E.
Project Manager

BOLTON & MENK, INC.

cc: File w/attachment

Windsor Heights, IA
 North Walnut Creek Streambank Restoration
 Windsor Heights, IA



Real People. Real Solutions.

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

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

TABULATION OF BIDS
 Bid Letting May 12, 2020 @ 10:00 AM

Line No.	Description	Unit	Quantity	Engineer's Estimate		Dave's Dozing Mitchellville, IA	
				Unit Price	Amount	Unit Price	Amount
1	Temporary Traffic Control	LS	1.00	\$2,000.00	\$2,000.00	\$700.00	\$700.00
2	Mobilization	LS	1.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00
3	Bank Restoration 1	LS	1.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
4	Bank Restoration 2	LS	1.00	\$25,000.00	\$25,000.00	\$24,000.00	\$24,000.00
5	Trail Protection	LS	1.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
TOTAL BASE BID					\$77,000.00		\$76,700.00

12-May-20

H:\WINDSORH_CI_IA\A13120253\6_Plans-Specs\B_Bid Tabulation\[120253 Streambank BidTab.xlsx]Bid Tabulation



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: FY 2019-2020 Budget Amendment Public Hearing

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM: Rachelle Swisher

SUBJECT: 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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-73 Approving FY 20 Budget Amendment
2. FY20 Budget Amendment
3. Budget Amendment Memo
4. Proposed Amedments Pages
5. Resolution 19-1102

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**

WHEREAS, the City Code provides for the budgetary process required of the City Council and City Administrator in submitting the budget and the Council's action and enforcement thereof; and

WHEREAS, Iowa Statutes require the formal adoption of any budget amendments for the fiscal year July 1, 2019 to June 30, 2020; and

WHEREAS, the City Council held a public hearing on the proposed budget amendments on May 18, 2020 per Iowa Statutes.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights, Iowa, that the budget amendment for the fiscal year ending June 30, 2020, as set forth in the attached BUDGET AMENDMENT be adopted.

Passed and approved this 18th day of May, 2020

Dave Burgess, Mayor

Attest: _____
Travis Cooke, City Clerk



TO: Budget Committee Members
FROM: Rachelle Swisher, Finance Director
DATE: April 30, 2020
SUBJECT: Budget Amendment

At the May 4th meeting you will be asked to set a date for a public hearing on a budget amendment. The budget amendment will then be placed on the May 20th meeting agenda for approval. This memo gives more information about this budget amendment. Please use the “Proposed Amendments” pages that accompany this memo.

The purpose of a budget amendment is to document for the State of Iowa (and our auditors) any expenses and revenues that weren’t shown on the budget that was submitted for Fiscal Year 2020.

Please note that except for a few items (COBRA insurance & future Metro Home Program payments), all expenses have already been approved by Council. Attached is Resolution 19-1102 with further information on expenditures associated with ATE revenues.

What this amendment doesn’t reflect is that for some items, the revenue was shown on the FY20 budget, but the expense was not. Examples: \$502,595 2020 PCC Patching and \$539,170 73rd Street Engineering – will be paid for with TIF funds on hand. The TIF revenue was shown on the FY20 budget, but the expenses were not.

There were NO expenses shown for any Capital Projects on the FY20 budget. This is unusual, as there were projects that were not completed yet. That is why this budget amendment shows so many Capital Projects.

EXPENSES

Unless otherwise labeled, expenses are paid out of revenue on hand in each fund.

Public Safety

- \$56,100 Total - Police - Fees: \$50,000 (these are normal ATE fees that were not budgeted for); Janitorial: \$2,600; Miscellaneous: \$2,000 (paid by Walmart grant); Minor Equipment: \$1,500 (paid by Walmart grant)
- \$10,700 Total - Fire - Pension/Retention: \$6,700; Minor Equipment: \$4,000 (paid by Walmart grant)
- \$72,200 Total - Ambulance - Contributions & Payments: \$45,000 (due to GEMT - Ground Emergency Medical Transportation payments, paid by reimbursements from GEMT); Minor Equipment – Ambulance Power Load System: \$27,200 (paid by Prairie Meadows Grant)

Total Amendment = \$139,000

Culture & Recreation

- \$35,000 Total - Community Center – CEC Refunds (due to COVID19)

Total Amendment = \$35,000

Community & Economic Development

- \$45,129 Total - Housing & Urban Renewal – Contributions & Payments: \$11,379 (Metro Home Program); Building Repair: \$27,500 (Metro Home Program – this is in 2 different funds for FY20, but will move to one account in FY21); Professional Fees: \$6,250 (Independent Financial Advisor)

Total Amendment = \$45,129

General Government

- \$6,000 Total - I.T. Department - Telephone/Communications
- \$101,800 Total - Clerk/Admin Department - Building Repair: \$31,800 (final roof repairs); Communications: \$8,000; Professional Fees: \$26,000 (due to Admin salary being taken out of the incorrect line); Other Professional Services: \$18,000 (Admin search & Key Elements fees for wage study/handbook update); Operating Supplies: \$18,000 (under budgeted and software purchases)
- \$20,000 Total- Legal Services/Attorney - Professional Fees
- \$12,600 Total - Other General Government - Cobra Insurance (payments received for this are reflected under revenues)

Total Amendment = \$140,400

Capital Projects

- \$66,000 Total - Police - Equipment Revolving - Vehicles: \$55,000; Equipment: \$11,000 (Cameras) – both paid for by ATE revenue
- \$8,000 Total - Fire - Equipment Revolving - Equipment: \$5,000 (Gear); \$3,000 (Hose Replacement) – both paid for by ATE revenue
- \$15,215,665 Total - Roads, Bridges, Sidewalks
 - ⇒ \$8,300,000 - University Avenue Project – Street Construction – paid for with bond proceeds
 - ⇒ \$29,000 - 2018 HMA Resurfacing
 - ⇒ \$400 - 2018 PCC Patching - Legal Expense
 - ⇒ \$5,000 - Walnut Creek Bike Hub/Bridge – Engineering
 - ⇒ \$5,800,000 - 2020 Street Projects - Street Construction – paid for with bond proceeds
 - ⇒ \$502,595 - 2020 PCC Patching - Street Patching – paid for with TIF funds on hand
 - ⇒ \$15,000 - Walnut Creek Stream Project – Repairs – paid for with a Federal grant
 - ⇒ \$539,170 - 73rd Street Project – Engineering – paid for with TIF funds on hand
 - ⇒ \$24,500 - Public Works - Equipment Revolving - Equipment: \$22,000 (Asphalt Heater); \$2,500 (Air Compressor) – both paid for by ATE revenue
- \$29,500 Total - I.T. Department - Equipment Revolving – Equipment (IT Upgrades) – paid for by ATE revenue
- \$40,800 Total - Capital Projects - 2017/2018 Streets: Street Construction

Total Amendment = \$15,359,965

Enterprise Funds

- \$16,000 Total - Storm Water - Public Safety Parking Lot Repairs – paid for by Storm Water funds on hand

Total Amendment - \$16,000

Expenses Total Amendment: \$15,735,494

REVENUES

Intergovernmental

- \$3,500 - Police Federal Grant (Walmart)
- \$30,700 - Fire Federal Grants (Walmart \$3,500 & Prairie Meadows \$27,200)
- \$45,000 Ambulance State/Local Grants (GEMT Payments)
- \$15,000 - Walnut Creek Stream Project Federal Grant
- \$731,000 - MPO Grant
- \$75,000 - DNR Grant

Total Amendment = \$900,200

Charges for Fees & Services

- \$500 - Fire Service Charges (West Gate Adelphic Donation)

Total Amendment = \$500

Miscellaneous

- \$12,600 - COBRA Payments made by previous employee

Total Amendment = \$12,600

Other Financing Sources

- \$7,494,000 - University Avenue Project Bond Proceeds
- \$5,800,000 - 2020 Street Projects Bond Proceeds

Total Amendment = \$13,294,000

Revenues Total Amendment: \$14,207,300

\$15,735,494 (expenses) - \$14,207,300 (revenue) = \$1,528,194 this amount is funded by TIF, ATE, and revenue on hand within each fund.

Please let me know if you need any further information, or have any questions. I would be happy to go over the numbers with you one on one, if needed.

**PROPOSED AMENDMENTS
CALENDAR 4/2020, FISCAL 10/2020**

Expenses

ACCOUNT NUMBER	TITLE	YTD BALANCE	CURRENT BUDGET	PROPOSED CHANGE	PROPOSED BUDGET	NEW BUDGET
	POLICE TOTAL	1,627,889.82	2,093,443.00	56,100.00	165,000.00	2,149,543.00
	EMERGENCY MANAGEMENT TOTA	9,199.70	8,870.00			8,870.00
	FIRE TOTAL	367,870.40	667,484.00	10,700.00	12,250.00	678,184.00
	AMBULANCE TOTAL	268,343.11	192,190.00	72,200.00	78,750.00	270,940.00
	BUILDING INSPECTIONS TOTA	93,077.96	106,233.00			106,233.00
	ANIMAL CONTROL TOTAL	793.00	900.00			900.00
	PUBLIC SAFETY TOTAL	2,367,173.99	3,069,120.00	139,000.00	256,000.00	3,208,120.00
	ROADS, BRIDGES, SIDEWALKS	307,988.30	496,152.00			496,152.00
	STREET LIGHTING TOTAL	40,945.32	67,000.00			67,000.00
	TRAFFIC CONTROL & SAFETY T	3,557.60	5,500.00			5,500.00
	SNOW REMOVAL TOTAL	169,952.22	263,061.00	NONE		263,061.00
	PUBLIC WORKS TOTAL	522,443.44	831,713.00			831,713.00
	OTHER HEALTH/SOCIAL SERV	.00	3,000.00	NONE		3,000.00
	HEALTH & SOCIAL SERVICES	.00	3,000.00			3,000.00
	LIBRARY TOTAL	60,000.00	95,032.00			95,032.00
	PARKS TOTAL	79,313.54	110,473.00			110,473.00
	COMMUNITY CTR/ZOO/MARINA	2,632.67	3,200.00			3,200.00
	SPECIAL EVENTS TOTAL	613.00	.00			.00
	COMMUNITY CENTER TOTAL	90,735.97	139,879.00	35,000.00	35,000.00	174,879.00
	CULTURE & RECREATION TOTA	233,295.18	348,584.00	35,000.00	35,000.00	383,584.00
	HOUSING & URBAN RENEWAL T	37,866.00	7,737.00	45,129.00	52,866.00	52,866.00
	COMMUNITY & ECONOMIC DEV	37,866.00	7,737.00	45,129.00	52,866.00	52,866.00
	MAYOR/COUNCIL TOTAL	25,974.96	52,871.00			52,871.00
	IT DEPARTMENT TOTAL	42,205.13	50,747.00	6,000.00	24,000.00	56,747.00
	CLERK/TREASURER/ADM TOTAL	464,923.55	563,753.00	101,800.00	210,800.00	665,553.00
	ELECTIONS TOTAL	840.88	4,000.00			4,000.00
	LEGAL SERVICES/ATTORNEY T	79,925.00	75,000.00	20,000.00	95,000.00	95,000.00
	OTHER GENERAL GOVERNMENT	8,182.79	.00	12,600.00	12,600.00	12,600.00
	GENERAL GOVERNMENT TOTAL	622,052.31	746,371.00	140,400.00	342,400.00	886,771.00
	ROADS, BRIDGES, SIDEWALKS	115,797.50	786,258.00			786,258.00
	HOUSING & URBAN RENEWAL T	49,498.75	813,898.00	NONE		813,898.00
	DEBT SERVICE TOTAL	165,296.25	1,600,156.00			1,600,156.00

PROPOSED AMENDMENTS
CALENDAR 4/2020, FISCAL 10/2020
Expenses

ACCOUNT NUMBER	TITLE	YTD BALANCE	CURRENT BUDGET	PROPOSED CHANGE	PROPOSED BUDGET	NEW BUDGET
	POLICE TOTAL	11,737.48	.00	66,000.00	66,000.00	66,000.00
	FIRE TOTAL	6,841.00	.00	8,000.00	8,000.00	8,000.00
	ROADS, BRIDGES, SIDEWALKS	312,606.49	.00	15,215,665.00	15,215,665.00	15,215,665.00
	IT DEPARTMENT TOTAL	19,681.39	.00	29,500.00	29,500.00	29,500.00
	CAPITAL PROJECTS TOTAL	117,899.21	.00	40,800.00	40,800.00	40,800.00
	CAPITAL PROJECTS TOTAL	468,765.57	.00	15,359,965.00	15,359,965.00	15,359,965.00
	SEWER/SEWAGE DISPOSAL TOT	65,967.00	189,334.00			189,334.00
	LANDFILL/GARBAGE TOTAL	240,479.87	337,818.00			337,818.00
	STORM WATER TOTAL	95,293.88	258,745.00	16,000.00	91,000.00	274,745.00
	ENTERPRISE FUNDS TOTAL	401,740.75	785,897.00	16,000.00	91,000.00	801,897.00
	TRANSFERS IN/OUT TOTAL	406,085.15	4,127,213.00	NONE		4,127,213.00
	TRANSFER OUT TOTAL	406,085.15	4,127,213.00			4,127,213.00
	TOTAL EXPENSES	5,224,718.64	11,519,791.00	15,735,494.00	16,137,231.00	27,255,285.00

**PROPOSED AMENDMENTS
CALENDAR 4/2020, FISCAL 10/2020**

Revenue

ACCOUNT NUMBER	TITLE	YTD BALANCE	CURRENT BUDGET	PROPOSED CHANGE	PROPOSED BUDGET	NEW BUDGET
121-950-4091	LOST TAX 50% PROP TAX	328,365.78				
	TOTAL	328,365.78	.00	NONE		.00
001-950-4000	PROPERTY TAXES	1,733,308.42	1,795,030.00			1,795,030.00
112-950-4000	PROPERTY TAXES	1,035,596.04	1,095,274.00			1,095,274.00
200-950-4000	PROPERTY TAXES	734,465.03	779,842.00			779,842.00
001-950-4001	PROP TAXES-CITY OWNED CIV	28,888.26	29,917.00			29,917.00
001-950-4013	PROP TAXES-INSURANCE	49,217.65	50,974.00			50,974.00
001-950-4014	PROP TAXES-EMERGENCY MANA	8,601.48	8,909.00			8,909.00
001-950-4029	PROP TAXES-SUPPORT PUBLIC	57,777.16	59,834.00			59,834.00
	PROPERTY TAXES TOTAL	3,647,854.04	3,819,780.00	NONE		3,819,780.00
125-950-4050	TAX INCREMENT TAXES	2,009,766.86	3,142,387.00			3,142,387.00
	TIF REVENUES TOTAL	2,009,766.86	3,142,387.00	NONE		3,142,387.00
001-950-4060	PROP-UTILITY TAX REPLACE		20,060.00			20,060.00
112-950-4060	PROP-UTILITY TAX REPLACE	5,639.68	11,299.00			11,299.00
200-950-4060	PROP-UTILITY TAX REPLACE	3,202.70	6,416.00			6,416.00
001-950-4065	UTILITY FRANCHISE FEES	124,327.69	260,000.00			260,000.00
001-950-4085	HOTEL/MOTEL TAX	3,964.38	25.00			25.00
121-950-4090	LOST TAX 50% OTHER	328,365.79				
	OTHER CITY TAXES TOTAL	465,500.24	297,800.00	NONE		297,800.00
001-170-4122	BUILDING PERMITS	31,560.86	60,000.00			60,000.00
001-190-4180	PET LICENSES	6,327.50	6,000.00			6,000.00
001-950-4100	BEER/LIQUOR PERMITS	5,596.88	5,000.00			5,000.00
001-950-4105	CIGARETTE PERMITS	175.00	600.00			600.00
001-950-4110	BUILDING TRADES LICENSES	137.50	300.00			300.00
001-950-4122	BUILDING PERMITS	88.00				
001-950-4165	SPECIAL BUSINESS PERMITS	225.00				
	LICENSES & PERMITS TOTAL	44,110.74	71,900.00	NONE		71,900.00
113-110-4300	INTEREST ON INVESTMENTS	86.83				
114-110-4300	INTEREST ON INVESTMENTS	4.09				
115-110-4300	INTEREST ON INVESTMENTS	3.05				
001-480-4310	BALLFIELD RENTAL	1,658.35				

PROPOSED AMENDMENTS
CALENDAR 4/2020, FISCAL 10/2020
Revenue

ACCOUNT NUMBER	TITLE	YTD BALANCE	CURRENT BUDGET	PROPOSED CHANGE	PROPOSED BUDGET	NEW BUDGET
001-950-4300	INTEREST ON INVESTMENTS	15,428.07	10,000.00			10,000.00
		*****	*****	*****	*****	*****
	USE OF MONEY & PROPERTY T	17,180.39	10,000.00	NONE		10,000.00
		*****	*****	*****	*****	*****
001-110-4400	FEDERAL GRANTS	11,061.75	9,400.00	3,500.00	12,900.00	12,900.00
001-110-4440	STATE/LOCAL GRANTS	600.00				
001-150-4400	FEDERAL GRANTS	30,700.00		30,700.00	30,700.00	30,700.00
001-160-4440	STATE/LOCAL GRANTS			45,000.00	45,000.00	45,000.00
321-210-4400	FEDERAL GRANTS			15,000.00	15,000.00	15,000.00
110-210-4430	ROAD USE TAX	494,620.18	622,000.00			622,000.00
314-210-4440	STATE GRANTS - MPO			731,000.00	731,000.00	731,000.00
314-210-4450	IOWA DNR			75,000.00	75,000.00	75,000.00
001-430-4450	IOWA GRANTS		1,000.00			1,000.00
001-620-4400	GRANTS	7,411.80				
001-950-4400	GRANTS	10,653.00				
001-950-4464	COMM/IND PROP TAX REPLACE	28,994.64	70,403.00			70,403.00
112-950-4464	COMM/IND PROP TAX REPLACE	32,660.78	39,653.00			39,653.00
200-950-4464	COMM/IND PROP TAX REPLACE	19,892.04	22,793.00			22,793.00
		*****	*****	*****	*****	*****
	INTERGOVERNMENTAL TOTAL	636,594.19	765,249.00	900,200.00	909,600.00	1,665,449.00
		*****	*****	*****	*****	*****
001-110-4500	MISC CHARGES FOR SERVICE	17,077.38	10,500.00			10,500.00
114-110-4571	POLICE SERVICES	14,000.00				
115-110-4571	POLICE SERVICES		1,140.00			1,140.00
001-150-4500	FIRE SERVICE CHARGES	6,627.13		500.00	500.00	500.00
001-150-4577	HAZMAT FEES	1,565.94	1,000.00			1,000.00
001-150-4579	RENTAL INSP FEE	16,825.00	25,000.00			25,000.00
001-160-4500	AMBULANCE CHARGES	95,526.07	100,000.00			100,000.00
001-480-4500	RECREATION CHARGES	95,591.49	175,000.00			175,000.00
350-480-4500	EQUIP REVOLVE - REC CHARG	3,230.06				
001-610-4500	MISC CHARGES FOR SERVICE	18.00				
610-815-4500	UTILITY CHARGES FOR SERVI	73,010.15	92,350.00			92,350.00
670-840-4500	YARD WASTE STICKER SALES	2,693.75	18,000.00			18,000.00
670-840-4501	CURB-IT RECYCLING FEES	79,366.32	76,500.00			76,500.00
670-840-4502	UTILITY CHARGES FOR SERVI	191,528.38	256,969.00			256,969.00
740-865-4500	UTILITY CHARGES FOR SERVI	320,532.87	345,000.00			345,000.00
001-950-4500	CHARGES FOR SERVICE	10,321.53				
		*****	*****	*****	*****	*****
	CHARGES FOR FEES & SERVIC	927,914.07	1,101,459.00	500.00	500.00	1,101,959.00
		*****	*****	*****	*****	*****
001-110-4715	REFUNDS/REIMBURSEMENTS	3,787.40	6,000.00			6,000.00
001-110-4765	FINES & FEES	95,864.60	70,000.00			70,000.00
001-110-4770	ATE FINES	240,310.93	250,000.00			250,000.00
110-210-4715	REFUNDS/REIMBURSEMENTS	1,220.65	2,000.00			2,000.00
001-430-4700	DONATIONS	27.00	500.00			500.00

PROPOSED AMENDMENTS
CALENDAR 4/2020, FISCAL 10/2020
Revenue

ACCOUNT NUMBER	TITLE	YTD BALANCE	CURRENT BUDGET	PROPOSED CHANGE	PROPOSED BUDGET	NEW BUDGET
001-430-4715	REFUNDS/REIMB	293.71				
001-430-4799	CHARGES FOR BALLFIELD REN	2,217.45				
001-470-4704	SPECIAL EVENTS	1,935.00				
001-620-4715	REFUNDS/REIMBURSEMENTS		1,500.00			1,500.00
001-699-4710	COBRA PAYMENTS			12,600.00	12,600.00	12,600.00
610-815-4715	REIMBURSEMENT URB/WH DIST		100,000.00			100,000.00
740-865-4715	REFUNDS/REBATES	146.68				
001-950-4700	DONATIONS	500.00				
001-950-4710	PAY IN LIEU OF TAXES NON		39,048.00			39,048.00
001-950-4715	REFUNDS/REIMBURSEMENTS	22,481.87	5,000.00			5,000.00
112-950-4715	REFUNDS/REIMBURSEMENTS	19,652.96	46,000.00			46,000.00
001-950-4750	SALE OF MERCHANDISE	355.02				
001-950-4765	FINES & PENALTIES	11,901.63	1,000.00			1,000.00
		*****	*****	*****	*****	*****
	MISCELLANEOUS TOTAL	400,694.90	521,048.00	12,600.00	12,600.00	533,648.00
		*****	*****	*****	*****	*****
314-210-4820	PROCEEDS FROM DEBT/LOAN			7,494,000.00	7,494,000.00	7,494,000.00
319-210-4820	PROCEEDS FROM DEBT/LOAN			5,800,000.00	5,800,000.00	5,800,000.00
		*****	*****	*****	*****	*****
	OTHER FINANCING SOURCES T	.00	.00	13,294,000.00	13,294,000.00	13,294,000.00
		*****	*****	*****	*****	*****
313-750-4830	TRANSFER IN		2,800,000.00			2,800,000.00
001-910-4830	TRANSFER-IN	101,660.43	148,000.00			148,000.00
113-910-4830	TRANSFER IN		13,000.00			13,000.00
145-910-4830	TRANSFER IN		217,315.00			217,315.00
200-910-4830	TRANSFER-IN		813,898.00			813,898.00
306-910-4830	TRANSFER IN	.23				
315-910-4830	TRANSFER IN		110,000.00			110,000.00
350-910-4830	TRANSFER IN-EQUIP REVOLVE	43,133.57				
810-910-4830	TRANSFER-IN	261,026.22				
112-950-4830	TRANSFER IN		25,000.00			25,000.00
		*****	*****	*****	*****	*****
	TRANSFERS IN TOTAL	405,820.45	4,127,213.00	NONE		4,127,213.00
		*****	*****	*****	*****	*****
	REVENUE SOURCE TOTAL	8,883,801.66	13,856,836.00	14,207,300.00	14,216,700.00	28,064,136.00

RESOLUTION 19-1102
A RESOLUTION APPROVING ATE REVENUE EXPENDITURES FOR FY 2018-19

WHEREAS, the City Staff reviewed ATE Revenue collected to date; and

WHEREAS, these revenues were unexpected and therefore not budgeted for; and

WHEREAS, a budget amendment will be done during the fiscal year to expend these funds; and

WHEREAS, the City Council has reviewed the proposed expenditures Plan for the potential additional revenues; and

WHEREAS, the City Council discussed and voted to include the following expenditures in the Plan; and

WHEREAS, the City Council will review each budgeted item for approval on a future agenda prior to the expenditure per the City's purchasing policy;

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

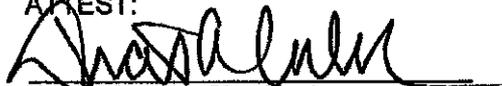
That the following items and amounts make up the expenditure plan for the assumed Automatic Traffic Enforcement revenues for FY 2019-2020 (the "Plan");

FY 19 ATE REVENUE	\$ 1,517,294
1. PD Fleet Patrol Vehicle	\$ 38,000
2. PD Body Worn Cameras	\$ 11,000
3. FD 2 Sets of Bunker Gear	\$ 5,000
4. FD Fire Hose Replacement	\$ 3,000
4. Public Safety Parking Lot Repair	\$ 10,000
6. Public Works Asphalt Heater	\$ 22,000
7. Public Works Shop Air Compressor	\$ 2,500
8. IT Improvements	\$ 29,500
TOTAL PROPOSED PLAN EXPENDITURES	\$ 121,000
REMAINING UNALLOCATED ATE BALANCE	\$ 1,396,294

PASSED and approved this 4th day of November 2019 by the City Council of the City of Windsor Heights, Iowa.


Dave Burgess, Mayor

ATTEST:


Travis Cooke, City Clerk

ITEM # _____
DATE: November 4, 2019

COUNCIL ACTION FORM

AGENDA ITEM: DISCUSSION AND APPROPRIATE FOLLOWUP RELATED TO FY19 ATE REVENUES AND EXPENDITURES ASSOCIATED WITH THOSE REVENUES.

HISTORY:

Over the past few years, the "equipment revolving plan" (ERP) was designed so that larger equipment purchases were funded using automated traffic enforcement (ATE) revenues. The ERP plan was built to schedule large equipment purchases based on budget constraints, life cycle of the equipment, and replacement cycles of equipment. The plan has been funded with the previous year's ATE revenues. The ERP was not included in the City budget, in the past, as the funding mechanism was ATE revenues and Council elected not to include ATE revenues in the annual City budget due to the uncertainty of legislation surrounding the ATE program.

The actual ATE revenues for FY19 (July 1, 2018 through June 30, 2019) were \$1,517,294.00. Those funds have yet to be allocated for any purchases/expenditures. Staff is proposing the following expenditures utilizing the FY19 ATE funds totaling \$138,000. The unallocated FY19 ATE funds remaining, after the proposed expenditures, total \$1,379,294. These purchases were presented to the Budget Committee on October 22, 2019 and the Budget Committee supports the expenditures outlined below. Most of the expenditures listed below were part of the ERP plan, those which were not originally in the ERP plan have been noted within the description for each.

1. Police Fleet Vehicle - \$55,000

The Police Department is in need of a replacement patrol vehicle. The Police Department fleet vehicle scheduled for replacement with FY18 ATE funds was not approved, moving our replacement plan back one year. This increases the mileage, age and wear on our patrol vehicles and is resulting to increased maintenance costs. The vehicle being replaced is a 2015 Ford marked patrol unit with 89,819 miles on it as of October 22, 2019. In addition, the vehicle has 18,685 hours of idle time. Ford technicians equate 1 hour of idle time to 33 miles driven, thus the idle hours add 616,605 miles. This vehicle is the highest mileage vehicle in the Police Department fleet and this vehicle is a shared use vehicle for daily patrol duties. The department has spent \$11,636.09 in maintenance and repair costs on this vehicle since January 1, 2017. These costs are excessive due to the age and condition of the vehicle. The estimated \$55,000 noted above will cover the cost of the replacement vehicle and all associated equipment. Also important to note, this cost will be offset by \$17,000 of income recently received from the sale of the Police Ford Crown Victoria (\$3000) and the Police Tahoe (\$14,000) making the net impact to the ATE revenues \$38,000.

2. Police Body Worn Camera Replacement - \$11,000

The Body Worn Cameras (BWC) used by patrol officers are small devices worn on the outside of the officer's uniforms to record interactions with the public. These devices have a 3-year life cycle, according to the manufacturer. The devices are subjected to extreme cold, rain, snow, and extreme heat. The devices are also subject to abuse from incidents where officers are involved in dealing with resistant and combative subjects. The devices are small electronics and the combination of weather factors and rigors of daily use severely limit the life span of the devices. This allocation will allow us to maintain our replacement cycle schedule developed for the devices.

3. Fire Department Structural Firefighting Bunker Gear - \$5000

Fire Department structural firefighting bunker gear is the protective clothing worn by firefighters. The National Fire Protection Agency (NFPA) is the regulatory agency for the Fire Service and both the NFPA and the manufacturers set a 10-year life cycle for structural firefighting gear. A new set of gear (coat/pants) is typically \$2,000 to \$2,500 and this allocation allows for 2-sets of gear. Three sets of gear were allocated out of the FY18 ATE funding, but gear was not included in the City budget in the past as it was outlined in the ERP plan. In addition, anytime a piece of gear gets a tear/cut/rip in them, they must be replaced.

4. Fire Department Hose Replacement - \$3,000

Fire Department hose replacement also has not been included in the City budget in the past as it was outlined in the ERP plan. On Saturday, October 21, 2019 during fire training, a section of hose had to be removed from service due to the outer jacket of the hose failing. In addition, annual hose testing is completed and we typically find sections of hose that have degraded and/or fail to pass testing which requires replacement. This allocation allows for the replacement of hose as necessary.

5. Public Safety Parking Lot Repairs - \$10,000

The Public Safety Parking lot is in dire need of repair, in the form of a curbing mechanism, along the south side of the driveway. This was not originally in the ERP plan, but is an issue which recently developed and needs addressed. Recently, due to rain runoff from Lion Park and the Public Safety Parking lot, we had washout along the south side of the parking lot resulting in a trench approximately 6 foot deep by 2 foot wide. The runoff from the parking lot erodes the soil and creates the issue. The only way to fix the issue is to build a curbing mechanism to help the water flow to proper drainage rather than run off the embankment on the south side of the parking lot. The City Engineer has estimated such curbing and associated work to cost around \$10,000. Photos of the issue are attached to this document.

6. Public Works Asphalt Heater - \$22,000

Purchasing an asphalt heater will allow us to sell off our old asphalt truck and downsize the fleet. We'd be able to make even better use of the vehicles that we have in our fleet by doing this. The dedicated asphalt truck that we are currently using is a 1991 Chevy Cheyenne. We've had maintenance issues on this vehicle this past fall, so it's time to phase it out.

7. Public Works Shop Air Compressor - \$2,500

The air compressor that we have in the shop was manufactured in 1967. It is inefficient and loud. When the compressor finally goes down, we will have to scramble to replace it quickly. Most of our tools run off of this compressor.

8. Citywide Information Technology Upgrades - \$29,500

The Citywide IT expenditures planned for the FY20 fiscal year include items necessary for the overall, efficient operation of the Citywide computer network. These items are also on a set rotation based on life cycle of each item and technology best practices.

- Replacement of Server #1	\$12,000
- Replacement of Network Switches	\$2,000
- Work Station Rotation/Replacement	\$8,000
- Work Station Software Licensing	\$7,500

The continued effort to keep up with technology and maintain a sensible replacement plan is critical to keeping Citywide technology up and running. We regularly experience issues with older hardware failing or slowing down, causing losses in efficiency for city staff. Also for reference purposes, the City currently has four (4) servers on a 6-year replacement cycle. Finally, most software now requires licensing/subscription plans versus being able to actually buy the software and install it on multiple machines.

BUDGET:

As stated above, the actual ATE revenues for FY19 were \$1,517,294.00. Those funds are currently unallocated dollars in the City's account. The proposed expenditures would total an estimated \$138,000, leaving approximately \$1,379,294 unallocated from FY19 ATE revenues.

POSSIBLE SOLUTIONS/OPTIONS:

1. Approve the expenditures outlined above estimated at \$138,000.
2. Give direction to staff with regards to alternatives other than those proposed.
3. Choose not to approve expenditures outlined above estimated at \$138,000.

STAFF RECOMMENDATION:

The attached proposed expenditures were discussed with the Budget Committee on October 22, 2019 and the Budget Committee supports the proposal as outlined. Staff would recommend the approval of the expenditures of approximately \$138,000 as outlined above.

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 4, 2020 – 6:00 P.M. via ZOOM

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo (@6:16 PM), Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton. .
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by J. Jones. Motion passed 4-0.
3. **Public Forum:** None.
4. **Consent Agenda:**
 - A. **Approve Minutes of the Regular Council Meeting on April 20, 2020**
 - B. **Approve Payment of Claims**
 - C. **Approve Resolution No. 2020-69 – A Resolution Extending Closure of the CEC Due to COVID-19 – Cost for May: \$4,332.50**

Motion by Harms to approve the consent agenda. Seconded by M. Jones. Motion passed 4-0.
5. **New Business:**
 - A. **Consideration of Setting Public Hearing on FY 2019-2020 Budget Amendment:** Motion by M. Jones. Seconded by Harms. Motion passed 4-0.
 - B. **Discussion Regarding Public Works Facilities and the Walnut Creek Floodplain:** Council directed Dalton to move forward with getting the elevation certificates for the shop, Community Center and existing salt storage facility.
 - C. **Consideration of Resolution No. 2020-70 - A Resolution Authorizing Metro Waste Authority (“MWA”) to Renew the Existing Contract for the Collection of Municipal Solid Waste on Behalf of the City:** Motion by Harms to approve. Seconded by Loffredo. Motion passed 5-0.
 - D. **Consideration of Resolution No. 2020-71 - A Resolution Authorizing the Use of \$25,000 for a Small Business Grant Program:** Motion by J. Jones to approve. Seconded by Harms. Motion passed 5-0.
 - E. **Consideration of Fireworks Display Agreements.** Motion by Loffredo to approve spending the amount of \$8,500 for fireworks and signing a 3-year agreement for services with J&M Displays. Seconded by M. Jones. Motion passed 5-0.
6. **Reports:**
 - A. **Mayor and Council Reports and Committee Updates:** Skeries reported on the Economic Development meeting. Loffredo reported that May 10th is the start of National Police Week, gave a Thank You to Staff and a Happy Mother’s Day to all. Mike Jones reported on the Budget Committee meeting. Harms met with the Metro Waste Authority Committee.
 - B. **Interim City Administrator Report:** Key Consulting work is done. Personnel policies are being sent to the City Attorney this week. FEMA Funding is being worked on. PCC Patching pre-construction meeting will be held on 5/5/20. Will revisit the subject of tax abatement. Ads are out for the City Administrator job.
7. **Adjourn to 6:00 pm on Monday, May 18, 2020 for a Regular Council Meeting at the Council Chambers:** Motion by Harms to adjourn the meeting at 7:36 PM. Seconded by M. Jones. Motion passed 5-0.

Attest: Rachelle Swisher, Finance Director



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Claims Report
2. Bankers Trust Vendor Summary

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACHESON AUTO BODY WEST	2017 FORD INTERCEPTOR		308.58	50649	5/14/20
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES		80.25	50650	5/14/20
ATLAS BUSINESS SOLUTIONS INC.	PD SCHEDULING SOFTWARE LICENSE		600.00	50651	5/14/20
AUREON IT	BILLABLE TIME		422.40	50652	5/14/20
BANKERS TRUST COMPANY	CC FEES	12.00		2325	5/14/20
BANKERS TRUST COMPANY	CC FEES	21.81		2326	5/14/20
BANKERS TRUST COMPANY	CLOVER CC FEES	100.54		2327	5/14/20
BANKERS TRUST COMPANY	PRINTER INK	3,251.72	3,386.07	50655	5/14/20
BOLTON & MENK	ENGINEERING		74,041.00	50656	5/14/20
BONNIE'S BARRICADES	STORM INTAKE REPAIR 73RD ST		218.61	50657	5/14/20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		216.36	50658	5/14/20
BRAUCHT, JUDY	JULY PENSION		1,067.86	50659	5/14/20
BREESE, TAMMY	MARCH & APRIL CELL PHONE		100.00	50660	5/14/20
BRICK GENTRY PC	LEGAL FEES		7,905.00	50661	5/14/20
CDW GOVERNMENT INC.	SUPPLIES		79.79	50662	5/14/20
CENTRAL IOWA READY MIX	STORM INTAKE REPAIR 73RD ST		242.00	50663	5/14/20
CENTURY LINK	TELEPHONE/INTERNET		1,023.01	50664	5/14/20
CUSTOM AWARDS	CLOTHING		800.00	50665	5/14/20
DES MOINES REGISTER	NEWSPAPER		28.00	50666	5/14/20
DES MOINES WATER WORKS	1133 66TH ST		291.96	50667	5/14/20
DMACC	VENTILATION/OXYGEN TRAINING		15.00	50668	5/14/20
DREW WINESKI	CEC REFUND		770.00	50669	5/14/20
ELECTRICAL ENG. & EQ.	CEC OUTSIDE RESTROOMS		105.65	50670	5/14/20
ELECTRICAL INSTALL OF IA	FIRE STATION GENERATOR		262.00	50671	5/14/20
EVANS, NICK	TUITION REIMBURSEMENT		2,700.00	50672	5/14/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		16,852.52	2332	5/14/20
FENNER IRRIGATION	BACKFLOW TEST		524.30	50673	5/14/20
AT&T MOBILITY	CELL SERVICE		50.66	50674	5/14/20
GALL'S INC.	CLOTHING ALLOWANCE		2,104.56	50675	5/14/20
GRIMES ASPHALT & PAVING	1/2 MM-AMES/RAP		185.00	50676	5/14/20
O'DONNELL ACE HICKMAN	MANHOLE PICK		105.27	50677	5/14/20
HY-VEE ACCOUNTS RECEIVABLE	MEDICAL SUPPLIES		1,154.18	50678	5/14/20
ICMA RETIREMENT TRUST	ICMA CITY PORTION	851.05		2310	5/04/20
ICMA RETIREMENT TRUST	ICMA	678.61	1,529.66	2331	5/14/20
IMAGETek, Inc.	RADIX		496.00	2315	5/14/20
INTERSTATE ALL BATTERY	BATTERIES		8.34	50679	5/14/20
IOWA LEAGUE OF CITIES	IA MUNICIPAL PROF INSTITUTE		992.00	50680	5/14/20
J & M DISPLAYS	2020 FIREWORKS		8,500.00	50681	5/14/20
JIM O'HALLORAN	CEC REFUND		487.50	50682	5/14/20
JOHN'S TREE SERVICE	LOG JAM REMOVAL WALNUT CREEK		2,500.00	50683	5/14/20
JOHNSON, KYLE	TUITION REIMBURSEMENT		2,100.00	50684	5/14/20
JUDY CLOUGH	SOIL QUALITY RESTORE REIMBURSE		766.23	50685	5/14/20
KABEL BUSINESS SERVICES	FLEX - BENEFITS		667.30	2333	5/14/20
KELTEK INCORPORATED	VEHICLE SEAT COVERS		650.66	50686	5/14/20
KOCH OFFICE GROUP	WORK FROM HOME SUPPLIES PRINTE		1,057.92	50687	5/14/20
LOCAL GOVERNMENT CONSULTING	WEEK OF 5/4/20 ADMINISTRATOR		7,300.00	50688	5/14/20
LOGAN CONTRACTORS SUPPLY	LOCATE PAINT		45.48	50689	5/14/20
MCCCLUSKEY, CHAD	JAN-APRIL CELL PHONE		200.00	50690	5/14/20
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES		20.70	50691	5/14/20
METRO WASTE AUTHORITY	CURB IT FEE		8,218.14	50692	5/14/20
MEYER, DEREK	FEB-APRIL CELL PHONE		150.00	50693	5/14/20
MIDAMERICAN ENERGY	6900 SCHOOL ST, CEC	676.07		2285	5/04/20
MIDAMERICAN ENERGY	STREET LIGHTS	3,368.17	4,044.24	2316	5/14/20
MUNICIPAL COLLECTIONS-AM	COLLECTIONS		430.02	50694	5/14/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
NISSEN, ANDREW	APRIL/MAY CELL PHONE		114.98	50695	5/14/20
PEARSON, ROB	JAN-MAY CELL PHONE		250.00	50696	5/14/20
PPG ARCHITECTURAL FINISHES	PAINT FOR FD		260.77	50697	5/14/20
PRAXAIR DISTRIBUTION INC	SUPPLIES		89.13	50698	5/14/20
QUALITY PEST CONTROL	PEST CONTROL		82.00	50699	5/14/20
RACHELLE SWISHER	APRIL CELL PHONE		115.53	50700	5/14/20
RACOM CORPORATION	RADIO REPAIR		727.50	50701	5/14/20
RADARSIGN	PROTABLE RADAR/SPEED SIGN		3,965.00	50702	5/14/20
RELIASTAR LIFE INS CO	BOWERS/NISSEN		150.00	50703	5/14/20
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		928.91	50704	5/14/20
SEACOAST UNIFORMS	HAND SANITIZER		137.50	50705	5/14/20
SNAP-ON MARK STUCHEL	WORK BENCH DRAWERS		265.00	50706	5/14/20
STIVERS FORD	15 FORD EXPLORER		748.62	50707	5/14/20
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES		50.00	50708	5/14/20
TUCKER, WHITNEY	APRIL CELL PHONE		50.00	50709	5/14/20
UMB BANK	PRINCIPAL	484,800.00		2317	5/14/20
UMB BANK	PRINCIPAL	122,262.50		2318	5/14/20
UMB BANK	PRINCIPAL	249,023.75		2319	5/14/20
UMB BANK	PRINCIPAL	179,610.00		2320	5/14/20
UMB BANK	ACCEPTANCE FEE	300.00		2321	5/14/20
UMB BANK	ACCEPTANCE FEE	300.00		2322	5/14/20
UMB BANK	PRINCIPAL	397,412.50	1,433,708.75	2324	5/14/20
UNITYPOINT OCC MED SIOUX CITY	DOT TESTING		84.00	50710	5/14/20
UNIVERSITY DM ACE HARDWARE	MANHOLE PICK		38.99	50711	5/14/20
WELLMARK	HEALTH PREMIUM		33,252.94	2323	5/14/20
WEST DES MOINES TRUE VALUE	WEED & FEED CITY HALL		601.03	50713	5/14/20
WEX FLEET UNIVERSAL	FUEL		1,479.89	50714	5/14/20
Accounts Payable Total			1,632,904.76		

Payroll Checks

001	GENERAL	42,713.09
110	ROAD USE TAX	5,894.28
610	SEWER	307.99
740	STORM WATER	1,481.94
Total Paid On: 5/15/20		50,397.30
Total Payroll Paid		50,397.30
Report Total		1,683,302.06

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

Payroll Checks: 5/04/2020- 5/15/2020

FUND	NAME	AMOUNT
001	GENERAL	112,241.45
110	ROAD USE TAX	13,724.66
112	EMPLOYEE BENEFITS	33,291.34
113	POLICE PENSION	1,067.86
200	DEBT SERVICE	1,433,108.75
314	UNIVERSITY AVE ST PROJECT	9,354.50
317	WAL CREEK BIKE HUB/BRIDGE	4,807.50
319	2020 STREET PROJECTS	38,940.50
321	WAL CREEK STREAM PROJECT	240.00
322	73RD STREET PROJECT	21,298.50
610	SEWER	642.29
670	LANDFILL/GARBAGE	8,218.14
740	STORM WATER	6,366.57

	TOTAL FUNDS	1,683,302.06

Vendor#	58	BANKERS TRUST COMPANY	Phone
Alpha ID BANKERS TRUST COMPANY			
Contact:	PO BOX 1991	Last Inv#	COVID MAY 2020 3534
FAX	DES MOINES IA	Last Inv Dt	5/14/20
Cell	50305-1991	Last Payment	3,251.72
		Last Pmt Date	5/14/20
		Last Check #	50655
		Purchases YTD	20,581.57
		Purchases LYR	1,565,428.15
		Purchases 2YR	1,894,273.27
		On Order Bal	
		Balance	

Inv Date	Invoice #	Line	St	Referenceon	Invoice Amt	General Ledger #	Dist ID	Journal	1099
5/14/20	05132020	1	P	CC FEES	12.00	001-620-6405	001	5156	
5/14/20	051320201	1	P	CC FEES	21.81	001-620-6405	001	5156	
5/14/20	051320202	1	P	CLOVER CC FEES	100.54	001-620-6405	001	5156	
5/14/20	COVID MAY 2020 3526	1	P	IMFOA REFUND	125.00-	001-620-6240	001	5157	
		2	P	COVID GFOA TRAINING	35.00	001-620-6230	001	5157	
		3	P	COVID HOME SUPPLIES - INK	31.77	001-620-6506	001	5157	
		4	P	COVID HOME SUPPLIES - INK	63.54	001-620-6506	001	5157	
		5	P	COVID GFOA TRAINING	35.00	001-620-6230	001	5157	
				Total	40.31				
5/14/20	COVID MAY 2020 3534	1	P	STAMPS	55.00	001-620-6508	001	5157	
		2	P	ADOBE STOCK	31.79	001-620-6373	001	5157	
		3	P	COVID ZOOM ACCESS	16.04	001-610-6507	001	5157	
		4	P	ADOBE CREATIVE	56.17	001-620-6373	001	5157	
		5	P	CONSTANT CONTACT	70.00	001-620-6373	001	5157	
				Total	229.00				
5/14/20	COVID MAY 2020 7388	1	P	SPIT HOODS	30.25	001-110-6507	001	5157	
		2	P	COVID SUPPLIES	68.77	001-160-6507	001	5157	
		3	P	COVID HAND SANITIZER	150.60	001-110-6506	001	5157	
		4	P	COVID HAND SANITIZER	150.60	001-150-6506	001	5157	
		5	P	RP95	53.48	001-110-6504	001	5157	
				Total	453.70				
5/14/20	MAY 2020 5514	1	P	ANNUAL RENEWAL	208.00	001-150-6210	001	5157	
		2	P	FLASH DRIVE/EXTENSION CABLE	46.73	001-110-6504	001	5157	
		3	P	PRINTER INK	339.00	001-110-6506	001	5157	
		4	P	PRINTER INK	438.97	001-150-6506	001	5157	
		5	P	PRINTER INK	225.00	001-110-6506	001	5157	
		6	P	PRINTER INK	300.00	001-110-6506	001	5157	
		7	P	PRINTER INK	78.06	001-110-6506	001	5157	
		8	P	COMPUTER MEMORY	149.99	001-110-6506	001	5157	
		9	P	PRINTER INK	24.61	001-110-6506	001	5157	
		10	P	COMPUTER MEMORY	66.49	001-110-6506	001	5157	
		11	P	COMPUTER MEMORY	139.00	001-110-6506	001	5157	
				Total	2,015.85				
5/14/20	MAY 2020 6462	1	P	NEWSPAPER	28.00	001-620-6210	001	5157	
		2	P	NPDES PERMIT	180.00	740-865-6413	740	5157	
		3	P	SEWER LIGHTS	63.97	610-815-6504	610	5157	
		4	P	APWA MEMBERSHIP	350.00	110-210-6230	110	5157	
				Total	621.97				
5/14/20	MAY 2020 7940	1	P	ADOBE ACROPRO	15.89	001-620-6373	001	5157	
		2	P	IMFOA REFUND	125.00-	001-620-6240	001	5157	



**STAFF REPORT
CITY COUNCIL
May 18, 2020**

TO: CITY COUNCIL

FROM:

SUBJECT: Approve April 2020 Financial Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. April Balance Sheet
2. Revenue Report
3. Budget Report

**CALENDAR SHEET
CALENDAR 4/2020, FISCAL 10/2020**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	252,904.87	3,690,181.39
110-000-1110	CASH - RUT	31,476.95	989,867.54
112-000-1110	CASH - EMP BENEFIT FUND	306,179.15	1,064,232.41
113-000-1110	CASH - POLICE PENSION	1,067.86-	23,454.79
114-000-1110	CASH - POLICE TRUST	.00	12,083.75-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	1,660.26-	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	61,858.12	718,589.69
125-000-1110	CASH - TIF	881,256.89	2,889,987.89
145-000-1110	CASH - URBAN RENEWAL FUNDS	2,250.00-	251,035.67
200-000-1110	CASH - DEBT SERVICE	290,244.43	1,090,929.28
303-000-1110	CASH - COLBY PARK	.00	37,979.05
306-000-1110	CASH - HICKMAN ROAD PROJECT	.23	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	483,476.88
311-000-1110	CASH - TRAIL CONNECTION	.00	160,000.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.17-	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	407,054.41-
314-000-1110	CASH - UNIVERSITY AVE PROJECT	17,040.00-	53,175.76-
315-000-1110	CASH - 2018 HMA PROJ	.00	106,099.23
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	139,423.93
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	610.00-	4,775.00-
319-000-1110	CASH - 2020 STREET PROJECTS	64,652.00-	260,735.50-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	125.00-	692.50-
322-000-1110	CASH - 73RD ST	944.00-	1,844.00-
350-000-1110	CASH - EQUIP REVOLVE FUND	79,394.20-	110,029.91
350-000-1180	CASH - EQUIP REVOLVE - POLICE	12,158.50-	4,919.82
350-000-1181	CASH - EQUIP REVOLVE - FIRE	.00	39,453.02
350-000-1182	CASH - EQUIP REVOLVE - AMB	28,664.07	.00
350-000-1183	CASH - EQUIP REVOLVE - STEETS	.00	1,049,585.25
350-000-1184	CASH - EQUIP REVOLVE - SNOW	.00	.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	10,581.81	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	43,143.82	62,188.88
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	40,148.32	.00
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	2,661.01-	18,875.22
670-000-1110	CASH - LANDFILL/GARBAGE	3,348.34	383,839.81
740-000-1110	CASH - STORM WATER	13,482.45	874,819.40
810-000-1110	CASH - REVOLVING FUND	261,026.22	.00
	CASH TOTAL	2,041,752.67	13,343,751.38
001-000-1115	RESERVE CASH - COMM CENTER	43,133.57-	.00
	RESERVE CASH TOTAL	43,133.57-	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00

BALANCE SHEET
CALENDAR 4/2020, FISCAL 10/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1150	IPAIT - GENERAL	3,058.30	526,119.79
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	.00
	IPAIT TOTAL	3,058.30	526,119.79
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	2,950.44
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	1,579.68	1,579.68
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	35,349.01
115-000-1160	SAVINGS - PREF/DEA	.00	1,147.87
	SAVINGS TOTAL	1,579.68	41,027.00
001-000-1170	CD 082009 - KWHB	.00	11,539.60
600-000-1170	CD 12062707- WATER	.00	102,257.54
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	113,797.14
	TOTAL CASH	2,003,257.08	14,025,695.31

REVENUE REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,220,000.00	755,148.00	2,906,398.20	90.26	313,601.80
	ROAD USE TAX TOTAL	624,000.00	56,600.16	552,440.99	88.53	71,559.01
	EMPLOYEE BENEFITS TOTAL	1,217,226.00	398,679.82	1,093,549.46	89.84	123,676.54
	POLICE PENSION TOTAL	13,000.00	.00	86.83	.67	12,913.17
	POLICE TRUST TOTAL	.00	.00	14,004.09	.00	14,004.09-
	POLICE PREFORFEITURE TOTAL	1,140.00	.00	3.05	.27	1,136.95
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	.00	61,858.12	718,589.69	.00	718,589.69-
	TAX INCREMENT FINANCING TOTAL	3,142,387.00	881,256.89	2,009,766.86	63.96	1,132,620.14
	URBAN RENEWAL TOTAL	217,315.00	.00	.00	.00	217,315.00
	DEBT SERVICE TOTAL	1,622,949.00	290,244.43	757,559.77	46.68	865,389.23
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.23	.23	.00	.23-
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	2,800,000.00	.00	.00	.00	2,800,000.00

REVENUE REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	110,000.00	.00	.00	.00	110,000.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	.00	.00	.00	.00	.00
	CAPITAL EQUIPMENT FUND TOTAL	.00	43,143.82	46,373.88	.00	46,373.88-
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	192,350.00	.00	73,010.15	37.96	119,339.85
	LANDFILL/GARBAGE TOTAL	351,469.00	29,973.29	274,820.95	78.19	76,648.05
	STORM WATER TOTAL	345,000.00	34,767.73	320,679.55	92.95	24,320.45
	REVOLVING FUND TOTAL	.00	261,026.22	261,026.22	.00	261,026.22-
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		13,856,836.00	2,812,698.71	9,028,309.92	65.15	4,828,526.08
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,093,443.00	117,859.48	1,633,610.55	78.03	459,832.45
	EMERGENCY MANAGEMENT TOTAL	8,870.00	109.90	9,199.70	103.72	329.70-
	FIRE TOTAL	667,484.00	22,755.67	377,984.19	56.63	289,499.81
	AMBULANCE TOTAL	192,190.00	37,619.15	264,826.13	137.79	72,636.13-
	BUILDING INSPECTIONS TOTAL	106,233.00	1,567.95	93,077.96	87.62	13,155.04
	ANIMAL CONTROL TOTAL	900.00	.00	793.00	88.11	107.00
	PUBLIC SAFETY TOTAL	3,069,120.00	179,912.15	2,379,491.53	77.53	689,628.47
	ROADS, BRIDGES, SIDEWALKS TOTA	496,152.00	20,150.60	308,062.01	62.09	188,089.99
	STREET LIGHTING TOTAL	67,000.00	4,143.19	41,322.58	61.68	25,677.42
	TRAFIC CONTROL & SAFETY TOTAL	5,500.00	166.85	3,557.60	64.68	1,942.40
	SNOW REMOVAL TOTAL	263,061.00	20,508.81	169,976.22	64.61	93,084.78
	PUBLIC WORKS TOTAL	831,713.00	44,969.45	522,918.41	62.87	308,794.59
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	3,000.00	.00	.00	.00	3,000.00
	HEALTH & SOCIAL SERVICES TOTA	3,000.00	.00	.00	.00	3,000.00
	LIBRARY TOTAL	95,032.00	12,500.00	60,000.00	63.14	35,032.00
	PARKS TOTAL	110,473.00	5,920.79	80,512.74	72.88	29,960.26
	COMMUNITY CTR/ZOO/MARINA TOTA	3,200.00	.00	2,632.67	82.27	567.33
	SPECIAL EVENTS TOTAL	.00	.00	613.00	.00	613.00-
	COMMUNITY CENTER TOTAL	139,879.00	16,162.40	92,689.10	66.26	47,189.90
	CULTURE & RECREATION TOTAL	348,584.00	34,583.19	236,447.51	67.83	112,136.49
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	7,737.00	2,250.00	37,866.00	489.41	30,129.00-
	COMMUNITY & ECONOMIC DEV TOTA	7,737.00	2,250.00	37,866.00	489.41	30,129.00-
	MAYOR/COUNCIL TOTAL	52,871.00	745.77	25,974.96	49.13	26,896.04
	IT DEPARTMENT TOTAL	50,747.00	5,278.14	43,989.15	86.68	6,757.85
	CLERK/TREASURER/ADM TOTAL	563,753.00	53,065.42	476,241.50	84.48	87,511.50
	ELECTIONS TOTAL	4,000.00	.00	840.88	21.02	3,159.12
	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	5,475.00	79,925.00	106.57	4,925.00-
	OTHER GENERAL GOVERNMENT TOTA	.00	4,376.42	8,316.07	.00	8,316.07-
	GENERAL GOVERNMENT TOTAL	746,371.00	68,940.75	635,287.56	85.12	111,083.44
	ROADS, BRIDGES, SIDEWALKS TOTA	786,258.00	.00	115,797.50	14.73	670,460.50
	PARKS TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	HOUSING & URBAN RENEWAL TOTAL	813,898.00	.00	49,498.75	6.08	764,399.25
	DEBT SERVICE TOTAL	1,600,156.00	.00	165,296.25	10.33	1,434,859.75
	POLICE TOTAL	.00	12,158.50	13,467.48	.00	13,467.48-
	FIRE TOTAL	.00	.00	6,841.00	.00	6,841.00-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	83,371.00	318,980.47	.00	318,980.47-
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	.00	.00	19,681.39	.00	19,681.39-
	CAPITAL PROJECTS TOTAL	.00	.00	117,899.21	.00	117,899.21-
	CAPITAL PROJECTS TOTAL	.00	95,529.50	476,869.55	.00	476,869.55-
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	189,334.00	2,047.12	66,108.42	34.92	123,225.58
	LANDFILL/GARBAGE TOTAL	337,818.00	26,624.95	240,797.87	71.28	97,020.13
	STORM WATER TOTAL	258,745.00	20,570.81	112,806.02	43.60	145,938.98
	ENTERPRISE FUNDS TOTAL	785,897.00	49,242.88	419,712.31	53.41	366,184.69
	TRANSFERS IN/OUT TOTAL	4,127,213.00	305,820.45	406,085.15	9.84	3,721,127.85
	TRANSFER OUT TOTAL	4,127,213.00	305,820.45	406,085.15	9.84	3,721,127.85
	TOTAL EXPENSES	11,519,791.00	781,248.37	5,279,974.27	45.83	6,239,816.73



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2020-74 A Resolution Extending Closure of the CEC
Due to Covid-19

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 5-18-Coronavirus Policy Extension- Council Memo
2. Resolution No. 2020-74 Coronavirus Policy Extension - Resolution



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 4 May 2020 City Council meeting, Council voted to approve Resolution No. 2020-69 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 15th until May 31st. The resolution also allowed for the reimbursement of fees for rentals scheduled during that time frame and allowed renters for events scheduled between May 31th and June 30th 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 15th** and the optional cancellation date to **July 15th**, **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 15th** and full refund of fees associated with the closure will result in reimbursements totaling **\$3810**. Fees collected so far for the optional cancellation period could total **\$33,346.13**.

RESOLUTION 2020-74

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; and

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

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

WHEREAS, the City Council approved Resolution No 2020-69 which closed the Community Center until 5/31 and allowed for optional cancellations until June 30th; and

WHEREAS, the City Council wishes to extend the deadlines for the closure and optional refund periods outlined in Resolution 2020-69; and

WHEREAS, fees for rentals of the Community Center scheduled from 6/15/20 to 7/15/20 will be reimbursed upon request of the renter; and

WHEREAS, fees for rentals of the Community Center scheduled between the date of this Resolution and 6/15/20 will be cancelled and fees refunded; and

WHEREAS, the total amount reimbursed by the City for this period could reach \$33,346.13, 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 18th day of May 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Review and Consider Motion to Approve Revised Job Descriptions

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. FW_ Key Elements Consulting Job Description Revisions
2. FW_ City Clerk Job Description
3. Current Job Descriptions 5-15-20
4. Proposed Job Descriptions 5-15-20

From: [Mark Arentsen](#)
To: [Travis Cooke](#)
Subject: FW: Key Elements Consulting Job Description Revisions
Date: Friday, May 15, 2020 11:36:50 AM
Attachments: [image001.png](#)
[Communications_Recreation_Coord_Revised_\(2\).docx](#)
[Police_Captain_Revised_\(2\).docx](#)
[Public_Safety_Director_Police_Chief_Revised.docx](#)
[Public_Works_Director_Revised_\(2\).docx](#)
[Public_Works_Supervisor_Revised_\(1\).docx](#)
[City_Clerk_Revised_\(2\).docx](#)
[Finance_Director_Revised_\(3\).docx](#)



Mark Arentsen
Interim City Administrator
City of Windsor Heights
1145 66th St Suite 1 Windsor Heights, IA 50324
Office: 515-645-6808
Cell: 515-681-0606
marentsen@windsorheights.org

From: Mark Arentsen
Sent: Friday, May 08, 2020 12:07 PM
To: Dave Burgess <dburgess@windsorheights.org>; Mike Jones <mike.jones@windsorheights.org>; Threase Harms <Tharms@windsorheights.org>; Joseph Jones <joseph.jones@windsorheights.org>; Mike Loffredo <mike.loffredo@windsorheights.org>; Susan Skeries <susan.skeries@windsorheights.org>
Subject: Key Elements Consulting Job Description Revisions

This e-mail discusses the recently completed Key Elements Consulting (KEC) job description review for seven non-represented positions. Attached are copies of the revised job descriptions. The job descriptions that were in place prior to the review (i.e. the current job descriptions) will be sent in separate e-mail. These job descriptions were reconsidered so that KEC would have an accurate picture of the duties and responsibilities of each position included in the recently completed wage review. The wage review is the subject of another e-mail you will be receiving soon. Both the revised job descriptions and wage study will be subjects for the 5/18 Council meeting.

The were no significant changes to the following job descriptions;

Public Safety Chief
Police Captain
Communications/Recreation Coordinator

Changes to the remaining job descriptions are;

Public Works Director – Building permitting and inspection removed, flood plain manager duties added, nuisance abatement enforcement removed, responsibility for drinking water system removed

Public Works Supervisor – Building permitting and inspection removed, nuisance abatement enforcement removed

City Clerk – Payroll processing duties removed, Budget filing duties removed, Police Pension Fund management duties removed

Finance Director – Payroll processing duties added, Budget filing duties added, Police Pension Fund management duties added

These revised descriptions accurately reflect how work is now being performed.



Mark Arentsen

Interim City Administrator

City of Windsor Heights

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Cell: 515-681-0606

marentsen@windsorheights.org

From: [Mark Arentsen](#)
To: [Travis Cooke](#)
Subject: FW: City Clerk Job Description
Date: Friday, May 15, 2020 11:59:12 AM
Attachments: [image001.png](#)



Mark Arentsen
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From: Mark Arentsen
Sent: Friday, May 15, 2020 11:59 AM
To: Dave Burgess <dburgess@windsorheights.org>; Mike Jones <mike.jones@windsorheights.org>; Threase Harms <Tharms@windsorheights.org>; Joseph Jones <joseph.jones@windsorheights.org>; Mike Loffredo <mike.loffredo@windsorheights.org>; Susan Skeries <susan.skeries@windsorheights.org>
Subject: City Clerk Job Description

My 5/8 e-mail regarding job descriptions referenced several deletions from the City Clerk job description. The following duties have been added to this job description;

Food truck licensing
Building Permit tracking & reporting to agencies requesting this information
Preparation & maintenance of all documents required for Planning & Zoning Commission and Board of Adjustment meetings



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**City of Windsor Heights
PUBLIC SAFETY DIRECTOR/POLICE CHIEF**

Department: Public Safety
Reports To: City Administrator
FLSA Status: Exempt
Written By: Elizabeth Hansen
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

Under the general direction and supervision of the City Administrator, the Public Safety Director/Police Chief performs a variety of complex administrative, supervisory, and professional work in planning, coordinating and directing the activities of the Police and Fire Departments. The incumbent monitors the overall effectiveness and efficiency of both departments, makes improvements, and guides in the strategic planning of on-going and future initiatives. The incumbent will be charged with administrative oversight of the City's law enforcement, fire, EMS, emergency management, animal control, parking enforcement, code enforcement, rental inspection program, and commercial and residential fire inspection programs.

Appointment/Selection:

Appointment is made by the Mayor subject to approval of the City Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principals and practices of contemporary municipal management, public sector budgeting fundamentals, personnel administration, leadership, and public relations.
- Knowledge of organizational development; skill in applying existing guidelines or creating new approaches to the development, modification, prioritization, and scheduling of work plans, methods, and procedures for the efficiency and effectiveness of the work unit or function.
- Knowledge of the principles and practices of law enforcement, community and problem-oriented policing, and the state and federal court system.
- Knowledge of applicable municipal, state and federal laws.
- Knowledge of criminal investigation and identification, crime prevention and deterrence tactics, and technology.
- Knowledge of the principles of fire suppression and emergency medical services.

Current Job Descriptions

- Knowledge of safety practices and precautions sufficient to be able to mitigate hazards, manage emergencies, supervise and protect oneself and others from natural and human-made disasters or possible pandemic outbreak/infection.
- Ability to ensure that effective internal controls are developed and maintained to safeguard the integrity of the organization; identifies needed resources and develops plans for carrying out work in a timely manner; monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.
- Ability to identify and analyze problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.
- Ability to inspire, motivate, and guide 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.
- Ability to develop departmental budgets and capital improvement plans and operate within the confines of each through regular monitoring.
- Inspires and guides others toward department and City goals and objectives; coaches, mentors, challenges staff and has the ability to adapt leadership and management style to the time, place, and circumstance.
- Demonstrates belief in own abilities and ideas, is self-motivated and results-oriented, recognizes own strengths and weaknesses, and seeks feedback from others and opportunities for self-learning and development.
- Ability to effectively communicate verbally and in writing; skill in preparing written documentation, utilizing correct grammatical form, and clearly expressing ideas.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to act as a positive change agent and be adaptable to changing conditions.
- Ability to maintain cultural diversity and sensitivity; supports opportunities to recruit, develop and retain a diverse workforce and promote teamwork.
- Ability to compile regular reports on existing programs including an evaluation of their effectiveness.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.

Current Job Descriptions

- 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.
- Ability to make 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 manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of basic emergency management practices including application during a critical / hazardous incident.
- Knowledge of investigative techniques sufficient to gather relevant information, conduct research and interpret the facts and findings.
- Possess the level of judgment and stamina necessary to complete all tasks.
- Ability to perform arithmetic, algebraic calculations and solve problems with abstract and concrete variables.
- Assures comprehensive training programs for the police and fire departments and ensures maintenance of records.
- Maintains administrative oversight of the centralized records of the police and fire departments.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Oversees the City's law enforcement, fire, EMS, emergency management, animal control, parking enforcement, code enforcement, rental inspection program, and commercial and residential inspection functions, i.e. budget, personnel, training, etc.
- Exercises command authority over all police and fire department staff directly or through subordinate supervisors.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police and fire department operations.
- Documents causes for disciplinary action and initiates progressive discipline; administers corrective actions, retraining, and formal disciplinary action; instructs

Current Job Descriptions

subordinates on both criminal and civil liabilities that may be faced due to improper behavior or dereliction of duties.

- Handles grievances, maintains departmental discipline and the conduct and general behavior of personnel.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.
- Prepares and submits periodic reports to the city administrator and city council regarding activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the police or fire activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement and fire / EMS officials as appropriate.
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained.
- Instructs, assists and directs the activities of subordinate staff including when faced with difficult or unusual assignments; encourages innovation and fosters an environment for individual and team success.
- Reviews work for accuracy and completeness and mentors staff to ensure staff's work meets organizational expectations.
- Prepares and submits the annual department budget in accord with the current procedures for doing such and monitors expenditures and revenues throughout the year to ensure department remains within the confines of the operating budget.
- Purchases commodities and services in accord with the current City purchasing policy.
- Oversees the maintenance of the pay records for sworn and non-sworn employees.
- Assumes incident command at major scenes as appropriate and notifies city officials if administrative assistance is required or as soon as practical after the event.
- Respond to citizen complaints taking remedial action when necessary and consults with the city attorney and city administrator as appropriate.
- Ensures staff is in compliance and holding all necessary certifications for their respective positions.
- Attends City Council meetings and study sessions.

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- Resolves personnel complaints and problems and maintains a productive work environment.
- Appoints, promotes, and dismisses personnel based on objective evaluation criteria.
- Monitors contracts for compliance with all provisions contained therein.
- Works with subordinate staff to develop public relations and information dissemination programs to promote programs, goals and objectives, and explains department programs.
- Maintains close contact with the public through personal appearances at various public gatherings, at schools, and by giving speeches, etc. Through these various activities provides answers to questions about police and fire operations, their missions, goals and objectives; provides information that allows the public to not only protect themselves and their property but also become a partner with law enforcement and fire / EMS in protecting the entire community.
- Works with City and County emergency management officials in response to critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plans.
- Identifies and responds to grant opportunities.
- Performs the duties of subordinate personnel as needed.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Experience and Training:

- Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities. At a minimum, ten years of increasingly responsible experience in a variety of public safety functions and specializations, including command responsibilities, supplemented by formal training in public safety administration.
- Bachelor's Degree in criminal justice, fire science, public administration, political science or related field with Master's studies preferred.
- Prior supervisory experience of five years, three of which should be in a command level position in a department of similar or greater size.
- Possession of or ability to obtain a valid Iowa driver's license upon hire.
- Possession and maintenance of, or ability to obtain within 12 months of hire, Iowa Law Enforcement Academy certification and a peace officer permit to carry weapons.

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- Must reside within twenty-five (25) minutes response time of the city limits.
- Must be available for off-hour emergencies.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Contemporary technology, social media applications, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, scanners, printers, cameras, postage meter, first aid and safety equipment, and public safety radios.
- 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.

- Possession of or ability to obtain within 12 months ILEA certification and a professional permit to carry weapons.
- Operates motor vehicles in carrying out the business of the City.
- The noise level in the work environment is low/moderate level office noise in addition to occasional moderate / high noise exposure of police or fire department machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, uncorrected vision not worse than 20

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/ 100, 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.

- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Occasionally crawling and occasional 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.
- Employee 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.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.

Current Job Descriptions

**City of Windsor Heights
POLICE CAPTAIN**

Department: Public Safety – Police Department
Reports to: Public Safety Director
FLSA Status: Exempt
Written By: Derek Meyer
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

The Police Captain is under the direction of the Public Safety Director. The employee has personal accountability for carrying out the work objectives of an organizational division within the scope of established guidelines, the agency mission, and the Community Policing Statement of the Windsor Heights Police Department. The Captain shall also perform the duties of an acting police chief in the absence of the Chief of Police. Extensive discretion is granted for the exercise of independent judgment and initiative; however, work shall be discussed with higher level administrators and reviewed for soundness of judgment and feasibility of decisions.

Appointment/Selection:

Selection is facilitated by the Public Safety Director. The City Administrator shall approve final appointment based on merit and qualifications as recommended by the Public Safety Director.

Knowledge, Skills, and Abilities:

- Internal Controls/Integrity - Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization. Identifies needed resources and develops plans for carrying out work in a timely manner. Monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.
- Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.
- Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.
- Problem-Solving - Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.
- Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Leadership - 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

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daily.

- Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacle, and effectively deals with pressure and ambiguity.
- Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workplace and workforce. Implements diversity and bias-based profiling policies for subordinate staff; supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, service and productivity among diverse persons.
- Human Resources Management - Empowers and mentors staff by sharing power and authority, develops lower levels of leadership, shares rewards with staff, and ensures staff are appraised, developed, and are otherwise treated fairly and in accordance with State and Federal laws.
- Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.
- Self-Direction - Demonstrates belief in own abilities and ideas, is self-motivated and results-oriented, recognizes own strengths and weaknesses, and seeks feedback from others and opportunities for self-learning and development.
- Team Building - 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.
- Decisiveness - 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.
- Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
- Knowledge of supervisory principles and practices sufficient to be able to perform all of the elements of being a division commander and acting police chief.
- Knowledge of investigation techniques sufficient to be able to lead efforts to gather information, conducts research, and interpret facts.
- Knowledge of safety practices and precautions sufficient to be able to mitigate hazards, manage emergencies, supervise and protect oneself and others from natural and man-made disasters or possible pandemic outbreak/infection.

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- Knowledge of mathematics sufficient to be able to perform a variety of calculations and measurements.
- Skill in applying existing guidelines or creating new approaches to the development, modification, prioritization, and scheduling of work plans, methods, and procedures for the efficiency and effectiveness of the work unit or function.
- Skill in reviewing work for accuracy and completeness.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Skill in utilizing defensive tactics and evaluating use of force encounters.
- Skill in preparing written documentation, utilizing correct grammatical form, and clearly expressing ideas.
- Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.
- Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public in emergency and other situations.
- Ability to improvise and innovate to find reasonable and expeditious solutions to unusual problems, particularly where relief is needed and normal procedures will not work.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to perform essential work of a Peace Officer.

Essential Functions (the following is a list of typical duties):

- Leads by example and encourages all sworn and non-sworn employees to conduct themselves with a demeanor and professionalism that promotes a spirit of cooperation between the Police Department and the greater community. Provides various types of support to employees when responding to criminal incidents, to include on scene back-up and supervisory oversight, advice, etc.
- Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation; encourages and guides others toward goals. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Resolves operational problems associated with the work function assigned, formulates tactical approaches to potential crisis situations, recommends modifications or new procedures as needed, and represents the Police Department to other agencies, jurisdictions, and community groups.

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- Mediates conflicts encountered during daily operations and determines appropriate solutions and promotes teamwork; encourages regular communication, informs staff of relevant business issues and their impact on the organization.
- Manages and participates in the development and implementation of goals, objectives, policies, priorities, and procedures for assigned programs; recommends and administers policies and procedures.
- Formally evaluates and reviews the work of subordinate supervisors and staff.
- Participates in planning and managing budget systems, prepares and presents budget recommendations to higher management, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.
- 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.
- Remains on call at all times in case of emergency situations that would require the presence of command staff. Assumes incident command at major crime scenes as necessary and makes determinations concerning the necessity for notifying the Chief of Police of the incident.
- Keeps the Police Chief fully and accurately informed concerning various projects in progress, providing details about current or future developing problems and prospective solutions.
- Remains current on new principles, practices, and new developments in law enforcement by reviewing publications, attending meetings, conferences, workshops, and training sessions.
- Responds to citizens' questions and comments in a courteous and timely manner and requires same from subordinates.
- Conducts roll calls to discuss work assignments with subordinates, recent criminal incidents, crime trends, personnel issues, resource needs, and/or specific cases to promote a clear understanding for department personnel of the internal and external issues facing the Police Department.
- Oversees the maintenance of department records in accordance with local, State, and Federal regulations; provides oversight to the record keeping/disposal process and ensures that records are disposed of in a timely manner as allowable.
- Provides oversight of the Police Department's computer network and related software/hardware.

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- Directs and manages the asset forfeiture process, insuring that all legal processes are followed and timely.
- 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.

Other Key Responsibilities (Additional Essential Functions of the Job):

- Documents causes for disciplinary action and initiates letters of reprimand; administers formal disciplinary action in absence of the Police Chief; instructs subordinates on both criminal and civil liabilities that may be faced due to improper behavior or dereliction of duties.
- Evaluates criminal incidents and makes necessary judgments relative to the amount of force that is applicable to a specific set of circumstances, up to and including the use of less-lethal or deadly force.
- Participates in the hiring, training, scheduling, motivation, counseling, evaluation, promotion, disciplining, and termination of sworn and non-sworn personnel.
- Maintains close contact with the public through personal appearances at various public gatherings, at schools, and by giving speeches, etc. Through these various activities provides answers to questions about the Police Department, its mission, goals and objectives; provides information that allows the public to not only protect themselves and their property but also become a partner with law enforcement in protecting the entire community.
- Oversees the planning, staffing and equipment requirements for special events; creates plans that provide for the safety of participants in the event yet allows for continuity in on-going daily operations.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and sworn employees; in absence of the Chief responds to formal and informal employee grievances and prepares written responses.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.
- Aids in the oversight of administrative support personnel.
- Oversees the maintenance of the pay records for sworn and non-sworn employees in absence of the Chief.
- Handles special projects as assigned and may be called upon to do so with short notice.

Experience and Training:

In addition to those of an entry level Peace Officer:

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- Applicants must have completed 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 equal or greater size.
- Completion of 60 semester hours of college credit is required; a Bachelor's Degree is preferred.
- Successful completion of a specialized command level leadership course.
- Must maintain Iowa Police Officer Certification throughout duration of employment.
- Extensive knowledge of the city's geography and business community.
- Comprehensive knowledge of the policies and procedures of the Windsor Heights Police Department.
- Thorough knowledge of court procedures and practices – criminal and civil.
- Be able to demonstrate skill in modern technology/computer operations; technical expertise is preferred.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

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.
- Ability to use contemporary technology; computers including word processing, spreadsheet and database softwares, social media applications; telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.
- Tests and evaluates new technologies and equipment that aid in the policing mission.

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.

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- During the course of duty, the employee is frequently required to sit and talk and hear.
- The employee is frequently required to 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 close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions as well as in an office environment.
- Outside work involves prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employee 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 moderate.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, city treasurer, public works, police, fire/EMS, city inspector, city council, mayor, and temporary / part-time staff. It is of the utmost importance that personnel information be kept 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.

Current Job Descriptions

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
PUBLIC WORKS DIRECTOR

Department: Public Works
Reports To: City Administrator
FLSA Status: Exempt
Approved By: Elizabeth Hansen
Council Review and Approval on January 15, 2018

Summary Description:

Under the general direction and supervision of the City Administrator, the Director of Public Works is responsible for the directing, planning and organizing of the daily, seasonal and cyclical activities of the public works, park and recreation, , including prioritizing based on needs and marketing the department and its programs. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement and directs the activities of the department. The position is responsible for the operation and maintenance of the City's storm water and sanitary sewer systems. This is a management position, which supervises the general maintenance, cleanliness, and efficient operation of the City streets, parks, buildings, sewers, sidewalks street signals and signage, and all other public lands and buildings, leased or owned. The Director of Public Works will serve as a working supervisor occasionally, but it is typically a managerial / supervisory role. The incumbent will direct the daily activities of all subordinates in all the divisions of Public Works by determining work priorities, and resources needed to carry out the activities. The incumbent will also enforce the City's adopted ICC codes, conduct site plan reviews, and review Storm water Management Plans in cooperation with the Building and Zoning Official. Inspections of commercial and residential codes, including building, plumbing, property maintenance, mechanical, fuel gas and residential codes when requested by the Building and Zoning Official.

Appointment/Selection:

Selection is made by the City Administrator subject to the approval of the City Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principals and practices of contemporary municipal management, public sector budgeting fundamentals, personnel administration and public relations.
- Knowledge of the principles and practices of cost effective public works administration as it applies to the design, construction and maintenance of streets, water, storm and sewer distribution systems, property and all premises and grounds owned and / or maintained by the City.
- Knowledge of the principles and practices of parks and recreation programs and delivery of services.
- Ability to develop a departmental budget and operate within the confines of such through regular monitoring.
- Ability to plan, organize, direct and supervise employees toward departmental and City goals.
- Ability to verify storm water management plans and storm water best management practices.
- Ability to effectively communicate verbally and in writing.

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- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software programs.
- Ability to compile regular reports on programs including an evaluation of their effectiveness.
- General knowledge of parks and trail design and maintenance.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Knowledge of basic emergency management practices including National Incident Management (NIMS) as the role of Public Works Director during a critical / hazardous incident.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of the International Building, Fire, Maintenance, Commercial, Fuel Gas, Mechanical and Residential Code.
- Knowledge of the National Electrical Code, Uniform Plumbing Code and all other City State and Federal Building codes adopted by the City.
- Ability to read building plans.
- Working knowledge and general understanding of GIS and GPS.
- Ability to conduct building inspections, while applying the applicable codes.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Serves as working supervisor by directing and participating in the daily activities of subordinates in all divisions of Public Works. Many times the position is administrative / supervisory in nature only and, therefore, must be able to lead a diverse workgroup and manage projects.
- Prepare and submit the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures for doing such and monitor expenditures and revenues throughout the year.
- Code and submit all claims for each area for the department.
- Solicits quotes and purchases commodities and services in accord with the current City purchasing policy.

Current Job Descriptions

- Sets up daily work schedules for Public Works employees, and determine manpower, equipment and material needs.
- Inspects work in progress and upon completion for conformance to desired standards and objectives for all buildings, facilities and grounds work under position's authority.
- Plans, schedules, evaluates and oversees all Public Works personnel, projects and operations including sanitary sewer, facilities, buildings and grounds, drinking water, storm water, parks, and equipment.
- Ensures the City meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
- Ensures a response to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Building and Zoning Official and City Administrator.
- Ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Determine resource needs and request funds accordingly during the budget process or in accord with the purchasing policy, based on priority needs.
- Supervise departmental purchasing and monitor expenditures to ensure compliance with the fiscal year budget.
- 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, etc.
- Oversee and maintain systematic, complete and accurate departmental records and prepare reports as needed
- Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
- Recommend the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and inspect work in progress and upon completion for adherence to the contract, standards and general objectives.
- Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
- Work with City and County Emergency Management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Enforce the City Code and policies related to the Public Works department.

Current Job Descriptions

- Carries out supervisory responsibilities in accord with the City's policies and applicable laws, including recruiting, interviewing, hiring with consent of the City Administrator, and training employees; plans, assigns, evaluates and directs all subordinate's work.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
- Oversee all contracts / agreements regarding sanitary waste, recycling, drinking water, sanitary sewer, storm water and all public buildings and grounds.
- Assists the Building and Zoning Official with directing, reviewing and evaluating inspection services, including all phases of building construction, zoning, heating and air conditioning, housing, and plumbing inspection.
- Assists the Building and Zoning Official with enforcement of the International Property Maintenance Code.
- Assists the Building and Zoning Official with the inspection of dwelling units, homes, buildings and businesses for conformance with the City's Code of Ordinances for plumbing, housing, heating and air conditioning and building.
- Works with other City officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.

Experience and Training:

- Graduation from an accredited college or university with a two (2) year Associate's Degree or applicable certificate. Bachelor's degree in related field is preferred. A combination of training and extensive related experience may be substituted for some portion of the educational requirement.
- Minimum of five years of progressively responsible public works experience including in a lead or supervisory capacity.
- Two years of administrative and supervisor experience, departmental budget experience, and demonstrated computer proficiency.
- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- May be required to possess and maintain or be able to obtain within two years of employment ICC certification as a building inspector. ICC certified preferred.
- Possession of or ability to possess and maintain the requirements for IDNR MS-4 Permit.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Current Job Descriptions

Tools and Equipment Used- Must have the ability to use the following:

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- 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.

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 level 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.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- 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.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional 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.
- Employee 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.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

Current Job Descriptions

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 City Administrator Date

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City of Windsor Heights
ASSISTANT PUBLIC WORKS DIRECTOR/ SUPERVISOR

Department: Public Works
Reports To: Director of Public Works
FLSA Status: Exempt
Written By: Doug Stone
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

Under administrative direction of the Public Works Director, performs administrative, supervisory and technical work in relation to maintenance of city streets, sanitary sewer, storm drainage, parks, trails, signs, facilities, fleet and snow removal. Performs related public works projects including planning, development, coordination, and organizing the municipal public works activities of the City within parameters set forth by local, state and federal authorities. Assists the Director with supervision, coordination, evaluation and performance of street, water and wastewater functions, facilities, and equipment. Assists the Director with performing supervisory duties such as assigning work, maintaining standards, training, interviewing, disciplining, evaluating and recommending discharge. Performs other duties as required.

Appointment/Selection:

Selection is made by the Director of Public Works subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

- Knowledge, Skills, and Abilities: 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.
- Knowledge of and ability to perform effective training and organizing methods.
- Knowledge of the principles and practices of public works as it relates to the construction and maintenance of streets, water, storm and sewer distribution systems, property and all premises and grounds owned and / or maintained by the City.
- Ability to report, write or edit articles for publication; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.
- 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 municipal, state and federal laws/codes and standards pertaining to public works and local government.
- Knowledge of the methods, practices and materials used in construction by engineers, contractors, laborers, suppliers and municipal representatives.
- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Ability to read engineering drawings, plat maps, topographic materials and specifications; interpret them and comment on them.

Current Job Descriptions

- Ability to establish and maintain effective, positive working conditions with the City Administrator, City Council, Mayor, co-workers, subordinates and the public.
- Able to be meticulous in the maintenance of vehicles and careful & complete in record-keeping.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- General knowledge of parks and trail design and maintenance.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Ability to read and acquire knowledge of the International Building, Fire, Maintenance, Mechanical and Residential Code.
- Ability to proficiently use and operate construction equipment.
- Knowledge of traffic regulations.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Performs manual labor while assisting in the completion of various operational tasks.
- 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, water distribution system, City street system, storm water collection system and City owned facilities other than Parks and Recreation, Cemetery and Library facilities.
- Assists the Director with providing guidance to subordinates regarding planning, scheduling, assignment of duties within all public works areas; responsible for maintaining a high standard of quality work; assists with inspection of work by contractors; and conducts regular checks of facilities and work sites to monitor staff and assist with problem resolution.
- Oversees, performs, and maintains files for One Call utility locates.
- Acts on the Directors behalf in the absence of the Director.
- Assists the Director in preparing budgets, including the Equipment Replacement Plan and Capital Improvement Plan, for each department supervised.

Current Job Descriptions

- Assists the Director with interviews, recommends hiring, trains and evaluates staff; assigns work duties to staff; monitors work to assure proper completion; conducts formal performance evaluations; recommends promotion and demotion, discharge or other discipline to the City Administrator; insures that all policies and procedures established for City personnel are complied with.
- Interacts with other City departments and directs personnel & equipment as needed.
- Attends all staff meetings and other seminars or meetings as necessary or assigned; attends workshops and seminars to keep abreast of governmental regulations, proposals and related program developments which impact on storm drainage and wastewater systems; and conducts staff meetings for dissemination of pertinent information.
- Assists the Director with submitting required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Gives preliminary approval to payment of departmental bills in accordance with established policy and procedures.
- Assists the Director with organizing and staffing safety programs; encourages safety compliance in all phases of work. Assists with conducting safety education training for the department and assists or coordinates such activity for other departments of the local government.
- Assists the Director with evaluating public works needs and formulates short and long range plans to meet needs in all areas of responsibility; and evaluates issues and options regarding municipal public works and makes recommendations; and develop and recommend policies and procedures regarding departmental operations.
- 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.
- Performs activities under strict deadlines and other time pressures.
- Reports on a regular basis to the Public Works Director on the activities, accomplishments and operations of the public works department.
- Inspect sidewalks to ensure Code compliance; maintain city sidewalks as required.
- Inspect all city signs, paint crosswalks and parking markings.
- Inspect, maintain, clean and repair storm sewers and catch basins as needed.
- Operate a variety of pieces of light, medium or heavy equipment in the absence of regular equipment operators or for training purposes.
- Must be available for on-call duties and emergency call-outs as required.
- Provides for emergency maintenance needs outside of normal business hours.
- Assist contractors in regard to problems encountered when undertaking specific public projects previously authorized and report any issues to the Director of Public Works.
- Enforce the City Code and policies related to the public works department.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.

Peripheral Duties:

Current Job Descriptions

- Assists other City departments as needed and directed, including certain inspections for the Building and Zoning Official.
- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.
- Other duties as directed by the City Administrator or Director of Public Works that arise from a matter of policy or contemporary trends.

Experience and Training:

- Minimum of a HS Diploma or GED with a two (2) year Associate's Degree or applicable certificate preferred.
- One to three years of progressively responsible public works related experience in public or private sector.
- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Heavy road, excavation & 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

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 level 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.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.

Current Job Descriptions

- 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.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional 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.
- Employee 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.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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:

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Employee's Signature

Date

City Administrator

Date

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Current Job Descriptions

City of Windsor Heights

Finance Director

Department: Finance and Administration

Reports To: City Administrator

FLSA Status: Exempt

Written By: Marcia Woodke

Approved By: Mark Arentsen

Council review and approval on August 19, 2019

Summary Description:

Under the general direction and supervision of the City Administrator, the Finance Director is responsible for the coordination, oversight, and practical application of all City accounting functions including but not limited to: accounts payable / receivable, payroll, and all other fiscal responsibilities of the City. The Treasurer 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. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement and directs the activities of the department.

Appointment/Selection:

Selection is made by the City Administrator and is based upon merit and qualifications. The City Administrator may confer with the Finance and Personnel Committee prior to a formal job offer.

Knowledge, Skills, and Abilities:

- 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.
- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional analytical and general office skills.
- Ability to effectively communicate verbally and in writing.
- Establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to conduct complex quantitative and qualitative analyses.

Current Job Descriptions

- 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.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in a municipal office setting, including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- 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.

Essential Functions (The following is a list of typical duties):

- Collect and receipt monies received from the public, financial institutions and various city departments. Prepare all deposits and enter them into the Summit software after depositing at the banking institution.
- Reconcile the City's various bank accounts and funds on a monthly basis from the bank statements and the Treasurer's Report and prepare a report for dissemination of same information. Update monthly spreadsheets and investment report.
- Provide revenues and expenditures year-to-date on budget / actual reports to department heads and the City Administrator.
- Handle all HR requirements including; new hire paperwork for IPERS, Workforce, all insurance, entering into Summit, setting up/maintaining employee files, all benefit administration, all health information, dental, FSA, work comp claims and files, entering all employees into the COBRA/Flex system, and ensuring all systems are updated upon an employment separation. Point of contact for all insurance claims/issues.
- Monitor accounts payable – confirm all bills with departments and pay bills in a timely manner to avoid interest or penalties. Prepare bills for Council approval.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Determine resource needs and funding requests.

Current Job Descriptions

- Receive all utility funds, credit proper funds and deposit same into accounts under custodial care of the Treasurer.
- Monitor City debt and make payments in accord with due dates.
- Perform payroll functions including all monthly reports to the State and Internal Revenue Service, prepares payroll; compiles reports; reimburses for payroll deduction; leave records, benefit/hours reports and annual wages for all employees for permanent files. Maintains personnel information on all employees including hours, changes in name, address, salary, exemptions and benefits. Process year end reports including W2s and publication of salaries.
- Prepares invoices for accounts receivable and monitors collection activities.
- Oversee and maintain the financial reports of any grants received by the City.
- Monitor the City's partial self-insurance / health reimbursement account and issue reimbursements as needed.
- Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
- Assist with the formulation of the annual budget and enter all requested, proposed and approved budget information in the line item budget. Complete the State budget report. Responsible for proper preparation, notification, adoption and recording of all statutorily required budget amendments.
- Monitor contracts for compliance with all provisions contained therein.
- Oversee the City's health, liability, property and worker's compensation insurance programs.
- Attend and prepare minutes of meetings as directed.
- Prepare 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 W/H, Workforce, Aflac, retirement, and Police Pension reports/filings.
- Serve as Bond post-issuance compliance officer and ongoing disclosure representative.
- Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
- Enforce the City Code and all polices.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take

Current Job Descriptions

copious notes in the absence of the City Administrator and receive contact information of the complainant.

- 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.
- 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.
- Prepares quarterly investment reports for the Council and City Administrator.
- Prepares and files all required State Sales Tax reports.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend 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.

Experience and Training:

- Graduation from an accredited college or university with a two (2)-year Associates Degree in Accounting, Business, Finance or related field. Bachelor's Degree in Accounting, Finance, Business or related field preferred. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Training sufficient to be a Certified Municipal Clerk within five (5) years of appointment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

Current Job Descriptions

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 level office noise in addition to occasional noise exposure of streets, parks and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Frequent use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- 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.
- Requires clerical, forms, numerical, and verbal perception.
- 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

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, public works, police, building inspector, City Council, and other temporary staff. It is of the upmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Current Job Descriptions

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 City Administrator Date

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**City of Windsor Heights
CITY CLERK**

Department: Administration
Reports To: City Administrator
FLSA Status: Exempt
Written By: Marcia Woodke and Elizabeth Hansen, edited by Mark Arentsen 8/19
Approved By: Elizabeth Hansen, edited by Mark Arentsen 8/19
Council review and approval on February 20, 2017

Summary Description:

Under the general direction and supervision of the City Administrator, the City Clerk is responsible for preparation of all City Council agendas, agenda packets, Resolutions, Ordinances and minutes; proper placement of approved Resolutions, Ordinances and minutes in the appropriate filing location so that they can easily be retrieved when necessary; and fulfilling all of the City Clerk statutorily required functions as set out in the Iowa Code.

Appointment/Selection:

Selection is made by the City Administrator based upon merit and qualifications and must be approved by the City Council prior to a formal offer.

Knowledge, Skills, and Abilities:

- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.

- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.

- Exceptional analytical and general office skills.

- Ability to effectively communicate verbally and in writing.

- Establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.

- Ability to use contemporary technology, including computers, telephones, social media and software management programs.

- 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.

- Must possess ability to work independently and be flexible.

Current Job Descriptions

- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in a municipal office setting, including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- 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.

Essential Functions:

- Attends 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.
- Assists in the preparation and distribution of meeting agendas to the City Council, including any instructional or information supplements.
- 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 Budget; in cooperation with the City Administrator and Department Heads, including filing it with the County Auditor when required.
- Administers Police Pension Fund and all required reports, filings and monthly payments.
- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.
- Plans, schedules and assigns work activities and job duties to office staff and promote a positive work environment for employees and the public being served. Trains and

Current Job Descriptions

supervises clerical and secretarial staff in order to provide needed office and accounting services to the City. Audits and reviews the work performed by office staff to assure its accuracy, timeliness and compliance with governmental requirements. Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance. Addresses and, if possible, resolves City Clerk employee grievances in accordance with the established grievance procedure.

- Administers TIF and Urban Revitalization.
- Assists with maintaining current computer system 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 Personnel Policy Manual.
- 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; responsible for informing City Clerk staff of legal and ethical issues involved with the use of 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.
- Receives bids for municipal construction contracts and may assist with bid openings.
- Works with the Finance Director to assure that the following personnel actions are accurately completed; all HR requirements including; new hire paperwork for IPERS, Workforce, all insurance, entering into Summit, setting up/maintaining employee files, all benefit administration, all health information, dental, FSA, work comp claims and files, entering all employees into the COBRA/Flex system, and ensuring all systems are updated upon an employment separation. Point of contact for all insurance claims/issues. Monitor the City's partial self-insurance / health reimbursement account and issue reimbursements as needed. Advises the City Administrator of any departmental needs or concerns; including those related to personnel. Maintains personnel records; retains all pertinent information for each employee's personnel file and assists employees with Human Resource questions and needs.
- Monitor contracts for compliance with all provisions contained therein.

Current Job Descriptions

- Oversee the City's health, liability, property and worker's 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.
- Enforce the City Code and all polices.
- Assists with answering phone calls, public questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take copious notes in the absence of the City Administrator and receive contact information of the complainant.
- 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.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend 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.

Experience and Training:

- Graduate from High School or equivalent and Associates Degree in Accounting, Business, Finance or related field from an accredited college or university. Bachelor's Degree in Accounting, Finance, Business or related field preferred. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- At least five years related experience in municipal government. Prefer an Iowa Certified Municipal Clerk.
- Training sufficient to be an Iowa Certified Municipal Clerk within three (3) years of appointment.
- Shall be bondable and available for off-hour emergencies.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.

Current Job Descriptions

- 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 level office noise in addition to occasional noise exposure of streets, parks and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Frequent use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- 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.
- Requires clerical, forms, numerical, and verbal perception.
- 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

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, public works, police, building inspector, City Council, and other temporary staff. It is of the upmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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.

Current Job Descriptions

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 City Administrator Date

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CITY OF WINDSOR HEIGHTS
COMMUNICATIONS/RECREATION COORDINATOR

Department: Administration
Reports To: Public Works Director
FLSA Status: Non-Exempt
Written By: Mark Arentsen
Approved By: Mark Arentsen
Council Review & Approval on September 3, 2019

Summary Description: Under the general supervision of the Public Works Director, the incumbent is responsible for the coordination, planning and promoting the Windsor Heights Community Center and parks and recreation programming. The incumbent is responsible for scheduling events and activities at the Community Center, parks, fields, performance pavilion and other City-owned areas requiring a reservation. The incumbent monitors the overall effectiveness and efficiency of parks and makes recommendations for improvements. This position is responsible for oversight of the City website and City social media accounts, assistance with financial segregation of duties functions and other duties as assigned. The incumbent monitors the overall effectiveness and efficiency of marketing efforts and makes recommendations for improvements. The work location for this position is the City Hall front counter/reception area. As such the employee is expected to perform all front counter work tasks including handling public walk in traffic, answering phone calls, accepting, sorting and routing mail and packages and accepting payments for items purchased at the front counter.

Appointment/Selection:

Selection is determined by Public Works Director and City Administrator, and is based upon merit and qualifications.

Knowledge, Skills & Abilities:

- Ability to report, write or edit articles for publication. Must be able to show writing skills proficiency. This includes spelling, grammar, syntax, punctuation, sentence and paragraph construction and the ability to clearly and concisely communicate thoughts and concepts.
- Knowledge of website management and software systems including, at a minimum, word processing, Excel & e-mail.
- Knowledge of social media tools and communication methods.
- Exceptional analytical and general office skills.

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- Ability to effectively communicate verbally.
- Ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- 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 multi-task on a daily basis, including assisting walk-in customers and adapting to changing priorities.
- Knowledge of, and ability to, safely work with generalized and specialized tools and equipment used in a municipal office setting , including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State and/or local Code.
- Must possess exceptional interpersonal relationship/customer service skills.
- Knowledge of the principles and practices of event coordination and management.
- Knowledge of marketing principles.
- Ability to work under minimal supervision.
- Ability to work varying hours when necessary, including some nights, weekends and early mornings.
- Ability to serve in an 'on call' capacity on a rotating basis with other Public Works staff.
- Ability to tactfully and diplomatically enforce policies, rules and procedures.

Essential Functions (The following is a list of typical duties):

- Develops, prepares, and evaluates a master calendar for all scheduling of Parks & Recreation activities.
- Plans and prepares event and program information and publicity such as fliers & brochures, and makes public presentations regarding those events and programs.
- Develops and delivers proposals and presentations for businesses, corporations and civic organizations to solicit sponsors and keep the community current on department activities.
- Coordinates and schedules special events activities with park personnel, businesses, vendors and the news media.
- Markets the City facilities to potential user groups.
- Plans, promotes, and organizes reservations for the Community Center, parks, pavilions and other City owned facilities requiring reservations.
- Collects and transmits fees and properly reconciles with City financial staff.

Current Job Descriptions

- Create, manage, and implement social media tools to support and communicate Community Center information, activities and messages Designs, plans organizes, supervises, implements and manages all aspects of recreation programs, including evaluating program effectiveness and needs.
- Works with the Chamber of Commerce, Community Events Planners and other stakeholders to provide support where needed on special events.
- 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.
- 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.
- Plays a critical role on the City's overall marketing team, including assisting in City-wide marketing efforts.
- In the absence of the City Clerk, gathers and assembles materials prior to and after City Council meetings and attends and takes minutes of City Council meetings.
- Creates and designs 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; responds to public information requests. Coordinates with City departments and personnel regarding media inquiries.
- Manage and maintain the City's website content, including contact with the website hosts firm.
- Create manage and implement social media tools to support and communicate City information, activities and messages.
- Prepare content for print and electronic newsletters and work with the City's newsletter vendor on layout, editing and publication of the print newsletter and distribute the City's electronic newsletter.
- In the absence of the City Clerk serves as the custodian of records and public documents.
- In the absence of the City Clerk receives bids for municipal construction contracts.
- Perform front desk responsibilities.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take copious notes in the absence of the City Administrator and receive contact information from the complainant.
- Takes and prepares minutes of the Planning & Zoning Commission and Board of Adjustments meetings, and any other meetings in the absence of the City Clerk or as directed.

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- Maintain all City Code binders to ensure the on line versions of the City Code matches the content of all City Code binders.
- Participate in Segregation of Duties activities as directed by the City Administrator.
- Conduct broadcast operations for all City Council meetings unless excused and made other arrangements for someone else to conduct the broadcast.
- Be on call and carry the on call phone approximately one week every two months to respond to any unforeseen or emergency issues at the Community Events Center
- Other duties as directed by the City Administrator.

Experience & Training:

- Minimum education requirement is graduation from an accredited college or university with an Associates Degree. A 4 year Bachelor's Degree in Marketing, Business, Public Administration or related field and one to three years related work experience is preferred.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within six months of employment.
- One to three years related experience or an combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.

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 level 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.
- Frequent use of hands to finger, handle or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push and carry or pull 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 to 20/20 more or less, as well as proficient hand/eye coordination.
- Requires clerical, forms, numerical and verbal perception.

Current Job Descriptions

- 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.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, City Clerk, public works, building inspector, City Council and other staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.
- Persons in this position must engage in respectful and polite interaction with residents, staff and elected officials.

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 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

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.

Current Job Descriptions

Proposed Job Descriptions

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 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, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.
- Responds to and may command police and/or fire emergencies or community disasters.

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- 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 with 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.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.

Proposed Job Descriptions

- 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.
- 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, 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.

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- 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:

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Employee: _____ Date: _____

City Administrator: _____ Date: _____

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Proposed Job Descriptions

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.

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- 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 Certification, or ability to attain certification within 6 months of employment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of criminal and civil court procedures and practices.

Proposed Job Descriptions

- 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.

Proposed Job Descriptions

- 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.

Proposed Job Descriptions

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.

Proposed Job Descriptions

- 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.

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.

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Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

Proposed Job Descriptions

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.

Proposed Job Descriptions

- 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.

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:

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- 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 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 hours in addition to performing during emergency management and critical incident situations.

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.

Proposed Job Descriptions

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.

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Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

Proposed Job Descriptions

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.

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- 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.
- 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.
- 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.

Proposed Job Descriptions

- 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.
- A valid driver's license.

Preferred:

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

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:

Proposed Job Descriptions

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.

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Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

Proposed Job Descriptions

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

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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.
- Works with the Finance Director to assure that the following staff-related actions are accurately completed; all HR requirements including: onboarding and offboarding tasks, benefits administration, maintains employee files and assists with 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.
- 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.

Proposed Job Descriptions

- 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 an Iowa Certified Municipal Clerk within three (3) years of appointment.

Preferred:

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

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.

Proposed Job Descriptions

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.

Proposed Job Descriptions

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.

Proposed Job Descriptions

- 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:

Proposed Job Descriptions

- 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.

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

Proposed Job Descriptions

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.



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: 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

GENERAL INFORMATION

This action is related to establishing a Commercial Tax Abatement Program for the City of Windsor Heights.

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-75 Set Date Revite Amend (no adds) (Windsor Heights-13 2020) (002)

MINUTES OF MEETING TO SET HEARING DATE ON PROPOSED AMENDMENT TO REVITALIZATION PLAN

(NRA) 503155-13

Windsor Heights, Iowa

May 18, 2020

The City Council of the City of Windsor Heights, Iowa, met on May 18, 2020, at six o'clock p.m.

The City Council met electronically via Zoom, which was accessible at the following

<https://us02web.zoom.us/j/89704842610?pwd=TFE4NDZiUC9wMVE0c2RaR3MvRUNoUT09>

Meeting ID: 897 0484 2610 Password: 407833

The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms.

Absent: _____.

The City Council took up and considered a proposed amendment to the revitalization plan for the Windsor Heights Urban Revitalization Area in the City of Windsor Heights, Iowa. Whereupon, Council Member _____ moved the adoption of the resolution declaring necessity and providing for notice of hearing on proposed amendment to the revitalization plan for the Windsor Heights Urban Revitalization Area. The motion was seconded by Council Member _____, and passed by record vote as follows:

Ayes: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms.

Nays: _____.

Whereupon, the Mayor declared the resolution adopted as follows:

RESOLUTION NO. 2020-75

Resolution Providing for Notice of Hearing on Proposed Amendment to the Revitalization Plan for the Windsor Heights Urban Revitalization Area

WHEREAS, pursuant to the provisions of Chapter 404 of the Code of Iowa (the “Code”) the City of Windsor Heights, Iowa, has designated an area of the City as a revitalization area known as the Windsor Heights Urban Revitalization Area (hereinafter referred to as the “Urban Revitalization Area”) and adopted an Urban Revitalization Plan (the “Plan”) for the governance of projects and initiatives to be undertaken therein; and

WHEREAS, pursuant to the provisions of the Code, before amending the plan for the Urban Revitalization Area, the City must prepare an amended plan, hold a public hearing thereon, and otherwise comply with the procedures set forth in the Code; and

WHEREAS, it has been proposed that the Plan for the Urban Revitalization Area be amended to establish a tax abatement schedule for the commercial property classification; and

WHEREAS, an amendment to the plan (the “Plan Amendment”) for the Urban Revitalization Area has been prepared and presented to the City Council for consideration in accordance with the provisions of the Code, said Plan Amendment being in a form and having the contents as set forth in Exhibit A attached hereto and by this reference made a part hereof;

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

Section 1. It is hereby found and determined that the Plan Amendment attached hereto as Exhibit A has been prepared in accordance with the provisions of the Code.

Section 2. This City Council will meet at six o’clock p.m., on June 15, 2020, electronically or at Council Chambers 1133 66th Street, in the City, at which time and place it will conduct a public hearing on the Plan Amendment, pursuant to the Code.

Section 3. The City Clerk is hereby authorized and directed to give notice as required by the provisions of the Code of such hearing by publication once, in a newspaper published at least once weekly and having general circulation in the City, not less than seven and not more than twenty days before the date on which the hearing will be held.

Section 4. Such notice shall be in the applicable form substantially, as follows:

[NOTICE FOR ELECTRONIC HEARING]

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF WINDSOR HEIGHTS, IOWA, RELATING TO THE ADOPTION OF AN AMENDMENT TO THE PLAN FOR THE WINDSOR HEIGHTS URBAN REVITALIZATION AREA FOR THE CITY OF WINDSOR HEIGHTS, IOWA, PURSUANT TO CHAPTER 404 OF THE CODE OF IOWA

NOTICE IS HEREBY GIVEN: That there is now on file for public inspection in the office of the City Clerk of Windsor Heights, Iowa, an Amendment (the “Amendment”) to the Revitalization Plan (the “Plan”) for the Windsor Heights Urban Revitalization Area (the “Urban Revitalization Area”) within the City.

This City Council will meet at six o’clock p.m., on June 15, 2020, at which time a hearing will be held pursuant to the provisions of Chapter 404 of the Code of Iowa (the “Code”) on the proposal to adopt the Amendment, pursuant to the provisions of the Code. At such public hearing all residents of the City, and any other person having an interest in the matter may appear and be heard for or against the adoption of the Amendment, pursuant to the Code.

Due to federal and state government recommendations in response to COVID-19 pandemic conditions, the meeting will be held electronically via Zoom, which will be accessible at the following:

[Insert electronic access information]

In addition to electronic access, written comments may be filed or made prior to the meeting and will be recorded in the minutes.

The Amendment will establish a tax abatement schedule for the commercial property classification.

Published by order of the City Council of the City of Windsor Heights, Iowa.

Travis Cooke
City Clerk

[NOTICE FOR IN-PERSON HEARING]

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF WINDSOR HEIGHTS, IOWA, RELATING TO THE ADOPTION OF AN AMENDMENT TO THE PLAN FOR THE WINDSOR HEIGHTS URBAN REVITALIZATION AREA FOR THE CITY OF WINDSOR HEIGHTS, IOWA, PURSUANT TO CHAPTER 404 OF THE CODE OF IOWA

NOTICE IS HEREBY GIVEN: That there is now on file for public inspection in the office of the City Clerk of Windsor Heights, Iowa, an Amendment (the “Amendment”) to the Revitalization Plan (the “Plan”) for the Windsor Heights Urban Revitalization Area (the “Urban Revitalization Area”) within the City.

This City Council will meet at six o’clock p.m., on June 15, 2020, at the Council Chambers 1133 66th Street, Windsor Heights, Iowa, at which time a hearing will be held pursuant to the provisions of Chapter 404 of the Code of Iowa (the “Code”) on the proposal to adopt the Amendment, pursuant to the provisions of the Code. At such public hearing all residents of the City, and any other person having an interest in the matter may appear and be heard for or against the adoption of the Amendment, pursuant to the Code.

The Amendment will establish a tax abatement schedule for the commercial property classification.

Published by order of the City Council of the City of Windsor Heights, Iowa.

Travis Cooke
City Clerk

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Section 6. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 18, 2020.

Mayor

Attest:

City Clerk

•••••

There being no further business to come before the meeting, it was upon motion adjourned.

Mayor

Attest:

City Clerk

EXHIBIT A

PLAN AMENDMENT

By virtue of this amendment, the Urban Revitalization Plan (the “Plan”) for the Windsor Heights Urban Revitalization Area (the “Area”) is hereby amended as follows:

Section 1. Section C of the Plan is hereby amended to read as follows:

C. OBJECTIVES

This plan is prepared in conformance with Section 404.2 of the Code of Iowa for the purpose of providing incentives and outlining procedures to enhance the potential for new residential *and commercial* development in the Revitalization Area. Planning goals include revitalizing the area through the promotion of new construction on vacant land, rehabilitation of existing residential *and commercial* property, stabilizing and increasing the tax base, and providing overall aesthetic improvement.

Section 2. Section D of the Plan is hereby amended to read as follows:

D. PRESENT ZONING AND PROPOSED LAND USE

The property within the Revitalization Area is zoned for residential, commercial and industrial purposes, and new and expanded residential *and commercial* development is proposed in the Revitalization Area.

Section 3. Section E of the Plan is hereby amended to read as follows:

E. PROPOSALS FOR EXPANDING CITY SERVICES

The City proposes that, as it becomes financially feasible, the provision of municipal services to the Revitalization Area will be expanded and improved to meet the demands of new residential *and commercial* development.

Section 4. Section F of the Plan is hereby amended add the following Section F(3):

F. ELIGIBLE IMPROVEMENTS AND EXEMPTIONS

3. **Commercial Improvements.** The construction of new commercial facilities and the rehabilitation of and additions to existing commercial facilities.

Exemption: All qualified real estate assessed as commercial property is eligible to a partial exemption from taxation for a period of five years as follows:

For the first year, an exemption from taxation on 75% of the actual value added.

For the second year, an exemption from taxation on 60% of the actual value added.

For the third year, an exemption from taxation on 45% of the actual value added.

For the fourth year, an exemption from taxation on 30% of the actual value added.

For the fifth year, an exemption from taxation on 15% of the actual value added.

Section 5. Section G of the Plan is hereby amended to read as follows:

G. ACTUAL VALUE ADDED

Actual value added by improvements, as used in this plan, means the actual value added as of the first year for which the exemption was received. In order to be eligible for tax abatement for residential or *commercial* improvements, the increase in actual value of the property must be at least 10%.

All improvements, in order to be considered eligible, must be completed in conformance with all applicable regulations of the City of Windsor Heights, and must be completed during the time the Revitalization Area is designated by ordinance as a revitalization area.

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF POLK
CITY OF WINDSOR HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Windsor Heights, Iowa, do hereby certify that the above and foregoing is a true, correct and complete copy of the minutes of a meeting of the City Council, held as therein shown, insofar as such minutes pertain to the proposed amendment to the Plan for the Windsor Heights Urban Revitalization Area, including a true, correct and complete copy of the resolution referred to in said minutes.

WITNESS MY HAND this 19th day of May, 2020.

City Clerk

PUBLICATION CERTIFICATE

STATE OF IOWA
COUNTY OF POLK
CITY OF WINDSOR HEIGHTS

SS:

I, the undersigned, Clerk of the City of Windsor Heights, Iowa, do hereby certify that I caused to be published a notice of public hearing, of which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2020.

City Clerk

(Attach hereto publisher's original affidavit of publication of notice with a clipping of the notice as published attached.)

(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published notice and have verified that it was published on the date indicated in the publisher's affidavit.)



May 14, 2020

Via Email

Mark Arentsen
Interim City Administrator/City Hall
Windsor Heights, IA

Re: Windsor Heights Urban Revitalization Area
Our File No. 503155-13

Dear Mark:

We have prepared and attach proceedings relating to the adoption of a resolution declaring necessity and setting a date for a hearing on the proposal to amend the plan for the Windsor Heights Urban Revitalization Area plan.

The proceedings attached include the following items:

1. Resolution declaring necessity and providing for notice of hearing. Included as part of the Resolution is the notice, which must be published once in a newspaper published at least once weekly and of general circulation in the City, not less than seven (7) and not more than twenty (20) days before the June 15th hearing date. Please note that the last day on which the notice can be effectively published prior to this meeting date is June 8, 2020. Please print an extra copy of the notice for publishing and filing.
2. Attestation Certificate with respect to the validity of the transcript.
3. Publication Certificate with respect to the publication of the notice.

Please contact John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Travis Cooke
Rachelle Swisher



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Change Order No. 1 - College Drive Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Change Order 1

CHANGE ORDER

No. 001

PROJECT: College Drive Improvements

OWNER: City of Windsor Heights

ENGINEER'S Project No.: A13.118668

CONTRACTOR: Absolute Concrete Construction

ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description:

Remove trees at 7708 and 7310 College Drive and the installation of 2 replacement trees.

Sanitary manhole alterations

Reason for Change Order:

Trees are within the ROW and are creating safety concerns. Residents approved of the removals.

Alterations to sanitary manhole due to bigger existing pipe than was thought.

Attachments: (List documents supporting change)

N/A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price <u>\$1,969,869.00</u>	Original Contract Times 0
Net changes from previous Change Orders No.0 to No.1 <u>\$0</u>	Net changes from previous Change Orders No.0 to No.1 0
Contract Price Prior to this Change Order <u>\$1,969,869.00</u>	Contract Times prior to this Change Order 0
Net <u>Increase</u> of this Change Order <u>\$14,380.70</u>	Net Increase of this Change Order 0
Contract Price with all approved Change Orders <u>\$1,984,249.70</u>	Contract Times with all approved Change Orders November 27, 2020

RECOMMENDED:

By: _____
Engineer (Authorized Signature)

Date: _____

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

City of Windsor Heights
College Drive Improvements

Change Order 1
Page 1



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 1 for College Drive in the Amount of
\$103,873.83

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. College Drive Pay App 01

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
City of Windsor Heights		CONTRACTOR (1)
College Drive Improvements		OWNER (1)
Windsor Heights, IA		ENGINEER (1)
BMI PROJECT NO.A13.118668		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$1,969,869.00
TOTAL, COMPLETED WORK TO DATE		\$109,340.87
RETAINED PERCENTAGE (5%)		\$5,467.04
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$103,873.83
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1		\$103,873.83

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: Absolute Concrete Construction
1000 West 6th Avenue
Slater, IA 50244

By Eli Hartog Eli Hartog PM
Name Title

Date 05-11-20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 309 E 5th Street, Des Moines, IA 50305

By Justin Egan, PROJECT ENGINEER

Date 5/11/20

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.:

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE MAY 6, 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	\$1,500.00	1	LS	\$1,500.00	0	LS	\$0.00	1.00	LS	\$1,500.00
2	0	TOPSOIL, ON-SITE	\$10.25	807	CY	\$8,271.75	0	CY	\$0.00	0.00	CY	\$0.00
3	0	EXCAVATION, CLASS 10	\$4.00	570	CY	\$2,280.00	0	CY	\$0.00	0.00	CY	\$0.00
4	0	SUBGRADE PREPARATION	\$1.00	9430	SY	\$28,290.00	0	SY	\$0.00	0.00	SY	\$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4715	SY	\$10,608.75	0	SY	\$0.00	0.00	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9430	SY	\$84,870.00	0	SY	\$0.00	0.00	SY	\$0.00
7	0	SURFACE AGGREGATE	\$47.50	100	TON	\$4,750.00	0	TON	\$0.00	0.00	TON	\$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$106.00	200	CY	\$21,200.00	0	CY	\$0.00	0.00	CY	\$0.00
9	0	SANITARY SEWER GRAVITY MAIN, TRENCHED, SOLID WALL PVC SDR 26, 8 IN.	\$280.00	44	LF	\$12,320.00	0	LF	\$0.00	0.00	LF	\$0.00
10	0	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 10	\$265.00	64	LF	\$16,960.00	0	LF	\$0.00	42.60	LF	\$11,289.00
11	0	SANITARY SEWER SERVICE RELOCATION	\$5,000.00	5	EA	\$25,000.00	0	EA	\$0.00	1.00	EA	\$5,000.00
12	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$5,000.00	1	EA	\$5,000.00	0	EA	\$0.00	0.00	EA	\$0.00
13	0	CONNECTION TO EXISTING SANITARY SEWER	\$775.00	9	EA	\$6,975.00	0	EA	\$0.00	3.00	EA	\$2,325.00
14	0	TELEWISE EXISTING SANITARY SEWER	\$6.00	175	LF	\$1,050.00	0	LF	\$0.00	168.00	LF	\$1,008.00
15	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$134.00	726	LF	\$97,284.00	0	LF	\$0.00	0.00	LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$180.00	83	LF	\$14,940.00	0	LF	\$0.00	0.00	LF	\$0.00
17	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$165.00	402	LF	\$66,330.00	0	LF	\$0.00	0.00	LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 42 IN.	\$220.00	284	LF	\$62,480.00	0	LF	\$0.00	0.00	LF	\$0.00
19	0	REMOVAL OF STORM SEWER	\$48.00	285	LF	\$13,680.00	0	LF	\$0.00	0.00	LF	\$0.00
20	0	TELEWISE EXISTING STORM SEWER	\$6.20	500	LF	\$3,000.00	0	LF	\$0.00	235.80	LF	\$1,474.80
21	0	PIPE APRON, RCP, 42 IN.	\$3,750.00	1	EA	\$3,750.00	0	EA	\$0.00	1.00	EA	\$3,750.00
22	0	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	\$1,800.00	1	EA	\$1,800.00	0	EA	\$0.00	1.00	EA	\$1,800.00
23	0	PIPE APRON GUARD	\$2,600.00	1	EA	\$2,600.00	0	EA	\$0.00	0.00	EA	\$0.00
24	0	SUBDRAIN, TYPE 3, PERFORATED HDPE, 6 IN.	\$11.20	2285	LF	\$25,580.00	0	LF	\$0.00	0.00	LF	\$0.00
25	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$18.00	75	LF	\$1,350.00	0	LF	\$0.00	0.00	LF	\$0.00
26	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$850.00	9	EA	\$7,650.00	0	EA	\$0.00	0.00	EA	\$0.00
27	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$350.00	9	EA	\$3,150.00	0	EA	\$0.00	0.00	EA	\$0.00
28	0	CONNECTION TO SUBDRAIN PIPE	\$350.00	5	EA	\$1,750.00	0	EA	\$0.00	0.00	EA	\$0.00
29	0	SPOT REPAIRS BY PIPE REPLACEMENT, 10", SDR 26	\$530.00	20	LF	\$10,600.00	0	LF	\$0.00	0.00	LF	\$0.00
30	0	8" C900 DR16 PVC PIPE WITH TRACER WIRE	\$67.00	734	LF	\$49,178.00	0	LF	\$0.00	0.00	LF	\$0.00
31	0	8" C900 DR16 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$77.00	84	LF	\$6,468.00	0	LF	\$0.00	0.00	LF	\$0.00
32	0	12" C900 PVC CASING PIPE	\$430.00	20	LF	\$8,600.00	0	LF	\$0.00	0.00	LF	\$0.00
33	0	FITTING, 6" BEND	\$600.00	8	EA	\$4,800.00	0	EA	\$0.00	0.00	EA	\$0.00
34	0	FITTING, 6" BEND	\$650.00	1	EA	\$650.00	0	EA	\$0.00	0.00	EA	\$0.00
35	0	FITTING, 8" X 6" REDUCER	\$600.00	1	EA	\$600.00	0	EA	\$0.00	0.00	EA	\$0.00
36	0	FITTING, 6" SOLID SLEEVE	\$600.00	2	EA	\$1,200.00	0	EA	\$0.00	0.00	EA	\$0.00
37	0	FITTING, 8" SOLID SLEEVE	\$655.00	2	EA	\$1,310.00	0	EA	\$0.00	0.00	EA	\$0.00
38	0	FITTING, 6" X 6" TEE	\$900.00	2	EA	\$1,800.00	0	EA	\$0.00	0.00	EA	\$0.00
39	0	FITTING, 8" X 6" TEE	\$950.00	2	EA	\$1,900.00	0	EA	\$0.00	0.00	EA	\$0.00
40	0	FITTING, 8" X 8" TEE	\$1,000.00	1	EA	\$1,000.00	0	EA	\$0.00	0.00	EA	\$0.00
41	0	FITTING, 6" CAP/PLUG	\$750.00	4	EA	\$3,000.00	0	EA	\$0.00	0.00	EA	\$0.00
42	0	FITTING, 6" CAP/PLUG WITH MIN. 2' BLOWOFF	\$2,500.00	3	EA	\$7,500.00	0	EA	\$0.00	0.00	EA	\$0.00
43	0	FITTING, 8" CAP/PLUG	\$800.00	2	EA	\$1,600.00	0	EA	\$0.00	0.00	EA	\$0.00
44	0	6" VALVE	\$2,000.00	3	EA	\$6,000.00	0	EA	\$0.00	0.00	EA	\$0.00

Partial Pay Estimate No.:

1

City of Windsor Heights
 College Drive Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13-118668
 WORK COMPLETED THROUGH DATE MAY 6, 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
						0			
45	0	8" VALVE	\$2,500.00	2 EA	\$5,000.00	0 EA	\$0.00	0.00 EA	\$0.00
46	0	HYDRANT ASSEMBLY	\$5,700.00	4 EA	\$22,800.00	0 EA	\$0.00	0.00 EA	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$2,000.00	1 EA	\$2,000.00	0 EA	\$0.00	0.00 EA	\$0.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,200.00	9 EA	\$28,800.00	0 EA	\$0.00	0.00 EA	\$0.00
49	0	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	\$1,800.00	1 EA	\$1,800.00	0 EA	\$0.00	0.00 EA	\$0.00
50	0	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	\$10,500.00	5 EA	\$52,500.00	0 EA	\$0.00	0.00 EA	\$0.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,000.00	6 EA	\$48,000.00	0 EA	\$0.00	0.00 EA	\$0.00
52	0	RELOCATE WATER SERVICE STOP BOX	\$2,000.00	1 EA	\$2,000.00	0 EA	\$0.00	0.00 EA	\$0.00
53	0	NEW STOP BOX HOUSING	\$450.00	9 EA	\$4,050.00	0 EA	\$0.00	0.00 EA	\$0.00
54	0	NEW STOP BOX ROOF	\$450.00	9 EA	\$4,050.00	0 EA	\$0.00	0.00 EA	\$0.00
55	0	CHECK DEPTH OF WATER SERVICE	\$450.00	1 EA	\$450.00	0 EA	\$0.00	0.00 EA	\$0.00
56	0	RELOCATION OF WATER SERVICE	\$3,500.00	1 EA	\$3,500.00	0 EA	\$0.00	0.00 EA	\$0.00
57	0	LOWER WATER SERVICE	\$3,000.00	1 EA	\$3,000.00	0 EA	\$0.00	0.00 EA	\$0.00
58	0	LOWER WATER SERVICE WITH COPPER	\$3,000.00	1 EA	\$3,000.00	0 EA	\$0.00	0.00 EA	\$0.00
59	0	POLYSTYRENE INSULATION, 2 IN.	\$1.80	50 SF	\$190.00	0 SF	\$0.00	0.00 SF	\$0.00
60	0	VALVE BOX EXTENSION	\$550.00	16 EA	\$8,800.00	0 EA	\$0.00	0.00 EA	\$0.00
61	0	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	\$9,500.00	1 EA	\$9,500.00	0 EA	\$0.00	1.00 EA	\$9,500.00
62	0	SANITARY MANHOLE, SW-301, 48 IN. (>10 FT DEEP)	\$15,800.00	1 EA	\$15,800.00	0 EA	\$0.00	0.00 EA	\$0.00
63	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$9,800.00	1 EA	\$9,800.00	0 EA	\$0.00	0.00 EA	\$0.00
64	0	STORM MANHOLE, SW-401, 96 IN. DIA.	\$20,000.00	2 EA	\$40,000.00	0 EA	\$0.00	0.00 EA	\$0.00
65	0	INTAKE, SW-501	\$3,700.00	7 EA	\$25,900.00	0 EA	\$0.00	0.00 EA	\$0.00
66	0	INTAKE, SW-505	\$5,200.00	6 EA	\$31,200.00	0 EA	\$0.00	0.00 EA	\$0.00
67	0	INTAKE, SW-506	\$9,800.00	2 EA	\$19,600.00	0 EA	\$0.00	0.00 EA	\$0.00
68	0	INTAKE, SW-507	\$7,000.00	2 EA	\$14,000.00	0 EA	\$0.00	0.00 EA	\$0.00
69	0	INTAKE, SW-509	\$7,200.00	1 EA	\$7,200.00	0 EA	\$0.00	0.00 EA	\$0.00
70	0	INTAKE, SW-541	\$6,000.00	1 EA	\$6,000.00	0 EA	\$0.00	0.00 EA	\$0.00
71	0	MANHOLE ADJUSTMENT, MINOR	\$2,800.00	8 EA	\$22,400.00	0 EA	\$0.00	0.00 EA	\$0.00
72	0	CONNECTION TO EXISTING MANHOLE	\$7,500.00	1 EA	\$7,500.00	0 EA	\$0.00	0.00 EA	\$0.00
73	0	REMOVE MANHOLE	\$1,300.00	2 EA	\$2,600.00	0 EA	\$0.00	1.00 EA	\$1,300.00
74	0	REMOVE INTAKE	\$850.00	5 EA	\$4,250.00	0 EA	\$0.00	0.00 EA	\$0.00
75	0	REMOVAL OF SIDEWALK	\$14.00	941 SY	\$13,174.00	0 SY	\$0.00	231.00 SY	\$3,234.00
76	0	REMOVAL OF DRIVEWAY	\$12.50	900 SY	\$11,250.00	0 SY	\$0.00	232.00 SY	\$2,900.00
77	0	SIDEWALK, PCC, 4 IN.	\$40.00	1162 SY	\$46,480.00	0 SY	\$0.00	0.00 SY	\$0.00
78	0	SIDEWALK, PCC, 6 IN.	\$60.00	94 SY	\$5,640.00	0 SY	\$0.00	0.00 SY	\$0.00
79	0	DETECTABLE WARNING	\$42.00	216 SF	\$9,072.00	0 SF	\$0.00	0.00 SF	\$0.00
80	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	895 SY	\$44,750.00	0 SY	\$0.00	0.00 SY	\$0.00
81	0	PAVEMENT REMOVAL	\$9.50	7905 SY	\$75,097.50	0 SY	\$0.00	1,826.00 SY	\$17,347.00
82	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$325.00	8 STA	\$2,600.00	0 STA	\$0.00	0.00 STA	\$0.00
83	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$1,300.00	5 STA	\$6,500.00	0 STA	\$0.00	0.00 STA	\$0.00
84	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 LF	\$15,000.00	0 LF	\$0.00	0.60 LF	\$9,000.00
85	0	SALVAGE AND REINSTALL SIGN	\$250.00	14 EA	\$3,500.00	0 EA	\$0.00	0.00 EA	\$0.00
86	0	TYPE A SIGN, SHEET ALUMINUM	\$150.00	4 EA	\$600.00	0 EA	\$0.00	0.00 EA	\$0.00
87	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	11 AC	\$8,800.00	0 AC	\$0.00	0.00 AC	\$0.00
88	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0 MGAL	\$0.00	0.00 MGAL	\$0.00
89	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	0 LS	\$0.00	1.00 LS	\$1,250.00
90	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0 LS	\$0.00	0.00 LS	\$0.00
91	0	FILTER SOCK, 9 IN.	\$3.00	6250 LF	\$18,750.00	0 LF	\$0.00	0.00 LF	\$0.00
92	0	TEMPORARY RECP, 3A	\$5.00	100 SY	\$500.00	0 SY	\$0.00	0.00 SY	\$0.00
93	0	RIP RAP, CLASS 'E' REVETMENT	\$72.00	65 TON	\$4,680.00	0 TON	\$0.00	0.00 TON	\$0.00

Partial Pay Estimate No.:

City of Windsor Heights
 College Drive Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13.118668
 WORK COMPLETED THROUGH DATE MAY 6, 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
94	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.1 AC	\$1,650.00	0 AC	\$0.00	0.00 AC	\$0.00
95	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	21 EA	\$4,200.00	0 EA	\$0.00	4.00 EA	\$800.00
96	0	REMOVAL OF FENCE	\$40.00	10 LF	\$400.00	0 LF	\$0.00	4.00 LF	\$160.00
97	0	MOBILIZATION	\$128,000.00	1 LS	\$128,000.00	0 LS	\$0.00	0.15 LS	\$12,000.00
98	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0 LS	\$0.00	0.05 LS	\$300.00
99	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0 LS	\$0.00	0.05 LS	\$300.00
100	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0 LS	\$0.00	0.10 LS	\$1,500.00
101	0	CURBIDE MAILBOX	\$418.90	15 EA	\$6,283.50	0 EA	\$0.00	0.00 EA	\$0.00
102	0	TREE TRUNK PROTECTION	\$450.00	3 EA	\$1,350.00	0 EA	\$0.00	0.00 EA	\$0.00
103	0	TREE PROTECTION FENCE	\$4.50	300 LF	\$1,350.00	0 LF	\$0.00	50.00 LF	\$225.00
104	0	FOUNDATION ROCK	\$63.00	50 TON	\$3,150.00	0 TON	\$0.00	0.00 TON	\$0.00
105	0	MANUFACTURED SAND	\$54.00	50 TON	\$2,700.00	0 TON	\$0.00	0.00 TON	\$0.00
A-1	0	PAVEMENT, PCC, 7 IN	\$54.50	8295 SY	\$452,077.50	0 SY	\$0.00	0.00 SY	\$0.00
A-2	0	CONCRETE WASHOUT	\$3,500.00	1 LS	\$3,500.00	0 LS	\$0.00	0.00 LS	\$0.00
CO 001	0	CHANGE ORDER 001	\$14,380.70	1 LS	\$14,380.70	0 LS	\$0.00	0.10 LS	\$1,438.07
TOTAL AMOUNT:					\$1,969,869.00		\$0.00		\$109,340.87



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 1 for 69th Street in the Amount of
\$138,984.53

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 Signed Pay App 1 69th Street

CONTRACTOR'S PAY REQUEST

City of Windsor Heights
2020 Street Improvements
Windsor Heights, IA
BMI PROJECT NO. A13.118668

DISTRIBUTION:
CONTRACTOR (1)
OWNER (1)
ENGINEER (1)
BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$2,634,369.85
TOTAL, COMPLETED WORK TO DATE	\$146,299.50
RETAINED PERCENTAGE (5%)	\$7,314.98
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$138,984.53
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	
PAY CONTRACTOR AS ESTIMATE NO. 1	\$138,984.53

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: Absolute Concrete Construction
1000 West 6th Avenue
Slater, IA 50244

By Eli Hartog Eli Hartog PM
Name Title

Date 05-11-20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By Justin Egan, PROJECT ENGINEER

Date 5/11/2020

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.:

City of Windsor Heights

2020 Street Improvements

Windsor Heights, IA

BNI PROJECT NO. A13-11966R

WORK COMPLETED THROUGH DATE MAY 6, 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	TOPSOIL ON-SITE	\$10.25	1131	CY	\$11,592.75	0	CY	\$0.00	0.00	CY	\$0.00
2	0	EXCAVATION, CLASS 10	\$3.80	734	CY	\$2,804.40	0	CY	\$0.00	0.00	CY	\$0.00
3	0	EXCAVATION, CLASS 10 (BORROW)	\$34.75	166	CY	\$5,942.50	0	CY	\$0.00	0.00	CY	\$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9879	SY	\$29,637.00	0	SY	\$0.00	0.00	SY	\$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4940	SY	\$11,115.00	0	SY	\$0.00	0.00	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9879	SY	\$88,911.00	0	SY	\$0.00	0.00	SY	\$0.00
7	0	SURFACE AGGREGATE	\$47.50	200	TON	\$9,500.00	0	TON	\$0.00	0.00	TON	\$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$60.00	400	CY	\$24,000.00	0	CY	\$0.00	0.00	CY	\$0.00
9	0	SANITARY SEWER SERVICE RELOCATION	\$3,392.00	10	EA	\$63,056.00	0	EA	\$0.00	0.00	EA	\$0.00
10	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$3,858.00	1	EA	\$3,858.00	0	EA	\$0.00	0.00	EA	\$0.00
11	0	CONNECTION TO EXISTING SANITARY SEWER	\$721.00	15	EA	\$10,815.00	0	EA	\$0.00	0.00	EA	\$0.00
12	0	STORM SEWER, TRENCHED, RCP, 12 IN.	\$114.00	664	LF	\$75,696.00	0	LF	\$0.00	0.00	LF	\$0.00
13	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$139.00	649	LF	\$90,211.00	0	LF	\$0.00	0.00	LF	\$0.00
14	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$110.00	148	LF	\$16,280.00	0	LF	\$0.00	0.00	LF	\$0.00
15	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$187.00	72	LF	\$13,464.00	0	LF	\$0.00	0.00	LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 36 IN.	\$224.00	539	LF	\$120,736.00	0	LF	\$0.00	0.00	LF	\$0.00
17	0	STORM SEWER, TRENCHED, RCP, 42" X 26" ARCH	\$822.00	61	LF	\$50,142.00	0	LF	\$0.00	0.00	LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	\$333.00	45	LF	\$14,985.00	0	LF	\$0.00	0.00	LF	\$0.00
19	0	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	\$418.00	49	LF	\$20,482.00	0	LF	\$0.00	0.00	LF	\$0.00
20	0	REMOVAL OF STORM SEWER	\$23.00	370	LF	\$8,510.00	0	LF	\$0.00	0.00	LF	\$0.00
21	0	TELEVISION EXISTING STORM SEWER	\$5.00	2200	LF	\$11,000.00	0	LF	\$0.00	1,681.50	LF	\$8,407.50
22	0	SUBDRAIN, TYPE 1, PERFORATED HOPE, 6 IN.	\$17.00	3561	LF	\$60,537.00	0	LF	\$0.00	0.00	LF	\$0.00
23	0	SUBDRAIN CLEANOUT, TYPE A-3, 6 IN.	\$699.00	13	EA	\$9,087.00	0	EA	\$0.00	0.00	EA	\$0.00
24	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$777.00	13	EA	\$10,101.00	0	EA	\$0.00	0.00	EA	\$0.00
25	0	CONNECTION TO SUBDRAIN PIPE	\$319.00	5	EA	\$1,595.00	0	EA	\$0.00	0.00	EA	\$0.00
26	0	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	\$642.00	48	LF	\$30,816.00	0	LF	\$0.00	0.00	LF	\$0.00
27	0	6" CL 52 DIP PIPE WITH TRACER WIRE	\$149.00	10	LF	\$1,490.00	0	LF	\$0.00	0.00	LF	\$0.00
28	0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$70.00	376	LF	\$26,320.00	0	LF	\$0.00	0.00	LF	\$0.00
29	0	8" CL 52 DIP RESTRAINED JOINT PIPE WITH TRACER WIRE	\$117.00	84	LF	\$9,828.00	0	LF	\$0.00	67.00	LF	\$7,839.00
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$57.00	1120	LF	\$63,840.00	0	LF	\$0.00	231.00	LF	\$13,167.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$75.00	240	LF	\$18,000.00	0	LF	\$0.00	67.00	LF	\$5,025.00
32	0	12" C900 PVC CASING PIPE	\$119.00	20	LF	\$2,380.00	0	LF	\$0.00	0.00	LF	\$0.00
33	0	FITTING, 8" BEND	\$724.00	6	EA	\$4,344.00	0	EA	\$0.00	6.00	EA	\$4,344.00
34	0	FITTING, 8" X 6" REDUCER	\$492.00	1	EA	\$492.00	0	EA	\$0.00	0.00	EA	\$0.00
35	0	FITTING, 6" SOLID SLEEVE	\$829.00	1	EA	\$829.00	0	EA	\$0.00	0.00	EA	\$0.00
36	0	FITTING, 8" SOLID SLEEVE	\$889.00	2	EA	\$1,778.00	0	EA	\$0.00	1.00	EA	\$889.00
37	0	FITTING, 8" X 8" TEE (STA 9+95)	\$1,611.00	1	EA	\$1,611.00	0	EA	\$0.00	0.00	EA	\$0.00
38	0	FITTING, 4" CAP/PLUG	\$517.00	4	EA	\$2,068.00	0	EA	\$0.00	0.00	EA	\$0.00
39	0	FITTING, 4" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,065.00	3	EA	\$6,195.00	0	EA	\$0.00	0.00	EA	\$0.00
40	0	FITTING, 8" CAP/PLUG	\$896.00	2	EA	\$1,792.00	0	EA	\$0.00	0.00	EA	\$0.00
41	0	8" VALVE	\$2,145.00	3	EA	\$6,435.00	0	EA	\$0.00	1.00	EA	\$2,145.00
42	0	HYDRANT ASSEMBLY	\$5,216.00	5	EA	\$26,180.00	0	EA	\$0.00	2.00	EA	\$10,432.00
43	0	HYDRANT ASSEMBLY WITH EXTRA BENDS	\$8,424.00	1	EA	\$8,424.00	0	EA	\$0.00	0.00	EA	\$0.00
44	0	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8x8)	\$8,208.00	1	EA	\$8,208.00	0	EA	\$0.00	1.00	EA	\$8,208.00

Partial Pay Estimate No.:

1

City of Windsor Heights
 2820 Street Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13.118668
 WORK COMPLETED THROUGH DATE MAY 6 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BUD		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	PREPARE TEE AT SCHOOL ST & 69TH ST	\$3,863.00	1 EA	\$3,863.00	0 EA	\$0.00	0.00 EA	\$0.00
46	0	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	\$40.00	37 LF	\$1,480.00	0 LF	\$0.00	0.00 LF	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$1,053.00	22 EA	\$23,366.00	0 EA	\$0.00	0.00 EA	\$0.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,248.00	29 EA	\$94,134.00	0 EA	\$0.00	0.00 EA	\$0.00
49	0	CATHODIC PROTECTION TEST STATION	\$3,518.00	1 EA	\$3,518.00	0 EA	\$0.00	0.00 EA	\$0.00
50	0	MAGNESIUM ANODE, 32-POUND	\$891.00	6 EA	\$5,346.00	0 EA	\$0.00	0.00 EA	\$0.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,861.00	4 EA	\$27,444.00	0 EA	\$0.00	0.00 EA	\$0.00
52	0	NEW STOP BOX HOUSING	\$599.00	8 EA	\$4,792.00	0 EA	\$0.00	0.00 EA	\$0.00
53	0	NEW STOP BOX RSD	\$419.00	8 EA	\$3,352.00	0 EA	\$0.00	0.00 EA	\$0.00
54	0	CHECK DEPTH OF WATER SERVICE	\$671.00	1 EA	\$671.00	0 EA	\$0.00	0.00 EA	\$0.00
55	0	RELOCATION OF WATER SERVICE	\$2,683.00	9 EA	\$24,147.00	0 EA	\$0.00	0.00 EA	\$0.00
56	0	POLYSTYRENE INSULATION, 2 IN.	\$9.00	200 SF	\$1,800.00	0 SF	\$0.00	0.00 SF	\$0.00
57	0	VALVE BOX EXTENSION	\$417.00	4 EA	\$1,668.00	0 EA	\$0.00	0.00 EA	\$0.00
58	0	SANITARY MANHOLE, SW-301, 48 IN.	\$20,369.00	1 EA	\$20,369.00	0 EA	\$0.00	0.00 EA	\$0.00
59	0	STORM MANHOLE, SW-401, 48 IN. DIA.	\$15,850.00	1 EA	\$15,850.00	0 EA	\$0.00	0.00 EA	\$0.00
60	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$8,757.00	3 EA	\$26,271.00	0 EA	\$0.00	0.00 EA	\$0.00
61	0	STORM MANHOLE, SW-401, 84 IN. DIA.	\$15,858.00	1 EA	\$15,858.00	0 EA	\$0.00	0.00 EA	\$0.00
62	0	STORM MANHOLE, SW-406, MODIFIED	\$15,238.00	1 EA	\$15,238.00	0 EA	\$0.00	0.00 EA	\$0.00
63	0	INTAKE, SW-501	\$3,724.00	3 EA	\$11,172.00	0 EA	\$0.00	0.00 EA	\$0.00
64	0	INTAKE, SW-503	\$9,161.00	2 EA	\$18,322.00	0 EA	\$0.00	0.00 EA	\$0.00
65	0	INTAKE, SW-504 MODIFIED	\$9,481.00	4 EA	\$37,804.00	0 EA	\$0.00	0.00 EA	\$0.00
66	0	INTAKE, SW-505	\$6,478.00	10 EA	\$64,780.00	0 EA	\$0.00	0.00 EA	\$0.00
67	0	INTAKE, SW-506	\$11,344.00	3 EA	\$34,032.00	0 EA	\$0.00	0.00 EA	\$0.00
68	0	INTAKE, SW-545	\$39,880.00	2 EA	\$79,760.00	0 EA	\$0.00	0.00 EA	\$0.00
69	0	DROP CONNECTION	\$5,168.00	1 EA	\$5,168.00	0 EA	\$0.00	0.00 EA	\$0.00
70	0	MANHOLE ADJUSTMENT, MINOR	\$4,148.00	11 EA	\$45,628.00	0 EA	\$0.00	0.00 EA	\$0.00
71	0	CONNECTION TO EXISTING MANHOLE	\$10,158.00	3 EA	\$30,474.00	0 EA	\$0.00	0.00 EA	\$0.00
72	0	REMOVE MANHOLE	\$1,442.00	5 EA	\$7,210.00	0 EA	\$0.00	0.00 EA	\$0.00
73	0	REMOVE INTAKE	\$1,414.00	14 EA	\$19,796.00	0 EA	\$0.00	0.00 EA	\$0.00
74	0	REMOVAL OF SIDEWALK	\$13.50	602 SY	\$8,127.00	0 SY	\$0.00	118.00 SY	\$1,586.00
75	0	REMOVAL OF DRIVEWAY	\$12.50	1580 SY	\$19,750.00	0 SY	\$0.00	178.00 SY	\$2,225.00
76	0	SIDEWALK, PCC, 4 IN.	\$40.00	615 SY	\$24,600.00	0 SY	\$0.00	0.00 SY	\$0.00
77	0	SIDEWALK, PCC, 6 IN.	\$60.00	31 SY	\$1,860.00	0 SY	\$0.00	0.00 SY	\$0.00
78	0	DETECTABLE WAARNING	\$40.00	48 SF	\$1,920.00	0 SF	\$0.00	0.00 SF	\$0.00
79	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	1805 SY	\$90,250.00	0 SY	\$0.00	0.00 SY	\$0.00
80	0	PAVEMENT REMOVAL	\$9.50	8859 SY	\$79,410.50	0 SY	\$0.00	1,155.00 SY	\$10,972.50
81	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 EA	\$15,000.00	0 EA	\$0.00	0.80 EA	\$9,000.00
82	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.5 AC	\$12,000.00	0 AC	\$0.00	0.00 AC	\$0.00
83	0	WATERING	\$40.00	0.4 MGAL	\$16.00	0 MGAL	\$0.00	0.00 MGAL	\$0.00
84	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	0 LS	\$0.00	1.00 LS	\$1,250.00
85	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0 LS	\$0.00	0.00 LS	\$0.00
86	0	FILTER SOCK, 9 IN.	\$3.00	7150 LF	\$21,450.00	0 LF	\$0.00	0.00 LF	\$0.00
87	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.5 AC	\$2,250.00	0 AC	\$0.00	0.00 AC	\$0.00
88	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$100.00	41 EA	\$4,100.00	0 EA	\$0.00	5.00 EA	\$1,000.00
89	0	MOBILIZATION	\$230,000.00	1 LS	\$230,000.00	0 LS	\$0.00	0.23 LS	\$57,500.00
90	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0 LS	\$0.00	0.05 LS	\$300.00
91	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0 LS	\$0.00	0.05 LS	\$300.00
92	0	RESIDENT COURTESY-CART	\$15,000.00	1 LS	\$15,000.00	0 LS	\$0.00	0.10 LS	\$1,500.00
93	0	CURBIDE MAILBOX	\$419.80	24 EA	\$10,075.20	0 EA	\$0.00	0.00 EA	\$0.00

Partial Pay Estimate No.:

1

City of Windsor Heights
 2020 Street Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13.11B66B
 WORK COMPLETED THROUGH DATE MAY 6, 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
94	0	TREE PROTECTION FENCE	54.50	500 LF	\$2,250.00	0 LF	\$0.00	42.00 LF	\$189.00
95	0	LANDSCAPE TIMBERS	\$41.25	70 SF	\$2,887.50	0 SF	\$0.00	0.00 SF	\$0.00
96	0	FOUNDATION ROCK	\$75.00	50 TON	\$3,750.00	0 TON	\$0.00	0.00 TON	\$0.00
97	0	MANUFACTURED SAND	\$60.00	100 TON	\$6,000.00	0 TON	\$0.00	0.00 TON	\$0.00
98	0	PAVEMENT, PCC, 7 IN.	\$54.50	8732 SY	\$475,894.00	0 SY	\$0.00	0.00 SY	\$0.00
99	0	CONCRETE WASHOUT	\$4,000.00	1 LS	\$4,000.00	0 LS	\$0.00	0.00 LS	\$0.00
TOTAL AMOUNT:					52,634,369.85		50.00		\$146,299.50



STAFF REPORT
CITY COUNCIL
May 18, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Interim Administrator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL
May 18, 2020**

TO: CITY COUNCIL
FROM: Chad McCluskey
SUBJECT: Public Safety Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 April PS Monthly Report



Windsor Heights Public Safety

POLICE ♦ FIRE ♦ EMS

Monthly Report



To: Interim City Administrator Mark Arentsen

From: Public Safety Director Chad McCluskey

Date: May 7, 2020

RE: April, 2020 Public Safety Monthly Report

MAJOR WORK AREAS:

- Based on recent citizen concerns surrounding speeding on 70th, officers will add this area to their focus areas for May in an attempt to slow drivers down. The new portable radar sign will also be deployed in the area of 70th and Washington to help educate drivers and remind them of their speeds.
- Officers have been made aware of some graffiti along the bike trail near College, which consists of spray paint on concrete structures. Officers will spend extra time watching this area to curb any further vandalism.
- Officers will focus traffic enforcement on stop sign / stop light violations during the month of May. Frequently, accidents are caused by those who fail to obey traffic control devices.
- Officers will increase patrols in the area of 68th and Timmons in response to citizen complaints about driving behavior from traffic turning on Timmons from 68th.
- Officers will also increase patrols in the 1900 block of 78th street in response to citizen concerns about driving behavior. The new portable radar sign will also be deployed in this area to help reduce the issues.
- Support Services will continue to monitor the fleet procurement process and update vendors as appropriate for scheduling services. Delivery of our patrol vehicle ordered earlier in the year has been delayed due to the Covid-19 virus.
- Investigators are doing post arrest investigation on an individual who attempted to elude officers after performing a retail theft from a business. This case has been linked to another jurisdiction's case in which multiple items were stolen over the course of a month.
- Investigators will attempt to identify the individual(s) who stole a victim's wallet out of her purse while she was shopping at a local merchant. The individual(s) in this case subsequently stole the victim's identity and immediately proceeded to make purchases under false pretenses.

- Windsor Heights Fire Department crews will continue to assist with drive by appearances for birthdays as requests come in from residents. We have found this is a great way to help brighten the day for local youth who are experiencing challenges with celebrating, and it is good community involvement for our teams!
- Monthly EMS training for May has been postponed and a decision about monthly Fire training will be made based upon restrictions either lifted or extended by Governor Reynolds on May 15th, when the current restrictions expire. While our crews are missing normal training regiments, they do have online training opportunities and outside online training options have been shared widely. So far, we are very fortunate all of our crews have remained healthy and we want to continue that success, even if it means postponing training or other events for the near future.
- As the weather continues to become nicer, Fire Department crews will repaint the apparatus bay doors and trim surrounding the doors as part of a normal building maintenance routine.

ACCOMPLISHMENTS:

- During the month of April, officers limited self-initiated activity in order to be mindful of social distancing in effort to keep our team and the public safe from Covid-19. Throughout the month, officers increased residential and business patrols while answering calls for service.
- Officers Johnson and Palmer put together use of force training videos touching on handcuffing and handgun training for officers to watch and then practice as we were unable to meet together for training during the month.
- Officer Davison stopped at a stop sign on 65th Street at University Avenue when his patrol vehicle was bumped by a vehicle behind him causing no damage. When Officer Davison spoke with the driver, Davison noticed signs of alcohol impairment and conducted field sobriety testing. The driver failed testing showing a blood alcohol content of .109. The driver was processed and charged with OWI 1st and released to a sober party.
- Officer Irlbeck stopped a vehicle traveling 57 mph in a 30 mph zone on 63rd Street. The driver showed signs of alcohol impairment and failed field sobriety tests. The driver was arrested and completed a breath alcohol test with a breath alcohol content of .144. The driver was cited for OWI 3rd and released to a sober party.
- Officer Bowers was dispatched to a department store on a domestic abuse call where a male had been observed hitting a female and dragging her from a car. Officers found the female victim who was bloody and cut. The male suspect was located, arrested and taken to Polk County Jail on the charge of Domestic Abuse.



- Officer Irlbeck was dispatched to a convenience store for a male who was unresponsive. Medics revived the male and took him to the hospital. Officer Irlbeck investigated and learned that the driver was in possession of multiple Xanax bars that were not prescribed to him. The driver was charged with Possession of Controlled Substance 3rd Offense, Failure to Affix Drug Tax stamp and Driving While Suspended.
- At midnight on April 21, 2020, the automated traffic enforcement program was suspended and the ATE cameras were turned off. The physical hardware is still in place, as the vendor is responsible for removal of the equipment per the contract. The City will maintain control of the digital speed display signs, which will be mounted in the community. Chief McCluskey has also sourced a portable radar sign to be deployed throughout the City to address traffic concerns.
- Investigators processed a recovered stolen motor vehicle-crime scene for evidence of the individual(s) in that crime. The victim has received their property back and is refusing to cooperate with the investigation. At this time, there is no further investigation.
- Investigators reviewed and continued casework regarding a forgery case. Investigators attempted to determine the identity of the parties involved after obtaining video surveillance images. These images were distributed among social media platforms with no success. The victim has since made appropriate identity-theft protection steps, and the stolen merchandise has been deactivated.
- Support Services updated all mobile data terminals to a new operating system, disabling unsupported hardware and enabling externally supported hardware. The current infrastructure age of these computer devices is greater than seven years.
- Support Services is monitoring the fleet procurement process and has updated vendors of the delays in the possession of the 2020 Fleet Durango. The department received information the January order is scheduled for build in June of 2020. The department hopes to receive the vehicle within 30 days thereafter and have it outfitted for use 60 days thereafter.
- Detective Nissen continued post-arrest investigation on case 20-0094/74. This casework substantiated additional criminal charges to include two class B felonies for attempted-murder. Detective Nissen also authored and executed additional search warrants in preparation for the upcoming trial.
- Detective Nissen closed a forgery and theft case. Investigative casework identified associative criminal activity in more than one state. This case was forwarded to the US Postal Inspector for consideration and follow up.
- Detective Nissen investigated a retail theft case and identified the subjects. Warrants for the individuals' arrests and summons to court were issued for theft and criminal trespass.

- Windsor Heights Fire Department calls for service were down significantly for March over last year; however, we saw an increase in calls for April over last year. In March of 2020, we had an overall reduction of 23% in calls for service; a reduction of 35% in fire related calls; and a reduction of 18% in EMS related calls over March of 2019. In April of 2020, we saw an increase of 6% in total call volume, with a 60% decrease in fire related calls over 2019; but a 54% increase in EMS related calls over March of 2019.
- On Thursday, April 23, 2020 at approximately 8:00 pm, the Windsor Heights Fire Department was dispatched to Kum & Go, located at 73rd and University, for an unconscious 19-year-old male. Dispatch advised the male was in cardiac arrest in the middle of the parking lot as units were responding. Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Swauger arrived on scene and found the patient on the ground with an acquaintance of the patient doing chest compressions. When EMS crews took over, they found the patient had a pulse but was not breathing. Crews suspected the patient ingested several opioid medications and Narcan was administered to the patient. The patient slowly began to breathe on his own and slowly became more alert and aware of his surroundings. The patient was taken to the hospital for further treatment and observation.
- On Sunday, April 26, 2020 Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Eslick responded to a motor vehicle crash on the 63rd Street bridge over Interstate 235. Crews found a Toyota on the center median with moderate front-end damage. The driver was walking around and did not complain of any injuries. Witnesses stated the driver had come off the interstate at a high rate of speed and was unable to make the turn onto 63rd Street, striking the wall of the bridge coming to a rest in the center median. As crews were ready to clear the scene and go back in-service, a second crash happened in the northbound lanes of 63rd. A driver from the second crash was transported to the hospital.
- With the COVID-19 Pandemic, Windsor Heights Fire Department is doing our part by trying to socially distance as much as possible. All residential/commercial inspections remain on hold, all training has been postponed, all public relations events are on hold, and smoke detector inspection/installations have been suspended. However, we have been doing birthday parades for the kiddos who are unable to have a normal birthday party. Hopefully seeing the fire trucks and ambulance with their lights and sirens on has helped brighten their birthday just a little bit.
- With the COVID-19 Pandemic, the Windsor Heights Firefighters Association (WHFFA) had to make the decision to postpone the annual Pancake Breakfast until August 29th, with hopes things will be somewhat back to normal. The WHFFA will still be doing door-to-door ticket sales for the pancake breakfast around the first week of August. These are trying and difficult times for all of us, but considering the health and safety of the public and our firefighters, we decided it would be best to postpone the pancake breakfast.

- Windsor Heights Fire Department personnel have been working diligently to keep up with constantly changing protocols and guidelines for dealing with the Covid-19 pandemic. During the month of April, the Windsor Heights Fire Department team encountered two patients who were suspected of being impacted by Covid-19. Our crews are wearing full personal protective equipment on every call, regardless of the incident type, and with full PPE current guidance indicates contact with a Covid patient is not an exposure. The ambulance is being thoroughly decontaminated after the call as well to help keep our team safe and healthy!
- Paramedic/Firefighter Dumermuth, Firefighter/EMT Merseal, and Firefighter/EMT Swauger built a decontamination sprayer for use on our apparatus in an additional effort to keep our team healthy. The sprayer was born from an idea shared across many Metro departments and has proved to be very beneficial.
- Paramedic/Firefighter Dumermuth and Firefighter/EMT Merseal created a map showing current street construction related closures throughout the City. The map was shared with the entire public safety team, as well as with our emergency service partners in the connecting communities.
- Rental inspections were suspended throughout this entire month due to COVID-19. Seventeen properties are in need of inspection prior to the end of April. This number will rise to twenty by the end of May. Payment was made for four of the seventeen properties. No attempt has been made to contact the properties owners since the beginning of the pandemic. Once things start to return to normal, our teams will catch up on rental inspections.
- On April 7, 2020, Paramedic/Firefighter Dumermuth, Firefighter/EMT Merseal and Paramedic/Firefighter Dietch responded to a dog bite call. A resident was training a dog to bite in specific circumstances and the dog wound up biting the owner. The patient had a 6" laceration on her forearm with subcutaneous tissue exposed and the artery visible.
- On April 22, 2020, Paramedic/Firefighter Dumermuth, Firefighter/EMT Merseal and Firefighter/EMT Settles responded to a sick call. When crews arrived, the patient reported feeling weak and he was living in a group home with another individual who had reportedly tested positive for Covid-19. Crews donned full personal protective clothing and transported the patient to the hospital. Crews then cleaned and decontaminated the ambulance to prevent spread of the disease should the patient test positive.
- On April 28, 2020, Chief McCluskey, Paramedic/Firefighter Dumermuth, Firefighter/EMT Merseal, and Paramedic/Firefighter Lunde responded to a commercial fire alarm in the 7100 block of University. Crews found an issue with an electrical panel caused the situation and crews returned to service.
- Firefighter/EMT Merseal completed his last full month of classes in connection with completing his Bachelor's degree in April.
- Paramedic/Firefighter Nekola and EMT/Firefighter Swauger were dispatched to a traumatic injury during the month of April. Crews arrived to find the patient had penetrated their hand with a skewer. The patient was transported to the hospital.

Windsor Heights Public Safety
Statistical Comparison

	Jan 18	Jan 19	Jan 20	Feb 18	Feb 20	Feb 19	Mar 18	Mar 19	Mar 20	Apr 18	Apr 19	Apr 20	May 18	May 19	Jun 18	Jun 19	Jul 18	JUL 19	AUG 18	AUG 19	SEP 18	SEP 19	OCT 18	OCT 19	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY 19	Change CY18 to CY19	
PATROL																																
Calls for Service	721	804	724	625	613	804	737	1156	480	719	961		836	879	1050	838	1051	897	994	905	964	834	908	774	835	693	807	703	10247	10248	0.01%	
Incidents	143	108	127	81	102	107	112	128	52	104	117		117	138	164	104	128	144	127	122	119	111	100	138	90	116	99	98	1384	1431	3.40%	
Arrests	55	47	61	30	46	43	48	67	28	46	69		57	62	59	65	52	58	46	60	50	40	64	42	47	44	54	569	686	20.56%		
Total Number of Charges	117	68	90	53	106	62	100	120	70	81	110		121	107	122	80	80	91	89	93	86	77	69	103	56	66	78	66	1052	1043	-0.86%	
OWI Arrests	5	10	9	3	3	3	4	2	4	1	4		5	4	3	4	3	4	4	10	3	6	1	7	2	11	5	8	39	73	87.18%	
Criminal Complaints Filed	68	59	62	42	64	49	58	64	39	50	47		58	71	76	59	56	63	67	51	43	46	56	76	35	56	30	44	639	685	7.20%	
Felony Charges Filed	3	2	7	3	12	5	2	6	4	0	6		4	4	2	6	3	7	1	7	4	2	3	12	2	3	1	1	28	61	117.86%	
Field Interviews	2	1	0	3	0	1	0	1	0	2	0		2	1	0	0	0	2	2	2	0	0	0	1	0	0	0	1	13	10	-23.08%	
Supplemental Reports	22	37	45	35	42	32	36	41	28	30	47		28	39	44	31	23	41	36	51	26	38	29	42	15	50	31	36	565	485	36.62%	
Accidents	18	25	16	11	12	27	18	19	13	16	20		16	23	25	22	20	23	25	18	22	20	20	21	20	26	23	26	234	270	15.38%	
Citations Issued	148	113	132	134	109	125	131	198	71	131	195		178	143	166	165	171	136	122	136	153	99	128	191	114	131	150	130	1726	1762	2.09%	
Written Warning Citations Issued	56	54	37	77	29	69	99	134	13	62	122		80	72	84	97	111	73	72	80	84	52	85	20	72	46	76	56	958	875	-8.66%	
INVESTIGATIONS																																
Cases Assigned by Month	8	3	4	5	1	4	2	4	3	6	12		5	8	4	2	5	4	5	4	5	8	6	14	2	3	10	3	63	69	9.52%	
Cases Open	35	6	2	37	2	3	34	3	2	30	5		33	6	36	5	31	2	27	5	27	5	12	8	9	10	17	5	328	63	-80.79%	
Cases Active by Month	2	1	1	5	0	1	2	1	0	4	3		3	6	3	0	3	1	4	2	4	4	1	8	1	2	5	0	37	29	-21.62%	
Cases Inactive	3	2	2	0	3	2	4	2	10	5		1	4	2	3	0	3	3	3	3	6	9	4	1	4	1	6	37	47	27.03%		
Cases Cleared by Arrest	7	0	2	0	1	4	1	0	0	0	4		1	0	0	0	3	0	3	0	3	2	0	2	0	3	2	2	20	17	-15.00%	
Cases Cleared Exceptional Clearance	0	1	1	0	2	1	0	1	1	1	0		0	0	0	0	0	1	0	3	0	0	2	1	0	0	2	1	5	9	80.00%	
Cases Unfounded	0	1	1	0	0	0	0	0	0	0	0		0	0	0	0	0	2	0	1	0	0	2	0	0	0	0	0	2	4	100.00%	
ATE Program																																
7100 University																																
Vehicle Count	293338	269690	155999	266744	208041	251727	310188	293265	199605	314431	311720		341593	321018	352699	282977	333059	197909	336,568	208,498	341,614	174,861	323,385	213,449	301,476	187,419	306,763	228,798	3821858	2941331	-23.04%	
Citations Issued	749	581	56	506	56	417	739	635	99	941	622		983	667	1045	512	981	83	1057	103	501	83	994	106	759	82	791	65	10046	3956	-60.62%	
% of drivers Cited	0.26%	0.22%	0.04%	0.19%	0.03%	0.17%	0.24%	0.22%	0.05%	0.30%	0.20%		0.29%	0.21%	0.30%	0.18%	0.29%	0.04%	0.31%	0.05%	0.15%	0.05%	0.31%	0.05%	0.25%	0.04%	0.26%	0.03%	0.26%	0.13%		
6400 University																																
Vehicle Count	273621	297712	248215	270396	164771	274741	340226	308512	250288	326787	333029		365103	351163	356498	293475	363002	254920	360126	243,289	365,746	270,786	346,752	271,166	320,821	241,065	324,504	255,971	4013582	3395829	-15.39%	
Citations Issued	1811	1109	188	1618	231	994	1808	1509	319	1891	1570		1837	1487	1797	1000	2040	123	1731	140	649	145	1,572	138	1444	141	1134	184	19332	8540	-55.82%	
% of drivers Cited	0.66%	0.37%	0.08%	0.60%	0.14%	0.36%	0.53%	0.49%	0.13%	0.58%	0.47%		0.50%	0.42%	0.50%	0.34%	0.56%	0.05%	0.48%	0.06%	0.18%	0.05%	0.45%	0.05%	0.45%	0.06%	0.35%	0.07%	0.48%	0.25%		
FIRE DEPARTMENT STATISTICS																																
Total Calls for Service:	62	55	63	49	59	43	60	64	49	49	48	51	53	48	47	45	46	45	47	49	49	57	48	70	42	58	42	63	594	645	100.00%	
Unclassified Incidents	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0.00%	
Fire Incidents	2	0	2	4	2	1	3	2	2	5	5	1	2	5	1	0	2	0	1	2	3	1	3	3	2	5	0	2	28	26	4.03%	
Rescue and EMS Incidents	41	41	35	29	45	33	43	44	36	33	28	43	39	28	28	33	34	33	21	24	32	32	35	43	32	35	28	35	395	409	63.41%	
Hazarous Conditions - No Fire	5	2	2	1	1	2	0	1	0	1	3	0	3	3	0	2	1	2	1	3	0	3	3	3	0	3	2	18	29	4.50%		
Service Calls	2	4	11	6	6	3	7	8	3	2	6	5	4	6	9	4	4	4	15	10	3	14	4	9	5	6	8	11	69	85	13.18%	
Good Intent Calls	8	5	6	5	3	3	5	3	3	7	2	1	1	2	5	3	2	3	5	6	5	4	1	6	3	6	1	6	48	49	7.60%	
False Alarm / False Call Incidents	4	3	7	4	2	1	1	6	4	1	3	1	4	3	4	3	2	3	4	3	6	2	2	6	0	3	2	7	34	43	6.67%	
911 Citizen Complaints	0	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	1	0	0	1	0	1	0	0	0	0	0	0	1	4	0.62%	
Rental Inspections	17	19	48	13	14	4	11	17	3	8	10	0	8	14	5	28	5	14	2	6	2	5	14	5	4	7	16	6	105	135	28.57%	
Commercial Inspections	12	1	1	6	1	13	6	13	0	0	10	0	15	2	0	3	0	4	0	0	0	0	0	0	0	0	0	0	0	39	46	17.95%
Commercial Re-Inspections	6	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	-100.00%	
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	-100.00%	



**STAFF REPORT
CITY COUNCIL
May 18, 2020**

TO: CITY COUNCIL
FROM: Dalton Jacobus
SUBJECT: Public Works Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Public Works Staff Report - 18 May 2020

Public Works Staff Report for 18 May 2020 Council Meeting

Report covers 4/16/2020 – 5/15/2020

- I've been spending quite a bit of time on ROW application review and approval for fiber optic projects in town. There are some small cell 5G towers that will be installed this summer to provide better cell service to our residents. Part of the network that these towers will be connected into is also being upgraded so there have been quite a few permit applications to review.
- I worked through some accessibility concerns for some residents that live on the third phase of the College Drive project. There will be an increased cost in the bid item for gravel in order to install temporary construction driveways to the houses.
- There have been 5 applications for the stormwater BMP program this fall. Three of the projects are SQR's and two are rain barrels. The City's expenditure on this so far has been \$2,261.63. There is still over \$7,000 remaining for this program in FY20. There is \$10,000 budgeted for FY21.
- We replaced the broken bench at the intersection of Hickman and 63rd. The old bench rusted out and broke.
- I corresponded with the ICN about the agreement that was finalized at the second council meeting in April. They were glad to hear that the City had approved this so that there was a formal agreement in place.
- The last I heard, there were almost 170 responses from the public for the Park Plan survey. We are going to leave the survey open until early June so that we can reference it in the June e-Newsletter.
- I have had a few conversations with the City of West Des Moines and the City of Des Moines Parks and Recreation Departments as well as the Economic Development Committee about the Walnut Creek pedestrian trail crossing feasibility study. An elevated bridge structure is infeasible for this location because of space constraints, flood elevations, and cost. The most likely option for a crossing will be a box culvert that is designed to flood at a relatively high frequency. This will be an ongoing maintenance item for staff, but it's less than half the price of an elevated bridge. The feasibility study should be wrapped up near mid-July and presented to Council in August.
- I provided edits and review for the employee handbook. Most of my edits were clarifications on contradicting, inaccurate, or unclear employee policies.
- Hawkeye Paving will begin the PCC Patching project in mid-June. This project is expected to last for approximately one month.
- Public Works is returning to full staff on May 26th. We will continue to exercise caution and social distancing. I don't know what the specifics of our return to work at 100% will look like yet but will have a plan before everyone comes back.

- Residents affected by construction will still receive the annual junk pick up service. I sent a letter to everyone on the affected streets letting them know that we'd be in touch as the event got closer to give specific directions on how we are going to make this happen. My staff is going to work with the contractor to haul the garbage to the ends of the construction areas so that ASI can pick it up.
- The asphalt plants have started making hot mix again. Crews have been out at least two days every week hot patching. This will continue through the summer.
- Two large trees fell in the North Walnut Creek, just south of the Hickman Road bridge. We had to bring in a crane to pull them out of the creek. My staff hauled the limbs and debris off site in order to save money. In total, there were 14 loads of debris hauled out over the course of two days.
- I spent quite a bit of time working through the items discussed about flood concerns at the PW Shop and CEC at the 4 May council meeting. Elevation certificates will be completed by May 20th. I'll send those certificates over to our insurance adjuster to get a more accurate insurance estimate. This information will be brought to the Council for discussion at the June 1st Council meeting.
- I worked with the USACE, IDNR, and NRCS on some floodplain permitting questions related to the 2020 – North Walnut Creek Streambank Stabilization Project. We also had a bid opening for the project on 5/12. The contract award and bid approval are on the 5/18 council agenda.
- I have had some conversations with the City of West Des Moines about taking over operation and maintenance of our signals on 73rd St and University Ave that are not currently covered by a 28E. They are going to send some of their field staff out over the next few weeks to look into the logistics of this but are overall very interested in this endeavor. The council will need to approve any kind of agreement or 28E that is put together to make this happen.
- I ordered 280 tons of salt from Central Salt, out of Kansas, at the price of \$65.52/ton. This price was competitively bid with the other Des Moines Area communities to ensure that we got a good price. The salt will be delivered in August or September as trucks are available.
- Our second seasonal employee is starting the first week of June. Andy was seasonal for us last summer and did a great job. We are excited to have him back on the team for a few months.
- I'm working with MidAmerican and their contracted tree care provider to trim and/or remove some street trees in the 7000 block of Sunset Terrace.
- The irrigation systems in Colby Park, Lions Park and the 66th and University flower beds have been turned on and the backflow tests have been submitted to DMWW.
- There is a resident in town that is looking into selling a portion of his property to his neighbor. I have never dealt with anything like this before so it's been interesting. I've communicated what the City would need for that to happen and have not heard back. There would likely need to be action by the Council and P&Z if this is the route that he chooses to go. I will keep the council informed if this proceeds.
- I reviewed the traffic study for the 73rd Street corridor and provided comments to BMI. It will likely be sent to council in late June or July.

- I had a meeting with some folks from the Des Moines Street Collective and the Windsor Heights Foundation about installing a B Cycle station at Colby Park. This is the project that I wrote a letter of support for to the MPO. There is \$100,000 in funding from the DOT through the MPO for this project. There is also money programmed in the FY21 budget for this. I am hoping to incorporate this into the final parks plan if the council wants to move forward with it. The DSM Street Collective plans to have the amenity ready for use in the spring of 2021.
- We have been working with the volunteers at Keep Windsor Heights Beautiful to get the planters up at the Community Center and the flower bed near the circle drive ready for the 2020 season. They will be planting the large flower beds on 5/18.

Project Updates

- University Avenue
 - I have been in pretty regular contact with Bankers Trust, HyVee, Kum and Go, and Colby Interests about this project. Everything seems to be going well with our commercial property owners. They know to call me directly if they have any questions.
 - Main line paving was completed on Phase 1A on 5/13.
 - Radiuses, approaches, and other hand work should be completed before 5/20.
 - We've been working with telecom providers and MidAmerican energy to plan for utility conflicts and get resolutions scheduled to prevent delays in construction. So far, there have not been any major issues.
 - Phase 1A should be pretty much completed by the end of May. Phase 1B will likely begin the first week of June. I'll be sure to reach out to HyVee about entrance closures to make it as smooth as possible.
 - I've requested an updated schedule to reflect delays we've already seen.
- 2020 Streets Project (69th and Allison)
 - Allison Avenue
 - This street has been delayed until the first week of June at the earliest.
 - This project has a delivery date, so working days are not being counted against the contractor.
 - They hesitate to start on removals of pavement until they have a utility crew that is able to follow them in and get started on the pipe work.
 - 69th St:
 - All but one of the water services has been transferred over to the new water main in phase 1.
 - There are some issues that we've had to work around with tree removals and overhead electric lines with MidAmerican.
 - Phase 1 should be nearly completed in early June.
- College Drive Reconstruction
 - Coronavirus has delayed the manufacturing of a few of the storm manholes and box structures that are needed for the project. We can't set pipe until we have the structures and we can't start subgrade preparation and paving until the pipe is set. The structures were delivered on 5/13 and one of them has been set.
 - There are some residents in phase 3 that have mobility limitations. We will be sending a change order to council as we get closer to that phase to approve some temporary rock driveways for these residents.
 - There is a change order on the 5/18 council agenda for two large street tree removals and new tree plantings on this project. Both of the removals have been OK'd by the affected residents.

- 2020 PCC Patching Project:
 - We had the preconstruction meeting via Zoom on May 5th. The contractor will be mobilizing to Windsor Heights in the middle of June and expects the project to take a month to complete.
- 2020 North Walnut Creek Streambank Stabilization
 - 11 contractors pulled plans for this project but we only received one bid.
 - The bid came in right at the estimate. The bids and contract approval are on the 5/18 council agenda for consideration.
 - The NRCS has granted us a project extension until September 1st.
 - I've requested additional grant funding for the project because the bid came in higher than what they had estimated it at. Our bid was nearly 100% accurate, but they underestimated. I expect to receive an additional \$6,000 for this project.
 - The contractor has until early August to complete the project and submit pay applications. We need to have the project closed out by September 1st.

******Please let me know if you have questions about anything in this report and I can get you more information******



**STAFF REPORT
CITY COUNCIL**
May 18, 2020

TO: CITY COUNCIL
FROM: Whitney Tucker
SUBJECT: Communications/Recreation Coordinator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. May 2020 Staff Reports

Communications/Recreation 2019 Staff Report

4/14/20 – 5/15/20

Communications

- A main focus of mine over the past month has been getting CivicRec up and running. This is the software that will allow us to do Community Center rentals online. We will also be able to rent the ball field this way. We can collect payment for pet licenses and new yard waste stickers this way as well.
- Our social media presence mainly consists of COVID-19 messaging. This includes updates on City facility closure and event cancellations. I've created all graphics for these posts. I also share Polk County Health Department and Iowa Department of Health posts as needed. I answer questions that residents send through messages on Facebook or through comments.
- The May e-newsletter was released on Thursday, May 7th. This is released on the first Thursday of every month. It had an open rate of 48% with the industry average of 27%. This was sent to 838 people.
- We are up to 15 people who are receiving the print newsletter. Because the number is small, I am printing and mailing these from City Hall and will not be using an outside service. The printed newsletter is exactly the same as the emailed newsletter. The Communications Committee will decide before the end of 2020 if the print newsletter will continue into 2021.
- City Council meeting videos are available to view on the City's website, Facebook, Twitter, and YouTube accounts. This includes meetings done on Zoom.
- Social media numbers
 - Facebook – we have 1945 Facebook followers. Our posts have reached 2,457 people in the past month and the City's profile has been viewed 428 times.
 - Twitter – has 661 followers. In the past 28 days we've had 8,200 tweet impressions and 85 profile visits for 30 tweets.
 - Instagram – there have been 20 posts in the past month and there are 226 followers.
 - I've continued to update and create new graphics as needed for social media. I am developing and maintaining a brand standard for the City's graphics.
- Website – I've done a complete overhaul of the website. Mike Jones offered some great suggestions to make our site more user friendly. Please check it out and let me know what you think.
- We are continuing to post weekly updates on our road projects.

Community Center/Recreation

- The Community Center is currently closed. I created a virtual tour video so that potential renters can still see what the space looks like even though I am not able to do tours at this time. I will be updating this video to make it a higher quality soon.
- I have been contacting effected renters and encouraging the option to reschedule their events. Many have decided to. With Rachelle's help, we are issuing refunds to renters who have been given that option by the Council. I am also answering questions from renters who have booked this summer and fall about the current closure.
- I am continuing to book the facility into 2021. Weekends in May are almost full and the interest in the summer of 2021 is increasing.
- I have finished my training sessions with CivicRec and am waiting for financial information to implement into the system in order to launch
- We have released our parks plan survey on social media and the newsletter and there has been fantastic interest. This is open for a few more weeks and we are excited to share the results.

Front Desk

- I am working from home due to the pandemic. All City Hall phone calls are routed to my cell phone. I assisted residents with their questions and concerns and refer them to the correct individual as necessary. Primarily, I am answering phone calls about yard waste carts.
- I am also mailing out all yard waste cart stickers from my home. This has decreased to a few a week
- I have created a Zoom account for the City. This is what we use for staff meetings, Council meetings, and committee meetings. I schedule and facilitate these meetings.

Permits

- We now contract our permit process with Safe Building. I assist in contacting the applicant for payment and referring potential applicants to Safe Building.
- There has been an increase in permit payments to collect

Planning and Zoning Commission

- There has not been a PZC meeting this month.

Board of Adjustment

- There haven't been any BOA meetings over the past month.