



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, October 19, 2020 - 6:00 PM**  
**VIA ZOOM**

**Meeting ID: 882 5126 3290|Passcode: 084772|Phone: 312 626 6799**

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on October 5, 2020
  - B. Approve Payment of Claims
  - C. Approve Financial Reports
  - D. Approve Temporary Liquor License - Booze Cruzer Cocktail - CEC - 6900 School Street - November 4-8
5. **New Business:**
  - A. Consideration of Non-Union Public Safety Employee Job Descriptions
  - B. Consideration of Truck #6 Transmission Repair
  - C. Consideration of Pay Request No. 6 - 2020 Streets Improvements Project (69th and Allison)
  - D. Consideration of Pay Request No. 6 - College Drive Improvements Project
6. **Reports:**
  - A. Mayor and Council Reports and Committee Updates
  - B. City Administrator's Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. Communications-Recreation Coordinator Report
7. **Adjourn to Council Work Session immediately following the Regular Council Meeting Via ZOOM**

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

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**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, October 5, 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, Mike Jones, and Threase Harms. Staff present: City Administrator Dennis Durham, City Clerk Travis Cooke, Public Safety Director Chad McCluskey, Finance Director Rachelle Swisher, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.
3. **Public Forum:** None.
4. **Consent Agenda:** Motion by Mike Jones to approve the consent agenda items A-B. Seconded by Skeries. Motion passed unanimously on a roll call vote.
  - A. Approve Minutes of the Regular Council Meeting on September 21, 2020
  - B. Approve Payment of Claims
5. **Old Business:**
  - A. Consideration of the Second Reading of Ordinance No. 20-08 - An Ordinance Amending Chapter 156.04 of the Windsor Heights Code of Ordinances to Remove Requirements for Rental Property Signage to be Provided Solely by the City, and Setting Size and Placement Limitations on Private Rental Signage: Motion by Loffredo to approve the second reading of Ordinance No. 20-08. Seconded by Harms. Motion passed unanimously on a roll call vote.
  - B. Consideration of Waiving the Third and Final Reading of Ordinance No. 20-08 - An Ordinance Amending Chapter 156.04 of the Windsor Heights Code of Ordinances to Remove Requirements for Rental Property Signage to be Provided Solely by the City, and Setting Size and Placement Limitations on Private Rental Signage and Move to Adopt Ordinance No. 20-08: Motion by Mike Jones to waive the third and final reading and move to adopt Ordinance No. 20-08. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
6. **New Business:**
  - A. Consideration of Resolution No. 2020-115 - A Resolution Approving the Submittal of the Annual Street Financial Report to the Iowa Department of Transportation: Motion by Harms to approve Resolution No. 2020-115. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
  - B. Consideration of Resolution No. 2020-116 - A Resolution to Receive and File the Windsor Heights Master Parks Plan: Motion by Harms to approve Resolution No. 2020-116. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
  - C. Consideration of Pay Request No. 2 - 2020 PCC Patching Project: Motion by Harms to approve Pay Request No. 2. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
  - D. Consideration of Pay Request No. 5 - University Avenue Project: Motion by Harms to approve Pay Request No. 5. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
  - E. Consideration of Change Order No. 1 - 2020 North Walnut Creek Bank Stabilization

Project: Motion by Joseph Jones to approve Change Order No. 1. Seconded by Harms. Motion passed unanimously on a roll call vote.

- F. Consideration of Pay Request No. 2 - 2020 North Walnut Creek Bank Stabilization Project: Motion by Harms to approve Pay Request No. 2. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

7. **Reports:**

- A. Mayor and Council Reports and Committee updates: Harms – public safety committee updates; Mike Jones – Public Works Committee updates; Loffredo – Welcome Program update; Joseph Jones – DART update and Movie in the Park this Friday; Skeries – Movie in the Park event is looking for food and beverage sponsors.
- B. City Administrator's Report: Asked Justin to give updates on construction projects on Allison and College.

8. **Adjourn:** Motion by Harms to adjourn the meeting at 6:36 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

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Dave Burgess, Mayor

Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Claims Report
2. Accts Payable Vendor Activity

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ADVENTURE LIGHTING	PARK LED CONVERSIONS		403.92	51388	10/15/20
ANKENY SANITATION	DERECHO CLEANUP PW SHOP		3,775.00	51389	10/15/20
AUREON IT	MANAGEGE SERVICES		747.00	51447	10/16/20
BANKERS TRUST COMPANY	See Accts Payable Vendor Activity		3,964.47	51391	10/15/20
BOLTON & MENK			73,949.50	51392	10/15/20
BOOT BARN INC	CLOTHING ALLOWANCE		109.77	51393	10/15/20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		709.25	51394	10/15/20
BRAUCHT, JUDY	NOVEMBER PENSION		1,067.86	51395	10/15/20
CENTRAL IOWA READY MIX	PARK BENCH/PICNIC TABLE PAD		313.00	51396	10/15/20
CENTURY LINK	TELEPHONE		100.12	51397	10/15/20
CLEARFLY	CELL PHONES		172.31	51398	10/15/20
CLIA LABORATORY PROGRAM	CERTIFICATE FEE		180.00	51399	10/15/20
CLIVE POWER EQUIP.	CHAIN SHARPENING		222.45	51400	10/15/20
CUSTOM AWARDS	EMBROIDERY		36.00	51381	10/08/20
DES MOINES WATER WORKS	1133 66TH ST		369.04	51401	10/15/20
EIDE BAILLY	AUDIT		8,000.00	51402	10/15/20
ELECTRICAL ENG. & EQ.	PARK LED CONVERSIONS		635.20	51403	10/15/20
FAST SIGNS	COUNCIL CHAMBERS LOGO REFRESH		88.72	51404	10/15/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		19,783.81	2595	10/16/20
FENNER IRRIGATION	CONTROLLER FOR COLBY PARK SYST		575.00	51405	10/15/20
FIRE SERVICE TRAINING BUREAU	DRIVER OPERATOR PUMPER		50.00	51406	10/15/20
AT&T MOBILITY	CELL PHONES		123.81	51407	10/15/20
GALLS INC	CLOTHING ALLOWANCE		49.50	51408	10/15/20
GOODYEAR TIRE & RUBBER CO	FLAT REPAIR		15.80	51387	10/08/20
GRIMES ASPHALT & PAVING	PATCHING MATERIAL		368.52	51409	10/15/20
HY-VEE ACCOUNTS RECEIVABLE	COFFEE-SHOP		17.56	51410	10/15/20
ICMA RETIREMENT TRUST	ICMA	733.02		2597	10/16/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,268.24	2,001.26	2598	10/16/20
IMAGETek, Inc.	RADIX MONTHLY SUBSCRIPTION		496.00	2599	10/15/20
INTERSTATE ALL BATTERY	LITHIUM BATTERIES	17.40		51411	10/15/20
INTERSTATE ALL BATTERY	BATTERIES	62.76	80.16	51448	10/16/20
IOWA DES MOINES SUPPLY	SUPPLIES	414.50		51412	10/15/20
IOWA DES MOINES SUPPLY	CLOXOX WIPES	43.82	458.32	51449	10/16/20
DEPT OF HUMAN SERVICES	NOV 2020 GEMT PAYMENT		2,262.18	51413	10/15/20
IOWA SIGNAL & ELECTRIC	73RD ST SCHOOL CROSSING		220.00	51414	10/15/20
JACOBUS, DALTON	JULY/AUG/SEPT CELL PHONE REIMB		150.00	51415	10/15/20
JOHNSON, KYLE	CLOTHING ALLOWANCE		69.29	51450	10/16/20
JOY BROMAN	MAILBOX REIMBURSEMENT		37.60	51416	10/15/20
KABEL BUSINESS SERVICES	FLEX - BENEFITS		667.30	2596	10/16/20
KOCH OFFICE GROUP	ENVELOPES		853.19	51417	10/15/20
LEAF	COPIER LEASE		227.66	51451	10/16/20
LOGAN CONTRACTORS SUPPLY	MARKING PAINT		45.48	51418	10/15/20
LUNDE, SEAN	REIMBURSEMENT		46.63	51386	10/08/20
MCCLUSKEY, CHAD	MAY-SEPT CELL PHONE REIMBURSEM		250.00	51419	10/15/20
MEYER, DEREK	MAY-SEPT CELL PHONE REIMBURSEM		250.00	51420	10/15/20
MIDAMERICAN ENERGY	801 73RD ST		25.11	2600	10/15/20
MILLER NURSERY	BUSHES-COLBY PARK		162.34	51421	10/15/20
MUNICIPAL COLLECTIONS-AM	SEPT COLLECTIONS - EMS		19.95	51422	10/15/20
NISSSEN, ANDREW	SEPT CELL PHONE REIMBURSEMENT		50.00	51423	10/15/20
O'REILLY AUTO PARTS	C559 OIL		30.93	51424	10/15/20
PALMER, MATT	Clothing Allowance		21.68	51382	10/08/20
PREMIUM SOLUTIONS	COVID19 CLOTH MASKS		356.41	51425	10/15/20
PSYCHOLOGY ASSOCIATES	EVALUATIONS		265.00	51426	10/15/20
QUALITY PEST CONTROL	PEST CONTROL		61.00	51427	10/15/20

# CLAIMS REPORT

Vendor Checks: 10/05/2020-10/16/202

Page 2  
Payroll Checks: 10/05/2020-10/16/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
QUEEN OF CLEAN, LLC	OCTOBER CITY HALL CLEANING		400.00	51428	10/15/20
RACHELLE SWISHER	JUNE CELL PHONE		228.87	51429	10/15/20
RACOM CORPORATION	PHASE II TDMA		262.50	51452	10/16/20
DES MOINES REGISTER	PUBLICATIONS		322.06	51430	10/15/20
RELIASTAR LIFE INS CO	BOWERS/NISSEN		150.00	51431	10/15/20
RICE, JACOB	ATE Fee Refund		65.00	51384	10/08/20
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		872.07	51432	10/15/20
SIMMERING-CORY, INC	OCTOBER SUPPLEMENT		113.00	51433	10/15/20
STAR EQUIPMENT LTD	EQUIPMENT RENTAL 13 HP SCARIFI		525.00	51434	10/15/20
STIVERS FORD	'13 FORD EXPLORER REPAIRS		1,113.46	51435	10/15/20
STONE, SHERRY	Fee		10.40	51385	10/08/20
Strauss Security Solutions	PD DOOR REPAIR		90.00	51436	10/15/20
SYNNOTT, WILLIAM	OMNI REFUND REQUEST		93.01	51437	10/15/20
TASK FORCE TIPS	FD NOZZLE REPAIR		475.12	51438	10/15/20
THE UPS STORE	SHIPPING		10.73	51439	10/15/20
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES		50.00	51440	10/15/20
UNITYPOINT OCC MED SIOUX CITY	DOT DRUG TEST		42.00	51441	10/15/20
UPHDM OCCUPATIONAL MED	DOT/NON DOT DRUG SCREENS		298.00	51442	10/15/20
VOGEL, JESSICA	Cell Reimb. July-Dec 2018		300.00	51383	10/08/20
WELLMARK	HEALTH PREMIUM		33,111.04	2601	10/15/20
WEX FLEET UNIVERSAL	FUEL		2,652.19	51443	10/15/20
WRIGHT OUTDOOR SOLUTIONS	ARBORIST 7049 SUNRISE BLVD		125.00	51444	10/15/20
ZNEROLD, WINTON	OMNI REFUND REQUEST		79.17	51445	10/15/20
ZOOM VIDEO COMMUNICATIONS	PUBLIC SAFETY LICENSE		149.90	51446	10/15/20
Accounts Payable Total			166,473.62		
Payroll Checks					
001	GENERAL		48,863.80		
110	ROAD USE TAX		5,430.00		
610	SEWER		318.72		
740	STORM WATER		445.97		
Total Paid On: 10/16/20			55,058.49		
Total Payroll Paid			55,058.49		
Report Total			221,532.11		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**Page 3  
Payroll Checks: 10/05/2020-10/16/2020

FUND	NAME	AMOUNT
001	GENERAL	101,012.15
110	ROAD USE TAX	11,339.86
112	EMPLOYEE BENEFITS	29,295.31
113	POLICE PENSION	1,067.86
314	UNIVERSITY AVE ST PROJECT	19,985.50
319	2020 STREET PROJECTS	38,195.00
320	2020 PCC PATCHING	3,129.00
321	WAL CREEK STREAM PROJECT	3,530.50
322	73RD STREET PROJECT	5,282.00
610	SEWER	1,435.50
670	LANDFILL/GARBAGE	3,775.00
740	STORM WATER	3,484.43
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	TOTAL FUNDS	221,532.11



10/15/2020 THRU 10/15/2020

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
58 BANKERS TRUST COMPANY										
10152020 3534	1	10/15/20		BUSINESS CARDS		001-620-6506	22.99	51391	10/15/20	
10152020 3534	2	10/15/20		ADOBE STOCK		001-620-6373	31.79	51391	10/15/20	
10152020 3534	3	10/15/20		IA PARKS ASSOC MEMBERSHIP		001-430-6407	170.00	51391	10/15/20	
10152020 3534	4	10/15/20		ZOOM		001-610-6507	29.98	51391	10/15/20	
10152020 3534	5	10/15/20		ADOBE CREATIVE CLOUD		001-620-6373	56.17	51391	10/15/20	
10152020 3534	6	10/15/20		ADOBE CREATIVE CLOUD CREDIT		001-620-6373	3.18-	51391	10/15/20	
10152020 3534	7	10/15/20		CONSTANT CONTACT		001-620-6373	70.00	51391	10/15/20	
10152020 5514	1	10/15/20		DROPBOX ANNUAL FEE		001-615-6419	128.27	51391	10/15/20	
10152020 5514	2	10/15/20		FALL BUSINESS MEETING		001-110-6230	35.00	51391	10/15/20	
10152020 5514	3	10/15/20		PROTECTIVE EYEWEAR		001-110-6230	1641.37	51391	10/15/20	
10152020 5514	4	10/15/20		POLICE SCANNER BASE		001-150-6507	9.99	51391	10/15/20	
10152020 5514	5	10/15/20		ANNUAL CREDIT CARD FEE		001-620-6405	25.00	51391	10/15/20	
10152020 6462	1	10/15/20		NEWSPAPER		001-620-6210	28.00	51391	10/15/20	
10152020 6462	2	10/15/20		CLOTHING ALLOWANCE		110-210-6180	179.50	51391	10/15/20	
10152020 6462	3	10/15/20		AED FOR CITY HALL		001-620-6504	975.00	51391	10/15/20	
10152020 6462	4	10/15/20		LIGHT REPAIR - COLBY PARK		001-430-6511	22.00	51391	10/15/20	
10152020 6462	5	10/15/20		CRIMINAL BACKGROUND CHECK		110-210-6499	15.00	51391	10/15/20	
10152020 6462	6	10/15/20		LIGHT REPAIR - COLBY PARK		001-430-6511	127.50	51391	10/15/20	
10152020 7388	1	10/15/20		FD PAGER CHARGER		001-150-6504	108.00	51391	10/15/20	
10152020 7388	2	10/15/20		ANNUAL SUB JUSTICE CLEARING		001-110-6230	119.00	51391	10/15/20	
10152020 7940	1	10/15/20		ADOBE ACROPRO		001-620-6373	14.99	51391	10/15/20	
10152020 7940	2	10/15/20		OFFICE SIDE CHAIR		001-620-6507	72.99	51391	10/15/20	
10152020 7940	3	10/15/20		OFFICE SUPPLIES		001-620-6506	11.98	51391	10/15/20	
10152020 7940	4	10/15/20		MEMORIAL FLOWERS		001-620-6598	73.13	51391	10/15/20	
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BANKERS TRUST COMPANY							3964.47			
							-----			
***** REPORT TOTAL *****							3964.47			



**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

TO: CITY COUNCIL

FROM: Rachelle Swisher  
Finance Director

SUBJECT: Approve Financial Reports

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

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

# BALANCE SHEET

## CALENDAR 9/2020, FISCAL 3/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	161,397.96-	322,455.61
110-000-1110	CASH - RUT	38,030.16	129,823.38
112-000-1110	CASH - EMP BENEFIT FUND	28,264.44-	49,101.07
113-000-1110	CASH - POLICE PENSION	1,067.86-	18,120.38
114-000-1110	CASH - POLICE TRUST	606.00-	16,329.00-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	65,874.73	411,604.22
125-000-1110	CASH - TIF	1,003,011.67	31,376.43
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	51,622.67
200-000-1110	CASH - DEBT SERVICE	23,627.94	541,866.01
303-000-1110	CASH - COLBY PARK	.00	37,979.05
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	483,476.88
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	1,376.25-	408,430.66-
314-000-1110	CASH - UNIVERSITY AVE PROJECT	197,223.66-	521,038.48
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	.00	145,448.50
319-000-1110	CASH - 2020 STREET PROJECTS	142,747.16-	175,071.10
320-000-1110	CASH - 2020 PCC PATCHING	157,596.47-	344,998.53
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	74,686.50-
322-000-1110	CASH - 73RD ST	6,341.00-	460,117.00
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	.00
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	110,029.91
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	28,915.82
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	46,313.02
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	15,820.00-	1,057,148.34
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	940.18	66,022.03
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	22,888.18
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	7,537.16-	9,604.50
670-000-1110	CASH - LANDFILL/GARBAGE	89,387.53	121,595.00
740-000-1110	CASH - STORM WATER	20,770.32	124,377.02
810-000-1110	CASH - REVOLVING FUND	.00	.00
		-----	-----
	CASH TOTAL	521,664.57	4,952,213.37
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
		-----	-----
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
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	PETTY CASH TOTAL	.00	1,000.00

# BALANCE SHEET

## CALENDAR 9/2020, FISCAL 3/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1150	IPAIT - GENERAL	356.76	3,189,430.66
110-000-1150	IPAIT - RUT	.00	958,390.59
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	772,546.91
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	656,731.57
125-000-1150	IPAIT - TIF	1,000,000.00-	1,008,731.00
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,000.00
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	5,750,000.00
319-000-1150	IPAIT - 2020 STREET PROJECTS	300,000.00-	3,780,000.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	200,000.00-	180,491.47
740-000-1150	IPAIT - STORM WATER	.00	861,336.95
		-----	-----
	IPAIT TOTAL	1,499,643.24-	17,357,659.15
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	2,990.69
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	606.77	46,888.02
115-000-1160	SAVINGS - PREF/DEA	.00	1,157.14
		-----	-----
	SAVINGS TOTAL	606.77	51,035.85
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	102,257.54
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
		-----	-----
	CD'S TOTAL	.00	113,900.59
		=====	=====
	TOTAL CASH	977,371.90-	22,475,808.96
		=====	=====

# REVENUE REPORT

## CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,413,109.00	122,877.03	260,621.87	7.64	3,152,487.13
	ROAD USE TAX TOTAL	612,000.00	69,020.27	202,157.33	33.03	409,842.67
	EMPLOYEE BENEFITS TOTAL	1,074,446.00	41,060.07	41,060.07	3.82	1,033,385.93
	POLICE PENSION TOTAL	13,000.00	.00	.00	.00	13,000.00
	POLICE TRUST TOTAL	10,000.00	606.77	11,533.19	115.33	1,533.19-
	POLICE PREFORFEITURE TOTAL	1,140.00	.00	.04	.00	1,139.96
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,028,418.00	65,874.73	204,415.00	19.88	824,003.00
	TAX INCREMENT FINANCING TOTAL	2,252,808.00	3,011.67	3,011.67	.13	2,249,796.33
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	3,369,818.00	23,627.94	23,627.94	.70	3,346,190.06
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTAL	.00	.00	.00	.00	.00

# REVENUE REPORT

## CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	8,123,038.00	.00	.00	.00	8,123,038.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	5,855,320.00	.00	79,128.47	1.35	5,776,191.53
	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
	FUTURE STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL EQUIPMENT FUND TOTAL	325,000.00	940.18	2,640.93	.81	322,359.07
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	92,350.00	.00	.00	.00	92,350.00
	LANDFILL/GARBAGE TOTAL	360,500.00	25,089.26	83,369.59	23.13	277,130.41
	STORM WATER TOTAL	345,000.00	28,234.34	93,833.51	27.20	251,166.49
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		26,875,947.00	380,342.26	1,005,399.61	3.74	25,870,547.39
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
**CALENDAR 9/2020, FISCAL 3/2021**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,058,236.00	150,663.29	432,984.51	21.04	1,625,251.49
	EMERGENCY MANAGEMENT TOTAL	9,870.00	.00	6,550.31	66.37	3,319.69
	FIRE TOTAL	413,364.00	21,844.45	68,783.03	16.64	344,580.97
	AMBULANCE TOTAL	502,740.00	45,971.86	118,178.17	23.51	384,561.83
	BUILDING INSPECTIONS TOTAL	50,000.00	1,130.37	7,409.34	14.82	42,590.66
	ANIMAL CONTROL TOTAL	800.00	.00	75.00	9.38	725.00
	PUBLIC SAFETY TOTAL	3,035,010.00	219,609.97	633,980.36	20.89	2,401,029.64
	ROADS, BRIDGES, SIDEWALKS TOTAL	551,381.00	32,991.01	103,388.45	18.75	447,992.55
	STREET LIGHTING TOTAL	67,000.00	25.43	11,461.06	17.11	55,538.94
	TRAFFIC CONTROL & SAFETY TOTAL	5,500.00	247.32	741.99	13.49	4,758.01
	SNOW REMOVAL TOTAL	275,891.00	10,309.55	28,878.81	10.47	247,012.19
	PUBLIC WORKS TOTAL	899,772.00	43,573.31	144,470.31	16.06	755,301.69
	WATER, AIR, MOSQUITO CONTROL TOTAL	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERVICES TOTAL	3,000.00	.00	.00	.00	3,000.00
	HEALTH & SOCIAL SERVICES TOTAL	3,000.00	.00	.00	.00	3,000.00
	LIBRARY TOTAL	60,000.00	.00	.00	.00	60,000.00
	PARKS TOTAL	270,357.00	6,857.52	37,274.33	13.79	233,082.67
	COMMUNITY CENTER/ZOO/MARINA TOTAL	3,200.00	341.56	1,841.56	57.55	1,358.44
	SPECIAL EVENTS TOTAL	22,500.00	.00	.00	.00	22,500.00
	COMMUNITY CENTER TOTAL	151,494.00	24,079.55	57,660.83	38.06	93,833.17
	CULTURE & RECREATION TOTAL	507,551.00	31,278.63	96,776.72	19.07	410,774.28
	COMMUNITY BEAUTIFICATION TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	107,737.00	.00	2,250.00	2.09	105,487.00
	COMMUNITY & ECONOMIC DEVELOPMENT TOTAL	107,737.00	.00	2,250.00	2.09	105,487.00
	MAYOR/COUNCIL TOTAL	51,371.00	770.76	11,480.10	22.35	39,890.90
	IT DEPARTMENT TOTAL	45,132.00	2,951.92	8,567.29	18.98	36,564.71
	CLERK/TREASURER/ADM TOTAL	613,299.00	46,084.53	138,823.74	22.64	474,475.26
	ELECTIONS TOTAL	4,000.00	.00	.00	.00	4,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	39,405.00	39,405.00	52.54	35,595.00
	OTHER GENERAL GOVERNMENT TOTAL	.00	1,050.65	2,371.86	.00	2,371.86
	GENERAL GOVERNMENT TOTAL	788,802.00	90,262.86	200,647.99	25.44	588,154.01
	ROADS, BRIDGES, SIDEWALKS TOTAL	221,920.00	.00	.00	.00	221,920.00
	PARKS TOTAL	.00	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 9/2020, FISCAL 3/2021**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	HOUSING & URBAN RENEWAL TOTAL	820,710.00	.00	.00	.00	820,710.00
	DEBT SERVICE TOTAL	1,042,630.00	.00	.00	.00	1,042,630.00
	POLICE TOTAL	65,000.00	.00	25,004.00	38.47	39,996.00
	FIRE TOTAL	5,000.00	.00	.00	.00	5,000.00
	AMBULANCE TOTAL	15,000.00	.00	.00	.00	15,000.00
	ROADS, BRIDGES, SIDEWALKS TOTAL	14,008,358.00	819,728.29	2,350,609.35	16.78	11,657,748.65
	PARKS TOTAL	.00	.00	.00	.00	.00
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	25,000.00	.00	.00	.00	25,000.00
	CAPITAL PROJECTS TOTAL	.00	1,376.25	26,539.25	.00	26,539.25
	CAPITAL PROJECTS TOTAL	14,118,358.00	821,104.54	2,402,152.60	17.01	11,716,205.40
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	107,450.00	7,513.74	16,721.43	15.56	90,728.57
	LANDFILL/GARBAGE TOTAL	351,586.00	135,701.73	172,417.25	49.04	179,168.75
	STORM WATER TOTAL	274,500.00	7,379.19	23,785.77	8.67	250,714.23
	ENTERPRISE FUNDS TOTAL	733,536.00	150,594.66	212,924.45	29.03	520,611.55
	TRANSFERS IN/OUT TOTAL	3,283,725.00	.00	.00	.00	3,283,725.00
	TRANSFER OUT TOTAL	3,283,725.00	.00	.00	.00	3,283,725.00
	TOTAL EXPENSES	24,520,121.00	1,356,423.97	3,693,202.43	15.06	20,826,918.57





**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Approve Temporary Liquor License - Booze Cruiser Cocktail - CEC - 6900  
School Street - November 4-8

**GENERAL INFORMATION**

**SUMMARY**

This is a grandfathered event booked before the liquor sale prohibition was implemented.

**ATTACHMENTS**

1. CEC License - Booze Cruiser Cocktail

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Booze Cruzer Cocktail Co. LLC</u>		
<b>Name of Business (DBA):</b> <u>Booze Cruzer Cocktail Co., LLC</u>		
<b>Address of Premises:</b> <u>6900 School St</u>		
<b>City</b> <u>Windsor Heights</u>	<b>County:</b> <u>Polk</u>	<b>Zip:</b> <u>50324</u>
<b>Business</b> <u>(515) 238-3063</u>		
<b>Mailing</b> <u>6216 Gordon Ave</u>		
<b>City</b> <u>Des Moines</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50312</u>

**Contact Person**

<b>Name</b> <u>Lucas Smith</u>	
<b>Phone:</b> <u>(515) 238-3063</u>	<b>Email</b> <u>boozecruzerdsm@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**5 days

**Effective Date:** 11/04/2020

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Lucas Smith**

<b>First Name:</b> <u>Lucas</u>	<b>Last Name:</b> <u>Smith</u>	
<b>City:</b> <u>Des Moines</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>50312</u>
<b>Position:</b> <u>owner</u>		
<b>% of Ownership:</b> <u>50.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Easton Smith**

<b>First Name:</b> <u>Easton</u>	<b>Last Name:</b> <u>Smith</u>	
<b>City:</b> <u>Des Moines</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>50312</u>
<b>Position:</b> <u>owner</u>		
<b>% of Ownership:</b> <u>50.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Insurance Company Information**

<b>Insurance Company:</b> <u>Illinois Union Insurance Company</u>	
<b>Policy Effective Date:</b> <u>11/04/2020</u>	<b>Policy Expiration</b> <u>11/09/2020</u>

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**



**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

TO: CITY COUNCIL

FROM: Dennis Durham  
City Administrator

SUBJECT: Consideration of Non-Union Public Safety Employee Job Descriptions

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 09 29 Public Safety Director \_ Chief Job Description
2. 2020 09 29 Police Captain Job Description
3. 2020 09 29 Police Lieutenant Job Description
4. 2020 09 29 Police Admin Support Clerk Job Description
5. 2020 09 29 Fire\_EMS Captain Job Description

## City of Windsor Heights

<b>Job Title:</b> Public Safety Director/Police Chief	<b>Classification:</b> Exempt
<b>Department:</b> Public Safety	<b>Selection/Approval:</b> Mayor / Council
<b>Reports To:</b> City Administrator	<b>Revision Date:</b> September 29, 2020
<b>Approved by:</b> Dennis Durham	<b>Council Review &amp; Approval:</b>

### Summary Description:

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

### Essential Duties & Responsibilities:

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

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

**Supervisory Responsibility:**

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

**Knowledge, Skills and Abilities:**

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

**Education, Experience and/or Other Requirements:**

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

Required:

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Iowa Law Enforcement Academy certification as a peace officer, or ability to attain 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 year of employment.
- Obtain Iowa Firefighter I Certification within the first year of employment.
- Knowledge and understanding of Emergency Medical Service operations
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of the principles community and problem-oriented policing.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa driver's license.

**Preferred:**

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

**Tools and Equipment Used:**

- Possess the ability to operate: police vehicles, fire apparatus, EMS vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Personal computers, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database 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 described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

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

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

**Interaction with Other Department/Staff:**

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

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

**Acknowledgement:**

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Windsor Heights is an Equal Opportunity Employer.



## City of Windsor Heights

<b>Job Title:</b> Police Captain	<b>Classification:</b> Exempt
<b>Department:</b> Public Safety / Police Department	<b>Selection/Approval:</b> Public Safety Director / City Administrator
<b>Reports To:</b> Public Safety Director	<b>Revision Date:</b> September 29, 2020
<b>Approved by:</b> Dennis Durham	<b>Council Review &amp; Approval:</b>

### 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. The Police Captain also coordinates initiatives and represents the Police Department's interest in activities with external agencies involved in community safety.

### Essential Duties & Responsibilities:

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

**Supervisory Responsibility:**

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

**Knowledge, Skills, and Abilities:**

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the Police Department activities of the City in an effective and efficient manner.
- 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 Law Enforcement Academy certification as a peace officer, or ability to attain certification within the first year of employment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of criminal and civil court procedures and practices.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa Drivers' License.

Preferred:

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

**Tools and Equipment Used:**

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

**Work Environment/Frequent Physical Demands:**

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

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

**Interaction with Other Department/Staff:**

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

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

**Acknowledgement:**

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

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Employee's Signature

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Date

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Public Safety Director/Chief

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Date

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City Administrator

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Date

The City of Windsor Heights is an Equal Opportunity Employer.

## City of Windsor Heights

<b>Job Title:</b> Police Lieutenant	<b>Classification:</b> Exempt
<b>Department:</b> Public Safety / Police Department	<b>Selection/Approval:</b> Public Safety Director / City Administrator
<b>Reports To:</b> Public Safety Director	<b>Revision Date:</b> September 29, 2020
<b>Approved by:</b> Dennis Durham	<b>Council Review &amp; Approval:</b>

### Summary Description:

The Police Lieutenant, under the direction of the Public Safety Director, is responsible for supervisory and technical police work, to include the planning, organizing, supervising, and managing of all aspects of daily operations of the Police Department patrol division. An employee in this classification plans and directs the activities of subordinate employees to accomplish the department's short-term objectives and promotes and assists in the development of the agency's long-range strategic goals. Duties of a Peace Officer shall also be conducted as required.

### 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.
- Provides direct supervision and oversight to officers assigned to the Patrol Division.
- Reviews and approves a variety of reports and paperwork generated by patrol officers in the course of their duties.
- Evaluates the performance of subordinates and provides coaching to subordinates as necessary.
- Evaluates the effectiveness and efficiency of patrol operations and offers suggestions/recommendations for adjustments as necessary.
- Prepares reports and records, including supervisor's logs, grant reporting forms, reports of initial/supplemental investigation, department forms, traffic reports, and other documentation.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and sworn employees.
- Studies crime reports and compiles statistical data for planning purposes, recommending 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 the Patrol Division.
- 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 both emergent and non-emergent situations requiring the presence of command staff or additional officers 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.

- 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, 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 Police Department activities of the City in an effective and efficient manner.
- 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:

- Completion of 60 semester hours of college credit.
- Minimum of four years of satisfactory service as a commissioned police officer 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 Law Enforcement Academy certification as a peace officer, or ability to attain certification within the first year of employment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.

- Knowledge of criminal and civil court procedures and practices.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa Drivers' License.

**Preferred:**

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Prior service in a special investigative assignment for a minimum of eighteen months with the Windsor Heights Police Department, or in the alternative, two years of service as an investigator at a department of similar or greater size and complexity.
- Successful completion of a specialized command level leadership course.
- Advanced investigator certification.
- Extensive knowledge of the city's geography and business community.

**Tools and Equipment Used:**

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

**Work Environment/Frequent Physical Demands:**

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

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

- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

**Interaction with Other Department/Staff:**

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

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

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_____ Employee's Signature	_____ Date	_____ Public Safety Director/Chief	_____ Date
		_____ City Administrator	_____ Date

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## City of Windsor Heights

<b>Job Title:</b> Police Administrative Support Clerk	<b>Classification:</b> Non-Exempt
<b>Department:</b> Public Safety / Police Department	<b>Selection/Approval:</b> Public Safety Director / City Administrator
<b>Reports To:</b> Public Safety Director / Police Captain	<b>Revision Date:</b> September 29, 2020
<b>Approved by:</b> Dennis Durham	<b>Council Review &amp; Approval:</b>

### Summary Description:

The Administrative Support Clerk (ASC), under the direct supervision of the Police Captain, is responsible for various records management, clerical, and support functions within the Police Department. This position shall be responsible for database entry and management, electronic data and criminal offense submissions, state crime reporting and fingerprint classifications. The incumbent will serve as the department's crime/intelligence analyst, and support the daily operations of the Police Department.

### Essential Duties & Responsibilities:

- Assists the public by answering telephones, handles walk-in service, answers questions, receives and initiates processing of complaints and forwards issues, requests and concerns not facilitated immediately within the position's purview to the appropriate city department / personnel. S/he is the primary public contact upon entering the public safety building.
- Receives payments for permits and fees.
- Receives and sorts mail.
- Balances the cash register receipts and provides deposit to City Clerk.
- Provides administrative support and record keeping primarily to law enforcement and administration, but may be called upon to support other city departments and staff.
- Issues pet licenses to the public, handles other animal control-related paperwork.
- Processes permits, licenses, and related background investigations.
- Provides copies of press releases to the media or public upon request, distributes incident reports and calls for service logs consistent with guidelines from the Freedom of Information Act.
- Processes impound releases after verification of ownership.
- Creates statistical crime reports as requested by the police department's command staff and works closely with criminal investigators to analyze data and crime trends in furtherance of law enforcement and crime prevention efforts. Other reports generated by the Administrative Support Clerk include UCR reports and related submissions, police activity reports, calls for service reports, investigative activity reports and crime mapping.
- Aids in case management on active cases.
- Provides database intelligence information to officers upon request.
- Performs lien verifications for public auction.
- Submits paperwork for arrest warrant applications / cancellations and maintains active arrest warrant files.
- Handles the disposition of paid parking tickets, accident reports, traffic citations, police record checks, and Iowa Department of Transportation forms.
- Aids contracted vendor(s) in locating and collecting on delinquent parking tickets, fines, and bad checks written to the City.

- Distributes and records all subpoenas and information needed for court by officers, and answers subpoenas.
- Answers validated open records requests from insurance companies and attorneys, and coordinates related billing.
- Keeps current alarm records and bills for false alarms.
- Manages Vacation House Watch entries and dispositions.
- Maintains records of business owners or points of contact.
- Maintains files for misdemeanor citations, warnings, and field interrogation reports. S/he also maintains criminal charge records, OWI restitution, and reporting in the I-LEADS database.
- Processes fingerprint / identification cards and crime classification sheets.
- Enters records of stolen items and works with insurance companies on paperwork dispersal during claims resolution.
- Is responsible for all other paper or electronic filing and police department record keeping associated with the Polk County Attorney's Office and the city attorney as well as Juvenile Court Services.
- Dispatches non-emergency calls for service.
- Maintains confidentiality in all appropriate matters and may be called upon to testify in court.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- General clerical skills and records administration responsibilities.
- Working knowledge of all general administrative office management functions.
- Knowledge of the organization, functions and issues of municipal government.
- Knowledge of the principles and practices of law enforcement operations.
- Ability to analyze data, prepare reports and maintain accurate records.
- Ability to report, write or edit articles for publication.
- General knowledge of municipal, county, state and federal ordinances and statutes.
- Knowledge and practical experience with a variety of computer software programs including word processing, spreadsheets, e-mail, and ability to learn / effectively maneuver within position-specific database and electronic data management systems.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with City staff, elected officials, the general public and citizen groups, press, and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, cameras, social media and software management programs.
- Ability to conduct 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.
- 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, scanner, postal meter, etc.
- Must possess exceptional interpersonal relationship / customer service skills.

**Education, Experience and/or Other Requirements:**

**Required:**

- Must be at least 21 years of age.
- Must have a high school diploma or GED.
- Must be or become a Notary Public.
- Must be able to read, write and speak the English language.
- Must be able to acquire and maintain NCIC certification.
- Must have a valid driver's license and be able to provide a certificate of insurance for each motor vehicle that s/he may use to respond to city activities.

**Preferred:**

- Associate's Degree in a related area is preferred.
- Any combination of related municipal experience and/or education is preferred.
- Knowledge of state and municipal code.

**Tools and Equipment Used:**

- Personal computer, including word processing, spreadsheet and database software, telephone, copy machine, fax machine, scanners, printers, postage meter, first aid and safety equipment.
- 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.

- The noise level in the work environment is moderate level office noise in addition to occasional noise exposure to 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 50 pounds.
- Frequent use of hands to finger, handle, or feel objects, equipment or controls.
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills and demonstrating sound judgment.
- 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.

**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 may 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

\_\_\_\_\_  
Public Safety Director/Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

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## City of Windsor Heights

<b>Job Title:</b> Fire/EMS Captain	<b>Classification:</b> Exempt
<b>Department:</b> Public Safety / Fire Department	<b>Selection/Approval:</b> Public Safety Director / City Administrator
<b>Reports To:</b> Public Safety Director	<b>Revision Date:</b> September 29, 2020
<b>Approved by:</b> Dennis Durham	<b>Council Review &amp; Approval:</b>

### Summary Description:

Under the general direction and supervision of the Public Safety Director / Chief of Police and Fire Services, the Fire/EMS Captain is responsible for the directing, planning and organizing of the daily activities of the fire suppression, fire prevention and emergency medical services functions. The Fire/EMS Captain is a member of the Fire Department Command Staff and will be required to act as the head of the department in the absence of the Public Safety Director / Chief of Police and Fire Services. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement. The incumbent directs the activities of the department as assigned by the Public Safety Director / Chief of Police and Fire Services. The incumbent will also oversee the City's rental inspection program as well as the duties of the Fire Marshal in commercial and residential fire inspections.

### Essential Duties & Responsibilities:

- Serves as working supervisor by directing and participating in the daily activities of subordinates in all functions of Fire and EMS.
- 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.
- Participate in the development and submission of the annual department budget in accordance with the current procedures for doing such and monitor expenditures and revenues throughout the year to ensure department remains within the confines of the operating budget.
- Sets up daily work schedules for Fire and EMS employees, and determine manpower, equipment and material needs.
- Respond to Fire and EMS calls; evaluate the situation and coordinate and participate when necessary the operations at the scene.
- Assist the Public Safety Director / Chief of Police and Fire Services in the administration and operations of the Fire and Emergency Medical Services functions. Regularly updates the Chief with information concerning various projects in progress and developing issues.
- Plans, schedules, evaluates and oversees all Fire and EMS personnel, projects and operations and equipment.
- Accountable for effective fire incident command and / or significant incidents involving EMS services to include mass casualty incidents while on duty and on call.
- Assumes incident command at major scenes as appropriate and notifies the Public Safety Director / Chief of Police and Fire Services immediately if administrative assistance is required or as soon as practical after the event.

- Maintains records of fire inspections for all commercial buildings, apartments, schools, day care centers, hospitals, nursing homes and all other required buildings; notifies through proper channels the owners of violations and issue citations as necessary for compliance.
- Ensures accurate maintenance of training records for all Fire and EMS personnel and coordinates the same with the Public Safety Director / Chief of Police and Fire Services.
- Assists in conducting interviews, background investigations and makes recommendations for acceptance or removal of full-time, part-time and paid-on-call personnel.
- Supervises the maintenance and upkeep of all vehicles, equipment, alarm systems, tools and facilities, and keeps records of maintenance performed.
- Supervises and causes the regular scheduling of required tests of equipment to be performed, keeps records of such, and initiates repairs when needed.
- Attends seminars and conferences relating to emergency medical services, fire and hazardous materials, and other related emergency preparedness topics as authorized by the Public Safety Director / Chief of Police and Fire Services.
- Respond to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Public Safety Director / Chief of Police and Fire Services.
- Ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Monitors existing and proposes new revenue streams in accord with generally accepted firefighting, EMS, and inspection services.
- Assists the Public Safety Director / Chief of Police and Fire Services with development and implementation of policy and procedure and various fire and EMS related codes.
- Attends City Council meetings when directed by the Public Safety Director / Chief of Police and Fire Services.
- Assists the Public Safety Director / Chief of Police and Fire Services in preparing monthly and annual reports to be submitted to the City Administrator and City Council.
- Initiates and maintains applicable record keeping and uses such results for best possible allocation of staffing and equipment resources.
- Coordinates with other agencies and departments in mutual aid responses and for the mitigation and clean-up of hazardous material incidents; ensures timely and accurate invoicing of hazardous materials responses.
- Assists in resolving personnel complaints and problems and maintains a productive work environment.
- Recommends the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Work with the Public Safety Director / Chief of Police and Fire Services to develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Works 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 operations plans.
- Works with other department officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the Public Safety Director / Chief of Police and Fire Services.

**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 Fire Department activities of the City in an effective and efficient manner.
- 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.
- Knowledge of Building Code, Fire Code, Building Construction and Code Enforcement practices.

**Education, Experience and/or Other Requirements:**

- Graduation from an accredited college or university with a two (2) year Associate's Degree or applicable certificate in Fire Science, Emergency Medical Services, Emergency Management, Public Administration or closely related field as approved by the Public Safety Director / Chief of Police and Fire Services OR equivalent amount of college credits actively pursuing a Bachelor's Degree within completion occurring within 1 year of appointment.
- Current Certification as a Paramedic.
- Current Iowa Firefighter I Certification, or the ability to obtain such within 1-year of appointment.
- Current Iowa Firefighter II Certification, or the ability to obtain such within 1-year of appointment.
- Current Iowa Driver/Operator Certification, or ability to obtain such within 18-months of appointment.
- A minimum of three years experience as a Paramedic in the Fire and EMS career field.

- NIMS ICS 100, 300, 400, 700 and 800 Certifications, or ability to complete such within 1-year of appointment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits within reasonable time frame of appointment, as agreed upon by Candidate and the City.
- The successful completion of a pre-employment drug screen, physical and background check.
- Valid Iowa Drivers' License.

**Preferred:**

- Fire Officer I, Fire Inspector I and Fire Instructor I certifications preferred.
- Minimum of three years of progressively responsible Fire Suppression and EMS experience in a lead or supervisory capacity.
- Possession of valid Iowa driver's license and Commercial Driver's License or ability to obtain such within 1-year of appointment.

**Tools and Equipment Used:**

- Computer, including word processing, spreadsheet and database software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Must be able to wear, and operate while wearing, Firefighting SCBA equipment.
- Fire and EMS department equipment and vehicles including trucks and attachments, car / light truck, air compressor, pumps, saws, grinder, ladders of various heights, pick-axe, generators, chains, extension cords, measuring equipment, hoses, oils, traffic control equipment, and hazardous equipment.

**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.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of 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 150 pounds.
- Use of 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.
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Outside work involves regular and prolonged exposure at times to the varying elements of the 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.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.



- Position will require on-call availability during hours other than normal working hours, including nights, weekends and holidays.

**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	Public Safety Director/Chief	Date
		_____	_____
		City Administrator	Date

The City of Windsor Heights is an Equal Opportunity Employer.



**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus  
Public Works Director

SUBJECT: Consideration of Truck #6 Transmission Repair

**GENERAL INFORMATION**

The transmission housing and mounting brackets on truck #6 have broken and must be replaced. Truck 6 is one of our two 2014 international dump trucks that are used for hauling materials and conducting snow removal operations. There are currently 14,533 miles and 1,511 hours on this truck.

The industry standard is to get between five and ten years out of a dump truck before retiring it from the fleet and replacing it. It is common to get well over 500,000 miles on a dump truck before it is replaced. Because our trucks rarely leave town and spend most of their time on surface streets, we do not accumulate the mileage that many other trucks do. This unit is scheduled for replacement in 2024 through the ERP.

The City purchased the truck new in 2014 and has performed regular preventative maintenance since then. We took both of the dump trucks in for thorough inspections in the fall of 2019 before the 2019/20 snow season and this was not an issue at that time.

**SUMMARY**

I have collected three quotes for the repair on this truck. The lowest estimate for the repair is \$14,946.98 from O'Halloran International in Altoona.

The \$14,946.98 repair for truck #6 would be paid out of the streets and snow operating budgets. There is \$15,500 budgeted for repairs between the two accounts. However we spent less on salt this year than expected, so there are funds to pay for the repair.

**RECOMMENDATION**

It is recommended that Council accept the quote submitted by O'Halloran International for \$14,946.98 for the repair of truck #6 and authorize this expenditure.

Truck 6 Repair Quote Summary

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
O'Halloran International	Altoona, IA	\$14,946.98
Bascom Truck & Auto	Des Moines, IA	\$15,110.21
Interstate Power Systems	Altoona, IA	\$16,107.03

**ATTACHMENTS**

None



**STAFF REPORT  
CITY COUNCIL**  
October 19, 2020

**TO:** CITY COUNCIL

**FROM:** Justin Ernst  
City Engineer

**SUBJECT:** Consideration of Pay Request No. 6 - 2020 Streets Improvements Project (69th and Allison)

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 Pay Estimate 6



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

October 13, 2020

Dennis Durham  
City Administrator  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: 2020 Street Improvements Project  
Windsor Heights, Iowa  
Contractor Pay Request No. 6

Enclosed are three (3) copies of Pay Request No. 6 for work completed on the 2020 Street Improvements (69<sup>th</sup> Street and Allison Avenue) project for work completed through September 30, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$230,704.18.

Upon approval of Pay Request No. 6, please sign all copies of Pay Request No. 6 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

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

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager

Enclosure

<b>CONTRACTOR'S PAY REQUEST</b>		<b>DISTRIBUTION:</b>
City of Windsor Heights	CONTRACTOR (1)	
2020 Street Improvements	OWNER (1)	
Windsor Heights, IA	ENGINEER (1)	
BMI PROJECT NO. A13.118668		
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$2,634,369.85	
TOTAL, COMPLETED WORK TO DATE	\$1,133,424.53	
RETAINED PERCENTAGE ( 5% )	\$56,671.23	
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00	
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$1,076,753.30	
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$846,049.12	
PAY CONTRACTOR AS ESTIMATE NO. 6	\$230,704.18	

**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 Hurtog

PM

Name

Title

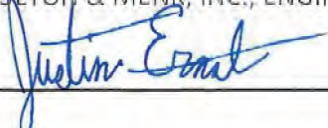
Date

10/05/2020

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

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

By 

, PROJECT ENGINEER

Date

10-13-2020

**APPROVED FOR PAYMENT:**

OWNER:

By

\_\_\_\_\_

Title

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

And

\_\_\_\_\_

Title

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_



# Partial Pay Estimate No.:

6

City of Windsor Heights

2020 Street Improvements

Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE SEPTEMBER 30, 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	0.0 CY	\$0.00	380.0 CY	\$3,895.00
2	0	EXCAVATION, CLASS 10	\$3.80	738 CY	\$2,804.40	267.2 CY	\$1,015.36	267.2 CY	\$1,015.36
3	0	EXCAVATION, CLASS 10 (BORROW)	\$23.75	166 CY	\$3,942.50	0.0 CY	\$0.00	0.0 CY	\$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9879 SY	\$29,637.00	1,300.0 SY	\$3,900.00	1,300.0 SY	\$3,900.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4940 SY	\$11,115.00	0.0 SY	\$0.00	689.8 SY	\$1,552.05
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9879 SY	\$88,911.00	1,070.0 SY	\$9,630.00	1,774.7 SY	\$15,972.30
7	0	SURFACE AGGREGATE	\$47.50	200 TON	\$9,500.00	207.9 TON	\$9,875.73	207.9 TON	\$9,875.73
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$60.00	400 CY	\$24,000.00	137.0 CY	\$8,220.00	137.0 CY	\$8,220.00
9	0	SANITARY SEWER SERVICE RELOCATION	\$3,392.00	18 EA	\$61,056.00	3.0 EA	\$10,176.00	13.0 EA	\$44,096.00
10	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$3,858.00	1 EA	\$3,858.00	0.0 EA	\$0.00	0.0 EA	\$0.00
11	0	CONNECTION TO EXISTING SANITARY SEWER	\$721.00	15 EA	\$10,815.00	2.0 EA	\$1,442.00	2.0 EA	\$1,442.00
12	0	STORM SEWER, TRENCHED, RCP, 12 IN.	\$114.00	664 LF	\$75,696.00	0.0 LF	\$0.00	0.0 LF	\$0.00
13	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$139.00	649 LF	\$90,211.00	588.0 LF	\$81,732.00	588.0 LF	\$81,732.00
14	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$110.00	148 LF	\$16,280.00	0.0 LF	\$0.00	0.0 LF	\$0.00
15	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$187.00	72 LF	\$13,464.00	0.0 LF	\$0.00	0.0 LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 36 IN.	\$224.00	539 LF	\$120,736.00	26.0 LF	\$5,824.00	26.0 LF	\$5,824.00
17	0	STORM SEWER, TRENCHED, RCP, 43" X 26" ARCH	\$822.00	61 LF	\$50,142.00	0.0 LF	\$0.00	0.0 LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	\$333.00	45 LF	\$14,985.00	37.0 LF	\$12,321.00	37.0 LF	\$12,321.00
19	0	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	\$418.00	49 LF	\$20,482.00	49.0 LF	\$20,482.00	49.0 LF	\$20,482.00
20	0	REMOVAL OF STORM SEWER	\$23.00	370 LF	\$8,510.00	140.0 LF	\$3,220.00	140.0 LF	\$3,220.00
21	0	TELEVIEW EXISTING STORM SEWER	\$5.00	2200 LF	\$11,000.00	1,681.6 LF	\$8,408.00	1,681.6 LF	\$8,408.00
22	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$17.00	3561 LF	\$60,537.00	1,127.0 LF	\$19,159.00	1,127.0 LF	\$19,159.00
23	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$699.00	13 EA	\$9,087.00	5.0 EA	\$3,495.00	5.0 EA	\$3,495.00
24	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$777.00	13 EA	\$10,101.00	5.0 EA	\$3,885.00	5.0 EA	\$3,885.00
25	0	CONNECTION TO SUBDRAIN PIPE	\$319.00	5 EA	\$1,595.00	14.0 EA	\$4,466.00	14.0 EA	\$4,466.00
26	0	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	\$642.00	48 LF	\$30,816.00	6.2 LF	\$3,980.40	79.2 LF	\$50,846.40
27	0	6" CL 52 DIP PIPE WITH TRACER WIRE	\$149.00	10 LF	\$1,490.00	0.0 LF	\$0.00	0.0 LF	\$0.00
28	0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$70.00	376 LF	\$26,320.00	0.0 LF	\$0.00	0.0 LF	\$0.00
29	0	8" CL 52 DIP RESTRAINED JOINT PIPE WITH TRACER WIRE	\$117.00	84 LF	\$9,828.00	107.0 LF	\$12,519.00	107.0 LF	\$12,519.00
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$57.00	1120 LF	\$63,840.00	1,340.0 LF	\$76,380.00	1,340.0 LF	\$76,380.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$75.00	240 LF	\$18,000.00	67.0 LF	\$5,025.00	67.0 LF	\$5,025.00
32	0	12" C900 PVC CASING PIPE	\$119.00	20 LF	\$2,380.00	20.0 LF	\$2,380.00	20.0 LF	\$2,380.00
33	0	FITTING, 8" BEND	\$724.00	6 EA	\$4,344.00	8.0 EA	\$5,792.00	8.0 EA	\$5,792.00
34	0	FITTING, 8" X 6" REDUCER	\$492.00	1 EA	\$492.00	0.0 EA	\$0.00	0.0 EA	\$0.00
35	0	FITTING, 6" SOLID SLEEVE	\$829.00	1 EA	\$829.00	2.0 EA	\$1,658.00	3.0 EA	\$2,487.00
36	0	FITTING, 8" SOLID SLEEVE	\$889.00	2 EA	\$1,778.00	1.0 EA	\$889.00	1.0 EA	\$889.00
37	0	FITTING, 8" X 8" TEE (STA 9+96)	\$1,611.00	1 EA	\$1,611.00	1.0 EA	\$1,611.00	1.0 EA	\$1,611.00
38	0	FITTING, 4" CAP/PLUG	\$517.00	4 EA	\$2,068.00	1.0 EA	\$517.00	1.0 EA	\$517.00
39	0	FITTING, 4" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,065.00	3 EA	\$6,195.00	0.0 EA	\$0.00	0.0 EA	\$0.00
40	0	FITTING, 8" CAP/PLUG	\$696.00	2 EA	\$1,392.00	0.0 EA	\$0.00	0.0 EA	\$0.00
41	0	8" VALVE	\$2,145.00	3 EA	\$6,435.00	5.0 EA	\$10,725.00	5.0 EA	\$10,725.00
42	0	HYDRANT ASSEMBLY	\$5,236.00	5 EA	\$26,180.00	5.0 EA	\$26,180.00	5.0 EA	\$26,180.00
43	0	HYDRANT ASSEMBLY WITH EXTRA BENDS	\$8,424.00	1 EA	\$8,424.00	0.0 EA	\$0.00	0.0 EA	\$0.00
44	0	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8X8)	\$8,208.00	1 EA	\$8,208.00	1.0 EA	\$8,208.00	1.0 EA	\$8,208.00



# Partial Pay Estimate No.:

6

City of Windsor Heights

2020 Street Improvements

Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE SEPTEMBER 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	PREPARE TEE AT SCHOOL ST & 69TH ST	\$3,863.00	1 EA	\$3,863.00	1.0 EA	\$3,863.00	1.0 EA	\$3,863.00
46	0	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	\$40.00	37 LF	\$1,480.00	0.0 LF	\$0.00	0.0 LF	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$1,053.00	22 EA	\$23,166.00	16.0 EA	\$16,848.00	16.0 EA	\$16,848.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,246.00	29 EA	\$94,134.00	6.0 EA	\$19,476.00	15.0 EA	\$48,690.00
49	0	CATHODIC PROTECTION TEST STATION	\$3,518.00	1 EA	\$3,518.00	0.0 EA	\$0.00	0.0 EA	\$0.00
50	0	MAGNESIUM ANODE, 32-POUND	\$891.00	6 EA	\$5,346.00	1.0 EA	\$891.00	1.0 EA	\$891.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$6,861.00	4 EA	\$27,444.00	1.0 EA	\$6,861.00	1.0 EA	\$6,861.00
52	0	NEW STOP BOX HOUSING	\$599.00	8 EA	\$4,792.00	0.0 EA	\$0.00	0.0 EA	\$0.00
53	0	NEW STOP BOX ROD	\$419.00	8 EA	\$3,352.00	0.0 EA	\$0.00	0.0 EA	\$0.00
54	0	CHECK DEPTH OF WATER SERVICE	\$671.00	1 EA	\$671.00	0.0 EA	\$0.00	0.0 EA	\$0.00
55	0	RELOCATION OF WATER SERVICE	\$2,683.00	9 EA	\$24,147.00	0.0 EA	\$0.00	0.0 EA	\$0.00
56	0	POLYSTYRENE INSULATION, 2 IN.	\$9.00	200 SF	\$1,800.00	0.0 SF	\$0.00	0.0 SF	\$0.00
57	0	VALVE BOX EXTENSION	\$417.00	4 EA	\$1,668.00	0.0 EA	\$0.00	0.0 EA	\$0.00
58	0	SANITARY MANHOLE, SW-301, 48 IN.	\$20,369.00	1 EA	\$20,369.00	1.0 EA	\$20,369.00	1.0 EA	\$20,369.00
59	0	STORM MANHOLE, SW-401, 48 IN. DIA.	\$15,850.00	1 EA	\$15,850.00	0.0 EA	\$0.00	0.0 EA	\$0.00
60	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$8,757.00	3 EA	\$26,271.00	0.0 EA	\$0.00	0.0 EA	\$0.00
61	0	STORM MANHOLE, SW-401, 84 IN. DIA.	\$15,858.00	1 EA	\$15,858.00	0.0 EA	\$0.00	0.0 EA	\$0.00
62	0	STORM MANHOLE, SW-406, MODIFIED	\$13,239.00	1 EA	\$13,239.00	0.0 EA	\$0.00	0.0 EA	\$0.00
63	0	INTAKE, SW-501	\$3,724.00	3 EA	\$11,172.00	2.0 EA	\$7,448.00	2.0 EA	\$7,448.00
64	0	INTAKE, SW-503	\$9,161.00	2 EA	\$18,322.00	0.0 EA	\$0.00	0.0 EA	\$0.00
65	0	INTAKE, SW-504 MODIFIED	\$9,451.00	4 EA	\$37,804.00	0.0 EA	\$0.00	2.0 EA	\$18,902.00
66	0	INTAKE, SW-505	\$6,478.00	10 EA	\$64,780.00	2.0 EA	\$12,956.00	2.0 EA	\$12,956.00
67	0	INTAKE, SW-506	\$11,344.00	3 EA	\$34,032.00	0.0 EA	\$0.00	0.0 EA	\$0.00
68	0	INTAKE, SW-545	\$19,940.00	2 EA	\$39,880.00	2.0 EA	\$39,880.00	2.0 EA	\$39,880.00
69	0	DROP CONNECTION	\$6,168.00	1 EA	\$6,168.00	1.0 EA	\$6,168.00	1.0 EA	\$6,168.00
70	0	MANHOLE ADJUSTMENT, MINOR	\$4,148.00	11 EA	\$45,628.00	0.0 EA	\$0.00	4.0 EA	\$16,592.00
71	0	CONNECTION TO EXISTING MANHOLE	\$10,158.00	3 EA	\$30,474.00	3.0 EA	\$30,474.00	3.0 EA	\$30,474.00
72	0	REMOVE MANHOLE	\$1,442.00	5 EA	\$7,210.00	1.0 EA	\$1,442.00	1.0 EA	\$1,442.00
73	0	REMOVE INTAKE	\$1,414.00	14 EA	\$19,796.00	4.0 EA	\$5,656.00	4.0 EA	\$5,656.00
74	0	REMOVAL OF SIDEWALK	\$13.50	602 SY	\$8,127.00	479.7 SY	\$6,475.95	479.7 SY	\$6,475.95
75	0	REMOVAL OF DRIVEWAY	\$12.50	1580 SY	\$19,750.00	777.1 SY	\$9,713.75	777.1 SY	\$9,713.75
76	0	SIDEWALK, PCC, 4 IN.	\$40.00	615 SY	\$24,600.00	0.0 SY	\$0.00	113.0 SY	\$4,520.00
77	0	SIDEWALK, PCC, 6 IN.	\$60.00	31 SY	\$1,860.00	0.0 SY	\$0.00	6.1 SY	\$366.00
78	0	DETECTABLE WARNING	\$40.00	48 SF	\$1,920.00	0.0 SF	\$0.00	16.0 SF	\$640.00
79	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	1805 SY	\$90,250.00	425.5 SY	\$21,273.50	549.3 SY	\$27,463.50
80	0	PAVEMENT REMOVAL	\$9.50	8359 SY	\$79,410.50	2,666.6 SY	\$25,332.70	2,704.3 SY	\$25,690.85
81	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 EA	\$15,000.00	0.7 EA	\$10,500.00	0.8 EA	\$12,000.00
82	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.5 AC	\$12,000.00	0.0 AC	\$0.00	0.3 AC	\$2,400.00
83	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.0 MGAL	\$0.00
84	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.0 LS	\$1,250.00
85	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.2 LS	\$630.00	0.4 LS	\$1,400.00
86	0	FILTER SOCK, 9 IN.	\$3.00	7150 LF	\$21,450.00	20.0 LF	\$60.00	20.0 LF	\$60.00
87	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.5 AC	\$2,250.00	0.0 AC	\$0.00	0.0 AC	\$0.00
88	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	41 EA	\$8,200.00	13.0 EA	\$2,600.00	13.0 EA	\$2,600.00
89	0	MOBILIZATION	\$230,000.00	1 LS	\$230,000.00	0.5 LS	\$115,000.00	0.8 LS	\$172,500.00
90	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.3 LS	\$1,800.00	0.4 LS	\$2,400.00
91	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.3 LS	\$1,800.00	0.4 LS	\$2,400.00
92	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.4 LS	\$6,000.00	0.5 LS	\$7,500.00
93	0	CURBIDE MAILBOX	\$419.80	24 EA	\$10,075.20	0.0 EA	\$0.00	13.0 EA	\$5,457.40



**Partial Pay Estimate No.:**

6

City of Windsor Heights

2020 Street Improvements

Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE SEPTEMBER 30, 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	\$4.50	500 LF	\$2,250.00	42.0 LF	\$189.00	42.0 LF	\$189.00
95	0	LANDSCAPE TIMBERS	\$41.25	70 SF	\$2,887.50	0.0 SF	\$0.00	0.0 SF	\$0.00
96	0	FOUNDATION ROCK	\$75.00	50 TON	\$3,750.00	0.0 TON	\$0.00	0.0 TON	\$0.00
97	0	MANUFACTURED SAND	\$60.00	100 TON	\$6,000.00	0.0 TON	\$0.00	0.0 TON	\$0.00
98	0	PAVEMENT, PCC, 7 IN.	\$54.50	8732 SY	\$475,894.00	2,779.9 SY	\$151,505.64	2,822.7 SY	\$153,838.24
99	0	CONCRETE WASHOUT	\$4,000.00	1 LS	\$4,000.00	0.3 LS	\$1,000.00	0.3 LS	\$1,000.00
TOTAL AMOUNT:					\$2,634,369.85		\$890,578.03		\$1,133,424.53



**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

TO: CITY COUNCIL

FROM: Justin Ernst  
City Engineer

SUBJECT: Consideration of Pay Request No. 6 - College Drive Improvements Project

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. College Drive Estimate 6



**BOLTON  
& MENK**

Real People. Real Solutions.

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

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

October 13, 2020

Dennis Durham  
City Administrator  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: College Drive Improvements Project  
Windsor Heights, Iowa  
Contractor Pay Request No. 6

Enclosed are three (3) copies of Pay Request No. 6 for work completed on the College Drive Improvements project for work completed through September 30, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$251,840.75.

Upon approval of Pay Request No. 6, please sign all copies of Pay Request No. 6 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

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

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager


Enclosure

<b>CONTRACTOR'S PAY REQUEST</b>	
City of Windsor Heights College Drive Improvements Windsor Heights, IA BMI PROJECT NO.A13.118668	<b>DISTRIBUTION:</b>
	CONTRACTOR (1)
	OWNER (1)
	ENGINEER (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$1,984,249.70
TOTAL, COMPLETED WORK TO DATE	\$1,034,759.48
RETAINED PERCENTAGE ( 5% )	\$51,737.97
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$983,021.50
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$731,180.75
PAY CONTRACTOR AS ESTIMATE NO. 6	\$251,840.75

#### 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 Hurtog PM  
Name Title

Date 10/05/2020

#### CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By , PROJECT ENGINEER

Date 10-13-2020

#### APPROVED FOR PAYMENT:

OWNER:

By \_\_\_\_\_  
Name Title Date

And \_\_\_\_\_  
Name Title Date



# Partial Pay Estimate No.:

6

City of Windsor Heights  
College Drive Improvements  
Windsor Heights, IA  
BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE SEPTEMBER 30, 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	1.0 LS	\$1,500.00	1.00 LS	\$1,500.00
2	0	TOPSOIL, ON-SITE	\$10.25	807 CY	\$8,271.75	0.0 CY	\$0.00	202.00 CY	\$2,070.50
3	0	EXCAVATION, CLASS 10	\$4.00	570 CY	\$2,280.00	287.0 CY	\$1,148.00	287.00 CY	\$1,148.00
4	0	SUBGRADE PREPARATION	\$3.00	9430 SY	\$28,290.00	1200.0 SY	\$3,600.00	1,200.00 SY	\$3,600.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4715 SY	\$10,608.75	0.0 SY	\$0.00	102.50 SY	\$230.63
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9430 SY	\$84,870.00	2089.0 SY	\$18,801.00	2,300.00 SY	\$20,700.00
7	0	SURFACE AGGREGATE	\$47.50	100 TON	\$4,750.00	0.0 TON	\$0.00	0.00 TON	\$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$106.00	200 CY	\$21,200.00	0.0 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	0.0 LF	\$0.00	3.00 LF	\$840.00
10	0	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 10	\$265.00	64 LF	\$16,960.00	42.6 LF	\$11,289.00	56.87 LF	\$15,070.55
11	0	SANITARY SEWER SERVICE RELOCATION	\$5,000.00	5 EA	\$25,000.00	2.0 EA	\$10,000.00	2.00 EA	\$10,000.00
12	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$5,000.00	1 EA	\$5,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
13	0	CONNECTION TO EXISTING SANITARY SEWER	\$775.00	9 EA	\$6,975.00	5.0 EA	\$3,875.00	9.00 EA	\$6,975.00
14	0	TELEWISE EXISTING SANITARY SEWER	\$6.00	175 LF	\$1,050.00	168.0 LF	\$1,008.00	168.00 LF	\$1,008.00
15	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$134.00	726 LF	\$97,284.00	209.0 LF	\$28,006.00	724.00 LF	\$97,016.00
16	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$180.00	83 LF	\$14,940.00	57.0 LF	\$10,260.00	83.00 LF	\$14,940.00
17	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$165.00	402 LF	\$66,330.00	299.0 LF	\$49,335.00	402.00 LF	\$66,330.00
18	0	STORM SEWER, TRENCHED, RCP, 42 IN.	\$220.00	284 LF	\$62,480.00	212.0 LF	\$46,640.00	212.00 LF	\$46,640.00
19	0	REMOVAL OF STORM SEWER	\$48.00	285 LF	\$13,680.00	74.0 LF	\$3,552.00	110.00 LF	\$5,280.00
20	0	TELEWISE EXISTING STORM SEWER	\$6.00	500 LF	\$3,000.00	235.8 LF	\$1,414.80	235.80 LF	\$1,414.80
21	0	PIPE APRON, RCP, 42 IN.	\$3,750.00	1 EA	\$3,750.00	1.0 EA	\$3,750.00	1.00 EA	\$3,750.00
22	0	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	\$1,800.00	1 EA	\$1,800.00	1.0 EA	\$1,800.00	1.00 EA	\$1,800.00
23	0	PIPE APRON GUARD	\$2,600.00	1 EA	\$2,600.00	1.0 EA	\$2,600.00	1.00 EA	\$2,600.00
24	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$21.00	2205 LF	\$46,305.00	578.0 LF	\$12,138.00	1,846.00 LF	\$38,766.00
25	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$18.00	75 LF	\$1,350.00	0.0 LF	\$0.00	90.00 LF	\$1,620.00
26	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$850.00	9 EA	\$7,650.00	3.0 EA	\$2,550.00	6.00 EA	\$5,100.00
27	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$350.00	9 EA	\$3,150.00	4.0 EA	\$1,400.00	7.00 EA	\$2,450.00
28	0	CONNECTION TO SUBDRAIN PIPE	\$350.00	5 EA	\$1,750.00	0.0 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	24.3 LF	\$12,894.90	24.33 LF	\$12,894.90
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$67.00	734 LF	\$49,178.00	715.0 LF	\$47,905.00	749.00 LF	\$50,183.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$77.00	84 LF	\$6,468.00	0.0 LF	\$0.00	0.00 LF	\$0.00
32	0	12" C900 PVC CASING PIPE	\$430.00	20 LF	\$8,600.00	20.0 LF	\$8,600.00	20.00 LF	\$8,600.00
33	0	FITTING, 6" BEND	\$600.00	8 EA	\$4,800.00	1.0 EA	\$600.00	5.00 EA	\$3,000.00
34	0	FITTING, 8" BEND	\$650.00	1 EA	\$650.00	5.0 EA	\$3,250.00	5.00 EA	\$3,250.00
35	0	FITTING, 8" X 6" REDUCER	\$600.00	1 EA	\$600.00	1.0 EA	\$600.00	1.00 EA	\$600.00
36	0	FITTING, 6" SOLID SLEEVE	\$600.00	2 EA	\$1,200.00	0.0 EA	\$0.00	0.00 EA	\$0.00
37	0	FITTING, 8" SOLID SLEEVE	\$655.00	2 EA	\$1,310.00	3.0 EA	\$1,965.00	3.00 EA	\$1,965.00
38	0	FITTING, 6" X 6" TEE	\$900.00	2 EA	\$1,800.00	1.0 EA	\$900.00	2.00 EA	\$1,800.00
39	0	FITTING, 8" X 6" TEE	\$950.00	2 EA	\$1,900.00	2.0 EA	\$1,900.00	2.00 EA	\$1,900.00
40	0	FITTING, 8" X 8" TEE	\$1,000.00	1 EA	\$1,000.00	1.0 EA	\$1,000.00	1.00 EA	\$1,000.00
41	0	FITTING, 6" CAP/PLUG	\$750.00	4 EA	\$3,000.00	1.0 EA	\$750.00	2.00 EA	\$1,500.00
42	0	FITTING, 6" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,500.00	3 EA	\$7,500.00	1.0 EA	\$2,500.00	1.00 EA	\$2,500.00
43	0	FITTING, 8" CAP/PLUG	\$800.00	2 EA	\$1,600.00	1.0 EA	\$800.00	1.00 EA	\$800.00
44	0	6" VALVE	\$2,000.00	3 EA	\$6,000.00	2.0 EA	\$4,000.00	3.00 EA	\$6,000.00



# Partial Pay Estimate No.:

6

City of Windsor Heights

College Drive improvements

Windsor Heights, IA

BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE SEPTEMBER 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	8" VALVE	\$2,500.00	2 EA	\$5,000.00	2.0 EA	\$5,000.00	2.00 EA	\$5,000.00
46	0	HYDRANT ASSEMBLY	\$5,700.00	4 EA	\$22,800.00	3.0 EA	\$17,100.00	3.00 EA	\$17,100.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$2,000.00	1 EA	\$2,000.00	0.0 EA	\$0.00	1.00 EA	\$2,000.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,200.00	9 EA	\$28,800.00	3.0 EA	\$9,600.00	8.00 EA	\$25,600.00
49	0	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	\$1,800.00	1 EA	\$1,800.00	0.0 EA	\$0.00	0.00 EA	\$0.00
50	0	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	\$10,500.00	5 EA	\$52,500.00	1.0 EA	\$10,500.00	1.00 EA	\$10,500.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,000.00	6 EA	\$48,000.00	1.0 EA	\$8,000.00	1.00 EA	\$8,000.00
52	0	RELOCATE WATER SERVICE STOP BOX	\$2,000.00	1 EA	\$2,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
53	0	NEW STOP BOX HOUSING	\$450.00	9 EA	\$4,050.00	0.0 EA	\$0.00	0.00 EA	\$0.00
54	0	NEW STOP BOX ROD	\$450.00	9 EA	\$4,050.00	0.0 EA	\$0.00	0.00 EA	\$0.00
55	0	CHECK DEPTH OF WATER SERVICE	\$450.00	1 EA	\$450.00	0.0 EA	\$0.00	0.00 EA	\$0.00
56	0	RELOCATION OF WATER SERVICE	\$3,500.00	1 EA	\$3,500.00	0.0 EA	\$0.00	0.00 EA	\$0.00
57	0	LOWER WATER SERVICE	\$3,000.00	1 EA	\$3,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
58	0	LOWER WATER SERVICE WITH COPPER	\$3,000.00	1 EA	\$3,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
59	0	POLYSTYRENE INSULATION, 2 IN.	\$3.80	50 SF	\$190.00	64.0 SF	\$243.20	64.00 SF	\$243.20
60	0	VALVE BOX EXTENSION	\$550.00	16 EA	\$8,800.00	1.0 EA	\$550.00	3.00 EA	\$1,650.00
61	0	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	\$9,500.00	1 EA	\$9,500.00	1.0 EA	\$9,500.00	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	0.0 EA	\$0.00	1.00 EA	\$15,800.00
63	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$9,800.00	1 EA	\$9,800.00	1.0 EA	\$9,800.00	1.00 EA	\$9,800.00
64	0	STORM MANHOLE, SW-401, 96 IN. DIA.	\$20,000.00	2 EA	\$40,000.00	2.0 EA	\$40,000.00	2.00 EA	\$40,000.00
65	0	INTAKE, SW-501	\$3,700.00	7 EA	\$25,900.00	2.0 EA	\$7,400.00	7.00 EA	\$25,900.00
66	0	INTAKE, SW-505	\$5,200.00	6 EA	\$31,200.00	3.0 EA	\$15,600.00	6.00 EA	\$31,200.00
67	0	INTAKE, SW-506	\$9,800.00	2 EA	\$19,600.00	1.0 EA	\$9,800.00	2.00 EA	\$19,600.00
68	0	INTAKE, SW-507	\$7,000.00	2 EA	\$14,000.00	2.0 EA	\$14,000.00	2.00 EA	\$14,000.00
69	0	INTAKE, SW-509	\$7,200.00	1 EA	\$7,200.00	1.0 EA	\$7,200.00	1.00 EA	\$7,200.00
70	0	INTAKE, SW-541	\$6,000.00	1 EA	\$6,000.00	1.0 EA	\$6,000.00	1.00 EA	\$6,000.00
71	0	MANHOLE ADJUSTMENT, MINOR	\$2,800.00	8 EA	\$22,400.00	1.0 EA	\$2,800.00	1.00 EA	\$2,800.00
72	0	CONNECTION TO EXISTING MANHOLE	\$7,500.00	1 EA	\$7,500.00	1.0 EA	\$7,500.00	1.00 EA	\$7,500.00
73	0	REMOVE MANHOLE	\$1,300.00	2 EA	\$2,600.00	2.0 EA	\$2,600.00	2.00 EA	\$2,600.00
74	0	REMOVE INTAKE	\$850.00	5 EA	\$4,250.00	3.0 EA	\$2,550.00	5.00 EA	\$4,250.00
75	0	REMOVAL OF SIDEWALK	\$14.00	941 SY	\$13,174.00	231.0 SY	\$3,234.00	399.30 SY	\$5,590.20
76	0	REMOVAL OF DRIVEWAY	\$12.50	900 SY	\$11,250.00	232.0 SY	\$2,900.00	464.20 SY	\$5,802.50
77	0	SIDEWALK, PCC, 4 IN.	\$40.00	1162 SY	\$46,480.00	82.3 SY	\$3,292.00	214.90 SY	\$8,596.00
78	0	SIDEWALK, PCC, 6 IN.	\$60.00	94 SY	\$5,640.00	9.3 SY	\$558.00	28.20 SY	\$1,692.00
79	0	DETECTABLE WARNING	\$42.00	216 SF	\$9,072.00	20.0 SF	\$840.00	56.00 SF	\$2,352.00
80	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	895 SY	\$44,750.00	82.5 SY	\$4,125.00	223.60 SY	\$11,180.00
81	0	PAVEMENT REMOVAL	\$9.50	7905 SY	\$75,097.50	5553.0 SY	\$52,753.50	5,661.80 SY	\$53,787.10
82	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$325.00	8 STA	\$2,600.00	0.0 STA	\$0.00	0.00 STA	\$0.00
83	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$1,300.00	5 STA	\$6,500.00	0.0 STA	\$0.00	0.00 STA	\$0.00
84	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 LF	\$15,000.00	0.6 LF	\$9,000.00	0.60 LF	\$9,000.00
85	0	SALVAGE AND REINSTALL SIGN	\$250.00	14 EA	\$3,500.00	0.0 EA	\$0.00	0.00 EA	\$0.00
86	0	TYPE A SIGN, SHEET ALUMINUM	\$150.00	4 EA	\$600.00	0.0 EA	\$0.00	0.00 EA	\$0.00
87	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.1 AC	\$8,800.00	0.0 AC	\$0.00	0.00 AC	\$0.00
88	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.00 MGAL	\$0.00
89	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.00 LS	\$1,250.00
90	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.3 LS	\$1,050.00	0.40 LS	\$1,400.00
91	0	FILTER SOCK, 9 IN.	\$3.00	6250 LF	\$18,750.00	330.0 LF	\$990.00	330.00 LF	\$990.00
92	0	TEMPORARY RECP, 3A	\$5.00	100 SY	\$500.00	0.0 SY	\$0.00	0.00 SY	\$0.00

# Partial Pay Estimate No.:

6

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE SEPTEMBER 30, 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
93	0	RIP RAP, CLASS 'E' REVETMENT	\$72.00	65 TON	\$4,680.00	52.6 TON	\$3,787.20	52.60 TON	\$3,787.20
94	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.1 AC	\$1,650.00	0.0 AC	\$0.00	0.00 AC	\$0.00
95	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	21 EA	\$4,200.00	12.0 EA	\$2,400.00	12.00 EA	\$2,400.00
96	0	REMOVAL OF FENCE	\$40.00	10 LF	\$400.00	12.0 LF	\$480.00	12.00 LF	\$480.00
97	0	MOBILIZATION	\$128,000.00	1 LS	\$128,000.00	0.5 LS	\$64,000.00	0.60 LS	\$76,800.00
98	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.3 LS	\$1,800.00	0.40 LS	\$2,400.00
99	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.3 LS	\$1,800.00	0.40 LS	\$2,400.00
100	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.3 LS	\$4,500.00	0.40 LS	\$6,000.00
101	0	CURBIDE MAILBOX	\$418.90	15 EA	\$6,283.50	0.0 EA	\$0.00	0.00 EA	\$0.00
102	0	TREE TRUNK PROTECTION	\$450.00	3 EA	\$1,350.00	0.0 EA	\$0.00	0.00 EA	\$0.00
103	0	TREE PROTECTION FENCE	\$4.50	300 LF	\$1,350.00	50.0 LF	\$225.00	50.00 LF	\$225.00
104	0	FOUNDATION ROCK	\$63.00	50 TON	\$3,150.00	0.0 TON	\$0.00	0.00 TON	\$0.00
105	0	MANUFACTURED SAND	\$54.00	50 TON	\$2,700.00	0.0 TON	\$0.00	0.00 TON	\$0.00
A-1	0	PAVEMENT, PCC, 7 IN.	\$54.50	8295 SY	\$452,077.50	1969.7 SY	\$107,348.65	2,023.60 SY	\$110,286.20
A-2	0	CONCRETE WASHOUT	\$3,500.00	1 LS	\$3,500.00	0.3 LS	\$875.00	0.25 LS	\$875.00
CO 001	0	CHANGE ORDER 001	\$14,380.70	1 LS	\$14,380.70	1.0 LS	\$14,380.70	1.00 LS	\$14,380.70
TOTAL AMOUNT:					\$1,984,249.70		\$769,663.95		\$1,034,759.48



**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 September PS Monthly Report





# Windsor Heights Public Safety

## POLICE ♦ FIRE ♦ EMS

### Monthly Report



To: City Administrator Dennis Durham

From: Public Safety Director Chad McCluskey

Date: October 6, 2020

RE: September, 2020 Public Safety Monthly Report

#### **MAJOR WORK AREAS:**

- During the month of October, officers will direct attention toward registration and texting violations. Officers have noted a large number of motorist who are not registering their vehicles right now and are driving without license plates, using the Covid-19 pandemic as their excuse.
- Officers will continue to direct efforts toward traffic enforcement on side streets due to University Avenue detours to include the affected areas such as; Forest Avenue, Colby Avenue , 64th Street, 65th Street and 68th Street.
- Officers will maintain enforcement and educational efforts along 63rd street due to its high traffic volume, speed and potential for accidents.
- Officers will be stepping up enforcement and educational efforts with regard to the use of seatbelts throughout the city.
- Officers will seek to educate and enforce traffic related issues in the area of schools and school buses. The department was recently made aware of motorist that are not adhering to the stop arm of the school bus.
- Officers will direct education and enforcement efforts throughout the city toward impaired drivers. It is well known the risk that these drivers pose to others on the roadway, as well as themselves. Most commonly, officers find drivers are impaired by alcohol but also find those impaired by prescription and illegal drugs.
- Lieutenant Pearson will begin attending the Northwestern University of Police Staff and Command during October. This is a 10-week program, spread out over several months with a two-week on / two-week off rotation. The school is a highly sought opportunity to help prepare command staff for future growth. The school was originally scheduled for early 2020, but was delayed due to Covid.

- Chief McCluskey will work with Paramedic/Firefighter Dumermuth, who is the rental inspector coordinator, to finalize revisions to the City Code with regards to the rental code during October. These changes will be presented to the Public Safety Committee before the end of the year with the timeline for Council presentation in early 2021.
- Work will be completed to repair a section of the Public Safety building along the northwest corner which has eroded away due to rain and weather conditions. An additional section of curbing will be added in front of the fire bays to ensure proper runoff of water.
- Investigators will analyze, review and author additional investigative reports regarding the following investigations: Burglary 1st degree, Robbery 2nd degree and Identity Theft during the next month.
- Administrative Support Clerk Breese will restock and print all forms needed behind the counter and lobby.
- Administrative Support Clerk Breese will review the website for accuracy and form currency.
- Evidence and Property Management will identify and issue return to owner letters for cases that are exceeding the statute of limitations.
- EMS Training for the month of October will cover pregnancy and OB emergencies instructed by a nurse from MercyOne.
- Fire Training for the month of October will cover Emergency Vehicle Operations and Driving practices.
- Radio reprogramming will occur during the month of October for all Fire Department and Police Department radios. The reprogramming will upgrade the software in the radios and realign the radio channels with the new Polk County radio system. This update will also allow for software upgrades necessary for the Westcom transition in the future.
- EMT/Firefighter Nick Evans and EMT/Firefighter Brian Jones will be working on their Paramedic certification testing in October. We wish both of them the best of luck. Paramedic schooling and testing is a huge task and both deserve recognition for completion of their programs.

### **ACCOMPLISHMENTS:**

- All police department personnel participated in Implicit Bias Training instructed by Drake University during the month of September. The training met new State of Iowa training requirements and provided the opportunity for officers to expand their understanding and empathy with those we serve.
- Officer Bowers completed S.W.A.T. School in West Des Moines. This training will help in his assignment to Metro S.T.A.R.

- The Police Department completed an application and hiring process during the month of September. These processes are time and labor intensive and require the involvement of many with the department. Applicants completed physical agility testing, written POST testing, oral board interviews, ride-a-longs and other required tests to measure their fit to the Windsor Heights Police Department family. A conditional offer of employment was extended to one of the applicants and we hope to announce the new member of the WHPD family in October.
- Officers directed enforcement efforts toward the area of 74th Street to 80th Street after receiving citizen complaints in this area of speeding. Officers sought to educate and enforce speed violators in this area. Officers spent 1,490 minutes on this goal, issued 8 citations to include violations of speeding and no insurance, and gave 10 warnings to include violations of; speeding, registration, stop sign, texting and equipment.
- Officers directed efforts to side streets affected by construction on 70th Street during the month of September. Vehicles continue to make their own path through the city to get to their destination and this often times means driving through residential areas. Officers sought to be present in these areas and enforce safety related issues as they arose. Officers spent 185 minutes looking for traffic violations in the construction zone along University Ave. Due to the layout of the construction zone and lane restrictions vehicle speed was not an issue.
- Officers focused attention toward speed violations and following too close on University Avenue, Center Street, and Hickman Road from 63rd Street to 73rd Street. University Avenue and Hickman Road see a high volume of motorist on these roads and officers addressing these violations should help reduce accidents. Officers spent 511 minutes on this goal and issued 18 citations to include violations of speed and minor using tobacco. Officers gave 19 warnings and arrested 3 people for OWI and 1 for possession of controlled substance. One officer also noted a specific opportunity to “educate” over issuing a citation to a couple of young minority individuals who were genuinely grateful for the warning after explaining the possible monetary expense of a citation.
- Officers increased presence around department stores where an increase in theft and fraud had been noted. Officers spent 480 minutes on this goal issuing 9 citations for violations such as; no driver license, no seatbelt, no insurance, registration violation and reckless driving. 6 warnings were given for violations of; no insurance, registration violations and failing to secure a child.
- Officers working overnights gave extra attention to 63rd Street where many drivers had been observed crossing centerlines, texting and speeding excessively. Officers working these shifts have noted this being one of the busiest streets in the city after 9:00 PM. Officers worked on this goal and gave 8 warnings, and issued 11 citations.
- Officers Irlbeck and Bowers were dispatched to an accident in the 900 block of 73rd Street. The vehicle lost control while negotiating the curve and hit a utility pole. Officer Bowers handled the accident portion of the trip while Officer Irlbeck handled the driver who was showing signs of alcohol impairment. The driver was tested for impairment, failed, and showed a blood alcohol content of .117. The driver was cited, OWI 1st , and released to a sober party.

- Officer Bowers stopped a vehicle for speeding , 37 MPH in a 25 MPH zone, in the 1200 block of 73rd Street during the late morning hours. The driver of the vehicle showed signs of alcohol impairment and failed testing showing a blood alcohol content of .215. The driver was cited, OWI 1st, and released to a sober party.
- Officer Irlbeck stopped a vehicle that overcorrected after almost hitting a curb and then came into his oncoming lane in the area of 63rd Street and Hickman Rd. The driver of the vehicle showed signs of alcohol impairment and failed testing showing a blood alcohol content of .189. The driver was cited, OWI 1st, and released to a sober party.
- Officer Irlbeck stopped a vehicle for having no license plates on the vehicle. In talking with the driver, who was a juvenile, he noticed the odor of marijuana coming from within the vehicle. Officer Irlbeck conducted a search of the vehicle and located marijuana and prescription drugs that did not belong to the driver. The driver was referred to juvenile court services on two counts of Possession of Controlled substance and was then released to his mother.
- Officer Johnson was dispatched to a residence on a verbal dispute between a boyfriend and girlfriend. When Officer Johnson ran the information on both parties he learned that the female half was the protected party of a no contact order. He also learned that the male half was the person she was supposed to be protected from. The male was arrested in violation of the order and taken to Polk County Jail.
- Officer Davison was running stationary radar from the area of Sherwood Forrest when he noticed a vehicle travelling at a high rate of speed while east bound on Hickman Rd. Officer Davison activated his radar which indicated the vehicle was travelling at 52 MPH in a 35 MPH zone. Upon making contact with the driver, Officer Davison noticed signs of alcohol impairment and tested the driver who failed testing showing a blood alcohol concentration of .126. The driver was cited (OWI 1st) and released to a sober party.
- The Windsor Heights Police Department was proud to announce the Meritorious Service Award was issued to Officer Johnson on Wednesday, September 30, 2020. On May 30, 2020 around 5:30 in the morning, Officer Johnson located a suicidal female on the Interstate 235 bridge over Walnut Creek. The female made statements she was considering jumping from the bridge to harm herself. Officer Johnson spoke to the female and was able to get close enough to grab her and pull her from the bridge rail. Officer Johnson showed unbridled compassion and professionalism during the encounter and Johnson was able to get help for the female. Congratulations, Officer Johnson, on your well deserved award! You represent the values of the Windsor Heights Police Department in all you do! We also posted this story, along with a video clip, to our social media channels and it has been seen over 71,000 times!

- The Windsor Heights Police Department was proud to announce Officer Johnson was the recipient of the department Life Saving Award on Wednesday, September 30, 2020. On June 18, 2020 around 11:30 pm, Officer Johnson responded to an address in Windsor Heights for a male who was not breathing with CPR in progress. When Johnson arrived, he learned the patients girlfriend had given him Narcan but it was unsuccessful. Johnson administered Narcan to the victim. As a result of the Narcan administration by Johnson, the victim regained consciousness and was awake and talking when medics arrived. Officer Johnson's actions likely saved the life of the individual as the victim's condition, according to those on scene, prior to Johnson administering Narcan were not compatible with life. Congratulations on your accomplishment, Officer Johnson!
- The Windsor Heights Police Department was proud to announce Officer Palmer received the Life Saving Award on Wednesday, September 30, 2020. On December 21, 2019 around 1:30 in the afternoon, Officer Palmer responded to an address in Windsor Heights to assist medics with a female who was unconscious as the result of an overdose. Palmer arrived and administered Narcan to the female. Palmer continued to perform life saving measures, including chest compressions, on the female until medics arrived and took over her care. The female regained consciousness and was alert and walking before being transported to the hospital. Officer Palmer's actions were paramount in saving the life of the victim. Congratulations, Officer Palmer! Well Done!
- Administrative Support Clerk Breese updated the "Arrest Warrant book" with a larger binder, repaired pages and organized the book for continued use.
- Administrative Support Clerk Breese archived, filed and reorganized 2019 records to include: pet licenses, print cards and disposition sheets.
- Detective Nissen assisted in a multi-jurisdiction "sex-offender registry" check for Polk County. Detective Nissen and his partner worked approximately 35 registrant files, confirming 18 registrants and reported 1 non-compliance.
- Detectives reviewed evidence and information regarding a Robbery in the 2nd Degree that took place at a business. Detectives developed probable cause for the arrest of an individual and filed for an arrest warrant. While conducting surveillance for the offender he was arrested without incident. The case investigation continues with post-arrest follow-up and legal processes as it is prepared for criminal prosecution.
- Detective Nissen investigated two property crimes during the month of September. A credit card fraudulent activity case was reported but was found to have taken place in another jurisdiction. A criminal mischief investigation was exhausted with no investigative leads materializing.
- Detective Nissen became an instrumental role in locating a missing person during his non-scheduled work hours. Detective Nissen, having previously worked another instance of this individual missing, observed a motorhome this individual was likely affiliated with. Detective Nissen's situational awareness and case knowledge facilitated the Polk County Sheriff's Deputies locating the missing individual. Furthermore, this observation and report lead to the arrest of two other offenders absconding justice. One individual was absconding on a probation violation, weapon charge and a second individual has been sought for a Burglary investigation in Windsor Heights.

- Support services, Detective Nissen and Captain Meyer, completed applicant background investigations and packets for applicants applying to the Department.
- Detective Nissen attended a two-day course hosted at the DMPD Academy on identifying deceptive behavior. This course will be another tool to be used while completing criminal investigations.
- Paramedic/Firefighter Dumermuth, EMT/Firefighter Fleming, and Firefighter Thie seized an opportunity to train with the Pleasant Hill Fire Department during the month of September. The Pleasant Hill Fire Department invited our members to participate in some live fire training at an abandoned house. Relationships with our metro partners are invaluable and the ability to train with various departments, and get different views of training is something our crews benefit from greatly.
- Paramedic/Firefighter Nekola instructed EMS training in September covering Stroke patients.
- Fire training for the month of September covered vehicle extrication and was instructed by Sandry Fire Supply. In addition, crews got the opportunity to work with newer, battery powered extrication tools and learn new methods from outside instructors.
- The Windsor Heights Fire Department protocols were updated in October, including a change to protocols allowing EMT certified members to administer Narcan. Patrol officers have done an amazing job saving lives with Narcan and it was important to ensure our protocols allowed for EMT's to administer the life saving drug.
- A total of 74 rental invoices were sent out by Paramedic/Firefighter Dumermuth in September, including two apartment buildings with 136 living units.
- Two new rental units were added to the rental database and both passed inspection.
- A total of 18 rental units were inspected in September. No units failed the inspections.
- The Fire Department continues to conduct drive-by appearances for birthday celebrations.
- Paramedic/Firefighter Dumermuth continues to work on process improvement for the Rental Inspection program. One such improvement was the migration of invoices to an excel spreadsheet versus a word document, cutting the time to produce invoices by two-thirds.
- EMT/Firefighter Merseal returned to the shift after spending two weeks deployed with the Iowa DNR on a wildfire task force in Colorado. Merseal was part of a team tasked with working on fire breaks to control the wildfires in Colorado during the deployment.
- Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Martin were dispatched to 73<sup>rd</sup> and College for a gas leak. When crews arrived, they found construction workers had severed a gas feeder line while digging. Residents in the immediate area were notified and the team stood by until Mid American Energy arrived.

- All three Fire Department shifts attended training at the Clive Fire Department covering the new electric buses DART is deploying. The training gave a hands on look at the new buses, and taught crews how to turn off the batteries.
- EMT/Firefighter Nick Evans, EMT/Firefighter Harryman, and EMT/Firefighter Martin responded to a water flow alarm on the sprinkler system at Sam's Club. Crews found a malfunctioning alarm when they arrived and the manager contacted a technician to come address the malfunction.
- Fire Department Mascot, "Ember," visited the vet for her annual shots and an allergy shot during the month of September.
- Paramedic/Firefighter Nekola, Firefighter/EMT Nick Evans, and EMT/Firefighter Martin responded to the report of a choking during September. When crews arrived, the patient had dislodged the item and an assessment was completed on the patient. The patient did not need to be transported and crews returned to service.
- Paramedic/Firefighter Foreman, EMT/Firefighter Jones, and EMT/Firefighter Eslick responded to a medical call involving a patient with a possible hip fracture. The patient was larger in stature and required additional lifting assistance provided by the Urbandale Fire Department.
- Paramedic/Firefighter Foreman and EMT/Firefighter Jones' crew completed fourteen (14) commercial inspections during the month of September. Work is being done to get caught up on both rental and commercial inspections due to those activities being suspended earlier in the year due to Covid.
- Paramedic/Firefighter Foreman, EMT/Firefighter Jones, and EMT/Firefighter Price responded to a residential fire assignment with a fire contained to an oven in September. The residents had used the self-cleaning function on the oven and left a frying pan full of oil in the oven. The fire was contained to the oven and crews cooled the oven with a water extinguisher to allow for the oven to be opened and the pan removed.
- Paramedic/Firefighter Foreman and EMT/Firefighter Jones' crew completed seven (7) rental inspections during the month of September.
- Paramedic/Firefighter Foreman assisted a citizen who came to the station by helping with a car seat installation during the month of September.

Windsor Heights Public Safety  
Statistical Comparison

	Jan 18	Jan 19	Jan 20	Feb 18	Feb 19	Feb 20	Mar 18	Mar 19	Mar 20	Apr 18	Apr 19	Apr 20	May 18	May 19	May 20	Jun 18	Jun 19	Jun 20	Jul 18	JUL 19	JUL 20	AUG 18	AUG 19	AUG 20	SEP 18	SEP 19	OCT 18	OCT 19	OCT 20	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY 19	Change CY18 to CY19	
PATROL																																					
Calls for Service	721	804	724	625	804	613	737	1156	480	719	961	351	836	879	381	1050	838	436	1051	897	503	994	905	599	964	834	908	774		835	693	807	703	10247	10248	0.01%	
Incidents	143	108	127	81	107	102	112	128	52	104	117	73	117	138	56	164	104	57	128	144	73	127	122	89	119	111	100	138		90	116	99	98	1384	1431	3.40%	
Arrests	55	47	61	30	43	46	48	67	28	46	69	11	57	62	16	59	65	19	52	58	21	46	60	32	50	50	40	64		42	47	44	54	569	686	20.56%	
Total Number of Charges	117	68	90	53	62	106	100	120	70	81	110	22	121	107	39	122	80	33	80	91	40	89	93	53	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	2	5	4	2	3	4	0	3	4	2	4	10	3	3	6	1	7		2	11	5	8	39	73	87.18%	
Criminal Complaints Filed	68	59	62	42	49	64	58	64	39	50	47	20	58	71	34	76	59	19	56	63	36	67	51	43	43	46	56	76		35	56	30	44	639	685	7.20%	
Felony Charges Filed	3	2	7	3	5	12	2	6	4	0	6	5	4	4	5	2	6	4	3	7	0	1	7	5	4	2	3	12		2	3	1	1	28	61	117.86%	
Field Interviews	2	1	0	3	1	0	0	1	0	2	0	0	2	1	0	0	0	1	0	2	0	2	2	1	2	0	0	1		0	0	0	1	13	10	-23.08%	
Supplemental Reports	22	37	45	35	32	42	36	41	28	30	47	16	28	39	16	44	31	9	23	41	28	36	51	25	26	38	29	42		15	50	31	36	355	485	36.62%	
Accidents	18	25	16	11	27	12	18	19	13	16	20	10	16	23	12	25	22	12	20	23	12	25	18	6	22	20	20	21		20	26	23	26	234	270	15.38%	
Citations Issued	148	113	132	134	125	109	131	198	71	131	195	5	178	143	2	166	165	10	171	136	37	122	136	78	153	99	128	191		114	131	150	130	1726	1762	2.09%	
Written Warning Citations Issued	56	54	37	77	69	29	99	134	13	62	122	2	80	72	10	84	97	11	111	73	43	72	80	57	84	52	85	20		72	46	76	56	958	875	-8.66%	
INVESTIGATIONS																																					
Cases Assigned by Month	8	3	4	5	4	1	2	4	3	6	12	2	5	8	3	4	2	1	5	4	3	5	4	3	5	8	6	14		2	3	10	3	63	69	9.52%	
Cases Open	35	6	2	37	3	2	34	3	2	30	5	1	33	6	1	36	5	1	31	2	1	27	5	3	27	5	12	8		9	10	17	5	328	63	-80.79%	
Cases Active by Month	2	1	1	5	1	0	2	1	0	4	3	0	3	6	0	3	0	0	3	1	0	4	2	1	4	4	1	8		1	2	5	0	37	29	-21.62%	
Cases Inactive	3	2	2	2	3	0	2	4	2	10	5	1	1	4	3	2	3	0	0	3	2	3	3	2	3	6	9	4		1	4	1	6	37	47	27.03%	
Cases Cleared by Arrest	7	0	2	0	4	1	1	0	0	0	4	0	1	0	0	0	0	0	3	0	1	3	0	0	3	2	0	2		0	3	2	2	20	17	-15.00%	
Cases Cleared Exceptional Clearance	0	1	1	0	1	2	0	1	1	1	0	1	0	0	1	0	0	0	0	1	2	0	3	0	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	0	0	0	2	0	0	1	0	0	0	2	0		0	0	0	0	2	4	100.00%	
ATE Program																																					
Z100 University																																					
Vehicle Count	293338	269690	155999	266744	251727	208041	310188	293265	199605	314431	311720	98695	341593	321018	0	352699	282977	N/A	333059	197909	N/A	336,568	208,498	N/A	341,614	174,861	323,385	213,449	N/A	301,476	187,419	306,763	228,798	3821858	2941331	-23.04%	
Citations Issued	749	581	56	506	417	56	739	635	99	941	622	55	983	667	0	1045	512	N/A	981	83	N/A	1057	103	N/A	501	83	994	106	N/A	759	82	791	65	10046	3956	-60.62%	
% of drivers Cited	0.26%	0.22%	0.04%	0.19%	0.17%	0.03%	0.24%	0.22%	0.05%	* Partial Month through 4/21 Only							0.00%	0.30%	0.18%	N/A	0.29%	0.04%	N/A	0.31%	0.05%	N/A	0.15%	0.05%	0.31%	0.05%	N/A	0.25%	0.04%	0.26%	0.03%	0.26%	0.13%
6400 University																																					
Vehicle Count	273621	297712	248215	270396	274741	164771	340226	308512	250288	326787	333029	137073	365103	351163	0	356498	293475	N/A	363002	254920	N/A	360126	243,289	N/A	365,746	270,786	346,752	271,166	N/A	320,821	241,065	324,504	255,971	4013582	3395829	-15.39%	
Citations Issued	1811	1109	188	1618	994	231	1808	1509	319	1891	1570	219	1837	1487	0	1797	1000	N/A	2040	123	N/A	1731	140	N/A	649	145	1,572	138	N/A	1444	141	1134	184	19332	8540	-55.82%	
% of drivers Cited	0.66%	0.37%	0.08%	0.60%	0.36%	0.14%	0.53%	0.49%	0.13%	* Partial Month through 4/21 Only							0.00%	0.50%	0.34%	N/A	0.56%	0.05%	N/A	0.48%	0.06%	N/A	0.18%	0.05%	0.45%	0.05%	N/A	0.45%	0.06%	0.35%	0.07%	0.48%	0.25%
FIRE DEPARTMENT STATISTICS																																					
Total Calls for Service:	62	55	63	49	43	59	60	64	49	49	48	51	53	48	41	47	45	58	46	45	70	47	49	81	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		0	0	0	0	1	0	0.00%	
Fire Incidents	2	0	2	4	1	2	3	2	2	5	5	1	2	5	1	1	0	0	2	0	1	1	2	2	3	1	3	3		2	5	0	2	28	26	4.03%	
Rescue and EMS Incidents	41	41	35	29	33	45	43	44	36	33	28	43	39	28	30	28	33	44	34	33	54	21	24	48	32	32	35	43		32	35	28	35	395	409	63.41%	
Hazardous Conditions - No Fire	5	2	2	1	2	1	0	1	0	1	3	0	3	3	0	2	4	1	2	1	3	13	0	3	3	3	3	2		0	3	3	2	18	29	4.50%	
Service Calls	2	4	11	6	3	6	7	8	3	2	6	5	4	6	4	9	4	2	4	4	7	15	10	4	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	1	5	3	2	2	3	4	5	6	7	5	4	1	6		3	6	1	6	48	49	7.60%	
False Alarm / False Call Incidents	4	3	7	4	1	2	1	6	4	1	3	1	4	3	2	4	3	6	2	3	2	4	3	7	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	0	0	1	0	0	0	1	0	0	1	0	0		0	0	0	0	1	4	0.62%	
Rental Inspections	17	19	48	13	4	14	11	17	3	8	10	0	8	14	2	5	28	1	5	14	3	2	6	4	2	5	14	5		4	7	16	6	105	135	28.57%	
Commercial Inspections	12	1	1	6	13	1	6	13	0	0	10	0	15	2	0	0	3	0	0	4	2	0	0	6	0	0	0	0		0	0	0	0	0	39	46	17.95%
Commercial Re-Inspections	6	0	1	1	0	1	1	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	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		0	0	0	0	7	0	-100.00%	





**STAFF REPORT**  
**CITY COUNCIL**  
October 19, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus  
Public Works Director

SUBJECT: Public Works Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Public Works Staff Report - 19 October 2020

# Public Works Staff Report for 19 October 2020 Council Meeting

Report covers 9/15 – 10/13/2020

- The UWHSD approved a cleaning and televising contract with CIT Sewer Solutions for work to be performed on 73<sup>rd</sup> Street in conjunction with the street project planned for approximately 2024. The contract was for \$35,707.50 and covered the cleaning and televising of 8,650 LF of sewer main and televising of sewer services. This is identical to the project that we did in preparation for the construction projects on Allison Ave, College Drive, 69<sup>th</sup> St, and University Ave. We want to be sure that the sewers under the road are in good condition before we put new pavement over the top of them. We're also able to make spot repairs as needed when the projects are underway at a fraction of the cost compared to doing a standalone sewer repair project. This project will be funded through sewer revenues. There will be no cost to the City, which is why the sewer district is the contracting authority.
- The DSM Street Collective delivered docking stations for the B Cycles. We are storing these units in the PW shop until we've got a plan on where they will be installed in the park. This project is being led by the DSM Street initiative and is receiving funding through an STBG set aside grant from the MPO.
- I interviewed four candidates for the vacant Equipment Operator / Laborer position. Brian Stapleton was offered the position and accepted. He started working down at the shop on Monday, October 14<sup>th</sup>. Brian comes to us from Greenwood Sewer Service. We look forward to getting him up to speed and familiar with our organization. He will spend approximately 50% of his time maintaining the CEC, parks, and trails. The other 50% of his time will be spent working with the street crew.
- The controller and cabinet for the traffic signal at 70<sup>th</sup> and Hickman has been upgraded and is ready for the adaptive traffic system implementation. This is part of the project that has been in planning and development since the spring of 2018 between the IDOT, FHWA, Clive, Urbandale, and Windsor Heights. The US HWY 6 corridor will have an adaptive traffic system from 70<sup>th</sup> Street to the west. This should improve traffic flows at peak hours. The
- The derecho clean up is complete. We had the last of the debris hauled away from the shop and from the corner of 63<sup>rd</sup> and Hickman. The disturbed area at 63<sup>rd</sup> and Hickman has been reseeded.
- Verizon and their contractors have been installing fiber optic cable in the neighborhood south of University to serve their 5G network. The work has been reviewed and permitted and it conforms with the City's Small Cell Siting policy. There will be fiber optic going in for the Verizon network for the foreseeable future. There will also be a large fiber optic installation project in the spring of 2021 by MetroNet as part of their fiber optic broadband network that they are bringing to Windsor Heights.

- The City is getting 200 saplings from the DNR State Nursery to be given away to residents. We are picking the saplings up the first week of November and will have the giveaway event shortly after that. Whitney and I will be working together to market this event.
- I purchased and my staff installed an AED at City Hall with an ICAP grant. This grant is available annually for their customers. In the past, we have used the \$1,000 grant to purchase other AED's or miscellaneous safety equipment. We have also been able to apply for the grant through the UWHSD since they are ICAP participants.
- We have picked up the parklet and trailer from the old R/I Restaurant and it is now back at the shop.
- I worked with Justin, Whitney, and the Chief on putting together a letter that went out to residents on University Avenue with frequently asked questions and information about the University Avenue project. I have not heard any feedback from the residents that received this letter. We sent out about 150 letters.
- I have received a draft 28E agreement from the UWHSD that outsources O&M of the sanitary sewer system to the City of Urbandale. I've reviewed the draft and am working with Urbandale Public Works on an agreeable document. The Public Works Committee has discussed this a few times over the last four months and the Committee is generally agreeable to the arrangement.
- The City is receiving 100 trick-or-treat bags from MidAmerican to be given to Windsor Heights kids. We will receive these bags towards the end of the week of 10/12 and Whitney will advertise them on our social media accounts.
- Students in both the DMPS and WDMCS districts are making thank you cards for Veterans that we will be mailing out to Windsor Heights Veterans instead of hosting a program. The cards are due back on October 30<sup>th</sup>.
- I talked to a reporter from the Des Moines Register for a story that they wrote about street construction projects in the metro. The article can be found here:  
<https://www.desmoinesregister.com/story/news/2020/09/30/iowa-construction-projects-fleur-drive-university-avenue-des-moines-road-closures/3560384001/>
- I reviewed and updated the ERP in preparation for the council work session on 10/19 and the budget process that will begin in the next couple months. The only major change on this ERP is to replace one of our half ton pickups and a law tractor with a utility vehicle like a Gator or a Mule. This piece of equipment would be more versatile for work in the parks and on the trail.
- The three year WMA funding agreement is set to expire and will need to be updated. Polk County has sent out a draft agreement that is very similar to the agreement that is already in place. I have reviewed the agreement and had a couple conversations with PCPW about it and it should work well for Windsor Heights. It will be on the council agenda for consideration in November.
- Dennis and I met with Colby Interests about the condition of their driveway pavement near Apple Valley and Bankers Trust. They have made some repairs and are working on getting a more permanent solution in place.
- The Keep Windsor Heights Beautiful group has planted five more chokeberry shrubs in the butterfly gardens down at the park. These shrubs will make it easier to maintain the gardens.

- I have completed a preliminary site review for improvements at the HyVee property. The improvements will be a good thing for the store, but they will likely need to go through P&Z for approvals.
- We have posted notices of removal on 6 ash trees and one elm tree in town. City staff will be removing two of these trees and we will be getting bids for the removal on the other trees. These trees were recommended for removal in the DNR Urban Forestry Management plan.
- I reviewed job descriptions for positions in PW with Dennis and provided appropriate edits and suggestions.
- I successfully completed the PCC I training through the IDOT. This course covers field verification of concrete materials and methods on road projects.
- There was a Public Works Committee meeting on October 8<sup>th</sup>. Notes from that meeting are at the end of this report.
- We're getting ready to transition to winter operations when the weather turns. We will put plows on the trucks in the next month or so, depending on temperatures. Salt is being delivered to the shop the week of 10/12.

## **Project Updates**

- University Avenue
  - Phase 1C was poured back on October 2<sup>nd</sup>. Hand work on Phase 1C was completed between October 2<sup>nd</sup> and October 12<sup>th</sup>. Two-way, head-to-head traffic was opened back up on the morning of October 12<sup>th</sup>.
  - There will be one more traffic shift before construction stops for the winter. In order to complete phase 2B, traffic will be shifted onto the new roadway and will remain that way over the winter months. Phase 2B will begin on October 26<sup>th</sup> and finish on 11/27. While phase 2B is under construction, the intersection of 69<sup>th</sup> and University will be closed. We are working with Dairy Queen to make sure that they've got access during construction.
- 2020 Streets Project (69<sup>th</sup> and Allison)
  - Allison Avenue:
    - Phase 2 will be paved towards the middle or end of the week of October 19<sup>th</sup>. Backfilling, grading, and site work will be completed shortly after paving. Phase 2A is expected to start on 10/26. The project is still scheduled to finish up on November 20<sup>th</sup>.
  - 69<sup>th</sup> St:
    - The contractor is tentatively planning on beginning work on phase 4 on November 3<sup>rd</sup>, weather dependent. If we are able to complete phase 4 this year, we will only have phase 3 to complete in the spring. Phase 2 will likely be completed around November 10<sup>th</sup>.
- College Drive Reconstruction

- Phase 2:
  - Pavement was poured the morning of Saturday, October 10<sup>th</sup>. Handwork and sitework is occurring the week of 10/12.
- Phase 3:
  - Paving will occur around October 16<sup>th</sup>. After paving, crews will work on connections to side streets, sidewalks, driveways, and approaches.
- Phase 4:
  - This phase will begin sometime around October 26<sup>th</sup>. Work on this phase is expected to be completed around November 20<sup>th</sup>.
- 2020 PCC Patching Project:
  - The patches on 73<sup>rd</sup> Street near the Walnut Creek bridge will be completed towards the end of the week of 10/12.
  - The patching near the YMCA will begin the week of 10/19.
- 2020 North Walnut Creek Streambank Stabilization
  - This project has now been closed out.

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

## **Public Works Committee**

Meeting Notes  
8 October 2020  
10:00 – 11:20 AM

### **Zoom Meeting Information**

<https://us02web.zoom.us/j/83222597138?pwd=TkIDQ3NYM2h1S05OMGZGZFVKU3Q1Zz09>

Meeting ID: 832 2259 7138

Passcode: 212297

Phone number: 312-626-6799

#### **Present:**

Dalton Jacobus  
Justin Ernst  
Dennis Durham  
Mike Loffredo  
Mike Jones  
Dave Burgess  
Charlene Buttz  
Tyler Holtorf  
John McKee  
Thomas McMahon

#### **Absent:**

Mark Coy

1. Committee expectations, votes, rules of order
  - a. Mike Loffredo reaffirmed role of the committee, timeliness, attendance, and expectations
2. Colby Park Flood Reduction Analysis – Scope of Services
  - a. The committee decided that it was best to expand the scope of the presented agreement to include a citywide comprehensive analysis on both flood reduction and flood resiliency improvement. The goal is to bring an agreement to the committee in the next 3-4 weeks.
3. Public/Private Partnership – Langeness Streambank Stabilization Project
  - a. The committee recommended not proceeding with the project as described. The committee instead suggested analyzing streambank stabilization needs between College Drive and Hickman Road. I'll get a scope of services put together and bring it back to the committee in the next 3-4 weeks.



**STAFF REPORT  
CITY COUNCIL  
October 19, 2020**

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. October 2020 Staff Report Whitney Tucker

## **Communications/Recreation 2020 Staff Report**

**9/16/20 – 10/13/20**

### **Communications**

- This month I have started doing “Communications to Council” which is a daily email to the Council and staff that shows what communication items went out to residents. This includes the website, Facebook, Twitter, NextDoor, Instagram, and Instagram stories. 234 communications items have been put out across those platforms
- We released a press release for Movie in the Park and the Back to the Future movie was mentioned on ch5’s newscast
- The October e-newsletter was released on October 1st. This is released on the first Thursday of every month. It had an open rate of 43% with the industry average of 20%. This was sent to 858 people.
- We are up to 21 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 discussed the print newsletter at the 9/21 meeting. We decided that if we reach 50 print subscribers we will reevaluate costs of outsourcing the printing and whether or not we should switch residents to the e-newsletter only.
- The Communications Committee also discussed the Crisis Communication Guide that I put together. We will meet again on 10/19 to discuss texting services that I have been researching.
- I mailed out 36 welcome cards to resident who purchased homes in Windsor Heights from mid-summer to present.
- Social media numbers
  - Facebook – we have 2,024 Facebook followers. Our posts have reached 4,674 people in the past month and the City’s profile has been viewed 464 times.
  - Twitter – has 664 followers. In the past 28 days we’ve had 6,566 tweet impressions and 129 profile visits for 43 tweets.
  - Instagram – there have been 24 posts in the past month and there are 254 followers.
  - NextDoor – There are 1,172 residents who are members of our page. There were 3,368 views for 24 posts.
  - 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 continue to update the website as needed. Every Facebook post corresponds with a website news post. This primarily includes items to the news section



and calendar. I recently redid the Parks page, added a page for Beggar's Night and another page for RFPs.

- Website statistics – I've added Google Analytics to track traffic on our website. Over the past month we've seen:
  - 8,828 Pageviews
  - The average time spent of the site is 1 minute 48 seconds
  - Top 3 most visited pages are
    - Homepage
    - Community Center Rental Information
    - Parks page
- We are continuing to post weekly updates on our road projects and answer the questions that come up on those posts. We are hosting weekly Zoom meetings on Fridays at 2 pm. I record these and put them on the website. At most meetings, one Councilmember and one resident attend. Some meeting do not have a single resident on the call.

### **Video**

- This month I created a video to accompany the University Ave Mid-Project Update: FAQ & Winter Info flyer. It was posted on our Facebook page has reached 346 people.

### **Community Center/Recreation**

- The Community Center remains open. Almost every weekend is booked in November. We are steadily booking into 2021.
- The virtual tour video has 607 views and has been a great resource.
- The online rental system I created has been fantastic. It is a much more user friendly process for the renter and is a more efficient way for me to book the facility.

### **Front Desk**

- Our foot traffic in City Hall has been very minimal. There have been several day where no residents come in. My assumption is this is due in part to the pandemic as well as improvements to the website that make many City services available online that previously needed to be completed in person.

### **Permits**

- We contract our permit process with Safe Building. I assist in contacting the applicant for payment and referring potential applicants to Safe Building.

