



AGENDA

REGULAR MEETING OF THE WINDSOR HEIGHTS CITY COUNCIL

Monday, May 15, 2023 - 6:00 PM

**Due to Construction VIA ZOOM ONLY by registering in
advance for this meeting:**

<https://us02web.zoom.us/j/7832856334>

**After registering, you will receive a confirmation email containing information about
joining the meeting.**

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 Hearing:**
 - A. Public Hearing - Amendment of Current Budget - City of Windsor Heights - Fiscal Year July 1, 2022 - June 30, 2023
 - B. Consideration of Resolution No. 2023-31 - A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2023
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on May 1, 2023
 - B. Approve Payment of Claims
 - C. Approve Financial Reports
 - D. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street Parking Area
 - E. Approve Resolution No. 2023-32 - A Resolution to Appoint a Member and Alternate Members to the Polk County Emergency Management Commission
 - F. Approve Resolution No. 2023-33 - A Resolution Approving a 28E Agreement for Funding of Emergency Management Administration
 - G. Approve Resolution No. 2023-34 - A Resolution to Appoint a Member and Alternate Member(s) to the Polk County 911 Service Board
 - H. Approve Resolution No. 2023-35 - A Resolution Setting a Time and Place for a Public Hearing on Ordinance No. 23-05 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to the Types and

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

Numbers of Animals Permitted

6. **New Business:**

- A. Consideration of Resolution No. 2023-36 - A Resolution Establishing a Seatbelt/Restraint Use Policy for the Employees of the City of Windsor Heights
- B. Consideration of Resolution No. 2023-37 - A Resolution Authorizing the City of Windsor Heights, Iowa to Submit Sites to the Des Moines Area Metropolitan Planning Organization (MPO) for Electric Vehicle Charging Stations

7. **Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - i Police Department Report

8. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

- A. The Council will Convene into Closed Session #1
- B. The Council will Convene into Open Session
- C. The Council will Convene into Closed Session #2
- D. The Council will Convene into Open Session
- E. The Council will Convene into Closed Session #3
- F. The Council will Convene into Open Session

9. **Adjourn**

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



STAFF REPORT
CITY COUNCIL
May 15, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Public Hearing - Amendment of Current Budget - City of Windsor Heights -
Fiscal Year July 1, 2022 - June 30, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
May 15, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Consideration of Resolution No. 2023-31 - A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023 - 31- A Resolution Amending the FY22-23 Budget
2. Budget Amendment FY23

Resolution No. 2023-31

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE
FISCAL YEAR ENDING JUNE 30, 2023**

TO THE AUDITOR OF POLK COUNTY, IOWA:

WHEREAS, the City Council of Windsor Heights, Iowa in said County met on May 15, 2023, at 6:00 P.M. to take up the proposed amendment. The proposed amendment was considered, and taxpayers were heard for and against the amendment.

WHEREAS, the Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendments to the budget and modifications proposed at the hearing, if any.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Windsor Heights, Iowa the following notice published on May 5th, 2023, and the public hearing held on May 15th, 2023, the current budget is amended as set out in the attached adoption to be certified to the Auditor of Polk County.

PASSED AND APPROVED this 15th day of May, 2023.

Mike Jones, Mayor

ATTEST:

Travis Cooke, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of WINDSOR HEIGHTS
Fiscal Year July 1, 2022 - June 30, 2023

The City of WINDSOR HEIGHTS will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

Meeting Date/Time: 5/15/2023 06:00 PM

Contact: Rachelle Swisher

Phone: (515) 279-3662

Meeting Location: 1133 66th Street, Windsor Heights, IA 50324

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,615,235	0	3,615,235
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,615,235	0	3,615,235
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	2,023,310	0	2,023,310
Other City Taxes	6	1,192,846	0	1,192,846
Licenses & Permits	7	216,000	0	216,000
Use of Money & Property	8	9,212	0	9,212
Intergovernmental	9	1,865,447	0	1,865,447
Charges for Service	10	1,246,500	0	1,246,500
Special Assessments	11	0	0	0
Miscellaneous	12	225,600	0	225,600
Other Financing Sources	13	0	0	0
Transfers In	14	6,143,661	0	6,143,661
Total Revenues & Other Sources	15	16,537,811	0	16,537,811
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	3,330,315	25,000	3,355,315
Public Works	17	914,410	0	914,410
Health and Social Services	18	0	0	0
Culture and Recreation	19	474,090	10,000	484,090
Community and Economic Development	20	298,372	0	298,372
General Government	21	897,355	66,000	963,355
Debt Service	22	3,145,518	0	3,145,518
Capital Projects	23	9,129,991	0	9,129,991
Total Government Activities Expenditures	24	18,190,051	101,000	18,291,051
Business Type/Enterprise	25	649,244	0	649,244
Total Gov Activities & Business Expenditures	26	18,839,295	101,000	18,940,295
Transfers Out	27	6,143,661	0	6,143,661
Total Expenditures/Transfers Out	28	24,982,956	101,000	25,083,956
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-8,445,145	-101,000	-8,546,145
Beginning Fund Balance July 1, 2022	30	15,121,888	0	15,121,888
Ending Fund Balance June 30, 2023	31	6,676,743	-101,000	6,575,743

Explanation of Changes: Increased expenses for Building Inspections, Parks, Mayor/Council Travel, Visioning Services, Newsletter and Administrator Search.

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 1, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms. Staff present: Finance Director/Interim City Administrator Rachelle Swisher, City Clerk Travis Cooke, Deputy City Clerk Adam Strait, Public Works Director Jason Roberts, Interim Police Chief Travis Ouverson, Incoming Fire Chief Jim Mease, Interim Fire Chief Blake Boyle, City Attorney Erin Clanton, and City Engineer Justin Ernst.

2. Approval of the Agenda

Motion by Threase Harms to Approve the Agenda. Seconded by Susan Skeries. Motion passed 5-0.

3. Public Forum: None.

4. Consent Agenda:

Motion by Threase Harms to Approve the Consent Agenda Items A-J with the amendment to Item I amending the Appointment of Susan Skeries as Alternate to the Polk Co. Homeless Coordinating Council. Seconded by Michael Libbie. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on April 17, 2023

B. Approve Payment of Claims

C. Approve Liquor License - Mojitos Mexican Grill - 6611 University Avenue STE 100

D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue

E. Approve Resolution No. 2023-26 - A Resolution Setting Time and Place for a Public Hearing on Proposed Budget Amendment for Fiscal Year 2022/2023 for the City of Windsor Heights

F. Approve Resolution No. 2023-27 A Resolution Appointing City of Windsor Heights Representation to the Des Moines Area Metropolitan Planning Organization (MPO)

G. Approve Appointment of Bob Bishop to the Planning and Zoning Commission

H. Approve Appointment of Susan Skeries to the One Million Trees Steering Committee

I. Approve Appointment of Susan Skeries to the Polk County Homeless Coordinating Council

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 1, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

- J. Approve Appointment of Jason Roberts (Primary) and Threase Harms (Alternate) to the Walnut Creek WMA**

5. New Business:

- A. Consideration of Resolution No. 2023-28 - A Resolution Approving the Interim City Administrator's Appointment of Jim Mease to the Position of Fire Chief**

Motion by Joseph Jones to Approve Resolution No. 2023-28 - A Resolution Approving the Interim City Administrator's Appointment of Jim Mease to the Position of Fire Chief and Approving the Employment Agreement. Seconded by Susan Skeries. Motion passed 5-0.

- B. Consideration of Resolution No. 2023-29 - A Resolution Approving a 28E Agreement By and Between Government Entities Represented on the Metropolitan Advisory Council (MAC) for Funding and Implementation of Homeland Security Services Within the Metropolitan Area**

Motion by Threase Harms to Approve Resolution No. 2023-29 - A Resolution Approving a 28E Agreement By and Between Government Entities Represented on the Metropolitan Advisory Council (MAC) for Funding and Implementation of Homeland Security Services Within the Metropolitan Area. Seconded by Susan Skeries. Motion passed 5-0.

- C. Consideration of Resolution No. 2023-30 - A Resolution to Appoint A Member and Alternate Members to the Polk County Emergency Management Commission**

Motion by Michael Libbie to Approve Resolution No. 2023-30 - A Resolution to Appoint A Member and Alternate Members to the Polk County Emergency Management Commission. Seconded by Threase Harms. Motion passed 5-0.

- D. Consideration of Amendment No. 1 to Agreement for Professional Services Between the City of Windsor Heights and Bolton & Menk, Inc. - 68th Street Construction Observation Amendment**

Motion by Threase Harms to Approve Amendment No. 1 to the Agreement for Professional Services Between the City of Windsor Heights and Bolton & Menk, Inc. - 68th Street Construction Observation Amendment. Seconded by Michael Libbie. Motion passed 5-0.

- E. Consideration of University Avenue Holiday Display Purchase**

Motion by Michael Libbie to Approve University Avenue Holiday Display Purchase. Seconded by Threase Harms. Motion passed 5-0.

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 1, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

6. Reports:

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

B. Sister Cities Commission Reports: Given.

7. City Administrator Search Update

8. Closed Session City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A. The Council will Convene into Closed Session

Motion by Threase Harms to Convene into Closed Session at 6:22 PM. Seconded by Joseph Jones. Motion passed 5-0.

B. The Council will Convene into Open Session

Motion by Threase Harms to Convene into Open Session at 6:40 PM. Seconded by Susan Skeries. Motion passed 5-0.

9. Adjourn

Motion by Threase Harms to Adjourn the Meeting at 6:41 PM. Seconded by Susan Skeries. Motion passed 5-0.

Mike Jones, Mayor

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
May 15, 2023

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director - Interim City Administrator
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Claims Report

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX		508.52	4145	4/28/23
AMAZON CAPITAL SERVICES	CLOTHING ALLOWANCE		552.86	55291	5/10/23
AMERITAS LIFE INS. CORP.	VISION INS	258.50		4143	4/28/23
AMERITAS LIFE INS. CORP.	DENTAL INS	2,782.64	3,041.14	55292	5/10/23
ARNOLD MOTOR SUPPLY	PLASTIC GLOVES		121.04	55293	5/10/23
AUREON IT	OFFICE 365		1,798.15	55294	5/10/23
BAKER ELECTRIC INC.	TRAFFIC SIGNALS		346.70	55295	5/10/23
BANKERS TRUST COMPANY	CC FEES	75.47		4180	4/30/23
BANKERS TRUST COMPANY	CC FEES	66.90		4181	5/10/23
BANKERS TRUST COMPANY	CC FEES	146.49		4182	5/10/23
BANKERS TRUST COMPANY	See Vendor Activity Report	3,777.85	4,066.71	55297	5/10/23
BITUMINOUS MATERIALS			200.00	55298	5/10/23
BOB BROWN CHEVROLET INC.	TRUCK #9 REPAIRS		451.13	55299	5/10/23
BOLTON & MENK	68TH ST ENG		26,207.50	55300	5/10/23
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		209.90	55301	5/10/23
BULLZEYE, INC	APRIL PSB CLEANING		2,066.00	55302	5/10/23
CAPITAL ONE TRADE CREDIT	SAND		41.45	55303	5/10/23
CENTRAL IOWA READY MIX	CONCRETE		1,128.00	55304	5/10/23
CENTURY LINK	TELEPHONE		131.64	55305	5/10/23
CLEARFLY	CELL PHONES		177.05	4183	5/10/23
CRYSTAL CLEAR WATER CO.	WATER		19.98	55306	5/10/23
DAIDA	RADIKS		496.00	4184	5/10/23
DES MOINES AIRPORT AUTHORITY	2023 PAYMENT		12,023.00	55307	5/10/23
DES MOINES WATER WORKS	1133 66TH ST		58.82	55308	5/10/23
EILEENS COOKIES	MAY MOVIE		120.00	55309	5/10/23
FAST SIGNS	BUILDING REPAIRS		51.36	55310	5/10/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	20,284.96		4144	4/28/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	22,443.45		4177	5/09/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	124.32	42,852.73	4179	5/09/23
FLEMING, BOBBY	TUITION REIMBURSEMENT		675.00	55311	5/10/23
GALLS INC	CLOTHING ALLOWANCE		355.34	55312	5/10/23
GCMOA	MAY MEETING		17.00	55290	5/10/23
GOODE GREENHOUSES	CEC FLOWERS		118.56	55313	5/10/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		259.50	55314	5/10/23
O'DONNELL ACE HICKMAN	GRASS SEED		100.80	55315	5/10/23
ICMA RETIREMENT TRUST	ICMA	594.67		4141	4/28/23
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,194.25		4151	4/28/23
ICMA RETIREMENT TRUST	ICMA	596.36	2,385.28	4176	5/09/23
DEPT OF HUMAN SERVICES	JUNE GEMT PYMT		4,913.58	55316	5/10/23
IOWA LAW ENFORCEMENT ACADEMY	EVALUATION OF MMPI		150.00	55317	5/10/23
IPERS	PROTECT IPERS	26,946.14		4140	4/28/23
IPERS	LATE RELEASE FEE	27.71	26,973.85	4152	5/01/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	580.77		4146	4/28/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	580.77	1,161.54	4178	5/09/23
KING'S MATERIAL, INC	PLAYGROUND MULCH		3,516.66	55318	5/10/23
KOCH OFFICE GROUP	COPIER LEASE		145.22	55319	5/10/23
LOWE'S	SUPPLIES		1,315.22	55320	5/10/23
MEDIACOM BUSINESS	INTERNET		570.00	55321	5/10/23
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES		1.35	55322	5/10/23
MIDAMERICAN ENERGY	1133 66TH ST	639.40		4154	5/02/23
MIDAMERICAN ENERGY	1145 66TH ST	196.72		4155	5/02/23
MIDAMERICAN ENERGY	6900 SCHOOL ST	18.92		4156	5/02/23
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	629.77		4157	5/02/23
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	95.11		4158	5/02/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	7116 UNIV AVE	25.11		4159	5/02/23
MIDAMERICAN ENERGY	7001 UNIV AVE	25.87		4160	5/02/23
MIDAMERICAN ENERGY	6300 UNIV AVE	28.65		4161	5/02/23
MIDAMERICAN ENERGY	6800 SCHOOL ST	154.23		4162	5/02/23
MIDAMERICAN ENERGY	1601 73RD ST	14.31		4163	5/02/23
MIDAMERICAN ENERGY	1140 73RD ST	28.43		4164	5/02/23
MIDAMERICAN ENERGY	951 73RD ST	19.15		4165	5/02/23
MIDAMERICAN ENERGY	6540 UNIV AVE	131.68		4166	5/02/23
MIDAMERICAN ENERGY	7290 UNIV AVE	26.54		4167	5/02/23
MIDAMERICAN ENERGY	6739 UNIV AVE	92.92		4168	5/02/23
MIDAMERICAN ENERGY	2227 63RD ST	27.90		4169	5/02/23
MIDAMERICAN ENERGY	6440 HICKMAN RD	57.69		4170	5/02/23
MIDAMERICAN ENERGY	1443 76RD ST	10.00		4171	5/02/23
MIDAMERICAN ENERGY	1804 73RD ST	10.00		4172	5/02/23
MIDAMERICAN ENERGY	6410 HICKMAN RD	27.46		4173	5/02/23
MIDAMERICAN ENERGY	801 73RD ST	34.03		4174	5/02/23
MIDAMERICAN ENERGY	STREET LIGHTS	3,190.20	5,484.09	4175	5/02/23
MILLER NURSERY	SHRUBS FOR PARK		188.85	55323	5/10/23
NAPA AUTO PARTS	PARTS		27.04	55324	5/10/23
OMNI BILLING	APRIL EMS BILLING		1,985.41	55325	5/10/23
PREMIER AUTOMOTIVE	REPAIRS		241.07	55326	5/10/23
QUALITY PEST CONTROL, INC	PEST CONTROL		88.00	55327	5/10/23
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE		14.24	55328	5/10/23
RELIASTAR LIFE INS CO	NISSEN		75.00	55329	5/10/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		3,042.62	55330	5/10/23
SAFE LIFE DEFENSE	CLOTHING ALLOWANCE		668.35	55331	5/10/23
SAYLORCREEK SAND COMPANY	LIMESTONE		350.00	55332	5/10/23
SKERIES, SUSAN	EARTH DAY REIMBURSEMENT		46.39	55333	5/10/23
STAR EQUIPMENT LTD	EQUIP RENTAL		2,307.00	55334	5/10/23
STIVERS FORD	#7229 REPAIRS		67.78	55335	5/10/23
Strauss Security Solutions	OPERATING SUPPLIES		654.95	55336	5/10/23
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	55337	5/10/23
TREASURER STATE OF IOWA	STATE TAXES		7,257.35	4142	4/28/23
UMB BANK	2016A PRINCIPAL	123,862.50		4185	5/10/23
UMB BANK	2016B PRINCIPAL	252,641.25		4186	5/10/23
UMB BANK	2020A PRINCIPAL	768,091.50		4187	5/10/23
UMB BANK	2020B PRINCIPAL	1,839,463.50	2,984,058.75	4188	5/10/23
UNITYPOINT OCC MED SIOUX CITY	DOT PHYSICAL		42.00	55338	5/10/23
UPHDM OCCUPATIONAL MED	NEW HIRE PHYSICAL		650.00	55339	5/10/23
VAN WALL EQUIPMENT	LAWN MOWER REPAIR		388.49	55340	5/10/23
VERIZON WIRELESS	CELL PHONES		380.15	4153	5/02/23
CAPITAL ONE	RETIREMENT/OPEN HOUSE SUPPLIES		64.98	55341	5/10/23
WINDSOR HEIGHTS FOUNDATION	JULY 4TH FIREWORKS		5,000.00	55342	5/10/23

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Accounts Payable Total 3,152,486.09

Payroll Checks

001	GENERAL	51,265.48
110	ROAD USE TAX	7,323.62
740	STORM WATER	2,078.66

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
	Total Paid On: 4/28/23		60,667.76	
001	GENERAL		2,353.81	
	Total Paid On: 5/09/23		2,353.81	
	Total Payroll Paid		63,021.57	
	Report Total		3,215,507.66	

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	169,059.56
110	ROAD USE TAX	29,747.74
112	EMPLOYEE BENEFITS	4,743.89
200	DEBT SERVICE	2,984,058.75
314	UNIVERSITY AVE ST PROJECT	147.00
319	2020 STREET PROJECTS	1,344.00
322	73RD STREET PROJECT	6,388.50
323	68TH ST	12,343.00
324	2023 HMA OVERLAY PROJECT	108.00
325	2023 PCC PATCHING PROJECT	1,512.00
329	PUBLIC SAFETY PARKING LOT	149.00
610	SEWER	40.01
740	STORM WATER	5,866.21

	TOTAL FUNDS	3,215,507.66

ACCOUNTS PAYABLE VENDOR ACTIVITY

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
				58 BANKERS TRUST COMPANY						
05102023 2	1	5/10/23		CC FEES		001-620-6405		66.90	4181	5/10/23 E
05102023 3	1	5/10/23		CC FEES		001-620-6405		146.49	4182	5/10/23 E
05102023 3526	1	5/10/23		STORAGE UNIT		001-470-6499		10.83	55297	5/10/23
05102023 3526	2	5/10/23		EARTH DAY BIRD HOUSES		001-470-6499		226.10	55297	5/10/23
05102023 3526	3	5/10/23		ZOOM		001-610-6507		31.98	55297	5/10/23
05102023 3526	4	5/10/23		ADOBE CREDIT		001-620-6373		85.80-	55297	5/10/23
05102023 3534	1	5/10/23		CONSTANT CONTACT		001-620-6373		70.00	55297	5/10/23
05102023 4788	1	5/10/23		TRAINING		001-110-6230		900.00	55297	5/10/23
05102023 4788	2	5/10/23		CLOTHING ALLOWANCE		001-110-6180		203.79	55297	5/10/23
05102023 4796	1	5/10/23		SUCTION CORD		001-160-6507		110.00	55297	5/10/23
05102023 4796	2	5/10/23		INTERVIEW PANEL LUNCH		001-150-6599		108.19	55297	5/10/23
05102023 4796	3	5/10/23		FIRE OFFICE FURNITURE		001-150-6721		646.99	55297	5/10/23
05102023 4796	4	5/10/23		CLOTHING ALLOWANCE		001-150-6180		106.96	55297	5/10/23
05102023 4796	5	5/10/23		RETURN SUPPLIES		001-160-6498		13.69	55297	5/10/23
05102023 4796	6	5/10/23		BACKGROUND CHECK		001-150-6411		15.00	55297	5/10/23
05102023 4796	7	5/10/23		BUSINESS CARDS		001-150-6506		47.07	55297	5/10/23
05102023 4796	8	5/10/23		RETURNS		001-160-6498		26.69	55297	5/10/23
05102023 4796	9	5/10/23		IMAGE TREND CONFERENCE		001-150-6230		549.00	55297	5/10/23
05102023 7388	1	5/10/23		ADOBE SUBSCRIPTION		001-110-6507		786.89	55297	5/10/23
05102023 7940	1	5/10/23		ADOBE CREDIT		001-620-6373		53.11-	55297	5/10/23
05102023 7940	2	5/10/23		ADOBE CREDIT		001-620-6373		25.70-	55297	5/10/23
05102023 7940	3	5/10/23		DEREK'S RETIREMENT		001-620-6598		49.98	55297	5/10/23
05102023 7940	4	5/10/23		CRIMINAL RECORDS CHECK		001-150-6411		39.30	55297	5/10/23

				BANKERS TRUST COMPANY				3991.24		

				***** REPORT TOTAL *****				3991.24		



**STAFF REPORT
CITY COUNCIL**

May 15, 2023

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director - Interim City Administrator
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

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

BALANCE SHEET

CALENDAR 4/2023, FISCAL 10/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	638,673.42	919,705.62
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
001-000-1150	IPAIT - GENERAL	50,331.78	3,556,492.19
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	1.97	3,031.08
001-000-1170	CD 082009 - KWHB	.00	11,643.05
001-050-2020	ACCOUNTS PAYABLE	180.00-	.00
001-050-2120	FEDERAL W/H PAYABLE	.00	417.52
001-050-2121	SS/MED W/H PAYABLE	.00	54.96-
001-050-2122	STATE W/H PAYABLE	.00	1.40
001-050-2123	IPERS PAYABLE	.00	3,335.30
001-050-2124	INSURANCE W/H PAYABLE	890.50	15,027.82
001-050-2125	DEF COMP PAYABLE	.00	5,565.93
001-050-2126	GARNISHMENT PAYABLE	.00	.00
001-050-2127	UNION DUES PAYABLE	.00	.00
001-050-2128	UNITED WAY PAYABLE	.00	.00
001-050-2129	MISC PAYABLE	.00	.00
001-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
001-050-3950	BEGINNING FUND BALANCE	.00	4,201,226.93
110-000-1110	CASH - RUT	20,266.71	60,212.66
110-000-1150	IPAIT - RUT	.00	958,390.59
110-050-2020	ACCOUNTS PAYABLE	.00	.00
110-050-2120	FEDERAL W/H PAYABLE	.00	98.18-
110-050-2121	SS/MED W/H PAYABLE	.00	151.10-
110-050-2122	STATE W/H PAYABLE	.00	48.40-
110-050-2123	IPERS PAYABLE	.00	282.46-
110-050-2124	INSURANCE W/H PAYABLE	377.00	3,747.22
110-050-2125	DEF COMP PAYABLE	.00	179.56-
110-050-2126	GARNISHMENT PAYABLE	.00	.00
110-050-2127	UNION DUES PAYABLE	.00	.00
110-050-2128	UNITED WAY PAYABLE	.00	.00
110-050-2129	MISC PAYABLE	.00	.00
110-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
110-050-3950	BEGINNING FUND BALANCE	.00	938,491.00
112-000-1110	CASH - EMP BENEFIT FUND	241,145.55	461,686.90
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	772,546.91
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
112-050-2020	ACCOUNTS PAYABLE	.00	.00
112-050-3950	BEGINNING FUND BALANCE	.00	1,183,679.58
113-000-1110	CASH - POLICE PENSION	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
113-050-2020	ACCOUNTS PAYABLE	.00	.00
113-050-3950	BEGINNING FUND BALANCE	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	28,031.28
114-000-1160	SAVINGS - POLICE TRUST	28.94	9,404.46
114-050-2020	ACCOUNTS PAYABLE	.00	.00
114-050-3950	BEGINNING FUND BALANCE	.00	37,185.22
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
115-000-1160	SAVINGS - PREF/DEA	1.48	3,880.61
115-050-2020	ACCOUNTS PAYABLE	.00	.00

BALANCE SHEET

CALENDAR 4/2023, FISCAL 10/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
115-050-3950	BEGINNING FUND BALANCE	.00	3,265.26
119-000-1110	CASH - EMERGENCY FUND	.00	.00
119-050-2020	ACCOUNTS PAYABLE	.00	.00
119-050-3950	FUND BALANCE	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	83,918.65	2,104,090.96
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
121-050-2020	ACCOUNTS PAYABLE	.00	.00
121-050-3950	FUND BALANCE	.00	976,216.88
125-000-1110	CASH - TIF	942,155.93	1,581,214.30
125-000-1150	IPAIT - TIF	.00	1,051,157.68
125-050-2020	ACCOUNTS PAYABLE	.00	.00
125-050-3950	BEGINNING FUND BALANCE	.00	691,313.34
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,000.00
145-050-2020	ACCOUNTS PAYABLE	.00	.00
145-050-3950	FUND BALANCE	.00	265,387.92
200-000-1110	CASH - DEBT SERVICE	314,808.38	510,614.18
200-000-1150	IPAIT - DEBT SERVICE	.00	500,000.00
200-050-2020	ACCOUNTS PAYABLE	.00	.00
200-050-3950	BEGINNING FUND BALANCE	.00	417,367.94
303-000-1110	CASH - COLBY PARK	52,189.50-	151,198.95-
303-050-2020	ACCOUNTS PAYABLE	.00	.00
303-050-3950	BEGINNING FUND BALANCE	.00	37,979.05
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
306-050-2020	ACCOUNTS PAYABLE	.00	.00
306-050-3950	BEGINNING FUND BALANCE	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
309-050-2020	ACCOUNTS PAYABLE	.00	.00
309-050-3950	FUND BALANCE	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
311-050-2020	ACCOUNTS PAYABLE	.00	.00
311-050-3950	FUND BALANCE	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETSCAPE	.00	.00
312-050-2020	ACCOUNTS PAYABLE	.00	.00
312-050-3950	FUND BALANCE	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
313-050-2020	ACCOUNTS PAYABLE	.00	.00
313-050-3950	FUND BALANCE	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	147.00-	932,597.86-
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	2,535,000.00
314-050-2020	ACCOUNTS PAYABLE	.00	.00
314-050-3950	FUND BALANCE	.00	1,634,235.14
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
315-050-2020	ACCOUNTS PAYABLE	.00	.00
315-050-3950	FUND BALANCE	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
316-050-2020	ACCOUNTS PAYABLE	.00	.00
316-050-3950	FUND BALANCE	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
317-050-2020	ACCOUNTS PAYABLE	.00	.00
317-050-3950	FUND BALANCE	.00	144,848.50

BALANCE SHEET
CALENDAR 4/2023, FISCAL 10/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
319-000-1110	CASH - 2020 STREET PROJECTS	672.00-	230,638.62
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	1,002,304.89
319-050-2020	ACCOUNTS PAYABLE	.00	.00
319-050-3950	FUND BALANCE	.00	1,288,876.35
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
320-050-2020	ACCOUNTS PAYABLE	.00	.00
320-050-3950	FUND BALANCE	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
321-050-2020	ACCOUNTS PAYABLE	.00	.00
321-050-3950	FUND BALANCE	.00	.00
322-000-1110	CASH - 73RD ST	49,850.00-	244,983.80
322-000-1150	IPAIT - 73RD STREET	.00	300,000.00
322-050-2020	ACCOUNTS PAYABLE	.00	.00
322-050-3950	FUND BALANCE	.00	638,423.30
323-000-1110	CASH - 68TH STREET	16,133.50-	99,461.50-
323-050-2020	ACCOUNTS PAYABLE	.00	.00
323-050-3950	FUND BALANCE	.00	.00
324-000-1110	CASH - 2023 HMA OVERLAY	.00	21,465.50-
324-050-2020	ACCOUNTS PAYABLE	.00	.00
324-050-3950	FUND BALANCE	.00	.00
325-000-1110	CASH - 2023 PCC PATCHING PROJ	.00	21,332.00-
325-050-2020	ACCOUNTS PAYABLE	.00	.00
325-050-3950	FUND BALANCE	.00	.00
329-000-1110	CASH - PUBLIC SAFETY PARKING L	85.00-	25,966.50-
329-050-2020	ACCOUNTS PAYABLE	.00	.00
329-050-3950	FUND BALANCE	.00	.00
333-000-1110	CASH - DOG PARK UPDATES	.00	.00
333-050-2020	ACCOUNTS PAYABLE	.00	.00
333-050-3950	FUND BALANCE	.00	.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
347-050-2020	ACCOUNTS PAYABLE	.00	.00
347-050-3950	FUND BALANCE	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
348-050-2020	ACCOUNTS PAYABLE	.00	.00
348-050-3950	FUND BALANCE	.00	359,527.92
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	340,547.53
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	1,000,000.00
349-050-2020	ACCOUNTS PAYABLE	.00	.00
349-050-3950	FUND BALANCE	.00	1,340,547.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,235.73
350-000-1180	CASH - EQUIP REVOLVE - POLICE	17,085.91-	66,528.28
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	2,919.50-	336,538.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	531,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	1,473.40	104,703.49
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	35,274.53
350-050-2020	EQUIP REVOLVE - ACCTS PAYABLE	.00	.00
350-050-3950	EQUIP REVOLVE - FUND BALANCE	.00	1,227,443.94
600-000-1110	CASH - WATER	.00	103,254.44-

BALANCE SHEET

CALENDAR 4/2023, FISCAL 10/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
600-000-1170	CD 12062707- WATER	.00	107,401.50
600-050-2020	ACCOUNTS PAYABLE	.00	.00
600-050-3950	BEGINNING FUND BALANCE	.00	4,147.06
610-000-1110	CASH - SEWER	146.50-	4,785.60
610-050-2020	ACCOUNTS PAYABLE	.00	.00
610-050-2120	FEDERAL W/H PAYABLE	.00	.00
610-050-2121	SS/MED W/H PAYABLE	.00	.00
610-050-2122	STATE W/H PAYABLE	.00	.00
610-050-2123	IPERS PAYABLE	.00	.00
610-050-2124	INSURANCE W/H PAYABLE	.00	49.27
610-050-2125	DEF COMP PAYABLE	.00	.00
610-050-2126	GARNISHMENT PAYABLE	.00	.00
610-050-2127	UNION DUES PAYABLE	.00	.00
610-050-2128	UNITED WAY PAYABLE	.00	.00
610-050-2129	MISC PAYABLE	.00	.00
610-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
610-050-3950	BEGINNING FUND BALANCE	.00	20,586.97
670-000-1110	CASH - LANDFILL/GARBAGE	330.67	8,024.02
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,491.47
670-050-2020	ACCOUNTS PAYABLE	.00	.00
670-050-2120	FEDERAL W/H PAYABLE	.00	.00
670-050-2121	FICA W/H PAYABLE	.00	.00
670-050-2122	STATE W/H PAYABLE	.00	.00
670-050-2123	IPERS W/H PAYABLE	.00	.00
670-050-2124	INSURANCE W/H PAYABLE	.00	.00
670-050-2125	DEFERRED COMP PAYABLE	.00	.00
670-050-2126	GARNISHMENT PAYABLE	.00	.00
670-050-2127	UNION DUES PAYABLE	.00	.00
670-050-2128	UNITED WAY PAYABLE	.00	.00
670-050-2129	MISC PAYABLE	.00	.00
670-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
670-050-3950	FUND BALANCE	.00	418,323.44
740-000-1110	CASH - STORM WATER	21,077.38	321,415.96
740-000-1150	IPAIT - STORM WATER	.00	1,161,336.95
740-050-2020	ACCOUNTS PAYABLE	.00	.00
740-050-2120	FEDERAL W/H PAYABLE	.00	44.62-
740-050-2121	SS/MED W/H PAYABLE	.00	68.66-
740-050-2122	STATE W/H PAYABLE	.00	22.00-
740-050-2123	IPERS PAYABLE	.00	.00
740-050-2124	INSURANCE W/H PAYABLE	.00	100.83
740-050-2125	DEF COMP PAYABLE	.00	.00
740-050-2126	GARNISHMENT PAYABLE	.00	.00
740-050-2127	UNION DUES PAYABLE	.00	.00
740-050-2128	UNITED WAY PAYABLE	.00	.00
740-050-2129	MISC PAYABLE	.00	.00
740-050-2130	OTHER PAYROLL WITHHOLDING	.00	.00
740-050-3950	BEGINNING FUND BALANCE	.00	1,269,298.24
810-000-1110	CASH - REVOLVING FUND	.00	.00
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
810-050-2020	ACCOUNTS PAYABLE	.00	.00
810-050-3950	BEGINNING FUND BALANCE	.00	.00

BALANCE SHEET
CALENDAR 4/2023, FISCAL 10/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	PROOF	===== 2,173,897.85 =====	===== 3,202,827.04 =====

REVENUE REPORT
CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,370,180.00	944,764.40	3,229,103.17	95.81	141,076.83
	ROAD USE TAX TOTAL	661,500.00	58,833.57	582,743.76	88.09	78,756.24
	EMPLOYEE BENEFITS TOTAL	906,678.00	336,823.13	839,132.27	92.55	67,545.73
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,010.00	28.94	9,398.93	93.90	611.07
	POLICE PREFORFEITURE TOTAL	1,002.00	1.48	13.03	1.30	988.97
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,151,000.00	83,918.65	1,142,874.08	99.29	8,125.92
	TAX INCREMENT FINANCING TOTAL	2,023,310.00	942,155.93	1,941,058.64	95.93	82,251.36
	URBAN RENEWAL TOTAL	.00	.00	15,000.00	.00	15,000.00-
	DEBT SERVICE TOTAL	5,463,040.00	314,808.38	752,804.99	13.78	4,710,235.01
	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 TOTA	.00	.00	.00	.00	.00

REVENUE REPORT

CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	19,563.50	.00	19,563.50-
	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	100,000.00	.00	.00	.00	100,000.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	750,000.00	.00	.00	.00	750,000.00
	73RD STREET PROJECT TOTAL	.00	.00	.00	.00	.00
	68TH ST TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	360,000.00	.00	359,527.91	99.87	472.09
	FUTURE STREET PROJECTS TOTAL	2,961,526.00	.00	.00	.00	2,961,526.00
	CAPITAL EQUIPMENT FUND TOTAL	357,500.00	1,473.40	17,563.39	4.91	339,936.61

REVENUE REPORT

CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	350,500.00	29,765.55	278,081.37	79.34	72,418.63
	STORM WATER TOTAL	370,000.00	33,050.85	314,047.63	84.88	55,952.37
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		18,836,246.00	2,745,624.28	9,500,912.67	50.44	9,335,333.33
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,218,925.00	177,858.88	1,678,056.47	75.62	540,868.53
	EMERGENCY MANAGEMENT TOTAL	9,570.00	10.69	9,496.98	99.24	73.02
	FIRE TOTAL	355,870.00	20,847.02	267,781.37	75.25	88,088.63
	AMBULANCE TOTAL	692,950.00	49,018.07	496,414.02	71.64	196,535.98
	BUILDING INSPECTIONS TOTAL	50,000.00	3,967.02	48,058.16	96.12	1,941.84
	ANIMAL CONTROL TOTAL	3,000.00	125.00	3,101.75	103.39	101.75-
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	PUBLIC SAFETY TOTAL	3,330,315.00	251,826.68	2,502,908.75	75.16	827,406.25
	ROADS, BRIDGES, SIDEWALKS TOTA	527,201.00	53,001.63	469,272.49	89.01	57,928.51
	STREET LIGHTING TOTAL	67,000.00	3,244.49	40,506.26	60.46	26,493.74
	TRAFFIC CONTROL & SAFETY TOTAL	5,500.00	.00	.00	.00	5,500.00
	SNOW REMOVAL TOTAL	286,449.00	6,357.41	133,690.21	46.67	152,758.79
	OTHER PUBLIC WORKS TOTAL	28,260.00	315.44	4,914.02	17.39	23,345.98
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	PUBLIC WORKS TOTAL	914,410.00	62,918.97	648,382.98	70.91	266,027.02
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	63,700.00	.00	47,740.50	74.95	15,959.50
	PARKS TOTAL	193,721.00	7,394.36	136,425.61	70.42	57,295.39
	COMMUNITY CTR/ZOO/MARINA TOTA	6,650.00	1,500.00	11,452.45	172.22	4,802.45-
	SPECIAL EVENTS TOTAL	40,000.00	545.00	38,101.23	95.25	1,898.77
	COMMUNITY CENTER TOTAL	170,019.00	2,110.99	119,655.70	70.38	50,363.30
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	474,090.00	11,550.35	353,375.49	74.54	120,714.51
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	15,000.00	5.63	251,372.00
	HOUSING & URBAN RENEWAL TOTAL	32,000.00	.00	28,454.00	88.92	3,546.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	298,372.00	.00	43,454.00	14.56	254,918.00
	MAYOR/COUNCIL TOTAL	58,200.00	4,595.49	60,449.22	103.86	2,249.22-
	IT DEPARTMENT TOTAL	50,300.00	4,502.55	39,779.23	79.08	10,520.77
	CLERK/TREASURER/ADM TOTAL	672,855.00	52,177.63	579,018.68	86.05	93,836.32
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	100,000.00	3,517.50	39,728.30	39.73	60,271.70
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	897,355.00	64,793.17	718,975.43	80.12	178,379.57

BUDGET REPORT
CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	2,741,310.00	.00	132,555.00	4.84	2,608,755.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	404,208.00	.00	27,003.75	6.68	377,204.25
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	3,145,518.00	.00	159,558.75	5.07	2,985,959.25
	POLICE TOTAL	67,000.00	17,085.91	136,639.12	203.94	69,639.12-
	FIRE TOTAL	6,000.00	2,919.50	6,944.15	115.74	944.15-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	8,325,137.00	66,887.50	368,994.34	4.43	7,956,142.66
	PARKS TOTAL	.00	52,189.50	189,178.00	.00	189,178.00-
	COMMUNITY CENTER TOTAL	.00	.00	7,932.50	.00	7,932.50-
	IT DEPARTMENT TOTAL	14,000.00	.00	16,710.65	119.36	2,710.65-
	CAPITAL PROJECTS TOTAL	717,854.00	.00	705,733.00	98.31	12,121.00
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	9,129,991.00	139,082.41	1,432,131.76	15.69	7,697,859.24
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	28,250.00	146.50	15,850.64	56.11	12,399.36
	LANDFILL/GARBAGE TOTAL	358,000.00	29,434.88	307,889.32	86.00	50,110.68
	STORM WATER TOTAL	262,994.00	11,973.47	100,558.51	38.24	162,435.49
		-----	-----	-----	-----	-----
	ENTERPRISE FUNDS TOTAL	649,244.00	41,554.85	424,298.47	65.35	224,945.53
	TRANSFERS IN/OUT TOTAL	6,143,661.00	.00	15,000.00	.24	6,128,661.00
		-----	-----	-----	-----	-----
	TRANSFER OUT TOTAL	6,143,661.00	.00	15,000.00	.24	6,128,661.00
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	24,982,956.00	571,726.43	6,298,085.63	25.21	18,684,870.37
		=====	=====	=====	=====	=====



**STAFF REPORT
CITY COUNCIL**
May 15, 2023

TO: CITY COUNCIL
FROM: Travis Cooke, City Clerk
SUBJECT: Approve Liquor License - Thirsty Pigs LLC - 6900 School Street Parking Area

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
May 15, 2023

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Approve Resolution No. 2023-32 - A Resolution to Appoint a Member and Alternate Members to the Polk County Emergency Management Commission

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-32 - A Resolution for Appointments to 911 Service Board (1)

**A RESOLUTION TO APPOINT A MEMBER AND
ALTERNATE MEMBERS TO THE POLK COUNTY 911
SERVICE BOARD**

WHEREAS, the Polk County Joint 911 Service Board enables the orderly development, installation, and operation of 911 emergency telephone communications systems and other emergency 911 notification devices; and

WHEREAS, the Polk County Board of Supervisors shall maintain a Joint 911 Service Board; and

WHEREAS, each political subdivision having a public safety agency serving territory within the county is entitled to voting membership on the Joint 911 Service Board; and

WHEREAS, the Joint 911 Service Board shall annually submit a listing of members, to include the political subdivision they represent; and

WHEREAS, the board members shall be the liaison between their jurisdiction and the board.

NOW, THEREFORE, BE IT RESOLVED, that Fire Chief James Mease be appointed as the primary member; and

BE IT FURTHER RESOLVED, that Police Chief Peter Roth be appointed as an alternate member; and

BE IT FURTHER RESOLVED, that Police Lieutenant Rob Pearson be appointed as a secondary alternate member; and

BE IT FURTHER RESOLVED, that the Member or Alternate Member or Secondary Alternate Member attend Board meetings on behalf of the City of Windsor Heights.

Passed and Approved this 15th day of May, 2023

Mike Jones, Mayor

Attest: Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

May 15, 2023

TO: CITY COUNCIL

FROM: Travis Ouverson , Interim Police Chief

SUBJECT: Approve Resolution No. 2023-33 - A Resolution Approving a 28E Agreement for Funding of Emergency Management Administration

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-33 - A Resolution Approving 28E Agreement



1907 CARPENTER AVENUE
DES MOINES, IOWA 50314
PH. (515) 286-2107
www.polkcountyiowa.gov

April 3, 2023

Mike Jones, Mayor
City of Windsor Heights
1145 66th St, Ste 1
Windsor Heights, IA 50324

Emergency Management Commission Member:

The Polk County Emergency Management Commission unanimously passed the approval of the 28E Agreement for the Administration of the Emergency Management Program at their meeting on 15-February-2023.

The Commission's action extends the current agreement at \$0.50 per capita. The renewed agreement will officially begin on 1-July-2023. As we prepare to file the agreement with the Secretary of State and the County Recorder, we ask that each jurisdiction adopt the agreement by resolution of the City Council or Board of Supervisors.

A sample resolution is attached for your jurisdiction's consideration. Upon passage of the local resolution, we kindly ask that you return a copy of the resolution and signature page to our office for official filing. This can be done by hardcopy to: Polk County EMA, Attn: Patty Nordmeyer, 1907 Carpenter Ave., Des Moines, IA 50314 or by scanning and sending electronically to Patty.Nordmeyer@PolkCountyIowa.gov.

If you have any questions, please contact Patty at the email above or by phone at 515.286.2107.

With appreciation,

A.J. Mumm, CEM
Director

Proudly serving the communities of:

Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville
Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights

**Resolution No. 2023- 33 A Resolution Approving A 28E AGREEMENT
FOR FUNDING OF EMERGENCY MANAGEMENT ADMINISTRATION**

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

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

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

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

NOW, THEREFORE,

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

ADOPTED this 15th day of May, 2023.

CITY OF WINDSOR HEIGHTS

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

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

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

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

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

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

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

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

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

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

4. **Term.** The term of this Agreement shall be three years from the effective date, and will specifically include assessments in budget years FY2023/24, FY2024/25, and FY2025/26.
5. **Termination.** This Agreement may be terminated at a regular meeting or at a special meeting called for such purpose, by an affirmative vote of representatives from Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1, which vote must be ratified by resolution of the governing bodies of Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1.
6. **Assessment.** Each Member shall fund Commission administration on the basis of a \$0.50 per capita annual allocation, according to the most recent population estimates provided by the Des Moines Area Metropolitan Planning Organization (MPO). These populations and the corresponding annual allocations are presented on Attachment 1, which is incorporated herein. Annual assessments are due and payable in the office of the Commission by December 31 of each year during the term of the Agreement.
7. **Execution of Agreement.** Member governmental entities shall approve this Agreement by resolution or motion of their respective council or board, which shall authorize execution of the Agreement. The executed Agreement will then be filed in the offices of the Iowa Secretary of State and the Recorder of Polk County by Polk County, in accordance with Chapter 28E of the Code of Iowa. The Agreement shall become effective when recorded in the Polk County Recorder's Office and shall remain in effect unless terminated as provided herein. This is the entire Agreement among the parties and may be amended only upon an affirmative vote of representatives from Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1, which vote must be ratified by resolution of the governing bodies of Member governmental entities whose combined population is not less than two-thirds (2/3) of the total population within Polk County as presented on Attachment 1. The laws of the State of Iowa apply to this Agreement.

ATTACHMENT 1

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

Jurisdiction	Estimated Population in Polk County ¹	Assessment Amount
Alleman	423	\$211.50
Altoona	19,565	\$9,782.50
Ankeny	67,887	\$33,943.50
Bondurant	7,365	\$3,682.50
Clive	11,034	\$5,517.00
Des Moines	213,921	\$106,960.50
Elkhart	882	\$441.00
Grimes	15,360	\$7,680.00
Johnston	24,064	\$12,032.00
Mitchellville	2,458	\$1,229.00
Pleasant Hill	10,147	\$5,073.50
Polk City	5,543	\$2,771.50
Polk County (unincorp)	28,002	\$14,001.00
Runnells	457	\$228.50
Urbandale	33,804	\$16,902.00
West Des Moines	45,582	\$22,791.00
Windsor Heights	5,252	\$2,626.00
Balance ²	655	\$0
Total	492,401	\$245,873.00

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

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



**STAFF REPORT
CITY COUNCIL**

May 15, 2023

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Approve Resolution No. 2023-34 - A Resolution to Appoint a Member and Alternate Member(s) to the Polk County 911 Service Board

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-34 - Service Board Appointment Resolution

RESOLUTION NO. 2023-34

RESOLUTION TO APPOINT A MEMBER AND ALTERNATE MEMBER(S) TO THE POLK COUNTY 911 SERVICE BOARD

WHEREAS, the Polk County Joint 911 Service Board enables the orderly development, installation, and operation of 911 emergency telephone communications systems and other emergency 911 notification devices; and

WHEREAS, the Polk County Board of Supervisors shall maintain a Joint 911 Service Board; and

WHEREAS, each political subdivision having a public safety agency serving territory within the county is entitled to voting membership on the Joint 911 Service Board; and

WHEREAS, the Joint 911 Service Board shall annually submit a listing of members, to include the political subdivision they represent; and

WHEREAS, the board members shall be the liaison between their jurisdiction and the board.

NOW, THEREFORE, BE IT RESOLVED that Windsor Heights Police Department Chief Pete Roth be appointed as the primary member; and

BE IT FURTHER RESOLVED that Windsor Heights Fire Department Chief Jim Mease be appointed as an alternate member; and

BE IT FURTHER RESOLVED that Windsor Heights Police Department Lieutenant Rob Pearson be appointed as a secondary alternate member; and

BE IT FURTHER RESOLVED that the Member, Alternate Member or Secondary Alternate Member attend the Board meetings on behalf of the City of Windsor Heights.

Passed and approved on this 15th Day of May, 2023.

Mike Jones, Mayor

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

May 15, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Approve Resolution No. 2023-35 - A Resolution Setting a Time and Place for a Public Hearing on Ordinance No. 23-05 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to the Types and Numbers of Animals Permitted

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-35 - A Resolution Setting a Public Hearing on Ordinance No. 23-05-Chapter 55.02 Related to Types and Numbers of Animals Permitted
2. Ordinance No. 23-05 - Amendments to Chapter 55.02 Related to the Types and Numbers of Animals Permitted

RESOLUTION NO. 2023-35

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON
ORDINANCE NO. 23-05 - AN ORDINANCE AMENDING CHAPTER 55.02 OF THE
CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO
THE TYPES AND NUMBERS OF ANIMALS PERMITTED**

WHEREAS, the City Council of the City of Windsor Heights is considering Ordinance No. 23-05 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to the types and numbers of animals permitted; and

WHEREAS, the Code of Iowa required cities to hold a public hearing on proposed ordinances.

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

Section 1. This Council will meet at Council Chambers, 1133 66th St, Windsor Heights, Iowa, on the 5th day of June 2023, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Ordinance No. 23-05 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to the types and numbers of animals permitted; and

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

Passed and approved this 15th day of May 2023.

Mike Jones, Mayor

ATTEST:

Travis Cooke, City Clerk

ORDINANCE NO. 23-05

AN ORDINANCE AMENDING CHAPTER 55.02 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO TYPES AND NUMBERS OF ANIMALS PERMITTED

WHEREAS, the City of Windsor Heights seeks to promote the public health, safety, general welfare, and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

WHEREAS, the Public Safety Committee reviewed Chapter types and numbers of animals permitted and proposed changes to Chapter 55.02 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 55.02 are necessary.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 55.02 by deletion of the following.

SECTION 2. Amended. Section 55.02 – Types and Numbers of Animals Permitted of the Windsor Heights Code is hereby amended as follows:

55.02 PETS; TYPES AND NUMBERS OF ANIMALS PERMITTED.

1. The following animals may be owned as pets under the following conditions:

A. Dogs not to exceed three in number and cats not to exceed three in number at or in a residential dwelling, which dogs and cats are owned and maintained in compliance with the provisions of this chapter relating to such animals.

B. Rabbits not to exceed three in number at or in a residential dwelling, and which must be maintained in a hutch or other type of enclosure.

C. Domestic poultry and fowl; that is, poultry and fowl ordinarily raised for production of eggs or meat, but not roosters, geese, Guinea fowl, or peacocks, not to exceed ten in number considered together at or in a residential dwelling and maintained at all times in a pen and/or coup.

D. Vietnamese Pot Bellied Pigs, Asian Pot Bellied Pigs or pot bellied pigs not to exceed two in number of the types considered together at or in a residential dwelling.

E. The young produced by any pets permitted herein may be maintained at or in a residential dwelling with the parent animals for a period of approximately eight weeks but in no case longer than ten weeks.

2. Notwithstanding subsection 1(C), the following are not allowed:

A. Roosters or male domestic poultry;

B. Geese or members of the Anser and Branta genera;

- C. Guineafowl;
- D. Peacocks or peafowl.

~~55.02 PETS; TYPES AND NUMBERS OF ANIMALS PERMITTED.~~

~~—The following animals may be owned as pets under the following conditions:~~

~~—1.—Dogs not to exceed three in number and cats not to exceed three in number at or in a residential dwelling, which dogs and cats are owned and maintained in compliance with the provisions of this chapter relating to such animals.~~

~~—2.—Rabbits not to exceed three in number at or in a residential dwelling, and which must be maintained in a hutch or other type of enclosure.~~

~~—3.—Domestic poultry and fowl; that is, poultry and fowl ordinarily raised for production of eggs or meat, not to exceed two ten in number considered together at or in a residential dwelling and maintained at all times in a pen and/or coup.~~

~~—4.—Vietnamese Pot Bellied Pigs, Asian Pot Bellied Pigs or pot bellied pigs not to exceed two in number of the types considered together at or in a residential dwelling.~~

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

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

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

Passed and Approved this Day of 2023.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
May 15, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2023-36 - A Resolution Establishing a
Seatbelt/Restraint Use Policy for the Employees of the City of Windsor Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-36 - A Resolution Establishing a Seatbelt-Restraint Use Policy for the Employees of the City of Windsor Heights
2. City of Windsor Heights Seatbelt-Restraint Use Policy
3. WHPD Policy 4.01 Operation of Vehicles

RESOLUTION NO. 2023-36
A RESOLUTION ESTABLISHING A SEATBELT/RESTRAINT USE
POLICY FOR THE EMPLOYEES OF THE CITY OF WINDSOR
HEIGHTS

WHEREAS, the City of Windsor Heights values the safety of its employees while operating official vehicles, equipment, and rental cars on official business; and

WHEREAS, it shall be the policy of the City that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seat belts and shoulder restraints; and

WHEREAS, employees operating on and off-road equipment with a Rollover Protective Structure (ROPS) shall use seatbelts when operating the equipment; and

WHEREAS, employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy including but not limited to pick-up truck boxes, fenders, steps and bumpers, trailers, ATV dump boxes, and lift buckets; and

WHEREAS, Police Department Personnel shall follow the seat belt/restraint policy outlined in the Windsor Heights Police Department Policy Manual; and

WHEREAS, the employees shall be accountable for following the policy and ensuring that other occupants of the vehicles or equipment they operate abide by this policy; and

WHEREAS, failure to comply with these rules is a violation of the City's safety policies which is cause for disciplinary action per the City's Employment Handbook.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the attached City of Windsor Heights Seatbelt/Restraint Use Policy is hereby approved and adopted and shall be incorporated into the City's Employment Handbook for enforcement.

NOW, THEREFORE, IT BE FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that an Employee Safety Committee shall be established as a sub-committee of the Finance and Personnel Committee consisting of the Mayor, appointed elected officials, and all city department heads.

Passed and Approved this 15th day of May, 2023.

Mike Jones, Mayor

Attest: Travis Cooke, City Clerk

The City of Windsor Heights Seatbelt/Restraint Use Policy

Purpose

This policy was created to protect the safety of our employees while operating official vehicles, equipment, personal and rental cars on official business.

Copies of this policy and procedures will be accessible to employees at the City Clerk's office and shall be incorporated into the City's Employment Handbook for enforcement.

Leadership and Accountability

The **Finance and Personnel Committee along with the Employee Safety Sub-Committee** will be responsible for enforcing and annually evaluating the seatbelt/restraint policy of the city.

Employees are accountable for following the policy and ensuring that other occupants of the vehicles or equipment they operate abide by the policy.

Policy

It is the policy of the **City of Windsor Heights** that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seatbelts and shoulder restraints.

Employees operating on and off-road equipment with a Rollover Protective Structure (ROPS) shall use seatbelts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps and bumpers. This also applies to trailers, ATV dump boxes and lift buckets.

Failure to comply with these rules is a violation of the **City of Windsor Heights** safety policies, which is cause for disciplinary action per the City's Employment Handbook.

Employees should refer questions or comments about this policy to the **City Administrator**.

Police Department Personnel

Police Department Personnel shall follow the seat belt/restraint policy outlined in the Windsor Heights Police Department Policy Manual.

Employee Information and Training

All employees will be trained on the policy. Training will be documented, and the records stored at the City Clerk's office.



Windsor Heights Police Department Policy and Procedure Manual

4.01 Operation of Vehicles			Page(s):	6
Replaces:		Issue Date:	03/01/2012	
Approved by:	Chief Chad McCluskey	Effective Date:	04/01/2012	
Revision Date:	08/01/2014	07/17/2019		

I. PURPOSE: To define rules for the proper operation of Department motor vehicles.

II. POLICY: Department vehicles will be operated in accordance with state and local laws to assure maximum safety for both officers and citizens. Department vehicles and equipment shall be used in the manner for which they were designed and will be cared for in accordance with Department policy. All personnel should be conscious of the responsibilities and liabilities that are associated with the operation of police vehicles.

III. PROCEDURE: Police vehicles responding to calls for service will be operated in either a routine, urgent, or emergency mode as defined:

- a. *Routine* – When responding to person(s) not in compliance with minor city ordinances, shoplifting incidents, criminal investigation reports, abandoned auto reports, barking dogs and other miscellaneous non-emergency service calls. Officers will respond in accordance with all traffic laws.
- b. *Urgent* - Respond immediately, no emergency exists where life or property is in imminent danger. Emergency lights and siren are to be used at the officer's discretion. Example: property damage accident with lane blockage. Officers will respond with either lights or siren in accordance with Iowa Code 321.231.
- c. *Emergency* - An emergency situation when there is an immediate threat to a person or property. Officers will respond with lights and/or siren in accordance with Iowa Code 321.231.

IV. AUTHORIZED EMERGENCY VEHICLES. The driver of an authorized emergency vehicle, when responding to an emergency call, or when in the pursuit of an actual or suspected perpetrator, or in response to an incident dangerous to the public, may exercise the privileges set forth in this section.

- a. The driver of any authorized emergency vehicle engaged in an official act may:
 - i. Park or stand an authorized emergency vehicle, irrespective of the provisions of department policy and/or state or local laws.
 - ii. Disregard laws or regulations governing direction of movement for the minimum distance necessary before an alternative route that conforms to the traffic laws and regulations is available.



Windsor Heights Police Department Policy and Procedure Manual

4.01 Operation of Vehicles			Page(s):	6
Replaces:		Issue Date:	03/01/2012	
Approved by:	Chief Chad McCluskey	Effective Date:	04/01/2012	
Revision Date:	08/01/2014	07/17/2019		

- iii. Proceed past a red stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- iv. Exceed the maximum speed limits so long as the driver does not endanger life or property.
- b. The exemptions granted to an authorized emergency vehicle under Iowa Code 321.231 subsection 2, and for a police vehicle as provided in Iowa Code 321.231 subsection 3, shall apply only when such vehicle is making use of an audible signaling device meeting the requirements of Iowa Code, section 321.433, or a visual signaling device approved by the State, except that use of an audible or visual signaling device shall not be required when exercising the exemption granted under Iowa Code 321.231 subsection 3 paragraph *b* when the vehicle is operated by a Peace Officer pursuing a suspected violator of the speed restrictions imposed by or pursuant to this policy, for the purpose of determining the speed of travel of such suspected violator.
- c. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of the driver's reckless disregard for the safety of others.

V. OPERATION OF EMERGENCY VEHICLES.

- a. Emergency vehicles will not enter into oncoming traffic lanes unless both emergency lights and sirens are activated.
- b. When responding to an emergency assignment, a peace officer will not operate a police vehicle at a speed or in a manner that inhibits his/her ability to control the vehicle.
- c. Officers will not proceed through intersections or traffic signals until the officer is sure that other traffic has yielded the right-of-way. The officer will adhere to the basic rules of traffic safety outlined in Iowa Code 321.320 and this policy, regardless of the nature of the assignment. Any officer who is involved in a crash will be required to justify his/her actions.
- d. The use of emergency lights and siren is dictated by circumstances. In the following situations justification may be determined by the police officer:



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4.01 Operation of Vehicles

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Replaces:

Issue Date:

03/01/2012

Approved by:

Chief Chad McCluskey

Effective Date:

04/01/2012

Revision Date:

08/01/2014

07/17/2019

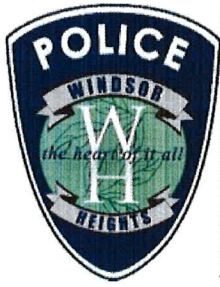
- i. Stopping a vehicle on the roadway
 - ii. At the scene of a motor vehicle collision
 - iii. At the scene of a traffic control assignment, if applicable
 - iv. At the scene of any type of roadway obstruction
 - v. At an area of danger to the public, which is located on the traveled portion of a roadway
- e. When a call is received indicating an emergency exists, the primary duty of an officer is to get there as safely and as quickly as conditions permit.
- f. Officers should not pull up behind another vehicle and immediately sound an audible warning device. The motorist may stop suddenly.
- g. Officers should not pass on the right of a vehicle in traffic unless other means are more prohibitive or dangerous to the public or motorist. Passing on the right is not to be used as a primary method for overtaking vehicles.
- h. Officers should always maintain adequate radio volume and remain cognizant that dispatch may wish to relay additional information to them while operating in an emergency mode.
- i. Officers should always "drive defensively".
- j. On certain types of emergency responses, the sirens and emergency lights may not be used if it would increase the chances of alerting the criminal of the squad's approach. This practice should only be utilized in the immediate area of the suspected crime. Extreme caution and due regard shall be exercised when responding to a call without emergency lights and/or siren in operation. And in general, this response will not exceed 10 mph over the posted speed limit.



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- k. Upon approaching the immediate area of criminal activities, the officer may further reduce the chances of detection by turning off the headlights of the squad. This may only be done when it can be done safely without endangering persons or property.
- l. Officers, even on emergency calls with emergency equipment activated, are not to go around lowered railroad gates unless they can visually determine that no train is present or a crossing can be made safely.
- m. Before responding to an emergency call, officers should consider possible routes and then take the safest, fastest one.
- n. Indiscriminate use of sirens in residential areas during the night hours is disturbing and may result in adverse public reactions. Such use of sirens should be kept to a minimum if practical for the given situation.
- o. Private vehicles should not be escorted in urgent or emergency mode.
- p. Officers shall wear their safety belt when operating Department vehicles in accordance with state law.
- q. Officers shall use caution when operating a patrol vehicle and working with computerized dispatching, accessing driver, registration, intelligence, or arrest records files and data, reporting software, etc. or emergency equipment so as not to become distracted while the vehicle is in motion.
- r. When stopping another vehicle, officers should attempt to make the stop in the safest possible location, considering both the safety of the officer and occupants of the stopped vehicle. Officers should use their discretion in a minor motor vehicle collision to have the drivers move to a safe location outside of the traveled portion. This will enhance both the flow of traffic and safety.
- s. Officers will be cognizant that no matter how important the call is, the officer will not help the situation if s/he should become involved in a crash and cannot reach the scene.



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- t. Police Department vehicles may be driven through freeway medians in cases where it can be done safely and without damaging vehicles or fixtures adjacent to the roadway. Should vehicle damage occur, it will be reported to a supervisor as soon as practical.
- u. Emergency vehicles are only effective when the vehicle is readily identifiable as an emergency vehicle. Unmarked police cars, therefore, may not operate as emergency vehicles unless the siren is in operation and/or emergency lights are flashing. Use of a spotlight without the siren does not identify the car as an emergency vehicle. Unmarked cars that are not equipped with sirens or emergency lights may not be operated as emergency vehicles merely because they belong to the Police Department and are driven by police officers.
- v. Operators of unmarked police vehicles should be aware of the potential for the average citizen to be apprehensive of stopping for unmarked police vehicles. Officers should be alert for reactions varying from increased distance to stop the vehicle to failure of a motorist to stop. Marked police vehicles may need to respond in order to stop a vehicle.
- w. Officers shall be familiar with, and comply with, the sections of the Iowa statutes which apply to the operation of emergency vehicles in accordance with Iowa Codes 321.230 & 321.231.
- x. No Department employee is permitted to drive a city vehicle once alcohol has been consumed.
- y. Take-home vehicles (and supplemental equipment associated with a vehicle) are to be used only for bona fide police business and for commuting to and from duty.
- z. Officers shall not use their personal vehicles for official law enforcement functions pursuant to on duty activities.

VI. AUTOMATED TRAFFIC ENFORCEMENT SYSTEMS. The Windsor Heights Police Department must set standards for employees to follow when on-duty and operating police vehicles through automated enforcement zones throughout the state. We cannot expect the public to be held to a higher standard than we set for ourselves. When violations are observed or reported back to this agency by ATE systems, the following rules shall apply:



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- a. Employees must follow state and local traffic ordinances, as well as Department policy when operating city-owned vehicles. Employees may be subject to civil citation and a fine and/or internal discipline for violations.
- b. Officers shall cooperate completely with any administrative review conducted as a result of an on duty violation of an ATE system.
- c. On Duty Violations:
 - i. Violations of this subsection will be reviewed by a supervisor in the employee's chain of command.
 - ii. Employees may be reprimanded, and/or cited, and assigned responsibility for fines for traffic violations resulting from poor judgment, policy violation, indiscretion, or failure to use necessary due caution or emergency equipment. Employees will have all appeal rights as set forth in that city's ordinance where the violation originated. The exercising of these appeal rights will be conducted on the employee's own time and at his/her expense.
 - iii. Employees who demonstrate a traffic violation occurred as a result of justifiable circumstances, will be exempted from further action and written notice of such justifiable action will be sent to the originating jurisdiction by the investigating supervisor.
- d. Employees demonstrating a pattern of careless driving behaviors on or off duty will be subject to further administrative review.



**STAFF REPORT
CITY COUNCIL**

May 15, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Consideration of Resolution No. 2023-37 - A Resolution Authorizing the City of Windsor Heights, Iowa to Submit Sites to the Des Moines Area Metropolitan Planning Organization (MPO) for Electric Vehicle Charging Stations

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-37 A Resolution Authorizing the City of Windsor Heights Iowa to Submit Sites to the MPO for Electric Vehicle Charging Stations

RESOLUTION NO. 2023-37

A RESOLUTION AUTHORIZING THE CITY OF WINDSOR HEIGHTS, IOWA TO SUBMIT SITES TO A REGIONAL JOINT APPLICATION FOR FUNDING FROM THE FEDERAL HIGHWAY ADMINISTRATION'S CHARGING & FUELING INFRASTRUCTURE DISCRETIONARY GRANT PROGRAM (CFI) FOR SITES AT COLBY PARK & WALMART PARKING LOTS TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) FOR INCLUSION AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE CITY OF WINDSOR HEIGHTS TO MATCHING FUNDS OF AT LEAST 20% FOR THE CONSTRUCTION OF SAID PROJECT IF FUNDING IS GRANTED

WHEREAS, the City of Windsor Heights, Iowa is a full member of the Des Moines Area Metropolitan Planning Organization; and

WHEREAS, the Federal Highway Administration's Charging & Fueling Infrastructure Discretionary Grant Program provides funding to local jurisdictions for the construction of eligible projects; and

WHEREAS, the Des Moines Area Metropolitan Planning Organization will be submitting a joint regional application to the program based on the cumulation of each interested jurisdiction's proposed sites.

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

1. The City Council supports and approves the attached proposed sites for the Federal Highway Administration's Charging & Fueling Infrastructure Discretionary Grant Program to be added to the regional application funding.
2. The City Council hereby commits the City of Windsor Heights to matching monies as required by the Federal Highway Administration's Charging & Fueling Infrastructure Discretionary Grant Program funding (at least 20% match).
3. The City of Windsor Heights hereby commits to the standards and reporting required of this funding program and will work with the Des Moines Area Metropolitan Planning Organization collect that data.
4. The Mayor and City Clerk are hereby authorized to approve and execute the application on behalf of the City of Windsor Heights.

Passed and approved the 15th day of May 2023.

Mike Jones, Mayor

Attest: Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
May 15, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
May 15, 2023

TO: CITY COUNCIL
FROM: Travis Ouverson , Interim Police Chief
SUBJECT: Police Department Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. WHPD May Update 05-11

Windsor Heights Police Department

Travis Ouverson - Interim Chief of Police
Rob Pearson, Lieutenant – Patrol Division

Protection • Service • Education • Enforcement



To: Interim City Administrator Rachelle Swisher

From: Interim Police Chief Travis Ouverson

Date: May 11, 2023

RE: Police Department Monthly Report

DEPARTMENT UPDATES:

Chief Pete Roth assumes command of the WHPD on Monday, May 15th. He will be sworn in Monday morning with a formal, ceremonial swearing in at the in-person Council Meeting on June 5th. Interim Chief Ouverson will remain on-board for transition with his last day scheduled for Friday, June 2nd.

Officer Andrew Nissen has returned to work in a restricted duty capacity (office only – 20 hours a week). Officer Nissen continues to recover from an extensive ankle injury resulting from the arrest of a resistive offender earlier this year. He is provided must needed administrative assistance to the command staff.

WHPD extended a full offer of employment to Cody Brown. Officer Brown presently serves with the Lake View (IA) PD. Chief Roth, Interim Chief Ouverson and Lieutenant Pearson had a final interview with Officer Brown on April 28th. Based upon this interview we extended a conditional offer of employment pending the results of the final required testing, which he obviously passed. Officer Brown was also a candidate in three other hiring processes with metro area departments. When asked “why Windsor Heights PD?” He responded he wants to move to the metro for quality-of-life opportunities but is more comfortable in a smaller department, like the WHPD, and likes the cohesiveness of the Windsor Heights community. Officer Brown will officially start on May 22nd and start his several-month-long field training process with our department. This hire brings the WHPD to full strength, on paper, however we have one officer awaiting the basic academy training, Officer Brown in field training, and Officer Nissen on restricted duty – so we are still running very lean.

MAJOR WORK AREAS:

Department Training – May’s training was conducted on May 10th at the West Des Moines Police Department. WHPD officers were introduced to the VirTra use of force/de-escalation simulator. This system employs a fully immersive simulation training environment with more than 350 different scenarios. The 300-degree surround environment allows officers individually,

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or in pairs, to resolve situations they may encounter in the street and be 360 degree aware while negotiating the scenario. Our officers reported this was a very positive and informative training event. Thank you to WDMPD for their support and they advised this simulator is always a training option for our officers in the future.

June training is scheduled to be a day long training for each officer, staggered, training with the other SERT agencies in practical simulated active shooter training. This live scenario-based training has resumed this year for the metro area police departments after a several year break due to COVID training restrictions. This is very intense training for the officers to prepare them to respond to an active shooter situation in our city or mutual aid across the metro.

ACCOMPLISHMENTS:

Colby Park vandalism case. With MAJOR assistance from elected officials and city staff at a park event, multiple witnesses and/or suspects were identified. Case remains under investigation but there are now multiple solid leads to follow-up upon.

WHPD detectives wrapped up a major fraud/forgery case involving many jurisdictions in the central Iowa region, and probably beyond. Charges have been filed regarding these individuals while other jurisdictions continue their investigations relating to these suspects.

Detective Johnson has volunteered to be the WHPD representative on the Iowa Special Olympics Law Enforcement Torch Run board. He will also be the point of contact for the WHPD for all LE Special Olympics activities. WHPD was requested by the board to join the other local agencies in this effort and we responded.