



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
MONDAY, OCTOBER 21, 2019 – 6:00 P.M.
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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 7, 2019
 - B. Approve Payment of Cash Disbursements
 - C. Approve September Financial Reports
5. **Old Business:**
 - A. Consideration of the Third and Final Reading of Ordinance No. 19-07 - An Ordinance Amending the Official Zoning Map of the City of Windsor Heights, Iowa
 - B. Consideration of the Third and Final Reading of Ordinance No. 19-08 - Deer Feeding Ordinance
 - C. Consideration of Second Reading of Ordinance No. 19-09 – Urban Deer Management Zone
6. **New Business:**
 - A. Discussion and Appropriate Follow-Up on Resolution No. 19-1004 – A Resolution Approving the FY19 Street Finance Report
 - B. Discussion and Appropriate Follow-Up on Resolution No. 19-1005 – A Resolution Approving ATE Revenue Expenditures
 - C. Discussion and Appropriate Follow-Up on Emergency Communications Agreements
7. **Reports:**
 - A. **Mayor and Council Reports and Committee Updates**
 - i. **Mayor's Veterans Day Proclamation**
 - B. **Interim City Administrator Report**
 - C. **City Clerk Report**
 - D. **Staff Reports**
8. **Closed Session:** Closed Session pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its

The agenda was posted on the official bulletin boards and email on October 18, 2019, in compliance with the requirements of the open meetings law.

disclosure would be likely to prejudice or disadvantage the position of the government body in that litigation.

9. Convene Into Open Session

10. Adjourn to 6:00 pm on Monday, November 4, 2019 for a Regular Council Meeting at the Council Chambers.

The agenda was posted on the official bulletin boards and email on October 18, 2019, in compliance with the requirements of the open meetings law.

**City of Windsor Heights Regular Business Meeting Minutes
Monday, October 7, 2019 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 P.M.
Council members present: Zachary Bales-Henry (via teleconference), Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms.
Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, and City Engineer Justin Ernst. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Mike Loffredo to approve the agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.
3. **Public Hearings:**
 - A. **Public Hearing on Ordinance No. 19-09 - An Ordinance Amending the Code of Ordinances of the City of Windsor Heights, Iowa by Amending Chapter 55 Public Offenses – Urban Deer Management Zone:** Motion by Harms to open the public hearing at 6:01 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote. Comment: Alison Anastasio, 1821 80th St. spoke in favor of the ordinance. No additional comments written or oral. Motion by Harms to close the public hearing at 6:04 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
 - i. **Consideration of the First Reading of Ordinance No. 19-09- An Ordinance Amending the Code of Ordinances of the City of Windsor Heights, Iowa by Amending Chapter 55 Public Offenses – Urban Deer Management Zone:** Motion by Harms to approve the first reading of ordinance No. 19-09. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
4. **Public Comment:** Susan Skeries, 1441 64th Street, asked if there was a change in posting policy since the September 30, 2019 Special Council Meeting was not posted according to City policy. John Thompson, 6400 School St. #222 asked if posting the agenda and not the packet to the website was going to be new policy.
5. **Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.**
 - A. **Approve Minutes of the Regular Council Meeting on September 16, 2019**
 - B. **Approve Minutes of the Special Council Meeting on September 30, 2019**
 - C. **Approve Payment of Cash Disbursements**
 - D. **Approve Liquor License for CEC Event – Your Private Bartender, LLC**

Motion by Joseph Jones to approve the consent agenda. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
6. **Old Business:**
 - A. **Consideration of the Second Reading of Ordinance No. 19-07 - An Ordinance Amending the Official Zoning Map of the City of Windsor Heights, Iowa:** Motion by Joseph Jones to approve the second reading of Ordinance No. 19-07. Seconded by Mike Jones. Ron Groh spoke in favor of the ordinance on behalf of the church. Council members shared concerns about storm water management as any future project would go forward. After due consideration and discussion the motion passed unanimously on a roll call vote.
 - B. **Consideration of the Second Reading of Ordinance No. 19-08 - Deer Feeding Ordinance:** Motion by Mike Jones to approve the second reading of Ordinance No. 19-08. Seconded by Mike Loffredo. Michael LeBlanc, 1821 80th St, spoke in favor of the ordinance. Council asked for clarification on how the ordinance would be enforced. Chief McCluskey responded that the approach would be reactive and not proactive and would start with education. After due consideration and discussion the motion passed unanimously on a roll call vote.
7. **New Business:**
 - A. **Consideration of Resolution No. 19-1001 – A Resolution Approving Wide Area Network (WAN) Services Agreement:** Motion by Harms to approve Resolution No. 19-1001. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
 - B. **Consideration of Resolution No. 19-1002 – A Resolution Waiving Community Center Rental Fees for the Chamber of Commerce “Meet the Candidates” Event:** Motion by Loffredo to approve Resolution No. 19-1002. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
 - C. **Consideration of Resolution No. 19-1003 – A Resolution Waiving Pavilion Rental Fees for the Movie in the Park” Event:** Motion by Loffredo to approve Resolution No. 19-1003. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

- D. Discussion and Appropriate Follow Up on Fiscal Year 2021 Budget Calendar:** Council discussed the budget calendar and gave direction to Mark for follow up.

8. Reports:

A. Mayor and Council Reports and Committee Updates

Mayor Burgess – None.

Bales-Henry – None.

Joseph Jones – MPO meeting upcoming on Environmental Justice. Bravo meeting upcoming on strategic planning.

Loffredo –None.

Mike Jones – None.

Harms – Iowa League of Cities report at next meeting. Public Safety Committee to meet on 10/17.

Windsor Wonderland is coming up again and is in need of volunteers.

PWD Jacobus wanted to spread the word on the Veterans Day event planned for the CEC in early November.

B. Interim City Administrator Report

Updated council on the hiring process for open positions. RFP for search firms for the next administrator have been sent out.

C. City Clerk Report

None.

9. Adjourn to 6:00 pm on Monday, October 21, 2019 for a Regular Council Meeting at the Council Chambers.

Motion by Joseph Jones to adjourn the meeting at 6:47 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk

City of Windsor Heights**Claims & Payroll 10/5/19 to 10/21/19 and September 2019 Revenue**

AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX	959.24
AKILI DESIGN & MARKETING SERV	SEPTEMBER NEWSLETTER	1,450.76
AMERITAS LIFE INS. CORP.	VISION INS	311.52
BANKERS TRUST COMPANY	MONTHLY CREDIT CARD	6,103.59
BASCOM TRUCK & AUTOMOTIVE INC	PLOW MAINTENANCE	4,802.61
BECKER CONSTRUCTION	INTAKES	8,250.00
BENEFITS, INC	FLEX - BENEFITS	679.68
BITUMINOUS MATERIALS	STREET SUPPLY	140.00
BOLTON & MENK	ENGINEERING	36,524.50
BOLTON AND HAY	ICE MACHINE FILTER	130.21
BOOT BARN INC	CLOTHING - FLEMING	53.99
BOUND TREE MEDICAL LLC	MEDICAL SUPPLY	253.23
BRAUCHT, JUDY	NOVEMBER PENSION	1,067.86
BRICK GENTRY PC	SEPTEMBER LEGAL	12,480.00
CENTURY LINK	COMMUNICATIONS	1,543.91
CLIVE POWER EQUIP.	PARTS	6.23
CRYSTAL CLEAR WATER CO.	WATER	24.00
DES MOINES REGISTER	PUBLICATIONS	696.92
DES MOINES WATER WORKS	6900 SCHOOL ST	432.53
ELECTRICAL ENG. & EQ.	LIGHT REPAIR	41.40
EVANS, JESSIE	REIMBURSEMENT	25.00
EVANS, NICK	REIMBURSEMENT	17.66
FEDERAL TAX DEPOSIT	FED/FICA TAX	18,223.32
FENNER IRRIGATION	WINTERIZE IRRIGATION	400.00
FIRE SERVICE TRAINING BUREAU	EDUCATIONAL MATERIAL	71.00
FLEMING, BOBBY	REIMBURSEMENT CLOTHING	41.79
GALLS QUARTERMASTER	REIMBURSEMENT	376.68
GOODRICH, WILLIAM	STREET MATERIALS	10.27
GRIMES ASPHALT & PAVING	SUPPLIES	184.02
HY-VEE ACCOUNTS RECEIVABLE	ANNUITY	46.49
ICMA RETIREMENT TRUST	MONTHLY TERMINAL FEE	1,188.23
IOWA DEPT OF PUBLIC SAFETY	TRAINING - ROETMAN	810.00
IOWA LAW ENFORCEMENT ACADEMY	CONTROLLER PED XING	100.00
IOWA SIGNAL & ELECTRIC	IPERS	775.15
IPERS	SECURITY	24,887.66
JONES, JOSEPH	REIMBURSEMENT	150.00
KING, AUSTIN	REIMBURSEMENT	41.99
KOCH OFFICE GROUP	OFFICE SUPPLY	400.75
LINCOLN NATIONAL LIFE	ANNUITY	84.02
LOCAL GOVERNMENT CONSULTING	INTERIM ADMIN SERVICES	7,900.00
LUNDE, SEAN	REIMBURSEMENT SEPTEMBER	46.63
METRO WASTE AUTHORITY	GARBAGE FEE	23,359.52
MIDAMERICAN ENERGY	STREET LIGHTS & SIGNALS	3,512.86
MORGAN, DAN	REIMBURSEMENT	34.96
NATIONWIDE RETIREMENT SOLUTION	ANNUITY	37.50

NISSEN, ANDREW	REIMBURSEMENT	106.95
O'REILLY AUTO PARTS	LAMP	2.77
OMNI BILLING	SEPTEMBER BILLING FEES	537.47
PRAXAIR DISTRIBUTION INC	WELDING GAS	30.05
PREMIER AUTOMOTIVE	2013 EXPLORER REPAIR	710.85
QUEEN OF CLEAN, LLC	CEC CLEANING	255.00
RELIASTAR LIFE INS CO	ANNUITY	150.00
TREASURER STATE OF IOWA	STATE TAXES	6,475.00
UNITYPOINT CLINIC-OCCUPATIONAL	DRUG SCREEN	42.00
WEX FLEET UNIVERSAL	FLEET FUEL	3,068.60
WINDSOR HEIGHTS, CITY OF	HEALTH POSTTAX	4,634.76
ZWC CONDOMINIUM ASSOC	PEST CONTROL	51.36
PAYROLL CHECKS ON 10/18/2019		53,091.26
		227,833.75

General Fund	130,577.37
Road Use Tax	27,834.61
Employee Benefits	908.48
Police Pension	1,067.86
2020 Street Projects	25,211.00
University Ave Redesign	4,436.00
Sewer	3,049.22
Landfill/Garbage	23,359.52
Storm Water	11,389.69
	227,833.75

September 2019 Revenue

General Fund	238,146.99
Road Use Tax	69,828.13
Employee Benefits	85,135.54
Police Pension	13.24
Police Trust	14,000.00
Police Preforfeiture	0.47
Local Option Sales Tax	87,828.90
Tax Increment Financing	64,557.50
Debt Service	47,827.35
Landfill/Garbage	33,660.37
Storm Water	65,349.04
	706,347.53

Vendor#	58	BANKERS TRUST COMPANY	Phone
Alpha ID BANKERS TRUST COMPANY			
Contact:		Last Inv# 17SEPT19	Purchases YTD 1,548,808.57
FAX		Last Inv Dt 9/30/19	Purchases LYR 1,894,273.27
Cell		Last Payment 261.30	Purchases 2YR 3,137,743.23
		Last Pmt Date 9/17/19	On Order Bal
		Last Check # 2016	Balance

Inv Date	Invoice #	Line	St	Referenceon	Invoice Amt	General Ledger #	Dist ID	Journal	1099
10/16/19	060CT19	1	P	TWO WAY RADIO	108.00	001-150-6373	001	4957	
		2	P	BULLETIN BOARD	116.90	001-110-6504	001	4957	
		3	P	NOTARY RENEWAL	30.00	001-110-6507	001	4957	
		4	P	TOOLS	90.89	001-150-6332	001	4957	
		5	P	OFFICE CHAIRS	1,133.88	001-110-6721	001	4957	
		6	P	MEMBERSHIP	119.00	001-110-6230	001	4957	
		7	P	ADOBE STOCK IMAGES	31.79	001-620-6373	001	4957	
		8	P	LODGING CODE SCHOOL	533.52	001-170-6230	001	4957	
		9	P	GREEN INFRASTRUCTURE CONF	130.00	740-865-6230	740	4957	
		10	P	REGISTER SUBSCRIPTION	26.00	110-210-6240	110	4957	
		11	P	BIKE RACK (WAITING CREDIT)	1,494.00	001-430-6727	001	4957	
		12	P	INSPECTOR PLUMING GUIDE	69.00	001-170-6230	001	4957	
		13	P	SEEDER RENTAL	170.00	110-210-6504	110	4957	
		14	P	SNOW PLOW TRAINING FLEMNG	185.00	110-210-6230	110	4957	
		15	P	VGA CABLES CEC	39.98	001-480-6507	001	4957	
		16	P	ADOBE PRO CLERK	15.89	001-620-6506	001	4957	
		17	P	MEAL LEAGUE CONF	15.64	001-620-6240	001	4957	
		18	P	REGISTER SUBSCRIPTION	26.00	001-620-6506	001	4957	
		19	P	VAN RENTAL REIMAN GARDENS	121.99	001-480-6507	001	4957	
		20	P	MEMORIAL PLANT	48.14	001-620-6598	001	4957	
		21	P	JOB ADVERTISEMENTS	650.00	001-620-6407	001	4957	
		22	P	LODGING LEAGUE CONF CLERK	293.34	001-620-6230	001	4957	
		23	P	LODGING LEAGUE CONF MAYOR	293.34	001-615-6230	001	4957	
		24	P	CONSTANT CONTACT	74.90	001-620-6373	001	4957	
		25	P	FIRE ANTENNA	13.24	001-150-6373	001	4957	
		26	P	POLK COUNTY CHIEFS CATERING	255.00	001-150-6230	001	4957	
		27	P	DRAKE TRAINING REFUND	199.00-	001-110-6230	001	4957	
		28	P	SEEDER DEPOSIT REFUND	56.84-	110-210-6504	110	4957	
		29	P	ICMA JOB LISTING FEE	225.00	001-620-6407	001	4957	
		30	P	EXTERNAL DVD DRIVE	23.99	001-110-6504	001	4957	
		31	P	ANNUAL FEE	25.00	001-620-6405	001	4957	

City of Windsor Heights Credit Card Usage Spreadsheet						
Date	Department	Last 4 of Card #	Vendor	Description	Amount	
9/4/2019	Public Works	6462	PayPal - ISWEP	Sheilah's Registration for the Green Infrastructure Conference	\$	130.00
8/25/2019	Public Works	6462	Holiday Inn - Tingly Park, IL	Lodging - code inspection class	\$	533.52
9/6/2019	Fire Department	7388	RadioTwoWay	Fire Pager Amplified Charger for Bunk Room	\$	108.00
9/11/2019	Public Works	4302	Charles Gabus Ford	Van rental - Reiman Garden Trip	\$	121.99
9/12/2019	Police Department	7388	IA Secretary of State	Notary Renewal	\$	30.00
9/17/2019	Public Works	6462	APWA	Registration for snow plow training	\$	185.00
9/13/2019	Public Works	6462	ICC	Plumbing Inspection Study Guide	\$	69.00
9/19/2019	Fire Department	7388	Northern Tool	Sawzal Blades and Air Tool Gauges for E551 Rescue Tools	\$	90.89
9/20/2019	Public Works	6462	Best Buy	VGA Cords for the AV system at the CEC	\$	39.98
9/17/2019	Public Works	6462	Porter's Do it Best	Slit Seeder Rental (1) - Deposit	\$	56.84
9/17/2019	Public Works	6462	Porter's Do it Best	Slit Seeder Rental (2) - Deposit Credited	\$	(56.84)
9/16/2019	Public Works	6462	Porter's Do it Best	Slit Seeder Rental (3) - Equipment Rental Charge	\$	170.00
9/27/2019	Police Department	7388	Justice Clearing House	1-Yr Subscription for Online Police Administrative Training and Resources	\$	119.00
10/3/2019	Public Works	6462	ISU Extension - Polk County Office	Pesticide Application Class Registration	\$	36.05
10/3/2019	Fire Department	7388	International Fire Service Training Association (IFSTA)	Essentials of Firefighting 7th Edition Manuals (2) and Exam Prep Guide	\$	196.80
10/3/2019	Public Works	6462	The Kirkwood Hotel	SPOT Lodging - Morgan	\$	279.96
10/3/2019	Public Works	6462	The Kirkwood Hotel	SPOT Lodging - King	\$	279.96
10/3/2019	Public Works	6462	Holiday Inn Express	SPOT Lodging - Fleming	\$	245.92
10/8/2019	Police Department	7388	Haskell	Bullitin Board	\$	116.90
10/8/2019	Administration	5514	Intersections, Inc	IdentityGuard Fraud Protection for 44 Employees	\$	1,584.00
10/9/2019	Public Works	5514	GSA	Office Eqpt for new Parks and Rec / Comm Employee	\$	566.94
10/11/2019	Police Department	7388	Iowa Police Chiefs Association	Membership	\$	75.00
10/11/2019	Public Works	6462	Iowa Outoor Products	Shrubs for the Park	\$	110.38
10/15/2019	Fire Department	7388	Identifire	SCBA Mask Identifying Sticker for FF Harryman	\$	13.99
10/15/2019	Police Department	7388	ICMA	2020 Membership - Public Safety Director	\$	200.00
10/15/2019	Public Works	6462	GSA	Office Eqpt for new Parks and Rec / Comm Employee, Notebooks	\$	754.50
10/15/2019	Fire Department	7388	Ferno	Replacement Straps for EMS Stair Chair Patient Removal Device	\$	68.52

BALANCE SHEET

CALENDAR 9/2019, FISCAL 3/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	36,899.07	3,185,305.56
110-000-1110	CASH - RUT	41,344.14	862,452.85
112-000-1110	CASH - EMP BENEFIT FUND	15,102.06-	530,705.86
113-000-1110	CASH - POLICE PENSION	1,067.86-	1,569.28-
114-000-1110	CASH - POLICE TRUST	3.00	12,083.75-
115-000-1110	CASH - POLICE PREFORFEIT		1,602.32-
119-000-1110	CASH - EMERGENCY FUND		1,660.26
121-000-1110	CASH	87,828.90	175,657.80
125-000-1110	CASH - TIF	64,557.50	997,084.01
145-000-1110	CASH - URBAN RENEWAL ADVANCE	1,750.00-	268,035.67
175-000-1110	CASH - PROPRIETARY ATE REVENUE		264.70
200-000-1110	CASH - DEBT SERVICE	47,827.35	480,871.39
303-000-1110	CASH - COLBY PARK		37,979.05
306-000-1110	CASH - HICKMAN ROAD PROJECT		.23-
309-000-1110	CASH - 2014 A STREET PROJECT		510,207.46
311-000-1110	CASH - TRAIL CONNECTION		160,000.00
312-000-1110	63/HICKMAN STREETScape CASH		.17
313-000-1110	CASH-2017/18 STREET PROJECTS	11,750.00-	345,906.28-
314-000-1110	CASH-UNIVERSITY AVE REDESIGN	14,973.00-	25,492.76-
315-000-1110	CASH-2018 HMA PROJ		106,099.23
316-000-1110	CASH-2018 PCC PATCHING PROJ		139,823.93
400-000-1110	CASH - CAPITAL EQUIPMENT FUND		1,204,115.00
401-000-1110	CASH		11,200.00-
600-000-1110	CASH - WATER		103,254.44-
610-000-1110	CASH - SEWER	5,789.80-	29,835.31-
670-000-1110	CASH - LANDFILL/GARBAGE	26,732.60	353,976.86
740-000-1110	CASH - STORM WATER	59,940.44	746,252.89
810-000-1110	CASH - REVOLVING FUND		262,143.13-
		-----	-----
	CASH TOTAL	314,700.28	8,967,405.19
001-000-1115	RESERVE CASH - COMM CENTER	1,677.87	40,668.91
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	RESERVE CASH TOTAL	1,677.87	40,668.91
115-000-1120	PETTY CASH - POLICE FOREITURE		1,000.00
		-----	-----
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	823.32	519,311.35
		-----	-----
	IPAIT TOTAL	823.32	519,311.35
001-000-1160	SAVINGS - 680-5592 - GENERAL	104.10	255,115.95
001-000-1161	SAVINGS - KWHB	1.21	2,946.47
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	8,644.84	143,479.99
113-000-1160	SAVINGS - 680-2292 - POLICE	13.24	32,454.95

BALANCE SHEET
CALENDAR 9/2019, FISCAL 3/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
114-000-1160	SAVINGS - POLICE TRUST	14,000.00	35,344.92
115-000-1160	SAVINGS - PREF/DEA	.47	1,146.33
		-----	-----
	SAVINGS TOTAL	22,763.86	470,488.61
001-000-1170	CD 082009 - KWHB		11,539.60
600-000-1170	CD 12062707- WATER		102,257.54
810-000-1170	CD 050109 - REVOLVING FUND		100,000.00
		-----	-----
	CD'S TOTAL	.00	213,797.14
400-000-1180	RESERVES - POLICE		18,387.30
		-----	-----
	RESERVES TOTAL	.00	18,387.30
400-000-1181	RESERVES - FIRE		46,294.02
		-----	-----
	RESERVES TOTAL	.00	46,294.02
400-000-1182	RESERVES - AMBULANCE		28,664.07-
		-----	-----
	RESERVES TOTAL	.00	28,664.07-
400-000-1183	RESERVES - STREETS		48,468.34
		-----	-----
	RESERVES TOTAL	.00	48,468.34
400-000-1185	RESERVES - PARKS		10,581.81-
		-----	-----
	RESERVES TOTAL	.00	10,581.81-
400-000-1186	RESERVES - COMMUNITY CENTER		15,815.00
		-----	-----
	RESERVES TOTAL	.00	15,815.00
400-000-1187	RESERVES - IT DEPARTMENT		40,148.32-
		-----	-----
	RESERVES TOTAL	.00	40,148.32-
		=====	=====
	TOTAL CASH	339,965.33	10,262,241.66
		=====	=====

REVENUE REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-110-4400	GRANTS	9,400.00	3,276.29	9,332.81	99.29	67.19
001-110-4500	MISC CHARGES FOR SERVICE	10,500.00	1,898.50	9,648.50	91.89	851.50
001-110-4715	REFUNDS/REIMBURSEMENTS	6,000.00	3,000.00	3,000.00	50.00	3,000.00
001-110-4765	FINES & FEES	70,000.00	2,713.73	2,713.73	3.88	67,286.27
001-110-4770	ATE FINES	250,000.00	20,072.50	148,462.00	59.38	101,538.00
	POLICE TOTAL	345,900.00	30,961.02	173,157.04	50.06	172,742.96
001-150-4400	GRANTS		27,200.00	30,700.00		30,700.00-
001-150-4500	FIRE SERVICE CHARGES		141.00	141.00		141.00-
001-150-4577	HAZMAT FEES	1,000.00				1,000.00
001-150-4579	RENTAL INSP FEE	25,000.00	2,580.00	9,390.00	37.56	15,610.00
	FIRE TOTAL	26,000.00	29,921.00	40,231.00	154.73	14,231.00-
001-160-4500	AMBULANCE CHARGES	100,000.00	11,926.15	26,874.65	26.87	73,125.35
	AMBULANCE TOTAL	100,000.00	11,926.15	26,874.65	26.87	73,125.35
001-170-4122	BUILDING PERMITS	60,000.00	3,843.75	8,708.75	14.51	51,291.25
	BUILDING INSPECTIONS TOTAL	60,000.00	3,843.75	8,708.75	14.51	51,291.25
001-190-4180	PET LICENSES	6,000.00	460.00	885.00	14.75	5,115.00
	ANIMAL CONTROL TOTAL	6,000.00	460.00	885.00	14.75	5,115.00
001-430-4450	IOWA GRANTS	1,000.00				1,000.00
001-430-4700	DONATIONS	500.00				500.00
001-430-4715	REFUNDS/REIMB		160.00	160.00		160.00-
	PARKS TOTAL	1,500.00	160.00	160.00	10.67	1,340.00
001-480-4500	RECREATION CHARGES	175,000.00	16,778.75	41,873.95	23.93	133,126.05
	COMMUNITY CENTER TOTAL	175,000.00	16,778.75	41,873.95	23.93	133,126.05
001-610-4500	MISC CHARGES FOR SERVICE		18.00	18.00		18.00-
	MAYOR/COUNCIL TOTAL	.00	18.00	18.00	.00	18.00-
001-620-4400	GRANTS			7,411.80		7,411.80-
001-620-4715	REFUNDS/REIMBURSEMENTS	1,500.00				1,500.00

REVENUE REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	CLERK/TREASURER/ADM TOTAL	1,500.00	.00	7,411.80	494.12	5,911.80-
001-910-4830	TRANSFER-IN	148,000.00				148,000.00
	TRANSFERS IN/OUT TOTAL	148,000.00	.00	.00	.00	148,000.00
001-950-4000	PROPERTY TAXES	1,795,030.00	125,359.35	142,920.90	7.96	1,652,109.10
001-950-4001	PROP TAXES-CITY OWNED CIVIC CT	29,917.00	2,089.95	2,382.72	7.96	27,534.28
001-950-4013	PROP TAXES-INSURANCE	50,974.00	3,559.31	4,055.80	7.96	46,918.20
001-950-4014	PROP TAXES-EMERGENCY MANAGEMEN	8,909.00	622.08	708.85	7.96	8,200.15
001-950-4029	PROP TAXES-SUPPORT PUBLIC LIBR	59,834.00	4,178.88	4,764.26	7.96	55,069.74
001-950-4060	PROP-UTILITY TAX REPLACE EXCIS	20,060.00				20,060.00
001-950-4065	UTILITY FRANCHISE FEES	260,000.00		53,065.07	20.41	206,934.93
001-950-4085	HOTEL/MOTEL TAX	25.00				25.00
001-950-4100	BEER/LIQUOR PERMITS	5,000.00	1,612.19	1,824.69	36.49	3,175.31
001-950-4105	CIGARETTE PERMITS	600.00		75.00	12.50	525.00
001-950-4110	BUILDING TRADES LICENSES	300.00	30.00	137.50	45.83	162.50
001-950-4122	BUILDING PERMITS		88.00	88.00		88.00-
001-950-4300	INTEREST ON INVESTMENTS	10,000.00	1,606.51	4,425.18	44.25	5,574.82
001-950-4400	GRANTS			10,000.00		10,000.00-
001-950-4464	COMM/IND PROP TAX REPLACEMENT	70,403.00				70,403.00
001-950-4500	CHARGES FOR SERVICE		610.04	1,984.31		1,984.31-
001-950-4710	PAY IN LIEU OF TAXES NON FED	39,048.00				39,048.00
001-950-4715	REFUNDS/REIMBURSEMENTS	5,000.00				5,000.00
001-950-4750	SALE OF MERCHANDISE		310.00	310.00		310.00-
001-950-4765	FINES & PENALTIES	1,000.00	4,012.01	9,451.63	945.16	8,451.63-
	GENERAL REVENUES TOTAL	2,356,100.00	144,078.32	236,193.91	10.02	2,119,906.09
	GENERAL TOTAL	3,220,000.00	238,146.99	535,514.10	16.63	2,684,485.90
110-210-4430	ROAD USE TAX	622,000.00	69,828.13	190,224.76	30.58	431,775.24
110-210-4715	REFUNDS/REIMBURSEMENTS	2,000.00				2,000.00
	ROADS, BRIDGES, SIDEWALKS TOTA	624,000.00	69,828.13	190,224.76	30.48	433,775.24
	ROAD USE TAX TOTAL	624,000.00	69,828.13	190,224.76	30.48	433,775.24
112-950-4000	PROPERTY TAXES	1,095,274.00	76,490.70	87,158.98	7.96	1,008,115.02
112-950-4060	PROP-UTILITY TAX REPLACE EXCIS	11,299.00				11,299.00
112-950-4464	COMM/IND PROP TAX REPLACEMENT	39,653.00				39,653.00

REVENUE REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
112-950-4715	REFUNDS/REIMBURSEMENTS	46,000.00	8,644.84	13,284.71	28.88	32,715.29
112-950-4830	TRANSFER IN	25,000.00				25,000.00
	GENERAL REVENUES TOTAL	1,217,226.00	85,135.54	100,443.69	8.25	1,116,782.31
	EMPLOYEE BENEFITS TOTAL	1,217,226.00	85,135.54	100,443.69	8.25	1,116,782.31
113-110-4300	INTEREST ON INVESTMENTS		13.24	42.69		42.69-
	POLICE TOTAL	.00	13.24	42.69	.00	42.69-
113-910-4830	TRANSFER IN	13,000.00				13,000.00
	TRANSFERS IN/OUT TOTAL	13,000.00	.00	.00	.00	13,000.00
	POLICE PENSION TOTAL	13,000.00	13.24	42.69	.33	12,957.31
114-110-4571	POLICE SERVICES		14,000.00	14,000.00		14,000.00-
	POLICE TOTAL	.00	14,000.00	14,000.00	.00	14,000.00-
	POLICE TRUST TOTAL	.00	14,000.00	14,000.00	.00	14,000.00-
115-110-4300	INTEREST ON INVESTMENTS		.47	1.51		1.51-
115-110-4571	POLICE SERVICES	1,140.00				1,140.00
	POLICE TOTAL	1,140.00	.47	1.51	.13	1,138.49
	POLICE PREFORFEITURE TOTAL	1,140.00	.47	1.51	.13	1,138.49
121-950-4090	LOST TAX 50% OTHER		43,914.45	87,828.90		87,828.90-
121-950-4091	LOST TAX 50% PROP TAX		43,914.45	87,828.90		87,828.90-
	GENERAL REVENUES TOTAL	.00	87,828.90	175,657.80	.00	175,657.80-

REVENUE REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	LOCAL OPTION SALES TAX TOTAL	=====	=====	=====	=====	=====
		.00	87,828.90	175,657.80	.00	175,657.80-
		=====	=====	=====	=====	=====
125-950-4050	TAX INCREMENT TAXES	3,142,387.00	64,557.50	116,862.98	3.72	3,025,524.02
	GENERAL REVENUES TOTAL	-----	-----	-----	-----	-----
		3,142,387.00	64,557.50	116,862.98	3.72	3,025,524.02
		=====	=====	=====	=====	=====
	TAX INCREMENT FINANCING TOTAL	3,142,387.00	64,557.50	116,862.98	3.72	3,025,524.02
		=====	=====	=====	=====	=====
145-910-4830	TRANSFER IN	217,315.00				217,315.00
	TRANSFERS IN/OUT TOTAL	-----	-----	-----	-----	-----
		217,315.00	.00	.00	.00	217,315.00
		=====	=====	=====	=====	=====
	URBAN RENEWAL ADVANCE TOTAL	217,315.00	.00	.00	.00	217,315.00
		=====	=====	=====	=====	=====
200-910-4830	TRANSFER-IN	813,898.00				813,898.00
	TRANSFERS IN/OUT TOTAL	-----	-----	-----	-----	-----
		813,898.00	.00	.00	.00	813,898.00
		=====	=====	=====	=====	=====
200-950-4000	PROPERTY TAXES	779,842.00	47,827.35	58,143.13	7.46	721,698.87
200-950-4060	PROP-UTILITY TAX REPLACE EXCIS	6,416.00				6,416.00
200-950-4464	COMM/IND PROP TAX REPLACEMENT	22,793.00				22,793.00
	GENERAL REVENUES TOTAL	-----	-----	-----	-----	-----
		809,051.00	47,827.35	58,143.13	7.19	750,907.87
		=====	=====	=====	=====	=====
	DEBT SERVICE TOTAL	1,622,949.00	47,827.35	58,143.13	3.58	1,564,805.87
		=====	=====	=====	=====	=====
313-750-4830	TRANSFER IN	2,800,000.00				2,800,000.00
	CAPITAL PROJECTS TOTAL	-----	-----	-----	-----	-----
		2,800,000.00	.00	.00	.00	2,800,000.00
		=====	=====	=====	=====	=====
	2017/18 Capital Projects TOTA	2,800,000.00	.00	.00	.00	2,800,000.00
		=====	=====	=====	=====	=====

REVENUE REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
315-910-4830	TRANSFER IN	110,000.00				110,000.00
	TRANSFERS IN/OUT TOTAL	110,000.00	.00	.00	.00	110,000.00
	2018 HMA RESURFACING PROJ TOTA	110,000.00	.00	.00	.00	110,000.00
610-815-4500	UTILITY CHARGES FOR SERVICE	92,350.00				92,350.00
610-815-4715	REIMBURSEMENT URB/WH DISTRICT	100,000.00				100,000.00
	SEWER/SEWAGE DISPOSAL TOTAL	192,350.00	.00	.00	.00	192,350.00
	SEWER TOTAL	192,350.00	.00	.00	.00	192,350.00
670-840-4500	YARD WASTE STICKER SALES	18,000.00	702.50	2,425.00	13.47	15,575.00
670-840-4501	CURB-IT RECYCLING FEES	76,500.00	10,626.46	5,371.67	7.02	81,871.67
670-840-4502	UTILITY CHARGES FOR SERVICE	256,969.00	43,584.33	63,021.88	24.53	193,947.12
	LANDFILL/GARBAGE TOTAL	351,469.00	33,660.37	60,075.21	17.09	291,393.79
	LANDFILL/GARBAGE TOTAL	351,469.00	33,660.37	60,075.21	17.09	291,393.79
740-865-4500	UTILITY CHARGES FOR SERVICE	345,000.00	65,349.04	91,676.21	26.57	253,323.79
	STORM WATER TOTAL	345,000.00	65,349.04	91,676.21	26.57	253,323.79
	STORM WATER TOTAL	345,000.00	65,349.04	91,676.21	26.57	253,323.79
	TOTAL OF ALL REVENUE	13,856,836.00	706,347.53	1,342,642.08	9.69	12,514,193.92

BUDGET REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-110-6010	SALARIES FULLTIME	989,000.00	80,775.13	253,461.84	25.63	735,538.16
001-110-6020	SALARIES-PARTTIME	7,500.00		3,053.71	40.72	4,446.29
001-110-6040	SALARIES-OVERTIME	83,000.00	4,796.02	4,796.02	5.78	78,203.98
001-110-6050	FEES	100,000.00		41,997.20	42.00	58,002.80
001-110-6061	SALARIES-LONGEVITY	7,020.00	444.00	1,334.22	19.01	5,685.78
001-110-6062	SALARIES-PTO PAY OUT	65,000.00	4,098.21	9,780.44	15.05	55,219.56
001-110-6120	DUES & MEMBERSHIPS	1,725.00				1,725.00
001-110-6180	ALLOWANCES	11,150.00	196.00	2,255.01	20.22	8,894.99
001-110-6230	TRAINING EXPENSE	15,000.00	199.00	5,589.89	37.27	9,410.11
001-110-6240	TRAVEL & CONFERENCE EXPENSE	5,000.00		168.50	3.37	4,831.50
001-110-6250	TUITION REIMBURSEMENT	6,000.00		1,500.00	25.00	4,500.00
001-110-6310	REPAIR - BUILDING	5,000.00	49.50	419.50	8.39	4,580.50
001-110-6331	MOTOR VEHICLE OPERATIONS	30,000.00	2,383.38	7,346.30	24.49	22,653.70
001-110-6332	REPAIR - VEHICLES & EQUIPMENT	20,000.00		4,679.82	23.40	15,320.18
001-110-6371	UTILITIES	8,500.00	450.39	1,723.75	20.28	6,776.25
001-110-6373	COMMUNICATIONS	15,500.00	652.96	3,820.13	24.65	11,679.87
001-110-6405	COURT & RECORDING FEES	100.00				100.00
001-110-6408	GENERAL INSURANCE	49,800.00	200.00	13,328.37	26.76	36,471.63
001-110-6411	PROFESSIONAL FEES-LEGAL/MEDICA	56,000.00	4,560.00	12,317.50	22.00	43,682.50
001-110-6413	CONTRIBUTIONS & PAYMENTS AGENC	11,782.00		45.00	.38	11,737.00
001-110-6414	PUBLICATIONS	2,000.00		509.90	25.50	1,490.10
001-110-6499	MISCELLANEOUS	3,400.00	196.03	2,120.03	62.35	1,279.97
001-110-6504	MINOR EQUIPMENT	5,500.00	143.96	932.08	16.95	4,567.92
001-110-6505	K9 EXPENSES	2,500.00				2,500.00
001-110-6506	OFFICE SUPPLIES	5,500.00	71.31	538.68	9.79	4,961.32
001-110-6507	OPERATING SUPPLIES	12,000.00	674.57	2,015.07	16.79	9,984.93
001-110-6508	POSTAGE & SHIPPING	400.00		8.20	2.05	391.80
001-110-6721	FURNITURE & FIXTURES	2,400.00	599.98	599.98	25.00	1,800.02
	POLICE TOTAL	1,520,777.00	100,490.44	374,341.14	24.62	1,146,435.86
001-130-6413	CONTRIBUTIONS & PAYMENTS AGENC	8,870.00		6,440.00	72.60	2,430.00
	EMERGENCY MANAGEMENT TOTAL	8,870.00	.00	6,440.00	72.60	2,430.00
001-150-6010	SALARIES FULLTIME	140,000.00	21,669.96	63,891.73	45.64	76,108.27
001-150-6020	SALARIES-PARTTIME	91,000.00	4,342.07	17,126.87	18.82	73,873.13
001-150-6040	WAGES - OVERTIME	60,000.00	1,491.85	1,491.85	2.49	58,508.15
001-150-6062	SALARIES-PTO PAY OUT	10,000.00				10,000.00
001-150-6180	ALLOWANCES	10,100.00	35.98	3,924.74	38.86	6,175.26
001-150-6210	DUES & MEMBERSHIPS	470.00				470.00
001-150-6230	TRAINING EXPENSE	5,000.00		50.00	1.00	4,950.00
001-150-6240	TRAVEL & CONFERENCE EXPENSE	500.00		93.91	18.78	406.09
001-150-6250	EDUCATION REIMBURSEMENTS	10,000.00		1,350.00	13.50	8,650.00
001-150-6310	REPAIR - BUILDING	3,000.00	49.50	1,423.94	47.46	1,576.06
001-150-6331	MOTOR VEHICLE OPERATIONS	4,700.00	105.61	587.55	12.50	4,112.45
001-150-6332	REPAIR - VEHICLES & EQUIPMENT	12,000.00		1,113.54	9.28	10,886.46
001-150-6334	VEHICLE-TESTING, ANNUAL CERT.	5,500.00	190.00	190.00	3.45	5,310.00
001-150-6371	UTILITIES	8,500.00	450.38	1,723.75	20.28	6,776.25

BUDGET REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-150-6373	COMMUNICATIONS	11,000.00	90.18	2,081.81	18.93	8,918.19
001-150-6408	GENERAL INSURANCE	32,600.00	200.00	12,757.56	39.13	19,842.44
001-150-6411	PROFESSIONAL FEES-LEGAL/MEDICA	5,000.00				5,000.00
001-150-6504	MINOR EQUIPMENT	1,550.00		3,329.73	214.82	1,779.73-
001-150-6505	DOG EXPENSES	500.00		220.64	44.13	279.36
001-150-6506	OFFICE SUPPLIES	1,500.00		3.23	.22	1,496.77
001-150-6507	OPERATING SUPPLIES	4,000.00	40.71	320.97	8.02	3,679.03
001-150-6508	POSTAGE & SHIPPING	200.00				200.00
001-150-6510	FIRE PREVENTION BUREAU SUPPLIE	500.00		310.96	62.19	189.04
001-150-6599	MISCELLANEOUS	300.00		274.00	91.33	26.00
001-150-6721	FURNITURE & FIXTURES	3,500.00		2,427.73	69.36	1,072.27
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	FIRE TOTAL	421,420.00	28,666.24	114,694.51	27.22	306,725.49
001-160-6010	WAGES - FULL TIME	140,000.00				140,000.00
001-160-6210	DUES & MEMBERSHIPS	200.00				200.00
001-160-6230	TRAINING EXPENSE	1,000.00	209.55	209.55	20.96	790.45
001-160-6331	MOTOR VEHICLE OPERATIONS	2,400.00	194.17	712.07	29.67	1,687.93
001-160-6332	REPAIR - VEHICLES & EQUIPMENT	2,500.00		733.40	29.34	1,766.60
001-160-6350	REPAIR-EQUIPMENT	1,000.00				1,000.00
001-160-6373	AMBULANCE CELLULAR PHONE	2,000.00	146.54	333.09	16.65	1,666.91
001-160-6408	GENERAL INSURANCE	3,000.00		2,853.99	95.13	146.01
001-160-6413	CONTRIBUTIONS & PAYMENTS AGENC	6,000.00	108.91	877.34	14.62	5,122.66
001-160-6498	MEDICAL SUPPLIES	6,500.00	87.58	1,609.27	24.76	4,890.73
001-160-6499	MISC/REFUNDS			274.00		274.00-
001-160-6504	MINOR EQUIPMENT	550.00	26,593.43	27,193.47	4,944.27	26,643.47-
001-160-6507	OPERATING SUPPLIES	2,000.00		181.43	9.07	1,818.57
001-160-6514	INFECT. DISEASE CONTROL SUPPLI	900.00				900.00
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	AMBULANCE TOTAL	168,050.00	27,340.18	34,977.61	20.81	133,072.39
001-170-6010	SALARIES FULLTIME	31,930.00	5,198.08	15,594.23	48.84	16,335.77
001-170-6180	ALLOWANCES	300.00		146.08	48.69	153.92
001-170-6210	DUES AND MEMBERSHIPS	500.00		459.00	91.80	41.00
001-170-6230	TRAINING EXPENSE	4,000.00		92.22	2.31	3,907.78
001-170-6240	MEETING/CONFERENCES/MILEAGE		554.03	590.98		590.98-
001-170-6373	TELEPHONE/COMMUNICATIONS	600.00		300.00	50.00	300.00
001-170-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	50,000.00	761.00	2,770.58	5.54	47,229.42
001-170-6499	MISCELLANEOUS	500.00				500.00
001-170-6507	OPERATING SUPPLIES	1,500.00				1,500.00
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	BUILDING INSPECTIONS TOTAL	89,330.00	6,513.11	19,953.09	22.34	69,376.91
001-190-6411	PROFESSIONAL FEES-LEGAL/MEDICA	100.00				100.00
001-190-6413	CONTRIBUTIONS & PAYMENTS AGENC	600.00		353.82	58.97	246.18
001-190-6507	OPERATING SUPPLIES	200.00		335.47	167.74	135.47-
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	ANIMAL CONTROL TOTAL	900.00	.00	689.29	76.59	210.71

BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-399-6413	CONTRIBUTIONS & PAYMENTS AGENC	3,000.00				3,000.00
	OTHER HEALTH/SOCIAL SERV TOTA	3,000.00	.00	.00	.00	3,000.00
001-410-6413	LIBRARY PAYMENTS	95,032.00		22,500.00	23.68	72,532.00
	LIBRARY TOTAL	95,032.00	.00	22,500.00	23.68	72,532.00
001-430-6010	SALARIES FULLTIME	58,144.00	3,248.23	16,572.10	28.50	41,571.90
001-430-6020	SALARIES-PARTTIME	5,150.00				5,150.00
001-430-6332	REPAIR - VEHICLES & EQUIPMENT	4,000.00	260.40	937.51	23.44	3,062.49
001-430-6373	TELEPHONE/COMMUNICATIONS	380.00				380.00
001-430-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	5,000.00				5,000.00
001-430-6408	GENERAL INSURANCE	2,500.00		1,712.40	68.50	787.60
001-430-6499	MISCELLANEOUS	6,000.00	159.00	159.00	2.65	5,841.00
001-430-6507	OPERATING SUPPLIES	4,200.00	536.25	1,125.23	26.79	3,074.77
001-430-6511	BUILDING & GROUNDS OP/MAI	2,500.00				2,500.00
001-430-6727	OTHER CAPITAL EQUIPMENT	2,000.00		5,270.98	263.55	3,270.98-
001-430-6781	FACILITIES - OTHER-SIDEWALKS	10,000.00		357.50	3.58	9,642.50
	PARKS TOTAL	99,874.00	4,203.88	26,134.72	26.17	73,739.28
001-460-6413	CONTRIBUTIONS & PAYMENTS AGENC	1,500.00				1,500.00
001-460-6421	CULT SVCS - CONVENTION & VISIT	1,500.00				1,500.00
001-460-6433	CULT SVCS-DSM SISTER CITY	200.00				200.00
	COMMUNITY CTR/ZOO/MARINA TOTA	3,200.00	.00	.00	.00	3,200.00
001-480-6010	SALARIES FULLTIME	66,950.00	1,314.57	8,108.00	12.11	58,842.00
001-480-6020	SALARIES-PARTTIME	4,000.00				4,000.00
001-480-6230	TRAINING	750.00				750.00
001-480-6310	REPAIR - BUILDING	10,000.00	517.98	665.85	6.66	9,334.15
001-480-6332	REPAIR - VEHICLES & EQUIPMENT	1,500.00		1,296.09	86.41	203.91
001-480-6371	UTILITIES	16,000.00	1,335.12	3,959.07	24.74	12,040.93
001-480-6373	TELEPHONE/COMMUNICATIONS	380.00	52.80	157.85	41.54	222.15
001-480-6408	GENERAL INSURANCE	3,700.00		3,424.79	92.56	275.21
001-480-6507	OPERATING SUPPLIES	11,000.00	272.48	1,595.95	14.51	9,404.05
001-480-6511	BLDG & GROUNDS OPER AND MAINT	15,000.00	1,026.50	5,416.50	36.11	9,583.50
001-480-6721	CAPITAL PROJECTS/REPAIRS			129.98		129.98-
	COMMUNITY CENTER TOTAL	129,280.00	4,519.45	24,754.08	19.15	104,525.92
001-530-6413	CONTRIBUTIONS/PAYMENTS-METROHE	7,737.00				7,737.00
	HOUSING & URBAN RENEWAL TOTAL	7,737.00	.00	.00	.00	7,737.00

BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-610-6020	SALARIES-PARTTIME	28,500.00	6,858.00	8,158.00	28.62	20,342.00
001-610-6240	TRAVEL & CONFERENCE EXPENSE	6,000.00	510.00	510.00	8.50	5,490.00
001-610-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	3,000.00				3,000.00
001-610-6408	GENERAL INSURANCE	3,000.00	93.75	2,947.74	98.26	52.26
001-610-6413	CONTRIBUTIONS & PAYMENTS AGENC	5,000.00				5,000.00
001-610-6507	OPERATING SUPPLIES	2,500.00	15.89	15.89	.64	2,484.11
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	MAYOR/COUNCIL TOTAL	48,000.00	7,477.64	11,631.63	24.23	36,368.37
001-615-6010	WAGES - FULL TIME	9,115.00	581.28	1,743.84	19.13	7,371.16
001-615-6373	TELEPHONE/COMMUNICATIONS	18,000.00	4,942.71	6,627.71	36.82	11,372.29
001-615-6419	TECHNOLOGY SERVICES	10,000.00		673.00	6.73	9,327.00
001-615-6490	OTHER PROFESSIONAL SERV	8,000.00	817.85	2,312.05	28.90	5,687.95
001-615-6507	OPERATING SUPPLIES	4,200.00	44.88	263.88	6.28	3,936.12
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	IT DEPARTMENT TOTAL	49,315.00	6,386.72	11,620.48	23.56	37,694.52
001-620-6010	SALARIES FULLTIME	243,400.00	7,494.72	33,727.88	13.86	209,672.12
001-620-6020	SALARIES-PARTTIME	22,495.00		2,862.45	12.72	19,632.55
001-620-6210	DUES & MEMBERSHIPS	12,500.00		1,110.00	8.88	11,390.00
001-620-6230	TRAINING EXPENSE	5,000.00				5,000.00
001-620-6240	TRAVEL & CONFERENCE EXPENSE	8,000.00	20.48	796.08	9.95	7,203.92
001-620-6310	REPAIR - BUILDING	18,000.00	50.91	509.12	2.83	17,490.88
001-620-6332	REPAIR - VEHICLES & EQUIPMENT	5,000.00				5,000.00
001-620-6371	UTILITIES	4,000.00	598.06	1,168.29	29.21	2,831.71
001-620-6373	COMMUNICATIONS	7,000.00	164.23	3,475.48	49.65	3,524.52
001-620-6405	COURT & RECORDING FEES	7,000.00	635.80	2,128.29	30.40	4,871.71
001-620-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	80,000.00	11,580.00	33,167.00	41.46	46,833.00
001-620-6408	GENERAL INSURANCE	1,750.00	93.75	2,088.34	119.33	338.34-
001-620-6414	PUBLICATIONS	25,000.00		1,428.31	5.71	23,571.69
001-620-6499	REFUNDS	400.00				400.00
001-620-6504	MINOR EQUIPMENT	2,500.00				2,500.00
001-620-6506	OFFICE SUPPLIES	5,000.00	996.19	1,449.04	28.98	3,550.96
001-620-6507	OPERATING SUPPLIES	4,000.00	2,364.53	6,746.78	168.67	2,746.78-
001-620-6508	POSTAGE & SHIPPING	3,000.00		607.25	20.24	2,392.75
001-620-6598	MISC EXP/BALANCING		143.58	626.79		626.79-
001-620-6725	OFFICE EQUIPMENT	1,500.00				1,500.00
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	CLERK/TREASURER/ADM TOTAL	455,545.00	24,142.25	91,891.10	20.17	363,653.90
001-630-6413	ELECTIONS	4,000.00				4,000.00
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	ELECTIONS TOTAL	4,000.00	.00	.00	.00	4,000.00
001-640-6411	PROFESSIONAL FEES-LEGAL/MEDICA	75,000.00	7,875.00	27,495.00	36.66	47,505.00
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	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	7,875.00	27,495.00	36.66	47,505.00

BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,179,330.00	217,614.91	767,122.65	24.13	2,412,207.35
110-210-6010	SALARIES FULLTIME	135,000.00	17,719.63	51,380.68	38.06	83,619.32
110-210-6020	SALARIES-PARTTIME	2,250.00		792.00	35.20	1,458.00
110-210-6040	WAGES - OVERTIME		56.57	56.57		56.57-
110-210-6061	SALARIES-LONGEVITY	6,000.00	396.00	1,170.00	19.50	4,830.00
110-210-6180	ALLOWANCES	2,300.00	210.29	1,125.32	48.93	1,174.68
110-210-6230	TRAINING EXPENSE	2,500.00	370.00	370.00	14.80	2,130.00
110-210-6240	TRAVEL & CONFERENCE EXPENSE	2,000.00	559.92	559.92	28.00	1,440.08
110-210-6310	REPAIR - BUILDING	5,000.00	169.61	191.95	3.84	4,808.05
110-210-6331	MOTOR VEHICLE OPERATIONS	7,500.00	1,514.68	2,766.78	36.89	4,733.22
110-210-6332	REPAIR - VEHICLES & EQUIPMENT	12,000.00	205.44	1,775.48	14.80	10,224.52
110-210-6371	UTILITIES	4,500.00	60.87	144.14	3.20	4,355.86
110-210-6373	COMMUNICATIONS	1,000.00	110.80	331.85	33.19	668.15
110-210-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	5,000.00				5,000.00
110-210-6408	GENERAL INSURANCE	19,100.00	200.00	10,474.37	54.84	8,625.63
110-210-6411	PROFESSIONAL FEES-LEGAL/MEDICA	5,000.00		120.00	2.40	4,880.00
110-210-6417	STREET MAINTENANCE	178,500.00	438.58	5,621.58	3.15	172,878.42
110-210-6499	MISCELLANEOUS	9,000.00	26.00	505.84	5.62	8,494.16
110-210-6504	MINOR EQUIPMENT	1,000.00	134.76	986.22	98.62	13.78
110-210-6507	OPERATING SUPPLIES	10,000.00	352.61	1,898.84	18.99	8,101.16
110-210-6727	OTHER CAPITAL EQUIPMENT			455.95		455.95-
	ROADS, BRIDGES, SIDEWALKS TOTA	407,650.00	22,525.76	80,727.49	19.80	326,922.51
110-230-6371	UTILITIES	67,000.00	4,303.51	12,748.80	19.03	54,251.20
	STREET LIGHTING TOTAL	67,000.00	4,303.51	12,748.80	19.03	54,251.20
110-250-6010	SALARIES FULLTIME	70,000.00	1,669.59	4,681.94	6.69	65,318.06
110-250-6331	MOTOR VEHICLE OPERATIONS	1,500.00				1,500.00
110-250-6332	REPAIR - VEHICLES & EQUIPMENT	5,000.00				5,000.00
110-250-6408	GENERAL INSURANCE	3,700.00		2,853.99	77.13	846.01
110-250-6507	OPERATING SUPPLIES	40,000.00		9,587.72	23.97	30,412.28
	SNOW REMOVAL TOTAL	120,200.00	1,669.59	17,123.65	14.25	103,076.35
110-910-6910	TRANSFER-OUT-TO GENERAL FUND	135,000.00				135,000.00
	TRANSFERS IN/OUT TOTAL	135,000.00	.00	.00	.00	135,000.00
	ROAD USE TAX TOTAL	729,850.00	28,498.86	110,599.94	15.15	619,250.06

BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-110-6110	FICA	93,054.00	6,649.77	19,885.75	21.37	73,168.25
112-110-6130	IPERS	133,262.00	9,025.10	29,395.30	22.06	103,866.70
112-110-6141	PENSION/RETENTION/RETIRED		150.00	300.00		300.00-
112-110-6150	INSURANCE-TA	238,097.00	19,878.90	58,364.26	24.51	179,732.74
112-110-6160	WORKERS COMPENSATION-TA	71,103.00	7,256.00	21,768.00	30.61	49,335.00
112-110-6170	UNEMPLOYMENT	510.00		1,472.70	288.76	962.70-
112-110-6180	SELF FUND	12,500.00	152.63	1,148.81	9.19	11,351.19
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	POLICE TOTAL	548,526.00	43,112.40	132,334.82	24.13	416,191.18
112-150-6110	FICA	14,605.00	2,049.14	6,073.17	41.58	8,531.83
112-150-6130	IPERS	37,790.00	2,917.10	8,655.43	22.90	29,134.57
112-150-6150	INSURANCE-TA	87,336.00	6,346.67	18,396.04	21.06	68,939.96
112-150-6160	WORKERS COMPENSATION-TA	100,880.00	10,279.56	20,559.12	20.38	80,320.88
112-150-6170	UNEMPLOYMENT	453.00				453.00
112-150-6180	SELF FUND	5,000.00	2,000.00	2,000.00	40.00	3,000.00
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	FIRE TOTAL	246,064.00	23,592.47	55,683.76	22.63	190,380.24
112-160-6110	FICA	4,200.00		76.50	1.82	4,123.50
112-160-6130	IPERS	6,540.00		94.40	1.44	6,445.60
112-160-6250	TUITION REIMBURSEMENT	13,400.00		5,056.00	37.73	8,344.00
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	AMBULANCE TOTAL	24,140.00	.00	5,226.90	21.65	18,913.10
112-170-6110	FICA	2,365.00	381.74	1,145.22	48.42	1,219.78
112-170-6130	IPERS	2,917.00	490.70	1,472.10	50.47	1,444.90
112-170-6150	INSURANCE	10,596.00	883.00	2,584.92	24.40	8,011.08
112-170-6170	UNEMPLOYMENT	25.00				25.00
112-170-6180	SELF FUND	1,000.00				1,000.00
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	BUILDING INSPECTIONS TOTAL	16,903.00	1,755.44	5,202.24	30.78	11,700.76
112-210-6110	FICA	18,031.00	1,325.09	3,893.45	21.59	14,137.55
112-210-6130	IPERS	20,378.00	1,802.58	5,190.12	25.47	15,187.88
112-210-6131	PHYSICALS/DRUG TESTING			100.00		100.00-
112-210-6150	INSURANCE	21,000.00	1,010.77	2,209.55	10.52	18,790.45
112-210-6160	WORKERS COMPENSATION	23,700.00	2,418.00	17,533.56	73.98	6,166.44
112-210-6170	UNEMPLOYMENT	283.00				283.00
112-210-6180	SELF FUND	5,110.00				5,110.00
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	ROADS, BRIDGES, SIDEWALKS TOTA	88,502.00	6,556.44	28,926.68	32.68	59,575.32
112-240-6130	IPERS	5,500.00	126.08	378.24	6.88	5,121.76
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	TRAFIC CONTROL & SAFETY TOTAL	5,500.00	126.08	378.24	6.88	5,121.76

BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-250-6110	FICA	5,939.00	116.84	325.52	5.48	5,613.48
112-250-6130	IPERS	7,328.00				7,328.00
112-250-6150	INSURANCE	127,224.00	9,578.64	27,693.18	21.77	99,530.82
112-250-6180	SELF FUND	2,370.00				2,370.00
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	SNOW REMOVAL TOTAL	142,861.00	9,695.48	28,018.70	19.61	114,842.30
112-430-6110	FICA	2,160.00	239.59	1,228.12	56.86	931.88
112-430-6130	IPERS	2,665.00	300.69	1,175.38	44.10	1,489.62
112-430-6150	INSURANCE	5,274.00		815.46	15.46	4,458.54
112-430-6180	SELF FUND	500.00				500.00
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	PARKS TOTAL	10,599.00	540.28	3,218.96	30.37	7,380.04
112-480-6110	FICA	2,160.00	98.16	605.10	28.01	1,554.90
112-480-6130	IPERS	2,650.00	122.80	450.25	16.99	2,199.75
112-480-6150	INSURANCE	5,289.00		815.45	15.42	4,473.55
112-480-6180	SELF FUND	500.00				500.00
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	COMMUNITY CENTER TOTAL	10,599.00	220.96	1,870.80	17.65	8,728.20
112-610-6110	FICA	2,181.00	216.02	315.48	14.46	1,865.52
112-610-6130	IPERS	2,690.00	469.93	469.93	17.47	2,220.07
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	MAYOR/COUNCIL TOTAL	4,871.00	685.95	785.41	16.12	4,085.59
112-615-6110	FICA	612.00	42.08	126.23	20.63	485.77
112-615-6130	IPERS	820.00	57.60	172.83	21.08	647.17
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	IT DEPARTMENT TOTAL	1,432.00	99.68	299.06	20.88	1,132.94
112-620-6110	FICA	19,746.00	568.17	2,749.61	13.92	16,996.39
112-620-6130	IPERS	24,366.00	721.72	2,863.65	11.75	21,502.35
112-620-6150	INSURANCE-TA	52,956.00	3,816.47	12,021.69	22.70	40,934.31
112-620-6160	WORKERS COMPENSATION-TA	600.00	101.22	303.66	50.61	296.34
112-620-6170	UNEMPLOYMENT & TPA	5,540.00		1,472.69	26.58	4,067.31
112-620-6180	SELF FUNDED	5,000.00				5,000.00
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	CLERK/TREASURER/ADM TOTAL	108,208.00	5,207.58	19,411.30	17.94	88,796.70
112-910-6910	TRANSFER-OUT-TO GENERAL FUND	13,000.00				13,000.00
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	TRANSFERS IN/OUT TOTAL	13,000.00	.00	.00	.00	13,000.00
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BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	EMPLOYEE BENEFITS TOTAL	1,221,205.00	91,592.76	281,356.87	23.04	939,848.13
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113-110-6141	PENSION/RETENTION	13,000.00	1,067.86	3,203.58	24.64	9,796.42
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	POLICE TOTAL	13,000.00	1,067.86	3,203.58	24.64	9,796.42
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	POLICE PENSION TOTAL	13,000.00	1,067.86	3,203.58	24.64	9,796.42
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114-110-6505	SPECIAL EQUIPMENT	10,000.00	3.00-	2,683.10	26.83	7,316.90
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	POLICE TOTAL	10,000.00	3.00-	2,683.10	26.83	7,316.90
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	POLICE TRUST TOTAL	10,000.00	3.00-	2,683.10	26.83	7,316.90
		=====	=====	=====	=====	=====
115-110-6505	SPECIAL EQUIPMENT	1,140.00				1,140.00
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	POLICE TOTAL	1,140.00	.00	.00	.00	1,140.00
		=====	=====	=====	=====	=====
	POLICE PREFORFEITURE TOTAL	1,140.00	.00	.00	.00	1,140.00
		=====	=====	=====	=====	=====
125-910-6910	TRANSFER OUT	3,979,213.00				3,979,213.00
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	TRANSFERS IN/OUT TOTAL	3,979,213.00	.00	.00	.00	3,979,213.00
		=====	=====	=====	=====	=====
	TAX INCREMENT FINANCING TOTAL	3,979,213.00	.00	.00	.00	3,979,213.00
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145-530-6407	PROFESSIONAL FEES		1,750.00	1,750.00		1,750.00-
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	HOUSING & URBAN RENEWAL TOTAL	.00	1,750.00	1,750.00	.00	1,750.00-
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	URBAN RENEWAL ADVANCE TOTAL	.00	1,750.00	1,750.00	.00	1,750.00-
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BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
200-210-6802	ST CONST 2017A GO BOND PRIN	480,000.00				480,000.00
200-210-6809	PRINCIPAL-2014 C HALL BLDG	75,000.00		75,000.00	100.00	
200-210-6807	2014A BOND PRINCIPAL	140,000.00				140,000.00
200-210-6808	2014A BOND INTEREST	79,720.00				79,720.00
200-210-6810	INTEREST 2014 C HALL BLDG	1,438.00		937.50	65.19	500.50
200-210-6852	ST CONST 2017A GO BONDS INT	10,100.00				10,100.00
	ROADS, BRIDGES, SIDEWALKS TOTA	786,258.00	.00	75,937.50	9.66	710,320.50
200-530-6813	2017B BOND PRINCIPAL	390,000.00				390,000.00
200-530-6811	2016 A BOND PRINCIPAL	110,000.00				110,000.00
200-530-6812	2016 B BOND PRINCIPAL	225,000.00				225,000.00
200-530-6863	2017B BOND INTEREST	15,325.00				15,325.00
200-530-6861	2016 A BOND INTEREST	25,025.00				25,025.00
200-530-6862	2016 B BOND INTEREST	48,548.00				48,548.00
	HOUSING & URBAN RENEWAL TOTAL	813,898.00	.00	.00	.00	813,898.00
	DEBT SERVICE TOTAL	1,600,156.00	.00	75,937.50	4.75	1,524,218.50
313-750-6783	FACIL-UNIC-ST CONST STREE			3,951.50		3,951.50-
	CAPITAL PROJECTS TOTAL	.00	.00	3,951.50	.00	3,951.50-
	2017/18 Capital Projects TOTA	.00	.00	3,951.50	.00	3,951.50-
314-750-6782	UINVERSTY AVE REDESIGN		14,973.00	42,644.00		42,644.00-
	CAPITAL PROJECTS TOTAL	.00	14,973.00	42,644.00	.00	42,644.00-
	University Ave Redesign TOTAL	.00	14,973.00	42,644.00	.00	42,644.00-
315-210-6499	MISCELLANEOUS			28,294.99		28,294.99-
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	28,294.99	.00	28,294.99-

BUDGET REPORT

CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	2018 HMA RESURFACING PROJ TOTA	.00	.00	28,294.99	.00	28,294.99-
		=====	=====	=====	=====	=====
400-615-6727	CAP EQUIPMENT - IT DEPARTMENT			19,681.39		19,681.39-
		-----	-----	-----	-----	-----
	IT DEPARTMENT TOTAL	.00	.00	19,681.39	.00	19,681.39-
		=====	=====	=====	=====	=====
	CAPITAL EQUIPMENT FUND TOTAL	.00	.00	19,681.39	.00	19,681.39-
		=====	=====	=====	=====	=====
610-815-6010	SALARIES FULLTIME	40,000.00	3,974.16	10,499.72	26.25	29,500.28
610-815-6020	SALARIES-PARTTIME	2,800.00				2,800.00
610-815-6110	FICA	2,844.00	288.79	759.25	26.70	2,084.75
610-815-6130	IPERS	3,750.00	362.90	913.81	24.37	2,836.19
610-815-6150	INSURANCE	9,750.00				9,750.00
610-815-6180	SELF FUND	1,540.00				1,540.00
610-815-6331	MOTOR VEHICLE OPERATIONS	2,000.00				2,000.00
610-815-6332	REPAIR - VEHICLES & EQUIPMENT	2,000.00	115.20	211.07	10.55	1,788.93
610-815-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	5,000.00	955.00	1,855.00	37.10	3,145.00
610-815-6408	GENERAL INSURANCE	4,400.00	93.75	3,518.54	79.97	881.46
610-815-6413	CONTRIBUTIONS & PAYMENTS AGENC	750.00		130.05	17.34	619.95
610-815-6490	SEWER MAINTENANCE	10,000.00		345.50	3.46	9,654.50
610-815-6499	MISCELLANEOUS	3,500.00				3,500.00
610-815-6504	MINOR EQUIPMENT	500.00		715.89	143.18	215.89-
610-815-6507	OPERATING SUPPLIES	500.00		351.93	70.39	148.07
610-815-6767	CAP OUTLAY-SANITARY SEWER	100,000.00		23,366.15	23.37	76,633.85
		-----	-----	-----	-----	-----
	SEWER/SEWAGE DISPOSAL TOTAL	189,334.00	5,789.80	42,666.91	22.54	146,667.09
		=====	=====	=====	=====	=====
	SEWER TOTAL	189,334.00	5,789.80	42,666.91	22.54	146,667.09
		=====	=====	=====	=====	=====
670-840-6010	WAGES - FULL TIME	12,450.00	75.70	728.87	5.85	11,721.13
670-840-6110	FICA	960.00	5.79	55.15	5.74	904.85
670-840-6130	IPERS	1,176.00		4.90	.42	1,171.10
670-840-6413	WASTE MANAGEMENT	229,457.00		16,571.62	7.22	212,885.38
670-840-6490	METRO WASTE - RECYCLING	93,775.00	6,846.28	38,554.54	41.11	55,220.46
		-----	-----	-----	-----	-----
	LANDFILL/GARBAGE TOTAL	337,818.00	6,927.77	55,915.08	16.55	281,902.92
		=====	=====	=====	=====	=====
	LANDFILL/GARBAGE TOTAL	337,818.00	6,927.77	55,915.08	16.55	281,902.92
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
740-865-6010	SALARIES FULLTIME	80,000.00	973.92	2,827.48	3.53	77,172.52
740-865-6020	SALARIES-PARTTIME	2,500.00				2,500.00
740-865-6110	FICA	6,000.00	68.16	196.91	3.28	5,803.09
740-865-6130	IPERS	7,500.00	73.56	230.15	3.07	7,269.85
740-865-6150	INSURANCE	24,250.00	882.99	2,584.91	10.66	21,665.09
740-865-6160	WORKER'S COMP	775.00	101.22	303.66	39.18	471.34
740-865-6180	SELF FUND	2,420.00				2,420.00
740-865-6230	TRAINING EXPENSE	1,750.00		15.61	.89	1,734.39
740-865-6407	ENGINEERING	5,000.00	115.00	602.50	12.05	4,397.50
740-865-6408	GENERAL INSURANCE	3,600.00	93.75	2,947.76	81.88	652.24
740-865-6413	CONTRIBUTIONS & PAYMENTS AGENC	39,000.00	3,100.00	3,163.45	8.11	35,836.55
740-865-6499	MISCELLANEOUS	5,950.00		199.00	3.34	5,751.00
740-865-6507	OPERATING SUPPLIES	5,000.00		469.19	9.38	4,530.81
740-865-6765	STORM DRAINAGE CAPITAL OUTLAY	75,000.00				75,000.00
	STORM WATER TOTAL	258,745.00	5,408.60	13,540.62	5.23	245,204.38
		=====	=====	=====	=====	=====
	STORM WATER TOTAL	258,745.00	5,408.60	13,540.62	5.23	245,204.38
		=====	=====	=====	=====	=====
810-210-6710	AUTOMOTIVE EQUIPMENT			1,116.91		1,116.91-
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	1,116.91	.00	1,116.91-
		=====	=====	=====	=====	=====
	REVOLVING FUND TOTAL	.00	.00	1,116.91	.00	1,116.91-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	11,519,791.00	373,620.56	1,450,465.04	12.59	10,069,325.96
		=====	=====	=====	=====	=====

ORDINANCE NO. 19-07**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP AND THE CITY CODE OF THE CITY OF WINDSOR HEIGHTS, IOWA, 2019, BY AMENDING CITY CODE SECTION 168.06, ZONING MAP****BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, IOWA:**

SECTION 1. AMENDMENT: The Zoning Map of the city of Windsor Heights, Iowa is hereby amended by rezoning Polk County Parcels 292/00699-006-000, 292/00715-002-000, 292/00716-001-000, 292/00717-001-000 containing approximately 2.5986 acres located on the west side of 63rd St. south of University Ave. and legally described below, from R2-Single Family Residential to UC University Avenue Mixed Use District (also see Attachment A – Location Map):

Legal Description

W 17.5F S 15F LOT 22 HOPKINS WOEHLER PLACE;

E 265.4F LT 11 & -EX W 155F- LT 12 HOPKINS WOEHLER PLACE;

-EX S 15F & BEG 15F N OF SE COR LT 22 THN N 90F W 3.14F SE 90.06F E .57F TO POB-LT 22 & ALL S ½ LT 23 HOPKINS WOEHLER PLACE;

-EX BEG 35F S OF NE COR LOT 23 THN N 105F W 5F SELY 105.04F E 3.14F TO POB- N ½ LOT 23 & ALL LOT 24 HOPKINS WOEHLER PLACE.

SECTION 2. REPEALER: All ordinances or parts of ordinances in conflict with the provision of this ordinance are hereby repealed.

SECTION 3. SAVINGS CLAUSE: If any section, provision, sentence clause, phrase 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 provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

SECTION 4. VIOLATIONS AND PENALTIES: Any person who violates the provisions of this Ordinance upon conviction shall be punished as set forth in the City Code.

SECTION 5. OTHER REMEDIES: In addition to the provisions set out in the Violations and Penalties Section herein, the City may proceed in law or equity against any person, firm, or corporation for violation any section of subsection of this Ordinance.

SECTION 6. EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law,

Approved and passed by the City Council on the _____ day of _____, 2019.

Dave Burgess, Mayor

ATTEST:

Travis Cooke
City Clerk

I hereby certify that the foregoing was published as Ordinance No. 19-07 on the _____ day of _____, 2019.

Travis Cooke
City Clerk

University

Item #5A

Properties to be Rezoned

Parcel 10

63RD

MOTTAVE

DAGLE DR

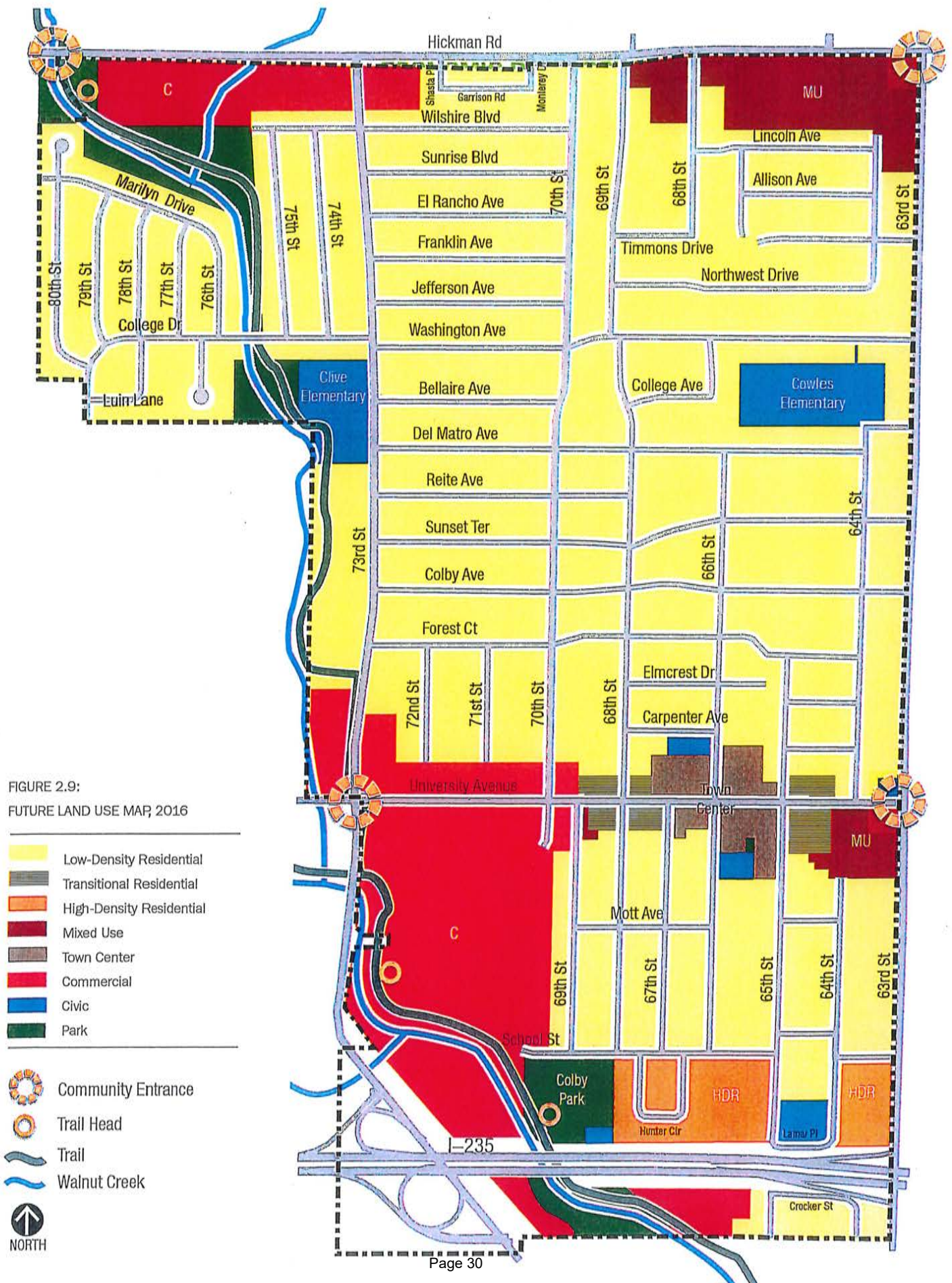
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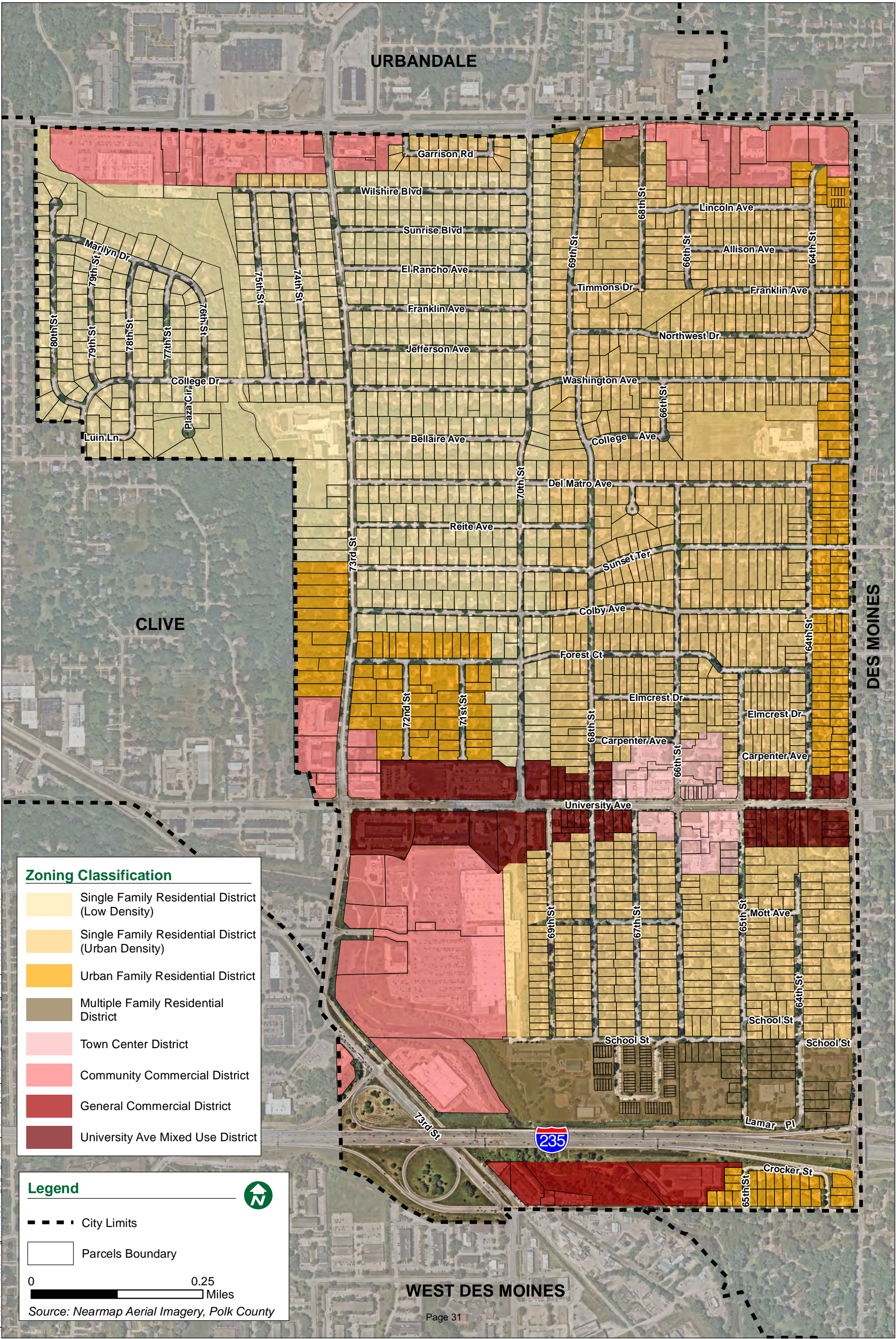
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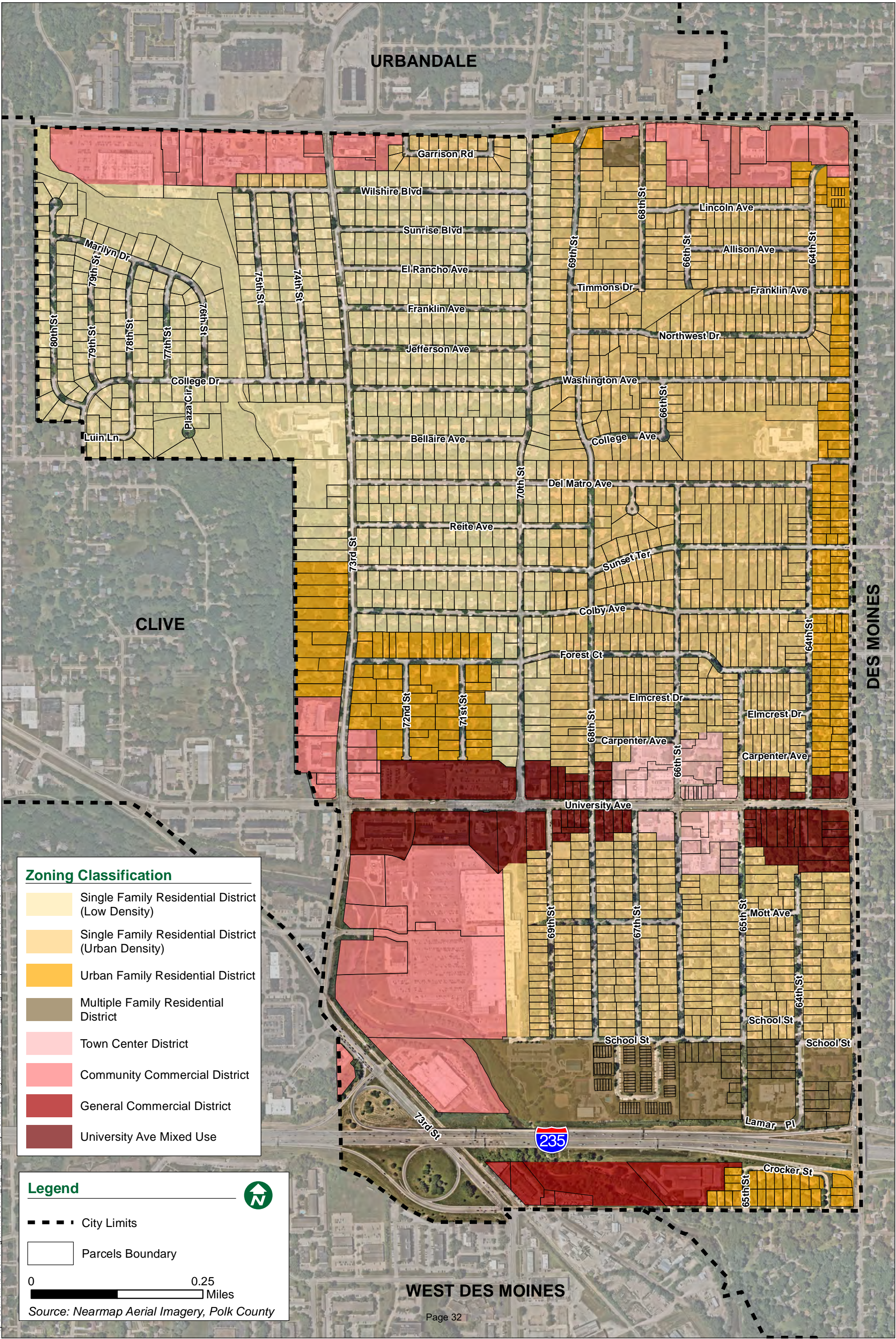
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Map Document: \\arcserver1gis\WINDSORH CL IA\ Basemap\ESRI\Maps\City Overview_11x17P_Zoning.mxd | Date Saved: 8/1/2019 12:22:38 PM



ECONOMIC DEVELOPMENT — AN ACTION PLAN

UNIVERSITY AVENUE'S EASTERN GATEWAY

- *Neighborhood Park and Pathways.* At the terminus of 64th Street is a proposed park that can be accessed from the neighborhood to the south and the proposed multi-family project at 63rd Street and University Avenue. The park could later be redeveloped as part of a larger redevelopment plan for the homes fronting University Avenue.

Transitional Residential

Transitional Residential allows for single-family dwellings, yet recognizes the market demand for these properties to redevelop for commercial use under current zoning (University Avenue Mixed-Use). Transitional Residential intends to protect the integrity of the neighborhood block by preventing un-managed encroachment of non-residen- tial uses and limiting negative effects.

- The “transitional” component allows for dwellings to become professional and low-intensity businesses, while retaining the building’s residential character. However, if the entire block of properties is controlled by a single developer, then the entire block can be redeveloped. In other words, the intent of the

district is to prevent four of the five contiguous homes to be redeveloped, leaving a single home isolated and surrounded by unlike uses and character. Redevelopment plans should be a minimum of one-half acre.

- Once all properties are available for redevelopment, a master plan should be developed to show mixed use, relationship of uses and buffering, setbacks, site access, and shared parking.

Zoning is the tool that makes the fu- ture land use map a reality. The future land use map calls for a variety of uses, ranging from commercial to transition- al residential to the town center. The University Avenue Corridor Mixed- Use (UC) zoning district is meant to allow a range of land uses while recognizing the mixed-use character of University Avenue. Amendments to the zoning code can help enhance the character of the UC district, particu- larly the areas from 69th Street to 67th Street, and 65th Street to 63rd Street identified as Transitional Residential.

Development along the University Avenue should not be piecemealed together one property at a time. Block-

size commercial development is pre- ferred with limited front yard parking and driveway access on University Avenue. Large-scale development often provides opportunities for more land use types and adequate site area to buffer adjacent residential uses. In addition, there are many quality sin- gle-family homes contributing to the character of the corridor that should be allowed to remain until the market for large-scale commercial development emerges.

The zoning code currently allows bulk regulations in the UC zoning district to be changed by the Planning Commis- sion based on recommendations from the Comprehensive Plan. The Com- prehensive Plan provides details on the preferred type of development. A recommended additional step is to add explicit standards for the UC district

in the zoning code reflecting the goals of the Plan. This makes the objectives clear to developers and property owners and also does not subject the Planning Commission to inconsistent interpretation of the Plan.

Implementing Transitional Residential

Revise the zoning code for compliance with the Comprehensive Plan and Future Land Use map.

34 | CHAPTER 2 :: ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT — AN ACTION PLAN

UNIVERSITY AVENUE'S EASTERN GATEWAY



Mixed Use

Transitional Residential

ACTION GOALS:

Encourage block-size commercial development along University Avenue, while preserving the character of existing residential uses. Steps to action:

- In Transitional Residential, increase the minimum lot area for commercial uses in the UC district from 5,000 square feet to 25,000 square feet. Development can be phased. Parking, access and circulation, setbacks, and overall character should be defined in the redevelopment plan.
- Allow the minimum lot area for residential uses in the UC district to remain at 5,000 square feet to prevent creating non-conforming lots for current residential uses.

Encourage quality development that reflects the mixed-use character envisioned for the University Avenue Corridor. Steps to action:

- Allow the downtown residential land use in the UC district as a permitted or conditional use to allow development of upper floor for residential uses.

FIGURE 2.5: EAST GATEWAY — TRANSITIONAL RESIDENTIAL

Transitional Residential protects the current use of the property, yet recognizes the potential demand for

redevelopment as an alternative use. The intent of the district is to give security to homeowners that their neighboring property is not redeveloped for a use that would influence the enjoyment of their property.

- Require parking lots fronting University Avenue to not be larger than two rows and/or one drive aisle. Additional parking areas shall be located in the rear or side yard.

Create a welcome feature on the southwest corner of University Avenue and 63rd Street. Steps to action:

parcels with steep slopes that impede quality development on the lot. For example, for slopes greater than 25% on any side of the parcel, the setback on the opposing side can be reduced up to five feet, provided all bufferyard landscaping and/or screening required adjacent to residential uses is still met.

- Allow setback reductions for



STAFF REPORT
PLANNING AND ZONING COMMISSION

August 28, 2019 meeting

TO: Planning and Zoning Commission Members

FROM: Sheilah Lizer, Building and Zoning Official

SUBJECT: 19-02 REZ Windsor Heights Presbyterian Church. The City of Windsor Heights plans to consider rezoning four parcels from R-2 Residential to U-C University Corridor Mixed Use District.

APPLICANT AND PROPERTY OWNER:

City of Windsor Heights, Ia. and Windsor Heights Presbyterian Church 6301 63rd ST, Windsor Heights, IA 50324

LOCATION

(See attachment 1)

LEGAL DESCRIPTION

W 17.5F S 15F LOT 22 HOPKINS WOEHLER PLACE
E 265.4F LT 11 & -EX W 155F- LT 12 HOPKINS WOEHLER PLACE
EX S 15F & BEG 15F N OF SE COR LT 22 THN N 90F W 3.14F SE 90.06F E .57F TO POB-
LT 22 & ALL S 1/2 LT 23 HOPKINS WOEHLER PLACE
EX BEG 35F S OF NE COR LT 23 THN N 105F W 5F SELY 105.04F E 3.14F TO POB- N 1/2
LOT 23 & ALL LOT 24 HOPKINS WOEHLER PLACE

PARCEL NUMBERS

292/00699-006-000, 292/00715-002-000, 292/00716-001-000, and 292/00717-001-000.

CURRENT ZONING:

R-2 Residential

CURRENT LAND USE:

Residential, vacant

REQUESTED ZONING

U-C University Corridor Mixed Use District
(See attachment 3)

SUMMARY

The purpose of this rezoning is to create a mixed use development. The City Council intends to develop these parcels in the future. The Council will be seeking Requests for Proposals to improve this area with a vibrant mix of commercial and housing. One of the goals outlined in the Comprehensive Plan. (see attached) is to create a mixed use district along the east corridor along 63rd and south of University.

PLANNING AND ZONING SCOPE OF REVIEW

CHAPTER 177

3. Amendment Process.

A. The Planning Commission, following not less than 4 days notice and publication shall hold a public hearing on each proposed text or rezoning and shall recommend action to the City Council.

B. The City Council, after publication and public hearing, shall act on the proposed amendment. A majority vote of those members either elected or appointed to the City Council is required for approval. If the proposed amendment is recommended for disapproval by the Planning Commission, a majority vote plus one of the City Council shall be required for approval.

(See attachment 2)

DEVELOPMENT GUIDANCE FROM COMPREHENSIVE PLAN

Goals:

Attract new business to Windsor Heights.

Support strategic redevelopment along key corridors, including University Avenue, Hickman Road, 73rd Street, and 63rd Street.

Create a supportive business climate.

ECONOMIC DEVELOPMENT — AN ACTION PLAN

Work with developers to support and coordinate redevelopment of important commercial and mixed-use sites.

Create a streetscape plan for University Avenue and 73rd Street.

Help market Windsor Heights to prospective businesses and developers.

FUTURE LAND USE MAP

Mixed use

RECOMMENDATION

Approval of Resolution # PZC 2019-02 REZ recommending that the Windsor Heights City Council approve the Zoning change from R-2 Single Family Residential to U-C University Corridor Mixed Use and amend Zoning Map for District for parcels 292/00699-006-000, 292/00715-002-000, 292/00716-001-000, and 292/00717-001-000.

RESOLUTION NO. PZC 2019-02 REZ

A RESOLUTION OF THE PLAN AND ZONING COMMISSION OF THE CITY OF WINDSOR HEIGHTS, RECOMMENDING TO THE CITY COUNCIL THAT IT APPROVES THE REZONING REQUEST (ZC-004171- 2018) FOR THE PURPOSE OF CHANGING THE ZONING OF PROPERTY LOCATED WEST OF 63RD AND SOUTH OF UNIVERTITY FROM SINGLE FAMILY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL

WHEREAS, pursuant to the provisions of Chapter 177 of the Windsor Heights Municipal Code, the City of Windsor Heights has requested approval of a zoning change for parcels owned by WINDSOR PRESBYTERIAN CHURCH, 6301 UNIVERSITY AVE WINDSOR HEIGHTS IA 50324-1847. Property legally described as:

W 17.5F S 15F LOT 22 HOPKINS WOEHLEER PLACE

E 265.4F LT 11 & -EX W 155F- LT 12 HOPKINS WOEHLEER PLACE

-EX S 15F & BEG 15F N OF SE COR LT 22 THN N 90F W 3.14F SE 90.06F E .57F TO POB- LT 22 & ALL S 1/2 LT 23 HOPKINS WOEHLEER PLACE

-EX BEG 35F S OF NE COR LT 23 THN N 105F W 5F SELY 105.04F E 3.14F TO POB- N 1/2 LOT 23 & ALL LOT 24 HOPKINS WOEHLEER PLACE

WHEREAS, studies and investigations were made, and staff reports and recommendations were submitted which is made a part of this record and herein incorporated by reference;

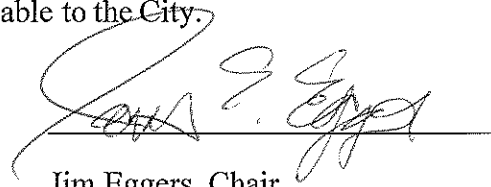
WHEREAS, on August 28, 2019, this Commission held a duly-noticed hearing to consider the application for the Rezoning Request **PZC 2019-02 REZ**

NOW, THEREFORE, THE PLAN AND ZONING COMMISSION OF THE CITY OF WINDSOR HEIGHTS DOES RESOLVE AS FOLLOWS:

SECTION 1. The findings for approval, in the staff report, dated August 28, 2019, or as amended orally at the Plan and Zoning Commission hearing of August 28, 2019, are adopted.

SECTION 2. REZONING REQUEST **PZC 2019-02 REZ** to change the zoning and map of the property legally described above from Single Family Residential (R-2) to U-C University Corridor Mixed Use District is recommended to the City Council for approval, subject to compliance with all the conditions in the staff report, dated August 28, 2019. Including conditions, added at the Hearing, and attached hereto as Exhibit "A", if any. Violation of any such conditions shall be grounds for revocation of the permit, as well as any other remedy which is available to the City.

PASSED AND ADOPTED on August 28, 2019.


 Jim Eggers, Chair
 Plan and Zoning Commission

ORDINANCE NO. 19-08

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 55 PUBLIC OFFENSES

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 City Council wishes to adopt an ordinance prohibiting the feeding of wildlife within the City of Windsor Heights, as intentionally feeding wildlife creates an increased risk to wildlife health and negative human-wildlife interactions because the wildlife are concentrated in a small area in close proximity to people. Furthermore, intentional feeding of wildlife can lead to increased vehicle collisions with wildlife and increased damage to residential and commercial property.

WHEREAS, City Staff reviewed and proposed changes to Chapter 55 on September 3, 2019 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapter 55 ordinance are necessary and will promote the health, safety, general welfare and aesthetics of the community.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 55 of the Windsor Heights Code of Ordinances to prohibit the feeding of deer within the City of Windsor Heights.

SECTION 2. Amended. Chapter 55 of the Windsor Heights Code of Ordinances, Public Offenses, is amended as reflected in the attached Exhibit A.

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

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

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

Passed and Approved this ____ day of _____, 2019.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

EXHIBIT “A” – CHAPTER 55 AMENDMENT – PROHIBITING FEEDING OF DEER:

55.33 FEEDING DEER. No person shall place or allow any feeding device or any fruit, grain, mineral, plant, salt, vegetable, or other material to be placed outdoors on any public or private property for the purpose of attracting or feeding deer. Pursuant to this chapter, a rebuttable presumption is created that the placement of fruit, grain, mineral, plant, salt, vegetable, or other materials ("feed materials") in a drop feeder, deer feeder kit, automatic feeder, any natural object (hollowed tree stump, etc.) or similar device ("feeding device") regardless of the height of the fruit, grain, mineral, plant, salt, vegetable, or other material is for the purpose of feeding deer.

1. Each property owner or occupant of the property shall have the duty to remove any feed materials placed on the owner's property in violation of this ordinance. Failure to remove feed materials within twenty four (24) hours after notice from the city shall constitute a violation of this ordinance.

2. Each property owner or occupant of the property shall have the duty to remove any feeding device placed on the owner's property to which deer are attracted or from which deer actually feed. Alternatively, a property owner or occupant may modify a feeding device or make other changes to the property that prevent deer from having access to or feeding from the feeding device. Failure to remove such a feeding device or to make such modifications within twenty four (24) hours after notice from the city shall constitute a violation of this ordinance.

3. **EXCEPTIONS.**

A. Naturally Growing Materials: This ordinance does not apply to naturally growing materials, including, but not limited to, fruit, grain, nuts, seeds, and vegetables.

B. Planted Materials: This ordinance does not apply to planted materials growing in gardens, as standing crops, or in a wildlife food plot.

C. Stored Crops: This ordinance does not apply to stored crops, provided that the stored crop is not intentionally made available to deer.

D. Incidental Spills: This ordinance does not apply to spills of seed materials intended for planting or to crop materials that have been harvested if the spills are incidental to normal agricultural operations and such materials are not intentionally made available to deer.

4. **PENALTIES.** Any person violating any provision of this article shall be subject to a civil penalty for a municipal infraction as set forth in section 4.04 of the Code of Ordinances for the City of Windsor Heights, Iowa. Each day a municipal infraction occurs and/or is permitted to exist constitutes a separate offense.

ORDINANCE NO. 19-09

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 55 PUBLIC OFFENSES

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 City Council wishes to adopt an ordinance designating an Urban Deer Management Zone; and

WHEREAS, the City Council wishes to allow for controlled, safe options to hunt deer within the Urban Deer Management Zone, by use of bow and arrow only, for the purpose of deer population management; and

WHEREAS, the City Council has adopted rules, regulations, and procedures with regards to ensuring controlled, safe bow hunting of deer only within the Urban Deer Management Zone and only as dictated by City Code; and

WHEREAS, City Staff reviewed and proposed changes to Chapter 55 on September 16, 2019 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapter 55 ordinance are necessary and will promote the health, safety, general welfare and aesthetics of the community.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 55 of the Windsor Heights Code of Ordinances to designate an Urban Deer Management Zone and to outline rules, regulations, and procedures with regards to bow hunting of deer within the Urban Deer Management Zone within the City of Windsor Heights.

SECTION 2. Amended. Chapter 55 of the Windsor Heights Code of Ordinances, Public Offenses, is amended as reflected in the attached Exhibit A.

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

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

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

Passed and Approved this ____ day of _____, 2019.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

EXHIBIT “A” – CHAPTER 55 AMENDMENT – URBAN DEER MANAGEMENT:

55.34 DESIGNATION OF URBAN DEER MANAGEMENT ZONE. The City of Windsor Heights has determined an area within the City limits in which there is an overabundance of deer, and this area has been designated by the Iowa Department of Natural Resources (DNR) to be recommended as an Urban Deer Management Zone (DMZ) as provided by DNR regulations. The City Council may annually approve the DMZ.

55.34.01 DEFINITIONS.

Antlerless. A deer with no visible forked antler.

Arrow. As defined and limited by the State Department of Natural Resources (herein DNR).

Bow. As defined and limited by the DNR.

Elevated Stand. A manufactured stand (tree stand, ladder stand, tripod, quadpod or tower) with a safety harness and of sufficient height to place the hunter's feet at least six vertical feet above the highest ground elevation within 25 yards of the stand location, to ensure a downward thrust of an arrow when released by the bow.

Incentive License. A document issued by the DNR to allow a bow hunter to harvest an antlered deer as a designated buck incentive program award recipient based on the previous year's antlerless deer program in the City.

Offal. Entrails, which includes most internal organs other than muscle or bones.

Urban Deer Hunt Waiver Form. A document issued by and filed with the City to affirm that the hunter has received written authorization to hunt on private property from the owner or manager thereof.

Urban Antlerless Deer License. A document issued by the DNR in addition to the small game hunting license to allow a bow hunter to harvest an antlerless deer under the city's special bow hunting program.

Usable Portion. Any part of a deer that is customarily processed for human consumption.

Viscera. The internal organs within the chest.

55.34.02 HUNTING PROHIBITED. No person shall engage in any hunting activity within the City limits using a rifle, shotgun, bow and arrow, or any other means, either on public or private property, except licensed bow hunters may hunt deer in the designated urban deer management zone as specifically set forth in section 55.34.03.

55.34.03 SPECIAL BOW HUNT.

1. A special bow hunt is hereby established and shall be administered by the City in accordance with the provisions of this chapter. The dates and boundaries for the special bow hunt shall be set annually by City Council resolution, and may be more restrictive than the dates and boundaries designated by the DNR.
2. A Hunt Administrator will be designated by the City Administrator and the Hunt Administrator will participate in the Polk County Deer Task Force to facilitate continuity in the Windsor Heights program and other metro communities.
3. Hunters wishing to participate in the special bow hunt shall first obtain an urban antlerless deer license or incentive license after completing the following and providing proof thereof:
 - A. An annual archery proficiency test; and
 - B. A bow hunter safety education course conducted by the DNR or approved equivalent.
4. Each hunter participating in the program must apply for and receive a Windsor Heights DMZ hunting permit ("permit") from the City. Permits are valid for one hunting season. In order to receive the permit, a hunter must present a valid State of Iowa special urban deer license.
5. The city hereby reserves the right to approve the content and operation of the test or safety course and to reject any that is not compliant with DNR requirements or recommendations, or otherwise deemed acceptable to the Police Department.
6. All hunters must check in with the Windsor Heights Police Department, via phone or by calling dispatch after hours, prior to conducting any hunt, and they must check out following the hunt.
7. Hunting shall be prohibited within the following protection zones, and no shot shall be directed into or across any protection zone:
 - A. Within 200 feet of any home or building not owned by the hunter, unless the owner thereof waives the prohibition via the Windsor Heights Urban Deer Hunt waiver form filed with the city; and
 - B. Within 100 feet of a recreation trail or street.

8. Shots shall only be taken from an elevated stand; provided that a hunter with a DNR-qualifying disability may request permission to use an alternative; shall be restricted to a distance of not more than 75 feet; and shall clearly have a downward angle intended to minimize travel of an arrow beyond the 75 feet maximum shot distance. A diligent attempt shall be made to retrieve every arrow.
9. Elevated stands shall be non-permanent, and no screw-in steps shall be allowed.
10. Legal weaponry for all hunting allowed by this chapter shall be restricted to only bows and arrows, except that a hunter with a qualifying disability as defined by DNR regulations may be allowed to use a crossbow and bolts as defined and limited by the DNR.
11. Bows and arrows shall be cased while traveling to and from every hunting site.
12. Hunters shall comply with all requirements established by the DNR and by the municipal code, including, but not limited to this chapter.
13. Hunters shall complete and file any Urban Deer Hunt waiver forms prior to hunting.
14. Hunting shall be prohibited on all city-owned property unless expressly approved by the City Council after review and recommendation by the City Administrator or designee.
15. The minimum age for participation in the special bow hunt shall be 18 years old on the day of the hunt.
16. Each hunter shall carry all of the following on his or her person at all times while hunting:
 - A. A DNR license for the special bow hunt to hunt within the boundaries designated by the City; and
 - B. The approved City of Windsor Heights Urban Deer Management Zone Bow Hunting permit; and
 - C. A permission form for the current year; and
 - D. A map verifying the property being hunted is located within the hunt area as designated by the City Council.

17. A hunter shall not leave a usable portion of the deer in the field. In the case of private property, viscera and other offal shall be disposed of in a manner that is acceptable to the property owner and in a location that is not visible from adjoining public or private property.
18. No hunter shall drive or operate any vehicle on any portion of the Windsor Heights trail system in conjunction with any hunt or the recovery/retrieval of any deer harvested.
19. A hunter shall not dispose any animal part on any public property, including roadside ditches and disposal containers located along any trail or public property.
20. Hunters shall take all deer meat to be processed or given to charity.
21. Hunters shall report the number of deer harvested to the Windsor Heights Police Department following each hunt. The Police Department will log the harvest for verification purposes.
22. If a mortally wounded deer travels off the property being hunted onto other property, the hunter shall attempt to notify the other property owner, or in the case of City property, the Police Department, before entering the other property to recover the mortally wounded deer. The hunter shall also notify the Police Department should they be unable to locate a wounded deer.
23. Hunters are strongly encouraged to utilize a safety harness conforming to current Treestand Manufacturers Association (TMA) or American Society for Testing and Materials (ASTM) standards, in the manner and method proscribed by the manufacturer, at all times while occupying an elevated stand.
24. Any confrontations between hunters and other members of the public shall be immediately reported to the Police Department.

55.34.04 PENALTY. Failure of a hunter to comply with City and/or State regulations may subject the hunter to revocation of his or her permit and the City shall report all incidences of noncompliance to the Polk County deer task force. Any person violating any provision of this ordinance or any rule or regulation adopted herein by reference shall, upon conviction, be subject to a fine of at least seventy-five dollars (\$75.00), but not more than six hundred twenty-five dollars (\$625.00), and/or imprisonment not to exceed thirty (30) days. (City Code 1.14; State of Iowa Code 903.1(1)(a))



City of Windsor Heights
Urban Deer Management Zone
Special Bow Hunting Permit
Police Department: (515) 277-4453 | Dispatch: (515) 286-3632

This form is to be completed by any applicant wishing to participate in the Windsor Heights Urban Deer Management Zone Special Bow Hunt. Once form is completed, bring form and required documents to the Windsor Heights Police Department located at 1133 66th Street, Windsor Heights, Iowa, 50324.

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____

Driver's License Number: _____ **State:** _____

- ☐ **Applicant has completed annual archery proficiency testing.**
- ☐ **Applicant has completed bow hunter safety education course conducted by the DNR or approved equivalent.**
- ☐ **Applicant has a current valid State of Iowa special urban deer license.**

By signing below, the applicant confirms they have read and understand all rules, regulations, and procedures related to the Windsor Heights Urban Deer Management Zone program. Furthermore, the applicant agrees to abide by all such rules, regulations, and procedures related to the special bow hunt. The applicant understands any violation of such may result in their permit being revoked and/or charges filed against them for such violation. **HUNTERS MUST CHECK IN WITH THE POLICE DEPARTMENT / DISPATCH PRIOR TO ANY HUNT AND SHALL CARRY THIS PERMIT ON THEIR PERSON AT ALL TIMES DURING ANY HUNT.**

 Applicant's Signature

 Date

Permit Approved: YES NO Comments: _____

Approved by: _____ Date Approved: _____

Permit Valid Dates: _____

State of Iowa Special Urban Deer License
 Bow Hunter Education Certificate

Annual Archery Proficiency Testing Certificate
 Copy of current DMZ map provided to applicant



City of Windsor Heights Urban Deer Management Zone

Harvest Verification Form

Date: _____ **Name:** _____

Harvest Location: _____

Harvest Type: _____ Doe _____ Button Buck _____ Shed Buck _____ Incentive Buck

Transportation Tag #: _____

Confirmation Number: _____

Officer Name: _____ **ID #:** _____

Upon completion of verification form, please route form to the Police Department administrative clerk for inclusion in the DMZ applicant file.



City of Windsor Heights Urban Deer Management Zone

Harvest Verification Form

Date: _____ **Name:** _____

Harvest Location: _____

Harvest Type: _____ Doe _____ Button Buck _____ Shed Buck _____ Incentive Buck

Transportation Tag #: _____

Confirmation Number: _____

Officer Name: _____ **ID #:** _____

Upon completion of verification form, please route form to the Police Department administrative clerk for inclusion in the DMZ applicant file.

_____ Property Owner _____ Property Manager Hunter Name: _____

Name of Property Owner/Manager Email Address

Address of Property to be hunted including City, State, Zip Code

Legal Description or Parcel Number (Located on the Polk County Assessors Website)

Cell Phone Number Alternate Phone Number

Does this property require a waiver of separation? YES NO

Will the property be shared by another approved Windsor Heights Urban Bow Hunter? YES NO

If yes, name of hunter: _____

* No sharing of property on paper only to increase property locations will be accepted and could result in revocation of permit. Hunters, please advise property owner the Windsor Heights Police Department and/or Iowa DNR may contact them to verify accuracy of information provided and to address any questions/concerns.

Waiver of Separation Requirement: (If property requires more than three waivers it will not be accepted into the program.) Grantors should be notified Windsor Heights Police or Iowa DNR personnel may contact them to inspect the location and verify accuracy of information.

Waiver 1 – Property Owner Name to Grant Waiver

Address, including City, State, Zip

Legal Description or Parcel Number of property for which waiver is granted

Cell Phone Number Alternate Phone Number

Waiver 2 – Property Owner Name to Grant Waiver

Address, including City, State, Zip

Legal Description or Parcel Number of property for which waiver is granted

Cell Phone Number Alternate Phone Number

Waiver 3 – Property Owner Name to Grant Waiver

Address, including City, State, Zip

Legal Description or Parcel Number of property for which waiver is granted

Cell Phone Number Alternate Phone Number






City of Windsor Heights
Urban Deer Management Zone
Special Bow Hunting Quick Reference for Hunters
Police Department: (515) 277-4453 | Dispatch: (515) 286-3632

- Any hunting must be within the Windsor Heights Urban Deer Management Zone only.
- Windsor Heights Special Bow Hunting Permit is required to be on hunters person at all times.
- All hunters must check-in with the Police Department or dispatch **before** hunting starts and once the hunt is completed.
- Hunting is **prohibited within 200 feet of any home or building not owned by the hunter**, unless a waiver is obtained.
- Hunting is **prohibited within 100 feet of any recreational trail or street.**
- Shots must only be from an elevated stand and are restricted to a distance of not more than 75 feet. Shots also must have a downward trajectory.
- No permanent stands are allowed, no screw-in steps are allowed.
- Bows and arrows shall be cased when coming into and leaving the hunting site.
- No vehicles shall be driven or operated on any portion of the Windsor Heights Trail System in conjunction with any hunt or the recovery/retrieval of any deer harvested during the hunt.
- Hunters shall remove all deer and remnants from the location and all offal shall be disposed of in a manner acceptable to the property owner. **No viscera, offal, or other remains shall be disposed of on any public property, including roadside ditches, or any disposal containers located along any trail or other public property.**
- Hunters shall report the number of deer harvested following each hunt.
- Hunters shall report any wounded deer which are not located following the hunt.

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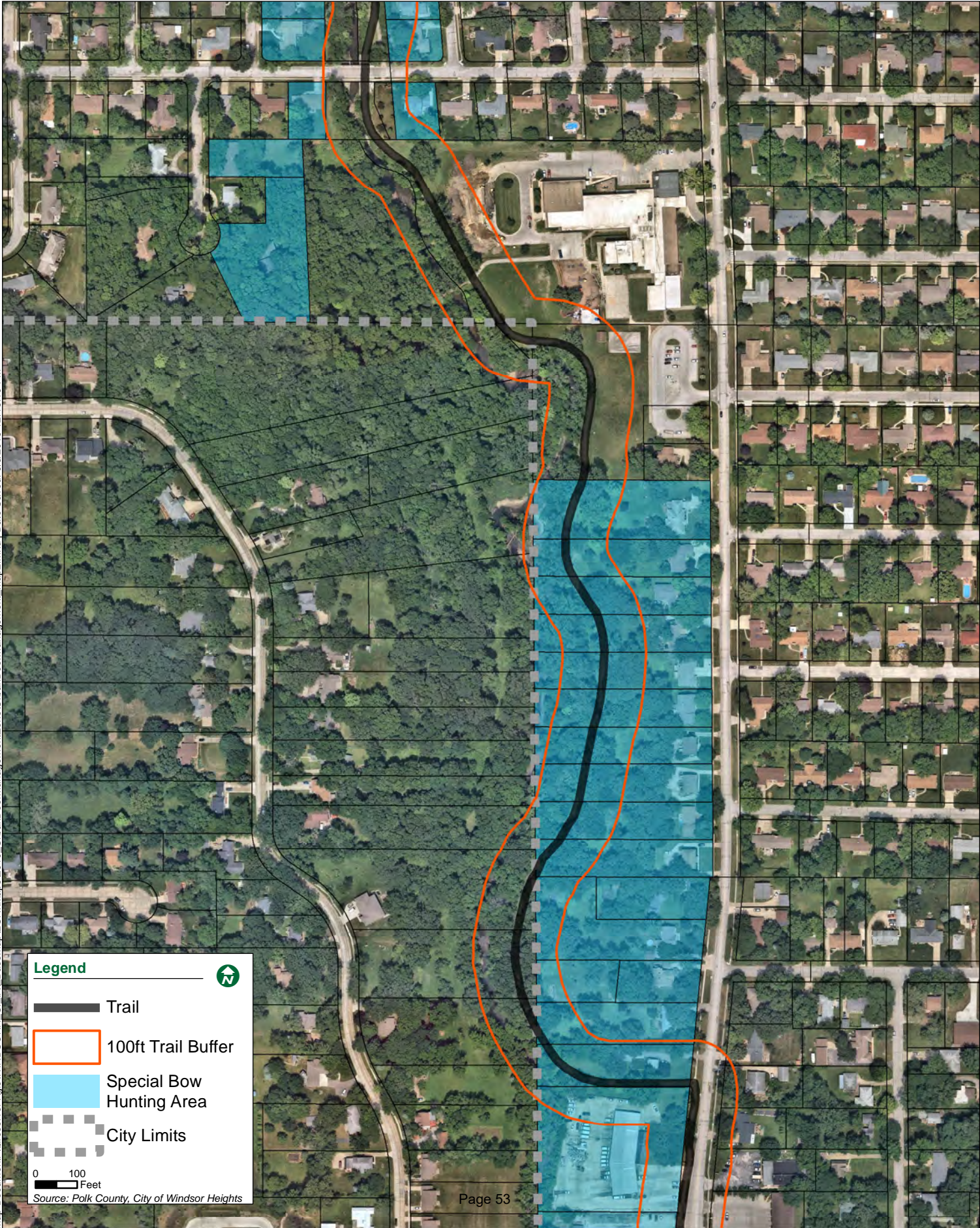
Legend

-  Trail
-  100ft Trail Buffer
-  Special Bow Hunting Area
-  City Limits



0 100
Feet

Source: Polk County, City of Windsor Heights

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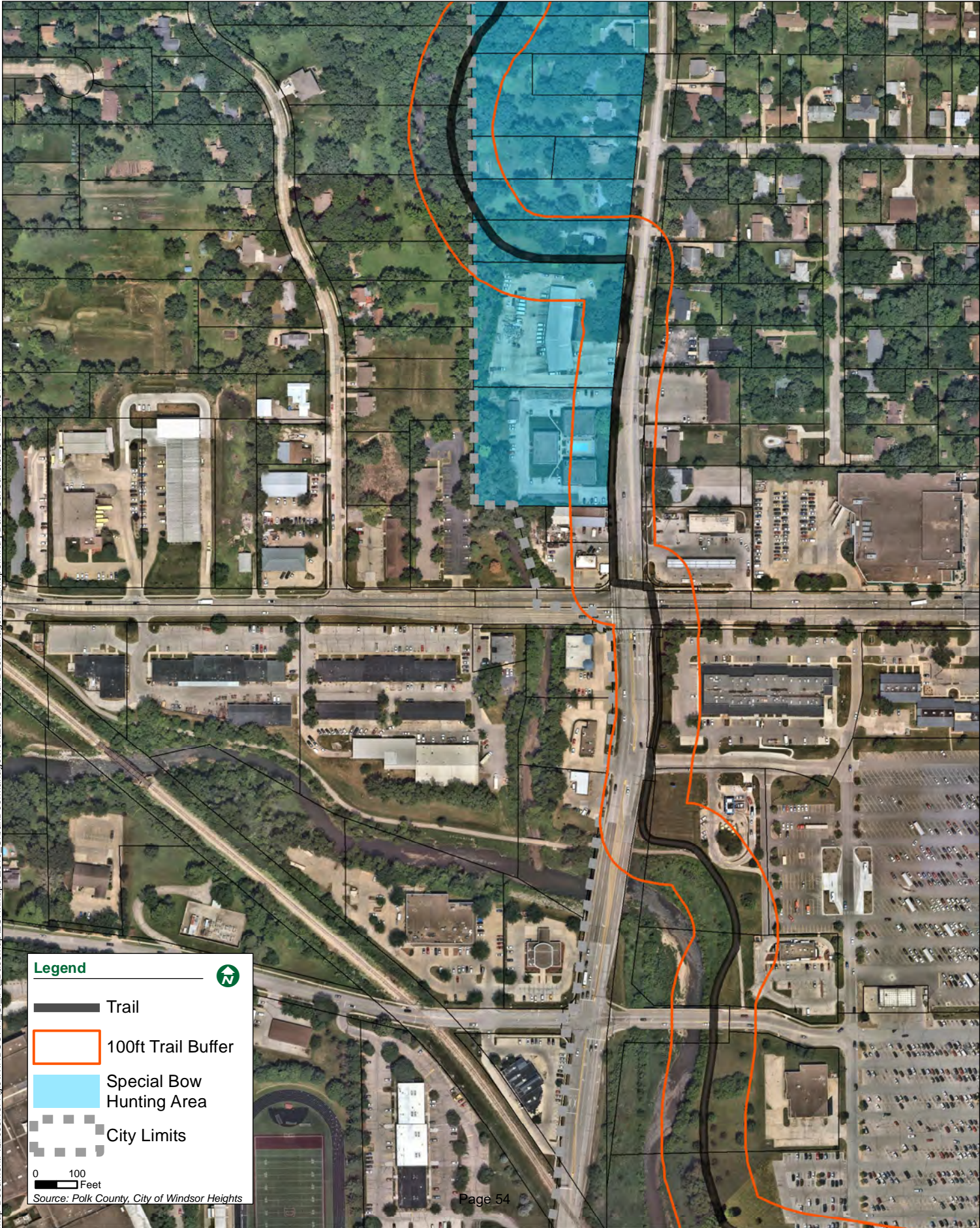
Legend

-  Trail
-  100ft Trail Buffer
-  Special Bow Hunting Area
-  City Limits



0 100
Feet

Source: Polk County, City of Windsor Heights

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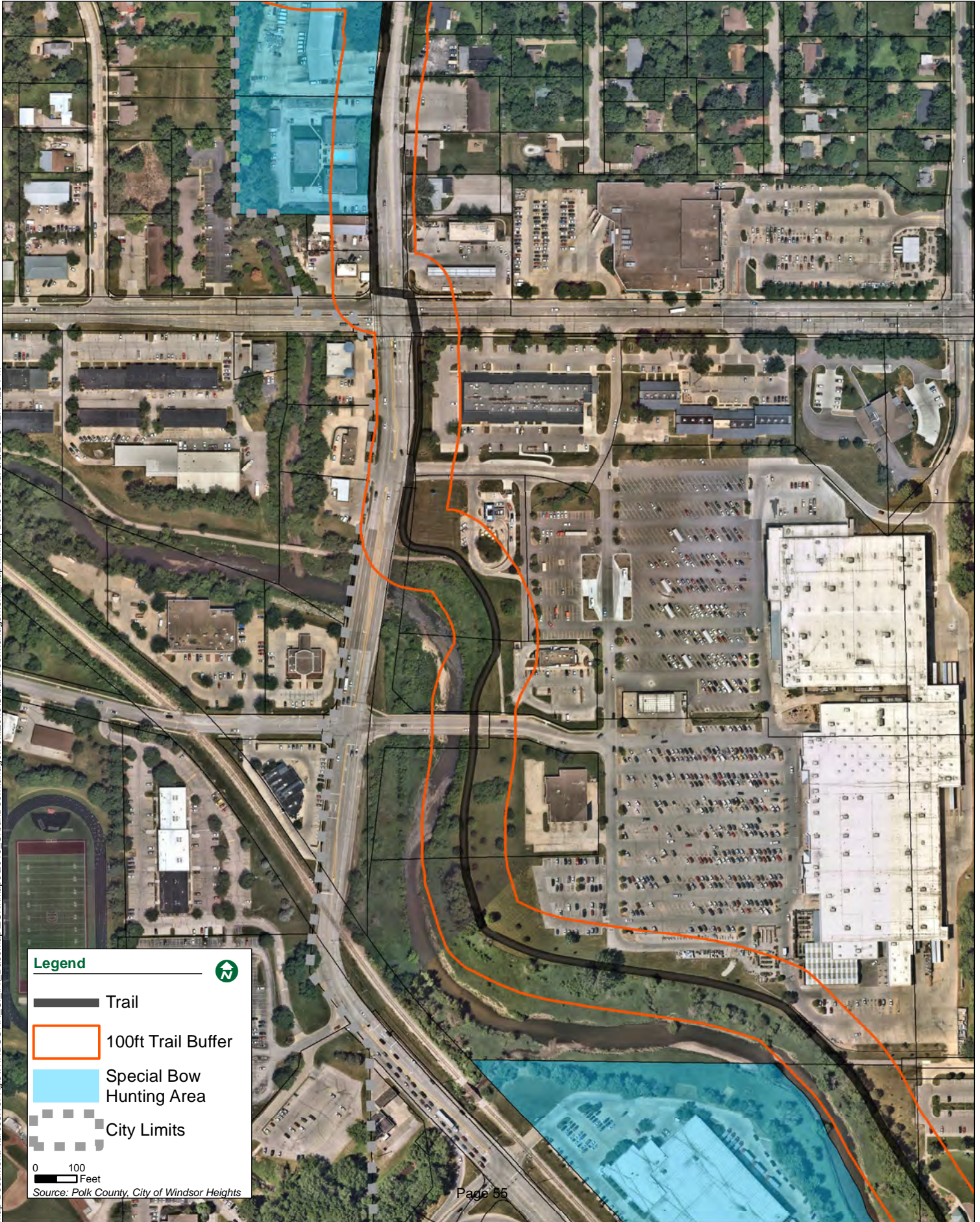
Legend

-  Trail
-  100ft Trail Buffer
-  Special Bow Hunting Area
-  City Limits




0 100
Feet

Source: Polk County, City of Windsor Heights

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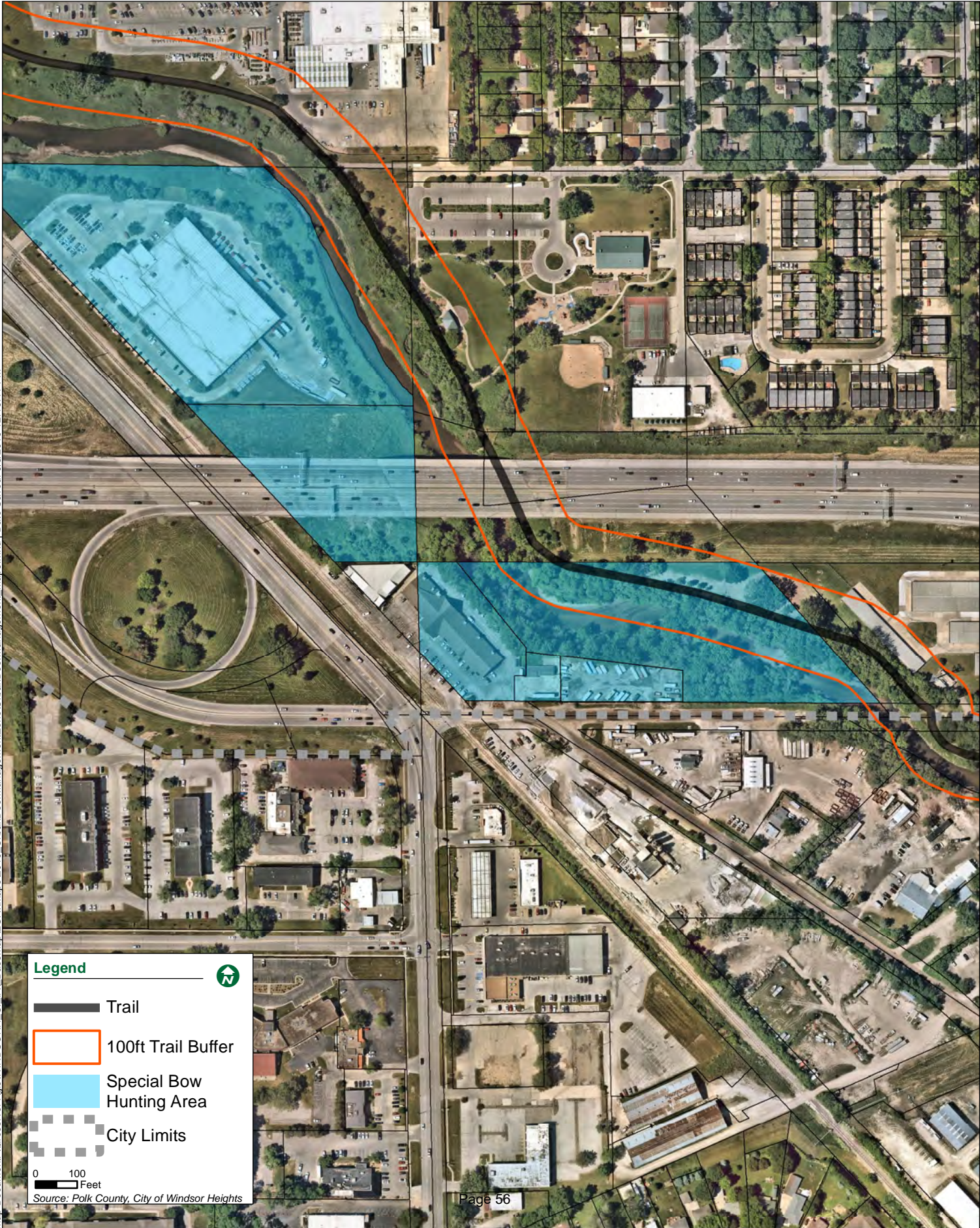
Legend

-  Trail
-  100ft Trail Buffer
-  Special Bow Hunting Area
-  City Limits



0 100
Feet

Source: Polk County, City of Windsor Heights

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Legend

-  Trail
-  100ft Trail Buffer
-  Special Bow Hunting Area
-  City Limits

0 100
Feet

Source: Polk County, City of Windsor Heights

Resolution No. 19-1004

**A RESOLUTION APPROVING SUBMITTAL OF THE ANNUAL STREET
FINANCIAL REPORT TO THE IOWA DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the Code of Iowa, Chapter 32, Section 14 requires the submission of this report annually to the Iowa Department of Transportation and;

WHEREAS, the City of Windsor Heights has worked diligently to maintain and improve transportation corridors in our community and;

WHEREAS, City staff documented and provided information to the Department of Transportation pursuant to State law and;

WHEREAS, the City of Windsor Heights has served as a capable steward of public transportation money.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the Iowa Department of Transportation Street Finance Report for July 1, 2017 to June 30, 2018, attached and labeled Exhibit A, is hereby approved.

Passed and approved this 21st Day of October, 2019.

Dave Burgess, Mayor

Attest: _____
Travis Cooke, City Clerk



Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Name
WINDSOR HEIGHTS
City Number
8477

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
1 of 8

Cover Sheet

Now therefore let it be resolved that the city council WINDSOR HEIGHTS, Iowa
(City Name)

On 10/21/2019 did hereby approve and adopt the annual
(month/day/year)

City Street Financial Report from July 1, 2018 to June 30, 2019
(Year) (Year)

Contact Information

Name	E-mail Address	Street Address	city	ZIP Code
Travis Cooke	tcooke@windsorheights.org	1145 66th Street Suite 1	Windsor Heights	50324
Hours	Phone	Extension	Phone(Altenative)	
08:00 - 4:30	515-645-6810		515-279-3662	

Preparer Information

Name	E-mail Address	Phone	Extension
Travis Cooke	tcooke@windsorheights.org	515-645-6810	

Mayor Information

Name	E-mail Address	Street Address	city	ZIP Code
Dave Burgess	dburgess@windsorheights.org	1145 66th Street Suite 1	Windsor Heights	50324
Phone	Extension			
515-279-3662				

Resolution Number 19-1004

Signature Mayor

Signature City Clerk



Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Name
WINDSOR HEIGHTS
City Number
8477

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
2 of 8

Summary Statement Sheet

Column 1 Column 2 Column 3 Column 4
Road use Other Street Street Debt Totals
Tax Fund Monies

Round Figures to Nearest Dollars

A.BEGINNING BALANCE				
1. July 1 Balance	\$525,500	\$313,554	\$924,750	\$1,763,804
2. Adjustments (Note on Explanation Sheet)	\$0	\$73,994	\$0	\$73,994
3. Adjusted Balance	\$525,500	\$387,548	\$924,750	\$1,837,798
B. REVENUES				
1. Road Use Tax	\$627,843			\$627,843
2. Property Taxes		\$613,595	\$668,604	\$1,282,199
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$73,994	\$0	\$73,994
5. Proceeds from Bonds,Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
7. Total Revenues (Lines B1 thru B6)	\$627,843	\$687,589	\$668,604	\$1,984,036
C. Total Funds Available (Line A3 + Line B7)	\$1,153,343	\$1,075,137	\$1,593,354	\$3,821,834

Column 1 Column 2 Column 3 Column 4
Road use Other Street Street Debt Totals
Tax Fund Monies

Round Figures to Nearest Dollars

EXPENSES				
D. Maintenance				
1. RoadWay Maintenance	\$980,353	\$107,721	\$0	\$1,088,074
2. Snow and Ice Removal	\$93,631	\$0	\$0	\$93,631
E.Construction, Reconstruction and Improvements				
1. Engineering	\$0	\$0	\$0	\$0
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$0	\$0	\$0	\$0
4.Traffic Services	\$0	\$0	\$0	\$0
F. Administration	\$0	\$0	\$0	\$0
G. Equipment	\$0	\$0	\$0	\$0
H. Miscellaneous		\$0	\$0	\$0
J. street Debt				
1. Bonds, Notes and Loans -Principal Paid	\$0	\$0	\$444,750	\$444,750
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$92,470	\$92,470
TOTALS				
K. Total Expenses (Lines D thru J)	\$1,073,984	\$107,721	\$537,220	\$1,718,925
L. Ending Balance (Line C-K)	\$79,359	\$967,416	\$1,056,134	\$2,102,909
M. Total Funds Accounted For (K + L = C)	\$1,153,343	\$1,075,137	\$1,593,354	\$3,821,834



Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

City Name
WINDSOR HEIGHTS
City Number
8477

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
3 of 8

Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
181---Junk and Old	\$26,192.00	\$0.00
115---Other Governments (misc.)	\$47,802.00	\$0.00
Line B4 Totals	\$73,994.00	\$0.00

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees,bond fees etc. (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line H Totals		



Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
4 of 8

City Name
WINDSOR HEIGHTS
City Number
8477

Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	101	05/24/2012	\$1,375,000	100	2018	\$0	\$0	\$0	\$0	\$0	\$0
<input type="checkbox"/>	General Obligation	Street Improvements	110	07/01/2013	\$950,000	51	2019	\$80,000	\$80,000	\$1,148	\$40,800	\$585	\$0
<input type="checkbox"/>	General Obligation	Street Improvements	111	01/06/2014	\$3,090,000	97	2033	\$2,595,000	\$135,000	\$82,170	\$130,950	\$79,705	\$2,460,000
<input type="checkbox"/>	General Obligation	Street Improvements	112	06/20/2017	\$1,250,000	70	2020	\$910,000	\$390,000	\$17,400	\$273,000	\$12,180	\$520,000
		New Bond Totals			\$0	\$0	Totals	\$3,585,000	\$605,000	\$100,718	\$444,750	\$92,470	\$2,980,000



Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Name
WINDSOR HEIGHTS
City Number
8477

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
5 of 8

Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

[Check here if there are no entities for this year](#) ☒

Project Final Costs Sheet (Section A)

1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
-------------------	-------------------	-----------------	--------------------	---

Project Final Costs Sheet (Section B)

1. Project Number	6. Contractor Name	7. Contract Price	8. Additions/ Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	13. Total
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Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
6 of 8

City Name
WINDSOR HEIGHTS
City Number
8477

Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used On Project this FY?	8. Status
	2005	International Dump Truck	\$73,994	\$0		\$0		No	NOCH
	2002	444H John Deere Endloader	\$86,000	\$0		\$0		No	NOCH
	2014	Intl Dump Truck	\$106,000	\$0		\$0		No	NOCH
	2014	Intl Dump Truck	\$106,000	\$0		\$0		No	NOCH



Form 517007 {5-**2019**}
Office of Local Systems
Ames, IA 50010

City Name
WINDSOR HEIGHTS
City Number
8477

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
7 of 8

Explanation Sheet

Comments



Form 517007 {5-2019}
Office of Local Systems
Ames, IA 50010

City Name
WINDSOR HEIGHTS
City Number
8477

City Street Financial Report

Report Generated
10/17/2019 10:00 PM
Fiscal Year
2019
Sheet
8 of 8

Monthly Payment Sheet

Month	Road Use tax Payments
July	\$46,348.76
August	\$73,484.22
September	\$70,509.55
October	\$43,562.39
November	\$54,488.49
December	\$55,165.80
January	\$53,026.01
February	\$52,548.68
March	\$42,801.10
April	\$26,450.25
May	\$58,590.82
June	\$50,866.53
Totals	\$627,842.60

RESOLUTION NO. 19-1005
A RESOLUTION APPROVING ATE REVENUE EXPENDITURES FOR FY 2018-19

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

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

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

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

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

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

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

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

FY 19 ATE REVENUE	\$	1,517,294
1. PD Fleet Patrol Vehicle	\$	55,000
2. PD Body Worn Cameras	\$	11,000
3. FD 2007 Ford Expedition Replacement	\$	60,000
4. FD 2 Sets of Bunker Gear	\$	5,000
5. FD Fire Hose Replacement	\$	3,000
6. Public Safety Parking Lot Repair	\$	10,000
7. Public Works Asphalt Heater	\$	22,000
8. Public Works Shop Air Compressor	\$	2,500
9. IT Improvements	\$	29,500
10. Future Equipment Replacement Fund Exp.	\$	132,000
Total Proposed Plan Expenditures	\$	330,000
REMAINING UNALLOCATED ATE BALANCE	\$	1,187,294

PASSED and approved this 21st day of October 2019 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

ITEM # _____
DATE: October 21, 2019

COUNCIL ACTION FORM

AGENDA ITEM: DISCUSSION AND APPROPRIATE FOLLOW UP RELATED TO EMERGENCY COMMUNICATIONS FOR POLICE AND FIRE.

HISTORY:

In 2012 the City of Windsor Heights entered into a 28E Agreement with Polk County for 911 dispatch services, including 9-1-1 call handling, after hours administrative line call handling, police dispatching, and fire/EMS dispatching. The original agreement term was January 1, 2012 through June 30, 2024. Under the agreement, subscriber units (radios) were provided to both the Police and Fire Department, and the radios became property of the City after being provided. A monthly service fee to RACOM, the private company owning the radio system, was included in the contract, however Polk County did not include any charges for dispatching in the initial agreement. Section 16 of the agreement reads, **“Amendments/Reopener:** Polk County will fund the communication services detailed in Item 12 for the first six years of this agreement. After that time, Polk County reserves the right to reopen this agreement to evaluate alternative funding formulas for communication services. Agreement may only be amended in writing upon the agreement of both parties and approval of alternative funding formulas will not be unreasonably withheld.”

Recently, the Polk County Sheriff’s Office has chosen to move forward with a contract extension with RACOM through June 30, 2030. The Polk County Sheriff’s Office gave partner agencies (those for whom Polk County provides dispatch services) two options.

“Option A” involves agencies agreeing to the extended contract with RACOM and the Polk County Sheriff’s Office through June 30, 2030, with fees for dispatching services beginning July 1, 2024. “Option A” also includes Polk County providing new handheld portable radios for agencies as well as other system wide upgrades.

“Option B,” as provided by the Polk County Sheriff’s Office, involves those agencies who do not wish to join in the contract extension through June 30, 2030 and fees for dispatching services would begin July 1, 2021, according to documentation sent to us by the Polk County Sheriff’s Office. Under “Option B” the agency would not receive new handheld, portable radios. In addition, “Option B” is also written as an agreement with a term extending through June 30, 2030. The apparent difference between “Option A” and “Option B” is the City starts paying sooner and receives no new radios with “Option B.”

In discussions with other agencies in Polk County, when they challenged Polk County on the term of "Option B" they were told the term was a mistake and the option was re-written to include a term ending June 30, 2024. However, also in the revision was a change to the date fees would start from July 1, 2021 to July 1, 2020. Staff has not asked for clarification of "Option B" from Polk County.

The fees paid to Polk County for dispatching, in both options, are listed as "Annual Service Fee" and are based on population/per capita. There is a cost sharing formula which is 25% of Polk County Communications Center annual budget. The 25% of Polk County Communications budget is then split out per capita to the agencies serviced by Polk County. The budget for FY22/23 is used for estimation of costs associated with "Option A" beginning July 1, 2024, while the budget for FY17/18 is used for "Option B" beginning July 1, 2021. In addition, the 28E contains verbiage stating, "The cost sharing percentage shall increase by no more than two percent (2%) annually for each fiscal year." Any increase would be based on the Sheriff's Office Communications Center actual budget from the year prior. These fees are new, and in addition to the current fees paid to RACOM for access to the radio system, as well as other costs associated with emergency communications (i.e. data plans for mobile data terminals, hardware, pagers, etc.).

The estimated annual fees for the City of Windsor Heights if fees start July 1, 2021, according to the Polk County Sheriff's Office, will be \$24,395. The estimated annual fees to the City of Windsor Heights starting July 1, 2024 will be \$26,658. These fees are in addition to the costs the two departments already incur for communications.

As you may recall, in April of 2019 Council had a discussion about the feasibility of moving our emergency communications from Polk County to Westcom. Westcom offers many benefits to the Police and Fire Department. First, none of the communities touching the City of Windsor Heights are dispatched by Polk County – Clive, Urbandale and West Des Moines are dispatched by Westcom and Des Moines has their own dispatch center. The ability of our units to communicate with Westcom units for Police and Fire calls without an additional radio or going "off system" is problematic. Officers needing backup from other agencies will likely receive backup from Clive, Urbandale and/or West Des Moines and not from any agency dispatched by Polk County, thus slowing the response time due to processes to notify a separate dispatch center. In addition, any additional fire response to an incident within Windsor Heights comes primarily from Clive and Urbandale and those units do not have direct communications with our units on the Polk County system.

Second, should the City wish to enter into some sort of shared services arrangement with one of the Western Polk County Fire Departments, for example, a requirement would be that our units operate on Westcom before any planning for such arrangement could be started. Entering into a 10-year agreement with Polk County would greatly affect those talks in the future due to the cost to

terminate the contract early. An additional concern to the extension, the new agreement reads it “will” be automatically renewed in six-year increments, versus the current agreement which states it “may” be renewed. This begs the question if an agency were to want out, will we have to pay a minimum of 6-years’ worth of fees.

Finally, Westcom, while more expensive, provides radios, mobile data terminals, data plans for the mobile data terminals, NCIC/Police computer access fees and other expenditures for which we currently pay individually.

The estimated annual fee for Westcom dispatch would be approximately \$140,000.00. Currently, between Police and Fire we spend approximately \$38,700.00 and with the new Polk County Fees that number would increase approximately \$63,095 in the first year and \$65,358 in FY23/24. This is nearly half of what Westcom charges, but the \$38,700 we currently spend does not include the cost of portable radio replacement, as those are set out in the Equipment Revolving Plan. In addition, increases to our RACOM radio fees are allowed to increase up to 2% per year according to the new Polk County agreement, further increasing the costs associated with Polk County dispatch.

The cost to move to Westcom is also based on per capita, and with Windsor Heights experiencing little population growth as compared to the western suburbs, our percentage may very well be somewhat stagnant in the future due to population changes in other communities as our per capita percentage would likely drop in comparison to the other communities who are rapidly growing.

A preliminary estimate cost comparison has been attached to this action form. A move to Westcom has been talked about several times by Windsor Heights and being on Westcom’s service platform makes sense for Windsor Heights. While the cost is less with Polk County, cost is the only benefit to staying on the Polk County dispatch platform.

Important to note, we experience good service with Polk County and have enjoyed being a partner for years, however operationally Westcom is a much better fit for our needs.

Most agencies in Polk County have entered into the agreement with Polk County, extending their commitment to Polk County and RACOM through June 30, 2030. These agencies are all on the east side of the County and primarily have partners on the same Polk County system. Johnston has requested to maintain the current contract through 2024 to allow time to identify what is best for them, and to allow time for a study by a consultant recently hired by Polk County to perform an analysis of the three dispatch centers in the county and how communications can improve. Johnston is in a similar, although still somewhat different, position as Windsor Heights as most of their Fire Department activity is either supplemented by, or supplementing agencies on the Westcom platform. Should Johnston move

to the Westcom platform, there would be no agencies operating on the Polk County platform with whom we communicate, as Johnston is the only Fire Department partner we currently communicate with on the Polk County system.

The best solution to the issue for Windsor Heights, specifically, is to migrate to the Westcom platform. This move would allow seamless communications with three of the four communities touching Windsor Heights, and those three communities are the ones we rely on for assistance the vast majority of the time.

POSSIBLE SOLUTIONS/OPTIONS:

1. Elect to begin the process of moving to the Westcom platform and notify Polk County of the City's intention to change communications providers prior to the end of our current agreement.
2. Enter into Agreement with Polk County for dispatching services through June 30, 2030 as per the attached 28E Agreement.
3. Elect to "opt out" of the new agreement with Polk County, extending the current agreement through June 30, 2030 and budget for dispatching fees starting July 1, 2021.
4. Elect to "opt out" of new agreement with Polk County, extending the current agreement through June 30, 2030 and send correspondence indicating the City's desire to remain in the current agreement through June 30, 2024.

RECOMMENDATION:

At the October 17, 2019 meeting of the Public Safety Committee, the Public Safety Committee unanimously voted to recommend moving Public Safety Communications to the Westcom platform (Option 1 above). The Public Safety Committee has thoroughly discussed the Communications issue at each and every meeting and the recommendation was one that was developed based on careful examination of all options available.

	<u>July 1, 2024</u>	<u>July 1, 2025</u>	<u>July 1, 2026</u>	<u>July 1, 2027</u>	<u>July 1, 2028</u>	<u>July 1, 2029</u>	<u>July 1, 2030</u>	
Polk County Total	\$ 67,151.82	\$ 68,312.36	\$ 69,499.15	\$ 70,712.80	\$ 71,953.95	\$ 73,225.24	\$ 74,525.34	
Polk Co Dispatch Fees	\$ 26,657.81	\$ 27,190.97	\$ 27,734.79	\$ 28,289.48	\$ 28,855.27	\$ 29,432.38	\$ 30,021.02	* Assumes only 2% Increase
RACOM Access	\$ 16,179.84	\$ 16,503.44	\$ 16,833.51	\$ 17,170.18	\$ 17,513.58	\$ 17,863.85	\$ 18,221.13	* Assumes Max 2% Increase
Verizon Data Plans	\$ 6,555.96	\$ 6,555.96	\$ 6,555.96	\$ 6,555.96	\$ 6,555.96	\$ 6,556.96	\$ 6,557.96	* Assumes No Change
MDT Replacement	\$ 10,126.21	\$ 10,430.00	\$ 10,742.90	\$ 11,065.18	\$ 11,397.14	\$ 11,739.05	\$ 12,091.22	* Assumes 3% Increase in Cost of Technology
Iowa NCIC Access	\$ 7,632.00	\$ 7,632.00	\$ 7,632.00	\$ 7,632.00	\$ 7,632.00	\$ 7,633.00	\$ 7,634.00	* Assumes No Change
Westcom Total	\$ 134,276.00	\$ 136,961.52	\$ 139,700.75	\$ 142,494.77	\$ 145,344.66	\$ 148,251.55	\$ 151,216.59	* Assumes Max 2% Increase
								* Number may actually go down w western growth
								* Capital Outlay Percentage for Building in Future??
Westcom Cost vs Polk Co	\$ 67,124.18	\$ 68,649.16	\$ 70,201.60	\$ 71,781.97	\$ 73,390.71	\$ 75,026.31	\$ 76,691.25	

**** Does not include replacement of radios currently in ERP Plan****

FY24/25 - FD \$72,000

FY24/25 - PD \$72,000



Doc ID: 025904970006 Type: GEN
 Kind: 28E AGREEMENT
 Recorded: 05/03/2012 at 08:39:36 AM
 Fee Amt: \$0.00 Page 1 of 6
 Revenue Tax: \$0.00
 Polk County Iowa
 JULIE M. HAGGERTY RECORDER
 File# 2012-00084413

BK **14257** PG **878-883**

Preparer

Information: N/A
 Individual Name Address City Phone

Address Tax

Statement: N/A
 Name Address City Zip

RETURN TO:

Return to:

After Recording Return to:
Becky Dewey, Auditor's Office

Description:

**Central Iowa Regional Public Safety
 Communication System Agreement between
 Polk County and the City of Windsor Heights**

*Julie Haggerty
 Polk County Recorder
 111 Court Ave, Room 250
 Des Moines IA 50309-2251*

CENTRAL IOWA REGIONAL PUBLIC SAFETY COMMUNICATION SYSTEM

AGREEMENT

BETWEEN

POLK COUNTY, IOWA

AND

SUBSCRIBER

THIS AGREEMENT is between Polk County Iowa, a municipal corporation organized pursuant to chapter 331 of the Iowa Code whose address is 111 Court Avenue, Room 300, Des Moines, Iowa 50309, and the Subscriber. The Central Iowa Regional Public Safety Communication System ("System") is an unincorporated consortium of public safety agencies for whom Polk County provides dispatch services. This Agreement complies with Chapter 28E of the Iowa Code.

SUBSCRIBER NAME AND ADDRESS:

Windsor Heights, City of
1133 – 66th Street
Windsor Heights IA 50324

CONTACT PERSON:

Marketa Oliver, City Admin

This Agreement establishes a stable consortium for dispatch services for public safety agencies in Polk County.

Polk County and Subscriber agree as follows:

1. **28E Agreement:** This Agreement is entered into pursuant to the provisions of Chapter 28E, Code of Iowa (2009).
2. **No Entity:** No separate legal or administrative entity is created by this Agreement. No real estate will be purchased in the performance of this agreement.
3. **Administrator:** The Polk County Sheriff shall administer the performance of this Agreement.
4. **Term:** The term of this agreement shall be from July 1, 2012 through June 30, 2024. This agreement may be renewed in six year increments.
5. **Termination for Default:** If either party fails to perform its obligations under this agreement, the other party may send a written Notice of Default. The Notice will provide for 30 days to cure the default (This time period may be extended by mutual consent.). If the breach/default is not cured within the time allowed this agreement will terminate after 13 months. **Termination for Convenience:** If the Subscriber determines that it is in its best interest to terminate this contract, it will provide Polk County 13 month's notice of the termination in writing. In the event that the Subscriber elects to terminate this contract for convenience it will pay Polk County the present value of the user access fees from the termination date through June 30, 2024, discounted at 5%.

6. **Grant:** For Phase I of the Central Iowa Regional Public Safety Communication System Project, Polk County will use a combination of E911 funds, a U.S. Department of Justice, Community Oriented Policing Services- Interoperable Communications Technology (MICS) grant administered by the City of Des Moines, and Polk County funds to procure and distribute radios to the agencies for whom it dispatches and who are a part of the Polk County Public Safety Answering Point (PSAP) and which are impacted by Phase 1. The granting of these radios is for those agencies impacted by Phase 1. Phase 2 of the System will begin upon identification of funding and authorization by Polk County.
7. **Radios:** The radios are compliant in these environments: EDACS, P25, 700/800 MHz. The initial grant of radios includes installation where appropriate, an EDACS upgrade and limited accessories. Base model and limited accessories of portable and mobile radios will be funded by the project. Upgrades to the base model will be an additional cost born by the Subscriber. This grant is conditioned upon receipt by Polk County of designated funds and compliance by RACOM with the Master Contract.
8. **Payment/contract administration:** Polk County will provide financial administration of the radio purchase and will pay RACOM for services as follows: 30% at signing of the Master Contract, 30% at the time of delivery of the equipment to RACOM's Ankeny service site with verification of receipt by Polk County Project Manager, 30% at the completion of installation (to include programming and end user training), and 10% at the time of acceptance of the radios by Polk County and the Subscribers. RACOM will provide Polk County with an invoice for each subscriber at each payment point of the contract. Polk County will bill each Subscriber for their portion of all progress payments. Subscriber shall submit payment to Polk County within 30 days of receipt of an invoice.
9. **Ownership:** After the radios are delivered, the Subscriber Agency is the owner of the radios and is responsible for all maintenance, repairs, upkeep, risk of loss, additional programming and any other costs of the radios granted it.
10. **Participation in Group Agreements:** Any Subscriber Agency may elect to participate in a maintenance agreement for maintenance of radio equipment with RACOM and may obtain maintenance services based on a group rate.
11. **Monthly Service Fee:** The Subscriber is responsible for the payment of a monthly access fee for each radio and the Subscriber will enter into a written payment agreement with RACOM. The monthly access fee for radios will be governed by the Master Contract between Polk County and RACOM.
 - a. For the first three years after cut over (estimated to be October 1, 2012) the price for the monthly radio service for each radio will not exceed \$23.50 per month, Following that the monthly subscription fee will not increase more than the Midwest Urban Size B/C element of the United States Department of Labor, Consumer Price Index, not to exceed three percent (3%).
 - b. If Phase Two is authorized, by the Polk County Board of Supervisors on or before 3 years from the cutover date, the monthly access fee of an amount not to exceed \$23.50 is guaranteed for an additional two years. Following that the monthly subscription fee will not increase more than the Midwest Urban Size B/C element of the United States Department of Labor, Consumer Price Index, not to exceed three percent (3%).

12. Communication Services Provide by Polk County: In addition to providing base radios that are the subject of this Grant, Polk County will continue to provide access and support for Intergraph CAD, RMS, Mobile and interfaces, Fire paging and, Emergency Warning Siren Alerting.

- a. Dispatch Services: Polk County's Public Safety Answering Point (PSAP) shall provide services twenty-four hour (24) per day, 365 days per year.
- b. Emergency Telephone: Polk County will receive and process all emergency telephone calls received on the 9-1-1 telephone system.
- c. Incident Numbering: Polk County will electronically record an "Agency Number" for all incidents within the subscriber agencies.
- d. Computer Aided Dispatch: Polk County shall provide dispatch services utilizing a modern Computer Aided Dispatch (CAD) System.
- e. Records Management System: For those agencies using the RMS provided by Polk County, Polk County shall provide an interface between CAD and RMS, to provide calls for service records to the Subscriber.
- f. Communications Operational Advisory Committee: Polk County will host quarterly meetings with all Subscribers. Subscriber representatives will have the opportunity to discuss issues of operational concern that impact all users, and provide suggestions for revisions to operational procedures.

13. CAD Map Maintenance:

- a. To ensure accurate dispatch addresses and locations, the Subscriber is responsible for providing and maintaining updated address information for their jurisdiction as prescribed by the Des Moines Area Regional GIS and Polk County.
- b. Subscriber is responsible for providing and maintaining updated emergency responder contact information to Polk County Communications.

14. Indemnification: The governmental parties' liability is determined by Chapter 670 of the Iowa Code.

15. Duration: This Agreement will begin at cutover, currently estimated to be October 1, 2012 and will be in effect for twelve years. It may be renewed for additional six year terms unless terminated as provided in the previous section.

16. Amendments/Reopener: Polk County will fund the communication services detailed in Item 12 for the first six years of this agreement. After that time, Polk County reserves the right to reopen this agreement to evaluate alternative funding formulas for communication services. Agreement may only be amended in writing upon the agreement of both parties and approval of alternative funding formulas will not be unreasonably withheld.

17. Remedies: If the parties are unable to agree, mediation is an option and any litigation will be brought only in the Iowa District Court for Polk County.

18. Execution of Agreement: The parties shall approve the Agreement by resolution or motion of the respective boards or council, which shall authorize the execution of the Agreement. It will then be filed in the Office 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.

POLK COUNTY BOARD OF SUPERVISORS

Angela Connolly, Chairperson

Date:

NAME OF SUBSCRIBER:

AUTHORIZED OFFICIAL:

DATE:

Angela Connolly

4/26/12

Jerry Sullivan JERRY SULLIVAN

MAYOR

4-23-12

RESOLUTION

MOVED by

Giovannetti

SECONDED by

Hockensmith

that the following Resolution be adopted:

WHEREAS, Polk County has been identifying options to address various issues surrounding the long-term viability of the regional radio communication system utilized by approximately thirty local law enforcement and fire departments, and

WHEREAS, the long-term goals of the project were to address the following issues: FCC narrowbanding deadlines, insufficient coverage, limited channel capacity, system life-cycle concerns and P25 Interoperability, and

WHEREAS, the Board of Supervisors has elected to continue and expand the current public-private leasing arrangement with Racom, subject to the successful negotiation of a contract, for the implementation of Phase I of the Racom proposal as presented to the Board on October 12, 2011, and

WHEREAS, due to the technical complexity of the negotiations it is the Sheriff's recommendation that the contract with RCC Consulting, Inc. be extended to include assistance during the negotiation and implementation phases, and

WHEREAS, the contract documents have been shared with Subscriber agencies for their review and input, which included a contract between Polk County and the Subscriber agencies, and

WHEREAS, the Polk County Sheriff, County Administrator, County Attorney's Office and RCC Consulting, Inc. have completed negotiations with RACOM for Phase I of the Central Iowa Regional Public Safety Communication System and Subscriber agreements between Polk County and agencies dispatched by the Polk County Sheriff's Office.

NOW THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors hereby authorize the Chairperson to sign the RACOM Master Contract and Subscriber Agreements.

POLK COUNTY BOARD OF SUPERVISORS

Angela Connolly Chairperson

RECOMMENDED FOR APPROVAL:

James A. Sears

Jan Sears, Director, Office of Planning & Development
Polk County Sheriff's Office

APPROVED AS TO FORM:

Candy Morgan
County Attorney's Office, Polk County

ROLL CALL
FOR ALLOWANCE

E.J. Giovannetti	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Robert Brownell	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
John F. Mauro	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Tom Hockensmith	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Angela Connolly	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
	Yea <u>5</u>	Nay <u>0</u>

MAR 13 2012

ALLOWED BY VOTE
OF BOARD

Angela Connolly
CHAIRPERSON

Above tabulation made by BD



Administration Division
1985 NE 51st Place
Des Moines, IA 50313-2517
Phone: (515) 286-3814
Fax: (515) 323-5473
PolkCountyIowa.gov/Sheriff
PolkCounty.Sheriff@polkcountyiowa.gov

June 3, 2019

Greetings,

The Polk County Sheriff's Office and your agencies have been partners in advanced, consolidated, interoperable land mobile public safety communications for many years. The 28E agreement we signed with you in 2012 provides a stable platform for both dispatch services and a P25 radio system providing superior reliability and coverage. The 28E agreement provides for continued stability through June 30, 2024. I write in the spirit of building upon our partnership and to affirm to you that Polk County remains fully committed to maintaining this system that protects officer safety, even as the county and partner municipalities have grown.

What started nearly 25 years ago with three separate analog radio systems has now matured and evolved into a single APCO project 25 (P25) trunked simulcast system operating in the 700 and 800 MHz bands. The public-private partnership we enjoy with RACOM provides us the best possible technology at the lowest cost while also allowing important local control of our destiny without being subjected to less predictable and more costly state government options which we have carefully vetted. We have hired multiple consultants and made numerous inquiries over the past two decades to determine the feasibility of developing a single countywide public safety communications system. Our best opportunity was back in 2011 when Polk County officials tried to unify a single system with all suburban areas within Polk County. Unfortunately, that opportunity passed and Polk County made a decision to invest substantial resources into the system which is currently operating. Based on a number of factors, including the investments made to date in our present system, past consultant-led inquiries into other options, and a close study of other systems which have come online (including the yet to be fully deployed Iowa State Interoperable Communications System known as ISICS), I have made a determination that the best course of action for Polk County is to make a long term commitment to our current infrastructure. I have discussed this decision with the Polk County Board of Supervisors and have secured their commitment for funds to ensure our current public safety communications system remains best in class and will continue to provide superior reliability and coverage for the next decade and beyond.

When we signed our agreement in 2012 Polk County pledged that there would be no charge for communication services for at least six years. To continue to provide the coverage and reliability you require into the future, we are asking your municipality to begin to fund a fractional portion of the actual cost of our dispatch operations. We are exercising our contractual option to implement a fractional cost sharing "Annual Service Fee" that would take effect July 1, 2021. No radios would be provided by Polk County under this agreement.

As we have discussed, I understand your desire to no longer have the Polk County Sheriff's Office provide your communication services. In light of that, I did not send you a proposal to extend our partnership to June 30, 2030 and to replace and upgrade your agencies public safety radios, at Polk County's expense, in 2019-2020. Should you change your mind, I am more than willing to discuss it further.

We believe in the Central Iowa Regional Public Safety Communications System and in all of our partners and feel that continuing to expand and enhance the largest single system in Polk County together is the best path forward for us all.

Attached you will find an appendix providing background regarding the initial communications project, a summary of costs, our current agreement and the details regarding the Annual Service Fee.



Sheriff Kevin J. Schneider

**Polk County Sheriff's Office Communications Center
Cost Sharing Proposal**

July 1, 2017 - June 30, 2018

Expenses Paid From 911 Surcharge	\$	682,893.53
Expenses Paid From Polk County General Fund	\$	3,285,036.94
Total Expenditures	\$	3,967,930.47

Expenses Paid From Polk County General Fund	\$	3,285,036.94
Percentage (%) applied for Cost Sharing		25%
Eligible for Cost Sharing	\$	821,259.24

**Annual Multiplier Max
3.00%**

Political Subdivision	% of 2017 Total		FY 21/22 Cost Share	FY 24/25 Cost Share	Polk Co Radio Purchase Value Funded By Polk County	
	2017 US Census Population Estimate	Population Estimate				
Alleman	458	0.26%	\$ 2,265.31	\$ 2,475.37	\$ -	Ankeny Fire District
Altoona	18,699	10.60%	\$ 92,355.03	\$ 100,918.83	\$ 359,384.00	
Ankeny	62,416	35.40%	\$ 308,430.97	\$ 337,030.85	\$ 732,245.00	
Bondurant	6,178	3.50%	\$ 30,494.58	\$ 33,322.25	\$ 184,184.00	
Elkhart	812	0.50%	\$ 4,356.37	\$ 4,760.32	\$ 125,784.00	
Granger	238	0.10%	\$ 871.28	\$ 952.07	\$ 89,846.00	
Grimes	12,720	7.20%	\$ 62,731.72	\$ 68,548.64	\$ 130,276.00	
Johnston	21,562	12.20%	\$ 106,295.42	\$ 116,151.87	\$ 359,384.00	
Mitchellville	2,276	1.30%	\$ 11,326.56	\$ 12,376.84	\$ 166,214.00	
Pleasant Hill	9,873	5.60%	\$ 48,791.35	\$ 53,315.62	\$ 417,784.00	
Polk City	4,646	2.60%	\$ 22,653.12	\$ 24,753.67	\$ 179,692.00	
Runnells	520	0.30%	\$ 2,613.82	\$ 2,856.19	\$ -	Camp Township Fire District
Sheldahl	136	0.10%	\$ 871.28	\$ 952.07	\$ -	Slater Fire District
Windsor Heights	4,953	2.80%	\$ 24,395.67	\$ 26,657.81	\$ 256,061.00	
Polk County Unincorporated	30,659	17.54%	\$ 152,821.45	\$ 166,992.12	\$ 3,005,349.00	
Total	176,146	100.00%	\$ 871,273.93	\$ 952,064.52	\$ 6,006,203.00	
Polk County Per Capita Portion	30,659	17.54%				
Municipal Per Capita Portion	145,487	82.46%				
Total	176,146	100.00%				

CENTRAL IOWA REGIONAL PUBLIC SAFETY COMMUNICATION SYSTEM

SUBSCRIBER AGREEMENT

(Without Law Enforcement Service, No Radios Provided)

THIS AGREEMENT is entered into by and between Polk County, Iowa, a governmental subdivision organized and existing under the laws of the State of Iowa and municipal corporation organized pursuant to Chapter 331 of the Code of Iowa ("Polk County"), whose address is 111 Court Avenue, Room 300, Des Moines, Iowa 50309, and the ("Subscriber"); collectively the "Party" or "Parties." The Central Iowa Regional Public Safety Communication System ("System") is an unincorporated consortium of public safety agencies for whom Polk County provides dispatch services. This Agreement complies with Chapter 28E of the Iowa Code.

SUBSCRIBER NAME AND ADDRESS:

CONTACT PERSON:

This Agreement establishes a stable consortium for dispatch services for public safety agencies in Polk County.

Polk County and Subscriber agree as follows:

1. **28E Agreement:** This Agreement is entered into pursuant to the provisions of Chapter 28E of the Iowa Code. This Agreement replaces and supersedes any and all previous Subscriber Agreements between the parties.
2. **No Entity:** No separate legal or administrative entity is created by this Agreement. No real estate will be purchased in the performance of this agreement.
3. **Administrator:** The Polk County Sheriff shall administer the performance of this Agreement.
4. **Term:** The term of this Agreement shall commence on July 1, 2019 and continue until June 30, 2030. This Agreement will be automatically renewed in six year increments unless terminated or modified as provided for in following sections.
5. **Termination for Default:** If either Party fails to perform its obligations under this Agreement, the other Party may send a Notice of Default. The Notice shall provide for 30 days to cure the default (this time period may be extended by mutual consent). If the breach/default is not cured within the time allowed, this Agreement shall terminate after 13 months.
6. **Termination for Convenience:** If the Subscriber determines that it is in its best interest to terminate this contract, Subscriber shall provide Polk County 13 month's notice of the termination in writing. In the event that the Subscriber elects to terminate this contract for convenience, Subscriber shall pay Polk County the present value of the user access fees for the System from the termination date through June 30, 2030.
7. **Amendments/Reopener:** This Agreement may be amended only upon the written agreement of both Parties. After six years Polk County will reevaluate the services and the financial reimbursements provided for under this Agreement.

- 8. Indemnification:** The governmental Parties' liability is determined by Chapter 670 of the Iowa Code.
- 9. Services:** Polk County will provide the following:
- a. **Emergency Telephone:** Polk County will receive and process all emergency telephone calls received on the 911 telephone system.
 - b. **Administrative Telephone:** Polk County will receive administrative telephone calls for police, fire and EMS agencies.
 - c. **Dispatch Services:** Polk County's Public Safety Answering Point (PSAP) shall provide services twenty-four hour (24) per day, 365 days per year.
 - d. **Fire Paging:** Polk County will provide automated voice paging feed. Polk County will also provide an automated digital message feed that the Subscriber is able to use with a vendor of their choice.
 - e. **Outdoor Warning Storm Siren Alerting:** Polk County will provide a signal to activate outdoor warning storm sirens active within the Subscriber's jurisdiction. Polk County is not responsible for the maintenance and upkeep and operation of the Subscribers siren equipment.
 - f. **Computer Aided Dispatch:** Polk County shall provide dispatch services utilizing a modern Computer Aided Dispatch (CAD) System.
 - i. Subscriber is responsible for updating street and address information with their own GIS department and coordination with the City of Des Moines Regional GIS.
 - ii. Subscriber is responsible for commercial property common place name and emergency contact information updates to the Polk County Sheriff's Office Communications Center.
 - iii. Subscriber is responsible for updating agency rosters and emergency responder contact information to the Polk County Sheriff's Office Communications Center.
 - g. **Incident Numbering:** Polk County will electronically record and provide "Event" and "Case/Run" numbers for all incidents within the Subscriber agencies' jurisdiction.
 - h. **Mobile:** Polk County shall provide a Mobile system solution for use in public safety vehicles.
 - i. Polk County shall provide the VPN portal to the Polk County network (i.e. "Netmotion") and administer the licensing.
 - ii. The Subscriber shall be responsible for notifying the Polk County Communications Center of any inactive devices with a license, regardless of the reason for the inactivity.
 - iii. The Subscriber shall be responsible for the internet connectivity necessary to establish a connection to the Polk County network.
 - i. **Records Management System (RMS):** For those agencies using the RMS provided by Polk County, the Polk County Sheriff's Office Communications Center shall provide calls for service records from CAD to the Subscriber.
 - j. **Supplemental Support Services:** Polk County will provide supplemental technical support services for CAD, RMS, Mobile, and associated interfaces to Subscriber agencies. Polk County shall not be responsible for supplying Subscriber

equipment. Polk County shall not be responsible for ensuring compatibility with the Polk County CAD, RMS and Mobile systems, but will provide minimum specifications upon request.

- k. PSAP Operational Advisory Committee: Polk County will host a quarterly meeting with all Subscribers. Subscriber representatives will discuss issues of operational importance, and provide recommendations for procedural revisions to the Sheriff.

10. Monthly System Service Fee: The Subscriber shall be responsible for the payment of a monthly access fee for each radio payable directly to RACOM. The monthly access fee for radios shall be governed by the amended master contract between Polk County and RACOM. Through June 30, 2021 the price for the monthly radio service for each radio shall be \$23.97 per month. After that time, the monthly subscription fee will not increase more than the Midwest Urban Size B/C element of the United States Department of Labor, Consumer Price Index, not to exceed three percent (3%). These rates permit predictability in budgeting for each agency.

11. Annual Service Fee:

- a. Beginning July 1, 2021 the Subscriber shall be responsible for annual reimbursement to Polk County for a portion of Polk County General Fund Expenses for the Polk County Sheriff's Office PSAP.
- b. Reimbursements are based on a Per Capita Cost sharing formula using United States Census Bureau data.
- c. Formula: Fiscal Year 17/18 Polk County Communications Center General Fund Actual Expenses x 25% Cost Sharing x Subscriber's US Census Bureau Population 2017 Estimate.
- d. The formula may be revised to use the 2020 Census Population, once completed and available, and also, when a Subscriber requests a Special Census from the US Census Bureau.
- e. Annually, the Subscriber service fee will not increase more than the Midwest Urban Size B/C element of the United States Department of Labor, Consumer Price Index, not to exceed three percent (3%).
- f. An estimated fee schedule is included as an attachment to this agreement.

12. Execution of Agreement: The Parties shall approve this Agreement by motion and resolution of the respective board or council, which shall authorize the execution of this Agreement. This Agreement shall be filed in the Office of the Iowa Secretary of State and the Recorder of Polk County, by Polk County, in accordance with Chapter 28E of the Iowa Code.

POLK COUNTY BOARD OF SUPERVISORS

Tom Hockensmith, Chairperson _____

Date: _____

NAME OF SUBSCRIBER: _____

AUTHORIZED OFFICIAL: _____

Date: _____

Project Costs 2012-2019
Central Iowa Regional Public Safety Communications Radio System Upgrade
VHF Fire & Storm Paging System Narrowbanding & Expansion

Polk County Direct Project Expenses ¹	\$	6,625,836.05
2005 COPS Interoperability Grant Radio Purchases	\$	448,001.25
Polk County Balance Due for Fort Des Moines Tower Project ²	\$	229,461.00
Total Polk County Direct Expenses	\$	7,303,298.30
<hr/>		
Total Polk County Direct Expenses	\$	7,303,298.30
Estimated Total Monthly Access Fee through 6/30/2019 ³	\$	2,375,865.00
Total Investment in Central Iowa Regional Public Safety Communications System	\$	9,679,163.30

Funding Sources:

Polk County Board of Supervisors
 Polk County Sheriff's Office 911 Service Board Funds
 2005 COPS Interoperability Grant (MICS Grant) Administered by DMPD
 Reimbursements totalling ~ \$217,000 for agency upgrades;
 Altoona, Ankeny, Bondurant, Elkhart, Granger, Grimes, Johnston, Mitchellville,
 Pleasant Hill, Polk City, Windsor Heights, Camp Township, Delaware Township,
 Saylor Township

Notes:

- 1) Direct expenses include all equipment and services supporting the delivery of the total project.
- 2) The Fort Des Moines Tower is underway and scheduled completion July, 2019.
- 3) Monthly access fees calculated using 1,324 radio units following contracted increases.

APPENDIX

The Central Iowa Regional Public Safety Communications System partnership is the result of a publicly let RFQ process which was completed in 2011, in which two vendors supplied proposals to Polk County for evaluation. The radio system was specified to have at a minimum 97% portable outdoor radio coverage, at the hip level, throughout the geographic boundaries of Polk County. The system provided by RACOM exceeds those minimum qualifications.

Communication Issues in 2011

1. Narrow banding deadline of January 1, 2013 affected public safety VHF and UHF frequency bands.
 - a) Outdoor Storm Warning Sirens and Fire Paging Network (Broadcast).
 - b) Fire Department Radio Communications (Two-way Communications).
2. Insufficient channel capacity and atmospheric interference issues in VHF and UHF radio systems.
3. Insufficient radio coverage in the existing VHF and 800 MHz radio systems.
4. End of life for existing EDACS 800 MHz system and equipment.
5. Lack of P25 standards based interoperability.

Communication Solutions Implemented

1. Signed contract with RACOM for provision of a public safety grade P25 radio system through June 30, 2024.
2. VHF fire paging and storm siren systems narrow banded and the system upgraded from a single site to a three site simulcast system.
3. Polk County provided approximately 1,400 new P25 700/800 MHz portable, mobile and control station radios for all partnering agencies.
 - a) All fire departments moved from VHF to 700/800 MHz radio communications.
 - b) Ankeny Police Department moved from UHF to 700/800MHz radio communications.
4. Three (3) site 800MHz EDACS radio communications system upgraded to 700/800 MHz system:
 - a) Six simulcast sites located at: 801 Grand, Windsor Heights, Johnston water tower, Ankeny water tower, Pleasant Hill (Dean Avenue), Fort Des Moines Park.
 - b) Three multicast sites located at: Big Creek, Collins, Mitchellville water tower.
 - c) One bi-directional amplifier site located at: Runnells water tower.
5. Polk County Communications Center remodeled and upgraded.
 - a) New P25 radio system Symphony consoles.
 - b) New logging recorder for 911 calls and radio traffic.
 - c) Addition of an eleventh 911 dispatcher position with new forward focused layout of staff positions.
6. Interoperability agreements signed with Clive, Urbandale, Waukee, West Des Moines, Carlisle, Collins, Dallas Center, Dallas County, Des Moines, Granger, Grundy County, Iowa County, Jasper County, Marion County EMA, Marshall County, Maxwell, Minburn, Pella, Pleasantville, State of Iowa DNR, Story County, Fraser Ambulance, and Mercy Ambulance.
7. Combined the Central Iowa Regional Public Safety Communications System into the SARA network with other RACOM/HARRIS radio users in Iowa for expanded roaming.

CENTRAL IOWA REGIONAL PUBLIC SAFETY COMMUNICATION SYSTEM

SUBSCRIBER AGREEMENT

(Without Law Enforcement Service, With Radios Provided)

THIS AGREEMENT is entered into by and between Polk County, Iowa, a governmental subdivision organized and existing under the laws of the State of Iowa and municipal corporation organized pursuant to Chapter 331 of the Code of Iowa ("Polk County"), whose address is 111 Court Avenue, Room 300, Des Moines, Iowa 50309, and the ("Subscriber"); collectively the "Party" or "Parties." The Central Iowa Regional Public Safety Communication System ("System") is an unincorporated consortium of public safety agencies for whom Polk County provides dispatch services. This Agreement complies with Chapter 28E of the Iowa Code.

SUBSCRIBER NAME AND ADDRESS:

City of Windsor Heights, 1133 66th Street, Windsor Heights, Iowa 50324

This Agreement establishes a stable consortium for dispatch services for public safety agencies in Polk County.

Polk County and Subscriber Agree As Follows:

1. **28E Agreement:** This Agreement is entered into pursuant to the provisions of Chapter 28E of the Iowa Code. This Agreement replaces and supersedes any and all previous Subscriber Agreements between the parties.
2. **No Entity:** No separate legal or administrative entity is created by this Agreement. No real estate will be purchased in the performance of this Agreement.
3. **Administrator:** The Polk County Sheriff shall administer the performance of this Agreement.
4. **Term:** The term of this Agreement shall commence upon action and acceptance by both Parties and continue until June 30, 2030. This Agreement will be automatically renewed in six-year increments, unless terminated or modified as provided for in following sections.
5. **Termination for Default:** If either Party fails to perform its obligations under this Agreement, the other Party may send a Notice of Default. The Notice shall provide for 30 days to cure the default (this time period may be extended by mutual consent). If the breach/default is not cured within the time allowed, this Agreement shall terminate after 13 months.
6. **Termination for Convenience:** If the Subscriber determines that it is in its best interest to terminate this Agreement, the Subscriber shall provide Polk County 13 months' notice of the termination in writing. In the event that the Subscriber elects to terminate this Agreement for convenience, the Subscriber shall pay Polk County the present value of the user access fees for the System from the termination date through June 30, 2030.

- 7. Amendments:** This Agreement may be amended only upon the written agreement of both Parties.
- 8. Indemnification:** The governmental Parties' liability is determined by Chapter 670 of the Iowa Code.
- 9. Services:** Polk County will provide the following:
- a. **Emergency Telephone:** Polk County will receive and process all emergency telephone calls received on the 911 telephone system.
 - b. **Administrative Telephone:** Polk County will receive administrative telephone calls for police, fire, and EMS agencies.
 - c. **Dispatch Services:** Polk County's Public Safety Answering Point (PSAP) shall provide services twenty-four (24) hour per day, three hundred sixty-five (365) days per year.
 - d. **Fire Paging:** Polk County will provide an automated voice paging feed. Polk County will also provide an automated digital message feed that the Subscriber is able to use with a vendor of its choice.
 - e. **Outdoor Warning Storm Siren Alerting:**
 - i. Polk County will provide a signal to activate outdoor warning storm sirens active within the Subscriber's jurisdiction.
 - ii. Polk County is not responsible for the maintenance, upkeep, and/or operation of the Subscriber's siren equipment.
 - f. **Computer Aided Dispatch:** Polk County shall provide dispatch services utilizing a modern Computer Aided Dispatch (CAD) System.
 - i. The Subscriber is responsible for updating street and address information with its own GIS department and coordination with the City of Des Moines Regional GIS.
 - ii. The Subscriber is responsible for commercial property commonplace name and emergency contact information updates to the Polk County Sheriff's Office Communications Center.
 - iii. The Subscriber is responsible for updating agency rosters and emergency responder contact information to the Polk County Sheriff's Office Communications Center.
 - g. **Incident Numbering:** Polk County will electronically record and provide "Event" and "Case/Run" numbers for all incidents within the Subscriber agencies' jurisdiction.
 - h. **Mobile:** Polk County shall provide a Mobile system solution for use in public safety vehicles.
 - i. Polk County shall provide the VPN portal to the Polk County network (i.e., "Netmotion") and administer the licensing.
 - ii. The Subscriber shall be responsible for notifying the Polk County Sheriff's Office Communications Center of any inactive devices with a license, regardless of the reason for the inactivity.
 - i. **Records Management System (RMS):** For those agencies using the RMS provided by Polk County, the Polk County Sheriff's Office Communications Center shall provide calls for service records from CAD to the Subscriber.

- j. Network Access:
 - i. Polk County will allow secure network access to Subscriber for CAD, RMS, Mobile, and related public safety systems use.
 - ii. The Subscriber will be responsible for providing the connection to the network.
 - iii. The Subscriber shall be responsible for its own statistical, mapping, and related analytics.
- k. Supplemental Support Services:
 - i. Polk County will provide supplemental technical support services for CAD, RMS, Mobile, and associated interfaces to Subscriber agencies.
 - ii. Polk County shall not be responsible for supplying Subscriber equipment.
 - iii. Polk County shall not be responsible for ensuring compatibility with the Polk County CAD, RMS, and Mobile systems, but will provide minimum specifications upon request.
- l. PSAP Operational Advisory Committee:
 - i. Polk County will host and facilitate meetings with an Operational Advisory Committee on a regular basis and no less than a quarterly basis.
 - ii. Subscriber representatives will develop procedures and rules governing the committee after the Subscriber agreements are executed.

10. Upgrade Project: Polk County will procure from RACOM and provide the following to the Subscriber:

- a. New portable radios for the Subscriber's Law Enforcement, Fire, and EMS agencies. One new portable radio will be provided to replace each that is turned in for credit (1 for 1 replacement). Additions or expansions of an agency's radio count will be authorized as a one-time expense of Polk County at the time of the upgrade project. Subsequent additions, expansions, and/or replacements after the upgrade project will be the responsibility of the Subscriber.
 - i. Public Safety Portable Radio Configuration
 - Harris XL-185 Portable Radio
 - Partial Keypad
 - Midnight Black or Yellow or HiViz Green (at no additional cost)
 - P25 Phase 2 Time Division Multiple Access (TDMA)
 - P25 Trunking
 - 256-AES, 64-DES Encryption
 - P25 OTAR (Over The Air Rekeying)
 - Two Hi Capacity Battery – 5000 mAh
 - One ½ Wave Flex Antenna
 - One Metal Spring Belt Clip
 - One Standard or one Fire Speaker Microphone with Emergency Button
 - One Earphone Kit with right angle (plugs into lapel mic jack)
 - Built-in WiFi for programming
 - Radio setup, programmed, bench calibrated, and tested

- b. Replacement of existing portable radio chargers and installation costs for those deployed in vehicles.
- c. An upgrade for the Subscriber's existing Law Enforcement, Fire, and EMS agencies' mobile and control station radios to P25 Phase 2 Time Division Multiple Access (TDMA), on or before January 1, 2021.
- d. A 5-year comprehensive warranty and maintenance program for all upgrade project-purchased portable radios, and a 5-year maintenance program for all project-upgraded mobile and control station radios is provided.
- e. Subscriber Options
 - i. Upgrades or additions to the configurations listed above will be an additional cost solely born by the Subscriber, including but not limited to, the following:
 - All costs for the use of the BeOn app
 - All costs for WiFi, FirstNet or any LTE provider access
 - ii. After the upgrade project purchase, but during the life of the Agreement, additional radio and accessory purchases by the Subscriber from RACOM shall be discounted, at a minimum, of 25% by RACOM.

11. Monthly System Service Fee: The Subscriber shall be responsible for the payment of a monthly access fee for each radio, payable directly to RACOM. The monthly access fee for radios shall be governed by the Amended Master Contract between Polk County and RACOM. Through June 30, 2021, the price for the monthly radio service for each radio shall be \$23.97 per month. After that time, the monthly subscription fee shall not increase more two percent (2%) annually. These rates permit predictability in budgeting for each agency.

12. Annual Service Fee:

- a. Beginning July 1, 2024, the Subscriber shall be responsible for an annual reimbursement to Polk County for a portion of Polk County General Fund Expenses for the Polk County Sheriff's Office PSAP.
- b. Reimbursements are based on a Per Capita Cost sharing formula and will use the United States Census Bureau 2020 Census data.
- c. In FY 24/25, the cost sharing percentage shall be twenty five percent (25%).
- d. The cost sharing percentage shall increase by no more than two percent (2%) annually for each subsequent fiscal year.
- e. In FY 24/25, the cost sharing shall be based upon actual Polk County Sheriff's Office Communications Center expenses from FY 22/23. Each subsequent year would follow as actuals become available for reporting. This provides predictability in budgeting for each agency.
- f. Subscriber costs shall be based on all Subscribers participating at the execution of this Agreement, including Polk County. Remaining Subscribers shall not be responsible for costs attributable to entities that terminate Polk County Sheriff's Office Communications Center services.
- g. The annual service fees will be reinvested in Polk County Sheriff's Office public safety communications.

13. Payment and Contract Administration:


- a. Polk County will provide financial administration of the upgrade project and will pay RACOM for upgrades and replacements.
- b. During the implementation of the upgrade project, the Subscriber will turn in one portable radio in exchange for one new replacement portable radio (1 for 1 replacement).
- c. Polk County will coordinate mobile and control station upgrades with RACOM and the Subscriber.
- d. RACOM will provide Polk County with an invoice for Subscriber upgrades and/or additions.
- e. Polk County will bill each Subscriber for its upgrades and/or additions. Subscriber shall submit payment to Polk County within 30 days of receipt of an invoice.

14. Ownership: After the radios are delivered, the Subscriber agency is the owner of the radios and shall be responsible for any and all maintenance, repairs, and upkeep costs not covered under the Polk County-provided warranty and/or maintenance contract. The Subscriber is responsible for the risk of loss and replacement.

15. Execution of Agreement: The Parties shall approve this Agreement by motion and resolution of the respective board or council, which shall authorize the execution of this Agreement. This Agreement shall be filed in the Office of the Iowa Secretary of State and the Recorder of Polk County, by Polk County, in accordance with Chapter 28E of the Iowa Code.

POLK COUNTY BOARD OF SUPERVISORS

Tom Hockensmith, Chairperson



Date:

9/17/19

NAME OF SUBSCRIBER: _____

AUTHORIZED OFFICIAL: _____

Date: _____

RESOLUTION

MOVED By Van Oort SECONDED By Brownell that the following Resolution be adopted.

WHEREAS, the Polk County Sheriff's Office currently provides communication dispatch services for approximately 30 public safety agencies, which includes law enforcement, fire departments, and other emergency services responders; and

WHEREAS, Polk County explored options to address various shortcomings of the communication system, and in 2012 identified goals to address specific issues; and

WHEREAS, Polk County selected a proposal submitted by RACOM Corporation (RACOM); and

WHEREAS, Polk County and RACOM entered into a Master Contract on 3/13/2012 for the purpose of establishing a public/private network for public safety radio service in central Iowa; and

WHEREAS, Polk County approved Amendment 1 to the Master Contract on 12/17/2013; and

WHEREAS, a continuation of Polk County's commitment to maintain and enhance the Central Iowa Regional Public Safety Communication System involves the purchase of radios and equipment to be used by Polk County and participating Subscriber public safety agencies in order to remain current with the P25 system at a cost of approximately \$2.2 million in FY 19/20 and \$2.3 million in FY 20/21; and

WHEREAS, RACOM will, at its sole expense, add an additional P25 tower site on Polk County property located at 12668 NE 29th Street, Elkhart, modify antenna infrastructure at multiple other sites to improve coverage, and contractually guarantee enhanced in-building portable coverage; and

WHEREAS, Polk County will extend the current Master Contract with RACOM from its current end date of 6/30/2024 to 6/30/2030; and

WHEREAS, Polk County and participating Subscribers will have a new agreement that has been shared with the Subscriber agencies for their review and input.

NOW, THEREFORE BE IT RESOLVED that Polk County, Iowa approves and authorizes the Chair of the Board of Supervisors to sign the attached Amendment 2 to the Master Contract and the Subscriber Agreements.

Approved this 17th day of SEPTEMBER, 2019.

POLK COUNTY, IOWA

Tom Hackensmith
Chairperson
Polk County Board of Supervisors

SUBMITTED BY:

Frank Marasco
Polk County Sheriff's Office

APPROVED AS TO FORM:

Mark Taylor
Assistant County Attorney

ROLL CALL
FOR ALLOWANCE

SEP 17 2019

ALLOWED BY VOTE
OF BOARD

Steve Van Oort	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Robert Brownell	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Angela Connolly	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Matt McCoy	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Tom Hackensmith	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay
Yea <u>5</u>	Nay <u>0</u>	

Above tabulation made by BD

Tom Hackensmith
Page 01 PERSON

17

POLK COUNTY BOARD OF SUPERVISORS

Tuesday Agenda Memorandum

Item Type & Title: Resolution approving Amendment 2 to the Master Contract between Polk County and RACOM Corporation (RACOM) and Subscriber Agreements between Polk County and Subscriber entities.

Agenda Date: 9/17/2019

Contact Individual: Frank Marasco, 515-286-3943, frank.marasco@polkcountyia.gov

Action Requested (Recommended): The Resolution approves Amendment 2 to the Master Contract between the Polk County and RACOM and Subscriber Agreements between Polk County and Subscriber entities, and authorizes the Chairperson to sign said documents.

Background: The Polk County Sheriff's Office, which provides communication dispatch services for approximately 30 public safety agencies, including law enforcement, fire and ems departments, and other emergency services responders, in 2011 identified options to address the following specific issues and shortcomings in its communications system:

1. Narrowbanding deadline of 1/1/2013 affected public safety VHF and UHF frequency bands
 - a. Outdoor Storm Warning Sirens and Fire Paging Network (Broadcast);
 - b. Fire Department Radio Communications (Two-way Communication);
2. Insufficient channel capacity and atmospheric interference issues in VHF and UHF radio systems;
3. Insufficient radio coverage in the existing VHF and 800 MHz radio systems;
4. End of life for the EDACS 800 MHz system and equipment in use at the time;
5. Lack of P25 standards based interoperability.

An Amendment to the Master Contract was approved by the Board of Supervisors in 2013, which authorized the payment schedule for funding the second phase of the project.

Action Impact: Polk County will continue its commitment to maintain and enhance the public/private network for public safety radio service in central Iowa with RACOM. The Polk County Sheriff's Office will continue to act as the administrator of the Central Iowa Regional Public Safety Communication System.

Fiscal Note: The budget represents one-time appropriations to purchase radios and equipment to be used by Polk County and participating Subscriber public safety agencies in order to remain current with the P25 system at a cost of approximately \$2.2 million in FY 19/20 and \$2.3 million in FY 20/21.

Fiscal Year	Budgeted? (Y/N)	Anticipated Expense	Anticipated Revenue	Ongoing Commitment? (Y/N)	If Amendment is Required,	
					Expense Account Code	Revenue Account Code
19/20	N	\$2.2 M	0	N	10041041.77490	
20/21	N	\$2.3 M	0	N	10041041.77490	

Additional Fiscal Note Information (optional): n/a

AMENDMENT 2
TO CONTRACT FOR CENTRAL IOWA REGIONAL PUBLIC SAFETY COMMUNICATION SYSTEM
BETWEEN
POLK COUNTY, IOWA
AND
RACOM CORPORATION

This Amendment is made and entered into this 17th day of September, 2019 by and between Polk County, Iowa and RACOM Corporation (RACOM). Polk County and RACOM hereby agree to amend the Contract for Central Iowa Regional Public Safety Communication System dated March 13, 2012 ("Contract") as follows:

1. **Item 4 – Duration.** This contract is effective from the date of signing and is extended from the original expiration date of June 30, 2024 through June 30, 2030. It may be renewed at the option of Polk County in six-year increments after that time.
2. **Item 6 – Provision of Services.**
 - A. Polk County authorizes RACOM, at RACOM's sole expense, to add a P25 tower site on Polk County property, 12668 NE 29th Street, Elkhart.
 - B. RACOM will own the tower site.
 - C. RACOM will pay for utilities of the site.
 - D. Polk County will not charge RACOM any rental or lease fees for the use of the property, as long as the site is providing service to Polk County.
 - E. Polk County retains the authority to approve any installation or modification of the site, including authorization to permit other public or private entities use of the site.
 - F. Polk County will be the FCC license holder. Costs for frequency coordination and licensing will be passed on to Polk County. RACOM staff time for facilitation of licensing will not be billed.
 - G. RACOM, at RACOM's sole expense, will modify antenna infrastructure at multiple other sites to improve coverage, to contractually guarantee enhanced in-building portable coverage at the following levels:
 1. 95%, 8 dB, DAQ 3.4 County-wide
 2. 95%, 15 dB, DAQ 3.4 in the following communities:
 - a) Altoona
 - b) Ankeny
 - c) Des Moines
 - d) Grimes
 - e) Johnston
 - f) Mitchellville
 - g) Pleasant Hill
 - h) Polk City
 - i) Windsor Heights
 3. This coverage guarantee supersedes any previous service level agreement.

H. Polk County will procure from RACOM and provide to the Subscriber's agencies new portable radios. For each portable radio received from the Subscriber's agencies, credit will be given towards the purchase of a new portable radio.

1. Public Safety and Public Services Portable Radio Configuration
 - Harris XL-185 Portable Radio
 - Partial Keypad
 - Midnight Black or Yellow or HiViz Green (at no additional cost)
 - P25 Phase 2 Time Division Multiple Access (TDMA)
 - P25 Trunking
 - 256-AES, 64-DES Encryption
 - P25 OTAR (Over The Air Rekeying)
 - Two Hi Capacity Battery – 5000 mAh
 - One ½ Wave Flex Antenna
 - One Metal Spring Belt Clip
 - One Standard or one Fire Speaker Microphone with Emergency Button
 - One Earphone Kit with right angle (plugs into lapel mic jack)
 - Built-in WiFi for programming
 - Radio setup, programmed, bench calibrated and tested
2. Jail Operations Portable Radio Configuration
 - Harris Portable Radio
 - Partial Keypad
 - Midnight Black or Yellow or HiViz Green (at no additional cost)
 - P25 Phase 2 Time Division Multiple Access (TDMA)
 - P25 Trunking
 - Two Hi Capacity Battery – 5000 mAh
 - One ½ Wave Flex Antenna
 - Metal Spring Belt Clip
 - One Standard Speaker Microphone with Emergency Button
 - One Earphone Kit with right angle (plugs into lapel mic jack)
 - Built-in WiFi for programming
 - Radio setup, programmed, bench calibrated and tested
3. Chargers: Polk County will purchase a variety of chargers. These will include single desktop, gang desktop and in-vehicle single and gang chargers.
4. After the initial purchase, but during the life of the contract, additional radio and accessory purchases by Polk County or a Subscriber shall be discounted 25%.
5. An upgrade for the Subscriber's existing mobile radios and control stations to P25 Phase 2 Time Division Multiple Access (TDMA).
6. Subscriber Options – Upgrades or additions to the configurations listed above will be an additional cost solely born by the Subscriber including, but not limited to, the following:
 - All costs for the use of the BeOn app
 - All costs for WiFi, FirstNet or any LTE provider access

3. **Item 7 – Contract Amount.** For the purchase of radios and accessory enhancements, PCSO Communications tower shelter replacement with generator, tower study estimate, and removal of no longer used/needed antenna and lines, the total contracted amount is estimated not to exceed \$4,500,000.
- A. Phase 1: Fiscal Year 2019/2020, \$2,200,000 will be appropriated by Polk County for Phase 1. All non-Polk County agencies with signed subscriber agreements (e.g., municipal and township fire and police departments).
- Phase 2: Fiscal Year 2020/2021, \$2,300,000 will be appropriated by Polk County for Phase 2. All Polk County Agencies (e.g., Sheriff, Attorney, Conservation, etc.).
- B. Payments for Phase 1 will be: 30% at order; 30% at the time of delivery to Contractor's Ankeny service site, with verification of receipt by the Polk County Project Manager; 30% at the completion of installation (programming and user training); and 10% at the time of the final acceptance of the new radios, radio upgrades, and system enhancements by Polk County and the Subscribers. RACOM will invoice Polk County for each periodic payment.
- C. Payments for Phase 2 will be: 30% at order; 30% at the time of delivery to Contractor's Ankeny service site, with verification of receipt by the Polk County Project Manager; 30% at the completion of installation (programming and user training); and 10% at the time of the final acceptance of the new radios, radio upgrades, tower completion, and system enhancements by Polk County and the Subscribers. RACOM will invoice Polk County for each periodic payment.
4. **Item 8 – Access Fees.** Each Subscriber shall be responsible for the payment of a monthly access fee for each radio payable directly to RACOM. The monthly access fee for radios shall be governed by the amended master contract between Polk County and RACOM. Through June 30, 2021 the price for the monthly radio service for each radio shall be \$23.97 per month. After that time, the monthly subscription fee will not increase more than two percent (2%) annually. These rates permit predictability in budgeting for each agency.
5. **Item 10 – Equipment Warranty and Maintenance Period.** A 5-year comprehensive warranty and maintenance program for all project-purchased portable radios, and a 5-year maintenance program for all project-upgraded mobile and control station radios is provided.


All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment is executed as of the date first stated above.

RACOM Corporation

Polk County Board of Supervisors


Mike Miller, President


Tom Hockensmith, Chair

9/11/19
Date

9/17/19
Date

*A proclamation by the Mayor of the City of Windsor Heights, IA
Windsor Heights Veterans Day- Honoring All Who Serve*

WHEREAS, Friday, November 8, 2019 is dedicated to the Windsor Heights Veterans Day: Honoring all Who Serve.

WHEREAS, Veterans Day offers all Americans the opportunity to honor the courage and sacrifices made by those men and women who answered the call to serve in the United States Armed Forces.

WHEREAS, The freedoms Americans enjoy today have been heroically preserved throughout history by those individuals who have been willing to sacrifice and defend our democratic principles and the U.S. Constitution.

WHEREAS, "Duty Faithfully Performed." - So often this commitment to duty requires soldiers, sailors, airmen, Marines and Coast Guardsmen to endure personal hardship and sacrifice. Throughout generations, they have answered the call of duty with honor and dignity, with disregard for the disruption and hardships to their personal lives, and

WHEREAS, in honor of these dedicated men and women, we pledge continued support. Ensuring their sacrifices and commitment to service will continuously stand as a tribute to their courage, spirit and determination.

WHEREAS, Gratitude is meaningfully expressed through word and deed. We can never repay our veterans for all they have endured, but through our actions today and every day, we can share our appreciation by remembering their commitment and respecting their dedication, and

WHEREAS, as we honor the veterans today, may we also reflect on the families who lovingly support and sacrifice along with our service members. Their devotion comes with a price as well and we pay tribute for their unwavering loyalty, and

NOW THEREFORE, on behalf of the City of Windsor Heights and the City Council, I do hereby declare

*Friday November 8, 2019 as
Windsor Heights Veterans Day : Honoring all Who Serve*



Windsor Heights Public Safety

POLICE ♦ FIRE ♦ EMS

Monthly Report



To: Interim City Administrator Mark Arentsen

From: Public Safety Director Chad McCluskey

Date: October 9, 2019

RE: September, 2019 Public Safety Monthly Report

MAJOR WORK AREAS:

- Officer Palmer and Detective Nissen will attend a Shoot House Instructor Course at Camp Dodge instructed by the Iowa National Guard. This training will allow them to instruct other members of the department in shoot house scenarios. A shoot house adds another level to officers training in the way of realism and tactics.
- In-service training during the month of October will be low light training and qualifications held at DMPD Academy. Aside from mandatory qualification reasons, this training gives officers the opportunity to train deadly force and target identification in a low light environment. Many officers, even working the dayshift, find themselves in low light conditions.
- Officer Norris will re-certify as a Pursuit Driving Instructor. This allows Officer Norris to train officers on pursuit driving which is a high liability portion of the job.
- Officers will direct patrol around local businesses in effort to educate and enforce laws including: distracted driving/texting violations, seat belt violations, illegal parking (fire lane and handicap), panhandling and driving without a license.
- Officers working overnight hours will seek to spend more time in residential areas making contact with suspicious persons and educating the public on best practices concerning securing valuables and vehicles.
- During the month of October, officers will dedicate time toward making areas surrounding schools more safe for vehicle and pedestrian traffic by way of education and enforcement.
- Officers will seek to educate and enforce traffic violations along 63rd St and I-235 during the month in effort to increase awareness on issues of safety.

- Officers will be patrolling the city specifically looking for drivers with no license whether that be suspended, barred, or revoked. Many times these drivers are habitual violators and removing them from the roadway will make others who could be affected by their driving safe.
- The department will partner with the DEA drug take back program at the Windsor Heights Public Safety Building on October 26. This is a national initiative to remove unused opioids and other medicines from homes in a safe manner.
- Investigators will attend a Cyber Investigation course instructed by the National White Collar Crime Center. Investigators will learn skills to request, read and analyze cellular records.
- Detective Nissen will attend instruction on the use of a “shoot-house” training facility. This facility will enable officers to perform live-fire training scenarios that enhance observations, decisions and performance during a lethal high-risk situation.
- Detective Woods will attend an evidence storage course to learn industry and court standards for property room management.
- In conjunction with Fire Prevention Week, Fire Department personnel will visit area schools during the month of October to talk with students about the importance of fire safety.
- The Windsor Heights Fire Department will host a driver/operator course during the month of October. The course is highly sought and we will have attendees from surrounding departments as well as our own personnel. The course prepares firefighters to drive and pump fire engines.

ACCOMPLISHMENTS:

- Officer Davison completed recertification as a Field Sobriety Instructor during the month of September. He then trained Officers during In-Service training using a wet lab as a refresher. Special thanks to our local volunteers who came out to assist us in this training.



- ICU (Inclusive Cultural University) presented to officers while at roll call during the month of September. This training focuses on treating others with respect using “I See You” as the model and bridging the gap between the community, specifically minorities, and law enforcement.

- Officer Irlbeck was recognized at the GTSB/CITSTF luncheon for the outstanding service that he provides the community by way of law enforcement, specifically removing intoxicated drivers from the roadway. Irlbeck was selected out of nominations from over 20 metro agencies, including Des Moines and the Iowa State Patrol, for his award as OWI Enforcement Officer of the year! Way to go, Mike!!



- Officers focused efforts on drivers who were driving without a license to include; suspended, revoked, and barred license. Officers also focused their efforts toward seatbelt violations during this time. Officers spent approximately 60 minutes on this goal making one arrest for Driving While Suspended and writing one citation for having no insurance.
- Officers focused efforts toward safety along 63rd street concerning the pedestrian and motoring public. Officers spent 500 minutes on this effort making sixteen contacts, giving thirteen citations and seven warnings, while making two arrest.
- Officers directed efforts toward education and enforcement regarding texting and driving in the areas of the 6400 block of University Avenue and the 6800 block of Hickman road. Officers spent 138 minutes concentrating on this. Seven warnings were given during this time.
- Officers focused efforts toward safety along 73rd Street as well as School Patrols at both Clive Learning Academy and Cowles Montessori. Officers sought to educate and enforce laws in this area concerning motorist and pedestrian traffic in this area. Officers spent 210 minutes on this and gave one warning for failing to obey traffic control device.
- Officers sought to reduce speeds along I-235 by way of education and enforcement. Officers dedicated 270 minutes toward this initiative and gave three citations and five warnings for speeding.

- Officers directed extra efforts toward education, enforcement and security in and around local businesses during the month. Officers conducted many building checks and found two open doors during this time.
- Officer Johnson was called to a deer stuck in a fence in a residential neighborhood. He was able to remove the hoof from the fence and the deer fled from the backyard.
- Officer Irlbeck stopped a vehicle that was weaving in and out of its lane. Upon talking with the driver Officer Irlbeck observed signs of alcohol impairment. The driver failed field sobriety testing and submitted a blood alcohol content of .141. The driver was cited for OWI 1st and released.



- Officer Bowers was dispatched to a local multi-housing unit in reference to narcotic activity. The caller believed someone was injecting illegal drugs while sitting in the driver seat of a vehicle. Officer Bowers approached the vehicle occupied by a female passenger and two small children. The driver was found to be in possession of marijuana and have a warrant out for his arrest. The driver was taken to Polk County jail on the warrant and enhanced penalty for Possession of Marijuana.
- Officer Irlbeck had increased residential patrol to include an area by a storage unit facility and found a male sitting in his car and slumped over the wheel. The driver had a marijuana pipe in plain view and was detained. The vehicle was searched and other items of paraphernalia were found along with methamphetamine. The driver was arrested and taken to Polk County Jail on Possession of Methamphetamine and Possession of Drug Paraphernalia.
- Officer Irlbeck attempted to stop a vehicle for speeding (85MPH in a 60MPH Zone) on I-235. Once behind the vehicle it sped up in excess of 100MPH, was not maintaining its lane, and passing other traffic. The vehicle finally came to a stop and Officer Irlbeck made contact with the driver who showed signs of alcohol impairment. The driver failed field sobriety testing and refused to give a breath sample. The driver was arrested, cited (OWI 1st) and released to a sober party.
- Officer Bowers was dispatched to a 2-car property damage accident on 63rd Street. On his way to the call, Bowers was advised that a witness believed one of the drivers involved was intoxicated. Officer Bowers investigated and found the driver to be impaired, failing field sobriety testing. The driver refused breath testing and was arrested, cited (OWI 1st) and released to a sober party.

- Officer Johnson was on stationary patrol in a residential area when he noticed a suspicious vehicle. After the vehicle was stopped, Johnson noticed open containers of alcohol inside of the vehicle and observed signs of impairment from the driver. Officer Johnson conducted field sobriety testing on the driver who submitted to a breath sample of only .07 blood alcohol content. Officer Johnson searched the pockets of the suspect and found two baggies of methamphetamine as well as a methamphetamine pipe in her pockets. The driver was arrested and taken to the Windsor Heights PD where she refused to provide a breath/urine sample. She was taken to Polk County Jail on charges of Felony Possession of Controlled Substance, Possession of Drug Paraphernalia, and OWI 1st.
- Officer Norris requested a Criminal Mischief warrant for a man after he slashed the tires of someone who didn't pay him for work he believed he should have been paid for doing.
- Officer Irlbeck noticed erratic driving from a vehicle in front of him while on I-235 and stopped the vehicle. The driver showed signs of alcohol impairment and the driver was given field sobriety tests. The driver failed testing and submitted to a breath test of .147 Blood Alcohol Content. The belligerent driver was taken to Polk County Jail on the charge of OWI 1st.
- Detectives investigated a new credit card fraud case. They worked with the victim's bank and local businesses to obtain information and video regarding the fraud. This case is still active and pictures of the suspect were disseminated to local agencies in an attempt to identify the individual.
- Detectives received a theft case in which the value of the property taken was over \$10,000 from a local business. Detectives processed the scene and were able to obtain finger (latent) prints from the scene. Detectives have identified two out of the three suspects and are working with other agencies regarding this active case.
- Detectives received a new theft case from a local business. In this situation individuals selected, removed and left the store with liquor bottles. Detectives were able to identify the suspects in this incident and they were subsequently arrested theft.
- Detectives received a new case regarding a burglary to a home. In this incident the suspect entered the victim's home at night and began removing items. The homeowner provided video from the incident and detectives are working to identify the individual.
- Detectives worked a new case regarding fraud at a local business. Detectives obtained video from the local business in an attempt to identify the suspect. After the suspect was identified she was interviewed and arrested for the offense.
- Detective Woods attended a three-day training on Sexual Assault Investigations. The course material consisted of a victim telling her story and express how law enforcement was able to help in her journey. A major theme of instruction was about the effects of trauma and how it affects the brain, a victim's recollection of events, delayed reporting and hands-on interviewing practice to better understand the trauma process.

- Detective Nissen attended a Basic Crime Scene Investigations course in Black Hawk County, IA. This course is instructed by members (experts) of the Iowa chapter of International Association of Identification. The course material included, practical crime-scene exercises, crime scene photography, evidence collection, evidence preservation, latent print processing, and DNA/trace evidence collection.
- Detective Nissen and Woods attended a presentation about the Parkland, FL shooting in 2018 by the Marjory Stoneman Douglas Public Safety Commission Report at the Law Enforcement Leadership Series conference in Ames. The commission's report provided relevant facts and information for law enforcement to be aware of in similar situations.
- Detective Nissen suspended two cases involving vehicle burglaries and one case involving a home burglary. The listed cases were investigated and several individuals were interviewed, but due to lack of leads and suspect(s) cooperation the cases were suspended.
- Detective Nissen investigated an incident in which the victim reported a subject was continually harassing her and her friend. After several interviews and collecting evidence, probable cause was established and two warrants were applied for the arrest of the individual harassing the victims in this case.
- Detective Nissen was assigned a burglary to motor vehicle case. The suspect was known by law enforcement and identified in this incident. The suspect used the victim's credit card fraudulently, and a warrant for unauthorized use of a credit card was requested.
- EMS training for the month of September was on crew resource management. The course was a good reminder for personnel to remain engaged and focused on the task at hand when responding to and during calls for service.
- Fire training for the month of September involved vehicle extrication training. Fire Department personnel worked through ways to extricate patients who may become entrapped/pinned in vehicles during motor vehicle collisions.
- Windsor Heights Fire Department personnel completed multi-company training with Urbandale and Clive Fire Departments during the month of September. The training focused on large area search operations. One of our crews even had the best time for completion of the search!
- The annual March to the Capitol stopped by the Windsor Heights Fire Department on September 11th, while traveling from Waukee to the State building. The event had several people who were marching in remembrance of those lost in the terrorist attacks and lunch was provided by Jethro's BBQ. In addition, a resident brought in a flag from the State of New York and asked that it be raised in remembrance of family members lost. The flag was raised with pride to show our support.
- Paramedic/Firefighter Jared Dumermuth completed a 16-hour Pre-Hospital Trauma Life Support (PHTLS) training during the month of September.

- On September 21st, Fire Department personnel participated in HyVee's Explore a Truck event. Kids of all ages were able to see our equipment up close, try on firefighting gear, and climb on our vehicles.
- On September 2nd, Windsor Heights Fire Department personnel responded to a commercial fire assignment with the Johnston-Grimes Metro Fire Department. A fire was located in an apartment complex clubhouse and Windsor Heights crews were assigned as Rapid Intervention Team (RIT) to assist in case of firefighter related emergency.
- Windsor Heights Fire personnel assisted with Windsor Heights Police Department team with gaining access to a local building to conduct a search for a suspicious person called in by a resident. The building was cleared by patrol officers.
- On September 20th, the Windsor Heights Fire Department was dispatched to 73rd and Hickman Rd. for a motorcycle vs. car collision. When we arrived, we found a male laying in the road with a severe laceration to his left leg. A bystander had applied a make-shift tourniquet using a belt. EMS applied a tourniquet but severe blood loss continued. A second tourniquet was used along with direct pressure using bandages to finally get the bleeding to stop. Patient was transported to the hospital by EMS. Following the call, a nurse with the hospital contacted Chief McCluskey and stated our crews did a great job with the patient! Such calls from nurses and doctors are always welcome feedback and shows the professionalism and dedication of our crews.
- Windsor Heights Fire Department personnel responded to a head-on collision at 73rd and University during the month of September. One driver was complaining of neck pain, left arm pain/numbness and left hip pain. Patient was transported to a downtown hospital.

	Jan 18	Jan 19	Feb 18	Feb 19	Mar 18	Mar 19	Apr 18	Apr 19	May 18	May 19	Jun 18	Jun 19	Jul 18	JUL 19	AUG 18	AUG 19	SEP 18	SEP 19	OCT 18	OCT 19	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY 19
PATROL																										
Calls for Service	721	804	625	804	737	1156	719	961	836	879	1050	838	1051	897	994	905	964		908		835		807		17491	7244
Incidents	143	108	81	107	112	128	104	117	117	138	164	104	128	144	127	122	119		100		90		99		2352	968
Arrests	55	47	30	43	48	67	46	69	57	62	59	65	52	58	46	60	50		40		42		44		1040	471
Total Number of Charges	117	68	53	62	100	120	81	110	121	107	122	80	80	91	89	93	86		69		56		78		1783	731
OWI Arrests	5	10	3	3	4	2	1	4	5	4	3	4	3	4	4	10	3		1		2		5		80	41
Criminal Complaints Filed	68	59	42	49	58	64	50	47	58	71	76	59	56	63	67	51	43		56		35		30		1102	463
Felony Charges Filed	3	2	3	5	2	6	0	6	4	4	2	6	3	7	1	7	4		3		2		1		71	43
Field Interviews	2	1	3	1	0	1	2	0	2	1	0	0	0	2	2	2	2		0		0		0		21	8
Supplemental Reports	22	37	35	32	36	41	30	47	28	39	44	31	23	41	36	51	26		29		15		31		674	319
Accidents	18	25	11	27	18	19	16	20	16	23	25	22	20	23	25	18	22		20		20		23		411	177
Citations Issued	148	113	134	125	131	198	131	195	178	143	166	165	171	136	122	136	153		128		114		150		2937	1211
Written Warning Citations Issued	56	54	77	69	99	134	62	122	80	72	84	97	111	73	72	80	84		85		72		76		1659	701
INVESTIGATIONS																										
Cases Assigned by Month	8	3	5	4	2	4	6	12	5	8	4	2	5	4	5	4	5		6		2		10		104	41
Cases Open	35	6	37	3	34	3	30	5	33	6	36	5	31	2	27	5	27		12		9		17		328	35
Cases Active by Month	2	1	5	1	2	1	4	3	3	6	3	0	3	1	4	2	4		1		1		5		37	15
Cases Inactive	3	2	2	3	2	4	10	5	1	4	2	3	0	3	3	3	3		9		1		1		37	27
Cases Cleared by Arrest	7	0	0	4	1	0	0	4	1	0	0	0	3	0	3	0	3		0		0		2		20	8
Cases Cleared Exceptional Clearance	0	1	0	1	0	1	1	0	0	0	0	0	0	1	0	3	0		2		0		2		5	7
Cases Unfounded	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0		2		0		0		2	4
ATE Program																										
7100 University																										
Vehicle Count	293338	269690	266744	251727	310188	293265	314431	311720	341593	321018	352699	282977	333059	197909	336,568	208,498	341,614		323,385		301,476		306,763		3821858	2136804
Citations Issued	749	581	506	417	739	635	941	622	983	667	1045	512	981	83	1057	103	501		994		759		791		10046	3620
% of drivers Cited	0.26%	0.22%	0.19%	0.17%	0.24%	0.22%	0.30%	0.20%	0.29%	0.21%	0.30%	0.18%	0.29%	0.04%	0.31%	0.05%	0.15%		0.31%		0.25%		0.26%		0.26%	0.17%
6400 University																										
Vehicle Count	273621	297712	270396	274741	340226	308512	326787	333029	365103	351163	356498	293475	363002	254920	360126	243,289	365,746		346,752		320,821		324,504		4013582	2356841
Citations Issued	1811	1109	1618	994	1808	1509	1891	1570	1837	1487	1797	1000	2040	123	1731	140	649		1,572		1444		1134		19332	7932
% of drivers Cited	0.66%	0.37%	0.60%	0.36%	0.53%	0.49%	0.58%	0.47%	0.50%	0.42%	0.50%	0.34%	0.56%	0.05%	0.48%	0.06%	0.18%		0.45%		0.45%		0.35%		0.48%	0.34%
FIRE DEPARTMENT STATISTICS																										
Total Calls for Service:	62	55	49	43	60	64	49	48	53	48	47	45	46	45	47	49	49	0	48	0	42	0	42	0	594	397
Unclassified Incidents	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		1	0
Fire Incidents	2	0	4	1	3	2	5	5	2	5	1	0	2	0	1	2	3		3		2		0		28	15
Rescue and EMS Incidents	41	41	29	33	43	44	33	28	39	28	28	33	34	33	21	24	32		35		32		28		395	264
Hazarous Conditions - No Fire	5	2	1	2	0	1	1	3	3	3	0	2	1	2	1	3	0		3		0		3		18	18
Service Calls	2	4	6	3	7	8	2	6	4	6	9	4	4	4	15	10	3		4		5		8		69	45
Good Intent Calls	8	5	5	3	5	3	7	2	1	2	5	3	2	3	5	6	5		1		3		1		48	27
False Alarm / False Call Incidents	4	3	4	1	1	6	1	3	4	3	4	3	2	3	4	3	6		2		0		2		34	25
911 Citizen Complaints	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	1	0		0		0		0		1	3
Rental Inspections	17	19	13	4	11	17	8	10	8	14	5	28	5	14	2	6	2	5	14		4		16		105	117
Commercial Inspections	12	1	6	13	6	13	0	10	15	2	0	3	0	4	0	0	0		0		0		0		39	46
Commercial Re-Inspections	6	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		8	0
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		7	0

Public Works Staff Report for 21 October 2019 Council Meeting

Report covers 9/12/2019 – 10/17/2019

I am changing the format of my report this month to give an overview of operations and projects. If there is a different format that you would like for me to use for my report please let me know. My intent is to provide information on 'bigger picture' items and to not get into the details of day to day operations.

- Every City owned sanitary sewer line has been cleaned. Staff began work on this project in April and finished in the middle of October. Now that this has been completed we can inspect every manhole structure for I/I and structural issues and make corrections next summer. We have not had a sewer backup issue for several months now, which is a credit to the work that we have done on preventative maintenance.
- There has been quite a bit of maintenance work done on the City Hall facility over the last month. This work has served to get rid of files and equipment that was no longer needed and to prepare a work center for the new Communications / Recreation Coordinator.
- There was a severe erosion issue on the south side of the parking lot of the PSB. The crew reconstructed the storm intake in the area, backfilled the area with dirt and rock, and put down an erosion control matting. This problem will likely happen again because of the poor pavement condition of that parking lot. We are hopeful that our repair will last for a few years.
- We've been busy trimming trees on the streets and trail. We need the trees trimmed back so that the branches don't hit our plows or garbage trucks when they are weighted down with snow. This work will continue until snow begins to fall.
- The seeding and restoration work on the sidewalk project has been successful. There is one yard yet that needs more attention. I will be working with the homeowner on this to get it squared away.
- Justin and I have been working on getting the Sunset Terrace, Sidewalk, HMA Overlay, and Street Patching projects from the last few years closed out. Travis is also tracking down paperwork related to the bonding requirements. Our goal is to get these projects closed out prior to bidding the street projects in December.

- The new Communications / Recreation Coordinator starts on Monday, 10/21. This position will primarily report to me for items related to recreation and the Community Center. They will work more closely with the City Administrator on the Communications side of things. I am their primary supervisor. It is my personal experience that if there is not a single designated supervisor that the employee suffers. We are excited for this person to begin and think that they will be a great addition to our team. My plan is to continue covering the Community Center duties until about the beginning of November so that the new person can get acclimated to the position a little bit at a time.
- I have been covering down on some building inspection and code enforcement items on Sheilah's behalf. This, the Community Center duties, and my normal Public Works duties have had me stretched pretty thin over the last month or so.
- Hot mix asphalt will be made until at least the middle of November, so we plan to continue our potholing operations until the plants stop making the material.
- There is interest among most of the west suburbs in teaming up on a regional detention basin project in the upper reaches of the Walnut Creek watershed. This could decrease flooding on Walnut Creek. There is a Walnut Creek WMA meeting on Monday where we will discuss this more in depth. The goal is to get a project put together so that we can apply for grants as they become available. More information on this will be shared in my next report after the WMA meeting.
- The Veteran's Day Celebration is on November 8th from 11-1 in the Community Center. We will have a free lunch for all attendees. The WH Foundation and Colby Interests each donated \$250 for this program, keeping it nearly cost neutral for the City.
- Conversations with the ICN have started back up on the ownership, use, maintenance, and operation of fiber and conduit infrastructure in Windsor Heights. They are putting together a draft proposal on long term solutions that will have to be approved by the City Council. This proposal seems to be beneficial to all parties involved.
- Our grant application for the EWP has been submitted. We should hear back on the funding status by the end of the month. If approved by the USDA and NRCS, we will be doing some streambank stabilization on North Walnut Creek adjacent to sanitary sewer infrastructure that is at risk.
- I met with DMWW and staff from BMI about water infrastructure on street projects for next year. We've got a good handle on how we are going to make the best use of the money that we have available.

- The City Hall Roof project is nearly complete. The only thing that is left to finish is trim and sheet metal work around the edges.
- All sanitary and most of the storm infrastructure in town has now been mapped by GPS. We will be using this data to build a GIS system to track our maintenance and issues. A part of this project will include getting tablets with cellular connectivity to log our maintenance activities. This will be requested in the budget for next year. Our goal is to modernize operations and be more data driven.
- The UWHD has initially agreed to fund partial service replacements on services that need it on College, 69th, and Allison. We are waiting for video inspection of a few more services and will make a formal request of the district.

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