



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

Notice to the Public: Full detail and supporting documents for each item can be found at www.windsorheights.org. If you do not have web /internet access, and would like the supporting documents and information, please call City Hall by noon the day of the meeting. You will need to pick up and pay for your copy by 4:15 p.m. per charges in the City Hall fee schedule. 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**
- 2. Pledge of Allegiance**
- 3. Approval of the Agenda**
- 4. Discussion and Appropriate Follow up on Fiscal Year 2018 Audit**
 - A. Approve Resolution No.18-1250, A Resolution approving the independent auditor's report for fiscal year ending 2018
- 5. Presentation on Local Option Sales and Service Tax – Windsor Heights Chamber of Commerce**
- 6. 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.
 - A. Recognition of former Lieutenant Tim Kurth of the Fire Department
- 7. Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on January 7, 2019
 - B. Approve Financial Reports for Month of December 2019
 - C. Approve Payment of Cash Disbursements
- 8. Old Business:**
 - A. Approve Change Order No. 6 for Grimes Asphalt & Paving Corporation for the 2018 HMA Resurfacing Project in the amount of \$69,213.87
 - B. Approve Third and Final Reading to Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances
 - C. Approve Second Reading to Ordinance No. 19-02, Amending Chapters 97 and 100, pertaining to Fat, Oil and Grease and Industrial Sewer Waste
 - D. Approve Second Reading to Ordinance No.19-01 Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area
- 9. New Business:**
 - A. Approval of Service contract with MNM Concrete for the Community Event Center ramp improvements in the amount of \$12,486
 - B. Approval of Fireworks Agreement from J&M Displays for the 4th of July in the amount of \$7,000

- C. Approve Purchase of a 2019 Ford Interceptor Utility Vehicle from Stiver Ford, including equipment for the Police Department in the amount of \$49,590.15

10. Reports: Mayor and Council Reports/Committee Updates

11. Adjourn to 6:00 pm on Monday, January 28, 2019, for a Special Budget Work Session at the Council Chambers.

The agenda was posted on the official bulletin boards and email on January 17, 2019, in compliance with the requirements of the open meetings law.

**Council Packet Memo
January 17, 2019**

4. FY18 AUDIT

A. Approve the Independent Auditor's Report for Fiscal Year (FY) ending 2018:

Rick Atterbury from Martens & Company will attend the Council meeting to explain the rationale of including the blended component units; the Windsor Heights Foundation and Fire Fighter's Association in the audit. Mr. Atterbury told staff they already filed the audit with the state. Staff enclosed the requested research.

5. LOCAL OPTIONS SALES AND SERVICE TAX (LOSST)

The infographic document and frequently asked questions on Local Options Tax was provided to the WH Chamber of Commerce and DSM Partnership for distribution. It is also posted on the front page of the city's website. Please be sure to share the information with your neighbors, colleagues, friends and family members. Mayor Burgess is the guest speaker for the Chamber's Lunch and Learn on January 30th at the Puerto Rican Restaurant. Also, the Chamber said they will be including articles in the January and February Windsor Heights Living magazines and Executive Director Michael Libbie is doing a presentation during the January 21st and February 18th Regular City Council Meetings. Additionally, the Chamber President relayed that the Board approved sending out a direct mail piece in the next month.

8. OLD BUSINESS

A. Approval of Change Order No. 6 to Grimes Asphalt & Paving Corporation for the 2018 HMA Resurfacing Project increasing their contract \$69,213.87: Grimes Asphalt & Paving submitted the attached change order, which increases the contract \$69,213.87 to cover the added overlay. This change order finalizes the total contract amount for the project. Staff and BMI recommend approval.

B. Approve Third and Final Reading to an Ordinance Amending Chapter 185 of the Code pertaining to the Flood Plain: Attached you shall find a redlined version of the proposed Chapter 185 and the amendments to Chapter 169 to remove the floodplain sections. The Planning and Zoning Commission approved the amendments and maps on November 28th. Staff and the Planning and Zoning Commission recommend approval.

C. Approve Second Reading to an Ordinance Amending Chapters 97 and 100 of the City Code of Ordinances, regarding FOG and Industrial Sewer Waste:

Attached you shall a WRA Staff Report, WRA proposed redlined changes to Chapter 97, and a draft of changes to Chapter 100. Staff recommends approving second reading.

D. Approve Second Reading to an Ordinance Designating an Urban Revitalization Area: Attached is a copy of the ordinance approving the Urban Revitalization Area and Map. Staff and the Council Development Committee recommend approving second reading.

9. NEW BUSINESS:

A. Approve Service Agreement with MNM Concrete for the Community Event Center ramp improvements in the amount of \$12,486: Attached you shall find a prepared action form, which includes history, options, and a staff recommendation. Staff recommends approving the service contract with MNM Concrete for the CEC ramp improvements in the amount of \$12,486.

B. Approve of Fireworks Agreement with J&M Displays for the 4th of July in the amount of \$7,000.00: Attached you shall find a prepared action form, which includes history, options, and a staff recommendation. Staff recommends approving the Fireworks Agreement with J&M Display in the amount of \$7,000.00.

C. Approve Purchase of a 2019 Police Interceptor AWD Patrol Vehicle from for the Police Department in the amount of \$49,590.15: Attached you shall find a prepared action form, which includes history, options, and a staff recommendation. Staff recommends approving the purchase of a police interceptor from in the amount of \$49,590.15.

Resolution No. 18-1250

**A RESOLUTION APPROVING THE INDEPENDENT AUDITOR'S FINAL
REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018**

WHEREAS, the City of Windsor Heights is an incorporated City in Polk County, Iowa;
and

WHEREAS, the City of Windsor Heights has entered into an agreement for audit
services with Martens & Company, CPA, LLP; and

WHEREAS, Martens & Company, CPA, LLP, has audited the fiscal year 2018, financial
statements of the City's governmental and business type activities; and

WHEREAS, Martens & Company, CPA, LLP, has prepared the final fiscal year 2018,
report now on file at City Hall; and

WHEREAS, representatives of Martens & Company, CPA, LLP, presented their
findings to the Mayor and Council at the December 17, 2018, Council meeting.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City
of Windsor Heights, Iowa, on this 21st day of January, 2019, that the Independent Auditor's
Report of Basic Financial Statements and Supplementary Information Schedule of Findings are
hereby approved.

Passed and approved this 21st day of January, 2019.

David Burgess, Mayor

Attest: _____
Travis Cooke, City Clerk



January 17, 2019

RE: Fiscal Year Ending 2018 Audit Research

Mayor Burgess and Windsor Heights City Council Members,

On December 17, 2018 and January 7, 2019, Council requested a clear understanding of the Government Audit Standards Board No. 14 ruling on component units.

The memo from Marv Berger of Martens and Company dated December 20, 2018, did not provide a definitive answer as to why the Windsor Heights Foundation and the Fire Fighter's Association were included in the report.

Council requested to know if other cities in the metropolitan area have component units included and if so, which ones:

City	Audit Ending	Provided By	Component Units
Ankeny	2017	Clifton, Larson, Allen LLP	1. Library Foundation 2. Sports Complex Foundation 3. Ankeny Community Foundation
Bondurant	2017	Faller, Kincheloe & Co.	1. Bondurant Fire-Rescue Assn. 2. Bondurant Community Library Fdn
Clive	2017	Denman and Co.	None
Des Moines	2017	RSM US, LLP	1. DSM Airport 2. DSM Library Foundation
Grimes	2017	State of Iowa	1. Grimes Fire and Rescue Assn.
Indianola	2017	Shull, Schrum, McClafin & Co.	1. Indianola Municipal Utilities
Johnston	2017	RSM US, LLP	None
Mitchellville	2018	Martens & Company	None
Pleasant Hill	2018	Denman and Co.	None
Polk City	2017	Faller, Kincheloe & Co.	1. Polk City Firefighters Association 2. Friends of the Community Library 3. Polk City Police Officers Assn.
Urbandale	2018	Eide Billy, LLP	1. Water Utility
Waukee	2018	Denman and Co.	1. Waukee Public Library Foundation
West Des Moines	2018	Eide Billy, LLP	None

Source: Iowa Auditor of State

Rick Atterbury of Martens & Company will be in attendance on Monday, January 21, 2019, to answer questions of the Council and public.

If you have questions ahead of Monday evening, staff can add them and make them available to the Council and public in short order.

Sincerely,



Elizabeth A. Hansen
City Administrator

Enc.

**MARTENS & COMPANY, CPA, LLP**

CERTIFIED PUBLIC ACCOUNTANTS
4949 Pleasant Street, Suite 104
West Des Moines, Iowa 50266

(515)-223-4841
FAX: (515)-223-0851

December 20, 2018

To the Honorable Mayor and
Members of the City Council:

In response to the request at the audit presentation, I am pleased to submit the following thoughts on "component units".

A component unit is a legally separate organization for which the primary government is accountable or closely related. A component unit may be a governmental organization (except for a primary government), a non-profit corporation, or a for-profit corporation. Requirements for inclusion in the financial reporting entity are set forth in GASBS No. 14.

Control over the component unit is only one of many factors to be considered in determining inclusion in the City report. Some of the other factors to consider are as follows:

1. Does the component unit have separate corporate powers - is it legally separate from the City?
2. Does the City hold the corporate powers of the component unit?
3. Does the City appoint a voting majority of the component unit?
4. Can the City impose its will on the component unit by significantly influencing the program, project, activities, or level or service?
5. Is the component unit fiscally dependent on the City?
6. Does a financial benefit or burden exist?
7. Is the component unit for the purpose of enhancing delivery of City services?
8. Should the component unit be included because of the nature and significance of its relationship with the City?
9. Would the exclusion of the component unit render the financial statements misleading?
10. Does the component unit provide services entirely, or almost entirely, to the City or otherwise exclusively, or almost exclusively, benefit the City even though it does not provide services directly to it?

To the Honorable Mayor and
Members of the City Council:
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By answering yes to any of the above, the component unit should be included in the financial reporting of the City.

The Windsor Heights Foundation serves the City by making grants to the City, and funding City celebrations; Music in the Park, dog park, etc. It is therefore a component unit.

The Windsor Heights Firefighters conduct fund raisers for the benefit of the Fire Department. It is also a component unit.

Please let me know if you have any further questions on the component units. I feel the both of these component units rightfully belong on the report.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Berger", with a long horizontal flourish extending to the right.

Marvin D. Berger, CPA

MDB:lr

**City of Windsor Heights Regular Business Meeting Minutes
Monday, January 7, 2019 - 6:00 PM. Council Chambers**

1. Call to Order: Mayor Burgess called the meeting to order at 6:00 PM.
Council members present: Michael Loffredo, Mike Jones, Joseph Jones, Threase Harms, and Zachary Bales-Henry (via teleconference).
Staff present: City Administrator Elizabeth Hansen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Deputy Clerk/Communications Specialist Jessica Vogel, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, and City Engineer Justin Ernst.
Guests present: Katie Waters, Bureau Chief and Christine Burkett, Finance Officer - Recovery Division, Iowa Department of Homeland Security and Emergency Management.
2. Approval of the Agenda: Motion by Loffredo to approve the agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.
3. Presentation on Local Option Sales and Service Tax – Council Communication Committee: Mayor Burgess gave information on the Local Option Sales and Service Tax referendum.
4. Presentation on Public Safety Analysis by Public Safety Director/Chief of Police Chad McCluskey: Chief McCluskey presented a summary of the Public Safety Department Analysis and took questions from the council.
5. Public Hearing (s):
 - A. Urban Revitalization Plan
 - i. Public Hearing on Proposed 2018 Windsor Heights Urban Revitalization Area: Motion by Joseph Jones to open the public hearing on Proposed 2018 Windsor Heights Urban Revitalization Area at 6:33 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote. Administrator Hanson gave a summary of the program. No public comments written or oral. Motion by Harms to close the public hearing at 6:36 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
 - ii. Resolution No.19-0102, A Resolution Stating the Intentions of the City Council with Regard to the Designation of the 2018 Windsor Heights Urban Revitalization Area and the Proposed Plan Therefor: Motion by Harms to approve Resolution No. 19-0102, A Resolution Stating the Intentions of the City Council with Regard to the Designation of the 2018 Windsor Heights Urban Revitalization Area and the Proposed Plan Therefor. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
 - iii. Approve First Reading to Ordinance No.19-01 Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area: Motion by Joseph Jones to Approve First Reading to Ordinance No.19-01 Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area. Seconded by Harms. Motion passed unanimously on a roll call vote.
 - B. Capital Improvement Plan Fiscal Year 2019/2020 Budget
 - i. Public Hearing: Motion by Mike Jones to open the public hearing on the Capital Improvement Plan Fiscal Year 2019/2020 Budget at 6:37 PM. Seconded by Loffredo. Comments: Administrator Hanson gave an overview of the CIP and took questions from the council. Motion by Loffredo to close the public hearing at 6:46 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
 - ii. Resolution No.19-0103, A Resolution Adopting the Fiscal Year 2019/2020 Capital Improvement Plan: Motion by Mike Jones to approve Resolution No.19-0103, A Resolution Adopting the Fiscal Year 2019/2020 Capital Improvement Plan. Seconded by Joseph Jones. Comments: Mike Jones gave an overview of the Council Budget Committee's CIP process. Loffredo wants more transparency in the CIP process and budget process going forward. Council and staff came to a consensus to provide minutes of committee minutes going forward. Ernst gave information on how the project estimates are created. Harms stated that she is not in favor of the resolution because the process has lacked transparency and leadership from the mayor, council members and city staff. Roll call vote: Loffredo – aye, Bales-Henry – nay, Harms – nay, Joseph Jones – aye, and Mike Jones - aye. Motion passed 3-2.
 - C. Fat, Oil and Grease and Industrial Sewer Waste Ordinance Chapters 97 and Chapter 100

- i. Public Hearing: Motion by Loffredo to open the public hearing at 7:25 PM. Seconded by Mike Jones. No public comments written or oral. Motion by Harms to close the public hearing at 7:26 PM. Motion passed unanimously on a roll call vote.
 - ii. Approve First Reading to Ordinance No. 19-02, Amending Chapters 97 and 100: Motion by Mike Jones to Approve First Reading to Ordinance No. 19-02, Amending Chapters 97 and 100. Seconded by Harms. Motion passed unanimously on a roll call vote.
6. 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.
 Darren Skeries, 1441 64th St. – Thanked city staff for cleaning up the litter on University. Comments on the history of the radio system as related to the public safety analysis presented earlier in the meeting. Wants more lead time on packet information.
 Lauren Campbell, 1004 63rd St. – Windsor Wonderland was a successful event. Planning for 4th of July parade. Council committees need to update the rest of the council so everyone on council can answer questions.
 John Thompson, 6300 School St. #222 – opposed to spending city money on the Bravo Gala and the use of credit cards.
7. Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on December 17, 2018 and Special Council Meeting on January 2, 2019
 - B. Approve Financial Reports for Months of November 2019
 - C. Approve Payment of Cash Disbursements
 - D. Approve Resolution No.19-0104, A Resolution Appointing Member and Alternate Member to the Polk County Emergency Management Commission
 - E. Approve Resolution No.19-0105, A Resolution Appointing Member and Alternate Member to the Metro Waste Authority
 Motion by Mike Jones to approve the consent agenda. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
8. Old Business:
 - A. Update from Bolton & Menk on Project Punch lists: Justin Ernst updated the council on project punch list items.
 - B. Approve Resolution No.18-1250, A Resolution approving the independent auditor's report for fiscal year ending 2018: Council was unable to come to a consensus on the resolution due to questions on component units in the audit including the Fireman's Association and the Windsor Heights Foundation. The resolution will be considered at a later meeting.
 - C. Approve Second Reading to Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances: Motion by Harms to Approve Second Reading to Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
 - D. Discussion and Appropriate Follow Up on Proposed Amendments to the Koester Development Agreement: Phillip Vlieger presented updates to the Koester project to the council. After due consideration the council came to the consensus to consider the item at a future council meeting.
 - i. Approve Resolution No.18-1253, A Resolution Approving Agreement for Private Development with M TOWN, LLC, Authorizing Annual Appropriation Tax Increment Economic Development Grants thereunder: Item tabled to a future meeting date.
9. New Business:
 - A. Approval of Three (3) Mobile Data Terminals from Keltek in the amount of \$19,771.16 for the Fire Department: Motion by Loffredo to approve the purchase of Three (3) Mobile Data Terminals from Keltek in the amount of \$19,771.16 for the Fire Department. Seconded by Harms. Motion passed unanimously on a roll call vote.
 - B. Discussion and Appropriate Follow up on amendments to the Purchasing Policy: Motion by Loffredo to approve the amendments to the Purchasing Policy. Seconded by Harms. Motion passed unanimously on a roll call vote.
10. Reports: Mayor/Council, Committee, Commission updates
 Loffredo: Wants to see welcome packets ready for the next council meeting.

Mike Jones: Questions about the possibility of a development coming to the Hurd property at 63rd and Hickman. Is public works fully staffed for snow removal.

11. Adjourn to 6:00 pm on Monday, January 21, 2019, for a Regular Council Meeting at the Council Chambers: Motion by Harms to adjourn the meeting at 8:26 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

ATTEST: _____
Travis Cooke, City Clerk

David Burgess, Mayor

BANK CASH REPORT

2018

BANK NAME FUND GL NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
BANK ONE						
BANK ONE						9,538,273.32
001 CASH - GENERAL	4,208,447.02	249,640.64	308,263.41	4,149,824.25		
001 RESERVE CASH - COMM CENTER	42,702.58	708.37	0.00	43,410.95	117,821.60	
110 CASH - RUT	643,002.45	61,048.02	76,726.82	627,323.65	44,672.86	
112 CASH - EMP BENEFIT FUND	786,762.51	27,080.67	72,650.95	741,192.23	497.25	
113 CASH - POLICE PENSION	17,586.26-	0.00	1,036.76	18,623.02-	1,036.76	
114 CASH - POLICE TRUST	6,042.50-	0.00	0.00	6,042.50-	22.00	
115 CASH - POLICE PREFORFEIT	1,602.32-	0.00	0.00	1,602.32-		
119 CASH - EMERGENCY FUND	1,660.26	0.00	0.00	1,660.26		
125 CASH - TIF	1,925,586.14	35,158.46	0.00	1,960,744.60		
145 CASH - URBAN RENEWAL ADVANCE	30,474.33-	0.00	3,250.00	33,724.33-		
175 CASH - PROPRIETARY ATE REVENUE	264.70	0.00	0.00	264.70		
200 CASH - DEBT SERVICE	810,585.18	18,559.15	99,552.50	729,591.83		
300 CASH - CAPITAL IMP	0.00	0.00	0.00	0.00		
INVALID GL ACCT NUMBER	0.00	0.00	0.00	0.00		
302 CASH - 73RD STREET BRIDGE	0.00	0.00	0.00	0.00		
303 CASH - COLBY PARK	37,979.05	0.00	0.00	37,979.05		
304 CASH - CAPITAL PROJECT	0.00	0.00	0.00	0.00		
305 CASH - 73RD ST RESURFACING	0.00	0.00	0.00	0.00		
306 CASH - HICKMAN ROAD PROJECT	0.23-	0.00	0.00	0.23-		
307 CASH - TIF PORTION	0.00	0.00	0.00	0.00		
308 CASH - 73RD HICKMAN	0.00	0.00	0.00	0.00		
309 CASH - 2014 A STREET PROJECT	510,207.46	0.00	0.00	510,207.46		
310 CASH - CITY HALL/PUBLIC SAFETY	0.00	0.00	0.00	0.00		
311 CASH - TRAIL CONNECTION	0.00	0.00	0.00	0.00		
312 63/HICKMAN STREETScape CASH	0.17	0.00	0.00	0.17		
313 CASH-2017/18 STREET PROJECTS	219,395.78-	0.00	11,871.50	231,267.28-	11,871.50	
314 CASH-UNIVERSITY AVE REDESIGN	251,215.79-	0.00	44,164.00	295,379.79-	44,164.00	
315 CASH-2018 HMA PROJ	134,394.22	0.00	0.00	134,394.22		
316 CASH-2018 PCC PATCHING PROJ	179,095.03	0.00	39,271.10	139,823.93		
317 CASH	0.00	0.00	0.00	0.00		
400 RESERVES - POLICE	29,149.09	0.00	0.00	29,149.09		
400 RESERVES - FIRE	46,294.02	0.00	0.00	46,294.02		
400 RESERVES - AMBULANCE	0.00	0.00	0.00	0.00		
400 RESERVES - STREETS	48,468.34	0.00	0.00	48,468.34		
400 RESERVES - SNOW	0.00	0.00	0.00	0.00		
400 RESERVES - PARKS	0.00	0.00	0.00	0.00		
400 RESERVES - COMMUNITY CENTER	20,000.00	0.00	0.00	20,000.00		
400 RESERVES - IT DEPARTMENT	20,000.00	0.00	0.00	20,000.00		
401 CASH	0.00	0.00	0.00	0.00		
600 CASH - WATER	103,254.44-	0.00	0.00	103,254.44-		
610 CASH - SEWER	22,295.07	176.23	2,511.21	19,960.09	1,346.31	
670 CASH - LANDFILL/GARBAGE	337,247.67	26,632.59	45,106.58	318,773.68	22,145.55	
740 CASH - STORM WATER	586,634.31	29,634.17	21,948.05	594,320.43	17,144.97	
810 CASH - REVOLVING FUND	261,026.01-	0.00	591.14	261,617.15-	591.14	
DEPOSITS					55,087.49-	
BANK ONE TOTALS	9,500,177.61	448,638.30	726,944.02	9,221,871.89	316,401.43	9,538,273.32

BANK CASH REPORT

2018

BANK NAME FUND GL NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
BANK 2 - PAYROLL						
BANK BANK 2 - PAYROLL						1,107.72
001 CASH - PR - GENERAL	890.72	0.00	0.00	890.72	217.00	
110 CASH - PR - RUT	0.00	0.00	0.00	0.00		
112 CASH - PR - EMP BEN FUND	0.00	0.00	0.00	0.00		
113 CASH - PR - POLICE PENSION	0.00	0.00	0.00	0.00		
610 CASH - PR - SEWER	0.00	0.00	0.00	0.00		
740 CASH - PR - STORM WATER	0.00	0.00	0.00	0.00		
BANK 2 - PAYROLL TOTALS	890.72	0.00	0.00	890.72	217.00	1,107.72
BANK 3-POLICE PENSION						
BANK BANK 3-POLICE PENSION						45,797.78
113 SAVINGS - 680-2292 - POLICE	45,776.40	21.38	0.00	45,797.78		
BANK 3-POLICE PENSION TOTALS	45,776.40	21.38	0.00	45,797.78	0.00	45,797.78
BANK 4-HEALTH FUND						
BANK BANK 4-HEALTH FUND						101,831.22
112 SAVINGS - EMP BENEFIT 689-6237	93,886.59	7,944.63	0.00	101,831.22		
BANK 4-HEALTH FUND TOTALS	93,886.59	7,944.63	0.00	101,831.22	0.00	101,831.22
BANK 5-CITY SAVINGS						
BANK BANK 5-CITY SAVINGS						254,094.27
001 SAVINGS - 680-5592 - GENERAL	253,975.63	118.64	0.00	254,094.27		
BANK 5-CITY SAVINGS TOTALS	253,975.63	118.64	0.00	254,094.27	0.00	254,094.27
BANK 6-KWHB						
BANK BANK 6-KWHB						3,134.51
001 SAVINGS - KWHB	3,133.05	1.46	0.00	3,134.51		
BANK 6-KWHB TOTALS	3,133.05	1.46	0.00	3,134.51	0.00	3,134.51
BANK 7-POLICE TRUST						
BANK BANK 7-POLICE TRUST						21,344.92
114 SAVINGS - POLICE TRUST	21,344.92	0.00	0.00	21,344.92		
BANK 7-POLICE TRUST TOTALS	21,344.92	0.00	0.00	21,344.92	0.00	21,344.92
BANK 8-POL PREF/DEA						
BANK BANK 8-POL PREF/DEA						1,141.74
115 SAVINGS - PREF/DEA	1,141.20	0.54	0.00	1,141.74		
BANK 8-POL PREF/DEA TOTALS	1,141.20	0.54	0.00	1,141.74	0.00	1,141.74

BANK CASH REPORT

2018

BANK FUND	BANK NAME GL NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
	IPAIT						

BANK	IPAIT						511,168.21
001	IPAIT - GENERAL	510,344.22	823.99	0.00	511,168.21		
	-----		-----	-----	-----	-----	-----
	IPAIT TOTALS	510,344.22	823.99	0.00	511,168.21	0.00	511,168.21
=====							
	TOTAL OF ALL BANKS	10,430,670.34	457,548.94	726,944.02	10,161,275.26	316,618.43	10,477,893.69
=====							

BALANCE SHEET

CALENDAR 12/2018, FISCAL 6/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	58,622.77-	4,149,824.25
110-000-1110	CASH - RUT	15,678.80-	627,323.65
112-000-1110	CASH - EMP BENEFIT FUND	45,570.28-	741,192.23
113-000-1110	CASH - POLICE PENSION	1,036.76-	18,623.02-
114-000-1110	CASH - POLICE TRUST	.00	6,042.50-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	1,660.26
125-000-1110	CASH - TIF	35,158.46	1,960,744.60
145-000-1110	CASH - URBAN RENEWAL ADVANCE	3,250.00-	33,724.33-
175-000-1110	CASH - PROPRIETARY ATE REVENUE	.00	264.70
200-000-1110	CASH - DEBT SERVICE	80,993.35-	729,591.83
300-000-1110	CASH - CAPITAL IMP	.00	.00
302-000-1110	CASH - 73RD STREET BRIDGE	.00	.00
303-000-1110	CASH - COLBY PARK	.00	37,979.05
304-000-1110	CASH - CAPITAL PROJECT	.00	.00
305-000-1110	CASH - 73RD ST RESURFACING	.00	.00
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.23-
307-000-1110	CASH - TIF PORTION	.00	.00
308-000-1110	CASH - 73RD HICKMAN	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	510,207.46
309-750-1110	CASH	.00	.00
310-000-1110	CASH - CITY HALL/PUBLIC SAFETY	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	63/HICKMAN STREETSCAPE CASH	.00	.17
313-000-1110	CASH-2017/18 STREET PROJECTS	11,871.50-	231,267.28-
314-000-1110	CASH-UNIVERSITY AVE REDESIGN	44,164.00-	295,379.79-
315-000-1110	CASH-2018 HMA PROJ	.00	134,394.22
316-000-1110	CASH-2018 PCC PATCHING PROJ	39,271.10-	139,823.93
317-000-1110	CASH	.00	.00
400-000-1110	CASH - CAPITAL EQUIPMENT FUND	.00	.00
401-000-1110	CASH	.00	.00
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	2,334.98-	19,960.09
670-000-1110	CASH - LANDFILL/GARBAGE	18,473.99-	318,773.68
740-000-1110	CASH - STORM WATER	7,686.12	594,320.43
810-000-1110	CASH - REVOLVING FUND	591.14-	261,617.15-
	CASH TOTAL	279,014.09-	9,014,549.49
001-000-1111	CASH - PR - GENERAL	.00	890.72
110-000-1111	CASH - PR - RUT	.00	.00
112-000-1111	CASH - PR - EMP BEN FUND	.00	.00
113-000-1111	CASH - PR - POLICE PENSION	.00	.00
610-000-1111	CASH - PR - SEWER	.00	.00
740-000-1111	CASH - PR - STORM WATER	.00	.00
	CASH - PAYROLL TOTAL	.00	890.72
001-000-1115	RESERVE CASH - COMM CENTER	708.37	43,410.95

BALANCE SHEET
CALENDAR 12/2018, FISCAL 6/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	708.37	43,410.95
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	823.99	511,168.21
0010001150	IPAIT - GENERAL	.00	.00
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	.00
306-000-1150	IPAIT - HICKMAN	.00	.00
	IPAIT TOTAL	823.99	511,168.21
001-000-1160	SAVINGS - 680-5592 - GENERAL	118.64	254,094.27
001-000-1161	SAVINGS - KWHB	1.46	3,134.51
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	7,944.63	101,831.22
113-000-1160	SAVINGS - 680-2292 - POLICE	21.38	45,797.78
114-000-1160	SAVINGS - POLICE TRUST	.00	21,344.92
115-000-1160	SAVINGS - PREF/DEA	.54	1,141.74
	SAVINGS TOTAL	8,086.65	427,344.44
001-000-1170	CD 082009 - KWHB	.00	11,539.60
113-000-1170	CD 051509 - POLICE PENSION	.00	.00
113-000-1171	CD 060209 - POLICE PENSION	.00	.00
600-000-1170	CD 12062707- WATER	.00	102,257.54
810-000-1170	CD 050109 - REVOLVING FUND	.00	100,000.00
	CD'S TOTAL	.00	213,797.14
400-000-1180	RESERVES - POLICE	.00	29,149.09
	RESERVES TOTAL	.00	29,149.09
400-000-1181	RESERVES - FIRE	.00	46,294.02
	RESERVES TOTAL	.00	46,294.02
400-000-1182	RESERVES - AMBULANCE	.00	.00
	RESERVES TOTAL	.00	.00
400-000-1183	RESERVES - STREETS	.00	48,468.34

BALANCE SHEET
CALENDAR 12/2018, FISCAL 6/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVES TOTAL	.00	48,468.34
400-000-1184	RESERVES - SNOW	.00	.00
	RESERVES TOTAL	.00	.00
400-000-1185	RESERVES - PARKS	.00	.00
	RESERVES TOTAL	.00	.00
400-000-1186	RESERVES - COMMUNITY CENTER	.00	20,000.00
	RESERVES TOTAL	.00	20,000.00
400-000-1187	RESERVES - IT DEPARTMENT	.00	20,000.00
	RESERVES TOTAL	.00	20,000.00
	TOTAL CASH	269,395.08	10,376,072.40

REVENUE REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-110-4400	GRANTS	13,000.00	2,240.78	11,642.38	89.56	1,357.62
001-110-4500	MISC CHARGES FOR SERVICE	10,500.00	315.00	1,332.00	12.69	9,168.00
001-110-4700	DONATIONS K9 PROGRAM	1,000.00	.00	.00	.00	1,000.00
001-110-4715	REFUNDS/REIMBURSEMENTS	6,000.00	.00	5,420.38	90.34	579.62
001-110-4765	FINES & FEES	90,000.00	4,877.52	36,337.07	40.37	53,662.93
001-110-4770	ATE FINES	300,000.00	122,456.60	925,614.98	308.54	625,614.98-
	POLICE TOTAL	420,500.00	129,889.90	980,346.81	233.14	559,846.81-
001-130-4014	PROP TAXES-EMERGENCY MANA	.00	.00	.00	.00	.00
001-130-4441	FEMA Reimbursement	.00	.00	.00	.00	.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
001-150-4190	FIRE PERMITS	.00	.00	.00	.00	.00
001-150-4400	GRANTS	.00	.00	.00	.00	.00
001-150-4500	FIRE SERVICE CHARGES	500.00	.00	.00	.00	500.00
001-150-4577	HAZMAT FEES	1,000.00	.00	325.33	32.53	674.67
001-150-4578	COMMERCIAL INSP FEE	.00	.00	.00	.00	.00
001-150-4579	RENTAL INSP FEE	25,000.00	5,000.00	10,490.00	41.96	14,510.00
001-150-4700	DONATIONS FD DOG	.00	.00	.00	.00	.00
	FIRE TOTAL	26,500.00	5,000.00	10,815.33	40.81	15,684.67
001-160-4500	AMBULANCE CHARGES	80,000.00	7,625.76	44,511.89	55.64	35,488.11
	AMBULANCE TOTAL	80,000.00	7,625.76	44,511.89	55.64	35,488.11
001-170-4122	BUILDING PERMITS	60,000.00	3,185.00	18,066.01	30.11	41,933.99
001-170-4715	REFUNDS/REBATES	.00	.00	.00	.00	.00
001-170-4765	FINES/FEES	.00	.00	.00	.00	.00
	BUILDING INSPECTIONS TOTAL	60,000.00	3,185.00	18,066.01	30.11	41,933.99
001-190-4180	PET LICENSES	5,000.00	60.00	425.00	8.50	4,575.00
001-190-4500	ANIMAL CONTROL	.00	.00	.00	.00	.00
	ANIMAL CONTROL TOTAL	5,000.00	60.00	425.00	8.50	4,575.00
001-210-4715	REFUNDS/REIMBURSEMENTS	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	.00	.00	.00
001-240-4715	REFUNDS/REIMB	.00	.00	.00	.00	.00

REVENUE REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	TRAFFIC CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
001-430-4450	IOWA GRANTS	.00	.00	5,000.00	.00	5,000.00-
001-430-4700	DONATIONS	500.00	1.00	4.00	.80	496.00
001-430-4715	REFUNDS/REIMB	.00	.00	.00	.00	.00
	PARKS TOTAL	500.00	1.00	5,004.00	1,000.80	4,504.00-
001-470-4700	DONATIONS	.00	.00	.00	.00	.00
001-470-4704	SPECIAL EVENTS	.00	.00	.00	.00	.00
001-470-4705	75TH DONATIONS	.00	.00	.00	.00	.00
001-470-4715	REFUNDS/REIMBURSEMENTS	.00	.00	.00	.00	.00
	SPECIAL EVENTS TOTAL	.00	.00	.00	.00	.00
001-480-4500	RECREATION CHARGES	140,000.00	7,083.70	68,323.56	48.80	71,676.44
	COMMUNITY CENTER TOTAL	140,000.00	7,083.70	68,323.56	48.80	71,676.44
001-610-4500	MISC CHARGES FOR SERVICE	.00	.00	.00	.00	.00
	MAYOR/COUNCIL TOTAL	.00	.00	.00	.00	.00
001-620-4400	GRANTS	.00	.00	.00	.00	.00
001-620-4715	REFUNDS/REIMBURSEMENTS	1,500.00	.00	31.84	2.12	1,468.16
	CLERK/TREASURER/ADM TOTAL	1,500.00	.00	31.84	2.12	1,468.16
001-910-4830	TRANSFER-IN	117,289.00	.00	1,036.76	.88	116,252.24
	TRANSFERS IN/OUT TOTAL	117,289.00	.00	1,036.76	.88	116,252.24
001-950-4000	PROPERTY TAXES	1,806,228.00	44,666.54	1,015,098.59	56.20	791,129.41
001-950-4001	PROP TAXES-CITY OWNED CIVIC CT	30,104.00	741.29	16,920.16	56.21	13,183.84
001-950-4013	PROP TAXES-INSURANCE	50,967.00	1,261.33	28,697.03	56.31	22,269.97
001-950-4014	PROP TAXES-EMERGENCY MANAGEMEN	8,906.00	217.63	5,005.72	56.21	3,900.28
001-950-4015	PROPERTY TAXES	.00	.00	.00	.00	.00
001-950-4029	PROP TAXES-SUPPORT PUBLIC LIBR	60,208.00	1,489.13	33,837.18	56.20	26,370.82
001-950-4060	PROP-UTILITY TAX REPLACE EXCIS	20,466.00	.00	.00	.00	20,466.00
001-950-4065	UTILITY FRANCHISE FEES	260,000.00	.00	137,618.19	52.93	122,381.81
001-950-4085	HOTEL/MOTEL TAX	25.00	.00	835.59	3,342.36	810.59-
001-950-4100	BEER/LIQUOR PERMITS	5,000.00	.00	2,554.69	51.09	2,445.31
001-950-4105	CIGARETTE PERMITS	600.00	.00	206.25	34.38	393.75
001-950-4110	BUILDING TRADES LICENSES	300.00	.00	.00	.00	300.00

REVENUE REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-950-4122	BUILDING PERMITS	.00	.00	.00	.00	.00
001-950-4165	SPECIAL BUSINESS PERMITS	.00	.00	.00	.00	.00
001-950-4300	INTEREST ON INVESTMENTS	3,500.00	1,571.26	7,816.19	223.32	4,316.19-
001-950-4400	GRANTS	.00	.00	1,635.44	.00	1,635.44-
001-950-4431	BANK FRANCHISE TAX	.00	.00	.00	.00	.00
001-950-4432	MONIES & CREDITS	.00	.00	.00	.00	.00
001-950-4433	STATE CONSOLIDATED PAYMENTS	.00	.00	.00	.00	.00
001-950-4435	PERSONAL PROPERTY TAX REPLACEM	.00	.00	.00	.00	.00
001-950-4436	MONIES & CREDITS-STATE (SEE PR	.00	.00	.00	.00	.00
001-950-4464	COMM/IND PROP TAX REPLACEMENT	70,711.00	.00	.00	.00	70,711.00
001-950-4500	CHARGES FOR SERVICE	.00	1,450.00	1,467.50	.00	1,467.50-
001-950-4577	HAZMAT FEES	.00	.00	.00	.00	.00
001-950-4578	COMMERCIAL INSP FEE	.00	.00	.00	.00	.00
001-950-4579	RENTAL INSP FEE	.00	.00	.00	.00	.00
001-950-4700	DONATIONS	.00	.00	.00	.00	.00
001-950-4704	KWHB EVENTS	.00	.00	71.25	.00	71.25-
001-950-4705	YOUTH COUNCIL	.00	.00	.00	.00	.00
001-950-4710	PAY IN LIEU OF TAXES NON FED	39,048.00	.00	.00	.00	39,048.00
001-950-4715	REFUNDS/REIMBURSEMENTS	5,000.00	420.52	2,687.54	53.75	2,312.46
001-950-4750	SALE OF MERCHANDISE	.00	.00	.00	.00	.00
001-950-4765	FINES & PENALTIES	1,000.00	205.00	817.00	81.70	183.00
001-950-4810	SALE OF CAPITAL ASSETS	.00	.00	.00	.00	.00
001-950-4820	BOND PROCEEDS	.00	.00	.00	.00	.00
001-950-4825	GENERAL FUND-BALANCE RESERVE	.00	.00	.00	.00	.00
	GENERAL REVENUES TOTAL	2,362,063.00	52,022.70	1,255,268.32	53.14	1,106,794.68
	GENERAL TOTAL	3,213,352.00	204,868.06	2,383,829.52	74.19	829,522.48
110-210-4400	GRANTS	.00	.00	.00	.00	.00
110-210-4430	ROAD USE TAX	590,490.00	55,165.80	270,074.99	45.74	320,415.01
110-210-4440	GRANTS	.00	.00	.00	.00	.00
110-210-4715	REFUNDS/REIMBURSEMENTS	.00	189.00	10,235.31	.00	10,235.31-
	ROADS, BRIDGES, SIDEWALKS TOTA	590,490.00	55,354.80	280,310.30	47.47	310,179.70
110-910-4830	TRANSFER-IN	5,873.00	.00	.00	.00	5,873.00
	TRANSFERS IN/OUT TOTAL	5,873.00	.00	.00	.00	5,873.00
	ROAD USE TAX TOTAL	596,363.00	55,354.80	280,310.30	47.00	316,052.70

REVENUE REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
112-620-4731	DEPOSITS-BONDS	.00	.00	.00	.00	.00
	CLERK/TREASURER/ADM TOTAL	.00	.00	.00	.00	.00
112-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
112-950-4000	PROPERTY TAXES	1,095,116.00	27,080.67	615,479.75	56.20	479,636.25
112-950-4060	PROP-UTILITY TAX REPLACE EXCIS	11,457.00	.00	.00	.00	11,457.00
112-950-4300	INTEREST ON INVESTMENTS	.00	.00	44.04	.00	44.04-
112-950-4464	COMM/IND PROP TAX REPLACEMENT	39,581.00	.00	.00	.00	39,581.00
112-950-4715	REFUNDS/REIMBURSEMENTS	44,000.00	7,944.63	27,684.26	62.92	16,315.74
112-950-4825	FUND BALANCE RESERVE	.00	.00	.00	.00	.00
112-950-4830	TRANSFER IN	.00	.00	.00	.00	.00
	GENERAL REVENUES TOTAL	1,190,154.00	35,025.30	643,208.05	54.04	546,945.95
	EMPLOYEE BENEFITS TOTAL	1,190,154.00	35,025.30	643,208.05	54.04	546,945.95
113-110-4000	PROPERTY TAXES	.00	.00	.00	.00	.00
113-110-4300	INTEREST ON INVESTMENTS	.00	21.38	121.92	.00	121.92-
113-110-4830	TRANSFER IN	.00	.00	.00	.00	.00
	POLICE TOTAL	.00	21.38	121.92	.00	121.92-
113-910-4830	TRANSFER IN	13,000.00	.00	.00	.00	13,000.00
	TRANSFERS IN/OUT TOTAL	13,000.00	.00	.00	.00	13,000.00
	POLICE PENSION TOTAL	13,000.00	21.38	121.92	.94	12,878.08
114-110-4300	INTEREST ON INVESTMENTS	.00	.00	.00	.00	.00
114-110-4571	POLICE SERVICES	5,000.00	.00	.00	.00	5,000.00
	POLICE TOTAL	5,000.00	.00	.00	.00	5,000.00
114-910-4830	TRANSFER IN	.00	.00	.00	.00	.00

REVENUE REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	POLICE TRUST TOTAL	5,000.00	.00	.00	.00	5,000.00
		=====	=====	=====	=====	=====
115-110-4300	INTEREST ON INVESTMENTS	.00	.54	3.04	.00	3.04-
115-110-4571	POLICE SERVICES	1,140.00	.00	.00	.00	1,140.00
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	POLICE TOTAL	1,140.00	.54	3.04	.27	1,136.96
115-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
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	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	POLICE PREFORFEITURE TOTAL	1,140.00	.54	3.04	.27	1,136.96
		=====	=====	=====	=====	=====
119-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
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	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
119-950-4000	PROPERTY TAXES	.00	.00	98.75	.00	98.75-
119-950-4464	COMM/IND PROP TAX REPLACEMENT	.00	.00	.00	.00	.00
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	GENERAL REVENUES TOTAL	.00	.00	98.75	.00	98.75-
		=====	=====	=====	=====	=====
	EMERGENCY FUND TOTAL	.00	.00	98.75	.00	98.75-
		=====	=====	=====	=====	=====
125-530-4400	GRANTS	.00	.00	.00	.00	.00
125-530-4820	BOND PROCEEDS	.00	.00	.00	.00	.00
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	HOUSING & URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
125-950-4300	INTEREST ON INVESTMENTS	.00	.00	.00	.00	.00
125-750-4500	CHARGES FOR SERVICE	.00	.00	.00	.00	.00
125-950-4500	CHARGES FOR SERVICE	.00	.00	.00	.00	.00
125-750-4800	SALE OF LAND	.00	.00	.00	.00	.00
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BUDGET REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-110-6010	SALARIES FULLTIME	995,762.00	74,067.87	453,437.03	45.54	542,324.97
001-110-6020	SALARIES-PARTTIME	12,140.00		100.00	.82	12,040.00
001-110-6040	SALARIES-OVERTIME	75,000.00	2,926.23	37,438.35	49.92	37,561.65
001-110-6050	FEES	150,000.00	56,524.00	318,713.72	212.48	168,713.72-
001-110-6061	SALARIES-LONGEVITY	6,400.00	397.02	2,583.89	40.37	3,816.11
001-110-6062	SALARIES-PTO PAY OUT	60,000.00	3,006.01	43,435.06	72.39	16,564.94
001-110-6120	DUES & MEMBERSHIPS	1,725.00	225.00	975.00	56.52	750.00
001-110-6180	ALLOWANCES	10,500.00	577.13	3,646.94	34.73	6,853.06
001-110-6230	TRAINING EXPENSE	15,500.00	250.00	7,087.74	45.73	8,412.26
001-110-6240	TRAVEL & CONFERENCE EXPENSE	5,000.00	1,226.18	3,183.58	63.67	1,816.42
001-110-6310	REPAIR - BUILDING	3,000.00	26.05	4,394.94	146.50	1,394.94-
001-110-6331	MOTOR VEHICLE OPERATIONS	23,000.00	2,353.67	13,539.86	58.87	9,460.14
001-110-6332	REPAIR - VEHICLES & EQUIPMENT	18,000.00	1,030.78	9,075.53	50.42	8,924.47
001-110-6371	UTILITIES	6,500.00	480.39	3,002.00	46.18	3,498.00
001-110-6373	COMMUNICATIONS	15,000.00	434.12	7,788.32	51.92	7,211.68
001-110-6408	GENERAL INSURANCE	49,800.00		12,932.02	25.97	36,867.98
001-110-6411	PROFESSIONAL FEES-LEGAL/MEDICA	50,000.00		43,917.55	87.84	6,082.45
001-110-6413	CONTRIBUTIONS & PAYMENTS AGENC	18,000.00		3,318.97	18.44	14,681.03
001-110-6414	PUBLICATIONS	2,000.00	85.44	304.94	15.25	1,695.06
001-110-6499	MISCELLANEOUS	2,000.00		1,470.55	73.53	529.45
001-110-6504	MINOR EQUIPMENT	5,000.00	497.76	2,704.76	54.10	2,295.24
001-110-6505	K9 EXPENSES	1,500.00	300.00	1,673.71	111.58	173.71-
001-110-6506	OFFICE SUPPLIES	5,500.00	621.15	2,114.18	38.44	3,385.82
001-110-6507	OPERATING SUPPLIES	12,000.00	1,198.42	8,300.36	69.17	3,699.64
001-110-6508	POSTAGE & SHIPPING	550.00		34.19	6.22	515.81
001-110-6721	FURNITURE & FIXTURES	1,000.00				1,000.00
	POLICE TOTAL	1,544,877.00	146,227.22	985,173.19	63.77	559,703.81
001-130-6413	CONTRIBUTIONS & PAYMENTS AGENC	9,000.00		6,440.00	71.56	2,560.00
001-130-6510	HAZ MAT SUPPLIES		344.85	444.75		444.75-
	EMERGENCY MANAGEMENT TOTAL	9,000.00	344.85	6,884.75	76.50	2,115.25
001-150-6010	SALARIES FULLTIME	134,365.00	20,572.00	110,471.29	82.22	23,893.71
001-150-6020	SALARIES-PARTTIME	100,000.00	20,046.63	88,520.48	88.52	11,479.52
001-150-6061	SALARIES-LONGEVITY	1,250.00	36.00	432.00	34.56	818.00
001-150-6180	ALLOWANCES	8,000.00		2,897.30	36.22	5,102.70
001-150-6210	DUES & MEMBERSHIPS	500.00		201.01	40.20	298.99
001-150-6230	TRAINING EXPENSE	8,000.00		1,146.00	14.33	6,854.00
001-150-6240	TRAVEL & CONFERENCE EXPENSE	500.00				500.00
001-150-6250	EDUCATION REIMBURSEMENTS		1,350.00	1,350.00		1,350.00-
001-150-6310	REPAIR - BUILDING	3,000.00	66.00	2,711.74	90.39	288.26
001-150-6331	MOTOR VEHICLE OPERATIONS	3,500.00	86.88	3,744.02	106.97	244.02-
001-150-6332	REPAIR - VEHICLES & EQUIPMENT	10,000.00	5.73	5,104.26	51.04	4,895.74
001-150-6334	VEHICLE-TESTING, ANNUAL CERT.	5,000.00		190.00	3.80	4,810.00
001-150-6371	UTILITIES	7,500.00	474.40	2,677.60	35.70	4,822.40
001-150-6373	COMMUNICATIONS	15,000.00		4,485.90	29.91	10,514.10
001-150-6408	GENERAL INSURANCE	32,600.00		12,378.45	37.97	20,221.55

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-150-6411	PROFESSIONAL FEES-LEGAL/MEDICA	20,500.00		1,048.80	5.12	19,451.20
001-150-6414	PUBLICATIONS		85.44	85.44		85.44-
001-150-6504	MINOR EQUIPMENT	1,000.00		590.75	59.08	409.25
001-150-6505	DOG EXPENSES	500.00		243.83	48.77	256.17
001-150-6506	OFFICE SUPPLIES	1,000.00	504.84	931.54	93.15	68.46
001-150-6507	OPERATING SUPPLIES	4,000.00	279.36	1,321.74	33.04	2,678.26
001-150-6508	POSTAGE & SHIPPING	200.00		18.64	9.32	181.36
001-150-6510	FIRE PREVENTION BUREAU SUPPLIE	1,500.00				1,500.00
001-150-6599	MISCELLANEOUS	250.00	230.46	719.76	287.90	469.76-
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	FIRE TOTAL	358,165.00	43,737.74	241,270.55	67.36	116,894.45
001-160-6010	WAGES - FULL TIME	134,365.00		2,828.03	2.10	131,536.97
001-160-6020	SALARIES-PARTTIME	14,000.00	1,650.00	2,478.00	17.70	11,522.00
001-160-6210	DUES & MEMBERSHIPS	200.00				200.00
001-160-6230	TRAINING EXPENSE	2,000.00		66.00	3.30	1,934.00
001-160-6331	MOTOR VEHICLE OPERATIONS	2,000.00		1,119.33	55.97	880.67
001-160-6332	REPAIR - VEHICLES & EQUIPMENT	1,500.00	591.33	3,948.42	263.23	2,448.42-
001-160-6350	REPAIR-EQUIPMENT	1,000.00		694.37	69.44	305.63
001-160-6373	AMBULANCE CELLULAR PHONE	1,000.00	105.82	499.75	49.98	500.25
001-160-6408	GENERAL INSURANCE	3,000.00		2,767.83	92.26	232.17
001-160-6413	CONTRIBUTIONS & PAYMENTS AGENC	6,000.00	313.14	2,111.98	35.20	3,888.02
001-160-6414	PUBLICATIONS	50.00				50.00
001-160-6498	MEDICAL SUPPLIES	7,000.00	489.17	3,395.61	48.51	3,604.39
001-160-6504	MINOR EQUIPMENT	500.00				500.00
001-160-6507	OPERATING SUPPLIES	2,000.00				2,000.00
001-160-6514	INFECT. DISEASE CONTROL SUPPLI	900.00		391.99	43.55	508.01
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	AMBULANCE TOTAL	175,515.00	3,149.46	20,301.31	11.57	155,213.69
001-170-6010	SALARIES FULLTIME	31,000.00	2,446.17	15,900.05	51.29	15,099.95
001-170-6180	ALLOWANCES	300.00		15.00	5.00	285.00
001-170-6210	DUES AND MEMBERSHIPS	500.00		50.00	10.00	450.00
001-170-6230	TRAINING EXPENSE	4,000.00		2,765.86	69.15	1,234.14
001-170-6373	TELEPHONE/COMMUNICATIONS	600.00				600.00
001-170-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	50,000.00	290.00	14,796.00	29.59	35,204.00
001-170-6499	MISCELLANEOUS	500.00		100.00	20.00	400.00
001-170-6507	OPERATING SUPPLIES	1,500.00	826.30	1,069.26	71.28	430.74
001-170-6727	OTHER CAPITAL EQUIPMENT	5,000.00				5,000.00
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	BUILDING INSPECTIONS TOTAL	93,400.00	3,562.47	34,696.17	37.15	58,703.83
001-190-6411	PROFESSIONAL FEES-LEGAL/MEDICA	100.00				100.00
001-190-6413	CONTRIBUTIONS & PAYMENTS AGENC	400.00		178.16	44.54	221.84
001-190-6507	OPERATING SUPPLIES	300.00	125.44	125.44	41.81	174.56
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	ANIMAL CONTROL TOTAL	800.00	125.44	303.60	37.95	496.40

BUDGET REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-230-6371	UTILITIES			83.13		83.13-
	STREET LIGHTING TOTAL	.00	.00	83.13	.00	83.13-
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	92,960.00		46,538.50	50.06	46,421.50
	LIBRARY TOTAL	92,960.00	.00	46,538.50	50.06	46,421.50
001-430-6010	SALARIES FULLTIME	56,450.00	2,822.05	38,950.68	69.00	17,499.32
001-430-6020	SALARIES-PARTTIME	5,000.00	229.90	1,090.10	21.80	3,909.90
001-430-6332	REPAIR - VEHICLES & EQUIPMENT	2,500.00	96.50	3,686.48	147.46	1,186.48-
001-430-6373	TELEPHONE/COMMUNICATIONS	380.00		78.26	20.59	301.74
001-430-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	10,750.00		1,232.25	11.46	9,517.75
001-430-6408	GENERAL INSURANCE	2,500.00		1,660.68	66.43	839.32
001-430-6499	MISCELLANEOUS	5,000.00		6,718.40	134.37	1,718.40-
001-430-6507	OPERATING SUPPLIES	4,200.00	147.65	7,331.09	174.55	3,131.09-
001-430-6511	BUILDING & GROUNDS OP/MAI	3,000.00	840.00	6,185.77	206.19	3,185.77-
001-430-6727	OTHER CAPITAL EQUIPMENT	51,236.00		11,168.58	21.80	40,067.42
001-430-6781	FACILITIES - OTHER-SIDEWALKS	10,000.00		1,563.19	15.63	8,436.81
	PARKS TOTAL	151,016.00	4,136.10	79,665.48	52.75	71,350.52
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	100.00	
001-460-6433	CULT SVCS-DSM SISTER CITY	200.00				200.00
	COMMUNITY CTR/ZOO/MARINA TOTA	3,200.00	.00	1,500.00	46.88	1,700.00
001-470-6499	MISCELLANEOUS			575.02		575.02-
	SPECIAL EVENTS TOTAL	.00	.00	575.02	.00	575.02-
001-480-6010	SALARIES FULLTIME	55,150.00	5,253.00	30,012.25	54.42	25,137.75
001-480-6020	SALARIES-PARTTIME	4,000.00	229.90	1,090.10	27.25	2,909.90
001-480-6230	TRAINING	500.00				500.00
001-480-6310	REPAIR - BUILDING	5,000.00	314.98	2,890.29	57.81	2,109.71
001-480-6332	REPAIR - VEHICLES & EQUIPMENT	3,500.00	158.22	601.32	17.18	2,898.68
001-480-6371	UTILITIES	15,000.00	939.12	7,851.03	52.34	7,148.97
001-480-6373	TELEPHONE/COMMUNICATIONS	380.00	52.29	287.14	75.56	92.86
001-480-6408	GENERAL INSURANCE	3,700.00		3,321.40	89.77	378.60
001-480-6507	OPERATING SUPPLIES	10,000.00	296.49	5,860.01	58.60	4,139.99

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-480-6511	BLDG & GROUNDS OPER AND MAINT	7,500.00	1,535.00	15,992.87	213.24	8,492.87-
001-480-6721	CAPITAL PROJECTS/REPAIRS		195.73	195.73		195.73-
	COMMUNITY CENTER TOTAL	104,730.00	8,974.73	68,102.14	65.03	36,627.86
001-530-6413	CONTRIBUTIONS/PAYMENTS-METROHE	27,512.00				27,512.00
	HOUSING & URBAN RENEWAL TOTAL	27,512.00	.00	.00	.00	27,512.00
001-610-6020	SALARIES-PARTTIME	28,500.00	5,582.00	13,300.00	46.67	15,200.00
001-610-6240	TRAVEL & CONFERENCE EXPENSE	10,000.00	600.00	1,010.00	10.10	8,990.00
001-610-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	3,000.00		17.03	.57	2,982.97
001-610-6408	GENERAL INSURANCE	3,000.00		2,861.58	95.39	138.42
001-610-6413	CONTRIBUTIONS & PAYMENTS AGENC			76.20		76.20-
001-610-6507	OPERATING SUPPLIES	2,500.00		54.52	2.18	2,445.48
	MAYOR/COUNCIL TOTAL	47,000.00	6,182.00	17,319.33	36.85	29,680.67
001-615-6010	WAGES - FULL TIME	8,454.00	568.48	3,695.12	43.71	4,758.88
001-615-6373	TELEPHONE/COMMUNICATIONS	18,000.00	1,535.91	9,265.23	51.47	8,734.77
001-615-6419	TECHNOLOGY SERVICES	12,000.00	441.00	3,314.50	27.62	8,685.50
001-615-6490	OTHER PROFESSIONAL SERV	6,000.00	312.95	2,380.25	39.67	3,619.75
001-615-6507	OPERATING SUPPLIES	2,000.00	46.50	3,490.84	174.54	1,490.84-
	IT DEPARTMENT TOTAL	46,454.00	2,904.84	22,145.94	47.67	24,308.06
001-620-6010	SALARIES FULLTIME	236,310.00	19,944.44	119,739.51	50.67	116,570.49
001-620-6020	SALARIES-PARTTIME	21,840.00	1,527.50	9,280.96	42.50	12,559.04
001-620-6210	DUES & MEMBERSHIPS	12,500.00	80.00	10,119.66	80.96	2,380.34
001-620-6230	TRAINING EXPENSE	5,000.00	175.00	1,103.34	22.07	3,896.66
001-620-6240	TRAVEL & CONFERENCE EXPENSE	8,000.00	1,551.05	7,832.44	97.91	167.56
001-620-6310	REPAIR - BUILDING	5,000.00	50.88	1,402.80	28.06	3,597.20
001-620-6332	REPAIR - VEHICLES & EQUIPMENT	5,000.00		3,697.76	73.96	1,302.24
001-620-6371	UTILITIES	4,000.00	256.57	1,407.41	35.19	2,592.59
001-620-6373	COMMUNICATIONS	7,000.00	482.98	2,651.50	37.88	4,348.50
001-620-6405	COURT & RECORDING FEES	7,000.00	250.19	3,846.10	54.94	3,153.90
001-620-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	80,000.00	5,534.00	34,660.25	43.33	45,339.75
001-620-6408	GENERAL INSURANCE	1,750.00		1,200.88	68.62	549.12
001-620-6414	PUBLICATIONS	30,000.00	2,505.19	8,657.17	28.86	21,342.83
001-620-6499	REFUNDS	400.00				400.00
001-620-6506	OFFICE SUPPLIES	5,000.00	348.77	2,816.38	56.33	2,183.62
001-620-6507	OPERATING SUPPLIES	4,000.00	295.02	3,009.17	75.23	990.83
001-620-6508	POSTAGE & SHIPPING	3,000.00	1,586.93	3,437.57	114.59	437.57-
001-620-6598	MISC EXP/BALANCING		2,915.00	58,000.50		58,000.50-
001-620-6725	OFFICE EQUIPMENT	1,500.00				1,500.00
	CLERK/TREASURER/ADM TOTAL	437,300.00	37,503.52	272,863.40	62.40	164,436.60

BUDGET REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-630-6413	ELECTIONS	4,000.00		500.00	12.50	3,500.00
	ELECTIONS TOTAL	4,000.00	.00	500.00	12.50	3,500.00
001-640-6411	PROFESSIONAL FEES-LEGAL/MEDICA	75,000.00	4,990.00	45,145.00	60.19	29,855.00
	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	4,990.00	45,145.00	60.19	29,855.00
001-910-6910	TRANSFER OUT	15,000.00				15,000.00
	TRANSFERS IN/OUT TOTAL	15,000.00	.00	.00	.00	15,000.00
	GENERAL TOTAL	3,188,929.00	261,838.37	1,843,067.51	57.80	1,345,861.49
110-210-6010	SALARIES FULLTIME	131,113.00	14,367.63	70,382.94	53.68	60,730.06
110-210-6020	SALARIES-PARTTIME	2,600.00	229.90	1,090.10	41.93	1,509.90
110-210-6061	SALARIES-LONGEVITY	7,350.00	372.00	2,724.00	37.06	4,626.00
110-210-6180	ALLOWANCES	2,300.00	236.36	1,538.60	66.90	761.40
110-210-6230	TRAINING EXPENSE	500.00		848.25	169.65	348.25-
110-210-6240	TRAVEL & CONFERENCE EXPENSE	1,000.00		45.00	4.50	955.00
110-210-6250	EDUCATION REIMBURSEMENTS			47.00		47.00-
110-210-6310	REPAIR - BUILDING	5,000.00	46,988.00	47,655.78	953.12	42,655.78-
110-210-6331	MOTOR VEHICLE OPERATIONS	8,000.00	297.99	1,296.61	16.21	6,703.39
110-210-6332	REPAIR - VEHICLES & EQUIPMENT	10,000.00		1,192.22	11.92	8,807.78
110-210-6371	UTILITIES	7,000.00	260.47	1,447.25	20.68	5,552.75
110-210-6373	COMMUNICATIONS	1,000.00	60.29	944.46	94.45	55.54
110-210-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	5,000.00	30.00	10,689.25	213.79	5,689.25-
110-210-6408	GENERAL INSURANCE	19,100.00		10,164.19	53.22	8,935.81
110-210-6411	PROFESSIONAL FEES-LEGAL/MEDICA	15,000.00		3,488.62	23.26	11,511.38
110-210-6417	STREET MAINTENANCE	55,000.00	365.00	8,106.26	14.74	46,893.74
110-210-6499	MISCELLANEOUS	9,000.00	335.05	5,346.40	59.40	3,653.60
110-210-6504	MINOR EQUIPMENT	1,500.00		259.79	17.32	1,240.21
110-210-6507	OPERATING SUPPLIES	11,000.00	194.00	1,624.75	14.77	9,375.25
110-210-6727	OTHER CAPITAL EQUIPMENT	60,000.00		6,951.00	11.59	53,049.00
110-210-6782	FACILITIES-ST RESURFACING	15,000.00				15,000.00
	ROADS, BRIDGES, SIDEWALKS TOTA	366,463.00	63,736.69	175,842.47	47.98	190,620.53
110-230-6371	UTILITIES	65,000.00	5,036.52	27,228.81	41.89	37,771.19
	STREET LIGHTING TOTAL	65,000.00	5,036.52	27,228.81	41.89	37,771.19
110-250-6010	SALARIES FULLTIME	77,650.00	2,260.39	6,755.56	8.70	70,894.44

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
110-250-6331	MOTOR VEHICLE OPERATIONS	1,500.00				1,500.00
110-250-6332	REPAIR - VEHICLES & EQUIPMENT	5,000.00		386.82	7.74	4,613.18
110-250-6408	GENERAL INSURANCE	3,700.00		2,767.83	74.81	932.17
110-250-6507	OPERATING SUPPLIES	40,000.00		31,771.58	79.43	8,228.42
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	SNOW REMOVAL TOTAL	127,850.00	2,260.39	41,681.79	32.60	86,168.21
110-910-6910	TRANSFER-OUT-TO GENERAL FUND	30,000.00				30,000.00
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	TRANSFERS IN/OUT TOTAL	30,000.00	.00	.00	.00	30,000.00
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	ROAD USE TAX TOTAL	589,313.00	71,033.60	244,753.07	41.53	344,559.93
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112-110-6110	FICA	87,084.00	5,924.17	39,722.28	45.61	47,361.72
112-110-6130	IPERS	108,243.00	8,567.32	56,385.16	52.09	51,857.84
112-110-6141	PENSION/RETENTION/RETIRED	13,000.00				13,000.00
112-110-6150	INSURANCE-TA	222,474.00	20,175.55	113,296.35	50.93	109,177.65
112-110-6160	WORKERS COMPENSATION-TA	55,880.00		61,402.70	109.88	5,522.70-
112-110-6170	UNEMPLOYMENT	510.00				510.00
112-110-6180	SELF FUND	30,500.00	3,720.37	5,045.13	16.54	25,454.87
112-110-6250	TUITION REIMBURSEMENT	6,300.00				6,300.00
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	POLICE TOTAL	523,991.00	38,387.41	275,851.62	52.64	248,139.38
112-150-6110	FICA	14,605.00	3,077.95	14,989.02	102.63	384.02-
112-150-6130	IPERS	18,968.00	3,111.12	18,266.98	96.30	701.02
112-150-6150	INSURANCE-TA	85,683.00	545.62	36,292.07	42.36	49,390.93
112-150-6160	WORKERS COMPENSATION-TA	84,795.00		86,720.21	102.27	1,925.21-
112-150-6170	UNEMPLOYMENT	453.00				453.00
112-150-6180	SELF FUND	10,000.00	2,000.00	2,205.05	22.05	7,794.95
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	FIRE TOTAL	214,504.00	8,734.69	158,473.33	73.88	56,030.67
112-160-6110	FICA	14,605.00	126.23	398.93	2.73	14,206.07
112-160-6130	IPERS	18,967.00	160.77	534.05	2.82	18,432.95
112-160-6250	TUITION REIMBURSEMENT	13,400.00		4,654.25	34.73	8,745.75
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	AMBULANCE TOTAL	46,972.00	287.00	5,587.23	11.89	41,384.77
112-170-6110	FICA	2,365.00	181.36	1,181.73	49.97	1,183.27
112-170-6130	IPERS	2,917.00	230.92	1,500.98	51.46	1,416.02
112-170-6150	INSURANCE	9,885.00	839.41	4,972.39	50.30	4,912.61
112-170-6170	UNEMPLOYMENT	25.00				25.00

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-170-6180	SELF FUND	1,000.00				1,000.00
	BUILDING INSPECTIONS TOTAL	16,192.00	1,251.69	7,655.10	47.28	8,536.90
112-210-6110	FICA	10,031.00	1,098.01	5,456.42	54.40	4,574.58
112-210-6130	IPERS	12,378.00	1,524.31	7,727.80	62.43	4,650.20
112-210-6150	INSURANCE	58,625.00	855.73	4,735.20	8.08	53,889.80
112-210-6160	WORKERS COMPENSATION	19,888.00		20,272.13	101.93	384.13-
112-210-6170	UNEMPLOYMENT	283.00		98.03	34.64	184.97
112-210-6180	SELF FUND	6,110.00		999.99	16.37	5,110.01
	ROADS, BRIDGES, SIDEWALKS TOTA	107,315.00	3,478.05	39,289.57	36.61	68,025.43
112-240-6130	IPERS	5,500.00	201.97	560.16	10.18	4,939.84
	TRAFFIC CONTROL & SAFETY TOTAL	5,500.00	201.97	560.16	10.18	4,939.84
112-250-6110	FICA	5,939.00	164.32	490.12	8.25	5,448.88
112-250-6130	IPERS	7,328.00				7,328.00
112-250-6150	INSURANCE	19,935.00	8,060.53	50,878.31	255.22	30,943.31-
112-250-6180	SELF FUND	2,370.00				2,370.00
	SNOW REMOVAL TOTAL	35,572.00	8,224.85	51,368.43	144.41	15,796.43-
112-430-6110	FICA	4,320.00	225.24	2,958.69	68.49	1,361.31
112-430-6130	IPERS	5,330.00	267.45	3,686.30	69.16	1,643.70
112-430-6150	INSURANCE	17,720.00	756.46	4,795.08	27.06	12,924.92
112-430-6180	SELF FUND	1,000.00				1,000.00
	PARKS TOTAL	28,370.00	1,249.15	11,440.07	40.32	16,929.93
112-480-6110	FICA	4,320.00	406.59	2,305.98	53.38	2,014.02
112-480-6130	IPERS	5,300.00	485.13	2,842.34	53.63	2,457.66
112-480-6150	INSURANCE	16,755.00	884.62	4,923.24	29.38	11,831.76
112-480-6180	SELF FUND	1,000.00		999.99	100.00	.01
	COMMUNITY CENTER TOTAL	27,375.00	1,776.34	11,071.55	40.44	16,303.45
112-610-6110	FICA	2,181.00	183.12	547.65	25.11	1,633.35
112-610-6130	IPERS	2,690.00	371.37	715.38	26.59	1,974.62
	MAYOR/COUNCIL TOTAL	4,871.00	554.49	1,263.03	25.93	3,607.97
112-615-6110	FICA	612.00	41.38	269.43	44.02	342.57

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-615-6130	IPERS	820.00	58.04	377.26	46.01	442.74
112-615-6150	GROUP INSURANCE			961.28		961.28-
	IT DEPARTMENT TOTAL	1,432.00	99.42	1,607.97	112.29	175.97-
112-620-6110	FICA	19,746.00	1,563.79	9,374.16	47.47	10,371.84
112-620-6130	IPERS	24,366.00	2,532.15	13,503.29	55.42	10,862.71
112-620-6150	INSURANCE-TA	59,435.00	4,213.75	23,130.95	38.92	36,304.05
112-620-6160	WORKERS COMPENSATION-TA	600.00		682.48	113.75	82.48-
112-620-6170	UNEMPLOYMENT & TPA	5,540.00	96.20	254.25	4.59	5,285.75
112-620-6180	SELF FUNDED	6,000.00				6,000.00
	CLERK/TREASURER/ADM TOTAL	115,687.00	8,405.89	46,945.13	40.58	68,741.87
112-699-6099	PAYROLL FINE/PENALTIES			426.45		426.45-
	OTHER GENERAL GOVERNMENT TOTA	.00	.00	426.45	.00	426.45-
112-910-6910	TRANSFER-OUT-TO GENERAL FUND	13,000.00				13,000.00
	TRANSFERS IN/OUT TOTAL	13,000.00	.00	.00	.00	13,000.00
	EMPLOYEE BENEFITS TOTAL	1,140,781.00	72,650.95	611,539.64	53.61	529,241.36
113-110-6141	PENSION/RETENTION	13,000.00	1,036.76	7,257.32	55.83	5,742.68
	POLICE TOTAL	13,000.00	1,036.76	7,257.32	55.83	5,742.68
113-910-6910	TRANSFER OUT			1,036.76		1,036.76-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,036.76	.00	1,036.76-
	POLICE PENSION TOTAL	13,000.00	1,036.76	8,294.08	63.80	4,705.92
114-110-6505	SPECIAL EQUIPMENT	10,000.00				10,000.00
	POLICE TOTAL	10,000.00	.00	.00	.00	10,000.00

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TRUST TOTAL	10,000.00	.00	.00	.00	10,000.00
115-110-6505	SPECIAL EQUIPMENT	1,140.00				1,140.00
	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	1,973,365.00				1,973,365.00
	TRANSFERS IN/OUT TOTAL	1,973,365.00	.00	.00	.00	1,973,365.00
	TAX INCREMENT FINANCING TOTAL	1,973,365.00	.00	.00	.00	1,973,365.00
145-530-6310	BLDG REP/URBAN RENEWAL GRANT	100,000.00				100,000.00
145-530-6407	PROFESSIONAL FEES	22,838.00	3,250.00	6,750.00	29.56	16,088.00
	HOUSING & URBAN RENEWAL TOTAL	122,838.00	3,250.00	6,750.00	5.50	116,088.00
145-750-6413	PAYMENTS - OTHER AGENCIES			26,753.00		26,753.00-
145-750-6499	MISCELLANEOUS	250,000.00				250,000.00
	CAPITAL PROJECTS TOTAL	250,000.00	.00	26,753.00	10.70	223,247.00
	URBAN RENEWAL ADVANCE TOTAL	372,838.00	3,250.00	33,503.00	8.99	339,335.00
200-210-6802	ST CONST 2017A GO BOND PRIN	390,000.00				390,000.00
200-210-6809	PRINCIPAL-2014 C HALL BLDG	70,000.00				70,000.00
200-210-6811	2014B Tahoe Principal	12,905.00		12,905.98	100.01	.98-
200-210-6805	2013A BOND PRIN Ref 1999A	80,000.00				80,000.00
200-210-6806	2013A BOND INTEREST	1,420.00	460.00	460.00	32.39	960.00
200-210-6807	2014A BOND PRINCIPAL	135,000.00				135,000.00
200-210-6808	2014A BOND INTEREST	82,420.00	40,960.00	40,960.00	49.70	41,460.00
200-210-6810	INTEREST 2014 C HALL BLDG	3,250.00				3,250.00
200-210-6812	2014B Tahoe Interest	455.00		449.87	98.87	5.13
200-210-6852	ST CONST 2017A GO BONDS INT	17,900.00				17,900.00

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	793,350.00	41,420.00	54,775.85	6.90	738,574.15
200-530-6803	2011A BOND PRINCIPAL			70,000.00		70,000.00-
200-530-6813	2017B BOND PRINCIPAL	385,000.00				385,000.00
200-530-6811	2016 A BOND PRINCIPAL	110,000.00				110,000.00
200-530-6812	2016 B BOND PRINCIPAL	220,000.00				220,000.00
200-530-6853	2011A BOND INTEREST			1,771.02		1,771.02-
200-530-6863	2017B BOND INTEREST	21,293.00	19,096.25	19,096.25	89.68	2,196.75
200-530-6861	2016 A BOND INTEREST	26,675.00	13,087.50	13,087.50	49.06	13,587.50
200-530-6862	2016 B BOND INTEREST	52,398.00	25,948.75	25,948.75	49.52	26,449.25
	HOUSING & URBAN RENEWAL TOTAL	815,366.00	58,132.50	129,903.52	15.93	685,462.48
	DEBT SERVICE TOTAL	1,608,716.00	99,552.50	184,679.37	11.48	1,424,036.63
311-430-6799	TRAIL CONNECTION	160,000.00				160,000.00
	PARKS TOTAL	160,000.00	.00	.00	.00	160,000.00
	HUB PROJECT TOTAL	160,000.00	.00	.00	.00	160,000.00
313-750-6783	FACIL-UNIC-ST CONST STREE		9,137.00	163,594.25		163,594.25-
	CAPITAL PROJECTS TOTAL	.00	9,137.00	163,594.25	.00	163,594.25-
	2017/18 Capital Projects TOTA	.00	9,137.00	163,594.25	.00	163,594.25-
314-750-6782	UINVERSITY AVE REDESIGN	500,000.00	44,164.00	188,469.80	37.69	311,530.20
	CAPITAL PROJECTS TOTAL	500,000.00	44,164.00	188,469.80	37.69	311,530.20
	University Ave Redesign TOTAL	500,000.00	44,164.00	188,469.80	37.69	311,530.20
315-210-6407	ENGINEERING			49,223.00		49,223.00-

BUDGET REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
315-210-6499	MISCELLANEOUS	650,000.00		378,324.66	58.20	271,675.34
	ROADS, BRIDGES, SIDEWALKS TOTA	650,000.00	.00	427,547.66	65.78	222,452.34
	2018 HMA RESURFACING PROJ TOTA	650,000.00	.00	427,547.66	65.78	222,452.34
316-210-6499	MISCELLANEOUS	16,000.00	39,271.10	213,401.07	1,333.76	197,401.07-
	ROADS, BRIDGES, SIDEWALKS TOTA	16,000.00	39,271.10	213,401.07	1,333.76	197,401.07-
	2018 PCC PATCHING PROJECT TOTA	16,000.00	39,271.10	213,401.07	1,333.76	197,401.07-
400-110-6710	CAP VEHICLES - POLICE			14,025.76		14,025.76-
400-110-6727	CAP EQUIPMENT - POLICE			1,265.15		1,265.15-
	POLICE TOTAL	.00	.00	15,290.91	.00	15,290.91-
400-210-6727	CAP EQUIPMENT - STREETS	16,000.00				16,000.00
	ROADS, BRIDGES, SIDEWALKS TOTA	16,000.00	.00	.00	.00	16,000.00
400-480-6727	CAP EQUIPMENT - COMMUNITY CTR	4,200.00				4,200.00
	COMMUNITY CENTER TOTAL	4,200.00	.00	.00	.00	4,200.00
	CAPITAL EQUIPMENT FUND TOTAL	20,200.00	.00	15,290.91	75.70	4,909.09
610-815-6010	SALARIES FULLTIME	37,200.00	838.85	8,739.27	23.49	28,460.73
610-815-6020	SALARIES-PARTTIME	2,800.00	229.90	1,090.10	38.93	1,709.90
610-815-6110	FICA	2,844.00	78.51	714.60	25.13	2,129.40
610-815-6130	IPERS	3,510.00	98.12	866.85	24.70	2,643.15
610-815-6150	INSURANCE	9,686.00				9,686.00
610-815-6180	SELF FUND	1,100.00		1,000.01	90.91	99.99
610-815-6331	MOTOR VEHICLE OPERATIONS	1,500.00		922.29	61.49	577.71
610-815-6332	REPAIR - VEHICLES & EQUIPMENT	8,000.00		22.42	.28	7,977.58
610-815-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	1,000.00	1,054.50	2,389.25	238.93	1,389.25-
610-815-6408	GENERAL INSURANCE	4,400.00		3,415.15	77.62	984.85

BUDGET REPORT

CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
610-815-6413	CONTRIBUTIONS & PAYMENTS AGENC	1,000.00	35.10	297.90	29.79	702.10
610-815-6490	SEWER MAINTENANCE	5,000.00		9,813.13	196.26	4,813.13
610-815-6499	MISCELLANEOUS	1,500.00		72.87	4.86	1,427.13
610-815-6504	MINOR EQUIPMENT	250.00				250.00
610-815-6507	OPERATING SUPPLIES	500.00		57.34	11.47	442.66
610-815-6767	CAP OUTLAY-SANITARY SEWER	100,000.00				100,000.00
	SEWER/SEWAGE DISPOSAL TOTAL	180,290.00	2,334.98	29,401.18	16.31	150,888.82
	SEWER TOTAL	180,290.00	2,334.98	29,401.18	16.31	150,888.82
670-840-6010	WAGES - FULL TIME	12,450.00	1,024.72	6,032.88	48.46	6,417.12
670-840-6110	FICA	960.00	74.38	436.29	45.45	523.71
670-840-6130	IPERS	1,176.00	83.90	541.52	46.05	634.48
670-840-6413	WASTE MANAGEMENT	214,446.00	33,143.24	110,290.11	51.43	104,155.89
670-840-6490	METRO WASTE - RECYCLING	93,775.00	10,660.52	60,528.51	64.55	33,246.49
	LANDFILL/GARBAGE TOTAL	322,807.00	44,986.76	177,829.31	55.09	144,977.69
	LANDFILL/GARBAGE TOTAL	322,807.00	44,986.76	177,829.31	55.09	144,977.69
740-865-6010	SALARIES FULLTIME	77,078.00	3,549.83	24,899.98	32.30	52,178.02
740-865-6020	SALARIES-PARTTIME	2,800.00	229.90	1,090.10	38.93	1,709.90
740-865-6110	FICA	5,897.00	278.79	1,911.63	32.42	3,985.37
740-865-6130	IPERS	7,277.00	352.21	2,384.26	32.76	4,892.74
740-865-6150	INSURANCE	22,250.00	839.42	4,972.43	22.35	17,277.57
740-865-6160	WORKER'S COMP	775.00		682.48	88.06	92.52
740-865-6180	SELF FUND	2,420.00		1,000.01	41.32	1,419.99
740-865-6230	TRAINING EXPENSE	1,000.00		330.00	33.00	670.00
740-865-6407	ENGINEERING	56,500.00	16,183.50	44,997.25	79.64	11,502.75
740-865-6408	GENERAL INSURANCE	3,500.00		2,861.58	81.76	638.42
740-865-6413	CONTRIBUTIONS & PAYMENTS AGENC	37,400.00		7,837.60	20.96	29,562.40
740-865-6499	MISCELLANEOUS	5,950.00	40.01	280.07	4.71	5,669.93
740-865-6507	OPERATING SUPPLIES	5,000.00		231.78	4.64	4,768.22
740-865-6765	STORM DRAINAGE CAPITAL OUTLAY	50,000.00		14,201.30	28.40	35,798.70
	STORM WATER TOTAL	277,847.00	21,473.66	107,680.47	38.76	170,166.53
	STORM WATER TOTAL	277,847.00	21,473.66	107,680.47	38.76	170,166.53

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
810-210-6710	AUTOMOTIVE EQUIPMENT		591.14	591.14		591.14-
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	591.14	591.14	.00	591.14-
	REVOLVING FUND TOTAL	.00	591.14	591.14	.00	591.14-
	TOTAL EXPENSES	11,025,226.00	671,320.82	4,249,642.46	38.54	6,775,583.54

City of Windsor Heights**Claims & Payroll 1/1/19 to 1/16/19****December 2018 Revenue**

AKILI DESIGN & MARKETING SERV	Newsletter	2366.46
ALADTEC, INC	Program Jan. 2019-Dec. 2019	2495.00
AMERITAS LIFE INS. CORP.	Dental	3249.92
ARNOLD MOTOR SUPPLY	Auto Supply	5.19
AUREON IT	Monthly IT	294.80
BANKERS TRUST COMPANY	Monthly Credit Card	4982.22
BENEFITS, INC	Service Fees	169.00
BENEFITS, INC	Flex Benefits	1110.44
BOLTON & MENK	Engineering	65124.47
BOUND TREE MEDICAL LLC	Medical Supplies	787.36
BRAUCHT, JUDY	Pension	1036.76
BRICK GENTRY PC	Legal	14587.50
CENTURY LINK	Phones	1366.36
CHIEF LAW ENFORCEMENT SUPPLY	PD Supplies	1869.74
CRYSTAL CLEAR WATER CO.	CH Water	32.00
DELL MARKETING LP	IT	2107.68
DES MOINES REGISTER	Publications	660.52
DES MOINES WATER WORKS	Sewer	273.29
DIAMOND OIL CO.	Fuel	666.45
ELECTRICAL ENG. & EQ.	Supplies	52.12
EMERGENCY APPARATUS MAINTENANCE	Pump and Service	4129.72
FAST SIGNS	Boom Truck Logo	142.05
FEDERAL TAX DEPOSIT	FED/FICA TAX	19473.74
FOREMAN, GERRIT	Ambulance Supplies	15.89
FREEDOM TIRE & AUTO CENTER INC	Tires	199.27
G & L CLOTHING	Insoles	35.98
GALLS,LLC,-DBA CARPENTERS	Pant	424.98
HAWKEYE TRUCK EQUIPMENT	Truck Repair	293.00
HY-VEE ACCOUNTS RECEIVABLE	Supplies	9.49
Iowa Assoc. Prof. Fire Chiefs	2019 Memberships	100.00
IA DEPT.-PUBLIC SAFETY	Monthly Terminal	1908.00
ICMA RETIREMENT TRUST	Annuity	2208.65
IMWCA	Instal #7 Work Comp	16459.00
IOWA DES MOINES SUPPLY	CEC Cleaning Supplies	69.22
IOWA LAW ENFORCEMENT ACADEMY	Recertification	300.00
IOWA SIGNAL & ELECTRIC	Replacement button on signal	290.00
KELTEK INCORPORATED	Supplies	72.00
Koch Brothers	Supplies	766.92
LEAF	Printer Agreement	173.00
LINCOLN NATIONAL LIFE	Annunity	128.62
MCCLUSKEY, CHAD	Cell Phone	150.00
MEYER, DEREK	Cell Phone and Supplies	175.87
MIDAMERICAN ENERGY	Power	7459.81
MOCIC	2019 Membership	150.00

NAPA AUTO PARTS	Battery	118.99
NATIONWIDE RETIREMENT SOLUTION	Annuity	112.50
NISSEN, ANDREW	Cell Phone	50.00
Treasurer State of Iowa	Fees	648.42
PALMER, MATT	Work Boot	235.71
PHYSIO-CONTROL, INC.	Medical Equipment	28664.07
PPG ARCHITECTURAL COATINGS	Insulation Panel	87.96
PRAXAIR DISTRIBUTION INC	Oxygen	476.28
PREMIER AUTOMOTIVE	Auto Repair	384.87
QUALITY PEST CONTROL	Pest Control	61.00
QUEEN OF CLEAN, LLC	Full Clean x2	300.00
RACOM CORPORATION	Access Fee	1270.41
RANKIN COMMUNICATION SYSTEMS I	Service Maint.	379.00
RELIASTAR LIFE INS CO	Annuity	150.00
SECRETARY OF STATE	Notary Application	30.00
STANDARD INSURANCE COMPANY	EMP Insurance	1000.19
TARGET SOLUTIONS	Membership, Catalogs	2573.00
TEAMSTERS LOCAL 238	UNION DUES	689.16
TRANSUNION RISK & ALTERNATIVE	Data Services	100.00
VAN WALL EQUIPMENT	Mower	9896.81
WELLMARK	Emp Health Jan. 2019	37574.54
WEST DES MOINES TRUE VALUE	Supplies	209.15
WEST DES MOINES, CITY OF	FY- 18-19 Metro Home Improvmen	27512.00
WOODS, AMANDA	Cell Phone	150.00
ZWC CONDOMINIUM ASSOC	Pest Control	50.88
PAYROLL CHECKS ON 1/11/2019		56698.06

Claims Total	327735.49
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General Fund	146670.83
Road Use Tax	17058.87
Employee Benefits	59518.27
Police Pension	1036.76
TIF	466.80
2017-2018 Capital Projects	9203.00
University Ave Redesign	47555.71
Capital Equipment Fund	40430.62
Sewer	2472.09
Landfill/Garbage	426.73
Storm Water	2895.81

327735.49

December 2018 Revenue

General Fund	204868.06
Road Use Tax	55354.80
Employee Benefits	35025.30
Police Pension	21.38
Police Preforfeiture	0.54
TIF	35158.46

Debt Service	18559.15
Landfill/Garbage	26512.77
Storm Water	29159.78
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	404660.24

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
1			BANKERS TRUST	073000642			
2	1/11/2019	100124	AMANDA A WOODS	1390.53			
3	1/11/2019	100124	AMANDA A WOODS	400.00			
4	1/11/2019	100124	AMANDA A WOODS	25.00			
5	1/11/2019	100125	TAMMY L BREESE	1392.92			
6	1/11/2019	100127	ROBBY L PEARSON	2176.18			
7	1/11/2019	100141	DEREK L MEYER	2046.44			
8	1/11/2019	100141	DEREK L MEYER	420.00			
9	1/11/2019	100141	DEREK L MEYER	140.00			
10	1/11/2019	100152	ANDREW S NISSEN	300.00			
11	1/11/2019	100152	ANDREW S NISSEN	1522.19			
12	1/11/2019	100154	CHAD E NORRIS	2086.75			
13	1/11/2019	100157	MATTHEW PALMER	2146.07			
14	1/11/2019	100159	JOSEPH ROETMAN	1697.62			
15	1/11/2019	100162	MARK DAVISON	1980.98			
16	1/11/2019	100164	MICHAEL IRLBECK	1816.88			
17	1/11/2019	100165	CHRISTOPHER CLINGAN	2271.76			
18	1/11/2019	100166	RYAN BOWERS	1576.84			
19	1/11/2019	100167	KYLE JOHNSON	1596.89			
20	1/11/2019	100169	ERIC CHAD MCCLUSKEY	2126.07			
21	1/11/2019	400279	MEGAN L WILLETT	77.45			
22	1/11/2019	400235	JAMES MEASE	596.17			
23	1/11/2019	400241	KELLY MILLER	1106.12			
24	1/11/2019	400251	NICHOLAS EVANS	1126.00			
25	1/11/2019	400259	JEFF PRICE	1109.42			
26	1/11/2019	400259	JEFF PRICE	2195.46			
27	1/11/2019	400151	MATTHEW R KLEIN	1000.39			
28	1/11/2019	400165	DARREN R SKERIES	244.85			
29	1/11/2019	400229	GERRIT FOREMAN	1439.22			
30	1/11/2019	400238	SEAN LUNDE	369.19			
31	1/11/2019	400242	SPENCER JOHNSON	135.80			
32	1/11/2019	400247	COLBY MARTIN	135.80			
33	1/11/2019	400252	JASON RUNGE	135.80			
34	1/11/2019	400253	BRETT MERSEAL	382.92			
35	1/11/2019	400255	JEREMY DIETCH	136.00			
36	1/11/2019	400258	CHRISTIAN SETTLES	306.02			
37	1/11/2019	400263	ZACHARY JONES	751.63			
38	1/11/2019	400270	ROBERT FLEMING	372.32			
39	1/11/2019	400277	BRYAN A KOSTER	581.39			
40	1/11/2019	400278	JARED L DUMERMUTH	642.35			
41	1/11/2019	100537	SHEILAH LIZER	1717.07			
42	1/11/2019	100171	DANIEL MORGAN	869.00			
43	1/11/2019	100173	AUSTIN J KING	951.14			
44	1/11/2019	100183	PHILIP R NATIONS	97.68			
45	1/11/2019	100183	PHILIP R NATIONS	879.16			
46	1/11/2019	100195	CRAIG C STOECKER	10.00			
47	1/11/2019	100195	CRAIG C STOECKER	1270.06			
48	1/11/2019	100196	WILLIAM R GOODRICH	1480.13			
49	1/11/2019	100534	SARAH BOOTS	540.82			
50	1/11/2019	100533	MICHELE DENKINGER	1350.88			
51	1/11/2019	100536	ELIZABETH HANSEN	200.00			
52	1/11/2019	100536	ELIZABETH HANSEN	500.00			
53	1/11/2019	100536	ELIZABETH HANSEN	250.00			
54	1/11/2019	100536	ELIZABETH HANSEN	2001.28			

PRUPDT00	Tue Jan 8, 2019 4:38 PM	*** CITY OF WINDSOR HEIGHTS IA ***	OPER: TC	PAGE 2
12.28.18	PAID THROUGH 1/04/2019	CHECK REGISTER	JRNL 19	
	CALENDAR 1/2019, FISCAL 7/2019 DATES 1/04/2019 -- 1/11/2019	2 PAY MONTH - 1ST PAY		

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
55	1/11/2019	100543	TRAVIS A COOKE	1875.94			
56	1/11/2019	100226	DALTON JACOBUS	1476.51			
57	1/11/2019	100527	JESSICA VOGEL	1270.97			
			BANK TOTAL	56698.06			
			REPORT TOTAL	56698.06			

CHANGE ORDER

No. 006

PROJECT: 2018 HMA Resurfacing Project

OWNER: City of Windsor Heights

ENGINEER'S Project No.: A13.115164

CONTRACTOR: Grimes Asphalt

ENGINEER: Bolton & Menk, Inc.

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

Description:

Project quantity change:

Item No	Item	+ / - Amount	Unit Price	Cost Difference
2	HMA Overlay, Surface Course, ½ in. Mix, 2 in, PG 58-28H	+848.86	\$ 81.00	\$ 68,757.66
6	Full Depth Patches, HMA	-919.37	\$ 41.00	\$ (37,694.17)
7	Leveling Course	+416.28	\$ 81.00	\$ 33,718.68
8	Milling	+3,715.6	\$ 2.00	\$ 7,431.20
10	Curb & Gutter Replacement	-7.8	\$ 60.00	\$ (468.00)
11	Painted Pavement Markings, Solvent/Waterbourne	-0.5	\$ 63.00	\$ (31.50)
13	Maintenance of Solid Waste Collection	-1.0	\$ 2,500.00	\$ (2,500.00)
Total				\$ 69,213.87

Reason for Change Order:

Issuing liquidated damages due to project being past completion date.

Adjusting quantities due to project being finalized.

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$426,336.50</u>	
Net changes from previous Change Orders No.1 to No.5	Net changes from previous Change Orders No.1 to No.5
<u>\$70,349.40</u>	
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
<u>\$496,685.90</u>	October 1, 2018
Net <u>Increase</u> of this Change Order	Net Increase of this Change Order
<u>\$69,213.87</u>	0

Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$565,899.77	October 1, 2018

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 1-9-19

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 1-9-19

EJCDC No. 1910C8-B (1990 Edition)

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

ORDINANCE NO. 18-19**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY REMOVING FLOODPLAIN MANAGEMENT REGULATIONS FROM THE ZONING CODE AND ADDING NEW CHAPTER 185, FLOODPLAIN MANAGEMENT ORDINANCE**

WHEREAS, the City of Windsor Heights seeks to protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing flood losses; and

WHEREAS, the City Council deems it necessary to adopt this ordinance to protect property values, the local economy and the quality of life for its residents by minimizing flood losses; and

WHEREAS, the City's Planning and Zoning Commission reviewed the proposed changes to the Floodplain Management Ordinance on November 28, 2018 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights does hereby find and declare that the revisions to the floodplain management 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 169 of the Windsor Heights Code of Ordinances to remove the floodplain and floodway overlay district from Chapter 169 and to move the floodplain management regulations to a new Chapter 185 of the Windsor Heights Code.

SECTION 2. Amended. Chapter 169 of the Windsor Heights Code of Ordinances, Zoning Overlay Districts, is amended as reflected in the attached Exhibit A.

SECTION 3. Added. Chapter 185 of the Windsor Heights Code of Ordinances, Floodplain Management, is added as a new chapter to the Windsor Heights Code of Ordinances as shown in the attached Exhibit B.

SECTION 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. 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 6. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this ____ day of _____, 2018.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

[Item#9C](#)

CHAPTER 169

[Item#8B](#)

ZONING CODE –OVERLAY DISTRICTS

169.01 General Purpose

169.03 Planned Unit Development District

169.02 Mixed Use District

169.04 Floodplain and Floodway Overlay District

169.01 GENERAL PURPOSE Overlay Districts provide for base districts that allow multiple land uses and flexible development, with the requirement that a specific plan for the area be submitted by applicants. Overlay Districts are used in combination with base districts to modify or expand base district regulations. Overlay Districts are adapted to special needs of different parts of the City. The Overlay Districts are designed to achieve the following objectives:

1. To recognize special conditions in specific parts of the City which require specific regulation.
2. To provide flexibility in development and to encourage innovative design through comprehensively planned projects.

169.02 MIXED USE DISTRICT. The MU Mixed Use District is intended to accommodate projects which combine several compatible land uses into an integrated development. The MU District may also be used to pre-designate parts of the City which are appropriate for a mixture of residential, commercial, office, and accessory uses. The District permits mixing residential areas with workplaces and services. Development in the MU District must accommodate transportation systems, pedestrian and bicycle movement, and surrounding environments. All projects developed in an MU District are subject to the Site Review process as forth in Chapter 170.

1. Permitted Uses. Each regulation establishing an MU District establishes the use types permitted within its boundaries.
2. Site Development Regulations.
 - A. The minimum area of any MU District is three acres.
 - B. Prior to the issuance of any building permits or other authorization, all projects in the MU District shall receive approval by the City Council, following a recommendation by the Planning Commission, according to the Site Review procedure set forth in Chapter 170 of this Zoning Code. This approval may be granted for a specific plan for the development of an MU District in lieu of a plan for individual projects, provided that any subsequent developments are consistent with the specific plan.
3. Amendments. The Zoning Administrator is authorized at his/her discretion to approve amendments to an approved development plan, provided that:
 - A. A written request is filed with the Zoning Administrator, along with information specifying the exact nature of the proposed amendment.

- B. The amendment is consistent with the provisions of this section.
- C. The amendment does not alter the approved site regulations of the development plan and does not materially alter other aspects of the plan, including traffic circulation, mixture of use types, and physical design.
- D. Any amendment not conforming to these provisions shall be submitted to the Planning Commission and City Council for action.

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169.03 PLANNED UNIT DEVELOPMENT DISTRICT. The PUD Planned Unit Development Overlay District is intended to provide flexibility in the design of planned projects, to permit innovation in project design that incorporates open space and other amenities, and to ensure compatibility of developments with the surrounding urban environment. The PUD District may be used in combination with any base district specified in this Zoning Code. The PUD District, which is adopted by the City Council with the recommendation of the Planning and Zoning Commission, assures specific development standards for each designated project. All projects in the PUD District shall follow the procedures set forth in Chapter 170 of this Zoning Code.

- 1. Permitted Uses. Uses permitted in a PUD Overlay District are those permitted in the underlying base district. A PUD also may be combined with an MU Mixed Use District to allow a combination of use types not anticipated by conventional base districts.
- 2. Site Development Regulations. Site development regulations are developed individually for each Planned Unit Development District but must comply with minimum or maximum standards established for the base district, with the following exceptions:
 - A. Lot area and lot width are not restricted, provided that the maximum density allowed for each base district is not exceeded.
 - B. Maximum building coverage shall be the smaller of the allowed building coverage in the base district, or 60 percent.
- 3. Access to Public Streets. Each PUD District must abut a public street for at least 50 feet and gain access from that street.
- 4. Adoption of District.
 - A. The Planning and Zoning Commission and City Council shall review and evaluate each Planned Unit Development application. The City may impose reasonable conditions, as deemed necessary to ensure that a PUD shall be compatible with adjacent land uses, will not overburden public services and facilities, and will not be detrimental to public health, safety, and welfare.
 - B. The Planning and Zoning Commission, after proper notice, shall hold a public hearing and act upon each application.

- C. The Planning and Zoning Commission may recommend amendments to PUD district applications.
- D. The recommendation of the Planning and Zoning Commission shall be transmitted to the City Council for final action.
- E. The City Council, after proper notice, shall hold a public hearing and act upon any Ordinance establishing a PUD Planned Unit Development Overlay District. Proper notice shall mean the same notice established for any other zoning amendment.
- F. An Ordinance adopting a Planned Unit Development Overlay Zoning District shall require a favorable simple majority of the City Council for approval.
- G. Upon approval by the City Council, the Development Plan shall become a part of the Ordinance creating or amending the PUD District. All approved plans shall be filed with the City Clerk.
5. Amendment Procedure. Major amendments to the Development Plan must be approved according to the same procedure set forth in subsection 5 of this section.
6. Building Permits. The City shall not issue a building permit, certificate of occupancy, or other permit for a building, structure, or use within a PUD District unless it is in compliance with the approved Development Plan or any approved amendments.
7. Termination of PUD District. If no substantial development has taken place in a Planned Unit Development District for 18 months following approval of the District, the Planning Commission shall reconsider the zoning of the property and may, on its own motion, initiate an application for rezoning the property.

169.04 FLOODPLAIN AND FLOODWAY OVERLAY DISTRICT. The Floodway and Floodplain Overlay District is intended to promote the public health, safety, and general welfare and to minimize those losses described in subsection 1 of this section by applying the provisions of this Code to: (i) restrict or prohibit uses which are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities; (ii) require that uses vulnerable to floods, including public facilities which serve such uses, be provided with flood protection at the time of initial construction; (iii) protect individuals from buying lands which are unsuitable for intended purposes because of flood hazard; (iv) assure that eligibility is maintained for property owners in the community to purchase flood insurance in the National Flood Insurance Program when identified by the Federal Insurance Administration as a flood-prone community.

1. ~~Definitions.~~ Unless specifically defined below, words or phrases used in this section shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this section its most reasonable application.

A. ~~“Actuarial rates” (or “risk premium rates”)~~ means those rates established by the Federal Insurance Administrator pursuant to individual community studies and investigations which are undertaken to provide flood insurance in accordance with 42 U.S.C. 4014 and the accepted actuarial principles. ~~Actuarial rates include provisions for operating costs and allowances.~~

B. ~~“Appeal”~~ means a request for a review of the Building Official’s interpretation of any provision of this section or a request for a variance.

C. ~~“Area of shallow flooding”~~ means a designated AO or AH zone on a community’s Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel is unpredictable and where velocity flow may be evident. ~~Such flooding is characterized by ponding or sheet flow.~~

D. ~~“Area of special flood hazard”~~ means the land in the floodplain within a community subject to one percent or greater chance of flooding in any given year.

E. ~~“Base flood elevation”~~ means the elevation indicated in the official flood plain study as the elevation of the 100-year flood.

F. ~~“Base flood protection elevation”~~ means an elevation one foot higher than the water surface elevation of the base flood.

G. ~~“Channel”~~ means a natural or artificial watercourse of perceptible extent, with a definite bed and banks to confine and conduct continuously or periodically flowing water. ~~Channel flow, thus, is that water which is flowing within the limits of a defined channel.~~

H. ~~“Development”~~ means any manmade change to improved or unimproved real estate, including (but not limited to) buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

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I. ——— “Existing construction” means (for the purposes of determining rates) structures for which the “start of construction” commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. “Existing construction” may also be referred to as “existing structures.”

J. ——— “Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters or the unusual and rapid accumulation of runoff of surface waters from any source.

K. ——— “Flood Insurance Rate Map” (FIRM) means an official map of the City, on which the Flood Insurance Study has delineated the Flood Hazard Boundaries and the zones establishing insurance rates applicable to the City.

L. ——— “Flood Insurance Study” means the official report provided by the Federal Emergency Management Agency. The report contains flood profiles, as well as the Flood Boundary Floodway Map and the water surface elevation of the base flood.

M. ——— “Flood plain management” means the operation of an overall program of corrective and preventative measures for reducing flood damage, including (but not limited to) emergency preparedness plan, flood control works, and floodplain management regulations.

N. ——— “Flood protection system” means those physical structural works constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a “special flood hazard.” Such a system typically includes levees or dikes. These specialized modifying works are those constructed in conformance with sound engineering standards.

O. ——— “Flood proofing” means any combination of structural and non-structural additions, changes, or adjustments to structures, including utility and sanitary facilities, which would preclude the entry of water. Structural components shall have the capability of resisting hydrostatic and hydrodynamic loads and effect of buoyancy.

P. ——— “Floodplain” (FP) means that area of the floodplain, outside of the floodway, that on an average is likely to be flooded once every 100 years (i.e., that has a one percent chance of flood occurrence in any one year.)

Q. ——— “Floodway” (FW) means the channel of a river or other watercourse and the adjacent portion of the flood plain that must be reserved in order to discharge the 100-year flood without cumulatively increasing the water surface elevation more than one foot at any point assuming equal conveyance reduction outside the channel from the two sides of the floodplain.

R. ——— “Freeboard” means a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the heights calculated for a selected size flood and floodway conditions, such as wave action, clogged bridge openings, and the hydrological effect of urbanization of the watershed.

S.——“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

T.——“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this section.

U.——“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes, the term “manufactured home” does not include park trailers, travel trailers, and other similar vehicles.

V.——“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

W.——“New construction” means structures for which the “start of construction or substantial improvement” is commenced on or after the effective date of the FIRM.

X.——“100-year flood” means the base flood having a one percent chance of annual occurrence.

Y.——“Overlay district” means a district which acts in conjunction with the underlying zoning district or districts.

Z.——“Start of construction,” for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L97-348), includes substantial improvement, and means the date the building permit was issued, providing the actual start of construction, repair, reconstruction, placement, or other improvement was within 180 days of the permit date. The actual start means the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of street and/or walkways, nor does it include excavation for a basement, footings, or foundations or the erection of temporary forms, nor does it include the installation of the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

AA.——“Structure” means a walled and roofed building that is principally above ground, as well as a manufactured home, and a gas or liquid storage tank that is principally above ground.

BB.——“Substantial improvement” means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either: (i) before the improvement or repair is started; or (ii) if the structure has been damaged and is being restored,

before the damage occurred. For the purpose of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either: (i) any project for improvement of a structure to comply with existing State or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions; or (ii) any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

CC. — “Variance” means a grant of relief to a person from the requirements of this section which permits construction in a manner otherwise prohibited by this section where specific enforcement would result in unnecessary hardship.

2. — Flood Losses Resulting from Periodic Inundation. Flood hazard areas of the City are subject to inundation which results in loss of life or property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

A. — General Causes of These Flood Losses. These flood losses are caused by: (i) the cumulative effect of obstruction in floodways causing increases in flood heights and velocities, and (ii) the occupancy of flood areas by uses vulnerable to floods or hazardous to other which are inadequately elevated or otherwise protected from flood damages.

B. — Methods Used to Analyze Flood Hazards. This Zoning Code uses a reasonable method of analyzing flood hazards which consists of a series of interrelated steps.

(1) — Selection of a base flood which is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated and the depth of inundation. The base flood selected for this Zoning Code is representative of large floods which are reasonably characteristic of what can be expected to occur on the particular streams subject to this Code. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year, as delineated in the Flood Insurance Study dated October 16, 1992, and the Federal Emergency Management Administration’s Flood Insurance Rate Maps and Flood Boundary and Floodway Map dated October 16, 1992, or any subsequent effective Flood Insurance Studies, Rate Maps, and Flood Boundary and Floodway Maps issued after the effective date of this Code and adopted by the City.

(2) — Calculation of water surface profiles based upon a hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the base flood.

(3) — Computation of the floodway required to convey this flood without increasing flood heights more than one foot at any point.

(4) — Delineation of floodway encroachment lines within which no obstruction is permitted which would cause any increase in flood height.

(5) — Delineation of floodway fringe, i.e., that area outside the floodway encroachment lines but which still is subject to inundation by the base flood.

3. — Land to Which Code Applies. This section applies to all lands within the jurisdiction of the City identified on the Flood Insurance Rate Map (FIRM) as numbered and unnumbered A zone and/or within the Overlay Districts FP and FW established in this Zoning Code. In all areas covered by this Zoning Code, no development shall be permitted except upon a permit to develop granted by the City Council or its duly designated representative under such safeguards and restrictions as the City Council may reasonably impose for the promotion and maintenance of the general welfare and health of the inhabitants of the community as contained in this Zoning Code.

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4. — Enforcement Officer. The Zoning Administrator of the City is hereby designated as the City Council's duly designated Enforcement Officer under this Zoning Code. Unless otherwise provided by the City Council, the Floodplain Management Agency shall assist the City on interpretation of floodplain/floodway rules and regulations. The Enforcement Officer shall obtain comments from the Agency as part of his/her review of all proposed activity in this Overlay District.

5. — Rules for Interpretation of District Boundaries. The boundaries of the floodway and floodway fringe overlay districts shall be determined by scaling distances on the official zoning map. Where interpretation is needed to the exact location of the boundaries of the districts as shown on the official zoning map, as for example where there appears to be a conflict between a mapped boundary and actual field conditions, the Enforcement Officer shall make the necessary interpretation. In such cases where the interpretation is contested, the Planning and Zoning Commission will resolve the dispute. The base flood elevation for the point in question shall be the governing factor in locating the district boundary on the land. The person contesting the location of the district boundary shall be given a reasonable opportunity to present his or her case to the Commission and to submit his or her own technical evidence if said person so desires.

6. — Compliance. No development located within known flood hazard areas of the City shall be located, extended, converted, or structurally altered without full compliance with the terms of this Zoning Code or other applicable regulations.

7. — Abrogation and Greater Restrictions. It is not intended by this Zoning Code to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this Code imposes greater restrictions, the provision of this Code shall prevail. All other ordinances inconsistent with this Code are hereby repealed to the extent of the inconsistency only.

8. — Interpretation. In their interpretation and application, the provisions of this Zoning Code shall be held to be minimum requirements and shall be liberally construed in favor of the City and shall not be deemed a limitation or repeal of any other powers granted by State statute.

9. — Warning and Disclaimer of Liability. The degree of flood protection required by this Zoning Code is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood height may be increased by man-made or

natural causes, such as ice jams and bridge openings restricted by debris. This Code does not imply that areas outside floodway and floodway fringe district boundaries or land uses permitted within such districts will be free from flooding or flood damages. This Code shall not create liability on the part of the City or any officer or employee thereof for any flood damages that may result from reliance on this Code or any administrative decision lawfully made thereunder.

10. —Application for Appeal. Where a request for a permit to develop is denied by the Zoning Administrator, the applicant may apply for such permit or variance directly to the Board of Adjustment. The Board of Adjustment may grant or deny such request by appropriate resolution adopted within 10 days after the date of such application to the Board of Adjustment.

11. —Permit Required. No person shall initiate any development or substantial improvement or cause the same to be done in any floodplain or floodway area without first obtaining a separate permit.

12. —Administration. The Zoning Administrator is hereby appointed to administer and implement the provisions of this section. Duties of the Zoning Administrator include, but are not limited to:

A. —Review of all development permits to assure that sites are reasonable, safe from flooding and that the permit requirements of this Code have been satisfied.

B. —Review permits for proposed development to assure that all necessary permits have been obtained from those federal, State or local governmental agencies from which prior approval is required.

C. —Notify adjacent communities and the Iowa Natural Resources Commission Flood Plan Management Section prior to any alteration or relocation of a watercourse, and shall submit evidence of such notification to the Federal Insurance Administration when participating in the National Flood Insurance Program.

D. —Notify the Floodplain Management Agency of any proposed construction and development activity in floodplain areas, and/or upon land situated within the Floodplain/Floodway Overlay Zoning District.

E. —Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

F. —Verify and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures.

G. —Verify and record the actual elevation (in relation to mean sea level) to which the new or substantially improved structures have been flood proofed.

H. —When flood proofing is utilized for a particular structure, the Zoning Administrator shall be presented certification from a registered professional engineer or architect.

13. ~~Application for Permit. To obtain a permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every such application shall:~~

~~A. Identify and describe the work to be covered by the permit.~~

~~B. Describe the land on which the proposed work is to be done by lot, block, tract and house and street address, or similar description that will readily identify and definitely locate the proposed building or work.~~

~~C. Indicate the use or occupancy for which the proposed work is intended.~~

~~D. Be accompanied by plans for the proposed construction.~~

~~E. Be signed by the permittee or an authorized agent who may be required to submit evidence to indicate such authority.~~

~~F. Give such other information as reasonably may be required by the Building Official.~~

14. ~~Establishment of Zoning Districts. The mapped floodplain areas within the jurisdiction of this Zoning Code are hereby divided into the two following districts: A Floodway Overlay District (FW) and a Floodplain Overlay District (FP) as identified in the official Flood Plain Study. Within these districts, all uses not meeting the standards of this Code and those standards of the underlying zoning district shall be prohibited. These zones shall be consistent with the numbered and unnumbered A Zones as identified on the official FIRM when identified in the Flood Insurance Study provided by the Federal Insurance Administration.~~

15. ~~Standards for Floodway Overlay District and Floodplain Overlay District.~~

~~A. No permit for development shall be granted for new construction, substantial improvement, or other improvements, including the placement of manufactured homes within the identified flood plain, unless the conditions of this section are satisfied.~~

~~B. All areas identified as unnumbered A Zones by the Federal Insurance Administration are subject to inundation of the 100 year flood; however, the water surface elevation was not provided. The unnumbered A Zones shall be subject to all development provisions of this Code. If Flood Insurance Study Data is not available, the community shall utilize any base flood elevation data currently available within its area of jurisdiction. Further, in cases of proposed development within unnumbered "A" zones, the developer's engineer shall be required to conduct the necessary studies to determine the 100-year flood elevation and its extent in relation to such development.~~

~~C. New construction, subdivision proposals, substantial improvement, prefabricated buildings, placement of manufactured homes, and other development shall require:~~

~~(1) Design or anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads including the effect of buoyancy.~~

(2) — New or replacement water supply systems and/or sanitary sewage systems designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems located so as to avoid impairment or contamination.

(3) — Construction with materials resistant to flood damage, utilizing methods and practices that minimize flood damages, and with electrical, heating, ventilation that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(4) — All utility and sanitary facilities elevated or flood-proofed one foot above the regulatory flood elevation. Such flood-proofing is permitted only for nonresidential properties.

(5) — Until a floodway has been designated, no development including landfill may be permitted within the identified floodplain unless the applicant for the land use has demonstrated that the proposed use, when combined with all other existing and reasonably anticipated uses, will not increase the water surface elevation of the 100-year flood more than one foot on the average cross-section of the reach in which the development or landfill is located as shown in the official floodplain study incorporated by reference herein.

(6) — The storage of equipment and materials that are buoyant, flammable, explosive, or which could be injurious to human, animal, or plant life is prohibited.

(7) — Storage of other materials or equipment may be allowed if not subject to major damage by floods and firmly anchored to prevent flotation or if readily removable from the area within the time available after flood warning.

(8) — Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, are required to assure that:

a. — All such proposals are consistent with the need to minimize flood damage.

b. — All public utilities and facilities such as sewer, gas, electrical and water systems are located, elevated, and constructed to minimize or eliminate flood damage.

c. — Adequate drainage is provided so as to reduce exposure to flood hazards.

d. — Proposals for development (including proposals for manufactured home parks and subdivisions) of five acres or 50 lots, whichever is less, include within such proposals the regulatory flood elevation.

16. — Floodplain Overlay District Regulations. Any use permitted in the underlying base district shall be permitted in the Floodplain Overlay District. No use shall be permitted in the district unless the standards of this subsection are met.

A. — Any new construction or substantial improvements of residential structures shall have the lowest floor, including basement, elevated one foot above the base flood elevation.

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B. ~~Any new construction or substantial improvements of nonresidential structures shall have the lowest floor, including basement, elevated one foot above the base flood elevation, or, together with attendant utility and sanitary facilities, shall be flood proofed so that below such a level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydro-dynamic loads and effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the Zoning Administrator. Such flood proofing is permitted only for nonresidential properties.~~

C. ~~All new construction and substantial improvements that are fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by the registered professional engineer or architect or meet or exceed the following minimum criteria: A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.~~

D. ~~Within AH zones, adequate drainage paths around structures on slopes shall be required in order to guide floodwaters around and away from proposed structures.~~

E. ~~All manufactured homes shall be anchored to resist flotation, collapse, or lateral movement. Manufactured homes must be anchored in accordance with local building codes or FEMA guidelines. In the event that over the top frame ties to ground anchors are used, the following specific requirements (or their equivalent) shall be met:~~

(1) ~~Over the top ties shall be provided at each of the four corners of the manufactured home with two additional ties per side at intermediate locations, and manufactured homes less than 50 feet long requiring one additional tie per side.~~

(2) ~~Frame ties shall be provided at each corner of the home with five additional ties per side at intermediate points, and manufactured homes less than 50 feet long requiring four additional ties per side.~~

(3) ~~All components of the anchoring system shall be capable of carrying a force of 4,800 lbs.~~

(4) ~~Any additions to manufactured homes shall be similarly anchored.~~

~~All manufactured homes to be placed within Zones AL-30, AH and AE on the community's FIRM shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation and be securely anchored to an adequately anchored foundation system in accordance with the provisions of the Building Code.~~

F. — Located within the areas of special flood hazard are areas designated as AO Zones. These areas have special flood hazards associated with base flood depths of one to three feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. Therefore, the following provisions apply with AO Zones:

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(1) — All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as one foot above the depth number specified in feet on the community's FIRM.

(2) — All new construction and substantial improvements of nonresidential structures shall:

a. — Have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as one foot above the depth number specified in feet on the community's FIRM; or

b. — Together with attendant utility and sanitary facilities be completely flood proofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effect of buoyancy. Such certification shall be provided to the Zoning Administrator.

c. — Adequate drainage paths around structures on slopes shall be required in order to guide floodwaters around and away from proposed structures.

17. — Floodway Overlay Districts. Only uses having a low flood damage potential and not obstructing flood flows shall be permitted within the Floodway District to the extent that they are not prohibited by any other code, ordinance, or regulation and provided that they do not require structures, fill, or storage of materials or equipment. No use shall increase the flood levels of the base flood elevation. These uses are subject to the standards of subsections 14 and 15 of this section.

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A. — Agricultural uses such as general farming, pasture, nurseries, forestry.

B. — Accessory residential uses such as lawns, gardens, parking, and play areas.

C. — Nonresidential areas such as loading areas, parking, and airport landing strips.

D. — Public and private recreational uses such as golf courses, archery ranges, picnic grounds, parks, wildlife and nature preserves. New placement of residential structures including manufactured homes is prohibited with the identified floodway (FW) area.

E. — In Zone A unnumbered, obtain, review and reasonably utilize any floodway data available through federal, State or local sources in meeting the standards of this section.

18. — Request for Variances From District Requirements.

A. — The Board of Adjustment, as established by the City, shall hear and decide appeals and requests for variances from the requirements of this Zoning Code.

B. — The Board of Adjustment shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Zoning Administrator in the enforcement or administration of this Zoning Code.

C. — Any person aggrieved by the decision of the Board of Adjustment or any taxpayer may appeal such decision to the District Court as provided in the *Code of Iowa*.

D. — In passing upon such applications, the Board of Adjustment shall consider all technical evaluation, all relevant factors, standards specified in other sections of this Zoning Code, and:

- (1) — The danger that materials may be swept onto other lands to the injury of others.
- (2) — The danger of life and property due to flooding or erosion damage.
- (3) — The susceptibility of proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
- (4) — The importance of the services provided by the proposed facility to the community.
- (5) — The necessity to the facility of a waterfront location, where applicable.
- (6) — The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
- (7) — The compatibility of the proposed use with existing and anticipated development.
- (8) — The relationship of the proposed use to the Comprehensive Plan and floodplain management program for that area.
- (9) — The safety of access to the property in time of flood for ordinary and emergency vehicles.
- (10) — The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effect of wave action, if applicable, expected at the site.
- (11) — The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

E. — Conditions for Variance:

- (1) — Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items (2) through (6) below have been fully considered. As the lot size increases beyond the one half acre, the technical jurisdiction required for issuing the variance increases.

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(2) — Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this section.

(3) — Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

(4) — Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(5) — Variances shall only be issued upon: (i) a showing of good and sufficient cause; (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant; and (iii) a determination that the granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(6) — Any applicant to whom a variance is granted shall be given a written notice that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

19. — Nonconforming Uses.

A. — Continuance of Nonconforming Uses. A structure or the use of a structure or premises which was lawful before the passage or amendment of this Zoning Code but which is not in conformity with the provisions of this Code may be continued subject to the following conditions:

(1) — No such use or substantial improvement of that use shall be expanded, changed, enlarged, or altered in a way which increases its nonconformity.

(2) — If such use is discontinued for six consecutive months, any future use of the building premises shall conform to this Zoning Code. The utility provider shall notify the Building Inspector in writing of instances of nonconforming uses where utility services have been discontinued for a period of six months.

(3) — Uses or adjuncts thereof which are or become nuisances shall not be entitled to continue a nonconforming uses.

B. — Replacement of Residential Uses. If any residential nonconforming use of structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than 50 percent of the market value of the structure before the damage occurred within those areas identified as floodway (FW). This limitation does not include the cost of any alteration to comply with existing State or local health, sanitary, building, or safety codes or regulations or the cost of any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

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~~C. Replacement of Nonresidential Uses. If any nonresidential nonconforming use of structure is destroyed by any means, including flood, it should not be reconstructed if the cost is more than 50 percent of the market value of the structure before the damage occurred except that if it is reconstructed in conformity with the provisions of this Zoning Code. This limitation does not include the cost of any alteration to comply with existing State or local health, sanitary, building, or safety codes or regulations or the cost of any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.~~

SAMPLE FLOODPLAIN MANAGEMENT ORDINANCE

Item#8B

FOR IOWA CITIES WITH DETAILED FLOOD INSURANCE STUDIES

LEGAL AUTHORITY: CHAPTER 414, CODE OF IOWA

The attached sample ordinance is designed to meet the minimum requirements for acceptance in the National Flood Insurance Program for cities which have a detailed Flood Insurance Study (FIS) issued by the Federal Emergency Management Agency (FEMA). Specific floodplain management criteria are set forth in **Section 60.3(d)** of the rules and regulations as published in the October 1, 1994, Federal Register

This ordinance is a special-purpose zoning ordinance established under authority of Chapter 414 of the Iowa Code (**city zoning**). The ordinance establishes zoning districts for the flood hazard areas within the community as identified by the FIS and regulates development only in those floodplain zones. The provisions of this ordinance can also be incorporated into an existing zoning ordinance by establishing the floodplain zones as overlay districts. The standards for floodplain development would then be in addition to the requirements of the primary or underlying zoning district. It should be stressed that this is only a sample and that each community should carefully review the content of the ordinance to ensure that it is compatible with existing community administration, policies, etc.

This ordinance establishes a development permit system which requires a permit for all development within the floodplain zones. Specific performance standards for construction within those areas are given in Sections VI, VII, VIII and IX of this ordinance.

Areas where you must insert your appropriate local information are denoted in **red font**. Please insert the appropriate information in those designated areas and change to black font.

Suggested higher standards and other optional/alternative language are denoted in **blue font**. Informational notes are denoted in **green font**. If you choose to adopt a suggested optional/alternative language, please convert that portion to **black font** and remove the *italic* formatting.

Please delete any unused optional/alternative language and informational notes from the ordinance before adoption.

Please feel free to call or write if you have any questions.

Floodplain Management and Dam Safety Section
Department of Natural Resources
Wallace State Office Building
502 East 9th Street
Des Moines, Iowa 50319-0034
515-725-8333

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Chapter 185
FLOODPLAIN MANAGEMENT ORDINANCE

185.01 - Definitions

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application.

APPURTENANT STRUCTURE – A structure which is on the same parcel of the property as the principal structure to be insured and the use of which is incidental to the use of the principal structure

BASE FLOOD - The flood having one (1) percent chance of being equaled or exceeded in any given year. (Also commonly referred to as the “100-year flood”).

BASE FLOOD ELEVATION (BFE) – The elevation floodwaters would reach at a particular site during the occurrence of a base flood event.

BASEMENT - Any enclosed area of a building which has its floor or lowest level below ground level (subgrade) on all sides. Also see "lowest floor."

DEVELOPMENT - Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. “Development” does not include “minor projects” or “routine maintenance of existing buildings and facilities” as defined in this section. It also does not include gardening, plowing, and similar practices that do not involve filling or grading.

ENCLOSED AREA BELOW LOWEST FLOOR – The floor of the lowest enclosed area in a building when all the following criteria are met:

- a. The enclosed area is designed to flood to equalize hydrostatic pressure during flood events with walls or openings that satisfy the provisions of 185.07(B)4a of this Ordinance, and
- b. The enclosed area is unfinished (not carpeted, drywalled, etc.) and used solely for low damage potential uses such as building access, parking or storage, and
- c. Machinery and service facilities (e.g., hot water heater, furnace, electrical service) contained in the enclosed area are located at least one (1) foot above the base flood elevation, and
- d. The enclosed area is not a "basement" as defined in this section.

EXISTING CONSTRUCTION - Any structure for which the "start of construction" commenced before the effective date of the first floodplain management regulations adopted by the community.

EXISTING FACTORY-BUILT HOME PARK OR SUBDIVISION - A factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management regulations adopted by the community.

EXPANSION OF EXISTING FACTORY-BUILT HOME PARK OR SUBDIVISION - The preparation of additional sites by the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

FACTORY-BUILT HOME - Any structure, designed for residential use which is wholly or in substantial part, made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation, on a building site. For the purpose of this Ordinance factory-built homes include mobile homes, manufactured homes, and modular homes; and also include "recreational vehicles" which are placed on a site for greater than 180 consecutive days and not fully licensed for and ready for highway use.

FACTORY-BUILT HOME PARK - A parcel or contiguous parcels of land divided into two or more factory-built home lots for sale or lease.

FIVE HUNDRED (500) YEAR FLOOD – A flood, the magnitude of which has a two-tenths (0.2) percent chance of being equaled or exceeded in any given year or which, on average, will be equaled or exceeded at least once every five hundred (500) years.

FLOOD - A general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of streams or rivers or from the unusual and rapid runoff of surface waters from any source.

FLOOD INSURANCE RATE MAP (FIRM) - The official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.

FLOOD INSURANCE STUDY (FIS) – A report published by FEMA for a community issued along with the community's Flood Insurance Rate Map(s). The study contains such background data as the base flood discharge and water surface elevations that were used to prepare the FIRM.

FLOODPLAIN - Any land area susceptible to being inundated by water as a result of a flood.

FLOODPLAIN MANAGEMENT - An overall program of corrective and preventive measures for reducing flood damages and promoting the wise use of floodplains, including but not limited to emergency preparedness plans, flood control works, floodproofing and floodplain management regulations.

FLOODPROOFING - Any combination of structural and nonstructural additions, changes, or adjustments to structures, including utility and sanitary facilities, which will reduce or eliminate flood damage to such structures.

FLOODWAY - The channel of a river or stream and those portions of the floodplains adjoining the channel, which are reasonably required to carry and discharge flood waters or flood flows so that confinement of flood flows to the floodway area will not cumulatively increase the water surface elevation of the base flood by more than one (1) foot.

FLOODWAY FRINGE - Those portions of the Special Flood Hazard Area outside the floodway.

HIGHEST ADJACENT GRADE – The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure

HISTORIC STRUCTURE - Any structure that is:

- a. Listed individually in the National Register of Historic Places, maintained by the Department of Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing of the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by either i) an approved state program as determined by the Secretary of the Interior or ii) directly by the Secretary of the Interior in states without approved programs.

LOWEST FLOOR - The floor of the lowest enclosed area in a building including a basement except when the criteria listed in the definition of Enclosed Area below Lowest Floor are met.

MAXIMUM DAMAGE POTENTIAL USES - Hospitals and like institutions; buildings or building complexes containing documents, data, or instruments of great public value; buildings or building complexes containing materials dangerous to the public or fuel storage facilities; power installations needed in emergency or other buildings or building complexes similar in nature or use.

MINOR PROJECTS - Small development activities (except for filling, grading and excavating) valued at less than \$500.

NEW CONSTRUCTION - (new buildings, factory-built home parks) - Those structures or development for which the start of construction commenced on or after the effective date of the first floodplain management regulations adopted by the community.

NEW FACTORY-BUILT HOME PARK OR SUBDIVISION - A factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the effective date of the first floodplain management regulations adopted by the community.

RECREATIONAL VEHICLE - A vehicle which is:

- a. Built on a single chassis;
- b. Four hundred (400) square feet or less when measured at the largest horizontal projection;
- c. Designed to be self-propelled or permanently towable by a light duty truck; and
- d. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

ROUTINE MAINTENANCE OF EXISTING BUILDINGS AND FACILITIES – Repairs necessary to keep a structure in a safe and habitable condition that do not trigger a building permit, provided they are not associated with a general improvement of the structure or repair of a damaged structure. Such repairs include:

- a. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding;
- b. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work;
- c. Basement sealing;
- d. Repairing or replacing damaged or broken window panes;
- e. Repairing plumbing systems, electrical systems, heating or air conditioning systems and repairing wells or septic systems.

SPECIAL FLOOD HAZARD AREA (SFHA)- The land within a community subject to the "base flood". This land is identified on the community's Flood Insurance Rate Map as Zone A, A1-30, AE, AH, AO, AR, and/or A99.

START OF CONSTRUCTION - Includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement, was within 180 days of the permit date. The actual start means either the first placement or permanent construction of a structure

on a site, such as pouring of a slab or footings, the installation of pile, the construction of columns, or any work beyond the stage of excavation; or the placement of a factory-built home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

STRUCTURE - Anything constructed or erected on the ground or attached to the ground, including, but not limited to, buildings, factories, sheds, cabins, factory-built homes, storage tanks, grain storage facilities and/or other similar uses.

SUBSTANTIAL DAMAGE - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred. Volunteer labor and donated materials shall be included in the estimated cost of repair.

(OPTIONAL LANGUAGE: Substantial damage also means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. Volunteer labor and donated materials shall be included in the estimated cost of repair.)

SUBSTANTIAL IMPROVEMENT - Any improvement to a structure which satisfies either of the following criteria:

1. Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either (i) before the "start of construction" of the improvement, or (ii) if the structure has been "substantially damaged" and is being restored, before the damage occurred.

(ALTERNATIVE LANGUAGE: Any repair, reconstruction or improvement of a structure taking place during a 10-year period, the cumulative cost of which, equals or exceeds fifty (50) percent of the market value of the structure either (i) before the "start of construction" of the first improvement of the structure, or (ii) if the structure has been "substantially damaged" and is being restored, before the damage occurred.)

The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions. The term also does not include any alteration of an "historic structure", provided the alteration will not preclude the structure's designation as an "historic structure". *[NOTE: An alternative to exempting substantially improved/damaged historic structures from the elevation requirements of the ordinance]*

by definition would be to handle them individually through the variance process. This option provides the community an opportunity to require that all reasonable measures are used to reduce the structure's flood damage potential (e.g., by relocating utilities above the base flood elevation, using flood resistant materials where practicable, etc.), provided those measures do not preclude the structure's designation as an "historic structure." If this alternative is preferred, the last sentence of the previous paragraph (referring to "historic structures" should be deleted).

2. Any addition which increases the original floor area of a building by 25 percent or more. All additions constructed after the effective date of the first floodplain management regulations adopted by the community shall be added to any proposed addition in determining whether the total increase in original floor space would exceed 25 percent.

VARIANCE - A grant of relief by a community from the terms of the floodplain management regulations.

VIOLATION - The failure of a structure or other development to be fully compliant with the community's floodplain management regulations.

185.02 - Statutory Authority, Findings of Fact and Purpose

- A. The Legislature of the State of Iowa has in Chapter 414, Code of Iowa, as amended, delegated the power to cities to enact zoning regulations to secure safety from flood and to promote health and the general welfare.

B. Findings of Fact

1. The flood hazard areas of the City of Windsor Heights are subject to periodic inundation which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base all of which adversely affect the public health, safety and general welfare of the community.
2. These flood losses, hazards, and related adverse effects are caused by: (i) The occupancy of flood hazard areas by uses vulnerable to flood damages which create hazardous conditions as a result of being inadequately elevated or otherwise protected from flooding and (ii) the cumulative effect of obstructions on the floodplain causing increases in flood heights and velocities.
3. This ordinance relies upon engineering methodology for analyzing flood hazards which is consistent with the standards established by the Department of Natural Resources.

C. Statement of Purpose

It is the purpose of this Ordinance to protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing those flood losses described in 185.02 (B) 1 of this Ordinance with provisions designed to:

1. Reserve sufficient floodplain area for the conveyance of flood flows so that flood heights and velocities will not be increased substantially.
2. Restrict or prohibit uses which are dangerous to health, safety or property in times of flood or which cause excessive increases in flood heights or velocities.
3. Require that uses vulnerable to floods, including public facilities which serve such uses, be protected against flood damage at the time of initial construction or substantial improvement.
4. Protect individuals from buying lands which may not be suited for intended purposes because of flood hazard.
5. Assure that eligibility is maintained for property owners in the community to purchase flood insurance through the National Flood Insurance Program.

185.03 - General Provisions

A. Lands to Which Ordinance Apply

The provisions of this Ordinance shall apply to all lands within the jurisdiction of the City of Windsor Heights shown on the Official Floodplain Zoning Map as being within the boundaries of the Floodway, Floodway Fringe, General Floodplain and Shallow Flooding (Overlay) Districts, as established in 185.03

B. Establishment of Official Floodplain Zoning Map

The Flood Insurance Rate Map (FIRM) for Polk County and Incorporated Areas, City of Windsor Heights, Panels 19153C0326F, 0327F, 0329F, dated February 1, 2019, which were prepared as part of the Flood Insurance Study for Polk County, is (are) hereby adopted by reference and declared to be the Official Floodplain Zoning Map. The flood profiles and all explanatory material contained with the Flood Insurance Study are also declared to be a part of this ordinance.

C. Rules for Interpretation of District Boundaries

The boundaries of the zoning district areas shall be determined by scaling distances on the Official Floodplain Zoning Map. When an interpretation is needed as to the exact location of a boundary, the Building Officials shall make the necessary interpretation. The (Board of

Adjustment shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Building Official in the enforcement or administration of this Ordinance.

D. Compliance

No structure or land shall hereafter be used and no structure shall be located, extended, converted or structurally altered without full compliance with the terms of this Ordinance and other applicable regulations which apply to uses within the jurisdiction of this Ordinance.

E. Abrogation and Greater Restrictions

It is not intended by this Ordinance to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provision of this Ordinance shall prevail. All other ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

F. Interpretation

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

G. Warning and Disclaimer of Liability

The standards required by this Ordinance are considered reasonable for regulatory purposes. This Ordinance does not imply that areas outside the designated Floodplain (Overlay) District areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of the City of Windsor Heights or any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made there under.

H. Severability

If any section, clause, provision or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

185.04 - Administration

A. Appointment, Duties and Responsibilities of Local Official

1. The Building Official is hereby appointed to implement and administer the provisions of this Ordinance and will herein be referred to as the Administrator.

2. Duties and responsibilities of the Administrator shall include, but not necessarily be limited to the following:
 - a. Review all floodplain development permit applications to assure that the provisions of this Ordinance will be satisfied.
 - b. Review floodplain development applications to assure that all necessary permits have been obtained from federal, state and local governmental agencies including approval when required from the Department of Natural Resources for floodplain construction.
 - c. Record and maintain a record of (i) the elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of all new or substantially improved structures or (ii) the elevation to which new or substantially improved structures have been floodproofed.
 - d. Notify adjacent communities/counties and the Department of Natural Resources prior to any proposed alteration or relocation of a watercourse and submit evidence of such notifications to the Federal Emergency Management Agency.
 - e. Keep a record of all permits, appeals and such other transactions and correspondence pertaining to the administration of this Ordinance.
 - f. Submit to the Federal Insurance Administrator an annual report concerning the community's participation, utilizing the annual report form supplied by the Federal Insurance Administrator.
 - g. Notify the Federal Insurance Administration of any annexations or modifications to the community's boundaries.
 - h. Review subdivision proposals to insure such proposals are consistent with the purpose of this ordinance and advise the Planning and Zoning Commission of potential conflict.
 - i. Maintain the accuracy of the community's Flood Insurance Rate Maps when;
 1. Development placed within the Floodway (Overlay) District results in any of the following:
 - a) An increase in the Base Flood Elevations, or
 - b) Alteration to the floodway boundary
 2. Development place in Zones A, AE, AH, and A1-30 that does not include a designated floodway that will cause a rise of more than one foot in the base elevation; or
 3. Development relocates or alters the channel.

Within 6 months of the completion of the development, the applicant shall submit to FEMA all scientific and technical data necessary for a Letter of Map Revision.

- j. Perform site inspections to ensure compliance with the standards of this Ordinance.
- k. Forward all requests for Variances to the Board of Adjustment for consideration. Ensure all requests include the information ordinarily submitted with applications as well as any additional information deemed necessary to the Board of Adjustment.

B. Floodplain Development Permit

1. Permit Required - A Floodplain Development Permit issued by the Administrator shall be secured prior to any floodplain development (any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations), including the placement of factory-built homes.
2. Application for Permit - Application shall be made on forms furnished by the Administrator and shall include the following:
 - a. Description of the work to be covered by the permit for which application is to be made.
 - b. Description of the land on which the proposed work is to be done (i.e., lot, block, track, street address or similar description) that will readily identify and locate the work to be done.
 - c. Location and dimensions of all buildings and building additions
 - d. Indication of the use or occupancy for which the proposed work is intended.
 - e. Elevation of the base flood.
 - f. Elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of buildings or of the level to which a building is to be floodproofed.
 - g. For buildings being improved or rebuilt, the estimated cost of improvements and market value of the building prior to the improvements.
 - h. Such other information as the Administrator deems reasonably necessary (e.g., drawings or a site plan) for the purpose of this Ordinance.
3. Action on Permit Application - The Administrator shall, within a reasonable time, make a determination as to whether the proposed floodplain development meets the applicable

standards of this Ordinance and shall approve or disapprove the application. For disapprovals, the applicant shall be informed, in writing, of the specific reasons therefore. The Administrator shall not issue permits for variances except as directed by the County Board of Adjustment.

4. Construction and Use to be as Provided in Application and Plans - Floodplain Development Permits based on the basis of approved plans and applications authorize only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement or construction. Any use, arrangement, or construction at variance with that authorized shall be deemed a violation of this Ordinance. The applicant shall be required to submit certification by a professional engineer or land surveyor, as appropriate, registered in the State of Iowa, that the finished fill, building floor elevations, floodproofing, or other flood protection measures were accomplished in compliance with the provisions of this Ordinance, prior to the use or occupancy of any structure.

184.05 - Establishment of Zoning (Overlay) Districts

The floodplain areas within the jurisdiction of this ordinance are hereby divided into the following districts:

- A. Floodway (Overlay) District (FW) – those areas identified as Floodway on the Official Flood Plain Zoning Map;
- B. Floodway Fringe (Overlay) District (FF) – those areas identified as Zone AE on the Official Flood Plain Zoning Map but excluding those areas identified as Floodway;
- C. General Floodplain (Overlay) District (GF) – those areas identified as Zone A on the Official Flood Plain Zoning Map, and;

The boundaries shall be as shown on the Official Floodplain Zoning Map. Within these districts, all uses not allowed as Permitted Uses are prohibited unless a variance to the terms of this ordinance is granted after due consideration by the Board of Adjustment.

184.06 - Floodway (Overlay) District (FW)

A. Permitted Uses

All uses within the Floodway District shall be permitted to the extent that they are not prohibited by any other ordinance (or underlying zoning district) and provided they meet applicable performance standards of the Floodway District.

B. Performance Standards

All Floodway District uses allowed as a Permitted shall meet the following standards.

1. No use shall be permitted in the Floodway District that would result in any increase in the base flood elevation. Consideration of the effects of any development on flood levels shall be based upon the assumption that an equal degree of development would be allowed for similarly situated lands.
2. All uses within the Floodway District shall:
 - a. Be consistent with the need to minimize flood damage.
 - b. Use construction methods and practices that will minimize flood damage.
 - c. Use construction materials and utility equipment that are resistant to flood damage.
3. No use shall affect the capacity or conveyance of the channel or floodway of any tributary to the main stream, drainage ditch or any other drainage facility or system.
4. Structures, buildings and sanitary and utility systems, if permitted, shall meet the applicable performance standards of the Floodway Fringe District and shall be constructed or aligned to present the minimum possible resistance to flood flows.
5. Buildings, if permitted, shall have a low flood damage potential and shall not be for human habitation.
6. Storage of materials or equipment that are buoyant, flammable, explosive or injurious to human, animal or plant life is prohibited. Storage of other material may be allowed if readily removable from the Floodway District within the time available after flood warning.
7. Watercourse alterations or relocations (channel changes and modifications) must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, such alterations or relocations must be approved by the Department of Natural Resources.
8. Any fill allowed in the floodway must be shown to have some beneficial purpose and shall be limited to the minimum amount necessary.
9. Pipeline river or stream crossings shall be buried in the streambed and banks or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering or due to the action of flood flows.

184.07 - Floodway Fringe (Overlay) District FF

A. Permitted Uses

All uses within the Floodway Fringe District shall be permitted to the extent that they are not prohibited by any other ordinance (or underlying zoning district) and provided they meet applicable performance standards of the Floodway Fringe District.

B. Performance Standards

All uses must be consistent with the need to minimize flood damage and meet the following applicable performance standards. Where 100-year flood data has not been provided on the Flood Insurance Rate Map, the Iowa Department of Natural Resources shall be contacted to compute such data. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination.

1. All structures shall:

- a. Be adequately anchored to prevent flotation, collapse or lateral movement of the structure.
- b. Use construction methods and practices that will minimize flood damage.
- c. Use construction materials and utility equipment that are resistant to flood damage.

2. Residential structures - All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one (1) foot above the base flood elevation. Construction shall be upon compacted fill which shall, at all points, be no lower than 1.0 ft. above the base flood elevation and extend at such elevation at least 18 feet beyond the limits of any structure erected thereon. Alternate methods of elevating (such as piers or extended foundations) may be allowed subject to favorable consideration by the Board of Adjustment, where existing topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

All new residential structures located in areas that would become isolated due to flooding of surrounding ground shall be provided with a means of access that will be passable by wheeled vehicles during the base flood. However, this criterion shall not apply where the Administrator determines there is sufficient flood warning time for the protection of life and property. When estimating flood warning time, consideration shall be given to the criteria listed in 567-75.2(3), Iowa Administrative Code.

3. Non-residential structures - All new or substantially improved non-residential structures shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the base flood elevation, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and

other factors associated with the base flood; and that the structure, below the base flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Administrator.

4. All new and substantially improved structures:

- a. Fully enclosed areas below the "lowest floor" (not including basements) that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

- (1) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
(ALTERNATIVE LANGUAGE: A minimum of two (2) openings, with positioning on at least two (2) walls, having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. [Note: The NFIP's Lowest Floor Guide requires that openings be located on "at least two walls". While FEMA does not require the ordinance to contain this language, including it might help to ensure that the property owner will receive a lower flood insurance premium])
- (2) The bottom of all openings shall be no higher than one foot above grade.
- (3) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic entry and exit of floodwaters.

Such areas shall be used solely for parking of vehicles, building access and low damage potential storage. *(OPTIONAL LANGUAGE: Where the distance between the floor and ceiling of the fully enclosed area below the "lowest floor" is (FIVE (5)) feet or more, the applicant shall be required to sign and record with the (Polk County) Recorder a Non-Conversion Agreement that ensures the lower enclosed area remains compliant with the criteria outlined in SECTION VII (B)4. [Note: Community may determine the height of the lower-enclosed area at which to require the applicant to sign a Non-Conversion Agreement]*

- b. New and substantially improved structures must be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- c. New and substantially improved structures shall be constructed with electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities

elevated or floodproofed to a minimum of one (1) foot above the base flood elevation). *(ALTERNATIVE LANGUAGE: New and substantially improved structures shall be constructed with electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities (including ductwork) elevated or floodproofed to a minimum of one (1) foot above the base flood elevation)*

5. Factory-built homes:

- a. All factory-built homes, including those placed in existing factory-built home parks or subdivisions, shall be elevated on a permanent foundation such that the lowest floor of the structure is a minimum of one (1) foot above the 100-year flood level.
- b. All factory-built homes, including those placed in existing factory-built home parks or subdivisions, shall be anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. Anchorage systems may include, but are not limited to, use of over-the-top or frame ties to ground anchors as required by the State Building Code.

6. Utility and Sanitary Systems:

- a. On-site waste disposal and water supply systems shall be located or designed to avoid impairment to the system or contamination from the system during flooding.
- b. All new and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system as well as the discharge of effluent into flood waters. Wastewater treatment facilities (other than on-site systems) shall be provided with a level of flood protection equal to or greater than one (1) foot above the 100-year flood elevation.
- c. New or replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system. Water supply treatment facilities (other than on-site systems) shall be provided with a level of protection equal to or greater than one (1) foot above the 100-year flood elevation.
- d. Utilities such as gas or electrical systems shall be located and constructed to minimize or eliminate flood damage to the system and the risk associated with such flood damaged or impaired systems.

7. Storage of materials and equipment that are flammable, explosive or injurious to human, animal or plant life is prohibited unless elevated a minimum of one (1) foot above the base flood elevation. Other material and equipment must either be similarly elevated or (i) not be subject to major flood damage and be anchored to prevent movement due to flood waters or (ii) be readily removable from the area within the time available after flood warning.

8. Flood control structural works such as levees, flood walls, etc. shall provide, at a minimum, protection from the base flood with a minimum of 3 ft. of design freeboard and shall provide for adequate interior drainage. In addition, the Department of Natural Resources shall approve structural flood control works.
9. Watercourse alterations or relocations must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, the Department of Natural Resources must approve such alterations or relocations.
10. Subdivisions (including factory-built home parks and subdivisions) shall be consistent with the need to minimize flood damages and shall have adequate drainage provided to reduce exposure to flood damage. Development associated with subdivision proposals (including the installation of public utilities) shall meet the applicable performance standards of this Ordinance. Subdivision proposals intended for residential use shall provide all lots with a means of access which will be passable by wheeled vehicles during the base flood. Proposals for subdivisions greater than five (5) acres or fifty (50) lots (whichever is less) shall include base flood elevation data for those areas located within the Floodplain (Overlay) District.
11. Accessory Structures to Residential Uses
 - a. Detached garages, sheds, and similar structures that are incidental to a residential use are exempt from the base flood elevation requirements where the following criteria are satisfied. *(NOTE: Community may choose to instead require any type of accessory structure to comply the elevation requirements as outlined in (SECTION VII(B)2.)*
 - (1) The structure shall be designed to have low flood damage potential. Its size shall not exceed 600 sq. ft. in size. Those portions of the structure located less than 1 foot above the BFE must be constructed of flood-resistant materials.
 - (2) The structure shall be used solely for low flood damage potential purposes such as vehicle parking and limited storage. The structure shall not be used for human habitation.
 - (3) The structure shall be constructed and placed on the building site so as to offer minimum resistance to the flow of floodwaters.
 - (4) The structure shall be firmly anchored to resist flotation, collapse and lateral movement.
 - (5) The structure's service facilities such as electrical and heating equipment shall be elevated or floodproofed to at least one foot above the base flood elevation.
 - (6) The structure's walls shall include openings that satisfy the provisions of **185.07 (B) 4a** of this Ordinance.

- b. Exemption from the 100-year flood elevation requirements for such a structure may result in increased premium rates for flood insurance coverage of the structure and its contents.

12. Recreational Vehicles

- a. Recreational vehicles are exempt from the requirements of 185.07(B)5 of this Ordinance regarding anchoring and elevation of factory-built homes when the following criteria are satisfied.

- (1) The recreational vehicle shall be located on the site for less than 180 consecutive days, and,
- (2) The recreational vehicle must be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system and is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

- b. Recreational vehicles that are located on the site for more than 180 consecutive days or are not ready for highway use must satisfy requirements of 185.07(B)5 of this Ordinance regarding anchoring and elevation of factory-built homes.

13. Pipeline river and stream crossings shall be buried in the streambed and banks, or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering.

14. Maximum Damage Potential Uses – All new or substantially improved maximum damage potential uses shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the elevation of the 500-year flood, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the 0.2% annual chance flood; and that the structure, below the 0.2% annual chance flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Administrator. Where 0.2% chance flood elevation data has not been provided in the Flood Insurance Study, the Iowa Department of Natural Resources shall be contacted to compute such data. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determinations.

185.08 - General Floodplain (Overlay) District FP

A. Permitted Uses

1. All uses within the General Floodplain District shall be permitted to the extent that they are not prohibited by any other ordinance (or underlying zoning district) and provided they meet the applicable performance standards of the General Floodplain District.
2. Any uses which involve placement of structures, factory-built homes, fill or other obstructions, storage of materials or equipment, excavation or alteration of a watercourse shall be reviewed by the Department of Natural Resources to determine (i) whether the land involved is either wholly or partly within the floodway or floodway fringe and (ii) the base flood elevation. The applicant shall be responsible for providing the Department of Natural Resources with sufficient technical information to make the determination.
3. Review by the Iowa Department of Natural Resources is not required for the proposed construction of new or replacement bridges or culverts where:
 - a. The bridge or culvert is located on a stream that drains less than one hundred (100) square miles, and
 - b. The bridge or culvert is not associated with a channel modification that constitutes a channel change as specified in 567-71.2(1)b, Iowa Administrative Code.

B. Performance Standards

1. All uses, or portions thereof, to be located in the floodway as determined by the Department of Natural Resources shall meet the applicable provisions and standards of the Floodway (Overlay) District 185.06.
2. All uses, or portions thereof, to be located in the floodway fringe as determined by the Department of Natural Resources shall meet the applicable provisions and standards of the Floodway Fringe (Overlay) District 185.07

185.09 – Appointment and Duties of Board of Adjustment

- A. Appointment and Duties of Board of Adjustment - A (BOARD OF Adjustment) is hereby established which shall hear and decide (i) appeals and (ii) requests for variances to the provisions of this ordinance, and shall take any other action which is required of the Board.
- B. Appeals - Where it is alleged there is any error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this ordinance, the aggrieved party may appeal such action. The notice of appeal shall be filed with the

Board of Adjustment and with the official from whom the appeal is taken and shall set forth the specific reason for the appeal. The official from whom the appeal is taken shall transmit to the Board of Adjustment all the documents constituting the record upon which the action appealed from was taken.

C. Variance - The (BOARD OF Adjustment) may authorize upon request in specific cases such variances from the terms of this Ordinance that will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship. Variances granted must meet the following applicable standards.

1. Variances shall only be granted upon: (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local codes or ordinances.
2. Variances shall not be issued within any designated floodway if any increase in flood levels during the 100-year flood would result. Consideration of the effects of any development on flood levels shall be based upon the assumption that an equal degree of development would be allowed for similarly situated lands.
3. Variances shall only be granted upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
4. In cases where the variance involves a lower level of flood protection for buildings than what is ordinarily required by this Ordinance, the applicant shall be notified in writing over the signature of the Administrator that: (i) the issuance of a variance will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction increases risks to life and property.
5. All variances granted shall have the concurrence or approval of the Department of Natural Resources.

D. Hearings and Decisions of the Board of Adjustment

1. Hearings. Upon the filing with the (BOARD OF Adjustment) of an Appeal or a request for a Variance, the Board shall hold a public hearing. The Board shall fix a reasonable time for the hearing and give public notice thereof, as well as due notice to parties in interest. At the hearing, any party may appear in person or by agent or attorney and present written or oral evidence. The board may require the appellant or applicant to provide such information as is reasonably deemed necessary and may

request the technical assistance and/or evaluation of a professional engineer or other expert person or agency, including the Department of Natural Resources.

2. Decisions. The Board shall arrive at a decision on an Appeal or Variance within a reasonable time. In passing upon an Appeal, the Board may, so long as such action is in conformity with the provisions of this ordinance, reverse or affirm, wholly or in part, or modify the order, requirement, decision, or determination appealed from, and it shall make its decision, in writing, setting forth the findings of fact and the reasons for its decision. In granting a Variance, the board shall consider such factors as contained in this section and all other relevant sections of this ordinance and may prescribe such conditions as contained in 185.09(D) 2 (B).

- A. Factors Upon Which the Decision of the (BOARD OF Adjustment) Shall be Based. In passing upon applications for Variances, the Board shall consider all relevant factors specified in other sections of this Ordinance and:

1. The danger to life and property due to increased flood heights or velocities caused by encroachments.
2. The danger that materials may be swept on to other land or downstream to the injury of others.
3. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
4. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
5. The importance of the services provided by the proposed facility to the City.
6. The requirements of the facility for a floodplain location.
7. The availability of alternative locations not subject to flooding for the proposed use.
8. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
9. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
10. The safety of access to the property in times of flood for ordinary and emergency vehicles.

11. The expected heights, velocity, duration, rate of rise and sediment transport of the flood water expected at the site.
12. The cost of providing governmental services during and after flood conditions, including maintenance and repair of public utilities (sewer, gas, electrical and water systems), facilities, streets and bridges.
13. Such other factors which are relevant to the purpose of this Ordinance.

B Conditions Attached to Variances - Upon consideration of the factors listed above, the Board of Adjustment may attach such conditions to the granting of variances as it deems necessary to further the purpose of this Ordinance. Such conditions may include, but not necessarily be limited to:

1. Modification of waste disposal and water supply facilities.
2. Limitation of periods of use and operation.
3. Imposition of operational controls, sureties, and deed restrictions.
4. Requirements for construction of channel modifications, dikes, levees, and other protective measures, provided such are approved by the Department of Natural Resources and are deemed the only practical alternative to achieving the purpose of this Ordinance.
5. Floodproofing measures shall be designed consistent with the flood protection elevation for the particular area, flood velocities, duration, rate of rise, hydrostatic and hydrodynamic forces, and other factors associated with the regulatory flood. The Board of Adjustment shall require that the applicant submit a plan or document certified by a registered professional engineer that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

E. Appeals to the Court - Any person or persons, jointly or severally, aggrieved by any decision of the (Board of Adjustment) may present to a court of record a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within thirty days after the filing of the decision in the office of the Board.

185.10 - Nonconforming Uses

A. A structure or the use of a structure or premises which was lawful before the passage or amendment of this Ordinance, but which is not in conformity with the provisions of this Ordinance, may be continued subject to the following conditions:

1. If such use is discontinued for six (6) consecutive months, any future use of the building premises shall conform to this Ordinance.
 2. Uses or adjuncts thereof that are or become nuisances shall not be entitled to continue as nonconforming uses.
 3. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than fifty (50) percent of the market value of the structure before the damage occurred, unless it is reconstructed in conformity with the provisions of this Ordinance.
- B. Except as provided in 185.10 (A) 2), any use which has been permitted as a Variance shall be considered a conforming use

185.11 - Penalties for Violation

Violations of the provisions of this Ordinance or failure to comply with any of the requirements (including violations of conditions and safeguards established in connection with grants of Variances) shall constitute a misdemeanor. Any person who violates this Ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$(500.00 (FIVE HUNDRED)) or imprisoned for not more than (THIRTY (30)) days. Each day such violation continues shall be considered a separate offense. Nothing herein contained prevent the City of Windsor Heights from taking such other lawful action as is necessary to prevent or remedy violation.

185.12 - Amendments

The regulations and standards set forth in this Ordinance may from time to time be amended, supplemented, changed, or repealed. No amendment, supplement, change, or modification shall be undertaken without prior approval of the Department of Natural Resources.

ADOPTED AND PASSED by the City Council of the City of this _____ day of _____, 20____.

Mayor

Seal of City

Attest:

City Clerk

Public Hearing Date: _____

Publication Date: _____

Effective Date: _____

Note: All Ordinances must be properly certified.

ORDINANCE NO. 19-02**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY REPEALING AND REPLACING CHAPTER 100—REGULATION OF INDUSTRIAL WASTEWATER AND COMMERCIAL WASTEWATER AND AMENDING CHAPTER 97—USE OF PUBLIC SEWERS**

WHEREAS, as part of the Second Amended and Restated Agreement for the Des Moines Metropolitan Wastewater Reclamation Authority (“WRA”), each participating community is required to enact industrial pretreatment ordinances in a form consistent in all respects with those approved by the WRA Board; and

WHEREAS, the WRA has prepared amendments to the industrial pretreatment ordinance in an effort to meet updated standards from the Environmental Protection Agency and the Iowa Department of Natural Resources and update the requirements for fat, oil, and grease (“FOG”) interceptors and provide standards for their maintenance and installation; and

WHEREAS, on January 7, 2019, following proper notice and publication of the proposed changes, the City Council held a public hearing on the proposed repeal and replacement of Chapter 100 and amendments to Chapter 97; and

WHEREAS, the City Council of the City of Windsor Heights does hereby find and declare that the repeal and replacement of the Chapter 100 ordinance and the amendments to Chapter 97 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 repeal and replace Chapter 100 and amend Chapter 97 of the Windsor Heights Code of Ordinances with regard to the regulation of industrial and commercial wastewater.

SECTION 2. Repealed and Replaced. The existing Chapter 100 of the Windsor Heights Code of Ordinances, Regulation of Industrial and Commercial Wastewater, is repealed and replaced with the language in the attached Exhibit A.

SECTION 3. Amendment. Chapter 97 of the Windsor Heights Code of Ordinances, Use of Public Sewers, is amended as set forth in the attached Exhibit B.

SECTION 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. 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 6. 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

CHAPTER 97

USE OF PUBLIC SEWERS

97.01 Storm Water
 97.02 Prohibited Wastes
 97.03 Restricted Discharges
 97.04 Restricted Discharges; Powers

97.05 Special Facilities
 97.06 Collection Point
 97.07 Testing of Wastes

97.01 STORM WATER.

1. Drainage Required. Roofs, paved areas, yards, courts, courtyards, and areaways shall be drained into a storm sewer when such a sewer is abutting the property, or otherwise available as required by the Superintendent. Such drainage may be discharged into a combined sewer system where such a system is available and where not prohibited by the administrative authority having jurisdiction.
2. Prohibited Drainage. Storm water runoff, roof runoff, and subsurface drainage shall not be drained into sewers intended for sanitary sewage only.
3. Disposal of Subsurface Drainage and Storm Water. Where a storm sewer is not available, the disposition of storm water and subsurface drainage shall be as follows:
 - A. For one- and two-family dwellings, to sump and pump to grade or drywell seepage pit as shown in the illustration of proper disposal of subsurface drainage and storm water, on file in the office of the Superintendent.
 - B. For other than one- and two-family dwellings, to sump and pump to drywell seepage pit, or use lateral system similar to septic system with overflow on end.
 - C. Exception to paragraphs A and B of this subsection, gravity drainage approved if footing and area drainage elevation is higher than drywell seepage pit drain discharge flow line.
4. Traps. Leaders or downspouts, when connected to a combined sewer, shall be trapped.
5. Expansion Joints. Expansion joints or sleeves shall be provided where warranted by temperature variations or physical conditions.
6. Subsoil Drainage. No subsoil drainage system shall be installed to drain into a sewer intended for sanitary sewage.
7. Subsoil Drain. Where subsoil drains are placed under the cellar or basement floor or are used to surround the outer walls of a building, they shall be installed in accordance with the Building Code and shall be made of open-jointed, horizontally split, or perforated clay tile or asbestos-cement pipe or rigid plastic pipe not less than four inches in diameter. They shall be drained into an open sump with protective cover. Such sumps need not be vented. The building storm and subsoil drainage systems shall be connected to a storm sewer when such a sewer abuts the property. Where a sump pump is used, the discharge piping to the storm sewer, drywell seepage pit, or lateral system shall be inspected and approved before use.

8. Parking Lot and Retention Pond Drains. Parking lot and retention pond drains shall be installed as directed by the City Engineer and in accordance with the approved site plan, a copy of which shall be available on the job site.

~~**97.02 PROHIBITED WASTES.** Unless otherwise agreed to in writing no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:~~

- ~~1. Flammable or Explosive Material. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.~~
- ~~2. Toxic or Poisonous Materials. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to cyanides in excess of two (2) milligrams per liter as CN in the wastes as discharged to the public sewer.~~
- ~~3. Corrosive Wastes. Any waters or wastes having a pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.~~
- ~~4. Solid or Viscous Substances. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.~~

~~**97.03 RESTRICTED DISCHARGES.** No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the City that such wastes can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving stream or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming an opinion as to the acceptability of these wastes, the City will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The substances restricted are:~~

- ~~1. High Temperature. Any liquid or vapor having a temperature higher than one hundred fifty degrees (150°) F (65° C).~~
- ~~2. Viscous Substances. Water or wastes containing substances which may solidify or become viscous at temperatures between 32° F and 150° F (0° to 65° C).~~
- ~~3. Garbage. Any garbage that has not been properly shredded, that is, to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one half (1/2) inch in any dimension.~~
- ~~4. Acids. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solution whether neutralized or not.~~
- ~~5. Toxic or Objectionable Wastes. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes~~

~~exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Superintendent for such materials.~~

~~6.—— Odor or Taste. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by State, federal, or other public agencies of jurisdiction for such discharge to the receiving waters.~~

~~7.—— Radioactive Wastes. Any radioactive wastes or isotopes of such half life or concentration as may exceed limits established by State or federal regulations.~~

~~8.—— Excess Alkalinity. Any waters or wastes having a pH in excess of 9.5.~~

~~9.—— Unusual Wastes. Materials which exert or cause:~~

~~A.—— Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate).~~

~~B.—— Excessive discoloration (such as, but not limited to dye wastes and vegetable tanning solutions).~~

~~C.—— B.O.D. greater than 1500 mg/l.~~

~~D.—— Unusual volume of flow or concentration of wastes constituting “slugs” as defined herein.~~

~~10.—— Noxious or Malodorous Gases. Any noxious or malodorous gas or other substance which either singly or by interaction with other wastes is capable of creating a public nuisance or hazard to life or of preventing entry into sewers for their maintenance and repair.~~

~~11.—— Damaging Substances. Any waters, wastes, materials or substances which react with water or wastes in the sewer system to release noxious gases, develop color of undesirable intensity, form suspended solids in objectionable concentration or create any other condition deleterious to structures and treatment processes.~~

~~12.—— Untreatable Wastes. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, such as (but not limited to) heavy metals and toxic substances.~~

~~97.04 RESTRICTED DISCHARGES — POWERS.~~ ~~If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 97.03 and which in the judgment of the City may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the City may:~~

~~1.—— Rejection. Reject the wastes by requiring disconnection from the public sewage system;~~

~~2.—— Pretreatment. Require pretreatment to an acceptable condition for discharge to the public sewers;~~

~~3.—— Controls Imposed. Require control over the quantities and rates of discharge; and/or~~

~~4.—— Special Charges. Require payment to cover the added cost of handling and treating the wastes.~~

~~**97.05 — SPECIAL FACILITIES.** If the City permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the City and subject to the requirements of all applicable codes, ordinances, and laws. Where preliminary treatment or flow equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at the owner's expense.~~

~~**97.06 — COLLECTION POINT.** When required by the City, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the City. The manhole shall be installed by the owner at the owner's expense, and shall be maintained by the owner so as to be safe and accessible at all times.~~

~~**97.07 — TESTING OF WASTES.** All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with the latest edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb, and property.~~

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CHAPTER 100

REGULATION OF INDUSTRIAL WASTEWATER AND COMMERCIAL WASTEWATER

DIVISION 1. GENERAL PROVISIONS REGARDING INDUSTRIAL WASTE

100.01 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. "Act or Clean Water Act" means the 1972 Federal Water Pollution Control Act, the 1977 Clean Water Act, and the 1987 Water Quality Act, as amended.
2. "Approval authority" means the Iowa department of natural resources.
3. "Authorized representative" means:
 - A. An executive officer of a corporation.
 - B. A general partner of a partnership.
 - C. The proprietor of a proprietorship.
 - D. The conservator, trustee, attorney in fact, receiver or other person or agent authorized in law and in fact to act on behalf of users which are not corporations, partnerships, or proprietorships or on behalf of other entities which must legally act through an agent.
 - E. Any other authorized representative of a person or entity identified in subsections (1), (2), (3), or (4) of this definition, if the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of plant manager or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company and the written authorization is submitted to the director.
 - F. Any other person authorized by law to act on behalf of any entity.
4. "Baseline monitoring report" means the report required by 40 CFR 403.12(b)(1-7).
5. "Biochemical oxygen demand (BOD)" means the analysis of BOD as described in Environmental Protection Agency methods.
6. "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the wall of the building and conveys it to the building sewer, beginning three feet outside the building wall.
7. "Building sewer" or "lateral sewer" means the sewer extending from the building drain to the connection with the POTW.
8. "Bypass" means the intentional diversion of waste streams from any portion of an industrial user's pretreatment facility.

9. "Carbonaceous Biochemical Oxygen Demand (CBOD)" means the analysis of BOD as described in Environmental Protection Agency methods while inhibiting the nitrogenous oxygen demand.
10. "Categorical user" means a user subject to National Categorical Pretreatment Standards.
11. "Chemical oxygen demand (COD)" means the measurement of the susceptibility of a sample to oxidation by a strong chemical oxidant expressed in mg/l and using Environmental Protection Agency methods.
12. "City" means the political subdivision known as the city of Windsor Heights, Iowa, and also means the territory within the corporate boundaries of the city of Windsor Heights.
13. "City sanitary sewer system" or "sanitary sewer system" means the local outfall sewers, trunk sewers, pumping stations, force mains, and wastewater equalization basins, and all other structures, devices and appliances appurtenant thereto, which are used for collecting, conveying or storing wastewater and which serve and are owned, operated and maintained by the city or by a sanitary district serving the city.
14. "Combined waste stream formula" means the formula as found in 40 CFR 403.6(e).
15. "Composite sample" means a representative sample using a minimum of three grab sample aliquots obtained over a period of time and mixed using either a flow proportional or time proportional method.
16. "Conventional pollutant" means BOD, COD, O&G, suspended solids, pH, ammonia nitrogen, total Kjeldahl nitrogen and fecal coliform bacteria.
17. "Discharge" or "indirect discharge" means the introduction of treated or untreated wastewater into the POTW.
18. "Dissolved solids" means the concentration of residue left in an evaporating dish after evaporation and drying at defined temperatures using Environmental Protection Agency methods or standard methods.
19. "Domestic wastewater" means all household-type waste discharged from places of human habitation, including toilet, bath, kitchen and laundry wastewater. "Domestic wastewater" is further defined as waste which does not exceed daily maximum limits of 300 mg/l COD, 200 mg/l BOD, 250 mg/l suspended solids, 100 mg/l oil & grease, 30 mg/l TKN, and 15 mg/l NH₃-N at a discharge rate of 100 gallons per capita per day. This loading is equal to 0.25 pound of COD, 0.17 pound of BOD, 0.20 pound of suspended solids, 0.083 pound of oil & grease, 0.025 pound of TKN and 0.013 pound of NH₃-N per capita per day.
20. "Domestic user" means a person discharging only domestic wastewater to the POTW, which wastewater is discharges from any building or parts of a building designed for or occupied by one or more persons as a single housekeeping unit, including such units within multifamily dwellings and apartment buildings, which building or premises is a source of wastewater discharge into a POTW.
21. "Environmental Protection Agency" or "EPA" means the U.S. Environmental Protection Agency
22. "Environmental Protection Agency methods" means standard procedures for wastewater analysis approved by the U.S. Environmental Protection Agency and

prescribed in 40 CFR 136, and includes alternate methods approved by the approval authority.

23. “E. Coli or Escherichia coli” means bacteria that are a member of the fecal coliform group and whose presence indicates fecal contamination in water.

24. “Fecal coliform” means bacteria common to the intestinal tracts of humans and animals whose presence in water is an indication of pollution.

25. “Fat, oil, and grease” or “oil and grease” or “FOG” means those substances which are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as “grease” or “greases”.

26. “Garbage” means solid waste from the domestic and commercial preparation, cooking and dispensing of food, and from the commercial handling, storage and sale of produce.

27. “Grab sample” means a single aliquot sample collected either directly or by means of a mechanical device.

28. “Headworks” means the main wet well at the WRF prior to any treatment process.

29. “Industrial user” means a person whose property, building or premises is a source of wastewater discharge into the POTW, other than a domestic user.

30. “Industrial waste” means the liquid waste from industrial users as distinct from domestic sewage.

31. “Interference” means a discharge which, alone or in conjunction with a discharge or discharges from other sources, which both:

A. Inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal, and

B. Causes a violation of any requirement of the WRA's National Pollutant Discharge Elimination System permit (including an increase in the magnitude or duration of a violation) or prevents sewage sludge use or disposal in compliance with any federal, state or local regulations or permits.

32. “Limit” means the maximum allowable discharge of a given pollutant as in the following definitions:

A. “Daily maximum limit” or “daily instantaneous maximum limit” means the maximum allowable discharge of pollutant as measured at any time during a calendar day, expressed as either a concentration limit or a daily mass limit. It is a violation if the concentration limit on any single sample taken exceeds that discharge limits in the discharge permit for the user, or the discharge limits set forth in section 100.12

B. “Monthly average limit” means the maximum allowable value for the average of all measurements of a pollutant obtained during one calendar month.

33. “National Categorical Pretreatment Standards (NCPS)” or “categorical standards” means any limitations on pollutant discharges to POTW promulgated by the U.S. Environmental Protection Agency that apply to specified process wastewater of particular industrial categories.

34. “National Pollutant Discharge Elimination System (NPDES) permit” means a permit issued pursuant to the Act.

35. “New source” means a source as defined by 40 CFR 403.3(k).

36. “Nonconventional pollutants” means all pollutants which are not included in the definition of conventional pollutants.
37. “NH₃-N” means the ammonia nitrogen concentration in mg/l as determined using Environmental Protection Agency methods.
38. “O&M” means operation and maintenance.
39. “Pass through” means a discharge which exits the POTW into water of the state in quantities or concentrations which, alone or in conjunction with a discharge from other sources, is a cause of a violation of any requirement of the WRA's National Pollutant Discharge Elimination System permit, including an increase in the magnitude or duration of a violation, or other permit issued to the WRA by the Iowa department of natural resources or the U.S. Environmental Protection Agency.
40. “Person” means any individual, partnership, co-partnership, firm, company, association, joint stock company, society, corporation trust, estate, municipality, governmental entity, group, or any other legal entity, or their legal representatives, agents, or assigns.
41. “pH” means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
42. “Pollution” means the alteration of chemical, physical, biological, or radiological integrity of water as a result of human activity or enterprise.
43. “POTW treatment plant” means that portion of the publicly owned treatment works which is designed to provide treatment, including recycling and reclamation, of municipal sewage and industrial waste.
44. “Pretreatment” means the reduction, elimination, or alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into the POTW.
45. “Pretreatment facility” means the equipment used to accomplish pretreatment.
46. “Pretreatment requirements” means any substantive or procedural requirement related to pretreatment standards, imposed on an industrial user.
47. “Pretreatment standards” means, for any specified pollutant, the prohibitive discharge standards as set forth in section 100.11 of this chapter, the specific limitations on discharge as set forth in section 100.12 of this chapter, the state pretreatment standards or the National Categorical Pretreatment Standards, whichever standard is most stringent.
48. “Properly shredded garbage” means the waste from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles are carried freely under the flow conditions normally prevailing in the POTW, with no particle greater than one-half inch in any dimension.
49. “Publicly owned treatment works” or “POTW” means and includes "POTW" treatment works as defined by section 212 of the Act, and which is owned by the Des Moines Metropolitan Wastewater Reclamation Authority or any of Participating Communities that make up the WRA. This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes and other conveyances if they convey wastewater to a POTW Treatment Plant.

50. “Sampling chamber” or “sampling maintenance hole” means a device or structure suitable and appropriate to permit sampling and flow measurement of a wastewater stream to determine compliance with this chapter.
51. “Sanitary district” means the Urbandale Sanitary Sewer District and Urbandale-Windsor Heights Sanitary District incorporated pursuant to Iowa Code chapter 358 and serving the cities of Urbandale and Windsor Heights.
52. “Severe property damage” means substantial physical damage to property, damage to a pretreatment facility causing it to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
53. “Sewage” means and includes wastewater as herein defined.
54. “Sewage system” means sewers, intercepting sewers, pipes or conduits, pumping stations, force mains, and all other constructions, devices and appliances appurtenant thereto used for collecting or conducting sewage to a point of treatment or ultimate disposal.
55. “Significant user” means:
- A. All categorical users.
 - B. All industrial users that:
 - (1) Discharge 25,000 gallons per day or more of process wastewater (excludes sanitary, non-contact cooling, and boiler blowdown wastewater);
 - (2) Contribute a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the WRF; or
 - (3) Contribute a discharge that has a reasonable potential, in the opinion of the director, to adversely affect the POTW treatment plant by causing interference or pass through.
56. “Sludge” means the solids separated from the liquids during the wastewater treatment process.
57. “Slug” or “slug load” means any discharge of water or wastewater which, in concentration of any pollutant, measured using a grab or composite sample, is more than five times the allowable concentration as set forth in sections 100.11 and 100.12 of this chapter or in a user's most recent wastewater discharge permit or which exceeds a slug concentration level specified in a wastewater discharge permit. A discharge with pH outside the allowable range by more than one standard unit (S.U.) shall also be considered a slug.
58. “Standard industrial classification (SIC)” means a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, most recent edition.
59. “Standard Methods” means the laboratory procedures set forth in the latest USEPA approved edition of Standard Methods for the Examination of Wastewater prepared and published jointly by the American Public Health Association, the American Water Works Association, and the Water Environment Federation.
60. “Storm sewer” means a sewer which carries stormwater, surface water and drainage but excludes sewage and industrial waste other than unpolluted cooling water.

61. “T”, when used as a portion of a chemical name, shall designate "total" such as in "cyanide-T" where "T" means "total" cyanide.
62. “TKN” means the Total Kjeldahl Nitrogen concentration expressed in mg/l as determined using Environmental Protection Agency methods or Standard Methods.
63. “Total metal” means the sum total of the suspended and dissolved concentrations of a metal specified in a wastewater discharge permit or as specified in section 100.12 hereof.
64. “Total suspended solids (TSS)” means the portion of total solids retained by a filter using Environmental Protection Agency methods or Standard Methods.
65. “Total Toxic Organics (TTO)” means the summation of all quantified values greater than 0.01 milligram per liter for the toxic organics as specified in the applicable regulation.
66. “Toxic Pollutant” means any pollutant or combination of pollutants listed in 40 CFR 403, appendix B.
67. “Unpolluted Water” means water containing none of the following: free or emulsified oil and grease; substances that may impart taste, odor or color characteristics; volatile, explosive, toxic or poisonous substances in suspension or solution; explosive, odorous or otherwise obnoxious gases. Such water shall not contain more than 25 mg/l of suspended solids, and not more than 25 mg/l of BOD.
68. “Upset” means an exceptional incident in which there is unintentional and temporary noncompliance with pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed pretreatment facilities, inadequate pretreatment facilities, lack of preventive maintenance, or careless or improper operation.
69. “User” means a person discharging anything other than domestic wastewater into the POTW, and includes categorical users as herein defined.
70. “Waste hauler” means a private contractor licensed by the WRA to deliver wastewater to the WRF or other locations approved by the WRA director, and includes all persons required to have a license under section 100.73 of this chapter.
71. “Wastewater” means and includes “sewage” as defined in federal law and regulation, or a combination of the liquid and water-carried waste from residences, commercial buildings, institutions and industrial establishments, together with such groundwater, surface water, and stormwater as may be present, whether treated or untreated, which is contributed into or permitted to enter the POTW.
72. “Wastewater discharge permit” means the document issued to a user by the WRA in accordance with the terms of this chapter which permits such user to discharge wastewater to the POTW.
73. “Water of the state” means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through or border upon the state or any portion thereof.
74. “WRA” or “wastewater reclamation authority” means the Des Moines Metropolitan Wastewater Reclamation Authority, an entity organized and existing under Chapters 28E and 28F of the Iowa Code, and established pursuant to the WRA

Agreement. The term "WRA" means and includes the representatives of the Participating Communities on the WRA Board, and the officers and employees of the WRA.

75. "WRA agreement" means the Amended and Restated Agreement for the Des Moines Metropolitan Wastewater Reclamation Authority, approved and executed by the WRA and its Participating Communities and effective as of July 1, 2004.

76. "WRA director" or "director" means the person appointed by the WRA board, or by the WRA operating contractor upon consultation with the board, as provided in Section 2.63 of the WRA operating contract, who is charged with the administration and management of the WRA system and of the provision of all services outlined in operating contract. Unless otherwise indicated in the text, the director shall mean and include the person acting as the director's authorized designee in the director's absence in carrying out the director's duties under this Chapter.

77. "WRA operating contractor" or "operating contractor" means the city of Des Moines, pursuant to the Initial Operating Contractor executed by the city of Des Moines and the WRA Board on and as of July 1, 2004, or such successor operating contractor as the WRA shall contract with to provide operation and management services to the WRA

78. "WRA participating community" or WRA "participating communities" means, individually or collectively, depending on context, the cities of Altoona, Ankeny, Bondurant, Clive, Cumming, Des Moines, Johnston, Norwalk, Pleasant Hill, Polk City, Waukee, and West Des Moines, and Polk County, Warren County, the Urbandale Sanitary Sewer District, the Urbandale-Windsor Heights Sanitary District and the Greenfield Plaza/Hills of Coventry Sanitary District, together with any other cities, counties, or sanitary districts that become participating communities under the provisions of the WRA agreement.

79. "WRA wastewater collection and conveyance system" or "WCCS" means the WRA sanitary sewer interceptors and extensions to same, detention basins, equalization basins, storage facilities, pumping stations, force mains and all related property and improvements.

80. "WRA wastewater reclamation facility" or "WRF" means the wastewater treatment plant located generally at 3000 Vandalia Road, Des Moines, Iowa, as the same may be expanded or improved in the future, and any other wastewater treatment plants hereafter acquired or constructed and operated by the WRA.

81. "WRA system" means and includes the WRF, the WCCS, satellite wastewater and CSO treatment facilities hereafter constructed, all real and personal property of every nature hereinafter owned by the WRA and comprising part of or used as a part of the WRA system, and all appurtenances, contracts, leases, franchises and other intangibles of the WRA.

100.02 ABBREVIATIONS

The following abbreviations, when used in this chapter, shall have the designated meanings:

BETX	Benzene, ethylbenzene, toluene, and xylenes(total)
BOD	Biochemical oxygen demand

BMR	Baseline monitoring report
C	Celsius
CFR	Code of Federal Regulations
COD	Chemical oxygen demand
EPA	Environmental Protection Agency
F	Fahrenheit
FOG	Fat oil, and grease
GPD	Gallons per day
IDNR	Iowa Department of Natural Resources
lb/day	Pounds per day
mgd	Million gallons per day
mg/l	Milligrams per liter
NCPS	National Categorical Pretreatment Standards or categorical standards
NH ₃ -N	Ammonia nitrogen
NPDES	National Pollutant Discharge Elimination System
O&G	Oil and grease
POTW	Publicly owned treatment works
SCP	Spill control plan
SIC	Standard industrial classification
SNC	Significant noncompliance
RCRA	Resource Conservation and Recovery Act
TCLP	Toxicity characteristic leaching procedure
TFE	Trichlorotrifluoroethane
TKN	Total Kjeldahl nitrogen
TOH	Total organic hydrocarbons
TRC	Technical review criteria
TSS	Total suspended solids
TTO	Total toxic organics
USC	United States Code
U.S. EPA	United States Environmental Protection Agency
VPH	Volatile petroleum hydrocarbons

100.03 GENERAL ADOPTION

The provisions of this chapter are enacted to aid in the enforcement of the pretreatment regulations set forth in this chapter and may be placed in a separate portion of the municipal or county code of any WRA participating community which adopts these provisions. Each WRA participating community by enacting this chapter designates the WRA and its operating contractor as the enforcement agency under this chapter. Employees, agents and officers of the WRA and of its operating contractor, while acting to enforce this chapter for the WRA, are

empowered to make such inspections, issue such orders or permits and take such actions within the corporate boundaries of the city within the boundaries of the sanitary district as are authorized by this chapter. The WRA or its operating contractor is also authorized to impose and collect all fees or penalties authorized by this chapter, and are authorized to directly bill and collect from contributors penalties, fees charges and surcharges from all users within the city. A user's failure to pay any fee, charge, penalty or surcharge is a municipal infraction and shall also be grounds to discontinue sewer service to the user, all as hereafter more particularly provided. The enforcement of this chapter in the sanitary district is not dependent upon passage of this chapter or a similar ordinance by other WRA participating communities.

100.04 INTENT AND CONSTRUCTION

This chapter seeks to implement provisions of the Act, the general pretreatment regulations found at 40 CFR, Part 403, and the Iowa Administrative Code, chapter 567, sections 62.4 and 62.8. This chapter is to be construed and applied in accordance with the Clean Water Act amendments, the general pretreatment regulations, the Iowa Administrative Code and the purpose and policy provision set forth in section 100.05 of this chapter.

100.05 PURPOSE AND POLICY

1. This chapter regulates the use of sanitary sewers; private wastewater disposal; the installation and connection of building sewers; and the discharge of wastewater or waste into the POTW. This chapter sets forth uniform requirements for discharges into the POTW, and the deposit of wastewater and waste hauled to the WRF or to other locations approved by the WRA director for disposal and treatment.
2. The objectives of this chapter are to:
 - A. To prevent the introduction of pollutants into the POTW that may interfere with the operation of the system or interfere with sludge management and disposal.
 - B. Prevent the introduction of pollutants into the POTW that may pass through the system inadequately treated and ultimately into receiving water, the atmosphere, or otherwise be incompatible with the system.
 - C. Protect workers' safety and health and protect against damage to the POTW.
 - D. Provide for equitable distribution of treatment and industrial pretreatment costs resulting from pollutants introduced into the POTW.

100.06 JURISDICTION

The sections of this chapter are applicable in their entirety to all users who contribute wastewater, directly or indirectly, into the POTW without regard to whether the physical facilities of such users are situated within or outside the corporate limits of the sanitary district or city.

100.07 SEVERABILITY

If any provision of this chapter or the application thereof to any particular person or particular circumstance is held invalid, the invalidity shall not affect other provisions or application of this chapter which can be given effect without the invalid provision or application. To this end the provisions of this chapter are severable.

100.08 INTERPRETATION

This chapter shall be construed and interpreted to conform with 40 CFR I, and it is the intent of this chapter that it comply with the federal regulations.

100.09 Reserved.

DIVISION 2. WASTEWATER TREATMENT AND PRETREATMENT

100.10 USER REQUIREMENTS

1. The following requirements shall apply to all users of the POTW:
 - A. All users shall promptly notify the WRA director in advance of any substantial change in the volume or character of pollutants in their discharge.
 - B. New or increased contributions of pollutants or changes in the nature of pollutant discharged to the POTW shall require prior approval by the WRA director.
 - C. Industrial users shall notify the WRA director, the Environmental Protection Agency Regional Waste Management Division Director, and state hazardous waste authorities in writing of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR 261. The notification shall comply with the requirements set forth in 40 CFR 403.12(p).
 - D. Discharge of any pollutants without the notice and approval required by this section is prohibited. Upon the receipt of notice required by this section, the WRA director shall within 180 days or less approve the discharge if he or she finds the proposed discharge meets applicable pretreatment standards and requirements and would not cause the WRA to violate its National Pollutant Discharge Elimination System permit. The WRA director shall deny permission for the discharge if he or she finds applicable pretreatment standards and requirements are not met or the discharge would cause a violation of the National Pollutant Discharge Elimination System permit for the WRF. In lieu of denial of permission for discharge, the WRA director may allow such discharge or contribution upon conditions which would not violate applicable pretreatment standards or requirements and would not cause a violation of the National Pollutant Discharge Elimination System permit for the WRF.

- E. Food Service Establishments shall be regulated first under Division 5 of this ordinance but may be required to obtain a wastewater discharge permit and be subject to the requirements of Divisions 1-4 if the WRA Director determines that additional pretreatment is required in order to comply with Fat, Oil, & Grease discharge limits.
2. Any part of this section notwithstanding, upon receipt of the notice required by this section, the WRA director may require, in addition to the requirements of this section, that an industrial user obtain a permit under this chapter.
 3. Users who are determined to be industrial users as herein defined and who refuse to apply for or obtain a wastewater discharge permit shall be subject to termination of sewer services as provided in section 100.47 hereof.

100.11 DISCHARGE PROHIBITIONS

The following general prohibitions shall apply to all users of the POTW unless the user is subject to a more restrictive National Categorical Pretreatment Standards, the Iowa Department of Natural Resources, or wastewater discharge permit limit. The following substances are prohibited from discharge to the POTW:

1. Pollutants creating a fire or explosion hazard in the POTW, including but not limited to waste streams with a closed cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Celsius) using test methods referenced in 40 CFR 261.21. Waste streams shall not be ignitable at ambient temperatures. At no time shall two successive readings on a meter capable of reading L.E.L. (lower explosive limit) at the nearest accessible point to the POTW, at the point of discharge into the POTW or at any point in the POTW, be more than five percent nor any single reading greater than ten percent.
2. Any substance which will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0 or greater than 12.0.
3. Solid or viscous pollutants which will cause obstruction to the flow in the POTW resulting in interference. Such pollutants include but are not limited to grease, garbage with particles greater than one-half inch any dimension, animal tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, wipes, spent grains, spent hops, wastepaper, wood, plastics, tar, asphalt residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing waste, or tumbling and de-burring stones, and wastewater containing fat, wax, O&G, or other substances which may solidify or become viscous at temperatures between 32 and 150 degrees Fahrenheit (0 and 65 degrees Celsius).
4. Any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate or pollutant concentration which will cause interference or pass through at the WRF or which constitutes a slug load as defined in this chapter.
5. Heat in amounts which will inhibit biological activity in the POTW resulting in interference, but in no case wastewater or vapor having a temperature higher than 150 degrees Fahrenheit (65 degrees Celsius) at the point of introduction into the POTW, and in no case wastewater or vapor which alone or in concert with other discharges produces a temperature at the WRF greater than 104 degrees Fahrenheit (40 degrees Celsius).

6. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through.
7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems or a public nuisance.
8. Any trucked or hauled pollutants, except at discharge points designated by the WRA.
9. Radioactive wastes unless they comply with Atomic Energy Commission Act of 1954 (68 Stat. 919 as amended and part 20, subpart D, Waste Disposal, section 20.303 of the regulations issued by the Atomic Energy Commission, or amendments thereto).
10. Any wastewater containing concentrations of inert suspended solids, such as but not limited to fuller's earth, lime slurries, and lime residues, or of dissolved solids, such as but not limited to, sodium chloride and sodium sulfate, which exceed 3,000 mg/l nonvolatile or 3,000 mg/l total dissolved solids unless approved by the WRA director.
11. Pollutants causing excessive discoloration, such as but not limited to dye waste and vegetable tanning solutions.

100.12 LOCAL LIMITS FOR SPECIFIC POLLUTANTS

1. *Generally.* Local limits for specific pollutants discharged pursuant to this chapter shall be as follows:
 - A. *Dilution.* Dilution of the discharge from a pretreatment facility or from a regulated process is prohibited as a method for treatment of wastes in order to meet the limits set forth in this chapter.
 - B. *Sample location.* Measurement of pollutant concentrations to determine compliance shall be made at the point immediately following the pretreatment facility and before mixture with other waters, unless another point is designated by the WRA director. If necessary, the concentrations so measured shall be recomputed to exclude the effect of any dilution that is improper using the combined waste stream formula.
2. *Headworks limits; average mass.* The average composite loading of all industrial users contributing the following specific pollutants to the POTW shall not exceed the allowable total pounds. The allocation of pollutants between industrial and nonindustrial sources may be adjusted by the director provided that the allowable total loading for any pollutant at the headworks of the WRF is not exceeded.

Pollutant	30-Day Average Allowable Pounds/Day	
	Total	Industrial
BOD	195,600	135,153
TSS	300,400	208,463
NH3	13,000	6,959
TKN	27,760	16,950

	Maximum Allowable Headworks Loading Pounds/Day	Maximum Allowable Industrial Loading Pounds/Day
Pollutant	Total	Industrial
Arsenic-T	7.58	3.81
Cadmium-T	3.65	2.16
Chromium-T	136.35	120.90
Copper-T	148.56	125.51
Cyanide-T	17.08	8.28
Lead-T	28.17	20.94
Mercury-T	0.999	0.747
Nickel-T	87.27	75.75
Silver-T	23.30	19.77
Zinc-T	360.59	283.53

3. *Discharge concentration limits and review criteria.* Discharge concentration limits and review criteria shall be as follows:

A. The discharge into the POTW of any materials, water or waste having a pollutant concentration greater than the limits in subsections (3)(C), (D), and (E) of this section or containing pollutants not listed in this subsection shall be subject to the review and approval of the WRA director. After review of the proposed discharges, the WRA director may:

- (1) Reject the waste for reasons consistent with section 100.05 of this chapter.
- (2) Require pretreatment to an acceptable pollutant concentration for discharge to the POTW.
- (3) Require control of the quantities and rates of discharge of the water or waste.
- (4) Require payment to cover the added cost of handling and treatment of water and waste or any combination thereof.
- (5) Reduce the maximum or average mass loading of present and prospective individual users on any reasonable prorated basis to meet headworks loading limits at the WRF.
- (6) Require the user to obtain a wastewater discharge permit and be subject to any of the rules and regulations contained therein.
- (7) Require the user to meet local limits when local limits are more restrictive than National Categorical Pretreatment Standards, provided that headworks loading limits are met.
- (8) Initiate enforcement action in response to any noncompliance with this chapter using the enforcement procedures outlined in this chapter.
- (9) Take any combination of the steps in subsections 3.A.(1) through 3.A.(7), as appropriate.

B. Users discharging wastewater to the POTW whose pollutant concentrations or flows are greater than the following shall be considered industrial users for purposes of sewer charges and may be regulated or permitted by the WRA director as appropriate:

	Pollutant	Daily Maximum (mg/l)
a.	BOD	200
b.	TSS	250
c.	COD	300
d.	O&G-T	100
e.	TKN	30
f.	NH3-N	15
g.	An average daily flow greater than 5,000 gallons or having an unusual concentration of flow.	

C. Pollutant limits. Average and maximum concentration limits for users without National Categorical Pretreatment Standards for these pollutants shall be as follows:

Pollutant	Daily Maximum (mg/l)	Monthly Average (mg/l)
Arsenic-T	0.38	0.25
Cadmium-T	0.08	0.05
Chromium-T	6.43	4.29
Copper-T	10.21	6.80
Cyanide-T	0.53	0.36
Lead-T	1.43	0.95
Mercury-T	0.042	0.028
Nickel-T	7.22	4.81
O&G-T	400.0	--
O&G-Mineral	100.0	--
Silver-T	1.30	0.87
VPH	10.0	--
Zinc-T	19.64	13.09

pH range shall be not lower than 5.0 or greater than 12.0.

Temperature (liquids or vapors) shall be not greater than 150 degrees Fahrenheit at the point of entry into the POTW.

D. Daily maximum pollutant limits for hauled waste. Wastes delivered to the WRF by truck or rail shall not exceed the following concentrations in any load or overall daily loading limits unless otherwise approved by the WRA Director:

Pollutant	Concentration (mg/l)	Loading (pounds/day)
COD	100,000	--
O&G-T	50,000	--
VPH	10.0	--
Arsenic-T	--	0.014
Cadmium-T	--	0.93
Chromium-T	--	24.74
Copper-T	--	23.71
Cyanide-T	--	0.29
Lead-T	--	6.70
Mercury-T	--	0.12
Nickel-T	--	3.71
Silver-T	--	0.26
Zinc-T	--	87.62

pH range shall be not lower than 5.0 or greater than 12.0.

E. Daily maximum limit for gasoline cleanup projects. Discharge of wastewater from sites where gasoline is being removed from the soil or groundwater shall meet the following limits prior to discharge to the POTW:

Pollutant	mg/l
Benzene	0.050
BETX	0.750

4. No subsection of this section shall be construed to provide lesser discharge standards than are or that may be imposed and required by U.S. Environmental Protection Agency or the Iowa department of natural resources, nor to allow the average allowable total loading for any pollutant at the headworks of the WRF to be exceeded.

100.13 NATIONAL CATEGORICAL PRETREATMENT STANDARDS

Users subject to National Categorical Pretreatment Standards (NCPS) as contained in 40 CFR I, subchapter N, part 405-471 shall comply with the standards and applicable reporting requirements under 40 CFR 403.12. New sources of categorical discharge shall meet National Categorical Pretreatment Standards in the shortest feasible time, but in no case longer than 90 days from the commencement of discharge. Failure to comply shall be a violation of this chapter and subject the user to enforcement action. The WRA is required to notify all known affected categorical users of the applicable reporting requirements under 40 CFR 403.12. Failure of the

WRA to notify a user shall not relieve the user of the duty, if any, to comply with National Categorical Pretreatment Standards.

100.14 STATE REQUIREMENTS

State of Iowa requirements and limitations on discharges pursuant to this chapter shall apply when they are more stringent than U.S. Environmental Protection Agency or WRA requirements and limitations unless allowed by the Iowa department of natural resources.

100.15 CITY'S RIGHT OF REVISION

The city, acting at the direction of the WRA, reserves the right to establish more stringent limitations or requirements on discharges to the POTW than those contained in this chapter if deemed necessary to comply with the purpose and policy objectives presented in section 100.05 of this chapter.

100.16 PRETREATMENT

1. A user discharging or with potential to discharge any waste into the POTW as set forth in section 100.11, 100.12 or 100.13 of this division shall be required by the WRA director to construct, install and operate, at the user's sole expense, such pretreatment facilities as may be required in order to:
 - A. Reduce the objectionable characteristics or constituents of wastewater to within the maximum limits provided for in sections 100.11, 100.12, 100.13, or 100.14 of this chapter.
 - B. Control the quantities and rates of discharge of such wastewater.
 - C. Reduce the pollutants to such concentration and flows as may be contained in the user's wastewater discharge permit.
 - D. Prevent the discharge of liquid waste containing FOG, sand in excessive amounts, any flammable waste, or other harmful pollutants. All traps or similar devices shall be of a type and capacity needed to perform effectively and shall be readily and easily accessible for cleaning and inspection. All traps or devices shall be provided and maintained in efficient operating condition at all times. Materials removed from traps shall be considered unacceptable for disposal at the WRF unless specifically approved by the WRA director.
2. All plans, specifications, technical operating data and other information pertinent to the proposed operation and maintenance of pretreatment facilities shall be reviewed and approved by the WRA director prior to construction. Design and installation of such facilities shall be subject to the requirements of all applicable codes, chapters and laws, including local zoning regulations. The review and approval of such plans and operating procedures shall, in no way, relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the WRA director under this chapter. Any subsequent changes in the pretreatment facilities or method of operations shall be reported to and be acceptable to the WRA director prior to the user's initiations of the changes.

3. Users shall continuously maintain all pretreatment facilities required by this chapter in satisfactory and effective operating condition at the sole expense of such user.
4. No section contained in this chapter shall be construed to prevent or prohibit a separate or special agreement between the WRA and any user whereby wastewater containing waste of unusual strength, character or composition may be accepted for treatment, subject to additional payment by such user; provided, however, that such agreement shall have the prior approval of the WRA Board, shall not conflict with the Iowa department of natural resources and U.S. Environmental Protection Agency requirements, and shall be consistent with subsection 100.66.2 and sections 100.13 and 100.14 of this chapter, and subsection 6 of this section.
5. The WRA director may reject any waste which, in the opinion of the director, may cause interference or pass through.
6. Users shall obtain the specific approval of the WRA director prior to discharging any waste resulting from a pretreatment facility to the POTW. The WRA director may develop a documentation system to track the transportation and final disposition of any pretreatment waste. Pretreatment waste regulated by this subsection shall include waste generated as a result of pretreatment processes used to comply with National Pollutant Discharge Elimination System permits, air pollution permits, wastewater discharge permits, soil/groundwater reclamation processes, and pollutants resulting from a spill of any liquid or solid material or the cleanup of any such spill. Pretreatment waste is prohibited from disposal to the water of the state except as specifically permitted by the Iowa department of natural resources.

100.17 DILUTION PROHIBITED

Users shall not increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate pretreatment to achieve compliance with the limitations contained in the National Categorical Pretreatment Standards, or with any other pollutant-specific limitation developed by the WRA or its Operating Contractor.

100.18 SPILL CONTAINMENT

1. Users having the ability to cause interference or pass through or to discharge a slug shall provide protection from accidental discharge to the POTW of prohibited materials or other substances regulated by this chapter. Facilities to prevent accidental discharge of prohibited materials shall be constructed, installed, operated and maintained at the user's sole cost and expense.
2. Users meeting the criteria in subsection 1 of this section shall develop a spill containment plan. The plan shall require the approval of the WRA director and shall contain the following:
 - A. A description of discharge practices, including non-routine batch discharges.
 - B. A description of stored chemicals.
 - C. Procedures for immediately notifying the WRA of slug discharges, including any that would violate the discharge prohibitions in section 100.11 of

this division. Notification procedures shall comply with subsections 3 and 4 of this section.

D. A description of procedures and structures necessary to prevent adverse impacts upon the POTW from accidental spills including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants including solvents, and/or measures and equipment for emergency response.

E. A schedule for the completion or implementation of necessary procedures and structures. Complete implementation and installation of any procedures or structures shall be according to the shortest possible schedule, but in no case longer than one year. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility to modify and operate its facility as necessary to meet the requirements of this chapter.

3. Users shall immediately telephone and notify the WRA of any accidental or deliberate discharge of pollutants which violates section 100.11 of this division or which is a slug load. Any discharge into the POTW of a substance which is a listed or characteristic waste under section 3001 of RCRA must be immediately reported to the U.S. Environmental Protection Agency Regional Director, the Iowa department of natural resources, and the WRA. Notifications required in this subsection shall include the name of caller, location and time of discharge, pollutant concentration, volume and the corrective actions taken.

4. Users shall submit a written report to the WRA director within five days following such an accidental or deliberate discharge describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Users shall submit follow-up reports as may be required by the WRA director. Such report shall not relieve the user of any expense, loss, damage or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to person or property, nor shall such report relieve the user of any fines, civil penalties, or other liability which may be imposed by this chapter or otherwise. Failure to report accidental or deliberate discharges may, in addition to any other remedies available to the city and sanitary district, result in the revocation of the discharger's wastewater discharge permit.

5. Users shall control production or all discharges to the extent necessary to maintain compliance with all applicable regulations upon reduction, loss, or failure of its pretreatment facility until the facility is restored or an alternative method of pretreatment is provided. This requirement applies in the situation where, among other things, the primary source of power to the user's pretreatment facility is reduced, lost or fails.

6. Users required to have a spill containment plan must permanently post a notice in English and the language of common use on the user's bulletin board or other prominent place advising employees whom to call if a prohibited discharge occurs. Users shall ensure that all employees who are in a position to cause, discover, or observe such an accidental discharge are advised of the emergency notification procedures.

100.19 TREATMENT UPSETS

1. Users shall inform the WRA director within one hour of becoming aware of an upset in operations that places it in a temporary state of noncompliance with the pollutant limits in this chapter. Users shall provide a follow-up written report to the WRA director within five days. The report must demonstrate that the pretreatment facility was being operated in a prudent and appropriate manner and shall contain:

- A. A description of the upset, its cause, and impact on the user's compliance status.
- B. The duration of noncompliance, including exact dates and times of noncompliance, and, if the noncompliance is continuing, the time by which compliance is reasonably expected to be restored.
- C. All steps taken or planned to reduce, eliminate, and prevent recurrence of such an upset.

100.20 TREATMENT BYPASS

1. Under this chapter, bypass is prohibited unless it is unavoidable to prevent loss of life, personal injury, or severe property damage or no feasible alternatives exist such as the use of auxiliary treatment facilities, retention of untreated waste, or maintenance during normal periods of equipment downtime.

E. The user may allow a bypass to occur which does not cause a violation of pretreatment standards, but only if it is for essential maintenance to ensure efficient operation.

3. Notification of bypass shall be submitted in accordance with the following:

A. Anticipated bypass. If the user knows in advance of the need for a bypass, it shall submit prior written notice, at least ten days before the date of the bypass, to the WRA director.

B. Unanticipated bypass. The user shall immediately notify the WRA director and submit a written report to the WRA within five days. This report shall specify the following:

- (1) A description of the bypass, its cause, and the duration.
- (2) Whether the bypass has been corrected.
- (3) The steps being taken or to be taken to reduce, eliminate and prevent a reoccurrence of the bypass.

4. Proper notification shall not relieve the user of liability for treatment costs and fees or other remedies as provided for in section 100.16 of this division.

100.21 FEES

To provide for the recovery of costs from users of the POTW and for the implementation of the pretreatment program established by this chapter, the following fees are hereby established and shall be applicable to discharges by all users:

1. All users shall be subject to the following fees and charges:

- A. The wastewater discharge permit application fee shall be \$200.00 for a class A permit, \$100 for a class B permit, and \$100 for a soil/groundwater remediation permit.
- B. The annual fee for a class A wastewater discharge permit shall be \$1000.00.
- C. The annual fee for a class B wastewater discharge permit shall be \$400.00.
- D. The fee paid by each industrial user when an accidental discharge or slug load occurs shall be up to \$1,000.00. The fee shall reimburse the WRA for any costs incurred as a result of the discharge.
- E. The fee for sampling a user's discharge shall be \$50.00 per day when using a 24-hour automatic sampler. The fee for subsequent consecutive days and for collecting grab samples shall be \$25.00 per day. When a sampling event must be rescheduled due to failure of the user's sampling equipment or due to a sampler seal (used to detect sample tampering) being broken, a trip charge of \$25.00 and a rescheduling fee of \$50.00 shall be assessed. The trip charge fee may be waived if the user informs the WRA of sampling equipment failure prior to 8:00 a.m. of a scheduled sampling day.
- F. Laboratory analysis fees for those analyses performed by the WRA shall be as follows:

LABORATORY ANALYSIS FEES

Test		Cost/ Sample
BOD		\$ 20.00
COD		20.00
Total Organic Carbon (TOC)		20.00
TSS		10.00
pH		5.00
Oil and grease – Total		35.00
Mineral/nonmineral		35.00
Nitrogen, ammonia		15.00
Nitrogen, nitrate		15.00
TKN		30.00
Phosphorous, total		25.00
Potassium		12.00
Calcium carbonate equivalent		15.00
Soil analysis, each pollutant		20.00
Phenols		28.00
Cyanide		30.00
Metals:		
	Arsenic	20.00
	Selenium	20.00

	Mercury	25.00
	Other metals (per parameter)	15.00
	BETX (OA-1)	40.00
	VPH (OA-1)	40.00
	BETX & VPH (OA-1)	45.00
USEPA Tests:		
	608 Organochlorine Pesticides & PCBs	70.00
	624 Volatile Organic Compounds	140.00
	625 Base/Neutral Organic Compounds and/or	290.00
	625 Acid/Organic Compounds	290.00

- G. Fees for analysis performed by laboratories other than the WRA laboratory shall be the full cost of each analysis.
 - H. Fees for annual or biannual inspections of permitted users shall be \$100.00 for those holding a class A permit and \$50.00 for those holding a class B permit.
 - I. Fees for copying and mailing documents shall be \$1.00 for the initial page and \$0.25 for each additional page plus postage. No charges shall be assessed for requests for copies received from individuals or agencies served by the WRA, provided the number of pages requested does not exceed ten.
 - J. Fees for past due reminders sent each 30 days that a balance remains unpaid shall be \$5.00.
 - K. Prohibitive waste charges for each pollutant discharged in excess of permit or ordinance limits shall be \$25.00 per day for class B permit holders and \$50.00 per day for class A permit holders. High strength charges shall double if discharges are slug loads. Payment of fees does not preclude other enforcement action and may not be paid in lieu of compliance with discharge limitations.
 - L. Fees for inspection of a food service establishment as defined in division 5 of this chapter, regulation of fats, oils, and grease discharge by food service establishments, shall be \$50 per visit.
2. All users contributing wastewater in excess of the following concentrations shall be assessed a surcharge, which shall be in addition to the rates and charges ordinarily billed to such users for sewer use:

Pollutant	Surcharge (per pound)
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Suspended solids in excess of 250 mg/l	\$0.16
BOD or CBOD in excess of 200 mg/l	0.11
TKN in excess of 30 mg/l	0.61
Oil and grease in excess of 100 mg/l	0.06

Chemical oxygen demand (COD) in excess of 300 mg/l may be used at the discretion of the WRA director in lieu of CBOD. In such case the excess COD concentration shall be multiplied by the known CBOD/COD ratio or by a ratio of two-thirds to establish an equivalent CBOD concentration.

Ammonia nitrogen (NH₃-N) in excess of 15 mg/l may be used at the discretion of the WRA director in lieu of TKN by multiplying the excess NH₃-N concentration times two to establish an equivalent TKN concentration.

3. The establishment and imposition of new or different fees or charges, in addition or in substitution for those provided above in this section, shall be by ordinance amending this chapter. The amounts of the fees and charges established in this section shall be and remain in effect until such time as the WRA Board shall by resolution revise said fee amounts. Said revised fees and charges shall take effect after the board causes said resolution to be sent to this city council and the sanitary district board thereafter causes same to be published in a newspaper of general circulation in each county in which participating communities are located.

100.22 RESERVED

DIVISION 3. INDUSTRIAL WASTEWATER DISCHARGE PERMITS AND REPORTING REQUIREMENTS

100.23 CLASSES OF PERMITS

Discharge permit classifications shall be as follows:

1. Class A permit issued to a user discharging 25,000 gallons per day or more of process wastewater (excludes sanitary, non-contact cooling, and boiler blowdown).
2. Class B permit issued to a user discharging less than 25,000 gallons per day of process wastewater.

100.24 PERMIT REQUIREMENTS

1. All new industrial users shall notify the WRA director of the nature and characteristics of their proposed discharge 180 days prior to commencing discharge. A notification form prescribed by the WRA shall be used for this purpose
2. Significant users shall discharge wastewater, either directly or indirectly, into the POTW only after obtaining a wastewater discharge permit from the WRA director. Obtaining a wastewater discharge permit does not relieve a user of the obligation to obtain other permits required by federal, state, or local law.

3. Other users, including waste haulers, shall obtain permits as required by the WRA director.

100.25 PERMIT APPLICATIONS; BASELINE MONITORING REPORTS

Users applying for a wastewater discharge permit or submitting a baseline monitoring report shall submit the following information as required by 40 CFR 403.12 or by the WRA director:

1. Users applying for a wastewater discharge permit must submit an application form prescribed by the WRA and accompanied by the application fee. All new significant users must submit such application 180 days prior to the date of any wastewater discharge. Existing users subject to new National Categorical Pretreatment Standards must, within 180 days after the effective date of the standard, submit such an application. The following information is required:
 - A. Name, address, and location of the facility, if different from the mailing address.
 - B. The name of a person or agent authorized to accept legal service of process.
 - C. Standard industrial classification (SIC) code of both the industry as a whole and any processes for which National Categorical Pretreatment Standards have been promulgated and a list of any environmental control permits held by or for the facility.
 - D. Wastewater constituents and characteristics including any pollutants in the discharge which are limited by any federal, state, or local standards with sampling and analysis performed in accordance with Environmental Protection Agency approved methods, and meeting the following requirements:
 - (1) The user shall identify the pretreatment standards applicable to each regulated process if the user is a categorical user.
 - (2) All samples shall be representative of daily operations.
 - (3) A minimum of four grab samples, if required, must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organics. For all other pollutants required, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques where feasible. The WRA director may waive flow-proportional composite sampling for any user who demonstrates that flow-proportional sampling is not feasible. In such cases, samples may be obtained through time-proportional techniques or through a minimum of four grab samples where the user demonstrates that such sampling will provide a representative sample of the effluent being discharged.
 - (4) Where the flow of the stream being sampled is less than or equal to 250,000 gallons per day, the user must analyze three samples within a two-week period. Where the flow of the stream being sampled is greater than 250,000 gallons per day, the user must analyze six samples within a two-week period.

(5) Samples must be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists and prior to mixing with other waste. If non-regulated wastewater is mixed with regulated wastewater prior to pretreatment, the user must measure the flows and concentrations necessary to allow use of the combined waste stream formula of 40 CFR 403.6(e) in order to evaluate compliance with pretreatment standards. Where an alternate concentrations or mass limit has been calculated in accordance with 40 CFR 403.6(e), this adjusted limit along with supporting data shall be submitted to the WRA director. Users not subject to categorical standards shall submit analysis of wastewater representative of the effluent discharged to the POTW.

(6) The WRA director may allow the submission of an application which utilizes only historical data so long as the data provides information sufficient to determine the need for pretreatment.

(7) A statement indicating the time, date and place of sampling, methods of analysis, and certifying that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW shall accompany each application/baseline monitoring report unless such sampling and analysis was performed by WRF.

E. Time and duration of all discharges.

F. Daily maximum, daily average, and monthly average wastewater flow rates, including daily, monthly, and seasonal variations, if any.

G. Description of activities, facilities, and plant processes at the site, including a list of all raw materials and chemicals used at the facility which are or could accidentally or intentionally be discharged to the POTW.

H. The site plans, floor plans and mechanical and plumbing plans and details to show all sewers, floor drains, and appurtenances by size, location and elevation. The plans shall include a schematic process diagram which indicates all points of discharge to the POTW. All plans must be certified for accuracy by a professional engineer registered in the state.

I. Each product produced by type, amount, process and rate of production.

J. Type and amount of raw materials processed (average and maximum per day).

K. Number and type of employees and hours of operation and proposed or actual hours of operation of the pretreatment facility.

L. A statement, reviewed by an authorized representative of the user, as defined in section 100.35 of this division, and certified to by a professional engineer registered in the state, indicating whether pretreatment standards are being met on a consistent basis and if not whether additional operation and maintenance or additional pretreatment is required for the user to meet pretreatment standards and requirements.

M. If additional pretreatment or O&M will be required to meet pretreatment standards or requirements, the user shall supply a compliance schedule indicating the shortest time schedule necessary to accomplish installation or adoption of such

additional pretreatment or O&M. The completion date in this schedule shall not be longer than the compliance date established for the applicable pretreatment standard. The following conditions apply to this schedule:

(1) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards. Such schedule shall include, where applicable, but shall not be limited to dates for the hiring of an engineer, completing preliminary plans, executing contracts for major components, commencing construction, beginning operation, and conducting routine operations.

(2) No increment referred to in subsection 1.M(1) of this section shall exceed nine months, nor shall the total compliance period exceed 18 months.

(3) No later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the WRA director, including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and if appropriate the steps being taken by the user to return to the established schedule. In no event shall more than nine months elapse between such progress reports to the WRA director.

N. If additional pretreatment and/or operation and maintenance will be required to meet the limits on discharge into the POTW set forth in section 100.11, 100.12 or 100.13 of this chapter, or any other limits set by the WRA director, a plan shall be provided by the user giving the shortest schedule by which the user will provide the needed equipment, operation, or maintenance changes and additions to meet such limits. The completion date in this schedule shall not be later than the compliance date established for the National Categorical Pretreatment Standards. For a compliance schedule for meeting National Categorical Pretreatment Standards the following condition shall apply:

(1) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required to meet the applicable National Categorical Pretreatment Standards. Such schedule shall include, where applicable, but not be limited to dates for the hiring of an engineer, completing preliminary plans, completing final plans, executing contracts for major components, commencing construction and completing construction.

(2) No time increment in the schedule may exceed nine months.

(3) No later than 14 days after each date in the schedule and the final date for compliance, the user shall submit a progress report to the WRA director stating whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being

taken by the user to return to the schedule established. In no case shall more than nine months elapse between such progress reports to the WRA.

- O. Any additional information required by the WRA director to evaluate a permit application.
- 2. All applications and reports must contain the certification statement and be signed in accordance with section 100.35 of this division.

100.26 REPORT ON COMPLIANCE BY CATEGORICAL INDUSTRIES

Users subject to National Categorical Pretreatment Standards shall submit a report to the WRA director containing the information described in subsections 100.25.1.C, 1.D, 1.E and 1.K of this division within 90 days following the date for final compliance with applicable National Categorical Pretreatment Standards or, if a new source, following commencement of discharge. Users subject to equivalent mass or concentration limits shall provide a reasonable measure of the user's longterm production rate. For all other users subject to National Categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production or other measure of operation, this report shall include the user's actual production during the appropriate sampling period. All reports must contain the certification statement and be signed in accordance with section 100.35 of this division.

100.27 PERMIT CONTENTS

Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by the WRA director to prevent pass through or interference; protect the quality of the water body receiving effluent from the POTW; protect worker health and safety; facilitate the WRA's sludge management and disposal program; protect ambient air quality; and protect against damage to the POTW. The WRA director may include the following items in the permit, and such additional items as the director determines necessary or prudent:

1. Limits on the average or maximum rate of discharge, time of discharge, or requirements for flow regulation and equalization.
2. Limits on the average or maximum concentration, mass, or other measure of identified wastewater constituents or properties.
3. Requirements for the installation of pretreatment technology or construction of appropriate containment devices, etc., designed to reduce, eliminate, or prevent the introduction of pollutants into the POTW.
4. Development and implementation of spill control plans or other special conditions including additional management practices necessary to adequately prevent accidental, unanticipated, or prohibited discharges.
5. The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW.
6. Requirements for installation and maintenance of inspection, sampling, and flow monitoring facilities and equipment for each separate discharge into the POTW.
7. Specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types, and standards for tests, and reporting schedules.
8. Compliance schedules.

9. Requirements for submission of technical reports or discharge reports and which may include production data.
10. Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the WRA director and affording the director or the director's representatives access thereto.
11. Requirements for the notification of any substantial change in the manufacturing processes, pretreatment processes, quantity or quality of waste discharged to the POTW 90 days prior to such change. The WRA director shall approve, deny or condition a changed discharge prior to a change occurring in accordance with subsection 100.10.1.D of this chapter.
12. Requirements for notification of excessive, accidental, or slug discharges.
13. Other conditions as deemed appropriate by the WRA director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.
14. A statement that compliance with the permit does not relieve the permittee of responsibility for compliance with all applicable federal pretreatment standards, including those which become effective during the term of the permit.

100.28 PERMIT DURATION AND RENEWAL

Permits required under this division shall be issued for a specified time period, not to exceed five years. Permit fees shall be due annually to the WRA regardless of the term of the permit. Permitted users shall apply for a new permit by submitting a completed permit application a minimum of 90 days prior to the expiration of the user's existing permit.

100.29 CONTINUATION OF EXPIRED PERMITS

Expired permits issued pursuant to this division shall remain effective and enforceable until the permit is reissued unless the user is notified of permit termination by the WRA director.

100.30 PERMIT MODIFICATIONS

1. The WRA director may modify the permit issued pursuant to this division for good cause, including but not limited to the following:
 - A. To incorporate any new or revised federal, state, or local pretreatment standard or requirement. After becoming aware of more stringent standards or requirements, the WRA will, as necessary, update permits within 90 days;
 - B. To make material or substantial alterations or additions to the discharger's operation processes, or discharge volume or character which were not considered in drafting the effective permit;
 - C. To make a change in any condition in either the industrial user or the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
 - D. Upon receipt of information indicating that the permitted discharge poses a threat to the POTW, to the city, sanitary district, the WRA or operating contractor personnel, or to the receiving water;

- E. Upon occurrence of a violation of any terms or conditions of the permit;
 - F. Misrepresentation of, or grant of variance from, such categorical standards pursuant to 40 CFR 403.13;
 - G. To correct typographical or other errors in the permit;
 - H. To reflect transfer of ownership or operation of the permitted facility to a new owner or operator; or
 - I. Upon request of the permittee, provided such request does not create a violation of any applicable requirements, standards, laws, or rules and regulations.
2. The filing of a request by the permittee for permit modification, revocation and reissuance, termination, or a notification of planned changes or anticipated noncompliance shall not have the effect of staying or delaying the implementation or effective date of any permit condition.

100.31 PERMIT TRANSFER

An industrial wastewater discharge permit is not transferable to any other person or entity. A new owner or operator must apply for a new wastewater discharge permit 60 days prior to taking ownership or undertaking operation of a permitted facility.

100.32 DENIAL OF PERMIT

The WRA director may deny a wastewater discharge permit to any user whose discharge of material to the POTW, whether shown upon application, including test results submitted by the applicant, or determined after inspection or testing conducted by the WRA or its operating contractor, is not in conformity with this chapter or whose application is incomplete or does not comply with the requirements of section 100.25 of this division.

100.33 PERMIT VIOLATIONS

Any violation of the terms, conditions, or limits of a user's wastewater discharge permit shall be deemed a violation of this chapter and shall subject the user to all enforcement procedures outlined in this chapter.

100.34 PERIODIC COMPLIANCE REPORTS

Under this division, periodic compliance reports are required as follows:

1. Significant users shall submit to the WRA director, during the months of January and July, a report indicating the nature, concentration, and flow of pollutants in the effluent which are limited by permit or pretreatment standards for the preceding six-month period. This report shall include a record of the monthly average flows and the daily flow for each analysis date during the reporting period. At the discretion of the WRA director and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the WRA director may agree to alter the months during

which the reports are to be submitted. More frequent reports may be required by the WRA director.

2. The WRA director may impose mass limitations on users. In such cases, the report required by subsection 1 of this section shall indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user. All analyses shall be performed using Environmental Protection Agency approved methods using sampling techniques approved by the Iowa department of natural resources.

3. Users shall meet the certification and signatory requirements in section 100.35 of this division for each report submitted under this section. Where the WRA itself collects all the information required for the report, including flow data, the industrial user will not be required to submit a periodic compliance report.

4. A user must notify the WRA director of all violations identified as a result of self-monitoring to the POTW by telephone, during normal business hours, within 24 hours of the time the user becomes aware of such violation. The user must also submit the results of repeat analyses to the WRA within 30 days after becoming aware of the violation, together with a complete report on all steps taken to resolve the violation. The user need not repeat the analyses if:

A. The WRA performs sampling of the industrial user at a frequency of at least once per month; or

B. The WRA performs sampling of the user between the time when the user performs its initial sampling and the time when the user receives the results of this sampling.

5. A user who monitors any pollutant more frequently than required by the WRA or who self-monitors in addition to WRA monitoring, using Environmental Protection Agency methods or standard methods, shall report the monitoring results to the WRA director in accordance with subsections (1), (3) and (4) of this section.

100.35 CERTIFICATION AND SIGNATORY REQUIREMENTS

1. All applications or reports submitted by a user pursuant to this division shall contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

2. All applications and reports shall be signed by an authorized representative of the user as defined in section 100.01 of this chapter. A user shall maintain a current and accurate authorization on file with the WRA director.

100.36 MONITORING FACILITIES

1. When required by the WRA director pursuant to this division, each permitted user shall at its expense provide and operate monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer or internal drainage systems. The WRA director may require the placement of such monitoring facilities at the end of each process where pollutants are used, produced, or treated. The monitoring facility should normally be situated on the user's premises and located so that it will not be obstructed by landscaping or parked vehicles.
2. When required by the wastewater discharge permit and within 90 days of written notification, a user shall install a sampling chamber for each separate discharge of the building sewer in accordance with plans and specification approved by the WRA director. A user shall provide ample room in or near such sampling chamber to allow accurate sampling and preparation of samples for analysis. Each user shall at its expense maintain all sampling and measuring equipment in a safe and proper operating condition at all times, which equipment shall be safely, easily and independently accessible to authorized representatives of the WRA. Users shall certify all flow measuring devices to be in proper working condition at a frequency specified in the permit or in writing by the WRA director, using a qualified technician acceptable to the WRA director. Sampling shall be in accordance with the following:
 - A. Each sampling chamber shall contain a flume unless another device is approved by the WRA director, with a recording and totalizing device for measurement of the liquid quantity.
 - B. At the discretion of the WRA director, metered water supply to a user may be used as the volume quantity where it is substantiated that the metered water supply and waste quantities are approximately the same, or where a measurable adjustment agreed to by the director is made in the metered water supply to determine the liquid waste quantity. Separate meters may be used to subtract water which is not discharged to the POTW or is discharged to a sewer other than the sampled location.
 - C. Samples shall be taken at a frequency and volume determined by the WRA director and shall be properly refrigerated and preserved in accordance with Environmental Protection Agency approved methods. The sample shall be composited in proportion to the flow for a representative 24-hour sample. A time proportioned 24-hour sample may be used if flow proportioned sampling is determined by the WRA director to be impractical. Grab samples shall be used where appropriate.
3. A user must inform the WRA director prior to breaking a sampler seal, used by the WRA to detect sample tampering, unless necessary to prevent loss of life, personal injury, or severe property damage. A user shall not place additional seals or locks upon a sampler which may be used by the WRA without first obtaining approval from the WRA director.

100.37 INSPECTION, SAMPLING, AND RECORD KEEPING AUTHORITY

Under this division, users shall be deemed to have given the following authorities to the WRA and its operating contractor:

1. Users shall permit authorized representatives or agents of the WRA to enter upon all properties and all parts of the premises, or upon properties of users with wastewater discharge permits, for the purposes of inspection, sampling, records examination, records copying, or the performance of any of their duties. This shall include the right to set up, on the user's property, such devices as are necessary to conduct sampling, inspection, compliance monitoring, or metering operations as may be required in pursuance of the implementation and enforcement of this chapter.

A. Where a user has security measures in force which would require proper identification and clearance before entry into the premises, the user shall make necessary arrangements in the security measures so that, upon presentation of suitable identification, WRA or operating contractor personnel will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.

B. All users subject to any of the reporting requirements of this chapter shall maintain copies of reports and records of all information as required in 40 CFR 403.12(o) resulting from any monitoring activities required by this chapter for a minimum of three years and shall make such records available for inspection and copying by the WRA and its operating contractor. This period of retention shall be extended until the completion of any unresolved negotiation, hearing, or litigation involving a purported violation.

100.38 CONFIDENTIAL DOCUMENTS, DATA, AND INFORMATION

1. Except as provided in this section, documents, data and information obtained from user reports, questionnaires, permit applications and inspections pursuant to this division shall be made available to the public or other governmental agencies without restriction. If the user specifically requests and is able to demonstrate that the release of such information would divulge information concerning processes or methods of production entitled to protection under law as trade secrets of the user or would give advantage to competitors and serve no public purpose, the WRA director may determine that such information should be kept confidential and not made available for public examination, but such information shall be available to the U.S. Environmental Protection Agency or the Iowa department of natural resources.

2. Decisions by the WRA director to deny confidential status for information may be appealed using the procedures in section 100.39 of this division. In determining whether information is confidential, the provisions of Iowa Code Chapter 22 shall prevail.

3. Effluent data and enforcement actions by the WRA or its operating contractor will not be considered confidential records or information.

100.39 APPEAL OF DENIAL OF CONFIDENTIAL STATUS

1. Any person aggrieved by the WRA director's decision to release information or data obtained as provided in subsection 100.38.1 of this division and who can demonstrate a direct and substantial interest in the information or data sought to be kept confidential may appeal the WRA director's decision. A request for appeal shall be filed in writing with the WRA director not less than five days after the WRA director's decision to deny confidential status to such information or data. The appeal request shall include a statement of the basis upon which the request for confidential status is made, as well as the appealing party's interest in the information or data sought to be kept confidential. The WRA director may request additional information from the appealing party.
2. Based upon the information provided by the appealing party, the WRA director shall make a determination with respect to the confidentiality of the information or data at issue. The WRA director shall notify the parties, in writing, of the WRA director's decision within 7 days after receipt of the appeal.
3. If still aggrieved by the WRA director's determination on appeal, a party may file an action in Polk County district court, seeking a declaratory ruling with respect to the confidentiality of such documents, data and information, or seeking an injunction to prevent the disclosure of same.
4. During the pendency of an appeal to the WRA director, the documents, data or information at issue shall be kept confidential. However, if during the pendency of such appeal, a request for examination or copying of such documents, data or information is made of the WRA or its operating contractor pursuant to Iowa Code Chapter 22, the WRA or its operating contractor will notify the appealing party of such request for disclosure and will keep confidential the requested documents, data or information, pending action by the appealing party to defend its confidentiality request. In that notification, the appealing party requesting confidentiality will be given not more than 5 calendar days within which to file suit in Polk County district court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such documents, data or information. If the appealing party fails to initiate suit within the time requested, the WRA director shall release the documents, data or information at issue for public examination.
5. If during the pendency of such appeal, a lawsuit is initiated pursuant to Iowa Code Chapter 22 seeking the release of such documents, data or information, the appealing party shall take action to defend its confidentiality request in said lawsuit. If the appealing party fails to defend its confidentiality request in said suit, the WRA director shall release the documents, data or information at issue for public examination.

100.40 RESERVED

DIVISION 4. ENFORCEMENT OF INDUSTRIAL WASTEWATER REGULATIONS

100.41 PUBLIC NOTIFICATION OF SIGNIFICANT NONCOMPLIANCE.

The WRA will annually publish, in the largest daily newspaper published in the WRA community, a list of users who at any time during the previous 12 months were in significant noncompliance as defined in section 100.42 of this division.

100.42 SIGNIFICANT NONCOMPLIANCE.

1. Any violation of pretreatment requirements under this chapter (i.e. including but not limited to those relating to limits, sampling, analysis, reporting, meeting compliance schedules, and regulatory deadlines) is an instance of noncompliance for which the user is liable for enforcement, including penalties and injunctive relief. Instances of significant noncompliance are user violations which meet one or more of the following criteria:

A. Violations of wastewater discharge limits as follows:

(1) Chronic violations. Sixty-six percent or more of the measurements exceed the same daily maximum limit or the same average limit in a six-month period (any magnitude of exceedance).

(2) Technical review criteria (TRC) violations. Thirty-three percent or more of the measurements exceed the same daily maximum limit or the same average limit by more than the TRC in a six-month period. (e.g., limit \times TRC = the point at which a violation becomes a TRC violation). There are two groups of TRCs as follow:

Group I for conventional pollutants (BOD, TSS, FOG)	TRC = 1.4
Group II for all other pollutants	TRC = 1.2

(3) Any other violation of a wastewater discharge permit limit (average or daily maximum) that the WRA director believes has caused, alone or in combination with other discharges, interference, including slug loads, or pass through or which endangers the health of city, sanitary district, WRA or operating contractor personnel or the public.

(4) Any discharge of a pollutant that has caused imminent endangerment to human health/welfare or to the environment and has resulted in the WRA's exercise of its emergency authority to halt or prevent such a discharge.

B. Violations of compliance schedule milestones, contained in a wastewater discharge permit or enforcement order, for starting construction, completing construction, or attaining final compliance by 90 days or more after the schedule date.

C. Failure to provide reports for compliance schedules, self-monitoring data, or any other report required by the WRA within 45 days from the due date.

D. Failure to accurately report noncompliance.

E. Any other violation or group of violations, which may include a violation of Best Management Practices, that the WRA director considers to be significant.

2. When a user is in significant noncompliance, the WRA director is directed to:
 - A. Report the information to the Iowa Department of Natural Resources as part of the annual pretreatment performance summary of permitted user noncompliance.
 - B. Include the user in the annual public notification according to section 100.41 of this division.
 - C. Address significant noncompliance through appropriate enforcement actions or document in a timely manner the reasons for withholding enforcement.

100.43 ADMINISTRATIVE ACTIONS

1. The WRA director may issue a written notice to the user giving the specific nature of violations which shall include the frequency, magnitude and impact of the violation upon the POTW. The notice may also include the following:
 - A. An order requiring a plan of action for preventing reoccurrence of the violation.
 - B. An order requiring specific action for accomplishing remediation.
 - C. An order requiring the user to respond in writing within 30 days.
2. The WRA director is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the user responsible for any noncompliance. Such orders will include specific action to be taken by the user to correct noncompliance within a time period specified by the order.
3. The WRA director may issue enforceable orders or schedules to require compliance with pretreatment standards including appropriate interim limits. Such orders and schedules may be incorporated as a revision to an existing wastewater discharge permit and shall not require the consent of the user.

100.44 ACTIONS AUTHORIZED

1. Where there has been noncompliance with any section of this chapter, the WRA director may request the WRA operating contractor's attorney, or the attorney retained by the WRA for that purpose, to bring an action in equity or at law to seek the issuance of a preliminary or permanent injunction, or both, or such other relief as may be appropriate, to compel the user's compliance with this chapter.
2. In addition to other remedies provided under this section or other sections of this chapter, in any action brought at the request of the WRA director to enforce this chapter, the WRA operating contractor's attorney or the attorney retained by the WRA is authorized to seek to recover all actual damages suffered by the city, sanitary district, or the WRA, including all actual damages and losses related to costs of repair and remediation of the POTW, costs of investigation and administration reasonably related to any particular violation and attorneys' fees.

100.45 CIVIL PENALTIES

1. Each violation of any section of this chapter or of a permit issued under this chapter is declared to be a municipal infraction. Each day that a violation of a section of this chapter continues, and each day that a violation of a permit issued under this chapter continues, shall be considered a separate municipal infraction.
2. Any person who knowingly makes a false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this chapter or a wastewater discharge permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this chapter, commits a municipal infraction punishable by a civil penalty as provided in subsection 4 hereof.
3. Any person who fails to perform an act required by the provisions of this chapter, or who commits an act prohibited by the provisions of this chapter, commits an environmental violation and shall be guilty of a municipal infraction, punishable by a civil penalty. Violation of a pretreatment standard or requirement referred to in 40 CFR 403.8 is an environmental violation punishable by a civil penalty as hereafter provided in subsection 4 hereof.
4. Whenever in this division any act is prohibited and is declared to be a municipal infraction or whenever in in this division the doing of any act is required and the failure to do that act is declared to be a municipal infraction, the violation of any such provision shall be punishable by a civil penalty of not more than \$750.00 for each violation or, if the infraction is a repeat offense, \$1,000.00 for each repeat offense. However, a municipal infraction which is classified as an environmental violation or which arises from noncompliance with a pretreatment standard or requirement referred to in 40 CFR 403.8, by an industrial user may be punishable by a civil penalty of not more than \$1,000 for each day a violation exists or continues. Each day a violation of a provision of this division continues shall be considered a separate of a provision of this division continues shall be considered a separate municipal infraction.

100.46 PERFORMANCE BONDS.

The WRA director may decline to reissue a permit to any user who has failed to comply with this chapter or any order or previous permit issued under this chapter unless such user first files a satisfactory bond payable to the WRA in a sum not to exceed the value determined by the WRA director to be necessary to achieve compliance giving due consideration to the number and magnitude of previous violations, potential need for remediation and stating the reasons which support the amount of bond in a written order directed to the user, but in no case shall the bond be required to be greater than \$100,000.00. The user shall use a bond form prescribed by the WRA.

100.47 REVOCATION OF DISCHARGE PERMIT; TERMINATION OF SEWER SERVICE.

1. *Grounds for revocation of discharge permit and/or for termination of sewer service.* Any user who violates this chapter, any condition of its wastewater discharge

permit, or any of the following is subject to having its discharge permit revoked and/or its sewer service terminated in accordance with the procedures of this section:

- A. Failure to accurately report the wastewater constituents and characteristics of its discharge.
- B. Failure of the user to report substantial changes in process activity or in volume or character of pollutants being discharged into the POTW at least 90 days prior to such change.
- C. Tampering with monitoring equipment.
- D. Refusal to allow reasonable access by WRA or operating contractor personnel to the user's premises for the purpose of inspection, monitoring, or sampling.
- E. Violation of permit conditions.
- F. Failure to report an upset, failure, or bypass of the user's pretreatment facilities.
- G. Failure to pay fines, fees, or sewer user charges.
- H. Failure to follow enforcement orders or compliance schedules.
- I. Failure to correct a condition that impedes or alters the WRA's ability to monitor the user's discharge or has the potential to cause interference or pass through.
- J. Failure to obtain a wastewater discharge permit as required by this chapter after notification by the WRA director that such permit is required.

2. *Procedure for revocation of discharge permit and for termination of sewer service.* The procedure for revocation of a discharge permit and termination of sewer service shall be as follows:

- A. Any permit issued to a user pursuant to this chapter may be revoked, and sewer service terminated, by written order of the WRA director, specifying the grounds for such revocation and termination as outlined in subsection 1 of this section, which order shall not take effect until hearing thereon as hereafter provided. Upon determining that grounds exist for an order to revoke a user's discharge permit and terminate sewer service, the WRA director shall cause a notice of hearing to be prepared, specifying the violations of subsection 1 of this section which are deemed to have occurred, and the time, date and place that such hearing will be held. The notice shall be sent to the user by regular mail addressed to the user's address listed on the wastewater discharge permit a minimum of ten days prior to the date set for hearing, and shall be deemed delivered when placed in the mail.
- B. Sewer service may be terminated by written order of the WRA director, specifying the grounds for such revocation and termination as outlined in subsection 1.J of this section, which order shall not take effect until hearing thereon as hereafter provided. Upon determining that grounds exist for an order to terminate sewer service, the WRA director shall cause a notice of hearing to be prepared, specifying the violation of subsection 1.J of this section which is deemed to have occurred, and the time, date and place that such hearing will be held. The notice shall be sent to the user by regular mail addressed to the user's

address a minimum of ten days prior to the date set for hearing, and shall be deemed delivered when placed in the mail.

C. If after such a hearing the WRA director makes a finding based on substantial evidence that violations under subsection 1 of this section have occurred as alleged, the director may issue an order immediately revoking the permit, if a permit had previously been issued, and terminating sewer service to the user's premises. The determination to revoke such permit and terminate service, shall be in the discretion of WRA director and shall be dependent upon the circumstances surrounding the user's violations of subsection 1 of this section and the severity of those violations. If the user does not appear for the hearing, the WRA director shall issue the order revoking the discharge permit and/or terminating sewer service, which shall take effect immediately.

D. The decision and order of the WRA director to revoke the permit of a user may be appealed to the WRA appeal committee. Such appeal request shall be in writing, shall include the grounds for appeal including any factual findings which are disputed, and shall be delivered to WRA not less than 10 days after the director's entry of the order of revocation of permit and/or termination of sewer service. Such appeal request shall be considered delivered when placed in the mail, return receipt requested, addressed to:

WRA Appeal Committee
%Des Moines Metropolitan Wastewater Reclamation Authority
3000 Vandalia Road
Des Moines, Iowa 50317

The chair of the appeal committee shall schedule the appeal and shall cause notice of the time, date and place of the hearing to be mailed to the appealing user. Such appeal shall be decided by majority vote of the appeal committee. If the appeal committee affirms the order of the WRA director revoking the permit and/or terminating sewer service, the appeal committee shall so state and order in its written decision.

E. A user whose permit has been revoked shall not be eligible for another permit until 30 days after the violating conditions have been corrected to the satisfaction of the WRA director.

F. Upon determination by the WRA director that the user's sewer service connection to the POTW be terminated, the director's written order shall be sent to the city public works department, city building official, or sanitary district who shall cause the user's connection to the sewer to be severed or plugged. The manner of severance and procedure for disconnection shall be determined by the city public works department or sanitary district. Upon completion of the disconnection, the city public works department or sanitary district shall certify to the WRA director the city's or sanitary district's cost to disconnect the user's sewer service. Upon receipt of such certification of costs, the WRA director shall forward to the user whose service was disconnected by registered mail return

receipt requested, certified mail, or personal service a bill for the cost of making the disconnection, including all costs for labor and materials, and a service charge of \$100.00 for WRA supervision.

G. Any building at which sewer service is disconnected as herein provided shall be inspected by the city building official and if appropriate shall be red-tagged as unfit for human occupancy.

100.48 RESERVED.

100.49 REINSTATEMENT OF SERVICE.

If service is severed pursuant to this division, the service may be reinstated in the following manner:

1. Upon payment to the WRA of any delinquency in full, supervision fee of \$100.00, and an inspection by the WRA director to determine whether the original cause for termination has been corrected, the WRA will issue a permit for reconnection of the building service line to the POTW. Such reconnection costs, plus inspection fees for the city or sanitary district in accordance with this Code, shall be at the sole expense of the user.
2. Upon reconnection and payment of all costs described in subsection (1) of this section, the city or sanitary district, through its agents, shall remove the red tag from the building, and the building shall, so far as the city or sanitary district is concerned, be fit for human occupancy.

100.50 EMERGENCY DISCONNECTION OF SERVICE.

1. *Conditions for immediate disconnection of service.* The WRA director may, after informal notice, suspend the wastewater discharge permit of, and sewer service to, a user whenever such suspension is necessary in order to stop an actual or threatened discharge presenting or causing an imminent or substantial endangerment to the health or welfare of persons, the POTW, or the environment.
2. *Procedure for immediate disconnection.* The procedure for immediate disconnection shall be as follows:
 - A. When the WRA director determines that a discharge as described in subsection 1 of this section exists, an oral order shall be issued, followed immediately by a written order, to the user stating the problem and requiring immediate cessation of the discharge. A user orally notified of a suspension of its wastewater permit or sewer service shall immediately stop or eliminate all discharges. If a user fails to immediately and voluntarily comply with the suspension order, the WRA director shall take immediate action to eliminate the discharge, including disconnection from the POTW. Methods of informal notice to a user shall include but not be limited to any of the following: personal conversations between user and personnel or the WRA or its operating contractor, telephone calls, letters, hand-delivered messages or notices posted at the user's premises or point of discharge.

B. A user responsible, in whole or in part, for imminent endangerment shall submit to the WRA director, prior to the hearing described in subsection 100.47.2 of this division, a detailed written report describing the causes of the endangerment and the measures taken to prevent any future occurrence.

100.51 ELIMINATION OF DISCHARGE; REINSTATEMENT OF PERMIT.

A user notified by the WRA director of revocation of its discharge permit and/or disconnection of its sewer service under section 100.47 or 100.50 of this division shall immediately cease discharging wastewater to the POTW. If the user fails to comply voluntarily with the revocation and/or disconnection order, the city or sanitary district shall take such steps as are deemed necessary by the WRA, including immediate severance of the sewer connection. The WRA director shall reinstate the wastewater discharge permit or the sewer service upon proof of the elimination of the non-complying discharge.

100.52 ADDITIONAL REMEDIES.

1. In addition to remedies available to the WRA set forth elsewhere in this chapter, if the WRA is fined by the Iowa department of natural resources or the U.S. Environmental Protection Agency for violations of the National Pollutant Discharge Elimination System permit for the WRF, or for violations of water quality standards as the result of a discharge of pollutants by an identifiable user, the fine, and all legal, sampling, analytical testing costs and any other related costs, shall be charged to the responsible user. Such charge shall be in addition to any other remedies the WRA may have under this chapter at law or in equity.
2. If the discharge from any user results in a deposit, obstruction, damage or other impairment to the POTW, the user shall become liable to the city or sanitary district and/or the WRA for any expense, loss, or damage caused by the violations or discharge. The WRA may add to the user's charges and fees the costs incurred by the WRA and by the city or sanitary district for any cleaning, repair, or replacement work caused by the violations or discharge.
3. The remedies provided in this chapter shall not be exclusive, and the WRA may seek whatever other remedies are authorized by statute, at law or in equity against any persons violating this chapter.
4. In addition to any other remedies provided in this chapter, the city or the sanitary district and/or the WRA may initiate an action, either in law or in equity, to obtain an injunction against further violations of this chapter and for judgment for all costs incurred by the city, sanitary district and/or the WRA occasioned by the user's violation of any requirements of this chapter.

100.53 NOTICES TO THE WRA, THE WRA BOARD, THE WRA DIRECTOR OR THE WRA STEERING COMMITTEE.

Notices which are required to be given or which may be given to the WRA, the WRA board, the WRA director or the WRA appeal committee, as provided in this chapter, shall be mailed to such entity, body or person at the following address:

Des Moines Metropolitan Wastewater Reclamation Authority
Des Moines Wastewater Reclamation Facility
3000 Vandalia Road
Des Moines, Iowa 50317

100.54 RESERVED.

DIVISION 5. REGULATION OF FAT, OIL AND GREASE DISCHARGE BY FOOD SERVICE ESTABLISHMENTS.

100.55 PURPOSE

The purpose of this section shall be to aid in the prevention of sanitary sewer blockages and obstructions from contribution and accumulation of fat, oil, and grease (FOG) into the POTW. Such discharges from commercial kitchens, restaurants, food processing facilities and all other establishments, where fat, oil, and grease of vegetable or animal origin are discharged directly or indirectly into the POTW, can contribute to line blockages and/or spills in violation of Title 40, Code of Federal Regulations 40 CFR, Part 403.

100.56 DEFINITIONS.

The definitions found in section 100.01 shall apply to the provisions of this division, provided however that the following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. “Best management practices” or “BMPs” means and includes schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. For purposes of this division, “best management practices” include procedures and practices that reduce the discharge of FOG to the building sewer, to the city sanitary sewer system and to the POTW.
2. “Design liquid depth” means the maximum depth of liquid when the tank is filled with water.
3. “Effective date” means the date set forth in section 100.57 upon which the regulatory provisions of this division take effect.
4. “Food Service Establishment” or “FSE” means an operation or enterprise that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Such facilities may include, but are not limited to, those that process meat or other food ingredients as an intermediate step or for final human consumption, food service operations in a summer camp, residential substance abuse treatment facility,

halfway house, correctional facility, school, restaurant, commercial kitchen, caterer, church, hotel, bars, hospital, prison, care institution or similar facility.

5. “Grease interceptor” means a tank that serves one or more fixtures and is remotely located. Grease interceptors include, but are not limited to, tanks that capture wastewater from dishwashers, garbage disposals, floor drains, pot and pan sinks and trenches as allowed by local plumbing codes. For purposes of this ordinance, a grease interceptor is a multi-compartment tank located underground outside of a building that reduces the amount of FOG in wastewater prior to its discharge into the POTW.

6. “Grease trap” means a device designed to retain grease from one to a maximum of four fixtures. Not all grease traps are approved by the manufacturer for use on heated water (e.g., dishwasher) or in-line to a waste disposal unit (e.g., garbage disposal and grinders). For purposes of this ordinance, a grease trap is a small device located within a building.

7. “Minimum design capability” means the design features of a grease interceptor and its ability or volume required to effectively intercept and retain greases from grease-laden wastewaters discharged to the POTW.

8. “Non-routine inspection” means an impromptu, unscheduled inspection of an FSE made without prior notification or arrangement.

9. “Routine inspection” means an inspection of an FSE which is scheduled in advance or according to a pre-arranged schedule.

10. “User” as used in this division has the same meaning as the definition in section 100.01, but also includes persons who discharge wastewater to the POTW from mobile sources, such as mobile food vendors.

100.57 EFFECTIVE DATE OF FOG REGULATIONS.

The provisions of this division shall be effective upon passage by the City Council and publication.

100.58 GREASE INTERCEPTOR INSTALLATION REQUIRED AND EFFECTIVE DATE.

The owner of a building or facility in which as FSE is located, and the owner or operator of an FSE shall be required to install an approved grease interceptor, and to thereafter operate and maintain same as provided in this division.

100.59 EXEMPTION FROM GREASE INTERCEPTOR INSTALLATION REQUIREMENT FOR EXISTING FACILITIES.

The requirements of section 100.58 shall not apply to that portion of a building or facility within which an FSE is in existence on the effective date if:

1. The FSE has an existing grease interceptor or grease trap in place as of the effective date and provided that (1) the owner or occupant of the FSE continues to use the interceptor or trap, (2) the interceptor or trap is of sufficient capacity and design, and (3)

the interceptor or trap is operated and maintained so as to comply with FOG discharge limits; and

2. Any repair, remodeling or renovation of the wastewater plumbing system in the existing FSE involves only (1) the repair of leaks or the clearing of stoppages in drains, soil, waste or vent piping, or (2) the removal and reinstallation of a sink, toilet or hot water heater; provided that such work does not involve replacement, rearrangement or moving of wastewater pipes floor sinks, drainage fixtures or grease traps; and

3. None of the following conditions are present:

A. A building or facility exists on the effective date and is thereafter expanded or renovated, or a portion thereof, to include an FSE where such FSE did not previously exist; or

B. An FSE exists on the effective date within a building or facility, or portion of a building or facility, and application is thereafter made for a building permit(s) for such building or facility with valuation of \$50,000 or more within a twelve (12) month period; or

C. A building or facility, or portion thereof, that contained an FSE on the effective date but in which an FSE ceases to operate for one year or more, as determined by Iowa Department of Inspections & Appeals, Food and Consumer Safety Bureau records.

100.60 COMPLIANCE PROCEDURES.

1. After the effective date, any permitted construction under section 100.58 shall be deemed compliant upon issuance of a certificate of compliance or certificate of occupancy for such construction by the city building official or designee.

2. An FSE shall be deemed compliant, unless the WRA director or local building official or designee determines that an existing grease trap or grease interceptor is incapable of adequately retaining FOG. In such cases, the Director may order the FSE to install an adequate grease interceptor within a specified time period if:

A. the FSE is found to contribute FOG in quantities above FOG discharge limits; or

B. the FSE discharges necessitate increased maintenance on the publicly owned treatment works (POTW) in order to keep stoppages from occurring therein; or

C. the FSE's discharge to the POTW is at anytime determined to exceed four hundred (400) mg/l total FOG.

3. An order directing an existing FSE or the owner or operator of the FSE or the owner of the building or facility in which the FSE is located to install a grease interceptor shall be in writing from the WRA Director in the form of a notice of violation including a corrective action order, as provided in section 100.67 of this division.

4. FSEs or owners of buildings or facilities within which an FSE is located which are unable to install or replace a grease interceptor due to exceptional physical constraints or economic hardship may appeal to the WRA director for approval of an alternative grease control technology by requesting a hearing in accordance with the provisions of this division. Such requests shall be submitted in writing and shall include detailed

descriptions of the FSE's physical or financial constraints and the alternative grease control technology which it proposes to install and utilize.

A. In order to demonstrate exceptional economic hardship, the owner or operator of the FSE shall submit to the WRA director balance sheets and profit and loss statements for FSE for the preceding three (3) years. A new FSE shall submit profit/loss projections or a detailed business plan with projections for twenty-four (24) months. Each request shall be evaluated on a case-by-case basis.

B. Notwithstanding approval of alternative grease control technology, when the WRA director determines that such alternative is not performing adequately, the FSE or owner of the building or facility in which the FSE is located shall be required to take additional grease control measures, which may include the installation of a grease interceptor.

C. In order to demonstrate exceptional physical site constraints preventing the installation of a grease interceptor, the owner or operator of the FSE or owner of the building or facility in which the FSE is located shall submit to the WRA director documentation and plats showing the location of city sanitary sewer and any private easements in relation to the building sewer for the building housing the FSE, and showing available space inside or outside the building and drawings of existing plumbing at or in a site that uses common plumbing for all services at that site.

D. An FSE that is given an exemption from installing a properly sized grease interceptor is prohibited from installing or using a dishwasher or garbage disposal without approval of the director and must comply with the conditions of such approval, if any.

100.61 INSTALLATION OF GREASE INTERCEPTORS AND GREASE TRAPS

Grease interceptors and grease traps, when required, shall be installed as follows:

1. Grease interceptors and grease traps shall be installed at the expense of the owner or operator of the FSE or owner of the building or facility in which the FSE is located which is contributing wastewater to the POTW.

2. All wastewater streams containing FOG or reasonably likely to contain FOG within FSEs or other FOG generating operations shall be directed into one or more appropriately sized grease interceptor before discharge to the POTW. Grease interceptors shall be either sized by adding the peak design flow rates for all fixtures leading to the grease interceptor and allowing a minimum retention time of thirty (30) minutes or as follows:

Grease Interceptor Sizing

1. Peak meals per hour
 - a. Seating capacity of FSE _____
 - b. Occupancy of FSE _____ *
 - c. Seating or occupancy x meal factor of 1.3 (45-minute meal) or 1.0 (intermittent-use FSEs) = Peak meals per hour

* Church: include all area(s) used for meal service

* Assisted Living / nursing facility: equal to maximum number of residents (per State license)

2. Waste flow rate, gallons of flow

- a. Commercial, equipped kitchen with dishwasher & one garbage disposal* 7
- b. Commercial, equipped kitchen with dishwasher, no garbage disposal 6
- c. Commercial, equipped kitchen with no dishwasher, one garbage disposal* 6
- d. Commercial, equipped kitchen with no dishwasher, no garbage disposal 5
- e. Single service kitchen** 2

* Each additional garbage disposal, add one (1) gallon

** Single service kitchen = no garbage disposal, no dishwasher and all service is single

use

3. Retention time, hours

- a. Commercial kitchen 2.5
- b. Single service kitchen 1.5

4. Storage factor

- a. Commercial Kitchen up to 8 hours of operation 1
- b. Commercial kitchen up to 12 hours of operation 1.5
- c. Commercial kitchen up to 16 hours of operation 2
- d. Commercial kitchen up to 20 hours of operation 2.5
- e. Commercial kitchen up to 24 hours of operation 3
- f. Single service kitchen 1.5

Peak Meals per Hour	X	Waste Flow Rate	X	Retention Time	X	Storage Factor	=	Calculated Interceptor Size
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3. Concrete grease interceptors whether precast or poured in place, shall be designed and manufactured in accordance with ASTM C 1613-08 Standard Specification for Precast Concrete Grease Interceptor Tanks or IAPMO/ANSI Z1001 Grease Interceptors and shall be installed in accordance with the codes adopted by the jurisdiction in which the FSE is located. Where no code is adopted, the construction and installation shall be in accordance with the Iowa State Plumbing Code and this division. Grease interceptors using materials other than concrete require approval by the director, and shall comply with the conditions of such approval, if any.

4. The building official or other designated official of the governmental subdivision within which the FSE is located shall inspect each grease interceptor installation made pursuant to this division, shall review all relevant information regarding the rated performance of the grease interceptor, and the building plan and facility site plan for the building and site where the grease interceptor has been installed, and shall approve such

grease interceptor installation upon determination that the grease interceptor meets all applicable standards and requirements.

5. Grease interceptors shall have a minimum capacity of one thousand (1000) gallons and shall not exceed five thousand (5000) gallons for a single unit. Where a capacity greater than five thousand (5000) gallons is required, several smaller units shall be installed in series, however the capacity shall not exceed ten thousand (10,000) gallons for any single series of interceptors without approval of the director.

6. Grease interceptors shall be installed outside the building housing the FSE and below surface grade, and shall have access manholes, with a minimum diameter of twenty-four (24) inches, over each chamber and sanitary tee. Access manholes shall extend from the grease interceptor to at least the finished surface grade and be designed and maintained to prevent storm or surface water inflow and groundwater infiltration. The manholes shall also have readily removable covers to facilitate inspection and grease removal.

7. Sewer lines which are not grease laden, which are not likely to contain FOG, or which contain sanitary wastes shall not be connected to a grease interceptor.

8. Grease interceptors shall be equipped with an accessible discharge sampling port with a minimum six (6) inch diameter, which shall extend from the grease interceptor to at least the finished surface grade.

9. Where grease interceptors are shared by more than one FSE, the building owner shall be the responsible party for record keeping and cleaning of the interceptor.

100.62 OPERATION, MAINTENANCE AND CLEANING OF GREASE INTERCEPTORS AND GREASE TRAPS AND GREASE HAULER CERTIFICATION

1. The owner or operator of an FSE which is required to pass wastewater through a grease interceptor or trap shall operate and maintain the grease interceptor or trap so that wastewater exiting the grease interceptor or trap shall not exceed four hundred (400) milligrams per liter of FOG.

2. The owner or operator of the FSE shall cause the grease interceptor or trap to be cleaned as hereinafter required when FOG and solids reach 25% of the design liquid level of the grease interceptor or trap, or sooner if necessary, to prevent carry over of FOG from the grease interceptor or trap into the city sanitary sewer system. Interceptors and traps shall be cleaned at three (3) month intervals or less. A longer cleaning interval must be approved by the WRA Director. If the owner or operator of the FSE, or an employee of the owner or operator, has a current grease hauler certification from the WRA indicating satisfactory completion of the course of training offered by the WRA on the cleaning of grease interceptors and traps, such person or persons may clean the grease trap in the facility included in such grease hauler's certification. Failure to adequately clean the grease trap, properly dispose of all grease trap waste, or maintain clean out records and measurements may result in revocation of a grease hauler certification pursuant to Sec. 100.86. Alternatively, the owner or operator of an FSE may employ a waste hauler licensed by the WRA pursuant to division 6 of chapter III of this chapter to clean the grease interceptor or trap, provided that the waste hauler personnel performing the cleaning has a current grease hauler certification from the WRA indicating satisfactory completion of the course of training offered by the WRA on the cleaning of grease interceptors and traps.

3. Any person who cleans a grease interceptor or trap shall do so in accordance with the following procedures and requirements. The person cleaning the grease interceptor or trap shall:
 - A. Completely empty and remove the contents (liquids and sludge) of all vaults of the grease interceptor or trap, and remove the grease mat and scrapings from the interior walls. As part of each cleaning of a grease interceptor or trap, the owner or operator of the FSE, or the licensed waste hauler employed by the FSE owner or operator, shall perform the following maintenance activities:
 - (1) Check that the sanitary “tees” on the inlet and outlet sides of the grease interceptor are not obstructed, loose, or missing.
 - (2) Verify that the baffle is secure and in place.
 - (3) Inspect the grease interceptor or trap for any cracks or other defects.
 - (4) Check that lids are securely and properly seated after completion of cleaning.
 - B. Not deposit waste and wastewater removed from a grease interceptor/trap back into the grease interceptor/trap from which the waste or wastewater was removed or into any other grease interceptor/trap, for the purpose of reducing the volume of waste and wastewater to be disposed of.
 - C. Not introduce enzymes, emulsifying chemicals, hot water or other agents into a grease interceptor or trap to dissolve or emulsify grease or as a grease abatement method. Introduction of bacteria as a grease degradation agent is permitted with prior written approval by the WRA director.
 - D. Dispose of waste and wastewater removed from a grease interceptor or trap at the WRF or at a facility approved for disposal of such waste by the WRA director. Waste and wastewater removed from a grease interceptor or trap shall not be discharged to any private sanitary or storm sewer or to the city sanitary or storm sewer system. The waste hauler shall provide a copy of the disposal receipt for all waste and wastewater removed from a grease interceptor or trap to the owner or operator of the FSE.
 - E. Not use an automatic grease removal system to clean a grease interceptor without prior written approval of the WRA director, and if, the use of an automatic grease removal system is approved, shall operate same in a manner that the grease wastewater discharge limit, as measured from the system’s outlet, is consistently achieved.
4. The WRA director may make exceptions to the above requirements, or may approve alternative operational requirements or cleaning and maintenance methods, provided that such exceptions or approvals shall be made in writing by the WRA director.
5. The WRA Director may issue a grease hauler certification upon satisfactory completion of the course of training offered by the WRA on the proper maintenance and cleaning of grease interceptors and traps, disposal procedures and record keeping. Such certification shall be for a period of 5 years and shall be in effect for the person receiving such training and for the FSE site for which such person is the owner, operator or employee thereof.

100.63 RECORDS AND RECORD KEEPING.

1. Required Records. The owner or operator of an FSE which is required to pass wastewater through a grease interceptor or trap shall maintain a written record of grease interceptor or trap maintenance, including a log showing the dates upon which the grease

interceptor or trap was inspected and the estimated amount of FOG present in the grease interceptor or trap at each inspection, the date upon which waste and wastewater was removed from the grease interceptor or trap and disposed of, and the location and means of such disposal of waste and wastewater, and the name and employer or the person or persons performing each of said tasks. The log shall further include a record of the placement of any approved or unapproved additive into the grease interceptor, grease trap or building sewer on a constant, regular or scheduled basis, including the type and amount of additive placed on each such occasion. Only additives approved by the WRA director pursuant to section 100.62.C.3 may be used in a grease interceptor.

2. Record Keeping. The log shall at all times be kept and maintained on a day-to-day basis, so as to show a record of waste and wastewater removal, waste and wastewater disposal and approved additive placement for a continuous period of three (3) years. All such records shall be kept secure at the premises of the FSE for a continuous period of three years and shall be made available for non-routine inspection by the city, the sanitary district, the WRA and its operating contractor, or the employees and agents of any of them at any time during normal business hours.

100.64 INSPECTION OF GREASE INTERCEPTORS AND RELATED SEWERS AND EQUIPMENT

The owner or operator of an FSE shall:

1. Provide, operate and maintain, at its expense, safe and accessible monitoring facilities (such as a suitable manhole), and shall make such monitoring facilities available for inspection, and for sampling and flow measurement of the building sewer or internal drainage systems. There shall be ample room in or near such monitoring facility to allow accurate sampling and preparation of samples for analysis.

2. Shall allow personnel authorized by the WRA director or by the city building official or designee, bearing proper credentials and identification, to enter upon or into any building, facility or property housing an FSE at any reasonable time and without prior notification, for the purpose of inspection, observation, measurement, sampling, testing or record review, in accordance with this division.

3. Shall, upon request by the WRA director's authorized representative, open any grease interceptor or grease trap for the purpose of confirming that maintenance frequency is appropriate, that all necessary parts of the installation are in place including, but not limited to, baffles, and effluent tees, and that all grease interceptors, traps, and related equipment and piping is maintained in efficient operating condition.

4. Shall accommodate compliance inspections and sampling events by the authorized representatives of the WRA director or of the city building official. Staff may conduct routine inspections and sampling events of any food service establishment. Non-routine inspection and sampling events shall occur more frequently when there is a history of non-compliance with this division and when blockages occur in the city's sanitary sewer system downstream of the FSE.

100.65 INSPECTION FEES.

The fees for inspection of an FSE shall be as provided in section 100.21 and shall be paid within thirty (30) days of the date of the invoice for such fees.

100.66 ENFORCEMENT.

The WRA director is authorized to enforce this division as hereinafter provided. The city building official or designee, or such other governmental official hereafter designated by the WRA, is also authorized to enforce this division.

100.67 NOTICE OF VIOLATION – ADMINISTRATIVE PENALTIES – CORRECTIVE ACTION ORDER.

1. The director, or such other designated officers or officials with enforcement authority as provided in section 100.66, are authorized to issue a notice of violation imposing an administrative penalty upon any person who fails to perform an act required by this division or who commits an act prohibited by this division. Such notice may include a corrective action order requiring the user to take one or more of the following corrective actions within thirty (30) days:

- A. Conform to best management practices;
- B. Submit copies of the grease interceptor or trap maintenance log;
- C. Develop, submit and implement a FOG compliance plan to be approved by the director or designated enforcement official; or
- D. Install a compliant grease interceptor.

2. The administrative penalty for such violations shall be as provided in the schedule of administrative penalties adopted by the city council by resolution.

3. Notice of violation, with the applicable penalty for such violation noted thereon, shall be issued to and served upon the violator. Service of the notice may be by regular mail or by delivery in person.

4. Penalties assessed pursuant to notice of violation shall be paid by the violator in full as directed in the notice within thirty (30) days of its issuance.

5. The administrative penalties set out in the schedule of administrative penalties shall be charged in lieu of the fines and penalties provided for in section 100.68, unless the violator refuses to correct the violation and pay the scheduled administrative penalty, or the WRA director determines that immediate enforcement action by misdemeanor or municipal infraction prosecution is, in view of the particular circumstances of the case, necessary to achieve compliance with the requirements of this chapter. A record of all violations, administrative penalties charged or other enforcement actions taken shall be maintained by the WRA for a period of three years.

100.68 PENALTIES.

1. Any person who fails to perform an act required by this division or who commits an act prohibited by this division shall be guilty of a misdemeanor punishable by fine or imprisonment or shall be guilty of a municipal infraction punishable by a civil penalty.

2. Any person who fails to comply with a pretreatment standard applicable to an FSE shall be guilty of a municipal infraction punishable by a civil penalty of not more than one thousand dollars for each day the violation exists or continues, as provided by section 364.22 or 331.307 of the Iowa Code.

3. When enforcement is sought through a municipal infraction proceeding, the director, or such other designated officers or officials with enforcement authority as provided in section 100.66, may enter into consent orders, assurances of voluntary compliance or other similar documents establishing an agreement with the user responsible for noncompliance. Such orders will include specific action to be taken by the user to correct the noncompliance within a time period specified by the order.

100.69 ORDER TO CEASE OPERATION OF FSE

1. Where a violation of this division has not been timely corrected, and results in or threatens interference or pass through as herein defined, the WRA director, or such other designated officers or officials with enforcement authority as provided in section 100.66, shall have the authority to issue an order in writing to the owner or operator of the FSE, ordering such person or persons to cease and desist from further operation of the FSE and from further discharge of wastewater to the sanitary sewer system. The order shall be delivered by personal service unless the owner or operator cannot be found within the city or sanitary district, in which event notice shall be by ordinary mail addressed to the owner's or operator's last known address and by posting a copy of the notice in a conspicuous place upon the premises of the FSE.

2. Operation of the FSE shall cease on the date stated in the order and shall not recommence without the prior written approval of the WRA director.

3. The applicant may make a written request to the director for a reconsideration and hearing on the cease and desist order within ten (10) days from the issuance of the order, provided, however, that operation of the FSE shall cease pending the outcome of the hearing.

4. The owner's or operator's request for hearing shall identify the appealing party, include the address of the person requesting the hearing and to which all further notices shall be mailed or served, and shall state the basis for the appeal.

5. The hearing shall be scheduled to be held as soon as practicable and no later than fourteen (14) days after the request for hearing was filed with the WRA director. The person requesting the hearing shall be notified in writing or by telephone of the date and place of such hearing at least three (3) days in advance thereof. At such hearing the director and the person requesting the hearing may be represented by counsel, examine witnesses, and present evidence as necessary.

6. The determination by the director or by that the violation occurred shall be considered a final administrative decision, unless appealed to the WRA.

100.70 APPEAL OF CORRECTIVE ACTION ORDER OR CEASE AND DESIST ORDER.

1. Any person aggrieved by a corrective action order or a cease and desist order issued by the WRA director or by such other designated officers or officials with enforcement authority as provided in section 100.66, may, file an appeal and request a ruling that such order be modified or rescinded.
2. Such appeal request shall be in writing, shall include the grounds for appeal including any factual findings which are disputed, and shall be delivered to the WRA within ten (10) days after the WRA director's issuance of the order. Such appeal request shall be considered delivered when placed in the mail, return receipt requested, addressed to:

WRA Appeal Committee
Des Moines Metropolitan Wastewater Reclamation Authority
3000 Vandalia Road
Des Moines, Iowa 50317

3. The chair of the appeal committee shall schedule the appeal and shall cause notice of the time, date and place of the hearing to be mailed to the appealing party. Such appeal shall be decided by majority vote of the appeal committee. The appeal committee may affirm, modify or rescind the order of the director and shall so state and order in its written decision.

100.71 ADDITIONAL REMEDIES.

The WRA or the city or the sanitary district is not precluded from seeking alternative relief from the court, including an order for abatement or injunctive relief or for recovery of investigational or remedial costs resulting from a non-complying discharge, in the event that the WRA or the city files a misdemeanor citation, notice of administrative penalty, and/or files a municipal infraction for the same violation of this division.

100.72 RESERVED.

DIVISION 6. REGULATION OF HAULED WASTE

100.73 DEFINITIONS

The definitions found in sections 100.01 and 100.56 shall apply to the provisions of this division, provided however that the following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. "Vehicle" means a commercial device equipped with a tank and used to remove or transport waste.
2. "Waste" means human excreta, water, scum, sludge, septage, FOG, food waste or grease solids, and non-hazardous industrial wastewaters and solids removed from public

and private wastewater disposal systems, holding tanks, impervious vaults, portable or chemical toilets, or from devices used to trap grease resulting from food preparation. *Waste* also means liquid wastes resulting from spill clean-up.

100.74 LICENSE.

No waste hauler shall remove waste from within the city or sanitary district or shall dispose of waste, whether from a source inside or outside the city or sanitary district, into the POTW without first obtaining a waste hauler license from the WRA, with the following exceptions:

1. WRA participating communities that operate vehicles to remove waste from their sewer systems.
2. Waste haulers hired by WRA participating communities to remove waste from their sewer systems and which bring no other wastes to the WRF.
3. Waste haulers utilized by industrial users issued a wastewater discharge permit by the WRA.
4. Waste haulers granted temporary authorization by the WRA director in order to deal with an emergency.

100.75 ISSUANCE OF LICENSE

The waste hauler's license shall be issued by the WRA director upon written application that shall consist of the following minimum requirements:

1. *Inspection.* The WRA director, upon application, shall inspect the trucks, hoses, valves, and associated equipment of the applicant for a waste hauler's license and determine if they meet the minimum qualifications for complying with the conditions of this division.
2. *License fee and bond.* An application shall require the payment of a fee of \$60.00 for each vehicle used by the applicant and the posting of a bond with reasonable surety in the penal sum of \$10,000.00 for the faithful compliance with this division, including prompt payment of fees, fines and damages. WRA participating communities that contract with waste haulers in order to clean and rehabilitate storm and sanitary sewers owned by the community or that own and operate waste hauling vehicles may provide proof of self-insurance or provide a letter guaranteeing payment of up to \$10,000.00 in lieu of providing a surety bond.
3. *Renewal.* A waste hauler license shall expire on June 30 next after its issuance. The renewal application must be made in the same manner as the initial application and must be received by the director 30 days prior to expiration. Failure to apply 30 days prior to expiration may result in an interruption in the license and the privileges of such license.
4. *Transferability.* Waste hauler licenses are not transferable.

100.76 STANDARDS FOR VEHICLES AND EQUIPMENT.

As to all vehicles and equipment used by a waste hauler, the licensee shall:

1. Prevent waste and wastewater from leaking, spilling, or discharging onto roads or rights-of-way.
2. Ensure proper construction and repair of the equipment to allow cleaning.
3. Maintain vehicles and equipment in an essentially rust free and sanitary condition and appearance.
4. Display the business name as it appears on the waste hauler license in three-inch or larger letters on the left and right sides of the vehicle.

100.77 DISPOSAL.

Hauled waste shall only be disposed at the WRF at the designated disposal station or as authorized by the Iowa Department of Natural Resources for land application. Waste haulers shall maintain the WRF designated disposal location in a clean and orderly condition to avoid noxious odors and unsanitary conditions. Hours of operation at the WRF disposal station shall be set by the WRA director. In the event of emergency situations, special arrangements between the waste hauler and the WRA director regarding disposal at an alternative disposal site shall be allowed to permit response to such emergency. Any violation of an Iowa Department of Natural Resources rule or regulation for land disposal of hauled wastes by a waste hauler shall be grounds for rejection of a hauled waste load in section 100.81 by such waste hauler or shall be grounds for denial, suspension and revocation of such waste hauler's license in section 100.86.

100.78 IDENTIFICATION OF SOURCE.

Waste haulers must document the nature and origin of wastes collected and the site and method of disposal for wastes that are removed from any locations or are delivered to the WRF. Such information shall be provided on a manifest form provided by the WRA director. The manifest shall also include: (i) the name, address and phone number of the waste generator, (ii) the type of waste collected, (iii) the approximate volume of the load, (iv) any other information consistent with identification and tracking of wastes. The WRA director or his or her designee shall have the right to verify all information required by this section, including the right to measure, sample and analyze any waste regulated by this division. The waste hauler shall obtain approval from the WRA director or his or her designee prior to loading wastes originating from an industrial/commercial source unless prior approval is on record with the WRA.

100.79 MIXING WASTES.

1. For the purposes of this division, wastes from residential and nonresidential sources shall not be mixed. Wastes from an industrial/commercial source shall not be mixed with wastes of any type from another location. Portable toilet and FSE grease trap wastes may be mixed with similar wastes from different locations. Residential wastes from several sources may be mixed as long as each source is identified.
2. Any tanks or equipment used for hauling waste to the WRF shall not be used for hauling hazardous wastes or hazardous substances, as defined in Iowa Code §567.1 et seq., chapter 131 of the Iowa Administrative Code and in 40 CFR 261, or other wastes detrimental to the WRF.

100.80 STANDARDS OF DISPOSAL AT WRF.

Under this division, disposal of wastes at the WRF shall be carried out in accordance with pretreatment standards and requirements established by federal, state, county and city governments including categorical standards developed for the waste generator's industrial category. The WRA director may reject wastes from waste haulers who do not comply with this section or with any other section of this division. Waste haulers shall not deliver wastes to the WRF, or to any other disposal location approved by the WRA director which are:

1. Prohibited by section 100.11 or exceed the limits found in subsection 100.12.3.D, sections 100.13 and 100.14 of this chapter.
2. Hazardous wastes or hazardous substances as defined in 40 CFR Part 261 or 567 I.A.C., Chapter 131.
3. Originate from mineral oil unless first treated to remove the oil and grease.
4. Not completely identified or are from industrial/ commercial sources that are not approved by the director as required in section 100.78.
5. Mixed in a manner prohibited in section 100.79.
6. Wastes other than residential from outside the WRA, except through requests to the director.

100.81 REJECTION OF WASTE LOADS.

1. The WRA director may reject any hauled waste load that violates or is suspected of violating the requirements of this division or that fails to meet any other guidelines established by the WRA director to protect personnel, equipment, and the WRF. Waste haulers must:
 - A. Remove rejected waste from the WRF.
 - B. Immediately remove any additional wastes contaminated by the rejected waste while contained at the WRF prior to introduction into the sewer.
 - C. Properly dispose of all rejected wastes in accordance with state and federal law.
 - D. Provide the WRA director with a written statement, signed by the waste hauler license holder, stating the location, date, and time the rejected load was disposed of. The statement is due within five calendar days after the waste is rejected.
2. A vehicle used to haul rejected wastes shall not thereafter be allowed to dispose of additional wastes at the WRF until the statement required by this section is delivered to the WRA director.

100.82 TREATMENT FEES FOR HAULED WASTES.

1. A treatment fee shall be charged per pound of hauled waste received at the WRF for all wastes originating within WRA participating communities which are treated through the headworks at the WRF using all treatment processes at the WRF, which fee shall be equal to the cost of disposal and treatment of an equivalent volume and mass of

pollutants otherwise delivered into the POTW. The treatment fee shall include: (1) the volume charge component, (2) a treatment surcharge component for each pollutant as found in section 100.21 of this division, and (3) a program cost component. The program cost component shall be calculated by dividing the annual administrative costs of the waste hauler program by the total gallons of hauled waste treated in the previous calendar year. The surcharge component shall be calculated using the average concentration of pollutants found in hauled wastes delivered to the wastewater reclamation facility. The treatment surcharge and program cost components shall be reviewed and updated annually based on the most recent data collected by the operating agency. The treatment fee for loads originating outside of the WRA participating communities shall be 1.5 times the fee for loads originating within the WRA participating communities.

2. A treatment fee shall be charged for hauled wastes originating within the WRA participating communities which are treated using only a portion of the treatment processes at the WRF, which fee shall be calculated to recover the cost of treatment. The cost of treatment shall include electrical, chemical, personnel, and any capital costs associated with the treatment processes utilized, and a program cost component which shall be calculated by dividing the annual administrative costs of the waste hauler program associated with partial process treatment by the total gallons of hauled waste treated using only a portion of the treatment processes in the previous calendar year. Treatment costs shall be reviewed and updated annually based on the most recent data collected by the operating agency. The treatment fee for loads originating outside of the WRA participating communities shall be 1.5 times the fee for loads originating within the WRA participating communities.

3. Fees shall be computed and recorded at the disposal station and shall be paid by the waste hauler on the basis of monthly billings by the operating contractor. Limits of credit shall not exceed 60 days. Abuse of such credit shall be grounds for liability on the waste hauler's bond and for refusal of disposal services to any waste hauler under this division.

4. Waste haulers may elect to have their loads tested for actual concentration at their expense as set out in section 100.21. When a waste hauler has elected to have loads tested for actual concentration, the treatment fee will be based on the actual concentration whether it be higher or lower than the average concentration treatment fee. Said testing will be done at least once a month or more often as required by the WRA director.

100.83 ENFORCEMENT.

The WRA director, the city building official, or such other governmental official hereafter designated by the WRA, shall be authorized to enforce this division as hereinafter provided.

100.84 NOTICE OF VIOLATION – ADMINISTRATIVE PENALTIES – CORRECTIVE ACTION ORDER.

1. The director, or such other designated officers or officials with enforcement authority as provided in section 100.83, are authorized to issue a notice of violation

imposing an administrative penalty upon any person who fails to perform an act required by this division or who commits an act prohibited by this division.

2. The administrative penalty for such violations shall be as provided in the schedule of administrative penalties adopted by the city council by resolution.

3. Notice of violation, with the applicable penalty for such violation noted thereon, shall be issued to and served upon the violator. Service of the notice may be by regular mail or by delivery in person.

4. Penalties assessed pursuant to notice of violation shall be paid by the violator in full as directed in the notice within thirty (30) days of its issuance.

5. The administrative penalties set out in the schedule of administrative penalties shall be charged in lieu of the fines and penalties provided for in section 100.85, unless the violator refuses to correct the violation and pay the scheduled administrative penalty, or the WRA director determines that immediate enforcement action by misdemeanor or municipal infraction prosecution is, in view of the particular circumstances of the case, necessary to achieve compliance with the requirements of this chapter. The WRA shall maintain a record of all violations, administrative penalties charged or other enforcement actions taken.

100.85 PENALTIES.

1. Any person who fails to perform an act required by this division or who commits an act prohibited by this division shall be guilty of a misdemeanor punishable by fine or imprisonment or shall be guilty of a municipal infraction punishable by a civil penalty.

2. Any person who violates a discharge prohibition set forth in section 100.11, or discharges in excess of local limits as set forth in section 100.12, shall be guilty of an environmental violation punishable as provided by section 364.22 of the Iowa Code.

100.86 DENIAL, SUSPENSION AND REVOCATION OF LICENSE.

1. *Grounds for denial, suspension or revocation of waste haulers license.* The WRA director may deny, suspend or revoke the waste hauler license and/or grease hauler certification of any wastehauler who violates any provision of this division or any condition of its license, or who commits any of the following violations, or who does not meet the following requirements:

A. Violation of any term, condition or requirement of this division, the license, or applicable state of Iowa or federal laws or regulations.

B. Obtaining a license by misrepresentation.

C. Falsification of, failure to complete or failure to fully disclose all relevant facts in a license application.

D. Failure to pay fees, administrative penalties or fines.

E. Failure to report a spill to the WRA.

F. Using wash down water or otherwise diluting the permitted waste for the purpose of meeting discharge limitations or requirements.

- G. Falsification of, failure to complete or failure to fully disclose all relevant facts in any report, manifest information or record required by the license or this division.
 - H. Tampering with samples or sampling equipment intended to accurately reflect the contents of each hauled waste load.
 - I. Refusing to allow WRA personnel timely access to the wastehauler's facility premises, vehicles, or records.
 - J. Failure to perform as required under a corrective action order or compliance schedule issued by the WRA director.
 - K. Failure to correct any violation of this division within 30 days after notice by the WRA Director.
 - L. Failure to immediately correct any violation of this division if the condition constituting the violation is declared a threat to public health, safety or welfare by the WRA director and the director orders immediate correction.
2. *Procedure for denial, suspension or revocation of wastehauler's license.* The procedure for denial, suspension or revocation of a wastehauler's license shall be as follows:
- A. Any license issued to a wastehauler pursuant to this division may be denied, suspended or revoked by written order of the WRA director specifying the grounds for such action as outlined in subsection (a) of this section, which order shall not take effect until hearing thereon as hereafter provided. Upon determining that grounds exist for an order to deny, suspend or revoke a wastehauler's license, the WRA director shall cause a notice of hearing to be prepared, specifying the violations of subsection (a) of this section which are deemed to have occurred, and the time, date and place that such hearing will be held. The notice shall be sent to the wastehauler by regular mail addressed to the wastehauler's address listed on the wastehauler's license a minimum of ten days prior to the date set for hearing, and shall be deemed delivered when placed in the mail.
 - B. If after such a hearing the WRA director makes a finding based on substantial evidence that one or more violations under subsection (a) of this section have occurred as alleged, the director may deny issuance of the license, suspend the license for a fixed period, or may issue an order immediately revoking the license and ordering the wastehauler to discontinue hauling waste to the WRF or any other disposal locations approved by the director. The determination whether to deny issuance of a license, to suspend a license, or to revoke a license, shall be in the discretion of the director and shall be dependent upon the circumstances surrounding the violations of subsection (a) of this section and the severity of those violations. If the wastehauler does not appear for the hearing, the director shall issue the order revoking the wastehauler's license and ordering the cessation of delivery of hauled waste at the WRF or any other disposal locations approved by the director, which order shall take effect immediately.
 - C. The decision and order of the WRA director to deny issuance, to suspend or to revoke the license of a wastehauler may be appealed to the WRA appeal committee. Such appeal request shall be in writing, shall include the grounds for appeal including any factual findings which are disputed, and shall be delivered to

WRA not less than 10 days after the director's entry of the order of denial, suspension or revocation. Such appeal request shall be considered delivered when placed in the mail, return receipt requested, addressed to:

WRA Appeal Committee
Des Moines Metropolitan Wastewater
Reclamation Authority
3000 Vandalia Road
Des Moines, Iowa 50317

The chair of the appeal committee shall schedule the appeal and shall cause notice of the time, date and place of the hearing to be mailed to the appealing waste hauler. Such appeal shall be decided by majority vote of the appeal committee. If the appeal committee affirms the order of the WRA director denying issuance, suspending or revoking the license and ordering the cessation of waste deliveries at the WRF or other approved locations, the appeal committee shall so state and order in its written decision.

D. A waste hauler whose license has been denied or revoked shall not be eligible for issuance or reinstatement of its license until 30 days after the violating conditions have been corrected to the satisfaction of the director.

100.87 ALTERNATIVE RELIEF

Neither the WRA nor the city or sanitary district is precluded from seeking alternative relief from the court, including an order for abatement or injunctive relief, in the event that the WRA or the city files a misdemeanor citation, notice of administrative penalty, and/or files a municipal infraction for the same violation of this division, or in the event the WRA seeks to deny, suspend or revoke the waste hauler's license.

100.88 RESERVED

ORDINANCE NO. 19-01

An Ordinance Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area

WHEREAS, pursuant to the provisions of Chapter 404, Code of Iowa (the “Code”), the governing body of a city may, by ordinance, designate an area of the city as a revitalization area upon the completion of procedures specified in the Code; and

WHEREAS, pursuant to the provisions of the Code, the City Council of the City of Windsor Heights, Iowa, (the “City”) has by resolution determined, with respect to an area within the City, hereinafter described in Section 1 and known as the 2018 Windsor Heights Urban Revitalization Area, that:

(a) *The 2018 Windsor Heights Urban Revitalization Area is an area which is appropriate as an economic development area as defined in Section 403.17 of the Code of Iowa.*

(b) *The 2018 Windsor Heights Urban Revitalization Area is an area which is appropriate for public improvements related to housing and residential development or construction of housing and residential development, including single, family and multifamily housing.*

(c) *The economic development and promotion of housing and residential development in the 2018 Windsor Heights Urban Revitalization Area is necessary in the interest of the public welfare of the residents of the City and the 2018 Windsor Heights Urban Revitalization Area substantially meets the criteria set forth in Section 404.1 of the Act.*

WHEREAS, pursuant to the provisions of the Code, the City prepared a Proposed Plan for the Windsor Heights Urban Revitalization Area and held a public hearing on the Proposed Plan for the Windsor Heights Urban Revitalization Area; and

WHEREAS, pursuant to the provisions of the Code, the City has adopted the Proposed Plan for the Windsor Heights Urban Revitalization Area;

NOW, THEREFORE, Be It Ordained by the City Council of the City of Windsor Heights, in Polk County, as follows:

Section 1. In accordance with the Code and in consideration of the recitations set out in the preamble hereof, such property lying within the City and being described as follows:

All real property situated within the incorporated municipal limits of the City of Windsor Heights, Polk County, State of Iowa as of November 1, 2018.

is hereby designated as the 2018 Windsor Heights Urban Revitalization Area.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. 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.

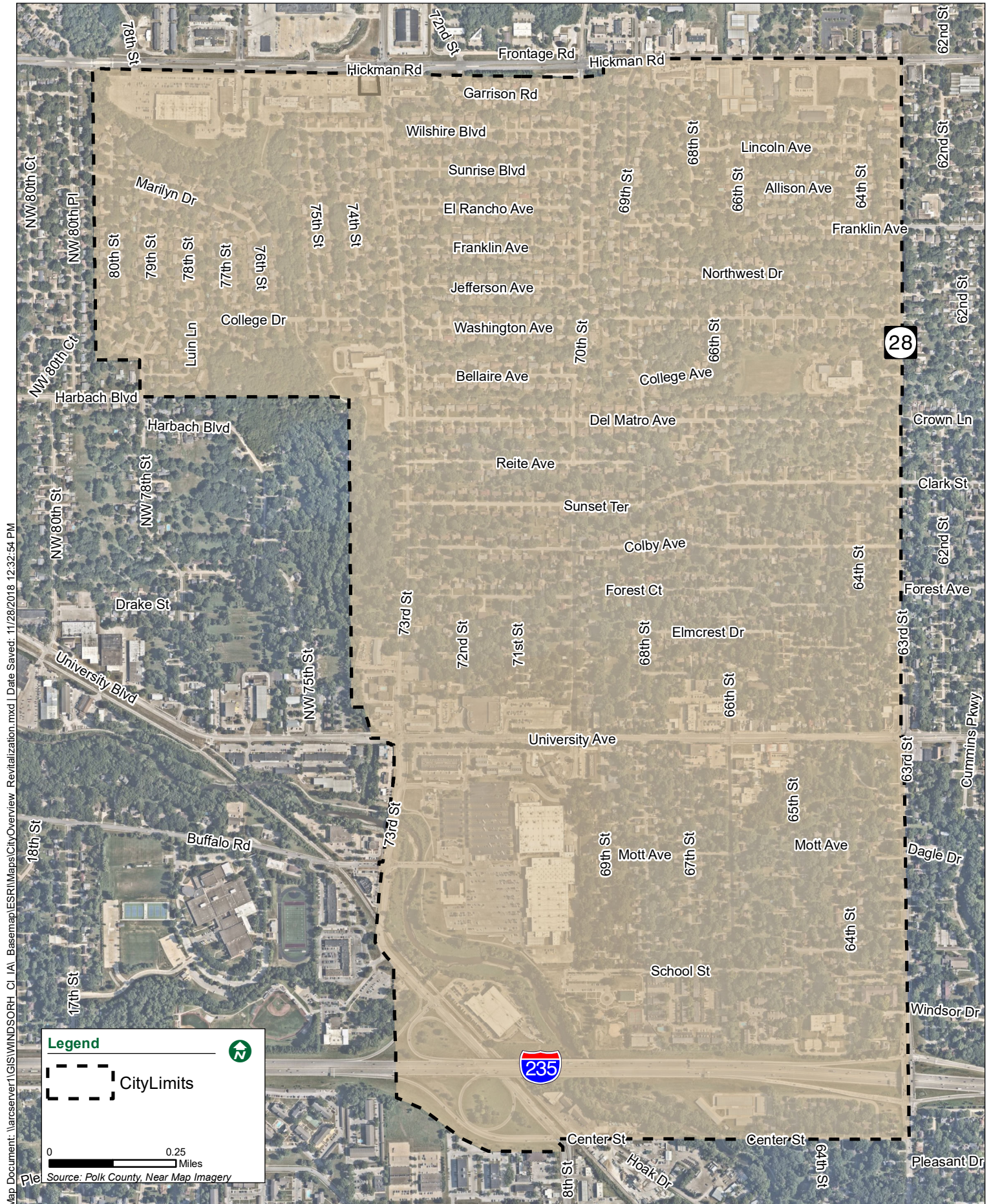
Section 4. This ordinance shall be in effect after its final passage, approval and publication, as provided by law.

Passed and approved February 18, 2019.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



COUNCIL ACTION FORM

AGENDA ITEM:

HISTORY:

The pedestrian ramp on the west side of the Community Center is non-compliant with American with Disabilities Act (ADA) standards. The City Council approved BMI to design an ADA compliant pedestrian ramp and send it out for quotes. The estimated construction cost for this project was \$25,910.

There were 4 responsible quotes for the project:

Bidder	City	Amount
MNM Concrete	Des Moines, IA	\$12,486.00
Caliber Concrete, LLC	Adair, IA	\$12,697.00
Concrete Connection	Johnston, IA	\$13,135.00
Howser Concrete	Ankeny, IA	\$18,465.00

The council voted to approve funding this project through revenues generated from the ATE's.

Attached is the letter of recommendation from BMI and the four quotes that were submitted.

OPTIONS:

1. Approve MNM Concrete out of Des Moines, IA to construct the pedestrian ramp as designed by BMI for \$12,486.00
2. Refer this back to the staff to look into other alternatives and provide additional information.
3. Take no action at this time.

STAFF RECOMMENDATION:

It is the recommendation of the City Administrator that Council approve Option 1.



Real People. Real Solutions.

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

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

January 14, 2019

Elizabeth Hansen
City of Windsor Heights
City Administrator
1145 66th St Suite 1
Windsor Heights, IA

RE: Community Center Sidewalk
Recommendation of Award
Project No.: A13.117725

Dear Ms. Hansen:

At 5:00 PM on January 11, 2019 bids were received for the Community Center Sidewalk project. The Engineer's Estimate for the base bid of the project was \$25,910. Four bids were received, all bidders were responsive, and bids for base bid are summarized as follows:

Bidder	City	Amount
MNM Concrete	Des Moines, IA	\$12,486.00
Caliber Concrete, LLC	Adair, IA	\$12,697.00
Concrete Connection	Johnston, IA	\$13,135.00
Howser Concrete	Ankeny, IA	\$18,465.00

The bid received from MNM Concrete was 51.8% below the engineers estimate for the project, and was determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted and checked references on this bidder, and was satisfied with responses given.

Therefore, Bolton & Menk, Inc. recommends award of the Community Center Sidewalk project to MNM Concrete, for the bid amount of \$12,486 (Twelve thousand four hundred eighty-six dollars).

The bid tabulation is attached for your use.

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

Sincerely,

Justin Ernst, P.E.
Project Manager

BOLTON & MENK, INC.
cc: File w/attachment

Community Center Sidewalk Improvements
City of Windsor Heights
Windsor Heights, Iowa

TABULATION OF BIDS
January 11, 2019 @ 5:00 P.M.



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

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

Line No.	Description	Unit	Quantity	Engineer's Estimate		MNM Concrete Des Moines, IA		Caliber Concrete LLC Adair, IA		Concrete Connection Johnston, IA		Howser Concrete Ankeny, IA	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID													
1	EXCAVATION, CLASS 10, CUT	CY	4	\$300.00	\$ 1,200.00	\$300.00	\$1,200.00	\$250.00	\$1,000.00	\$100.00	\$400.00	\$500.00	\$2,000.00
2	SUBBASE, MODIFIED SUBBASE, 4"	SY	88	\$40.00	\$ 3,520.00	\$12.00	\$1,056.00	\$4.00	\$352.00	\$10.00	\$880.00	\$45.00	\$3,960.00
3	CURB AND GUTTER, PCC, 6"	LF	18	\$120.00	\$ 2,160.00	\$70.00	\$1,260.00	\$44.00	\$792.00	\$35.00	\$630.00	\$40.00	\$720.00
4	REMOVAL OF SIDEWALK	SY	80	\$30.00	\$ 2,400.00	\$11.00	\$880.00	\$22.50	\$1,800.00	\$30.00	\$2,400.00	\$27.00	\$2,160.00
5	REMOVAL OF CURB AND GUTTER	LF	18	\$30.00	\$ 540.00	\$45.00	\$810.00	\$9.00	\$162.00	\$25.00	\$450.00	\$40.00	\$720.00
6	SIDEWALK, PCC, 6"	SY	3	\$150.00	\$ 450.00	\$200.00	\$600.00	\$82.00	\$246.00	\$100.00	\$300.00	\$350.00	\$1,050.00
7	SIDEWALK, PCC, 4"	SY	85	\$130.00	\$ 11,050.00	\$50.00	\$4,250.00	\$77.00	\$6,545.00	\$75.00	\$6,375.00	\$73.00	\$6,205.00
8	DETECTABLE WARNING	SF	10	\$55.00	\$ 550.00	\$35.00	\$350.00	\$40.00	\$400.00	\$50.00	\$500.00	\$45.00	\$450.00
9	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400	\$10.00	\$ 4,000.00	\$4.00	\$1,600.00	\$2.00	\$800.00	\$2.00	\$800.00	\$2.00	\$800.00
10	LANDSCAPING MULCH	CY	4	\$10.00	\$ 40.00	\$120.00	\$480.00	\$150.00	\$600.00	\$100.00	\$400.00	\$100.00	\$400.00
TOTAL BASE BID				\$ 25,910.00		\$12,486.00		\$12,697.00		\$13,135.00		\$18,465.00	

*Highlighted area denotes math error
14-Jan-19

PROJECT MANUAL

COMMUNITY CENTER SIDEWALK

CITY OF WINDSOR HEIGHTS

WINDSOR HEIGHTS, IA



Real People. Real Solutions.

Bolton-Menk.com

CERTIFICATION

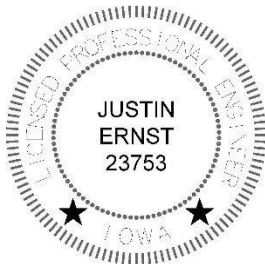
PROJECT MANUAL

for

COMMUNITY CENTER SIDEWALK

CITY OF WINDSOR HEIGHTS

WINDSOR HEIGHTS, IA



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a licensed Professional Engineer under the laws of the State of Iowa.


Justin Ernst, P.E.

Date: 12/7/2018

License No. **23753**

My renewal date is **December 31, 2019**

Pages or sheets covered by this seal:
ENTIRE DOCUMENT

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COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS

CONTRACT DOCUMENTS:

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00800 – SPECIAL PROVISIONS, PART 1 – GENERAL REQUIREMENTS

00800 – SPECIAL PROVISIONS, PART 2 – SPECIAL CONSTRUCTION

STANDARD DETAIL PLATES

DRAWING:

Location maps

COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS

APPENDICES

NONE

**This project is based on
SUDAS STANDARD SPECIFICATIONS, 2018 EDITION
unless modified herein.**

******END OF SECTION******

**REQUEST FOR QUOTATION
COMMUNITY CENTER SIDEWALK**

CITY OF WINDSOR HEIGHTS

Time and Place for Filing Sealed Quotes. Electronic or Sealed quotes for the work comprising the improvement as stated below must be filed before 5:00 P.M. on January 11, 2019, in the office of Bolton & Menk, 309 E. 5th Street, Suite 202, Des Moines, IA 50309 or electronically at desmoines@bolton-menk.com.

Project Scope:

1. Removal and replacement of pedestrian ramps in front (west side) of the Community Events Center located in Colby Park.

Time for Commencement and Completion of Work. If Quote is accepted, work on the improvement shall commence upon approval of the contract by the Council, and as stated in the Notice to Proceed. All work under the Contract must be substantially complete on or before June 7, 2019.

Project Documents. Copies of the project documents are available from Bolton & Menk, 309 E. 5th Street, Suite 202, Des Moines, IA 50309 or email desmoines@bolton-menk.com.

Preference of Products and Labor. Preference shall be given to domestic construction materials by the contractor, subcontractors, material, men, and suppliers in performance of the contract and further, by virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption Certificates. The bidder shall not include sales tax in the quote. The City of WINDSOR HEIGHTS will distribute tax exemption certificates and authorization letters to the Contractor and all subcontractors who are identified. The Contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

This Notice is given by authority of the:

CITY OF WINDSOR HEIGHTS

******END OF SECTION******

INSTRUCTIONS TO BIDDERS
COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

The work comprising the above referenced project shall be constructed in accordance with the SUDAS Standard Specifications, 2018 Edition and as further modified by supplemental specifications and special provision included in the contract documents. The terms used in the contract version of the documents are defined in said Standard Specifications. Before submitting your quote, please review the requirements of Division One, General Provisions and Covenants. Please be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause your quote not to be read.

I. SUBMISSION OF THE QUOTES AND IDENTITY OF BIDDER

- A. The quote shall be electronic copies or sealed in an envelope, properly identified as the Quote with the project title and the name and address of the bidder, and deposited at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its quote is delivered prior to the time for opening Quotes. Any Quote received after the scheduled time for the receiving of Quotes will be returned to the bidder unopened and will not be considered. No bonds are required for the quotation process.
- B. The following documents shall be completed, signed and returned in the Quote envelope. The Quote cannot be read if any of these documents are omitted from the Quote envelope.

1. QUOTE – Complete each of the following parts:

- Part B – Quote Items and Quantities

Sign the Quote. The signature on the Quote and all quote attachments must be an original signature in ink signed by the same individual who is the Company Owner or an authorized Officer of the Company; copies or facsimile of any signature will not be accepted.

The following documents must be submitted as printed. No alterations, additions, or deletions are permitted. If the Bidder notes a requirement in the contract documents which the Bidder believes will require a conditioned or unsolicited alternate quote, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

- C. The general provisions and covenants, Division 1 of the 2018 SUDAS Standard Specifications are modified as follows:
 - 1. NONE
- D. Quote acceptance by the CITY OF WINDSOR HEIGHTS shall be considered a binding contract between the CITY OF WINDSOR HEIGHTS and the Contractor.

II. PROSECUTION AND PROGRESS OF THE WORK

A. The work is located in the CITY OF WINDSOR HEIGHTS .

Work on the improvement shall commence upon approval of the contract by the Council, and as stated in the Notice to Proceed. All work under the Contract must be substantially complete on or before June 7, 2019.

B. Community Events.

1. June 17-21 Kids Camp
2. July 3 & 4 Independence Day celebration

C. The CITY OF WINDSOR HEIGHTS, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit quotes in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

III. PREFERENCE OF PRODUCTS AND LABOR

A. In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state of foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

*******END OF SECTION*******

QUOTATION

COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS WINDSOR HEIGHTS, IA

QUOTE: PART A – SCOPE

The CITY OF WINDSOR HEIGHTS, hereinafter called the “Jurisdiction”, has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in these documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, at the prices hereinafter provided in Part B of the Quote, for the following described improvements:

PROJECT SCOPE:

1. Removal and replacement of pedestrian ramps in front (west side) of the Community Events Center located in Colby Park.

QUOTE: PART B – QUOTE ITEMS AND QUANTITIES

UNIT PRICE CONTRACTS: The Bidder must provide the Unit Price, the Total Quote Price, any Alternate Prices and the Total Construction Costs on the Quote Attachment: Part B – Quote Items and Quantities. In case of discrepancy, the Unit Price governs. The quantities shown on the Quote Attachment: Part B – Quote Items and Quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing quotes. The Total Construction Cost shall be used only for the comparison of quotes. The jurisdiction shall only use the Total Construction Cost for determining the sufficiency of the quote security.

It is understood that the quantities are estimated for the purpose of this quote. All quantities are subject to revision by the City. No Unit Price changes will be allowed regardless of the extent of any revisions.

QUOTE: PART C – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public quotes for this project reserves the right to:

1. Reject any or all Quotes. Acceptance of the Quote, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the Contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total Quote only, not including any alternates; and
3. Make such alterations in the contract documents or in the Quote quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this quote is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code;
2. Provide proof of insurance per SUDAS Section 1070
3. Commence the work upon written Notice to Proceed, and
4. Substantially complete the work on or before June 7, 2019.

QUOTE: PART D – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this Quote is not affected by, contingent on, or dependent on any other Quote submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the Quote price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the Quote, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this Quote is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to submit a sham Quote or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the Quote price of the Bidder or of any other bidder, and that all statements in this Quote are true; and
5. That the individual(s) executing this Quote have the authority to execute this Quote on behalf of the Bidder.

COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

QUOTE: PART B - QUOTE ITEMS AND QUANTITIES

This is a UNIT PRICE CONTRACT. The bidder must provide the Unit Price, the Total Quote Price, and the Total Construction Cost; in case of discrepancy, the Unit Price governs.

QUOTE ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	UNIT	TOTAL	UNIT PRICE	EXTENDED PRICE
1	2010-108-E-0-1	EXCAVATION, CLASS 10, CUT	CY	4		
2	2010-108-I-0-1	SUBBASE, MODIFIED SUBBASE, 4"	SY	88		
3	7010-108-E-0-1	CURB AND GUTTER, PCC, 6"	LF	18		
4	7030-108-A-0-1	REMOVAL OF SIDEWALK	SY	80		
5	7030-108-B-0-1	REMOVAL OF CURB AND GUTTER	LF	18		
6	7030-108-E-0-1	SIDEWALK, PCC, 6"	SY	3		
7	7030-108-E-0-1	SIDEWALK, PCC, 4"	SY	85		
8	7030-108-G-0-1	DETECTABLE WARNING	SF	10		
9	9010-108-A-0-1	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400		
10	9030-108-X-0	LANDSCAPING MULCH	CY	4		
Quote Total Price \$						

NOTES:

-It is understood that the above quantities are estimated for the purpose of this quote. All quantities are subject to revision by the city. No unit price changes will be allowed regardless of the extent of any revisions or changes in quantities.

Company Submitting Quote: _____

Signature of City Official shall constitute a binding contract between the CITY OF WINDSOR HEIGHTS and the successful Contractor.

JURISDICTION: CITY OF WINDSOR HEIGHTS	_____ <i>(Bidder Signature)</i>
By: _____ Dave Burgess, Mayor	_____ Bidder Name
(SEAL)	_____ Title
ATTEST:	_____ Company
_____	_____ Address
Elizabeth Hansen, City Administrator	_____ City, State Zip
	_____ Telephone

SPECIAL PROVISIONS
FOR
PART 1 - GENERAL REQUIREMENTS

INDEX

1. DEFINITION AND INTENT
2. GENERAL PROVISIONS AND COVENANTS
3. WORK REQUIRED
4. PLANS AND SPECIFICATIONS
5. CONSTRUCTION FACILITIES
6. SUBMITTALS
7. STANDARDS AND CODES
8. CONSTRUCTION ON HIGHWAY RIGHT-OF-WAYS
9. EMPLOYMENT PRACTICES
10. WORK HOURS/COMMUNITY EVENTS
11. QUANTITIES
12. MEASUREMENT AND PAYMENT
13. INCIDENTAL CONTRACT ITEMS

1. DEFINITION AND INTENT

- A. The Technical Specifications that apply to the materials and construction practices for this project are defined as follows:
1. The 2018 Edition of the SUDAS Standard Specifications, except as modified by these Special Provisions to the Technical Specifications.
 2. Omissions of words or phrases such as “the Contractor shall”, “in accordance with”, “shall be”, “as noted on the Plans”, “according to the Plans”, “a”, “an”, “the” and “all” are intentional; supply omitted words or phrases by inference.
 3. “Owner”, and “City” shall mean the CITY OF WINDSOR HEIGHTS, acting through the City Council.
 4. “Person” shall mean any individual, partnership, limited partnership, joint venture, society, association, joint stock company, corporation, limited liability company, estate, receiver, trustee, assignee, or referee, whether appointed by a court or otherwise, and any combination of individuals.
 5. “Engineer” shall mean the CITY OF WINDSOR HEIGHTS or designated agent.
 6. The intent of the Technical Specifications is to describe the construction desired, performance requirements, and standards of materials and construction.
 7. “Standard Drawings” shall mean the Figures bound within the SUDAS Standard Specifications and/or the Typical Drawings bound within the plans.
 8. “Work” shall mean the work to be done and the equipment, supplies, and materials to be furnished under the contract unless some other meaning is indicated by the context.
 9. “Or equal” shall follow manufacturers names used to establish standards and, if not stated, is implied.

B. Engineer: Bolton & Menk, Inc., 309 E. 5th Street, Suite 202, Des Moines, IA 50309.

2. GENERAL PROVISIONS AND COVENANTS

A. The general provisions and covenants, Division 1 of the 2018 SUDAS Standard Specifications are modified as follows:

1. Section 1050.1.05 Shop Drawings, Certificates and Equipment Lists.

The Contractor shall submit a minimum of three (3) copies plus any additional required by the Contractor.

3. WORK REQUIRED

A. Work under this contract includes all materials, equipment, transportation, traffic control and associated work for the construction of the COMMUNITY CENTER SIDEWALK as described in the Request for Quotes.

B. This project consists of one contract for all work described.

C. The construction work will need to be phased to facilitate timely work.

D. All work to be completed within 2 weeks of starting.

E. Coordinate work with activities and events at the Community Events Center.

4. PLANS AND SPECIFICATIONS

A. The City will furnish 3 sets of plans and specifications to the Contractor after award of the contract. The Contractor shall compensate the City for printing costs for additional copies required.

B. Provide one set of plans and specifications for each foreman and superintendent in charge of each crew on the job.

5. CONSTRUCTION FACILITIES

A. Provide telephone numbers where Contractor's representative can be reached during work days and on nights and weekends in event of emergency.

B. Do not store construction equipment, employee's vehicles, or materials on streets open to traffic. Location for storage of equipment by Contractors is subject to approval of Engineer.

C. The contractor shall provide suitable storage facilities necessary for proper storage of materials and equipment.

6. SUBMITTALS

A. Provide construction schedule showing dates of starting and completing various portions of work.

B. Submit the following information for Engineer's review. Provide 3 copies plus copies required by Contractor. This information shall be submitted to the Engineer at the preconstruction conference or at least 14 days prior to utilization of the particular item on this project.

1. Such other information as the Engineer may request to insure compliance with contract documents.

2. Provide Traffic Control and staging plan (3 copies).

7. STANDARDS AND CODES

A. Construct improvements with best present day construction practices and equipment.

- B. Conform with and test in accordance with applicable sections of the following standards and codes.
 - 1. American Association of State Highway and Transportation Officials (AASHTO).
 - 2. American Society for Testing and Materials (ASTM).
 - 3. Iowa Department of Transportation Standard Specifications (Iowa DOT).
 - 4. American National Standards Institute (ANSI).
 - 5. American Water Works Association (AWWA).
 - 6. American Welding Society (AWS).
 - 7. Federal Specifications (FS).
 - 8. Iowa Occupational Safety and Health Act of 1972 (IOSHA).
 - 9. Manual of Accident Prevention in Construction by Associated General Contractors of America, Inc. (AGC).
 - 10. Standards and Codes of the State of Iowa and the ordinances of the CITY OF WINDSOR HEIGHTS , Iowa.
 - 11. Other standards and codes which may be applicable to acceptable standards of the industry for equipment, materials and installation under the contract.
- 8. CONSTRUCTION ON HIGHWAY RIGHT-OF-WAYS
 - A. All work on this project will be within City Right-of-Way, Easements or Public Property.
- 9. EMPLOYMENT PRACTICES
 - A. Neither the Contractor nor the Contractor's Subcontractors shall employ any person whose physical or mental condition is such that this employment will endanger the health and safety of anyone employed on the Project.
 - B. The Contractor shall not commit any of the following employment practices and agrees to include the following clauses in any Subcontracts:
 - 1. To discharge from employment or refuse to hire any individual because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.
 - 2. To discriminate against any individual in terms, conditions, or privileges or employment because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.
- 10. WORK HOURS/COMMUNITY EVENTS
 - A. Works Hours: 7 AM – 7 PM Monday – Friday
 - B. No weekends unless approved by Engineer.
 - C. Events:
 - 1. June 17-21 Kids Camp
 - 2. July 3 & 4 Independence Day celebration
- 11. QUANTITIES
 - A. The Contractor is to realize some of the quantities on this Project are best estimates and may vary from actual conditions at time of construction of the Project. Quantities must be regarded as approximate

only, and are given as a guide to the Bidder and for comparison of Quotes. The City reserves the right to increase or decrease these quantities as designated in the Quote document, and the Contractor will be paid for only as much work as the Contractor is required to do by the City at the unit price stated in the Quote. No unit price adjustment will be allowed.

12. MEASUREMENT AND PAYMENT

- A. Contract unit or lump sum prices are full compensation for furnishing all materials, equipment, tools, transportation, and labor necessary to construct and complete each item of work as specified. No separate payment will be made for work included in this project except as set forth in the quote items and quantities. All other items of work are incidental to construction.

13. INCIDENTAL CONTRACT ITEMS

- A. The following list includes major items that are incidental to the project and will not be paid for as separate quote items. Other items may be designated as incidental under certain quote items.

- Construction fencing
- Construction staging & phasing
- Coordination and cooperation with affected property owners
- Coordination and cooperation with the CITY OF WINDSOR HEIGHTS
- Coordination with or work shut downs associated with schedule community events.
- Coordination and cooperation with other Contractors
- Coordination and cooperation with other projects in the area
- Coordination and cooperation with utility companies
- Dewatering and handling storm water flow during construction
- Dust control measures
- Monitoring weather conditions
- Site cleanup/restoration
- Temporary safety closures

****END OF SECTION****

SPECIAL PROVISIONS
FOR
PART 2 - SPECIAL CONSTRUCTION

INDEX

1. GENERAL
2. PROJECT SUPERVISION
3. COORDINATION WITH OTHERS
4. CONSTRUCTION LIMITS
5. CONSTRUCTION SCHEDULE
6. TRAFFIC CONTROL
7. RESPONSIBILITY OF CONTRACTOR

1. GENERAL

- A. Procedures outlined herein are not intended to fully cover all special construction procedures but are offered as an aid to the Contractor in planning work.
- B. Cooperate with the CITY OF WINDSOR HEIGHTS and the Engineer to minimize inconvenience to property owners, other jurisdictions and motorists and to prevent delays in construction and interruption to continuous operation of utility services and site access.
- C. The Contractor is expected to provide adequate personnel and equipment to perform work within specified time of construction.
- D. Provide surface restoration and clean up as construction progresses.

2. PROJECT SUPERVISION

- A. The Prime Contractor shall be represented in person at the construction site at all times that construction operations are proceeding by a qualified superintendent or other designated, qualified representative capable of providing adequate supervision. The superintendent or representative must be duly authorized to receive and execute instructions, notices and written orders from the Engineer.
- B. Issues that arise during construction relating to traffic control and construction staging, etc. are the responsibility of the Prime Contractor.
- C. Refer to Division 1 – General Provisions and Covenants, Section 1080 – Contractual Provisions, Part 1 – Prosecution and Progress of the Work, Section 1.10 Contractors Employees, Methods and Equipment for additional requirements.

3. COORDINATION WITH OTHERS

- A. Cooperate and coordinate construction with the CITY OF WINDSOR HEIGHTS, utility companies, affected property Jurisdictions and other contractors working in vicinity of this project.
- B. It is the Contractor's responsibility to schedule and coordinate work to minimize construction delays and conflicts.
- C. Coordinate with property owners prior to beginning work that will affect their parcel.

4. CONSTRUCTION LIMITS

- A. Confine the construction operations within the right-of-ways shown on the plans.
- B. Do not store equipment, vehicles or materials within the right-of-way of any streets open to traffic or on temporary access roads at any time.
- C. Areas disturbed outside of these limits shall be restored at the contractor's expense to the satisfaction of the Jurisdiction. Contractor shall protect trees, fences, and landscaping within the construction limits not marked as remove.

5. CONSTRUCTION SCHEDULE

- A. The Contractor will prepare and submit to the Engineer for approval a project schedule that will assure the completion of the project within the time specified.
- B. Adequate equipment and forces shall be made available by the Contractor to start work immediately upon receipt of the Notice to Proceed.
- C. Submit construction schedule at the preconstruction conference and periodically update it as requested by the Engineer.
- D. The Contractor shall be required to meet the final completion date as specified in the written Notice to Proceed.
- E. Notify the City and property owners at least 48 hours prior to any street closures.

6. TRAFFIC CONTROL

- A. Furnish, erect and maintain traffic control devices as specified in the construction drawings and directed by the Engineer including signs, barrels, cones, and barricades to direct traffic and separate traffic from work areas. Traffic control shall be in place prior to the closing of any streets.
- B. Provide traffic control devices in accordance with the Iowa DOT Standard Specification, Section 2528, Traffic Control, and the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- C. Construction operations shall be limited to 2 blocks at a time or 800 feet which ever is less.
- D. Traffic control shall be mobile and shift with construction activities to limit vehicular access around equipment. Traffic control plan shall be approved by Engineer prior to starting work.

The contractor shall retain spares of equipment to have on-hand during the period of in-service warranty.

END OF SECTION

CITY OF WINDSOR HEIGHTS, IOWA

CONSTRUCTION PLANS FOR

COMMUNITY CENTER SIDEWALK IMPROVEMENTS

WINDSOR HEIGHTS, IA

DECEMBER, 2018

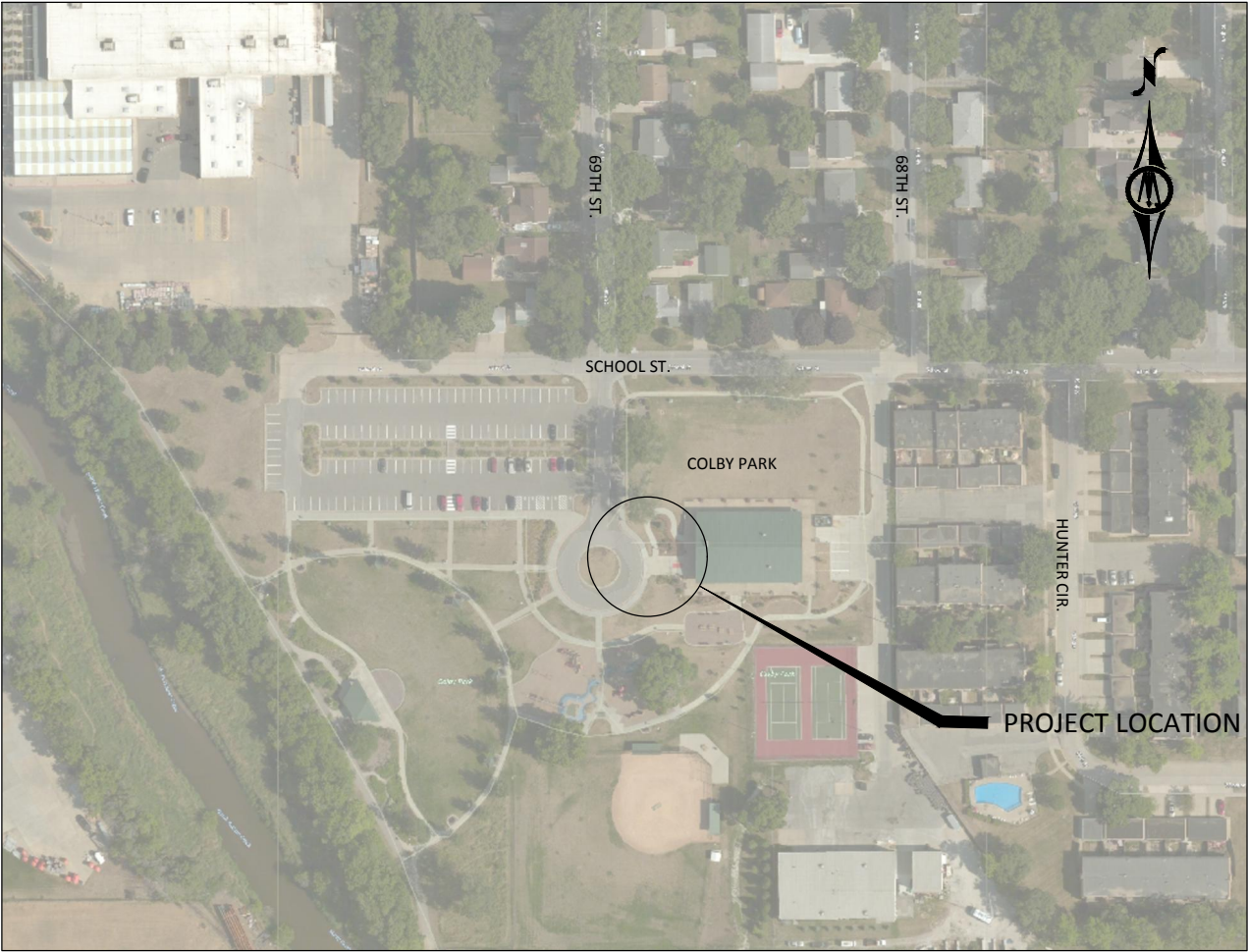
GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE "IOWA STATEWIDE URBAN SPECIFICATIONS FOR PUBLIC IMPROVEMENTS".

IOWA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION", VERSION OCTOBER 2015 AND ALL CURRENT GENERAL SUPPLEMENTAL SPECIFICATIONS AND MATERIALS INSTRUCTIONAL MEMORANDUM SHALL GOVERN AS REFERENCED.

MUTCD 2009 AS ADOPTED BY IOWA DEPARTMENT OF TRANSPORTATION.

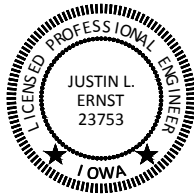
NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATION PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW, NOTIFY IOWA ONE CALL 1-800-292-8989



MAP OF THE
CITY OF WINDSOR HEIGHTS
POLK COUNTY, IA

SHEET INDEX

SHEET NO.	SHEET TITLE	REVISION	DATE ISSUED
A.01	TITLE SHEET	0	12/7/2018
A.02	LEGEND SHEET	0	12/7/2018
C.01	GENERAL NOTES AND QUANTITIES	0	12/7/2018
S.01	SIDEWALK COMPLIANCE	0	12/7/2018
S.02	SIDEWALK COMPLIANCE	0	12/7/2018



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

JUSTIN L. ERNST, P.E.

REG. NO. 23753

DATE: 12-7-2018

MY LICENSE RENEWAL DATE IS Dec. 31, 2019

PAGES OR SHEETS COVERED BY THIS SEAL:

ALL SHEET

REV	ISSUED FOR	DATE
0	ISSUED FOR CONSTRUCTION	12/7/2018



309 E 5TH STREET, SUITE 202
DES MOINES, IOWA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com



DESIGNED NAS
SEALED JLE
CHECKED JLE
CLIENT PROJ. NO. A13.117725

CITY OF WINDSOR HEIGHTS, IOWA
COMMUNITY CENTER SIDEWALK IMPROVEMENTS

TITLE SHEET

SHEET

A.01

EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		SIGN TRAFFIC
	AIR CONDITION UNIT		SIGNAL CONTROL CABINET
	ANTENNA		SOIL BORING
	AUTO SPRINKLER CONNECTION		SIREN
	BARRICADE PERMANENT		TELEPHONE BOOTH
	BASKETBALL POST		TILE INLET
	BENCH		TILE OUTLET
	BIRD FEEDER		TILE RISER
	BUSH-DECIDUOUS		TRANSFORMER-ELECTRIC
	CATCH BASIN RECTANGULAR CASTING		TREE-CONIFEROUS
	CATCH BASIN CIRCULAR CASTING		TREE-DEAD
	CURB STOP		TREE-DECIDUOUS
	CLEAN OUT		TREE STUMP
	CULVERT END		TRAFFIC ARM BARRIER
	DRINKING FOUNTAIN		TRAFFIC SIGNAL
	DOWN SPOUT		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VENT PIPE
	GRILL		WATER SPIGOT
	GUY WIRE ANCHOR		WELL
	HANDHOLE		WETLAND DELINEATED MARKER
	HANDICAP SPACE		WETLAND
	IRRIGATION SPRINKLER HEAD		YARD LIGHT
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	MAILBOX		
	MANHOLE-COMMUNICATION		
	MANHOLE-ELECTRIC		
	MANHOLE-GAS		
	MANHOLE-HEAT		
	MANHOLE-SANITARY SEWER		
	MANHOLE-STORM SEWER		
	MANHOLE-UTILITY		
	MANHOLE-WATER		
	METER		
	ORDER MICROPHONE		
	PARKING METER		
	PAVEMENT MARKING		
	PEDESTAL-COMMUNICATION		
	PEDESTAL-ELECTRIC		
	PEDESTRIAN PUSH BUTTON		
	PICNIC TABLE		
	POLE-LIGHT		
	POLE-UTILITY		
	POST		
	RAILROAD SIGNAL POLE		
	REGULATION STATION GAS		
	SATELLITE DISH		

PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW

SURVEY SYMBOLS

	BENCH MARK LOCATION
	CONTROL POINT
	MONUMENT IRON FOUND
	CAST IRON MONUMENT

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

SURVEY LINES

	CONTROLLED ACCESS BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE

EXISTING UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE

PROPOSED UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING

GRADING INFORMATION

	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR
	PROPOSED GRADING LIMITS / SLOPE LIMITS
	PROPOSED SPOT ELEVATION
	RISE:RUN (SLOPE)

HATCH PATTERNS

	ASPHALT
	CONCRETE
	GRAVEL

EXISTING PRIVATE UTILITY LINES

NOTE:
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY **IOWA ONE CALL**, 1-800-292-8989.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"

	FO		FO		FO		FO	UNDERGROUND FIBER OPTIC
	E		E		E		E	UNDERGROUND ELECTRIC
	G		G		G		G	UNDERGROUND GAS
	C		C		C		C	UNDERGROUND COMMUNICATION
	OE		OE		OE		OE	OVERHEAD ELECTRIC
	OC		OC		OC		OC	OVERHEAD COMMUNICATION
	OU		OU		OU		OU	OVERHEAD UTILITY

SECTION AND DETAIL IDENTIFICATION

SECTION IDENTIFICATION	DETAIL IDENTIFICATION
SECTION CALL OUT AS SHOWN ON SHEETS:	DETAIL CALL OUT AS SHOWN ON SHEETS:
SECTION NUMBER	DETAIL NUMBER
DRAWING ON WHICH SECTION APPEARS *	DRAWING ON WHICH DETAIL IS SHOWN *

* NOTE:
IF PLAN AND SECTION (OR DETAIL CALL-OUT AND DETAIL) ARE SHOWN ON THE SAME DRAWING, DRAWING NUMBER IS REPLACED BY A LINE.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	SCH	SCHEDULE
ADJ	ADJUST	GU	GUTTER	SERV	SERVICE
ALT	ALTERNATE	GV	GATE VALVE	SHLD	SHOULDER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	STA	STATION
BLDG	BUILDING	HH	HANDHOLE	STD	STANDARD
BMP	BEST MANAGEMENT PRACTICE	HP	HIGH POINT	STM	STORM SEWER
BR	BEGIN RADIUS	HWL	HIGH WATER LEVEL	TC	TOP OF CURB
BV	BUTTERFLY VALVE	HYD	HYDRANT	TEMP	TEMPORARY
CB	CATCH BASIN	I	INVERT	TNH	TOP NUT HYDRANT
C&G	CURB AND GUTTER	K	CURVE COEFFICIENT	TYP	TYPICAL
CIP	CAST IRON PIPE	L	LENGTH	VCP	VITRIFIED CLAY PIPE
CIPP	CURED-IN-PLACE PIPE	LO	LOWEST OPENING	VERT	VERTICAL
CL	CENTER LINE	LP	LOW POINT	VPC	VERTICAL POINT OF CURVE
CL	CLASS	LT	LEFT	VPI	VERTICAL POINT OF INTERSECTION
CMP	CORRUGATED METAL PIPE	MH	MANHOLE	VPT	VERTICAL POINT OF TANGENT
CO	CLEAN OUT	MIN	MINIMUM	WM	WATERMAIN
C.O.	CHANGE ORDER	MR	MID RADIUS		
COMM	COMMUNICATION	NMC	NON-METALLIC CONDUIT		
CON	CONCRETE	NTS	NOT TO SCALE	AC	ACRES
CSP	CORRUGATED STEEL PIPE	NWL	NORMAL WATER LEVEL	CF	CUBIC FEET
CLVT	CULVERT	OHW	ORDINARY HIGH WATER LEVEL	CV	COMPACTED VOLUME
DIA	DIAMETER	PC	POINT OF CURVE	CY	CUBIC YARD
DIP	DUCTILE IRON PIPE	PCC	PORTLAND CEMENT CONCRETE	EA	EACH
DWY	DRIVEWAY	PED	PEDESTRIAN, PEDESTAL	EV	EXCAVATED VOLUME
E	EXTERNAL CURVE DISTANCE	PERF	PERFORATED PIPE	LB	POUND
EASE	EASEMENT	PERM	PERMANENT	LF	LINEAR FEET
ELEC	ELECTRIC	PI	POINT OF INTERSECTION	LS	LUMP SUM
ELEV	ELEVATION	PL	PROPERTY LINE	LV	LOOSE VOLUME
EOF	EMERGENCY OVERFLOW	PRC	POINT OF REVERSE CURVE	SF	SQUARE FEET
ER	END RADIUS	PT	POINT OF TANGENT	SV	STOCKPILE VOLUME
EX	EXISTING	PVC	POLYVINYL CHLORIDE PIPE	SY	SQUARE YARD
FES	FLARED END SECTION	PVMT	PAVEMENT		
F-F	FACE TO FACE	R	RADIUS		
FF	FINISHED FLOOR	RCP	REINFORCED CONCRETE PIPE		
F&I	FURNISH AND INSTALL	RET	RETAINING		
FM	FORCEMAIN	ROW	RIGHT-OF-WAY		
FO	FIBER OPTIC	RSC	RIGID STEEL CONDUIT		
F.O.	FIELD ORDER	RT	RIGHT		
GRAN	GRANULAR	SAN	SANITARY SEWER		

REV	ISSUED FOR	DATE
0	ISSUED FOR CONSTRUCTION	12/7/2018



309 E 5TH STREET, SUITE 202
DES MOINES, IOWA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com



DESIGNED NAS
SEALED JLE
CHECKED JLE
CLIENT PROJ. NO. A13.117725

CITY OF WINDSOR HEIGHTS, IOWA

COMMUNITY CENTER SIDEWALK IMPROVEMENTS

LEGEND SHEET

SHEET

A.02

GENERAL NOTES

STANDARD CONSTRUCTION NOTES:

1. ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH 2018 EDITION OF THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) AND SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES. THE CONTRACTOR SHALL HAVE A COMPLETE SET OF THE CURRENT SUDAS STANDARD SPECIFICATIONS ON SITE DURING ALL CONSTRUCTION ACTIVITIES.
2. THE PROJECT INVOLVES HEAVY CONTACT WITH THE PUBLIC. THE CONTRACTOR IS ENCOURAGED TO PERFORM OPERATIONS AS PROFESSIONALLY AS POSSIBLE TO MINIMIZE CONFLICTS WITH THE PUBLIC.
3. ANY DEFECTIVE WORK CONDEMNED BY THE ENGINEER SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE IN ACCORDANCE WITH SECTION 1050, 1.08 'REMOVAL OF DEFECTIVE WORK' OF THE STANDARDS SPECIFICATIONS. FAILURE TO REMOVE DEFECTIVE WORK MAY RESULT IN SUSPENSION OF OPERATIONS AND/OR WITHHOLDING OF PAYMENTS UNTIL DEFECTIVE WORK HAS BEEN REMOVED AND REPLACED.
4. THE CONTRACTOR SHALL PRESERVE ALL SURVEY CONTROL, LINE AND GRADE STAKES IN ACCORDANCE WITH SECTION 1050, 1.10 'LINE AND GRADE STAKES' OF THE STANDARD SPECIFICATIONS.
5. PRIOR TO MOBILIZING OFF OF THE JOB SITE, THE CONTRACTOR SHALL NOTIFY THE ENGINEER TO REQUEST A FINAL INSPECTION IN ACCORDANCE WITH SECTION 1050, 1.14 'FINAL INSPECTION AND ACCEPTANCE' OF THE STANDARD SPECIFICATIONS.
6. THE CONTRACTOR SHALL PROCURE ALL NECESSARY PERMITS AND LICENSES IN ACCORDANCE WITH SECTION 1070, 1.03 'PERMITS AND LICENSES' OF THE STANDARD SPECIFICATIONS.
7. THE CONTRACTOR IS RESPONSIBLE FOR SITE SAFETY AND COMPLYING WITH ALL CURRENT AND FUTURE FEDERAL AND STATE OSHA REQUIREMENTS IN ACCORDANCE WITH SECTION 1070, 2.02 'CONVENIENCE AND SAFETY' OF THE STANDARD SPECIFICATIONS.
8. WORK SHALL BE COMPLETED IN THE LIMITS OF CONSTRUCTION IN ACCORDANCE WITH SECTION 1070, 2.04 'PROJECT AREA FOR THE WORK' OF THE STANDARD SPECIFICATIONS.
9. THE CONTRACTOR IS CAUTIONED NEITHER TO OBSTRUCT, NOR REMOVE ANY EXISTING PAVEMENT, NOR TO DISTURB THE EXISTING TRAFFIC PATTERNS MORE THAN IT IS NECESSARY FOR PROPER EXECUTION OF THE WORK. THE ENGINEER MAY LIMIT THE CONTRACTOR'S OPERATIONS IN ACCORDANCE WITH THE SPECIFICATIONS.
10. IN ACCORDANCE WITH SECTION 1070, 2.08 'PROTECTION OF PROPERTY' OF THE STANDARD SPECIFICATIONS, THE CONTRACTOR SHALL CONTINUOUSLY MAINTAIN ADEQUATE PROTECTION OF ALL ITS WORK FROM DAMAGE AND SHALL PROTECT THE JURISDICTION'S PROPERTY AND ADJACENT PRIVATE PROPERTY FROM INJURY OR LOSS ARISING IN CONNECTION WITH THE WORK. THE CONTRACTOR SHALL REPAIR OR RESTORE ANY SUCH DAMAGE, INJURY, OR LOSS TO JURISDICTION PROPERTY OR ADJACENT PROPERTY. THE CONTRACTOR SHALL PROTECT TREES AND OTHER PROPERTY NOT MARKED FOR REMOVAL. THE CONTRACTOR SHALL SALVAGE ANY LANDSCAPING WITHIN THE RIGHT OF WAY UPON REQUEST BY THE ADJACENT PROPERTY OWNERS.
11. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING SITE CLEANLINESS. UPON REQUEST BY THE ENGINEER, THE CONTRACTOR SHALL, AT ITS EXPENSE, CLEANUP AND REMOVE ALL REFUSE AND UNUSED MATERIALS OF ANY KIND RESULTING FROM THE WORK INCLUDING CLEANING AND SWEEPING OF ADJACENT STREETS. UPON FAILURE DO SO WITHIN THREE WORKING DAYS AFTER SUCH REQUEST BY THE ENGINEER, THE WORK MAY BE DONE BY THE JURISDICTION AND THE COST THEREOF CHARGED TO THE CONTRACTOR AND DEDUCTED FROM ITS FINAL PAYMENT IN ACCORDANCE WITH SECTION 1070, 2.15 'FINISHING AND CLEANUP REQUIREMENTS' OF THE STANDARD SPECIFICATIONS.
12. EQUIPMENT MAINTENANCE AREAS MUST BE LIMITED TO A DEFINED AREA OF THE SITE. ALL RUNOFF CONTAINING ANY HAZARDOUS MATERIALS MUST BE PROPERLY COLLECTED AND DISPOSED OF. NO ENGINE DEGREASING SHALL BE ALLOWED ON SITE.
13. THE CONTRACTOR'S ATTENTION IS DIRECTED TO THE REQUIREMENTS INCLUDED IN THE SPECIFICATIONS IN REGARD TO POSITIVE DUST CONTROL DURING ALL OPERATIONS TO INCLUDE REMOVAL, CLEANUP, ETC.
14. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER FOR APPROVAL A PROGRESS SCHEDULE THAT WILL ENSURE THE COMPLETION OF THE PROJECT WITHIN THE TIME SPECIFIED. IF IT APPEARS THE RATE OF PROGRESS IS SUCH THAT THE CONTRACT WILL NOT BE COMPLETED WITHIN THE TIME ALLOWED, OF IF THE WORK IS NOT BEING EXECUTED IN A SATISFACTORY AND WORKMANLIKE MANNER, THE ENGINEER MAY ORDER THE CONTRACTOR TO TAKE SUCH STEPS AS NECESSARY TO COMPLETE THE WORK AS SPECIFIED IN THE CONTRACT IN ACCORDANCE WITH SECTION 1080, 1.03 'WORK PROGRESS AND SCHEDULE' OF THE STANDARD SPECIFICATIONS.

UTILITY COORDINATION NOTES:

1. THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT (800) 292-8989 TO LOCATE EXISTING UNDERGROUND UTILITIES AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT.
2. ANTICIPATED UTILITY CONFLICTS HAVE BEEN IDENTIFIED AND EACH RESPECTIVE UTILITY OWNER HAS BEEN INFORMED OF THE POTENTIAL CONFLICTS. THE CONTRACTOR SHALL PROTECT THE EXISTING UTILITIES TO REMAIN WITHIN THE PROJECT SITE.
3. THE LOCATION OF ALL AERIAL AND UNDERGROUND UTILITIES MAY NOT BE INDICATED ON THESE PLANS. WORK SHALL BE COMPLETED IN ACCORDANCE WITH SECTION 1070, 2.07 'PROTECTION OF ABOVEGROUND AND UNDERGROUND FACILITIES' OF THE STANDARD SPECIFICATIONS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DAMAGE TO EXISTING UTILITIES.
4. IF A CONFLICT IS DISCOVERED BY THE CONTRACTOR, NOTIFY THE ENGINEER IMMEDIATELY AND COORDINATE WITH OWNER OF UTILITY TO RESOLVE CONFLICT.

PROJECT NOTES:

1. CONTRACTOR SHALL PROPERLY SECURE PROJECT SITE AT THE END OF EACH DAY.
2. CONTRACTOR OPERATIONS CREATING OBJECTIONABLE LEVELS OF NOISE SHALL NOT BEGIN PRIOR TO 7:00 AM
3. IN ORDER TO AVOID ANY UNNECESSARY SURFACE BREAKS OR PREMATURE SPALLING, THE CONTRACTOR IS CAUTIONED TO EXERCISE EXTREME CARE WHEN PERFORMING ANY OF THE NECESSARY SAW CUTTING OPERATIONS FOR THE PROPOSED PAVEMENT REMOVAL. ADJACENT PAVEMENT THAT IS CHIPPED OR DAMAGED DUE TO SAW OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S COST IN ACCORDANCE WITH THE PROJECT SPECIFICATION DETAILS FOR STREET EXCAVATION AND PAVEMENT REPLACEMENT. ALL SAW CUTS ADJACENT TO EXISTING PAVEMENT AND CURBS SHALL BE FULL DEPTH.
4. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NOT TO DAMAGE ADJACENT PAVEMENT, SIDEWALKS, DRIVES, MEDIANS, CURBS, STRUCTURES AND OTHER AREAS NOT DESIGNATED AS PART OF THE PATCHING WORK AREA. THE CONTRACTOR SHALL REPAIR ANY DAMAGE TO AREAS NOT DESIGNATED AS PART OF THE PATCHING WORK AT NO COST TO THE OWNER.

TRAFFIC CONTROL NOTES:

1. THE CONTRACTOR SHALL DEVELOP A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH SECTION 1070, 2.06 'TRAFFIC CONTROL' OF THE STANDARD SPECIFICATIONS. ANY TRAFFIC CONTROL DEVICES OR SAFETY EQUIPMENT NEEDED TO CONSTRUCT THE PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION PHASING AND TRAFFIC CONTROL PLAN WITH PLANNED DETOURS, IF APPLICABLE, TO THE ENGINEER FOR APPROVAL BEFORE THE START OF ANY CONSTRUCTION ACTIVITIES.
2. ALL TRAFFIC CONTROL PLANS MUST BE REVIEWED AND APPROVED BY THE ENGINEER. COORDINATE WITH THE ENGINEER PRIOR TO PLACEMENT OF TRAFFIC CONTROL DEVICES AND SIGNS FOR EACH STAGE OF THE PROJECT.
3. ALL TRAFFIC CONTROL DEVICES SHALL BE FURNISHED, ERECTED, MAINTAINED, AND REMOVED BY THE CONTRACTOR.
4. THE PROPOSED SIGNAGE MAY BE MODIFIED TO MEET FIELD CONDITIONS, PREVENT OBSTRUCTIONS AND TO ACCOMMODATE CONSTRUCTION SCHEDULING UPON APPROVAL OF THE PROJECT ENGINEER
5. SIGNAGE MAINTENANCE SHALL BE CONSIDERED INCIDENTAL TO TRAFFIC CONTROL AND REQUIRED AS DIRECTED BY THE ENGINEER.
6. ALL CONSTRUCTION SIGNS SHALL BE DIAMOND GRADE FLUORESCENT ORANGE OR WHITE V.I.P. SHEETING OR EQUIVALENT. (IOWA DOT TYPE VII SHEETING).
7. AT THE TIME OF INITIAL SETUP OR AT THE TIME OF MAJOR STAGE CHANGES, 100 PERCENT OF EACH TYPE OF DEVICE (SIGNS, CONES, TUBULAR MARKERS, DRUMS, BARRICADES, VERTICAL PANELS, CHANGEABLE MESSAGE SIGNS, AND PAVEMENT MARKINGS) SHALL BE CLASSIFIED AS ACCEPTABLE BY THE REQUIREMENT OF THE AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA), "QUALITY STANDARD FOR WORK ZONE TRAFFIC CONTROL DEVICES 1992." THROUGHOUT THE DURATION OF THE PROJECT, UNACCEPTABLE DEVICES OR SITUATIONS THAT ARE FOUND ON THE JOBSITE AS DETERMINED BY BEFORE MENTIONED PUBLICATION SHALL BE REPLACED OR THE SITUATION CORRECTED WITHIN 12 HOURS OF INITIAL NOTIFICATIONS BY THE ENGINEER.
8. THE LOCATION FOR STORAGE OF EQUIPMENT BY THE CONTRACTOR DURING NONWORKING HOURS SHALL BE AS APPROVED BY THE ENGINEER AND OWNER. THE CONTRACTOR SHALL PROVIDE A WRITTEN AGREEMENT WITH THE PROPERTY OWNER.

ESTIMATED PROJECT QUANTITIES

ITEM NO.	ITEM CODE	ITEM	UNIT	TOTAL	AS BUILT QUANT.
SECTION 2010 - EARTHWORK, SUBGRADE, AND SUBBASE					
1	2010-108-E-0-1	EXCAVATION, CLASS 10, CUT	CY	4.0	
2	2010-108-I-0-1	SUBBASE, MODIFIED SUBBASE, 4"	SY	88.0	
SECTION 7010 - PORTLAND CEMENT CONCRETE PAVEMENT					
3	7010-108-E-0-1	CURB AND GUTTER, PCC, 6"	LF	18.0	
SECTION 7030 - SIDEWALKS, SHARED USE PATHS, AND DRIVEWAYS					
4	7030-108-A-0-1	REMOVAL OF SIDEWALK	SY	80.0	
5	7030-108-B-0-1	REMOVAL OF CURB AND GUTTER	LF	18.0	
6	7030-108-E-0-1	SIDEWALK, PCC, 6"	SY	3.0	
7	7030-108-E-0-1	SIDEWALK, PCC, 4"	SY	85.0	
8	7030-108-G-0-1	DETECTABLE WARNING	SF	10.0	
SECTION 9010 - SEEDING					
9	9010-108-A-0-1	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400.0	
SECTION 9030 - PLANT MATERIAL AND PLANTING					
10	9030-108-X-0	LANDSCAPING MULCH	CY	4.0	

SCHEDULE NOTES

1. ALL WORK TO BE COMPLETE WITHIN 2 WEEKS OF STARTING.
2. COORDINATE WORK WITH ENGINEER TO SCHEDULE WORK AROUND EVENTS AT THE COMMUNITY CENTER.

REV	ISSUED FOR	DATE
0	ISSUED FOR CONSTRUCTION	12/7/2018



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SEALED JLE
CHECKED JLE
CLIENT PROJ. NO. A13.117725

CITY OF WINDSOR HEIGHTS, IOWA

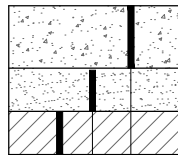
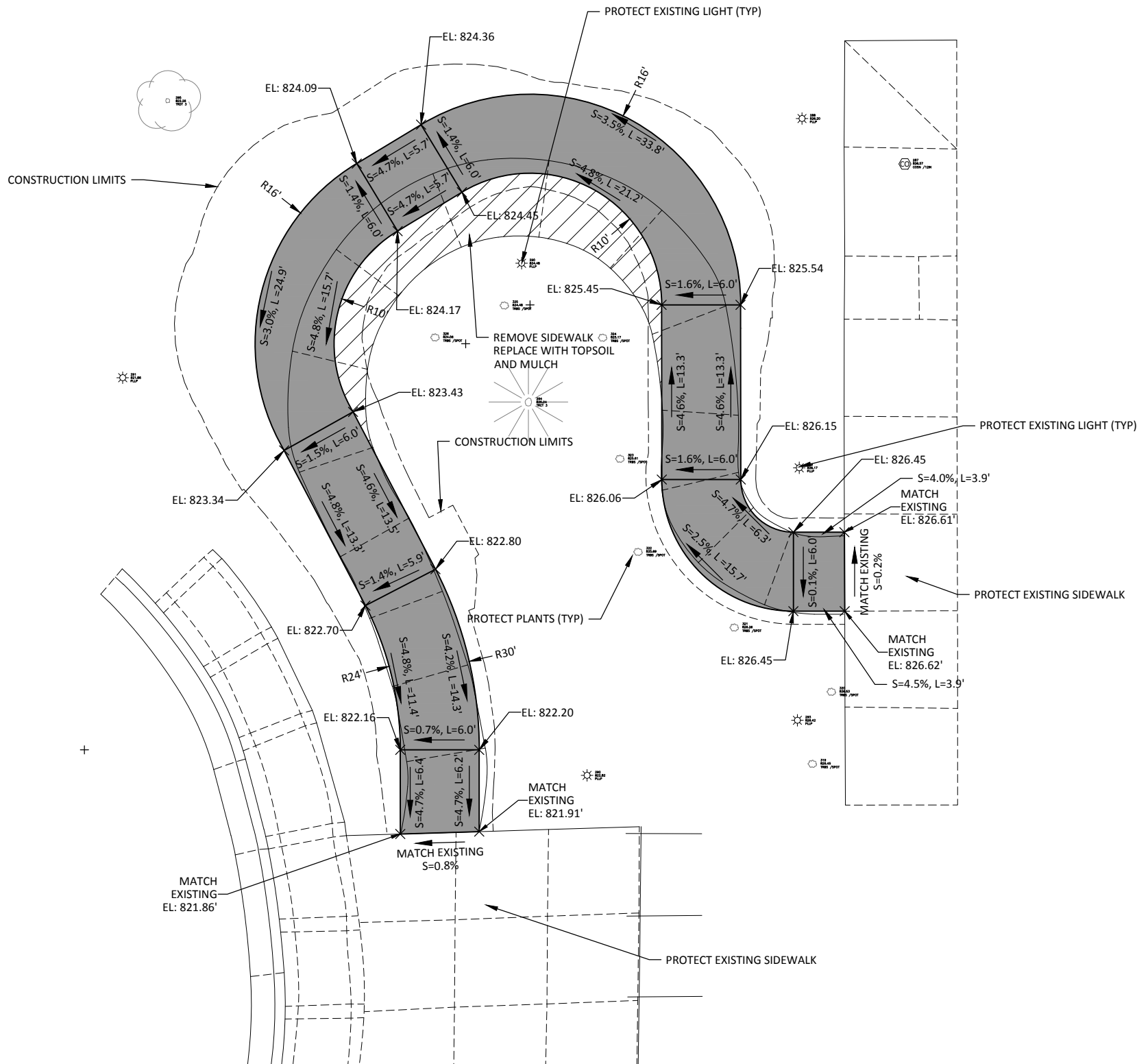
COMMUNITY CENTER SIDEWALK IMPROVEMENTS

GENERAL NOTES AND QUANTITIES

SHEET

C.01

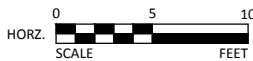
- NOTES:
1. WORK INCLUDES, BUT IS NOT LIMITED TO, SAWING, HAULING, AND DISPOSAL OF MATERIALS REMOVED.
 2. WORK INCLUDES, BUT IS NOT LIMITED TO, MINOR GRADE ADJUSTMENTS AT DRIVEWAYS AND OTHER INTERSECTIONS, SUBGRADE PREPARATION, MODIFIED SUBBASE, FORMWORK, ADDITIONAL THICKNESS AT THICKENED EDGES, JOINTING.
 3. USE CLASS C MIX COMPLYING WITH SUDAS SECTION 7030.
 4. CONTRACTOR TO SET UP ALL TRAFFIC CONTROL (INCIDENTAL) PRIOR TO STARTING ANY WORK.
 5. EXACT REMOVAL LIMITS WILL BE MARKED IN THE FIELD.
 6. MAXIMUM 2.0% CROSS SLOPE, TARGET 1.5%.
 7. AT NO ADDITIONAL COST TO THE CONTRACTING AUTHORITY, REMOVE AND REPLACE ALL SECTIONS NOT MEETING PROWAG REQUIREMENTS AS DETAILED IN SUDAS DESIGN MANUAL SECTION 12A-2.
 8. BACKFILL AND SEED ALL DISTURBED AREAS. SUDAS MIX TYPE 1.
 9. SALVAGE AND RESPREAD TOPSOIL (INCIDENTAL). TOPSOIL SHALL NOT BE COMPACTED.
 10. PROTECT ALL PLANTINGS
 11. CONTRACTOR SHALL BRING IN MULCH ON THE DISTURBED AREA. MATCH COLOR AND TYPE OF LANDSCAPING MULCH WITH EXISTING MULCH. CONFIRM MULCH MATERIAL WITH PUBLIC WORKS DIRECTOR PRIOR TO PURCHASING.



4" PCC SIDEWALK
4" MODIFIED SUBBASE
6" SUBGRADE PREP

1 4" SIDEWALK DETAIL

NOT TO SCALE



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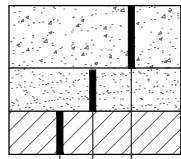
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CITY OF WINDSOR HEIGHTS, IOWA
COMMUNITY CENTER SIDEWALK IMPROVEMENTS
SIDEWALK COMPLIANCE





SHEET

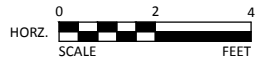
S.01

- MATCH EXISTING CURB & GUTTER
GUTTER = 821.04'



1 6" SIDEWALK DETAIL

LEGEND	
	PROPOSED SIDEWALK
	PROPOSED TURNING SPACE
	PROPOSED CURB RAMP
	PROPOSED TRUNCATED DOMES



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CITY OF WINDSOR HEIGHTS, IOWA

COMMUNITY CENTER SIDEWALK IMPROVEMENTS

SIDEWALK COMPLIANCE

SHEET

S.02

QUOTATION

COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS WINDSOR HEIGHTS, IA

QUOTE: PART A – SCOPE

The CITY OF WINDSOR HEIGHTS, hereinafter called the "Jurisdiction", has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in these documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, at the prices hereinafter provided in Part B of the Quote, for the following described improvements:

PROJECT SCOPE:

1. Removal and replacement of pedestrian ramps in front (west side) of the Community Events Center located in Colby Park.

QUOTE: PART B – QUOTE ITEMS AND QUANTITIES

UNIT PRICE CONTRACTS: The Bidder must provide the Unit Price, the Total Quote Price, any Alternate Prices and the Total Construction Costs on the Quote Attachment: Part B – Quote Items and Quantities. In case of discrepancy, the Unit Price governs. The quantities shown on the Quote Attachment: Part B – Quote Items and Quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing quotes. The Total Construction Cost shall be used only for the comparison of quotes. The jurisdiction shall only use the Total Construction Cost for determining the sufficiency of the quote security.

It is understood that the quantities are estimated for the purpose of this quote. All quantities are subject to revision by the City. No Unit Price changes will be allowed regardless of the extent of any revisions.

QUOTE: PART C – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public quotes for this project reserves the right to:

1. Reject any or all Quotes. Acceptance of the Quote, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the Contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total Quote only, not including any alternates; and
3. Make such alterations in the contract documents or in the Quote quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this quote is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code;
2. Provide proof of insurance per SUDAS Section 1070
3. Commence the work upon written Notice to Proceed, and
4. Substantially complete the work on or before June 7, 2019.

QUOTE: PART D – NON-COLLUSION AFFIDAVIT

COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

QUOTE: PART B - QUOTE ITEMS AND QUANTITIES

This is a UNIT PRICE CONTRACT. The bidder must provide the Unit Price, the Total Quote Price, and the Total Construction Cost; in case of discrepancy, the Unit Price governs.

QUOTE ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	UNIT	TOTAL	UNIT PRICE	EXTENDED PRICE
1	2010-108-E-0-1	EXCAVATION, CLASS 10, CUT	CY	4	300. ⁰⁰	1.200 ⁰⁰
2	2010-108-I-0-1	SUBBASE, MODIFIED SUBBASE, 4"	SY	88	12. ⁰⁰	1.056 ⁰⁰
3	7010-108-E-0-1	CURB AND GUTTER, PCC, 6"	LF	18	70. ⁰⁰	1.260 ⁰⁰
4	7030-108-A-0-1	REMOVAL OF SIDEWALK	SY	80	11. ⁰⁰	880. ⁰⁰
5	7030-108-B-0-1	REMOVAL OF CURB AND GUTTER	LF	18	45. ⁰⁰	810. ⁰⁰
6	7030-108-E-0-1	SIDEWALK, PCC, 6"	SY	3	200. ⁰⁰	600. ⁰⁰
7	7030-108-E-0-1	SIDEWALK, PCC, 4"	SY	85	50. ⁰⁰	4.250 ⁰⁰
8	7030-108-G-0-1	DETECTABLE WARNING	SF	10	35. ⁰⁰	350. ⁰⁰
9	9010-108-A-0-1	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400	4. ⁰⁰	1,600. ⁰⁰
10	9030-108-X-0	LANDSCAPING MULCH	CY	4	120. ⁰⁰	480. ⁰⁰
Quote Total Price \$						12486.00

NOTES:

-It is understood that the above quantities are estimated for the purpose of this quote. All quantities are subject to revision by the city. No unit price changes will be allowed regardless of the extent of any revisions or changes in quantities.

Company Submitting Quote: MNM concrete Special's i

Signature of City Official shall constitute a binding contract between the CITY OF WINDSOR HEIGHTS and the successful Contractor.

JURISDICTION: CITY OF WINDSOR HEIGHTS

By: _____
Dave Burgess, Mayor

(SEAL)

ATTEST:

Elizabeth Hansen, City Administrator


(Bidder Signature)
MAURICIO MEZA

Bidder Name

OWNER

Title

MNM CONCRETE SPECIALIST
Company

3821 Hillcrest Dr

Address

Des Moines IA. 50310

City, State Zip

515-559-7158

Telephone

COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

QUOTE: PART B - QUOTE ITEMS AND QUANTITIES

This is a UNIT PRICE CONTRACT. The bidder must provide the Unit Price, the Total Quote Price, and the Total Construction Cost; in case of discrepancy, the Unit Price governs.

QUOTE ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	UNIT	TOTAL	UNIT PRICE	EXTENDED PRICE
1	2010-108-E-0-1	EXCAVATION, CLASS 10, CUT	CY	4	250	1000
2	2010-108-I-0-1	SUBBASE, MODIFIED SUBBASE, 4"	SY	88	4 ⁰⁰	352
3	7010-108-E-0-1	CURB AND GUTTER, PCC, 6"	LF	18	44 ⁰⁰	792
4	7030-108-A-0-1	REMOVAL OF SIDEWALK	SY	80	22 ⁰⁰	1800
5	7030-108-B-0-1	REMOVAL OF CURB AND GUTTER	LF	18	9 ⁰⁰	162
6	7030-108-E-0-1	SIDEWALK, PCC, 6"	SY	3	82 ⁰⁰	246
7	7030-108-E-0-1	SIDEWALK, PCC, 4"	SY	85	77 ⁰⁰	6468
8	7030-108-G-0-1	DETECTABLE WARNING	SF	10	40	400
9	9010-108-A-0-1	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400	2 ⁰⁰	800
10	9030-108-X-0	LANDSCAPING MULCH	CY	4	150	600
Quote Total Price \$						12,620

NOTES:

-It is understood that the above quantities are estimated for the purpose of this quote. All quantities are subject to revision by the city. No unit price changes will be allowed regardless of the extent of any revisions or changes in quantities.

Company Submitting Quote: Caliber Concrete LLC

Signature of City Official shall constitute a binding contract between the CITY OF WINDSOR HEIGHTS and the successful Contractor.

JURISDICTION: CITY OF WINDSOR HEIGHTS

By: _____
Dave Burgess, Mayor

(SEAL)

ATTEST:

Elizabeth Hansen, City Administrator

(Bidder Signature)
Caliber Concrete LLC Jason Mark
Bidder Name
Owner
Title
Caliber Concrete LLC
Company
309 Audubon St. # Box 248
Address
Adair Ia 50002
City, State Zip
515-979-2004
Telephone

QUOTATION
COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

QUOTE: PART A – SCOPE

The CITY OF WINDSOR HEIGHTS, hereinafter called the "Jurisdiction", has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in these documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, at the prices hereinafter provided in Part B of the Quote, for the following described improvements:

PROJECT SCOPE:

1. Removal and replacement of pedestrian ramps in front (west side) of the Community Events Center located in Colby Park.

QUOTE: PART B – QUOTE ITEMS AND QUANTITIES

UNIT PRICE CONTRACTS: The Bidder must provide the Unit Price, the Total Quote Price, any Alternate Prices and the Total Construction Costs on the Quote Attachment: Part B – Quote Items and Quantities. In case of discrepancy, the Unit Price governs. The quantities shown on the Quote Attachment: Part B – Quote Items and Quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing quotes. The Total Construction Cost shall be used only for the comparison of quotes. The jurisdiction shall only use the Total Construction Cost for determining the sufficiency of the quote security.

It is understood that the quantities are estimated for the purpose of this quote. All quantities are subject to revision by the City. No Unit Price changes will be allowed regardless of the extent of any revisions.

QUOTE: PART C – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public quotes for this project reserves the right to:

1. Reject any or all Quotes. Acceptance of the Quote, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the Contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total Quote only, not including any alternates; and
3. Make such alterations in the contract documents or in the Quote quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this quote is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code;
2. Provide proof of insurance per SUDAS Section 1070
3. Commence the work upon written Notice to Proceed, and
4. Substantially complete the work on or before June 7, 2019.

QUOTE: PART D – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this Quote is not affected by, contingent on, or dependent on any other Quote submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the Quote price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the Quote, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this Quote is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to submit a sham Quote or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the Quote price of the Bidder or of any other bidder, and that all statements in this Quote are true; and
5. That the individual(s) executing this Quote have the authority to execute this Quote on behalf of the Bidder.

COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

QUOTE: PART B - QUOTE ITEMS AND QUANTITIES

This is a UNIT PRICE CONTRACT. The bidder must provide the Unit Price, the Total Quote Price, and the Total Construction Cost; in case of discrepancy, the Unit Price governs.

QUOTE ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	UNIT	TOTAL	UNIT PRICE	EXTENDED PRICE
1	2010-108-E-0-1	EXCAVATION, CLASS 10, CUT	CY	4	\$100.00	\$400.00
2	2010-108-I-0-1	SUBBASE, MODIFIED SUBBASE, 4"	SY	88	\$10.00	\$880.00
3	7010-108-E-0-1	CURB AND GUTTER, PCC, 6"	LF	18	\$35.00	\$630.00
4	7030-108-A-0-1	REMOVAL OF SIDEWALK	SY	80	\$30.00	\$2,400.00
5	7030-108-B-0-1	REMOVAL OF CURB AND GUTTER	LF	18	\$25.00	\$450.00
6	7030-108-E-0-1	SIDEWALK, PCC, 6"	SY	3	\$100.00	\$300.00
7	7030-108-E-0-1	SIDEWALK, PCC, 4"	SY	85	\$75.00	\$6,375.00
8	7030-108-G-0-1	DETECTABLE WARNING	SF	10	\$50.00	\$500.00
9	9010-108-A-0-1	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400	\$2.00	\$800.00
10	9030-108-X-0	LANDSCAPING MULCH	CY	4	\$100.00	\$400.00
Quote Total Price \$						13,135.00

NOTES:

-It is understood that the above quantities are estimated for the purpose of this quote. All quantities are subject to revision by the city. No unit price changes will be allowed regardless of the extent of any revisions or changes in quantities.

Company Submitting Quote:

David Bartholomew
David Bartholomew, Manager
Concrete Connection LLC
5170 NW Beaver Drive
Johnston, Iowa 50131
515/202-1279

PROJECT MANUAL

COMMUNITY CENTER SIDEWALK

CITY OF WINDSOR HEIGHTS

WINDSOR HEIGHTS, IA



Real People. Real Solutions.

Bolton-Menk.com

CERTIFICATION

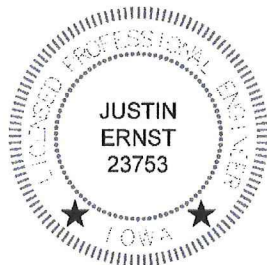
PROJECT MANUAL

for

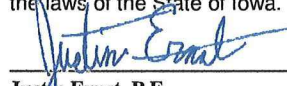
COMMUNITY CENTER SIDEWALK

CITY OF WINDSOR HEIGHTS

WINDSOR HEIGHTS, IA



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a licensed Professional Engineer under the laws of the State of Iowa.


Justin Ernst, P.E.

Date: 12/7/2018

License No. 23753

My renewal date is **December 31, 2019**

Pages or sheets covered by this seal:
ENTIRE DOCUMENT

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COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS

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00200 - INSTRUCTIONS TO BIDDERS

00410 - QUOTE ITEMS AND QUANTITIES

00800 - SPECIAL PROVISIONS, PART 1 - GENERAL REQUIREMENTS

00800 - SPECIAL PROVISIONS, PART 2 - SPECIAL CONSTRUCTION

STANDARD DETAIL PLATES

DRAWING:

Location maps

COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS

APPENDICES

NONE

**This project is based on
SUDAS STANDARD SPECIFICATIONS, 2018 EDITION
unless modified herein.**

*******END OF SECTION*****

**REQUEST FOR QUOTATION
COMMUNITY CENTER SIDEWALK**

CITY OF WINDSOR HEIGHTS

Time and Place for Filing Sealed Quotes. Electronic or Sealed quotes for the work comprising the improvement as stated below must be filed before 5:00 P.M. on January 11, 2019, in the office of Bolton & Menk, 309 E. 5th Street, Suite 202, Des Moines, IA 50309 or electronically at desmoines@bolton-menk.com.

Project Scope:

1. Removal and replacement of pedestrian ramps in front (west side) of the Community Events Center located in Colby Park.

Time for Commencement and Completion of Work. If Quote is accepted, work on the improvement shall commence upon approval of the contract by the Council, and as stated in the Notice to Proceed. All work under the Contract must be substantially complete on or before June 7, 2019.

Project Documents. Copies of the project documents are available from Bolton & Menk, 309 E. 5th Street, Suite 202, Des Moines, IA 50309 or email desmoines@bolton-menk.com.

Preference of Products and Labor. Preference shall be given to domestic construction materials by the contractor, subcontractors, material, men, and suppliers in performance of the contract and further, by virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption Certificates. The bidder shall not include sales tax in the quote. The City of WINDSOR HEIGHTS will distribute tax exemption certificates and authorization letters to the Contractor and all subcontractors who are identified. The Contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

This Notice is given by authority of the:

CITY OF WINDSOR HEIGHTS

******END OF SECTION******

INSTRUCTIONS TO BIDDERS
COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

The work comprising the above referenced project shall be constructed in accordance with the SUDAS Standard Specifications, 2018 Edition and as further modified by supplemental specifications and special provision included in the contract documents. The terms used in the contract version of the documents are defined in said Standard Specifications. Before submitting your quote, please review the requirements of Division One, General Provisions and Covenants. Please be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause your quote not to be read.

I. SUBMISSION OF THE QUOTES AND IDENTITY OF BIDDER

- A. The quote shall be electronic copies or sealed in an envelope, properly identified as the Quote with the project title and the name and address of the bidder, and deposited at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its quote is delivered prior to the time for opening Quotes. Any Quote received after the scheduled time for the receiving of Quotes will be returned to the bidder unopened and will not be considered. No bonds are required for the quotation process.
- B. The following documents shall be completed, signed and returned in the Quote envelope. The Quote cannot be read if any of these documents are omitted from the Quote envelope.

1. QUOTE – Complete each of the following parts:

- Part B – Quote Items and Quantities

Sign the Quote. The signature on the Quote and all quote attachments must be an original signature in ink signed by the same individual who is the Company Owner or an authorized Officer of the Company; copies or facsimile of any signature will not be accepted.

The following documents must be submitted as printed. No alterations, additions, or deletions are permitted. If the Bidder notes a requirement in the contract documents which the Bidder believes will require a conditioned or unsolicited alternate quote, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

- C. The general provisions and covenants, Division 1 of the 2018 SUDAS Standard Specifications are modified as follows:
 - 1. NONE
- D. Quote acceptance by the CITY OF WINDSOR HEIGHTS shall be considered a binding contract between the CITY OF WINDSOR HEIGHTS and the Contractor.

II. PROSECUTION AND PROGRESS OF THE WORK

A. The work is located in the CITY OF WINDSOR HEIGHTS .

Work on the improvement shall commence upon approval of the contract by the Council, and as stated in the Notice to Proceed. All work under the Contract must be substantially complete on or before June 7, 2019.

B. Community Events.

1. June 17-21 Kids Camp
2. July 3 & 4 Independence Day celebration

C. The CITY OF WINDSOR HEIGHTS, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit quotes in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

III. PREFERENCE OF PRODUCTS AND LABOR

A. In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state of foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

******END OF SECTION******

QUOTATION

COMMUNITY CENTER SIDEWALK CITY OF WINDSOR HEIGHTS WINDSOR HEIGHTS, IA

QUOTE: PART A – SCOPE

The CITY OF WINDSOR HEIGHTS, hereinafter called the "Jurisdiction", has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in these documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, at the prices hereinafter provided in Part B of the Quote, for the following described improvements:

PROJECT SCOPE:

1. Removal and replacement of pedestrian ramps in front (west side) of the Community Events Center located in Colby Park.

QUOTE: PART B – QUOTE ITEMS AND QUANTITIES

UNIT PRICE CONTRACTS: The Bidder must provide the Unit Price, the Total Quote Price, any Alternate Prices and the Total Construction Costs on the Quote Attachment: Part B – Quote Items and Quantities. In case of discrepancy, the Unit Price governs. The quantities shown on the Quote Attachment: Part B – Quote Items and Quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing quotes. The Total Construction Cost shall be used only for the comparison of quotes. The jurisdiction shall only use the Total Construction Cost for determining the sufficiency of the quote security.

It is understood that the quantities are estimated for the purpose of this quote. All quantities are subject to revision by the City. No Unit Price changes will be allowed regardless of the extent of any revisions.

QUOTE: PART C – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public quotes for this project reserves the right to:

1. Reject any or all Quotes. Acceptance of the Quote, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the Contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total Quote only, not including any alternates; and
3. Make such alterations in the contract documents or in the Quote quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this quote is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code;
2. Provide proof of insurance per SUDAS Section 1070
3. Commence the work upon written Notice to Proceed, and
4. Substantially complete the work on or before June 7, 2019.

QUOTE: PART D – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this Quote is not affected by, contingent on, or dependent on any other Quote submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the Quote price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the Quote, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this Quote is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to submit a sham Quote or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the Quote price of the Bidder or of any other bidder, and that all statements in this Quote are true; and
5. That the individual(s) executing this Quote have the authority to execute this Quote on behalf of the Bidder.

COMMUNITY CENTER SIDEWALK
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IA

QUOTE: PART B - QUOTE ITEMS AND QUANTITIES


This is a UNIT PRICE CONTRACT. The bidder must provide the Unit Price, the Total Quote Price, and the Total Construction Cost; in case of discrepancy, the Unit Price governs.

QUOTE ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	UNIT	TOTAL	UNIT PRICE	EXTENDED PRICE
1	2010-108-E-0-1	EXCAVATION, CLASS 10, CUT	CY	4	\$500.00	\$2,000.00
2	2010-108-I-0-1	SUBBASE, MODIFIED SUBBASE, 4"	SY	88	\$45.00	\$3,960.00
3	7010-108-E-0-1	CURB AND GUTTER, PCC, 6"	LF	18	\$40.00	\$720.00
4	7030-108-A-0-1	REMOVAL OF SIDEWALK	SY	80	\$27.00	\$2,160.00
5	7030-108-B-0-1	REMOVAL OF CURB AND GUTTER	LF	18	\$40.00	\$720.00
6	7030-108-E-0-1	SIDEWALK, PCC, 6"	SY	3	\$350.00	\$1,050.00
7	7030-108-E-0-1	SIDEWALK, PCC, 4"	SY	85	\$73.00	\$6,205.00
8	7030-108-G-0-1	DETECTABLE WARNING	SF	10	\$45.00	\$450.00
9	9010-108-A-0-1	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	SF	400	\$2.00	\$800.00
10	9030-108-X-0	LANDSCAPING MULCH	CY	4	\$100.00	\$400.00
Quote Total Price \$						18,465.00

NOTES:

-It is understood that the above quantities are estimated for the purpose of this quote. All quantities are subject to revision by the city. No unit price changes will be allowed regardless of the extent of any revisions or changes in quantities.

Company Submitting Quote:


Howser Concrete Services LLC.

Signature of City Official shall constitute a binding contract between the CITY OF WINDSOR HEIGHTS and the successful Contractor.


JURISDICTION: CITY OF WINDSOR HEIGHTS

By: _____
Dave Burgess, Mayor

(SEAL)

ATTEST:

Elizabeth Hansen, City Administrator



(Bidder Signature)
Anthony Howser

Bidder Name
President

Title
Howser Concrete Services LLC.

Company
1219 NE 7th Lane

Address
Ankeny, Iowa 50021

City, State Zip
515-729-4521

Telephone

SPECIAL PROVISIONS
FOR
PART 1 - GENERAL REQUIREMENTS

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1. DEFINITION AND INTENT
2. GENERAL PROVISIONS AND COVENANTS
3. WORK REQUIRED
4. PLANS AND SPECIFICATIONS
5. CONSTRUCTION FACILITIES
6. SUBMITTALS
7. STANDARDS AND CODES
8. CONSTRUCTION ON HIGHWAY RIGHT-OF-WAYS
9. EMPLOYMENT PRACTICES
10. WORK HOURS/COMMUNITY EVENTS
11. QUANTITIES
12. MEASUREMENT AND PAYMENT
13. INCIDENTAL CONTRACT ITEMS

1. DEFINITION AND INTENT

- A. The Technical Specifications that apply to the materials and construction practices for this project are defined as follows:
 1. The 2018 Edition of the SUDAS Standard Specifications, except as modified by these Special Provisions to the Technical Specifications.
 2. Omissions of words or phrases such as “the Contractor shall”, “in accordance with”, “shall be”, “as noted on the Plans”, “according to the Plans”, “a”, “an”, “the” and “all” are intentional; supply omitted words or phrases by inference.
 3. “Owner”, and “City” shall mean the CITY OF WINDSOR HEIGHTS, acting through the City Council.
 4. “Person” shall mean any individual, partnership, limited partnership, joint venture, society, association, joint stock company, corporation, limited liability company, estate, receiver, trustee, assignee, or referee, whether appointed by a court or otherwise, and any combination of individuals.
 5. “Engineer” shall mean the CITY OF WINDSOR HEIGHTS or designated agent.
 6. The intent of the Technical Specifications is to describe the construction desired, performance requirements, and standards of materials and construction.
 7. “Standard Drawings” shall mean the Figures bound within the SUDAS Standard Specifications and/or the Typical Drawings bound within the plans.
 8. “Work” shall mean the work to be done and the equipment, supplies, and materials to be furnished under the contract unless some other meaning is indicated by the context.
 9. “Or equal” shall follow manufacturers names used to establish standards and, if not stated, is implied.

B. Engineer: Bolton & Menk, Inc., 309 E. 5th Street, Suite 202, Des Moines, IA 50309.

2. GENERAL PROVISIONS AND COVENANTS

A. The general provisions and covenants, Division 1 of the 2018 SUDAS Standard Specifications are modified as follows:

1. Section 1050.1.05 Shop Drawings, Certificates and Equipment Lists.

The Contractor shall submit a minimum of three (3) copies plus any additional required by the Contractor.

3. WORK REQUIRED

A. Work under this contract includes all materials, equipment, transportation, traffic control and associated work for the construction of the COMMUNITY CENTER SIDEWALK as described in the Request for Quotes.

B. This project consists of one contract for all work described.

C. The construction work will need to be phased to facilitate timely work.

D. All work to be completed within 2 weeks of starting.

E. Coordinate work with activities and events at the Community Events Center.

4. PLANS AND SPECIFICATIONS

A. The City will furnish 3 sets of plans and specifications to the Contractor after award of the contract. The Contractor shall compensate the City for printing costs for additional copies required.

B. Provide one set of plans and specifications for each foreman and superintendent in charge of each crew on the job.

5. CONSTRUCTION FACILITIES

A. Provide telephone numbers where Contractor's representative can be reached during work days and on nights and weekends in event of emergency.

B. Do not store construction equipment, employee's vehicles, or materials on streets open to traffic. Location for storage of equipment by Contractors is subject to approval of Engineer.

C. The contractor shall provide suitable storage facilities necessary for proper storage of materials and equipment.

6. SUBMITTALS

A. Provide construction schedule showing dates of starting and completing various portions of work.

B. Submit the following information for Engineer's review. Provide 3 copies plus copies required by Contractor. This information shall be submitted to the Engineer at the preconstruction conference or at least 14 days prior to utilization of the particular item on this project.

1. Such other information as the Engineer may request to insure compliance with contract documents.

2. Provide Traffic Control and staging plan (3 copies).

7. STANDARDS AND CODES

A. Construct improvements with best present day construction practices and equipment.

- B. Conform with and test in accordance with applicable sections of the following standards and codes.
 - 1. American Association of State Highway and Transportation Officials (AASHTO).
 - 2. American Society for Testing and Materials (ASTM).
 - 3. Iowa Department of Transportation Standard Specifications (Iowa DOT).
 - 4. American National Standards Institute (ANSI).
 - 5. American Water Works Association (AWWA).
 - 6. American Welding Society (AWS).
 - 7. Federal Specifications (FS).
 - 8. Iowa Occupational Safety and Health Act of 1972 (IOSHA).
 - 9. Manual of Accident Prevention in Construction by Associated General Contractors of America, Inc. (AGC).
 - 10. Standards and Codes of the State of Iowa and the ordinances of the CITY OF WINDSOR HEIGHTS , Iowa.
 - 11. Other standards and codes which may be applicable to acceptable standards of the industry for equipment, materials and installation under the contract.
- 8. CONSTRUCTION ON HIGHWAY RIGHT-OF-WAYS
 - A. All work on this project will be within City Right-of-Way, Easements or Public Property.
- 9. EMPLOYMENT PRACTICES
 - A. Neither the Contractor nor the Contractor's Subcontractors shall employ any person whose physical or mental condition is such that this employment will endanger the health and safety of anyone employed on the Project.
 - B. The Contractor shall not commit any of the following employment practices and agrees to include the following clauses in any Subcontracts:
 - 1. To discharge from employment or refuse to hire any individual because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.
 - 2. To discriminate against any individual in terms, conditions, or privileges or employment because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.
- 10. WORK HOURS/COMMUNITY EVENTS
 - A. Works Hours: 7 AM – 7 PM Monday – Friday
 - B. No weekends unless approved by Engineer.
 - C. Events:
 - 1. June 17-21 Kids Camp
 - 2. July 3 & 4 Independence Day celebration
- 11. QUANTITIES
 - A. The Contractor is to realize some of the quantities on this Project are best estimates and may vary from actual conditions at time of construction of the Project. Quantities must be regarded as approximate

only, and are given as a guide to the Bidder and for comparison of Quotes. The City reserves the right to increase or decrease these quantities as designated in the Quote document, and the Contractor will be paid for only as much work as the Contractor is required to do by the City at the unit price stated in the Quote. No unit price adjustment will be allowed.

12. MEASUREMENT AND PAYMENT

- A. Contract unit or lump sum prices are full compensation for furnishing all materials, equipment, tools, transportation, and labor necessary to construct and complete each item of work as specified. No separate payment will be made for work included in this project except as set forth in the quote items and quantities. All other items of work are incidental to construction.

13. INCIDENTAL CONTRACT ITEMS

- A. The following list includes major items that are incidental to the project and will not be paid for as separate quote items. Other items may be designated as incidental under certain quote items.

- Construction fencing
- Construction staging & phasing
- Coordination and cooperation with affected property owners
- Coordination and cooperation with the CITY OF WINDSOR HEIGHTS
- Coordination with or work shut downs associated with schedule community events.
- Coordination and cooperation with other Contractors
- Coordination and cooperation with other projects in the area
- Coordination and cooperation with utility companies
- Dewatering and handling storm water flow during construction
- Dust control measures
- Monitoring weather conditions
- Site cleanup/restoration
- Temporary safety closures

*******END OF SECTION*****

SPECIAL PROVISIONS
FOR
PART 2 - SPECIAL CONSTRUCTION

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1. GENERAL
2. PROJECT SUPERVISION
3. COORDINATION WITH OTHERS
4. CONSTRUCTION LIMITS
5. CONSTRUCTION SCHEDULE
6. TRAFFIC CONTROL
7. RESPONSIBILITY OF CONTRACTOR

1. GENERAL

- A. Procedures outlined herein are not intended to fully cover all special construction procedures but are offered as an aid to the Contractor in planning work.
- B. Cooperate with the CITY OF WINDSOR HEIGHTS and the Engineer to minimize inconvenience to property owners, other jurisdictions and motorists and to prevent delays in construction and interruption to continuous operation of utility services and site access.
- C. The Contractor is expected to provide adequate personnel and equipment to perform work within specified time of construction.
- D. Provide surface restoration and clean up as construction progresses.

2. PROJECT SUPERVISION

- A. The Prime Contractor shall be represented in person at the construction site at all times that construction operations are proceeding by a qualified superintendent or other designated, qualified representative capable of providing adequate supervision. The superintendent or representative must be duly authorized to receive and execute instructions, notices and written orders from the Engineer.
- B. Issues that arise during construction relating to traffic control and construction staging, etc. are the responsibility of the Prime Contractor.
- C. Refer to Division 1 – General Provisions and Covenants, Section 1080 – Contractual Provisions, Part 1 – Prosecution and Progress of the Work, Section 1.10 Contractors Employees, Methods and Equipment for additional requirements.

3. COORDINATION WITH OTHERS

- A. Cooperate and coordinate construction with the CITY OF WINDSOR HEIGHTS, utility companies, affected property Jurisdictions and other contractors working in vicinity of this project.
- B. It is the Contractor's responsibility to schedule and coordinate work to minimize construction delays and conflicts.
- C. Coordinate with property owners prior to beginning work that will affect their parcel.

4. CONSTRUCTION LIMITS

- A. Confine the construction operations within the right-of-ways shown on the plans.
- B. Do not store equipment, vehicles or materials within the right-of-way of any streets open to traffic or on temporary access roads at any time.
- C. Areas disturbed outside of these limits shall be restored at the contractor's expense to the satisfaction of the Jurisdiction. Contractor shall protect trees, fences, and landscaping within the construction limits not marked as remove.

5. CONSTRUCTION SCHEDULE

- A. The Contractor will prepare and submit to the Engineer for approval a project schedule that will assure the completion of the project within the time specified.
- B. Adequate equipment and forces shall be made available by the Contractor to start work immediately upon receipt of the Notice to Proceed.
- C. Submit construction schedule at the preconstruction conference and periodically update it as requested by the Engineer.
- D. The Contractor shall be required to meet the final completion date as specified in the written Notice to Proceed.
- E. Notify the City and property owners at least 48 hours prior to any street closures.

6. TRAFFIC CONTROL

- A. Furnish, erect and maintain traffic control devices as specified in the construction drawings and directed by the Engineer including signs, barrels, cones, and barricades to direct traffic and separate traffic from work areas. Traffic control shall be in place prior to the closing of any streets.
- B. Provide traffic control devices in accordance with the Iowa DOT Standard Specification, Section 2528, Traffic Control, and the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- C. Construction operations shall be limited to 2 blocks at a time or 800 feet which ever is less.
- D. Traffic control shall be mobile and shift with construction activities to limit vehicular access around equipment. Traffic control plan shall be approved by Engineer prior to starting work.

The contractor shall retain spares of equipment to have on-hand during the period of in-service warranty.

****END OF SECTION****

COUNCIL ACTION FORM

**AGENDA ITEM: APPROVAL OF 2019 FIREWORKS DISPLAY TO BE
PRODUCED BY J&M FIREWORKS IN THE AMOUNT OF
\$7,000.00.**

HISTORY:

Council has held several discussions about the annual 4th of July Fireworks display for the City of Windsor Heights. As a result of those discussions, Staff prepared a comparison of vendors who could provide the fireworks display to the City at the December 3, 2018 Council Meeting. At the December 3, 2018 Council meeting, staff was directed to seek proposals from vendors who could provide the 4th of July Fireworks display for the City.

On December 5, 2018, PSD McCluskey sent a Request for Proposal (RFP) to J&M Fireworks and Rainbow Fireworks. As Council may recall, several vendors were contacted during previous research related to estimated costs for producing the City fireworks display, however these were the only vendors who indicated they were interested and/or willing to produce the Fireworks display for July 4, 2019. The bids were due January 11, 2019 at 5:00 pm.

After sending out the RFP, Rainbow Fireworks contacted PSD McCluskey stating they could not produce the show on the 4th of July, but could likely produce a show on the 3rd of July. PSD McCluskey asked for Rainbow Fireworks to submit their bid for the 3rd of July as part of the RFP.

Following the deadline to submit the bids, only J&M responded. In the past, the City has utilized J&M Fireworks, based in Yarmouth, Iowa. The July, 2018 fireworks display from J&M Fireworks discharged a total of 530 shells at a cost of \$7,000.00. Also noteworthy, in 2018 Windsor Heights Firefighter Nick Evans subcontracted with J&M to discharge the fireworks, adding cost savings to the show and increasing the actual product amounts based on those savings.

J&M Fireworks 2019 proposal includes 498 shells, at a cost of \$7,000.00. The total shell count for the 2019 proposal decreased by 32 due to increased production costs related to Nick Evans electing not to be responsible for the discharge in 2019.

	2018	2019
Body/Main Show		
2.5 Inch Shells	60	60
3 Inch Shells	160	160
4 Inch Shells	114	78
Finale		
2.5 Inch Shells	150	150
3 Inch Shells	30	50
4 Inch Shells	16	
Total Shell Count	530	498

BUDGET:

On October 1, 2018, Council voted to fund special events in the amount of \$10,000.00 for 2019, with \$7,000 earmarked for the annual fireworks display. The July 4, 2019 Fireworks display, if approved, will cost \$7,000.00, leaving \$3,000.00 remaining in the special events funding approved by Council.

OPTIONS:

1. Approve an expenditure of \$7,000.00 to J&M Fireworks for the July 4, 2019 Fireworks display.
2. Elect not to fund a fireworks display for July 4, 2019.
3. Take no action at this time.

STAFF RECOMMENDATIONS:

Therefore, it is the recommendation of the City Administrator that Council approve Option #1, approving the expenditure of \$7,000.00 to J&M Fireworks for the July 4, 2019 Fireworks display.



REQUEST FOR PROPOSAL

Date Opened: Wednesday, December 5, 2018

Project: 2019 Fireworks Display for City of Windsor Heights, Iowa

Project Date: July 4, 2019

Proposal's Due: Submit written proposals prior to 5:00 pm, Friday, January 11, 2019

The City of Windsor Heights, Iowa is soliciting bid proposals for a public fireworks display to be held on July 4, 2019. In the past, the fireworks have been deployed from the west end of the WalMart parking lot, located at 1001 73rd St, Windsor Heights, IA 50324. Public viewing of the show is typically from Colby Park, located at 6900 School Street, Windsor Heights, Iowa 50324. Colby Park is located behind the WalMart store – to the southeast – and any fireworks must deploy higher than the store for public viewing.

The City has budgeted \$7,000.00 for the event.

Please submit written proposals via mail or email to include the number and size of shells to be deployed, estimated length of the display, confirmation of insurance coverage and insurance coverage amounts/limitations, and any other pertinent information necessary for your organization to provide the show. Documentation of professional licenses associated with commercial fireworks discharge must be submitted prior to award of the proposal.

Proposals are due no later than 5:00 pm on January 11, 2019. Questions and proposals can be directed as follows:

City of Windsor Heights
2019 Fireworks Display
Attention Public Safety Director
1133 66th Street
Windsor Heights, Iowa 50324
Phone: 515-277-4453
Fax: 515-271-8160
Email: cmccluskey@windsorheights.org

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF ATF - Chief, FELC
Correspondence To 244 Needy Road
Martinsburg, WV 25405-9431

License/Permit
Number

5-IA-057-51-1K-00059

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date

October 1, 2021

Name
J & M DISPLAYS INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**18064 170TH AVENUE
YARMOUTH, IA 52660-9772**

Type of License or Permit

51-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

J & M DISPLAYS INC
18064 170TH AVENUE
YARMOUTH, IA 52660-9772

James J. Oetken
Licensee/Permittee Responsible Person Signature
James J. Oetken
Printed Name

C.E.O.
Position/Title
11-27-2018
Date

Previous Edition is Obsolete J & M DISPLAYS INC: 18064 170TH AVENUE: 52660-9772 5-IA-057-51-1K-00059 October 1, 2021: 51-IMPORTER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

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Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **J & M DISPLAYS INC**

Business Name:

License/Permit Number: **5-IA-057-51-1K-00059**

License/Permit Type: **51-IMPORTER OF EXPLOSIVES**

Expiration: **October 1, 2021**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

WARNINGS

1. As provided in Title XI of the Organized Crime Control Act of 1970 (U.S.C. § 842(i)), it is unlawful for any person who (1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding 1 year, (2) is a fugitive from justice, (3) is an unlawful user of, or addicted to any controlled substance (*as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)*), (4) has been adjudicated as a mental defective or has been committed to a mental institution, to ship, transport, or receive any explosive materials in interstate or foreign commerce, (5) is an alien, other than an alien who is lawfully admitted for permanent residence (*as that term is defined in section 101(a)(20) of the Immigration and Naturalization Act*), or meets any other exception under section 842(i)(5), (6) has been discharged from the armed forces under dishonorable conditions, or (7) having been a citizen of the United States, has renounced the citizenship of that person.
2. **Federal Regulation 27 CFR 555.53 - Licensees and permits issued under this part are not transferable to another person. In the event of the lease, sale, or other transfer of the business or operations covered by the license or permit, the successor must obtain the license or permit required by this part before commencing business or operations.**
3. **Alteration or Changes to the License or Permit.** Alterations or changes in the original license or permit or in duplications thereof violates 18 U.S.C. 1001, an offense punishable by imprisonment for not more than 5 years and/or a fine of not more than \$250,000.

NOTICES

1. Any change in trade name or control of this business or operations **MUST** be reported within 30 days of the change to the Chief, Federal Explosives Licensing Center (FELC), 244 Needy Road, Martinsburg, WV 25405-9431. (27 CFR 555.56-555.57). A licensee or permittee who reports a Change of Control must, upon expiration of the license or permit, file an ATF Form 5400.13/5400.16.
2. Under § 555.46, Renewal of License/Permit, if a licensee or permittee intends to continue the business or operations described on a license or permit issued under this part during any portion of the ensuing year, the licensee or permittee shall, unless otherwise notified in writing by the Chief, FELC, execute and file with ATF prior to the expiration of the license or permit an application for a license or permit renewal, ATF Form 5400.14/5400.15 Part III, in accordance with the instructions on the form, and the required fee. In the event the licensee or permittee does not timely file an ATF Form 5400.14/5400.15 Part III, the licensee or permittee must file an ATF Form 5400.13/5400.16 as required by § 555.45, and obtain the required license or permit before continuing business or operations. A renewal application will automatically be mailed by ATF to the "mailing address" on the license or permit approximately 60 days prior to the expiration date of the license or permit. If the application is not received 30 days prior to the expiration date, the licensee or permittee should contact the FELC.
Note: The user-limited permits are not renewable.
3. This license or permit is conditional upon compliance by you with the Clean Water Act (33 U.S.C. § 1341(a)).
4. **THIS LICENSE OR PERMIT MUST BE POSTED AND KEPT AVAILABLE FOR INSPECTION (27 CFR 555.101).**

ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information

(Continued from front)

Discontinuance of Business (27 CFR 555.61)(27 CFR 555.128). Where an explosives materials business or operations is succeeded by a new licensee or permittee, the records prescribed by this subpart shall appropriately reflect such facts and shall be delivered to the successor, or may be, within 30 days following business discontinuance, delivered to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Where discontinuance of the business is absolute, the records shall be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located.

Explosive materials must be stored in conformance with requirements set forth in 27 CFR, Part 55. It is unlawful for any person to store any explosive materials in a manner not in conformity with these regulations.

**TO REPORT LOST OR STOLEN EXPLOSIVES, YOU MUST IMMEDIATELY NOTIFY ATF:
CALL TOLL FREE - (888) ATF-BOMB**

✂ Cut Here

Federal Explosives Licensing Center (FELC) 244 Needy Road Martinsburg, WV 25405-9431	Toll-free number: (877) 283-3352 Fax number: (304) 616-4401 E-mail: FELC@atf.gov
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ATF Hotline Numbers

Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)
Firearms Theft Hotline: 1-888-930-9275
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Direct ATF ATF - Chief, FELC
Correspondence To 244 Needy Road
Martinsburg, WV 25405-9431

License/Permit
Number

5-IA-057-50-1K-00054

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date

October 1, 2021

Name
J & M DISPLAYS INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**18064 170TH AVE
YARMOUTH, IA 52660-9772**

Type of License or Permit

50-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement

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Mailing Address (Changes? Notify the FELC of any changes.)

J & M DISPLAYS INC
18064 170TH AVE
YARMOUTH, IA 52660-9772

James J. Oetken
Licensee/Permittee Responsible Person Signature

C. E. O.
Position/Title

James J. Oetken
Printed Name

11-27-2018
Date

Previous Edition is Obsolete J & M DISPLAYS INC: 18064 170TH AVE: 52660-9772 5-IA-057-50-1K-00054: October 1, 2021: 50-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
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(Continued on reverse side)

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Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **J & M DISPLAYS INC**

Business Name:

License/Permit Number: **5-IA-057-50-1K-00054**

License/Permit Type: **50-MANUFACTURER OF EXPLOSIVES**

Expiration: **October 1, 2021**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

WARNINGS

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ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information

(Continued from front)

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Federal Explosives Licensing Center (FELC) 244 Needy Road Martinsburg, WV 25405-9431	Toll-free number: (877) 283-3352 Fax number: (304) 616-4401 E-mail: FELC@atf.gov
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ATF Hotline Numbers

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Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)
Firearms Theft Hotline: 1-888-930-9275
Report Stolen, Hijacked or Seized Cigarettes: 1-800-659-6242
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8477)



Breakdown of Assortment Shells for: City of Windsor Heights \$7,000

2.5" Assortment F of 30 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue & White Peony	Red tail
Blue Peony	Blue tail
Blue Spiderweb	Gold tail
Brocade Crown to Green	Green tail
Brocade Crown w/Strobe	Silver tail
Gold Chrys	Silver tail
Golden Wave to Blue	Gold tail
Golden Wave to Green	Gold tail
Golden Wave to Purple	Gold tail
Golden Wave to Red	Gold tail
Golden Wave to Variegated	Gold tail
Green Chrys	Green tail
Green Spiderweb	Gold tail
Purple & Green Peony	Silver tail
Purple Chrys w/Purple tail	Purple tail
Purple Spiderweb	Gold tail
Red & Blue Peony	Silver tail
Red & Green Peony	Silver tail
Red & White Peony	Blue tail
Red Peony	Gold tail
Red Spiderweb	Gold tail
Red Strobe	Silver tail
Ripples to Silver wave	Gold tail
Silver Crown	Silver tail
Silver palm crackling	Silver tail
Silver Peony	Silver tail
Silver Spiderweb	Silver tail
Variegated Dahlia	Silver tail
White Strobe	Silver tail
Yellow Chrys	Yellow tail

3" Assortment B of 20 (5 report& 15 color) Patriotic shells ELECTRIC FIRE

Name	Rising Effect
Blue Dahlia	
Blue Dahlia w/White strobe	silver tail
Blue peony	
Blue peony w/white pistil	silver tail
Half Red Half Blue w/silver chrys ring	silver tail
Mix peony Red + White + Blue	silver tail
Red Dahlia	
Red Dahlia w/White strobe	silver tail
Red Peony	
Red peony w/ blue pistil	silver tail
Red strobe + Blue dahlia	silver tail
White Dahlia	
White peony	
White peony w/red pistil	silver tail
White strobe + Blue dahlia	silver tail
Dark Salute	
Dark Salute	
Dark Salute	
Dark Salute	
Dark Salute	

3" Assortment A of 20 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue peony with brocade pistil	
Brocade crown to yellow glitter	gold tail
Brocade crown with white glitter pistil	
Brocade to Cloud Grass	
Chrysanthemum to Blue Red and White	
Chrysanthemum to crackling to colorful	
Chrysanthemum to White glitter	
Cloud Grass	
Colorful Ball Flower	
Colorful Wave	
Glitter Chrysanthemum with Green pistil	
Golden glitter Chrysanthemum to red	
Golden Glitter crown	
Orange peony with blue pistil	
Purple dahlia	
Red peony to Cloud grass with green pistil	silver tail
Six angle flower	silver tail
White cluster-light pistil with brocade to purple ball-flower	silver tail
Yellow Chrysanthemum	silver tail
Yellow peony to cloud grass with blue pistil	silver tail

3" Assortment C of 20 (5 report& 15 color) shells ELECTRIC FIRE

Name	Rising Effect
Blue Wave	
Brocade wave to red and blue	
Double Layer Crackle Ring	
Green to crackling	
Green Wave	
Lemon peony silver tail	
Multi Color Peony silver tail	
Orange Wave	silver tail
Purple peony w/Crackle pistil	
Purple Wave	silver tail
Red Gamboge to Blue silver tail	
Red Gamboge to Purple Chrys. silver tail	
Red Wave	
Silver Wave	
Yellow Wave	
Titanium salute	silver tail
Titanium salute	silver tail
Titanium salute	
Titanium salute	
Titanium salute	



Breakdown of Assortment Shells for: City of Windsor Heights \$7,000

3" Assortment H of 20 different J&M shells ELECTRIC FIRE

Name	Rising Effect
Aqua and magenta	Gold tail
Blue and Flower wave	Gold tail
Blue crackling peony	Crackling tail
Blue to red peony with silver crown ring	Silver tail
Brocade crown ring with silver strobe pistil	Crackle tail
Brocade crown to lemon and pink	Gold tail
Half blue half lime	Silver tail
Half green ring half silver crown	Silver tail
Half orange half aqua	Silver tail
Half pink half sea blue peony	Silver tail
Half yellow half red peony	Silver tail
Lime peony with silver crown ring	Silver tail
Mix green and silver peony	Silver tail
Multi color peony	Silver tail
Orange and Flower wave	Gold tail
Purple and Flower wave	Gold tail
Purple crackling peony	Crackling tail
Purple chrys with flower wave ring	Silver tail
Red and Flower wave	Gold tail
Red chrys with flower wave ring	Gold tail

3" Assortment Q of 20 different J&M Brand Shells ELECTRIC FIRE

Name	Rising Effect
Blood Red and Yellow dahlia w/silver tail	silver tail
Blue and Green dahlia w/silver tail	gold tail
Brocade crown w/gold tail	crackling
Chrys to Green to white strobe w/silver tail	crackling
Crackling Nishiki Kamuro ring w/gold strobe pistil w/crackle tail	gold tail
Crackling Palm w/crackle tail	gold tail
Gold palm w/crackling pistil w/gold tail	gold tail
Green Crossette w/gold tail	silver tail
Kamuro w/white strobe pistil w/gold tail	gold tail
Lemon and Pink dahlia w/silver tail	gold tail
Lemon and Sea Blue mix peony w/silver tail	silver tail
Orange and Sea Blue mix peony w/silver tail	silver tail
Purple crackling coconut w/crackle tail	gold tail
Purple to silver peony w/silver tail	silver tail
Red crossette w/gold tail	silver tail
Silver chrys to white strobe w/silver tail	silver tail
Time rain crown w/gold tail	gold tail
White strobe with Peach Red ring w/silver tail	silver tail
Yellow crossette w/gold tail	silver tail
Yellow wave chry w/gold tail	silver tail

3" Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue Dahlia	
Bright Brocade	Bright brocade tail
Brocade Wave to Blue	
Brocade Wave to Multi Color	Silver tail
Brocade Wave to Red	
Crackling Willow	
Gold Willow	
Grass Green Peony w/crackling pistil	Silver tail
Green Flower Wave Ring W/Purple Pistil	
Green crossette	
Lemon Strobe	
Lemon to Orange Peony	
Multi Color Dahlia	
Multi Color Strobe	
Magenta peony	
Purple Dahlia W/White Glitter Pistil	
Purple Peony w/silver palm pistil	
Red Flower Wave Ring W/Yellow Pistil	
Red crossette	
Twilight Glitter	Twilight glitter tail

4" Assortment A Of 20 different J&M Brand shells ELECTRIC FIRE

Name	Rising Effect
Blue Dahlia silver tail	
Brocade Crown	
Crackling Willow	
Eight Chrys.(Kaleidoscope)	
Flower Wave to Green	
Gold Willow	
Grass Green Peony w/crackling pistil silver tail	
Green and Purple Peony silver tail	
Lemon Peony silver tail	
Lemon to Orange Peony silver tail	
Midnight Snow Ring W/Double Color Peony	
Multi coloe chrys. silver tail	
Orange Wave	
Pink Champagne to Violet	
Purple Peony w/silver palm pistil silver tail	
Purple Wave w/Green Pistil	
Red Flower Wave Ring W/Yellow Pistil	
Red to Green Ring w/Time Rain Pistil	
Silver crossette	
Yellow Wave	



Breakdown of Assortment Shells for: **City of Windsor Heights** **\$7,000**

4" Assortment J of 20 different J&M Brand shells (LOW FALLOUT)

Name	Rising Effect
Ball flower with cluster light pistil	
Blue and green peony	Green tail
Brocade crown with red glitter pistil	Gold tail
Chry to golden glitter chry	Gold tail
Chrys to silver	Silver tial
Golden glitter chry with purple pistil	Gold tail
Golden glitter chrys with green pistil	Gold tail
Octangular chrys	
Purple peony with white glitter pistil	Purple tail
Red Chrys	Red tail
Saturn ring	
Sunflower	
Twice cloud grass	
White Chrysanthemum	Silver tial
Yellow peony with palm pistil	Yellow tail
Golden glitter crown with green pistil	Gold tail
Blue chrysanthemum	Blue tail
Brocade crown to colorful	Gold tail
Chrysanthemum to Orange with cloud grass pistil	Orange tail
Golden glitter crown with blue pistil	Gold tail



City of Windsor Heights
2019 Fireworks Display
Attention Public Safety Director
1133 66th Street
Windsor Heights, IA 50324

December 26, 2018

Greetings from J&M Displays!

Thank you for the opportunity to present a proposal for your 2019 display and for the many years of past business. I have prepared the enclosed proposal to meet the \$7000 budget and minimum display height, our ATF&E license and a copy of our liability coverage as outlined in your RFP. Please note that our liability policy renews in January. I can submit a new form after that renewal if you require. Also included here are a brief description of the display and explanation of our bonus programs.

The show will start with 3" Red and Blue dahlia shells spaced between loud titanium sparked salutes to get everyone's attention and announce that the show has begun! This is capped off with 4" Brocade Waterfall to Red, Brocade Waterfall to White and Brocade Waterfall to Blue shells before we move in to the main program. The body of the display will hold the audience's attention, covering a wide variety of colors, shapes and effects, utilizing J&M's unsurpassed variety and quality. Everyone will know that the finale is bringing the show to an end when Red, White and Blue shells start breaking in a rapid-fire pace. This barrage of color and sound will reach a crescendo when forty 2.5" salutes thunder in the sky. This will all be capped off by a final volley of beautiful Glittering Willows that will fill the sky with glittering gold sparks that hang like a weeping willow's branches. The estimated length of this display is a solid 20 minutes, or 25 minutes if we add 1 second between each shell in the body.

I was glad to see that you included the display height requirement in the RFP. We have tried 2" and smaller diameter products but from the City's feedback we found they could not be adequately seen. We have determined over the years that 2.5" diameter is the minimum that works well for your display because of the height of the trees in the park area, the buildings, and the wide viewing area.

J&M has two reward programs for our customers. Both programs are based off of customer suggestions and are very popular. The first reward program is for receiving the order and payment at least 70 days prior to the display. I included this in the proposal as you have chosen this option before.



This is an 8% bonus based on the amount of the budget dedicated to the fireworks itself (Fireworks Cost), the labor, delivery and other costs being removed.

The other reward program, called the Multiple Year Agreement Bonus, is for customer loyalty. J&M offers a bonus in return for the customer agreeing that J&M will be their fireworks vendor for 3 years (or more). There is no budget commitment or required purchase. The customer agrees that IF they decide to have a fireworks display, they will contract with J&M. The customer decides what the budget will be each year they decide to have a display. And J&M agrees that in return for this loyalty they will offer a bonus (based on the Fireworks Cost of each show) for each display. This proposal includes a section titled "Free for Customer Satisfaction". This product is included in the 2019 proposal. The amount of this bonus is equal to the amount you would have received had you renewed the agreement again. To maintain this 15% bonus for the 2020 display, a Multiple Year Agreement will need to be in place.

Please don't hesitate to contact me if you have any questions or need clarifications on this proposal. I look forward to hearing from you!

Best regards,

Mark R. Johnson



J&M Displays Proposal for: City of Windsor Heights \$7,000

Main Event

Ignition Items

Quantity	Name	Rising Effect	Price	Total
200	Igniter 2 meter leads		\$1.95	\$390.00
135	Igniter 3 meter leads		\$1.95	\$263.25
Category Shell Count: 0				\$653.25

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Assortment F of 30 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$245.00	\$490.00
Category Shell Count: 60				\$490.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Blue ring pattern		\$10.90	\$10.90
2	Green, orange, and purple peony	Gold tail	\$10.90	\$21.80
6	Peony with brocade ring assorted	Brocade tail	\$10.90	\$65.40
1	Red ring pattern		\$10.90	\$10.90
2	Wave to variegated	Silver tail	\$10.90	\$21.80
1	White ring pattern		\$10.90	\$10.90
2	Brocade crown ring with silver strobe pistil	Crackling tail	\$20.80	\$41.60
2	Crackling Nishiki Kamuro	Crackling tail	\$20.80	\$41.60
3	Cycas assorted		\$20.80	\$62.40
2	Gold Palm with crackling pistil	Large Brocade tail	\$20.80	\$41.60
2	Gold Spangle chrysanthemum with crackling	Large Brocade tail	\$20.80	\$41.60
1	Golden wave to blue swimming		\$20.80	\$20.80
1	Golden wave to silver swimming		\$20.80	\$20.80
1	Nishiki kamuro niagara falls		\$20.80	\$20.80
2	Reddish gamboge to magenta chrys		\$20.80	\$41.60
1	Reddish gamboge to var. color swimming		\$20.80	\$20.80
1	Silver palm tree with big silver tail		\$20.80	\$20.80
1	Assortment B of 20 (5 report& 15 color) Patriotic shells ELECTRIC FIRE	mixed tails	\$215.00	\$215.00
1	Assortment C of 20 (5 report& 15 color) shells ELECTRIC FIRE		\$215.00	\$215.00
1	Assortment A of 20 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$220.00	\$220.00
1	Assortment H of 20 different J&M shells ELECTRIC FIRE	mixed tails	\$220.00	\$220.00
1	Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE		\$220.00	\$220.00
1	Assortment Q of 20 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$220.00	\$220.00
Category Shell Count: 151				\$1,826.10

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Gold Strobe	Large Brocade tail	\$28.60	\$57.20
2	White strobe		\$28.60	\$57.20
1	Blue stars and whistle		\$45.35	\$45.35
1	Color whistle with reports		\$45.35	\$45.35
1	Green with whistles		\$45.35	\$45.35
1	Red and blue with silver serpents		\$45.35	\$45.35
1	Red wave with reports		\$45.35	\$45.35
Category Shell Count: 9				\$341.15



J&M Displays Proposal for: City of Windsor Heights \$7,000

Main Event

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Blue peony with green pistil	Gold tail	\$20.80	\$41.60
2	Gold willow with color pistil	Gold tail	\$20.80	\$41.60
2	Red and Blue Dahlia with silver glitter	Gold tail	\$20.80	\$41.60
2	Two color dahlia assorted		\$20.80	\$41.60
2	Brocade crown coconut	Large Brocade tail	\$35.20	\$70.40
2	Color dahlia with silver strobe	Gold tail	\$35.20	\$70.40
1	Glitter crossette	flower crown tail	\$35.20	\$35.20
1	Golden kamuro to white strobe	Gold tail	\$35.20	\$35.20
1	Lemon and pink ring with crackling pistils	whistling tail	\$35.20	\$35.20
1	Multi-color comets		\$35.20	\$35.20
2	Pastel Cycas	Gold tail	\$35.20	\$70.40
1	Rainbow crossette		\$35.20	\$35.20
1	Red green and blue moving stars		\$35.20	\$35.20
2	Six angle chrysanthemum	Gold tail	\$35.20	\$70.40
1	White strobe and red dahlia	whistling tail	\$35.20	\$35.20
1	Assortment A Of 20 different J&M Brand shells ELECTRIC FIRE		\$395.00	\$395.00
1	Assortment J of 20 different J&M Brand shells (LOW FALLOUT)		\$395.00	\$395.00

Category Shell Count: 63

\$1,484.40

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Blooming Flowers		\$44.25	\$44.25
2	Double Crackle		\$44.25	\$88.50
1	Ghost Blue peony		\$44.25	\$44.25
1	Ghost Green to crackle peony		\$44.25	\$44.25
1	Ghost Orange to crackle peony		\$44.25	\$44.25
1	Ghost Red peony		\$44.25	\$44.25
2	Glittering silver to green strobe chrys		\$44.25	\$88.50
2	Gold Strobe		\$44.25	\$88.50
2	Happy Face pattern		\$44.25	\$88.50
2	Heart Pattern shell		\$44.25	\$88.50
2	Kamuro with Happy Face		\$44.25	\$88.50
2	Nishiki kamuro to red strobe w/red strobe pistil		\$44.25	\$88.50
2	Six Angle brocade crown		\$44.25	\$88.50
2	Thousand of Flash (Lightning / Photo Flash)		\$44.25	\$88.50
1	Var. color cycas		\$44.25	\$44.25
1	Var. color flower sheets		\$44.25	\$44.25
1	White strobe		\$44.25	\$44.25

Category Shell Count: 26

\$1,150.50

Section Shell Count: 309

Finales

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
1	Blue peony 10 Shot finale chain		\$90.10	\$90.10
1	Red peony 10 Shot finale chain		\$90.10	\$90.10
8	Red white and blue 10 Shot finale chain		\$90.10	\$720.80
1	White peony 10 Shot finale chain		\$90.10	\$90.10

Category Shell Count: 110

\$991.10



J&M Displays Proposal for: City of Windsor Heights \$7,000

Finales

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
4	Glittering willow	glitter tail	\$35.20	\$140.80
Category Shell Count: 4				\$140.80
Section Shell Count: 114				

8% Free for Early Payment

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
4	Salute with palm 10 Shot finale chain		\$90.10	\$360.40
Category Shell Count: 40				\$360.40

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Blue and lemon strobe coconut	silver tail	\$35.20	\$35.20
Category Shell Count: 1				\$395.60

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Green strobe dahlia		\$44.25	\$44.25
Category Shell Count: 1				\$439.85
Section Shell Count: 42				

Free for Customer Satisfaction

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
5	Red salute blue 10 Shot finale chain (dahlia)	mixed tails	\$130.65	\$653.25
Category Shell Count: 50				\$653.25

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Brocade Waterfall to Blue		\$35.20	\$35.20
1	Brocade Waterfall to Red		\$35.20	\$35.20
1	Brocade Waterfall to White		\$35.20	\$35.20
1	Crackling willow		\$35.20	\$35.20
1	Glittering gold to Ruby kamuro w/strobe pistil		\$35.20	\$35.20
Category Shell Count: 5				\$829.25
Section Shell Count: 55				



J&M Displays Proposal for: City of Windsor Heights \$7,000

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Fireworks Price:	\$7,077.30
Discount:	\$1,777.30
Subtotal Fireworks:	\$5,300.00
Sales Tax:	
Local Sales Tax:	
Insurance Processing:	\$740.00
License and Permit:	
Shoot Fee:	\$680.00
Delivery:	\$280.00
Musical Firing:	
Shoot Cost:	
Barge/Pontoon Fee:	
Total Price of Show:	\$7,000.00

Total Shot Count:	520
Packing Check:	465
Date of Display:	07/04/19
Customer Number:	10426

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$5,300.00 Fireworks Subtotal

\$439.85	8% Free for Early Payment
\$829.25	Free for Customer Satisfaction
\$1,269.10	Total Free

Total Value of Show is \$10,046.40. Your Price is \$7,000.00

Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME:	
	PHONE (A/C, No., Ext): 216-658-7100	FAX (A/C, No): 216-658-7101
INSURED J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Everest Indemnity Insurance Co.	
	INSURER B: Everest National Insurance Company	
	INSURER C: Maxum Indemnity Company	
	INSURER D: Axis Surplus Insurance Company	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1766413439

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			SI8ML00060-181	1/15/2018	1/15/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00033-181	1/15/2018	1/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			EXC6028118-03	1/15/2018	1/15/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Excess Liability			EAU791767	1/15/2018	1/15/2019	Each Occurrence \$4,000,000 Aggregate \$4,000,000 Total Excess Limits \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

CERTIFICATE HOLDER**CANCELLATION**J & M Displays, Inc.
18064 170th Avenue
Yarmouth IA 52660

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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COUNCIL ACTION FORM

**AGENDA ITEM: APPROVAL OF PURCHASE OF 2019 POLICE INTERCEPTOR
UTILITY AWD PATROL FLEET VEHICLE AND VEHICLE
EQUIPMENT IN THE AMOUNT OF \$49,590.15**

HISTORY:

The Windsor Heights Police Department included a fleet vehicle with necessary equipment in the equipment revolving plan (ERP), funded through unexpected revenues from the ATE project, approved by council on October 1, 2018. The amount requested, and approved by Council, was \$55,000.00.

The Police Department relies heavily on the ERP to rotate patrol vehicles and keep our fleet in balance considering replacement costs versus rising maintenance costs associated with high mileage and older vehicles. End of service mile estimates 90+K miles or 400k engine use miles. The reasons for replacement include cost of repairs, downtime, safety, efficiency, and reciprocal/secondary costs claims (person/property). Each vehicle is in use 11.4/hr a day or 20,805/hr 5yr lifecycle. Electronics will have been in use for 5 years. Emergency Lighting has 5 years of UV subjectivity. Circuitry is starting up from cold state to warm state and high humid to less humid state = equals temperature and moisture changes. Finally, Fleet vehicles have a scheduled rotation timeline built into the ERP.

For the FY19 fiscal year, we are requesting approval to purchase a 2019 Ford Interceptor Utility AWD Patrol Fleet vehicle from Stivers Ford, at the State of Iowa contract pricing. The new vehicle will replace the current K9 vehicle and the current K9 vehicle will be rotated down to an administrative vehicle. Included in the ERP cost for replacement of fleet vehicles is replacement of equipment in the vehicle (computer, dog kennel, K9 safety equipment, emergency lighting, siren, etc.), as well as the cost to "upfit," or install all equipment, in the vehicle. We will be trading in Police vehicle 7230, which is a 2007 Chevrolet Silverado pickup. See cost break down below.

Stivers Ford State Contract Bid for 2019 Interceptor Utility	\$28,947.00
Stivers Ford Trade-In Value of 7230 – 2007 Silverado	\$6,250.00
<u>Vehicle Cost:</u>	<u>\$22,697.00</u>

Equipment / Upfitting Costs - KelTek : State Contract	\$25,893.15
Graphics – Vehicle Wrap and Police Graphics	\$1,000.00
<u>Total Cost for New Vehicle:</u>	<u>\$49,590.15</u>

The remaining \$5,400.00 will be used to remove equipment, markings and convert the current K9 vehicle, a 2014 Chevrolet Tahoe, to use as an administrative vehicle for the Patrol Commander.

BUDGET:

On October 1, 2018, Council voted to transfer \$55,000.00 to the ERP fund for this expense. The total cost of the new vehicle, all equipment, and installation is \$49,590.15. The additional funds in the approved ERP transfer will be utilized to transition the former K9 vehicle to an administrative vehicle and we anticipate being under budget for this total project once completed.

OPTIONS:

1. Approve the proposed purchase of a 2019 Ford Interceptor Utility, equipment and upfitting at a total cost of \$49,590.15.
2. Take no action at this time.

STAFF RECOMMENDATIONS:

Therefore, it is the recommendation of the City Administrator that Council approve Option #1, accepting the proposal in the amount of \$49,590.15.



Stivers Ford
1450 East Highway 6, Waukee, Iowa, 502638310
Office: 515-987-3697
Fax: 515-987-0163

Customer Proposal

Prepared by:

Ron Reese
Office: 515-987-3697
Email: reese@stiversfordia.com

Date: 01/09/2019

Vehicle: 2019 Police Interceptor Utility Base
AWD

Quote ID: 010919





Stivers Ford
1450 East Highway 6, Waukeee, Iowa, 502638310
Office: 515-987-3697
Fax: 515-987-0163

2019 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 915 Quote ID: 010919

Pricing - Single Vehicle

MSRP

Vehicle Pricing

Base Vehicle Price	\$33,275.00
Options & Colors	\$2,115.00
Upfitting	\$450.00
Destination Charge	\$995.00

Subtotal	\$36,835.00
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Pre-Tax Adjustments

Code	Description	
WINDSOR TRADE	Trade 2006 Chev VIN 1GCEK19Z86Z277457	-\$6,250.00
GPC	Government Concession & Discounts	-\$7,888.00

Total	\$22,697.00
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Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Stivers Ford
1450 East Highway 6, Waukeee, Iowa, 502638310
Office: 515-987-3697
Fax: 515-987-0163

2019 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 915 Quote ID: 010919

Selected Options

Description

Base Vehicle

Base Vehicle Price (K8A)

Packages

Order Code 500A

Includes:

- Engine: 3.7L V6 Ti-VCT FFV
- Transmission: 6-Speed Automatic
- 3.65 Axle Ratio
- GVWR: 6,300 lbs
- Tires: 245/55R18 AS BSW
- Wheels: 18" x 8" 5-Spoke Painted Black Steel
Includes center caps and full size spare.
- Unique HD Cloth Front Bucket Seats w/Vinyl Rear
Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.
- Radio: AM/FM/MP3 Capable
Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.

Powertrain

Engine: 3.7L V6 Ti-VCT FFV

Transmission: 6-Speed Automatic

3.65 Axle Ratio

GVWR: 6,300 lbs

Wheels & Tires

Tires: 245/55R18 AS BSW

Wheels: 18" x 8" 5-Spoke Painted Black Steel

Includes center caps and full size spare.

Seats & Seat Trim

Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.

Other Options

113" Wheelbase

Monotone Paint Application

Radio: AM/FM/MP3 Capable

Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.

Front Headlamp/Police Interceptor Housing Only

Includes pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies) and pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights).

Dark Car Feature

Courtesy lamps disabled when any door is opened.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Stivers Ford
1450 East Highway 6, Waukeee, Iowa, 502638310
Office: 515-987-3697
Fax: 515-987-0163

**2019 Police Interceptor Utility, Sport
Utility**

AWD Base(K8A)
Price Level: 915 Quote ID: 010919

Selected Options (cont'd)

Description

Grille LED Lights, Siren & Speaker Pre-Wiring

Driver Only Incandescent Spot Lamp

SYNC Basic (Voice-Activated Communications System)

Includes single USB port and single auxiliary audio input jack.

Global Lock / Unlock Feature

Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with remote keyless.

Rear Console Plate

Contours through 2nd row; channel for wiring.

Heated Sideview Mirrors

Police Engine Idle Feature

This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.

Reverse Sensing

Aux Air Conditioning

Scuff Guards

Protective wrap edging located on front edge of both rear doors.

Noise Suppression Bonds (Ground Straps)

Interior Colors

Charcoal Black

Primary Colors

Agate Black

Upfit Options

One button remote start

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



☐ Internal Approval
☐ Customer Approval

QUOTATION

Main Phone: 641-227-2222

Email: sales@keltekinc.com

Address: PO Box 14 Baxter, IA 50028

Quote Number: 24274C

Quote Date: 12/11/2018

Quote Total: \$25,983.15

Quoted To:

Windsor Heights Police
 1133 66th St

Windsor Heights
 IA 50324

Ph: 515-277-4453

Deliver To:

Windsor Heights Police
 1133 66th St

Windsor Heights
 IA 50324

Quote Notes:

Account	Customer Contact	Order Ref	Terr	Rep	Quote Valid for:	
100813	Derek Meyer	NEW 7224, 18 SUV	1	AS	30 Days	
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
NASPO-IA	NASPO-IA contract number MNWNC-124	1.00	\$0.00	0.00	\$0.00	\$0.00
LABOR CONTRACT	Iowa DAS KELTEK Labor	1.00	\$0.00	0.00	\$0.00	\$0.00
	Master Agreement 0055090-15					
WHELEN CONTRACT	Iowa DAS Whelen Products Master Agreement 0055090-15 FOB Destination, freight Paid.	1.00	\$0.00	0.00	\$0.00	\$0.00
SETINA CONTRACT	Iowa DAS Setina Products Master Agreement 0055090-15 FOB Destination, freight Paid.	1.00	\$0.00	0.00	\$0.00	\$0.00
HAVIS CONTRACT	Iowa DAS HAVIS Products Master Agreement 0055090-15 FOB Destination, freight Paid.	1.00	\$0.00	0.00	\$0.00	\$0.00
	Derek Meyer, 515-277-4453 ext 203 dmeyer@windsorheights.org Project Includes: No Removal New Unit 7224 2018 Ford SUV-Black VIN Customer Provided: New Arbitrator ICV System Radio Scanner (USB Connect to PC for virtual console, Mount in Rear) M7300 ProGard Lock Only SLC, Remote Mount, Adv (CARBIDE w/Accy, CANTROL) - 8 Hrs					
CANWCT3	Cantral WC w/ OBD II Module Add:CC5K1 or CC5K2 - Add: CANCTL6 or CANCTL7	1.00	\$2195.00	43.00	\$1251.15	\$1251.15
CC5K1	Installation Kit for CCSRN5 for 2016-17 Ford/Dodge	1.00	\$0.00	0.00	\$0.00	\$0.00
CANCTL7	CANTROL/CARBIDE CTRL 21 &SLIDE	1.00	\$0.00	0.00	\$0.00	\$0.00
UUSBHAUB10	StarTech 10 Ft. Micro USB Cable 0 A to Micro B	2.00	\$4.51	0.00	\$4.51	\$9.01
HORN RING	Horn Ring Siren Tone Change	1.00	\$0.00	0.00	\$0.00	\$0.00

Continued...



QUOTATION

Main Phone: 641-227-2222

Email: sales@keltekinc.com

Account	Order Ref	Whse	Terr	Rep	Our Order No.	Quote Valid for
100813	NEW 7224, 18 SUV	MAIN	1	AS	24274C	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
PARK KILL	Park Kill -- Cancels Siren	1.00	\$0.00	0.00	\$0.00	\$0.00
	Operation when in Park					
	Siren Speaker(s) and Bracket(s) - 1 Hrs					
SA315P	SA315P Series Speaker	1.00	\$328.00	43.00	\$186.96	\$186.96
	Black Plastic					
SAK52	Whelen Siren Speaker Bracket	1.00	\$41.00	43.00	\$23.37	\$23.37
	for Ford Interceptor SUV 2013					
	2018 Driver Side Lower Grille					
	Lighting, Headlights - 1.5 Hrs					
	None					
	Lighting, Grill - 1.5 Hrs					
	None					
	Lighting, Fog Lights - 1.5 Hrs					
	None					
	Lighting, Front Corners - 1 Hrs					
I3JC	Whelen ION Trio Super-LED	2.00	\$234.00	43.00	\$133.38	\$266.76
	Lighthouse - Read/Blue/White					
	Lighting, Front Sides - 1 Hrs					
	None					
	Lighting, Mirrors - 4 Hrs					
	None					
	Lighting, Spot Light Upgrade - .5 Hrs					
P46FLC	Replacement Super-LED	1.00	\$260.00	43.00	\$148.20	\$148.20
	8 Degree Clear Spotlight					
	Lighting, Upper Windshield - 1 Hrs					
IW34UFX	Duo Lamps - Wecad	1.00	\$1768.00	43.00	\$1007.76	\$1007.76
	InnerEdge XLP - Twelve 6-LED					
	Explorer					
IWP06000	DUO XLP LT PKG PASS 6 B/W	1.00	\$0.00	0.00	\$0.00	\$0.00
IWD60000	DUO XLP LT PKG DRVR 6 R/W	1.00	\$0.00	0.00	\$0.00	\$0.00
	Lighting, Light Bar - 3 Hrs					
	None					
	Lighting, Mid Sides - 2 Hrs					
	None					
	Lighting, Rear Sides - 2.5 Hrs					
IONR	Red ION Series Super LED	1.00	\$150.00	43.00	\$85.50	\$85.50
	Universal Light					
IONB	Blue ION Series Super LED	1.00	\$150.00	43.00	\$85.50	\$85.50
	Universal Light					
IONK1B	ION Swivel Mount Kit	2.00	\$32.50	43.00	\$18.53	\$37.05
	Individual, not sold in pairs					
	Light Sold Separately					
	Lighting, Lower Deck/Hatch - 2 Hrs					
	None					
	Lighting, Upper Deck/Hatch - 2 Hrs					

Continued...



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Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
ITRAYW8	Inner Edge® RST Series Lightbar, DUO, Add Vehicle Housing & Lighting Codes	1.00	\$1119.00	43.00	\$637.83	\$637.83
ISDK	Add DUO™ Series Linear-LED® Flasher, 1 Amber/Red	4.00	\$48.00	43.00	\$27.36	\$109.44
ISDM	Add DUO™ Series Linear-LED® Flasher, 1 Amber/Blue	4.00	\$48.00	43.00	\$27.36	\$109.44
IS348	Inner Edge RST Mount Kit Ford Police Interceptor Utility 2013-2017 Lighting, Rear Tail Lights - 2 Hrs	1.00	\$0.00	0.00	\$0.00	\$0.00
VTX609R	Vertex Super LED Light Omni Directional Lighthouse W/9; Cable - Red	1.00	\$119.00	43.00	\$67.83	\$67.83
VTX609B	Vertex Super-LED Light Omni Directional Lighthouse W/ 9' Cable - Blue Lighting, Backup Lights - 1.5 Hrs None Lighting, Trunk/Endgate - 2.5 Hrs	1.00	\$119.00	43.00	\$67.83	\$67.83
IONR	Red ION Series Super LED Universal Light	1.00	\$150.00	43.00	\$85.50	\$85.50
IONB	Blue ION Series Super LED Universal Light	1.00	\$150.00	43.00	\$85.50	\$85.50
IONGROM	ION Series Body Mount Grommet Light Sold Separately Lighting, Pre-emption - 3 Hrs None Push Bumper -4 Hrs	2.00	\$7.15	43.00	\$4.08	\$8.15
BK0534ITU16	PB400 ALUMINIUM PUSH BUMPER FOR 2018 FORD INTERCEPTOR SUV Push Bumper Wrap -1 Hrs	1.00	\$389.00	25.00	\$291.75	\$291.75
FK0400ITU16	PB5 - PB300/400/450 FENDER WRAPS-2018 INTERCEPTOR UTILITY Push Bumper Lighting -1 Hr	1.00	\$429.00	25.00	\$321.75	\$321.75
I3JC	Whelen ION Trio Super-LED Lighthouse - Red/Blue/White	2.00	\$234.00	43.00	\$133.38	\$266.76
IONK1B	ION Swivel Mount Kit Individual, not sold in pairs Light Sold Separately Equipment Console - 1 Hr	2.00	\$32.50	43.00	\$18.53	\$37.05
C-VS-1400-INUT-H	14" Console for 2013-2018 Ford Interceptor Utility Housing Only	1.00	\$288.75	43.00	\$164.59	\$164.59

Continued...



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100813	NEW 7224, 18 SUV	MAIN	1	AS	24274C	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
C-EB40-CCS-1P	1 PC. Equipment Mt. Brkt. 4" Mounting Space, Whelen Cencom/Carbide/Cantrol	1.00	\$32.55	43.00	\$18.55	\$18.55
C-EB30-U15-1P	1 PC Equip. Mounting Bracket 3" Mounting Area Fits Uniden BCT15	1.00	\$29.40	43.00	\$16.76	\$16.76
C-LP1-PS3	Lighter Plug W/3 Switch Cut Outs, 2" Of Mounting Space on Console	1.00	\$30.28	43.00	\$17.26	\$17.26
091-219	Dual USB Charging Ports 3.1 Amp Max Output, Red LED 4.8-5.2 VDC	1.00	\$40.20	0.00	\$40.20	\$40.20
VDD1AH0B-AKC00-0	Carling Switch Rocker ON None DPDT Quick Connect Rocker 20A 12VDC 150000 Cycle	2.00	\$11.92	0.00	\$11.92	\$23.83
C-AP-0325	3" Accessory Pocket for Internal Mounting - 2.5" Deep 3"H X 8 5/8"W X 2.5"D	1.00	\$49.75	43.00	\$28.36	\$28.36
C-FP-1	1" Filler Plate Switch Cutouts as follows: (1) On/Off Kennel Fan (2) Kennel Light, On/Off Switch (3) USBs Equipment Console, Accessories - 1 Hrs	2.00	\$11.90	43.00	\$6.79	\$13.57
AC-BH95	External dual beverage holder Kill Switch:	1.00	\$50.00	27.75	\$36.13	\$36.13
EG4730-ND	Swirch Push SPST-NO 2A 48V Customer Requested Removal of Armrest	1.00	\$14.43	0.00	\$14.43	\$14.43
MMSU-1	Single Unit Magnetic Mic Mount Kit, Includes Base, Hex Key, Disc Adapter & Mounting Hardwa Computer	2.00	\$26.83	0.00	\$26.83	\$53.66
CF-54J2-05VM	CF-54 Premium i5-7300,14"FHD Touch,256SSD,8GB RAM,WiFi,BT WCAM,EBK,A-LTE,dGPS,TPM2.0 Computer Dock - 1 Hr	1.00	\$3579.00	15.00	\$3042.15	\$3042.15
DS-PAN-422-2	Docking Station for Panasonic CF54 Computer w/dual hi gain antenna & power supply Computer, Antenna - 1 Hr	1.00	\$1300.78	43.00	\$741.44	\$741.44
AP-CG-Q-S11-BL	BLACK - AP-Cell/LTE/GPS Computer, GPS - .5 Hrs Integrated in Computer Computer, Accessories - .5 Hrs None (Extended Warranty Available)	1.00	\$110.18	0.00	\$110.18	\$110.18

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QUOTATION

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Account	Order Ref	Whse	Terr	Rep	Our Order No.	Quote Valid for
100813	NEW 7224, 18 SUV	MAIN	1	AS	24274C	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
	Computer, Ext Keyboard & Mount – 1 Hrs					
	None					
	Computer, Dock Mounting Equip – 1 Hr					
C-MD-119	11" Slide Out Locking Swing Arm with Low Profile Motion adapter	1.00	\$330.63	43.00	\$188.46	\$188.46
C-HDM-401	Heavy Duty Stability Support Arm, Mounts to OEM Frame Under Passenger Glove Box Door	1.00	\$68.25	43.00	\$38.90	\$38.90
C-HDM-209	8.5" Heavy Duty Telescoping Pole	1.00	\$95.28	43.00	\$54.31	\$54.31
CM003406	Height 1– 8.5"/ Height 2 – 13"					
	Adapter Bushing to be used W/ Clamp Collar on C-HDM-401, C-HDM-403 or C-HDM-417	1.00	\$12.60	43.00	\$7.18	\$7.18
C-HDM-153	Heavy Duty Vehicle Mount 2013–2018 Ford Utility & 2011–2018 Ford Explorer	1.00	\$114.45	43.00	\$65.24	\$65.24
	Computer, Professional Services – 1 Hr					
IT-TECH-SER-PC	Tech Services–Assemble PC Update OS, Active LTE and GPS Load Purchased Accy Drivers	1.00	\$300.00	0.00	\$300.00	\$300.00
	Mobile Printer – .25 Hrs					
PJ722	Brother PocketJet Thermal Printer. Does not include USB cable & printing supplies.	1.00	\$349.00	7.75	\$321.95	\$321.95
LB3692	Printer Car Power Adapter Hard Wired 14', for PJ3/PJ6/ PJ7	1.00	\$19.00	7.75	\$17.53	\$17.53
LB3603	Printer USB Cable 10', for PocketJet 3, 6, & 7	1.00	\$12.00	7.75	\$11.07	\$11.07
	Mobile Printer, Mounting – 1 Hr					
C-PM-109	Brother Printer Mount for PJ6, PJ7, PJ622, PJ623, PJ662, PJ663 – 5.375"X12"X3.25"	1.00	\$157.50	43.00	\$89.78	\$89.78
CM93051	Large Arm Rest Replacement 5.25"W X 10"L X 2"H	1.00	\$65.10	43.00	\$37.11	\$37.11
C-B3	1-piece L Shaped Universal Individual Vehicle mounting Bracket, 4" HX 5" W	2.00	\$18.90	43.00	\$10.78	\$21.55
	Imaging Scanner – .5 Hrs					
4910LR-152-LTRK	Ltron Next Generation Imaging Scanner Kit, Includes Drivers for Microsoft Windows	1.00	\$561.41	43.00	\$320.00	\$320.00
	Mobile Router 3–6 Hrs					

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100813	NEW 7224, 18 SUV	MAIN	1	AS	24274C	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
REUSE CAMERA	None					
	Camera - 4 Hrs					
	Reuse Camera	1.00	\$0.00	0.00	\$0.00	\$0.00
	Camera, Professional Services -1 Hr					
ARB-VPU-DEPLOY	Basic Arb VPU Commissioning Per car/unit. Includes In Veh or Interview Room - Per Unit	1.00	\$169.00	0.00	\$169.00	\$169.00
	Radar -2 Hr					
PYT990988KA	Python III Ka-Band Dual Ant. Radar Package includes: radar antennas, mounting brackets	1.00	\$2204.97	0.00	\$2204.97	\$2204.97
	Radio 1 and Antenna(s) - 2 Hrs					
REUSE RADIO	Reuse Radio	1.00	\$0.00	0.00	\$0.00	\$0.00
BMAX8033	PCTEL Maxrad - 806-896 3dB Closed Coil Antenna, Black	1.00	\$22.93	0.00	\$22.93	\$22.93
	Radio, Scanner and Antenna(s) -2 Hr					
REUSE SCANNER	REUSE RADIO SCANNER	1.00	\$0.00	0.00	\$0.00	\$0.00
KES-3S	Kenwood External Speaker W/Bracket 4 1/2" X 2 19/32" X 2 5/32"	1.00	\$55.00	27.75	\$39.74	\$39.74
ABSCANC	Scanner Antenna 150/450/800MHz Receive Only, Requires Mount.	1.00	\$27.59	0.00	\$27.59	\$27.59
	Prisoner Transport, K9 Bent Metal					
K9-F18-PT	13-18 Ford Int. SUV K9 Prisoner Transport System Must be Police package	1.00	\$3265.90	43.00	\$1861.56	\$1861.56
	K9 Electronics					
K9-A-201	Havis K9 Transport Hot-N-Pop Unit Option	1.00	\$2470.92	43.00	\$1408.42	\$1408.42
K9-A-306	Havis K9 Transport Engine Stall Sensor Option	1.00	\$207.63	43.00	\$118.35	\$118.35
K9-A-301	Havis K9 Transport 10" Fan Option for Heat Alarm Hot-N-Pop Unit	1.00	\$494.33	43.00	\$281.77	\$281.77
K9A13145	Setina K-9 No Spill Dog Bowl Assembly	1.00	\$39.99	25.00	\$29.99	\$29.99
	Mount in Kennel, tie to Carling in Console					
3SC0CDCR	3" ROUND COMPARTMENT LT WHITE	1.00	\$75.00	43.00	\$42.75	\$42.75
	Rear Cargo Lights					
3SRCCDCR	3" Round Super-LED Compartment Lightheads W/ Independent Control - Red/White Lights	2.00	\$82.00	43.00	\$46.74	\$93.48
VLD1S00B-00000-0	Carling Rocker DPDT (On)-Off-(On) Non-Lit	1.00	\$7.18	0.00	\$7.18	\$7.18

Continued...



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100813	NEW 7224, 18 SUV	MAIN	1	AS	24274C	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
VVAZS00-000	Carling Rocker Plastic, Red, No Lens Contura II Actuator	1.00	\$0.94	0.00	\$0.94	\$0.94
C-UDB-1	Under dash Switch bracket for 1 switch and 1 label Weapon(s) Mounting, (1) - 1.5 Hrs Mount in Front-Horizontal	1.00	\$21.63	43.00	\$12.33	\$12.33
BLACRAC_1082E	BLAC-RAC 1082E W/ELEC RELEASE - lock only Weapon(s) Mounting, (2) - 1.5 Hrs Mount in Rear Cargo Area	1.00	\$549.00	10.00	\$494.10	\$494.10
REUSE WEAPONS	REUSE WEAPONS MOUNTING	1.00	\$0.00	0.00	\$0.00	\$0.00
PG2579XLHK	UNIVERSAL LOCK HK KEY XL Flashlight, (1) - .5 Hrs	1.00	\$165.00	25.00	\$123.75	\$123.75
75454	Streamlight Stinger DS LED HL Flashlight w/ AC&DC Chargers Shore Line, AC Power Input - 4 Hrs None Vehicle Control Module, (1) -2.5 Hrs None Power Management / Distribution - 6 Hrs	1.00	\$149.34	0.00	\$149.34	\$149.34
PWRMGMT	Materials for installing wire harness and power management Battery Replacment / Upgrade - .5 Hrs	1.00	\$549.00	0.00	\$549.00	\$549.00
65-PC1750T-H	Energys Odyssey G65 Battery PHCA 1750, CCA 950, RC 75 Equipment Tray - 2 Hrs	1.00	\$307.88	0.00	\$307.88	\$307.88
7160-0851	Gamber Ford PI Utility (2012+) Rear Equipment Tray	1.00	\$340.00	43.00	\$193.80	\$193.80
SH	Shipping cost calculated based on total order weight	613.00	\$2.00	0.00	\$2.00	\$1226.00
KELTEK-SUPPLIES	General Supplies Consumed In The Completion of Your Project	1.00	\$494.00	0.00	\$494.00	\$494.00
DAS-KEL-LABOR	DAS Contract Labor Rate with KELTEK Inc. ALL Labor: Removal & Install	1.00	\$5140.00	0.00	\$5140.00	\$5140.00

Complete Shipments vs Partial -KELTEK only ships complete orders unless partials are specifically requested (shipments may be from multiple manufacturers). Partial shipments may result in multiple shipments and multiple invoices with payment terms starting at time of invoice.

Returns: Special order item sales are final. Returns need to be completed within 90 days of invoice. All returns are subject to a 50% restocking fee or a replacement order of 1.5 times the original order amount. Items need to be unopened and in original packaging. Please contact your inside sales rep for RA information.

Warranty: Please contact your inside sale rep for details.

Payment Methods: KELTEK accepts cash, check, Visa or Mastercard. There is a 2.31% processing fee for use of a credit card. Prepayment required if new account or no terms.

Subtotal:	25,983.15
Sales Tax:	0.00
Grand Total:	25,983.15

Administrator's Report As of January 17, 2019

*****The Quarterly Orientation Binder Updates, including the On-going Priorities and New Initiatives will be provided to the Mayor and Council at the meeting on Monday evening.**

FLOOD RECOVERY

Regional Storm Water Planning – Local Government Collaborative: Mayor Burgess and Council member Zac Bales-Henry attended MAC first on November 13th where an Education and Outreach committee presented on the regional storm water planning efforts. The group of elected officials present seemed generally supportive of staff work on storm water and recognized that there was room to consider different approaches in order to meet the challenges. On December 13, 2018 the Outreach Committee presented to the Homebuilder's Association. Some of the concerns raised included being asked to correct issues caused by previous development, costs associated with new approaches and ongoing maintenance. There was also concern over whether cities were doing their part to address storm water management issues that are being seen. The Committee will be adjusting the presentation to include data demonstrating the past expenditures cities have undertaken for storm water and future planned capital expenditures. After they have had a chance to meet with Homebuilder's they we will be asking to be placed on an upcoming council agenda.

Elected and Senior Officials Workshop: Mayor Burgess, Public Works Director Jacobus and Public Safety Director McCluskey attended a workshop on January 10th to discuss strategic and executive-level issues related to all-hazard disaster preparedness. They shared proven strategies and best practices to enhance coordination among officials responsible for emergency response and recovery from a disaster.

STREETS, SIDEWALKS AND PUBLIC WORKS

University Avenue Redesign – BMI Engineering: The Complete Street Advisory met on January 15th. The committee reviewed the project at 90% design, which is same as the plan hanging on the Council Chambers east wall. The plans will then be submitted to the City Council for approval in July and then to the Iowa Department of Transportation before bidding in December 2019. Attached is a copy of the meeting agenda, including notes.

2017 Sidewalk and City Hall/Lion's Park Parking Lot Projects – Kingston Construction: BMI is maintaining a punch list of remaining items for each of these projects. Kingston was on site before the holidays. With new leadership at Kingston, Bolton & Menk believes they will be back in the spring to finish the project. Staff, BMI and legal will eventually meet to discuss liquidated damages.

Sunset Terrace Project – Sternquist Construction: BMI will be working on finalizing the project with Sternquist and having the city hire another contractor to come in the spring to complete the seeding work.

2018 HMA Overlay Project – Grimes Asphalt: Grimes Asphalt completed the punch list and BMI is working on closing the project out.

2018 PCC Patching Project – Kingston Construction: Construction is complete with no punch list items remaining. BMI will be working on finalizing the project as well. Staff, BMI and legal will eventually meet to discuss liquidated damages.

63rd and College Avenue Crossing Meeting: The 63rd and College Crossing Task Force is meeting again on January 24th. PSD McCluskey provided the enclosed meeting agenda, including notes from the December 13th meeting. A brief summary of meeting notes will be provided in the next meeting packet.

ECONOMIC DEVELOPMENT

Council Economic Development Meeting: The Council Development Committee met on January 11th. Attached are the agenda and meeting notes in red.

Meeting with Urbandale: I met with City Manager AJ Johnson from Urbandale on January 11th about the 28E agreement for Library Services. AJ said they would like to renew the agreement and provide would propose changes real soon for Council consideration. Once received I will place on the agenda for Council consideration. We also discussed redevelopment along Hickman Road.

Meeting with M Town, LLC: Mayor Burgess and I met with both Developers Jonathan Koester and Phillip Vliegar of M Town LLC on January 16th. The developers provided the attached meeting agenda. In the end, they requested the Fulcrum agreement be removed from deliberation and they will propose a new project in the near future for Council consideration. Staff and the Council Development Committee will keep Council informed when this progresses.

BUDGET AND FINANCE

Budget and Capital Improvement Planning: The Council Budget Committee is meeting on Monday, January 21st in order to prepare for the Special City Council Work Session to discuss the budget on Monday, January 28th at 6:00 p.m.

CONFERENCE/TRAINING

Iowa League of Cities Legislative Day: The League's Legislative Day is February 19, 2019. Just let City Clerk Cooke or I know if you would like help with registration.

Iowa League of Cities Annual Conference: There is plenty of time to plan for this annual conference. The League's annual conference is in Dubuque on September 25-27. If you have ideas for workshops, they are taking suggestions until February 1, 2019.

PERSONNEL

Department Head Meeting: The department heads met on Monday, January 14th at City Hall. Please see the attached agenda and items that were discussed.

What Meetings or Events are Coming Up and When I may not be in the Office:

Special Council Meeting – Budget Work Session on Monday, January 28th at 6:00 p.m.

Chamber Lunch and Learn on LOSST on Wednesday, January 30th at noon at Puerto Rica Restaurant

Attachments:

Earth Day Flyer – Volunteers Needed

Polk County Emergency Management Flash Report – Wind Chill and Bitter Cold weekend



WINDSOR
HEIGHTS
the heart of it all



**BOLTON
& MENK**

Real People. Real Solutions.

**University Avenue Final Design
Complete Streets Advisory Committee
Design Meeting #3**

1/15/2019

I. 90% Design Submittal Update – Same plan as posted on the east wall of the City Council Chambers

- Sidewalk Pedestrian Easement Area
- Signal Easement Location – Coordinating with WDM and DSM on traffic signals
- Buffalo Road Monument – Not solar to power, no different in cost
- Trail Signage – Coordinating with Central Iowa Trail signage

II. Opinion of Probable Construction Cost – Provided updated costs per current rates

III. Next Steps

- 95% CD Design Set for City Review – January 21
- Final Plans Complete – March 30
- Plans to Council – July - The plans will then be submitted to the City Council for approval in July
- Iowa DOT Review Process - Then plans are reviewed by the Iowa Department of Transportation before bidding in December 2019.

Other:

- Having conversations with ICN and Verizon on fiber needs
- Listing grant opportunities to do research on
- Construction in 2020



AGENDA

63rd Street Crossing Collaboration
THURSDAY, JANUARY 24, 2019 – 2:00 P.M.
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Review discussion from December 13, 2018 Meeting

- A. Councilman Gray (DSM) stated this is the third time this specific issue has come up during his 5-year tenure on the DSM Council. Ms. Harms (WH) and Mr. Loffredo (WH) stated the issue keeps coming back in WH as well and we are looking for a path forward. In addition, the complaints are coming from DSM residents whose children attend Cowles, not only WH parents.
- B. Mr. Gustafson (DOT) stated the crosswalk was painted south of College due to a driveway and manhole on the north side of college which potentially could create some ADA issues if the sidewalk were placed north of College.
- C. Mr. Wiggins (DSM) stated “Rectangular Rapid Flashing Beacon” devices have more than an 80% effective rate over a standard diamond sign with LED lights around the exterior
- D. Mr. Loffredo (WH) asked about traffic controls on 63rd that were in place before the school closed and reopened – possibly in the 1970’s. Discussion surrounded researching the previous devices, if they were able to be replaced as having been there in the past, etc. DSM, DOT, and Bolton/Menk staff to look for documentation related to any previous traffic control devices in the area, possibly from the 1970’s and bring any information to next meeting.
 - i. DSM and DOT staff unable to find any historical documentation on issue.
- E. Mr. Wiggins (DSM) stated 85th percentile speed along 63rd Street was 34-mph – well within limits of traffic studies. Mr. Wiggins stated 1000 vehicles pass through the corridor and many are in line with others due to timing of traffic control devices at Hickman and University, not allowing opportunity for high speeds during normal traffic patterns.
- F. Mayor Burgess (WH) asked about timing of lights at Hickman and University to break up traffic during school hours – DSM staff said they would research issue.
- G. Ms. Harms (WH) asked about potential funding opportunities through Wellmark, Walk Ability groups, AARP, Safety groups, MPO
- H. The Windsor Heights staff took the lead on obtaining estimates for RRFB devices for 63rd and College. Once estimates are obtained, the group will reconvene to discuss cost sharing arrangements for presentation to appropriate organizations. WH Staff will research funding opportunities mentioned by Ms. Harms as well. Movement of the crosswalk is not ideal at this point due to issues with driveway and manhole cover to the north of the intersection.

2. Discussion surrounding estimated costs for crossing signal and collaboration related to funding opportunities.

3. Adjourn



**AGENDA OF THE
WINDSOR HEIGHTS
COUNCIL DEVELOPMENT COMMITTEE**

Friday, January 11, 2019

12:00 P.M. – 2:00 P.M.

1145 66th St., Suite 1 - City Hall Conference Room

- 12:00 Opening Welcome by Mayor Burgess
- 12:05 Conference Call with Wal-Mart – Redevelopment and Bike/Trail Hub
- No answer. Tried again after Theresa Greenfield gave a Chamber update. No answer.
 - Received an update from Theresa Greenfield of Colby Interests about a DART reception in the end of February, Bankers Trust Renovation Ribbon Cutting on January 28, Chamber Annual Dinner on 4/25/19 and Chamber Golf Outing in June.
- 12:30 Development Initiatives and Marketing
- i. Pitch Book - The Committee approved for printing, just need to include a Chamber insert
 - ii. Strategic Distribution Planning Discussion
 - a. Synchronist Visits – The Committee approved to do business visits
 - b. Deliberate Recruitment – The Committee would like to look into DMP strategic session and Buxton presentation
 - c. Local Developer Visits – The Committee approved to do local developer and broker visits
 - d. Other
- 12:45 Updates since 10/24/18 Meeting:
- A. Development Projects
 - i. M Town LLC Development Agreement – Recommended putting back on Council agenda for discussion. At this point, the committee would like to start over on the agreement.
 - ii. Windsor Presbyterian Church Update (See The Churchmouse newsletter on church website) – didn't close Nov. 15
 - iii. Hurd Property – Medical Facility is considering 6300 Hickman Property
 - Committee requested information on the property at 6500 Hickman
 - We also talked about redevelopment discussions in Urbandale
 - B. Development Planning
 - i. University Avenue Corridor Redesign – 90% review on January 15
- 1:10 Review City 2018-2020 Goals and Action Plan and On-Going Projects
- i. Goal #2 – Bike Trail Hub
 - The Committee reviewed the trail connection options WDM is looking at to connect to us at 73rd and Center. WDM staff would like the plan to include a bridge over the creek at that location.
 - The Committee agreed to continue to pursue Wal-Mart for the Hub.

ii. Goal #2 – Create Flood Mitigation Plan, including Redevelopment and Financial Programs

- The Committee agreed that there is a lot the City is currently doing to plan for Storm Water Management and infrastructure improvements, including the storm water management study, budgeting for bank stabilization and intake repairs, reconstructing Allison Avenue storm water main, approving the Flood Plain map and ordinance, hold a public information meeting, and Flood mitigation planning.
- They agreed not to budget any city resources for land acquisition.
- They would like to continue works with the local consortium on storm water solutions for the greater good.
- They would like to consider rezoning from residential to multi-use.
- They would like to explore if there are any mitigation projects to help protect the properties.

iii. On-going Projects - Reviewed

iv. New Priorities for Goal Setting Session in 2020 – Agreed to next year

2:00 1:48

Action Items:

Next meeting:

Adjourn

STAFF MEETING AGENDA

Monday, January 14, 2019

8:30 – 10:30 A.M.

City Hall – Conference Room

Tentative Council Meeting Agenda

All packet materials are due by noon on Wednesday. If not received, the item will be postponed until the following meeting.

Invoices need to be coded and returned to staff by Monday's staff meeting to make the claims list; therefore **Claims due today.**

1. Staff Reports: a. 1st Meeting – Sheilah and Dalton b. 2nd Meeting – Chad, Travis and Jess

Business

- A. Customer Service: Public Works received excellent feedback on social media on the plowing efforts from the weekend snow event. Chad and Dalton did a great job with FEMA reporting and we received our first reimbursement check.
- B. Cooperation/Teamwork: One Organization – How have you helped another department this last week? How can you help in the next few?
- C. Communications:
 1. Website Updates Quarterly Review
 2. Custom City Newsletter articles for February are due **TUESDAY**, January 15 - Send to Jess
 - a. Chamber, WH Foundation and Community Events Update
 - b. University Avenue Update
 - c. LOSST
 - d. Budget Process Update
 - e. Update from Communications Focus Group
 - f. Summary of recent PW Facility Study
 3. Welcome Postcards and Envelopes ready
- D. Planning and Organization:
 1. Disposing City Property
 2. Organization of Plans and Network
 3. Goals Review
- E. Safety:
 1. Training: Meeting date. January 9 at 1:00 p.m.
 2. Safety Training for PW Staff in Ames on February 1
 3. Mental Health and Bloodborne Pathogens Training on 1/30/19
- F. Personnel Management:
 1. Media Training for Jess, Chad, Dalton, Mayor Burgess and Elizabeth on April 11 & 12
 2. Payroll/W2s/Insurance
- H. Financial Management:
 1. FY20 Budget – Presentations 1/21, 1/28, and 2/4
 2. Fee Schedule Review – for 2/4

Updates

- A. City Hall/Dentist Parking Lot: Crack sealing yet to do
- B. Police Department – Weapon qualifying, wex fuel billing issue, attended legislative breakfast, DCI training, Johnston assessment center, met with FEMA twice and EOC
- C. Fire/EMS/Safety – Online software – medical training
- D. Public Works – WRA ord to UWHSSD, will look for volunteers for 4th of July parade, seasonal employee last day on 1/11.
- E. Building and Zoning – 3 days of training, Firework stand
- F. Communications/Special Events – 1/28 Bankers Trust Ribbon Cutting at 5. Chamber annual dinner on 4/25. Newsletter
- G. Administration – 1099s and budget. Jess to get reports to state for W2s.

Adjourn: Next Meeting: Monday, January 28, 2019 at 9:00 a.m. at City Hall.

Meeting with Windsor Heights Mayor and City Manager

January 16, 2019

Present: Mayor: Dave Burgess
City Manager: Elizabeth Hansen
Development Team: Jonathan Koester
Development Team: Phillip Vlieger

Premise: The New American Dream – A New Paradigm: We have the unique opportunity to enrich WH into a new destination – the definition of “The New American Opportunity”

“We are not focused on making one building; rather, we are creating a neighborhood.”

Fresh and Innovative “Neighborhood” Concepts:

Living:

New Challenges:

- Affordability – Value and Cost
- New demographics – new options
- Age/needs specific solutions
- Subscription and Term service choices

New configurations and amenities

- How Density can be a good thing
- New Streets – both literal and metaphorical - CONNECTIVITY
- Interior and Exterior Recreation/Playgrounds
- Transportation options
- “Guest Rooms”

Sustainability/ Sustenance:

Needs and Desire

- Necessary and Advantageous
- Food/Bev/Entertainment/Accommodation
- Services
- Assembly – Religious and Secular

Recreation

- Civic and Individual

Learning:*

- Multiple Demographics and Circumstances
- Professional and Personal
- Virtual Reality and Intelligence Center
- Skills development

How this affects where we are and how we must go forward:

The Fulcrum Building is interconnected in all of this – changing to better serve the needs of our developing paradigm.

*In addition to the Public School System



Volunteers Needed

EARTH DAY STREAM CLEAN-UP

One billion people take part in *EARTH DAY* activities around the world. Please join the community of Windsor Heights in support of *EARTH DAY* and raising awareness for the care and protection of our planet. Windsor Heights invites all volunteers to participate in

Windsor Heights STREAM CLEAN-UP

WHEN: April 20th, 2019

WHERE: Meet at the Windsor Heights Community Center for a short presentation. Volunteers will be divided into designated clean-up groups.

Designated Areas of Focus:

- I-235 to Walmart
- CityWide Heating and Cooling to College Drive Bridge
- College Drive Bridge to Hickman Bridge

TIME: 8:00am -12:00pm

NOTE: Please wear appropriate old clothing, closed toe shoes and long pants. Bring gloves if available.

RSVP: To assist in the preparation for a successful clean-up, please RSVP at your earliest convenience to Mdenkinger@windsorheights.org or call 515-645-6821.

Weather Considerations: determination to cancel the event due to weather will be made by 7:00 am on the 20th. Notice will be posted to the City's social media accounts. The event will be held on April 27th at the same time and place if rained out on the 20th.

Flash Report



Polk County
Emergency Management Agency
1907 Carpenter Avenue
Des Moines, IA 50314
515-286-2107

Describe the Incident:	Bitter cold by Saturday night into Sunday. Wind chills of -15 to -25 by Sunday morning. Widespread moderate snow is expected Friday into Saturday morning. Blustery north-northwest winds with blowing/drifting snow Friday night into Saturday morning. Main impacts are to travel due to reduced visibility and snow covered roads.
Injuries Reported:	None
Deaths Reported	None
Actions Taken:	<p>Base Plan:</p> <p>Activation Level: 4 - Limited. Request of limited coordination by available EMA staff personnel for a single jurisdiction or single discipline. This is done from the incident scene, command post, or agency administrative office. Select procedures and portions of the CEP are utilized as needed</p> <p>ESF 1: Transportation:</p> <p>Reduced visibility and snow covered roads will have negative impacts on travel</p> <p>ESF 2: Communications:</p> <p>9-1-1 centers may see an increase in call volume due to traffic collisions</p> <p>ESF 3: Public Works & Engineering:</p> <p>Normal winter operations</p> <p>ESF 4: Firefighting:</p> <p>Normal operations. Increased consideration for responder rehab due to extreme temperatures is warranted.</p> <p>ESF 5: Emergency Management:</p> <p>Monitoring conditions. Coordination briefings will occur if necessary.</p> <p>ESF 6: Mass Care & Human Services:</p> <p>Local jurisdictions are encouraged to identify potential locations for warming centers if needed. Report locations of warming centers to emergency.management@polkcountyiowa.gov by 1400 on 17 JAN. Central Iowa Services & Shelter weather amnesty: at 10 degrees, individuals who may not normally be able to seek services are allowed to come in. They may do so 48 hours before and after projected cold temperatures. Betel Mission operating under weather amnesty when temps reach 32 degrees.</p> <p>Three-tiered sheltering strategy prepared 1: Hotel/Motel; 2: Warming centers as needed; 3: requests for traditional shelter activation should be made to Polk County Emergency Management.</p> <p>ESF 7: Resource Support:</p> <p>Mutual aid and compacts available. Info sharing with Safeguard Iowa Partnership.</p> <p>ESF 8: Public Health / Medical Services:</p> <p>Normal operations. Increased consideration for responder rehab due to extreme temperatures is warranted. Hospitals should report cold weather related injuries/illness to emergency.management@polkcountyiowa.gov</p> <p>ESF 9: Search & Rescue:</p> <p>Normal operations</p>

	ESF 10: Hazardous Materials:
	Normal operations
	ESF 11: Agriculture, Natural Resources, Pets:
	Normal operations
	ESF 12: Energy:
	Normal operations. Polk County EMA will liaison with MidAmerican Energy and other energy providers as necessary.
	ESF 13: Law Enforcement:
	Normal operations. Increased consideration for responder rehab due to extreme temperatures is warranted.
	ESF 14: Mitigation & Recovery:
Normal operations	
ESF 15: Public Information:	
Updates to social media and issuing flash reports as necessary.	
Incident / Event Trend:	<input checked="" type="radio"/> Escalating <input type="radio"/> Stable <input type="radio"/> De-Escalating
Resources Assigned:	None
Resources Requested:	Deployment of resources beyond normal operations should be reported to emergency.management@polkcountyiowa.gov for situational awareness purposes
Additional Detail:	Additional Flash Reports may be issued only upon significant changes to weather forecast. Recipients of this flash report should monitor local weather information for changing conditions.



Windsor Heights Public Safety

POLICE ♦ FIRE ♦ EMS

Monthly Report



To: City Administrator Elizabeth Hansen

From: Public Safety Director Chad McCluskey

Date: January 9, 2019

RE: December, 2018 Public Safety Monthly Report

MAJOR WORK AREAS:

- Officer Johnson will complete Rape Aggression Defense (R.A.D) instructor training during the month of January. This course is offered each year by the Police Department and teaches women self-defense tactics. The last course was full and several of the women wrote letters of commendation to Detective Woods related to the course.
- Police In-Service training will consist of State mandated mental health and blood borne pathogen training in January.
- Officers will focus traffic enforcement on the 900 to 1100 blocks of 63rd Street during the month of January.
- The stop sign at the intersection of 64th and School Street will be monitored during the month of January due to complaints surrounding drivers failing to obey the stop sign.
- Officers on night shift will step up OWI enforcement during January.
- Officers will continue to work on building partnerships with local businesses throughout the City, as well as give educational information to businesses on ways to protect themselves from criminal activity.
- 73rd Street, north of University, continues to generate complaints surrounding speeding and inappropriate driving behavior. Day shift officers will continue their increased presence in this area to encourage driver's to follow the traffic laws.
- With winter weather, Officers will focus attention on snow ordinance violations and speeding in the 900 block of 73rd Street as we frequently see drivers lose control of their vehicles navigating the curve in the area.
- Officers will monitor 63rd Street, between University and I-235, for seatbelt violations during the month of January.
- During the month of January, Support Services officers will participate in another R.A.D. (Rape Aggression Defense System) class hosted by Clive Police Department. This will be a twenty-hour self-defense course geared towards women. The Rape Aggression Defense Systems is a program of realistic, self-defense tactics and techniques. The R.A.D. systems is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing

onto the basics of hands-on defense training. During this training, Officer Johnson will be participating in the instructional content for future instructional sessions.

- Officers assigned to the Investigations Division are focusing on three fraudulent credit card activity cases and two burglary reports that were referred to Investigations in December.
- Detective Nissen will be attending a crime scene investigation course. This course is free to the department and hosted by the Midwest Counterdrug Training Center in Johnston, IA. This course will provide instruction for crime scene skills to include management, recognition, collection and preservation of items and areas specific to a crime scene.
- Support Services will be reviewing automated traffic speed data in the month of January. This data will assist in deployment scheduling of the mobile enforcement unit.
- Detective Nissen will assist as a firearm instructor qualifying members of the department on the new Glock service weapons recently procured by the department. All members of the department will transition to the new duty weapons in January.
- The Fire Department will receive the new Heart Monitor approved by Council in January and members of the department will begin work to setup the Monitor, train personnel on the use of the Monitor and place it in-service.
- Starting January 1, 2019, the Fire Department daily schedule will transition to an online platform allowing all members to see up-to-date schedules, and submit availability to cover shifts through the online platform. In the past, members had to call in or come to the station to see the schedule and/or any changes. This software will make it easier for everyone with regards to scheduling and within 8-hours of launching the software, 15 shifts were filled for January which were previously open, immediately demonstrating the value of such software.
- Beginning January 1, 2019, the Fire Department training schedule will also transition to a new schedule of the 1st and 3rd Wednesday of each month versus every Wednesday. The 1st Wednesday will be geared toward EMS training, with the 3rd Wednesday being geared toward Fire training. Many Paid-Per-Call members struggle with balancing family life, their full-time employment, responding to calls for service, and coming to training/meetings most every Wednesday. In an effort to alleviate some of the burden placed on not only Paid-Per-Call members, but also Full-Time staff on their days off, the change to twice a month was made by Public Safety Director McCluskey.
- Also in January, the Fire Department personnel will be given access to “Target Solutions,” an online training platform used by many of the metro Fire Departments. Target Solutions allows members to complete training online, complete their required continuing education units for EMS training, and allows collaboration between other Fire Departments with regards to training options. This is another option given to members to help them with training and allow them to complete the training at their own pace, on their own time – reducing the demands placed on them by being a member of the Department.

ACCOMPLISHMENTS:

- Officer Davison attended a week long Field Trainer Course put on by the National Association of Field Training Officers - Iowa Chapter. The course allows Officer Davison to train new personnel in the Police Department.
- Officer Davison also completed training required to maintain his certification as a Drug Recognition Expert.

- Officer Palmer and K9 Baiyco completed second-layer certification as a Police Service Canine team.
- Officer Clingan attended a one-day Glock Armorer School. The training enables Officer Clingan to armor all department Glock weapons before putting them into service, saving the Police Department the cost of having a vendor armor the weapons. Officer Clingan will also be able to service the weapons on an annual basis.
- Officers Bowers and Clingan spent approximately 120 minutes focusing efforts toward speed enforcement on 70th Street, and conducted special watches on Northwest Drive due to citizen complaints of speed. 15 contacts for speed violations were made during the enforcement efforts.
- Officers Irlbeck and Davison focused time on distracted driving enforcement throughout the city. Officers spent 240 minutes on this objective. Two traffic stops and one citation were issued for distracted driving and in both instances, the drivers were arrested as they had either a barred or a suspended license.
- Officer Norris gave additional attention to local businesses that have upticks in shoplifting during this season. Officer Norris dedicated 80 minutes to showing his presence in these areas. He addressed parking issues and general questions from the public.
- Officer Roetman worked to address concerns centering around speed enforcement in the area of 73rd street between University and Hickman. Approximately 480 minutes was expended on this activity, yielding 6 citations and 5 warnings.
- Officers spread some special holiday cheer during the annual “Shop with a Cop” event. Santa joined officers helping make Christmas a little brighter for a few kids! A HUGE THANK YOU goes to Windsor Heights WalMart, Windsor Heights Sam's Club, Marco's Pizza, Bankers Trust Company, and Klassic Kids Inc. for their support and donations.



- Officer Irlbeck stopped a vehicle for an expired registration in the 900 block of 63rd Street. While talking to the driver, Officer Irlbeck noticed the odor of fresh marijuana coming from within the vehicle. After questioning, the driver handed him a baggie containing marijuana from the center console. The male was processed at the police department and then cited out on the charge of possession of controlled substance -2nd offense.
- Officer Irlbeck stopped a vehicle that was driving erratically on I-235. When Officer Irlbeck spoke with the driver, he showed signs of impairment and smelled of an alcoholic beverage. The driver

failed field sobriety testing and was arrested for OWI. He later refused the breath test and was cited out on the charge of OWI 1st offense.

- Officer Norris stopped a vehicle for an equipment violation in mid-December. The driver of the vehicle was found to have a warrant for his arrest and also possessed a controlled substance. He was charged and taken to Polk County Jail.
- Officer Irlbeck stopped a vehicle on I-235 that was driving erratically. The driver showed signs of impairment and failed field sobriety testing including giving a breath sample of .136. The driver was cited, OWI 1st, and released from the police department.
- Officer Palmer stopped a vehicle after running the license plate and finding that the registered owner of the vehicle had a suspended license. Officer Palmer noticed furtive movements from the driver of the vehicle and conducted a search discovering methamphetamine, a digital scale, and other paraphernalia in the passenger's possession. The passenger was processed at the Windsor Heights Police Department and was cited for possession of controlled substance and drug paraphernalia.
- Officer Clingan was dispatched to an apartment on a domestic disturbance. During the investigation Officer Clingan learned the disturbance was only a verbal domestic dispute. He found the male impaired by the use of marijuana and found both male and female were in possession of marijuana and drug paraphernalia. They were later processed and cited for possession of marijuana and drug paraphernalia.
- Officer Johnson responded to a single vehicle accident on I-235 EB during the early morning hours of late December. The driver showed signs of intoxication and was taken to the hospital by ambulance. Detective Woods responded to assist in processing the intoxicated male at the hospital. A urine sample was provided and charges are pending receipt of the DCI lab results.
- Officer Irlbeck stopped a vehicle that was driving erratically. After stopping the vehicle, Irlbeck found the driver to be impaired by alcohol and placed him under arrest. The driver refused breath testing and was charged with OWI 1st.
- Officer Palmer stopped a vehicle in late December for a registration violation. While speaking with the driver of the vehicle, Palmer noticed the odor of marijuana coming from within the vehicle. Upon searching the vehicle, Officer Palmer discovered a personal use amount of marijuana. The driver was arrested, processed at the police department and then cited on the charge of Possession of Controlled Substance- Marijuana.
- Officer Clingan stopped a vehicle as the registered owner of the vehicle had a suspended license. The driver was showing signs of impairment and was tested. The driver failed field sobriety testing and ultimately tested .174 B.A.C. The driver was taken to Polk County Jail on the charge of OWI 2nd.
- Officer Norris was called to a local residence where a man had assaulted the mother of his child. The suspect was located later, arrested, and taken to jail on the charge of Domestic Abuse Assault.
- Officer Clingan was dispatched to a local business on an unresponsive male in the restroom stall. The male was intoxicated and while Officer Clingan offered the man a breath test he took off running. Officer Clingan apprehended the man and took him to jail on the charge of public intoxication and interference with official acts.
- Officer Palmer stopped a reckless driver and noticed signs of impairment. The driver failed field sobriety testing and tested .179 B.A.C. The driver was cited (OWI 1st and Reckless Driving) and released to a sober friend.

- Officer Bowers and Officer Johnson participated in the first Windsor Heights Public Safety “Food Drive Throw Down,” along with Firefighter Jeff Price, Firefighter Colby Martin, Firefighter Bobby Fleming, and Public Safety Director Chad McCluskey. Bowers and Johnson were stationed at HyVee, while Price, Martin, Fleming and McCluskey were stationed at Wal-Mart. The teams collected non-perishable items from shoppers at both locations and donated the items to the Urbandale Food Pantry. The event was well received and the total donations exceeded 4,700 items!
- Investigators conducted seven tobacco compliance checks during the month of December. Each year the department partners with the State of Iowa I-Pledge Tobacco, Alternative Nicotine and Vapor Produce Enforcement Program to educate retailers and to enforce Iowa’s tobacco, alternative nicotine and vapor product laws. In doing so, the department sent out a press release to the licensed businesses advising them of this partnership and encouraging them to seek retailer training through resources provided. All seven retailers were compliant during this evaluation.
- Investigators coordinated and completed a quarterly review of the registered sex offenders in the month of December. There were six registrants listed with the Department of Public Safety, and all six were in compliance with their terms.
- Investigators worked with the Department of Public Safety, Narcotics Enforcement and Intelligence divisions in a collaborative drug investigation. This investigation was suspended as a result of investigator and agent case work. Should future information become available the case may be reopened.
- Investigators assisted patrol in identifying, interviewing and citing an individual for their involvement in a hit-and-run accident. This individual was involved in a motor vehicle collision and fled the scene without rendering aid or leaving information.
- Investigators follow up with a sexual exploitation of a minor case. After reviewing court ordered information regarding the criminal investigation, contacting and working with the National Center for Missing and Exploited Children, Investigators made contact with the suspect in this case. While no imminent risk to a minor existed at this time nor within the city, the criminal acts and investigation was documented in the event a new incident transpires within the statute of limitations for prosecution.
- Additional case work involving investigators in the month of December involved: trespass and shoplifting arrests; traffic stop with an arrest of an individual having six felony warrants out of Kansas to include robbery; arrest of an individual regarding their participation in a vehicle burglary and unauthorized credit card; and a callout for an operating while intoxicated accident
- Investigators completed a review of the department’s active warrants on file. A review of local and serious warrants was put together and investigators have begun refreshing case information with goals of serving these warrants in the near future. Warrants that have remained in non-served status typically are for individuals absconding the criminal justice system.
- Detective Nissen and Captain Meyer attended a multi-day training on Critical Incident Stress Management hosted locally at the Des Moines Regional Police Academy. This course taught both officers skills that are usable within the department or among other departments as it relates to critical incidents. A few examples where these officers will be reaching out to their peers are, Officer Involved Shootings, significant crimes or accident scenes or other events that shock the conscious. These tools, and this intervention, are valuable assets to officer health and wellbeing, as well as a City’s investment and employee retention.

- The Fire Department responded to several Motor Vehicle accidents during the month of December where they were able to staff two unit responses. Luckily, only one extrication was necessary for a roll-over accidents with no injuries, but it was refreshing to have staff on hand to respond both the Ambulance and the Engine on the initial alarm.
- The Fire Department responded to five calls at the same residence during the month of December. The calls for service surrounded a resident who fell and family members needed assistance with lifting. Fire Department personnel met with the family and learned the family thought they could only call for help between 6 am and 10 pm. Personnel told the family they could call for help 24-hours a day. As the calls continued, Fire Personnel and the family continued to evaluate the situation and Fire Personnel offered options to the family, leading them to decided it was best to move their loved one to an attended care facility based on the increasing dementia and falling. While the decision on the part of the family was very emotional and difficult, Fire Department personnel continued to show support and empathy for the patient and the family helping them through the transition.
- December always brings an “insane” amount of goodies to the Fire Department, and all Fire Department personnel appreciate the support shown by the Community. One of the donations came in the form of four hams from the National Pork Board.



- During the month of December, our five Firefighter recruits all passed their Firefighter 1 and Hazardous Materials certifications. These tests are administered by the Fire Service Training Board and are never an easy feat! A huge CONGRATULATIONS to Firefighter Bobby Fleming, Firefighter Tanner Townes, Firefighter Marcus Thie, Firefighter McLain Swauger, and Firefighter Cole Chance on this achievement!
- Emergency Apparatus Maintenance (EAM) conducted the annual maintenance of both engines and the ambulance during the month of December. This includes changing out all of the fluids, going through the apparatus with a fine tooth comb looking for any issues, and doing the required annual pump testing on the Engines. All apparatus passed the annual testing.
- The Clive Fire Department hosted a training on burn injuries and care for formal continuing educational hours. Clive, Windsor Heights, West Des Moines, and Urbandale Fire Departments were all in attendance. Some of the topics covered were, types of burns, the different levels and severity of burns, how to care for the different types of burns and how to care for burns on the different age groups. The instructor was a nurse from the burn injury floor of Iowa Methodist Hospital and former nurse of the burn unit in Iowa City.
- December 21st was a busy day for C shift, with three unconscious patients. One of these unconscious patients was in cardiac arrest. With the assistance of two WHPD officers and a POC firefighter, the on-duty crew was able to revive the patient on scene. The patient was transported to a hospital downtown where they lost him again but were able to revive him once again. He was then transported to the hospital's Cath lab for emergency procedures to his heart.

- Fire Department personnel completed 16 rental inspections during the month of December.

Windsor Heights Public Safety
2018 Statistical Reporting

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	AUG 18	SEP 18	OCT 18	NOV 18
PATROL											
Calls for Service	721	625	737	719	836	1050	1051	994	964	908	835
Incidents	143	81	112	104	117	164	128	127	119	100	90
Arrests	55	30	48	46	57	59	52	46	50	40	42
Total Number of Charges	117	53	100	81	121	122	80	89	86	69	56
OWI Arrests	5	3	4	1	5	3	3	4	3	1	2
Criminal Complaints Filed	68	42	58	50	58	76	56	67	43	56	35
Felony Charges Filed	3	3	2	0	4	2	3	1	4	3	2
Field Interviews	2	3	0	2	2	0	0	2	2	0	0
Supplemental Reports	22	35	36	30	28	44	23	36	26	29	15
Accidents	18	11	18	16	16	25	20	25	22	20	20
Citations Issued	148	134	131	131	178	166	171	122	153	128	114
Written Warning Citations Issued	56	77	99	62	80	84	111	72	84	85	72

INVESTIGATIONS

[illegible]

ATE Program

7100 University

Vehicle Count	293338	266744	310188	314431	341593	352699	333059	336,568	341,614	323,385	301,476
Citations Issued	749	506	739	941	983	1045	981	1057	501	994	759
% of drivers Cited	0.26%	0.19%	0.24%	0.30%	0.29%	0.30%	0.29%	0.31%	0.15%	0.31%	0.25%

6400 University

Vehicle Count	273621	270396	340226	326787	365103	356498	363002	360126	365,746	346,752	320,821
Citations Issued	1811	1618	1808	1891	1837	1797	2040	1731	649	1,572	1444
% of drivers Cited	0.66%	0.60%	0.53%	0.58%	0.50%	0.50%	0.56%	0.48%	0.18%	0.45%	0.45%

FIRE DEPARTMENT STATISTICS

[illegible]

Communication Coordinator/Deputy Clerk Monthly

- Worked on the electronic newsletters
- Prepared council packets for the council for the month of January
- website upload of the council documents
- Payrolls
- Deposits
- Processed permits
- Working on articles for February
- Attended council meetings
- Attended Chamber board meeting
- Attended staff meetings
- Attended Board of Adjustment
- Worked food drive throw down
- Updated the ball field rental webpage
- LOSST webpage made
- Year-end payroll updates and reports
- W-2 processed and sent out
- Assisted on pet license web form
- Safety committee meeting
- Working with Park and Rec Coordinator on CEC marketing materials

CITY CLERK'S REPORT
January 2019

- Attended 1/2 and 1/14 staff meetings.
- Completed W2's and initial 2019 payroll processes with Jess.
- Budget.