



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
MONDAY, JUNE 17, 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. **Presentation from Natural Resource Conservation Service (NRCS) and Watershed Management Authority (WMA) on the Storm Water Best Practices Program**
5. **Public Hearing (s):**
 - A. Jake's Fireworks
 - i. Public Hearing
 - ii. Approval the Site Plan for Jake's Fireworks
 - B. FY 2018-19 Budget Amendment
 - i. Public Hearing
 - ii. Resolution No. 19-0621, A Resolution approving the Fiscal Year 2018-19 Budget Amendment
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. Citizen Appreciations Certificates – Keep Windsor Heights Beautiful
7. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on June 3, 2019
 - B. Approve Payment of Cash Disbursements
 - C. Approve Financial Reports for Month of May 2019
 - D. Tobacco Permits
 - i. Walmart
 - ii. Sam's Club
 - iii. Hy-vee
 - iv. Super Quick Mart
 - v. Aws's Mediterranean Market
 - vi. Kum and Go
 - vii. Ali Hashim
 - viii. Quik Trip
 - ix. MedPharm
 - E. Liquor License, Class Update, Al Punto

8. Old Business:

- A. Approve Third and Final Reading to Ordinance No. 19-04, Amending Chapter 60.04.04 of the Code of Ordinances relating to Special Speed Zones
- B. Approve Third and Final Reading to Ordinance No. 19-05, Amending Chapter 161 of the Code of Ordinances regarding Post-Construction Storm Water Management
- C. Approve Third and Final Reading to Ordinance No. 19-06, Amending Chapter 96 of the Code of Ordinances: Building Sewers
- D. Update on ADA accessibility on 64th Street and University Avenue

9. New Business:

- A. Discussion and Appropriate Follow up on IDOT Submittal Plans of the University Avenue Reconstruction Project
- B. Approval of Resolution No.19-0622, A Resolution Authorizing the City of Windsor Heights, Iowa, to make an Application to the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant Program
- C. Resolution No.19-0623, A Resolution Approving Fiscal Year 2018-2019 Fund Transfers for the City of Windsor Heights, Iowa

10. Reports: Mayor and Council Reports/Committee Updates

- 11. Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

12. Possible Action after Closed Session

- 13. Adjourn to 6:00 pm on Monday, July 15, 2019, for a Regular Council Meeting at the Council Chambers.**

The agenda was posted on the official bulletin boards and email on June 13, 2019, in compliance with the requirements of the open meetings law.

Council Packet Memo
June 13, 2019

4. PRESENTATION

Presentation on Storm Water Best Practices Program: John Swanson from the Natural Resources Conservation Service to present on Storm Water Best Management Practices ahead of the reimbursement program going live on July 1st as well as to give an update on the Walnut Creek Watershed Management Authority.

5. PUBLIC HEARING(S)

A. Public Hearing and Motion approving the Site Plan for Jake's Firework's:

Attached you shall find a resolution approving the site plan and Council may review the plans in the City Hall Conference Room. Also included in the packet is the staff report that was included with the Planning and Zoning Commission packet for consideration.

B. FY 2018-19 Budget Amendment: Council is required to amend the budget before the end of the fiscal year. For FY 18-19, the city incurred emergency expenses due to the flood, and received expenses and donations for the Harmony Park equipment, ATE revenues, etc. Enclosed you shall find a copy of the publication notice, resolution adopting the FY 18/19 budget amendment and a spreadsheet outlining all of the line items that are in need of an amendment. Staff recommends approval.

6. PUBLIC FORUM

A. Volunteer Appreciation: Mayor Burgess will present several citizens with an appreciation certificate in recognition for their volunteer work they do for the city of Windsor Heights.

8. OLD BUSINESS

A. Third and Final reading to an Ordinance Amending Chapter 60.0404 of the Traffic Ordinance regarding Special Speed Zones: Attached you shall find redlines of the proposed amendments to the code. Staff recommends final approval.

B. Third and Final reading to an Ordinance Amending Chapter 161 of the Code of Ordinances regarding Post-Construction of Storm Water Drains: Attached you shall find redlines of the proposed amendments to the code. Staff recommends final approval.

C. Third and Final reading to an Ordinance Amending Chapter 96 of the Code of Ordinances regarding Building Sewer Connection Fees and Responsibility: Attached you shall find redlines of the proposed amendments to the code. Staff recommends final approval.

D. Discussion and Appropriate Follow up on ADA Accessibility on 64th Street and University Avenue: Attached are a memo from Public Works Director Jacobus and a memo from City Engineer Justin Ernst for Council consideration.

9. NEW BUSINESS:

A. Discussion and Appropriate Follow up on DOT Submittal Plans of the University Avenue Reconstruction Project: City Engineer Ernst will provide an entire

set of plans at City Hall for public review since it is over 100 pages. With the file being extremely large, it will be provided to the City Council in drop box.

B. Resolution approving the BUILD Grant for the University Avenue Project:

Attached is a draft resolution and application for the University Avenue Project in the amount of \$3,831,000, which is due July 15, 2019. The application requires a resolution supporting the grant. City Engineer Ernst will be present to answer any questions about the federal grant.

C. A Resolution Approving Fiscal Year 2018-2019 Fund Transfers: Attached you shall find a copy of a spreadsheet outlining all of the line items that are being proposed and a draft resolution approving the year-end budgeted transfers.

Attachments:

- A. University Avenue Potential Funding Sources
- B. June 4, Communications Committee Meeting Minutes
- C. June 11, Staff Meeting Agenda/Minutes
- D. June 26, Public Works Committee Agenda
- E. Pedestrian Signal Timing Memo, Data and Field Notes

COUNCIL ACTION FORM

AGENDA ITEM: Jake's Fireworks site plan

SUMMARY

Jake's Fireworks intends to build a 4450 sq ft building for the use of a fireworks sales during open season June 1 – July 8, and batting cage rentals in the off season August 20 – May 10. This is an allowed use in the Community Commercial District listed in Chapter 168. The application must meet the design guidelines of Chapter 170. The Planning and Zoning Commission must review the application and provide a recommendation to the Council.

PROCEDURE:

170.09 B. Planning and Zoning Commission. The Planning and Zoning Commission is a seven (7) member body of citizens appointed by the City Council, whose main task is to conduct thorough reviews of development proposals to ensure that the development proposals are consistent with the community's established land use patterns and development standards. The Commission reviews site plans on the goals and policies as outlined in the Comprehensive Plan, the Zoning Ordinance and Chapter 170 Part 1 and 2. Upon completion of its review, the Commission makes a recommendation for approval, conditional approval, or denial of the development proposal to the City Council, who has final decision-making authority. The Commission may also defer a Site Plan for more information before a recommendation is made. year.

2. A Site Plan Review shall be required for the following:
 - A. New construction

STAFF RECOMMENDATION TO PZC:

The PZC held a meeting on Wednesday May 22, 2019. Staff report is attached. Staff recommendation was:

1. Accept and conditionally approve the site plan as proposed with modifications that the Building and Zoning Official, City Engineer and Public Works Director have noted.

Jake's Fireworks has successfully made the needed modifications to meet the requirements and intent of the goals and policies as outlined in the Comprehensive Plan, the Zoning Ordinance and Chapter 170 Part 1 and 2.

PZC RECOMMENDATION:

Approval of Jake's Fireworks site plan.

OPTIONS:

1. Approve the site plan

2. Defer the plan back to the Planning and Zoning Commission for further review
3. Deny the site plan



STAFF REPORT
PLANNING AND ZONING COMMISSION
April 24, 2019

TO: Planning and Zoning Commission

FROM: Sheilah Lizer, Building and Zoning Official

SUBJECT: Site Plan Review Request for Jake's Fireworks – Sherwood Forest, Hickman Road

GENERAL INFORMATION

Applicant: Jake's Fireworks
1500 E 27th Terrace
Pittsburg KS, 66762

Property Owner: Community State Bank
1640 SW White Birch Circle
Ankeny, IA 50023

Proposed Use: Construction of a fireworks store and baseball batting cages.

Zoning: CC, Community Commercial

Location: 7500 Hickman Road

SUMMARY

Jake's Fireworks intends to build a 4450 sq ft building for the use of a fireworks sales during open season June 1 – July 8, and batting cage rentals in the off season August 20 – May 10. This is an allowed use in the Community Commercial District listed in Chapter 168. The application must meet the design guidelines of Chapter 170. The Planning and Zoning Commission must review the application and provide a recommendation to the Council.

STAFF ANALYSIS

Staff has completed a review of the site plan. As required by the Zoning Ordinance, the Planning and Zoning Commission shall review based on criteria in the table below and based on compatibility with the surrounding neighborhood.

Land Use Compatibility		Staff Comments
Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.	No issues.
Setbacks	Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.	Setback requirements have been met.
Building Coverage	Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.	No issues.
Frontage	Project frontage along a street should meet minimum frontage requirements and provide reasonable exposure for the development.	No issues.
Parking and Internal Circulation	Parking should serve all structures with minimal conflicts between pedestrians and vehicles.	No issues.
Parking and Internal Circulation	All structures must be accessible to public safety vehicles.	
Parking and Internal Circulation	Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.	
Landscaping	Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.	Staff comments: Jake's has provided a landscaping plan that satisfies the criteria.
Building Design	Architectural design and building materials should be compatible with surrounding areas or highly visible locations	Staff comments: Jake's has provided a plan that staff satisfies the criteria. A criterion that needs additional detail is noted in comments.
Traffic Capacity	Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.	No issues from the City's Engineering consultant.
External Traffic Effects	Project design should direct nonresidential traffic away from residential areas.	No issues from the City's Engineering consultant.
Operating Hours	Projects with long operating hours must minimize effects on surrounding residential areas.	No issues see attachment from Jake's Fireworks
Outside Storage	Outside storage areas must be screened from surrounding streets and less intensive land uses.	See comments
Stormwater Management	Development should handle storm water adequately to prevent overloading of public storm water management system. Development should not inhibit development of other properties. Development should not increase probability of erosion, flooding, landslides, or other run-off related effects.	See attachment from Bolten and Menk
Utilities	Project must be served by utilities.	No issues.
Comprehensive Plan	Projects should be consistent with the	The future land use map designates the

	City Comprehensive Development Plan	area as Mixed-Use which is intended for areas that encourage combinations of pedestrian-friendly commercial, office and residential.
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BUILDING AND ZONING OFFICIAL COMMENTS:

Need rendering of Landscaping Plan
Need internal site plan for batting cages

161 STORM WATER MANAGEMENT PLAN

1. Provide storm water calculations per City's storm water requirements. The amount of impervious cover created exceeds 5,000 square feet. (Code 161.00)

170.14 COMMERCIAL ARCHITECTURAL REQUIREMENTS - BUILDINGS.

G. Preferred primary exterior materials:

- (1) Aluminum composite materials
- (2) Brick
- (3) Cast Stone
- (4) Cultured Stone
- (5) Precast Concrete Panels

6. Reflective glass or mirrored glass is prohibited. Clear glass shall be used on storefronts, windows, and doors to promote the linkage of the interior and exterior buildings.

STAFF: Not noted

170.17 COMMERCIAL CONNECTIVITY AND PEDESTRIAN ELEMENTS.

3. Sidewalks in designated areas shall be of a sufficient width to accommodate outdoor seating areas for cafes, pedestrian street furniture, walkways, and street trees. Sidewalks shall be a minimum of six (6) feet unless specifically exempted by the Administrative Official or other Administrative Official.

STAFF: Plan states 5'

6. Enhanced pedestrian elements at the sidewalk level including decorative lighting, seating or low sitting walls, planters, enhanced paving techniques, etc., shall be incorporated into the theme.

STAFF: None provided

9. On-site bicycle parking shall be provided and in a location that is easily accessible, but non-intrusive to sidewalk areas or building entries.

STAFF: None provided

10. Parking and refuse containers shall be placed in a convenient location for the residential units of mixed-use buildings and shall be enclosed with wooden or masonry structure.

STAFF: Trash enclosure material not listed

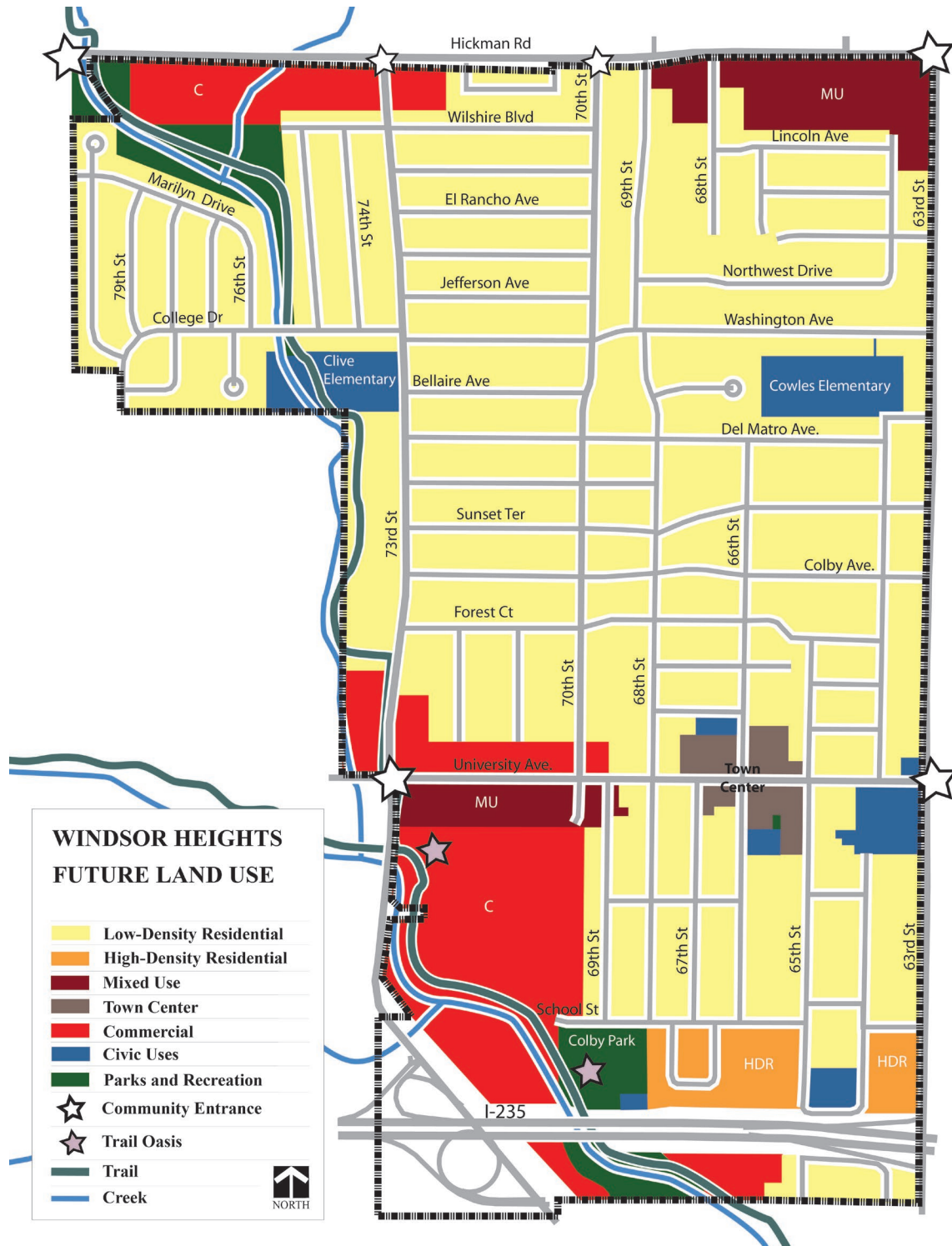
170.16 COMMERCIAL PARKING LOT DESIGN AND LANDSCAPING STANDARDS.

7. All utility boxes shall be screened with evergreen trees or shrubs proportional to the heights of the utility box with enough clearance to allow service on the boxes if necessary.

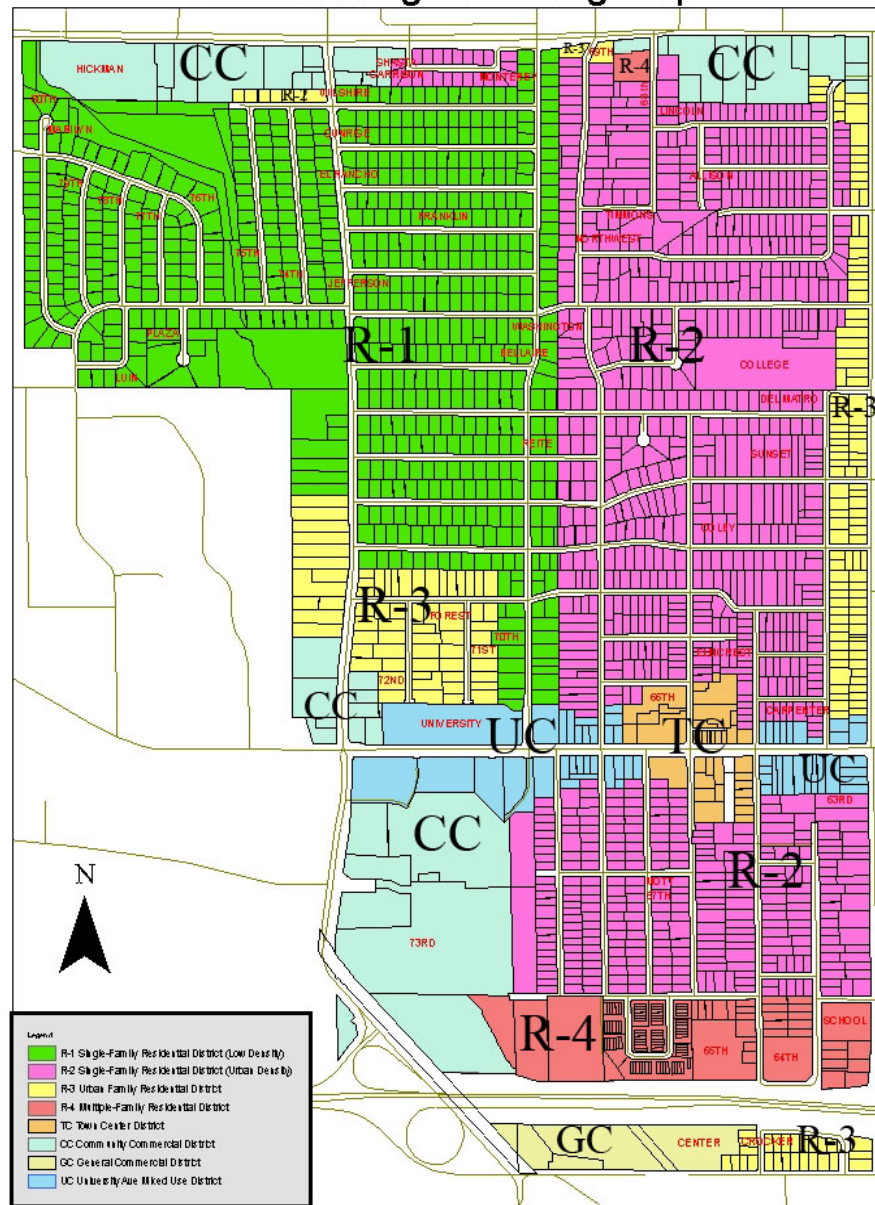
STAFF: Not noted or not shown

FUTURE LAND USE MAP

Below is the most recent adopted Future Land Use Plan (FLUM) which should be used when making decisions on future land use applications. It is not intended to be a zoning map as shown earlier. The FLUM is meant to provide general guidance at a block level and is not meant to provide specificity at the individual property level. The commercial areas designated on the map are intended for commercial and office uses that are oriented toward automobile access. The mixed use areas on the map are intended for areas that encourage combinations of pedestrian-friendly commercial, office and residential.



Windsor Heights Zoning Map



CONCLUSIONS

The Windsor Heights Planning and Zoning Commission may recommend one of the following to the City Council after a complete review of the site plan application:

1. Accept and conditionally approve the site plan as proposed with modifications that the Building and Zoning Official, City Engineer and Public Works Director have noted.
2. Deny the site plan as proposed.

Jun-18

Form 653.C1

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2018-2019 CITY BUDGET**

The City Council of Windsor Heights in POLK County, Iowa
will meet at Council Chambers, 1133 66th St
at 6:00 PM on 6/17/2019
(hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2019
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,838,117		3,838,117
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	3,838,117	0	3,838,117
Delinquent Property Taxes	4	0		0
TIF Revenues	5	1,871,627		1,871,627
Other City Taxes	6	298,705		298,705
Licenses & Permits	7	70,900		70,900
Use of Money and Property	8	3,500		3,500
Intergovernmental	9	737,126	90,413	827,539
Charges for Services	10	1,116,959		1,116,959
Special Assessments	11	0		0
Miscellaneous	12	1,154,048	1,205,444	2,359,492
Other Financing Sources	13	0		0
Transfers In	14	2,031,365	1,323,271	3,354,636
Total Revenues and Other Sources	15	11,122,347	2,619,128	13,741,475
Expenditures & Other Financing Uses				
Public Safety	16	3,007,556	522,705	3,530,261
Public Works	17	707,700	81,336	789,036
Health and Social Services	18	3,000		3,000
Culture and Recreation	19	407,651	115,632	523,283
Community and Economic Development	20	150,350	37,500	187,850
General Government	21	731,744	69,632	801,376
Debt Service	22	1,608,716		1,608,716
Capital Projects	23	1,596,200	1,000,000	2,596,200
Total Government Activities Expenditures	24	8,212,917	1,826,805	10,039,722
Business Type / Enterprises	25	780,944		780,944
Total Gov Activities & Business Expenditures	26	8,993,861	1,826,805	10,820,666
Transfers Out	27	2,031,365		2,031,365
Total Expenditures/Transfers Out	28	11,025,226	1,826,805	12,852,031
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	97,121	792,323	889,444
Beginning Fund Balance July 1	30	10,972,913		10,972,913
Ending Fund Balance June 30	31	11,070,034	792,323	11,862,357

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

The City realized unexpected ATE revenues, grant proceeds, and FEMA Flood Reimbursement. Resolution #18-0939 "A Resolution Approving the Plan for Automatic Traffic Enforcement (ATE) Revenues and Expenditures for FY 2018-19" approved expenditures for future street repair, ERPs, public safety, Colby Park flood resotation, public works roof replacement, trail repair, ADA ramp at CEC, Metro Home Program, and special events. Additional park expenditures were realized as a result of grant awards and flood related expense.

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Travis Cooke

City Clerk/ Finance Officer Name

<u>Expenses</u>	<u>Revenue</u>	<u>Budget Amendment FY19</u>
Revenue Amendments:		
ATE additional revenue	\$ 1,205,444.00	001-110-4770 Amend for ATE Revenues
FEMA Reimbursement #1	\$ 46,720.74	001-130-4441 Amend for FEMA Reimbursement
FEMA Reimbursement #2	\$ 9,160.28	001-620-4400 Amend for FEMA Reimbursement
Prairie Meadows Grant	\$ 5,000.00	001-430-4450 Amend for Harmony Park Project
WH Foundation Grant	\$ 17,050.00	001-950-4400 Amend for Harmony Park Project
ICAP Grant	\$ 1,000.00	001-950-4400 Amend for ICAP Grant- Mulch
ICAP Grant	\$ 847.00	001-950-4400 Amend for ICAP Grant- PW AED
Urban Conservation Grant	\$ 635.00	001-950-4400 Amend for Prior Year Project Closeout
Metro Waste Grant	\$ 10,000.00	001-430-4450 Amend for Recycle Container Grant
Revenue Total:	\$ 1,295,857.02	

Resolution #18-0939 Amendments:

Added PS Auto Equipment	\$ 12,026.00	400-110-6727	Amend Covered with excess ATE Council approved 10 2018
Added PS Contract Employee	\$ 30,000.00	001-110-6020	Amend Covered with excess ATE Council approved 10 2018
Added PS Transaction Window	\$ 4,405.00	001-110-6411	Amend Covered with excess ATE Council approved 10 2018
Added PW Cameras	\$ 4,253.00	400-615-6727	Amend Covered with excess ATE Council approved 10 2018
Added New Microphones	\$ 13,093.00	400-615-6727	Amend Covered with excess ATE Council approved 10 2018
Added Fire Department MTDs	\$ 19,326.00	400-615-6727	Amend Covered with excess ATE Council approved 10 2018
Added Physio-Control Heart Monitor	\$ 28,664.00	400-160-6727	Amend Covered with excess ATE Council approved 10 2018
Added City Wide Phone System	\$ 12,985.00	400-615-6727	Amend Covered with excess ATE Council approved 10 2018
Added Servers and Computers	\$ 19,975.00	400-615-6727	Amend Covered with excess ATE Council approved 10 2018
Added PW Boom Truck	\$ 33,534.00	810-210-6710	Amend Covered with excess ATE Council approved 10 2018
Added Sink Hole Flood Repair	\$ 20,000.00	400-430-6727	Amend Covered with excess ATE Council approved 10 2018
Added PW Roof	\$ 46,955.00	110-210-6310	Amend Covered with excess ATE Council approved 10 2018
Added Mower	\$ 9,897.00	400-430-6710	Amend Covered with excess ATE Council approved 10 2018
Added Picnic Table	\$ 685.00	400-430-6727	Amend Covered with excess ATE Council approved 10 2018
Added ADA Ramp CEC	\$ 18,213.00	001-480-6511	Amend Covered with excess ATE Council approved 10 2018
Added Tables and Chairs CEC	\$ 4,185.00	400-480-6727	Amend Covered with excess ATE Council approved 10 2018
Added Fireworks/Special Events	\$ 7,575.00	001-470-4704	Amend Covered with excess ATE Council approved 10 2018
Added Future Street Improvements	\$ 1,000,000.00	401-910-4830	Amend Covered with excess ATE Council approved 10 2018
Added Funds for Metro Home Program	\$ 37,500.00	001-530-6413	Amend Covered with excess ATE Council approved 10 2018
Resolution #18-0939 Total:	\$ 1,323,271.00		

Public Safety Amendments:

Added PS Auto Equipment (FY 18 ERP)	\$ 14,026.00		Amend for Auto Expense Approved LR ERP
		\$ 14,026.00 400-110-6710	
Added PS Flood Recovery Expense	\$ 16,799.00		Amend Flood Recovery
		\$ 16,799.00 001-110-6010	FEMA 16,799
ATE additional expenses	\$ 416,785.00	001-110-6050	Amend for ATE additional expense

Parks Amedments:

Flood Expense Labor	\$ 12,171.00		Amend Flood Recovery
		\$ 12,171.00 001-430-6010	FEMA 12,171

Flood Expense Dog Park Fence	\$	2,840.00			Amend Flood Recovery FEMA 2,840
			\$	2,840.00 001-430-6332	
Flood Expense Play Mat	\$	2,115.00			Amend Flood Recovery FEMA 2,115
			\$	2,115.00 001-430-6499	
Flood Expense Electrical	\$	1,910.00			Amend Flood Recovery FEMA 1,910
			\$	1,910.00 001-430-6499	
Flood Expense Mulch	\$	4,230.00			Amend Flood Recovery ICAP 1,000/FEMA 3,230
			\$	4,230.00 001-430-6507	
EAB Expense	\$	4,798.00			Amend Fund Balance Amend Fund Balance
			\$	4,798.00 001-430-6511	
Recycle Containers	\$	10,550.00			Amend Covered by Metro Waste Grant Metro Waste Grant 10,000/550 Fund Balance
			\$	10,550.00 001-430-6727	
Harmony Park	\$	22,050.00			Amend Covered by Grants from PM & WH Foundation WH Foundation - 17,050/Prairie Meadows 5,000
			\$	22,050.00 001-430-6727	
CEC Amendments:					
Amend for Cleaning Contract	\$	15,163.00			Amend Covered by Additional Fees Additonal Fees
			\$15,163.00	001-480-6511	
Amend for Bollard Repair	\$	1,300.00			Amend Flood Recovery FEMA 1,300
				001-480-6310	
Streets Amendments					
Add AED	\$	847.00			Amend Covered by ICAP Grant ICAP-847
			\$	847.00 110-210-6504	

CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION NO. 19-0621

A RESOLUTION AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR
ENDING JUNE 30, 2019

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

WHEREAS, State law requires the adoption of the any budget amendments for the fiscal year July 1, 2018 to June 30, 2019 and all conditions precedent required by State law including public hearing requirements have been fulfilled.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the budget amendment for the fiscal year ending June 30, 2019, as set forth in the attachment A BUDGET AMENDMENT be adopted.

PASSED AND APPROVED THIS 17th DAY OF JUNE, 2019.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

**City of Windsor Heights Regular Business Meeting Minutes
Monday, June 3, 2019 – 6:00 P.M. Council Chambers**

- 1. Call to Order:** Mayor Burgess called the meeting to order at 6:00 P.M.
Council members present: Zachary Bales-Henry, Mike Loffredo, Mike Jones, and Threase Harms.
Absent: Joseph Jones
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.
- 2. Pledge of Allegiance:** Pledge of Allegiance was recited.
- 3. Approval of the Agenda:** Motion by Harms to approve the agenda with the removal of item#6B.
Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
- 4. Public Forum:**
Dan Bredbeck, 1201 64th St, spoke on ADA sidewalk on 64th St.
Dalton Jacobus, Public Works Director, spoke on Mission to the City, Storytime, and Senior Day.
- 5. Consent Agenda:**
 - A. Approve Minutes of the Regular Council Meeting on May 20, 2019
 - B. Approve Payment of Cash Disbursements
 - C. Liquor License Renewal, Quik Trip
 - D. Liquor License Approval, Wine Wagen
 - E. Set Public Hearing for Jake's Fireworks for Site Plan Approval for June 17, 2019
 - F. Approve cancellation of July 1st regular City Council Meeting

Motion by Threase Harms to approve the consent agenda with item #5B and item#5F for separate consideration. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

Item#5B, Approve Payment of Cash Disbursements, Loffredo spoke on the Dorsey and Whitney invoice. Motion by Threase Harms to approve item#5B and second by Mike Jones. Motion passed unanimously on a roll call vote.

Item#5F, Approve cancellation of July 1, 2019 regular city council meeting, discussion on cancelling this meeting and what items were on the agenda. Motion to Mike Jones to approved cancellation of July 1, 2019 city council meeting. Second by Loffredo. Motion passed unanimously on a roll call vote.

- 6. Old Business:**
 - A. Approve Third and Final Reading to Ordinance No. 19-03, Amending Chapter 101.04 of the Code of Ordinances relating to Storm Water Rates:** Motion by Mike Jones to approve the third and final reading of Ordinance No. 19-03, Amending Chapter 101.04 of the Code of Ordinances. Seconded by Harms. Motion passed unanimously on a roll call vote.
 - B. Approve Third and Final Reading to Ordinance No. 19-04, Amending Chapter 60.04.04 of the Code of Ordinances relating to Special Speed Zones:** Tabled to June 17, 2019 council meeting.
 - C. Approve Second Reading to Ordinance No. 19-05, Amending Chapter 161 of the Code of Ordinances regarding Post-Construction Storm Water Management:** Motion by Loffredo to approve the second reading of Ordinance No. 19-05, Amending Chapter 161 of the Code of Ordinances regarding Post-Construction Storm Water Management. Seconded by Harms. Motion passed unanimously on a roll call vote.
 - D. Approve Second Reading to Ordinance No. 19-06, Amending Chapter 96 of the Code of Ordinances:** Motion by Harms to approve the second reading of Ordinance No. 19-06, Amending Chapter 96 of the Code of Ordinances. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

7. New Business:

A. Discussion and Appropriate Follow Up on new concept for University Avenue Redesign

Loffredo introduced a rudimentary sketch of a new idea for University Avenue. City Engineer Ernst relayed that the current design is 90% complete and stated the proposed new idea has width restrictions in certain sections of the road. Dennis Block, 6412 University Avenue, spoke on the redesign and does not support the trail and spoke on parking options. Kevin Allen, 1151 ½ 65th, spoke the design. Mike Jones spoke on wanting to explore other options for University Avenue. Harms spoke on the funding options and that certain grants are for specific items on the redesign. Bales-Henry spoke on the presentation that will be presented at the next council meeting and looking forward to the discussion.

B. Approve Pay Request No. 1 to MNM Concrete for the Community Center Sidewalk Improvements in the amount of \$12,817.40

Motion by Harms to approve pay request no.1 to MNM Concrete for the Community Center Sidewalk Improvements in the amount of \$12,817.40. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

C. Discussion and Appropriate Follow Up on the K-9 Program

Public Safety Director/Police Chief McCluskey outlined the K-9 Program, the policy for the program and the issue that has arisen. McCluskey spoke on the options provided and the cost that could be associated with training a new officer. Motion by Harms to approve option#3 to sell the K-9 to Officer Palmer. Seconded by Mike Jones. Dennis Block, 6412 University Avenue spoke on keeping the program. Charlene Butz 7114 Washington, keep the K-9 program. Colleen Kelleher, 6529 Colby Avenue, Keep the K9 program, citizens want the K-9 program and they have raised money for it, twice. Officer Palmer spoke on the K-9 program and about Baiyco. Dan Bredbeck, 1201 64th, asked about two handlers. Susan Skeries 1441 64th St, supports expanding the miles in the policy and how many times has Officer Palmer been called in off duty. Motion passed unanimously on a roll call vote.

8. Reports:

Bales-Henry: DART meeting tomorrow.

Loffredo: Spoke on the Public Works Committee.

Mike Jones: newsletter focus group; garage sales and suggestions for next year.

Harms: Public Safety Committee updates and next meeting is June 20th. Asked about the administrative report and budget amendment.

9. Closed Session: Pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Motion by Loffredo to convene into closed session at 7:27 PM. Seconded by Bales-Henry. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.

Motion by Harms to convene into open session at 7:49 PM. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.

10. Possible Action after Closed Session- No action.

11. Closed Session: Pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Motion by Harms to convene into closed session at 7:50 PM. Seconded by Bales-Henry. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.

Motion by Harms to convene into open session at 8:07 PM. Seconded by Loffredo. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.

12. Possible Action after Closed Session- No action.

13. Adjourn to 6:00 pm on Monday, June 17, 2019, for a Regular Council Meeting at the Council Chambers.

Motion by Harms to adjourn the meeting at 8:09 PM. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

David Burgess, Mayor

ATTEST: _____
Travis Cooke, City Clerk

City of Windsor Heights**Claims & Payroll 6/3/2019 to 6/14/2019 & May Revenue**

AMERICAN ALARMS	CEC Alarm Check	108.00
ANKENY SANITATION	Extra Yardage Fee	45.00
ARDICK EQUIP. CO. INC.	Sign Post	284.10
AUREON IT	IT Service	68.20
BANKERS TRUST COMPANY	Monthly Credit Card Statement	3,202.31
BENEFITS, INC	FLEX CLD BENEFI	1,133.52
BITUMINOUS MATERIALS	Tack Coat	210.00
BLUE TARP FINANCIAL, INC.	Tools	123.98
BOB BROWN CHEVROLET INC.	Tire Replacement	170.89
BOLTON & MENK (MNM Concrete)	Pay Request #1 CEC Sidewalk	12,817.40
BOUND TREE MEDICAL LLC	Medical Supplies	130.10
BRAUCHT, JUDY	June 2019 Pension	1,067.86
BRICK GENTRY PC	General Issues	11,735.48
CENTURY LINK	Phone	1,672.21
CLIVE POWER EQUIP.	Supplies	281.67
CRYSTAL CLEAR WATER CO.	Water	32.00
DENKINGER, MICHELE	Supplies	24.36
DES MOINES AREA MPO	FY 2020 Assessment	4,953.00
DES MOINES ASPHALT & PAVING	Hot Mix Asphalt	346.50
DES MOINES STEEL CO. INC.	Mounts for Harmony Park	83.07
DES MOINES WATER WORKS	Utilities	309.19
DIAMOND OIL CO.	Oil	541.33
DRAGONEYE TECHNOLOGY LLC	Lidar System	2,174.95
ELECTRICAL ENG. & EQ.	Ballast/CEC	22.05
FASTENAL COMPANY	Misc. Hardware	13.44
FEDERAL TAX DEPOSIT	FED/FICA TAX	19,184.41
FELD EQUIP. CO. INC., ED M.	Allowances & Equipment	749.00
G & L CLOTHING	Clothing Allowance	160.05
GALLS,LLC,-DBA CARPENTERS	Clothing Allowance	237.90
HEARTLAND SERVICES,INC	Equipment Repair	592.95
HY-VEE ACCOUNTS RECEIVABLE	Supplies and Mulch	359.30
IA DEPT OF PUBLIC SAFETY	Terminal Billing	1,908.00
IA CITY/COUNTY MGMNT ASSOC	2019-2020 Dues - Hansen	150.00
ICMA RETIREMENT TRUST	ICMA	542.71
IMAGETek, Inc.	Radix Storage	496.00
IMWCA	Workmans Comp	47,032.00
INDEPENDENT PUBLIC ADVISORS	Quarterly Retainer 7/19-9/19	1,750.00
INTERSTATE ALL BATTERY	Batteries	8.34
IOWA ALCOHOLIC BEV DIV	Liquor Licenses	525.00
IOWA DES MOINES SUPPLY	Cleaning Supply	124.24
IOWA FIRE EQUIPMENT	CEC Equipment Check	182.00
IOWA LEAGUE OF CITIES	Conference Registration - Hansen	205.00
IOWA SIGNAL & ELECTRIC	Traffic Signal Utlity Locate	165.00
JACOBUS, DALTON	Cell Reimb/ Mileage Reimb.	152.66
KELTEK INCORPORATED	PD Supply	117.31

KIRKHAM MICHAEL	6 Bridge Inspections	750.00
KNOX COMPANY	Boxes	2,138.00
KOCH OFFICE GROUP	Office Supplies	737.10
LINCOLN NATIONAL LIFE	Annuity	40.69
MCCLUSKEY, CHAD	Cell Reimb.Apr. May & Jun 2019	150.00
METRO WASTE AUTHORITY	May Garbage Fee/Curb-It Fee	24,351.98
MEYER, DEREK	Cell Reimb. Jan-Jun 2019	303.00
MID-IOWA ASSN LOCAL GOVT	Dues FY 19 & 20	593.79
MIDAMERICAN ENERGY	Power Usage	5,639.66
MIDWEST BASEMENT SYSTEMS	Waterproofing	337.00
MUNICIPAL COLLECTIONS-AM	Collections Fees	67.20
MUNICIPAL EMERGENCY SERVS	Intake Valve	1,716.00
MUNICIPAL SUPPLY INC.	Manhole Cover Hooks	133.00
NISSEN, ANDREW	Cell Reimb	50.00
O'DONNELL ACE HICKMAN	Operating Supplies	49.63
Treasurer State of Iowa	Reimb. Fees	302.29
PALMER GROUP	Contract Employee	4,185.00
PEARSON, ROB	Cell Reimb.Feb thru May 2019	200.00
PHARMCO PROPERTIES,LLC	6800 Hickman Eco Devo Grant	12,069.00
PRAXAIR DISTRIBUTION INC	Cylinder Rent O2	114.20
PREMIER AUTOMOTIVE	Auto Repair	288.87
QUALITY PEST CONTROL	Pest Control	61.00
QUALITY STRIPING, Inc.	Street Maintance	11,200.00
QUEEN OF CLEAN, LLC	Spot Check and Full Clean	740.00
RACCOON RIVER RENTAL	Rental of Post Hole Auger	205.00
RACOM CORPORATION	Antenna/Labor	165.00
RANKIN COMMUNICATION SYSTEMS I	CH Phone Repair	172.25
RESCUE ESSENTIALS	Medical Supplies	656.30
SANDRY FIRE SUPPLY LLC	Name Patches	350.00
STANDARD INSURANCE COMPANY	Employee Insurance	1,037.77
STIVERS FORD	Auto Repair	379.19
Strauss Security Solutions	Brivo PS/ Key	847.52
STREICHER'S	PD Supply	740.00
TANDY, KAREN	Flower Reimbursement KWHB	45.00
TEAMSTERS LOCAL 238	UNION DUES	689.16
Witmer Public Safety Group	Allowance	245.91
THE UPS STORE	Shipping	13.41
TRANSUNION RISK & ALTERNATIVE	Data	100.00
UPHDM OCCUPATIONAL MED	Employment Exam	129.00
URB/WH SANITARY DISTRICT	Refund	3,500.00
URBANDALE, CITY OF	School Crossing Guard	1,914.67
VERIZON WIRELESS	Monthly Charges	691.54
VORTEX OPTICS	Supplies	539.98
WELLMARK	Health Insurance	39,198.29
WEST DES MOINES TRUE VALUE	CEC Waste Disposer	165.95
WESTSIDE MECHANICS LLC.	A553 Repair	1,434.32
WINDSOR HEIGHTS, CITY OF	CEC Clean PD Dept.Training	150.00

WOODS, AMANDA	Cell Reimb/Clothing Allowance	277.66
PAYROLL CHECKS ON 6/14/2019		55,679.11
	Claims Total	291,736.92
	General Fund	132,870.83
	Road Use Tax	13,601.66
	Employee Benefits	86,373.14
	Police Pension	1,067.86
	Urban Renewal Advance	13,819.00
	Capital Street Project/ATE	11,200.00
	Sewer	4,983.63
	Landfill/Garbage	24,757.71
	Storm Water	3,063.09
		291,736.92
	May 2019 Revenue	451,234.50
	General Fund	216,801.03
	Road Use Tax	64,170.82
	Employee Benefits	44,197.39
	Police Pension	21.43
	Police Preforfeiture	0.54
	TIF	41,048.49
	Debt Service	26,193.93
	Landfill/Garbage	30,619.43
	Storm Water	28,181.44
		451,234.50

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
1			BANKERS TRUST	073000642			
2193	6/14/2019	100124	AMANDA A WOODS	1275.61			
2194	6/14/2019	100124	AMANDA A WOODS	400.00			
2195	6/14/2019	100124	AMANDA A WOODS	25.00			
2196	6/14/2019	100125	TAMMY L BREESE	1396.30			
2197	6/14/2019	100127	ROBBY L PEARSON	2176.19			
2198	6/14/2019	100141	DEREK L MEYER	745.00			
2199	6/14/2019	100141	DEREK L MEYER	600.00			
2200	6/14/2019	100141	DEREK L MEYER	1265.91			
2202	6/14/2019	100152	ANDREW S NISSEN	300.00			
2203	6/14/2019	100152	ANDREW S NISSEN	1995.48			
2204	6/14/2019	100154	CHAD E NORRIS	1797.86			
2205	6/14/2019	100154	CHAD E NORRIS	1050.38			
2206	6/14/2019	100157	MATTHEW PALMER	2243.00			
2207	6/14/2019	100159	JOSEPH ROETMAN	1754.44			
2208	6/14/2019	100162	MARK DAVISON	2162.35			
2209	6/14/2019	100164	MICHAEL IRLBECK	1801.91			
2210	6/14/2019	100165	CHRISTOPHER CLINGAN	1919.71			
2211	6/14/2019	100166	RYAN BOWERS	2028.66			
2212	6/14/2019	100167	KYLE JOHNSON	2039.61			
2213	6/14/2019	100169	ERIC CHAD MCCLUSKEY	2126.77			
2214	6/14/2019	100168	LAURA SCHIEBER	51.64			
2215	6/14/2019	100251	DEBORAH ELSTON	46.17			
2216	6/14/2019	400279	MEGAN L WILLETT	51.64			
2217	6/14/2019	400241	KELLY MILLER	1050.67			
2218	6/14/2019	400251	NICHOLAS EVANS	1082.55			
2219	6/14/2019	400270	ROBERT FLEMING	539.84			
2220	6/14/2019	400278	JARED L DUMERMUTH	700.00			
2221	6/14/2019	400278	JARED L DUMERMUTH	150.00			
2222	6/14/2019	400278	JARED L DUMERMUTH	625.71			
2223	6/14/2019	400280	BRIAN A JONES	768.35			
2224	6/14/2019	400221	TIMOTHY F MAHER	187.60			
2225	6/14/2019	400227	JESSIE M EVANS	422.31			
2226	6/14/2019	400229	GERRIT FOREMAN	1342.27			
2227	6/14/2019	400238	SEAN LUNDE	615.45			
2228	6/14/2019	400242	SPENCER JOHNSON	253.99			
2229	6/14/2019	400253	BRETT MERSEAL	611.74			
2230	6/14/2019	400255	JEREMY DIETCH	752.32			
2231	6/14/2019	400258	CHRISTIAN SETTLES	224.80			
2232	6/14/2019	400271	MCLAIN SWAUGER	186.49			
2233	6/14/2019	400272	TANNER TOWNES	128.30			
2234	6/14/2019	400277	BRYAN A KOSTER	155.02			
2235	6/14/2019	100537	SHEILAH LIZER	1717.07			
2236	6/14/2019	100171	DANIEL MORGAN	869.62			
2237	6/14/2019	100173	AUSTIN J KING	832.03			
2238	6/14/2019	100183	PHILIP R NATIONS	97.68			
2239	6/14/2019	100183	PHILIP R NATIONS	879.16			
2240	6/14/2019	100195	CRAIG C STOECKER	10.00			
2241	6/14/2019	100195	CRAIG C STOECKER	1274.00			
2242	6/14/2019	100196	WILLIAM R GOODRICH	1480.12			
2243	6/14/2019	100536	ELIZABETH HANSEN	200.00			
2244	6/14/2019	100536	ELIZABETH HANSEN	500.00			
2245	6/14/2019	100536	ELIZABETH HANSEN	250.00			
2246	6/14/2019	100536	ELIZABETH HANSEN	2001.28			

PRUPDT00 Wed Jun 12, 2019 11:38 AM *** CITY OF WINDSOR HEIGHTS IA *** OPER: JV
05.03.19 PAID THROUGH 6/07/2019 CHECK REGISTER JRNL 111
.CALENDAR 6/2019, FISCAL 12/2019 DATES 6/07/2019 -- 6/14/2019 2 PAY MONTH - 1ST PAY

PAGE 2

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
2247	6/14/2019	100543	TRAVIS A COOKE	1875.94			
2248	6/14/2019	100534	SARAH BOOTS	545.81			
2249	6/14/2019	100226	DALTON JACOBUS	1473.51			
2250	6/14/2019	100527	JESSICA VOGEL	1270.97			
2251	6/14/2019	100533	MICHELE DENKINGER	1350.88			
			BANK TOTAL	55679.11			
			REPORT TOTAL	55679.11			

BANK CASH REPORT 2019

BANK NAME FUND GL NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
BANK ONE						
BANK ONE						11,039,629.57
001 CASH - GENERAL	4,860,641.65	281,422.83	387,318.26	4,754,746.22		
001 RESERVE CASH - COMM CENTER	48,984.28	1,175.45	0.00	50,159.73	61,263.83	
110 CASH - RUT	666,962.65	72,490.62	83,975.22	655,478.05	25,863.43	
112 CASH - EMP BENEFIT FUND	900,632.69	39,378.85	87,088.43	852,923.11	1,739.68	
113 CASH - POLICE PENSION	22,770.06-	0.00	1,036.76	23,806.82-	1,036.76	
114 CASH - POLICE TRUST	9,400.65-	0.00	0.00	9,400.65-	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	2,815,756.54	41,048.49	3,219.00	2,853,586.03	3,219.00	
145 CASH - URBAN RENEWAL ADVANCE	87,227.33-	0.00	4,000.00	91,227.33-	4,000.00	
175 CASH - PROPRIETARY ATE REVENUE	264.70	0.00	0.00	264.70		
200 CASH - DEBT SERVICE	1,074,029.70	26,193.93	0.00	1,100,223.63		
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	247,389.78-	0.00	69.00	247,458.78-		
314 CASH-UNIVERSITY AVE REDESIGN	462,555.01-	0.00	10,772.75	473,327.76-		
315 CASH-2018 HMA PROJ	134,394.22	0.00	0.00	134,394.22		
316 CASH-2018 PCC PATCHING PROJ	139,823.93	0.00	0.00	139,823.93		
317 CASH	0.00	0.00	0.00	0.00		
400 RESERVES - POLICE	22,221.80	0.00	3,834.50	18,387.30		
400 RESERVES - FIRE	46,294.02	0.00	0.00	46,294.02		
400 RESERVES - AMBULANCE	28,664.07-	0.00	0.00	28,664.07-		
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	10,581.81-	0.00	0.00	10,581.81-		
400 RESERVES - COMMUNITY CENTER	19,001.00	0.00	3,186.00	15,815.00		
400 RESERVES - IT DEPARTMENT	12,662.91-	0.00	120.03	12,782.94-		
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	13,771.82	379.96	4,396.08	9,755.70	273.92	
670 CASH - LANDFILL/GARBAGE	368,353.48	81,779.05	104,057.44	346,075.09	17,059.84	
740 CASH - STORM WATER	625,105.86	28,805.85	8,744.04	645,167.67	408.80	
810 CASH - REVOLVING FUND	294,560.22-	0.00	0.00	294,560.22-		
BANK ONE TOTALS	11,053,884.79	572,675.03	701,817.51	10,924,742.31	114,887.26	11,039,629.57

BANK CASH REPORT 2019

FUND	BANK NAME GL NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
BANK 3-POLICE PENSION							
BANK 113	BANK 3-POLICE PENSION SAVINGS - 680-2292 - POLICE	45,880.65	21.43	0.00	45,902.08		45,902.08
	BANK 3-POLICE PENSION TOTALS	45,880.65	21.43	0.00	45,902.08	0.00	45,902.08
BANK 4-HEALTH FUND							
BANK 112	BANK 4-HEALTH FUND SAVINGS - EMP BENEFIT 689-6237	120,599.11	4,818.54	0.00	125,417.65		125,417.65
	BANK 4-HEALTH FUND TOTALS	120,599.11	4,818.54	0.00	125,417.65	0.00	125,417.65
BANK 5-CITY SAVINGS							
BANK 001	BANK 5-CITY SAVINGS SAVINGS - 680-5592 - GENERAL	254,554.04	118.91	0.00	254,672.95		254,672.95
	BANK 5-CITY SAVINGS TOTALS	254,554.04	118.91	0.00	254,672.95	0.00	254,672.95
BANK 6-KWHB							
BANK 001	BANK 6-KWHB SAVINGS - KWHB	2,939.98	1.37	0.00	2,941.35		2,941.35
	BANK 6-KWHB TOTALS	2,939.98	1.37	0.00	2,941.35	0.00	2,941.35
BANK 7-POLICE TRUST							
BANK 114	BANK 7-POLICE TRUST SAVINGS - POLICE TRUST	21,344.92	0.00	0.00	21,344.92		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 115	BANK 8-POL PREF/DEA SAVINGS - PREF/DEA	1,143.80	0.54	0.00	1,144.34		1,144.34
	BANK 8-POL PREF/DEA TOTALS	1,143.80	0.54	0.00	1,144.34	0.00	1,144.34
IPAIT							
BANK 001	IPAIT IPAIT - GENERAL	514,804.15	927.20	0.00	515,731.35		515,731.35
	IPAIT TOTALS	514,804.15	927.20	0.00	515,731.35	0.00	515,731.35

BANK CASH REPORT

2019

BANK NAME FUND GL NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
POLICE FORFEITURE-PETTY CASH						
BANK POLICE FORFEITURE-PETTY CASH						1,000.00
115 PETTY CASH - POLICE FOREITURE	1,000.00	0.00	0.00	1,000.00		
POLICE FORFEITURE-PETTY CASH T	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00
TOTAL OF ALL BANKS	12,016,151.44	578,563.02	701,817.51	11,892,896.95	114,887.26	12,007,784.21

BALANCE SHEET
CALENDAR 5/2019, FISCAL 11/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	105,895.43-	4,754,746.22
110-000-1110	CASH - RUT	11,484.60-	655,478.05
112-000-1110	CASH - EMP BENEFIT FUND	47,709.58-	852,923.11
113-000-1110	CASH - POLICE PENSION	1,036.76-	23,806.82-
114-000-1110	CASH - POLICE TRUST	.00	9,400.65-
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	37,829.49	2,853,586.03
145-000-1110	CASH - URBAN RENEWAL ADVANCE	4,000.00-	91,227.33-
175-000-1110	CASH - PROPRIETARY ATE REVENUE	.00	264.70
200-000-1110	CASH - DEBT SERVICE	26,193.93	1,100,223.63
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	69.00-	247,458.78-
314-000-1110	CASH-UNIVERSITY AVE REDESIGN	10,772.75-	473,327.76-
315-000-1110	CASH-2018 HMA PROJ	.00	134,394.22
316-000-1110	CASH-2018 PCC PATCHING PROJ	.00	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	4,016.12-	9,755.70
670-000-1110	CASH - LANDFILL/GARBAGE	22,278.39-	346,075.09
740-000-1110	CASH - STORM WATER	20,061.81	645,167.67
810-000-1110	CASH - REVOLVING FUND	.00	294,560.22-
	CASH TOTAL	123,177.40-	10,797,646.74
001-000-1111	CASH - PR - GENERAL	.00	55,087.49-
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	55,087.49-
001-000-1115	RESERVE CASH - COMM CENTER	1,175.45	50,159.73

BALANCE SHEET

CALENDAR 5/2019, FISCAL 11/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	1,175.45	50,159.73
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	927.20	515,731.35
0010001150	IPAIT - GENERAL	.00	.00
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	.00
306-000-1150	IPAIT - HICKMAN	.00	.00
	IPAIT TOTAL	927.20	515,731.35
001-000-1160	SAVINGS - 680-5592 - GENERAL	118.91	254,672.95
001-000-1161	SAVINGS - KWHB	1.37	2,941.35
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	4,818.54	125,417.65
113-000-1160	SAVINGS - 680-2292 - POLICE	21.43	45,902.08
114-000-1160	SAVINGS - POLICE TRUST	.00	21,344.92
115-000-1160	SAVINGS - PREF/DEA	.54	1,144.34
	SAVINGS TOTAL	4,960.79	451,423.29
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	3,834.50-	18,387.30
	RESERVES TOTAL	3,834.50-	18,387.30
400-000-1181	RESERVES - FIRE	.00	46,294.02
	RESERVES TOTAL	.00	46,294.02
400-000-1182	RESERVES - AMBULANCE	.00	28,664.07-
	RESERVES TOTAL	.00	28,664.07-
400-000-1183	RESERVES - STREETS	.00	48,468.34

BALANCE SHEET
CALENDAR 5/2019, FISCAL 11/2019

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	10,581.81-
	RESERVES TOTAL	.00	10,581.81-
400-000-1186	RESERVES - COMMUNITY CENTER	3,186.00-	15,815.00
	RESERVES TOTAL	3,186.00-	15,815.00
400-000-1187	RESERVES - IT DEPARTMENT	120.03-	12,782.94-
	RESERVES TOTAL	120.03-	12,782.94-
	TOTAL CASH	123,254.49-	12,051,606.60

REVENUE REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-110-4400	GRANTS	13,000.00		13,641.93	104.94	641.93-
001-110-4500	MISC CHARGES FOR SERVICE	10,500.00	300.00	3,062.00	29.16	7,438.00
001-110-4700	DONATIONS K9 PROGRAM	1,000.00				1,000.00
001-110-4715	REFUNDS/REIMBURSEMENTS	6,000.00		6,047.14	100.79	47.14-
001-110-4765	FINES & FEES	90,000.00	14,423.44	74,133.69	82.37	15,866.31
001-110-4770	ATE FINES	300,000.00	92,111.50	1,415,174.06	471.72	1,115,174.06-
	POLICE TOTAL	420,500.00	106,834.94	1,512,058.82	359.59	1,091,558.82-
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001-130-4441	FEMA Reimbursement			46,720.74		46,720.74-
	EMERGENCY MANAGEMENT TOTAL	.00	.00	46,720.74	.00	46,720.74-
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001-150-4500	FIRE SERVICE CHARGES	500.00		148.00-	29.60-	648.00
001-150-4577	HAZMAT FEES	1,000.00	77.00	2,152.51	215.25	1,152.51-
001-150-4579	RENTAL INSP FEE	25,000.00	4,830.00	23,840.00	95.36	1,160.00
	FIRE TOTAL	26,500.00	4,907.00	25,844.51	97.53	655.49
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001-160-4500	AMBULANCE CHARGES	80,000.00	12,225.68	96,963.91	121.20	16,963.91-
	AMBULANCE TOTAL	80,000.00	12,225.68	96,963.91	121.20	16,963.91-
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001-170-4122	BUILDING PERMITS	60,000.00	3,986.25	30,081.71	50.14	29,918.29
	BUILDING INSPECTIONS TOTAL	60,000.00	3,986.25	30,081.71	50.14	29,918.29
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001-190-4180	PET LICENSES	5,000.00	500.00	7,857.50	157.15	2,857.50-
001-190-4500	ANIMAL CONTROL			172.50		172.50-
	ANIMAL CONTROL TOTAL	5,000.00	500.00	8,030.00	160.60	3,030.00-
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001-430-4450	IOWA GRANTS			5,000.00		5,000.00-
001-430-4700	DONATIONS	500.00		4.00	.80	496.00
	PARKS TOTAL	500.00	.00	5,004.00	1,000.80	4,504.00-
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001-470-4715	REFUNDS/REIMBURSEMENTS		150.00	150.00		150.00-
	SPECIAL EVENTS TOTAL	.00	150.00	150.00	.00	150.00-
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001-480-4500	RECREATION CHARGES	140,000.00	11,754.63	135,359.18	96.69	4,640.82
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REVENUE REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	COMMUNITY CENTER TOTAL	140,000.00	11,754.63	135,359.18	96.69	4,640.82
001-620-4400	GRANTS			9,160.28		9,160.28-
001-620-4715	REFUNDS/REIMBURSEMENTS	1,500.00		31.84	2.12	1,468.16
	CLERK/TREASURER/ADM TOTAL	1,500.00	.00	9,192.12	612.81	7,692.12-
001-910-4830	TRANSFER-IN	117,289.00		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	64,949.49	1,829,586.93	101.29	23,358.93-
001-950-4001	PROP TAXES-CITY OWNED CIVIC CT	30,104.00	1,082.71	31,083.44	103.25	979.44-
001-950-4013	PROP TAXES-INSURANCE	50,967.00	1,832.69	52,679.78	103.36	1,712.78-
001-950-4014	PROP TAXES-EMERGENCY MANAGEMEN	8,906.00	320.64	5,817.76	65.32	3,088.24
001-950-4029	PROP TAXES-SUPPORT PUBLIC LIBR	60,208.00	2,164.96	62,166.65	103.25	1,958.65-
001-950-4060	PROP-UTILITY TAX REPLACE EXCIS	20,466.00		9,334.66	45.61	11,131.34
001-950-4065	UTILITY FRANCHISE FEES	260,000.00		284,949.85	109.60	24,949.85-
001-950-4085	HOTEL/MOTEL TAX	25.00		1,329.71	5,318.84	1,304.71-
001-950-4100	BEER/LIQUOR PERMITS	5,000.00	525.00	6,574.69	131.49	1,574.69-
001-950-4105	CIGARETTE PERMITS	600.00		206.25	34.38	393.75
001-950-4110	BUILDING TRADES LICENSES	300.00				300.00
001-950-4300	INTEREST ON INVESTMENTS	3,500.00	1,517.86	15,329.03	437.97	11,829.03-
001-950-4400	GRANTS		1,587.33	21,119.77		21,119.77-
001-950-4464	COMM/IND PROP TAX REPLACEMENT	70,711.00		29,461.90	41.67	41,249.10
001-950-4500	CHARGES FOR SERVICE		1,403.97	3,194.01		3,194.01-
001-950-4704	KWHB EVENTS			71.25		71.25-
001-950-4710	PAY IN LIEU OF TAXES NON FED	39,048.00				39,048.00
001-950-4715	REFUNDS/REIMBURSEMENTS	5,000.00	345.88	56,674.99	1,133.50	51,674.99-
001-950-4765	FINES & PENALTIES	1,000.00	712.00	2,938.30	293.83	1,938.30-
	GENERAL REVENUES TOTAL	2,362,063.00	76,442.53	2,412,518.97	102.14	50,455.97-
	GENERAL TOTAL	3,213,352.00	216,801.03	4,282,960.72	133.29	1,069,608.72-
110-210-4430	ROAD USE TAX	590,490.00	58,590.82	503,491.85	85.27	86,998.15
110-210-4715	REFUNDS/REIMBURSEMENTS		5,580.00	26,092.35		26,092.35-
	ROADS, BRIDGES, SIDEWALKS TOTA	590,490.00	64,170.82	529,584.20	89.69	60,905.80
110-910-4830	TRANSFER-IN	5,873.00				5,873.00
	TRANSFERS IN/OUT TOTAL	5,873.00	.00	.00	.00	5,873.00

REVENUE REPORT

CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	ROAD USE TAX TOTAL	596,363.00	64,170.82	529,584.20	88.80	66,778.80
112-950-4000	PROPERTY TAXES	1,095,116.00	39,378.85	1,107,253.70	101.11	12,137.70-
112-950-4060	PROP-UTILITY TAX REPLACE EXCIS	11,457.00		5,659.61	49.40	5,797.39
112-950-4300	INTEREST ON INVESTMENTS			100.54		100.54-
112-950-4464	COMM/IND PROP TAX REPLACEMENT	39,581.00		17,862.75	45.13	21,718.25
112-950-4715	REFUNDS/REIMBURSEMENTS	44,000.00	4,818.54	51,214.19	116.40	7,214.19-
	GENERAL REVENUES TOTAL	1,190,154.00	44,197.39	1,182,090.79	99.32	8,063.21
	EMPLOYEE BENEFITS TOTAL	1,190,154.00	44,197.39	1,182,090.79	99.32	8,063.21
113-110-4300	INTEREST ON INVESTMENTS		21.43	226.22		226.22-
	POLICE TOTAL	.00	21.43	226.22	.00	226.22-
113-910-4830	TRANSFER IN	13,000.00				13,000.00
	TRANSFERS IN/OUT TOTAL	13,000.00	.00	.00	.00	13,000.00
	POLICE PENSION TOTAL	13,000.00	21.43	226.22	1.74	12,773.78
114-110-4571	POLICE SERVICES	5,000.00				5,000.00
	POLICE TOTAL	5,000.00	.00	.00	.00	5,000.00
	POLICE TRUST TOTAL	5,000.00	.00	.00	.00	5,000.00
115-110-4300	INTEREST ON INVESTMENTS		.54	5.64		5.64-
115-110-4571	POLICE SERVICES	1,140.00				1,140.00
	POLICE TOTAL	1,140.00	.54	5.64	.49	1,134.36

REVENUE REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	POLICE PREFORFEITURE TOTAL	1,140.00	.54	5.64	.49	1,134.36
		=====	=====	=====	=====	=====
119-950-4000	PROPERTY TAXES			98.75		98.75-
		-----	-----	-----	-----	-----
	GENERAL REVENUES TOTAL	.00	.00	98.75	.00	98.75-
		=====	=====	=====	=====	=====
	EMERGENCY FUND TOTAL	.00	.00	98.75	.00	98.75-
		=====	=====	=====	=====	=====
125-950-4050	TAX INCREMENT TAXES	1,871,627.00	41,048.49	1,810,080.97	96.71	61,546.03
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	GENERAL REVENUES TOTAL	1,871,627.00	41,048.49	1,810,080.97	96.71	61,546.03
		=====	=====	=====	=====	=====
	TAX INCREMENT FINANCING TOTAL	1,871,627.00	41,048.49	1,810,080.97	96.71	61,546.03
		=====	=====	=====	=====	=====
145-910-4830	TRANSFER IN	374,832.00				374,832.00
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	TRANSFERS IN/OUT TOTAL	374,832.00	.00	.00	.00	374,832.00
		=====	=====	=====	=====	=====
	URBAN RENEWAL ADVANCE TOTAL	374,832.00	.00	.00	.00	374,832.00
		=====	=====	=====	=====	=====
200-910-4830	TRANSFER-IN	815,371.00				815,371.00
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	TRANSFERS IN/OUT TOTAL	815,371.00	.00	.00	.00	815,371.00
		=====	=====	=====	=====	=====
200-950-4000	PROPERTY TAXES	786,588.00	26,193.93	789,648.29	100.39	3,060.29-
200-950-4060	PROP-UTILITY TAX REPLACE EXCIS	6,757.00		3,337.83	49.40	3,419.17
200-950-4464	COMM/IND PROP TAX REPLACEMENT	23,344.00		10,534.81	45.13	12,809.19
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	GENERAL REVENUES TOTAL	816,689.00	26,193.93	803,520.93	98.39	13,168.07
		=====	=====	=====	=====	=====
	DEBT SERVICE TOTAL	1,632,060.00	26,193.93	803,520.93	49.23	828,539.07
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
309-750-4820	2014A BOND PROCEEDS			1,536.20		1,536.20-
	CAPITAL PROJECTS TOTAL	.00	.00	1,536.20	.00	1,536.20-
	2014A STREETS PROJECTS TOTAL	.00	.00	1,536.20	.00	1,536.20-
311-910-4830	TRANSFER IN	160,000.00				160,000.00
	TRANSFERS IN/OUT TOTAL	160,000.00	.00	.00	.00	160,000.00
	HUB PROJECT TOTAL	160,000.00	.00	.00	.00	160,000.00
314-910-4830	TRANSFER IN	500,000.00				500,000.00
	TRANSFERS IN/OUT TOTAL	500,000.00	.00	.00	.00	500,000.00
	University Ave Redesign TOTAL	500,000.00	.00	.00	.00	500,000.00
315-430-4825	FUND BALANCE RESERVE	650,000.00				650,000.00
	PARKS TOTAL	650,000.00	.00	.00	.00	650,000.00
	2018 HMA RESURFACING PROJ TOTA	650,000.00	.00	.00	.00	650,000.00
316-430-4825	FUND BALANCE RESERVE	16,000.00				16,000.00
	PARKS TOTAL	16,000.00	.00	.00	.00	16,000.00
	2018 PCC PATCHING PROJECT TOTA	16,000.00	.00	.00	.00	16,000.00
400-910-4830	TRANSFER IN-CAP EQUIPMENT FUND	45,000.00				45,000.00

REVENUE REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	TRANSFERS IN/OUT TOTAL	45,000.00	.00	.00	.00	45,000.00
	CAPITAL EQUIPMENT FUND TOTAL	45,000.00	.00	.00	.00	45,000.00
610-815-4500	UTILITY CHARGES FOR SERVICE	92,350.00		52,199.39	56.52	40,150.61
610-815-4715	REIMBURSEMENT URB/WH DISTRICT	100,000.00				100,000.00
	SEWER/SEWAGE DISPOSAL TOTAL	192,350.00	.00	52,199.39	27.14	140,150.61
	SEWER TOTAL	192,350.00	.00	52,199.39	27.14	140,150.61
670-840-4500	YARD WASTE STICKER SALES	18,000.00	2,147.50	23,438.25	130.21	5,438.25-
670-840-4501	CURB-IT RECYCLING FEES	76,500.00	6,994.67	67,628.89	88.40	8,871.11
670-840-4502	UTILITY CHARGES FOR SERVICE	256,969.00	21,477.26	234,704.94	91.34	22,264.06
	LANDFILL/GARBAGE TOTAL	351,469.00	30,619.43	325,772.08	92.69	25,696.92
	LANDFILL/GARBAGE TOTAL	351,469.00	30,619.43	325,772.08	92.69	25,696.92
740-865-4500	UTILITY CHARGES FOR SERVICE	310,000.00	28,181.44	310,302.08	100.10	302.08-
	STORM WATER TOTAL	310,000.00	28,181.44	310,302.08	100.10	302.08-
	STORM WATER TOTAL	310,000.00	28,181.44	310,302.08	100.10	302.08-
	TOTAL OF ALL REVENUE	11,122,347.00	451,234.50	9,298,377.97	83.60	1,823,969.03

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-110-6010	SALARIES FULLTIME	995,762.00	109,228.71	843,127.18	84.67	152,634.82
001-110-6020	SALARIES-PARTTIME	12,140.00	4,362.50	15,879.41	130.80	3,739.41-
001-110-6040	SALARIES-OVERTIME	75,000.00	7,549.17	63,799.39	85.07	11,200.61
001-110-6050	FEES	150,000.00	36,127.00	516,784.72	344.52	366,784.72-
001-110-6061	SALARIES-LONGEVITY	6,400.00	642.00	5,664.66	88.51	735.34
001-110-6062	SALARIES-PTO PAY OUT	60,000.00	5,276.65	66,803.34	111.34	6,803.34-
001-110-6120	DUES & MEMBERSHIPS	1,725.00		1,896.38	109.94	171.38-
001-110-6180	ALLOWANCES	10,500.00	600.95	5,583.90	53.18	4,916.10
001-110-6230	TRAINING EXPENSE	15,500.00	300.00	14,207.37	91.66	1,292.63
001-110-6240	TRAVEL & CONFERENCE EXPENSE	5,000.00		4,211.66	84.23	788.34
001-110-6310	REPAIR - BUILDING	3,000.00	16.50	4,712.07	157.07	1,712.07-
001-110-6331	MOTOR VEHICLE OPERATIONS	23,000.00	2,831.42	27,700.95	120.44	4,700.95-
001-110-6332	REPAIR - VEHICLES & EQUIPMENT	18,000.00	914.27	16,331.73	90.73	1,668.27
001-110-6371	UTILITIES	6,500.00	388.38	6,040.24	92.93	459.76
001-110-6373	COMMUNICATIONS	15,000.00	1,057.51	14,427.65	96.18	572.35
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	2,063.64	56,649.61	113.30	6,649.61-
001-110-6413	CONTRIBUTIONS & PAYMENTS AGENC	18,000.00	600.00	8,034.97	44.64	9,965.03
001-110-6414	PUBLICATIONS	2,000.00	439.79	750.53	37.53	1,249.47
001-110-6499	MISCELLANEOUS	2,000.00		1,471.55	73.58	528.45
001-110-6504	MINOR EQUIPMENT	5,000.00	355.60-	3,992.92	79.86	1,007.08
001-110-6505	K9 EXPENSES	1,500.00	220.00	2,694.39	179.63	1,194.39-
001-110-6506	OFFICE SUPPLIES	5,500.00	84.06	4,051.08	73.66	1,448.92
001-110-6507	OPERATING SUPPLIES	12,000.00	841.29	12,943.16	107.86	943.16-
001-110-6508	POSTAGE & SHIPPING	550.00		128.78	23.41	421.22
001-110-6721	FURNITURE & FIXTURES	1,000.00		4,405.00	440.50	3,405.00-
	POLICE TOTAL	1,544,877.00	173,188.24	1,715,224.66	111.03	170,347.66-
001-130-6413	CONTRIBUTIONS & PAYMENTS AGENC	9,000.00		8,870.00	98.56	130.00
001-130-6510	HAZ MAT SUPPLIES			554.65		554.65-
	EMERGENCY MANAGEMENT TOTAL	9,000.00	.00	9,424.65	104.72	424.65-
001-150-6010	SALARIES FULLTIME	134,365.00	15,251.05	160,268.28	119.28	25,903.28-
001-150-6020	SALARIES-PARTTIME	100,000.00	22,508.23	192,394.40	192.39	92,394.40-
001-150-6061	SALARIES-LONGEVITY	1,250.00		432.00	34.56	818.00
001-150-6180	ALLOWANCES	8,000.00	619.92	5,050.56	63.13	2,949.44
001-150-6210	DUES & MEMBERSHIPS	500.00	25.00	397.39	79.48	102.61
001-150-6230	TRAINING EXPENSE	8,000.00	50.00	4,339.00	54.24	3,661.00
001-150-6240	TRAVEL & CONFERENCE EXPENSE	500.00				500.00
001-150-6250	EDUCATION REIMBURSEMENTS			1,350.00		1,350.00-
001-150-6310	REPAIR - BUILDING	3,000.00	16.50	4,132.85	137.76	1,132.85-
001-150-6331	MOTOR VEHICLE OPERATIONS	3,500.00	236.69	1,549.45	44.27	1,950.55
001-150-6332	REPAIR - VEHICLES & EQUIPMENT	10,000.00	121.88	6,688.01	66.88	3,311.99
001-150-6334	VEHICLE-TESTING, ANNUAL CERT.	5,000.00		3,649.20	72.98	1,350.80
001-150-6371	UTILITIES	7,500.00	388.36	5,709.82	76.13	1,790.18
001-150-6373	COMMUNICATIONS	15,000.00	766.03	12,052.34	80.35	2,947.66
001-150-6408	GENERAL INSURANCE	32,600.00		12,378.45	37.97	20,221.55

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PCT OF FISCAL YTD 91.6%

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			408.24		408.24-
001-150-6504	MINOR EQUIPMENT	1,000.00	542.25	1,517.23	151.72	517.23-
001-150-6505	DOG EXPENSES	500.00		272.83	54.57	227.17
001-150-6506	OFFICE SUPPLIES	1,000.00		1,134.35	113.44	134.35-
001-150-6507	OPERATING SUPPLIES	4,000.00	85.84	4,374.73	109.37	374.73-
001-150-6508	POSTAGE & SHIPPING	200.00		31.88	15.94	168.12
001-150-6510	FIRE PREVENTION BUREAU SUPPLIE	1,500.00				1,500.00
001-150-6599	MISCELLANEOUS	250.00	99.99	819.75	327.90	569.75-
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	FIRE TOTAL	358,165.00	40,711.74	419,999.56	117.26	61,834.56-
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		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		91.00	4.55	1,909.00
001-160-6331	MOTOR VEHICLE OPERATIONS	2,000.00	216.33	1,938.39	96.92	61.61
001-160-6332	REPAIR - VEHICLES & EQUIPMENT	1,500.00	55.08	5,069.51	337.97	3,569.51-
001-160-6350	REPAIR-EQUIPMENT	1,000.00		694.37	69.44	305.63
001-160-6373	AMBULANCE CELLULAR PHONE	1,000.00		777.47	77.75	222.53
001-160-6408	GENERAL INSURANCE	3,000.00		2,767.83	92.26	232.17
001-160-6413	CONTRIBUTIONS & PAYMENTS AGENC	6,000.00	734.61	5,134.53	85.58	865.47
001-160-6414	PUBLICATIONS	50.00				50.00
001-160-6498	MEDICAL SUPPLIES	7,000.00	599.12	8,960.43	128.01	1,960.43-
001-160-6504	MINOR EQUIPMENT	500.00		15.99	3.20	484.01
001-160-6507	OPERATING SUPPLIES	2,000.00		329.92	16.50	1,670.08
001-160-6514	INFECT. DISEASE CONTROL SUPPLI	900.00		503.74	55.97	396.26
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	AMBULANCE TOTAL	175,515.00	1,605.14	31,589.21	18.00	143,925.79
001-170-6010	SALARIES FULLTIME	31,000.00	3,955.90	29,640.59	95.61	1,359.41
001-170-6180	ALLOWANCES	300.00		15.00	5.00	285.00
001-170-6210	DUES AND MEMBERSHIPS	500.00		96.38	19.28	403.62
001-170-6230	TRAINING EXPENSE	4,000.00		5,537.85	138.45	1,537.85-
001-170-6240	MEETING/CONFERENCES/MILEAGE			2,050.46		2,050.46-
001-170-6373	TELEPHONE/COMMUNICATIONS	600.00		450.00	75.00	150.00
001-170-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	50,000.00		17,915.50	35.83	32,084.50
001-170-6499	MISCELLANEOUS	500.00	243.75	424.10	84.82	75.90
001-170-6507	OPERATING SUPPLIES	1,500.00	46.83	1,116.09	74.41	383.91
001-170-6727	OTHER CAPITAL EQUIPMENT	5,000.00				5,000.00
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	BUILDING INSPECTIONS TOTAL	93,400.00	4,246.48	57,245.97	61.29	36,154.03
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		153.85	51.28	146.15
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	ANIMAL CONTROL TOTAL	800.00	.00	332.01	41.50	467.99

BUDGET REPORT
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PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-230-6371	UTILITIES			97.05		97.05-
	STREET LIGHTING TOTAL	.00	.00	97.05	.00	97.05-
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	23,269.25	93,077.00	100.13	117.00-
	LIBRARY TOTAL	92,960.00	23,269.25	93,077.00	100.13	117.00-
001-430-6010	SALARIES FULLTIME	56,450.00	8,297.38	57,205.30	101.34	755.30-
001-430-6020	SALARIES-PARTTIME	5,000.00	57.60	1,261.00	25.22	3,739.00
001-430-6332	REPAIR - VEHICLES & EQUIPMENT	2,500.00	19.72	5,663.90	226.56	3,163.90-
001-430-6373	TELEPHONE/COMMUNICATIONS	380.00	26.12	130.56	34.36	249.44
001-430-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	10,750.00		1,316.25	12.24	9,433.75
001-430-6408	GENERAL INSURANCE	2,500.00		1,660.68	66.43	839.32
001-430-6499	MISCELLANEOUS	5,000.00	22.49-	6,695.91	133.92	1,695.91-
001-430-6507	OPERATING SUPPLIES	4,200.00	184.21	7,688.29	183.05	3,488.29-
001-430-6511	BUILDING & GROUNDS OP/MAI	3,000.00	141.83	6,560.02	218.67	3,560.02-
001-430-6727	OTHER CAPITAL EQUIPMENT	51,236.00	1,897.68	36,650.42	71.53	14,585.58
001-430-6781	FACILITIES - OTHER-SIDEWALKS	10,000.00		1,563.19	15.63	8,436.81
	PARKS TOTAL	151,016.00	10,602.05	126,395.52	83.70	24,620.48
001-460-6413	CONTRIBUTIONS & PAYMENTS AGENC	1,500.00		1,500.00	100.00	
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	3,000.00	93.75	200.00
001-470-6499	MISCELLANEOUS			7,575.02		7,575.02-
	SPECIAL EVENTS TOTAL	.00	.00	7,575.02	.00	7,575.02-
001-480-6010	SALARIES FULLTIME	55,150.00	4,904.50	48,592.67	88.11	6,557.33
001-480-6020	SALARIES-PARTTIME	4,000.00	57.60	1,261.00	31.53	2,739.00
001-480-6230	TRAINING	500.00		280.74	56.15	219.26
001-480-6310	REPAIR - BUILDING	5,000.00	778.88	5,336.17	106.72	336.17-
001-480-6332	REPAIR - VEHICLES & EQUIPMENT	3,500.00		1,277.49	36.50	2,222.51
001-480-6371	UTILITIES	15,000.00	805.97	12,783.70	85.22	2,216.30
001-480-6373	TELEPHONE/COMMUNICATIONS	380.00	26.13	444.17	116.89	64.17-
001-480-6408	GENERAL INSURANCE	3,700.00		3,321.40	89.77	378.60
001-480-6507	OPERATING SUPPLIES	10,000.00	1,023.52	7,832.76	78.33	2,167.24

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ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-480-6511	BLDG & GROUNDS OPER AND MAINT	7,500.00	2,383.50	26,083.45	347.78	18,583.45-
001-480-6721	CAPITAL PROJECTS/REPAIRS		223.34	677.67		677.67-
	COMMUNITY CENTER TOTAL	104,730.00	10,203.44	107,891.22	103.02	3,161.22-
001-510-6507	KEHB EXPENSES			200.00		200.00-
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	200.00	.00	200.00-
001-530-6413	CONTRIBUTIONS/PAYMENTS-METROHE	27,512.00		27,512.00	100.00	
	HOUSING & URBAN RENEWAL TOTAL	27,512.00	.00	27,512.00	100.00	.00
001-610-6020	SALARIES-PARTTIME	28,500.00	650.00	22,004.00	77.21	6,496.00
001-610-6240	TRAVEL & CONFERENCE EXPENSE	10,000.00	75.00	2,933.29	29.33	7,066.71
001-610-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	3,000.00	168.75	185.78	6.19	2,814.22
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		111.49	4.46	2,388.51
	MAYOR/COUNCIL TOTAL	47,000.00	893.75	28,172.34	59.94	18,827.66
001-615-6010	WAGES - FULL TIME	8,454.00	852.72	6,821.76	80.69	1,632.24
001-615-6373	TELEPHONE/COMMUNICATIONS	18,000.00	1,381.51	17,125.21	95.14	874.79
001-615-6419	TECHNOLOGY SERVICES	12,000.00	450.00	8,328.19	69.40	3,671.81
001-615-6490	OTHER PROFESSIONAL SERV	6,000.00	283.95	3,176.50	52.94	2,823.50
001-615-6507	OPERATING SUPPLIES	2,000.00	173.00	4,661.94	233.10	2,661.94-
001-615-6727	OTHER CAPITAL EQUIPMENT			4,253.44		4,253.44-
	IT DEPARTMENT TOTAL	46,454.00	3,141.18	44,367.04	95.51	2,086.96
001-620-6010	SALARIES FULLTIME	236,310.00	27,867.43	218,964.21	92.66	17,345.79
001-620-6020	SALARIES-PARTTIME	21,840.00	2,151.50	17,212.78	78.81	4,627.22
001-620-6210	DUES & MEMBERSHIPS	12,500.00		11,196.04	89.57	1,303.96
001-620-6230	TRAINING EXPENSE	5,000.00	13.88	2,791.72	55.83	2,208.28
001-620-6240	TRAVEL & CONFERENCE EXPENSE	8,000.00		9,343.07	116.79	1,343.07-
001-620-6310	REPAIR - BUILDING	5,000.00	727.33	2,512.47	50.25	2,487.53
001-620-6332	REPAIR - VEHICLES & EQUIPMENT	5,000.00		3,799.52	75.99	1,200.48
001-620-6371	UTILITIES	4,000.00	209.85	2,962.43	74.06	1,037.57
001-620-6373	COMMUNICATIONS	7,000.00	227.40	7,942.73	113.47	942.73-
001-620-6405	COURT & RECORDING FEES	7,000.00	842.89	6,052.78	86.47	947.22
001-620-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	80,000.00	3,197.00	44,502.07	55.63	35,497.93
001-620-6408	GENERAL INSURANCE	1,750.00		1,200.88	68.62	549.12
001-620-6413	CONTRIBUTIONS & PAYMENTS AGENC			288.00		288.00-
001-620-6414	PUBLICATIONS	30,000.00	1,874.50	20,552.63	68.51	9,447.37
001-620-6499	REFUNDS	400.00	517.25	522.25	130.56	122.25-

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ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-620-6506	OFFICE SUPPLIES	5,000.00	473.22	4,876.15	97.52	123.85
001-620-6507	OPERATING SUPPLIES	4,000.00		4,451.34	111.28	451.34-
001-620-6508	POSTAGE & SHIPPING	3,000.00	355.54	4,357.64	145.25	1,357.64-
001-620-6598	MISC EXP/BALANCING		.27	59,468.20		59,468.20-
001-620-6725	OFFICE EQUIPMENT	1,500.00				1,500.00
	CLERK/TREASURER/ADM TOTAL	437,300.00	38,458.06	422,996.91	96.73	14,303.09
001-630-6413	ELECTIONS	4,000.00		3,351.30	83.78	648.70
	ELECTIONS TOTAL	4,000.00	.00	3,351.30	83.78	648.70
001-640-6411	PROFESSIONAL FEES-LEGAL/MEDICA	75,000.00	14,154.20	83,434.20	111.25	8,434.20-
	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	14,154.20	83,434.20	111.25	8,434.20-
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	320,473.53	3,181,885.66	99.78	7,043.34
110-210-6010	SALARIES FULLTIME	131,113.00	22,393.22	149,327.64	113.89	18,214.64-
110-210-6020	SALARIES-PARTTIME	2,600.00		1,203.40	46.28	1,396.60
110-210-6061	SALARIES-LONGEVITY	7,350.00	576.00	4,818.00	65.55	2,532.00
110-210-6180	ALLOWANCES	2,300.00	313.50	2,097.97	91.22	202.03
110-210-6230	TRAINING EXPENSE	500.00	269.41	1,657.66	331.53	1,157.66-
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	21.00	49,207.84	984.16	44,207.84-
110-210-6331	MOTOR VEHICLE OPERATIONS	8,000.00	565.54	3,595.43	44.94	4,404.57
110-210-6332	REPAIR - VEHICLES & EQUIPMENT	10,000.00	40.88	1,757.29	17.57	8,242.71
110-210-6371	UTILITIES	7,000.00	1,169.16	4,630.99	66.16	2,369.01
110-210-6373	COMMUNICATIONS	1,000.00	60.25	1,435.79	143.58	435.79-
110-210-6407	PROFESSIONAL FEES-ENG/BLDG/PLA	5,000.00	1,277.50	15,936.50	318.73	10,936.50-
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	780.00	4,985.62	33.24	10,014.38
110-210-6417	STREET MAINTENANCE	55,000.00	38,930.31	55,680.61	101.24	680.61-
110-210-6499	MISCELLANEOUS	9,000.00		5,978.13	66.42	3,021.87
110-210-6504	MINOR EQUIPMENT	1,500.00	299.95	1,945.53	129.70	445.53-
110-210-6507	OPERATING SUPPLIES	11,000.00	126.58	2,547.97	23.16	8,452.03
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

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ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	366,463.00	66,823.30	324,013.56	88.42	42,449.44
110-230-6371	UTILITIES	65,000.00	4,263.91	49,624.06	76.34	15,375.94
	STREET LIGHTING TOTAL	65,000.00	4,263.91	49,624.06	76.34	15,375.94
110-250-6010	SALARIES FULLTIME	77,650.00	2,686.72	30,499.64	39.28	47,150.36
110-250-6331	MOTOR VEHICLE OPERATIONS	1,500.00		3,860.69	257.38	2,360.69-
110-250-6332	REPAIR - VEHICLES & EQUIPMENT	5,000.00		6,819.21	136.38	1,819.21-
110-250-6408	GENERAL INSURANCE	3,700.00		2,767.83	74.81	932.17
110-250-6507	OPERATING SUPPLIES	40,000.00	1,881.40	48,345.47	120.86	8,345.47-
	SNOW REMOVAL TOTAL	127,850.00	4,568.12	92,292.84	72.19	35,557.16
110-910-6910	TRANSFER-OUT-TO GENERAL FUND	30,000.00				30,000.00
	TRANSFERS IN/OUT TOTAL	30,000.00	.00	.00	.00	30,000.00
	ROAD USE TAX TOTAL	589,313.00	75,655.33	465,930.46	79.06	123,382.54
112-110-6110	FICA	87,084.00	9,181.39	72,585.77	83.35	14,498.23
112-110-6130	IPERS	108,243.00	13,260.87	104,469.74	96.51	3,773.26
112-110-6141	PENSION/RETENTION/RETIRED	13,000.00				13,000.00
112-110-6150	INSURANCE-TA	222,474.00	20,028.90	214,911.50	96.60	7,562.50
112-110-6160	WORKERS COMPENSATION-TA	55,880.00		67,327.94	120.49	11,447.94-
112-110-6170	UNEMPLOYMENT	510.00		3,000.00	588.24	2,490.00-
112-110-6180	SELF FUND	30,500.00		12,425.78	40.74	18,074.22
112-110-6250	TUITION REIMBURSEMENT	6,300.00				6,300.00
	POLICE TOTAL	523,991.00	42,471.16	474,720.73	90.60	49,270.27
112-150-6110	FICA	14,605.00	2,844.29	26,559.76	181.85	11,954.76-
112-150-6130	IPERS	18,968.00	3,967.75	34,102.09	179.79	15,134.09-
112-150-6150	INSURANCE-TA	85,683.00	4,759.08	57,927.61	67.61	27,755.39
112-150-6160	WORKERS COMPENSATION-TA	84,795.00		95,126.89	112.18	10,331.89-
112-150-6170	UNEMPLOYMENT	453.00				453.00
112-150-6180	SELF FUND	10,000.00		2,205.05	22.05	7,794.95
	FIRE TOTAL	214,504.00	11,571.12	215,921.40	100.66	1,417.40-
112-160-6110	FICA	14,605.00		398.93	2.73	14,206.07
112-160-6130	IPERS	18,967.00		534.05	2.82	18,432.95

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PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-160-6250	TUITION REIMBURSEMENT	13,400.00	40.00	7,394.25	55.18	6,005.75
	AMBULANCE TOTAL	46,972.00	40.00	8,327.23	17.73	38,644.77
112-170-6110	FICA	2,365.00	294.25	2,192.70	92.71	172.30
112-170-6130	IPERS	2,917.00	373.44	2,798.10	95.92	118.90
112-170-6150	INSURANCE	9,885.00	883.00	9,451.49	95.61	433.51
112-170-6170	UNEMPLOYMENT	25.00				25.00
112-170-6180	SELF FUND	1,000.00				1,000.00
	BUILDING INSPECTIONS TOTAL	16,192.00	1,550.69	14,442.29	89.19	1,749.71
112-210-6110	FICA	10,031.00	1,674.81	11,268.36	112.34	1,237.36-
112-210-6130	IPERS	12,378.00	2,354.41	16,763.03	135.43	4,385.03-
112-210-6150	INSURANCE	58,625.00	1,010.77	10,762.06	18.36	47,862.94
112-210-6160	WORKERS COMPENSATION	19,888.00		22,247.21	111.86	2,359.21-
112-210-6170	UNEMPLOYMENT	283.00		98.03	34.64	184.97
112-210-6180	SELF FUND	6,110.00		2,249.52	36.82	3,860.48
	ROADS, BRIDGES, SIDEWALKS TOTA	107,315.00	5,039.99	63,388.21	59.07	43,926.79
112-240-6130	IPERS	5,500.00	253.63	2,801.63	50.94	2,698.37
	TRAFFIC CONTROL & SAFETY TOTAL	5,500.00	253.63	2,801.63	50.94	2,698.37
112-250-6110	FICA	5,939.00	186.29	2,180.80	36.72	3,758.20
112-250-6130	IPERS	7,328.00				7,328.00
112-250-6150	INSURANCE	19,935.00	9,057.27	96,391.96	483.53	76,456.96-
112-250-6180	SELF FUND	2,370.00				2,370.00
	SNOW REMOVAL TOTAL	35,572.00	9,243.56	98,572.76	277.11	63,000.76-
112-430-6110	FICA	4,320.00	611.29	4,296.82	99.46	23.18
112-430-6130	IPERS	5,330.00	789.15	5,425.21	101.79	95.21-
112-430-6150	INSURANCE	17,720.00	879.54	9,342.74	52.72	8,377.26
112-430-6180	SELF FUND	1,000.00				1,000.00
	PARKS TOTAL	28,370.00	2,279.98	19,064.77	67.20	9,305.23
112-480-6110	FICA	4,320.00	365.74	3,678.38	85.15	641.62
112-480-6130	IPERS	5,300.00	468.86	4,611.95	87.02	688.05
112-480-6150	INSURANCE	16,755.00	879.53	9,470.87	56.53	7,284.13
112-480-6180	SELF FUND	1,000.00		2,249.51	224.95	1,249.51-
	COMMUNITY CENTER TOTAL	27,375.00	1,714.13	20,010.71	73.10	7,364.29

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
112-610-6110	FICA	2,181.00	49.73	944.44	43.30	1,236.56
112-610-6130	IPERS	2,690.00		1,125.08	41.82	1,564.92
		-----	-----	-----	-----	-----
	MAYOR/COUNCIL TOTAL	4,871.00	49.73	2,069.52	42.49	2,801.48
112-615-6110	FICA	612.00	62.17	495.71	81.00	116.29
112-615-6130	IPERS	820.00	87.09	696.54	84.94	123.46
112-615-6150	GROUP INSURANCE			961.28		961.28-
		-----	-----	-----	-----	-----
	IT DEPARTMENT TOTAL	1,432.00	149.26	2,153.53	150.39	721.53-
112-620-6110	FICA	19,746.00	2,183.29	17,513.30	88.69	2,232.70
112-620-6130	IPERS	24,366.00	3,077.02	25,274.58	103.73	908.58-
112-620-6150	INSURANCE-TA	59,435.00	4,533.87	45,137.81	75.94	14,297.19
112-620-6160	WORKERS COMPENSATION-TA	600.00		758.48	126.41	158.48-
112-620-6170	UNEMPLOYMENT & TPA	5,540.00	931.00	1,521.67	27.47	4,018.33
112-620-6180	SELF FUNDED	6,000.00	2,000.00	3,000.00	50.00	3,000.00
		-----	-----	-----	-----	-----
	CLERK/TREASURER/ADM TOTAL	115,687.00	12,725.18	93,205.84	80.57	22,481.16
112-699-6099	PAYROLL FINE/PENALTIES			426.45		426.45-
		-----	-----	-----	-----	-----
	OTHER GENERAL GOVERNMENT TOTAL	.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	87,088.43	1,015,105.07	88.98	125,675.93
		=====	=====	=====	=====	=====
113-110-6141	PENSION/RETENTION	13,000.00	1,036.76	12,441.12	95.70	558.88
		-----	-----	-----	-----	-----
	POLICE TOTAL	13,000.00	1,036.76	12,441.12	95.70	558.88
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	13,477.88	103.68	477.88-
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
114-110-6505	SPECIAL EQUIPMENT	10,000.00		3,358.15	33.58	6,641.85
	POLICE TOTAL	10,000.00	.00	3,358.15	33.58	6,641.85
	POLICE TRUST TOTAL	10,000.00	.00	3,358.15	33.58	6,641.85
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
125-530-6407 125-530-6499	PROFESSIONAL FEES-ENG/BLDG/PLA TIF EXPENSE ACCT		3,219.00	3,219.00 466.80		3,219.00- 466.80-
	HOUSING & URBAN RENEWAL TOTAL	.00	3,219.00	3,685.80	.00	3,685.80-
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	3,219.00	3,685.80	.19	1,969,679.20
145-530-6310 145-530-6407	BLDG REP/URBAN RENEWAL GRANT PROFESSIONAL FEES	100,000.00 22,838.00	4,000.00	12,500.00	54.73	100,000.00 10,338.00
	HOUSING & URBAN RENEWAL TOTAL	122,838.00	4,000.00	12,500.00	10.18	110,338.00
145-750-6413 145-750-6499	PAYMENTS - OTHER AGENCIES MISCELLANEOUS	250,000.00		53,506.00 25,000.00		53,506.00- 225,000.00
	CAPITAL PROJECTS TOTAL	250,000.00	.00	78,506.00	31.40	171,494.00
	URBAN RENEWAL ADVANCE TOTAL	372,838.00	4,000.00	91,006.00	24.41	281,832.00

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
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		1,397.50	98.42	22.50
200-210-6807	2014A BOND PRINCIPAL	135,000.00				135,000.00
200-210-6808	2014A BOND INTEREST	82,420.00		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
	ROADS, BRIDGES, SIDEWALKS TOTA	793,350.00	.00	55,713.35	7.02	737,636.65
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	89.68	2,196.75
200-530-6861	2016 A BOND INTEREST	26,675.00		13,087.50	49.06	13,587.50
200-530-6862	2016 B BOND INTEREST	52,398.00		25,948.75	49.52	26,449.25
	HOUSING & URBAN RENEWAL TOTAL	815,366.00	.00	129,903.52	15.93	685,462.48
	DEBT SERVICE TOTAL	1,608,716.00	.00	185,616.87	11.54	1,423,099.13
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		69.00	177,689.25		177,689.25-
	CAPITAL PROJECTS TOTAL	.00	69.00	177,689.25	.00	177,689.25-
	2017/18 Capital Projects TOTA	.00	69.00	177,689.25	.00	177,689.25-

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
314-750-6782	UNIVERSITY AVE REDESIGN	500,000.00	10,772.75	366,417.77	73.28	133,582.23
	CAPITAL PROJECTS TOTAL	500,000.00	10,772.75	366,417.77	73.28	133,582.23
	University Ave Redesign TOTAL	500,000.00	10,772.75	366,417.77	73.28	133,582.23
315-210-6407	ENGINEERING			49,223.00		49,223.00-
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		213,401.07	1,333.76	197,401.07-
	ROADS, BRIDGES, SIDEWALKS TOTA	16,000.00	.00	213,401.07	1,333.76	197,401.07-
	2018 PCC PATCHING PROJECT TOTA	16,000.00	.00	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		3,834.50	12,026.94		12,026.94-
	POLICE TOTAL	.00	3,834.50	26,052.70	.00	26,052.70-
400-160-6727	CAP EQUIPMENT - AMBULANCE			28,664.07		28,664.07-
	AMBULANCE TOTAL	.00	.00	28,664.07	.00	28,664.07-
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
400-430-6710	CAP VEHICLES - PARKS			9,896.81		9,896.81-
400-430-6727	CAP EQUIPMENT - PARKS			685.00		685.00-
	PARKS TOTAL	.00	.00	10,581.81	.00	10,581.81-

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
400-480-6727	CAP EQUIPMENT - COMMUNITY CTR	4,200.00	3,186.00	4,185.00	99.64	15.00
	COMMUNITY CENTER TOTAL	4,200.00	3,186.00	4,185.00	99.64	15.00
400-615-6727	CAP EQUIPMENT - IT DEPARTMENT		120.03	32,782.94		32,782.94-
	IT DEPARTMENT TOTAL	.00	120.03	32,782.94	.00	32,782.94-
	CAPITAL EQUIPMENT FUND TOTAL	20,200.00	7,140.53	102,266.52	506.27	82,066.52-
610-815-6010	SALARIES FULLTIME	37,200.00	1,930.35	13,286.45	35.72	23,913.55
610-815-6020	SALARIES-PARTTIME	2,800.00	57.60	1,261.00	45.04	1,539.00
610-815-6110	FICA	2,844.00	141.68	1,044.30	36.72	1,799.70
610-815-6130	IPERS	3,510.00	188.12	1,311.81	37.37	2,198.19
610-815-6150	INSURANCE	9,686.00				9,686.00
610-815-6180	SELF FUND	1,100.00		2,249.53	204.50	1,149.53-
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		6,316.25	631.63	5,316.25-
610-815-6408	GENERAL INSURANCE	4,400.00		3,415.15	77.62	984.85
610-815-6413	CONTRIBUTIONS & PAYMENTS AGENC	1,000.00	73.80	524.08	52.41	475.92
610-815-6490	SEWER MAINTENANCE	5,000.00		9,813.13	196.26	4,813.13-
610-815-6499	MISCELLANEOUS	1,500.00		283.85	18.92	1,216.15
610-815-6504	MINOR EQUIPMENT	250.00				250.00
610-815-6507	OPERATING SUPPLIES	500.00	50.32	233.23	46.65	266.77
610-815-6767	CAP OUTLAY-SANITARY SEWER	100,000.00	1,574.25	34,324.21	34.32	65,675.79
	SEWER/SEWAGE DISPOSAL TOTAL	180,290.00	4,016.12	75,007.70	41.60	105,282.30
	SEWER TOTAL	180,290.00	4,016.12	75,007.70	41.60	105,282.30
670-840-6010	WAGES - FULL TIME	12,450.00	1,295.88	10,854.75	87.19	1,595.25
670-840-6110	FICA	960.00	94.08	783.23	81.59	176.77
670-840-6130	IPERS	1,176.00	114.26	980.67	83.39	195.33
670-840-6413	WASTE MANAGEMENT	214,446.00	33,143.24	193,148.21	90.07	21,297.79
670-840-6490	METRO WASTE - RECYCLING	93,775.00	18,250.36	101,540.15	108.28	7,765.15-
	LANDFILL/GARBAGE TOTAL	322,807.00	52,897.82	307,307.01	95.20	15,499.99
	LANDFILL/GARBAGE TOTAL	322,807.00	52,897.82	307,307.01	95.20	15,499.99

BUDGET REPORT
CALENDAR 5/2019, FISCAL 11/2019

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
740-865-6010	SALARIES FULLTIME	77,078.00	4,507.18	42,533.79	55.18	34,544.21
740-865-6020	SALARIES-PARTTIME	2,800.00	57.60	1,261.00	45.04	1,539.00
740-865-6110	FICA	5,897.00	333.02	3,198.52	54.24	2,698.48
740-865-6130	IPERS	7,277.00	431.34	4,064.45	55.85	3,212.55
740-865-6150	INSURANCE	22,250.00	883.00	9,451.50	42.48	12,798.50
740-865-6160	WORKER'S COMP	775.00		758.48	97.87	16.52
740-865-6180	SELF FUND	2,420.00		2,249.55	92.96	170.45
740-865-6230	TRAINING EXPENSE	1,000.00		376.34	37.63	623.66
740-865-6407	ENGINEERING	56,500.00	1,788.25	46,911.50	83.03	9,588.50
740-865-6408	GENERAL INSURANCE	3,500.00		2,861.58	81.76	638.42
740-865-6413	CONTRIBUTIONS & PAYMENTS AGENC	37,400.00		21,827.77	58.36	15,572.23
740-865-6499	MISCELLANEOUS	5,950.00	40.01	1,050.11	17.65	4,899.89
740-865-6507	OPERATING SUPPLIES	5,000.00	79.23	311.01	6.22	4,688.99
740-865-6765	STORM DRAINAGE CAPITAL OUTLAY	50,000.00		57,701.30	115.40	7,701.30-
	STORM WATER TOTAL	277,847.00	8,119.63	194,556.90	70.02	83,290.10
		=====	=====	=====	=====	=====
	STORM WATER TOTAL	277,847.00	8,119.63	194,556.90	70.02	83,290.10
		=====	=====	=====	=====	=====
810-210-6710	AUTOMOTIVE EQUIPMENT			33,534.21		33,534.21-
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	33,534.21	.00	33,534.21-
		=====	=====	=====	=====	=====
	REVOLVING FUND TOTAL	.00	.00	33,534.21	.00	33,534.21-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	11,025,226.00	574,488.90	6,857,793.98	62.20	4,167,432.02
		=====	=====	=====	=====	=====



Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor

<https://tax.iowa.gov>

Instructions on the reverse side

 For period (MM/DD/YYYY) 06 / 30 / 2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

 Trade Name/DBA Walmart Inc. DBA: Walmart #1764

 Physical Location Address 1001 73RD ST City DES MOINES ZIP 50324

 Mailing Address 508 SW 8th St. Dept. 8916 City Bentonville State AR ZIP 72716-0500

 Business Phone Number (515) 274-6624

Legal Ownership Information:

 Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

 Name of sole proprietor, partnership, corporation, LLC, or LLP Walmart Inc.

 Mailing Address 508 SW 8th St. City Bentonville State AR ZIP 72716-0500

 Phone Number (479)277-4656 Fax Number (479)204-9864 Email cynthia.montero@walmart.com

Retail Information:

 Types of Sales: Over-the-counter ☒ Vending machine ☐

 Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐

Types of Products Sold: (Check all that apply)

 Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

 Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐

 Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

 Has vending machine that assembles cigarettes ☐ Other ☒ Retail

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

 Name (please print) Andrea Lazenby

Name (please print) _____

 Signature Andrea Lazenby

Signature _____

 Date 4/16/19

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 06 / 30 / 2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Sam's West, Inc. DBA: Sam's Club #6344

Physical Location Address 1101 73RD ST. City DES MOINES ZIP 50324

Mailing Address 508 SW 8th St. Dept. 8916 City Bentonville State AR ZIP 72716-0500

Business Phone Number (515) 255-2252

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP Sam's West, Inc.

Mailing Address 508 SW 8th St. City Bentonville State AR ZIP 72716-0500

Phone Number (479)277-4656 Fax Number (479)204-9864 Email cynthia.montero@walmart.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐

Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☒ Retail

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Andrea Lazenby

Name (please print) _____

Signature Andrea Lazenby

Signature _____

Date 4/16/19

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Hy-Vee, Inc. DBA Hy-Vee Food Store

Physical Location Address 7101 University Ave, Windsor Heights, IA 50311 City Windsor Heights ZIP 50311

Mailing Address 5820 Westown Pkwy City West Des Moines State IA ZIP 50266

Business Phone Number 515-279-4225

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP Hy-Vee, Inc.

Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266

Phone Number 515-267-2800 Fax Number 515-559-2467 Email kpalm@hy-vee.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐
Grocery store ☒ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Jeff Pierce Name (please print) _____

Signature [Signature] Signature _____

Date 4/18/19 Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 08/01/2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA SUPER QUICK MART
Physical Location Address 7690 HICKMAN RD City WINNERS HEIGHTS State IA ZIP 50324
Mailing Address 7690 HICKMAN RD City WINNERS HEIGHTS State IA ZIP 50324
Business Phone Number 515-270-8609

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP UTARAJ LLC
Mailing Address 1824 HUBBELL AVE. City DES MOINES State IA ZIP 50316
Phone Number 515-265-2144 Fax Number _____ Email SUPERQUICKMART.IA@GMAIL.COM

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒
Types of Products Sold: (Check all that apply)
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☒ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) RASBIR KAUR DHILLON Name (please print) UTARAJ MAHAJAN
Signature [Signature] Signature [Signature]
Date 05/03/2019 Date 05/03/2019

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) ____/____/____ through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Aws's Mediterranean Market 324
Physical Location Address 7213 Apple Valley Dr City Windsor, Va ZIP 50304
Mailing Address Same as above City _____ State _____ ZIP _____
Business Phone Number (515) 298-9646

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP Al Sharq, Inc
Mailing Address Same as above City _____ State _____ ZIP _____
Phone Number _____ Fax Number _____ Email _____

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐
Types of Products Sold: (Check all that apply)
Cigarettes ☐ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☐

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐
Grocery store ☒ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐ _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Aws Al Sharq Name (please print) _____
Signature Al Sharq Signature _____
Date 5/8/19 Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☒ Renew ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 7 / 1 / 19 through June 30, 20

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Kum # Go # 4098
Physical Location Address 7229 University Ave City Windsor Heights ZIP 50324
Mailing Address 1459 Grand Ave City Des Moines State IA ZIP 50309
Business Phone Number 515-279-0568

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP Kum # Go LC
Mailing Address 1459 Grand Ave City Des Moines State IA ZIP 50309
Phone Number 515-457-6000 Fax Number X Email Licenses@kumandgo.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Charles Campbell Name (please print) _____
Signature [Signature] Signature _____
Date 5/28/19 Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) ____/____/____ through June 30, ____

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Ali hashim LLC
Physical Location Address 6563 University Ave City windsor heights State IA ZIP 50324
Mailing Address 6563 University Ave City windsor heights State IA ZIP 50324
Business Phone Number 515-343-7633

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP Ali hashim LLC
Mailing Address 6563 University Ave City windsor heights State IA ZIP 50324
Phone Number 515-343-7633 Fax Number _____ Email Karin Janda Chah

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐
Types of Products Sold: (Check all that apply)
Cigarettes ☐ Tobacco ☐ Alternative Nicotine Products ☐ Vapor Products ☐

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Abdullah hashim Name (please print) _____
Signature [Signature] Signature [Signature]
Date 5-26-19 Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse sideFor period (MM/DD/YYYY) 7 / 1 / 2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:Trade Name/DBA QuikTrip #503Physical Location Address 7220 HICKMAN RD City WINDSOR HEIGHTS ZIP 50324-4717Mailing Address PO Box 3475 Attn: Licensing City Tulsa State OK ZIP 74101-3475Business Phone Number (515) 331-8936**Legal Ownership Information:**Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP QuikTrip CorporationMailing Address PO Box 3475 Attn: Licensing City Tulsa State OK ZIP 74101-3475Phone Number 918-615-7700 Fax Number 918-615-7444 Email dist-taxaccounting@quiktrip.com**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒**Type of Establishment: (Select the option that best describes the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)Name (please print) Jim Brown Jr.

Name (please print) _____

Signature _____

Signature _____

Date 5/8/19

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$75.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: Windsor Heights (City)
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 19 through June 30, 220

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA MedPharm Iowa
Physical Location Address 7239 Apple Valley Drive City Windsor Heights ZIP 50324
Mailing Address 7239 Apple Valley Drive City Windsor Heights State IA ZIP 50324
Business Phone Number 515-410-9100

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP MedPharm Iowa, LLC
Mailing Address 1953 E. Market St City Des Moines State IA ZIP 50317
Phone Number 515-348-8400 Fax Number — Email stephen.wilson@medpharmia.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒
Types of Products Sold: (Check all that apply)
Cigarettes ☐ Tobacco ☐ Alternative Nicotine Products ☐ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☒ Medical Cannabis Dispensary

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Stephen Wilson Name (please print) Lucas Nelson
Signature [Signature] Signature [Signature]
Date 6/13/19 Date 6-13-2019

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Applicant License Application ()

Name of Applicant: EL PUNTO LLC
Name of Business (DBA): AL PUNTO
Address of Premises: 6611 UNIVERSITY AVE SUITE 100
City Windsor Heights **County:** Polk **Zip:** 50324
Business (786) 368-7988
Mailing 6611 UNIVERSITY AVE SUITE 100
City WINDSOR HEIGHTS **State** IA **Zip:** 50324

Contact Person

Name MARC NAVAILLES
Phone: (786) 368-7988 **Email** marc@hbcinternationalllc.com

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 06/07/2019

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Status of Business

BusinessType: Limited Liability Company
Corporate ID Number: XXXXXXXXXX **Federal Employer ID** XXXXXXXXXX

Ownership**MARC NAVAILLES**

First Name: MARC **Last Name:** NAVAILLES
City: WEST DES MOINES **State:** Iowa **Zip:** 50265
Position: OWNER
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: Auto Owners Insurance Company
Policy Effective Date: 06/07/2019 **Policy Expiration** 06/07/2020
Bond Effective **Dram Cancel Date:**
Outdoor Service Effective **Outdoor Service Expiration**
Temp Transfer Effective **Temp Transfer Expiration Date:**

CHAPTER 60 – TRAFFIC AND VEHICLES

SUBCHAPTER 60.04

SPEED REGULATIONS

60.04.01 General

60.04.02 State Code Speed Limits

60.04.03 Parks and Parking Lots

60.04.04 Special Speed Zones

60.04.05 Minimum Speed

60.04.06 Use of Automated Enforcement

60.04.01 GENERAL. Every driver of a motor vehicle on a street shall drive the same at a careful and prudent speed not greater than nor less than is reasonable and proper, having due regard to the traffic, surface and width of the street and of any other conditions then existing, and no person shall drive a vehicle on any street at a speed greater than will permit said driver to bring it to a stop within the assured clear distance ahead, such driver having the right to assume, however, that all persons using said street will observe the law.

(Code of Iowa, Sec. 321.285)

60.04.02 STATE CODE SPEED LIMITS. The following speed limits are established in Section 321.285 of the *Code of Iowa* and any speed in excess thereof is unlawful unless specifically designated otherwise in this subchapter as a special speed zone.

1. **Business District** – twenty (20) miles per hour.
2. **Residence or School District** – twenty-five (25) miles per hour.
3. **Suburban District** – forty-five (45) miles per hour.

60.04.03 PARKS AND PARKING LOTS. A speed in excess of fifteen (15) miles per hour in any public park or parking lot, unless specifically designated otherwise in this subchapter, is unlawful.

(Code of Iowa, Sec. 321.236[5])

60.04.04 SPECIAL SPEED ZONES. In accordance with requirements of the Iowa Department of Transportation, or whenever the Council shall determine upon the basis of an engineering and traffic investigation that any speed limit listed in Section 60.04.02 is greater or less than is reasonable or safe under the conditions found to exist at any intersection or other place or upon any part of the City street system, the Council shall determine and adopt by ordinance such higher or lower speed limit as it deems reasonable and safe at such location. The following special speed zones have been established:

(Code of Iowa, Sec. 321.290)

~~1. **Special 25 MPH Speed Zones.** A speed in excess of 25 miles per hour is unlawful on any of the following designated streets or parts thereof.~~

~~A. **University Avenue.** University Avenue, from the east corporate limits to the west corporate limits.~~

2.1. **Special 30 MPH Speed Zones.** A speed in excess of 30 miles per hour is unlawful on any of the following designated streets or parts thereof.

A. **63rd Street.** 63rd Street, from the south line of Hickman Avenue to the south line of University Avenue.

B. University Avenue. University Avenue, from the east corporate limits to the west corporate limits.

3.2. **Special 35-MPH Speed Zones.** A speed in excess of 35 miles per hour is unlawful on any of the following designated streets or parts thereof.

- A. 73rd Street. 73rd Street, from the south corporate limits to the south line of University Avenue;
- B. 63rd Street. 63rd Street, from the south line of University Avenue to the south corporate limits.

4.3. **Interstate 235.** Notwithstanding any speed restrictions contained in this Traffic Code, the following speed restrictions apply to Interstate Highway 235 when official signs are erected giving notice thereof:

- A. Maximum Speed. No person shall operate a vehicle on said highway at a speed in excess of 60 miles per hour.
- B. Minimum Speed. No person shall operate a vehicle on said highway at a speed less than 40 miles per hour.
- C. Vehicle Capability. No person shall operate any vehicle, implement, or conveyance on said highway which is incapable of obtaining and maintaining a speed of 40 miles per hour.

60.04.05 MINIMUM SPEED. A person shall not drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation, or in compliance with law.

(Code of Iowa, Sec. 321.294)

60.04.06 USE OF AUTOMATED ENFORCEMENT. Automated traffic enforcement technologies may be utilized to enforce speed regulations in this subchapter by civil fine pursuant to ATE regulations set forth in Section 60.02.07.

[The next page is 465]

Ordinance No.19-04
AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY
OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 60
TRAFFIC AND VEHICLES

WHEREAS, the City of Windsor Heights seeks to promote nondiscriminatory enforcement within its city limits; and

WHEREAS, the City Council finds that a high standard for the enforcement; and its intent to establish standards for the speed limit within the City limits; and

WHEREAS, on May 6, 2019, following proper notice and publication of the proposed changes, the City Council held a public hearing on the proposed changes to Chapter 60; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapter 60 ordinance are necessary and will promote nondiscriminatory enforcement within its city limits.

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 and recreate Chapter 60 of the Windsor Heights Code of Ordinances to enhance the effectiveness of enforcement for City of Windsor Heights.

SECTION 2. Amended. Chapter 60 of the Windsor Heights Code of Ordinances, Section 60.04.04 Special Speed Zones, is amended as reflected in the attached Exhibit A.

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

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

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

Passed and Approved this ____ day of _____, 2019.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

CHAPTER 161

POST-CONSTRUCTION STORM WATER CONTROL

161.01 Findings of Fact	161.09 Approval of Storm Water Management Concept Plan
161.02 Purpose	161.10 Approval of Storm Water Management Final Plan
161.03 Applicability	161.11 Performance Security or Bond
161.04 Compatibility with Other Requirements	161.12 Maintenance Performance Security or Bond
161.05 Definitions	161.13 Construction Inspection
161.06 Permit Procedures and Requirements	161.14 Maintenance and Repair of Storm Water BMPs
161.07 Waivers	161.15 Enforcement and Penalties
161.08 Storm Water Standards	161.16 Appeal

161.01 FINDINGS OF FACT.

1. The U.S. EPA's National Pollutant Discharge Elimination System ("NPDES") permit program ("Program") administered by the Iowa Department of Natural Resources ("IDNR") requires that cities meeting certain demographic and environmental impact criteria obtain from the IDNR an NPDES permit for the discharge of storm water from a Municipal Separate Storm Sewer System ("MS4") ("MS4 Permit"). The City of Windsor Heights is subject to the Program and is required to obtain, and has obtained, an MS4 Permit; the City's MS4 Permit is on file at the office of the City Clerk and is available for public inspection during regular office hours.
2. As a condition of the City's MS4 Permit, the City is obliged to ~~develop, implement, adopt~~ and enforce a POST-CONSTRUCTION STORM WATER CONTROL ordinance.
3. No State or federal funds have been made available to assist the City in administering and enforcing the Program. Accordingly, the City shall fund its operations under this chapter entirely by charges imposed on the owners or developers of properties which are made subject to the Program by virtue of State and federal law, and/or other sources of funding established by a separate ordinance.
4. Land development and associated increases in impervious cover alter the hydrologic response of local watersheds and increase storm water runoff rates and volumes, flooding, stream channel erosion, and sediment transport and deposition ~~if left uncontrolled~~; this ~~uncontrolled~~ storm water runoff contributes to increased quantities of water-borne pollutants; and storm water runoff, soil erosion, and non-point source pollution can be controlled and minimized through the regulation of storm water runoff from development sites.
5. Therefore, City establishes this set of City storm water requirements applicable to all surface waters to provide reasonable guidance for the regulation of storm water runoff for the purpose of protecting local water resources from degradation. It is determined that the regulation of storm water runoff discharges from land development and other construction activities in order to control and minimize increases in storm water runoff rates and volumes, soil erosion, stream channel erosion, and non-point source pollution associated with storm water runoff is in the public interest and will prevent threats to public health and safety.
6. The *Iowa Storm Water Management Manual* published collaboratively by the Iowa Department of Natural Resources and ~~The Center for Transportation Research and Education at Iowa State University~~ maintained by the Iowa Storm Water Education Program establishes guidelines consisting of unified sizing criteria (water quality volume, channel protection storage volume, overbank flood protection, extreme flood protection), storm water management designs and specifications and best management practices (BMPs). The City hereby finds and declares

that the guidelines provided for in the *Iowa Storm Water Management Manual*, ~~and in~~ future editions thereof, ~~should be and~~ along with any locally adopted modifications, are hereby adopted as the storm water management standards of the City. Any BMP installation that complies with the provisions of the *Iowa Storm Water Management Manual*, or future editions thereof, at the time of installation shall be deemed to have been installed in accordance with this chapter.

161.02 PURPOSE. The purpose of this chapter is to adopt as the City's standards and sizing criteria and BMPs to address said standards the Guidelines, Sizing Criteria, and BMPs proposed by the *Iowa Storm Water Management Manual* and as specifically identified above (hereinafter collectively "City storm water requirements") in order to protect and safeguard the general health, safety, and welfare of the public within this jurisdiction. This chapter seeks to meet that purpose through the following objectives:

1. Minimize increases in storm water runoff from development within the City limits and fringe area in order to reduce flooding, siltation, increases in stream temperature, and stream bank erosion and maintain the integrity of stream channels;
2. Minimize increases in non-point source pollution caused by storm water runoff from development which would otherwise degrade local water quality;
3. Minimize the total annual volume of surface water runoff which flows from any specific development project site after completion to not exceed the pre-development hydrologic regime to the maximum extent practicable; and
4. Reduce storm water runoff rates and volumes, soil erosion, and non-point source pollution, wherever possible, through establishment of appropriate minimum storm water management standards and BMPs and to ensure that BMPs are properly maintained and pose no threat to public safety.

161.03 APPLICABILITY.

1. This chapter is applicable to all subdivision or site plan applications meeting the minimum square foot applicability criteria of subsection 2 of this section, unless eligible for an exemption or granted a waiver by the City under Section 161.07 of this chapter. This chapter also applies to land disturbance activities that are smaller than the minimum square foot applicability criteria specified in subsection 2 if such activities are part of a larger common plan of development that meets the minimum square foot applicability criteria specified in subsection 2, even though multiple separate and distinct land development activities may take place at different times on different schedules. In addition, all plans must also be reviewed by an engineer hired by the City ~~local environmental protection officials~~ to ensure that established water quality standards will be maintained during and after development of the site and that post-construction runoff levels are consistent with any local and regional watershed plans. The following activities are exempt from this chapter:

A. Any logging and agricultural activity which is consistent with an approved soil conservation plan or a timber management plan prepared or approved by the appropriate agency, as applicable.

B. Additions or modifications to existing single-family structures

C. Repairs to any storm water BMPs deemed necessary by the City.

~~1. Reconstruction or rehabilitation to existing City streets.~~

2. City storm water requirements must be met for development or redevelopment to be approved. Final authorization of all development and redevelopment projects shall be

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determined after a review by the City. City storm water requirements apply to any development and redevelopment meeting at least one of the following:

- A. Land disturbing activity exceeding 43,560 square feet in area; or
- B. Land disturbing activity creating or recreating 10,000 square feet in area or more of impervious cover, regardless of existing conditions; ~~or disturbing one acre or more of land, and to any development disturbing less than one acre if the amount of impervious cover created exceeds 5,000 square feet. The following activities are exempt from this chapter:~~
- C. Land disturbing activities that are smaller than the minimum square feet applicability criteria set forth in this chapter, if such activities are part of a larger common plan of development that may or may not take place at the same time; or
- D. Land disturbing activity exceeding 25,000 square feet in area where the existing land is being redeveloped.
 - ~~A. Any logging and agricultural activity which is consistent with an approved soil conservation plan or a timber management plan prepared or approved by the appropriate agency, as applicable.~~
 - ~~B. Additions or modifications to existing single family structures.~~
 - ~~C. Developments that do not disturb more than one acre of land provided they are not part of a larger common development plan.~~
 - ~~D. Repairs to any storm water BMPs deemed necessary by City.~~

3. When a site development plan is submitted that qualifies as a development, as defined in this chapter, decisions on permitting any appropriate on-site BMPs shall be guided by the SUDAS Design Manual. Final authorization of all development and redevelopment projects will be determined after a review by City.

161.04 COMPATIBILITY WITH OTHER REQUIREMENTS.

1. It is intended that this chapter be construed to be consistent with Chapter 160, Construction Site Erosion and Sediment Control, and Chapter 102, Illicit Discharge to Storm Sewer System, of this Code of Ordinances.
2. The requirements of this chapter should be considered minimum requirements, and where any provision of this chapter imposes restrictions different from those imposed by any other chapter, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall be considered to take precedence.

161.05 DEFINITIONS. Terms in this chapter, other than those defined below, shall have the meanings set out in the *Iowa Storm Water Management Manual*.

1. **“Applicant”** means a property owner or agent of a property owner who has filed an application for a storm water management permit.
- +2. **“Best Management Practice (BMP)”** means a practice or series of practices used to manage storm water and as further defined in the Iowa Storm Water Management Manual.
3. **“Building”** means any structure, either temporary or permanent, having walls and a roof, designed for the shelter of any person, animal, or property, and occupying more than 100 square feet of area.

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~~2.4.~~ **“Channel Protection Storage Volume”** means providing for practices that will allow for extended detention of the runoff generated by a 1-year, 24-hour event. This means capturing the runoff volume from a storm of this nature, and slowly releasing it over a period of no less than 24-hours to reduce rapid “bounce” effect common in many urban streams that leads to downcutting and streambank erosion.

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~~5.~~ **“City storm water requirements”** means the standards, sizing criteria, BMPs and other requirements established in this chapter or “standard” means the guidelines provided for in this ordinance and the Iowa Storm Water Management Manual.

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~~6.~~ **“Concept Plan”** shall be submitted for review during the planning process. This plan should be considered to be a 30% development plan showing conceptually where stormwater practices will be located and how the storm water will be routed to th facilities. This submittal shall include all of the information required stated in this chapter.

~~3-7.~~ **“COESCO”** means Construction Site Erosion and Sediment Control Ordinance permit issued by the City of Windsor Heights’ Public Works Department.

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~~4-8.~~ **“Dedication”** means the deliberate appropriation of property by its owner for general public use.

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~~5-9.~~ **“Developer”** means a person who undertakes land disturbance activities.

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~~6-10.~~ **“Development”** means either:

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A. Land disturbance activity exceeding 43,560 square feet on land previously vacant of buildings or largely free of previous land disturbance activity other than traditional agricultural activities; or

B. Land disturbance activity exceeding 43,560 square feet in areas where existing land use is high density commercial, industrial, institutional or multi-family residential (a.k.a. “redevelopment”).

~~7-11.~~ **“Drainage easement”** means a legal right granted by a landowner to a cable operator allowing the use of private land for storm water management purposes.

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~~12.~~ **“Enforcement officer”** means that person designated by the City having responsibility for administration and enforcement of this chapter.

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~~13.~~ **“Existing Conditions”** means the circumstances of the site at the time of first review of site plans or upon- initial submittal of permit applications.

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~~8-14.~~ **“Extreme Flood Protection”** means managing the effects of larger storm events (10-year to 100-year recurrence intervals) on the storm water management system, adjacent property, and downstream facilities and property. The management of these extreme events is accomplished using detention controls and/or floodplain management.

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~~15.~~ **“Fee in lieu”** means a payment of money in place of achieving or exceeding all or part of City storm water requirements.

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~~9-16.~~ **“Impervious Surface”** means surfaces (roads, sidewalks, driveways and parking lots) that are covered by impenetrable materials such as asphalt, concrete, brick, and stone, rooftops as well as soils compacted by urban development.

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~~10-17.~~ **Iowa Storm Water Management Manual** means the current *Iowa Storm Water Management Manual* publication, by whatever name, as amended from time to time by Iowa Department of Natural Resources in collaboration with the Center for Transportation Research at Iowa State University, and which recommends storm water management guidelines and uniform sizing criteria and BMPs designed to address said guidelines.

18. **“Land disturbance activity”** means any activity which changes the volume or peak flow discharge rate of rainfall runoff from the land surface. This may include the grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any activity which bares soil or rock or involves the diversion or piping of any natural or man-made watercourse.

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11-19. **“Low Impact Development”** means an approach to storm water management that attempts to mimic pre-development conditions by compensating for losses of rainfall abstraction through infiltration, evapotranspiration, surface storage, and increased travel time to reduce excess runoff.

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12-20. **“Landowner”** means the legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights in the land.

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21. **“Maintenance agreement”** means a legally recorded document that acts as a property deed restriction, and which provides for long-term maintenance of storm water BMPs.

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22. **“Overbank Flood Protection”** means providing on-site storm water detention to limit runoff peak flows rates from the 5-year recurrence interval storm event to prevent downstream surcharge of conveyance systems and reduce overbank flooding. At the site development level, this can be accomplished by providing detention practices with multi-stage outlets that control the outflow from these events to pre-settlement conditions (meadow in good condition).

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23. **“Pre-settlement”** means the nature of the site prior to human development when the landscape was dominated by naturally occurring features. Intended for storm water calculations, meadow in good condition.

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14-24. **“Storm water management”** means the use of BMPs that are designed in accordance with City storm water requirements to reduce storm water runoff pollutant loads, discharge volumes, peak flow discharge rates, and detrimental changes in stream temperature that affect water quality and habitat.

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25. **“Storm Water Pollution Prevention Plan”** (SWPPP) means a plan that is designed to minimize the accelerated erosion and sediment runoff at a site during construction activities.

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26. **“Unified Sizing Criteria”** means an integrated approach to managing storm water runoff quality and quantity by addressing the adverse impacts of stormwater runoff from development. The intent is to comprehensively manage stormwater to remove pollutants and improve water quality, prevent downstream streambank and channel erosion, reduce downstream overbank flooding and safely convey and reduce runoff from extreme storm events.

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15-27. **“Water Quality Volume”** means the runoff resulting from rainfall depth of 1.25". By managing these storms, many of the “first flush” pollutants of concern will be effectively managed on-site.

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161.06 PERMIT PROCEDURES AND REQUIREMENTS.

1. Permit Required. No landowner or developer shall receive any of the building, grading, or other land development permits required for land disturbance activities without first meeting the requirements of this chapter prior to commencing the proposed activity.
2. Application Requirements.
 - A. Unless specifically exempted by this chapter, any landowner or developer desiring a permit for a land disturbance activity shall submit to the City a permit application on a form provided for that purpose.

B. Unless otherwise exempted by this chapter, a permit application must be accompanied by the following in order that the permit application be considered:

- (1) A storm water management concept plan;
- (2) A maintenance agreement; and
- (3) A non-refundable permit review fee.

C. The storm water management concept plan and maintenance agreement shall be prepared to meet the requirements of this chapter, and fees shall be those established by the City annually or more often by separate ordinance or resolution.

3. Application Review Fees. The fee for review of any land development application shall be based on the amount of land to be disturbed at the site; the fee structure shall be established by City, and said fees shall be paid prior to the issuance of any applicable City permits. All such revenue shall be credited to a City budgetary category to support the administration of this chapter.

4. Application Procedure.

A. The applicant shall request a pre-application meeting which will be facilitated by the City between the applicant, City staff, and staff of partner agencies as applicable. The meeting shall be mandatory prior to submission of a permit application. The purposes of the meeting are to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of this chapter and other applicable ordinances.

B. Applications for land disturbance activity permits must be filed for review with the office of the City Clerk on any regular business day.

C. Permit applications shall include the following:

- (1) Two copies of the storm water management concept plan;
- (2) Two copies of the maintenance agreement, and
- (3) Any required review fees.

D. The City shall make a determination regarding the completeness of a permit application within ten (10) business days of the receipt of the application and notify the applicant in writing if the application is not complete including the reasons the application was deemed incomplete.

E. Within 15 business days of the receipt of a complete permit application, including all documents as required by this chapter, City shall inform the applicant whether the application, plan, and maintenance agreement are approved or disapproved by the enforcement officer.

F. If the permit application, storm water management concept plan, or maintenance agreement are disapproved, the applicant may revise the storm water management concept plan or agreement. If additional information is submitted, the City shall have 15 business days from the date the additional information is received to inform the applicant that the storm water management concept plan and maintenance agreement are either approved or disapproved.

G. If the permit application, storm water management final plan, and maintenance agreement are approved by City, all appropriate land disturbance activity permits shall be issued.

5. Permit Duration. Permits issued under this section shall be valid from the date of issuance through the date City notifies the permit holder that all storm water BMPs have passed the final inspection required under permit conditions.

161.07 WAIVERS. Every applicant shall provide for storm water management as required by this chapter, unless a written request is filed to waive implementation of BMPs, in whole or in part, and such waiver is granted. Requests to waive implementation of BMPs in whole or in part shall be submitted to City for approval.

1. ~~Partial Waivers.~~ A ~~partial~~ waiver of BMPs required by this chapter may be granted provided that at least one of the following conditions is established by applicant based on authoritative written evidence satisfactory to City:

A. The proposed development is not likely to impair attainment of the objectives of this chapter.

B. Alternative minimum requirements for on-site management of storm water have been established in a storm water management final plan that has been approved by City and fully implemented.

C. Provisions are made to manage storm water by an off-site facility within the same watershed and that has been approved by the City. The off-site facility is required to be in place, to be designed and adequately sized to provide a level of storm water control that is equal to or greater than that which would be afforded by on-site practices, and there is, in the City's sole judgment, a responsible entity legally obligated to monitor the performance of and maintain the efficiency of storm water BMPs in accordance with a written and recorded maintenance agreement.

D. In instances where one of the above conditions is established, the applicant must further establish by authoritative written evidence satisfactory to City that the partial waiver will not result in any of the following impacts to downstream waterways:

- (1) Deterioration of existing culverts, bridges, dams, and other structures; or
- (2) Degradation of biological functions or habitat; or
- (3) Accelerated stream bank or streambed erosion or siltation; or
- (4) Increased threat of flood damage to public health, life, property.

2. ~~General Waivers.~~ If the City finds that a ~~general~~ waiver is appropriate because implementation of no on-site storm water BMPs is feasible due to the natural or existing physical characteristics of a site, or that one of the conditions specified in subsection 1 above cannot be established to a certainty, or that any one or more of the impacts to downstream waterways specified above cannot be entirely averted, the applicant shall execute a binding written agreement to accomplish one or more of the following mitigation measures selected by City:

A. The purchase and donation of privately owned lands, or the grant of an easement to be dedicated for preservation and/or reconstruction of native ecosystems of lands strategically located in the watershed consistent with the purposes of this chapter, of a sufficient quantity to enable City or others to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver.

B. The creation of one or more storm water BMPs on previously developed properties, public or private, that currently lack storm water BMPs, having a capacity to

achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver.

C. Monetary contributions (fee in lieu) to fund storm water management activities such as research and studies (e.g., regional wetland delineation studies, stream monitoring studies for water quality and macroinvertebrates, stream flow monitoring, threatened and endangered species studies, hydrologic studies, monitoring of storm water BMPs, and stream corridor stabilization practices). The monetary contribution required shall be in accordance with a fee schedule (unless the developer and the storm water authority agree on a greater alternate contribution) established by City, based on the estimated cost savings to the developer resulting from the waiver and the estimated future costs to City to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver. All of the monetary contributions shall be credited to an appropriate capital improvements program project, and shall be made by the developer prior to the issuance of any building permit for the development.

D. D. Dedication of land or granting of an easement by the applicant of a value equivalent to the cost to City of the construction of an off-site storm water management facility sufficient to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver. The agreement shall be entered into by the applicant and City prior to the recording of plats or, if no record plat is required, prior to the issuance of the building permit.

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E. Factors that may generate waivers:

1. Shallow Bedrock
2. High Groundwater
3. Hotspots or contaminated soils
4. City owned construction that was designed prior to 2019.

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161.08 STORM WATER STANDARDS. Unless granted a waiver by the City, applicants shall meet the storm water standards established in this chapter.

1. The site design shall provide on-site treatment during construction and post-construction to ensure no increases over ~~underdeveloped- pre-development conditions~~ settlement conditions (meadow in good condition, CN=58) for the one-year, 24-hour storm event, the five-year, 24-hour storm event, and the 100-year, 24-hour storm event.
2. The site design shall provide on-site water quality treatment for the runoff resulting from a rainfall depth of 1.25 inches over the post-construction site area in order to reduce average annual post-development total suspended solids loadings by at least 80%. Roof top areas are exempt from the site area for water quality.
3. The site design shall retain on-site for recharge a portion of the water quality treatment volume calculated as a soil specific recharge factor multiplied by the volumetric runoff coefficient multiplied by the area and all divided by 12. The soil specific recharge factor is given as 0.51 for Hydrologic Soil Group (HSG) A soils, 0.34 for HSG B soils, 0.17 for HSG C soils,

and 0.08 for HSG D soils. The volumetric runoff coefficient is calculated as $0.05 + 0.009$ multiplied by the site impervious percentage. See the *Iowa Storm Water Management Manual* for additional clarification on the calculation. For areas of the site where there is no feasible way to achieve the recharge requirement, other options may be considered by the City if the options meet the performance standard listed for sites with restrictions in subsection 4 below.

4. Applicant shall fully attempt to comply with the standards in subsections 1 through 3 above. Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site. If full compliance is not possible, the following flexible treatment options shall be used:

A. Applicant shall document the flexible treatment options sequence starting with Alternative #1. If Alternative #1 cannot be met, then Alternative #2 shall be analyzed. If Alternative #2 cannot be met then Alternative #3 shall be met. When all of the conditions are fulfilled within an alternative, this sequence is completed.

B. Recharge techniques considered shall include infiltration, reuse and rainwater harvesting, and canopy interception and evapotranspiration and/or additional techniques included in the *Iowa Storm Water Management Manual*.

C. Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs.

D. Factors to be considered for each alternative will include:

- (1) Karst or Coal geology.
- (2) Shallow bedrock.
- (3) High groundwater.
- (4) Hotspots or contaminated soils.
- (5) Excessive cost.
- (6) Poor soils (infiltration rates that are too low or too high, problematic urban soils).

E. Alternative #1: Applicant attempts to comply with the following conditions:

- (1) Achieve recharge to the maximum extent practicable, and
- (2) Treat by means of a filtration-based storm water treatment facility, the water quality volume determined in standard 2 above in order to provide removal of fine particles, and
- (3) Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.

F. Alternative #2: Applicant attempts to comply with the following conditions:

- (1) Achieve recharge to the maximum extent practicable, and
- (2) Remove 80% of the annual Total Suspended Solids load, and
- (3) Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.

G. Alternative #3: Off-Site Treatment. Off-site mitigation, as outlined in Section 161.07(2), Waivers, of the required treatment volume that cannot be provided on site can be used to protect Walnut Creek or North Walnut Creek.

5. The site shall be designed to provide vegetated buffers for water quality protection adjacent to receiving channels and waters. Buffers shall commence at "top of bank", or at the delineated boundary of the water body. Buffer width as based on land use and are as follows;

A. Residential: 30 feet

B. Industrial: 50 feet

C. Mid/High Density Residential & Commercial: 50 feet

Redevelopment of infill parcels that are surrounded by existing development shall be considered on a case by case basis. The intent of this section of ordinance is not to make existing lots undevelopable.

5.6. The site shall be designed using the Better Site Design process. Better Site Design involves techniques applied early in the design process to preserve natural areas, reduce impervious cover, distribute runoff and use pervious areas to more effectively treat storm water runoff. Site design should address open space protection, impervious cover minimization, and runoff distribution and minimization, and runoff utilization through considerations such as:

- A. Open space protection and restoration.
 - (1) Conservation of existing natural areas (upland and wetland).
 - (2) Reforestation.
 - (3) Re-establishment of prairies.
 - (4) Restoration of wetlands.
 - (5) Establishment or protection of stream, shoreline and wetland buffers.
 - (6) Re-establishment of native vegetation into the landscape.
- B. Reduction of impervious cover.
 - (1) Reduce new impervious cover through redevelopment of existing sites and use of existing roadways, trails etc.
 - (2) Minimize street width, parking space size, driveway length, sidewalk width.
 - (3) Reduce impervious surface footprint (e.g., two-story buildings, parking ramp).
- C. Distribution and minimization of runoff.
 - (1) Utilize vegetated areas for storm water treatment (e.g., parking lot islands, vegetated areas along property boundaries, front and rear yards, building landscaping).
 - (2) Direct impervious surface runoff to vegetated areas or to designed treatment areas (roofs, parking, driveways drain to pervious areas, not directly to storm sewer or other conveyances).
 - (3) Encourage infiltration and soil storage of runoff through grass channels, soil compost amendment, vegetated swales, rain gardens, etc.

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(4) Plant vegetation that does not require irrigation beyond natural rainfall and runoff from the site.

D. Runoff utilization.

(1) Capture and store runoff for use for irrigation in areas where irrigation is necessary.

6.7. The following general criteria shall be incorporated in site design for storm water runoff to protect surface and ground water and other natural resources:

- (1) Reduce impacts on water.
- (2) Protect soils.
- (3) Preserve vegetation.
- (4) Decrease runoff volume.
- (5) Decrease erosion and sedimentation.
- (6) Decrease flow frequency, duration, and peak runoff rates.
- (7) Increase infiltration (groundwater recharge).
- (8) Maintain existing flow patterns.
- (9) Reduce time to peak flows by increasing the time of concentration to and through storm sewers.
- (10) Store storm water runoff on-site.
- (11) Avoid channel erosion.

8.7. Topsoil Requirements:

a. Preservation: No topsoil shall be permanently removed from any construction site in accordance with the Iowa Department of Natural Resources General Permit 2. The preservation of topsoil shall be met only when the depth of topsoil after soil disturbing activities have been completed and final stabilization achieved for the permitted activity is equal to, or greater than, 4.0 inches on all areas of the site where the surface of the ground disturbed for the permitted land disturbing activities is exposed and not covered by concrete, asphalt, gravel or other such impervious material. If 4.0 inches of on- site topsoil is not available, imported topsoil meeting the requirements below or the amendment of existing low - quality on-site material may be used to comply with this requirement. Three inches of low - quality on-site soil, may be incorporated with a minimum of 1. 5 inches of compost meeting the requirements below to achieve an acceptable equivalent alternative. Topsoil shall be defined as the soil material excavated from the upper 12 -inches of the soil profile that has a uniform quality free from debris, hard clods, roots, sod, stiff clay, hard pan, stones larger than 1 inch, has a high degree of fertility with an organic matter content of at least 2%, is free of herbicides that prohibit plant growth, has a pH level between 6. 0 and 8. 0, and is friable with a clay content less than 25%. Compost shall be defined as stable, mature, decomposed organic solid waste that is the result of the accelerated, aerobic biodegradation and stabilization under controlled conditions. The result is a uniform dark, soil - like appearance with 100% of the material passing through a 1 inch sieve (3/ 8 or 1/2 inch screen preferred), a pH range between 5. 5 and 9, a minimum organic matter content of 35% dry weight and a soluble salt content of less than 4.0 mmhos/ cm

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b. Compaction: For the purposes of compliance with the Iowa Department of Natural Resources General Permit # 2 requirements, the minimum standard for "minimizing soil compaction" shall be defined as working the soil prior to seeding/ sodding such that a penetrometer can be inserted into the upper 6 inch with less force than 200 psi. As an alternative to the penetrometer test, a soil with a bulk density of less than 1.6 grams/ cubic centimeter shall be deemed compliant with this requirement.

161.09 APPROVAL OF STORM WATER MANAGEMENT CONCEPT PLAN. No application for development will be accepted unless it includes a storm water management concept plan detailing in concept how runoff and associated water quality impacts resulting from the development will be controlled or managed. The storm water management concept plan shall meet the following requirements:

1. Be prepared by a licensed professional engineer or landscape architect or individual credentialed in a manner satisfactory to the City.

2. Indicate whether storm water will be managed on site or off site and, if on site, the general location and type of practices BMPs, with clear citations to the SUDAS Design Manual Iowa Storm Water Management Manual.

2-3. Include a signed and dated certification under penalty of perjury by the preparer of the storm water management concept plan that it complies with all requirements of this chapter and the Iowa Storm Water Management Manual, meets the submittal requirements outlined in the Iowa Storm Water Management Manual, is designed to achieve City storm water requirements, and that the City is entitled to rely upon the certification as due diligence on the part of City.

3. Include a signed and dated certification under penalty of perjury by the preparer of the storm water management concept plan that it complies with all requirements of this chapter and the SUDAS Design Manual, meets the submittal requirements outlined in the SUDAS Design Manual, is designed to achieve City storm water requirements, and that the City is entitled to rely upon the certification as due diligence on the part of City.

4. Include sufficient information (e.g., maps, hydrologic calculations, etc.) to evaluate the environmental characteristics of the project site, the potential impacts of all proposed development of the site, both present and future, on the water resources, and the effectiveness and acceptability of the storm water BMPs proposed for managing storm water generated at the project site. The intent of this conceptual planning process is to determine the type of storm water BMPs necessary for the proposed project, and ensure adequate planning for management of storm water runoff from future development. To accomplish this goal, the following information shall also be included in the storm water management concept plan:

A. A soil management plan as defined by the Iowa Stormwater Management Manual shall be provided and include a technical assessment of soils that identifies the soil series and the site limitations based on soils data provided in the Web County Soil Survey hosted by Natural Resources Conservation Service (NRCS). It may only be used if soils have not been highly disturbed. Soil borings shall be included when necessary to confirm suitable site conditions for placement of buildings with basements and related structures, especially in areas with hydric soils and shallow depth to groundwater. If a stormwater BMP depends on the hydraulic properties of soils, then the assessment shall include soil borings and measurements of percolation/infiltration rates. The number and location of required soil borings and/or soil test sites shall be determined based on what is needed to determine the suitability and distribution of soil types present at the location of the BMP. Borings may range from a minimum of 5' to 20' below subgrade depending on the size of the BMP. This information shall be used to provide a summary of the

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associated risks and potential for adequate drainage related to infiltration practices, groundwater mounding and basement flooding. Consultation with a Certified Professional Soil Scientist, Soil Classifier, or Geotechnical Engineer may be necessary or required.

A-B. A map (or maps) indicating the location of existing and proposed buildings, roads, parking areas, utilities, structural storm water management and sediment and erosion BMPs. The map(s) will also clearly show proposed land use with tabulation of the percentage of surface area to be adapted to various uses; drainage patterns; locations of utilities, roads, and easements; and the limits of clearing and grading. A written description of the site plan and justification of proposed changes in natural conditions may also be required. A copy of the current SWPPP may satisfy this requirement.

B-C. Sufficient engineering analysis to show that the proposed BMPs are capable of achieving City storm water requirements for the site in compliance with this chapter.

D. A written or graphic inventory of the natural resources at the site and surrounding area as it exists prior to the commencement of the project and a description of the watershed and its relation to the project site. This description should include a discussion of soil conditions, forest cover, topography, wetlands, and other native vegetative areas on the site. Particular attention should be paid to environmentally sensitive BMPs that provide particular opportunities or constraints for development.

~~C-E.~~ Landscaping and stabilization shall be accomplished to prevent stormwater violations or impairment of BMPs. In addition, a landscaping plan must be submitted with the final as-built drawings describing the vegetation stabilization and management techniques to be used at the site after construction is completed. This plan will include the entity responsible for vegetation at the site and practices that will be used to ensure adequate vegetative cover.

~~D-F.~~ A written description of the required maintenance burden for any proposed BMPs.

E-G. The City may also require a concept plan to consider the maximum development potential of a site under existing zoning, regardless of whether the applicant presently intends to develop the site to its maximum potential.

F-H. For development occurring on a previously developed site, an applicant shall be required to include within the storm water management concept plan BMPs for controlling existing storm water runoff discharges from the site in accordance with this chapter to the maximum extent practicable.

The storm water management concept plan shall be referred for comment to all other interested agencies, and any comments must be addressed in a storm water management final plan.

161.10 APPROVAL OF STORM WATER MANAGEMENT FINAL PLAN. No building, grading, or sediment control permit shall be issued until a satisfactory storm water management final plan (or a waiver thereof) shall have undergone a review and been approved by the City after determining that the plan or waiver is consistent with the requirements of this chapter. After review of the storm water management concept plan, and modifications to that plan as deemed necessary by City, a storm water management final plan must be submitted to the City for approval. The storm water management final plan, in addition to the information included in the storm water management concept plan, shall:

1. Be prepared by a licensed professional engineer or landscape architect or individual credentialed in a manner satisfactory to the City.
2. Indicate whether storm water will be managed on site or off site and, if on site, the general location and type of practices, with clear citations to the [SUDAS Design Iowa Storm Water Management](#) Manual.
3. Include a signed and dated certification under penalty of perjury by the preparer of the storm water management final plan that it complies with all requirements of this chapter and the SUDAS Design Manual, meets the submittal requirements outlined in the [SUDAS Design Iowa Storm Water Management](#) Manual, is designed to achieve City storm water requirements, and that City is entitled to rely upon the certification as due diligence on the part of City.
4. The storm water management final plan shall also include:
 - A. A detailed summary of how and why the storm water management final plan differs, if at all, from the storm water management concept plan previously submitted.
 - B. Contact information, including but not limited to the name, address, and telephone number of all persons having a legal interest in the property and the tax reference number and parcel number of the property or properties affected.
 - C. Topographic base map, consisting of a 1" = 200' topographic base map, of the site which extends a minimum of 300 feet beyond the limits of the proposed development and indicates existing surface water drainage including streams, ponds, culverts, ditches, and wetlands; current land use including all existing structures; locations of utilities, roads, and easements; and significant natural and manmade features not otherwise shown. [A minimum of 2' contours shall be shown on-site and 2' contours outside of the proposed site.](#)
 - D. Hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in the *Iowa Storm Water Management Manual*. Such calculations shall include:
 - (1) Description of the design storm frequency, intensity and duration;
 - (2) Time of concentration;
 - (3) Soil curve numbers or runoff coefficients;
 - (4) Peak runoff rates and total runoff volumes for each watershed area;
 - (5) Infiltration rates, where applicable;
 - (6) Culvert capacities;
 - (7) Flow velocities;
 - (8) Data on the increase in rate and volume of runoff for the design storms referenced as referenced in the NOAA Atlas 14, Volumes 8 and 9 (April 2013); and
 - (9) Documentation of sources for all computation methods and field test results.
 - E. If a storm water BMP depends on the hydrologic properties of soils (e.g., infiltration basins), then a soils report shall be submitted. The soils report shall be based on on-site boring logs or soil pit profiles. The number and location of required soil borings or soil sites shall be determined based on what is needed to determine the suitability and distribution of soil types present at the location of the BMP.

F. A maintenance and repair plan for all storm water BMPs including detailed maintenance and repair procedures to ensure their continued efficient function. These plans will identify the parts or components of a storm water BMP that need to be maintained and the equipment and skills or training necessary. Provisions for the periodic review and evaluation of the effectiveness of the maintenance program and the need for revisions or additional maintenance procedures shall be included in the plan.

G. A detailed landscaping plan for management of vegetation at the site after construction is finished, including who will be responsible for the maintenance of vegetation at the site and what practices will be employed to ensure that adequate vegetative cover is preserved. This plan must be prepared by a registered landscape architect, landscape designer, or by the soil and water conservation district.

H. Proof of permanent ~~recorded maintenance~~recorded maintenance easements that will ensure access to all storm water BMPs at the site for the purpose of inspection and repair. These easements will be recorded with the storm water management final plan and will remain in effect even with transfer of title to the property.

I. Proof of a recorded maintenance agreement binding on all subsequent owners of land served by storm water BMPs to ensure maintenance and repair in accordance with the specifications of this chapter.

J. Copies of all existing SWPPP~~S~~ (as required by the City's COSESCO ordinance) current as of the date of submission of the storm water management final plan for all construction activities related to implementing any on-site storm water BMPs.

K. Proof that the applicant has acquired all other applicable environmental permits for the site, or that no other such permits are required, prior to submission of the storm water management final plan to the City.

L. For lot development impacted by storm water BMPs and conveyance features:

M. The ~~builder permit holder~~ shall provide to the Municipal Engineer, or designated City representative, an Elevation Certificate that is signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information.

N. The Elevation Certificate shall certify that the protected level (lowest opening or protective flood barrier that achieves the same result) of all buildings shall be a minimum of 3 feet above the 100-year water surface elevation of storm water BMPs.

O. Building foundations adjacent to storm water BMPs and/or storm water infrastructure (i.e. conveyance features, inlets, manholes) shall be 3 feet above the 100-year water surface elevation.

P. Accommodating Upstream Drainage Areas: Any necessary and appropriate storm water BMPs shall be designed to accommodate runoff from any upstream area potentially draining into or through the area to be subdivided, whether such area is inside or outside the area to be subdivided. Such design shall assume that the upstream area upon development or redevelopment will be regulated such that volume of surface water runoff shall be equal to the runoff from the current land use condition

K-Q. Protecting Downstream Drainage Areas: Any development shall provide for mitigation of any overload condition reasonably anticipated on any existing downstream storm water BMPs outside the area to be subdivided, provided that the development or use of the area to be subdivided creates or contributes to such condition

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161.11 PERFORMANCE SECURITY OR BOND.

1. The City shall require the submittal of an installation performance security or bond prior to issuance of a permit in order to ensure that the storm water BMPs are installed by the permit holder as required by the approved storm water management final plan.
2. The amount of the installation performance security or bond shall be the total estimated construction cost of the storm water BMPs approved under the permit, plus 25%. The installation performance security or bond shall contain forfeiture provisions for failure to complete work specified in the storm water management final plan.
3. The installation performance security or bond shall be released in full only upon submission of "as-built plans" of all storm water BMPs specified in the storm water management final plan and written certification by a professional engineer that the storm water BMPs have been installed in accordance with the approved storm water management final plan and other applicable provisions of this chapter. The City will make a final inspection of storm water BMPs to ensure compliance with the approved storm water management final plan and the provisions of this chapter. Provisions for a partial pro rata release of the installation performance security or bond based on the completion of various development stages can be made at the discretion of City.
4. The installation performance security or bond shall inure only to the benefit of the City for purposes of completing, modifying, or correcting the storm water BMPs to comply with this chapter.

161.12 MAINTENANCE PERFORMANCE SECURITY OR BOND.

1. The City shall also require the submittal of a maintenance performance security or bond prior to issuance of a permit in order to insure that the storm water BMPs are maintained in an effective state for a minimum of 10 years.
2. This maintenance performance security or bond may be released by the City upon a showing satisfactory to the City that:
 - A. The permit holder has assigned to another bona fide, financially responsible legal entity, such as a homeowners' or similar organization organized under Iowa law, responsibility for maintenance of the storm water BMPs in an effective state for the balance of the 10-year period after assignment; and
 - B. Said assignee has fully accepted such responsibility in a written document that qualifies for recording and has been recorded in the County Recorder's office under Iowa law; and
 - C. Said assignee posts a substitute maintenance performance security or bond subject to release at the end of the initial 10-year period upon a further showing by the assignee that the storm water BMPs are, in the City's sole judgment, still reasonably effective.
3. This maintenance performance security or bond shall inure only to the benefit of the City to ensure the proper maintenance of the storm water BMPs.
4. This maintenance and performance security or bond may be issued on an annual basis, provided that there is no lapse in coverage.
5. The maintenance performance security bond amount shall be for 25% of the total cost of the overall permitted project unless otherwise specified by the City.

161.13 CONSTRUCTION INSPECTION.

1. The applicant must notify the City in advance before the commencement of construction. Regular inspections of construction of the storm water BMPs shall be conducted by City or City's designated representative. Inspections will be conducted before any land disturbing activity begins, at the time of footing inspections, at the completion of the project; and prior to the release of financial securities. All inspections shall be documented and written reports prepared that contain the following information:

- A. The date and location of the inspection; and
- B. Whether construction is in compliance with the approved storm water management concept plan; and
- C. Variations, if any, from the approved storm water management concept plan.

2. If any violations are found, the applicant shall be notified in writing of the nature of the violation and the required corrective actions. No additional work shall proceed until any violations are corrected and all work previously completed has received approval by City.

3. After construction is completed, applicants are required to submit actual "as-built" drawings satisfactory to City for any storm water BMPs located on site. The drawings must show the final design specifications for all storm water BMPs and must be certified by a professional engineer. A final inspection by City is required before the release of the installation performance security or bond can occur.

4. Landscaping and stabilization shall be accomplished to prevent violation of City storm water requirements or impairment of BMPs. In addition, a landscaping plan must be submitted with the final as-built drawings describing the vegetative stabilization and management techniques to be used at a site after construction is completed. This plan will explain not only how the site will be stabilized after construction, but who will be responsible for the maintenance of vegetation at the site and what practices will be employed to ensure that adequate vegetative cover is preserved. This plan must be prepared by a registered landscape architect, landscape designer, or by the local soil and water conservation district, and must be approved prior to receiving a permit. This is by reference incorporated into the site plan review process.

161.14 MAINTENANCE AND REPAIR OF STORM WATER BMPS. The applicant or owner of every site or an assignee qualified pursuant to Section 161.12 shall be responsible for maintaining as-built storm water BMPs in an effective state as determined in the sole judgment of City ~~for 10 years from and after completion of construction in perpetuity or until further redevelopment of the site.~~

1. **Maintenance and Repair Easement.** Prior to the issuance of any permit for development involving any storm water BMP, the applicant or owner of the site must execute a maintenance and repair easement agreement that shall be binding on all subsequent owners of land served by the storm water BMP. The agreement shall provide for access to the BMP and the land it serves at reasonable times for periodic inspection by City or City's designee and for regular or special assessments of property owners to ensure that the BMP is maintained in proper working condition to meet City storm water requirements. The easement agreement shall be recorded by City at the expense of the permit holder or property owners.

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2. **Maintenance Covenants.**

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- A. Maintenance of all storm water BMPs shall be ensured through the creation of a formal maintenance covenant that must be approved by the City and recorded prior to the

storm water management final plan approval. The creation of these maintenance covenants are the responsibility of the property owner or their designated agent. As part of the covenant, a schedule shall be developed for when and how often maintenance will occur to ensure proper function of the storm water BMPs. The covenant shall also include plans for periodic inspections to ensure proper performance of the BMPs between scheduled cleanouts.

B. The City, in lieu of a maintenance covenant, may (but is not required to) accept dedication of any existing or future storm water BMP to include City responsibility for maintenance and repair, provided that: the maintenance and repair of such element will not impose an undue burden on other City taxpayers who enjoy little if any benefit from the BMP; the BMP meets all the requirements of this chapter; and the dedication includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.

3. **Requirements for Maintenance Covenants.** All storm water BMPs must undergo, at the minimum, an annual inspection to document maintenance and repair needs and ensure compliance with the requirements of this chapter and accomplishment of its purposes. These needs may include (but are not limited to) removal of silt, litter, and other debris from all storm water treatment and conveyance facilities, including ponds, infiltration basins, rain gardens, catch basins, inlets, and drainage pipes, grass cutting and vegetation removal, and necessary replacement of landscape vegetation. Any maintenance or repair needs detected must be corrected by the developer or entity responsible under a written maintenance agreement in a timely manner, as determined by City, and the inspection and maintenance requirement may be increased as deemed necessary to ensure proper functioning of the storm water BMPs.

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4. **Inspection of Storm Water BMPs.** Inspection programs may be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of State or federal water or sediment quality standards or the NPDES storm water permit; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in storm water BMPs, and evaluating the condition of storm water BMPs.

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5. **Right of Entry for Inspection.** When any new storm water BMP is installed on private property, or when any new connection is made between private property and a public storm water management facility, sanitary sewer or combined sewer, the property owner shall grant to City the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection. This includes the right to enter a property when City has a reasonable basis to believe that a violation of this chapter is occurring or has occurred, and to enter when necessary for abatement of a public nuisance or correction of a violation of this chapter.

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6. **Records of Installation and Maintenance and Repair Activities.** Parties responsible for the operation and maintenance of storm water BMPs shall make records of the installation and of all maintenance and repairs, and shall retain the records for at least five (5) years or longer if the City Inspector deems it necessary. These records shall be made available to City during inspection of the facility and at other reasonable times upon request.

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7. **Failure to Maintain Storm Water BMPs.** If a responsible party fails or refuses to meet the requirements of the maintenance covenant or any provision of this chapter, the City, after

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reasonable notice, may correct a violation by performing all necessary work to place the BMP in proper working condition. In the event that the storm water BMP becomes a danger to public safety or public health, the City shall notify the party responsible for maintenance of the storm water BMP in writing. Upon receipt of that notice, the responsible person shall have thirty (30) days to effect maintenance and repair of the storm water BMP in an approved manner. After proper notice, the City may assess, jointly and severally, the owners of the storm water BMP or the property owners or the parties responsible for maintenance under any applicable written agreement for the cost of repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes.

161.15 ENFORCEMENT AND PENALTIES.

1. Violation of any provision of this chapter may be enforced by civil action including an action for injunctive relief. In any civil enforcement action, administrative or judicial, the City shall be entitled to recover its attorneys' fees and costs from a person who is determined by a court of competent jurisdiction to have violated this chapter.
2. Violation of any provision of this chapter may also be enforced as a municipal infraction within the meaning of Section 364.22 of the *Code of Iowa*, pursuant to Chapter 4 of this Code of Ordinances.
3. Enforcement pursuant to this section shall be undertaken by City upon the advice and consent of the City Attorney or other counsel employed by City.
4. Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the City may take necessary corrective action, the cost of which shall become a lien upon the property until paid.
5. Occupancy permits shall not be granted until all storm water BMPs have been inspected and approved by City.

161.16 APPEAL. Administrative decisions by City staff and enforcement actions may be appealed by the developer or property owner to the City Council pursuant to the following rules:

1. The appeal must be filed in writing with the City Clerk within five (5) business days of the decision or enforcement action.
2. The written appeal shall specify in detail the action appealed from, the errors allegedly made by the enforcement officer giving rise to the appeal, a written summary of all oral and written testimony the applicant intends to introduce at the hearing, including the names and addresses of all witnesses the applicant intends to call, copies of all documents the applicant intends to introduce at the hearing, and the relief requested.
3. The enforcement officer shall specify in writing the reasons for the enforcement action, a written summary of all oral and written testimony the enforcement officer intends to introduce at the hearing, including the names and addresses of all witnesses the enforcement officer intends to call, and copies of all documents the enforcement officer intends to introduce at the hearing.
4. The City Clerk shall notify the applicant and the enforcement officer by ordinary mail and shall give public notice, in accordance with Chapter 21 of the *Code of Iowa*, of the date, time, and place for the regular or special meeting of the City Council at which the hearing on the appeal shall occur. The hearing shall be scheduled for a date not less than four (4) or more than twenty (20) days after the filing of the appeal. The rules of evidence and procedure and the standard of proof to be applied shall be the same as provided by Chapter 17A, *Code of Iowa*. The applicant

may be represented by counsel at the applicant's expense. The enforcement officer may be represented by the City Attorney or by an attorney designated by the City Council at City expense.

5. The decision of the City Council shall be rendered in writing and may be appealed to the Iowa District Court.

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ORDINANCE NO. 19-05**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 161 POST-CONSTRUCTION STORM WATER CONTROL**

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

WHEREAS, the City Council finds that a high standard for storm water control to establish rules and regulations governing the discharge of storm water within the City in order to protect the public health, safety, and welfare.

WHEREAS, the City's Engineer reviewed and proposed changes to Chapter 161 on May 20, 2019 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapter 161 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 161 of the Windsor Heights Code of Ordinances to enhance the effectiveness of storm water management and provide guidelines.

SECTION 2. Amended. Chapter 161 of the Windsor Heights Code of Ordinances, Post-Construction Storm Water Control, is amended as reflected in the attached Exhibit A.

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

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

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

Passed and Approved this ____ day of _____, 2019.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

CHAPTER 96

BUILDING SEWERS AND CONNECTIONS

96.01 Permit; Fees
 96.02 Plumber Required
 96.03 Excavations
 96.04 Connection Requirements
 96.05 Sewer Tap

96.06 Inspection Required
 96.07 Property Owner's Responsibility
 96.08 Abatement of Violations
 96.09 Sewer Lateral Repair/Replacement

96.01 PERMIT; FEES. No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City. The person who makes the building sewer connection application shall pay a permit fee to the Clerk to cover the cost of issuing the permit and supervising, regulating, and inspecting the work. All permit fees under this chapter shall be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such permit fees may, from time to time, be amended by the Council by resolution. A copy of the resolution setting forth the currently effective permit fees shall be kept on file in the office of the City Administrator, and be open to inspection during regular business hours. Sewer Service connection fees are charged for the addition of a new service onto a City sewer. Connection fees are not to be charged for the replacement of an existing service lateral. Fees are charged as follows:

1. Residential Sewer Connection Fee. A fee of \$200 is to be paid prior to the issuance of any permits.
2. Non-Residential Sewer Connection Fee. A fee of \$300 is to be paid prior to the issuance of any permits.

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96.02 PLUMBER REQUIRED. All installations of building sewers and connections to the public sewer shall be made by a State-licensed plumber.

96.04 EXCAVATIONS. All trench work, excavation, and backfilling required for the installation of a building sewer shall be performed in accordance with the provisions of the *International Plumbing Code* and the provisions of Chapter 135 of this Code of Ordinances.

96.04 CONNECTION REQUIREMENTS. The installation of the building sewer and its connection to the public sewer shall conform to the requirements of the *International Plumbing Code*, the laws of the State and other applicable rules and regulations of the City.

96.05 SEWER TAP. Connection of the building sewer into the public sewer shall be made at the "Y" branch, if such branch is available at a suitable location. If no properly located "Y" branch is available, a saddle "Y" shall be installed at the location specified by the Superintendent. The public sewer shall be tapped with a tapping machine and a saddle appropriate to the type of public sewer shall be glued or attached with a gasket and stainless steel clamps to the sewer. At no time shall a building sewer be constructed so as to enter a manhole unless special written permission is received from the Superintendent and in accordance with the Superintendent's direction if such connection is approved.

96.06 INSPECTION REQUIRED. No building sewer shall be covered, concealed, or put into use until it has been tested, inspected, and accepted as prescribed in the *International Plumbing Code*.

96.07 PROPERTY OWNER'S RESPONSIBILITY. All costs and expenses incident to

the installation, connection, and maintenance of the building sewer shall be borne by the owner. The property owner is responsible for the “Y”, or any other type of connection or connecting device, that connects the City sewer to the sewer service lateral. The property owner is responsible for the delivery of sewage to the sewer main.

96.08 ABATEMENT OF VIOLATIONS. Construction or maintenance of building sewer lines, whether located upon the private property of any owner or in the public right-of-way, which construction or maintenance is in violation of any of the requirements of this chapter, shall be corrected, at the owner’s expense, within thirty (30) days after date of official notice from the Council of such violation. If not made within such time, the Council shall, in addition to the other penalties herein provided, have the right to finish and correct the work and assess the cost thereof to the property owner. Such assessment shall be collected with and in the same manner as general property taxes.

(Code of Iowa, Sec. 364.12[3])

96.09 SEWER LATERAL REPAIR/REPLACEMENT.

1. Requirements for Sewer Lateral Repair and/or Replacement. The Superintendent shall issue a notice to repair to the property owner when the sewer lateral has conditions which would result in an unacceptable amount of inflow or infiltration to enter the sewer system or which would result in an unacceptable risk of blockages. The Superintendent shall have the sole discretion to determine when repair and/or replacement is required due to unacceptable conditions of a sewer lateral. A sewer lateral shall be considered in compliance with the provisions of this chapter if inspection verifies all of the following conditions to the satisfaction of the Superintendent:

- A. The sewer lateral is free of roots, deposits of fat, oil and grease (FOG), and/or other solids which may impede or obstruct the flow of sewage.
- B. There are no illicit or illegal connections to the sewer lateral which would cause inflow, such as roof leaders, sump pumps or yard drains.
- C. All joints in the sewer lateral are tight and sound to prevent the exfiltration of sewage and/or the infiltration of groundwater.
- D. The sewer lateral is free of structural defects, cracks, breaks, or missing portions and the grade is reasonably uniform without major sags or offsets.
- E. The sewer lateral is equipped with cleanouts, if required, as determined by Superintendent.
- F. The sewer lateral is constructed of materials that are corrosive resistant, nonabsorbent, durable, and with a remaining design life of at least twenty-five years. “Orangeburg pipe,” a bituminized fiber pipe made from layers of wood pulp and pitch pressed together, shall be considered to be at the end of its design life and not compliant with the provisions of this chapter.
- G. A sewer relief valve, if required, is installed.
- H. A sewer backwater valve, if required, is installed.

2. Owners’ Duty to Make Connection. When any street or alley is ordered to be paved or otherwise permanently improved, it shall be the duty of all owners of property abutting upon such street or alley upon written notice from the City to at once make permanent and substantial connections meeting the conditions listed within this ordinance with sewer, along such street or alley at their own cost and expense.

CODE OF ORDINANCES, WINDSOR HEIGHTS, IOWA

The City shall order such connections made as are necessary, stating generally the location of the street, and the kind and character of connections to be made with the kind of materials to be used, and when the work of making such connections shall be completed.

3. Method and Material. The connections made within the street or alley from the mains to and right of way in front of the abutting property and shall be in accordance with the most current version of the Statewide Urban Design and Specifications (SUDAS).

4. Method. All the connections shall be made in a thorough and substantial manner under the direction and order of the Superintendent, and in the manner provided by plans or resolution for making connections therewith, so that whenever any such paving is once laid it need not be disturbed for the making of any such connection. No repairs are allowed to be made to "Orangeburg" pipe without the written permission of the Superintendent. When encountered, "Orangeburg" is to be replaced in its entirety of the sewer service.

5. Notice to Connect. In case any property owner or title holder fails to make such connections within the time allotted within the provided notice for the improvements of any such street or alley, the Council may order the same and cause the Superintendent to prepare notices to such delinquent property owners to make such connections within 10 days thereafter. The notices shall be mailed by certified mail to the last known address of the property owner or personally served on the property owner. The Superintendent may at his/her option, also publish notice in a newspaper in the City stating the particular lot or lots or parcel of ground in front of which connections shall be made. The publication shall be made as required by law.

6. Completion of Work. The City shall include the connections the property owners fail to make within the capital improvement project (CIP).

7. Connections Made by City. If any owner of abutting property fails to comply with the provisions of this section by the time stated in the notice to connect, the City may proceed to have such connections made under the supervision and direction of the Superintendent, and keep an accurate account of the expenses incurred.

8. Assessment. The City Clerk shall send a statement of the total expense incurred, by certified mail, to the last known address of the property owner who has failed to abide by the notice to connect. If the amount shown on the statement is not paid within 30 days of mailing, the cost and expense of putting in connections by the City as provided herein shall be levied as a special tax against the property abutting or adjacent thereto and the method of estimating, assessing, levying, and collecting the tax shall be the same as that prescribed for general taxes.

9. Excavations After Pavement Laid. Whenever any street or alley has been ordered to be paved, and property owners owning property abutting or lying along such street or alley, have been notified by the City to connect their property by laying down pipes within the right of way in front of or along the property, any person so notified who has refused to comply with the requirements of the notice shall not enter upon such street or alley after it has been paved and make any excavation in the paved portion thereof for the purpose of connecting their property with such mains within 4

years after such paving is laid and not thereafter except by special resolution of the Council.

10. Permit Requirements. Property owner shall request permit from the City of Windsor Heights. Permit fees are waived for permits related to CIP.

(Ch. 96 - Ord. 17-02 – May 17 Supp.)

ORDINANCE NO. 19-06**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 96 BUILDING SEWERS AND CONNECTIONS**

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

WHEREAS, the City Council finds that a high standard for Sanitary Sewers to establish rules and regulations governing the treatment and disposal of sanitary sewage within the City in order to protect the public health, safety, and welfare.

WHEREAS, the City's Engineer reviewed and proposed changes to Chapter 96 on May 20, 2019 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapter 96 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 96 of the Windsor Heights Code of Ordinances to enhance the effectiveness of building sewers and connections for City of Windsor Heights.

SECTION 2. Amended. Chapter 96 of the Windsor Heights Code of Ordinances, Building Sewers and Connections, is amended as reflected in the attached Exhibit A.

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

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

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

Passed and Approved this ____ day of _____, 2019.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk



TO: Windsor Heights City Council

CC: Elizabeth Hansen, City Administrator

FROM: Dalton Jacobus, Public Works Director

RE: ADA Concerns at 64th and University

DATE: 11 June 2019

A resident at the NE corner of University Ave and 64th St, Mr. Dan Bredbeck, has voiced concern in regards to ADA compliance on the sidewalk project adjacent to his property. I have spoken to Mr. Bredbeck several times, both in person at the location of the concerns and on the phone. Mr. Bredbeck raises two specific concerns with the ADA compliance on this project.

His first concern is the slope of the driveway approach as it meets the sidewalk. The driveway approach is not considered to be a pedestrian facility and is not regulated by the sidewalk provisions of the Americans with Disabilities Act. Mr. Bredbeck insists that this is indeed a violation of the ADA and has offered to provide me examples of where we are in non-compliance. I have requested a written explanation of what Mr. Bredbeck's concerns are as well as the section of the ADA that we are violating, but Mr. Bredbeck has not provided any correspondence.

His second concern is the configuration of the pedestrian ramp at the NE corner of University Ave and 64th Street, which is addressed by the City Engineer's memo that is also in the council packet.

I have communicated with Mr. Bredbeck constantly over the last 14 months. I have requested that he put into writing what his concerns are so that we can make sure that we are on the same page but have not received any correspondence. I have given Mr. Bredbeck my personal cellphone number and asked him to contact me any time, day or night, if he has concerns or issues.



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

MEMORANDUM

Date: June 11, 2019
To: Dalton Jacobus, Public Works Director
From: Justin Ernst, PE
Subject: ADA Concerns at 64th Street and University Avenue

Where sidewalks are provided, they must be constructed so they are accessible to all potential users, including those with disabilities. Iowa Statewide Urban Design and Specifications (SUDAS) and the Iowa Department of Transportation (DOT) jointly developed an accessible sidewalk requirements section in the SUDAS Design Manual based on the July 26, 2011 "Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way." This section was developed in accordance with Federal regulations (23 CFR 652 and 28 CFR 35) and is the standard for use by all governmental entities in the State of Iowa.

The requirements of SUDAS were developed based on the following documents:

1. **ADAAG:** The "Americans with Disabilities Act Accessibilities Guidelines" (ADAAG) was written by the US Access Board and adopted by the Department of Justice (DOJ) in 2010.
2. **PROWAG:** The July 26, 2011 "Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way" was written by the US Access Board and is also known as the Public Right-of-Way Accessibility Guidelines or PROWAG. PROWAG provides more specific information than the ADAAG for transportation facilities within the right-of-way including pedestrian access routes, signals, and parking facilities.

Since 64th Street and University Avenue are existing streets with established properties, site constraints were/are present. This location presents existing physical and site-specific constraints that made making the pedestrian ramp fully compliant technically infeasible. The following were the site constraints at this location:

- Right-of-way availability. Right-of-way acquisition to achieve full compliance is not mandatory.
- Adjacent developed facilities, which included a large retaining wall. Extensive alteration to the large retaining wall would have been needed.
- Underlying terrain that would require a significant expansion of the project scope to achieve accessibility.
- Street grades within the crosswalk exceed the pedestrian access route maximum cross slopes.

Due to above mentioned constraints, this pedestrian ramp cannot fully meet accessibility requirements because the accessibility improvements are technically infeasible. These exceptions are not uncommon when modifying existing facilities. It is important to realize there are differences in accessibility requirements within a road right-of-way and those within a building. There are also different requirements when it comes to roadway construction (new construction, alterations and maintenance operations).



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MEMORANDUM

Date: June 13, 2019
To: Elizabeth Hansen
From: Justin Ernst
Subject: University Avenue Submittal Plan Approval

The included University Avenue Improvement plans are at the design stage of submitting to the Iowa Department of Transportation (DOT) for check plans review. Since the project is receiving monies from the MPO, the project needs to meet SWAP procedures through the Iowa DOT. The procedures include letting through the DOT, which requires the DOT to check plans and specifications. The plan review process and letting process follows the DOT set schedule.

These plans are not final but are to the point for DOT plans submittal. The DOT will review the plans and provide comments on the submitted plans. Any comments from the review will need to be addressed. I request the City Council approve the submitted plans, this will allow the submission to the Iowa DOT and allow to meet our schedule letting date of December 17, 2019.

Resolution No. 19-0622

**A RESOLUTION AUTHORIZING THE CITY OF WINDSOR HEIGHTS
TO MAKE AN APPLICATION TO THE BETTER UTILIZING
INVESTMENTSTO LEVERAGE DEVELOPMENT(BUILD)
TRANSPORTATION DISCRETIONARY GRANT PROGRAM**

WHEREAS, the City of Windsor Heights has determined that it is in its best interests to submit an application for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant Program for the University Avenue Improvement Project, and;

WHEREAS, said project will include improvements of University Avenue between 63rd Street and 73rd Street and;

WHEREAS, the City Council must approve said authorization to submit an application for said grant and will require the City of Windsor Heights to execute a Funding Agreement and other necessary documents upon approval.

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

That the City Clerk, is hereby authorized to execute an application for Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant Program, a Funding Agreement and other necessary documents upon approval of the application by the City Council, and any requests for payment and documentation required.

Passed and Approved this 17th day of June, 2019

Dave Burgess, Mayor

Attest: Travis Cooke, City Clerk

Resolution No. 19-0623

**A RESOLUTION APPROVING FISCAL YEAR 2019, FUND TRANSERS
FOR THE CITY OF WINDSOR HEIGHTS, IOWA**

WHEREAS, the Windsor Heights City Council approves inter-fund transfers annually as identified in the annual budget or as needed for budget balancing purposes; and

WHEREAS, the City Council approved the transfers outlined on the attached Exhibit #1 as part of the operational budget and budget amendment; and

WHEREAS, the actual amounts may vary due to the 18-month period of preparing the FY 19 budget compared to the end of the FY 19 budget when the transfers are actually made; and

WHEREAS, while there may be some variances from what was in the forecasted budget to the amounts actually necessary to transfer, in no instance will the amount exceed what was budgeted or amended.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights State of Iowa, that the transfers outlined in the attached Exhibit #1 are hereby approved and the City Clerk is authorized to make the transfers in accord with this resolution and the FY 19 Windsor Heights City Budget.

Passed and Approved this 17th day of June, 2019

David Burgess, Mayor

Attest: _____
Travis Cooke, City Clerk



Windsor Heights Public Safety

POLICE ♦ FIRE ♦ EMS

Monthly Report



To: City Administrator Elizabeth Hansen

From: Public Safety Director Chad McCluskey

Date: June 7, 2019

RE: May, 2019 Public Safety Monthly Report

MAJOR WORK AREAS:

- Officers Roetman, Bowers, Irlbeck and Johnson will attend a search warrant writing class at the Midwest Counterdrug Training Center during the month of June. This will train officers how to effectively write and execute search warrants
- Officer Davison will attend the Iowa Acts training that focuses on new laws taking affect and how they affect Law Enforcement agencies. The information will be brought back to the department by Officer Davison for Windsor Heights Officer's awareness.
- Officers will conduct concentrated patrol on 63rd St. as well as residential neighborhoods. Officers will have a specific focus on distracted/intoxicated drivers, seatbelt violations and stop sign violations.
- Officers will focus on electronic device usage while driving throughout the city as this is a known danger and a leading cause of traffic accidents.
- A resident requested officers sit in the area of their residence as they have observed speeders between Hickman Road and Washington Avenue. Officers will direct their attention toward this complaint.
- Officers will focus on deterring criminal activity in the city by seeking out wanted persons and those that are repeat offenders of driving offenses near local businesses.
- Detective Woods plans to coordinate RAD (Rape Aggression Defense) recruitment and enrollment for a summer 2019 course.
- Detectives plan to complete casework regarding a suspicious package and harassment investigation.
- Detectives are working with the Department of Justice regarding the destruction and adjudication of seized assets from a felony gun case.
- Detective Nissen is planning on attending close quarters battle course with instruction facilitated by the Des Moines Police Department and the Polk County Sheriff's Office. This course will enable the department to provide tactics and instruction to officers to increase situational awareness and safety.

- Detective Nissen will qualify officers on less lethal force options during June.
- Detective Woods will be recognized during a luncheon with the Optimists for her outstanding commitment and dedication to the City of Windsor Heights.
- The department is expected to receive their supply of Narcan from an Iowa Department of Public Health grant in June. Once the Narcan is received, officers will review the new policy on the use of Narcan and watch a short training video prior to putting the Narcan in their toolbag. Narcan is being used across the country to help with lifesaving measures in connection to Opioid overdoses and through the grant, we were able to outfit each officer with two doses of Narcan for free.
- Interviews will be conducted on applicants for the 3rd Paramedic position scheduled to begin during the first week of July.
- PSD McCluskey will meet with Chief Kraemer, from the Iowa Fire Service Training Bureau, regarding an appeal by one of our part-time firefighters related to testing issues at the Fire Service Training Bureau.
- Fire Department staff will work through inspections of fireworks tents setting up in the City.
- Fire Department staff will work with the Community Events Center Director and the Public Works Department during the “story time in the park” event to show children various apparatus and equipment.
- Planning will be conducted for the 4th of July events and City fireworks show during the month of June.
- June EMS training will surround on-scene safety and death related calls. June fire training will be focused on firefighter rescues.

ACCOMPLISHMENTS:

- Police In-Service training consisted of Use of Force training. Officers are refreshed annually during this training on some items they carry such as handcuffing and Asp baton as well as hands on use of force and training of the mind. It is important to refresh officers on proper application of techniques and devices, not only for their own safety and those in the community, but also because of the amount of liability that come with using force.



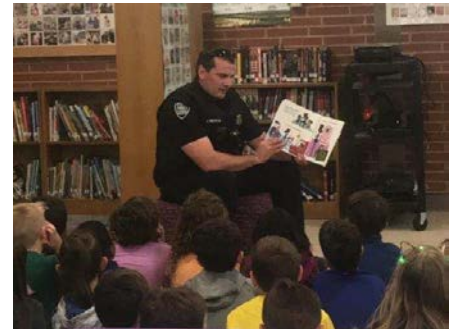
- Officers Norris and Johnson attended ARIDE (Advanced Roadside Impaired Driving Enforcement) training during the month of May. This is a 16-hour training bridging the gap between Standard Field Sobriety Test (SFST) and DRE (Drug Recognition Expert) for Law Enforcement officers. This is an intermediate level course designed to offer more than a basic understanding of the impairing effects of drugs (illicit and licit), alcohol, and/or the combination of both. There is a growing need to have officers trained at this level as more impaired drivers are drug impaired or a combination of drugs and alcohol.
- National Police Week was May 12-18th, Windsor Heights Officers collaborated with other agencies in honoring those that have paid the ultimate sacrifice.

- Officers focused on deterring criminal activity in the city by seeking out wanted persons and those that are repeat offenders of driving offenses near local businesses. Officers dedicated 1200 minutes to this and yielded 3 arrest for driving while suspended, 7 other citations, 5 warnings, 2 drug related arrest, and 1 barred driver.
- Officers focused efforts toward texting and driving, as well as speeding on University Ave, dedicating 225 minutes to the enforcement. The yield was 5 citations for speed, 7 warnings for speed and 2 other citations. Also while on this goal Officer Davison gave pursuit to a male and later arrested him on various traffic charges.
- Officers will focus efforts toward arresting impaired drivers from the roadway. Impaired drivers are known to cause personal injury accidents as well as large amounts of property damage. Officers spent 400 minutes on this effort and yielded; 1 OWI arrest, 1 other SFST with no arrest, 1 driver at 123MPH in a 60 MPH zone, 1 95 MPH in a 60 MPH zone, 1 arrest for driving while suspended, 1 citation for No license, and 1 arrest for Driving While Barred.
- Knowing that burglaries are on the rise, officers conducted more business checks looking for open doors as well as spending significant time in residential areas looking for suspects casing or burglarizing property. 1273 minutes were dedicated to this resulting in an FIR being filled on a suspicious male in the residential area.
- Officers also directed efforts toward Washington Street for safety issues noted. Officers spent 74 minutes on this and made 6 contacts.
- Officer Roetman stopped a vehicle after seeing that the driver of the vehicle matched the descriptors of the registered owner who had a suspended license. During the interaction, Officer Roetman found the driver to be in possession of methamphetamine and the passenger in possession of drug paraphernalia. The passenger was cited and released and the driver was taken to jail.
- Officers Norris and Roetman, along with members of WHFD spent time at Windsor Elementary School eating lunch and educating the children during the month of May.



- Officer Clingan was on routine patrol in the overnight hours and noticed a man riding a stunt bike who he knew had a valid warrant. Officer Clingan and Palmer located the man, arrested him on the probation violation warrant and took him to Polk County Jail.

- Officer Clingan was called to a local convenience store on two females using drugs in the restroom. Officer Clingan located the females in the restroom and investigated finding them both to be in possession of drug paraphernalia for heroin use. Both females were arrested and transported to Polk County Jail on the charge of Possession of Drug Paraphernalia
- Officer Irlbeck ran the license plate of a vehicle and found the registered owner had a warrant for willful injury. The vehicle was stopped and the wanted person was found to be in the vehicle and was arrested. An open container of alcohol was also found in the vehicle. The driver was taken to Polk County Jail.
- Officer Irlbeck stopped a vehicle on I-235 travelling at 110 MPH in a 60 MPH zone. Throughout the interaction officer Irlbeck noticed signs of impairment by alcohol and performed field sobriety testing. The suspect failed showing a Blood Alcohol Content of .095 on the DataMaster. The suspect was cited for OWI 2nd and released to a sober party.
- Officer Clingan responded to a local grocery store on report of a suspicious vehicle. The vehicle did not have license plates and the VIN number was purposely covered. Upon investigation, with the assistance of K9 "Baiyco," Officer Clingan learned who the driver and passengers were, and found one male to have a probation violation warrant for his arrest. One male was also in possession of methamphetamine, and the other to be in possession of drug paraphernalia. One male was cited and released while the other was taken to Polk County jail on the charges of possession controlled substance, providing false information and the warrant.
- Officer Roetman spent time at Cowles school reading to elementary students during the month of May.
- Officer Davison was dispatched to a property damage accident on Hickman Road. While enroute, Officer Davison was notified that the driver of one of the vehicles appeared intoxicated and was going to leave the scene but then decided to lay on the ground and smoke a cigarette. Officer Davison made contact with the man and conducted field sobriety testing. The suspect failed and was arrested. The suspect submitted to a breath test showing a test result of .235 Blood Alcohol Content. The suspect was then taken to jail on the charge of OWI 1st.
- Officer Bowers ran the license plate of a vehicle that came back stolen as the suspect parked the vehicle in a business parking lot and went to walk inside the store. Officer Bowers apprehended the female finding crack cocaine and drug paraphernalia on her person. The female was arrested her on the charges of Theft 2nd degree, Possession Controlled Substance and Possession of Drug Paraphernalia.
- Detective Nissen was working Governors Traffic Safety Bureau (GTSB). A vehicle came behind him and parked. Nissen noticed the driver appeared to be going in and out of consciousness. The vehicle started moving again and Officer Nissen stopped the vehicle. When talking with the driver he noticed signs of impairment by alcohol. Officer Nissen conducted Field Sobriety Testing and the driver failed giving a breath sample of .147 Blood Alcohol Content. The driver was arrested and taken to Polk County Jail on the charge of OWI 1st.
- Officer Irlbeck ran the license plate of a vehicle and found it to be stolen. The vehicle pulled into the parking lot of a local business and the driver and passengers exited. Officer Irlbeck detained the occupants and learned the vehicle had been reported stolen out of Des Moines. The occupants were all juveniles and they were released to their parent/guardians. One of the juveniles was referred to Juvenile Court Services on the charge of Possession of stolen Property. The stolen vehicle was returned to its rightful owner.



- Officer Roetman was dispatched to a local business where he was told a female was possibly snorting cocaine by a claw machine. Officer Roetman made contact with the female who admitted to having over an 8 ball (3.5 grams) of methamphetamine in her bra that she had just traded for sexual favors with her supplier. Officer Roetman determined that the female was not only in possession of the methamphetamine but also distributing it. She was arrested and taken to Polk County Jail on the methamphetamine charges as well as a warrant.
- Officer Roetman was dispatched to a residence where a boyfriend and girlfriend had been fighting in the front yard. Officer Roetman learned that the male had struck the female and continued assaulting her on the ground before he left the scene. Officers were able to locate and apprehend the suspect. He was taken into custody and transported to Polk County Jail for Felony Domestic Abuse.
- Officers Irlbeck and Bowers as well as members of the WHFD joined other, lesser known (Iron Man, Spiderman Wonder Woman), heroes at the Clive Learning Academy Summer Rocks program



- Officer Davison attempted to stop a vehicle that was travelling at approximately 50 MPH in a 25 MPH zone on University Ave. The vehicle did not stop when Officer Davison pursued. Officer Davison eventually stopped giving chase to the vehicle but was able to use the plate number to locate the driver of the vehicle the following day. Officer Davison arrested the suspect, processed him and released him on four driving citations to include Eluding.
- Officer Roetman took a report of a male that had parked next to a female at a local department store and was visibly masturbating next to her. Officer Roetman learned the male was already on the Iowa Sex Offender Registry and charged him with indecent exposure.
- Officer Johnson stopped a vehicle for speeding during the overnight hours of late May. The driver showed signs of alcohol impairment and failed testing, showing a Blood Alcohol Content (B.A.C) of .161 on the Datamaster. The subject was cited, OWI 1st, and released to a sober party.
- Officer Irlbeck was dispatched to a domestic between a male and female. While interviewing both parties Officer Irlbeck found the female to be in possession of methamphetamine, drug paraphernalia and prescription pills that were not hers. She was charged and taken to Polk County Jail.
- Detectives received a new case regarding a theft at a local business. Detectives gathered video of the incident from the business. Detectives worked with other local agencies to identify one of the two suspects. Detectives arrested one suspect for theft 3rd.

- Detectives received two sex abuse referral cases from the Department of Human Services (DHS). Detectives worked with DHS on both cases. Forensic interviews were conducted at Blank Children's Hospital with the juvenile victims in the cases. These cases are currently active.
- Detectives received a new forgery case involving a counterfeit \$100 bill that was used at a local business. Detectives are currently working with other agencies who have similar cases.
- Detectives continued to work a credit card fraud case from April. Detectives worked with local banks and businesses to gather evidence. The investigation into this case is ongoing.
- Detectives received a new case involving stolen property. Detectives retrieved the stolen property and are currently working with local businesses to gather information and evidence on the incident.
- Detectives attended training regarding social media and open source investigations. This training provided information regarding documentation, legal issues, tools to assist and opportunities to show proficiency with their skillset.
- Detectives reviewed records related to sex offender registrants and their terms and conditions. Detectives verified compliance and reported any non-compliance to the County Attorney. This multi-jurisdictional event, Detectives assisted with 758 investigations, 11 warrants and 4 arrests.
- Detectives reviewed their crime scene equipment for serviceability and sufficient quantity.
- Detective Nissen represented WHPD at National Police Week that took place at DMPD. This served as an opportunity to interact with the community and several different agencies throughout the metro.
- Detective Nissen completed an investigation involving a lascivious acts with a child case. This case was suspended after the interview with suspect and forensic interview with victim.
- Detective Nissen closed out a case regarding three counts of unauthorized use of credit cards after an interview and admissions from suspect. The suspect was arrested for three counts of unauthorized use of a credit card and theft 3rd enhanced.
- Detective Nissen classified a recent burglary and criminal mischief case to a business as inactive. Surveillance was conducted at and around the business by patrol and detectives. Detectives also made contact with business employees several times in reference to security awareness and informed them of the progress of the case on several occasions.
- Detective Nissen obtained bank statements regarding a case that entailed the unauthorized use of a credit cards. This case and relative information was sent to the FBI for federal prosecution.
- Detective Nissen arranged the Department's range day for use at Camp Dodge this summer.
- Fulltime Firefighter/EMT Kelly Miller welcomed his new son into the world in May. Baby Jax and family are doing well!
- On May 7, 2019, Fire Department personnel responded to West Des Moines to assist with an active apartment building fire. Crews provided support for the operation, including assisting with overhaul to ensure the fire was contained.

- On May 16, 2019, Fire Department personnel responded to West Des Moines to assist with a residential structure fire. Severe storms in the area had resulted in five (5) lightning strikes to residences at the same time and area fire crews were stretched thin. Fire Department personnel assisted as a rapid intervention team, in case of a firefighter injury, at the scene.
- On May 24, 2019 at approximately 3:23 am, Fire Department personnel responded to a working residential structure fire on 69th Street. Automatic mutual aid was received from Urbandale and Clive Fire Departments. As a result of the quick work of all involved, the fire was quickly contained to a basement bedroom, although heavy heat and smoke damage occurred throughout the home. A male resident of the home also received minor burns to his arm trying to extinguish the fire.
- Fire department personnel completed training on emergency vehicle operations during the month of May.
- The annual Windsor Heights Firefighters Association pancake breakfast was held at the Community Events Center during the month of May. The event was well attended and all involved did a great job serving pancakes and sausage to those in attendance.
- On May 29, 2019, at approximately 2:00 pm a vehicle pursuit involving Des Moines Police Department entered the City at 63rd and I-235. The suspect fled north on 63rd Street to University, then west on University. The suspect was involved in a collision at 73rd and University after Des Moines Police had called off the chase. Luckily, there were no major injuries and the suspect was taken into custody by Des Moines officers. Both Windsor Heights Police and Fire personnel were on scene to assist with the incident.
- Fire Department personnel continued monthly multi-company training with area Fire Departments. The training gives fire crews the opportunity to work with other fire crews who they may not work with as often.
- Fire Department personnel hosted a tour for children from Clive Learning Academy as part of the end of the year activities at the school.
- Engine 551 was dispatched to the apartments on 73rd St. for a cat stuck on a 3rd floor balcony. The owner of the cat wasn't able to get a response from the tenants of the apartment where the cat was stuck. E551 arrived and put an extension ladder up to the 3rd floor balcony where the cat was located. F/F Fleming ascended to the balcony and was able to get the cat. He then handed the cat to F/F Merseal and the cat was brought down and reunited with its owner.
- Fire Department personnel were dispatched to Walmart for an 18 month old having seizures. Patient was unresponsive upon ambulance the crew's arrival. Patient was responsive prior to departing the scene. Female patient was transported to Blank Children's hospital.
- On May 24, 2019 at approximately 2:00 am, Fire Department personnel were dispatched to assist with a residential structure fire in Johnston. The fire was the result of a lightning strike.

Windsor Heights Public Safety Statistical Comparison

	Jan 18	Jan 19	Feb 18	Feb 19	Mar 18	Mar 19	Apr 18	Apr 19	May 18	Jun 18	Jul 18	AUG 18	SEP 18	OCT 18	NOV 18	DEC 18	CY18	CY 19
PATROL																		
Calls for Service	721	804	625	804	737	1156	719	961	836	1050	1051	994	964	908	835	807	13972	3725
Incidents	143	108	81	107	112	128	104	117	117	164	128	127	119	100	90	99	1844	460
Arrests	55	47	30	43	48	67	46	69	57	59	52	46	50	40	42	44	795	226
Total Number of Charges	117	68	53	62	100	120	81	110	121	122	80	89	86	69	56	78	1412	360
OWI Arrests	5	10	3	3	4	2	1	4	5	3	3	4	3	1	2	5	58	19
Criminal Complaints Filed	68	59	42	49	58	64	50	47	58	76	56	67	43	56	35	30	858	219
Felony Charges Filed	3	2	3	5	2	6	0	6	4	2	3	1	4	3	2	1	47	19
Field Interviews	2	1	3	1	0	1	2	0	2	0	0	2	2	0	0	0	16	3
Supplemental Reports	22	37	35	32	36	41	30	47	28	44	23	36	26	29	15	31	512	157
Accidents	18	25	11	27	18	19	16	20	16	25	20	25	22	20	20	23	325	91
Citations Issued	148	113	134	125	131	198	131	195	178	166	171	122	153	128	114	150	2357	631
Written Warning Citations Issued	56	54	77	69	99	134	62	122	80	84	111	72	84	85	72	76	1337	379

INVESTIGATIONS

Cases Assigned by Month	8	3	5	4	2	4	6	12	5	4	5	5	6	2	10	86	23	
Cases Open	35	6	37	3	34	3	30	5	33	36	31	27	27	12	9	17	328	17
Cases Active by Month	2	1	5	1	2	1	4	3	33	3	3	4	4	1	1	5	37	6
Cases Inactive	3	2	2	3	2	4	10	5	1	2	0	3	3	9	1	1	37	14
Cases Cleared by Arrest	7	0	0	4	1	0	0	4	1	0	3	3	3	0	0	2	20	8
Cases Cleared Exceptional Clearance	0	1	0	1	0	1	1	0	0	0	0	0	0	2	0	2	5	3
Cases Unfounded	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	1

ATE Program

7100 University

Vehicle Count	293338	269690	266744	251727	310188	293265	314431	311720	341593	352699	333059	336,568	341,614	323,385	301,476	306,763	3821858	1126402
Citations Issued	749	581	506	417	739	635	941	622	983	1045	981	1057	501	994	759	791	10046	2255
% of drivers Cited	0.26%	0.22%	0.19%	0.17%	0.24%	0.22%	0.30%	0.20%	0.29%	0.30%	0.29%	0.31%	0.15%	0.31%	0.25%	0.26%	0.26%	0.20%


6400 University

Vehicle Count	273621	297712	270396	274741	340226	308512	326787	333029	365103	356498	363002	360126	365,746	346,752	320,821	324,504	4013582	1213994
Citations Issued	1811	1109	1618	994	1808	1509	1891	1570	1837	1797	2040	1731	649	1,572	1444	1134	19332	5182
% of drivers Cited	0.66%	0.37%	0.60%	0.36%	0.53%	0.49%	0.58%	0.47%	0.50%	0.50%	0.56%	0.48%	0.18%	0.45%	0.45%	0.35%	0.48%	0.43%

FIRE DEPARTMENT STATISTICS

Total Calls for Service:	62	55	49	43	60	64	49	48	53	0	47	0	46	0	47	0	49	0	48	0	42	0	42	0	594	210
Unclassified Incidents	0	0	0	0	1	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Fire Incidents	2	0	4	1	3	2	5	5	2		1	2	3	3	2	3	3	3	3	2	0	0	0	28	8	
Rescue and EMS Incidents	41	41	29	33	43	44	33	28	39		28	34	21	392	35	32	28	395	146							
Hazarous Conditions - No Fire	5	2	1	2	0	1	1	3	3		0	1	1	0	3	0	3	18	8							
Service Calls	2	4	6	3	7	8	2	6	4		9	4	15	3	4	5	8	69	21							
Good Intent Calls	8	5	5	3	5	3	7	2	1		5	2	5	5	1	3	1	48	13							
False Alarm / False Call Incidents	4	3	4	1	1	6	1	3	4		4	2	4	6	2	0	2	34	13							
911 Citizen Complaints	0	0	0	0	0	0	0	1	0		0	1	0	0	0	0	0	1	1							
Rental Inspections	17	19	13	4	11	17	8	10	8	14	5	5	2	2	14	4	16	105	64							
Commercial Inspections	12	0	6	0	6	0	0	0	15	0	0	0	0	0	0	0	0	39	0							
Commercial Re-Inspections	6	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	0							
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0							

Communication Coordinator/Deputy Clerk Monthly

- 
- Prepared council packets for the council for the month of June
 - Website upload of the council documents
 - Payrolls
 - Deposits
 - Processed permits
 - July Articles
 - E-newsletters
 - Attended council meetings
 - Attended staff meeting
 - Attended Chamber Board Meeting
 - Attended communications focus group meeting
 - Appreciation Certificates
 - Tobacco permits

University Avenue Reconstruction Project Potential Funding Sources

Source	Deadline	Amount	Status	Comments Approve/Declined
Windsor Heights Community Foundation	Open	\$30,000	Requested 4/26/19	Apply for particular amenities. Will meet with Mayor on 6/11/19
Wal-Mart Foundation	2/15-12/31/2019	\$5,000	Applied 2/21/2019	Approved \$750.00
Prairie Meadows	2/28/2019	\$250,000	Applied 2/8/2019	Applied for Trail. Presented on 4/8/19
Polk County Community Betterment	2/28/2019	\$5,000	Applied 2/1/2019	Pending
Transportation Alternatives Program (TAP)	12/1/2019	\$100,000		
State Transportation Block Grant	12/7/2018	\$2,000,000	Applied 12/4/2018	Complete Streets. Approved \$500,000
Land and Water Conservation Fund	3/15/2019	\$75,000	Applied 3/15/19	Applied for Trail. Approved \$75,000
Enhance Iowa Grant	10/15/2020			Last money in
Wellmark Foundation - Small Grant	6/7/2019	\$25,000	Applied 5/7/19	Pending
Wellmark Foundation - Large Competitive Grant	2/22/2019	\$100,000	Applied 2/11/2019	Denial Email rcvd 4/30/19
Iowa Clean Air Attainment Program (ICAAP)	9/20/2019	\$400,000		Apply for traffic lighting. Forwarded to BMI
Metro Waste Authority (WMA)	6/30/2020	\$10,000		Must apply in year of project completion
Dept of Ag - Water Quality Urban Conservation	12/1/2019	\$50,000		
Doppelt Family Trail Development Fund	1/31/2019	\$25,000	Applied 1/30/2019	Denied
BUILD Transportation Grant	7/15/2019	\$3,831,000		6/17/2019 Res for approval
Urban State Traffic Engineers Program	Open	\$250,000		
TOTAL		\$7,156,000		Approved \$575,750.00

Created 1/29/19

Updated 6/12/2019



REPORT ON COMMUNICATIONS FOCUS GROUP #2

Report by Mike Jones, Mayor Pro Tempore

Introduction:

On August 6th, 2018, the Windsor Heights City Council approved the creation of a custom city newsletter to be delivered to residents on a monthly basis. An additional requirement for the passage of the newsletter was the formation of focus groups to meet on a quarterly basis for discussion about the newsletter to gauge its effectiveness and discuss ways to make it better. I volunteered to facilitate the initial focus group.

As there had been no discussion of a follow-up focus group, I facilitated the second focus group as well. In preparation for this meeting, I requested Communications Specialist Jessica Vogel to place notification of the meeting on the City's social media, primarily Facebook, and e-mailed 20 of the 30 invitees to first focus group.

On June 4th, 2019, the focus group took place at the Windsor Heights City Council Chambers. While the first focus group had eight citizen attendees, the second only had three, along with Ms. Vogel and myself. Despite the low numbers, we were still able to have a productive conversation that lasted an hour. The following is a summary of the discussion with recommendations.

Updates to Focus Group

On Recommendations from First Focus Group:

A. A summary of implemented recommendations was discussed, including:

- A calendar was included in the majority of the newsletters since December, with the exceptions being April and June. However, there is little consistency as to where the calendar appears.
- The names of elected officials have been permanently added to the newsletter.
- In January and February, the newsletter included a recap on the University Avenue Redesign.
- In February, March, and April, significant information was provided in the newsletter related to the budget, including what the proposed budget would look like and then what some highlights of the passed budget were.
- The titles of the buttons on the main page of the City website were changed from "Notify Me" to "Subscribe to Notifications", "Request Tracker" to "Report a Concern" and "Projects" to "City Projects".
- A new audio system was installed in the City Council Chambers and each member now has their own microphone to better accommodate those watching via Facebook Live.

B. A summary of the unimplemented recommendations was discussed, including:

- A number of recommendations related to the website, which were discussed later on in the focus group.
- A deadline for the agenda being published and therefore the e-newsletter going out is dependent on the guidelines provided by the City Council's Standard Operating Rules of Procedure (SOP). As the SOP was repealed, there is no requirement as to when the agenda should be published (aside from those required by State law). Until there is another SOP adopted with a firm deadline for the publishing of an agenda, there will not be conformity for the publishing of the e-newsletter.
- One of the recommendations was for an explanation of actions at council meetings to be written in layman's terms for people to easily understand. Comments made related to council actions being included are discussed later under Newsletter Discussion.

On Newsletter Costs:

- A. It was explained to the focus group that prior to the creation of the newsletter, the City communicated with people through two printed means. The first was a center spread in the Windsor Heights Living Magazine, at a cost of \$9,158. The second was through an insert that was sent out with the Des Moines Water Works water bill, at a cost of \$2,350. Thus, the total cost of printed communications was \$11,668, or \$974 a month.
- B. When the newsletter first started, the cost was \$12,964, or \$1,080 a month.
- C. In Spring of 2019, the publisher of the newsletter indicated that there were unexpected cost increases and asked for the City to raise the payment to \$1,450 per month, which was done via Council action on April 1st and will continue throughout the life of the agreement, which expires in August.

Website Discussion

On Reporting a Concern:

- A. There was generalized concern about the lack of information on how to actually use the Citizen Request Tracker. Primarily, the question raised was why code enforcement complaints weren't followed up with those people who do not create accounts and proceed as guests. Ms. Vogel explained that people who report code violations anonymously cannot be followed up with and if the violation is not readily apparent from the initial complaint, they cannot contact the anonymous reporter to obtain further information.
- B. While this seems like common sense, it is not actually explained anywhere on the website. The only information included on the website when using the Citizen Request Tracker is "Sign In: For a more interactive experience please sign in." There is no explanation that guests cannot be followed up with unless they include an e-mail address/contact information or that logging in/creating an account will provide the person using the Request Tracker updates or inform them that the issue has been resolved.
- C. Ms. Vogel explained that there was extended discussion by the previous City Council as to whether anonymous complaints should be permitted, with the Council ultimately deciding that they should be.
- D. I inquired if the creation of an account or logging in and submitting a complaint would be anonymous to the purported violator. As in, if someone signed up and filed a

complaint, would their name or information be revealed to whomever they filed the complaint against. Ms. Vogel responded “no”, the information remains confidential and the purported violator is never told who filed the complaint against them. The only exception is if a legal proceeding is initiated and at that point, the complainant could be potentially be revealed. Again, this is not explained anywhere on the website.

On City Council Meeting Documents:

- A. A resident raised an issue with the meeting documents being posted online in a single PDF document. There was a period of time when each agenda item was separately scanned and the sole item was accessible via hyperlink. Now, the entire meeting documents are uploaded in a single PDF, meaning someone has to scan through hundreds of pages to find any single item.

On Searching the Code and the Search Function:

- A. A resident asked about searching the city code and questioned why it was not like some neighboring cities, who have their code broken down and searchable by chapter. Ms. Vogel indicated that cities like Urbandale and Des Moines use third-party services who digitize the code and make it accessible online, at a cost. To search our city code, you need to open up the entire city code PDF or the appropriate condensed code PDF and type Control + F on your keyboard. However, this method to search is not explained on the website.
- B. Consequently, it was asked if the code could be searched by using the search bar of the website and whether or not searches could be sorted by relevance, most recent or least recent. These options were not currently available and Ms. Vogel said that she would inquire with the website company to see if they could be added.

Newsletter Discussion

On the Future of the Newsletter:

- A. With the rise in costs explained to the focus group, the following questions were asked:
 - 1) If newsletter was serving its appropriate purpose and 2) If it should continue.
- B. Prior to responses, I prefaced with the explanation that one of the original purposes of the newsletter was to provide citizens a monthly update on actions that the Council was taking. This was not to say that the minutes of meetings were to be published but that majority of the actions taken during meetings were to be reported on. However, with a few exceptions, like information related to the 2020 budget, public safety (ATEs and speed limit) and the “Public Hearings” section in the May newsletter, the conduct of the council is inconsistently reported. I partially attributed this to there not being a designated authority figure to decide what is important enough to include in the newsletter regarding specific council actions.
- C. Further, I explained that another purpose of the newsletter was to provide information to citizens at a cost similar to what the City was previously paying with Windsor Heights Living and the Des Moines Waterworks bill. This was the case when the agreement with the publisher was originally executed, as the increase in cost was just over \$100 per month. However, with the increase in publishing costs that was approved by Council on

April 1st, 2019, it is nearly \$500 more per month to publish a newsletter than if we used both Windsor Heights Living and the Des Moines Waterworks bill.

- D. One resident said that they would “live without” the information within the newsletter and that a lot of it was filler. They believe that citizens should determine their own level of involvement within the city government and that if they aren’t active, it’s on them for being uninformed. A response was that not all citizens are as involved as “we” are and that there should be an effort by the City to keep people informed, which I concurred with.
- E. The bulk of the remaining discussion dealt with costs and whether the newsletter should continue on a monthly basis. One resident felt that if citizens want the newsletter, they should subscribe to it and pay for it like a magazine. Another felt that there shouldn’t be a newsletter and that if there were announcements that needed to be made regarding important events, mailers should be sent out. The last gave a dollar amount that they found reasonable for the publishing of a newsletter, approximately \$5,000 - \$7,000. Regardless, all involved thought that the current cost for publication was unreasonably high and that this could potentially be resolved by only printing it quarterly.

Recommendations

Website:

- A. In the Citizen Request Tracker, where you are prompted to sign in or proceed as a guest, there should be an explanation given that if you sign in or create an account, your information will remain confidential and in the event that you are reporting a code violation, it will not be revealed to the purported violator (unless a court proceeding is initiated, where it could potentially be revealed). Additionally, it should be explained that if you proceed as a guest and file a complaint anonymously, you will not be followed up with or be able to provide additional information that may be required, as the City will not know how to contact you.
- B. A deadline for posting the agenda, the e-newsletter and the manner in which the meeting documents are posted online should be addressed in the new SOP. The Communications Committee could make recommendations on what that language should look like.
- C. A line should be added to the city code section of the website indicating that to search a document, a person should type Control + F.
- D. A recommendation was going to be made for Ms. Vogel to inquire what the cost of digitizing the city code was but she already provided this information to me. To host the city code online, it would cost \$1,495 the first year, with \$995 going to set up and \$500 for hosting. Each subsequent year would require an annual payment of \$500 for hosting and a \$10 fee for any pages that need editing.
- E. A recommendation was going to be made for Ms. Vogel to inquire about adding a “most recent” option for searches but she already inquired with CivicPlus. Per their support staff, they “do not have the ability to have most recent items automatically show at the top of the search.” However, they apparently do have an option to have items “sorted by most recent since updated”, which Ms. Vogel has requested to be added to the website.

Newsletter:

- A. A Councilperson should be designated as the decision maker for what information is included in the newsletter related to City Council actions, as keeping the populace informed about what goes on at Council meetings is one of its primary objectives.
- B. The Communications Committee should discuss moving the newsletter to a quarterly or bimonthly format and explore what the different costs would be for four pages vs. two pages and black and white vs. full color. This would achieve the goal of being more cost-effective, cut down on the need for filler and provide a more informative and necessary communication method with citizens. As the current agreement expires in August and the City will soon be putting out a request for proposal on future publishing, this meeting should happen immediately.

STAFF MEETING AGENDA
TUESDAY, June 11, 2019
9:00 – 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:
- 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. Custom City Newsletter articles for July are due **Friday, June 14** - Send to Jess
 - a. Chamber, WH Foundation and Community Events Update - 4th of July
 - b. Nights in the Heights Schedule for July
 - c. Firework Regulation Reminders
 - d. Park and Recreation Programs – Senior and Storytime
 - e. Storm Water Best Management Practices Reimbursement Program
 - f. Recycling – Reminders and Location, can and can't
- D. Planning and Organization:
 - 1. Projects and Programs Identified:
- E. Safety:
 - 1. Training: Uniform and MSDS
- F. Personnel Management:
 - 1. Paramedic Donny Nichola to start on July 2 and Seasonal Part-time Pubic Works employee Andy Mayes started June 10.
- G. Financial:
 - 1. FY 18-19: Expenses, ERP, Transfers and Budget Amendment, due 6/13. Coding back as soon as possible.

Updates

- A. Police Department – Having issues with time and attendance. Amanda Wood received the Optimist Award, received a narkan grant.
- B. Fire/EMS/Safety – Working on fire service training appeal and sheriff's office on radio contract extension.
- C. Public Works – Marking intakes, bidding storm sewer projects, story time had 45 kids on the first week, senior events – ICUBS, Reimen Gardens in Ames and Casino trip planned. Focusing on sewers and potholes.
- D. Building and Zoning – Clive Elementary about to get started on improvements, Chateau apartment garages need a variance in flood plain and will meet with BOA in July.
- E. Communications/Special Events – Packet, newsletter and payroll this week.
- F. Administration – NA

Adjourn: Next Meeting: Monday, June 24, 2019 at 9:00 a.m. at City Hall.

From: [Mike Loffredo](#)
To: [Charlene B](#); [Mark Coy](#); [Chloegearhart@gmail.com](#); [Tyler Holtorf](#); [John and Susan MCKEE](#); [Thomas McMahon](#); [Dalton Jacobus](#); [Mike Jones](#)
Cc: [Dave Burgess](#); [Elizabeth Hansen](#)
Subject: PW Advisory Committee Meeting, June 26, 5:30, Council Chambers
Date: Tuesday, June 11, 2019 11:56:00 AM

Greetings all, I hope you are enjoying this beautiful June weather; I know I am.

Agenda

1. Homework, member reports from neighbors regarding the CIP or other relevant comments

10 min

2. Director Jacobus' Report

10 min

3, Storm sewers -- Charlene, Dalton, Dave

25

4. General discussion -- questions/comments

10

5. Members suggestions for future committee meetings

10

6. Minutes/distribution -- Mark A BIG THANK YOU TO MARK

Committee Chr -- ?

7. Adjourn

See you all on the 26th



TO: Liz Hansen, City Administrator

CC: Chief Chad McCluskey, Director of Public Safety

FROM: Dalton Jacobus, Director of Public Works

RE: Pedestrian Signal Timing

DATE: 12 June 2019

There were a few citizens that expressed concerns about the timing of signalized pedestrian crossings during the May 20th meeting of the City Council. Specifically, the timings at the intersections of 66th Street / University Avenue and 70th Street / University Avenue were noted to be of concern. The Council directed staff to look into this matter further.

Public Works staff conducted timings on every pedestrian push button in our traffic control system. Attached are the field notes and a compilation of the data. Measurements were then taken of the intersections and calculations were made on the assumption that an average walking pace is roughly 4 ft/sec. An average walking pace is actually 4.6 ft/sec, but I opted to use a slower pace to be conservative in my assumptions for the sake of pedestrian safety.

Neither of the intersections that were mentioned at the May 20th Council meeting timed out slower than we had expected them to. However, the west segment of the intersection of 73rd Street and University Avenue was slightly slower than would be anticipated from an intersection of this dimension.

I have requested Iowa Signal to look further into this specific portion of this intersection. There were no other findings to note from the timings that we conducted.

All pedestrian push buttons in the Windsor Heights traffic control system are tested twice a year. The most recent test of these buttons was in early March and they will be tested again on September 2nd, 2019.

Pedestrian Crossing Timing

North/South Street: 63rd Street

East/West Street: Hickman Road

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	NA	NA	NA
		NA		
		NA		
		Average NA		
North	West	NA	NA	NA
		NA		
		NA		
		Average NA		
East	North	24.1	65	16.3
		24.2		
		24.3		
		Average 24.2		
East	South	24	65	16.3
		24		
		24		
		Average 24.0		
South	East	21.1	68	17.0
		21.2		
		21.1		
		Average 21.1		
South	West	21.1	68	17.0
		21.3		
		21.3		
		Average 21.2		
West	North	24.8	82	20.5
		24.9		
		24.8		
		Average 24.8		
West	South	24	82	20.5
		24		
		24		
		Average 24.0		

Pedestrian Crossing Timing

North/South Street: 63rd Street

East/West Street: University Avenue

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	25.1	91	22.8
		25.1		
		25.2		
	Average	25.1		
North	West	25.1	91	22.8
		25.2		
		25.1		
	Average	25.1		
East	North	22.1	87	21.8
		22.9		
		22.8		
	Average	22.6		
East	South	22.7	87	21.8
		22.1		
		22.4		
	Average	22.4		
South	East	25	90	22.5
		25.1		
		25.1		
	Average	25.1		
South	West	25.8	90	22.5
		25.8		
		25.9		
	Average	25.8		
West	North	22.1	84	21.0
		22.1		
		22.1		
	Average	22.1		
West	South	22.5	84	21.0
		22.5		
		22.3		
	Average	22.4		

Pedestrian Crossing Timing

North/South Street: 66th Street

East/West Street: University Avenue

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	22.3	39	9.8
		22.6		
		22.5		
	Average	22.5		
North	West	22.1	39	9.8
		22.9		
		22.9		
	Average	22.6		
East	North	26.8	77	19.3
		26.7		
		26.9		
	Average	26.8		
East	South	27.2	77	19.3
		27.5		
		27.4		
	Average	27.4		
South	East	22.2	35	8.8
		22.9		
		22.4		
	Average	22.5		
South	West	22.2	35	8.8
		22		
		22.3		
	Average	22.2		
West	North	27.4	72	18.0
		27.8		
		27.4		
	Average	27.5		
West	South	27.7	72	18.0
		27.5		
		27.8		
	Average	27.7		

Pedestrian Crossing Timing

North/South Street: 70th Street

East/West Street: Hickman Road

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	17.1	40	10.0
		17.5		
		17.6		
		Average 17.4		
North	West	17.5	40	10.0
		17		
		17.8		
		Average 17.4		
East	North	NA	NA	NA
		NA		
		NA		
		Average NA		
East	South	NA	NA	NA
		NA		
		NA		
		Average NA		
South	East	NA	NA	NA
		NA		
		NA		
		Average NA		
South	West	NA	NA	NA
		NA		
		NA		
		Average NA		
West	North	25	74	18.5
		25		
		25		
		Average 25.0		
West	South	24.4	74	18.5
		24.8		
		24.1		
		Average 24.4		

Pedestrian Crossing Timing

North/South Street: 70th Street

East/West Street: University Avenue

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	22.6	58	14.5
		23.6		
		22.7		
	Average	23.0		
North	West	23.3	58	14.5
		23		
		22.9		
	Average	23.1		
East	North	32.9	98	24.5
		32.7		
		32.9		
	Average	32.8		
East	South	33	98	24.5
		32.8		
		32.8		
	Average	32.9		
South	East	22.7	66	16.5
		22.6		
		22.7		
	Average	22.7		
South	West	23	66	16.5
		22.8		
		23		
	Average	22.9		
West	North	32.9	95	23.8
		32.9		
		32.4		
	Average	32.7		
West	South	32.9	95	23.8
		32.78		
		33		
	Average	32.9		

Pedestrian Crossing Timing

North/South Street: 7rd Street

East/West Street: Buffalo Road

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	21	63	15.8
		22		
		22		
	Average	21.7		
North	West	21	63	15.8
		22		
		21		
	Average	21.3		
East	North	NA	NA	#VALUE!
		NA		
		NA		
	Average	NA		
East	South	NA	NA	#VALUE!
		NA		
		NA		
	Average	NA		
South	East	NA	NA	#VALUE!
		NA		
		NA		
	Average	NA		
South	West	NA	NA	#VALUE!
		NA		
		NA		
	Average	NA		
West	North	21	50	12.5
		21		
		21		
	Average	21.0		
West	South	21	50	12.5
		21		
		21		
	Average	21.0		

Pedestrian Crossing Timing

North/South Street: 73rd Street

East/West Street: University Avenue

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	22.1	72	18.0
		22.4		
		22.8		
	Average	22.4		
North	West	22.1	72	18.0
		22.7		
		22.4		
	Average	22.4		
East	North	26.1	96	24.0
		26.7		
		26.6		
	Average	26.5		
East	South	26.9	96	24.0
		26.4		
		26.7		
	Average	26.7		
South	East	22.1	77	19.3
		22.6		
		22.7		
	Average	22.5		
South	West	22.6	77	19.3
		22.5		
		22.1		
	Average	22.4		
West	North	26.4	81	20.3
		26.5		
		26.4		
	Average	26.4		
West	South	26.7	81	20.3
		26.5		
		26.4		
	Average	26.5		

Pedestrian Crossing Timing

North/South Street: 73rd Street

East/West Street: University Avenue

Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	21.2	82	20.5
		21.8		
		21.5		
		Average 21.5		
North	West	21.4	82	20.5
		21.7		
		21.5		
		Average 21.5		
East	North	21.9	96	24.0
		21.9		
		21.8		
		Average 21.9		
East	South	21.9	96	24.0
		21.8		
		21.9		
		Average 21.9		
South	East	21.5	90	22.5
		21.8		
		21.5		
		Average 21.6		
South	West	21.9	90	22.5
		21.9		
		21.9		
		Average 21.9		
West	North	21.8	108	27.0
		21.9		
		21.9		
		Average 21.9		
West	South	21.1	108	27.0
		21.7		
		21.8		
		Average 21.5		

Pedestrian Crossing Timing

North/South Street: HyVee and Apple Valley Entrances

East/West Street: University Avenue

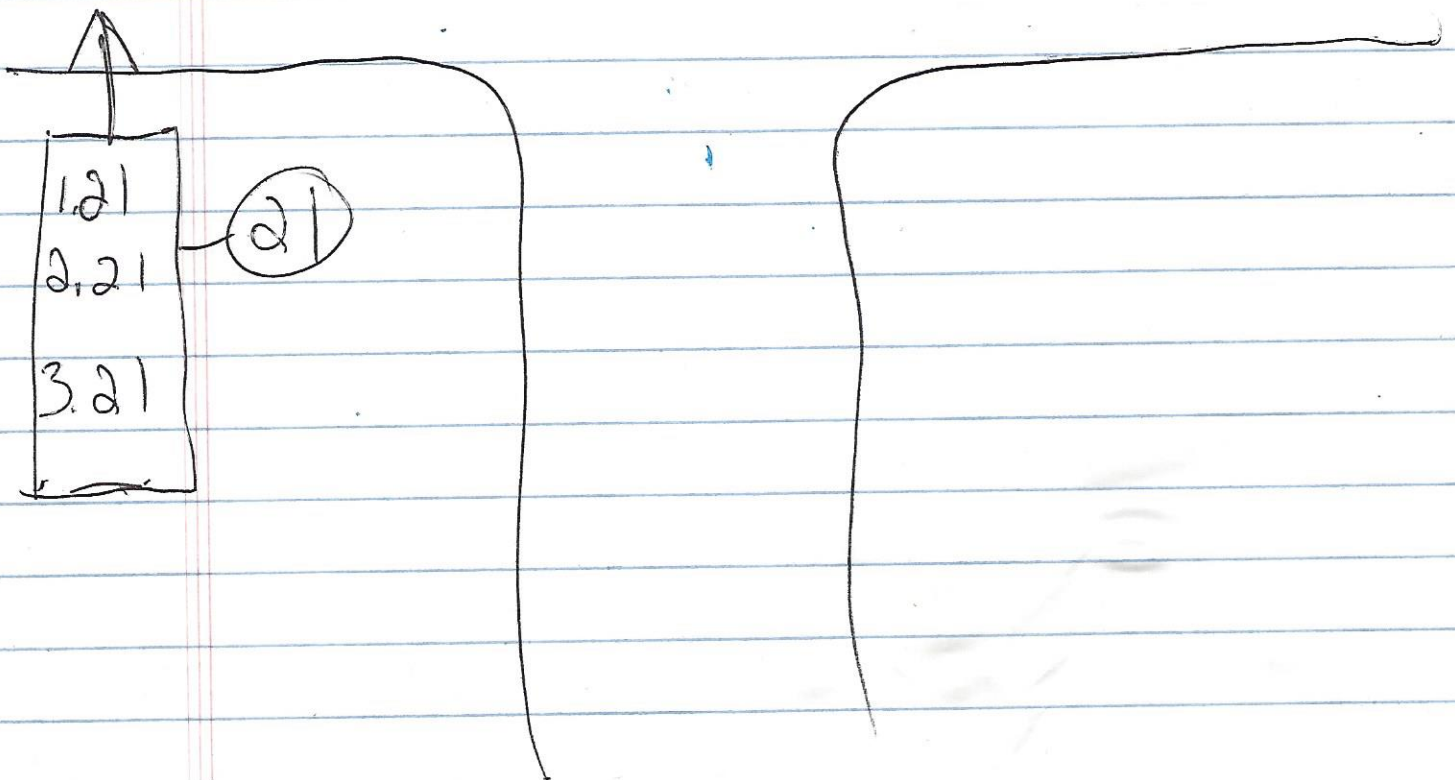
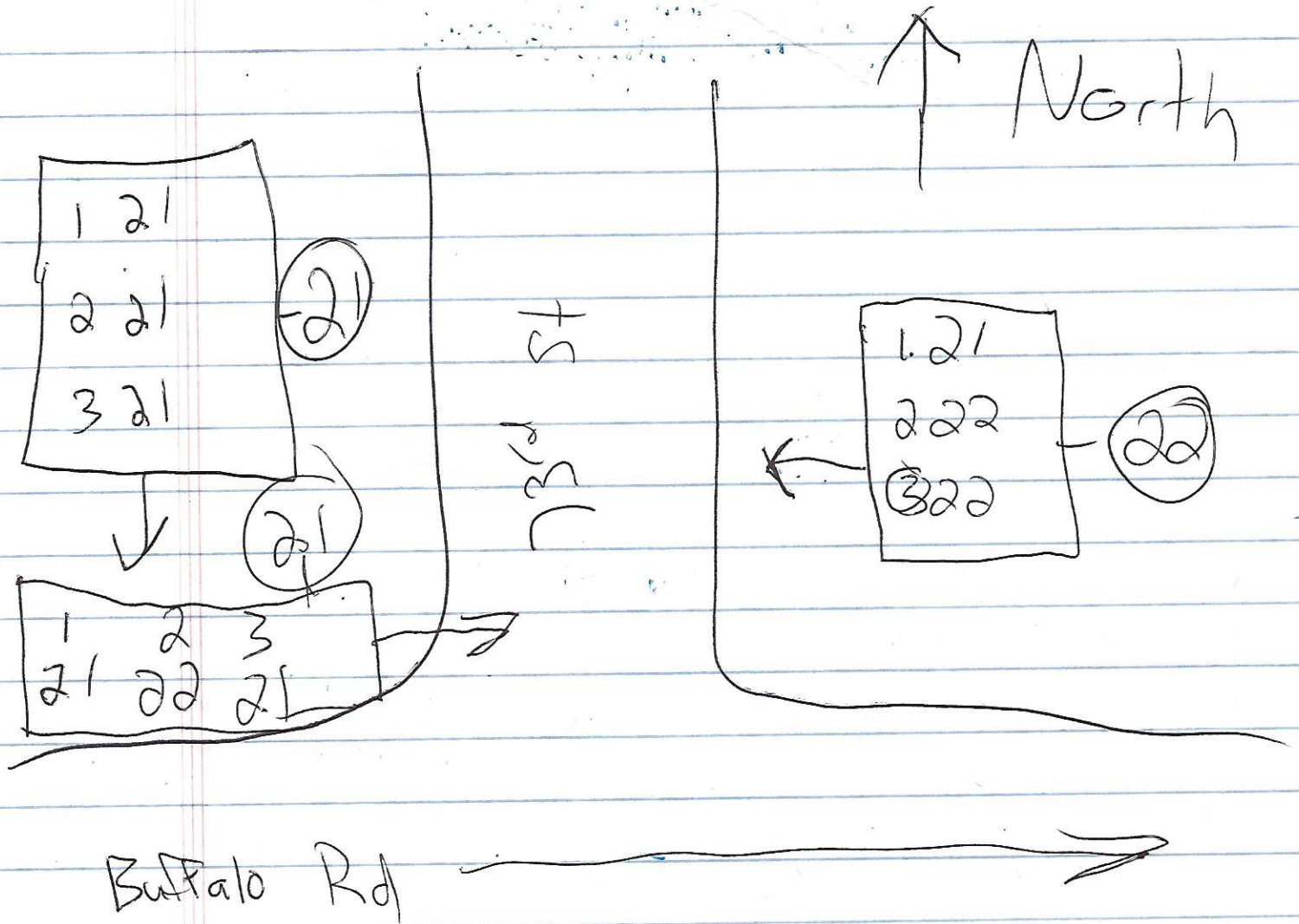
Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	15.3	60	15.0
		14.9		
		15.1		
	Average	15.1		
North	West	15.1	60	15.0
		15.3		
		15.1		
	Average	15.2		
East	North	21.3	71	17.8
		21.7		
		21.8		
	Average	21.6		
East	South	22	71	17.8
		21.9		
		21.8		
	Average	21.9		
South	East	15.1	39	9.8
		14.9		
		15.1		
	Average	15.0		
South	West	15.2	39	9.8
		15.1		
		15.2		
	Average	15.2		
West	North	21.9	65	16.3
		21.9		
		21.5		
	Average	21.8		
West	South	21.8	65	16.3
		21.9		
		21.9		
	Average	21.9		

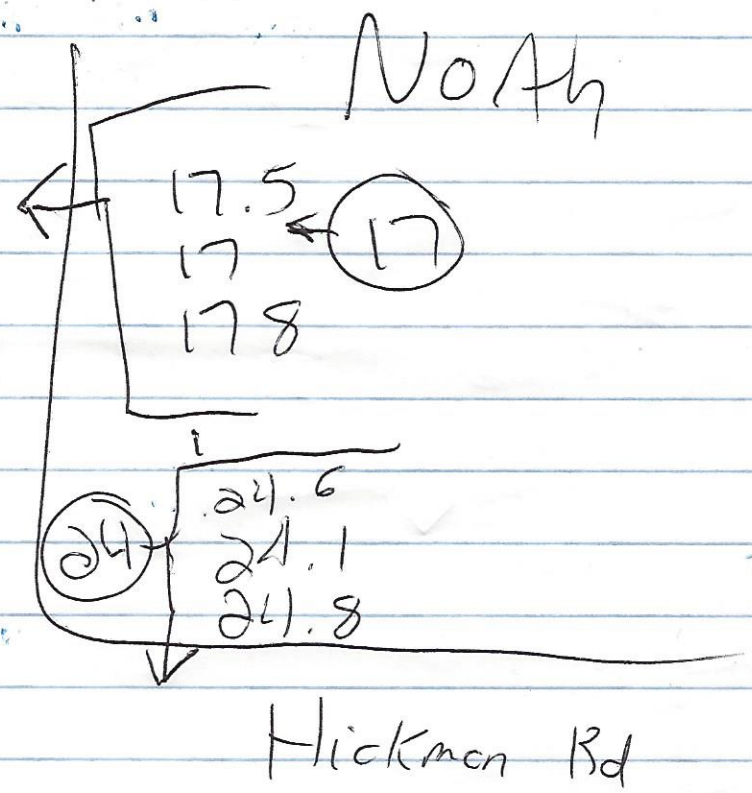
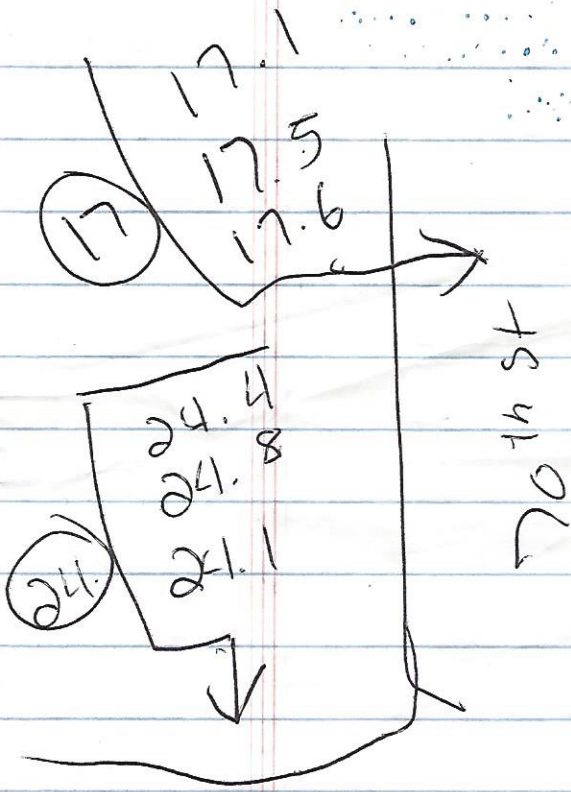
Pedestrian Crossing Timing

North/South Street: Westover Blvd

East/West Street: Hickman Rd

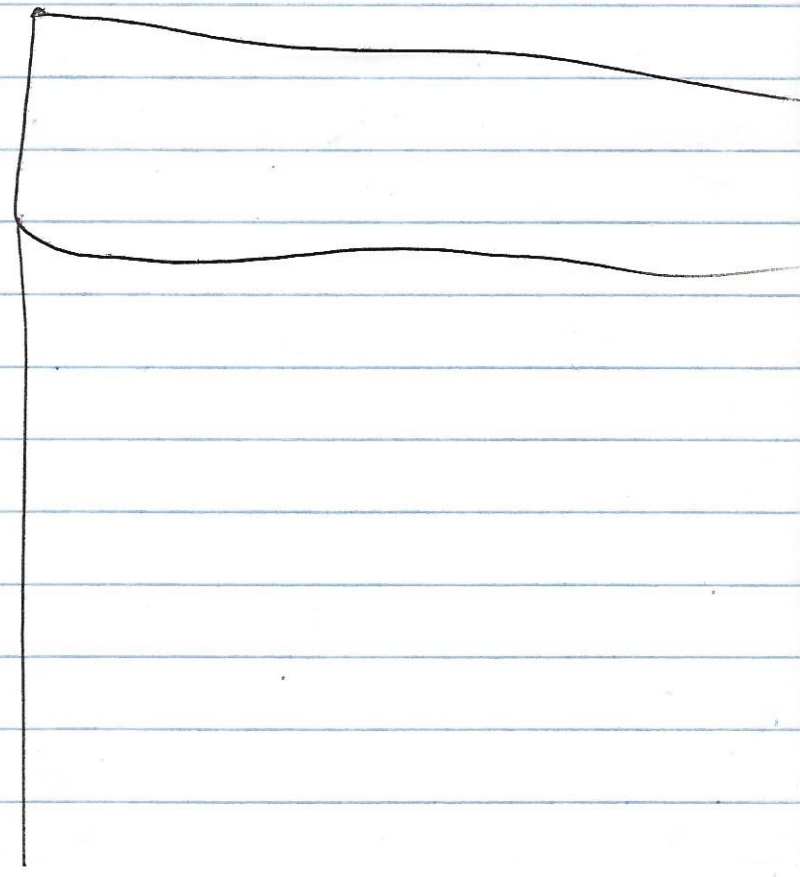
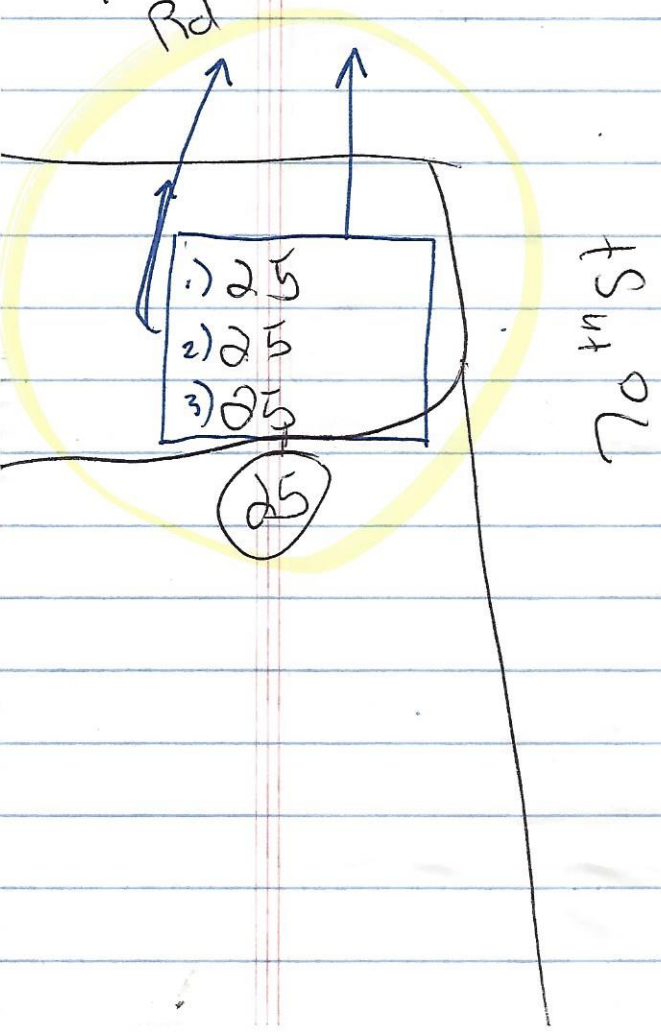
Quadrant of Intersection	Direction of Travel	Timing (seconds)	Segment Width (feet)	Time Required (seconds)
North	East	16.1	46	11.5
		16.1		
		16.4		
	Average	16.2		
North	West	16.1	46	11.5
		16.1		
		16.8		
	Average	16.3		
East	North	24.4	69	17.3
		24.3		
		24.4		
	Average	24.4		
East	South	24.1	69	17.3
		24.4		
		24.4		
	Average	24.3		
South	East	16.5	53	13.3
		16.1		
		16.1		
	Average	16.2		
South	West	16.1	53	13.3
		16.8		
		16.9		
	Average	16.6		
West	North	24.9	95	23.8
		24.2		
		24.8		
	Average	24.6		
West	South	24.9	95	23.8
		24.9		
		24.8		
	Average	24.9		



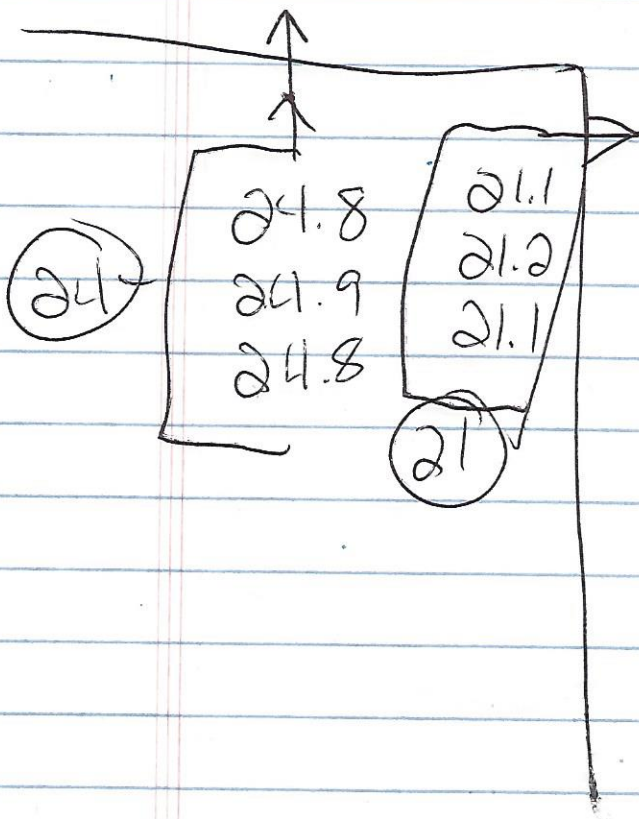
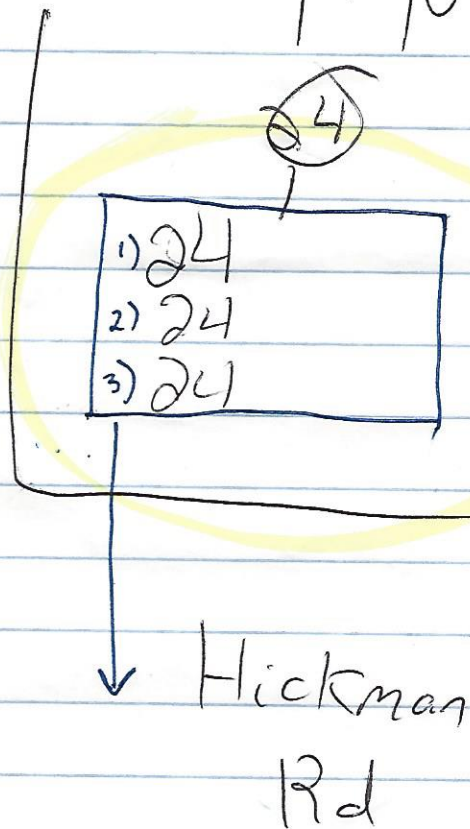
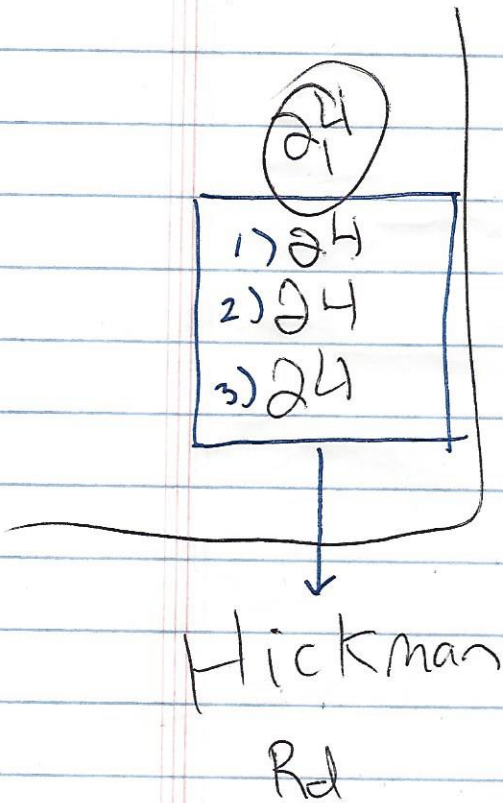


Hickman Rd

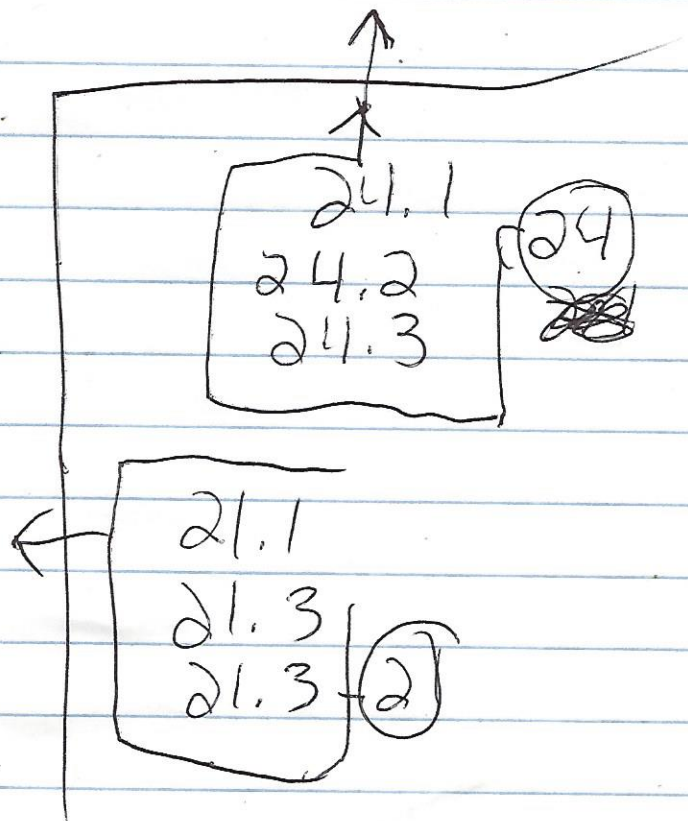
Hickman Rd

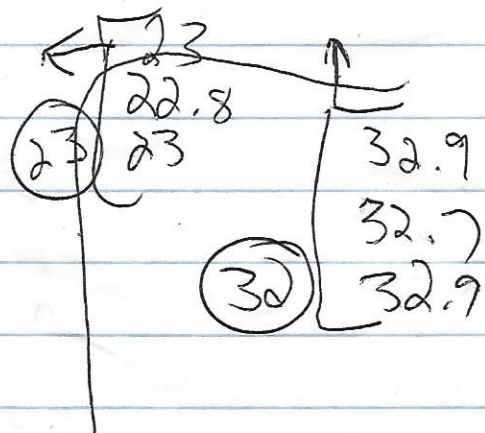
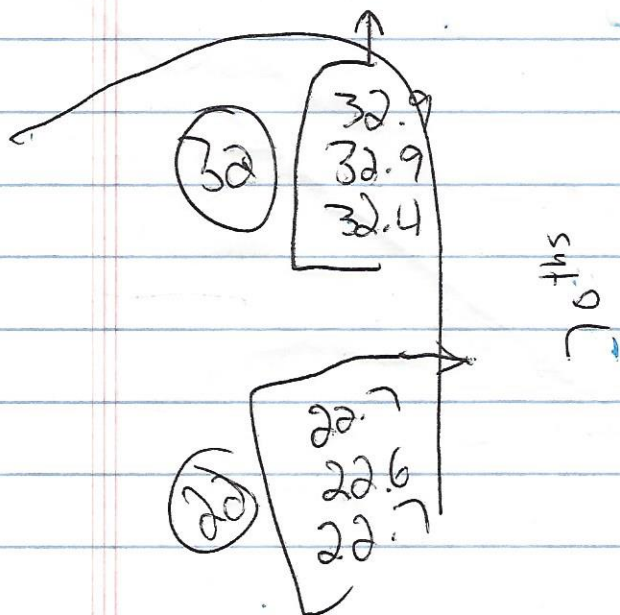
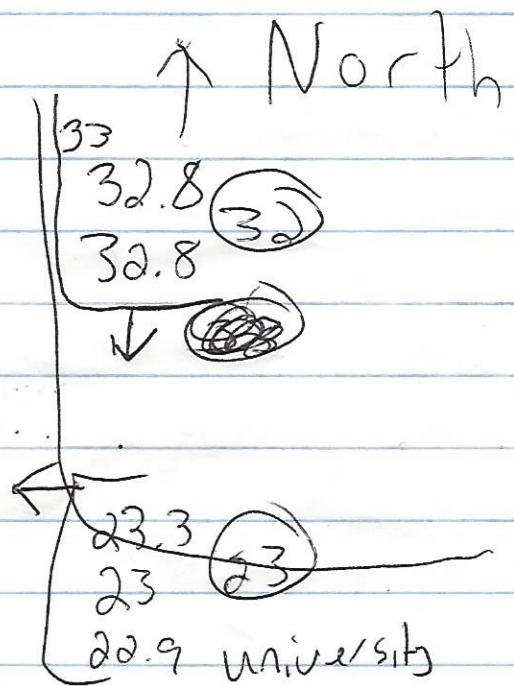
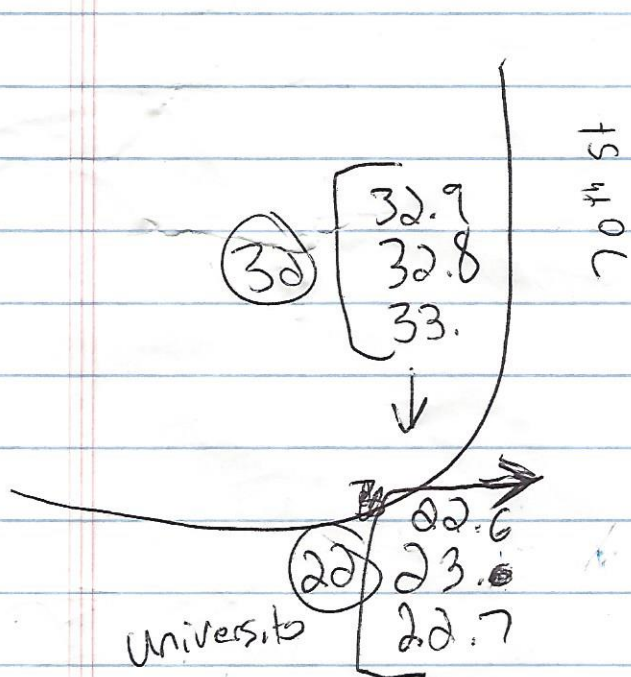


↑ North

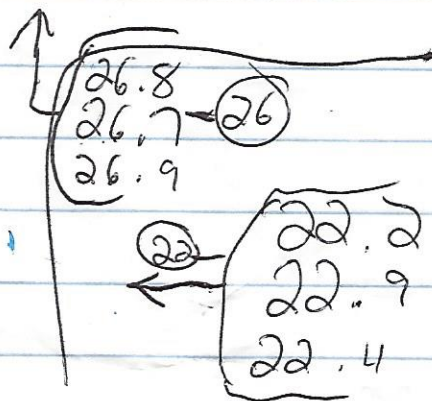
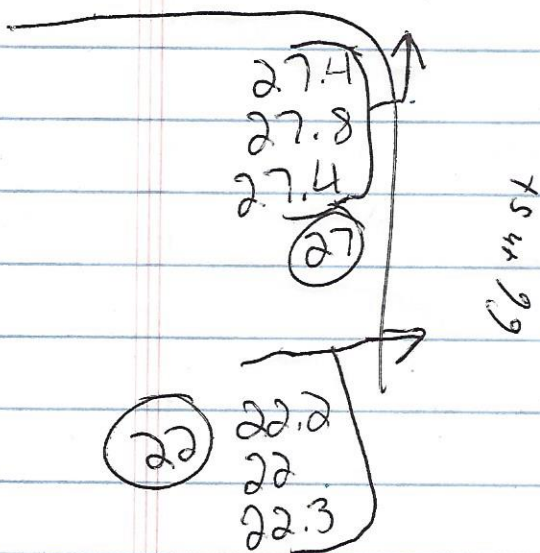
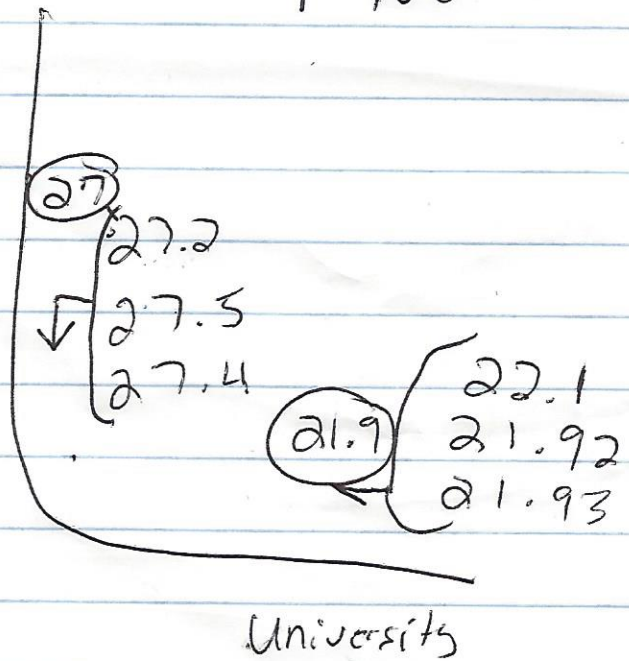
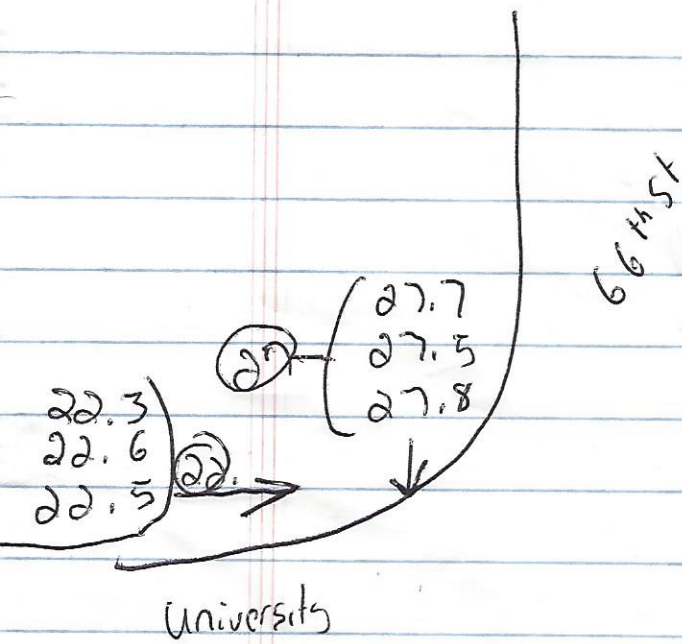


63rd St

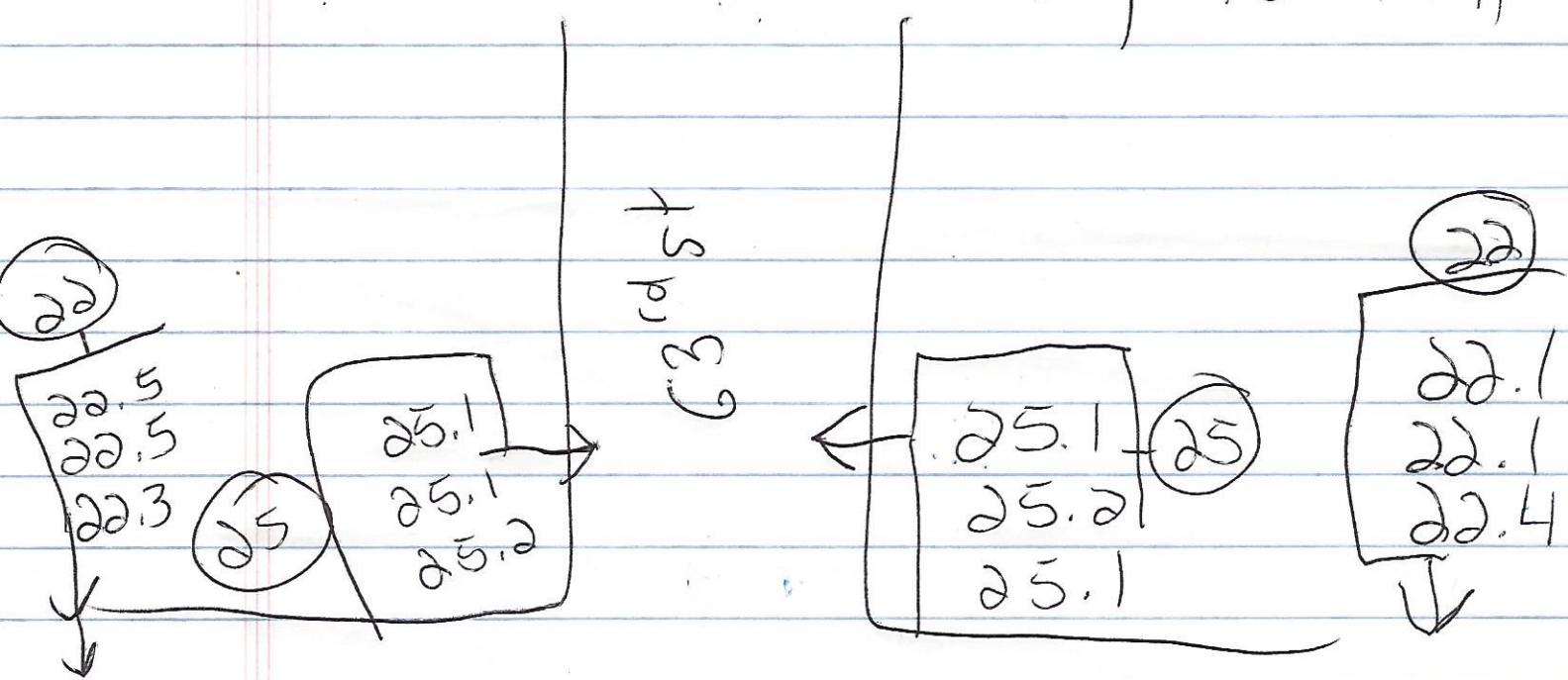




↑ North

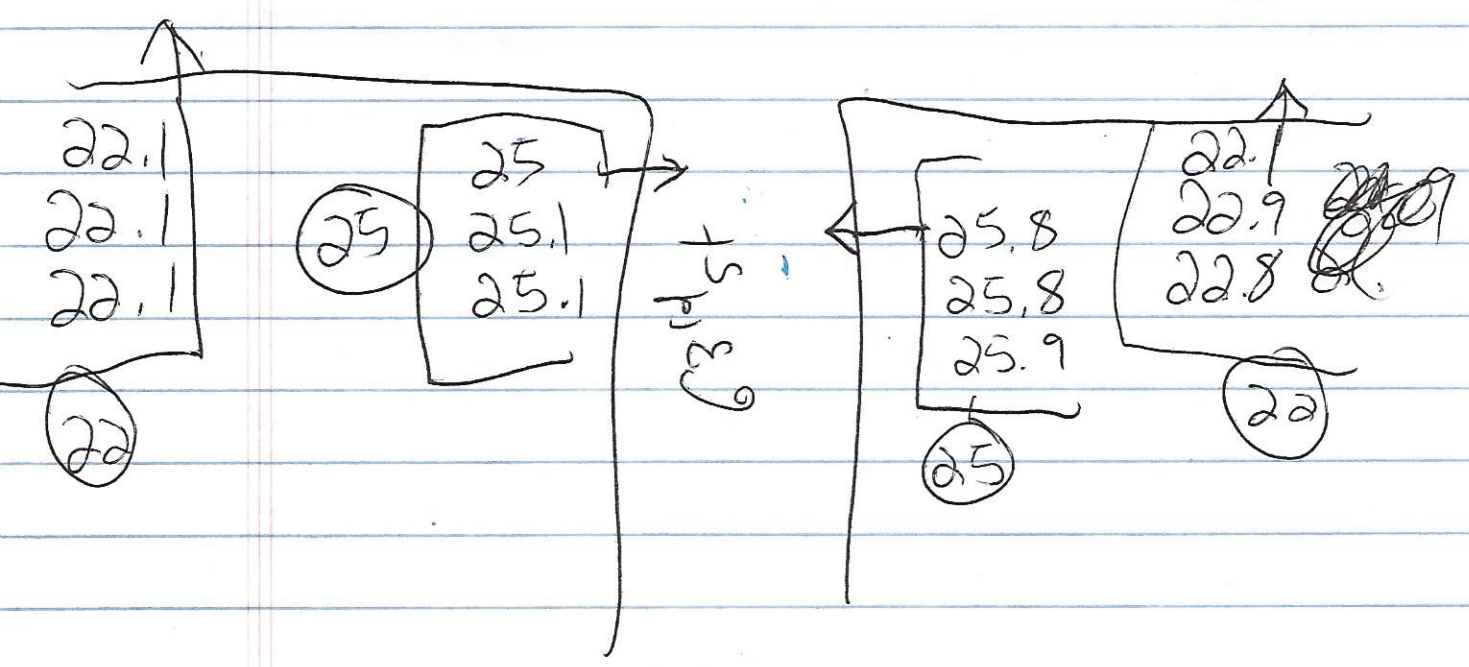


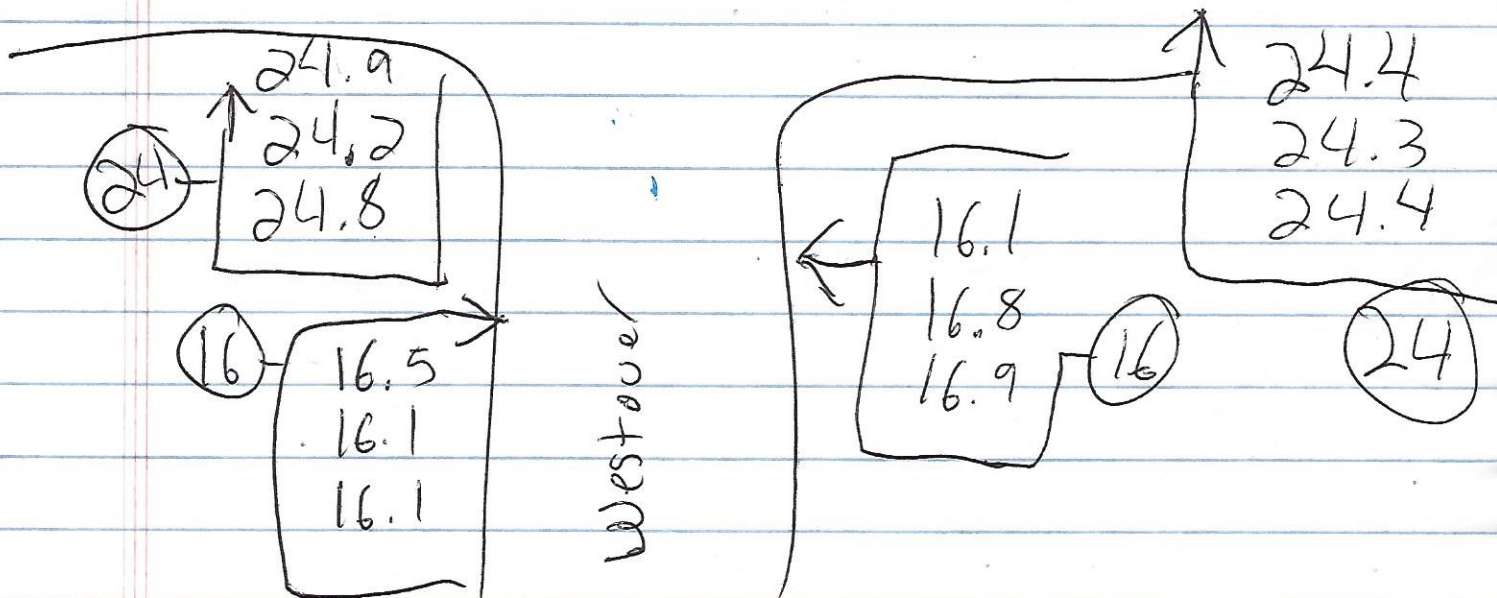
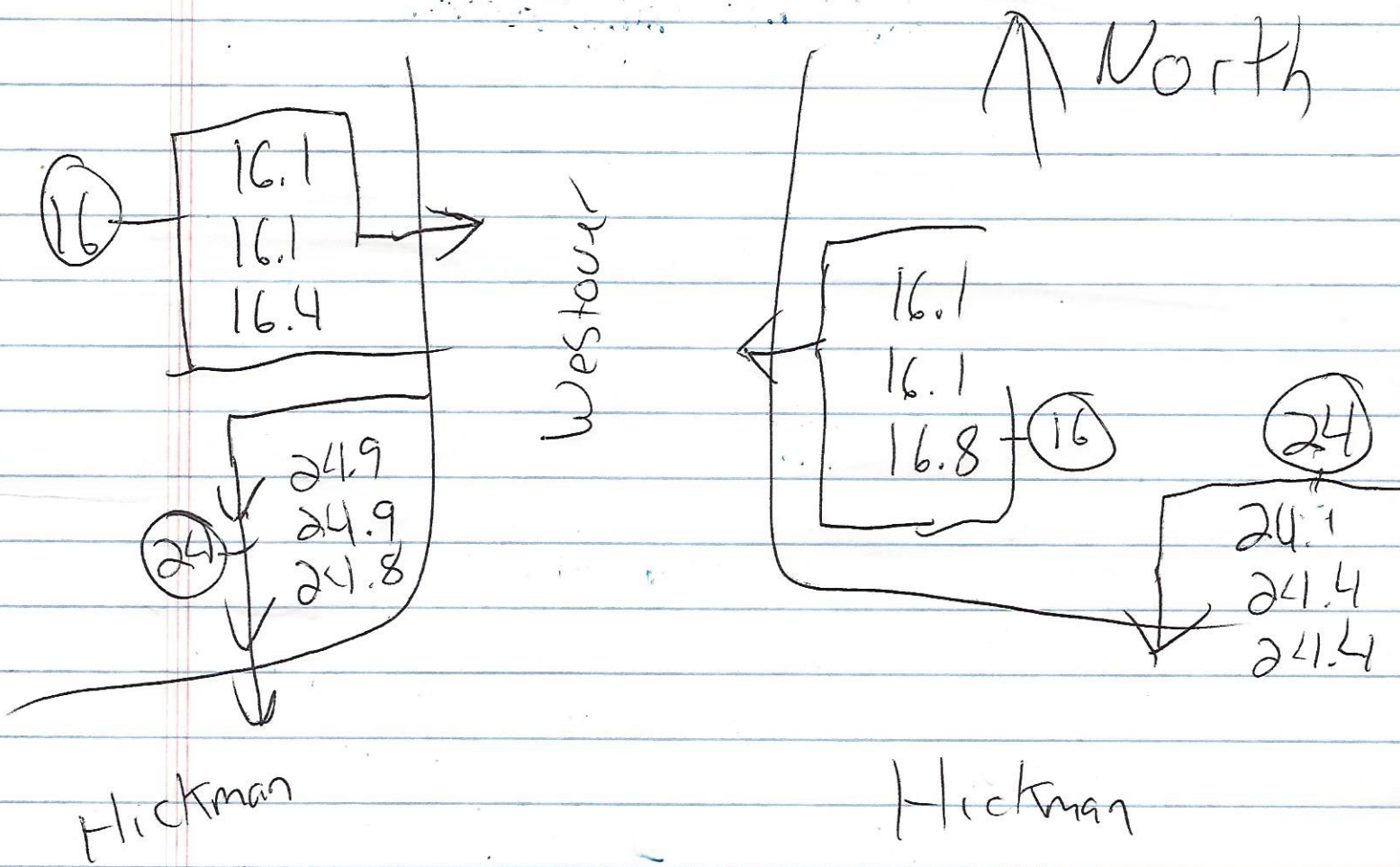
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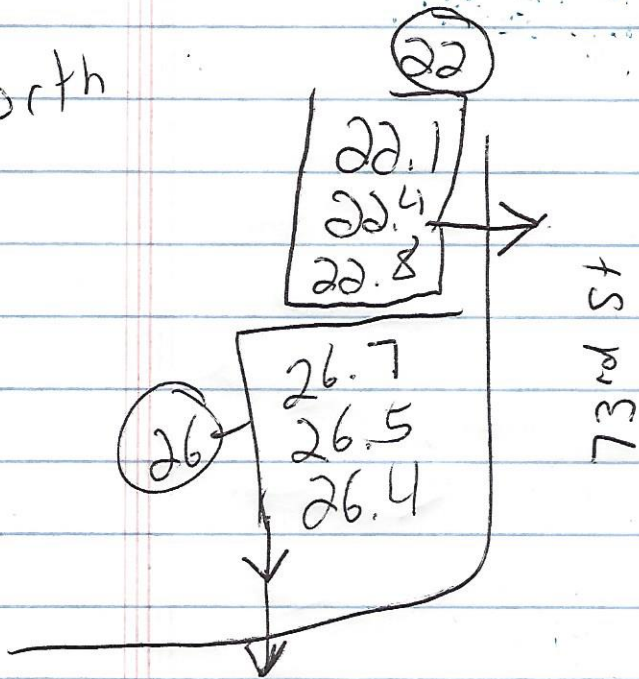
Universities

University



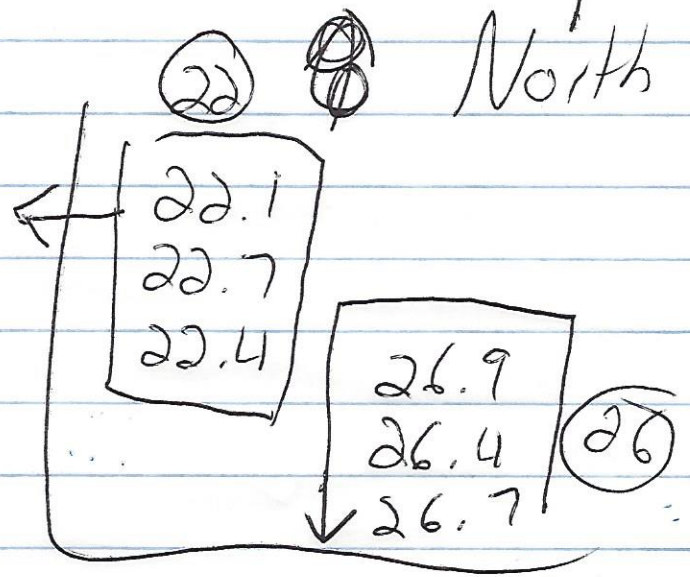


↑
North

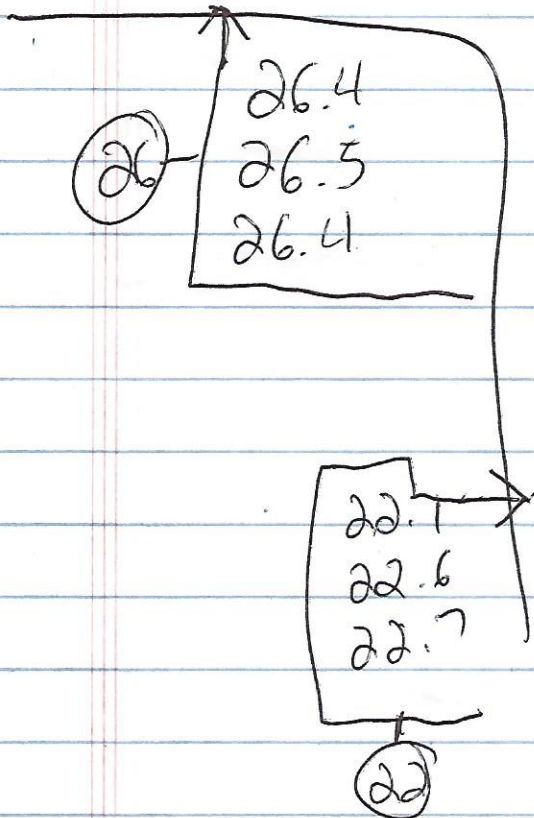


Hickman Rd

↑
North

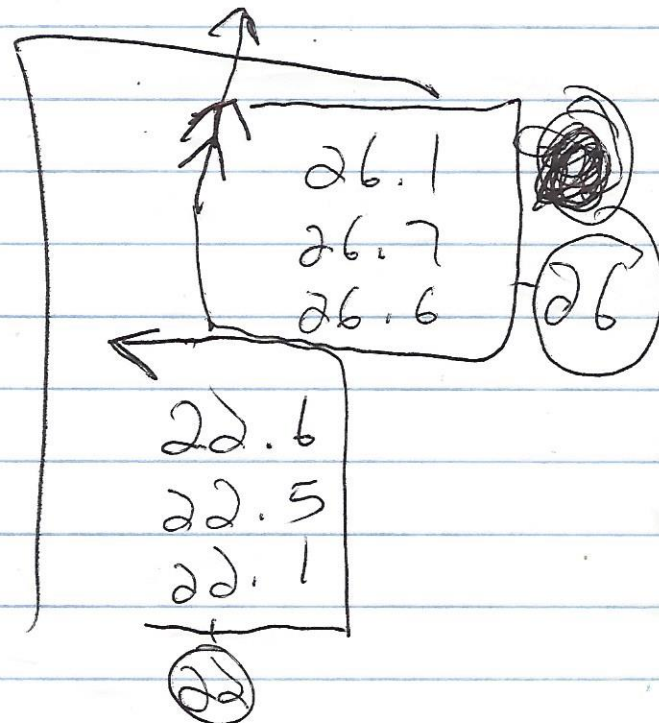


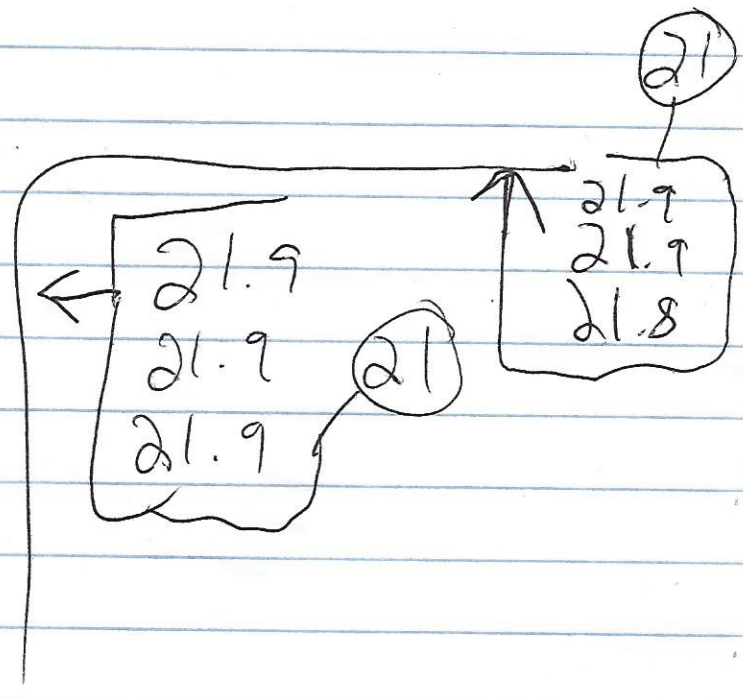
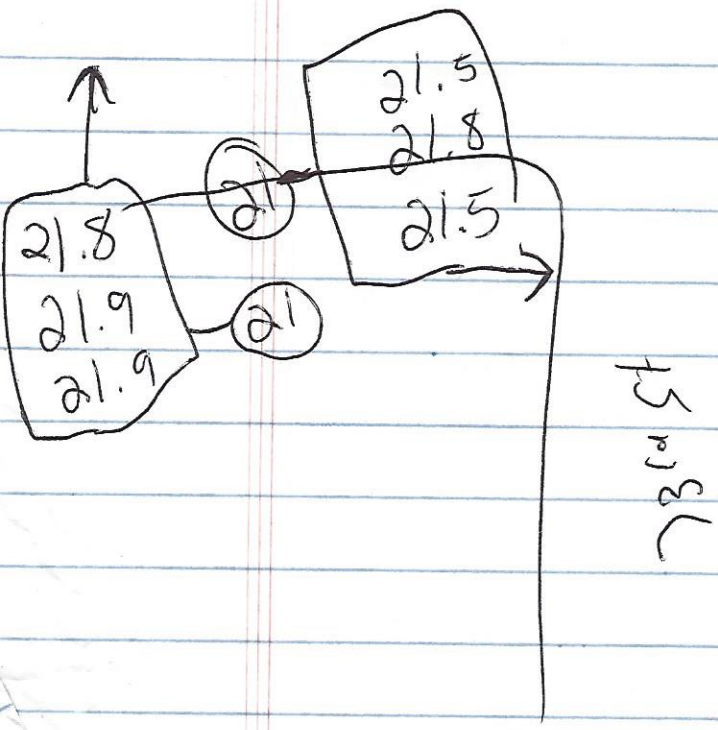
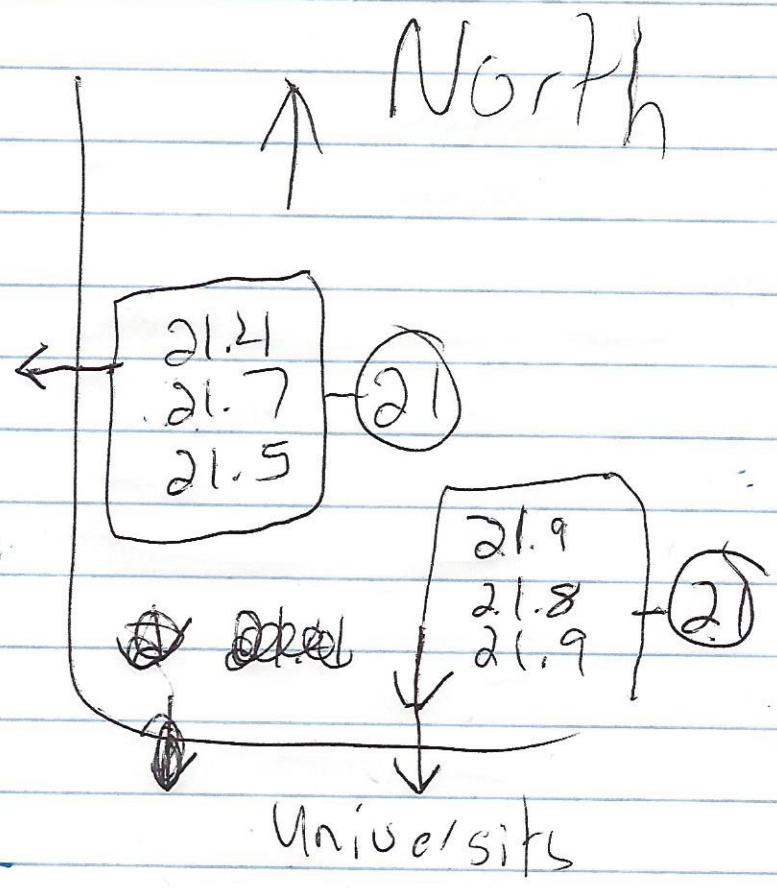
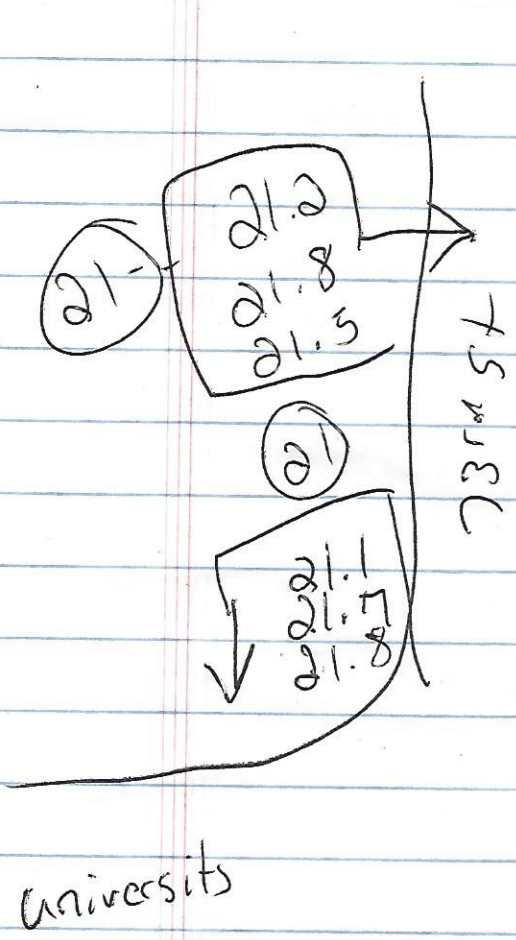
Hickman Rd

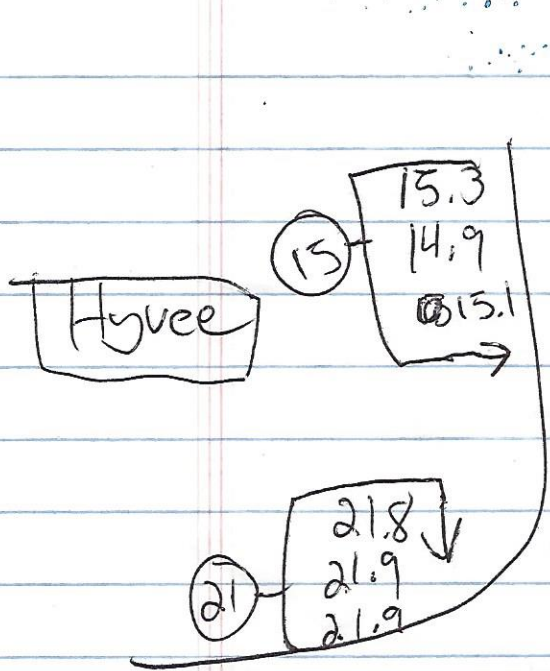


73rd St

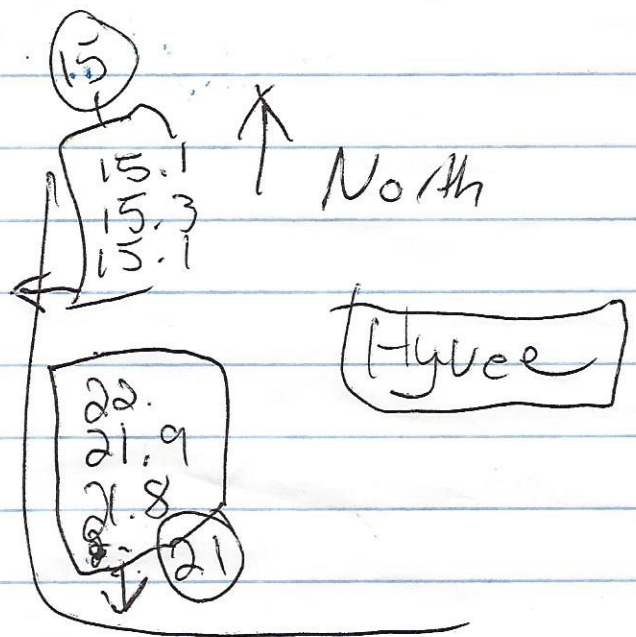
↓
South







University



University

