



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, June 15, 2020 - 6:00 PM
Via Zoom

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

1. **Call to Order/Roll Call/Pledge of Allegiance** The 6/15/20 Windsor Heights City Council Meeting will be conducted via Zoom. Please join the meeting 5-10 minutes early to allow for enough time to sign on. Residents will be muted during the meeting to allow the council members to speak but will be unmuted and asked if they would like to comment during the public forum section of the meeting. The agenda for this meeting will be posted the Friday before at <https://www.windsorheights.org/agendacenter>. Zoom Meeting Information: Link: <https://us02web.zoom.us/j/88251263290?pwd=Y3Nuc1NwMTRzZVdzdElVQUwvd2ppZz09> Phone number: 312-626-6799 Meeting ID: 882 5126 3290 Password: 084772 If you have any questions about using Zoom, please visit <https://support.zoom.us/hc/en-us>
2. **Approval of the Agenda**
3. **Public Hearing:**
 - A. Public Hearing on Proposed Amendment to the Windsor Heights Urban Revitalization Area
 - B. Consideration of Resolution No. 2020-83 - A Resolution Adopting Amendment to the Plan for the Windsor Heights Urban Revitalization Area
 - C. Public Hearing on Ordinance No. 20-03 - An Ordinance Amending Chapter 101 of the Windsor Heights Code of Ordinances Relating to the Storm Water Drainage Utility
 - D. Consideration of the First Reading of Ordinance No. 20-03
 - E. Public Hearing on Ordinance No. 20-04 - An Ordinance Amending Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the Definition of "Unimproved Surface" with Regards to Parking Prohibitions
 - F. Consideration of the First Reading of Ordinance No. 20-04
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

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

5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on June 1, 2020
 - B. Approve Minutes of the June 8, 2020 Special Council Meeting
 - C. Approve Payment of Claims
 - D. Approve May 2020 Financial Reports
6. **Old Business:**
 - A. Consideration of Job Descriptions
7. **New Business:**
 - A. Consideration of Tobacco Permits
 - B. Consideration of Reopening City Hall to the Public
 - C. Consideration of Pay Request No. 2 - 2020 Street Improvement Projects
 - D. Consideration of Pay Request No. 2 - College Drive Improvements
 - E. Consideration of Resolution No. 2020-84 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 20-05 - An Ordinance Amending Chapter 30 of the Windsor Heights Code of Ordinances Adding New Section 30.11 - Unbiased Policing Policy
 - F. Consideration of Resolution No. 2020-85 - A Resolution Approving City of Windsor Heights Participation in the Greater Des Moines Partnership Small Business Recovery Grant Program
 - G. Consideration of Resolution No. 2020-86 - A Resolution Establishing Wages
8. **Reports:**
 - A. Mayor and Council Reports and Committee Updates
 - B. Interim City Administrator Report
 - C. Public Safety Director Report
 - D. Public Works Director Report
 - E. Communications/Recreation Coordinator Report
9. **Adjourn Exempt Session:** There will be an exempt session pursuant to Iowa Code Chapter 20.17 following the Regular Council Meeting

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



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Proposed Amendment to the Windsor Heights Urban
Revitalization Area

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-83 - A Resolution Adopting Amendment to the Plan for the Windsor Heights Urban Revitalization Area

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-83 Hold Hrg Auth Revite Amend (Windsor Heights-13 2020)

HEARING ON PROPOSED
AMENDMENT TO REVITALIZATION
PLAN AND RESOLUTION TO ADOPT
AMENDMENT

Windsor Heights, Iowa

503155-13

June 15, 2020

A meeting of the City Council of the City of Windsor Heights, Iowa, was held at 6:00 o'clock p.m., on June 15, 2020.

The City Council met electronically via Zoom, which was accessible at the following:

<https://us02web.zoom.us/j/88251263290?pwd=Y3Nuc1NwMTRzZVdzdEIVQUwvd2ppZz09>

Meeting ID: 882 5126 3290

Password: 084772

Phone: +1 312 626 6799

The City Council conducted this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms.

Absent: _____.

The Mayor announced that this was the time and place set for hearing on the 2020 Amendment to the Plan for the Windsor Heights Urban Revitalization Area. All written objections, statements, and evidence heretofore filed were read, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here, and on a separate page if necessary, list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections, comments, or evidence offered, the Mayor announced the hearing closed.

Council Member _____ introduced the resolution next hereinafter set out, and moved that the said resolution be adopted; seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said resolution adopted, as follows:

RESOLUTION NO. 2020-83

Resolution Adopting Amendment to the Plan for the Windsor Heights Urban Revitalization Area

WHEREAS, pursuant to the provisions of Chapter 404 of the Code of Iowa (the "Code") the City of Windsor Heights, Iowa (the "City"), has designated an area of the City as the Windsor Heights Urban Revitalization Area (the "Urban Revitalization Area") and has adopted an Urban Revitalization Plan (the "Plan") for the governance of projects and initiatives to be undertaken therein; and

WHEREAS, it has been proposed that the Plan be amended to establish a tax abatement schedule for the commercial property classification; and

WHEREAS, pursuant to the provisions of the Code, before amending the Plan, the City must prepare an amendment to the Plan, hold a public hearing thereon, and otherwise comply with the procedures set forth therein; and

WHEREAS, an amendment (the "Amendment") to the Plan has been prepared and presented to the City Council for consideration in accordance with the provisions of the Code, said Amendment being in a form and having the contents as set forth in Exhibit A attached hereto and by this reference made a part hereof; and

WHEREAS, pursuant to the provisions of the Code, the City Council has held a public hearing on the Amendment on June 15, 2020;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. The Amendment is hereby adopted in the form attached hereto as Exhibit A.

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

Passed and approved June 15, 2020.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF POLK SS:
CITY OF WINDSOR HEIGHTS

I, the undersigned, City Clerk of the City of Windsor Heights, Iowa, do hereby certify that the above and foregoing is a true, correct and complete copy of the minutes of the public hearing on and approval of an amendment to the plan for the Windsor Heights Urban Revitalization Area, including a true and complete copy of the resolution referred to in such minutes.

WITNESS MY HAND this ___ day of _____, 2020.

City Clerk

EXHIBIT A
PLAN AMENDMENT

By virtue of this amendment, the Urban Revitalization Plan (the “Plan”) for the Windsor Heights Urban Revitalization Area (the “Urban Revitalization Area”) is hereby amended as follows:

Section 1. Section C of the Plan is hereby amended to read as follows:

C. OBJECTIVES

This plan is prepared in conformance with Section 404.2 of the Code of Iowa for the purpose of providing incentives and outlining procedures to enhance the potential for new residential *and commercial* development in the Revitalization Area. Planning goals include revitalizing the area through the promotion of new construction on vacant land, rehabilitation of existing residential *and commercial* property, stabilizing and increasing the tax base, and providing overall aesthetic improvement.

Section 2. Section D of the Plan is hereby amended to read as follows:

D. PRESENT ZONING AND PROPOSED LAND USE

The property within the Revitalization Area is zoned for residential, commercial and industrial purposes, and new and expanded residential *and commercial* development is proposed in the Revitalization Area.

Section 3. Section E of the Plan is hereby amended to read as follows:

E. PROPOSALS FOR EXPANDING CITY SERVICES

The City proposes that, as it becomes financially feasible, the provision of municipal services to the Revitalization Area will be expanded and improved to meet the demands of new residential *and commercial* development.

Section 4. Section F of the Plan is hereby amended add the following Section F(3):

F. ELIGIBLE IMPROVEMENTS AND EXEMPTIONS

3. **Commercial Improvements.** The construction of new commercial facilities and the rehabilitation of and additions to existing commercial facilities.

Exemption: All qualified real estate assessed as commercial property is eligible to a partial exemption from taxation for a period of five years as follows:

For the first year, an exemption from taxation on 75% of the actual value added.

For the second year, an exemption from taxation on 60% of the actual value added.

For the third year, an exemption from taxation on 45% of the actual value added.

For the fourth year, an exemption from taxation on 30% of the actual value added.

For the fifth year, an exemption from taxation on 15% of the actual value added.

Section 5. Section G of the Plan is hereby amended to read as follows:

G. ACTUAL VALUE ADDED

Actual value added by improvements, as used in this plan, means the actual value added as of the first year for which the exemption was received. In order to be eligible for tax abatement for residential or *commercial* improvements, the increase in actual value of the property must be at least 10%.

All improvements, in order to be considered eligible, must be completed in conformance with all applicable regulations of the City of Windsor Heights, and must be completed during the time the Revitalization Area is designated by ordinance as a revitalization area.

June 10, 2020

Via Email

Mark Arentsen
Interim City Administrator/City Hall
Windsor Heights, IA

Re: Windsor Heights Urban Revitalization Area
Our File No. 503155-13

Dear Mark:

We have prepared and attach proceedings covering the hearing on the proposal to approve an amendment to the plan (the “Amendment”) for the Windsor Heights Urban Revitalization Area and the adoption of the Resolution approving the Amendment. These proceedings include the following items:

1. Minutes of the public hearing on the Amendment.
2. Resolution adopting the Amendment.
3. Attestation Certificate with respect to the validity of the transcript.

While it is not required by statute, we recommend that you file a copy of the Amendment and the resolution adopting it with the County Assessor.

If you have any questions, please contact John Danos or me.

Kind regards,

Amy Bjork

Attachments

cc: Travis Cooke
Rachelle Swisher



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 20-03 - An Ordinance Amending Chapter 101
of the Windsor Heights Code of Ordinances Relating to the Storm Water
Drainage Utility

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 20-03

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Ordinance No. 20-03 - Storm Water Drainage Utility
2. CHAPTER 101 Redline (1)
3. Item#6C Storm Water Analysis.4-11.19 (1)
4. Utility Rate and ERU Comparison - May 2020 (1)

ORDINANCE NO. 20-03

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 101 RELATING TO THE STORM WATER DRAINAGE UTILITY

WHEREAS, an update is needed to Chapter 101 of the City code to define the size of an Equivalent Residential Unit (ERU); and

WHEREAS, the schedule of rate increases approved in the 2019 rate study as is common among other metro area cities; and

WHEREAS, language is needed for lien for non-payment of stormwater utility fees.; and

WHEREAS, one ERU is defined as 3,000 square feet of impervious surface; and

WHEREAS, the stormwater rate analysis approved by council at the 4/9/2019 meeting recommended rate increases to the stormwater utility of 3% annually for the next ten years; and

WHEREAS, adding Section 101.08 allows the City to pursue overdue by going through the lien process with the county.

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 101 of the Windsor Heights Code of Ordinances relating to the Storm Water Drainage Utility

CHAPTER 101 STORM WATER DRAINAGE UTILITY

101.01 PURPOSE.

The purpose of this chapter is to establish a Storm Water Drainage Utility and provide a means of funding the construction, operation, and maintenance of storm water management facilities, including (but not limited to) detention and retention basins, storm water sewers, inlets, ditches and drains, and cleaning of streets. The Council finds that the construction, operation, and maintenance of the City's storm and surface water drainage system should be funded through charging users of property which may connect or discharge directly, or indirectly, into the storm and surface water drainage system or properties receiving the indirect benefit of drainage diverted into the City's system.

101.02 STORM WATER DRAINAGE UTILITY ESTABLISHED.

It is found and determined to be necessary and conducive to the protection of the public health, safety, welfare, and convenience that a storm water drainage utility is created for all of the City of Windsor Heights, Iowa, and for the purpose authorized by Section 384.84(1) Code of Iowa; that is, to establish and collect rates for a storm water drainage system.

101.03 Equivalent Residential Unit (ERU) Defined:

“ERU” shall be used as the basis for determining stormwater management fees. Less than or equal to three thousand (3,000) square feet of impervious surface area shall be one ERU. Every additional increment of one (1) square foot to one thousand five hundred (1,500) square feet of impervious surface area shall be one half (0.5) ERU. ERUs shall be determined using the most recent aerial photography available to the City and/or surface data from an approved site plan for the property. Properties shall be charged in increments of one half ERU with a minimum charge of 1 ERU per property billed monthly. Residential and non-residential properties shall pay the same rate per ERU.

(Ord. 18-11 – Jun. 18 Supp.)

101.04 RATES.

The billing rates are as follows:

Effective July 1, 2020: \$5.67 per ERU

Effective July 1, 2021: \$5.83 per ERU

Effective July 1, 2022: \$6.01 per ERU

Effective July 1, 2023: \$6.19 per ERU

Effective July 1, 2024: \$6.38 per ERU

Effective July 1, 2025: \$6.57 per ERU

Effective July 1, 2026: \$6.76 per ERU

Effective July 1, 2027: \$6.97 per ERU

(Ord. 19-03 – Jul. 19 Supp.)

101.05 USE OF FUND.

The money paid and collected pursuant to this chapter shall be held by the City in a special fund to be expended only for the purpose of constructing, operating, managing, repairing, and maintaining all kinds of conduits, drains, storm water detention devices, flow impediments, ponds, ditches, sloughs, filter strips, rip-raps, erosion control devices, and any other things and activities useful to the proper control management, collection, drainage, and disposition of storm water in the City.

101.06 GOVERNING BOARD.

The governing board of the Storm Water Drainage Utility is the City Council. The Storm Water Drainage Utility shall be under the direction, management, and control of the City Administrator, who functions as its director. In that capacity, the City Administrator shall supervise the day-to-day operation of the Storm Water Drainage Utility, shall enforce this chapter and the provisions of all ordinances and regulations adopted pursuant to this chapter and shall carry out the policy directives of the Council acting in its role as governing body of the Storm Water Drainage Utility.

101.07 STORM WATER SITE PLAN REVIEW REQUIRED.

A storm water site plan review shall be required for projects in order to ensure that the goals of the City's storm water program are met. Storm water site plan requirements and associated fees are adopted by resolution and available for review from the City Clerk or the City Building Inspector.

101.08. LIEN FOR NONPAYMENT

The owner of the property served and any lessee or tenant thereof shall be jointly and severally liable for stormwater fees. Stormwater fees remaining unpaid and delinquent shall constitute a lien upon the property and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. 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 4. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this ___ day of July, 2020.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

CHAPTER 101 STORM WATER DRAINAGE UTILITY

101.01 Purpose	101.05 Use of Fund
101.02 Storm Water Drainage Utility Established	101.06 Governing Board
101.03 Rate Categories <u>Equivalent Residential Unit (ERU) Defined</u>	101.07 Storm Water Site Plan Review Required
101.04 Rates	101.08 <u>Lien for Nonpayment</u>

101.01 PURPOSE.

The purpose of this chapter is to establish a Storm Water Drainage Utility and provide a means of funding the construction, operation, and maintenance of storm water management facilities, including (but not limited to) detention and retention basins, storm water sewers, inlets, ditches and drains, and cleaning of streets. The Council finds that the construction, operation, and maintenance of the City’s storm and surface water drainage system should be funded through charging users of property which may connect or discharge directly, or indirectly, into the storm and surface water drainage system or properties receiving the indirect benefit of drainage diverted into the City’s system.

101.02 STORM WATER DRAINAGE UTILITY ESTABLISHED.

It is found and determined to be necessary and conducive to the protection of the public health, safety, welfare, and convenience that a storm water drainage utility is created for all of the City of Windsor Heights, Iowa, and for the purpose authorized by Section 384.84(1) *Code of Iowa*; that is, to establish and collect rates for a storm water drainage system.

~~101.03 RATE CATEGORIES.~~

~~—The billing rates are divided into categories, as follows:~~

~~—1. Residential: Parcels as defined by the County Assessor data base; Use Class R and Use Class F parcels.~~

~~—2. Commercial: Non-residential~~

101.03 Equivalent Residential Unit (ERU), Defined:

“ERU” shall be used as the basis for determining stormwater management fees. Less than or equal to three thousand (3,000) square feet of impervious surface area shall be one ERU. Every additional increment of one (1) square foot to one thousand five hundred (1,500) square feet of impervious surface area shall be one half (0.5) ERU. ERUs shall be determined using the most recent aerial photography available to the City and/or surface data from an approved site plan for the property. Properties shall be charged in increments of one half ERU with a minimum charge of 1 ERU per property billed monthly. Residential and non-residential properties shall pay the same rate per ERU.

(Ord. 18-11 – Jun. 18 Supp.)

101.04 RATES.

The billing rates ~~for the categories as defined in Section 101.03~~ are as follows:

[Effective July 1, 2020: \\$5.67 per ERU](#)

[Effective July 1, 2021: \\$5.83 per ERU](#)

[Effective July 1, 2022: \\$6.01 per ERU](#)

[Effective July 1, 2023: \\$6.19 per ERU](#)

[Effective July 1, 2024: \\$6.38 per ERU](#)

[Effective July 1, 2025: \\$6.57 per ERU](#)

[Effective July 1, 2026: \\$6.76 per ERU](#)

[Effective July 1, 2027: \\$6.97 per ERU](#)

Category	Monthly Rate
<u>Residential</u>	<u>\$5.50 per unit per month</u>
<u>Non-Residential</u>	<u>\$5.50 per unit per month</u>

(Ord. 19-03 – Jul. 19 Supp.)

101.05 USE OF FUND.

The money paid and collected pursuant to this chapter shall be held by the City in a special fund to be expended only for the purpose of constructing, operating, managing, repairing, and maintaining all kinds of conduits, drains, storm water detention devices, flow impediments, ponds, ditches, sloughs, filter strips, rip-raps, erosion control devices, and any other things and activities useful to the proper control management, collection, drainage, and disposition of storm water in the City.

101.06 GOVERNING BOARD.

The governing board of the Storm Water Drainage Utility is the City Council. The Storm Water Drainage Utility shall be under the direction, management, and control of the City Administrator, who functions as its director. In that capacity, the City Administrator shall supervise the day-to-day operation of the Storm Water Drainage Utility, shall enforce this chapter and the provisions of all ordinances and regulations adopted pursuant to this chapter and shall carry out the policy directives of the Council acting in its role as governing body of the Storm Water Drainage Utility.

101.07 STORM WATER SITE PLAN REVIEW REQUIRED.

A storm water site plan review shall be required for projects in order to ensure that the goals of the City's storm water program are met. Storm water site plan requirements and associated fees are adopted by resolution and available for review from the City Clerk or the City Building Inspector.

101.08. LIEN FOR NONPAYMENT

The owner of the property served and any lessee or tenant thereof shall be jointly and severally liable for stormwater fees. Stormwater fees remaining unpaid and delinquent shall constitute a lien upon the property and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

City of Windsor Heights
 Stormwater Financial Plan Summary
 April 9, 2019

LN#	Fiscal Year Ending:	Audit 06/30/18	Budg/Actual 06/30/19	Budget 06/30/20	Projected 06/30/21	Projected 06/30/22	Projected 06/30/23	Projected 06/30/24	Projected 06/30/25	Projected 06/30/26	Projected 06/30/27	Projected 06/30/28
1	Beginning Balance:	\$454,625	\$529,422	\$595,946	\$746,507	\$236,527	\$226,026	\$221,497	\$223,389	\$232,184	\$248,375	\$272,489
2	Revenues & Resources:											
3	Existing Residential Revenues:	\$131,572	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072	\$132,072
4	Existing Non-Residential Revenues:	215,606	217,251	217,251	217,251	217,251	217,251	217,251	217,251	217,251	217,251	217,251
5	Additional Revenue from Increased Rates:	0	0	59,983	72,263	84,910	97,937	111,355	125,175	139,410	154,072	169,174
6	Estimated Interest Earnings:	0	0	0	1,866	591	565	554	558	580	621	681
7	Transfers In/(Out):	(72,500)	0	0	0	0	0	0	0	0	0	0
8	Audit Adjustment:	(1,523)	0	0	0	0	0	0	0	0	0	0
9	Bond Proceeds:	0	0	0	1,250,000	0	0	0	0	0	0	0
10	Total Revenue & Resources:	\$273,155	\$349,322	\$409,306	\$1,673,451	\$434,824	\$447,824	\$461,231	\$475,056	\$489,313	\$504,015	\$519,177
11	Expenses:											
12	Operations:	\$151,248	\$171,347	\$178,745	\$184,107	\$189,631	\$195,319	\$201,179	\$207,214	\$213,431	\$219,834	\$226,429
13	Debt Service:	0	0	0	184,324	180,694	182,034	183,159	184,047	184,691	185,067	185,184
14	Capital & Engineering:	47,110	111,451	80,000	1,815,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
15	Total Expenses	\$198,358	\$282,798	\$258,745	\$2,183,431	\$445,325	\$452,353	\$459,338	\$466,261	\$473,122	\$479,901	\$486,613
16	(+/-) Reserves	\$74,797	\$66,524	\$150,561	(\$509,980)	(\$10,501)	(\$4,529)	\$1,893	\$8,794	\$16,191	\$24,114	\$32,565
17	Ending Balance:	\$529,422	\$595,946	\$746,507	\$236,527	\$226,026	\$221,497	\$223,389	\$232,184	\$248,375	\$272,489	\$305,054
18	Rate Option 3:											
19	Uniform Rate											
20	Residential % Increase / (Decrease)		0.000%	0.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%
21	Residential Rate per ERU	\$5.50	\$5.50	\$5.50	\$5.67	\$5.83	\$6.01	\$6.19	\$6.38	\$6.57	\$6.76	\$6.97
22	Non-Residential % Increase / (Decrease)		0.000%	27.610%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%
23	Non-Residential Rate per ERU	\$4.31	\$4.31	\$5.50	\$5.67	\$5.83	\$6.01	\$6.19	\$6.38	\$6.57	\$6.76	\$6.97

City	Code Chapter	Base ERU (SF)	Incremental Charges for properties in excess of 1 ERU?	Cost per ERU (as of May 2020)	Link to Code
Ankeny	106	4,000	Yes	\$5.50	http://library.amlegal.com/nxt/gateway.dll/lowa/ankeny_ia/codeofordinancesofthecityofankenyiowa?f=templates\$fn=default.htm\$3.0\$vid=amlegal:ankeny_ia
West Des Moines	4-8A-2	4,000	Unclear	\$5.45	https://codelibrary.amlegal.com/codes/westdesmoinesia/latest/westdesmoines_ia/0-0-0-4501
Clive	8-4A-3	3667	Unclear	\$7.83	https://codelibrary.amlegal.com/codes/cliveia/latest/clive_ia/0-0-0-5462
Urbandale	56.08	3200	Yes, but not for residential	\$6.00	https://codelibrary.amlegal.com/codes/urbandale/latest/urbandale_ia/0-0-0-2533#JD_56.08
Des Moines	18-275	2,349	Yes	\$14.25	https://library.municode.com/ia/des_moines/codes/code_of_ordinances?nodeId=MUCO_CH18UT_ARTIISESEDI_DIV7STMAUT_S118-275ESERERRASTMACH
Altoona	143.02	4,000	Yes	\$5.00	https://www.altoona-iowa.com/download/City%20Code/Altoona-Code.pdf
Waukee	204A	2,973	yes, but not for residential	\$6.00	https://www.waukee.org/DocumentCenter/View/140/204A-Storm-Water-Management-Utility-PDF
Windsor Heights (<i>current</i>)	101	Not defined	no	\$5.50	https://codelibrary.amlegal.com/codes/windsorheightsia/latest/windsorheights_ia/0-0-0-3767
Windsor Heights (<i>proposed</i>)	101	3,000	yes	\$5.67	https://codelibrary.amlegal.com/codes/windsorheightsia/latest/windsorheights_ia/0-0-0-3767
		3,667		\$6.00	Median
		3,456		\$7.15	Mean



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 20-04 - An Ordinance Amending Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the Definition of "Unimproved Surface" with Regards to Parking Prohibitions

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 20-04

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Ordinance No. 20-04 - Definition of Unimproved Surface

ORDINANCE NO. 20-04

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 60.10.07 TO FURTHER DEFINE “UNIMPROVED SURFACE” WITH REGARDS TO PARKING PROHIBITIONS

WHEREAS, while fielding questions related to parking on private property, Chief McCluskey found some ambiguity in City Code 60.10.07 regarding parking regulations. Subsection 21 of Code 60.10.07 prohibits parking on “unimproved surfaces,” however the Code does not clearly define improved or unimproved surfaces. The current code reads, “Unimproved Surfaces – Private or Public. On grass, unpaved areas, or any unimproved portion of a yard or lawn. Parking is only permitted on improved surfaces, such as concrete or asphalt.” The current language of the Code leaves some vagueness concerning what constitutes an unimproved surface, especially concerning the use of gravel, the use of paving stones, or the use of bricks, for example; and

WHEREAS, City Code 174.08 also addresses parking for personal and recreational vehicles, and 174.08 contains language referring to “a paved surface connected by a paved surface to a dedicated public right-of-way and/or alley.” This wording is found in 174.08(2)(C)(1) and is directed at parking in the rear yard setback of a residence; and

WHEREAS, to clarify the Code and foster consistency in various sections of Code, Chief McCluskey recommends an amendment to 60.10.07 establishing a clear definition and intent of the parking Code.

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 60.10.07 of the Windsor Heights Code of Ordinances to further define “unimproved surface” with regards to parking prohibitions.

60.10.07 PARKING PROHIBITED.

No one shall stop, stand, or park a vehicle except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device, in any of the following places:

1. Crosswalk. On a crosswalk.

(Code of Iowa, Sec. 321.358[5])

2. Center Parkway. On the center parkway or dividing area of any divided street.

(Code of Iowa, Sec. 321.236[1])

3. Mailboxes. Within twenty (20) feet on either side of a mailbox which is so placed and so equipped as to permit the depositing of mail from vehicles on the roadway.

(Code of Iowa, Sec. 321.236[1])

4. Sidewalks. On or across a sidewalk.

(Code of Iowa, Sec. 321.358[1])

5. Driveway. In front of, or within three (3) feet of a curb cut of, a public or private driveway.

(Code of Iowa, Sec. 321.358[2])

6. Intersection. Within an intersection or within ten (10) feet of an intersection of any street or alley, or as otherwise marked.

7. Fire Hydrant. Within five (5) feet of a fire hydrant.

(Code of Iowa, Sec. 321.358[4])

8. Stop Sign or Signal. Within ten (10) feet upon the approach to any flashing beacon, stop or yield sign, or traffic control signal located at the side of a roadway.

(Code of Iowa, Sec. 321.358[6])

9. Railroad Crossing. Within fifty (50) feet of the nearest rail of a railroad crossing, except when parked parallel with such rail and not exhibiting a red light.

(Code of Iowa, Sec. 321.358[8])

10. Fire Station. Within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of said entrance when properly sign posted.

(Code of Iowa, Sec. 321.358[9])

11. Excavations. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic.

(Code of Iowa, Sec. 321.358[10])

12. Double Parking. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

(Code of Iowa, Sec. 321.358[11])

13. Hazardous Locations. When, because of restricted visibility or when standing or parked vehicles would constitute a hazard to moving traffic, or when other traffic conditions require, the Council may cause curbs to be painted with a yellow color and erect no parking or standing signs.

(Code of Iowa, Sec. 321.358[13])

14. Churches, Nursing Homes and Other Buildings. A space of fifty (50) feet is hereby reserved at the side of the street in front of any theatre, auditorium, hotel having more than

twenty-five (25) sleeping rooms, hospital, nursing home, taxicab stand, bus depot, church, or other building where large assemblages of people are being held, within which space, when clearly marked as such, no motor vehicle shall be left standing, parked or stopped except in taking on or discharging passengers or freight, and then only for such length of time as is necessary for such purpose.

(Code of Iowa, Sec. 321.360)

15. Alleys. No person shall park a vehicle within an alley except for the expeditious loading, unloading, and delivery which is incident to said loading and unloading of material or merchandise or passengers, and in no event shall any vehicle park in any alley for more than forty (40) minutes at any one time.

16. Ramps. In front of a curb cut or ramp which is located on public or private property in a manner which blocks access to the curb cut or ramp.

(Code of Iowa, Sec. 321.358[15])

17. Area Between Lot Line and Curb Line. On any unpaved portion of any street between the curb line and the lot line, except that, on recommendation of the City Administrator, duly approved by resolution of the Council, parking may be permitted at such locations when requested in writing by property owners. Each such location must be properly marked by approved metal signs at the extremities of such location. The expense of such signs shall be borne by the property owner.

18. In More Than One Space. In any designated parking space so that any part of the vehicle occupies more than one such space or protrudes beyond the markings designating such space.

19. Safety Zones. Between a safety zone and the adjacent curb or within ten (10) feet of points on the curb immediately opposite the ends of a safety zone.

(Code of Iowa, Sec. 321.358[7])

20. Off-Street Parking. On privately owned property or in an area developed as an off-street parking facility, without the consent of the owner, lessee, or person in charge of such privately owned property or facility. (A violation of this subsection shall place such vehicle in the status of an illegally parked vehicle and, upon complaint of the owner, lessee, or person in charge of the privately owned property or facility, said vehicle may be dealt with pursuant to the procedures in this Code of Ordinances governing abandoned vehicles.)

21. Unimproved Surfaces – Private or Public. On grass, gravel, unpaved areas, or any unimproved portion of a yard or lawn. For the purpose of this section, the term “unimproved” means any surface which is not paved and connected by a paved surface to a dedicated public right-of-way and/or alley. Parking is only permitted on improved surfaces, such as concrete or asphalt. Temporary surfaces, such as bricks, paving stones, decorative blocks, etc. do not constitute an improved surface in compliance with this section and parking is prohibited on such surfaces.

22. Automotive Sales. In an area not zoned for commercial use, parking on private or public property incidental to the sale of automobiles, as defined in Section 167.07(2)(A) of this Code of Ordinances, and as prohibited in Section 171.08(2)(G) of this Code of Ordinances.

23. Fire Lanes. Within any No Parking Fire Lane and/or within ten (10) feet of any No Parking Fire Lane traffic control device.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. 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 4. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this ___ day of July, 2020.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 1, 2020 – 6:00 P.M. via ZOOM

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms (@6:02 PM). Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Mike Jones to approve the agenda. Seconded by Loffredo. Motion passed 4-0.
3. **Public Forum:** Judy Howard, 1035 64th St. - spoke in opposition to how code enforcement has been handled.
4. **Consent Agenda:** Motion by Mike Jones to approve the consent agenda. Seconded by Joseph Jones. Motion passed 5-0.
 - A. Approve Minutes of the Regular Council Meeting on May 18, 2020
 - B. Approve Payment of Claims
5. **Old Business:**
 - A. Consideration of Resolution No. 2020-76 - A Resolution Extending the Temporary Community Center Fee Reimbursement and Closure Policy Due to the Public Health Threat of the Coronavirus (COVID-19) (Estimated Revenue Loss \$40,934.13): Motion by Mike Jones to approve Resolution No. 2020-76. Seconded by Joseph Jones. Council came to the consensus to let the current resolution expire and to take no action on Resolution No. 2020-76. Mike Jones withdrew his motion. Joseph Jones removed his second.
 - B. Consideration of Resolution No. 2020-77 - A Resolution Approving Revised Job Descriptions: Motion by Harms to table Resolution No. 2020-77 until a council work session is held. Seconded by Skeries. Roll call vote: Harms - aye, Skeries – aye, Joseph Jones – aye, Loffredo – nay, and Mike Jones – nay. Motion passed 3-2.
 - C. Consideration Resolution No. 2020-78 - A Resolution Purchasing Flood Insurance for the Community Center, Public Works Shop, and Salt Storage Building in the Amount of \$44,433: Motion by Loffredo to approve Resolution No. 2020-78. Seconded by Mike Jones. Roll call vote: Skeries – nay, Joseph Jones – aye, Loffredo – nay, Mike Jones – nay and Harms – nay. Motion failed 1-4.
6. **New Business:**
 - A. Consideration of Resolution No. 2020-79 A Resolution Waiving the Parklet Rental Fee for RI Restaurant in the Amount of \$1,400: Motion by Harms to approve Resolution No. 2020-79. Seconded by Skeries. Motion passed 5-0.
 - B. Consideration of Pay Request No. 1 - University Avenue Project: Motion by Harms to approve Pay Request No. 1 for University Avenue. Seconded by Mike Jones. Motion passed 5-0.
 - C. Consideration of Resolution No. 2020-80 - A Resolution Setting the Time and Place for a Public Hearing on Ordinance No. 20-03 - An Ordinance Amending Chapter 101 of the Windsor Heights Code of Ordinances Relating to the Storm Water Drainage Utility: Motion by Harms to approve Resolution No. 2020-80. Seconded by Loffredo. Motion passed 5-0.
 - D. Consideration of Resolution No. 2020-81 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 2020-04 - An Ordinance Amending Chapter 60.10.07 of the Windsor Heights Code of

Ordinances Relating to the definition of "Unimproved Surface" with Regards to Parking Prohibitions: Motion by Mike Jones to approve Resolution No. 2020-81. Seconded by Harms. Motion passed 5-0.

- E. Consider Approval of Expenditure to RACOM in the Amount of \$14,175.00 to Facilitate Emergency Radio Reprogramming and Software Upgrades: Motion by Loffredo to approve the expenditure to RACOM. Seconded by Skeries. Motion passed 5-0.
- F. Consider Approval of 28E Agreement for Members of Polk County Emergency Management Commission for Funding of Emergency Management Administration in the Amount of \$2,945.00 Annually for FY20/21, FY21/22, and FY22/23: Motion by Harms to approve the 28E agreement. Seconded by Skeries. Motion passed 5-0.
- G. Consideration of Resolution No. 2020-82 - A Resolution Establishing a City of Windsor Heights Small Business Recovery Grant Program in the Amount of \$25,000: Motion by Harms to approve Resolution No. 2020-82. Seconded by Mike Jones. Motion passed 5-0.

7. **Reports:**

- A. Mayor and Council Reports and Committee Updates: Harms: MetroWaste cardboard collection site has been maintained. Thank you to Whitney for promoting the spring cleanup this weekend. Loffredo: Would like to have the city review the nuisance abatement ordinance. Mike Jones: Bravo meeting upcoming.
- B. Interim City Administrator Report: Received 29 resumes for the CA position. GovHR will have 10-12 candidates for the council to select for interviews set for the last week of June. Continuing nuisance abatement work. Will be working with Whitney to improve business listing content on the city website.
- C. City Clerk Report: Started issuing permits for temporary uses/structures/fireworks stands/home occupation and filing of the same. Attended virtual Iowa Unemployment Conference in April. No longer working from home. Municipal Clerks Academy is in July. Will have all coursework completed and obtain certified municipal clerk/finance officer status after 3 year anniversary with the city which is 7-15-21.

- 8. **Adjourn:** Motion by Harms to adjourn the meeting at 7:35 PM. Seconded by Skeries. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the June 8, 2020 Special Council Meeting

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 6.8.20 Special Council Meeting Minutes

City of Windsor Heights Special Business Meeting Minutes
Monday, June 8, 2020 – 5:30 P.M. via ZOOM

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 5:30 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones (@6:00 PM), and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Matt Brick. Consultants Present: Kim Peterson and KC Claussen Tabor, Key Elements Consulting.
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Loffredo. Motion passed 4-0.
3. **Consideration of Job Descriptions:** Key Elements Consulting took questions from council on the job descriptions.
4. **Motion to Approve Job Descriptions:** Motion by Loffredo to approve the job descriptions. Seconded by Joseph Jones. Roll call vote: Loffredo – aye, Joseph Jones- aye, Skeries –nay, and Harms – nay. Motion failed 2-2.
5. **Consideration of Compensation Studies:** Key Elements Consulting took questions from council on the compensation studies.
6. **Motion to Approve Wage Ranges for Non-Represented Employees:** Motion by Loffredo to table the motion. Seconded by Skeries. Motion passed 5-0.
7. **Consideration of Employee Evaluation Form:** Interim City Administrator Arentsen reviewed the evaluation form.
8. **Motion to Approve Employee Evaluation Form:** Motion by Mike Jones to approve the evaluation form. Seconded by Joseph Jones. Motion passed 5-0.
9. **Consideration of City Administrator Hiring Process and Timeline:** Reviewed.
10. **Motion to Approve City Administrator Hiring Process and Timeline:** Motion by Mike Jones to approve the hiring process and timeline. Seconded by Loffredo. Motion passed 5-0.
11. **Adjourn:** Motion by Harms to adjourn the meeting at 6:55 PM. Seconded by Joseph Jones. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL
FROM:
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Claims & Vendor Activity Report

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ADVENTURE LIGHTING	CITY HALL BREAKROOM BULBS		60.00	50763	6/11/20
AFLAC WORLD WIDE HEADQUARTERS	MAY 15 BALANCE DUE		107.76	50762	6/03/20
AMERICAN ALARMS	QRTLY ALARM MONITORING CEC		195.00	50764	6/11/20
ARNOLD MOTOR SUPPLY	TOWELS		141.52	50765	6/11/20
AMERICAN TRAFFIC SOLUTIONS	PAID CITATIONS		4,160.00	50766	6/11/20
AUREON IT	3 COVID19 LAPTOPS CITY HALL EES		4,672.65	50767	6/11/20
BANKERS TRUST COMPANY	<i>See Vendor Activity Report</i>		3,021.02	50769	6/11/20
BEN SINNWELL	STORMWATER RAIN BARREL REIMBUR		67.68	50770	6/11/20
BOLTON & MENK	ENGINEERING		68,022.61	50771	6/11/20
BOOT BARN INC	CLOTHING ALLOWANCE		49.29	50772	6/11/20
BOUND TREE MEDICAL LLC	SUPPLIES		211.57	50773	6/11/20
BOWERS, RYAN	CLOTHING ALLOWANCE		472.62	50774	6/11/20
BRAUCHT, JUDY	JULY PENSION		1,067.86	50775	6/11/20
BRAVO GREATER DES MOINES INC.	28E 3RD QTR FY20		383.32	50776	6/11/20
BREESE, TAMMY	MAY CELL PHONE		50.00	50777	6/11/20
BRETT MERSEAL	EDUCATION REIMBURSEMENT		4,050.00	50778	6/11/20
BRUCE ENGINE	WEED WHIP REPAIR		29.95	50779	6/11/20
CENTURY LINK	TELEPHONE/INTERNET		1,315.91	50780	6/11/20
COOKE, TRAVIS	MAY/JUNE CELL PHONE		133.35	50781	6/11/20
CORELL RECYCLING	ASPHALT RECYCLING		55.16	50782	6/11/20
DELL MARKETING LP	COMPUTER/MONITOR		6,611.82	50783	6/11/20
DES MOINES WATER WORKS	1133 66TH ST		309.92	50784	6/11/20
ELDER CORPORATION	CONTRACTOR PAY REQUEST #1		258,208.87	50761	6/02/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		19,717.97	2371	6/12/20
FELD EQUIP. CO. INC., ED M.	CLOTHING ALLOWANCE		401.00	50785	6/11/20
AT&T MOBILITY	CELL PHONES		120.33	50786	6/11/20
GALL'S INC.	PROTECTIVE SHIELDS		840.88	50787	6/11/20
GALLS QUARTERMASTER	CLOTHING ALLOWANCE		94.99	50788	6/11/20
GRAINGER	RESPIRATORS		6,110.64	50789	6/11/20
GRIMES ASPHALT & PAVING	ASPHALT		409.96	50790	6/11/20
GUNNAR OLSON	SOIL QUALITY RESTORATION REIMB		337.64	50791	6/11/20
GWORKS	TRAINING		375.00	50792	6/11/20
O'DONNELL ACE HICKMAN	CITY HALL TOWEL DISPENSER		10.23	50793	6/11/20
ICMA RETIREMENT TRUST	ICMA		703.37	2370	6/12/20
IMAGETek, Inc.	RADIX MONTHLY SUBSCRIPTION		496.00	2356	6/08/20
INTERSTATE ALL BATTERY	SCANNER BATTERY		19.20	50794	6/11/20
IOWA DES MOINES SUPPLY	THERMOMETER PUBLIC SAFETY		345.00	50795	6/11/20
JOSHUA KELLY URANGA	DISBURSEMENT CASE 20-0255		6,989.28	50796	6/11/20
KABEL BUSINESS SERVICES	HSA FUNDS	156.00		2355	6/01/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT	1,019.99	1,175.99	2372	6/12/20
KELTEK INCORPORATED	E551 LIGHTS		2,362.08	50797	6/11/20
KIESLER'S POLICE SUPPLY,C	TRAINING SUPPLIES		2,455.64	50798	6/11/20
KOCH OFFICE GROUP	ENVELOPES		365.20	50799	6/11/20
LOCAL GOVERNMENT CONSULTING	WEEK OF 6/1/20 ADMINISTRATOR		7,040.00	50800	6/11/20
LOGAN CONTRACTORS SUPPLY	SURVEYOR FLAGS		38.67	50801	6/11/20
LOWE'S	INTAKE REPAIR		143.61	50802	6/11/20
MARIA COLIN	CEC REFUND		100.00	50803	6/11/20
MEDIACOM	INTERNET		570.00	50804	6/11/20
METRO WASTE AUTHORITY	GARBAGES FEES		23,996.38	50805	6/11/20
MIDAMERICAN ENERGY	STREET LIGHTS	3,366.53		2357	6/08/20
MIDAMERICAN ENERGY	951 73RD ST	17.31		2358	6/08/20
MIDAMERICAN ENERGY	1150 66TH ST	20.37		2359	6/08/20
MIDAMERICAN ENERGY	1601 73RD ST	13.70		2360	6/08/20
MIDAMERICAN ENERGY	7290 UNIV AVE	24.95		2361	6/08/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	1140 73RD ST	21.46		2362	6/08/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	131.47		2363	6/08/20
MIDAMERICAN ENERGY	6300 UNIV AVE	26.10		2364	6/08/20
MIDAMERICAN ENERGY	7001 UNIV AVE	23.35		2365	6/08/20
MIDAMERICAN ENERGY	7116 UNIV AVE	23.54		2366	6/08/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	53.79		2367	6/08/20
MIDAMERICAN ENERGY	1133 66TH ST	547.41	4,269.98	2368	6/08/20
MIDWEST BREATHING AIR SYSTEMS	LINE VALVE		65.92	50806	6/11/20
MUNICIPAL COLLECTIONS-AM	MAY COLLECTIONS EMS		277.75	50807	6/11/20
NAPA AUTO PARTS	WEATHER STRIPPING		10.99	50808	6/11/20
NOVA FITNESS EQUIPMENT	FITNESS EQUIPMENT REPAIR		108.10	50809	6/11/20
O'REILLY AUTO PARTS	SUPPLIES		79.80	50810	6/11/20
OMNI BILLING	EMS BLLING		2,131.28	50811	6/11/20
QUALITY PEST CONTROL	PEST CONTROL		61.00	50812	6/11/20
RACHELLE SWISHER	MAY CELL PHONE		66.91	50813	6/11/20
RACOM CORPORATION	PD RADIOS		14,175.00	50814	6/11/20
DES MOINES REGISTER	PUBLICATIONS		771.22	50815	6/11/20
RELIASTAR LIFE INS CO	BOWERS/NISSEN		150.00	50816	6/11/20
SAFE BUILDING COMPLIANCE	INSPECTIONS		640.96	50817	6/11/20
SIMMERING-CORY, INC	MAY 2020 SUPPLEMENT		157.00	50818	6/11/20
STALKER RADAR	HANDHELD RADAR UNIT		1,463.00	50819	6/11/20
STC DIVE CENTER	EQUIPMENT		53.00	50820	6/11/20
STIVERS FORD	2014 FORD TAURUS		381.90	50821	6/11/20
STREICHER'S	PROTECTIVE SHIELDS/HELMETS		5,503.62	50822	6/11/20
SWANK MOTION PICTURES	MOVIES IN THE PARK		1,420.00	50823	6/11/20
TEAMSTERS LOCAL 238	UNION DUES		880.40	50834	6/12/20
Witmer Public Safety Group	CLOTHING ALLOWANCE		186.97	50824	6/11/20
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES		50.00	50825	6/11/20
TUCKER, WHITNEY	MAY CELL PHONE		50.00	50826	6/11/20
UNIVERSITY DM ACE HARDWARE	EXTENSION CORD		13.08	50827	6/11/20
UPHDM OCCUPATIONAL MED	DRUG SCREEN		23.00	50828	6/11/20
VAN WALL EQUIPMENT	MOWER LIGHTS		53.59	50829	6/11/20
WAL-MART	PAINT SUPPLIES		140.23	50830	6/11/20
WEST DES MOINES TRUE VALUE	WORK GLOVES		42.27	50831	6/11/20
WEST SIDE MECHANICS	ES51 REPAIRS		1,903.51	50832	6/11/20
WEX FLEET UNIVERSAL	FUEL		1,833.59	50833	6/11/20

Accounts Payable Total 465,581.01

Payroll Checks

001 GENERAL	49,215.41
110 ROAD USE TAX	6,217.43
610 SEWER	368.17
740 STORM WATER	511.96

Total Paid On: 6/12/20 56,312.97

Total Payroll Paid 56,312.97

Report Total 521,893.98

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	141,295.43
110	ROAD USE TAX	14,017.45
112	EMPLOYEE BENEFITS	302.00
113	POLICE PENSION	1,067.86
114	POLICE TRUST	6,989.28
314	UNIVERSITY AVE ST PROJECT	270,880.48
317	WAL CREEK BIKE HUB/BRIDGE	4,210.00
319	2020 STREET PROJECTS	22,039.50
322	73RD STREET PROJECT	21,721.00
350	CAPITAL EQUIPMENT FUND	6,611.82
610	SEWER	598.45
670	LANDFILL/GARBAGE	23,996.38
740	STORM WATER	8,164.33

	TOTAL FUNDS	521,893.98

ACCOUNTS PAYABLE VENDOR ACTIVITY

Bankers Trust Credit Cards

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
58 BANKERS TRUST COMPANY										
3534	06112020	1	6/11/20	POSTAGE		001-620-6508		33.00	50769	6/11/20
3534	06112020	2	6/11/20	ADOBE STOCK		001-620-6373		31.79	50769	6/11/20
3534	06112020	3	6/11/20	ZOOM		001-610-6507		12.89	50769	6/11/20
3534	06112020	4	6/11/20	ADOBE CREATIVE		001-620-6373		56.17	50769	6/11/20
3534	06112020	5	6/11/20	COVID SNEEZE GUARD		001-620-6507		122.50	50769	6/11/20
3534	06112020	6	6/11/20	CONSTANT CONTACT		001-620-6373		70.00	50769	6/11/20
5514	06112020	1	6/11/20	OFFICE SUPPLIES		001-110-6506		10.98	50769	6/11/20
5514	06112020	2	6/11/20	OFFICE SUPPLIES		001-110-6506		123.99	50769	6/11/20
5514	06112020	3	6/11/20	OFFICE SUPPLIES		001-110-6506		149.91	50769	6/11/20
5514	06112020	4	6/11/20	ETHERNET SWITCH		001-110-6507		16.14	50769	6/11/20
5514	06112020	5	6/11/20	ESS1 HEADLIGHTS		001-150-6332		79.99	50769	6/11/20
5514	06112020	6	6/11/20	POSTAGE		001-150-6508		13.10	50769	6/11/20
6462	06112020	1	6/11/20	NEWSPAPER		001-620-6210		28.00	50769	6/11/20
6462	06112020	2	6/11/20	ROAD WORK AHEAD SIGN		110-210-6507		149.87	50769	6/11/20
6462	06112020	3	6/11/20	LOCKBOX		001-620-6507		74.99	50769	6/11/20
7388	06112020	1	6/11/20	PANEL LIGHT/BATTERIES/STAND		001-110-6507		909.50	50769	6/11/20
7388	06112020	2	6/11/20	PRINTING		001-110-6414		214.24	50769	6/11/20
7388	06112020	3	6/11/20	EQUIPMENT		001-110-6504		119.96	50769	6/11/20
7388	06112020	4	6/11/20	CLOTHING ALLOWANCE		001-150-6180		63.09	50769	6/11/20
7388	06112020	5	6/11/20	CLOTHING ALLOWANCE		001-150-6180		65.99	50769	6/11/20
7388	06112020	6	6/11/20	OFFICE SUPPLIES		001-110-6506		53.49	50769	6/11/20
7388	06112020	7	6/11/20	TRANSACTION FEE		001-620-6405		.66	50769	6/11/20
7940	06112020	1	6/11/20	ADOBE ACROPRO		001-620-6373		14.99	50769	6/11/20
7940	06112020	2	6/11/20	IA MUNICIPAL CLERK SCHOOL		001-620-6230		605.78	50769	6/11/20

BANKERS TRUST COMPANY								3021.02		

***** REPORT TOTAL *****								3021.02		



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve May 2020 Financial Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Balance Sheet
2. Budget Report

**BALANCE SHEET
CALENDAR 5/2020, FISCAL 11/2020**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	21,320.43-	506,557.23
110-000-1110	CASH - RUT	18,175.49	49,652.44
112-000-1110	CASH - EMP BENEFIT FUND	36,410.77-	271,184.06
113-000-1110	CASH - POLICE PENSION	1,067.86-	22,391.82
114-000-1110	CASH - POLICE TRUST	.00	12,083.75-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	72,665.55	134,523.67
125-000-1110	CASH - TIF	146,660.38	1,027,917.27
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	51,035.67
200-000-1110	CASH - DEBT SERVICE	1,395,019.29-	304,090.01-
303-000-1110	CASH - COLBY PARK	.00	37,979.05
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	483,476.88
311-000-1110	CASH - TRAIL CONNECTION	.00	160,000.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	407,054.41-
314-000-1110	CASH - UNIVERSITY AVE PROJECT	9,354.50-	62,530.26-
315-000-1110	CASH - 2018 HMA PROJ	.00	106,099.23
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	139,423.93
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	4,807.50-	9,582.50-
319-000-1110	CASH - 2020 STREET PROJECTS	38,940.50-	299,676.00-
320-000-1110	CASH - 2020 PCC PATCHING	242,858.36-	242,858.36-
321-000-1110	CASH - WAL CREEK STREAM PROJ	7,430.00	6,737.50
322-000-1110	CASH - 73RD ST	21,298.50-	23,142.50-
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	110,029.91
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	4,919.82
350-000-1181	CASH - EQUIP REVOLVE - FIRE	1,140.00-	38,313.02
350-000-1182	CASH - EQUIP REVOLVE - AMB	.00	.00
350-000-1183	CASH - EQUIP REVOLVE - STEETS	.00	1,048,468.34
350-000-1184	CASH - EQUIP REVOLVE - SNOW	.00	.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	118.75	62,307.63
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	.00
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	2,688.93-	16,186.29
670-000-1110	CASH - LANDFILL/GARBAGE	19,497.17	22,845.51
740-000-1110	CASH - STORM WATER	21,417.26	34,899.71
810-000-1110	CASH - REVOLVING FUND	.00	.00
	CASH TOTAL	1,488,942.04-	2,869,074.43
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00

BALANCE SHEET
CALENDAR 5/2020, FISCAL 11/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1150	IPAIT - GENERAL	989.87	3,688,881.17
110-000-1150	IPAIT - RUT	.00	958,390.59
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	772,546.91
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	656,731.57
125-000-1150	IPAIT - TIF	.00	2,008,731.00
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,000.00
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	.00
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,491.47
740-000-1150	IPAIT - STORM WATER	.00	861,336.95
		-----	-----
	IPAIT TOTAL	989.87	9,527,109.66
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	2,950.44
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	14,480.11-
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.40
114-000-1160	SAVINGS - POLICE TRUST	.00	35,349.01
115-000-1160	SAVINGS - PREF/DEA	.00	1,147.87
		-----	-----
	SAVINGS TOTAL	.00	24,967.61
001-000-1170	CD 082009 - KWHB	.00	11,539.60
600-000-1170	CD 12062707- WATER	.00	102,257.54
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
		-----	-----
	CD'S TOTAL	.00	113,797.14
		=====	=====
	TOTAL CASH	1,487,952.17-	12,535,948.84
		=====	=====

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,149,543.00	34,945.35	1,818,696.01	84.61	330,846.99
	EMERGENCY MANAGEMENT TOTAL	8,870.00	.00	9,199.70	103.72	329.70-
	FIRE TOTAL	678,184.00	16,444.27	421,087.86	62.09	257,096.14
	AMBULANCE TOTAL	264,390.00	2,733.55	301,460.41	114.02	37,070.41-
	BUILDING INSPECTIONS TOTAL	106,233.00	640.96	94,647.83	89.09	11,585.17
	ANIMAL CONTROL TOTAL	900.00	.00	826.74	91.86	73.26
	PUBLIC SAFETY TOTAL	3,208,120.00	54,764.13	2,645,918.55	82.48	562,201.45
	ROADS, BRIDGES, SIDEWALKS TOTA	496,152.00	1,699.86	335,471.30	67.61	160,680.70
	STREET LIGHTING TOTAL	67,000.00	3,464.32	48,447.53	72.31	18,552.47
	TRAFIC CONTROL & SAFETY TOTAL	5,500.00	.00	3,794.66	68.99	1,705.34
	SNOW REMOVAL TOTAL	263,061.00	.00	181,649.38	69.05	81,411.62
	PUBLIC WORKS TOTAL	831,713.00	5,164.18	569,362.87	68.46	262,350.13
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	3,000.00	.00	.00	.00	3,000.00
	HEALTH & SOCIAL SERVICES TOTA	3,000.00	.00	.00	.00	3,000.00
	LIBRARY TOTAL	95,032.00	.00	60,000.00	63.14	35,032.00
	PARKS TOTAL	110,473.00	90.89	85,574.26	77.46	24,898.74
	COMMUNITY CTR/ZOO/MARINA TOTA	3,200.00	383.32	3,015.99	94.25	184.01
	SPECIAL EVENTS TOTAL	.00	1,420.00	10,533.00	.00	10,533.00-
	COMMUNITY CENTER TOTAL	174,879.00	324.77	106,257.79	60.76	68,621.21
	CULTURE & RECREATION TOTAL	383,584.00	2,218.98	265,381.04	69.18	118,202.96
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	52,866.00	.00	37,866.00	71.63	15,000.00
	COMMUNITY & ECONOMIC DEV TOTA	52,866.00	.00	37,866.00	71.63	15,000.00
	MAYOR/COUNCIL TOTAL	52,871.00	12.89	26,703.62	50.51	26,167.38
	IT DEPARTMENT TOTAL	56,747.00	1,953.56	49,397.77	87.05	7,349.23
	CLERK/TREASURER/ADM TOTAL	665,553.00	15,162.52	527,843.04	79.31	137,709.96
	ELECTIONS TOTAL	4,000.00	.00	840.88	21.02	3,159.12
	LEGAL SERVICES/ATTORNEY TOTAL	95,000.00	.00	85,745.00	90.26	9,255.00
	OTHER GENERAL GOVERNMENT TOTA	12,600.00	4.00	9,508.00	75.46	3,092.00
	GENERAL GOVERNMENT TOTAL	886,771.00	17,132.97	700,038.31	78.94	186,732.69
	ROADS, BRIDGES, SIDEWALKS TOTA	786,258.00	.00	780,207.50	99.23	6,050.50
	PARKS TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	HOUSING & URBAN RENEWAL TOTAL	813,898.00	.00	818,197.50	100.53	4,299.50-
	DEBT SERVICE TOTAL	1,600,156.00	.00	1,598,405.00	99.89	1,751.00
	POLICE TOTAL	66,000.00	.00	13,467.48	20.41	52,532.52
	FIRE TOTAL	8,000.00	.00	7,981.00	99.76	19.00
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	15,215,665.00	318,850.98	956,447.72	6.29	14,259,217.28
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	29,500.00	6,611.82	26,293.21	89.13	3,206.79
	CAPITAL PROJECTS TOTAL	40,800.00	.00	117,899.21	288.97	77,099.21-
	CAPITAL PROJECTS TOTAL	15,359,965.00	325,462.80	1,122,088.62	7.31	14,237,876.38
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	189,334.00	38.67	68,738.84	36.31	120,595.16
	LANDFILL/GARBAGE TOTAL	337,818.00	23,996.38	273,012.39	80.82	64,805.61
	STORM WATER TOTAL	274,745.00	7,384.13	130,952.62	47.66	143,792.38
	ENTERPRISE FUNDS TOTAL	801,897.00	31,419.18	472,703.85	58.95	329,193.15
	TRANSFERS IN/OUT TOTAL	4,127,213.00	.00	406,085.15	9.84	3,721,127.85
	TRANSFER OUT TOTAL	4,127,213.00	.00	406,085.15	9.84	3,721,127.85
	TOTAL EXPENSES	27,255,285.00	436,162.24	7,817,849.39	28.68	19,437,435.61

Current Job Description

City of Windsor Heights PUBLIC SAFETY DIRECTOR/POLICE CHIEF

Department: Public Safety
Reports To: City Administrator
FLSA Status: Exempt
Written By: Elizabeth Hansen
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

Under the general direction and supervision of the City Administrator, the Public Safety Director/Police Chief performs a variety of complex administrative, supervisory, and professional work in planning, coordinating and directing the activities of the Police and Fire Departments. The incumbent monitors the overall effectiveness and efficiency of both departments, makes improvements, and guides in the strategic planning of on-going and future initiatives. The incumbent will be charged with administrative oversight of the City's law enforcement, fire, EMS, emergency management, animal control, parking enforcement, code enforcement, rental inspection program, and commercial and residential fire inspection programs.

Appointment/Selection:

Appointment is made by the Mayor subject to approval of the City Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principals and practices of contemporary municipal management, public sector budgeting fundamentals, personnel administration, leadership, and public relations.
- Knowledge of organizational development; skill in applying existing guidelines or creating new approaches to the development, modification, prioritization, and scheduling of work plans, methods, and procedures for the efficiency and effectiveness of the work unit or function.
- Knowledge of the principles and practices of law enforcement, community and problem-oriented policing, and the state and federal court system.
- Knowledge of applicable municipal, state and federal laws.
- Knowledge of criminal investigation and identification, crime prevention and deterrence tactics, and technology.
- Knowledge of the principles of fire suppression and emergency medical services.

- Knowledge of safety practices and precautions sufficient to be able to mitigate hazards, manage emergencies, supervise and protect oneself and others from natural and human-made disasters or possible pandemic outbreak/infection.
- Ability to ensure that effective internal controls are developed and maintained to safeguard the integrity of the organization; identifies needed resources and develops plans for carrying out work in a timely manner; monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.
- Ability to identify and analyze problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.
- Ability to inspire, motivate, and guide others toward goals; coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals.
- Ability to develop departmental budgets and capital improvement plans and operate within the confines of each through regular monitoring.
- Inspires and guides others toward department and City goals and objectives; coaches, mentors, challenges staff and has the ability to adapt leadership and management style to the time, place, and circumstance.
- Demonstrates belief in own abilities and ideas, is self-motivated and results-oriented, recognizes own strengths and weaknesses, and seeks feedback from others and opportunities for self-learning and development.
- Ability to effectively communicate verbally and in writing; skill in preparing written documentation, utilizing correct grammatical form, and clearly expressing ideas.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to act as a positive change agent and be adaptable to changing conditions.
- Ability to maintain cultural diversity and sensitivity; supports opportunities to recruit, develop and retain a diverse workforce and promote teamwork.
- Ability to compile regular reports on existing programs including an evaluation of their effectiveness.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.

- Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to make sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of basic emergency management practices including application during a critical / hazardous incident.
- Knowledge of investigative techniques sufficient to gather relevant information, conduct research and interpret the facts and findings.
- Possess the level of judgment and stamina necessary to complete all tasks.
- Ability to perform arithmetic, algebraic calculations and solve problems with abstract and concrete variables.
- Assures comprehensive training programs for the police and fire departments and ensures maintenance of records.
- Maintains administrative oversight of the centralized records of the police and fire departments.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Oversees the City's law enforcement, fire, EMS, emergency management, animal control, parking enforcement, code enforcement, rental inspection program, and commercial and residential inspection functions, i.e. budget, personnel, training, etc.
- Exercises command authority over all police and fire department staff directly or through subordinate supervisors.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police and fire department operations.
- Documents causes for disciplinary action and initiates progressive discipline; administers corrective actions, retraining, and formal disciplinary action; instructs

subordinates on both criminal and civil liabilities that may be faced due to improper behavior or dereliction of duties.

- Handles grievances, maintains departmental discipline and the conduct and general behavior of personnel.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.
- Prepares and submits periodic reports to the city administrator and city council regarding activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the police or fire activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement and fire / EMS officials as appropriate.
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained.
- Instructs, assists and directs the activities of subordinate staff including when faced with difficult or unusual assignments; encourages innovation and fosters an environment for individual and team success.
- Reviews work for accuracy and completeness and mentors staff to ensure staff's work meets organizational expectations.
- Prepares and submits the annual department budget in accord with the current procedures for doing such and monitors expenditures and revenues throughout the year to ensure department remains within the confines of the operating budget.
- Purchases commodities and services in accord with the current City purchasing policy.
- Oversees the maintenance of the pay records for sworn and non-sworn employees.
- Assumes incident command at major scenes as appropriate and notifies city officials if administrative assistance is required or as soon as practical after the event.
- Respond to citizen complaints taking remedial action when necessary and consults with the city attorney and city administrator as appropriate.
- Ensures staff is in compliance and holding all necessary certifications for their respective positions.
- Attends City Council meetings and study sessions.

- Resolves personnel complaints and problems and maintains a productive work environment.
- Appoints, promotes, and dismisses personnel based on objective evaluation criteria.
- Monitors contracts for compliance with all provisions contained therein.
- Works with subordinate staff to develop public relations and information dissemination programs to promote programs, goals and objectives, and explains department programs.
- Maintains close contact with the public through personal appearances at various public gatherings, at schools, and by giving speeches, etc. Through these various activities provides answers to questions about police and fire operations, their missions, goals and objectives; provides information that allows the public to not only protect themselves and their property but also become a partner with law enforcement and fire / EMS in protecting the entire community.
- Works with City and County emergency management officials in response to critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plans.
- Identifies and responds to grant opportunities.
- Performs the duties of subordinate personnel as needed.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Experience and Training:

- Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities. At a minimum, ten years of increasingly responsible experience in a variety of public safety functions and specializations, including command responsibilities, supplemented by formal training in public safety administration.
- Bachelor's Degree in criminal justice, fire science, public administration, political science or related field with Master's studies preferred.
- Prior supervisory experience of five years, three of which should be in a command level position in a department of similar or greater size.
- Possession of or ability to obtain a valid Iowa driver's license upon hire.
- Possession and maintenance of, or ability to obtain within 12 months of hire, Iowa Law Enforcement Academy certification and a peace officer permit to carry weapons.

- Must reside within twenty-five (25) minutes response time of the city limits.
- Must be available for off-hour emergencies.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Contemporary technology, social media applications, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, scanners, printers, cameras, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- Possession of or ability to obtain within 12 months ILEA certification and a professional permit to carry weapons.
- Operates motor vehicles in carrying out the business of the City.
- The noise level in the work environment is low/moderate level office noise in addition to occasional moderate / high noise exposure of police or fire department machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, uncorrected vision not worse than 20

/ 100, and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

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

Employee's Signature

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.

Current Job Description

City of Windsor Heights POLICE CAPTAIN

Department: Public Safety – Police Department
Reports to: Public Safety Director
FLSA Status: Exempt
Written By: Derek Meyer
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

The Police Captain is under the direction of the Public Safety Director. The employee has personal accountability for carrying out the work objectives of an organizational division within the scope of established guidelines, the agency mission, and the Community Policing Statement of the Windsor Heights Police Department. The Captain shall also perform the duties of an acting police chief in the absence of the Chief of Police. Extensive discretion is granted for the exercise of independent judgment and initiative; however, work shall be discussed with higher level administrators and reviewed for soundness of judgment and feasibility of decisions.

Appointment/Selection:

Selection is facilitated by the Public Safety Director. The City Administrator shall approve final appointment based on merit and qualifications as recommended by the Public Safety Director.

Knowledge, Skills, and Abilities:

- **Internal Controls/Integrity** - Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization. Identifies needed resources and develops plans for carrying out work in a timely manner. Monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.
- **Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.
- **Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.
- **Problem-Solving** - Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.
- **Technical Competence** - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- **Leadership** - Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values

daily.

- Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacle, and effectively deals with pressure and ambiguity.
- Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workplace and workforce. Implements diversity and bias-based profiling policies for subordinate staff; supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, service and productivity among diverse persons.
- Human Resources Management - Empowers and mentors staff by sharing power and authority, develops lower levels of leadership, shares rewards with staff, and ensures staff are appraised, developed, and are otherwise treated fairly and in accordance with State and Federal laws.
- Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.
- Self-Direction - Demonstrates belief in own abilities and ideas, is self-motivated and results-oriented, recognizes own strengths and weaknesses, and seeks feedback from others and opportunities for self-learning and development.
- Team Building - Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Decisiveness - Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
- Knowledge of supervisory principles and practices sufficient to be able to perform all of the elements of being a division commander and acting police chief.
- Knowledge of investigation techniques sufficient to be able to lead efforts to gather information, conducts research, and interpret facts.
- Knowledge of safety practices and precautions sufficient to be able to mitigate hazards, manage emergencies, supervise and protect oneself and others from natural and man-made disasters or possible pandemic outbreak/infection.

- Knowledge of mathematics sufficient to be able to perform a variety of calculations and measurements.
- Skill in applying existing guidelines or creating new approaches to the development, modification, prioritization, and scheduling of work plans, methods, and procedures for the efficiency and effectiveness of the work unit or function.
- Skill in reviewing work for accuracy and completeness.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Skill in utilizing defensive tactics and evaluating use of force encounters.
- Skill in preparing written documentation, utilizing correct grammatical form, and clearly expressing ideas.
- Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.
- Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public in emergency and other situations.
- Ability to improvise and innovate to find reasonable and expeditious solutions to unusual problems, particularly where relief is needed and normal procedures will not work.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to perform essential work of a Peace Officer.

Essential Functions (the following is a list of typical duties):

- Leads by example and encourages all sworn and non-sworn employees to conduct themselves with a demeanor and professionalism that promotes a spirit of cooperation between the Police Department and the greater community. Provides various types of support to employees when responding to criminal incidents, to include on scene back-up and supervisory oversight, advice, etc.
- Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation; encourages and guides others toward goals. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Resolves operational problems associated with the work function assigned, formulates tactical approaches to potential crisis situations, recommends modifications or new procedures as needed, and represents the Police Department to other agencies, jurisdictions, and community groups.

- Mediates conflicts encountered during daily operations and determines appropriate solutions and promotes teamwork; encourages regular communication, informs staff of relevant business issues and their impact on the organization.
- Manages and participates in the development and implementation of goals, objectives, policies, priorities, and procedures for assigned programs; recommends and administers policies and procedures.
- Formally evaluates and reviews the work of subordinate supervisors and staff.
- Participates in planning and managing budget systems, prepares and presents budget recommendations to higher management, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.
- Studies crime reports and statistical data for planning purposes and recommends necessary adjustments to personnel assignments to ensure proper response to developing criminal trends or to major criminal or civil incidents.
- Remains on call at all times in case of emergency situations that would require the presence of command staff. Assumes incident command at major crime scenes as necessary and makes determinations concerning the necessity for notifying the Chief of Police of the incident.
- Keeps the Police Chief fully and accurately informed concerning various projects in progress, providing details about current or future developing problems and prospective solutions.
- Remains current on new principles, practices, and new developments in law enforcement by reviewing publications, attending meetings, conferences, workshops, and training sessions.
- Responds to citizens' questions and comments in a courteous and timely manner and requires same from subordinates.
- Conducts roll calls to discuss work assignments with subordinates, recent criminal incidents, crime trends, personnel issues, resource needs, and/or specific cases to promote a clear understanding for department personnel of the internal and external issues facing the Police Department.
- Oversees the maintenance of department records in accordance with local, State, and Federal regulations; provides oversight to the record keeping/disposal process and ensures that records are disposed of in a timely manner as allowable.
- Provides oversight of the Police Department's computer network and related software/hardware.

- Directs and manages the asset forfeiture process, insuring that all legal processes are followed and timely.
- Oversees open records inquiries, FOIA requests, the sale of police reports and arrest record checks, and audio-visual police records to the general public.
- Oversees the security, integrity and functionality of the police evidence facility.

Other Key Responsibilities (Additional Essential Functions of the Job):

- Documents causes for disciplinary action and initiates letters of reprimand; administers formal disciplinary action in absence of the Police Chief; instructs subordinates on both criminal and civil liabilities that may be faced due to improper behavior or dereliction of duties.
- Evaluates criminal incidents and makes necessary judgments relative to the amount of force that is applicable to a specific set of circumstances, up to and including the use of less-lethal or deadly force.
- Participates in the hiring, training, scheduling, motivation, counseling, evaluation, promotion, disciplining, and termination of sworn and non-sworn personnel.
- Maintains close contact with the public through personal appearances at various public gatherings, at schools, and by giving speeches, etc. Through these various activities provides answers to questions about the Police Department, its mission, goals and objectives; provides information that allows the public to not only protect themselves and their property but also become a partner with law enforcement in protecting the entire community.
- Oversees the planning, staffing and equipment requirements for special events; creates plans that provide for the safety of participants in the event yet allows for continuity in on-going daily operations.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and sworn employees; in absence of the Chief responds to formal and informal employee grievances and prepares written responses.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.
- Aids in the oversight of administrative support personnel.
- Oversees the maintenance of the pay records for sworn and non-sworn employees in absence of the Chief.
- Handles special projects as assigned and may be called upon to do so with short notice.

Experience and Training:

In addition to those of an entry level Peace Officer:

- Applicants must have completed five years of satisfactory service at the rank of Police Lieutenant with the Windsor Heights Police Department or in a similarly positioned appointment within a law enforcement agency of equal or greater size.
- Completion of 60 semester hours of college credit is required; a Bachelor's Degree is preferred.
- Successful completion of a specialized command level leadership course.
- Must maintain Iowa Police Officer Certification throughout duration of employment.
- Extensive knowledge of the city's geography and business community.
- Comprehensive knowledge of the policies and procedures of the Windsor Heights Police Department.
- Thorough knowledge of court procedures and practices – criminal and civil.
- Be able to demonstrate skill in modern technology/computer operations; technical expertise is preferred.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Possess the ability to operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Ability to use contemporary technology; computers including word processing, spreadsheet and database softwares, social media applications; telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.
- Tests and evaluates new technologies and equipment that aid in the policing mission.

Work Environment/Frequent Physical Demands:

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

- Operates motor vehicles in carrying out the business of the Department and the City.

- During the course of duty, the employee is frequently required to sit and talk and hear.
- The employee is frequently required to stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions as well as in an office environment.
- Outside work involves prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

Interaction with Other Department/Staff:

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

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

Acknowledgement:

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

_____ Employee's Signature	_____ Date	_____ Police Chief	_____ Date
		_____ City Administrator	_____ Date

The City of Windsor Heights is an Equal Opportunity Employer.

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Current Job Description

City of Windsor Heights PUBLIC WORKS DIRECTOR

Department: Public Works
Reports To: City Administrator
FLSA Status: Exempt
Approved By: Elizabeth Hansen
Council Review and Approval on January 15, 2018

Summary Description:

Under the general direction and supervision of the City Administrator, the Director of Public Works is responsible for the directing, planning and organizing of the daily, seasonal and cyclical activities of the public works, park and recreation, , including prioritizing based on needs and marketing the department and its programs. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement and directs the activities of the department. The position is responsible for the operation and maintenance of the City's storm water and sanitary sewer systems. This is a management position, which supervises the general maintenance, cleanliness, and efficient operation of the City streets, parks, buildings, sewers, sidewalks street signals and signage, and all other public lands and buildings, leased or owned. The Director of Public Works will serve as a working supervisor occasionally, but it is typically a managerial / supervisory role. The incumbent will direct the daily activities of all subordinates in all the divisions of Public Works by determining work priorities, and resources needed to carry out the activities. The incumbent will also enforce the City's adopted ICC codes, conduct site plan reviews, and review Storm water Management Plans in cooperation with the Building and Zoning Official. Inspections of commercial and residential codes, including building, plumbing, property maintenance, mechanical, fuel gas and residential codes when requested by the Building and Zoning Official.

Appointment/Selection:

Selection is made by the City Administrator subject to the approval of the City Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principals and practices of contemporary municipal management, public sector budgeting fundamentals, personnel administration and public relations.
- Knowledge of the principles and practices of cost effective public works administration as it applies to the design, construction and maintenance of streets, water, storm and sewer distribution systems, property and all premises and grounds owned and / or maintained by the City.
- Knowledge of the principles and practices of parks and recreation programs and delivery of services.
- Ability to develop a departmental budget and operate within the confines of such through regular monitoring.
- Ability to plan, organize, direct and supervise employees toward departmental and City goals.
- Ability to verify storm water management plans and storm water best management practices.
- Ability to effectively communicate verbally and in writing.

- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software programs.
- Ability to compile regular reports on programs including an evaluation of their effectiveness.
- General knowledge of parks and trail design and maintenance.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Knowledge of basic emergency management practices including National Incident Management (NIMS) as the role of Public Works Director during a critical / hazardous incident.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of the International Building, Fire, Maintenance, Commercial, Fuel Gas, Mechanical and Residential Code.
- Knowledge of the National Electrical Code, Uniform Plumbing Code and all other City State and Federal Building codes adopted by the City.
- Ability to read building plans.
- Working knowledge and general understanding of GIS and GPS.
- Ability to conduct building inspections, while applying the applicable codes.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Serves as working supervisor by directing and participating in the daily activities of subordinates in all divisions of Public Works. Many times the position is administrative / supervisory in nature only and, therefore, must be able to lead a diverse workgroup and manage projects.
- Prepare and submit the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures for doing such and monitor expenditures and revenues throughout the year.
- Code and submit all claims for each area for the department.
- Solicits quotes and purchases commodities and services in accord with the current City purchasing policy.

- Sets up daily work schedules for Public Works employees, and determine manpower, equipment and material needs.
- Inspects work in progress and upon completion for conformance to desired standards and objectives for all buildings, facilities and grounds work under position's authority.
- Plans, schedules, evaluates and oversees all Public Works personnel, projects and operations including sanitary sewer, facilities, buildings and grounds, drinking water, storm water, parks, and equipment.
- Ensures the City meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
- Ensures a response to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Building and Zoning Official and City Administrator.
- Ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Determine resource needs and request funds accordingly during the budget process or in accord with the purchasing policy, based on priority needs.
- Supervise departmental purchasing and monitor expenditures to ensure compliance with the fiscal year budget.
- Serves as liaison between the City and various regional, state and federal agencies including the Metropolitan Planning Organization, Des Moines Wastewater Reclamation Authority, Central Iowa Regional Drinking Water Commission, Des Moines Water Works, Iowa Department of Natural Resources, Metro Waste Authority and the Federal Environmental Protection Agency, etc.
- Oversee and maintain systematic, complete and accurate departmental records and prepare reports as needed
- Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
- Recommend the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and inspect work in progress and upon completion for adherence to the contract, standards and general objectives.
- Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
- Work with City and County Emergency Management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Enforce the City Code and policies related to the Public Works department.

- Carries out supervisory responsibilities in accord with the City's policies and applicable laws, including recruiting, interviewing, hiring with consent of the City Administrator, and training employees; plans, assigns, evaluates and directs all subordinate's work.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
- Oversee all contracts / agreements regarding sanitary waste, recycling, drinking water, sanitary sewer, storm water and all public buildings and grounds.
- Assists the Building and Zoning Official with directing, reviewing and evaluating inspection services, including all phases of building construction, zoning, heating and air conditioning, housing, and plumbing inspection.
- Assists the Building and Zoning Official with enforcement of the International Property Maintenance Code.
- Assists the Building and Zoning Official with the inspection of dwelling units, homes, buildings and businesses for conformance with the City's Code of Ordinances for plumbing, housing, heating and air conditioning and building.
- Works with other City officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.

Experience and Training:

- Graduation from an accredited college or university with a two (2) year Associate's Degree or applicable certificate. Bachelor's degree in related field is preferred. A combination of training and extensive related experience may be substituted for some portion of the educational requirement.
- Minimum of five years of progressively responsible public works experience including in a lead or supervisory capacity.
- Two years of administrative and supervisor experience, departmental budget experience, and demonstrated computer proficiency.
- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- May be required to possess and maintain or be able to obtain within two years of employment ICC certification as a building inspector. ICC certified preferred.
- Possession of or ability to possess and maintain the requirements for IDNR MS-4 Permit.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

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Tools and Equipment Used- Must have the ability to use the following:

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

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

Employee's Signature Date City Administrator Date

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Current Job Description

City of Windsor Heights ASSISTANT PUBLIC WORKS DIRECTOR/ SUPERVISOR

Department: Public Works
Reports To: Director of Public Works
FLSA Status: Exempt
Written By: Doug Stone
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

Under administrative direction of the Public Works Director, performs administrative, supervisory and technical work in relation to maintenance of city streets, sanitary sewer, storm drainage, parks, trails, signs, facilities, fleet and snow removal. Performs related public works projects including planning, development, coordination, and organizing the municipal public works activities of the City within parameters set forth by local, state and federal authorities. Assists the Director with supervision, coordination, evaluation and performance of street, water and wastewater functions, facilities, and equipment. Assists the Director with performing supervisory duties such as assigning work, maintaining standards, training, interviewing, disciplining, evaluating and recommending discharge. Performs other duties as required.

Appointment/Selection:

Selection is made by the Director of Public Works subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

- Knowledge, Skills, and Abilities: Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
- Knowledge of and ability to perform effective training and organizing methods.
- Knowledge of the principles and practices of public works as it relates to the construction and maintenance of streets, water, storm and sewer distribution systems, property and all premises and grounds owned and / or maintained by the City.
- Ability to report, write or edit articles for publication; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner: ability to plan and administer a comprehensive public works program.
- Knowledge of municipal, state and federal laws/codes and standards pertaining to public works and local government.
- Knowledge of the methods, practices and materials used in construction by engineers, contractors, laborers, suppliers and municipal representatives.
- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Ability to read engineering drawings, plat maps, topographic materials and specifications; interpret them and comment on them.

- Ability to establish and maintain effective, positive working conditions with the City Administrator, City Council, Mayor, co-workers, subordinates and the public.
- Able to be meticulous in the maintenance of vehicles and careful & complete in record-keeping.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- General knowledge of parks and trail design and maintenance.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Ability to read and acquire knowledge of the International Building, Fire, Maintenance, Mechanical and Residential Code.
- Ability to proficiently use and operate construction equipment.
- Knowledge of traffic regulations.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Performs manual labor while assisting in the completion of various operational tasks.
- Assists the Director with planning and organizing the operation of all public works within the City; includes supervising maintenance, construction, operation and comprehensive planning for the sewage collections system, water distribution system, City street system, storm water collection system and City owned facilities other than Parks and Recreation, Cemetery and Library facilities.
- Assists the Director with providing guidance to subordinates regarding planning, scheduling, assignment of duties within all public works areas; responsible for maintaining a high standard of quality work; assists with inspection of work by contractors; and conducts regular checks of facilities and work sites to monitor staff and assist with problem resolution.
- Oversees, performs, and maintains files for One Call utility locates.
- Acts on the Directors behalf in the absence of the Director.
- Assists the Director in preparing budgets, including the Equipment Replacement Plan and Capital Improvement Plan, for each department supervised.

- Assists the Director with interviews, recommends hiring, trains and evaluates staff; assigns work duties to staff; monitors work to assure proper completion; conducts formal performance evaluations; recommends promotion and demotion, discharge or other discipline to the City Administrator; insures that all policies and procedures established for City personnel are complied with.
- Interacts with other City departments and directs personnel & equipment as needed.
- Attends all staff meetings and other seminars or meetings as necessary or assigned; attends workshops and seminars to keep abreast of governmental regulations, proposals and related program developments which impact on storm drainage and wastewater systems; and conducts staff meetings for dissemination of pertinent information.
- Assists the Director with submitting required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Gives preliminary approval to payment of departmental bills in accordance with established policy and procedures.
- Assists the Director with organizing and staffing safety programs; encourages safety compliance in all phases of work. Assists with conducting safety education training for the department and assists or coordinates such activity for other departments of the local government.
- Assists the Director with evaluating public works needs and formulates short and long range plans to meet needs in all areas of responsibility; and evaluates issues and options regarding municipal public works and makes recommendations; and develop and recommend policies and procedures regarding departmental operations.
- Assists the Director with responding to questions and complaints from the public; inspect problem areas to determine the nature of work required including manpower, equipment and materials needed; investigate causes and take corrective action as appropriate; maintain records of resolution.
- Performs activities under strict deadlines and other time pressures.
- Reports on a regular basis to the Public Works Director on the activities, accomplishments and operations of the public works department.
- Inspect sidewalks to ensure Code compliance; maintain city sidewalks as required.
- Inspect all city signs, paint crosswalks and parking markings.
- Inspect, maintain, clean and repair storm sewers and catch basins as needed.
- Operate a variety of pieces of light, medium or heavy equipment in the absence of regular equipment operators or for training purposes.
- Must be available for on-call duties and emergency call-outs as required.
- Provides for emergency maintenance needs outside of normal business hours.
- Assist contractors in regard to problems encountered when undertaking specific public projects previously authorized and report any issues to the Director of Public Works.
- Enforce the City Code and policies related to the public works department.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.

Peripheral Duties:

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- Assists other City departments as needed and directed, including certain inspections for the Building and Zoning Official.
- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.
- Other duties as directed by the City Administrator or Director of Public Works that arise from a matter of policy or contemporary trends.

Experience and Training:

- Minimum of a HS Diploma or GED with a two (2) year Associate's Degree or applicable certificate preferred.
- One to three years of progressively responsible public works related experience in public or private sector.
- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Heavy road, excavation & construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.

- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

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

Employee's Signature

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.

Current Job Description

City of Windsor Heights

Finance Director

Department: Finance and Administration
Reports To: City Administrator
FLSA Status: Exempt
Written By: Marcia Woodke
Approved By: Mark Arentsen
Council review and approval on August 19, 2019

Summary Description:

Under the general direction and supervision of the City Administrator, the Finance Director is responsible for the coordination, oversight, and practical application of all City accounting functions including but not limited to: accounts payable / receivable, payroll, and all other fiscal responsibilities of the City. The Treasurer is responsible for ensuring all accounting functions, including the deposit of City funds are carried out in accord with generally accepted accounting practices, City Code and Iowa State Statutes. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement and directs the activities of the department.

Appointment/Selection:

Selection is made by the City Administrator and is based upon merit and qualifications. The City Administrator may confer with the Finance and Personnel Committee prior to a formal job offer.

Knowledge, Skills, and Abilities:

- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional analytical and general office skills.
- Ability to effectively communicate verbally and in writing.
- Establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to conduct complex quantitative and qualitative analyses.

- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in a municipal office setting, including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.
- Ability to develop policies, plans and procedures.

Essential Functions (The following is a list of typical duties):

- Collect and receipt monies received from the public, financial institutions and various city departments. Prepare all deposits and enter them into the Summit software after depositing at the banking institution.
- Reconcile the City's various bank accounts and funds on a monthly basis from the bank statements and the Treasurer's Report and prepare a report for dissemination of same information. Update monthly spreadsheets and investment report.
- Provide revenues and expenditures year-to-date on budget / actual reports to department heads and the City Administrator.
- Handle all HR requirements including; new hire paperwork for IPERS, Workforce, all insurance, entering into Summit, setting up/maintaining employee files, all benefit administration, all health information, dental, FSA, work comp claims and files, entering all employees into the COBRA/Flex system, and ensuring all systems are updated upon an employment separation. Point of contact for all insurance claims/issues.
- Monitor accounts payable – confirm all bills with departments and pay bills in a timely manner to avoid interest or penalties. Prepare bills for Council approval.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Determine resource needs and funding requests.

- Receive all utility funds, credit proper funds and deposit same into accounts under custodial care of the Treasurer.
- Monitor City debt and make payments in accord with due dates.
- Perform payroll functions including all monthly reports to the State and Internal Revenue Service, prepares payroll; compliles reports; reimburses for payroll deduction; leave records, benefit/hours reports and annual wages for all employees for permanent files. Maintains personnel information on all employees including hours, changes in name, address, salary, exemptions and benefits. Process year end reports including W2s and publication of salaries.
- Prepares invoices for accounts receivable and monitors collection activities.
- Oversee and maintain the financial reports of any grants received by the City.
- Monitor the City's partial self-insurance / health reimbursement account and issue reimbursements as needed.
- Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
- Assist with the formulation of the annual budget and enter all requested, proposed and approved budget information in the line item budget. Complete the State budget report. Responsible for proper preparation, notification, adoption and recording of all statutorily required budget amendments.
- Monitor contracts for compliance with all provisions contained therein.
- Oversee the City's health, liability, property and worker's compensation insurance programs.
- Attend and prepare minutes of meetings as directed.
- Prepare the annual financial report of City and Utility operations and funds in the manner prescribed by Iowa law, or City ordinance, complete the Street Finance Report, the IMWCA payroll audit reports, the ICAP renewal audit reports, and all monthly IPERS, 941, IA W/H, Workforce, Aflac, retirement, and Police Pension reports/filings.
- Serve as Bond post-issuance compliance officer and ongoing disclosure representative.
- Develop and recommend polices and procedures to enhance the effectiveness and efficiency of department operations.
- Enforce the City Code and all polices.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take

copious notes in the absence of the City Administrator and receive contact information of the complainant.

- Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.
- Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Prepares quarterly investment reports for the Council and City Administrator.
- Prepares and files all required State Sales Tax reports.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.

Experience and Training:

- Graduation from an accredited college or university with a two (2)-year Associates Degree in Accounting, Business, Finance or related field. Bachelor's Degree in Accounting, Finance, Business or related field preferred. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Training sufficient to be a Certified Municipal Clerk within five (5) years of appointment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Frequent use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, public works, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily

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

Employee's Signature Date City Administrator Date

The City of Windsor Heights is an Equal Opportunity Employer.

Current Job Description

City of Windsor Heights CITY CLERK

Department: Administration
Reports To: City Administrator
FLSA Status: Exempt
Written By: Marcia Woodke and Elizabeth Hansen, edited by Mark Arentsen 8/19
Approved By: Elizabeth Hansen, edited by Mark Arentsen 8/19
Council review and approval on February 20, 2017

Summary Description:

Under the general direction and supervision of the City Administrator, the City Clerk is responsible for preparation of all City Council agendas, agenda packets, Resolutions, Ordinances and minutes; proper placement of approved Resolutions, Ordinances and minutes in the appropriate filing location so that they can easily be retrieved when necessary; and fulfilling all of the City Clerk statutorily required functions as set out in the Iowa Code.

Appointment/Selection:

Selection is made by the City Administrator based upon merit and qualifications and must be approved by the City Council prior to a formal offer.

Knowledge, Skills, and Abilities:

- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional analytical and general office skills.
- Ability to effectively communicate verbally and in writing.
- Establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to conduct complex quantitative and qualitative analyses.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.

- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in a municipal office setting, including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.
- Ability to develop policies, plans and procedures.

Essential Functions:

- Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; in cooperation with the City Administrator, assures staff support for the City's auxiliary boards and commissions.
- Assists in the preparation and distribution of meeting agendas to the City Council, including any instructional or information supplements.
- Ensures that legal requirements are met regarding public notices, publications and posting of City business, including authenticating and signing City records, measures and actions including the time and manner of publication in the manner prescribed by law.
- Participates in Segregation of Duties functions as agreed to in consultation with the City Administrator and Finance Director.
- Performs election duties as specified in the Code of Iowa. Administers oaths of office to City Officers as required by local or state statute.
- Assists in the preparation of the Budget; in cooperation with the City Administrator and Department Heads, including filing it with the County Auditor when required.
- Administers Police Pension Fund and all required reports, filings and monthly payments.
- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.
- Plans, schedules and assigns work activities and job duties to office staff and promote a positive work environment for employees and the public being served. Trains and

supervises clerical and secretarial staff in order to provide needed office and accounting services to the City. Audits and reviews the work performed by office staff to assure its accuracy, timeliness and compliance with governmental requirements. Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance. Addresses and, if possible, resolves City Clerk employee grievances in accordance with the established grievance procedure.

- Administers TIF and Urban Revitalization.
- Assists with maintaining current computer system including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Assists the City Administrator in the preparation and maintenance of the Personnel Policy Manual.
- Serves as custodian of official City records and public documents; keeps filing system updated and helps file materials efficiently so that files can be retrieved with minimal effort; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records; performs many duties involving confidential data; responsible for informing City Clerk staff of legal and ethical issues involved with the use of confidential data; assures issuance and maintenance of records of various permits and licenses as approved by the City Council or other governing entity; and maintains for public use copies of all ordinances and codes and assists citizens, co-workers and others by providing background information as appropriate.
- Receives bids for municipal construction contracts and may assist with bid openings.
- Works with the Finance Director to assure that the following personnel actions are accurately completed; all HR requirements including; new hire paperwork for IPERS, Workforce, all insurance, entering into Summit, setting up/maintaining employee files, all benefit administration, all health information, dental, FSA, work comp claims and files, entering all employees into the COBRA/Flex system, and ensuring all systems are updated upon an employment separation. Point of contact for all insurance claims/issues. Monitor the City's partial self-insurance / health reimbursement account and issue reimbursements as needed. Advises the City Administrator of any departmental needs or concerns; including those related to personnel. Maintains personnel records; retains all pertinent information for each employee's personnel file and assists employees with Human Resource questions and needs.
- Monitor contracts for compliance with all provisions contained therein.

- Oversee the City's health, liability, property and worker's compensation insurance programs.
- Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Enforce the City Code and all polices.
- Assists with answering phone calls, public questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take copious notes in the absence of the City Administrator and receive contact information of the complainant.
- Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.

Experience and Training:

- Graduate from High School or equivalent and Associates Degree in Accounting, Business, Finance or related field from an accredited college or university. Bachelor's Degree in Accounting, Finance, Business or related field preferred. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- At least five years related experience in municipal government. Prefer an Iowa Certified Municipal Clerk.
- Training sufficient to be an Iowa Certified Municipal Clerk within three (3) years of appointment.
- Shall be bondable and available for off-hour emergencies.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.

- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Frequent use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, public works, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

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

Employee's Signature Date City Administrator Date

The City of Windsor Heights is an Equal Opportunity Employer.

Current Job Description

CITY OF WINDSOR HEIGHTS

COMMUNICATIONS/RECREATION COORDINATOR

Department: Administration
Reports To: Public Works Director
FLSA Status: Non-Exempt
Written By: Mark Arentsen
Approved By: Mark Arentsen
Council Review & Approval on September 3, 2019

Summary Description: Under the general supervision of the Public Works Director, the incumbent is responsible for the coordination, planning and promoting the Windsor Heights Community Center and parks and recreation programming. The incumbent is responsible for scheduling events and activities at the Community Center, parks, fields, performance pavilion and other City-owned areas requiring a reservation. The incumbent monitors the overall effectiveness and efficiency of parks and makes recommendations for improvements. This position is responsible for oversight of the City website and City social media accounts, assistance with financial segregation of duties functions and other duties as assigned. The incumbent monitors the overall effectiveness and efficiency of marketing efforts and makes recommendations for improvements. The work location for this position is the City Hall front counter/reception area. As such the employee is expected to perform all front counter work tasks including handling public walk in traffic, answering phone calls, accepting, sorting and routing mail and packages and accepting payments for items purchased at the front counter.

Appointment/Selection:

Selection is determined by Public Works Director and City Administrator, and is based upon merit and qualifications.

Knowledge, Skills & Abilities:

- Ability to report, write or edit articles for publication. Must be able to show writing skills proficiency. This includes spelling, grammar, syntax, punctuation, sentence and paragraph construction and the ability to clearly and concisely communicate thoughts and concepts.
- Knowledge of website management and software systems including, at a minimum, word processing, Excel & e-mail.
- Knowledge of social media tools and communication methods.
- Exceptional analytical and general office skills.

- Ability to effectively communicate verbally.
- Ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to multi-task on a daily basis, including assisting walk-in customers and adapting to changing priorities.
- Knowledge of, and ability to, safely work with generalized and specialized tools and equipment used in a municipal office setting , including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State and/or local Code.
- Must possess exceptional interpersonal relationship/customer service skills.
- Knowledge of the principles and practices of event coordination and management.
- Knowledge of marketing principles.
- Ability to work under minimal supervision.
- Ability to work varying hours when necessary, including some nights, weekends and early mornings.
- Ability to serve in an 'on call' capacity on a rotating basis with other Public Works staff.
- Ability to tactfully and diplomatically enforce policies, rules and procedures.

Essential Functions (The following is a list of typical duties):

- Develops, prepares, and evaluates a master calendar for all scheduling of Parks & Recreation activities.
- Plans and prepares event and program information and publicity such as fliers & brochures, and makes public presentations regarding those events and programs.
- Develops and delivers proposals and presentations for businesses, corporations and civic organizations to solicit sponsors and keep the community current on department activities.
- Coordinates and schedules special events activities with park personnel, businesses, vendors and the news media.
- Markets the City facilities to potential user groups.
- Plans, promotes, and organizes reservations for the Community Center, parks, pavilions and other City owned facilities requiring reservations.
- Collects and transmits fees and properly reconciles with City financial staff.

- Create, manage, and implement social media tools to support and communicate Community Center information, activities and messages Designs, plans organizes, supervises, implements and manages all aspects of recreation programs, including evaluating program effectiveness and needs.
- Works with the Chamber of Commerce, Community Events Planners and other stakeholders to provide support where needed on special events.
- Maintains rental records and a rental calendar of all the City facilities available for rent.
- Manages all aspects of the Community Center including oversight of cleanliness and operations.
- May be required to report to work and serve customers during emergency conditions. May be assigned to report to a different location and perform other City duties as directed.
- Plays a critical role on the City's overall marketing team, including assisting in City-wide marketing efforts.
- In the absence of the City Clerk, gathers and assembles materials prior to and after City Council meetings and attends and takes minutes of City Council meetings.
- Creates and designs marketing materials, organizational publications and public information pieces for city events and issues affecting the city and its residents.
- Develops and maintains effective working relationships with media contacts; responds to public information requests. Coordinates with City departments and personnel regarding media inquiries.
- Manage and maintain the City's website content, including contact with the website hosts firm.
- Create manage and implement social media tools to support and communicate City information, activities and messages.
- Prepare content for print and electronic newsletters and work with the City's newsletter vendor on layout, editing and publication of the print newsletter and distribute the City's electronic newsletter.
- In the absence of the City Clerk serves as the custodian of records and public documents.
- In the absence of the City Clerk receives bids for municipal construction contracts.
- Perform front desk responsibilities.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take copious notes in the absence of the City Administrator and receive contact information from the complainant.
- Takes and prepares minutes of the Planning & Zoning Commission and Board of Adjustments meetings, and any other meetings in the absence of the City Clerk or as directed.

- Maintain all City Code binders to ensure the on line versions of the City Code matches the content of all City Code binders.
- Participate in Segregation of Duties activities as directed by the City Administrator.
- Conduct broadcast operations for all City Council meetings unless excused and made other arrangements for someone else to conduct the broadcast.
- Be on call and carry the on call phone approximately one week every two months to respond to any unforeseen or emergency issues at the Community Events Center
- Other duties as directed by the City Administrator.

Experience & Training:

- Minimum education requirement is graduation from an accredited college or university with an Associates Degree. A 4 year Bachelor's Degree in Marketing, Business, Public Administration or related field and one to three years related work experience is preferred.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within six months of employment.
- One to three years related experience or an combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.

Work Environment/Frequent Physical Demands;

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend grasp, push, pull, squat, twist and kneel.
- Frequent use of hands to finger, handle or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push and carry or pull moderately heavy objects (30-50 pounds).
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision to 20/20 more or less, as well as proficient hand/eye coordination.
- Requires clerical, forms, numerical and verbal perception.

- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, City Clerk, public works, building inspector, City Council and other staff. It is of the upmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.
- Persons in this position must engage in respectful and polite interaction with residents, staff and elected officials.

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

Acknowledgement:

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

Employee's Signature

Date

City Administrator

Date

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6/1/20

Proposed

City of Windsor Heights

Job Title: City Administrator	Classification: Exempt
Department: Administration	Selection/Approval: Mayor/City Council
Reports To: City Council	Revision Date: 6/1/20
Approved by: City Council	Council Review & Approval: 6/1/20

Summary Description:

Serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City. Directs, controls and continually evaluates all administrative, fiscal and public service affairs of the City according to established ordinances, policies and procedures of the Council and/or Minnesota State law. Advises the City Council in defining sound public policy and staffing for key personnel to ensure the effective and timely delivery of City services.

Essential Duties & Responsibilities:

- Administration. Supervise and direct the administration of the City government.
- Personnel. Appoint, promote, reassign, reclassify, discipline, demote, and discharge all employees in compliance with law and ordinance.
- Compensation of Employees. Fix the compensation of all employees appointed by him or her, subject to the approval of the Council.
- Investigation. Investigate, summarily and without notice, the conduct and affairs of any department, agency, officer, or employee of the City.
- Attend Meetings. Attend all meetings of the Council and City administrative agencies.
- Recommendations. Recommend to the Council any measures as are necessary or expedient for the good government and general welfare of the City.
- Cooperation. Cooperate with any administrative agency of the City.
- Budget. Prepare and submit to the Council annually the required budgets.
- Financial Reports. Submit a written, itemized financial report to the Council not later than the fifteenth day of each month, showing receipts, disbursements, and investments for the preceding month.
- Licenses. Provide for the issuance, suspension, and revocation of all licenses and permits authorized or required by law or ordinance.
- Oaths. Administer oaths.
- Powers Assumed. Assume the powers and duties of the City Clerk and Zoning Administrator.
- Other. Exercise such other powers and perform such other duties as may be directed by the Council.

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Supervisory Responsibility:

- Supervise Officers. Supervise and direct the official conduct of all appointed officials of the City except the Mayor Pro Tern and City Attorney.
- Law Enforcement. Supervise the enforcement and execution of all laws and ordinances within the City.
- Contracts. Supervise the performance of all contracts for work to be done for the City.
- Purchasing. Supervise the purchase and receipt of all materials, services, and supplies for and on behalf of the City.
- Public Works. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.
- Accounting. Supervise the City Treasurer/Finance Officer and ensure that the business affairs of the City are conducted by modern and efficient accounting methods and cause accurate records to be kept.

Knowledge, Skills and Abilities:

- Possesses a thorough understanding of a City Administrator form of government, departmental operations, policies and procedures, public administration and organization methods and procedures.
- Understands the mission, vision and values of the City and has the ability to consistently guide the organization using the spirit of these statements.
- Has the ability to create a sense of unity in vision and direction for Windsor Heights-able to bring teams together, to build focus and direction, creating momentum and progress. Motivates others to accomplish vision, mission and goals of City.
- Sees the big picture and keeps the City Council, staff and self-focused on the most important things.
- Demonstrates a positive attitude and an ability to foster motivated and cohesive leadership and employee teams. Frequently looks to others for insights and recognizes other's contributions to the city's success. Shows trust and the ability to give empowerment with accountability. Has the ability to gain support of employees.
- Demonstrates openness for change and reasonable risk-taking and flexibility.
- Able to utilize a performance measurement methodology, goal and object setting, focusing on continual improvement and achieving objective results (not simply activity). Personal work reflects commitment to excellence.
- Has a history of presenting timely materials, reports, presentations and recommendations clearly, concisely, candidly, comprehensively, convincingly, and objectively. Able to prepare sound agendas with balanced workloads.
- Able to provide sound, thorough and balanced advice that has a good basis (independent of the receiver's personal or political agreement with proposals).
- Demonstrated ability to deal with City Council as a whole, without partiality or favoritism in the distribution of information.
- Has the ability to consider political implications of actions, and not be overly controlled by them. Does not make decisions or recommendations in a vacuum. Demonstrated ability to keep City Council focused on policy issues, not administrative details.
- Demonstrated ability to engage appropriate stakeholders in major decisions and in an appropriate manner and process.

- Demonstrates personal honesty and frankness in day-to-day relationships. Sets the standard for fair play and honest dealings. Consistently acts in a trustworthy manner and expects the same from others.
- Has a history of modeling appropriate behavior and supporting others in the achievement of their personal and professional goals. Emphasizes continual learning, trust, inclusion and shows personal commitment toward welfare of others.
- Proactively identifies problems, secures relevant information and develops sound, practical advice and/or solutions to problems faced.
- Possess the ability to identify and address early signs of conflict and ensure that issues and concerns are effectively and efficiently responded to and resolved, cultivating positive relations along the way.
- Be able to read and understand correspondence, memoranda and materials.
- Demonstrated effective written and oral communication skills.
- Ability to utilize computer technology.
- Ability to operate a motor vehicle and have a valid Iowa State Driver's License.
- Must be able to perform all essential position functions under the working conditions as described.
- Ability to work evenings and weekends. Ability to serve "on call" duty assignments.

Education, Experience and/or Other Requirements:

- Must possess a Bachelor's Degree in Public Administration, Business Administration, Finance Administration or related field. A Master's Degree in any of these fields is preferred.
- Must have at least three (3) years' experience as City Manager/Administrator, Assistant City Manager/Administrator or member of a City's executive management team.
- Must be bondable
- Must establish residency within a 30 minute drive of the Windsor Heights City Hall after six (6) months of employment.
- Shall obtain membership in the International City and County Management Association (ICMA) within three (3) months of employment and remain a member in good standing during employment with the City of Windsor Heights.
- Ability to pass a criminal and financial background check.
- Must have experience in dealing with planning, zoning, land use and economic development concepts and applications.
- Ability to understand or perform basic mathematical and statistical calculations.
- Ability to write and speak clearly and concisely with proper grammar, syntax and punctuation.

- Knowledge of human resources management.
- Knowledge of public finance, Tax Increment Financing, local option sales tax and public sector bonding concepts and applications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- Work is performed primarily in an office setting. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms.
- The employee must be able to occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment is usually moderately quiet.

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

Acknowledgement

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

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5/27/20

Proposed

City of Windsor Heights

Job Title: Public Safety Director/Police Chief	Classification: Exempt
Department: Public Safety	Selection/Approval: Mayor / Council
Reports To: City Administrator	Revision Date: January 2, 2018; Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

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

Essential Duties & Responsibilities:

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

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fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.

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

Supervisory Responsibility:

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

Knowledge, Skills and Abilities:

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

Education, Experience and/or Other Requirements:

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

Required:

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Iowa Law Enforcement Academy certification as a peace officer, or ability to attain within the first year of employment.

- Prior supervisory experience of 5 years, 3 of which should be in a command level position in a department of similar or greater complexity and size.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first ~~two~~ years of employment.
- Obtain Iowa Firefighter I Certification within the first year of employment.
- Knowledge and understanding of Emergency Medical Service operations
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of the principles community and problem-oriented policing.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa driver's license.

Preferred:

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

Tools and Equipment Used:

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

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

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

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

Interaction with Other Department/Staff:

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

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

Acknowledgement:

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

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5/27/20

Proposed
City of Windsor Heights

Job Title: Police Captain	Classification: Exempt
Department: Public Safety	Selection/Approval: Public Safety Director / City Administrator
Reports To: Public Safety Director	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Police Captain manages and supervises assigned Police Department support functions such as information and records management; program development and evaluation; emergency communications; computer services; departmental budget; contracts; and special projects. Coordinates initiatives and represents the Police Department's interest in activities with external agencies involved in community safety.

Essential Duties & Responsibilities:

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

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- Other duties as assigned.

Supervisory Responsibility:

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

Knowledge, Skills, and Abilities:

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

Education, Experience and/or Other Requirements:

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

Required:

- Five years of satisfactory service at the rank of Police Lieutenant with the Windsor Heights Police Department or in a similarly positioned appointment within a law enforcement agency of similar complexity and of equal or greater size. A combination of education and experience may be substituted for the requirements contained herein at the discretion of the Chief of Police.
- Iowa ~~Police-Officer's Law Enforcement Academy Certification~~ certification as a peace officer, or ability to attain certification within ~~6 months~~ the first year of employment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of criminal and civil court procedures and practices.

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

Preferred:

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

Tools and Equipment Used:

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

Work Environment/Frequent Physical Demands:

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

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

- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

Interaction with Other Department/Staff:

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

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

Acknowledgement:

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

_____	_____	_____	_____
Employee's Signature	Date	Police Chief	Date
		_____	_____
		City Administrator	Date

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5/27/20

Proposed
City of Windsor Heights

Job Title: Public Works Director	Classification: Exempt
Department: Public Works	Selection/Approval: City Administrator / Council
Reports To: City Administrator	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Public Works Director is responsible for the general maintenance, cleanliness, and efficient operation and performance of the City's infrastructure including, but not limited to: streets, parks, trails, City trees, buildings, sanitary and storm sewer distribution/collection systems, sidewalks, street signals, signage, fleet vehicles, and all other public lands and buildings.

Essential Duties & Responsibilities:

- Directs the development and implementation of strategic and long-range plans for Public Works in alignment with the City's long-term plans.
- Prepares and submits the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures and monitors expenditures and revenues throughout the year.
- Is the main point of contact for the Public Works Department. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to appropriate levels as needed.
- Solicits quotes and purchases commodities and services in accord with the current City purchasing policy.
- Performs right-of-way (ROW) permitting review and management. Works with telecom companies on system upgrades.
- Serves as liaison between the City and various regional, state and federal agencies including the Metropolitan Planning Organization, Des Moines Wastewater Reclamation Authority, Central Iowa Regional Drinking Water Commission, Des Moines Water Works, Iowa Department of Natural Resources, Metro Waste Authority and the Federal Environmental Protection Agency.
- Serves as the main point of contact at the City for all regional franchise utilities.
- Oversees the operation of the Community Center including tracking revenues and expenses, occupancy/vacancy rates, and operation and maintenance of the Facility.
- Works with City and County Emergency Management and responds to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Ensures the City meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
- Collaborates with consultant engineering firms on professional engineering work in the design, construction and project management of streets, sidewalks, distribution/collection systems, drainage structures, park or recreational facilities and other public works; provide comments on engineering drawings, plat maps, topographic materials and specifications.

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- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and observe work in progress and upon completion for adherence to the contract, standards and general objectives
- Enforce the City Code and policies related to the Public Works department.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Oversee and maintain systematic, complete and accurate departmental records and prepare reports as needed.
- Serves as the IDNR MS-4 Permit Administrator and Floodplain Management Administrator.
- Oversee all contracts / agreements regarding sanitary waste, recycling, drinking water, sanitary sewer, storm water and all public buildings and grounds.
- Researches, prepares and submits grants which may benefit the City of Windsor Heights as related to Parks, stormwater management, sanitary sewers, traffic, streets, accessibility, and any other public works related areas.
- Other duties as assigned.

Supervisory Responsibility:

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

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise in public works, municipal budgeting and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Knowledge of basic emergency management practices including National Incident Management (NIMS).

- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
- Maintains knowledge of applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.

Education, Experience and/or Other Requirements:

Required:

- Bachelor's Degree in Civil Engineering, Construction Engineering, Public Administration. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Minimum 5 years of progressively responsible public works experience including in a lead or supervisor role.
- Comprehensive knowledge of current principles and practices of public work operations and municipal budgetary principles/practices.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Successful completion of a: DOT physical, background check and drug screen.
- A valid Iowa driver's license with a Class B Endorsement.
- Must be available for on-call duties and emergency call-outs as needed.

Preferred:

- Master's Degree in Civil Engineering, Construction Engineering, Public Administration or related field.
- Waste Collection System Operator Grade I or higher.
- C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Personal computers, database softwares, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.

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- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individuals will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Employees may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work in addition to performing during emergency management and critical incident situations.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

Interaction with Other Department/Staff:

The position is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

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

Acknowledgement:

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

6/5/20

Proposed

City of Windsor Heights

Job Title: Public Works Supervisor	Classification: Exempt
Department: Public Works	Selection/Approval: Public Works Director / City Administrator
Reports To: Public Works Director	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Public Works Supervisor assists with the supervision, coordination, evaluation and performance of the general maintenance, cleanliness, and efficient operation and performance of the City's infrastructure including, but not limited to: streets, parks, trails, buildings, sanitary sewer, storm drainage, distribution/collection systems, sidewalks, street signals, signage, fleet vehicles, and all other public lands and buildings.

Essential Duties & Responsibilities:

- This is a working supervisory role and may perform manual labor including the operation of a variety of pieces of light, medium or heavy equipment while assisting in the completion of departmental duties.
- Assists with the development and implementation of strategic and long-range plans for Public Works in alignment with the City's long-term plans.
- Assists the Director in the preparation of the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures and monitor expenditures and revenues throughout the year.
- Performs the duties of the Public Works Director as needed.
- Enforce the City Code and policies related to the Public Works department.
- ~~Assists the Director with responding to questions and complaints from the public; inspect problem areas to determine the nature of work required including manpower, equipment and materials needed; investigate causes and take corrective action as appropriate; maintain records of resolution.~~
- Assists the Director with submitting required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures.
- Assists with conducting safety education training for the department and assists or coordinates such activity for other departments.
- Assist contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and observe work in progress and upon completion for adherence to the contract, standards and general objectives.
- Inspects, maintains, cleans and repairs storm sewers and catch-basins as needed.
- Provide comments on engineering drawings, plat maps, topographic materials and specifications.
- Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to appropriate levels as needed.
- Oversees, performs, and maintains files for One Call utility locates.
- Assists other City departments as needed and directed.

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- Assists the Director with planning and organizing the operation of all public works within the City; includes supervising maintenance, construction, operation and comprehensive planning for the sewage collections system, City street system, storm water collection system and City owned facilities.
- Inspect sidewalks to ensure Code compliance; maintain city sidewalks as required.
- Inspect all city signs, paint crosswalks and parking markings.
- Other duties as assigned.

Supervisory Responsibility:

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

Knowledge, Skills and Abilities:

- Solid verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
- Knowledge of parks, grounds, and facilities operation and maintenance.

Education, Experience and/or Other Requirements:

Required:

- High School Diploma or equivalent.

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- Minimum 2 years of progressively responsible public works related experience.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Successful completion of a: DOT physical, background check and drug screening.
- A valid Iowa driver's license with a Class B Endorsement.
- Must be available for on-call duties and emergency call-outs as needed.

Preferred:

- Associate's Degree or applicable certificate.
- Waste Collection System Operator Grade I or higher.
- C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Personal computers, database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions:

- The noise level in the work environment is occasional low/moderate office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individuals will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Employees may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

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Interaction with Other Department/Staff:

The position is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

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

Acknowledgement:

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

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6/5/20

Proposed

City of Windsor Heights

Job Title: Finance Director	Classification: Exempt
Department: Finance & Administration	Selection/Approval: City Administrator
Reports To: City Administrator	Revision Date: 6/3/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Finance Director is responsible for the coordination, oversight, and practical application of all City fiscal activities including budget planning, research and execution, treasury management, general accounting, revenue collection, purchasing, risk management, and other related financial matters. The role is responsible for ensuring all accounting functions, including the deposit of City funds, are carried out in accord with generally accepted accounting practices, City Code and Iowa State Statutes.

Essential Duties & Responsibilities:

- Directs budget coordination activities and supervises the preparation of the City Administrator's Budget for City Council consideration including the development of department/division business plans, revenue and expense forecasting, payroll projections, debt forecasting in accordance with GAAP and GASB principles; completes the State budget report. Responsible for filing City budget with County Auditor's Office.
- Performs required general accounting functions including: accounts payable; accounts receivable; general ledger/bank account reconciliations; requisite budget amendment processes; collects, receipts and deposit monies; and completes associated periodic reporting duties.
- Oversees and coordinates bond issuance for capital projects including the management of presentations to bond rating agencies. Serves as Bond post-issuance compliance officer and ongoing disclosure representative.
- Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
- Directs the coordination of the annual financial audit and preparation of financial reports.
- Provides revenues and expenditures year-to-date on budget / actual reports to department heads and the City Administrator.
- Monitors City debt and makes payments in accord with due dates.
- Oversees and maintains the financial reports of any grants received by the City.
- Prepares quarterly investment reports for the Council and City Administrator.
- Prepares and files all required State Sales Tax reports.
- Processes all functions of payroll including: processing of bi-weekly payroll, timely submittal of payroll taxes, update leave records and associated periodic reports to ensure compliance with state and Federal requirements. Process year-end reports including W2s and publication of salaries.
- Administers Police Pension Fund and all required reports, filings and monthly payments.

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- Oversees the City's health, liability, property and worker's compensation insurance programs. All other Human Resources duties are handled by the City Clerk and/or the City Administrator.
- Develops and implements City segregation of duties activities.
- Prepares the annual financial report of City and Utility operations and funds in the manner prescribed by Iowa law, or City ordinance, complete the Street Finance Report, the IMWCA payroll audit reports, the ICAP renewal audit reports, and all monthly IPERS, 941, IA Withholdings, Workforce, Aflac, retirement, and Police Pension reports/filings.
- Develops, recommends and implements policies and procedures to enhance the effectiveness and efficiency of department operations.
- Monitors contracts for compliance with all provisions contained therein.
- Enforces the City Code and all policies.
- Answers phone calls and assists the public with questions, comments and concerns. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to the appropriate level as needed.
- Attends seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.
- In conjunction with the City Clerk, administers Tax Increment Financing (TIF) and Urban Revitalization programs.
- Assists with maintaining current Accounting computer systems including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Performs the duties of the City Clerk on an as needed basis.
- Be available for off-hour responsibilities, as necessary.
- Other duties as assigned.

Supervisory Responsibility:

This position does not have direct supervisory responsibilities.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
- Strong analytical and critical thinking skills including the ability to conduct complex quantitative and qualitative analyses.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to work independently while also constructively contributing in a team environment.
- Flexible and able to multitask on a daily basis, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.
- Strong interpersonal and relationship-building skills; utilizes customer centric approach to engaging stakeholders.

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- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.

Education, Experience and/or Other Requirements:

Required:

- Associates Degree in Accounting, Business, Finance or related field. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Minimum of 5 years' related experience or a combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and municipal financial software.
- Municipal accounting experience.
- Must be bondable according to State or local Code.
- Achieve status as a Certified Municipal Finance Officer within five (5) years of appointment.
- Notary Public designation.
- A valid driver's license.

Preferred:

- Bachelor's Degree in Accounting, Finance, Business or related field preferred.
- Payroll processing experience.

Tools and Equipment Used:

- Personal computer including database and software management programs, social media, 10-key calculator/adding machine, telephone, copy machine, fax machine, postage meter, trifold machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, regularly moving, lift, push, and carry or pull items up to 20 pounds and occasionally with moderately heavy objects (30-50 pounds).
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

Interaction with Other Department/Staff:

The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

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

Acknowledgement:

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

5/17/20

Proposed

City of Windsor Heights

Job Title: City Clerk	Classification: Exempt
Department: Administration	Selection/Approval: City Administrator / Council
Reports To: City Administrator	Revision Date: Mark Arentsen 8/2019; Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The City Clerk is responsible for preparation and filing of all City Council agendas, agenda packets, resolutions and ordinances, providing requisite public notifications, taking meeting minutes and fulfilling all of the City Clerk statutorily required functions as set out in the Iowa Code.

Essential Duties & Responsibilities:

- Assists in the preparation for and attendance of regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; in cooperation with the City Administrator, assures staff support for the City's auxiliary boards and commissions.
- Ensures that legal requirements are met regarding public notices, publications and posting of City business, including authenticating and signing City records, measures and actions including the time and manner of publication in the manner prescribed by law.
- Participates in segregation of duties functions as agreed to in consultation with the City Administrator and Finance Director.
- Performs election duties as specified in the Code of Iowa. Administers oaths of office to City Officers as required by local or state statute.
- Assists in the preparation of the departmental budget; in cooperation with the City Administrator and Department Heads.
- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.
- In conjunction with the Finance Director, administers Tax Increment Financing (TIF) and Urban Revitalization programs.
- Assists with maintaining current computer systems including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Assists the City Administrator in the preparation and maintenance of the Employee Handbook.
- Serves as custodian of official City records and public documents; keeps filing system updated and helps file materials efficiently so that files can be retrieved with minimal effort; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records; performs many duties involving confidential data; assures issuance and maintenance of records of various permits and licenses as approved by the City Council or other

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- governing entity; and maintains for public use copies of all ordinances and codes and assists citizens, co-workers and others by providing background information as appropriate.
- Tracks all building and trades permits and reports building permit information to Polk County and other agencies requesting building permit information.
 - Responsible for all food truck licensing activities.
 - Prepares and maintains records of Planning and Zoning Commission and Board of Adjustment meetings including agendas and minutes, resolutions and other meeting related activities.
 - Receives bids for municipal construction contracts and may assist with bid openings.
 - Assure that the following staff-related actions are accurately completed; all HR requirements including: onboarding and off-boarding tasks, benefits administration, maintains employee files and handles Human Resource questions and needs.
 - Monitors contracts for compliance with all provisions contained therein.
 - Provides assistance with the oversight of the City's health, liability, property and workers' compensation insurance programs.
 - Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.
 - Enforces the City Code and all policies.
 - Answers phone calls and assists the public with questions, comments and concerns. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to the appropriate level as needed.
 - Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.
 - Attends seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.
 - Performs the duties of the Finance Director on an as needed basis.
 - Be available for off-hour responsibilities as necessary.
 - Other duties as assigned.

Supervisory Responsibility:

This position does not have direct supervisory responsibilities.

Knowledge, Skills and Abilities:

- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Strong analytical and critical thinking skills including the ability to conduct complex quantitative and qualitative analyses.
- Excellent written and verbal communication skills.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to work independently while also constructively contributing in a team environment.
- Flexible and able to multitask on a daily basis, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.

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- Strong interpersonal and relationship-building skills; utilizes customer centric approach to engaging stakeholders.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.
- Ability to develop policies, plans and procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
- Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Effective problem solving skills and strong organizational skills.

Education, Experience and/or Other Requirements:

Required:

- Associates Degree in Accounting, Finance, Business or related field. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Minimum 5 years' related experience in municipal government.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and municipal financial software.
- Must be bondable according to State or local Code.
- Achieve status as a Certified Municipal Clerk within three (3) years of appointment.
- Notary Public designation.

Preferred:

- Bachelor's Degree in Accounting, Finance, Business or related field.
- Certified Municipal Clerk.

Tools and Equipment Used:

- Personal computer including database and software management programs, social media, 10-key calculator/adding machine, telephone, copy machine, fax machine, postage meter, trifold machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, regularly moving, lift, push, and carry or pull items up to 20 pounds and occasionally with moderately heavy objects (30-50 pounds).

- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

Interaction with Other Department/Staff:

The position is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. The position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

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

Acknowledgement:

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.

6/5/20

Proposed

City of Windsor Heights

Job Title: Communications/Recreation Coordinator	Classification: Non-Exempt
Department: Administration	Selection/Approval: Public Works Director / City Administrator
Reports To: Public Works Director	Revision Date: Key Elements Consulting 4/2020
Approved by: Mark Arentsen	Council Review & Approval:

Summary Description:

The Communications/Recreation Coordinator is responsible for maintaining and effectively utilizing the City’s website, social media accounts, producing video content, and creating emails including a monthly newsletter to communicate relevant information about the City. The incumbent creates and monitors the overall effectiveness and efficiency of marketing efforts and makes recommendations for improvements. This position is also responsible for booking rentals for the Windsor Heights Community Center and performance pavilion. The employee is expected to perform front desk tasks including handling public walk-in traffic, answering phone calls, accepting, sorting and routing mail and packages and accepting payments for items at the front counter.

Essential Duties & Responsibilities:

- Create and design marketing materials, organizational publications and public information pieces for city events and issues affecting the City and its residents.
- Develops and maintains effective working relationships with media contacts and serves as the primary point of contact for the City. Responds to public information requests or designates elected officials or staff to communicate with the media as necessary.
- Manage and maintain the City’s website content, ensure it is kept current, develop user-friendly interfaces, and maintain contact with the website host’s firm as needed for technical support.
- Create, manage and implement social media tools to support and communicate City information, activities and messages utilizing style guide for consistent branding.
- Prepare content for print and electronic newsletters including coordinating layout, editing and publication of the print newsletter and distribution of the City’s electronic newsletter.
- Plans, promotes, and organizes reservations for the Community Center, parks, pavilions and other City-owned facilities requiring reservations; ensures fees are collected, transmitted and properly reconciled with City financial staff.
- Works with the Chamber of Commerce, Community Events Planners and other stakeholders to provide support where needed on special events; attend Chamber events to cultivate effective relationships.
- Maintains rental records and a rental calendar of all the City facilities available for rent.
- Manages all aspects of the Community Center including oversight of cleanliness and operations.
- Perform front desk responsibilities including: order office supplies, answer phone calls, assist the public with questions, comments and concerns, and other administrative tasks. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to the appropriate level as needed.

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- Conduct broadcast operations for all City Council meetings.
- May be required to report to work and serve customers during emergency conditions. May be assigned to report to a different location and perform other City duties as directed.
- Be on call and carry the on-call phone on a rotating schedule to respond to any unforeseen or emergency issues at the Community Events Center.
- Other duties as assigned.

Supervisory Responsibility:

This position does not have direct supervisory responsibilities.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Ability to report, write or edit articles for publication. This includes spelling, grammar, syntax, punctuation, sentence and paragraph construction and the ability to clearly and concisely communicate thoughts and concepts.
- Extensive experience and knowledge of best practices and principles involved in marketing, social media, public relations, email messaging and other relevant communication tools.
- Strong analytical and critical thinking skills; ability to adapt and innovate to find solutions and achieve goals.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Flexible and able to multitask on a daily basis, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.
- Strong interpersonal and relationship-building skills; utilizes customer centric approach to engaging stakeholders.
- Ability to work independently while also constructively contributing in a team environment.
- Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Must be bondable according to State and/or local Code.

Education, Experience and/or Other Requirements:

Required:

- Associates Degree in Marketing, Business, Communications, Journalism, Public Administration or related field.
- Minimum 3 years related experience or a combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and design software.
- Must possess a valid driver's license.
- Must be available for on-call duties and emergency call-outs as needed.
-

Preferred:

- Bachelor's Degree in Marketing, Business, Public Administration or related field.
- Photography and videography experience.
- 5 or more years' related work experience.

Tools and Equipment Used:

- Personal computer including database and software management programs, telephone, copy machine, fax machine, postage meter, trifold machine, first aid and safety equipment.
- Social media, website management, and design and related software.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate office noise in addition to occasional noise exposure of streets, parks and public works machinery and equipment.
- Frequently sit, stand, walk, bend grasp, push, pull, squat, twist and kneel.
- Use of hands frequently to finger, handle or feel objects, tools or controls.
- Frequent reaching with hands and arms, regularly moving, lift, push, and carry or pull items up to 20 pounds and occasionally with moderately heavy objects (30-50 pounds).
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Work varying hours when necessary, including some nights, weekends and early mornings.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

Interaction with Other Department/Staff:

The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills. The position requires the ability to establish and maintain positive working relationships with City staff, elected officials, public, press and contracted vendors. Additionally, there is a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, contractors and other staff. It is of the utmost importance that any personal information be kept strictly confidential.

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

Acknowledgement:

77

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

Employee: _____ Date: _____

City Administrator: _____ Date: _____

The City of Windsor Heights is an Equal Opportunity Employer.



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL
FROM: Travis Cooke, City Clerk
SUBJECT: Consideration of Tobacco Permits

GENERAL INFORMATION

Annual Tobacco Permit Renewals

SUMMARY

Consider Approval of Tobacco Permits for July 1, 2020 to June 30, 2021 for the following businesses:

Wal-Mart #1764
Sam's Club #6344
Hy-Vee
Hy-Vee Fast and Fresh Express
Kum & Go #4098
AWS Mediterranean Market
Super Quick Mart
Grocery Ali
MedPharm Iowa

ATTACHMENTS

1. Wal-Mart #1764 Tobacco Permit
2. Sam's Club #6344 Tobacco Permit
3. Hy-Vee Tobacco Permit
4. Hy Vee Fast and Fresh Tobacco Permit
5. Kum & Go #4098 Tobacco Permit
6. AWS's Mediterranean Market
7. SuperQuickMart Tobacco Permit
8. Grocery Ali Tobacco License
9. Med Pharm Vape Permit

Instructions on the reverse side

For period (MM/DD/YYYY) 06 / 30 / 20 through June 30, 2021

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 702 SW 8th ST. 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 702 SW 8th St. City Bentonville State AR ZIP 72716-0500

Phone Number 479-268-1159 Fax Number 479-204-9864 Email Katherine.Sepulveda@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 Kagenby

Name (please print) _____

Signature [Handwritten Signature]

Signature _____

Date 6-3-2020

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: tapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 06 / 30 / 20 through June 30, 2021

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 702 SW 8th ST. 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 Sam's West, Inc
Mailing Address 702 SW 8th St. City Bentonville State AR ZIP 72716-0500
Phone Number 479-268-1159 Fax Number 479-204-9864 Email Katherine.Sepulveda@walmart.com

Retail Information:

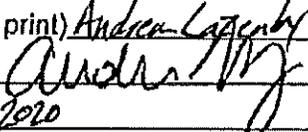
Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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 Lagobby Name (please print) _____
Signature  Signature _____
Date 6-3-2020 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) 7 / 1 / 2020 through June 30, 2021

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
Physical Location Address 7101 University Ave. City Windsor Height ZIP 50311
Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266
Business Phone Number 515-267-2949

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 Iowa ZIP 50266
Phone Number 515-267-2800 Fax Number _____ Email kpalmer@hy-vee.com

Retail Information:

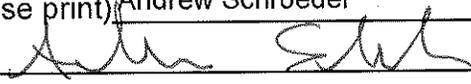
Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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) Andrew Schroeder Name (please print) _____
Signature  Signature _____
Date 5/4/2020 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) 7 / 1 / 2020 through June 30, 2021

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 Fast amd Fresh Express
Physical Location Address _____ City Windsor Height IP 50311
Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266
Business Phone Number 515-267-2949

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 Iowa ZIP 50266
Phone Number 515-267-2800 Fax Number _____ Email kpalmer@hy-vee.com

Retail Information:

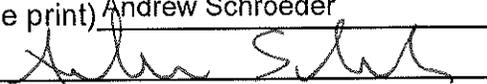
Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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) Andrew Schroeder Name (please print) _____
Signature  Signature _____
Date 5/4/2020 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 / 2020 through June 30, 2021

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 515-457-6249

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 515-457-6249 Fax Number _____ Email licenses@Kumandgo.com

Retail Information:

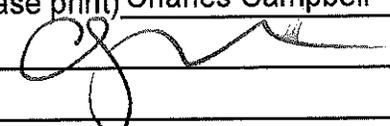
Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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) Charles Campbell Name (please print) _____
Signature  Signature _____
Date _____ 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 AWS'S Mediterranean Market

Physical Location Address 7213 Apple Valley City Windsor Heights ZIP 50324

Mailing Address Same as above City _____ State _____ ZIP _____

Business Phone Number 515 298 9616

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP _____

Mailing Address _____ 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 AISTARZI Name (please print) _____

Signature AISTARZI Signature _____

Date 8/10/20 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 # 143 JL
- 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 /2020 through June 30, 2021

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 Windsor Heights ZIP IA

Mailing Address 7690 Hickman Rd City Windsor 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 UTRAJ LLC

Mailing Address 1824 Hubbell Ave City Des Moines State IA ZIP 50316

Phone Number 515-270-8609 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) Utkarsh Mahajan

Name (please print) Rajbir K Dhillon

Signature [Signature]

Signature [Signature]

Date 06/05/2020

Date 06/05/2020

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

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- 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 Hashim Karim Hashim

Physical Location Address 6575 University Ave Citywinbor height ZIP

Mailing Address 6220 NW 106th st City Johnston State IA ZIP 50131

Business Phone Number 515-347-7633

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP Iowa Tobacco

Mailing Address 6220 NW 106th St City Johnston State IA ZIP 50131

Phone Number 515-347-7633 Fax Number APT 206 Email karimjawad@yahoo.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) Hashim Hashim

Name (please print) _____

Signature Has

Signature _____

Date 6/12/20

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 / 2020 through June 30, 2021

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

Business Information:

Trade Name/DBA Med Pharm Iowa
Physical Location Address 7239 Apple Valley Dr. City Windsor Heights ZIP 50324
Mailing Address Same City State ZIP
Business Phone Number 515-410-9100

Legal Ownership Information:

Type of Ownership: Sole Proprietor [] Partnership [] Corporation [] LLC [x] LLP []
Name of sole proprietor, partnership, corporation, LLC, or LLP Med Pharm Iowa, LLC
Mailing Address 1953 E. Market St City Des Moines State IA ZIP 50317
Phone Number 515-410-9100 Fax Number Email info@medpharm.com stephen.wilson@medpharmia.com

Retail Information:

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

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 [x] 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)
Signature [Signature] Signature
Date 6/3/20 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



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Reopening City Hall to the Public

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 2 - 2020 Street Improvement Projects

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Signed Pay App 2020 Streets

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
City of Windsor Heights 2020 Street Improvements Windsor Heights, IA BMI PROJECT NO. A13.118668		CONTRACTOR (1)
		OWNER (1)
		ENGINEER (1)
		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$2,634,369.85
TOTAL, COMPLETED WORK TO DATE		\$319,602.58
RETAINED PERCENTAGE (5%)		\$15,980.13
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$303,622.45
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$138,984.53
PAY CONTRACTOR AS ESTIMATE NO. 2		\$164,637.92

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

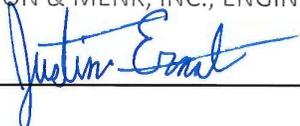
Contractor: Absolute Concrete Construction
1000 West 6th Avenue
Slater, IA 50244

By  Eli Hartog PM
Name Title

Date 06-04-20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By , PROJECT ENGINEER

Date 6-4-2020

APPROVED FOR PAYMENT:

OWNER:

By _____, _____, _____
Name Title Date

And _____, _____, _____
Name Title Date

Partial Pay Estimate No.:

2

City of Windsor Heights
 2020 Street Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13.118668
 WORK COMPLETED THROUGH DATE JUNE 2, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
1	0	TOPSOIL, ON-SITE	\$10.25	1131	CY	\$11,592.75	0.0	CY	\$0.00	0.0	CY	\$0.00
2	0	EXCAVATION, CLASS 10	\$3.80	738	CY	\$2,804.40	0.0	CY	\$0.00	0.0	CY	\$0.00
3	0	EXCAVATION, CLASS 10 (BORROW)	\$23.75	166	CY	\$3,942.50	0.0	CY	\$0.00	0.0	CY	\$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9879	SY	\$29,637.00	0.0	SY	\$0.00	0.0	SY	\$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4940	SY	\$11,115.00	0.0	SY	\$0.00	0.0	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9879	SY	\$88,911.00	0.0	SY	\$0.00	0.0	SY	\$0.00
7	0	SURFACE AGGREGATE	\$47.50	200	TON	\$9,500.00	0.0	TON	\$0.00	98.4	TON	\$4,674.48
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$60.00	400	CY	\$24,000.00	0.0	CY	\$0.00	0.0	CY	\$0.00
9	0	SANITARY SEWER SERVICE RELOCATION	\$3,392.00	18	EA	\$61,056.00	0.0	EA	\$0.00	3.0	EA	\$10,176.00
10	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$3,858.00	1	EA	\$3,858.00	0.0	EA	\$0.00	0.0	EA	\$0.00
11	0	CONNECTION TO EXISTING SANITARY SEWER	\$721.00	15	EA	\$10,815.00	0.0	EA	\$0.00	2.0	EA	\$1,442.00
12	0	STORM SEWER, TRENCHED, RCP, 12 IN.	\$114.00	664	LF	\$75,696.00	0.0	LF	\$0.00	0.0	LF	\$0.00
13	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$139.00	649	LF	\$90,211.00	0.0	LF	\$0.00	0.0	LF	\$0.00
14	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$110.00	148	LF	\$16,280.00	0.0	LF	\$0.00	0.0	LF	\$0.00
15	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$187.00	72	LF	\$13,464.00	0.0	LF	\$0.00	0.0	LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 36 IN.	\$224.00	539	LF	\$120,736.00	0.0	LF	\$0.00	0.0	LF	\$0.00
17	0	STORM SEWER, TRENCHED, RCP, 43" X 26" ARCH	\$822.00	61	LF	\$50,142.00	0.0	LF	\$0.00	0.0	LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	\$333.00	45	LF	\$14,985.00	0.0	LF	\$0.00	0.0	LF	\$0.00
19	0	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	\$418.00	49	LF	\$20,482.00	0.0	LF	\$0.00	49.0	LF	\$20,482.00
20	0	REMOVAL OF STORM SEWER	\$23.00	370	LF	\$8,510.00	0.0	LF	\$0.00	49.0	LF	\$1,127.00
21	0	TELEVIEW EXISTING STORM SEWER	\$5.00	2200	LF	\$11,000.00	1,681.6	LF	\$8,408.00	1,681.6	LF	\$8,408.00
22	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$17.00	3561	LF	\$60,537.00	0.0	LF	\$0.00	0.0	LF	\$0.00
23	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$699.00	13	EA	\$9,087.00	0.0	EA	\$0.00	0.0	EA	\$0.00
24	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$777.00	13	EA	\$10,101.00	0.0	EA	\$0.00	0.0	EA	\$0.00
25	0	CONNECTION TO SUBDRAIN PIPE	\$319.00	5	EA	\$1,595.00	0.0	EA	\$0.00	0.0	EA	\$0.00
26	0	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	\$642.00	48	LF	\$30,816.00	0.0	LF	\$0.00	6.2	LF	\$3,980.40
27	0	6" CL 52 DIP PIPE WITH TRACER WIRE	\$149.00	10	LF	\$1,490.00	0.0	LF	\$0.00	0.0	LF	\$0.00
28	0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$70.00	376	LF	\$26,320.00	0.0	LF	\$0.00	0.0	LF	\$0.00
29	0	8" CL 52 DIP RESTRAINED JOINT PIPE WITH TRACER WIRE	\$117.00	84	LF	\$9,828.00	67.0	LF	\$7,839.00	67.0	LF	\$7,839.00
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$57.00	1120	LF	\$63,840.00	231.0	LF	\$13,167.00	231.0	LF	\$13,167.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$75.00	240	LF	\$18,000.00	67.0	LF	\$5,025.00	67.0	LF	\$5,025.00
32	0	12" C900 PVC CASING PIPE	\$119.00	20	LF	\$2,380.00	0.0	LF	\$0.00	0.0	LF	\$0.00
33	0	FITTING, 8" BEND	\$724.00	6	EA	\$4,344.00	6.0	EA	\$4,344.00	6.0	EA	\$4,344.00
34	0	FITTING, 8" X 6" REDUCER	\$492.00	1	EA	\$492.00	0.0	EA	\$0.00	0.0	EA	\$0.00
35	0	FITTING, 6" SOLID SLEEVE	\$829.00	1	EA	\$829.00	0.0	EA	\$0.00	0.0	EA	\$0.00
36	0	FITTING, 8" SOLID SLEEVE	\$889.00	2	EA	\$1,778.00	1.0	EA	\$889.00	1.0	EA	\$889.00
37	0	FITTING, 8" X 8" TEE (STA 9+96)	\$1,611.00	1	EA	\$1,611.00	0.0	EA	\$0.00	0.0	EA	\$0.00
38	0	FITTING, 4" CAP/PLUG	\$517.00	4	EA	\$2,068.00	0.0	EA	\$0.00	1.0	EA	\$517.00
39	0	FITTING, 4" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,065.00	3	EA	\$6,195.00	0.0	EA	\$0.00	0.0	EA	\$0.00
40	0	FITTING, 8" CAP/PLUG	\$696.00	2	EA	\$1,392.00	0.0	EA	\$0.00	0.0	EA	\$0.00
41	0	8" VALVE	\$2,145.00	3	EA	\$6,435.00	1.0	EA	\$2,145.00	1.0	EA	\$2,145.00
42	0	HYDRANT ASSEMBLY	\$5,236.00	5	EA	\$26,180.00	2.0	EA	\$10,472.00	2.0	EA	\$10,472.00
43	0	HYDRANT ASSEMBLY WITH EXTRA BENDS	\$8,424.00	1	EA	\$8,424.00	0.0	EA	\$0.00	0.0	EA	\$0.00
44	0	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8X8)	\$8,208.00	1	EA	\$8,208.00	1.0	EA	\$8,208.00	1.0	EA	\$8,208.00

Partial Pay Estimate No.:

2

City of Windsor Heights
 2020 Street Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13.118668
 WORK COMPLETED THROUGH DATE JUNE 2, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	PREPARE TEE AT SCHOOL ST & 69TH ST	\$3,863.00	1 EA	\$3,863.00	0.0 EA	\$0.00	1.0 EA	\$3,863.00
46	0	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	\$40.00	37 LF	\$1,480.00	0.0 LF	\$0.00	0.0 LF	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$1,053.00	22 EA	\$23,166.00	0.0 EA	\$0.00	5.0 EA	\$5,265.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,246.00	29 EA	\$94,134.00	0.0 EA	\$0.00	6.0 EA	\$19,476.00
49	0	CATHODIC PROTECTION TEST STATION	\$3,518.00	1 EA	\$3,518.00	0.0 EA	\$0.00	0.0 EA	\$0.00
50	0	MAGNESIUM ANODE, 32-POUND	\$891.00	6 EA	\$5,346.00	0.0 EA	\$0.00	1.0 EA	\$891.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$6,861.00	4 EA	\$27,444.00	0.0 EA	\$0.00	0.0 EA	\$0.00
52	0	NEW STOP BOX HOUSING	\$599.00	8 EA	\$4,792.00	0.0 EA	\$0.00	0.0 EA	\$0.00
53	0	NEW STOP BOX ROD	\$419.00	8 EA	\$3,352.00	0.0 EA	\$0.00	0.0 EA	\$0.00
54	0	CHECK DEPTH OF WATER SERVICE	\$671.00	1 EA	\$671.00	0.0 EA	\$0.00	0.0 EA	\$0.00
55	0	RELOCATION OF WATER SERVICE	\$2,683.00	9 EA	\$24,147.00	0.0 EA	\$0.00	0.0 EA	\$0.00
56	0	POLYSTYRENE INSULATION, 2 IN.	\$9.00	200 SF	\$1,800.00	0.0 SF	\$0.00	0.0 SF	\$0.00
57	0	VALVE BOX EXTENSION	\$417.00	4 EA	\$1,668.00	0.0 EA	\$0.00	0.0 EA	\$0.00
58	0	SANITARY MANHOLE, SW-301, 48 IN.	\$20,369.00	1 EA	\$20,369.00	0.0 EA	\$0.00	0.0 EA	\$0.00
59	0	STORM MANHOLE, SW-401, 48 IN. DIA.	\$15,850.00	1 EA	\$15,850.00	0.0 EA	\$0.00	0.0 EA	\$0.00
60	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$8,757.00	3 EA	\$26,271.00	0.0 EA	\$0.00	0.0 EA	\$0.00
61	0	STORM MANHOLE, SW-401, 84 IN. DIA.	\$15,858.00	1 EA	\$15,858.00	0.0 EA	\$0.00	0.0 EA	\$0.00
62	0	STORM MANHOLE, SW-406, MODIFIED	\$13,239.00	1 EA	\$13,239.00	0.0 EA	\$0.00	0.0 EA	\$0.00
63	0	INTAKE, SW-501	\$3,724.00	3 EA	\$11,172.00	0.0 EA	\$0.00	0.0 EA	\$0.00
64	0	INTAKE, SW-503	\$9,161.00	2 EA	\$18,322.00	0.0 EA	\$0.00	0.0 EA	\$0.00
65	0	INTAKE, SW-504 MODIFIED	\$9,451.00	4 EA	\$37,804.00	0.0 EA	\$0.00	0.0 EA	\$0.00
66	0	INTAKE, SW-505	\$6,478.00	10 EA	\$64,780.00	0.0 EA	\$0.00	0.0 EA	\$0.00
67	0	INTAKE, SW-506	\$11,344.00	3 EA	\$34,032.00	0.0 EA	\$0.00	0.0 EA	\$0.00
68	0	INTAKE, SW-545	\$19,940.00	2 EA	\$39,880.00	0.0 EA	\$0.00	0.0 EA	\$0.00
69	0	DROP CONNECTION	\$6,168.00	1 EA	\$6,168.00	0.0 EA	\$0.00	0.0 EA	\$0.00
70	0	MANHOLE ADJUSTMENT, MINOR	\$4,148.00	11 EA	\$45,628.00	0.0 EA	\$0.00	0.0 EA	\$0.00
71	0	CONNECTION TO EXISTING MANHOLE	\$10,158.00	3 EA	\$30,474.00	0.0 EA	\$0.00	2.0 EA	\$20,316.00
72	0	REMOVE MANHOLE	\$1,442.00	5 EA	\$7,210.00	0.0 EA	\$0.00	0.0 EA	\$0.00
73	0	REMOVE INTAKE	\$1,414.00	14 EA	\$19,796.00	0.0 EA	\$0.00	0.0 EA	\$0.00
74	0	REMOVAL OF SIDEWALK	\$13.50	602 SY	\$8,127.00	116.0 SY	\$1,566.00	116.0 SY	\$1,566.00
75	0	REMOVAL OF DRIVEWAY	\$12.50	1580 SY	\$19,750.00	178.0 SY	\$2,225.00	468.0 SY	\$5,850.00
76	0	SIDEWALK, PCC, 4 IN.	\$40.00	615 SY	\$24,600.00	0.0 SY	\$0.00	0.0 SY	\$0.00
77	0	SIDEWALK, PCC, 6 IN.	\$60.00	31 SY	\$1,860.00	0.0 SY	\$0.00	0.0 SY	\$0.00
78	0	DETECTABLE WARNING	\$40.00	48 SF	\$1,920.00	0.0 SF	\$0.00	0.0 SF	\$0.00
79	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	1805 SY	\$90,250.00	0.0 SY	\$0.00	0.0 SY	\$0.00
80	0	PAVEMENT REMOVAL	\$9.50	8359 SY	\$79,410.50	1,155.0 SY	\$10,972.50	2,666.6 SY	\$25,332.70
81	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 EA	\$15,000.00	0.6 EA	\$9,000.00	0.7 EA	\$10,500.00
82	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.5 AC	\$12,000.00	0.0 AC	\$0.00	0.0 AC	\$0.00
83	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.0 MGAL	\$0.00
84	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.0 LS	\$1,250.00
85	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.0 LS	\$0.00	0.1 LS	\$350.00
86	0	FILTER SOCK, 9 IN.	\$3.00	7150 LF	\$21,450.00	0.0 LF	\$0.00	0.0 LF	\$0.00
87	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.5 AC	\$2,250.00	0.0 AC	\$0.00	0.0 AC	\$0.00
88	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	41 EA	\$8,200.00	5.0 EA	\$1,000.00	5.0 EA	\$1,000.00
89	0	MOBILIZATION	\$230,000.00	1 LS	\$230,000.00	0.3 LS	\$57,500.00	0.5 LS	\$115,000.00
90	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$300.00	0.1 LS	\$600.00
91	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$300.00	0.1 LS	\$600.00
92	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.1 LS	\$1,500.00	0.2 LS	\$3,000.00
93	0	CURBIDE MAILBOX	\$419.80	24 EA	\$10,075.20	0.0 EA	\$0.00	0.0 EA	\$0.00

Partial Pay Estimate No.:

2

City of Windsor Heights
 2020 Street Improvements
 Windsor Heights, IA
 BMI PROJECT NO. A13.118668
 WORK COMPLETED THROUGH DATE JUNE 2, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
94	0	TREE PROTECTION FENCE	\$4.50	500 LF	\$2,250.00	42.0 LF	\$189.00	42.0 LF	\$189.00
95	0	LANDSCAPE TIMBERS	\$41.25	70 SF	\$2,887.50	0.0 SF	\$0.00	0.0 SF	\$0.00
96	0	FOUNDATION ROCK	\$75.00	50 TON	\$3,750.00	0.0 TON	\$0.00	0.0 TON	\$0.00
97	0	MANUFACTURED SAND	\$60.00	100 TON	\$6,000.00	0.0 TON	\$0.00	0.0 TON	\$0.00
98	0	PAVEMENT, PCC, 7 IN.	\$54.50	8732 SY	\$475,894.00	0.0 SY	\$0.00	0.0 SY	\$0.00
99	0	CONCRETE WASHOUT	\$4,000.00	1 LS	\$4,000.00	0.0 LS	\$0.00	0.0 LS	\$0.00
TOTAL AMOUNT:					\$2,634,369.85		\$146,299.50		\$319,602.58



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 2 - College Drive Improvements

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Signed Pay App College

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
City of Windsor Heights		CONTRACTOR (1)
College Drive Improvements		OWNER (1)
Windsor Heights, IA		ENGINEER (1)
BMI PROJECT NO.A13.118668		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$1,984,249.70
TOTAL, COMPLETED WORK TO DATE		\$226,882.97
RETAINED PERCENTAGE (5%)		\$11,344.15
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$215,538.82
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$103,873.83
PAY CONTRACTOR AS ESTIMATE NO. 2		\$111,664.99

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Absolute Concrete Construction
1000 West 6th Avenue
Slater, IA 50244

By Eli Hartog Eli Hartog PM
Name Title

Date 06-04-20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By Justin Emond, PROJECT ENGINEER

Date 6-4-2020

APPROVED FOR PAYMENT:

OWNER:

By _____, _____, _____
Name Title Date

And _____, _____, _____
Name Title Date

Partial Pay Estimate No.:

2

City of Windsor Heights
 College Drive Improvements
 Windsor Heights, IA
 BMI PROJECT NO.A13.118668
 WORK COMPLETED THROUGH DATE JUNE 2, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
1	0	CLEARING AND GRUBBING	\$1,500.00	1	LS	\$1,500.00	1.0	LS	\$1,500.00	1.00	LS	\$1,500.00
2	0	TOPSOIL, ON-SITE	\$10.25	807	CY	\$8,271.75	0.0	CY	\$0.00	0.00	CY	\$0.00
3	0	EXCAVATION, CLASS 10	\$4.00	570	CY	\$2,280.00	0.0	CY	\$0.00	0.00	CY	\$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9430	SY	\$28,290.00	0.0	SY	\$0.00	0.00	SY	\$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4715	SY	\$10,608.75	0.0	SY	\$0.00	0.00	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9430	SY	\$84,870.00	0.0	SY	\$0.00	0.00	SY	\$0.00
7	0	SURFACE AGGREGATE	\$47.50	100	TON	\$4,750.00	0.0	TON	\$0.00	0.00	TON	\$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$106.00	200	CY	\$21,200.00	0.0	CY	\$0.00	0.00	CY	\$0.00
9	0	SANITARY SEWER GRAVITY MAIN, TRENCHED, SOLID WALL PVC SDR 26, 8 IN	\$280.00	44	LF	\$12,320.00	0.0	LF	\$0.00	0.00	LF	\$0.00
10	0	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 10	\$265.00	64	LF	\$16,960.00	42.6	LF	\$11,289.00	42.60	LF	\$11,289.00
11	0	SANITARY SEWER SERVICE RELOCATION	\$5,000.00	5	EA	\$25,000.00	1.0	EA	\$5,000.00	1.00	EA	\$5,000.00
12	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$5,000.00	1	EA	\$5,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
13	0	CONNECTION TO EXISTING SANITARY SEWER	\$775.00	9	EA	\$6,975.00	3.0	EA	\$2,325.00	5.00	EA	\$3,875.00
14	0	TELEWISE EXISTING SANITARY SEWER	\$6.00	175	LF	\$1,050.00	168.0	LF	\$1,008.00	168.00	LF	\$1,008.00
15	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$134.00	726	LF	\$97,284.00	0.0	LF	\$0.00	0.00	LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$180.00	83	LF	\$14,940.00	0.0	LF	\$0.00	0.00	LF	\$0.00
17	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$165.00	402	LF	\$66,330.00	0.0	LF	\$0.00	0.00	LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 42 IN.	\$220.00	284	LF	\$62,480.00	0.0	LF	\$0.00	108.00	LF	\$23,760.00
19	0	REMOVAL OF STORM SEWER	\$48.00	285	LF	\$13,680.00	0.0	LF	\$0.00	0.00	LF	\$0.00
20	0	TELEWISE EXISTING STORM SEWER	\$6.00	500	LF	\$3,000.00	235.8	LF	\$1,414.80	235.80	LF	\$1,414.80
21	0	PIPE APRON, RCP, 42 IN.	\$3,750.00	1	EA	\$3,750.00	1.0	EA	\$3,750.00	1.00	EA	\$3,750.00
22	0	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	\$1,800.00	1	EA	\$1,800.00	1.0	EA	\$1,800.00	1.00	EA	\$1,800.00
23	0	PIPE APRON GUARD	\$2,600.00	1	EA	\$2,600.00	0.0	EA	\$0.00	1.00	EA	\$2,600.00
24	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$21.00	2205	LF	\$46,305.00	0.0	LF	\$0.00	0.00	LF	\$0.00
25	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$18.00	75	LF	\$1,350.00	0.0	LF	\$0.00	0.00	LF	\$0.00
26	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$850.00	9	EA	\$7,650.00	0.0	EA	\$0.00	0.00	EA	\$0.00
27	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$350.00	9	EA	\$3,150.00	0.0	EA	\$0.00	0.00	EA	\$0.00
28	0	CONNECTION TO SUBDRAIN PIPE	\$350.00	5	EA	\$1,750.00	0.0	EA	\$0.00	0.00	EA	\$0.00
29	0	SPOT REPAIRS BY PIPE REPLACEMENT, 10", SDR 26	\$530.00	20	LF	\$10,600.00	0.0	LF	\$0.00	24.33	LF	\$12,894.90
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$67.00	734	LF	\$49,178.00	0.0	LF	\$0.00	0.00	LF	\$0.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$77.00	84	LF	\$6,468.00	0.0	LF	\$0.00	0.00	LF	\$0.00
32	0	12" C900 PVC CASING PIPE	\$430.00	20	LF	\$8,600.00	0.0	LF	\$0.00	0.00	LF	\$0.00
33	0	FITTING, 6" BEND	\$600.00	8	EA	\$4,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
34	0	FITTING, 8" BEND	\$650.00	1	EA	\$650.00	0.0	EA	\$0.00	0.00	EA	\$0.00
35	0	FITTING, 8" X 6" REDUCER	\$600.00	1	EA	\$600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
36	0	FITTING, 6" SOLID SLEEVE	\$600.00	2	EA	\$1,200.00	0.0	EA	\$0.00	0.00	EA	\$0.00
37	0	FITTING, 8" SOLID SLEEVE	\$655.00	2	EA	\$1,310.00	0.0	EA	\$0.00	0.00	EA	\$0.00
38	0	FITTING, 6" X 6" TEE	\$900.00	2	EA	\$1,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
39	0	FITTING, 8" X 6" TEE	\$950.00	2	EA	\$1,900.00	0.0	EA	\$0.00	0.00	EA	\$0.00
40	0	FITTING, 8" X 8" TEE	\$1,000.00	1	EA	\$1,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
41	0	FITTING, 6" CAP/PLUG	\$750.00	4	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
42	0	FITTING, 6" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,500.00	3	EA	\$7,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
43	0	FITTING, 8" CAP/PLUG	\$800.00	2	EA	\$1,600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
44	0	6" VALVE	\$2,000.00	3	EA	\$6,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00

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45	0	8" VALVE	\$2,500.00	2	EA	\$5,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
46	0	HYDRANT ASSEMBLY	\$5,700.00	4	EA	\$22,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$2,000.00	1	EA	\$2,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,200.00	9	EA	\$28,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
49	0	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	\$1,800.00	1	EA	\$1,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
50	0	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	\$10,500.00	5	EA	\$52,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,000.00	6	EA	\$48,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
52	0	RELOCATE WATER SERVICE STOP BOX	\$2,000.00	1	EA	\$2,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
53	0	NEW STOP BOX HOUSING	\$450.00	9	EA	\$4,050.00	0.0	EA	\$0.00	0.00	EA	\$0.00
54	0	NEW STOP BOX ROD	\$450.00	9	EA	\$4,050.00	0.0	EA	\$0.00	0.00	EA	\$0.00
55	0	CHECK DEPTH OF WATER SERVICE	\$450.00	1	EA	\$450.00	0.0	EA	\$0.00	0.00	EA	\$0.00
56	0	RELOCATION OF WATER SERVICE	\$3,500.00	1	EA	\$3,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
57	0	LOWER WATER SERVICE	\$3,000.00	1	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
58	0	LOWER WATER SERVICE WITH COPPER	\$3,000.00	1	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
59	0	POLYSTYRENE INSULATION, 2 IN.	\$3.80	50	SF	\$190.00	0.0	SF	\$0.00	0.00	SF	\$0.00
60	0	VALVE BOX EXTENSION	\$550.00	16	EA	\$8,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
61	0	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	\$9,500.00	1	EA	\$9,500.00	1.0	EA	\$9,500.00	1.00	EA	\$9,500.00
62	0	SANITARY MANHOLE, SW-301, 48 IN. (>10 FT DEEP)	\$15,800.00	1	EA	\$15,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
63	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$9,800.00	1	EA	\$9,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
64	0	STORM MANHOLE, SW-401, 96 IN. DIA.	\$20,000.00	2	EA	\$40,000.00	0.0	EA	\$0.00	2.00	EA	\$40,000.00
65	0	INTAKE, SW-501	\$3,700.00	7	EA	\$25,900.00	0.0	EA	\$0.00	0.00	EA	\$0.00
66	0	INTAKE, SW-505	\$5,200.00	6	EA	\$31,200.00	0.0	EA	\$0.00	0.00	EA	\$0.00
67	0	INTAKE, SW-506	\$9,800.00	2	EA	\$19,600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
68	0	INTAKE, SW-507	\$7,000.00	2	EA	\$14,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
69	0	INTAKE, SW-509	\$7,200.00	1	EA	\$7,200.00	0.0	EA	\$0.00	0.00	EA	\$0.00
70	0	INTAKE, SW-541	\$6,000.00	1	EA	\$6,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
71	0	MANHOLE ADJUSTMENT, MINOR	\$2,800.00	8	EA	\$22,400.00	0.0	EA	\$0.00	0.00	EA	\$0.00
72	0	CONNECTION TO EXISTING MANHOLE	\$7,500.00	1	EA	\$7,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
73	0	REMOVE MANHOLE	\$1,300.00	2	EA	\$2,600.00	1.0	EA	\$1,300.00	1.00	EA	\$1,300.00
74	0	REMOVE INTAKE	\$850.00	5	EA	\$4,250.00	0.0	EA	\$0.00	0.00	EA	\$0.00
75	0	REMOVAL OF SIDEWALK	\$14.00	941	SY	\$13,174.00	231.0	SY	\$3,234.00	231.00	SY	\$3,234.00
76	0	REMOVAL OF DRIVEWAY	\$12.50	900	SY	\$11,250.00	232.0	SY	\$2,900.00	232.00	SY	\$2,900.00
77	0	SIDEWALK, PCC, 4 IN.	\$40.00	1162	SY	\$46,480.00	0.0	SY	\$0.00	0.00	SY	\$0.00
78	0	SIDEWALK, PCC, 6 IN.	\$60.00	94	SY	\$5,640.00	0.0	SY	\$0.00	0.00	SY	\$0.00
79	0	DETECTABLE WARNING	\$42.00	216	SF	\$9,072.00	0.0	SF	\$0.00	0.00	SF	\$0.00
80	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	895	SY	\$44,750.00	0.0	SY	\$0.00	0.00	SY	\$0.00
81	0	PAVEMENT REMOVAL	\$9.50	7905	SY	\$75,097.50	1826.0	SY	\$17,347.00	1,826.00	SY	\$17,347.00
82	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$325.00	8	STA	\$2,600.00	0.0	STA	\$0.00	0.00	STA	\$0.00
83	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$1,300.00	5	STA	\$6,500.00	0.0	STA	\$0.00	0.00	STA	\$0.00
84	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1	LF	\$15,000.00	0.6	LF	\$9,000.00	0.60	LF	\$9,000.00
85	0	SALVAGE AND REINSTALL SIGN	\$250.00	14	EA	\$3,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
86	0	TYPE A SIGN, SHEET ALUMINUM	\$150.00	4	EA	\$600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
87	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.1	AC	\$8,800.00	0.0	AC	\$0.00	0.00	AC	\$0.00
88	0	WATERING	\$60.00	0.4	MGAL	\$24.00	0.0	MGAL	\$0.00	0.00	MGAL	\$0.00
89	0	SWPPP PREPARATION	\$1,250.00	1	LS	\$1,250.00	1.0	LS	\$1,250.00	1.00	LS	\$1,250.00
90	0	SWPPP MANAGEMENT	\$3,500.00	1	LS	\$3,500.00	0.0	LS	\$0.00	0.10	LS	\$350.00
91	0	FILTER SOCK, 9 IN.	\$3.00	6250	LF	\$18,750.00	0.0	LF	\$0.00	0.00	LF	\$0.00
92	0	TEMPORARY RECP, 3A	\$5.00	100	SY	\$500.00	0.0	SY	\$0.00	0.00	SY	\$0.00

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93	0	RIP RAP, CLASS 'E' REVETMENT	\$72.00	65 TON	\$4,680.00	0.0 TON	\$0.00	52.60 TON	\$3,787.20
94	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.1 AC	\$1,650.00	0.0 AC	\$0.00	0.00 AC	\$0.00
95	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	21 EA	\$4,200.00	4.0 EA	\$800.00	4.00 EA	\$800.00
96	0	REMOVAL OF FENCE	\$40.00	10 LF	\$400.00	4.0 LF	\$160.00	4.00 LF	\$160.00
97	0	MOBILIZATION	\$128,000.00	1 LS	\$128,000.00	0.3 LS	\$32,000.00	0.50 LS	\$64,000.00
98	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$300.00	0.10 LS	\$600.00
99	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$300.00	0.10 LS	\$600.00
100	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.1 LS	\$1,500.00	0.10 LS	\$1,500.00
101	0	CURBIDE MAILBOX	\$418.90	15 EA	\$6,283.50	0.0 EA	\$0.00	0.00 EA	\$0.00
102	0	TREE TRUNK PROTECTION	\$450.00	3 EA	\$1,350.00	0.0 EA	\$0.00	0.00 EA	\$0.00
103	0	TREE PROTECTION FENCE	\$4.50	300 LF	\$1,350.00	50.0 LF	\$225.00	50.00 LF	\$225.00
104	0	FOUNDATION ROCK	\$63.00	50 TON	\$3,150.00	0.0 TON	\$0.00	0.00 TON	\$0.00
105	0	MANUFACTURED SAND	\$54.00	50 TON	\$2,700.00	0.0 TON	\$0.00	0.00 TON	\$0.00
A-1	0	PAVEMENT, PCC, 7 IN.	\$54.50	8295 SY	\$452,077.50	0.0 SY	\$0.00	0.00 SY	\$0.00
A-2	0	CONCRETE WASHOUT	\$3,500.00	1 LS	\$3,500.00	0.0 LS	\$0.00	0.00 LS	\$0.00
CO 001	0	CHANGE ORDER 001	\$14,380.70	1 LS	\$14,380.70	0.1 LS	\$1,438.07	0.10 LS	\$1,438.07
TOTAL AMOUNT:					\$1,984,249.70		\$109,340.87		\$226,882.97



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-84 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 20-05 - An Ordinance Amending Chapter 30 of the Windsor Heights Code of Ordinances Adding New Section 30.11 - Unbiased Policing Policy

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-84 - Ordinance No. 20-05 Unbiased policing policy

RESOLUTION No. 2020-84

A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR ORDINANCE NO. 2020-05 - AN ORDINANCE AMENDING CHAPTER 30 OF THE WINDSOR HEIGHTS CODE OF ORDINANCES ADDING NEW SECTION 30.11 - UNBIASED POLICING POLICY.

WHEREAS, the City of Windsor Heights and the Windsor Heights Police Department are committed to fair, professional and equitable treatment of all residents, visitors and business partners in the City of Windsor Heights; and

WHEREAS, the City of Windsor Heights and the Windsor Heights Police Department desires to assure law enforcement activities are completed without bias based on individual characteristics of any individual; and

WHEREAS, the City of Windsor Heights and the Windsor Heights Police Department wish to have City Code support the commitment to unbiased based policing in Windsor Heights; and

WHEREAS, The Code of Iowa required cities to hold a public hearing on proposed ordinances; and

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

Section 1. This Council will meet via Zoom, Windsor Heights, Iowa, on the 6th day of July, 2020, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Ordinance No. 20-05 Chapter 30, section 30.11, of the Windsor Heights Code of Ordinances Relating to the addition of an “Unbiased Policing Policy”.

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

PASSED and approved this 15th day of June, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

ITEM # _____
DATE: June 15, 2020

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER SETTING PUBLIC HEARING FOR AMENDMENT TO CITY CODE CHAPTER 30 TO ADD NEW SECTION 30.11 RELATED TO UNBIASED POLICING POLICY.

HISTORY:

The Windsor Heights Police Department policy manual contains an internal department policy prohibiting biased based policing practices. This policy is in line with local, State, and Federal laws and the policy is part of the current Iowa Communities Assurance Pool (ICAP) grant review in which the Police Department is participating.

Based on recent events throughout the United States, not just locally but nationally, many communities are adding City Ordinances related to unbiased policing policies as a secondary layer of ensuring law enforcement functions in each community are being carried out in an equitable, professional, and unbiased manner. This ordinance seeks to reinforce the City’s commitment to unbiased based policing policies and instill such commitment within City Code.

As such, a recommendation to amend City Code Chapter 30 by adding section “30.11, Unbiased Policing Policy” is being made to Council. The specific wording for the additional section is outlined on the attached document.

ORDINANCE NO. 30.11

AN ORDINANCE to amend the Municipal Code of the City of Windsor Heights, Iowa, as heretofore amended, by adding Chapter 30, Section 30.11, regarding unbiased policing policy.

Be It Ordained by the City Council of the Windsor Heights, Iowa:

Section 1. That the Municipal Code of the City of Windsor Heights, Iowa, is hereby amended by adding Chapter 30, Section 30.11, regarding unbiased policing policy, as follows:

SECTION 30.11. Unbiased Policing Policy

30.11a. Policy Statement.

30.11b. Definitions.

30.11c. Procedures.

30.11d. Complaints &

Compliance.

30.11e. Training.

30.11f. Annual Review.

SECTION 30.11. UNBIASED POLICING POLICY

Sec. 30.11a. Policy Statement.

The Windsor Heights Police Department shall be committed to the unbiased, equitable treatment of all. Department employees shall treat all in a fair, impartial and objective manner, in accordance with law, and without consideration of their individual demographics as defined in this policy.

Sec. 30.11b. Definitions.

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

Biased Policing means discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality of employees toward classes of individuals or persons based on individual demographics.

Fair and Impartial Treatment means the belief that persons, irrespective of individual demographics, shall be treated in the same basic manner under the same or similar circumstances. Reasonable concessions and accommodations may be made, when dealing with individuals with physical or mental disabilities, injury, illness, or similar conditions, or when information about them necessitates different treatment.

Individual Demographics means personal characteristics to include, but not limited to: race, ethnicity, national origin, religion, age, gender, gender identity/ expression, sexual orientation, socioeconomic status, disability, immigration status, housing status, occupation, language fluency, cultural group, political status or any other identifiable characteristics.

Police Services means actions and activities that contribute to the overall well-being and safety of the public. These tasks include but are not limited to: crime prevention and investigation, preventive patrol, traffic control, traffic accidents, medical emergencies and lifesaving services, assistance at fire scenes, public information and education.

Racial Profiling means a law enforcement action where a motivating factor of the action taken is based on an individual's race, color, ethnicity, religion or national origin rather than on the individual's behavior or on information of the type and kind customarily and reasonably relied upon in identifying the individual as having engaged in prohibited activity. Racial profiling pertains to persons who are viewed as suspects or potential suspects of prohibited activity.

Sec. 30.11c. Procedures.

(a) Fair & Impartial Treatment

(1) Biased policing is prohibited both in enforcement of the law and the delivery of police services by any employee.

(2) Racial Profiling is prohibited both in enforcement of the law and the delivery of police services by any employee.

(3) Employees shall exercise their authority, take equivalent enforcement actions and provide equal services to all persons in the same or similar circumstances.

(4) Employees shall not consider individual demographics when performing law enforcement duties or delivering police services except when such characteristics are part of a specific subject description.

(5) Employees shall not intentionally use any terms, language or remarks that are commonly viewed by society as derogatory, tend to belittle, show contempt for or defame any individual demographic, except when necessary for the preparation of official reports or testimony.

(6) Employees must be able to articulate reasonable suspicion or probable cause supporting any police action.

Sec. 30.11d. Complaints & Compliance.

(a) Anyone may file a complaint if they feel they had an encounter of biased policing or racial profiling. No person shall be discouraged, intimidated or coerced from filing such a complaint, nor shall they be discriminated against because they have filed a complaint of this nature.

(1) Employees who witness or who are aware of instances of biased policing or racial profiling shall report the incident to a supervisor. Also, where appropriate, employees are encouraged to intervene at the time the biased policing or racial profiling incident occurs.

(b) Supervisors will ensure the working environment is free of bias and free of racial profiling. This may include periodic inspections of body and in-car audio/video systems, reports and field inspections during police/citizen interactions. Supervisors will:

(1) Take the appropriate action when a violation of this policy occurs.

(2) Ensure that there is no retaliation for individuals reporting such violations.

(c) All complaints of biased policing or racial profiling shall be directed to the Support Services Division Commander for investigation. The Support Services Commander will immediately notify the Chief of Police of any such complaint and shall regularly update the Chief of Police on the status of the investigation.

(1) The Support Services Division Commander will ensure a thorough investigation is completed, consistent with the established complaint process, for review by the Chief of Police.

(2) If the complaint is substantiated, the department will take appropriate measures commensurate to the severity of the substantiated complaint.

(3) The Support Services Division Commander shall maintain data relating specifically to complaints of biased policing and racial profiling. Information shall be provided to the Chief of Police or designated authority in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions to prevent biased policing and racial profiling.

Sec. 30.11e. Training.

All employees will receive training and guidance in regard to unbiased policing and prohibited racial profiling while conducting law enforcement activities, which training may include, but is not limited to: training on subjects related to police ethics, cultural diversity, police-citizen interaction, standards of conduct, conducting motor vehicle stops, implicit bias, and related topics suitable for preventing incidents of biased policing and racial profiling.

Sec. 30.11f. Annual Review.

This topic and policy under this Article will be reviewed annually and the City Administrator shall certify such review to the City Council no later than the first day of the fiscal year.

Section 2. Any penalty for violation of this new Section 30.11 related to any employee not acting in conformity therewith shall be limited to that provided under state or federal law, which violation may include serving as cause for discipline up to and including termination from employment as consistent with federal and state law requirements including Iowa Code Chapter 20 as applicable. The limitation related to violations of this new Section 30.11 related to employee violations of Section 30.11 is not intended to expand or limit any other remedy or cause of action available under state or federal law, nor to expand or restrict the time for seeking such remedy or cause of action and shall not be construed as doing so. Any such complaint may also be referred to the Iowa Civil Rights Commission for investigation and resolution. The declaration of the prohibitions set forth in this Section shall not create any new or separate legal rights or claims by or on behalf of any third party and shall not be construed as a waiver, modification, or alteration of any available defense or governmental immunity of the city under federal or state law.

Section 3. This ordinance shall be in full force and effect from and after its passage and publication as provided by law.



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-85 - A Resolution Approving City of Windsor Heights Participation in the Greater Des Moines Partnership Small Business Recovery Grant Program

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-85 A Resolution Approving Participation in the Greater Des Moines Partnership Small Business Recovery Grant Program

RESOLUTION No. 2020-85

A RESOLUTION APPROVING CITY OF WINDSOR HEIGHTS PARTICIPATION IN THE GREATER DES MOINES PARTNERSHIP SMALL BUSINESS RECOVERY GRANT PROGRAM

WHEREAS, the COVID-19 pandemic has significantly disrupted economic activity throughout the world, AND,

WHEREAS, many small businesses are experiencing unprecedented and unexpected reductions in their sales volume, AND,

WHEREAS, the Greater Des Moines Partnership and Polk County have established a Small Business Recovery Grant program and have requested participation in this program from metro area cities, AND,

WHEREAS, the Windsor Heights City Council supports City participation in this effort,

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 15th day of June, 2020 that it hereby approves City participation in the Small Business Recovery Grant program and allocates \$28,625 of City funds for this effort.

BE IT FURTHER RESOLVED that the total funding, which includes the amounts provided by the Greater Des Moines Partnership, Polk County and the City of Windsor Heights, for the following businesses is hereby approved;

Donna Bella Shreds	1251 73rd St.	\$5,000
Puerto Rico Restaurant	6611 University Ave.	\$5,000
The Studio in Windsor Heights	6571 University Ave.	\$2,000
Premium Solutions	6735 University Ave.	\$5,000
Get FIT DSM	7108 University Ave.	\$5,000

Passed and Approved this 15th Day of June, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-86 - A Resolution Establishing Wages

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-86 - A Resolution Establishing Wages

RESOLUTION 2020-86

A RESOLUTION ESTABLISHING WAGES FOR THE POSITIONS LISTED

WHEREAS, The next City of Windsor Heights fiscal year begins July 1, 2020, AND,

WHEREAS, The previous wage study and wage matrix for non-represented employees expires June 30, 2020, AND,

WHEREAS, It would be desirable to establish new wages for non-represented positions prior to the beginning of the next fiscal year,

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 15th day of June, 2020, that the following wage amounts are designated for FY21 for the positions listed below, AND,

BE IT FURTHER RESOLVED that wages for the remaining non-represented positions will be addressed in a Resolution to be considered at the June 22 City Council meeting.

<u>POSITION</u>	<u>FY20 WAGE</u>	<u>% CHANGE</u>	<u>FY21 WAGE</u>
Public Safety Chief	\$92,437	+4%	\$96,134
Police Captain	\$91,901	+2.5%	\$93,173
Pub. Works Director	\$72,439	+5%	\$75,966
Pub. Works Superint.	\$65,693	+2.5%	\$67,335
Finance Director	\$80,000	+2.5%	\$82,000
City Clerk	\$78,732	-10%	\$70,859
Comm./Rec. Coord.	\$45,011	+2.5%	\$46,136

Passed and Approved this 15th Day of June, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Interim City Administrator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
June 15, 2020

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 May PS Monthly Report



Windsor Heights Public Safety

POLICE ♦ FIRE ♦ EMS

Monthly Report



To: Interim City Administrator Mark Arentsen

From: Public Safety Director Chad McCluskey

Date: June 5, 2020

RE: May, 2020 Public Safety Monthly Report

MAJOR WORK AREAS:

- During the month of June, officers will focus extra patrol in the northwest area of the city after one resident reported an attempted car burglary in this area and others had signs stolen from their yard.
- Officers will focus on more community interaction with more people out and about on foot and bicycles with the warmer weather, and in light of the current state of affairs. Officers are all encouraged to stress our motto of education before enforcement, and work on strengthening police and public relations.
- Officers will be directing extra attention toward several businesses either still closed, or on limited hours, due to COVID-19 and public demonstrations.
- Officers will direct education and enforcement efforts toward speeding along 63rd Street after a resident called and requested extra watch in the area. The new radar sign has also been recently placed on 63rd at College to educate and slow drivers.
- Officers will direct educational and enforcement efforts toward the 1300 block of 73rd street after a resident requested extra watch in this area during early morning commute and night hours.
- Support Services will continue to monitor the fleet procurement process and update vendors as appropriate for scheduling services. The fleet vehicle ordered in December has been delayed due to the Covid-19 virus and we are hoping to have updates on the timeline to take delivery of the vehicle in June.
- Investigation will work on a child pornography case received through our national cooperation with the National Center for Missing and Exploited Children, as well as the Iowa Internet Crimes Against Children Task Force.

- Evidence and Property Management will identify and issue return to owner letters for property associated with cases that are exceeding the statute of limitations.
- Evidence and Property Management will create a destruction list of property and facilitate the destruction and documentation of the items identified.
- Investigations will author and execute a search warrant on a device(s) recovered from a Burglary incident within the city. The victim's home was forcefully entered and she was pinned down by a lethal cutting instrument.
- Monthly Fire and EMS training will resume in May. Training has been postponed since the middle of March due to the Covid-19 virus. As things start to open back up, we will get back to a normal training routine.
- Fire Department teams will assist with a FAST Tower clean-up day, along with other metro departments. We all experience great benefit from the use of the FAST Tower and it is important for us to be involved in the maintenance, upkeep, and clean-up of the facility.
- The Fire Department continues to support various requests for apparatus drive-by activity in relation to birthday parties for local youth. This project has been a huge hit with our local youth and we enjoy being a part of bringing a smile to those young faces.

ACCOMPLISHMENTS:

- During the month of May, officers focused speed enforcement toward the neighborhood around 70th and Washington Avenue to address speeding complaints by residents. Officers conducted at least 600 minutes toward this goal and were able to educate and advise over four drivers, issue 2 speeding citations, and had 1 arrest for driving while suspended. In addition, the radar sign was placed along 70th for a couple of weeks and we received numerous positive comments from those in the area about the new sign.
- Officers monitored the 2200 block of 70th street as the department had received complaints of speeding in this area. Officers spent approximately 120 minutes on this goal and no excessive speeds were noted.
- Officers directed enforcement in and around the bike trail where recent vandalism had occurred. Officers spent over 120 minutes on this goal and nothing suspicious was noted and no additional reports of vandalism were received.
- Officers directed enforcement toward stop light/sign enforcement throughout the city. Often times, accidents are caused by someone who fails to stop for a sign/light. Approximately 90 minutes were dedicated toward this goal and no violations were observed.

- Officers directed patrol toward the area of 68th and Timmons Drive. A complaint received indicated children playing in the area and drivers were operating their vehicles in a careless manner. Officers spent over 30 minutes on this goal and spoke with the two young juveniles about bicycle safety and the dangers of being on the street. The young juveniles live on 68th Street and ride their bicycles down the block to an address on Northwest drive to visit a friend often.
- Officers gave focus to the 1900 block of 78th Street in regards to speeding complaints. Officers expended over 65 minutes in the area, finding no violations.
- Officers monitored Post Office Vans after we took the report of catalytic converters stolen from some vehicles during the month of May.
- Officer Irlbeck was dispatched to Wal-Mart on a child in need of assistance. The caller reported that a vehicle parked in the fire lane had children inside and smelled of marijuana. Officer Irlbeck arrived and investigated finding no children inside of the vehicle but there were two adults, one of which was in possession of marijuana. The driver of the vehicle was cited and released on possession of marijuana.
- Officers Irlbeck and Bowers responded to a call of a burglary that had just occurred while the resident was there. Throughout the investigation, it was learned the resident had responded to a Craigslist add for a sexual encounter. The male and female suspects had come and left the residence but returned and forced entry through the front door and assault the female inside. Officers identified the suspect and requested warrants for his arrest on charges to include; Burglary 1st and Robbery 1st.
- Officer Roetman took a report of a juvenile who had run away from home and their location was unknown. Officer Roetman worked on this case over the course of multiple shifts until the juvenile was safely taken home.
- Officer Clingan was called to a stalled vehicle in the area of 63rd/Hickman Road during the overnight hours. Urbandale Firefighters were on scene and notified Officer Clingan that they believed the driver of the vehicle was intoxicated. Officer Clingan talked with the suspect who had a hard time sitting up straight due to his level of intoxication. The driver was unable to complete field sobriety testing and refused to give a breath sample. The driver was arrested and taken to Polk county Jail on the charge of OWI 1st.
- Officer Palmer stopped a vehicle after finding that the vehicle's license plate did not match the vehicle. During the stop, the driver provided false identification and fraudulent registration information. The driver also had two warrants out for his arrest. The driver was transported to Polk County Jail on the warrants and charges.
- Officer Davison was called to a local department store where a female was beating on a white truck. Upon arrival the female fled on foot and Officer Davison was able to apprehend her. Officer Davison learned that the female was intoxicated and she was transported to Polk County Jail.

- During the last two days of May, civil unrest came to the Des Moines area in light of an incident in Minneapolis, Minnesota where George Floyd was killed by actions of police officers in Minneapolis. The Windsor Heights Police Department assisted our metro partners by providing support to their operations, including Chief McCluskey assisting Des Moines police leadership with command of the incidents, dedicating officers to assist with rioting downtown and at the Merle Hay Mall, and by providing additional security for sites in Windsor Heights which could be targeted by the rioters/looters. Fortunately, all sites in Windsor Heights were protected and did not experience the damage and looting seen at the Merle Hay Mall and downtown.
- Support Services received information the manufacturing process resumed in May for Chrysler-Fiat Corporation and the department's vehicle should be built in mid-June. We are awaiting a delivery date and equipment installation date.
- Investigators did post-arrest investigation on an individual who attempted to elude officers after performing a retail theft from a business. This case has been linked to another jurisdiction's case in which multiple items were stolen over the course of a month. Search warrants were executed as part of this investigation, however no additional charges were warranted. This individual was arrested for theft and possession of stolen property.
- Investigators identified the individuals who stole a victim's wallet out of her purse while she was shopping at a local merchant. The individual(s) in this case attempted to minimize their role by returning some of the property but not returning the cash. These individuals have been referred to a warrant for a court appearance date.
- Detective Woods returned to work in a modified duty assignment and has begun evidence management roles and responsibilities following shoulder surgery. She has received software, policy and workflow training to begin property management, organization and adjudication.
- Detective Nissen continued post arrest investigation regarding the drive-by shootings that occurred the first part of this year on Wilshire Blvd. The defendant in this case pleaded guilty to two C felonies (Intimidation with a Dangerous Weapon/Provoking Fear or Causing Injury) and two class D felonies (Going Armed with Intent). This was a 30-year sentence as a result of the two incidents that occurred in Windsor Heights.
- Paramedic/Firefighter Dumermuth, EMT/Firefighter Merseal, EMT/Firefighter Jessie Evans, and Paramedic/Firefighter Pemberton all participated in cleaning and repainting the front of the fire station apparatus bay doors and trim. The maintenance was much needed and the end result looks great!
- Paramedic/Firefighter Dumermuth, EMT/Firefighter Merseal, and EMT/Firefighter Jessie Evans recorded a YouTube video called, "What it is like to be a firefighter" for the Pre-Kindergarten classes at Clive Learning Academy. The children loved the video and several responded they wanted to be a firefighter (one a pirate firefighter) when they grow up!
- All radio "lapel mics" were replaced as part of a budgeted repair/replacement plan. Many of the microphones had cords stretched out or other issues. In addition, the new microphones have a larger button and are designed for firefighting operations.

- Paramedic/Firefighter Dumermuth, EMT/Firefighter Merseal, EMT/Firefighter Jessie Evans, Firefighter Thie and Ember sent a package of peanut butter and almond butter to the Upper Pine River Fire Protection District in Colorado. The Upper Pine River Fire Protection District collects the items for kids and families in need during the summer.
- Paramedic/Firefighter Dumermuth and EMT/Firefighter Merseal located a digital sign board in the basement. The sign board can be used to post digital messages for emergencies or special events. The pair repaired the sign board and made it deployment ready.
- Chief McCluskey and Paramedic/Firefighter Dumermuth, along with Interim City Administrator Mark Arentsen, met with SafeBuilding Iowa to start the transition process of SafeBuilding taking over rental inspections. The Fire Department will maintain responsibility for database management and program tracking, but SafeBuilding will be responsible for the actual inspections once the transition is complete.
- EMT/Firefighter Merseal graduated from Iowa State University with his Bachelor's Degree in Environmental Science with a minor in Sustainability. Merseal immediately put his knowledge to good use starting some plants in a planter behind the station. "House 55 Salsa" (trademark pending) is expected to roll out later in the summer and we are all looking forward to the fruits (and vegetables) of Merseal's labor!
- All Fire Department crews continued on-shift, in-house training throughout the month of May. With department wide training on hold, each shift took time to participate in zoom based webinars, in-house training exercises and online opportunities.
- Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Eslick were dispatched to an intoxicated male who was walking home and fell, striking his head on the concrete. The male had a laceration to his eyebrow and had excessive bleeding. The patient was transported to the hospital.
- Chief McCluskey, Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and Paramedic/Firefighter Harryman responded to a natural gas leak inside a commercial business on May 20, 2020. This same location had a similar incident about 6 months ago. EMT/Firefighter Evans identified the source as a faulty water heating unit and gave the property representative advice on correcting the issue.
- Paramedic/Firefighter Nekola, EMT/Firefighter Evans, and Paramedic/Firefighter Harryman responded to 6300 School for a fire alarm activation. Upon arrival, crews found the hallways full of smoke. Crews found a cooking issue had caused the smoke and crews evacuated the smoke from the building. The next day, Chief McCluskey responded to another fire alarm at the location while the on-duty crews were on a medical call. The second day, the alarm activation was found to be a system malfunction.
- Paramedic/Firefighter Nekola, EMT/Firefighter Brian Jones, and EMT/Firefighter Fleming responded to a suicidal subject who had been pulled back from jumping off the 73rd Street bridge along I-235 by patrol officers. The patient was transported to the hospital for evaluation.

- With the COVID-19 pandemic continuing, the Windsor Heights Firefighters Association (WHFFA) had to make the decision to postpone the annual Pancake Breakfast until August 29th with hopes things will be somewhat back to normal. We will still be doing door-to-door ticket sales for the pancake breakfast around the first week of August. These are trying and difficult times for all of us, but with the health and safety of the public and our firefighters, we decided it would be best to postpone the pancake breakfast.
- Paramedic/Firefighter Foreman and EMT/Firefighter B. Jones participated in a birthday party drive-by for a special needs individual during the month of May. This not only brought a smile to the face of the individual celebrating a birthday, but admittedly brought a smile to the face of the crew as well.
- During EMS week, local donors brought donations of food and refreshments to the station. Our crews greatly appreciate those donors thinking of them!

Windsor Heights Public Safety
Statistical Comparison

	Jan 18	Jan 19	Jan 20	Feb 18	Feb 20	Feb 19	Mar 18	Mar 19	Mar 20	Apr 18	Apr 19	Apr 20	May 18	May 19	May 20	Jun 18	Jun 19	Jul 18	JUL 19	AUG 18	AUG 19	SEP 18	SEP 19	OCT 18	OCT 19	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY 19	Change CY18 to CY19
PATROL																																
Calls for Service	721	804	724	625	613	804	737	1156	480	719	961	351	836	879	1050	838	1051	897	994	905	964	834	908	774	835	693	807	703	10247	10248	0.01%	
Incidents	143	108	127	81	102	107	112	128	52	104	117	73	117	138	164	104	128	144	127	122	119	111	100	138	90	116	99	98	1384	1431	3.40%	
Arrests	55	47	61	30	46	43	48	67	28	46	69	11	57	62	59	65	52	58	46	60	50	50	40	64	42	47	44	54	569	686	20.56%	
Total Number of Charges	117	68	90	53	106	62	100	120	70	81	110	22	121	107	122	80	80	91	89	93	86	77	69	103	56	66	78	66	1052	1043	-0.86%	
OWI Arrests	5	10	9	3	3	3	4	2	4	1	4	2	5	4	3	4	3	4	4	10	3	6	1	7	2	11	5	8	39	73	87.18%	
Criminal Complaints Filed	68	59	62	42	64	49	58	64	39	50	47	20	58	71	76	59	56	63	67	51	43	46	56	76	35	56	30	44	639	685	7.20%	
Felony Charges Filed	3	2	7	3	12	5	2	6	4	0	6	5	4	4	2	6	3	7	1	7	4	2	3	12	2	3	1	1	28	61	117.86%	
Field Interviews	2	1	0	3	0	1	0	1	0	2	0	0	2	1	0	0	0	2	2	2	2	0	0	1	0	0	0	1	13	10	-23.08%	
Supplemental Reports	22	37	45	35	42	32	36	41	28	30	47	16	28	39	44	31	23	41	36	51	26	38	29	42	15	50	31	36	355	485	36.62%	
Accidents	18	25	16	11	12	27	18	19	13	16	20	10	16	23	25	22	20	23	25	18	22	20	20	20	21	20	26	23	26	234	270	15.38%
Citations Issued	148	113	132	134	109	125	131	198	71	131	195	5	178	143	166	165	171	136	122	136	153	99	128	191	114	131	150	130	1726	1762	2.09%	
Written Warning Citations Issued	56	54	37	77	29	69	99	134	13	62	122	2	80	72	84	97	111	73	72	80	84	52	85	20	72	46	76	56	958	875	-8.66%	
INVESTIGATIONS																																
Cases Assigned by Month	8	3	4	5	1	4	2	4	3	6	12	2	5	8	4	2	5	4	5	4	5	8	6	14	2	3	10	3	63	69	9.52%	
Cases Open	35	6	2	37	2	3	34	3	2	30	5	1	33	6	36	5	31	2	27	5	27	5	12	8	9	10	17	5	328	63	-80.79%	
Cases Active by Month	2	1	1	5	0	1	2	1	0	4	3	0	3	6	3	0	3	1	4	2	4	4	1	8	1	2	5	0	37	29	-21.62%	
Cases Inactive	3	2	2	2	0	3	2	4	2	10	5	1	1	4	2	3	0	3	3	3	3	6	9	4	1	4	1	6	37	47	27.03%	
Cases Cleared by Arrest	7	0	2	0	1	4	1	0	0	0	4	0	1	0	0	0	0	3	0	3	0	3	2	0	2	0	3	2	20	17	-15.00%	
Cases Cleared Exceptional Clearance	0	1	1	0	2	1	0	1	1	1	0	1	0	0	0	0	0	1	0	3	0	0	2	1	0	0	2	1	5	9	80.00%	
Cases Unfounded	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	2	0	0	0	0	2	4	100.00%	
ATE Program																																
7100 University																																
Vehicle Count	293338	269690	155999	266744	208041	251727	310188	293265	199605	314431	311720	98695	341593	321018	352699	282977	333059	197909	336,568	208,498	341,614	174,861	323,385	213,449	301,476	187,419	306,763	228,798	3821858	2941331	-23.04%	
Citations Issued	749	581	56	506	56	417	739	635	99	941	622	55	983	667	1045	512	981	83	1057	103	501	83	994	106	759	82	791	65	10046	3956	-60.62%	
% of drivers Cited	0.26%	0.22%	0.04%	0.19%	0.03%	0.17%	0.24%	0.22%	0.05%	0.30%	0.20%	0.06%	0.29%	0.21%	0.30%	0.18%	0.29%	0.04%	0.31%	0.05%	0.15%	0.05%	0.31%	0.05%	0.25%	0.04%	0.26%	0.03%	0.26%	0.13%		
* Partial Month through 4/21 Only																																
6400 University																																
Vehicle Count	273621	297712	248215	270396	164771	274741	340226	308512	250288	326787	333029	137073	365103	351163	356498	293475	363002	254920	360126	243,289	365,746	270,786	346,752	271,166	320,821	241,065	324,504	255,971	4013582	3395829	-15.39%	
Citations Issued	1811	1109	188	1618	231	994	1808	1509	319	1891	1570	219	1837	1487	1797	1000	2040	123	1731	140	649	145	1,572	138	1444	141	1134	184	19332	8540	-55.82%	
% of drivers Cited	0.66%	0.37%	0.08%	0.60%	0.14%	0.36%	0.53%	0.49%	0.13%	0.58%	0.47%	0.16%	0.50%	0.42%	0.50%	0.34%	0.56%	0.05%	0.48%	0.06%	0.18%	0.05%	0.45%	0.05%	0.45%	0.06%	0.35%	0.07%	0.48%	0.25%		
* Partial Month through 4/21 Only																																
FIRE DEPARTMENT STATISTICS																																
Total Calls for Service:	62	55	63	49	59	43	60	64	49	49	48	51	53	48	47	45	46	45	47	49	49	57	48	70	42	58	42	63	594	645	100.00%	
Unclassified Incidents	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0.00%	
Fire Incidents	2	0	2	4	2	1	3	2	2	5	5	1	2	5	1	0	2	0	1	2	3	1	3	3	2	5	0	2	28	26	4.03%	
Rescue and EMS Incidents	41	41	35	29	45	33	43	44	36	33	28	43	39	28	28	33	34	33	21	24	32	32	35	43	32	35	28	35	395	409	63.41%	
Hazardous Conditions - No Fire	5	2	2	1	1	2	0	1	0	1	3	0	3	3	0	2	1	2	1	3	0	3	3	3	0	3	3	2	18	29	4.50%	
Service Calls	2	4	11	6	6	3	7	8	3	2	6	5	4	6	9	4	4	4	15	10	3	14	4	9	5	6	8	11	69	85	13.18%	
Good Intent Calls	8	5	6	5	3	3	5	3	3	7	2	1	1	2	5	3	2	3	5	6	5	4	1	6	3	6	1	6	48	49	7.60%	
False Alarm / False Call Incidents	4	3	7	4	2	1	6	4	1	3	1	4	3	4	4	3	2	3	4	3	6	2	2	6	0	3	2	7	34	43	6.67%	
911 Citizen Complaints	0	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	1	0	0	1	0	1	0	0	0	0	0	0	0	1	4	0.62%
Rental Inspections	17	19	48	13	14	4	11	17	3	8	10	0	8	14	2	5	28	5	14	2	6	2	5	14	5	4	7	16	6	105	135	28.57%
Commercial Inspections	12	1	1	6	1	13	6	13	0	0	10	0	15	2	0	0	3	0	4	0	0	0	0	0	0	0	0	0	0	39	46	17.95%
Commercial Re-Inspections	6	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	-100.00%	
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	-100.00%	



STAFF REPORT
CITY COUNCIL
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Works Director Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Public Works Staff Report - 15 June 2020

Public Works Staff Report for 18 May 2020 Council Meeting

Report covers 5/16/2020 – 6/10/2020

- Whitney is about 90% done with her soft roll out of the CivicRec platform that will take all rentals of the CEC to an online platform. We are working out some logistic issues surrounding deposits but plan to have this ironed out soon.
- There is a new duplex being constructed at the dead end of 64th Street, sort of near Peterson Painting. I have been working with the home builder and plumbing contractors to ensure that adequate sewer and water services can be provided to these residences.
- Spoke with RI Restaurant about the Parklet logistics and construction. Their contractor came and took a look at the unit to see what it would take to put it together.
- Worked with a resident that lives next to Sherwood Forest on some drainage concerns he had from the commercial property to the north. I put him in contact with the property owner and they are working on a resolution.
- The ROW and fiber permits continue to come in for review. This process is time consuming and there's not a lot to show for it. It needs to be done to make sure we are effectively managing our ROW and upholding our standards for construction on public property.
- Spoke with metro area Parks and Recreation Directors about their plans for reopening their parks, playgrounds, and recreational facilities. We opened up our facilities after council gave direction at the last meeting.
- We still have not received the amended 28E from the City of Des Moines for the salt storage facility in Grimes. There will be two separate 28E's that will need amended in order to keep the administration of this program in good order. These will be brought to the council for consideration as soon as I get them, hopefully at the July 6th Council meeting.
- Worked through some job description questions and made changes as requested.
- A portion of the traffic utility at the intersection of 63rd and Hickman was damaged by Des Moines Public Works crews when they were performing maintenance in the area. We got the signal repaired and all is in working order now.
- Provided comments and questions to BMI on the 73rd Street traffic study and had a phone call with them regarding the same. This is going to be finalized in the next week and will be distributed to the Council for review before it goes on an agenda for consideration. My goal is to have this on the 7/6 Council agenda so that we can provide BMI with direction on how to proceed with their design work.
- The picnic table that the Foundation donated was delivered on 6/9. Staff will be reaching out to the donors to see exactly where it is that they want to place it. We are going to install the table and make sure that it gets used and it is the location that they want before we install a concrete pad for it to sit on.
- I met with some representatives from the B Cycle group to explore some options for installation in Colby Park. I'm still working through a lot of things on this before it will be ready for a

discussion at the council. They are working on getting together a draft agreement, expectations for O&M, flood proof equipment questions, and funding breakdown. The Foundation has expressed support for this initiative. I will ask them to be a part of this process and it moves forward.

- I pulled stormwater rate information from each municipalities website. I also looked to see how they define an ERU and if they have different rate structures for residential and commercial properties. This was all part of the stormwater utility ordinance that is on the agenda for consideration for the next couple meetings.
- Our BMP Program has been pretty successful so far this year. There have been a total of 6 participants that have utilized the costshare so far. There is still funding left for this FY and there is \$10,000 budgeted for this program for FY21. I've had dozens of conversations with residents about this program so hopefully it gets used more in the fall.
- I worked through some more scenarios on the flood insurance with our provider. They provided some more quotes with variable deductible amounts. This will be an item of consideration at the Public Works Committee Meeting on 6/23.
- Had conversations with WDM PW about traffic signal operations in Windsor Heights. They are reviewing existing conditions at the intersection in question. We plan to talk again in the next couple weeks.
- We have done quite a bit of tree trimming around town this spring. The boom truck is at the shop getting it's annual inspection now and a tune up. We will be back at it when we get the equipment back.
- There have been several driveway and sewer line replacements over the last month that I've provided inspection on.
- Worked through some mail delivery issues with residents on the Allison Avenue project.
- Coordinated the spring clean up event, specifically for residents that live in areas that are currently under construction. We hauled all the trash down to the shop and ASI picked it up from there.
- I've had 6 or 7 nuisance tree complaints that I am working through. My preference is to proceed informally as long as the property owner is cooperating. These problems are very costly to resolve so formal nuisance abatement would be incredibly unpopular.
- We received an ICAP grant through the UWHSD for just shy of one thousand dollars to purchase safety equipment. We will be purchasing miscellaneous traffic controls, gloves, and safety glasses.

Project Updates

- University Avenue
 - I have been in pretty regular contact with Bankers Trust, HyVee, Kum and Go, and Colby Interests about this project. Everything seems to be going well with our commercial property owners. They know to call me directly if they have any questions.
 - Main line paving was completed on Phase 1A on 5/13.
 - The phase line for Phase 1B was extended to the east in order to get more work done. My three requirements for extending the phase line were that it not increase the project cost, that it doesn't extend the completion date, and it doesn't have an adverse impact on traffic. We are still working through the traffic controls at 70th Street. There will be less shifting around of traffic controls, which will end up saving the City approximately \$10,000.
 - We are waiting on utility relocation schedules from CenturyLink before work can proceed much farther. CenturyLink has had the plans for this project for almost a year. They also have been telling us since the preconstruction meeting for the project that a conflict resolution schedule would be given in 'the next couple days'. At the 6/12 construction meeting, I told CenturyLink that we could not afford to have the project stalled because of them and that if we did not have a detailed schedule by noon that we would proceed with notifying the Iowa Utilities Board that they were refusing to work in good faith.
- 2020 Streets Project (69th and Allison)
 - Allison Avenue
 - Work began a couple weeks ago and has been moving along well.
 - There were heavy rains the night of June 4th that caused large amounts of I/I in the sanitary sewer to back up into one house. The contractor cleaned the mess and handled the situation well.
 - There are a few weeks of work to be done before paving preparation can occur.
 - Crews encountered shallow natural gas services in the subgrade that will need to be lowered in order to continue with the project. The Contractor, BMI, and MidAm met on site on 6/10 to work through some options.
 - 69th St:
 - Utility pole relocations are nearly complete on the west side of the road. After the ISP's have relocated their services, the old poles can be dropped and storm sewer work can continue.
 - The first phase of the project is taking longer than anticipated due to exposure of an abandoned and unlocated gas main and utility pole relocations. Residents will be left a door hanger when there is information to share in regards to an updated schedule.
- College Drive Reconstruction
 - Storm sewer structures have been set for most of the stretches on phase 1.

- It is possible that phases 2 and 4 will occur simultaneously. This means that the far east and west ends of the street will be under construction at the same time. We are exploring this option because we want to get the project done as quickly as possible. Residents that live in between these two phases will have driveway access during the construction of these phases.
- There were heavy rains the night of June 4th that caused large amounts of I/I in the sanitary sewer to back up into several houses. The contractor cleaned the mess and handled the situation well. I followed up with residents that I know were affected and they are pleased with the response.

- 2020 PCC Patching Project:
 - We had the preconstruction meeting via Zoom on May 5th. The contractor will be mobilizing to Windsor Heights in the middle of June and expects the project to take a month to complete.

- 2020 North Walnut Creek Streambank Stabilization
 - Dave's Dozing and Excavating was the only bidder for this project at \$76,700.
 - Work will begin in mid to late June. The completion date for this project is August 1st.
 - NRCS has not given notification of award of the additional funds that I requested approximately one month ago. It sometimes takes 6-8 weeks to hear back from their national office.

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



**STAFF REPORT
CITY COUNCIL**
June 15, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Communications/Recreation Coordinator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. June 2020 Staff Report Whitney Tucker

Communications/Recreation 2019 Staff Report

5/16/20- 6/9/20

Communications

- Our communications over the past month have been a mix of COVID-19 messaging and other City news including updates on current closures. I continue to create all necessary graphics and monitor and respond to questions from residents.
- The June e-newsletter was released on Thursday, June 4th. This is released on the first Thursday of every month. It had an open rate of 46% with the industry average of 27%. This was sent to 837 people.
- We are up to 18 people who are receiving the print newsletter. Because the number is small, I am printing and mailing these from City Hall and will not be using an outside service. The printed newsletter is exactly the same as the emailed newsletter. The Communications Committee will decide before the end of 2020 if the print newsletter will continue into 2021.
- City Council meeting videos are available to view on the City's website, Facebook, Twitter, and YouTube accounts. This includes meetings done on Zoom.
- Social media numbers
 - Facebook – we have 1956 Facebook followers. Our posts have reached 3,648 people in the past month and the City's profile has been viewed 702 times.
 - Twitter – has 663 followers. In the past 28 days we've had 8,922 tweet impressions and 73 profile visits for 45 tweets.
 - Instagram – there have been 18 posts in the past month and there are 231 followers.
 - I've continued to update and create new graphics as needed for social media. I am developing and maintaining a brand standard for the City's graphics.
- Website – I continue to update the website as needed. This primarily includes items to the news section and calendar. I've also added an online payment option for new yard waste carts and pet licenses.
- We are continuing to post weekly updates on our road projects and answer the questions that come up on those posts.

Community Center/Recreation

- The Community Center is currently closed and will reopen on 6/16. We have renters booking times that previous renters cancelled due to COVID-19.
- I am booking rentals into 2021 and get a lot of calls about the CEC.

- The online rental system is up and running currently. I've booked a couple renters on it successfully. Rachelle will address some financial aspects of this system at the 6/15 meeting.
- I have updated the virtual tour video to include more graphics with information and use some still photography that we have.
- We have released our parks plan survey on social media and the newsletter and there has been fantastic interest. This is open just a little longer and we are excited to share the results.

Front Desk

- I am back working in the office 5 days a week. There have been countless questions about the Spring Cleanup and yard waste carts.
- I created a cleaner sign to have out front while City Hall is closed to the public. There is a phone number and a door bell they can use. I am able to speak to residents through the door and assist them as needed.

Permits

- We now contract our permit process with Safe Building. I assist in contacting the applicant for payment and referring potential applicants to Safe Building.
- There continues to be an increase in permit payments to collect.

Planning and Zoning Commission

- There has not been a PZC meeting this month.
- It is my understanding that Travis will be taking over these duties and this will not be included in my future staff reports.

Board of Adjustment

- There haven't been any BOA meetings over the past month.
- It is my understanding that Travis will be taking over these duties and this will not be included in my future staff reports.