



**AGENDA**  
**SPECIAL MEETING OF THE WINDSOR HEIGHTS**  
**CITY COUNCIL**  
**MONDAY, JUNE 22, 2020 – 6:00 P.M.**  
**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. 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.

**Phone: 312-626-6799 U.S.**  
**Meeting ID: 894 4998 3628**  
**Password: 962448**

1. **Call to Order/Roll Call/Pledge**
2. **Approval of the Agenda**
3. **Consideration of Resolution No. 2020-86 – Employee Wages**
4. **Consideration of Resolution No. 2020-87 – FY 20 Budget Transfers**
5. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – Review City Administrator Candidates
6. **Convene into Closed Session**
7. **Convene into Open Session**
8. **Adjourn**

The agenda was posted on the official bulletin boards, City website, and social media platforms on June 5, 2020 in compliance with the requirements of the open meetings law.

**RESOLUTION NO. 2020-86**

**A RESOLUTION ESTABLISHING EMPLOYEE WAGES FOR THE  
FY21 FISCAL YEAR**

**WHEREAS**, the City of Windsor Heights recognizes that its employees provide a valuable service to the community, **AND**,

**WHEREAS**, it is in the City's interest to pay its employees a wage that compensates them fairly for their judgement, expertise and initiative.

**NOW THEREFORE BE IT RESOLVED** by the City of Windsor Heights City Council in session this 22<sup>nd</sup> day of June, 2020 that wages for the FY21 Fiscal Year are approved as described in the attachments to this resolution.

Passed and approved this 22<sup>nd</sup> day of June, 2020.

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Dave Burgess, Mayor

Attest:

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Travis Cooke, City Clerk

# **BUDGET COMMITTEE MEETING**

**JUNE 18, 2020, 8:00AM**

**VIA ZOOM**

1. Call to Order by Mayor Burgess
2. Presentation of Evaluation Method/Pay Proposal from Public Safety Department
3. Presentation of Evaluation Method/Pay Proposal from Public Works Department
4. Presentation of Evaluation Method/Pay Proposal for Management Staff
5. Consider Committee Recommendation for FY21 Wages

Current Wage (Hourly)	Current Wage (Annually)	Evaluation Score*	Proposed Increase for FY21*	Increase (Hourly)	Increase (Salary)	New Wage (Hourly)	New Wage (Salary)
\$21.55	\$44,819.86	87%	5.00%	\$1.08	\$2,240.99	\$22.63	\$47,060.85
\$20.95	\$43,575.54	81%	4.00%	\$0.84	\$1,743.02	\$21.79	\$45,318.56
\$20.00	\$41,600.00	71%	3.00%	\$0.60	\$1,248.00	\$20.60	\$42,848.00
\$28.72	\$59,727.28	64%	2.00%	\$0.57	\$1,194.55	\$29.29	\$60,921.83
\$30.62	\$63,689.60	68%	3%	\$0.92	\$1,910.69	\$31.54	\$65,600.29
\$21.64	\$45,011.20	79%	4%	\$0.87	\$1,800.45	\$22.51	\$46,811.65
\$34.78	\$72,342.40	48%	3.5%	\$1.22	\$2,531.98	\$36.00	\$74,874.38
\$20.00	\$41,600.00	NA	NA	NA	NA	\$20.00	\$41,600.00

Evaluation Score (%)	Wage Increase (%)
0% - 44%	0%
45% - 55%	1%
55% - 65%	2%
65% - 75%	3%
75% - 85%	4%
85% - 95%	5%
95.01% - 100%	6%

	FY21 Budgeted
Parks	\$58,144.00
CEC	\$66,950.00
Streets	\$135,000.00
Snow	\$70,000.00
Sanitary	\$40,000.00
Stormwater	\$80,000.00
Communications	\$23,180.76
<b>Total</b>	<b>\$473,274.76</b>

Total Salaries	\$425,035.56
Total Increase	\$12,669.68
% Increase	3.07%
	<b>\$48,239.20</b>

**Windsor Heights Public Safety FY21 Proposed Salary Increases - NON-UNION/FULL-TIME STAFF**

Position	Department	Budgeted Raise %	Current Salary (FY20)	Current Salary FY20 Hourly	Possible Increase		Evaluation Score	Proposed Increase	Proposed Increase %	Proposed FY21 Salary	Proposed Hourly*	FY21 Budgeted	Difference in budgeted vs actual
					based on % Budgeted								
Captain	Police	3.75%	\$ 90,901.06	\$ 43.70	\$ 3,408.79	100.00%	\$ 3,408.79	3.75%	\$ 94,309.85	\$ 45.34	\$ 94,309.85	\$ 0.00	
Lieutenant	Police	3.75%	\$ 81,891.95	\$ 39.37	\$ 3,070.95	88.00%	\$ 2,702.43	3.30%	\$ 84,594.38	\$ 40.67	\$ 84,962.79	\$ 368.41	
Admin Support Clerk	Police	3.75%	\$ 53,322.11	\$ 25.64	\$ 1,999.58	90.00%	\$ 1,799.62	3.37%	\$ 55,121.73	\$ 26.50	\$ 55,321.69	\$ 199.96	
Paramedic	Fire	4.00%	\$ 52,253.07	\$ 18.96	\$ 2,090.12	86.00%	\$ 1,797.51	3.44%	\$ 54,050.58	\$ 19.61	\$ 54,343.19	\$ 292.61	* Based on 2,756 annual hours
Paramedic	Fire	4.00%	\$ 52,253.07	\$ 18.96	\$ 2,090.12	97.00%	\$ 2,027.42	3.88%	\$ 54,280.49	\$ 19.70	\$ 54,343.19	\$ 62.70	* Based on 2,756 annual hours
Paramedic	Fire	4.00%	\$ 49,883.60	\$ 18.10	\$ 1,995.34	84.00%	\$ 1,676.09	3.36%	\$ 51,559.69	\$ 18.71	\$ 51,878.94	\$ 319.25	* Based on 2,756 annual hours
EMT	Fire	4.00%	\$ 41,327.18	\$ 15.00	\$ 1,653.09	84.00%	\$ 1,388.59	3.36%	\$ 42,715.77	\$ 15.50	\$ 45,736.27	\$ 3,020.50	* Based on 2,756 annual hours
EMT	Fire	4.00%	\$ 36,930.40	\$ 13.40	\$ 1,477.22	85.00%	\$ 1,255.63	3.40%	\$ 38,186.03	\$ 13.86	\$ 41,163.62	\$ 2,977.59	* Based on 2,756 annual hours
EMT	Fire	4.00%	\$ 36,930.40	\$ 13.40	\$ 1,477.22	90.00%	\$ 1,329.49	3.60%	\$ 38,259.89	\$ 13.88	\$ 38,407.62	\$ 147.73	* Based on 2,756 annual hours
<b>Total FY21 Budgeted Increase:</b>					<b>\$ 19,262.43</b>	<b>Proposed Inc:</b>	<b>\$ 17,385.58</b>	<b>Difference Budget vs Proposed:</b>			<b>\$ 7,388.74</b>	<b>Under Budgeted</b>	

**\*\* The actual budgeted dollars for FY21 were based on the old matrix, which could allow for more than the base percentage as the matrix was built around the employee's current salary as compared to the range in the matrix along with the evaluation score. This explains the difference in actual dollars under budget in the above proposal \*\***

**Exhibit "B"  
Pay for Performance Salary Matrix  
Salary Increase Percentages**

Fiscal Years 17/18, 18/19, 19/20

**3.50%**

PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	4.00	3.50	3.00	2.50	2.00	1.50	0.00	0.00	0.00	0.00
1.25 – 1.74	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	0.00	0.00
1.75 – 2.24	6.00	5.50	5.00	4.50	4.00	<b>3.50</b>	3.00	2.50	2.00	1.50
2.25 – 2.74	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50
2.75 – 3.24	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50
3.25 – 3.74	9.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50
3.75 – 4.00	10.00	9.50	9.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50

CITY OF WINDSOR HEIGHTS

MANAGEMENT STAFF PROPOSED FY21 COMPENSATION

BY MARK ARENTSEN, INTERIM CITY ADMINISTRATOR

JUNE 17, 2020

<u>Position</u>	<u>FY20 (Current)</u>	<u>Increase</u>	<u>FY21 (Proposed)</u>	<u>One Time Payment</u>
Pb Sfty Chief	\$92,437	3.5%, \$3,235	\$95,672	\$2,500
Pb Works Dir	\$72,349	3.5%, \$2,532	\$74,881	\$2,500
Finance Drctr	\$80,000	3.5%, \$2,800	\$82,800	\$2,500
City Clerk	\$71,575 (7/1/20 amount)	-0-	\$71,575	-0-
Total Wage Increases		\$8,567		
One Time Payments		<u>\$7,500</u>		
TOTAL FY21 COST		\$16,067		

**Resolution No. 2020- 87**

**A RESOLUTION APPROVING FISCAL YEAR 2020 BALANCE TRANSFERS FOR THE CITY OF WINDSOR HEIGHTS, IOWA**

**WHEREAS**, the Windsor Heights City Council approves inter-fund transfers as needed for budget balancing purposes; and

**WHEREAS**, the following transfers are being done based on information obtained from the Fiscal Year 2020 Budget; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Windsor Heights, Iowa, that the transfers outlined below are hereby approved with an effective date of 6/22/2020 and the Finance Director is authorized to make the transfers in accord with this resolution.

From:	TIF	125-000-1110
To:	General Fund	001-000-1110
Amount:	\$120,000	

From:	TIF	125-000-1110
To:	2016A Principal - \$110,000	200-000-1110
To:	2016A Interest/Bond Fee - \$25,025	200-000-1110
Amount:	\$135,025	

From:	TIF	125-000-1110
To:	2016B Principal - \$225,000	200-000-1110
To:	2016B Interest/Bond Fee - \$48,548	200-000-1110
Amount:	\$273,548	

From:	TIF	125-000-1110
To:	2017B Principal - \$390,000	200-000-1110
To:	2017B Interest/Bond Fee - \$15,325	200-000-1110
Amount:	\$405,325	

From:	TIF	125-000-1110
To:	Economic Development	145-000-1110
Amount:	\$50,000	

From:	TIF	125-000-1110
To:	Phase 1 of 73 <sup>rd</sup> Street Design	322-000-1110
Amount:	\$539,170	

From:	TIF	125-000-1110
To:	2020 PCC Patching Project	320-000-1110
Amount:	\$502,595	

Passed and approved this 22<sup>nd</sup> day of June, 2020

\_\_\_\_\_  
Dave Burgess, Mayor

Attest: \_\_\_\_\_  
Travis Cooke, City Clerk